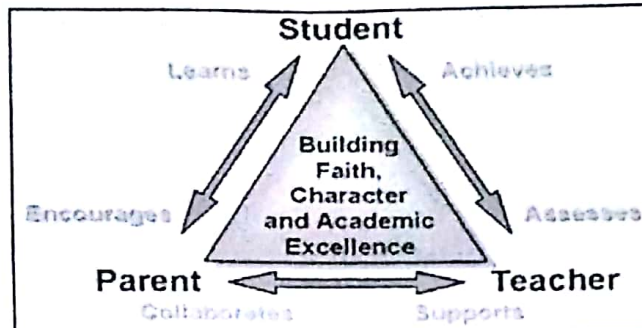


D.A.V. CENTENARY PUBLIC SCHOOL, PASCHIM ENCLAVE, NEW DELHI- 87

Dear Parents

Let's begin the new session 2018-19 with a fresh exuberance and zest. Last year's results were very encouraging and I hope next year too, our children will come out with flying colours.

An educational institution flourishes with a joint effort of parents, teachers and students.



For this collaboration to succeed, here are a few important things you are requested to pay attention to:

Absenteeism : School timings are from 8.00 am to 2.10 pm. The school gates will not open before 7.30 am. Students must try to be regular to school. Please do not take unnecessary leaves from school. Long leaves (more than two days together) are strictly not allowed. **ESPECIALLY DURING EXAMS, LEAVES ARE STRICTLY NOT ALLOWED** . If it is a medical leave, please submit an application and medical certificate otherwise the leave will not be sanctioned by the school.

SHORT LEAVES AND HALF DAYS ARE STRICTLY NOT ALLOWED. If the child is not well or you have a commitment or appointment somewhere else, **do not send the child to school**. The students are not allowed to leave the school during the school hours. If your child is on leave, please inform at the school reception before 8.15 am. If there is change in your address or phone number, please inform at the reception immediately, without delay.

SAFETY AND SECURITY : The safety and security of our students is a matter of utmost priority and concern for us. Please be assured that the school is very vigilant and all safety procedures are in place. The safety of our students is a shared responsibility of the school authorities and parents. We can ensure 100% safety, only with the co-operation of the parents. We seek your co-operation in matters that are out of our control and concern you or people hired by you, such as private van drivers etc.

Vigilance : CCTV cameras are installed in all the classrooms, labs, library, at all important points and corners of the school, especially outside the washrooms, facing the entrance, on all floors, entry and exit points. Support/helping staff has been stationed outside all the washrooms for vigilance. Police verification of teachers and staff is in place. All staff members have I-cards issued by the school. Regular workshops and training sessions are organized for teachers and support staff to sensitize them regarding the safety and security of the students. **There is separate washroom for support staff**. Students going to washrooms will now be going with a buddy and never alone. Medical pass is carried by students going to the medical room.

Entry/Pick up: No student/ parent/outsider is allowed to enter the school premises before 7.30 am. Kindly visit the school only in case of emergency. There is a visitor's book at the gate for visitors. The guard takes all the details about visitors. Visitor Cards are issued to the outsiders/visitors. Nobody enters the school premises unnoticed, without reason or important work. Entry for parents/outsiders to visit the

canteen/bookshop is restricted. Please access the canteen only from the window/counter outside the back gate of the school. **If you want to meet any teacher, please take prior appointment in the school diary, otherwise entry will not be allowed in the school.**

For parents, we have issued **Parent Identity-cum-Pick up Card**, which must be carried and produced whenever you visit the school, **even on PTM days**. Kindly co-operate with us and carry this card. **Entry will be restricted without the Parent Id Card.** Entry will be allowed to only parents or guardian, whose photograph is on the Id card. If you are going to send some other person to pick up your ward, please send an authority letter/application along, with your signatures, otherwise the school will not send the child.

Stranger-safety is also very important. Decide upon a **password**, which will be confidential, just to be shared between you and your ward. If any one comes to pick the ward, the child will demand the password. In this way, many mishaps can be averted.

Communicate : Talk to your child daily about these issues. Teach them the principle of "Yell-Run-Tell" and be safe. Supervise their internet/mobile use. Never leave the child alone with these gadgets, which can be misused.

Awareness : Regular workshops are conducted to sensitize students about good touch-bad touch and sexual abuse and safety. A trio of well-trained qualified doctor, counsellor and special educator is available in the school. Sessions are taken regularly with students on important issues regarding safety and awareness.

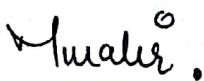
Task force : The school has a disaster and sexual-abuse committee. Students can access and feel free to share their problems with these teachers.

Self/Personal Transport : Parents hiring private vans are required to be extra vigilant. Please ensure that the transport arranged by parents themselves like vans and auto-rickshaws etc. are absolutely safe. Ensure that police verification is done for these drivers. Avoid using transport services from vehicles not having valid license or permit to carry school children. Please demand the following documents from your van driver:

1. A copy of RC of the van/vehicle
2. Copy of Driving license/permit of the driver
3. Police Clearance Certification Number (Police Verification Number) of the driver
4. Proof of Permanent Address and Registered Landline & Mobile Number of the driver
5. Copy of Aadhar Card & Voter Id Card of the driver
6. One Photograph of the driver

Also demand from the private van owners that the same drivers must come every day, so that the safety of the students is ensured. One parent is requested to accompany students in private vans, buses every day. Take turns to do so. It has become a common habit everywhere. Nothing is more important than the safety of children. Parents are requested to volunteer as Traffic controllers to manage the children in the morning and at dispersal time. **Scooties, bikes are not allowed below the age of 18.** Please discourage your child from driving to school without helmets. Discuss road safety with them.

Thank you for your co-operation and support



Manju Malik
Principal