

SATYA/ADMN/CIR/2026-27/055

August 09, 2026

Dear Parent,

Namaste!

The safety and security of our students remain our highest priority. We wish to inform you that there has been a change in the security agency/personnel deployed at the school. You may therefore notice **new faces at the school gates and designated pick-up/drop-off points**.

We request your full cooperation and support in helping us ensure a smooth transition and, most importantly, maintaining a secure environment for our students.

Parents/Guardians are requested to strictly adhere to the following security protocols:

1. **Carry the Physical Escort Card:**

Parents/guardians must carry the **original physical Escort Card issued for the child's current class** while coming for pick-up. **Photographs, screenshots or digital copies of Escort Cards on mobile phones will NOT be accepted.**

2. **No Entry into School Premises:**

Parents/escorts are requested **not to enter the school premises** during pick-up. Students will be handed over by the designated school staff at the specified pick-up point.

For collection / picking up books, stationery or uniform, kindly follow the outer periphery route instead of passing through the building.

3. **Follow Designated Pick-up Points:**

Students must be collected **only from the designated pick-up points** assigned by the school.

Grades Early Years to II – Early Years Corridor

Grades III & IV – Swimming Pool Area

Grade V – Exit Gate near School Infirmary

Grades VI & VII – Lower Ground Floor

Grades VIII to XII – Upper Ground Floor

Requests for collection from other locations cannot be accommodated.

4. **Patience & Cooperation at the Gates:**

We request parents to remain patient during the verification and handover process. The security personnel and school staff at the gates are performing their assigned duties and following the prescribed safety protocols. **Please do not argue with, pressure or speak rudely to security personnel or school staff.** Your cooperation will help us ensure that the process remains safe and orderly for everyone.

5. **Strict Adherence to School Timings:**

Parents are requested to strictly adhere to the **school reporting and dispersal timings. Late**

entry will not be permitted beyond the stipulated reporting time. Please plan your arrival accordingly.

Grade I to XII: 7:50 a.m. to 3:00 p.m.

- Classes commence promptly at **8:00 a.m.** Reporting time of students is **from 7.50 a.m. – 8.00 a.m.**
- The school day concludes at **2:45 p.m.** Students should leave the premises within and by **3:00 p.m.**

Early Years: 9:00 a.m. to 1:00 p.m.

- Classes commence promptly at **9:05 a.m.** Students must be on **campus latest by 8:55 a.m.** and in their respective classrooms by **9:00 a.m.**
- The school day concludes at **12:45 p.m.** Students should leave the premises within and by **1:00 p.m.**

Students arriving after reporting time will be requested to go back home with the parent or wait at the reception till parents arrive.

We also earnestly request you to avoid requesting last minute changes from router to walker or vice versa.

6. School Uniform & Identity Card:

Students must enter the school premises in **proper prescribed school uniform and wearing their valid School ID Card with colour coded lanyards (orange for walkers and yellow for bus routers).** This is essential for the security team to verify and validate the identity of students.

We understand that changes in security personnel may require a short period of adjustment. We seek your patience, cooperation and understanding during this transition. **Security protocols are implemented in the best interest of our students and the entire school community and must be followed without exception.**

Let us work together to ensure a **safe, secure and disciplined school environment for every child.**

Warm regards



Manisha Malhotra
Director Principal