



SWISS INTERNATIONAL SCHOOL
QATAR

SCHOOL ACCESS POLICY

Staff Incharge	Grounds Supervisor
Latest revision	August 2025
Approved by	Head of School
Next Revision	August 2026





Our Vision

SISQ aims to develop learners who are
FULFILLED INSPIRED PREPARED

رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين
يتصفون بأنهم

مُستَعِدون مُلَهَّمون مُشَبِّعون

Notre Vision

SISQ encourage les apprenants à devenir
ACCOMPLIS INSPIRÉS PRÊTS



Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال المعاشرة والمشاركة ، والتعاون ، والشمولية والاهتمام ، تعمل المدرسة

- السويسرية على تطوير طلاب يتصفون بأنهم مشاركون ذكيّون ، يجدون الفرح في تعلمهم وتعلم الآخرين ؛ إنهم فضليون ويتّبعون معاشروك وتحمّل مسؤوليّون للتعلم.
- مشبعون بالطاقة ، إنهم سعداء بأنفسهم ، يتمتعون بصحة جيدة ، ومتوازنون ، وواقّعون اختيّاماً في عالم لعلاقات ذات مغزى ؛ إنهم مرتبطون بالآخرين وعالم من حولهم وبالبيئة.

من خلال التعلم الاهداف والقام على تطوير طلاب يتصفون بأنهم

- السويسرية لمواصلة التعلم. فهم فضليون ومتّسّلون ومستعدون لتجربة أشياء جديدة ؛ يتعلّمون بداعي ذاتية.
- مشبعون لمشاركة ما تعلّموه وتطبّيقه، يمكنهم استخدام ما تعلّموه لتحسين حياتهم وحياة الآخرين ؛ ينقلون تعلّمهم إلى الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والماوراء والمتصرفات تعلم المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يبنّون التغيير والتحدي؛ يتكفّلون مع المواقف الجديدة ويدركّون بشكل خالق حلّ المشكلات المعقّدة.
- مستعدون لعيش حياة تتسم بالنزاهة؛ أصحاب مبادئ أقواء؛ لديهم حماسة وشغف.
- مستعدون ليكونوا مواطنين عالميين صالحين؛ فهم متعددو اللغات ومتّسّلون ومتعددو الثقافات في ظاهرتهم؛ إنهم شعاعون ومهتمون.
- ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Emotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transforment leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édition du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intégrés. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.



Keeping children safe is a priority for SISQ. For this reason, SISQ operates on a closed campus policy with restricted access to authorized persons and registered guests only.

Visitors, family members, and SISQ staff wearing a SISQ lanyard or visitors badge can enter the school campus.

Campus Access, Badges, and Lanyards

Each individual entering SISQ's premises will be identified by a lanyard. Lanyards have several colors, as mentioned below, and must be used inside the premises as they will allow a clear identification.

Green	Parents/Guardians/Maids/Drivers
Red	SISQ Staff/Security Guards/Contractors
Orange	One-on-One Tutors
Yellow	Visitors

Upon completion of registration/authorization documentation by parents, family members, or guardian they will be issued a school ID badge and a green lanyard. This lanyard must be worn around the neck to enter the campus and for the duration of the visit.

Any person who is not on the authorized list and is without a badge and lanyard is considered a visitor. All visitors have to register and show, in exchange for a visitor lanyard, an official identification document, such as a QID, passport, or driver's license.

SISQ staff (academic and non-academic) can be identified by their ID badge and red lanyard. Cleaning, security, and canteen provider employees can be identified by an ID badge, red lanyard, and uniform. The maintenance team can be identified by their uniform. For Health and Safety reasons, they cannot use a lanyard.

Badges have printed on the front SISQ logo, name of the individual and category, and child safeguarding and evacuation information on the back. For approved family/guardian of the students on the front, there is the family code for easier identification.

Lost badges need to be reported to the school grounds supervisor and replaced as soon as possible. A financial contribution may be asked by the school to replace lost badges.

Parking Areas

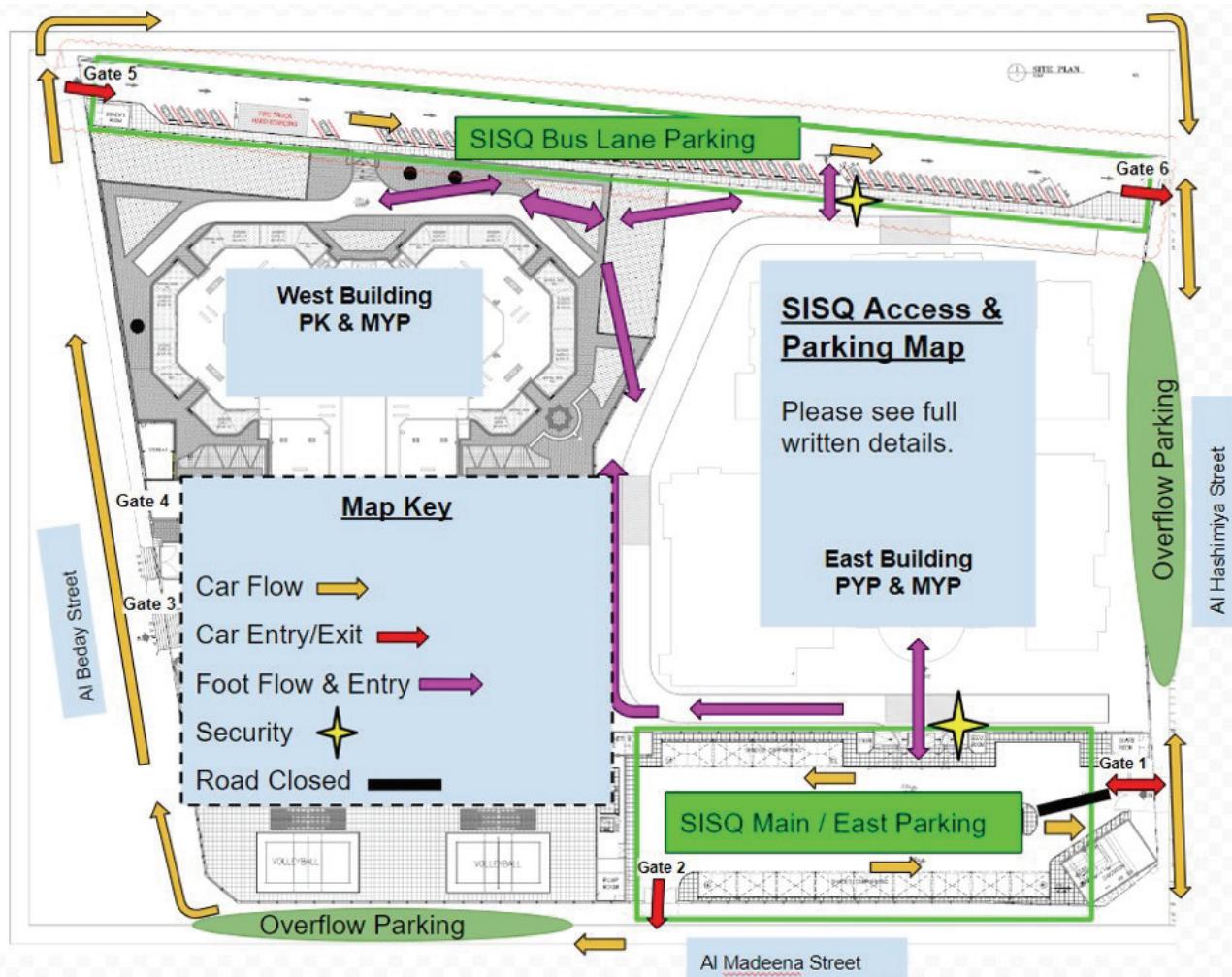
There are four parking areas for parents and visitors. Two are on the school campus and two are on adjacent streets. The campus parking areas have designated areas for parking and drop-off.

Some areas have designated NO Parking and NO Drop Off for safety reasons. Drivers must NOT exit the vehicle unless they are in a parking area.



- Main Gate Parking and Guard House (gate 1/2): Open during working hours and the only point of entry for visitors.
- Bus Lane Parking (gate 5/6): Open at student arrival and departure times only. Visitors cannot walk into the school through this area.

Main Gate Parking	Bus Lane Parking Gate OPEN times below
Open: Working hours	Morning Drop Off: 06:30 - 07:45
All Visitors must pass through this entrance.	Afternoon Pick Ups: 12:30 - 15:30
At peak times this can be busy and an overflow area is an option.	When the gate is closed, the main gate or overflow parking should be used. Visitors cannot enter the school by this gate.





Access at drop-off time

In the morning, students can be dropped off from 6:30 AM. Supervision is arranged until class starts at 7:30 AM. At 7:15 AM, Early Years students are accompanied by parents/guardian until their classroom balcony, where the teacher/assistant will receive the student, while PYP students join their teacher at a designated gathering point. Secondary students go directly to their assigned classroom for Period 1.

At 7:30 AM, the school day starts. Parents are asked to vacate all learning areas. Access to the main halls and classrooms becomes restricted to school staff only until pick-up time to ensure optimal learning conditions and students' safety.

Access at Pick-Up Time

Parents and guardian remain outside of the learning areas until the end of the school day. Therefore, access to the school is from 12:50 pm for PK1 students and 2:00 pm for other students. Early Years (PK2) students will be picked outside the classroom balconies and primary students at the designated area under the shades outside the East building, (PK2) student will change their pick timing every Thursday and the time will be 1:00 pm. To avoid traffic congestion, students will be dismissed by groups. Group one (siblings) 2:00 pm and group two (single child) 2:10 pm.

Some students take part in SISQ Community Hub activities after school. Parents or guardian are responsible for collecting their children on time at the end of each Hub activity. The school cannot be held responsible for incidents or accidents that happen beyond the supervised activities.

For security and traffic flow management, all access is through the guardhouse when the middle gates in the bus lane and main parking are closed.

Late Pick-Up Time

All students need to be collected on time.

Secondary students are considered old enough to wait on their own at the reception in the East building main hall. Late pick-up for primary students is managed by the Child Care Coordinator.

More than 15 minutes delay in the collection is considered a late pick-up. If a student is collected more than 15 minutes late three times during the space of a month, there will be a discussion with the parents to find another arrangement. In addition, if the school is unable to reach a parent or guardian within thirty (30) minutes of dismissal, a late pick-up fee will apply as follows: QAR 50 for pick-up delays exceeding 30 minutes QAR 100 for pick-up delays exceeding 60 minutes.



Keeping Children Safe: Use of Facilities Outside School Hours

Playground and learning space access is restricted to school hours and under SISQ staff supervision only.

Swiss International School is committed to continuously improving and prioritizing health and safety. We adhere to and implement the Ministry of Education's guidelines on security, health, and safety for private schools and kindergartens (Protecting and Caring for Students)
– First Edition, 2025