



مدرسة ايليت الانجليزية The Elite English School

CIR/EES/AUG/2540-25

Date: 21st August 2025

OWN TRANSPORT PROTOCOLS

Dear Parents,

With this circular we wish to remind our parent community regarding certain rules governing the student dispersal. Please be reminded that since the school is situated in a residential area, we are requesting all parents of own transport students to keep in mind the following protocols henceforth to ensure cordial environment.

1. Sounding horn outside the school premises is strictly prohibited.
2. School gates will only open at 7:30AM. School does not take responsibility for students arriving earlier to this. Parents are advised not to leave their wards unattended before 7:30AM due to safety reasons
3. Parent for KG to Grade 4 are expected to drop their students inside the gate towards the school. Parents are not allowed to go inside, beyond the glass doors when dropping off the children.
4. The school day begins at sharp 7:50 AM. The gates will close by sharp 8:00 AM. PARENTS CANNOT DROP OFF their wards if they arrive after 8:15AM.

Grade	Days	Drop Off (Own Transport)	Pickup (Own Transport)
KG I	Monday to Thursday Friday	10:00 – 10:15 AM 10:00 – 10:15 AM	2:00 PM 11:40 AM
KG II	Monday to Thursday Friday	7:30 – 8:00 AM 7:30 – 8:00 AM	12:00 Noon 11:00 AM
Grade 1 to 4	Monday to Thursday Friday	7:30 – 8:00 AM 7:30 – 8:00 AM	2:00 PM 11:40 AM
Grade 5 to 12	Monday to Thursday Friday	7:30 – 8:00 AM 7:30 – 8:00 AM	2:15 PM 11:40 AM

5. Parent are expected to come in and pick up their wards. No phone calls will be accepted to send child outside.
6. Parents who wish to pick up their wards must send an email request to school email ees@eliteenglishschool.com. It is subject to the approval of the Principal.
7. All parents arriving to pick or drop or visiting school must park cars in the TARRED parking bay in the left hand side and opposite left corner. As parking is limited you are advised to come early and secure parking spot. Please refrain from parking in the gravel area in front of the school. Please make sure not to block the entry/exit point of the parking bay. Blocking entrances and pathways of school bus is subject to fines. Do not park or leave your cars along the residential area pavements. Parents who park in the gravel area in front of the school will do so at their own risk.

This is for your information and necessary action

Best Regards,

PRINCIPAL
Kiaathai

