



Circular No:52/2024-25

Date: 17 August, 2024

Dear Parents,

We would like to remind you that the safety and security of the children is of utmost importance to the school. To ensure a smooth and secure environment, please take note of the following guidelines:

**1. Visiting Hours:**

Parents are welcome to visit the school office strictly between 08:30 AM and 11:30 AM.

NAME	VISITING HOURS
Ms. Asha Prabhakar Principal	09:00 A.M. to 11.30 A.M. (Monday to Saturday)
Ms. Anupama Motwani Vice Principal	09:00 A.M. to 10.00 A.M. (On all working days)
Ms. Amita Ganjoo HM (Sr.)	10:00 A.M. to 11.00 A.M. (On all working days)
Ms. Vinaya Pujari HM (Pr.)	10:00 A.M. to 11.00 A.M. (On all working days)
Ms. Sarika Passi HM (Pre School)	10:00 A.M. to 11.00 A.M. (On all working days)
Teaching Staff (With Prior Appointment)	02.30 PM to 3.00 PM (On all working days)

**2. Emergency Situations:**

If a student becomes medically indisposed during school hours the relevant information will be provided by the school sick bay to the parents. The information will also be relayed to the School Security and parents will be directed to the sick bay by the Guard. The child will be allowed to leave with the parents along with a gate pass.

**3. Meeting with Teachers:**

If parents wish to meet their child's class teacher or subject teacher on a working day, appointments can be scheduled between 2:30 PM and 3:00 PM on all working days Please ensure you make a prior appointment for this purpose.

**4. Bus Students' Pick-Up Protocol:**

The school has observed instances where parents have deboarded students directly from the buses at the end of the day without prior information. Please be advised, that if a parent wishes to personally pick up his/her child, who is a bus user, they must submit a written application addressed to the School Principal. The request will be routed to the Class Teacher → Concerned HM → who will facilitate the pick-up.

We appreciate your cooperation in following these guidelines to help us maintain a safe and secure environment for all our students.

Asha Prabhakar  
(Principal)

**Distribution**

- VPL, HM (Sr), HM (Pr), HM (PP)
- Broadcast Groups (PS - XII)
- Staff, Website
- A Razdan (File)

**WE STAND COMMITTED TO SDGs**

