



## **Madrasah Dropping-Off / Picking-Up Policy: Madrasah Al Furqan**

### *1. Purpose*

This policy is designed to ensure the safety, security, and well-being of all students attending the Madrasah. It outlines clear expectations for parents and guardians when dropping off and picking up their children.

---

### *2. Drop-Off Procedure*

- Arrival Time: Children must be dropped off no earlier than 10 minutes before Madrasah starts.
  - Parents/guardians must ensure children arrive on time and are brought directly to the entrance or designated drop-off point.
  - Children must not be left unattended outside the premises.
  - The Madrasah does not accept any responsibility for children who are left outside the premises before 5:00 PM. Parents or guardians must ensure appropriate supervision prior to this time.
  - Parents are not permitted to enter the Madrasah building without permission
- 

### *3. Pick-Up Procedure*

- Collection Time: Children must be collected promptly between 7.25 and 7.30 pm at the end of class.
  - Parents/guardians must collect their child from the designated collection point. Children will only be released to:
    - A parent or guardian, or
    - A person authorised in writing by the parent.
    - If someone unfamiliar to staff is collecting the child, prior written notice (confirmation) is required in advance.
- 

### *4. Late Collection*

- Children must not be left waiting after class ends. Repeated late collections may result in:
  - A warning text message/letter
  - A meeting with the Madrasah Headteachers

- A potential late collection charge for continued delays
  - In the event of a genuine emergency or delay, parents must inform the Madrasah as soon as possible.
- 

#### *5. Independent Travel (Where Applicable)*

- If a parent wishes to give permission for their child to walk home alone, parents must give consent via the parent portal.
  - This is only permitted for students of a certain age/year group, as determined appropriate by the Madrasah.
  - The Madrasah will not be held responsible for any pupils' actions or wellbeing after the pupil has left the Madrasah premises and will solely be the responsibility of the parent/guardian.
  - If the Madrasah finds that the behaviour of a pupil who travels independently to and from the premises has a negative impact on the reputation of the Madrasah, or the safety and wellbeing of another pupil, the parents will be immediately notified, and the privilege of independent travel may be withdrawn without notice in order to safeguard all students.
- 

#### *6. Parking and Safety*

- Please Park responsibly and do not block driveways, entrances, or nearby roads.
  - Always follow road safety rules and supervise children closely near the Madrasah premises.
  - Avoid double parking or stopping in the middle of the road to drop off or collect your child.
- 

#### *7. Uncollected Children*

- If a child remains uncollected after a reasonable time and no contact has been made, the Madrasah will attempt to contact:
    - Parents/guardians
    - Emergency contacts provided on the registration form
  - If the child remains uncollected and no contact is established, local safeguarding procedures may be followed.
- 

#### *8. Changes to Pick-Up Arrangements*

- Any change in pick-up arrangements must be communicated to the Madrasah in writing or by phone before the end of the day.
  - Children will not be released to any unauthorised person under any circumstance.
-

#### 9. Compliance

- This policy is in place for the safety and protection of all children.
- We request full cooperation from all parents and guardians in adhering to these procedures.

---

Jazākumullāhu Khayran for your understanding and cooperation.

For any questions or concerns regarding this policy, please contact the Madrasah administration.

Next Review Date: 31 August 2026