



**SACHDEVA  
GLOBAL SCHOOL**



**Monday, 02 July 2018**

Circular No.: -SGS/Admin/005/2018-19

Classes:- Buds – XII

**Subject: Updation of Security and Discipline Guidelines**

Dear Parent

You will agree that discipline is a vital component of the culture of school. Discipline is all-pervading and thus must encompass all stakeholders. In order to ensure smooth working of the school and to safeguard the safety and security of every students, following measures are being implemented from 2 July 2018. It please may be noted that these regulations are in addition to regulations mentioned in the almanac and all other previous circulars being issued from time to time.

1. Under no circumstances will any student be allowed to leave the school before the dispersal time. All parents are requested to plan accordingly and not to submit request for the same except under medical emergency.
2. Carrying of electronic gadgets like mobile phone, laptop, I pad, etc is banned in school premises and if any student is found/caught violating these orders, their gadget will be permanently confiscated.
3. School feecheques are to be only dropped in drop boxes available at all three school gates. Enquiries regarding the amount should only be through phone calls, since fee requisitions are regularly sent at the beginning of every quarter.
4. Payment towards meal subscription through school cafeteria should be done only through online payment/crossed cheque in favour of "Vardan Kumar" and should be dropped at the drop box. Any parent desirous of paying in cash should do so only on second Saturdays/PTM days.
5. On Saturdays, no parent will be allowed inside the school gates while dropping/picking up their ward from remedial classes/any practice sessions of any kind. The student will be sent out once the parents inform the gate about their arrival. Thus except for a PTM day, parents will not be allowed inside the building.
6. In case a parent has to meet the class teacher/subject teacher, they can do so only by prior appointment and/or on Saturdays.

All parents are earnestly requested to cooperate in the school's endeavor to maintain discipline and ensure safety and security of all students.

Warm Regards

**Sumana Dutta Sarkar  
Head of School**

Sector – 18 A, Dwarka, New Delhi – 110075

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