

## **SOP OF HANDING OVER OF THE STUDENTS**

### **Bus Users:**

- The teacher to ensure the presence of parent or guardian at the allotted bus stop. For Pre School to class V, the child will be handed over after checking the Parent I-card.
- In the absence of parent /guardian, the student will not be dropped at the bus stop and will be brought back to the school by the teacher on duty. Parents will be informed to pick up their ward from the school Reception.

### **Private Cab Users:**

- Parents to physically introduce the cab drivers to the class teacher in the beginning of the session.
- The class teacher to handover the Pre School & Pre Primary students to the cab driver from the classroom after duly verifying the details of the cab driver.
- For classes I to VIII, students to be assembled in the multi utility area. Cab drivers to collect the students from there only. Entry to the cab drivers to be allowed after checking their Entry cards.

### **Self-Pick-up by the Parent:**

- For Pre School & Pre Primary students, parent to approach the class teacher for pick-up of his/her ward from the classroom. Parent I-card to be verified by the class teacher.
- For classes I to VIII, the parent to approach the teacher on duty for pick up from the allotted venue. Parent I-card to be verified by the teacher on duty.

### **Dispersal after Excursions/Trips:**

- Students returning back to school from excursions/trips to be brought back to school. No student will be allowed to alight off enroute.
- Parents to pick up their ward from the school premises with notification & permission of the teacher on duty.