

AIS/STUDENTS/PARENTS/2024-25/31

Date: 14 /09/2024

CIRCULAR- No.31
STUDENT SAFETY GUIDELINES

Dear Parents and Students,

It has been noted that parents of students who are availing School transport facility reach the school towards the end of the school day/ at the time of dispersal to pick up their children without prior notice. They tend to call out their wards while they are in line to board as well as at the time of boarding. Moreover, there are requests to send the students along with relatives, drivers or parents of other children. Hence, this is to reiterate guidelines for bringing clarity on student pick up drop off rules especially when disturbing the routine.

- It is highly recommended to use school transport regularly, morning and afternoon if availing the school bus facility.
- Students who are dropped off by parents in the morning should be picked by them in the afternoon also.
- Due to any unavoidable circumstances, if a child does not want to use the school transport in the morning hours, but needs to be conveyed in the afternoon trip or vice versa, parent should inform the same to the Bus Supervisor/ Transport Coordinator and the class teacher without fail.
- Authorized approval from the Principal is a must requirement for a third person to receive the child from the drop off point. EID photocopy of the one who is collecting the student should be submitted along with parent undertaking and Alternate Child care request form (available at the reception desk & school website) to the respective reception desk or Transport coordinator at least two school days in advance. The sole responsibility of the child rest with the parent in this case.
- In case of early picking up, the child should be received only from the reception after signing in the register by parents.
- Students who are picked up by parents (Own transport) should enter the campus at least 5 minutes after the last bell (KG and Cycle 1) and wait for the teacher in charge to relieve the child. Showing hand from far and tempting students to run away is to be discouraged.
- In case a student is arriving late to school, and requires bus facility in the afternoon, the parent should inform to the class teacher, reception desk and the bus supervisor so that the child will not be left out.

All are required to work in collaboration for ensuring safety of our students at the time of dispersal. Further, it will bring order in the school.

Thank you
Regards,

ANZAR ABDUL SALAM
PRINCIPAL

