

TRANSPORT CIRCULAR



Dear Parents,

To reinforce our commitment to provide seamless transport facility to our students, we request you to abide by the rules as mentioned below. This will help the community to ensure the safe commuting of our students.

- 1) The students will be allowed to board the bus from the designated bus stop only. All students should report at the bus stops, at least ten minutes prior to the scheduled arrival of the bus.
- 2) Parents should not ask to handover their ward to anyone other than the authorised person. In exceptional cases, a request mail must be routed to the class teacher keeping the Head of the Block in the loop regarding the same. Until such a request is approved the student will be picked up by the parent. If the request is approved, authorised person must carry the parent ID Card.
- 3) Parents must carry their parent ID card (issued by the school) during pick ups at the bus stop.
- 4) Parents must ensure that their wards do not go to and from bus stops unescorted.
- 5) Please do not send repeated requests for bus stop extension as the same has been taken up and decided at the beginning of the academic session.
- 6) Generally, the bus timing will operate within 10 to 15 minutes of the pickup and alighting time. Any change in the bus timings will be notified and informed to the parents by the school.
- 7) Parents are requested not to board school buses to see off or receive their ward.
- 8) The buses will not wait for anyone. If a student misses his/her allotted bus, he/she should not try to board any other bus and the parent is requested to drop their ward at school using private transport.
- 9) For any suggestions/complaints regarding school transport, please reach out to:

Mr. Aleem (for Sopaan and Shikhar) Mob No: 9977001337

Mr. Manoj (for Aadhar and Prangan) Mob No: 9977003263

Looking forward.

Yours' Sincerely

Dr. Dillip Kumar Panda
Head of School

Date: 12th Oct 2022



Affiliated to the Council for the Indian School Certificate Examinations (CISCE) School Code: MP 024
Affiliated to the Cambridge International Examinations (CIE & IGCSE) School Code: IN 761