Iqra Educational Institute

SDA Colony Bemina, Srinagar

Circular No.Ext-04-2024-2025   **Date: 02-06-2025**

Respected Parents,
Assalam-u-Alaikum,

IMPORTANT NOTICE FOR PARENTS

To ensure the safe and smooth arrival and departure of students, the following measures must be strictly followed:

Observations & Concerns:

1. Avoiding Improper Timings:
Late or early arrival of students must be avoided to maintain orderly school functioning.

2. Safe Transition Timings:
Arrival and departure must occur during designated hours to ensure safety and avoid accidents.

3. Heavy Traffic Movement Includes:
a)   Students walking to school
b)   Private vans transporting children
c)   Parents dropping children on bikes
d)   Children riding bicycles
e)   School buses arriving simultaneously
Without coordination, these can lead to confusion, congestion, or accidents.

4. Appreciation for Responsible Parents:
We sincerely thank the parents who follow traffic and safety protocols and avoid entering crowded areas unnecessarily.

5. Request for Continued Cooperation:
We seek cooperation from all parents to ensure smooth and safe entry/exit of students from the school. Be sure to park your automobiles on the side of main road to avoid jamming of traffic and allow children to more safely.

Instructions to Be Followed Strictly:

1. No Early Drop-offs:
Children should **not be dropped before 8:30 AM**, as staff may not be available to supervise them.

2. Avoid Late Arrival:

Do not bring children later than 10 minutes before the arrival time and earlier than 30 minutes before student's time (e.g. the schedule - 8:30am To 2:30pm, Children will be allowed from 8:05am onwards to 8:25am to enter the premises).
Students arriving late will **miss the morning assembly**.
And 10 minutes before students time, **school buses arrive**, which may cause convenience to late comers.
We seek your full support and cooperation in implementing these measures for the safety and well-being of all students.

MANAGER IEI

Copy to:
1. School Website
2. All Whatsapp Groups (Students)
3. Notice Board
4. Record File