

**BAL BHARATI PUBLIC SCHOOL**  
**SECTOR – 14, ROHINI, DELHI – 110085**

BBPS/R/PTA/17/

21<sup>st</sup> September 2017

Dear Parents,

This is to bring to your kind notice that the security of your ward is the topmost priority of the school and we seek your complete cooperation in this regard.

**Kindly follow the below mentioned measures to ensure optimum security of the students:**

- Entry of the students in the school before 7.30 a.m. is not permitted as the staff is not available to monitor their activities.
- Avoid picking up your ward during school hours. In case of emergency, only parents will be allowed to collect their wards. In case a relative comes to collect the student, he/she should possess an authority letter from the parents. The child will **NOT** be handed over in the absence of the same.
- Refrain yourself from sending any material (e.g. Lunch Box, Water Bottle, Art & Craft material etc.) during school hours. Ensure that the child carries the necessary things from home.
- In case your ward commutes by the school bus, ensure to report at the bus stop on time in the afternoon.
- Any change in residence address and contact details to be intimated immediately.
- Take a prior appointment to meet a teacher if the need arises.
- School Office timings for visitors are **8.30 a.m. to 11.00 a.m.** and **2.30 p.m. to 3.15 p.m.** on all working days for office purposes only.

Regards

GEETA GANGWANI  
Principal