

PARENTAL CIRCULAR

Dear Parent,

We at Sachdeva Public School, Pitam Pura offer a nurturing, supportive and inspiring environment dedicated to the education and well-being of our students. We ensure that our campus is a safe and secure place for both students and staff.

To maintain the efficient functioning of our school system and ensure safety and security, we request the support and co-operation of our parents in adhering to the following guidelines.

1. During the arrival of students, the school gates will close at 7.45 a.m. and thereafter no student will be allowed inside the school premises. Parents to ensure that their wards enter the school before 7.45 a.m. to avoid any inconvenience.
2. For parents, the visiting hours of the school (to be strictly adhered to) are given below:-

Meeting with Principal	:-	9:00 a.m. to 10:00 a.m. (Monday to Friday by appointment)
Meeting with Incharge	:-	2:30 p.m. – 3:00 p.m. (Monday to Friday by appointment)
School Office	:-	8:00 a.m. to 1:00 p.m.
School Fee Counter	:-	8:00 a.m. to 1:00 p.m.
3. To enhance the security of the school, a security booth has been established at the main gate. Every parent to record his/ her entry at the security booth and obtain a entry pass each time they visit the school. The same is to be returned to the security booth at the time of leaving the school.
4. 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.
5. 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.
6. 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. Parents should ensure that there is a lady attendant/mother volunteer always present in the van.
7. 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.

8. As you must be aware that minors driving vehicle is a major safety hazard and such road accidents are life endangering and may turn out to be fatal. Parents are requested to check this problem and not allow their ward to drive any vehicle on road. Strict action would be taken against any child found driving scooter/ scooty/bike to school.
9. Students are not allowed to bring mobile phones, I Pods or any electronic gadget to school. If any student is found in possession of the same, it will be confiscated and returned back only after completion of Class XII.
10. 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. Please make sure the child does not carry medicine to school without prior approval from the school medical officer.
11. Kindly ensure that children have a nutritious breakfast before coming to school and they also must bring mid-day meal with them. Lunch boxes, water bottles, notebooks, files or any other items brought by parents or anyone else will not be handed over to the students, due to safety concerns.
12. 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.
13. Parents are advised to use the School Mobile App regularly to remain updated with the various circulars issued by the school time to time.
14. Although English is a second language for most of us, yet it is also a medium of instruction. All students must converse in English in school so as to acquire fluency in English Speaking. We seek parents co-operation to further strengthen spoken English in school by interacting with your child in English at home.

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 with the counsellor/teacher.

With regards,

Yours sincerely,

(MONA RASTOGI)
PRINCIPAL