



JESUS' SACRED HEART SCHOOL
DX-1, SOUTH CITY, LUDHIANA

Cir. No.: J.S.H.S/284/0917

Date:23/09/2017

Dear Parents,

Greetings for the day!

We would like to extend a heartfelt thanks to our parents who have always supported us in making a friendly environment for child's growth. Keeping in view the security of the children in the school campus we would like to make certain changes in the current system.

- **Visiting Hours:** Kindly take a note that visiting hours of the school are 10:00 a.m. to 12:00 p.m. Also note that even in visiting hours no parent will be permitted in the school premises without **Parent I-card**.

Parents may meet the school authorities/staff as per the following schedule **with prior appointment:**

Principal	: 10:00 am to 11:30 a.m. (on all working days)
Wing Co-ordinator	: 10:00 a.m. to 12:00 noon (on any Saturday except Second Saturday)
Class/Subject Teacher	: 10:00 a.m. to 12:00 noon (on any Saturday except Second Saturday)

Parents will have to seek prior appointment on phone/email to come to school in these visiting hours as well. In case a parent comes without appointment then their request can be denied. Kindly refer to page no. 16 of school diary in reference to visiting hours.

- **Lunch box:** Lunch box/water bottles/ other eatables will not be handed over to students in between school hours, even if the parents come to drop the same. Kindly give us a call in case child has forgotten the tiffin so that food can be shared with others.
- **Half days:** A student can leave the school campus during school hours only in case of emergency (if requested by parent). Parents should request to take a child` only in case of emergencies and not for social functions/celebrations. Please refer to page no. 22(Procedure for leaving school campus during school hours) of school diary for further clarification.
- **Guardians/relatives:** The school will not entertain any relative of the child for any reason even if the concerned is carrying Parent's I card, except for emergencies (like medical/death). No student will be sent back home with any relative.

In case of emergencies, kindly provide a prior information at school front desk including the mobile number and name of the relative who is to pick up the child and he will be asked for his Identity proof like driving licence etc. and Parents I card before handing over the child.

- **Self-commuters:**
 - ✓ The self-commuters of Grade IV-X will enter the school from Gate No.2 and have to reach the school between 7:10 a.m. -7:25 a.m. after that they will have to enter from Gate No. 1 and will be marked as late.
 - ✓ The self-commuters of Grade Pre-Nur to III & XI, XII will enter the school from Gate No.2 and have to reach the school between 9:15 a.m.- 9:35 a.m. after that they will have to enter from Gate No. 1 and will be marked as late.
 - ✓ **Please note that school gate No. 2 will not open before and after the above stated timings.**
- **School fees:** Please note that the mode of payment of school fees will be only through ECS/NACH or it can be done online through portals. No fees will be accepted in school premises. Fee related discrepancies will be entertained on **Saturdays between 9:00 am to 10:00 a.m. only** (except second Saturday).

- **Bus Routes:**

- ✓ Please note that all students have been allotted a pick/drop point and in case a parent is unable to come at the pickup point on time, then the drivers have been instructed to bring the child back to the school considering the safety of the child. The parents will then have to come to school to pick up the child after presenting the parent I card.
- ✓ Parents are also requested not to involve in any argument with Driver/conductor/female attendant or the teachers sitting in the bus. Drivers contact no. is given for your information kindly don't call them repeatedly as it disturbs them while driving, please contact the conductor in case of emergencies. For the safety of the children, let's be polite to each other and have patience. **Transport facility of the student may be suspended or even cancelled if any such confrontation reported.** In case of any complaint, it should be brought into notice of Transport Incharge/front Desk Co-ordinator.
- ✓ In case the bus driver/conductor/female attendant are not behaving properly or are rude the same should be reported at the school's no. 9216100465/921600465 Also in case you see the driver using mobile phones please report the same.
- ✓ Temporary change in van route will not be permitted.
- ✓ No child will be allowed to go with any of his/her friend even if application is received from the parent side. A child will go back to his/her drop point only from school.
- ✓ In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 1:00 p.m. for Grades PNSY, NSY & IV-XII,
In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 2:15 p.m. for Grade L.K.G-III.

Let's work hand in hand for the safety and security of our children.

(PRINCIPAL)