



# SAUPIN'S SCHOOL, PANCHKULA

HELPLINE NO.: 98555 – 12798

## NOTICE

Circular No: SSP/2017-18/3

Dear Parent,

In view of the recent unfortunate incidents and also foolproof safety and security of students of Saupin's School, Panchkula, we assure you that we are very alert about the security of our children and we keep on updating our security system periodically matching pace with the new technology & trend. We take every possible measure to keep our children safe.

### **This is to inform:**

1. We have trained security personnel at entry and exit points who maintain tight security round the clock. Proper record of each visitor is strictly maintained.
2. We always had CCTV cameras at all required points which are being upgraded with new HD & PTZ cameras.
3. Floor incharge teachers are on duty on all floors since 07:30 a.m.
4. We have separate areas for washroom for boys, girls, staff and support staff. There is a lady attendant in front of all students' washrooms.
5. Only female sweepers / attendants are assigned duty for students' rooms and washrooms.
6. Cameras and lady attendants are there in the buses.
7. We have all required updated documents like licences, Aadhar cards of transport staff and support staff. Periodic inspection is in place. Police verification is under process.
8. Drivers remain out of bound of school premises.
9. We had recently constituted a School Safety Committee comprising of Principal, Coordinators, Discipline Incharge, IT Head and Counsellor who will review and implement safety measures periodically and are approachable to students 24x7.

**We would like to notify requesting your cooperation:**

1. Students should always wear I card. Parents should always carry their I-card while receiving their child at school gate or at bus stop.
2. Parents should check bags of students to see that no unwanted material is carried to school even by mistake.
3. School gate will open for students only at 07:30 a.m. Please do not drop your child before 07:30 a.m. The school gate closes at 08:00 a.m., so if you get late for some reason a written request to Principal can be made but in any case, the child should not be left outside the school gate unattended. Child's safety should not be compromised at any point.
4. Half day, early leaving will not be allowed except in emergency cases. Leave should be sought one day in advance. No verbal, same day or on the spot request will be entertained.
5. Leave applications should always be sent when needed but in case of any emergency, school office should be informed within 10 minutes of beginning of school.
6. Autos should not be used for transportation of our school children.
7. Parents of own transport users should come to receive their children at the specific designated time and not to reach early or late. Children will be handed over only after buses leave. In no case, parents should crowd in front of the school gate, when bus children board their buses. Children should get a clear passage.
8. No parent will be allowed to park or stop their vehicle during arrival and departure time of students. Students' safety will not be allowed to be compromised.
9. Primary students are not allowed to leave school premises or de-board at bus stop without an adult escort. Senior students' parents need to give authority letter for the same.

Your support and cooperation is our biggest strength.

Principal