

**Circular Number-** TSSWR/2023-24/015

**Date-** July 20, 2023

Dear Parent,

With utmost respect, we would like to inform you that as per the **basic hierarchy** of the school, we humbly request you to follow the below mentioned **protocols** for the purpose of the betterment of children’s and school’s environment-

* Parents are not allowed in the school premises for any purpose except the PTMs, beyond the school reception area, as doing so creates chaos in the school environment.
* Please note that teachers are only allowed to meet you regarding any query or suggestion or performance of your child in the PTM or at the time of dispersal (as per the timings). Parents are suggested to wait and have patience for the dispersal time to meet any concern teacher for your query. No teacher is allowed to meet any parent or concerned person of the child during his/her duty hours of any class.
* Creating disturbance, shouting over anything on anyone, abusing, complaining and using offensive words towards the teachers, office staff or even the support staff is strictly prohibited in the school premises.
* Please avoid visiting school to send lunchboxes, water bottle or any other material to your ward on daily basis. Make it a regular habit of your children to pack their stuff and maintain the upcoming day’s schedule before a night.
* It is mandatory for all the parents to know that dispersal before the scheduled time due to any reason such as unforeseen emergency, rain or traffic problem is not permitted. You are requested to not to spare your time waiting to meet any concerned person or authority for early dispersal as any information regarding the same will be informed to you by the school only.
* Parents are not allowed to wait for the dispersal of their child inside the campus i.e. the inner square yard. Kindly wait outside the school reception as per the dispersal time for your ward.

We require a genuine support and positive cooperation from all our parents to maintain the basic hierarchy of your ‘The Samarth School.’

With Warm Regards,

Head of School

The Samarth School

Main Wazirabad Road,

Delhi-110093