Circular No.: SGS/Admin./PC064/2026-27
Date: Tuesday, 27 October 2026

PARENTAL CIRCULAR

Subject: Strict Adherence to School Drop-off and Pick-up Timings

Dear Parents,

The School accords utmost priority to the safety, security and well-being of its students. It has, however, been observed that some parents are not adhering to the prescribed timings for dropping off and collecting their wards.

Parents are hereby advised to **strictly observe the school timings and dispersal procedures** as laid down in the School Almanac (Page 20), reproduced below for ready reference:

1. School Reporting and Dispersal Timings

Wing	Reporting Time	Dispersal Time
Junior Wing (Balvatika 1 to Class II)	08:35 a.m. to 08:45 a.m.	12:45 p.m.
Senior Wing (Classes III to XII)	07:35 a.m. to 07:45 a.m.	02:15 p.m.

2. Morning Drop-off

- **Junior Wing:** Students must report by 08:45 a.m. Gates No. 1 and 2 close at 08:45 a.m. Late entry is permitted through Gate No. 3 only until 08:50 a.m. **No entry is permitted thereafter.**
- **Senior Wing:** Students must report by 07:45 a.m. Late entry is permitted through Gate No. 3 only until 07:50 a.m. **No student is permitted to enter after 07:50 a.m.**
- Parents are reminded that, as per school rules and also stipulated in the Almanac, on three late entries in a month the student will be sent back home.

3. Afternoon Pick-up

Parents/authorised escorts of students travelling as walkers must report punctually at the designated gates:

- **Balvatika 1 to Class II:** Gate No. 2 at 12:40 p.m.
- **Classes III to Class V:** Gate No. 3 at 02:10 p.m.
- **Classes VI and Class VII:** Gate No. 1 at 02:10 p.m.
- **Classes VIII to Class XII:** Gate No. 2 at 02:10 p.m.

4. Important Instructions

- Parents must ensure that their wards are neither dropped off unnecessarily early nor collected late, as this may disrupt school arrangements.

Contd...2/-

- Students shall be handed over only to parents/authorised escorts carrying the prescribed **Parent's I-Card/Van Card**.
- Parents using private vans must ensure that the police verification certificate of the driver has been submitted to the School Office.
- Students availing school transport must travel on their allotted bus routes. Any emergency change in dispersal arrangements requires prior written permission from the School.

Parents are requested to appreciate that **punctuality in dropping off and collecting children is not merely a matter of discipline but an essential requirement for their safety and security.**

Your cooperation in observing the prescribed timings and procedures will help the School ensure a safe, orderly and efficient arrival and dispersal of all students.

With warm regards,

(Miti Dhingra)
Principal