RAFFLES INTERNATIONAL SCHOOL

Parent ID Policy

School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever-changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Adopted: September 2023
Last Revised/Amended: August 2026
Next review: August 2027

CEO/Board	**Principal**	
Head of Primary School	**Head of Secondary School**	**Other relevant staff**

Parent ID Policy

All parents must have their ID card to enter the school. For safeguarding purposes, all parents are kindly requested to ensure the lanyard is worn when on school site for ease of identification.

To obtain the parent ID card, kindly follow the link below. Parent ID Card – http://apps.innoventureseducation.com/ris/parentid/

You may now proceed to upload your photo to the school's online application. Please kindly follow the procedure below as a guide to upload your photos.

Click “upload” – “Select File” – Click “Upload File” – “Crop image” – Click “Crop Selection and Save Picture”.

Picture File Size must be less than or equal to 1 MB.

You will need a soft copy of each parent's or guardian's ID and a high-resolution photo (head shot).

All parents can collect the printed ID card at reception approximately within one week from the order date. Please be sure to update us on helpdesk@rafflesis.com whenever there has been a change of the adult who is collecting your child – e.g. a new nannie or driver.

Replacement ID cards

- Each family are provided up to 2 complimentary ID cards; a charge of AED 52.50 per ID card will be applicable for additional ID cards.
- If an ID card is lost or misplaced AED 52.50 will be charged to make a new ID card.
- If there are any changes in guardians (nannies or drivers), please follow these guidelines:
- The school must be informed via the school email at helpdesk@rafflesis.com
- The old ID cards must be brought back to the school to the reception desk.
- After these two steps have been completed, a new ID card can be requested at no additional charge.

School Access Protocol

As per RIS campus Safety Protocols, all parents, guardians & visitors must present the following to access the school:

Raffles International School ID for Parents & Guardian Valid Emirates ID

Policy Review

This policy is to be reviewed annually, though; any deficiencies or weaknesses in Parent ID Policy arrangements will be remedied without delay.

This policy is to be read in conjunction with:

- Safeguarding Policy
- Health & Safety Policy