

STUDENT ID CARD POLICY

Policy Owner	Operations Manager
Approved by	Ms Sapna Changrani (Head of School)
Review Date	July 2026
Next Review Due	July 2027
Circulation	All Staff, Students, Parents; School Website; KHDA Inspection File

1. PURPOSE

The Student ID Card is an important part of the school's safeguarding, security, and operational procedures. The card serves as the official identification document for students and supports the safe and efficient management of transportation services, school activities, and cashless transactions within the school.

2. SCOPE

This policy applies to all students enrolled at the school, from FS through Year 13.

3. REQUIREMENT

Parents are required to purchase the Student ID Card at the beginning of each academic year along with the books and resources package. The school reserves the right to deny access to certain services and activities if a valid Student ID Card is not available.

4. USES OF THE STUDENT ID CARD

4.1 School Transportation

- Identification of students using the school bus service.
- Verification of student attendance on buses.
- Monitoring student boarding and disembarkation through transportation systems.

4.2 Educational Visits and School Activities

Identification and verification during educational visits, field trips, competitions, external events, and inter-school activities. Students may not be permitted to participate in certain activities without a valid Student ID Card.

4.3 RTA buses, the Dubai Metro, and Student Safety

Identification and verification of students when travelling independently using RTA buses, the Dubai Metro, or other public transportation services. The Student ID Card supports student safety by enabling quick identification in the event of an emergency.

4.4 Cashless Canteen System

The Student ID Card will serve as the student's cashless payment card for purchases made at the school canteen.

5. CASHLESS CANTEEN SYSTEM

Effective from Academic Year 2026–27, the school canteen will operate on a fully cashless basis.

5.1 Top-Up Requirements

The minimum recharge amount is AED 100. Cards may be recharged at the School Cash Counter or through the Zenda online payment platform.

5.2 Responsibility for Funds

- Parents are responsible for managing and monitoring the balance on their child's Student ID Card.
- The school is not responsible for purchases made using a valid Student ID Card.

6. STUDENT PHOTOGRAPH REQUIREMENTS

To generate the Student ID Card, parents must upload (through the Orison Parent Portal) a recent passport-style photograph of their child. The photograph must clearly show the student's face and be recent and identifiable. Failure to submit a photograph may delay the issuance of the card.

7. ISSUANCE OF STUDENT ID CARDS

Student ID Cards will be issued once payment has been received and the student's photograph has been approved. Cards will normally be distributed at the start of the academic year.

8. LOST, DAMAGED OR REPLACEMENT CARDS

- Parents must immediately report any lost Student ID Card to the school.
- Cards that are damaged, defaced, or unusable must be replaced.
- A replacement fee of AED 25 will be charged for lost or damaged cards.

9. STUDENT RESPONSIBILITIES

Students are expected to:

- Carry their Student ID Card when required for school activities and trips.
- Use the card responsibly and keep it in good condition.
- Not share, lend, alter, or misuse the card.

Any misuse of the Student ID Card may result in disciplinary action.

10. PARENT RESPONSIBILITIES

Parents are responsible for:

- Purchasing the Student ID Card and uploading a suitable student photograph.

- Ensuring their child carries the card when required.
- Maintaining sufficient canteen balance if the student uses canteen services.
- Reporting lost or damaged cards promptly.

11. SAFEGUARDING AND SECURITY

The Student ID Card supports:

- Student identification and accountability.
- Transportation safety and attendance monitoring.
- Verification during school activities and off-site visits.
- Emergency response procedures.

12. POLICY REVIEW

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