

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 supports student identification, safeguarding, school transport accountability, educational visits, school activities and cashless canteen transactions. The card forms part of the school's wider safety and operational arrangements; its absence must not automatically prevent a student from attending lessons or accessing essential services.

2. SCOPE

This policy applies to all students enrolled at Dubai Scholars Private School, from Foundation Stage (FS) to Year 13, and to parents, guardians and staff involved in administering or using Student ID Cards.

3. USES OF THE STUDENT ID CARD

3.1 School Transportation

The card identifies students using school transport and is linked to the School Bus Attendance System (SBAS) for boarding, disembarkation and attendance monitoring. Transport Assistants must physically verify each student; if a card is missing or cannot be scanned, the Transport Assistant shall verify the student's identity and manually record attendance through the approved SBAS procedure. A missing card alone must not result in an unsafe boarding or drop-off decision.

3.2 Educational Visits and School Activities

Students are expected to carry their Student ID Card on educational visits, field trips, competitions, external events and inter-school activities. Where a card is forgotten, the student may participate after identity verification and authorisation by Operations Manager, provided all trip safeguarding and safety requirements are met. Trip leaders shall maintain their normal attendance and emergency records.

3.3 RTA Buses, Dubai Metro and Student Safety

The Student ID Card assists with identification when students travel independently using RTA buses, the Dubai Metro or other public transport. It does not replace an RTA Nol Card or any separate travel document or fare requirement. Students using public transport must carry the appropriate Nol Card and comply with the school's independent-commute arrangements where applicable.

3.4 Cashless Canteen

The Student ID Card serves as the student's cashless payment card for school canteen purchases. Canteen access and payment arrangements are governed by Section 4.

4. CASHLESS CANTEEN SYSTEM

The school canteen operates on a cashless basis. The minimum top-up is AED 100, and top-ups are made through Zenda only. Parents are responsible for monitoring the balance and reviewing transactions. Any disputed or unauthorised transaction should be reported promptly to Operations for investigation under applicable school procedures. A student without a usable card should be referred for an approved identification or payment arrangement rather than left without appropriate support.

5. STUDENT PHOTOGRAPHS AND DATA PROTECTION

Parents must upload a recent, clear passport-style student photograph through the Orison Parent Portal. Operations follows up missing or unsuitable photographs. Authorised Operations personnel may access photographs and necessary identification data in accordance with existing Orison access controls and the school's data-protection procedures. Information shall be used only for legitimate school purposes, protected against unauthorised access and handled in accordance with applicable retention and safeguarding requirements.

6. CARD PRODUCTION AND DISTRIBUTION

The Operations Department is responsible for printing, issuing, renewing and replacing Student ID Cards. FS and Primary cards are distributed through class teachers; Secondary students collect their cards from Reception. New admissions shall receive a temporary Student ID Card until their permanent card is available. Operations also manages temporary identification where a replacement is pending.

7. LOST, DAMAGED AND REPLACEMENT CARDS

Parents or students should promptly report a lost, stolen or unusable card to Operations so that any necessary security or system action can be taken. Appropriate temporary identification and access arrangements shall apply until replacement.

8. STUDENTS WITHOUT A CARD AND REASONABLE ADJUSTMENTS

Students who forget or are awaiting an ID Card shall remain able to attend lessons and access essential school services following suitable identity verification. Operations and relevant staff shall arrange temporary identification or approved alternative procedures. Reasonable adjustments shall be provided for students of determination or students who cannot independently carry, present or scan a card. The Head of Operations shall coordinate with the Inclusion Team and relevant staff to approve suitable arrangements, including authorised assistance or alternative identification, without disadvantaging the student.

9. RESPONSIBLE USE AND MISUSE

Student ID Cards are for individual use and must not be lent, exchanged, altered, duplicated or used by another person. Suspected misuse shall be reported to Operations for verification. Deliberate misuse shall be addressed proportionately and in an age-appropriate manner under the Student Behaviour Policy. A card may be deactivated or replaced when necessary, but appropriate identity verification shall preserve access to education and essential services.

10. STUDENT AND PARENT RESPONSIBILITIES

Students should carry and care for their ID Card when required, use it only for their own identification and report loss or damage. Parents are responsible for annual renewal providing a suitable Orison photograph, reminding their child to carry the card, maintaining sufficient canteen balance where applicable, and promptly reporting lost or damaged cards. Parents should contact Operations if an identification or accessibility issue arises.

11. STAFF RESPONSIBILITIES AND AUTHORISATIONS

Operations administers card production, photographs, renewals, replacements and temporary cards. Class teachers distribute FS and Primary cards; Reception manages Secondary collection. Transport Assistants verify and record student bus attendance through SBAS, including approved manual procedures. Staff supervising visits verify participants and follow the school's trip procedures. The Operations Manager approves policy exceptions, alternative arrangements and ID-related resolutions, coordinating with safeguarding or inclusion staff where appropriate.

12. SAFEGUARDING, SECURITY AND RECORDS

Student ID Cards support identification and accountability but do not replace direct supervision, safeguarding checks, attendance registers or emergency procedures. Identification discrepancies, suspected impersonation and any safeguarding concerns shall be escalated promptly through the relevant school procedures. Operations shall maintain appropriate issuance and replacement records with access limited to authorised personnel.

13. RELATED POLICIES

This policy should be read alongside the Student Behaviour Policy, Safeguarding and Child Protection Policy, Transportation Policy, Educational Visits procedures, Independent Commute arrangements and school data-protection procedures.

14. POLICY REVIEW

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