

SATYA/ADMN/CIR/2025-26/089

October 02, 2025

Dear Parent,

Namaste!

We have taken into consideration the traffic congestion that occurs near the school gate in the mornings, which often delays the entry of students into the school premises. To ensure a smoother and safer drop-off process, the following measures have been put in place:

1. **Guidance at Drop-off Point:** One male and one female guard will be stationed along with an admin staff member to assist and guide students at the designated drop-off point, which will be on the pavement closer to the school entry gate.
2. **Barricading for Safety:** The area directly in front of the main gate will be barricaded to avoid unnecessary congestion and ensure safety.
3. **Early Years Students:** For parents of Early Years students, the small gate will remain functional for a smoother and more convenient drop-off experience.
4. **Recommended Arrival Time:** To avoid delays due to traffic, you may drop your ward between **7:30 a.m. and 7:55 a.m.**, as the gates will close **sharp at 8:00 a.m.**
5. **In Case of Delay:** If your child cannot reach on time, kindly **inform the respective HRT/CT via mail or message by 7:45 a.m.** at the latest.

We kindly request all parents to cooperate with the staff and follow the designated drop-off arrangements to ensure the safety and timely entry of all students.

Thank you for your support and understanding.

Warm regards



Manisha Malhotra
Director Principal