



## **Campus Access (Arrival & Departure)**

Tokyo West International School (TWIS) will always ensure the safety and security of students and staff while on campus. The school commits to always support the community members including students, parents, staff, and other visitors to fulfill their needs and obligations. Therefore, in order to generate the conducive condition, we appreciate the understanding and cooperation of the entire school community to follow the security policies and procedure below.

The campus has two gates. One is the main gate, used by Grade & Middle School students. The second is the Kindergarten gate, used by PreK to Kindergarten students.

### **Coming to and Leaving the School Campus Grounds**

- a. All students must be aware of their behavior whilst traveling to and from school as they are representatives of school.
- b. Running, shouting, swearing and loud disruptive talking are not allowed at any time.
- c. Running is not permitted at any time when getting on/off the school bus and a car.
- d. Public walkways surround the school campus grounds, therefore, all students are expected to keep close to the school buildings and walk in a single line when using all public walkways to ensure student safety and not crowd public spaces.
- e. When using public walkways, all students are expected to walk in a single line to avoid crowding public areas.
- f. Students are expected to go directly to their homes or designated place after leaving the school premises and getting off the school bus.

### **Drop-off & Pick-up**

- a. Grade and middle school gates are only open each day from 08:30 to 8:45. Kindergarten school gates are only open each day from 8:45 to 9:15. Students are expected to arrive at school at their designated time based on their grade level.
- b. All students are required to arrive at school whilst morning school gates are open.
- c. For all grade and middle school students, afternoon gates open daily from 15:30 to 15:40. (Afternoon gates open from 16:30 to 16:40 for allocated 7th period only.)
- d. Kindergarten afternoon gates are only open daily from 15:00 to 15:30.

#### **Rules for Parents / Guardians**

- a. All parents and guardians of students must wait in front of the main school entrance gate before morning drop off / afternoon pick up time to ensure the safety of all students.
- b. Please park the car in the school parking area when dropping off /picking up your child.
- c. Please do not stay in the school parking area longer than the necessary time needed to drop off / pick up your child.
- d. Please refrain from smoking in the school parking area.



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- e. Please ensure the safety of your child in the school parking area by not letting them play in the parking lot or be in the parking lot unsupervised.
- f. The school does not hold any responsibility in the instance of any accident that may happen in the school parking area.
- g. When dropping off / picking up your child, please ensure that you leave the school campus grounds immediately to ensure student safety. Parents and Guardians are not permitted to congregate or loiter on school grounds after dropping off / picking up their child.
- h. All kindergarten students are expected to be picked up by a Parent or Guardian and leave the school grounds by 15:30 (except for those students waiting for their allocated school bus route in the designated area). An extension fee will incur after 15:30 if no parent is present.