



**Haileybury Almaty**

**Pass, parking and exit  
procedure**

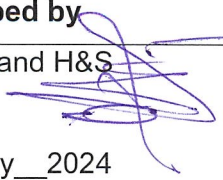
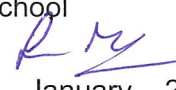
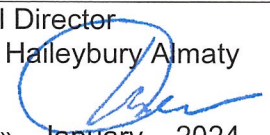
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January 2024

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January 2025

| Approval sheet  |   |   |
|---|---|---|
| Developed by  | Approved by   | Approved by   |
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## **1. General provisions**

The purpose of the Pass, parking and exit procedure (hereinafter - the **Procedure**) is to determine the arrangements of the access regime for the safe arrival and departure of people to and from Haileybury Almaty (hereinafter - the **School**).

This Procedure applies to pupils, parents and accompanying people, visitors, school staff and contractors, including those who are engaged in shuttle bus transportation.

At the school and the parking areas the safety of people is achieved with strict drivers and pedestrians' compliance with traffic rules.

**We expect your interest and understanding in enforcing children's safety.**

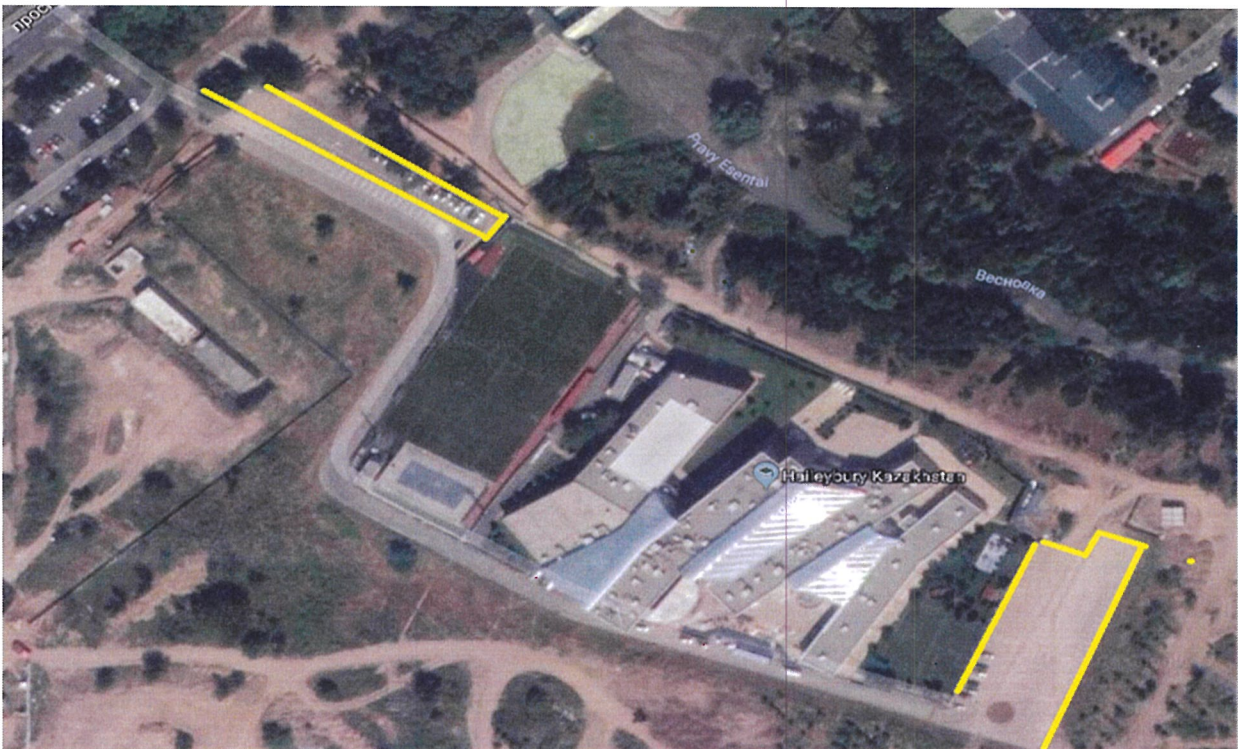
In order to get more details about the procedure of monitoring the compliance of access regime at Haileybury Almaty you can read the **procedure of “access control and management”**.

## **2. Vehicle travel pattern**

### **2.1 Parking spaces**

Entrance to the parking area by vehicles (including the driveway to the school) is regulated by the automatic barrier gates. When the parking area is full, it is possible to limit the entry of vehicles.

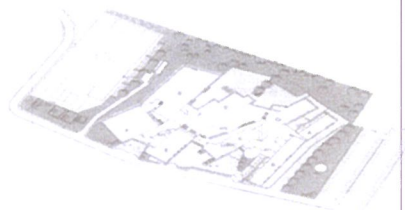
The parking area is located on the South and North sides of school (as it's shown in the map below).



During working hours, the school staff uses part of the territory that is located along Esentai river and the Northern part of the parking near the stadium.



The rest of the parking area is used only by school visitors. Vehicles are parked in such a way so that the exhaust fumes of working vehicles are not directed towards to the footpaths or the school grounds.



At the parking area it is prohibited:

- to smoke;
- to drink alcohol;
- to gamble;
- to leave garbage.

Drivers of vehicles must not to park their cars or leave their vehicles:

- at pedestrian crossings;
- in front of the entrance gate;
- in front of the school building's entrances;
- on specially allocated places;
- on the driveways;
- at the areas with prohibition signs;
- blocking the exit to other cars (second row).

## **2.2 Access of vehicles to the parking area**

Access to the school premises can be granted to vehicles that are registered in the electronic database of the school.

In cases when a vehicle is not recorded in the database, the school administration reserves the right to deny a pupil permission to leave the school, and to allow collection only after receiving confirmation from a parent of a pupil. (Duty security officer receives a confirmation from parents through the specialists of academic departments of upper and lower schools).

Upon a request, **employees** of the school and contractors provide information to the premises and H&S department, and the specialist of this department enters information about the owner of the car in an electronic database.

For registration of the vehicle, a parent of a pupil before the start of the school year must inform (special consent form) about a vehicle that will deliver a pupil to / from the school (model of the car, registration number) and confirm their responsibility that a parent trusts the transportation of a child to a specified person.

If, during the school year, there is a replacement of a vehicle, a parent should send to the school receptionist a new consent form about an authorized vehicle which will collect a child (Appendix №1).

This consent form is available at the reception desk and can be sent by email on [reception@haileyburyalmaty.kz](mailto:reception@haileyburyalmaty.kz) or in a hard copy. In case of any questions please contact: 8 (727) 355-01-00 (EXT. 200).

The receptionist forwards received information to the Premises H&S Department at the end of each working day. A specialist of this department enters information about the owner of a car in an electronic database.

Information about vehicles and electronic database are available only to authorized specialists of the premises and H&S department.

## **2.3 Vehicle travel arrangements**

A driver should be polite to pedestrians and other drivers, exercise restraint and politeness in communication, correctly respond to requests of the security and school administration to move the vehicle.

In the evening and at night time, on weekends and holidays access to school is limited by the automatic barrier gates. Entrance to the school is through the driveway at the main entrance.

Passage of vehicles is carried out strictly on a dedicated lane.

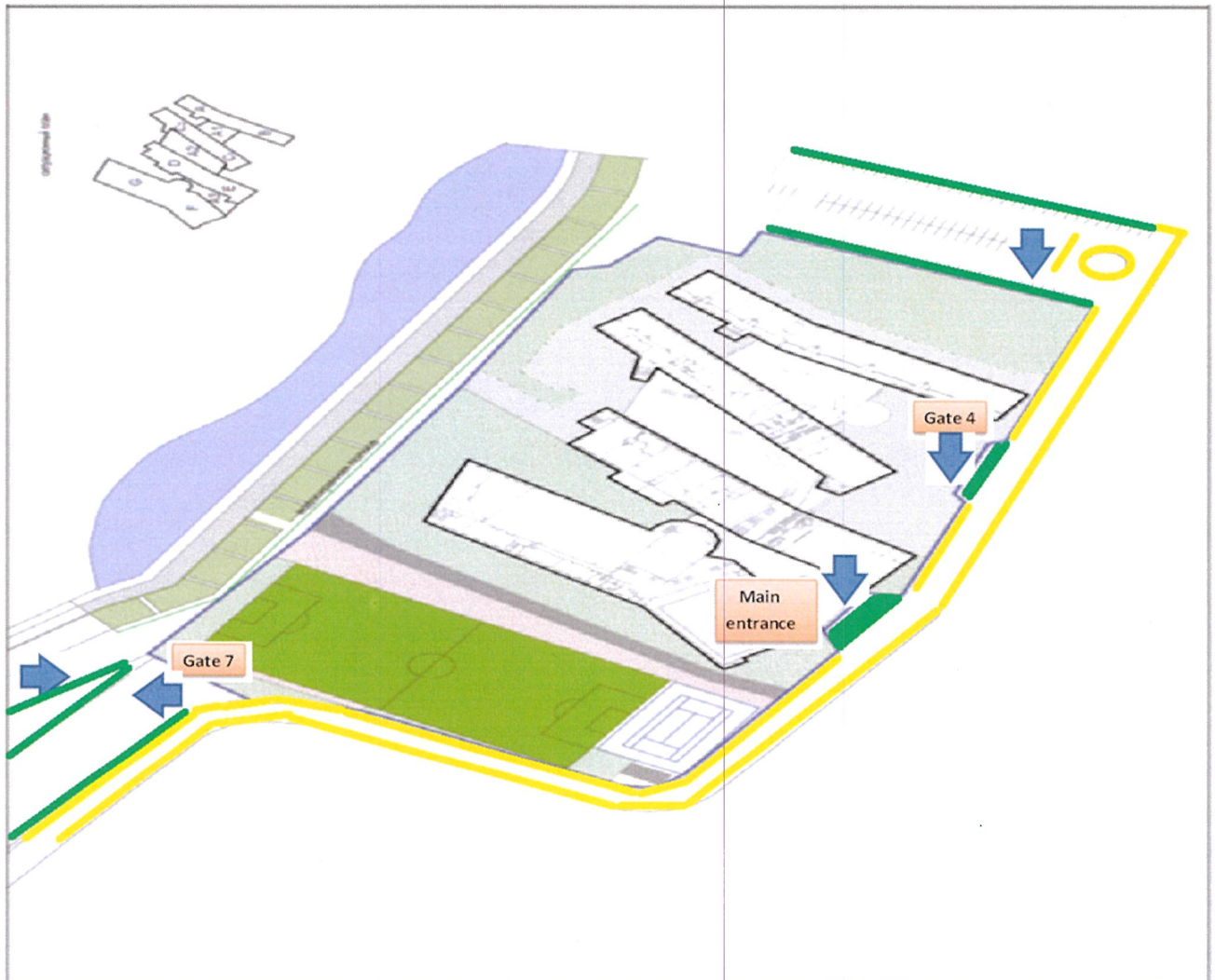
The turning of vehicles is carried out only at the parking area or on the turn ring at the south parking area.



A driveway from the eastern territory of the school, along the Esentai River can be used in case of any emergencies.

## 2.4 Drop-zone for parents and guests

In cases where a visitor or a child arrives at the school on his / her own, a parent or an accompanying person may leave the passenger in a pedestrian area along the driveway to the school, in the following places:



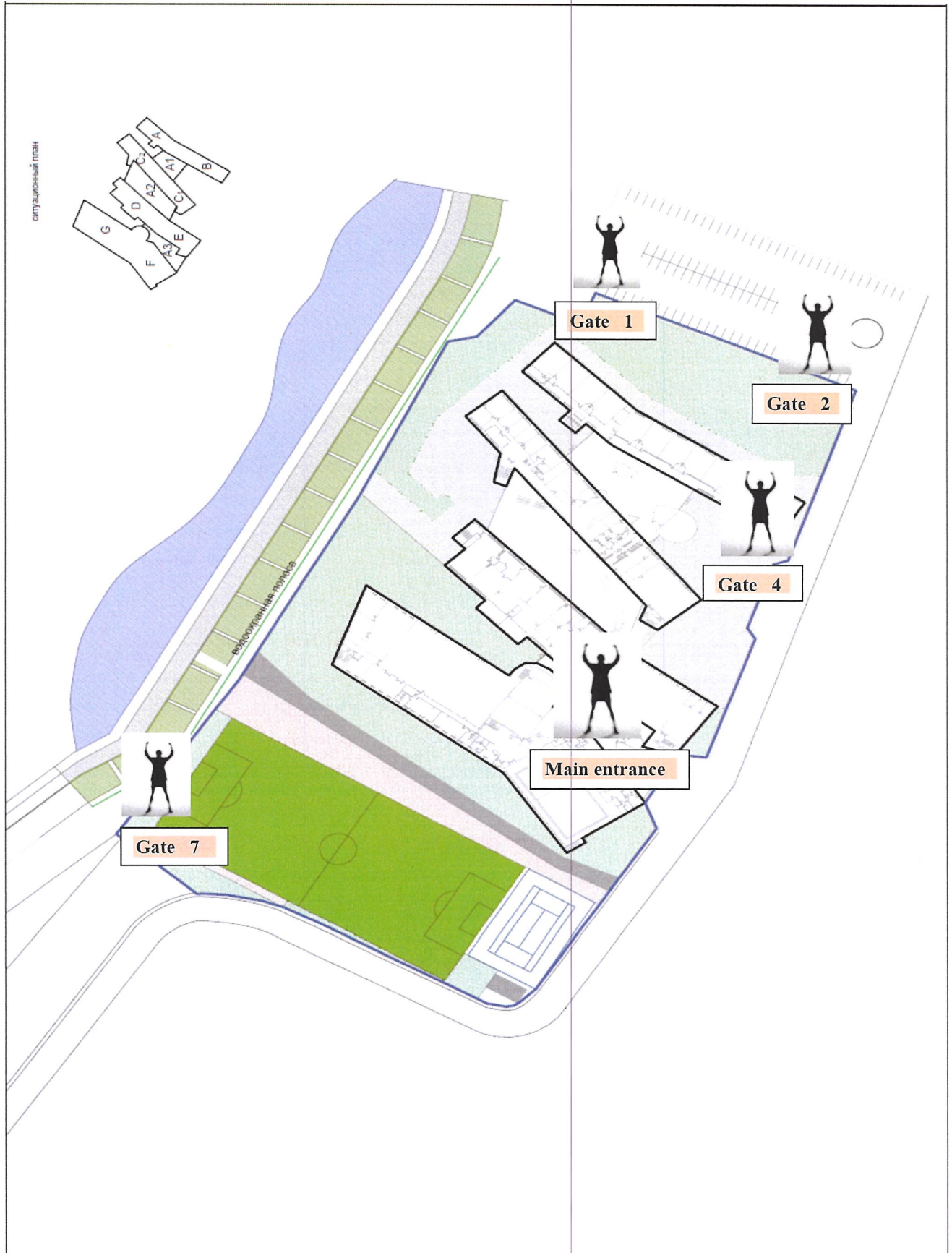
Parking at the main entrance is allowed only for drop-off.  
If a visit to the school will take a long time, visitors, accompanying people or parents use parking areas.

## 3. Organizing pass and exit procedures

### 3.1 Entrance and exits

- Main entrance
- Gate №1 – near reception classes (on the east side in the corner)
- Gate №2 – the Y2 classes (on the west side in the corner)
- Gate №4 – side lane - for lower school.
- Gate №7 - exit to the parking near the Astroturf

### 3.2 Entrance and exits map





### 3.3 Arrival and departure procedure to/from the school for pupils/guests

- Pupils, parents and accompanying people, visitors should adhere to the following order of arrival and departure from School:

| Visitor category            | Name          | Opening time  | Closing time                        |
|-----------------------------|---------------|---|-------------------------------------|
| Reception classes           | Gate №1       | 7 : 30 am<br>1 : 45 pm  | 8 : 00 am<br>2 : 00 pm              |
| Lower school<br>(Year 1-6)  | Gate №2       | 7 : 30 am<br>3 : 00 pm  | 8 : 00 am<br>3 : 30 pm              |
|                             | Gate №4       | 7 : 30 am<br>3 : 00 pm  | 8 : 00 am<br>3 : 30 pm              |
| Upper school<br>(Year 7-13) | Gate №7       | 7 : 15 am<br>3 : 00 am<br>4 : 00 am   | 9 : 00 am<br>3 : 15 pm<br>5 : 15 pm |
|                             | Main entrance | <ul style="list-style-type: none"> <li>Constantly open. Recording of late pupils from 08.00 am.</li> <li>For exit after CCAs</li> </ul> |                                     |
| Visitors                    | Main entrance | Constantly open   | Constantly open                     |

- A parent or an accompanying person uses the above gates according to their year group and leave their vehicle at the lower or upper parking areas.
- If there are several children of different ages in a family, then lower school children enter through gates № 1 and № 2, while upper school pupils use only gate № 7 or the main entrance.
- If an upper school pupil accompanies his/her brother or sister who studies in the lower school, first, an adult pupil should accompany his/her sibling using gates №1, 2 or 4, and then use entrances designated for upper school pupils (gate №7 or the main entrance).
- At the entrance/exit to/from the School, students, parents or accompanying people use electronic badges and fulfil requirements of the *Procedure "Of access control and management "* at the School.
- The main entrance is used to visit the accounting department or school shop. Visiting time of school shop or accounting department is from 08.30 am. until 16.30am.

#### Section 4. Final Provisions

This **Procedure** may be supplemented and / or amended by the decision of the School's management in accordance with the internal regulatory documents of the **School**, by changing the legislation of the Republic of Kazakhstan.

Issues that has not been resolved by this **Procedure** will be solved in accordance with the internal regulatory documents of the Republic of Kazakhstan and/or another internal regulatory documents of the **School**.

#### Section 5. Identification of changes

| Revision | Date of revision | № paragraph, which relates to the change and nature of the changes | FULL NAME and position of the person making the change |
|----------|------------------|--|--|
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| <b>Effective date</b> |  |
| 29 October 2018       |  |