

Guidelines for the Parent/Visitor

- **The School is committed to provide a secure learning environment for its students and staff and is under 24x7 CCTV surveillance. In addition, the following guidelines for the visitors are developed to ensure the safety of our school community.**
- **All parents and visitors upon entry (Gate No. 1) to the school must duly fill in and sign in the requisite details in the visitor's book and obtain a Visitor's Pass from the gate before proceeding further. They must return the Visitor's Pass and sign out before they leave.**
- **Parents to carry their Parent I-card for entry in the School and visitors to present a valid identification card on arrival.**
- **All visitors must wear the Visitor's Pass during the entire visitation. Individuals inside of campus not wearing a Visitor's Pass will be escorted out.**
- **Parents/Visitors who want to meet with a teacher or incharge/Principal must take prior appointment. Parents may please refer to the appointment timings given in the Almanac. No appointment is necessary for PTM days, School functions and events.**
- **If parents/guardians need to pick up their child before the regular dispersal time, they should call or notify the school office first, BEFORE 11:00 a.m. Parents/guardians are not to go directly to the classroom to pick up their child. Your child will be called down to the reception for early dispersal.**
- **Visitor to deposit prohibited item at the guard room if in possession of the same. The list of prohibited items is given at the entry gate.**
- **All visitors must follow school rules and model appropriate behavior. If a visitor engages in disruptive or inappropriate behavior, the School may restrict or deny future visits.**
- **In keeping with our student dress code, visitors should present themselves in a mature and sensible manner during any school visits, meeting and events.**
- **Guards on duty are doing their duty for the safety and security of the students. Your cooperation is solicited in this regard.**