

Circular No.108/2024-25

Date : 29 Nov, 2024

## VISITOR PROTOCOLS

Dear Parents,

Kindly refer to Circular No. 103 on 'Ensuring Students' Safety and Well-being', dated 25th November 2024.

We want to reassure you that the school has a comprehensive and well-defined Visitor Management System in place. This system is designed to ensure the safety and security of students and staff at all times.

### **In view of the above the following is to be noted by the parents:**

The entry into the school premises will ONLY be permitted if the parents are in the possession of the Parents' Id Cards. In case the parents fail to carry the Id Cards during their visit to the school during PTMs, Important Events or other Activities, they will not be allowed entry into the school premises. It has been noted that there are some parents who have not provided their photographs in the required format, which has led to an issue in generating their Parent Id Cards.

It has also been brought to our notice that some parents showcase the old Parent ID-Card (issued during the session 2023-24) to gain entry into the school premises. It may be noted that the security guards of the school have been strictly instructed **NOT** to permit the parents carrying old ID-Cards since the design and format of the Cards have been revised during the current session.

In view of the above, it is once again requested that the parents submit their photographs in .jpg format with a size of 1 mb or less, latest by 30 Nov 2024, failing which the school will not be able to generate the pending Parent Id Cards. **Kindly treat this as most urgent.**

The parents must follow the Visitor Timings as mentioned in Circular No 52 dated 17 August, 2024. It has been often observed that parents visit the school at any point of time and argue with the school staff for not allowing them entry into the school premises. Parents may note that the school's decorum and discipline cannot be compromised, and we request parents to cooperate with school authorities to ensure the safety and security of all students. (Please click on the link for the Circular <https://bbpsnoida.balbharati.org/explore-circulars/> )

Also parents must refer to the Dress Code Policy uploaded on the school website while visiting the school for any purpose. The entry will NOT be permitted in case the proper dress code is not adhered to by the parents. (Please click on the link for Circular No.115 dated 15 Mar, 2024 for School Decorum <https://bbpsnoida.balbharati.org/explore-circulars/>)

We sincerely hope that, as parents, you will understand these concerns and cooperate with the school in maintaining its systems and decorum.

We sincerely appreciate your continued support in all our endeavours.



Asha Prabhakar  
(Principal)

Kindness, Resilience, Respect



### Distribution

- Staff (via e-mail) for dissemination of information through BC Groups
- HM's/VPL
- School Website

