



To : **All parents** TSPS/M24 -[24-25]/022
Subject : **General instructions – Students' Arrival & Dispersal**
Date : **9th May 2024**

Dear Parents,

Greetings!

We would like to take this opportunity to inform you about a few important matters concerning the safety and security of our students during their arrivals & Dispersals.

Student Drop off:

1. Child must be dropped on or before 07.30AM.
2. Parents are required to sign the register book available with the security guard while dropping your ward **late** (after 07.30AM).
3. Parents are required to sign the register book if students availing school transport are being dropped by their parent.

Early pick up:

4. Gate will open for Student dispersal at 01.50 pm.
5. Early pickup for student is allowed only **until 01.15pm** unless there is an emergency. In such cases parent/guardian are required to sign the Early pick-up register book available in the reception.
6. You are required to inform the administrative staff (**phone no: 55291108/55341207**) at least one hour prior to any early pick-up arrangements for your child. Kindly note that due to certain unavoidable circumstances, there might be a slight delay in bringing the students from their classrooms during the pick-up time. We kindly request your patience and understanding.

We expect your cooperation in this matter as we are very particular in the safety of our students.

With warm regards,

The Springfield Primary School

