

Dear Parents

Greetings for the day!

In the wake of unfortunate incidents reported from all over Delhi/ NCR, we are taking all possible precautionary measures for the safety and security of the children. We are aware of the need of a strict vigilance on the campus. We have a strict monitoring system already in place within the school campus and are further going to augment the same. We understand and appreciate your concerns on these issues. The school on its part is vigilant and is attempting to take all precautionary measures. The following points are reiterated for your kind perusal.

Securing of Premises

1. Entry/Exit of visitors to the school is being monitored strictly. The Entry/ Exit would be only from Gate No. 1.
2. Gate No. – 2 timings are restricted to morning and dispersal time only for students, teachers and staff.
3. School gate/ reception will not accept any eatables (water, food items/ tiffin's and other packets) from the parents.
4. Movement of all visitors is recorded and maintained in designated register at the entry point. In case of visitors, a visitor ID card is given which is handed back at the gate on exit and tallied to ensure that all visitors have left the premises. We are soon going to introduce the **parent ID-card** system. The entry of the parents to the school will be accessed only through Gate no. 1. However, entry and exit plan will be shared soon with the parents with the hope that they will cooperate.
5. The school is under CCTV surveillance (48) and all the cameras are functional. Further augmentation is underway.
6. Walls around the school are high enough and barbed to prevent any scaling.
7. Access to the facilities like swimming pool, sports rooms, basketball court, canteen are reserved only for the authorized school personnels.
8. Teachers are on duty during arrival, lunch time, dispersal, assembly time or any other activities in which the movement of the children is involved.
9. To cater to the needs of medical emergencies/risking of injuries on the campus, a qualified nurse and a doctor on call is available.
10. Regular sessions are conducted during assemblies and house meetings to make the students aware about the child protection measures and other societal and developmental concerns.
11. To combat natural calamities like earthquake; evacuation drills are practiced from time to time and children are made aware of the routes which needs to be followed during evacuation or any emergency. Emergency exit plans are displayed at prominent points for the convenience of the students.
12. Adequate firefighting measures have been installed across the school and are tested from time to time.

Washrooms

13. Usage of student's washrooms by the House keeping staff and Group D employees is not allowed and separate toilets have been allocated to them.

14. Bus drivers and conductors, whether employed by the school or contracted out, have access limited to the bus area only and are not allowed to enter in the inner circle of school campus. A separate toilet is provided for them near the school gate.
15. Deployment of House Keeping staff in the washrooms is as per the following details:
 - a. Complete Female House Keeping staff is present in both Girl's and Boy's washrooms in nursery and KG.
 - b. Male House Keeping staff in the Boy's washrooms from classes I to XII.
 - c. Female House Keeping staff in the Girl's washrooms from classes I to XII.
16. Students of classes VI – XII are not permitted to use the junior wing toilet for any reason whatsoever. Kindly reinforce the same rule in your ward as well.

Safeguards relating to Entry/Exit of Students

17. All drivers and conductors are employed after careful vetting of their credentials and references. Copies of each one's Driving License and Aadhar Card have been submitted to the School's Transport Department. The Police Verification/Character Verification of Support Staff is under process.
18. In case of sudden change of the assigned driver and conductor for a particular route, the Transport Personnel of the school would ensure that only a duly verified person drives the bus.
19. Safety of the students on the buses is monitored by the bus teacher incharges/ attendant. More female attendants will be deployed in the near future.
20. Students using school bus to be seated in their respective buses just after the dispersal (i.e. 2.10 pm). Students, who are late in boarding the bus, will stay back in school and their parents will be called to pick the child. Students are not supposed to deboard the bus enroute while coming to school or while going back. They have to board/deboard at the designated place only.
21. **On footers** must not enter the school premises before 7:35 am. They should leave school campus just after the dispersal bell at 2.10 pm. If they are found roaming inside school campus then they will be asked to leave school premises at 2.30pm after all the buses have left.

Students travelling in Private Vans

22. Parents are requested to ensure the process of police verification of the antecedents of the Drivers & Helpers of the Private Vans. Do submit the copy of the same to the respective Class Teacher at the earliest.
23. We have noticed that most of the van drivers are dropping your children 200 m to 500 m away from the school gate. That puts the children at severe risk. We advise you, therefore to ensure that that your children are dropped very close to school gate to meet the need of opting out for this mode of transport.
24. While your children are moving out of the school or coming inside the school, please counsel them not to interact with any stranger.

Mobiles/ Code of Conduct

25. It has been noticed that some students still carry mobile phone and other electronic gadgets to school on some or the other pretext, the consequences of which are unbecoming.
26. In case of extreme emergency prior permission has to be taken to carry mobile to school. The school will be forced to confiscate the said equipment if the student proves to be a defaulter. We therefore urge you;
 - a. to send an application to the Class Teacher and advise your ward to adhere to the rules and deposit the phones at the school reception.

- b. to counsel your ward not to bring it to the school even occasionally.

We are soon going to meet the PTA members on these issues and will update you thereafter. We are also awaiting advisories by the regulating agencies. Let's all work together for the safety and security of our children. If you have any specific suggestion, please share it with us.

With Warm Regards