



**SACHDEVA
GLOBAL SCHOOL**



Thursday, 21 September 2017

Circular No.:- SGS/Admn./021/2017-18

Classes : Buds - XII

Subject: Your Wards Safety is Our Utmost Priority - II

Dear Parent

We, at Sachdeva Global School, offer an environment that is congenial, caring, motivating and educative. We strive hard to make our school boundaries safe and secure for all students and staff.

Please note the following safety measures that the school had already been ensuring since last many years:

1. a). Installation of High Definition CCTV cameras within the school premises and around the school periphery.
b). Appointment of a surveillance officer who is in charge of monitoring this coverage live
c). Provision of simultaneous recording of this coverage.
2. Police verification of all drivers and helpers of school buses before their appointment.
3. Arrival of teachers before the students and their dispersal after students / with students (in buses) to ensure safety.
4. Teachers on duty on floors to ensure organized movement of students during break and dispersal time.
5. Issuance of class passes to students who move out of classes due to any reason to ensure better monitoring.
6. a). Display of detailed exit plans on all floors to be followed during any emergency.
b). Regular Mock drills for evacuation in case of fire, earthquake or any other emergency, through the laid out exit routes and within stipulated time.
c). Use of public address system to ensure timely and safe evacuation in case of emergencies.
7. a). Separate washrooms on all floors for boys and girls, whose entrances are well under CCTV coverage.
b). Stationing male and female support staff outside senior boys and girls washrooms respectively.
c). Separate resting and toilet area for male support staff. Permission granted to female support staff to use washrooms on the floors to ensure that they do not leave their duty points.
8. Maintaining attendance of all students who enter school before 7:30 a.m. and ensuring that they are seated under supervision with a female attendant.
9. Ensuring that enough teachers accompany students on any outdoor excursion/picnic. Provision of maids for assistance in case of students of junior classes.



10. Facility of a well-equipped infirmary with a well trained medical assistant and tie ups with super speciality hospitals within Dwarka. Facility of wheel chair and oxygen cylinders is also available to combat any emergency.
11. Provision of qualified counselor and special educator to address all kinds of students needs.
12. Provision of school cafeteria which offers healthy food and conforms to the appropriate health standards. Conduction of Food quality checks regularly to ensure healthy food supply.
13. a). Provision of different exit gates for escorted walkers and van goers (gate no - 3), unescorted walkers (gate no – 1) and bus goers (gate no – 2). Thorough supervision of dispersal by ‘staff on duty’ at these gates.
b). Parking of all school buses inside the school and boarding and deboarding of students within school premises only.
14. Regular workshops of students on sensitive issues like good touch – bad touch, road safety, bullying and gender issues.
15. Conduction of regular meetings with all the staff -Teaching, Non-teaching and support staff and reiteration of the importance of student safety in the school, and to / from the school.

We are implementing some more measures to make the school a safer place and look forward to parents for complete cooperation to implement them.

1. Police investigation and clearance of all employees of the school is under process with the Police Department.
2. Male support staff will clean boys’ toilets only at specific intervals and will be outside the building at all other hours.
3. No student will be allowed to enter the school building before 7.30 am. Students who come for sports practice or extra classes will enter with prior permission and only after the arrival of the concerned teachers.
4. All washrooms, except those on the ground floor will remain closed till 7.30 am.
5. All junior school children will follow the Buddy system-Students up to class V will move in pairs outside the class - be it washroom or for any other purpose.
6. Escorted Walker students will be handed over to their parents only if the parent ID card issued to them is produced. Under no circumstances will the student be handed over without the ID Card.
7. a). Private van drivers who are bringing students to school will be allowed to pick up the child only if they produce the Parent ID Card.
b). A separate personal ID Card for van drivers will be issued by the school soon. The van drivers should thereafter wear this ID card to be permitted to enter the school.
c). Private van drivers who drop the students too early to school or pick them up too late must be discontinued by parents.
8. a). No student, unless medically unfit will be allowed to go home before dispersal time.
b). No request for sudden change in the means of transport will be entertained.



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9. Parents are requested to meet teachers only on working Saturdays/ between 8:00 to 9:00 a.m. (for Classes Buds – II) by prior appointment.
10. Any valuable items like Mobiles, expensive/smart watches, gold chains or any electronic gadget found in any child's possession will be confiscated permanently.
11. Any student found to physically / mentally / verbally bully or abuse another student will be suspended from school (as per CBSE directives).
12. Any student found to be vandalizing school property / bunking school / bunking classes / not following rules and regulations of the school will be taken strict disciplinary action against.
- 13. Important special note –**
 - a) **School buses will soon be fitted with CCTV cameras, which will provide live streaming facility to enable the school to monitor all activities within the school bus.**
 - b) **The service lane in front of the school will be cordoned- off for parents and general public between 7:30 to 8:00 a.m. and 1:45 to 2:45 p.m. to ensure safety of our incoming and outgoing students. Vans which ferry school children will only be allowed inside the lane to ensure safety of van goers. This initiative will be enforced from tomorrow, 22 September 2017 with the permission and assistance of Delhi Police.**

Warm Regards

**Sumana Dutta Sarkar
Head of School**