



Vivekanand School

D Block, Anand Vihar, Delhi - 110 092

VS/SW/2024-25/CIR-097

Date: 28-Nov-2024

Guidelines for Parent Entry into School Premises

Dear Parents,

We hope this communication finds you and your family in good health. To ensure a secure and well-organized environment for our students, we have updated the Entry Procedure for Parents into the School Premises. Adherence to these guidelines is mandatory and will help us maintain a smooth and efficient school operation.

1. Mandatory Access Card

- Parents are required to carry a valid Access Card for the current academic session to enter the school premises. Security personnel will verify the Access Card before granting entry.
- In the event of a lost Access Card, parents must immediately notify the Class Teacher and apply for a replacement. Entry without a valid Access Card will not be permitted under any circumstances.

2. Meeting Timings

Parents are requested to visit the school during the designated timings as outlined below:

- Heads/ Incharges: 8:30 AM - 9:30 AM
- Administrative Office: 7:30 AM - 9:30 AM and 2:00 PM - 3:00 PM
- Transport Office: 8:00 AM - 9:30 AM
- Uniform shop: 2:00 PM - 4:00 PM
- Teachers/Counselors: Prior appointment is mandatory.

Important:

- Parents arriving outside the specified timings will not be allowed entry unless prior approval has been obtained for emergencies or exceptional circumstances.
- For urgent matters requiring attention beyond these hours, parents must:
- Obtain prior approval from the relevant authority.
- Ensure they carry their Access Card for entry.

3. Collection of Students During School Hours

- Parents are strictly discouraged from collecting their children during school hours except in cases of medical emergencies or other approved urgent situations.
- The school's decision will be final regarding granting permission for collecting the child during school hours.
- Parents collecting their child must:
 - Present a valid Access Card at the school gate.
 - Obtain an Out Slip from the reception desk.
 - Present the Out Slip along with the student's Student ID Card for verification by security personnel before exiting the premises.

Without a valid Access Card, collection of the child will not be permitted under any circumstances.

4. Visitor Registration and Pass

- All visitors, including parents, must register their entry and exit in the Visitor Register at the main gate.
- A Visitor Pass will be issued and must be visibly displayed throughout the duration of the visit.

5. Expected Conduct and Parking Guidelines

- Cooperation with Security Staff: Parents are expected to cooperate courteously with the security staff at all times. Decent and respectful behavior is mandatory and greatly appreciated.
- Role-Model Behavior: Parents are requested to demonstrate exemplary behavior within the school premises, setting a positive example for students to emulate.
- Proper Parking: Parents must park their vehicles responsibly in designated areas to avoid inconvenience to others and ensure smooth traffic flow. Improper parking that creates issues for passers-by is strictly prohibited.

We request your cooperation in following these guidelines to ensure the safety and security of our students while maintaining an efficient school environment.

For any queries or further clarification, please do not hesitate to contact the Class Teacher.

Thank you for your continued support and understanding.

Warm Regards,

Poonam Sharma
(Officiating Principal)