

**BIRLA PUBLIC SCHOOL, DOHA, QATAR  
CIRCULAR**

Dear Parent,

**Sub: Student Campus Entry and Dispersal**

In keeping with the safety and well-being of our students, you are requested to adhere to the following guidelines for smoother and safer entry and dispersal of the students.

**Entry and Exit Timing and the Dispersal Gate Allocation for students:**


Timing			Designated Exit and Entry Gates	
Grades	Entry	Dispersal	School Bus	Private Transport
KG I & KG II	11:30 am	3:30 pm	7	4
Grade I	1:00 pm	6:00 pm (Parent Pick up 5:55 pm)	7	6
Grades II - V	7:00 am	1:00 pm (Parent Pick up 12:55 pm)	4	5
Grades VI - XII	7:00 am	1:00 pm (Parent Pick up 1:05 pm)	4	5

**Important Instructions:**

- Parents will not be permitted to enter the school premises during school hours.
- In case of an emergency requiring early pick-up during class hours, please proceed to **Gate No. 4**. Security personnel will assist with the handover. The required out-pass will also be issued at this gate.
- Parents are requested to park their vehicles at the designated parking area opposite Gate No. 5.
- During Dispersal, security staff will assist the parents at the designated gates. Kindly follow the instructions and avoid crowding near the gates.
- **Early Pick-Up Procedure:**
  - Inform the class teacher in advance.
  - Send an almanac note/email stating the reason.
  - For medical appointments, kindly attach/share the appointment confirmation.
- **Uber / Metro / Private pick-up** – Parents must inform the class teacher via email if their ward will be using Uber, Metro, or any private pick-up arrangement.

Kindly note **playpen facility is not available after school hours.**

We request your cooperation in adhering to the above guidelines to ensure a safe and orderly dispersal process, as it concerns the safety and security of all students.

  
**Dr. Anand R. Nair**  
Principal