



SAGAR PUBLIC SCHOOL

Senior Secondary Co-Ed School, affiliated to CBSE, Bharat

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**Dear parents,
Greetings for the day!!!**

SCHOOL ARRIVAL & DISPERSAL GUIDE

Managing school arrival and dispersal has always been a challenging and complex task for staff, students and families.

Thus some guidelines have been framed to create and implement a smooth and functional daily procedure for all. The main focus of it is to steer all the stakeholders in improving student safety. By prioritizing the most vulnerable travelers, students on foot—whether they walk all the way from home to school, or walk from the seat of a bike, bus or car—we hope to make the environment surrounding the school safer for everybody. Unsafe driver behaviors, like making U-turns and backing up, are even more dangerous during busy arrival and departure times. While families are hurrying around for their own ward, they may threaten the safety of other students.

1. Vehicles should be parked outside gate No.1 only; entry of personal vehicles is strictly prohibited in the school premises.
2. Parents should quickly drop-off their ward at gate No.1 only at the time of arrival and dispersal.
3. During monsoon, labelled raincoat and umbrellas must be provided to the ward.
4. Students reporting late to school will not be considered.
5. At the time of dispersal, walkers' parents are allowed to enter the premises after the dispersal of school buses.
6. Covering face using cloth or helmet inside the school premises is strictly prohibited.
7. Entry of the visitor's details in the register at gate No.1. is mandatory.
8. Decent attire should be worn during school visit.
9. During school hours visitors must enquire at reception only.
10. For any queries, please call during school hours only.

We humbly request you to co-operate with the school management for smooth arrival and dispersal process.

Shraddha Kanungo

Principal

Sagar Public School, Rohit Nagar, Bhopal