



St. Margaret Sr. Sec. School

D-Block, Prashant Vihar, Rohini, Delhi - 110085

Ph.: 011-27562015, 27562640

Circular no: SMSSS/13 / July 2025

Dated: July 25, 2025

Dear Parents

We sincerely thank you for your continued support and understanding. This is a kind reminder to please follow the **visiting protocols** mentioned in the **school almanac**, which are in place to ensure the **safety and smooth functioning of school operations**.

Authorities	Timings & Days
Principal	9:30 a.m. – 10:30 a.m. on all working days and otherwise by PRIOR APPOINTMENT ONLY
Academic Coordinators	2:30 p.m. – 3:00 p.m. on Tuesdays and Fridays, and I and III Saturdays by PRIOR APPOINTMENT ONLY through Almanac
Counsellor & Special Educator	
Teachers	

✚ Meeting School Authorities – By Prior Appointment

○ Meetings Through Prior Appointment

To help us serve you better, **all meetings must be scheduled by prior appointment, as per the visiting hours shared**. In case of any **urgent or unavoidable concern** outside the above schedule, we request you to kindly **inform the school reception beforehand so that a suitable meeting time can be arranged**.

○ Communicating with Teachers

If, for any reason, you are unable to write in the Almanac, you may message the respective teacher (within reasonable hours) and kindly allow her time to respond. We request you to avoid calling or messaging at odd hours.

✚ Dispersal Time – A Sensitive and Busy Hour

○ Avoid Conversations During Dispersal

It has been observed that some parents try to speak to teachers during dispersal—either while collecting their child or just after. Please note that this is **not an appropriate time** for any conversation, feedback, or query.

○ Teachers Are On Duty

During dispersal, teachers are responsible for student safety and movement. **They will not be able to entertain any form of discussion or request at that time**. We request all parents to strictly adhere to this guideline.

✚ Reception Etiquette and Campus Movement

○ Avoid Waiting Inside the Premises

Parents are kindly requested **not to remain at the reception or in school corridors during or after dispersal**. This causes unnecessary crowding and disrupts routine school functioning. Kindly cooperate in maintaining an organised and secure environment.



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- **Limit Unnecessary Movement**

To ensure the safety of all students, unplanned or unapproved presence inside the school building during school hours is discouraged. Entry into the school is permitted only for valid, pre-informed reasons.

- ✚ **If You're Late for Pick-Up**

- **Use Exit Channel Gate**

Only parents who arrive late for pick-up will be allowed to enter the school. In such cases, please use **Exit Channel Gate No. 2** and proceed to the **waiting room (Pre-School-B)** to collect your ward.

- ✚ **Ensuring Student Safety – A Shared Responsibility**

- **For Students Using Self-Mode of Transport**

Parents of senior students who commute on their own are requested to ensure that their ward uses a **safe and reliable mode of transport, reaches school on time, and returns home promptly after dispersal.**

- **Safety During Arrival & Dispersal**

We kindly remind all parents and guardians to remain especially vigilant during arrival and dispersal. Please make sure that your child:

- ✓ Walks on the **inner side of the sidewalk**, away from moving vehicles.
- ✓ **Wears the school ID card** daily for easy identification and safety.

- ✚ **ID Cards – A Must for All Visitors**

Parents/Guardians must **carry and wear their Parent ID cards** during every visit to the school campus. This is mandatory for entry and ensures smooth identification.

Let us all cooperate and follow the above guidelines in true partnership. Your consistent support plays a vital role in maintaining a **safe, secure, and smooth environment** for every child.

Thanks & Regards
Simmi Bhatia
Principal



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