Bal Bharati PUBLIC SCHOOL
Sector-21, Noida, G.B. Nagar

STANDARD OPERATING PROCEDURE (SOP)
DISPERSAL OF STUDENTS (PRIMARY & SENIOR SCHOOL)

INTRODUCTION:

For a school to serve as a safe and organized space for every learner, effective dispersal management is crucial. A well-coordinated dispersal ensures safety, discipline, and accountability. It requires the collective responsibility of all staff members to uphold school norms and facilitate smooth student exit procedures.

All staff members are therefore directed to comply strictly and uniformly with the following instructions to maintain order, safety, and institutional discipline.

OBJECTIVE:

To ensure the safe, systematic, and efficient dispersal of students from both the Primary and Senior School. To maintain order, discipline, and accountability by clearly defining responsibilities and ensuring that every staff member actively participates in the dispersal process. Through structured timings, designated routes, and vigilant supervision, the SOP seeks to prevent confusion, overcrowding, or safety lapses, thereby upholding the school's commitment to providing a secure and organized environment for all learners.

1. DISPERSAL TIMINGS

Priority Order of Movement:

a. Primary Wing (Classes I–V)
b. Middle & Senior Wing (Classes VI–XII)

Categories of Dispersal:

a. Category A: Parent-Escorted Students
b. Category B: School Transport Users
c. Category C: Van Users / Private Transport

Each category will follow distinct movement routes and supervision protocols as specified below.

Category	Classes	Time	Supervising Authority
Primary School (Walkers & Van Users)	I – V	1:50 pm	Headmistress (Primary)
Primary School (Bus Users)	I – V	2:00 pm	Headmistress (Primary)
Primary School (Van Users)	I – V	2:00 pm	Headmistress (Primary)
Senior School (walkers, van users and bus users)	VI – XII	2:10 pm	Headmistress (Senior Wing) & Vice Principal

2. PRE-DISPERSAL PREPARATION

1. Announcement / Bell:
   - A preparatory announcement at 1:45 pm for Primary Wing will alert staff and students to get ready for dispersal.
2. Teachers' Responsibilities:
   - Ensure all materials are packed before the bell.
   - Conduct a quick headcount before students leave the classroom.
   - Maintain discipline and silence during movement in corridors.

3. Support Staff Readiness:
   - Sahayikas, attendants and guards will be positioned in the corridors, staircases, gates, and bus bays by 1.50 pm.
4. Medical and Security Arrangements:
   - The Medical Room will remain on standby.
   - Security personnel will regulate gate movement and vehicular entry/exit for smooth flow.
5 ID Card and Lanyard Colours
   - To ensure a safe and organized dispersal, each child will be provided with an ID card attached to a lanyard of a specific colour as per the dispersal plan –
   - Red for Van Users
   - Yellow for School Bus Users
   - Blue for Parent Escorts
   - This colour-coded lanyard system will enable teachers to easily identify each student's mode of dispersal.

3. DISPERSAL SEQUENCE COMMON

A. Primary Wing (Classes I–V)

- Dispersal will begin exactly at 1:50 pm for Primary Wing and at 02.10 pm for Senior Wing under the supervision of the Headmistresses and the Vice Principal.
- Class teachers will escort students to designated zones:
  a. Parent-Escorted Students**:** Will be taken to Gate No. 1 (Primary Exit Zone) and personally handed over to authorized guardians
  b. Bus Users: Will be escorted to the bus bay; boarding under teachers and Lady Guard's supervision.
  c. Van Users**:** Will be escorted to the Van Holding Area, supervised by the Transport Incharge and designated staff.
- Teachers will remain with students until safe handover is confirmed.

B. Middle & Senior Wing (Classes VI–XII)

- Movement will begin only after Primary dispersal is complete.
- Students will move in a staggered and supervised manner.
- Bus Users:
  a. Will proceed via designated staircases to the bus bay.
  b. Bus teachers will verify attendance using the transport register.
- Parent-Escorted Students:
  a. Will move to Gate No. 1 under supervision for orderly handover.
- Van Users:
  a. Will move to Gate No. 1 under Van Coordinator's supervision; students will be released in batches to prevent congestion.

4. DISPERSAL GUIDELINES FOR PRIMARY SCHOOL

1. Dispersal for Walkers (Classes I–V):

1. Will begin strictly at 1.50 pm.
2. Walkers and van users will exit using the passageway in front of Class I leading to the driveway adjacent to the temple.
3. Barricades will be placed to divide the passageway in front of Gate No. 1, separating primary students for a smooth exit.
4. The class teachers/subject teachers will line up the children section-wise and escort them to School Gate No. 1 for dispersal. The children will be personally handed over to their parents or authorized guardians carrying the Parent ID Card.

   Action Responsibility:

   Ms. Rani Negi, Ms. Rekha and Ms. Sumana

2. Dispersal for Classes I–V (Bus Users):

1. Will begin at 2:00 pm under the supervision of the HM (Primary).
2. Teachers escorting the students will ensure all students are seated in their respective buses in an orderly manner.
3. Teachers after dispersing the bus users must remain present in the school ground until all buses have departed.
4. Teachers on bus duty will conduct a headcount after all children have boarded the bus to ensure that no child is left behind in the classrooms. This count will be cross-verified with the attendance recorded in the bus registers to confirm the presence of all bus students. The Transport Incharge will oversee the process, verify the headcount against the attendance entries, and sign the registers. Once this verification is completed, the buses will depart from School Gate No. , the Security guard will note the number of students in the Daily Bus Roster
5. If a parent/ guardian (Classes I-VIII) is not present at the designated bus stop at the time of pick-up, the child will be brought back to school. The Bus Duty Teacher or Class Teacher will inform the parents accordingly. The child will then be safely handed over to the School Reception , from where the student will be handed over to the parents after verifying the Parent ID Card.
6. All school buses will be GPS-enabled, and parents will be provided access to a live tracker to monitor the movement of the bus in the morning and afternoon. In case of any connectivity issues, the Teacher In-charge or Lady Guard will share the real-time location with the parents of the enrolled students via WhatsApp.

Action Responsibility:

Ms. Kavita, Ms Garima and duty teachers

3. Dispersal for Classes I–V (Van Users):

1. Will begins at 2:00 pm under the supervision of the HM (Primary) and respective incharges.
2. Teachers will ensure all students are handed over to the respective van drivers in an orderly manner.

Action Responsibility:

Class-I	Class -II	Class III	Class IV	Class V
Ms Brijesh	Ms. Ankita Batra	Ms. Namrata	Ms. Ritu B	Ms. Bhumika

4. Supervision Point (Corridors):

Action Responsibility:

Class-I	Class -II	Class III	Class IV	Class V
Ms Nisha	Ms. Mamta & Ms Sweta Rai	Mr Faiz	Ms. Pragya	Ms. Alka

- Driveway monitoring will be done by Mr. Maneesh
- HM (Pre-Primary) will supervise the exit adjacent to the Medical Room to ensure safe handover.

5. GUIDELINES FOR SENIOR SCHOOL (VI-XII)

1. Timing:

- Dispersal will commence only at 2:10 PM.
- No student from Classes VI–XII will be permitted to leave the classroom before the announcement.

2. Announcements:

- At 2:05 PM, Mr. Pallavi / Mr. Swapan will make an announcement reminding students not to step out before the scheduled time.

3. Exit Route:

- VII and VIII will exit from stair case near the library; Senior School students (IX-X) will exit via the passage adjacent to the Medical Room; VI, XI and XII will exit near the Swimming area and proceed towards Gate No. 2.

- Class teachers /subject teachers must escort their students up to the designated exit. Leaving students unescorted will call for a written explanation from the concerned teacher.

6. SUPERVISION & MONITORING

Area / Floor	Supervising Staff
Ground Floor (near Lift)	Mr. Sanjay Dua and Student Council Members
First Floor (opposite VPL Office)	Ms. Philo and Student Council Members
Second Floor (near Steps)	Mr. Niladri, Mr. Faiz and Student Council Members
Third Floor (near Steps)	Mr. Umesh Verma, Mr. Yuvraj and Student Council Members
Near Principal's Office	Mr. Vivek, Mr. Ajay
Gate No. 1	Ms. Rani Negi, Ms. Rekha and Ms. Suman and Mr. Vardhan
Gate No. 2	Mr. Dinesh Bisht, Mr. Ramesh
Playfield (Monitoring Area)	Ms. Kavita, Mr. Swapan, Mr. Pallavi and Mr. Shiv
Near the Library	Ms. Abha Bhardwaj

7. ROLES AND RESPONSIBILITIES

Personnel	*Responsibilities*
Class Teachers	Escort and supervise students during movement; ensure discipline and safe handover.
Bus Teachers	Reach bus bay by **2:05 PM**; verify student presence against bus list; report any absentee or delay to Transport Incharge.
Coordinators/Student Council Members	Monitor corridors and staircases; ensure Primary dispersal concludes before Senior movement begins.
Transport Incharge	Oversee bus and van lineups; coordinate communication with drivers; authorize vehicle departure only after verification.
Security Staff	Manage traffic and pedestrian movement at gates; verify parent IDs; restrict unauthorized entry/exit.
Support Staff / Sahayikas	Assist younger students during movement and boarding; maintain discipline in waiting zones.
Medical Staff	Stay on standby until dispersal completion; attend to any medical emergencies promptly.

8. PLAYFIELD REGULATIONS DURING DISPERSAL

- No student is allowed to stand, wait, or play on the playfield during dispersal.
- Teachers stationed on the ground must ensure students move directly to their buses or designated exits.
- Any delay or unsupervised presence of students in open areas must be immediately reported to the Vice Principal.

9. SAFETY AND CONTROL MEASURES

- ID Verification**:** Parents/guardians must carry the authorized Parent ID card for student pickup.
- No Early Dispersal**:** Students will not be released before 2:10 PM without a **Gate Pass** signed by Headmistress/Vice Principal.
- Emergency Preparedness:
  a. In case of adverse weather or emergency, students will remain in classrooms until further instructions.
  b. Teachers will follow the Emergency Evacuation Plan as directed.
- Communication:
  a. All on-duty staff must stay in contact through the designated communication channels.

10. ROLE OF BUS DUTY TEACHERS

- Bus duty teachers shall ensure that:
  a. Students board their designated buses immediately after the bell.
  b. No child remains unaccompanied in the bus bay.
  c. Attendance is verified before the buses leave the school premises.
- The **Transport Incharge** will report any non-compliance to the Headmistress (Senior Wing).

11. POST-DISPERSAL

- Teachers confirm all students from their class have left safely before leaving their post.
- Wing Incharges verify that all classrooms and corridors are clear and locked.
- The Transport Incharge submits a final departure report to the Headmistress / Vice Principal/ Principal that all students have been safely displayed by the buses.

12. CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to the above guidelines will be viewed as a serious lapse in duty and will invite appropriate written explanation and administrative action as deemed necessary by the Principal.

CONCLUSION

The dispersal process is not merely an end-of-day routine, it reflects the school's discipline, coordination, and collective responsibility towards student safety. Every teacher's active participation ensures that the school remains a safe haven for its learners and continues its journey from good to greatness.