CIRCULAR

5th November 2024

Dear Parents,

SUBJECT : ****IMPORTANT ANNOUNCEMENT FOR PARENTS REGARDING EARLY STUDENT DISPERSAL****

We would like to inform you that requests for early student dispersal (Gate Pass) submitted through the GEMS Connect (parent portal app), will only be accepted till a **day prior** to the desired date of early release. Please note that after this deadline, **the system will be locked and no further requests can be made through the portal for same day requests w.e.f. Monday, 18th November 2024.**

In the event of an emergency that necessitates a same-day early dispersal, please proceed to the school Reception upon your arrival who will assist in contacting the respective Key Stage leader to submit your request. Kindly keep in mind that due to the last-minute nature of these requests, it **may take up to 30 minutes to 1 hour** to complete all necessary formalities before your child can be released.

We wish to remind you that early departures from school should only occur for valid reasons. **We strongly encourage scheduling appointments for doctors, embassies, visas, etc., outside of school hours.** Early dispersals can disrupt teaching and learning by interrupting lessons, which can hinder students' progress. This can lead to gaps in their understanding and make it challenging for them to keep up with the curriculum. Regular early dispersals are being closely monitored as frequent interruptions to lessons can adversely affect not only your child's education but also the learning environment for their peers.

Please understand that habitual early pickups may prompt a discussion with the school, and not all Gate Pass Requests may be granted if we believe alternative arrangements could be made.

For bus students who need to go home as Own Transport – Please be advised that they will be released through their respective dispersal areas at the regular time. When emailing the teacher and STS (**before 12 pm**), always include **reception_tws@gemsedu.com** in CC. Kindly note that these requests should not be made through the Gate Pass system, unless the child needs to be picked up early.

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We appreciate your cooperation and support in maintaining the integrity of our school learning environment. Thank you for your attention to this matter and for your continued partnership in fostering the development of our students.

Kind regards,

CARL ROBERTS
EXECUTIVE PRINCIPAL/CEO

GEMS EDUCATION

PO Box 27016, Dubai, United Arab Emirates
+971 (0)4 298 8333 +971 (0)4 298 8603
gemsws-ghusais.com

gemseducation.com
linkedin.com/company/gems-education
@GEMS_ME