



Ref: DPSG/Cir/16-17/Admn: 063

Date: 01-09-2016

Dear Parent,
Greetings!!!

Following points merit your kind attention:

A. Safe Transportation for students:

1. Wearing of ID card to school is mandatory for all students.
2. The students will not be allowed to travel in the school buses without ID cards w.e.f. 12-09-16.
3. In case of private vehicles, the 2nd ID card needs to be shown to the security at the main gate of the school. Students will not be handed over to any guardian who does not possess the 2nd ID Card.
4. **For students PG I to CI II:** If any adult with the 2nd ID card is not available at the dropping stop, the students from classes PGI to Class II will be brought back to the school and the parent will have to personally collect the student from school. In case of emergency an undertaking must be given in advance by the parents to the class teacher, if a student needs to be dropped at the dropping point without an authorised person to receive him/her. No verbal request shall be entertained.
5. **For students of CI III onwards:** It is observed that generally guardians of students from Class III onwards do not come to pickup their wards at the bus stop. Hence it is understood that they want their wards to be dropped without checking on the guardian. Any parent who wants their ward to be dropped only in their presence must give it in writing to the class teacher and ask for the receipt in another copy of the letter.
6. If Grades III to V students have elder siblings in grade VI to XII travelling back home with them in the school bus, an undertaking must be given in advance by the parents that they can be dropped along with their elder sibling even if there isn't any authorised person to receive them at the drop off point.
7. In case of early departure / emergency call from the school, only parents/authorised signatory as stated in the admission form will be allowed to pick up their ward from the school only on production of the 2nd ID card.
8. Early departure students shall not be permitted to go by the school buses under any circumstances. Parents/guardians will have to come to the school campus to pick up their ward.
9. Loss of ID card should be reported immediately to the school data base manager with an application requesting to issue a duplicate card.

B. General :

1. Students of classes VI to XII who remain absent on working Saturday without authorised leave shall be debarred from attending classes on Monday. Saturday activities are important experiences as students are involved in co-curricular activities; hence you are requested to ensure your ward's attendance in school on all working Saturdays.
2. Attendance during the PTM's is mandatory. In case of any contingency or inability on the part of the parent to attend the PTM due approval must be sought in advance from the class coordinators in writing. It is mandatory for students to come with their parents in school uniform on PTM days. Students who are not in school uniform shall be debarred from entering the school campus.
3. As the canteen contractor has been changed, you are required to exchange old canteen coupons, if any, with new coupons before 15.09.16. Thereafter old coupons will not be entertained.
4. Please update your mobile no. & address for communication. It has been observed that some of the guardians are not receiving notifications from the school. The format for the same is available with the respective class teachers.

With sincere regards,


Principal

