

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

No.:- SPS/Admn.1/15/2024

Dated:- 18<sup>th</sup> July, 2024

**PARENTAL CIRCULAR-CLASSES L.K.G. – II**

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 8.30 a.m. and thereafter no student will be allowed inside the school premises. Parents to ensure that their wards enter the school before 8.30 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	:-	1:00 p.m. – 2:00 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. The parents visiting the school must carry the Identity card issued by the school and disclose the purpose of visit at the gate 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.
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 is done. 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. Also the van driver drops and picks up the child on time.
5. Please do not send your ward to school if he / she is not well.
6. 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 or any other items brought by parents or anyone else will not be handed over to the students, due to safety concerns.

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7. 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.
8. Parents are advised to use the School Mobile App regularly to remain updated with the various circulars issued by the school time to time.

**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