



Office of the School Principal

26 July 2026

Ref.#: PSD-PO-LTR-26-27/07-001

Dear PSD Parents/ Guardians,

RE: PA #01 – School Safety and Security Procedures

As we prepare for the opening of **School Year 2026–2027**, the School Management wishes to provide important information to ensure the safety, security, and well-being of all learners and school staff within the school premises.

1. Schedule for Distribution of Books and Purchase of School Supplies

Please be informed that books and school supplies are now available at the school store. Parents are kindly advised to take note of the official schedule for the distribution of books and school supplies.

To maintain order and avoid congestion in the school store, **claiming of books and purchasing of school supplies will not be permitted during the first week of classes.**

Date & Time	Activities/ Events	Remarks
July 21 to August 6, 2026 ■ 8:00 am – 4:00 p.m.	Distribution of books and other school supplies	Offices are open from Sunday to Thursday for the distribution of books and school supplies
August 9 – 11, 2026	All offices will be closed and no business transactions during these days.	All Staff shall be attending a three (3) days In-Service-Training (INSET) 2026.
August 12, 2026 onwards 7:00 a.m. – 3:00 p.m.	Resumption of offices	All offices shall be open from Sunday to Thursday.
August 12 to 27, 2026 7:00 a.m. – 3:00 p.m.	Resumption of distribution of books and purchase of school supplies	Parents/guardians are advised to claim the books and purchase the school supplies within this period.
August 30, 2026	Opening of Classes for 2026-2027 academic year.	Please visit the school website: https://psd.sch.qa for the section list, timing of classes per level, and other reminders/updates.

August 30 to September 3, 2026 – 1 st week of classes	No distribution of books and school supplies	In reiteration, to avoid congestion in the school store, please note that claiming of books and purchase of school supplies will not be permitted during the first week of classes. This is to control the influx of parents/ guardians inside the school premises for the safety and security of our learners and school staff.
September 6, 2026 onwards	Resumption of distribution of books and purchase of school supplies.	

2. Safety and Security Procedures inside the school premises.

2.1. Uses of gates

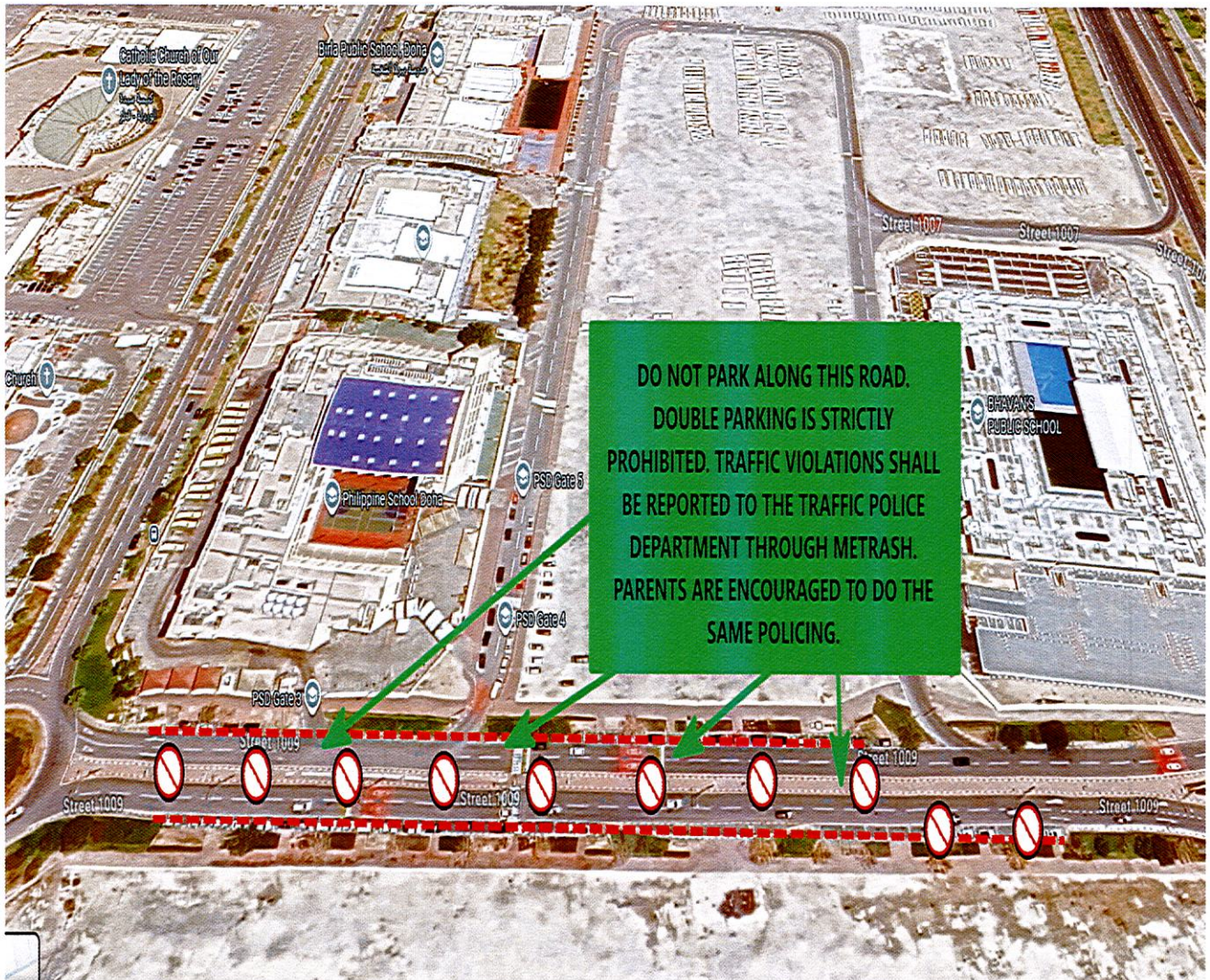
Gate No.	Remarks	
5	Entrance gate for pedestrians (all school staff, students, and parents).	Please be advised that the school gates will open at 6:00 a.m. for the morning session and at 11:40 a.m. for the afternoon session. We kindly ask for your cooperation in ensuring that your child arrives within the specified time frame, as there will be no school staff available outside these hours.
4	Exit gate	
3	Strictly for school vehicle with employee's car pass.	

2.2. General Rules for Dropping and Fetching Children

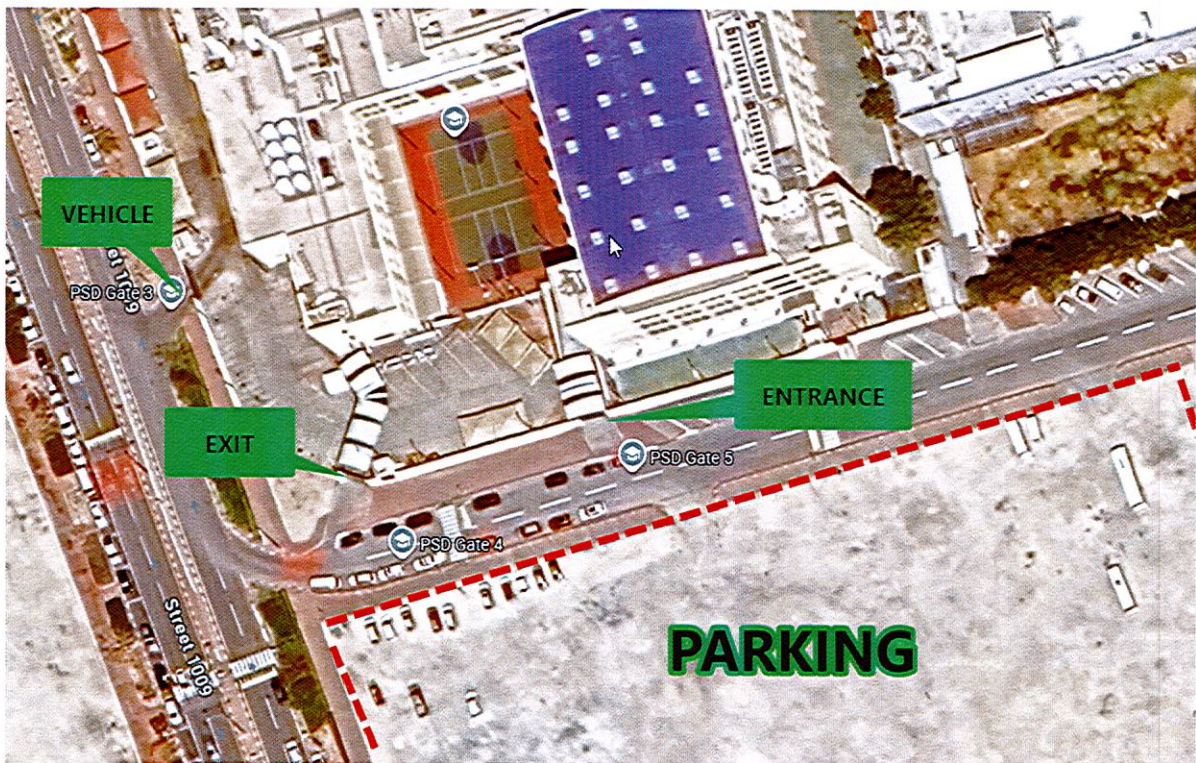
- 2.2.1. Parking area – Parents, guardians, and all transport vehicles must park in the open area opposite Gates 4–6. Please park properly and exercise patience and consideration toward other drivers.



- 2.2.2. To ensure safety and prevent accidents, the **main roads leading toward the roundabout shall not be used for parking or drop-off**. This applies particularly to the main road parallel to **Gate No. 3**. Any violations, including double parking and wrong parking in these restricted areas, shall be **reported to the traffic police**. **Gate 3** is strictly reserved for vehicles with the school's car pass (**employees and administrators only**).



- 2.2.3. Pedestrian access – Gate 5 will serve as the entrance for pedestrians, while Gate 4 will be the designated exit point.



- 2.2.4. Parental access for Grade 1 and above – Parents/guardians of Grade 1 students and above may enter the school premises to bring their children to the classroom **only during the first three days of classes (August 30–September 1, 2026)**.
- 2.2.5. Parental access for preschoolers – Parents/guardians of preschoolers (Nursery, KG1, and KG2) may enter the school premises to bring their children **only during the first week of classes (August 30–September 3, 2026)**.
- 2.2.6. Dismissal procedures – During dismissal periods, fetchers must remain in the designated waiting/fetching areas. They are **not permitted to go directly to the classrooms**. Please follow the fetching procedures set by your child’s respective department.
- 2.2.7. Timely fetching – Children **must be fetched on time**. If another fetcher will pick up your child, please inform the class adviser in advance.
- 2.2.8. School transport policy – Please note that the school does not endorse private transportation. The official school transport service remains the recommended means of bringing children to and from school.

2.3. Visitor Log System

- 2.3.1. Parents and visitors are required to log in and out at the gate before entering the school premises. This procedure will be strictly observed from 7:15 a.m. to 4:30 p.m.
- 2.3.2. Color-coded visitor ID system will be implemented to identify the purpose of visits e.g.,

Red	Principal's Office
White	Academic Departments
Peach	Finance – Accounts and Stores
Light Blue	Records
Pink	OSA/ Prefect
Yellow	Guidance
Green	Other Offices

Please be guided accordingly, and thank you for your continued support and cooperation in maintaining the safety and security of our school community.

Truly yours,


Alexander S. Acosta, PhD, JD
School Principal



Disclaimer:

This Parent Advisory (PA) is for PSD parents only. Posting of such in any unofficial site/ social media or chat rooms is strictly disallowed and shall be dealt with.

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