

**CIRCULAR - SECURITY OF STUDENTS**

Dear Parents,

1. The recent tragic incident which resulted in the loss of a precious life has saddened all of us beyond words. This has understandably affected the sense of security amongst children and parents. As an institution involved with grooming and nurturing young children, we would like to assure you that the safety and security of our students and staff has always been of paramount importance to us. In the wake of this incident, we are once again reviewing and reassessing the security arrangements in our school, for which the following measures are being taken.

- (a) The school boundary wall has been sealed by concertina wire to avoid the entry of any miscreants.
- (b) CCTV cameras are placed in all the key areas i.e. parking areas, playgrounds, entry/exit gates, corridors and in all the classrooms in the Junior Wing.
- (c) As per the current year's financial planning, CCTV cameras will also be installed in the Art and Science Complex and all class rooms in the Senior Wing.
- (d) Public address systems have been installed in the Senior Wing as well as in the Junior Wing to make quick announcements in case of any emergency.
- (e) Frequent Mock Drills are conducted in the school for the students to be prepared for any kind of exigencies.
- (f) Kindly note that visitors are requested to use only the main Front Gate for entry into the School premises.
- (g) From now onwards, all visitors will have to also present an ID Proof (with Photograph) to seek entry into the school.
- (h) In case any parent wishes to meet a teacher or any other school official, prior appointment must be taken. Parents are requested not to go to their ward's class room directly. They should inform at the Reception and the same will be arranged for.
- (i) In case any child is using a private transport to go back home, parents must check carefully the credentials of both the driver and the conductor of the private vehicle and also regularly check with the child about her/his journey to and back from school so that parents are aware of any untoward incident that may have occurred during the travel.
- (j) School timings are from 08:00 AM to 01:15 PM for Junior Wing  
08:00 Am to 02:00 PM for Senior Wing  
Kindly ensure that your children are dropped to school and picked up from school on time, as it has been observed that some children are dropped as early as 07:00 AM and some are picked up much beyond the school hours. This exposes children to undue risk.
- (k) Children availing sports coaching facility are permitted to be dropped to the school at 07:00 AM and they must report to the concerned teacher immediately.
- (l) Frequent reminders are also given to the staff against the use of cell phones, particularly in the Class Rooms.
- (m) Parents are requested to ensure that their wards do not carry cell phones, smart watches or any other unauthorized gadgets to the school.

2. Some of these measures may cause inconvenience but we seek your cooperation for the sake of our students.

3. Any feedback/suggestions may be sent on the school e-mail ID.

(Sunita Gupta)  
Principal