



THE ORCHID SCHOOL

ALL SCHOOL TRANSPORT USERS

**The Orchid School
Baner, Pune**

Circular No. TOS/FRO/CIR/MS/12-13/6

Date- 01-08-2012

Subject: Circular for Parents (Nursery to Std X)

ATTENTION ALL SCHOOL TRANSPORT USERS!

Dear parents,

- 1) It has come to the school's notice that the bus behavior and discipline of children is getting out of hand. Keeping this in mind the bus users have been addressed during the assembly and the code of conduct has been reiterated.
- 2) If a student does not adhere to the bus rules, in spite of repeated warnings and reminders, the conductor or maushi is authorized to take disciplinary action, on the spot. They may isolate the child if necessary or stop the bus if any behavior is endangering the safety of others. On reaching the school, they will report the child to the School Authority who will give a remark in the student's diary. After a third remark, the student will have to face a consequence. The consequence will depend on the severity/nature of the misbehavior.
- 3) You can go through the bus rules which are listed in the school diary along with your child.
- 4) Often, Children and adults exhibit very little regard and respect for the bus drivers, kakas and maushis. We request parents not to get into any arguments with the above during the bus journey. We need to ensure that we co-operate with them and interact with them with a respectful attitude; after all the intention behind all this is your child's safety.
- 5) If you have any complaints/concerns you can come to the school office and contact **Mr.Matin.**

6) It has also been conveyed to students that the school buses will depart at 3.15 pm sharp from the premises and students who do not board on time will be left behind. In such cases the parents will be informed and they will have to come to pick up their child from school.

7) Therefore to avoid any inconvenience instruct your child to board the bus on time and be seated all the time.

ATTENTION !!!!!!! PERSONAL TRANSPORT

Circular for Parents (Nursery to STD X) – Using Private or Personal Transport

“Safety of the students is of the utmost priority”

Dear Parents,

- 1) To ease out the school dispersal at 3 pm the school has come up with the following guidelines
- 2) To pick your child and leave the atrium immediately between 3 to 3:10
- 3) Do not form groups and talk outside the school/in the school lane/ at turn of the school lane.
- 4) Leave the area within 3:10 pm after which the gates open for the school buses.
- 5) No double parking at any time, even if the driver is sitting in the car-This leaves little place for traffic flow.
- 6) No driving or parking on the footpath –Footpaths are meant for walking.
- 7) No vehicles without lane pass are allowed to enter.
- 8) Take the U-turn which is ahead and not the one just outside the school.
- 9) Our security staff/ school personal will be monitoring daily dispersal. Please listen to them and do not get into any argument. We need to ensure that we co-operate with them and interact with them with a respectful attitude, after all the intention behind all this is your child’s safety. Remember, these guidelines are meant for you and your child’s safety and cannot be a one-sided effort. While we are reiterating student conduct all the time, we expect the same from adults.

If you have any concerns, contact **Mr. Matin** in school office.

Prepared by **Ms. Monica.Desai**

Approved by **Shilpa Solanki, Principal**