

Circular No.39/2017-18

Date : 22 Sep, 2017

**SAFETY GUIDELINES FOR CHILDREN TRAVELLING BY MEANS OTHER THAN SCHOOL BUS**

Dear Parents,

Kindly go through the safety guidelines to be followed by the children travelling to school by means other than the school transport.

Children from Classes Pre Primary I to Class V will not be allowed to leave the school premises on their own but must be picked up from the designated stop within the premises by the parent / authorized representative after showing the Parent Identity Card which will be issued to all the parents latest by 15 Nov 17. The handing over of the child to the parent / authorized representative will be supervised by the Class Teacher / Class Representative / Admin Representative of the school.

Children from Classes VI to XII may leave the school premises on their own, but only after marking of attendance by class teacher stating the time so that there is a clear record of the time of departure of the child.

In case the parent who usually picks up the child cannot come to pick up their wards at the last minute for some reason, the parent must compulsorily inform the school teacher concerned (or the Admin In charge) through a SMS or phone, if not informed already in writing through the child by a diary note sent in advance. Parent(s) may then authorize someone else to pick up their child who must carry the Identity Card.

In case the school receives a request during school hours to pick up a child due to an emergency, such exit will not be permitted, if the person is not the Parent. **Guardian will not be permitted even if he/she is carrying the Identity Card. A driver / maid or any other relative for such pick up will not be entertained by the school.**

The school will take the following **measures to deal with the menace of underage driving**, which is an offence and directly places the child and other commuters on the road at risk.

- Gate guards have been asked to report any such cases immediately to the Admin I/C, who will in turn take a strict action.
- The child or children in question will be taken to the Principal and strongly explained the dangers of this offence.
- Parents will be summoned, made aware of the seriousness of the offence, and their role by permitting the child to use of the vehicle and their undertaking to prevent this from happening again will be obtained by the school.

In case of students travelling by Private Vans, refer to the guidelines of the detailed circular No.37/2017-18 dated 14 Sep, 2017 for instructions.

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

**Distribution**

VPL / HMs /A.O. E.O

All Parents via whatsapp group

Website

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