



St. Columba's School
1 Ashok Place, New Delhi, 110001
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CBSE Affiliation No.: 2730144
School ID: 2026125

1st April 2025

Dear Parents,

To ensure a safe and organized entry and exit from the campus, everyone is expected to follow these guidelines:

1. **Parking:** Park your vehicle in a way that does not obstruct traffic flow.
2. **Church Gate Access:** Only students are allowed to enter through the Church Gate. Parents and guardians must use other designated entrances.
3. **Avoid Crowding:** Once your child has entered the campus, please leave promptly to prevent congestion outside the school. Students are familiar with the campus and do not require parents or van drivers to escort them inside.
4. **End-of-Day Pickup:** Parents and van drivers are not permitted near the Middle and Senior wings at dismissal time. These students are capable of managing their own entry and exit. Allowing them independence fosters growth.
5. **Pickup Location:** Clearly inform your child where they will be picked up—Main Gate, Middle School Gate, or Church Gate. If they travel by van or carpool, ensure the driver communicates this location to them.
6. **Avoid Blocking Gates: DO NOT WAIT** directly in front of any gate, as this disrupts the smooth flow of exiting students. Instead, wait to the side for pickup.
7. **Junior Wing Pickup:** Those collecting Junior Wing students must carry an ID card or a letter of authority to facilitate a smooth dispersal process.
8. **Photography Restrictions:** Taking photographs in and around the school, especially when students are present, is discouraged.

We understand that after a long break, both parents and students may feel some apprehension—especially those transitioning to a new building. Rest assured, the school staff and management share these concerns. However, disregarding these guidelines will not benefit anyone.

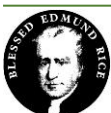
Student safety remains our top priority, and teachers have been instructed to remain vigilant and proactive. These measures will only be effective if all parents cooperate and help maintain order in front of their children.

We appreciate your understanding and support.

Regards,

Br. Robert Fernandes

PRINCIPAL
ST. COLUMBA'S SCHOOL
NEW DELHI-110001



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