

**SACHDEVA PUBLIC SCHOOL  
PITAM PURA, DELHI.**

No.:- SPS/Admn.1/15/2017

Dated:- 15<sup>th</sup> September, 2017

**PARENTAL CIRCULAR**

Dear Parent,

We at Sachdeva Public School, Pitam Pura offer an environment that is congenial, caring, motivating and educative. We strive hard to make our school boundaries safe and secure for all the students and the staff. The school would like to share with parents some of the safety measures which are already being followed in the school.

1. High definition CCTV cameras are installed within the school premises and around the school periphery.
2. Police verification of all support staff including drivers and conductors is done while appointing any member.
3. We conduct regular meetings with all our staff, teaching and non-teaching, and reiterate the importance of student safety in the school.
4. Teachers arrive before the students and leave after/in case of bus usage along with the students to ensure safe arrival and dispersal of students.
5. Every floor has the required lady support staff for girls wash room and gents support staff for boys who is posted inside the washrooms and who also cleans the washroom every hour.
6. We have a separate washroom for our male support staff, which is on the outer side of the building and they do not use the washrooms on the classroom floors. However, lady support staff uses the girls' washroom on their respective floors. This is permitted to ensure that they do not leave their duty points.
7. We have a proper exit plan in case of an emergency. We also use the hooters system to ensure timely and safe evacuation during an emergency. We conduct fire drills on regular basis for students to know their exit routes.
8. We do not tolerate bullying or any kind of vandalizing of school property. Regular announcements are made during assembly and in the classes reiterating this message. Strict action is taken in case there is any such incident.

**We are implementing some more measures to make the school a safer place for our students and look forward to parents for cooperation to implement them.**

1. No student will be allowed to enter school before 7.20 a.m. Students who come for sports will also enter school premises once the concerned sports teacher arrives.
2. All washrooms will not open before 8.00 a.m., except the one on the ground floor, which is fully monitored.
3. We are implementing a buddy program for the Junior school (upto Class II) where all students will move in pairs outside the class-be it washroom or school grounds.

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Continuing with the same spirit to ensure efficient and effective functioning of the school system and also in the interest of the safety and decorum, we would like to solicit the support and co-operation of our parents with regard to the following school norms :-

1. The parents visiting the school must carry the Identity card issued by the school and disclose the purpose of visit at the security booth to avoid inconvenience. You are advised to keep the interaction with teachers strictly to Parent-Teacher meetings only. In case of emergency, a prior appointment with the teacher is to be made through the school diary/reception.
2. Every parent to record his/ her entry at the security booth and obtain a visitor`s pass from Gate No.1 each time they visit the school. The same is to be returned to the security booth at the time of leaving the school. Gate number 2 is for exclusive use for students to exit from the school at the time of dispersal.
3. Students using the school bus will have to travel by the same bus route number. No request in the almanac or a letter will be entertained for permission to allow students to go by another bus route or on his / her own. In case of an emergency the parent must personally come before 1.45 p.m. to pick up their ward from the school.
4. If the parents are arranging their own private transport for the child to commute, they must ensure that all rules laid down by the Hon`ble Supreme Court are adhered to and that the vans / vehicles are not overcrowded and are safe for the students` travel. Please ensure Police Verification of the van drivers & submit a copy of the same in the school.
5. Kindly ensure that children have a nutritious breakfast before coming to school and they also must bring mid-day meal with them as lunch boxes and water bottles brought by parents or anyone else will not be handed over to the students, due to safety concerns.
6. Parents are not allowed to meet their wards during school hours. No child should be taken back home during school hours unless there is an emergency. In case of any illness or functions etc. to be attended, do not send the child to school for half day.

**Further to make our children more safe and secure, we would like to enlist your support in emphasizing following points with them regularly :**

1. If you notice any change in your child`s behaviour, please inform the school authorities and meet the school counsellor so that we can help the student at the right time. Appropriate and timely action can help a young life.
2. Keep the channel of communication open with your children and give them a patient hearing for even the smallest of matters.
3. Please do not talk in a derogatory manner about the teacher/school in front of the student as it obstructs the bond between the students and the school. If you have any concern you can discuss the same personally or over the phone.

With regards,  
Yours sincerely,

**( MONA RASTOGI )**  
PRINCIPAL