



Ensuring the Safety of Students During Arrival and Dispersal

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Dear Parents,
Pranam!

The safety and security of every student remains our highest priority. With a view to ensuring the safe arrival and dispersal of students, the school has, from time to time, issued guidelines for the information and cooperation of parents. As these measures require continuous action by all concerned, the following instructions are being reiterated in the interest of maintaining a safe, secure, and regulated school environment. You are requested to read this carefully and ensure compliance.

1. Identity Cards

Students must wear their ID cards daily, and Parents/guardians must carry their Parent ID Cards at all times while visiting the school. Students will be handed over only to parents/guardians carrying a valid school-issued ID card, which must be produced whenever requested.

2. Commuting To and Fro school

To ensure safe travel, parents are requested to adhere to traffic rules and wear a helmet while commuting on a two-wheeler.

A. Morning Arrival (Gate No. 2)

- To instil the value of punctuality, kindly ensure that students reach the school by **07:50 a.m.**
- The school gate closes sharp at **07:55 a.m.** It has been observed that some parents leave their wards unattended outside the gate after closing time, which poses a serious safety risk. Parents are requested not to leave their children outside the school gate once it has been closed.
- Van/cab drivers sometimes drop students off outside the gate and leave immediately. Kindly instruct them to ensure that each child enters the school premises through the school gate at the scheduled time and is not left unattended outside the school under any circumstances.

B. Afternoon Dispersal

i) On footers

- **Nursery & KG:** 12:00 noon (Gate No. 1)
- **Classes I–XII:** 2:05 p.m. (Gate No. 2)

Parents must reach the school on time to collect their wards from the respective gates. Delayed pick-ups create avoidable risks and confusion. Your punctuality will ensure smooth and secure dispersal for all students.

ii) Students Commuting Independently

- Parents of children commuting independently are advised to regularly counsel them regarding personal safety. Students must leave the school premises promptly, avoid speaking to strangers, and stay away from isolated areas. Students are not permitted to commute to and from school using self-driven vehicles.
- Parents are also requested to contact their wards immediately after dispersal and keep family members/attendants at home informed about the estimated time of arrival to avoid unnecessary concern.

iii) Students Using Private Vans/Cabs (Gate No. 1)

- Please instruct the cab/van drivers to arrive at **02:00 p.m. sharp** at Gate No. 1. Many drivers tend to arrive late after completing rounds for other schools, leading to delays and safety concerns.
- Kindly instruct your ward to leave only with the designated van driver and not to accompany friends or other drivers, even if they are travelling to the same area.

You are once again requested to volunteer and accompany the children in your child's van/private bus on a rotational basis to ensure that all safety guidelines are being diligently followed by the private transport operators.

You are further reminded about the undertaking regarding private transport dispersal/unescorted walkers submitted to the class teacher with all the required details. The school is not responsible for private transport arrangements, and the responsibility rests solely with the parents.

iv) Students Using School Buses (Gate No. 1)

- **Nursery & KG:** 12:00 noon
- **Classes I–XII:** 2:10 p.m.

To ensure smooth traffic flow, the school bus will not wait for more than **one minute** at any bus stop.

Parents must reach their designated bus stops carrying valid ID cards. In case a student is commuting independently from the bus stop or is not travelling by the school bus for any reason, a prior written application must be submitted to the concerned Class Teacher and the Transport In-charge to avoid any confusion.

For students of the primary classes, if there is no authorised person present at the bus stop to receive the child, the child will be brought back to the school. Parents may then collect the child from the school.

Parents/guardians are requested to diligently follow the aforementioned guidelines. We look forward to your continued support in ensuring a safe and secure environment for all our children.

Regards,

Capt. Richa Sharma Katyal
Principal