

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

No.:- SPS/Admn.1/15/2014

Dated:- 17th December, 2014

PARENTAL CIRCULAR

Dear Parent,

We at Sachdeva Public School, Pitampura offer an environment that is congenial, caring, stimulating and educative. We strive hard to make our school boundaries safe and secure for all the students and the staff.

With a view 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 school gates will close at 7:50 a.m. and thereafter no student, parent or visitor will be allowed inside without the permission.
2. The visiting hours of the school (to be strictly adhered to) are given below:-

Meeting with Principal	:-	9:00 a.m. to 10:00 am (Monday to Friday by appointment)
School Office	:-	8:00 a.m. to 2:00 p.m.
School Fee Counter	:-	8:00 a.m. to 1:00 p.m.
3. 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 needed through the school diary/reception.
4. Mobile phones and electronic gadgets are not allowed in the school premises. You are requested to deposit the same at the Security Booth.
5. 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 except on PTM days. The same is to be returned to the Security booth at the time of leaving the school.
6. 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 to pick up their ward from the school.

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7. 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. Also please note that the responsibility of the school ends at the school gate in such cases.
8. You are requested to note that some of the private vehicles arranged by you, do not bring your wards to school on time and they do not come on time to pick up your children from school at the time of dispersal. As a result your ward reaches the school late and at the time of dispersal they wander on the road side creating confusion and indiscipline. We request you to take necessary action to ensure the safety of your children and to see that they come to school and go back on time.
9. Please do not send your ward to school if he / she is not well. Students will not be allowed to attend school or write any examination / test during illness.
10. 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.
11. 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.

With regards,

Yours sincerely,

(MONA RASTOGI)
PRINCIPAL