



Delhi Public School, Barasat

Arise . Awake . Act . Achieve

DPSB/18422/22-23/019

Date: 18-04-2022

Reminder for some General Rules , Pick up & Drop for students by parents.

Dear Parents / Guardians ,

Greetings from DPS , Barasat !

The school has come up with the following guidelines for students using " Private Transport " .

Parents who pick up and drop their ward/s personally to school or via private transport need to abide by certain rules :

- Parents plying via car or two wheelers , are requested to strictly avoid waiting at the lane entrance with your vehicles as it causes a chaotic situation and later becomes uncontrollable.
- Pick up and Drop "Do's and Dont's "
 - School timings – 8:30 a.m to 11:40 a.m – Parents must drop their ward/s before 8:30 a.m but not before 8:00 a.m and are requested to leave the premises. Similarly parents will not be allowed to receive their ward/s before 11:40 a.m /2:30 p.m .
 - The visitor's room will not remain open for parents as a waiting room , till the dispersal time , i.e, 11:40 a.m /2:30 p.m.
 - Any parent is not allowed to go and meet the class teacher or any subject teacher without prior appointment between 8:30 a.m to 11:40 a.m for Pre-Primary and between 8:30 a.m to 2:30 p.m for Primary and Middle School (unless emergency) , with the Principal's approval.
 - If the parent has an appointment , he/she will be escorted to the office by the security and then it can be informed to the Front Office who shall further escort the parent to the teacher.
 - If a child has to be picked up in between school hours , in case of an emergency etc. at home , a parent can approach the front office and get the needed help to reach out to the child.
 - If the child has to be delivered with tiffin boxes , or any other stationery , submit the same **labelled** to the front office. It will be routed further through them (after thorough verification of the identity of the person delivering the same.)

Delhi Public School, Barasat

Unit of: M/S Maa Saraswati Gyan Mandir Education Society, Pirgacha, Taki Road, P.O.- Badu, P.S.- Duttapukur,
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- Avoid calling teachers/staff directly on their mobile numbers. Use the school almanac as a mode of communication or mail at info@dpsbarasat.com the staff in the school mail id or call the school office to communicate messages.
- Student escort card is compulsory to receive your ward/s from the school.
- If your ward/s is going to be picked up by some other parent/person , kindly send an authorized letter along with the Escort card without which the visitor will not be permitted to pick up the child.
- After picking up the child, all parents must leave the premises as soon as possible.

Kindly co-operate and help us function better to work towards your ward/s safety.

Stay safe, strong and determined!

Thanking you, we remain

Yours Sincerely

Mrs. Ratna Kundu

Principal

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