

Dear Parents,

In view of the several incidents of unsafe situations and incidents that come upon our children from different quarters, the school has decided to do all possible measures and has already initiated several of them to ensure their complete safety and security.

The strict measures, especially regarding entry of people inside the school premises might inconvenience the parents a little.

Parents are requested to bear with the school and co-operate for the greater benefit and well-being of our children.

I. Any student related documents applied for from the school can be collected after 3 to 10 days of submission of the application depending on what the documents is.

- Bonafide – can be collected after 3 to 5 working days.
- Leaving certificate – after 7 to 10 working days
- Attestation / Fees Re-imbusement forms / Railway Concession / Birth Certificate copies after 3 to 5 working days.
- Any other document after 7 to 10 working days.

\*\* Timing for collection : 12.00 pm and 01.00pm on working days.

Parents need not come to collect the documents / certificates. Your wards can collect them. This will be an opportunity to teach our children to take up simple responsibilities with confidence provided they are grown up enough, may be class 5 onwards. Older siblings can collect for their younger ones.

II. Work on online fee payment is in progress. However, till this is activated, how much ever possible please deposit the payment (cheque). Receipts for the payments shall also be given to the students within a week's time.

III. Parents are allowed to enter the school only when the school invites parents for ;

- Taking back home a ward who is ill.
- To meet the subject teacher / class teacher / section coordinator or principal for any academic or disciplinary issues.

IV. Try to avoid coming to the school for no reason or for petty reasons.

- In case of emergency, write and drop your message / grievances in the suggestion box provided at the security cabin at the school entrance.
- Make sure that the security person puts your note / grievances inside the box before your depart. Please note that all security guards have their identity card with their name and "Security Guard" written and worn visibly on their neck.
- In case you want to meet the principal or the teacher concerned you can mention in your note. Mention clearly you name, your ward's name, class and division as well as your mobile number / numbers. **No anonymous letters or notes with incomplete details shall be entertained.**
- The suggestion box will be opened every day and the grievances / remarks will be read and attended.
- In case of all other grievances / suggestions / remarks on any matter whatsoever try and discuss them during open days.

- During open days as on any other day no parent is allowed to bring / carry along any bags or belongings other than a small wallet / money purse. And **use of mobile phones inside the school premises is strictly prohibited.**
- V. **\*\*\* In case of any emergency you can call on all working days on this exclusively dedicated special landline number for the purpose. The number is 07480233596 available from 8.00am till 2.00pm.**
- No parent shall misuse this number by calling for any other reason other than any critical, urgent or important matter concerning children. For all other purposes the school nos.07480233596 and ----- shall be available at the reception from 7.45am to 2.00pm from at the school office and after 2.00pm till 3.30pm with the security.  
On a non-working day these 2 numbers shall be available with the security from
  - **\*\*\* If your name, your ward's name, class and division and your telephone nos. are not mentioned, your call will not be entertained.**
- VI. **\*\*\* Not Parent shall, a) for the safety and security of our children b) respect for their school and their teachers c) as well as to instill in our children total trust, regard and love for their precious school – approach any other person or organization or groups or political parties to mediate with the school on your behalf on any matter whatsoever.** Let us approach the straight path, the most successful, efficient and effective and the honored path of **PARENT-WARD-SCHOOL RELATIONSHIP. A parent can better convey the matter and find effective, efficient and peaceful solution with the school than any 3<sup>rd</sup> party, whosoever he or she or they may be. Remember a 3<sup>rd</sup> party always sees in a case an opportunity for himself/herself or themselves.**
- VII. Parents may note that many incidents and violence among children, bullying younger or weaker children, or damaging school properties or belongings of other students are all increasing everywhere day by day. **Parents are earnestly and urgently requested to spend some very fruitful time with their children and talk with them on all these critical issues. Guidelines of CBSE on bullying had already been given to you to help you share better with your children. In case you haven't read it or preserved it you may collect one from the reception or your class teacher during your next visit.**
- VIII. These points and more of them from your wisdom and experience can be shared with your children, so that their present day lives and later as they grow up they be safer and healthier avoiding serious damages and dangers to their own lives.
- \*\* Parents are requested to be alert and to be on the watch whether your child is mingling with or approached by anti social elements or big bullies or getting into bad habits of smoking, using alcohol or any other damaging substances.
  - \*\* You may also enlighten your children about controlled / restricted and wise use of money and healthy regard for money.
  - \*\* Parents may please note, every class teacher shall be reading out very enlightening and important aspects on all these issue mentioned in this circular as well as the Principal himself shall be talking to children on all these issues.
  - \*\* But when parents at home share with their children these vital concerns and issues with lots of sensitivity and concern for their present day life as well as their future, there will a lot of happiness in the life of our children and no damages ahead in their life.
  - \*\* As stated earlier, cultivate total trust and faith in your school and feel the freedom to approach the school for whatever concerns you have about your ward.

IX. It may be noted that all entries to the inside of Institution by anyone whomsoever is being restricted / controlled and prevented in the best possible manner to ensure the safety and security of all the children. Therefore NO ONE for whatsoever reasons should walk into the school unless there is a prior appointment or called by the school.

\*\* The school will not be entertaining ANYONE other than the parents, or the authorized person whose photograph or details have been provided to the school to fetch the child after school..

\*\* It is shocking to learn that there are some people (relatives, friends, tuition teachers or others are accompanying some parents in the guise of visiting the school. It's a very dangerous action from their part and hence no parent shall bring along any other person with you.

X. Parents are requested to also ensure that your ward do not carry any sharp object / instrument to the school like cutters, scissors etc. or anything that could harm the life of others, especially life of other children. As regards the use of mobile phones by all the children, a very detailed circular has already been given. Follow them strictly.

\*\*\*\* Above all things, it is important that our children learn to live in harmony with everyone on this world. Teach them therefore, dear parents the value of tolerance, love and concern for others. Empathy, gentleness, co-operation and appreciation for all. Teach them not to fight with any one or harm their friends or anyone and more especially the younger children.

\* Teach also to keep themselves away and safe from anti-social elements and bad ways.

\*\*\* Do not be hesitant in teaching the children importance of following a strict time-table and discipline in all things and to avoid harmful habits and practices.

We sincerely believe that the concerted efforts of us all – Parents, Teachers and School Authorities shall be able to bring a lot of happiness into the lives of our children and protect them from all possible harm and dangers.

With regards and best wishes

**PRINCIPAL**