

Dear Parent,
Greetings!

G.D GOENKA PUBLIC SCHOOL offers an environment to the students, that is congenial, caring, stimulating and educative. We strive hard to make our school boundaries safe and secure for all the students and the staff. With a view to ensure efficient and effective functioning of the school system and also in the interest of the safety of students and school decorum, we would like to solicit the support and co-operation of our parents with regards to the following school norms:-

- **Transport-** Please do not give any instruction about picking up or dropping your child early/late over the phone. The school will not entertain any such request over the phone. All requests for the address change bus etc, shall be considered only after receiving the request in writing. Changes in pick and drop of students will not be entertained.
- **Leave-** No child will be granted leave without a leave application. Your ward will be marked absent if the application does not reach the school on time and you may be called for an explanation for the child's absence. It has been noticed that parents are picking up their wards early for going to marriages, outing etc.... Please note we do not encourage this practice and a half day leave will be granted only for an emergency.
- **School Timings-** Students should reach school on time. Those who are coming late will not be allowed to enter without permission.
- **Documents-** Parents are requested to submit the pending documents e.g. Aadhar Card No., Transfer Certificate, Report Card, Residence Proof or Birth Certificate etc at the earliest.
- **The visiting hours of the school** (to be strictly adhered to) are given below:-
 - **The Principal, teachers and School staff will meet only the Parents. No uncle/aunt/ acquaintances can meet the School staff on behalf of Parent.**
 - Meeting with Principal & Teachers: - To avoid any inconvenience, you are advised to keep the interaction with teachers strictly to Parent-Teacher Meeting only. In case of emergency, a prior appointment with the teacher is needed through the Reception.
 - Only on prior appointments (as per availability during school working hours only on, Kindly take a suitable timing from FDM on 7773003191).
 - Special Educator: - 9:00 a.m. To 12: 00 noon
 - School Office: - 9:00 a.m. To 2:00 p.m.
 - School Fee Counter: - 9:00 a.m. To 2:00 p.m.
 - Every parent should record his/her entry at the Security Booth each time they visit the school.
- **Mobile phones and electronic gadgets are not allowed/ permitted in the school premises:** - In case if any student is found with mobile phone/ I pad in School, the phone will be confiscated and will be handed over to parents only after meeting with Principal.
- **You are advised not to give any mobiles/I pad to your child before class XII:** - You are requested and advised to spend quality time with your child and keep them aware of all kinds of hazards by using Technology. Moral values can be inculcated first from home/

by parents. While school is continuously guiding them to use the Technology only in right manner.

The School is in the process of collating various possible measures in order to improve our security and safety systems.

I would like to apprise of you all the safety measures already in place:

- We have CCTV cameras at the school gates, corridors, entry to classrooms, Labs, activity block, Dining hall and Admin & Reception lobby. The footage from all these cameras is monitored regularly.
- Police verification of all support staff including drivers and conductors is done before appointing any member. However, it has been done again to ensure the quality of our staff.
- We conduct regular meetings with all our staff, teaching and non teaching, and reiterate the importance of student safety in the school. Supporting staff gets trained in co-ordination with Indore Traffic Police and a session was conducted by Mr. Avinash taking a Child Line to improve the conduct and safety measures. It's an attempt to impart the professional skills to conduct with students in well behaved manner.
- In all our buses we have at least a lady supervisor/ nanny who travels till the last bus stop.
- Every floor has the required lady support staff who is posted outside the washrooms and who also cleans the washroom every hour.
- We have duties for teachers and nannies throughout the day to ensure safety of students in the corridors & any functional areas.
- There are separate washrooms for children and staff which are clearly marked.
- We have a proper exit plan in case of an emergency which is practiced every year.
- We conduct fire drills for students to know their exit routes.
- We do not tolerate bullying or any kind of vandalizing of school property. Regular announcements are made during assembly and in the classes reiterating this message. Strict action is taken in case there is any such incident.
- All visitors/ parents entering the school have to provide complete details about themselves, the purpose and the person being met. A register is maintained at the gate to log all these details. They issued ID cards to enter the school.

We are implementing some more measures to make the school a safer place for our students:

- No student and parent will be allowed to enter school before 8.00 am.
- Washrooms will not be opened before 8:00 am, except the one on the ground floor, which will be fully monitored
- Parents are not allowed to use the 2nd/ student Entry gate. They should use only the Reception gate. Entry to school without the VISITORS identity card will not be permitted.

Further to make our children more safe and secure we would like to enlist your support in emphasising following points with them regularly:

- Talk to them about good touch and bad touch, about avoiding interaction with strangers and reporting any and every concern /incident, however irrelevant it may seem.
- If you notice any change in your child's behavior, please inform the school authorities and meet the counselor so that we can help the student at the right time.
- Keep the channel of communication open with your children and give them a patient hearing for even the smallest of matters.

- If a child is not attending school, you must inform the teacher by email or sms not later than 10 minutes after the official start of school.
- Abide by the rules of the school and not to confuse students with varied instructions from school and home as far as school rules are concerned.
- Not to talk in derogatory manner about the teacher / school in front of the student as it obstruct the bond between the students and the school. If you have any concern you can write to us or come personally to discuss the same.
- Ensure that your ward comes to school in school uniform with their ID cards, including Parent teacher meeting.
- **From now on all parents will need to carry their school ID cards when they come to pick up the children. Parents who do not bring their ID will not be allowed in.**

We request our responsive parents to please forward their thoughts or concerns to us. The best way is to mail to/ call: principal@gdgoenkaindore.com/ 7771020000 & 7773003191.

We sincerely hope that you understand the importance and seriousness, which are executed to have utmost safety of your children, which is one of our greatest responsibilities. Please bear with us if any inconvenience caused and kindly cooperate with us to achieve this objective which is for the safety and benefit of your own children.

Your cooperation is solicited for safety and security of your ward.

With Warm Regards,

For

G D GOENKA PUBLIC SCHOOL, INDORE

POONAM SAINI
PRINCIPAL