

Newton International Academy, Smash

www.newtonschools.sch.qa

An International community of learners striving for excellence and celebrating success



15th August 2022

Dear Parent/Guardian,

RE: School Procedures

The Team at NIA Smash have been working hard this week to prepare for the return of our students from 16th August in line with the MoE and MoPH guidelines.

Drop off and Pick up from School: This is information for you about the arrangements for picking up and dropping off your child/ren at school.

Please see Drop off and Pick Up areas for each year group. Year groups must enter and exit the school at these designated areas where staff will greet them before entering the building. Parents are not allowed to enter the school building.

Drop off: School starts at 7am, children will be supervised from 6:45am.

Dropping off time: 6:40-7:00am (Please note there is no supervision before 6:40am)

EYFS: 12:30-12:45pm (Special arrangements for home time during the first two weeks 7:00 – 10:30)

Years 1 -6 pickup time: 1:30-1:45pm

Years 7 -11 pickup time: 1:40-1:55pm

To ease congestion and ensure safety at the main entrance there are different gates and entrances to the school assigned to different year groups.

EYFS & Secondary Girls will enter from Gate 2, Entrance 1 and through the EYFS reception area.

Years 1 & 2 will enter from **Gate 3, Entrance 3** and through the main reception area. They will exit from the **Girls Canteen**, the same as last year. This is indicated on the map below.

Years 3, & 6 will enter and exit from the **Gate 3, Entrance 2**.

Years 4, & 5 will enter and exit from the **Gate 3, Entrance 4**.

Secondary Boys will enter from **Gate 4, Entrance 5** and exit from **Gate 3 Entrance 5**.

PLEASE NOTE AT 7:10am the side gates will be closed by security and all children will be asked to enter through the main gate and register as late with the front office.

After school.

Gates will be open from 12:30 at EYFS and 1:30pm at Primary and Secondary for parents, drivers and carers to collect the children from the designated areas.

The main reception area is to be kept free after school as ALL children have an area in which they can wait until they are collected. Please can you use the side entrances to collect your child/ren.

In accordance with the MoE/MoPH to ensure the safety of our students and staff we require that all students are collected on time each day.

We look forward to a safe start to the 2022-23 academic year.

Kind regards,

NIA Smash Senior Management Team

Telephone: 3016 2469, 5574 7693, 3016 0137 EYFS Telephone: 5565 1183

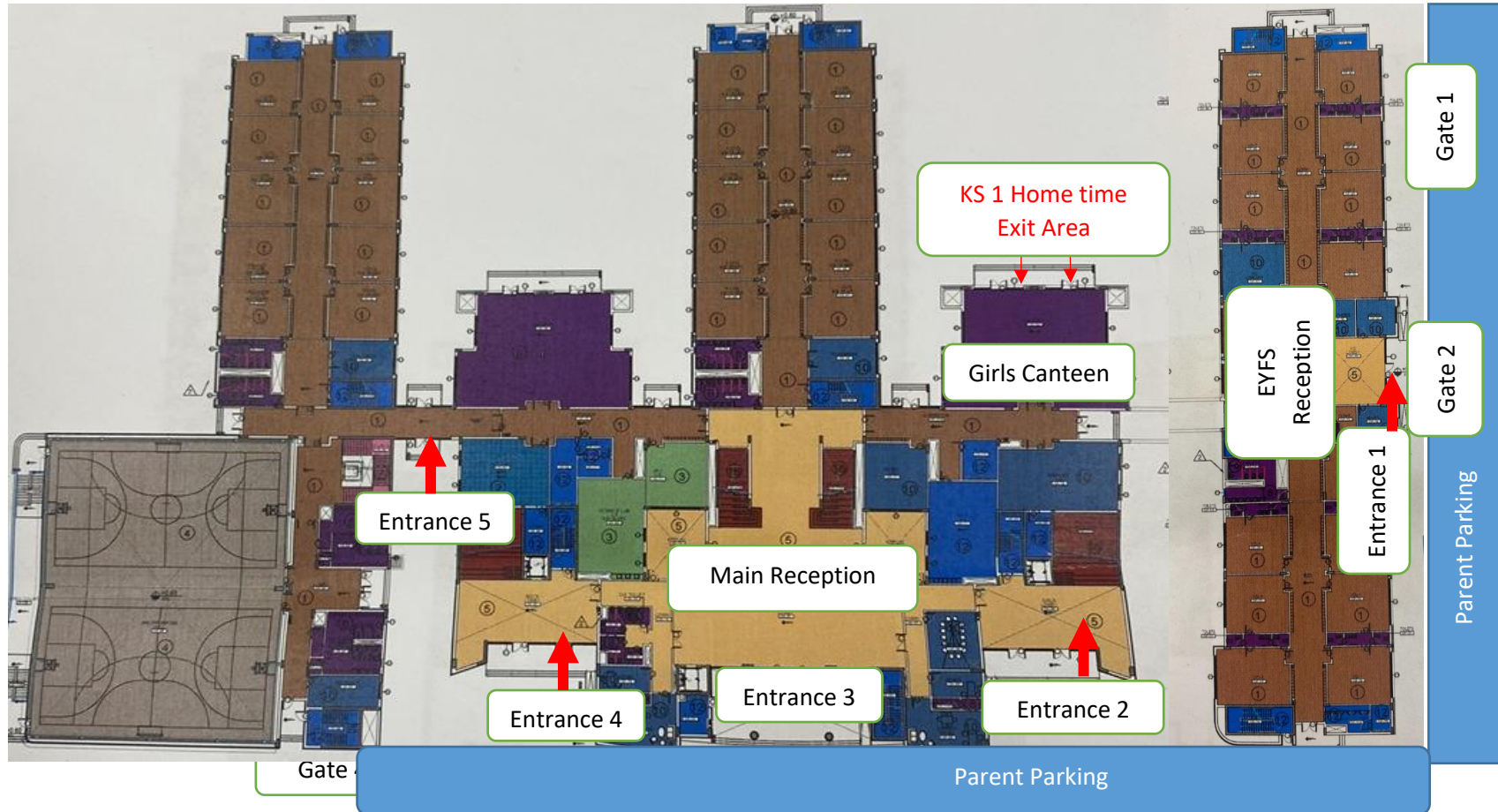
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NIA Smash School Map

Pick up and drop off points:



Morning Drop off areas		Afternoon Pick up areas	
EYFS and Secondary Girls	Gate 2, Entrance 1	EYFS and Secondary Girls	Gate 2, Entrance 1
KS 1 Students	Gate 3, Entrance 3	KS 1 Students	Gate 3, Girls Canteen Exit Area
Year 3 and 6	Gate 3, Entrance 2	Year 3 and 6	Gate 3, Entrance 2
Year 4 and 5	Gate 3, Entrance 4	Year 4 and 5	Gate 3, Entrance 4
Secondary Boys	Gate 4, Entrance 5	Secondary Boys	Gate 3, Entrance 5