

*Sarla Chopra DAV Public School,
Sector – 56, Noida*

DAV/Noida/P-S/Circular/2017/109

Date 22.09.2017

Dear Parents,

It is in continuation to our circular no. DAV/Noida/P-S/Circular/2017/108 dated 14.09.2017, you are requested to further note down a few points to ensure safety of children in school.

Regarding Entry & Exit

1.
 - (i) Every parent who wants to have access to any department of the school should carry the Parent's Identity Card issued by the school authority.
 - (ii) Kindly enter your details in the register maintained at the Entry Point **Gate No. 04** (Sr. Wing Parents) & **Gate No. 02** (Jr. Wing Parents).
 - (iii) You are further required to carry an Identity Proof (Voter Card/ Aadhar Card/Driving License) which you need to show at the gate for the entry in the school premises & thereafter contact the concerned Reception.
 - (iv) The parents of Senior Wing students (Classes VI to XII) can contact Sr. Wing Main Reception and the parents of Junior Wing students (classes LKG to V) can contact the Jr. Wing Reception.
 - (v) The parents are requested to Enter and Exit from the same gate.
2. In case you have lost Parent's Identity Card, you are requested to contact your ward's class teacher for getting the new one. Rs. 50/- will be charged for the same.
3. From **Gate No. 04**, only the parents who want to visit Fee Counter, Main Reception, Admn Block & Senior Wing can Enter and Exit. From **Gate No. 02**, only the parents of Junior Wing who want to go to Junior Wing Reception or Junior Wing can Enter and Exit.
4. The parents are advised to meet the teachers on scheduled PTM to discuss their ward's progress. For other days, they can seek prior appointment through School Reception/Class Teacher. You are requested to attend the PTM in formal dress alongwith your ward/student who should be in proper school uniform.

For information:- Parents' visiting time is 09:30 a.m. to 12:30 p.m. on all working days
Fee Counter Timings – 08:30 a.m. to 12:30 p.m.

5. Parents are requested to note down the specified gates for **Entry and Exit** of the students as given below.

Gate No. 04:- All the Bus students (Senior & Junior Wing).

Gate No. 02:- (i) The Senior Wing students who come on foot or are dropped & picked up by Parents on their own vehicles / own arrangement.

(ii) The Junior Wing students who come on foot or dropped & picked up by parents

Gate No. 01:- Only the Junior Wing students who come by the Parents' own arrangement / vehicle/rickshaw etc.

Gate No. 07:- Only for cyclists.

6. The students of classes **III to XII** will be allowed to enter the school premises only after 07:30 a.m. whereas students of classes **LKG to II** will enter after 08:30 a.m.

The school timings for classes:-

III to XII - 08:00 a.m. to 02:00 p.m.

LKG to II - 09:00 a.m. to 01:00 p.m.

7. In case of pedestrian students, and parents' private arrangements, please make sure that your ward is picked up within 10-15 minutes after the school's closure time.
8. The parents who visit the school for cheque drop or Fee/School Leaving & other office related works should ensure not to go to the other areas of the school.

Regarding General Safety Of The Students

1. You are requested to send your ward in the **complete uniform wearing I-Card** at all times which is mandatory for the students right from home to school and school to home for their own safety. No student will be allowed to enter without wearing I-Card.
2. In case the student has lost his/her Identity Card, you are requested to contact your ward's class teacher for getting the new one issued. Rs. 50/- will be charged for the same.
3. There are no coaching classes for any sports/activity in the morning. If there will be any extra teaching classes for class X & XII, separate note will be sent.
4. Please ensure that your ward does not carry any kind of electronic gadget like Mobile, Camera, I-Pod, electronic watch etc or any sharp edged article, crackers or any other thing which can harm children.
5. Please note that students are not allowed to come on their own by motor vehicles like Scooty / Motor Bike / Car.
6. Kindly avoid picking up of your ward during the school hours for safety reasons.
7. You are requested not to send lunch box or any kind of material during school hours.
8. If the child is not well, parents are requested not to send him/her to school.
9. Kindly update your Residential Address / Mobile No. / E-mail through the class teacher.

Regarding School Transport

Our priority is Safety for students while traveling to and from school. Basic safety rules for school bus users while boarding and getting down the school bus.

1. Parents are requested not to enter school buses to see off and receive their wards.
2. Parents should not try to overtake and stop the bus to facilitate the boarding of their child as this may lead to accident and can endanger the safety of bus and its occupants.
3. If any student is availing bus facility, he/she is not allowed to be picked up by parents in the afternoon or during school hours for any reason except in medical emergencies.
4. If a student misses his allotted bus in the morning, he/she should not try to board any other bus. In such cases, it is the responsibility of the parents to drop their wards at school under intimation to the Route Incharge.
5. Parents must ensure that their wards do not go to and fro from bus stops to their residence unescorted.

6. For Junior Routes, it is mandatory for the parents or whoever is authorized by the parents to reach the bus stop to receive their wards on time otherwise the students will be brought back to the school and will be handed over to the parents only.
7. In case any student travels by private transport / van / rickshaw etc. arranged personally by the parents, the parents are requested to get the police verification of Driver / Conductor / Rickshaw Puller done for the safety of the students. However the school does not recommend the use of private bus / vans / rickshaw for commuting to school. The parents are requested to preferably make arrangements to drop and pick the students personally. It is also suggested that in such cases one of the parents should by rotation accompany the van / rickshaw/auto rickshaw etc. in the morning as well as in the evening.
8. We request you to counsel your ward to be at their best conduct at all times (whether in the class / school premises / traveling in the school bus).
9. Your kind suggestion / feedback is always welcome. Please send your suggestions / feedback to email id. **suggestionsdavnoida@gmail.com**. Any parent who has any problem / suggestion regarding transport can contact Transport Incharge, Ms. Poonam Kalra (Senior Routes) & Mrs. Reema Bery (Junior Routes).

Change of Address & telephone nos.

For helping school in handling emergencies successfully, maintaining communication with parents and keeping records up-to-date, please notify change in address or telephone nos. as soon as possible.

Our heartiest thanks to all the parents for being supportive in all our endeavours. We look forward for your cooperation and solicit your support for the safety and security of all students.

I am sure that by our collective efforts, DAV School, Noida will remain Safe, Secure & Happy.

Principal

Encl:- Discipline and Conduct Rules for Students.

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ACKNOWLEDGEMENT

I _____ father / mother of _____
class/sec _____ have received and read **Circular no. DAV/Noida/P-S/Circular/2017/109**
dated 22.09.2017 (3 pages) & Discipline and Conduct Rules for Students (two pages).

I assure you that I and my ward will follow the instructions given therein.

Name of the Father / Mother _____

Sign. _____

Contact No. _____

Address _____

Note :- After reading circulars, kindly send the Acknowledgement (duly filled in) to the class teacher by 25.09.2017.