



Iqra Educational Institute

Circular No Ext-5-2023-24

PARENTS ATTENTION PLEASE

To manage the arrival and departure of students safely, certain steps have been taken in this behalf.

- i. We need to avoid late as well as early arrival of students.
- ii. The transitional timings of arrival and departure need to be made safe and secure from any mishap.
- iii. There are multiple movements like;
 - a. Children walking on foot
 - b. Private vans ferrying students to school
 - c. Parents bringing children on bikes
 - d. Children coming on bicycles
 - e. School buses bringing childrenAll these things, if not managed properly, may result in chaos and confusion.
- iv. We are thankful to those parents who take care of these things and do not move in the crowded lane on their bikes.
- v. The same cooperation is needed from other parents also in order to make safe entry and exit of students to and from the school.

As such all the parents need to follow the following steps taken by the management for the safety of students.

1. Parents should in no case bring the children to school before **8:30 AM**, as there is no staff member present in the institution at that time.
2. **Parents should either not bring them after 8:50 as in that case they will miss the morning assembly proceedings. Moreover, after 8:50 our buses arrive into the school and children could feel inconvenience.**

Date: 17-05-2023

Manager I.E.I

Copy to:

- a) School website
- b) Whatsapp groups of parents
- c) School notice boards
- d) Record File