



# LOVE DALE RESIDENTIAL SCHOOL

(Senior Secondary)

(Affiliated to CBSE New Delhi-Affiliation No. 930448)

Ref: **LDR/PRNT-CIRC /026/2024-25**

Date: **12/06/2024**

**Subject: Avoid Collecting Students from School during School Hours**

Dear Parents,

This is to kindly remind all parents regarding the importance of adhering to designated school hours for student pick-up. **An increasing number of instances where students are being collected from school outside of regular hours have been noticed recently.**

While we understand that emergencies and unforeseen circumstances may arise, frequent deviations from the established schedule can disrupt school operations and compromise the safety of our students.

To ensure the continuity of classes, well-being and security of all students, in addition to avoid the loss of academics, we kindly request your cooperation in the following:

- 1. Adherence to School Hours:** Please make every effort to collect your child during the designated pick-up times specified by the school. In case of any emergency where the child needs to be picked up, or the presence of parents is required in case of emergencies, parents will be informed from school.
- 2. Communication:** If you anticipate being delayed or unable to pick up your child on time due to unavoidable circumstances, kindly inform the school office in advance. Necessary arrangements to ensure your child's safety will be taken care of until you arrive. However, it is always advisable to pick your child at the correct timing or make arrangements to receive your child as early as possible preferably before 3:45 pm. In case of students being picked up by any other person other than the child's parent ( like brother/ sister/ cousin/ driver, or as the case may be), a consent letter signed by the parent along with the copy of the aadhar card/ driving licence/ any other valid identity proof must be produced in the school office for the child to be allowed to be taken.
- 3. Emergency Contact Information:** Please ensure that the school has accurate and up-to-date emergency contact information for your child. This enables the school to reach out to designated individuals in case of any unforeseen circumstances. For this, the initial pages of the diary (page 1) must be updated and handed over to the class teacher. In case there are any further changes, it must be notified to the class teacher as well as to the school office immediately.

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4. **Safety First:** Remember, the safety and well-being of our students are our utmost priority. Arriving on time for pick-up not only ensures the smooth functioning of the school but also guarantees the safety and security of your child.
5. **Important note to students using School Bus:** It is being reminded that parents must bring the children to their boarding points in the morning at the time specified for each student so that there is no delay in the bus entering the campus in the morning prior to the start of the morning assembly in school. The same must be followed in the evening where the parents must be available at the boarding points to collect the children at the specified timings.

We greatly appreciate your cooperation and understanding in this matter. By working together, we can maintain a safe and conducive learning environment for all our students.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact the school office. Thank you for your continued support.

*Thank you,*  
**PRINCIPAL**