



Our Lady of Fatima Convent Sec. School

Gurgaon

OUR LADY OF FATIMA CONVENT SEC. SCHOOL SECTOR 14, OLD DLF COLONY, GURUGRAM, HARYANA

Dear Parent,

Greetings to you

Through this communication I wish to assure you that your ward's safety is our priority during the school hours. Following measures have already been implementing:

- School gates will open in the morning at 7:00 a.m. (as per summer timings and 7:30 a.m. as per winter timings) on all working days. Parents have to ensure that their ward reaches school only by this time.
- Summer Timings of the school have been revised. The school will start at 7:30 a.m. and will get over by 1:40 p.m. for classes I to X.
- It has been observed that some children wait after the school hours (pick-up vehicle are not available). Kindly ensure that the children move from the school by 2:00 p.m. latest.
- The timing to meet the school Principal is from 8:30 am. To 10:00 a.m. from Monday to Friday or with prior appointment.
- Professional security guards man the entry gates of the school and visitors entry are logged in the register.
- The school is under CCTV surveillance which is monitored with more than 62 cameras in the corridors, gates and in common areas.
- Each floor has designated teachers who are discipline in -charges.
- Various committees for safety and security (like child protection, preventing sexual harassment, school safety etc.) are functioning to tackle misbehaviour at various levels. Please contact the school office for details if required.
- A school counsellor and special educator are available for students as to guide and help them in addressing their problems.
- As per the orders of the Traffic Police (Motor Vehicle Act 4/181 and 5/180), ensure that the vehicle hired for transportation of your ward is registered for commercial purpose. Please ensure the vehicle is safe and the police verification of the driver is done.
- As the orders of the Gurugram Traffic Police, underage driving is strictly prohibited. Any information received by the institution related to the violation of this rule will be informed to the police.
- Students are expected to bring their lunch boxes and water bottles when they come to the school. Parents will not be allowed to pass on these and other materials during school hours.
- For medical emergencies during school hours, facilities of Jain Hospital/Kalyani Hospital, Sector 14, will be availed.
- Parents are requested not to send chocolates/toffees etc. during birthdays. Wearing of colour dress is also not allowed on such occasions.



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- Parents may kindly ensure that the children are not bringing mobile phones and other objectionable articles to the school.
- The students are not allowed to use Aluminium foils/Plastic Tiffins/ Plastic disposable water bottles/Polythene bags for the health and environmental safety measures.
- The school sends regular information through SMS. Kindly see that your Mobile Number is updated in our records.

As we strive our student's safety, we invited your suggestions and active partnership. Kindly adhere to the rules and regulations outlined in the students' diary. With your continued support and cooperation, the school environment can become a pleasant learning experience for your ward.

God bless.

Sr. Sherly Celsa Emmanuval

