

Villa International High School

School Gate Entry Guideline

Purpose

The gate access system is implemented to ensure the safety and security of all students. The system records the entry and exit movements of students, allowing the school and parents to effectively monitor attendance and movement within school premises.

1. Normal Gate Access Protocol

- All students and staff are required to scan their access credentials when entering and exiting the school premises through the gate.
- Students and staff must comply with all instructions provided by security personnel at the gate at all times.

2. In Case of Student Scanning Issues

If a student or staff is unable to scan their access credential due to individual reasons:

- The student/staff should wait briefly and attempt to scan again.
- If the issue persists due to any reason, the student/staff must:
 - Register their details in the Gate Access Log Book maintained by security.

3. In Case of Scanner Malfunction

If the access scanner is not functioning and no students are able to scan:

- Security personnel will allow students to enter or exit

4. Parent Access Guidelines

- Parents visiting the school without a student will be permitted entry only after:
 - Registering in the Visitor Log Book at the gate.
- Parents accompanying a student will be granted access after the student has completed gate scanning procedures.

5. Gate Entry and Exit Rules for students

1. Students must scan their QR code when entering and exiting the school premises.
2. Students must follow all instructions given by school security personnel at all times.
3. Students are not permitted to enter or exit without proper authorization.
4. Students must use the code reader to access the gate at all times.
5. Students must not misuse or share their QR code with others.
6. Any attempt to bypass the gate access system is strictly prohibited.
7. Students must enter and exit only through designated gates.
8. Students must behave in an orderly manner at the gate and avoid crowding.
9. If students experience any difficulty scanning their QR code, they must seek assistance from the security staff immediately.
10. School security personnel have the right to inspect students' bags and belongings, when necessary, in accordance with school policies.

6. Penalty for Violation of Gate Rules for the students

Failure to follow the gate entry and exit rules may result in:

- **First Offense:** Verbal warning
- **Second Offense:** Written warning and notification to parents
- **Repeated Violations:** Disciplinary action by school administration
- **Serious Misconduct (e.g., misuse of QR code, unauthorized exit):**
 - Immediate reporting to parents
 - Possible suspension or restriction of privileges

Note

These rules are in place to protect students and ensure accountability. Cooperation from all students is expected at all times.

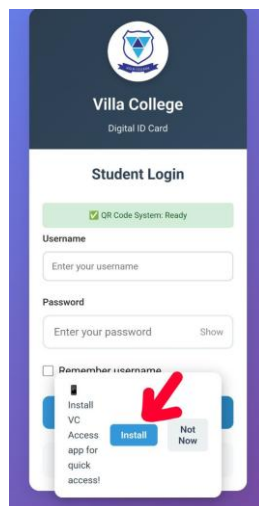
Instructions for Accessing VC Student System and Gate Entry

1. Open your browser and go to the student access website:
app.villacollege.edu.mv or scan the QR code below



2. You have two options to proceed:

- Install the **VC Access App**  on your mobile phone, or
- Continue using the website through your browser



3. Log in using your **Wi-Fi credentials** (wi-fi username and password provided to you).
4. After logging in, your **student profile** will be displayed on the app/website.
5. You will also find your **Gate Access QR Code** on your profile.
6. Use this QR code to **scan at the gate** when entering and exiting the school.
7. If you experience any issues during this process, you may request assistance from the gate security.

Note

Gate security will be **strictly enforced starting from 10th May 2026**. Students are strongly advised to **install the VC Access App in advance and ensure their QR code is accessible** to avoid delays at the gate.