

PARENT & GUARDIAN ID CARD POLICY

Policy Owner	Operations Manager
Approved by	Ms Sapna Changrani (Head of School)
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1. PURPOSE

The Parent and Guardian ID Card system is implemented to strengthen safeguarding, enhance campus security, verify authorised collectors, and ensure the safe release of students and school-issued items. The Parent ID Card serves as the primary identification document for parents, guardians, and authorised collectors when accessing school services and facilities.

2. SCOPE

This policy applies to:

- All parents and legal guardians of students enrolled at the school.
- All authorised collectors nominated by parents.
- All school staff responsible for identity verification.

3. ISSUANCE OF PARENT AND GUARDIAN ID CARDS

- All parents are required to purchase a Parent ID Card while purchasing books, resources, and uniforms for the academic year.
- Parents may also purchase a Guardian ID Card for an authorised representative (e.g. nanny, driver, relative, or family member).
- Cards will be issued during the books, resources, and uniform distribution period.
- Parents must upload a recent photograph via the Orison Parent Portal immediately after purchasing the Parent/Guardian ID Card, to ensure timely processing of the ID card.
- The card will display the parent/guardian's photograph, name, student name(s), year group(s), relationship to the student, and a unique ID number.
- Parent and Guardian ID Cards are valid for one academic year only and must be renewed annually.
- All Parent and Guardian ID Cards are embedded with RFID technology to support the school's identity verification systems.

4. MANDATORY USE OF PARENT AND GUARDIAN ID CARDS

The Parent ID Card or Guardian ID Card must be presented for:

4.1 Student Collection

- End-of-day student collection.
- Early student pick-up.
- Collection during medical appointments or approved absences.

4.2 Collection of School Items

- Books and educational resources.
- School uniforms and certificates.
- Graduation and other school-issued items.

4.3 School Events and Meetings

- Parent-teacher meetings, school concerts, Sports Day, graduation ceremonies.
- Workshops, exhibitions, and any event requiring controlled access.

4.4 Administrative Services

- Admissions, transport, and fee-related enquiries.
- Collection of official documents and any service requiring parental verification.

4.5 Entry to School Premises

- Entry through school gates and reception areas.
- Access to designated visitor areas within the school.

No student or school-issued item will be released without a valid Parent or Guardian ID Card unless an authorised exception has been approved.

5. AUTHORISED COLLECTORS

- Parents may nominate authorised collectors through a written request to the Operations Department.
- Any changes to authorised collectors must be communicated to the school immediately.
- The school reserves the right to verify and approve all authorised collectors before issuing a Guardian ID Card.

6. LOST, DAMAGED OR FORGOTTEN CARDS

Lost or damaged cards must be reported immediately to the Operations Department. Replacement cards will be issued within one working day, subject to identity verification and payment of the applicable replacement fee of AED 25. Until a replacement card is issued, parents must present a valid Emirates ID or passport for verification.

7. EXCEPTIONAL CIRCUMSTANCES

In genuine emergencies, the Head of School or Head of Operations may approve a one-time exception subject to identity verification and confirmation from the registered parent or guardian.

8. MISUSE OF PARENT OR GUARDIAN ID CARDS

The following are strictly prohibited:

- Lending or sharing a card.
- Using another person's card.
- Altering or tampering with a card.
- Providing false information to obtain a card.

Misuse may result in card deactivation, restriction of collection privileges, and further action in accordance with school policies.

9. RESPONSIBILITIES

Parents and Guardians

Carry the card when visiting the school. Keep collector information up to date. Report lost cards immediately.

School Staff

Verify Parent and Guardian ID Cards before releasing students or school-issued items. Ensure compliance with this policy at all times.

Operations Department

Issue, renew, replace, and deactivate cards. Maintain authorised collector records. Administer and review this policy.

10. NON-COMPLIANCE

Failure to present a valid Parent or Guardian ID Card may result in delays in student release, collection of school items, or access to school services until identity has been verified.

11. POLICY REVIEW

 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from KHDA