***ROIS/2017-18/Cir32***  ***Dated: 15th September, 2017***

 **ROYAL OAK INTERNATIONAL SCHOOL**

 **SR. SEC. CBSE AFFILIATED**

D/P,

In light of recent incidents being reported in the media and the anxieties surfacing among parents, one was the bullying case in a prominent school in the NCR which were very disturbing. We are trying to best combat this menace by empowering our children. We are doing our best to encourage children to speak out and report if they are bullied. We need your help in this. Pls help us by encouraging your child to report. In the past too, parents have come forward to share matters which otherwise may have gone unreported. The second incident is far more tragic. Our mail seeks to reassure you that we have adequate checks and balance in place to ensure safety of our children. We are installing more CCTV cameras to keep a closer watch. There are already separate toilets for support staff. They do not use the toilets meant for children. We would like to enforce the following safety measure in the school with immediate effect.

* The school gate will only be opened at 7:40 a.m for regular school. Students will have to

reach school at 7:45 a.m and then gates will be closed at 8:00 a.m sharp. All children (including the students who have to do practice for games) must leave the premises at 2:15 p.m sharp.

* Parents are requested to collect the children by 2:00 p.m sharp. Nobody will be allowed to enter the school premises after 2:15 p.m.
* School bus drivers and conductors will not be allowed to enter the school building.
* Parents/Guardians/visitors will not be allowed inside school during school hours, unless they have a prior appointment with a member of the staff. The visitors, on entry, will be issued a Visitors Pass and an entry slip which will have to be duly signed by the staff member and returned at the gate at the time of exit. Parents are requested to carry some identity proof with them at all times.
* Do not send your ward to school if he/she is feeling unwell. A proper application or a medical leave must be submitted in writing by the parents. Once the child has come to the school, parents are not permitted to take him/her back home during school hours unless there is a major emergency. In such cases, the permission of the Class Co-ordinator / Principal is mandatory.
* Parents can meet the teachers between 8:15 a.m to 8:45 a.m with prior appointment.
* To uphold the safety and security of the children, the school does not permit the use of two wheelers for students.
* The school forbids commuting by private vans as it is unsafe for the students. For all safety and security purposes, we encourage the use of school transport.
* Students cannot change bus routes or bus stop without prior permission of the transport

 in-charge.

* Parents are requested to review/update their address and mobile numbers in case changes are there.
* Parents are requested to carry their ID card whenever they come to school.
* We request all the parents to co-operate with us during the morning hours and at dispersal time when there is heavy rush of parents to drop & pick their children. We request you to park your vehicle 50meters away from the school main gate. Same should be followed during the dispersal time also. Things will get normal once the construction is over, but till then we all have to work together patiently for the security of the children and to avoid any mishap to happen.
* In support of enhanced safety of children this is a request to parents who personally drop their ward to the school to ensure you drop your child at the school gates and allow our staff to supervise them as they make their way to the academic building.
* Child wearing full school uniform will be allowed to enter the school premises during P.T.M

All these measures are taken for the child safety & security. Thank you for your immediate attention & support. In case you think of anything we missed out please do write in. We will be grateful.

(Coordinator)