



# دي بي اس - مدرسة مونارك الدولية

## DPS-MONARCH INTERNATIONAL SCHOOL

DPS-MONARCH/CIR/SCY/2023-24/088

Date: 29/04/2023

Dear Parents,

Greetings of the day!

Please note that, as notified earlier, the school has applied revised safety procedures with effect from **30th April 2023** for the parents while picking up their children from the school at the let-off time of the school and also to regulate the entry of parents inside the school premises at all times. The details are mentioned below once again for our old/new students and their parents.

These measures are taken as per the management's directives to provide proper security and safety for students inside and outside the school in view of the increased traffic on both sides of the school, particularly at the start and end of the school day. Additionally, to restrict the entry and movements of parents/visitors into inner areas of the school, except at the reception, to increase security and control.

Please take note of the following guidelines for your kind reference:

1. Parents are allowed only up to the reception through gate no. 3 for **Admission inquiries and to meet the Principal/HMs** with prior request mail and after confirmation from the school concern departments. This entrance is not for the **pick and drop** of the students. Gate No. 3 will be closed at 1.00 pm.
2. Parents can pick up their ward(s) early only in emergencies, i.e., Visa/Passport/Travelling/Doctor appointment, etc., with prior mail to HRT (Class Teacher). Parents can pick up **before the second last period of the day (or before 01.00 pm only)** with **prior permission (by filling gate pass) and appointment** via our front office receptionist secretaries at the stipulated time. **After 01.00 pm, neither accept gate passes nor request or force** to pick up students in the last period.
3. No parent will be allowed to enter through the student's entry gate No.6 at the school start or end to either leave or pick up their ward.
4. Parents or designated guardians can accompany their children only up to the entry gates and will not be allowed to enter the Academic building at start time.
5. At let-off time, parents or designated guardians will be required to enter inside the school premises (only up to the designated waiting area), where all junior children will be asked to assemble after the bell and pick up their children in person.

6. Parents are requested to park their vehicles in designated places without blocking other vehicles, especially in the basement area.
7. No students will be allowed to go outside the main gate without being accompanied by their parents or designated guardian, who need to be identified by the security staff at the gates through their children while exiting.
8. No stranger or outsider will be allowed to enter the school and take any student without proper identification or written permission. Parents are not allowed to enter the parking area, especially during **dispersal time**, i.e., **Parking areas A and B**.
9. All student entry gates will be closed at **7.30 am sharp and will open at 2.05 pm** (except Gate No. 1 & 3) for let-off time and will be manned and monitored by our security and school staff to follow the above guidelines strictly
10. Students reporting late in the morning will only have to go through the main reception gates.
11. Parents, guardians, or visitors will not be allowed to enter any part of the school except at the Reception, Store, and Account department at all times.
12. All other gates are only for students' entry and will remain closed during school time.
13. The top priority for the DPS Monarch International School is assuring the safety of our students and staff. As a school, we are committed to doing everything reasonably possible to protect your children against any incidents that may arise while they are in our care.
14. For an emergency or any related to safety concerns, you can contact **Security Officer Mr. Royan Robin F. (77857153)**

As you are aware, from 30th April 2023, the school timings will be from **07:15 a.m. to 01:45 p.m.** and the school transport service is utilized by approximately 2800 students. The students take around 25-30 minutes to board the bus from their respective classrooms.

**SCHOOL BUS USERS:** Buses will depart from the school for the KG section at **11:10 am** & the Primary, middle, and secondary sections at **2:10 pm**. Parents can arrange the pickup of their wards from the respective bus stops accordingly.

**PRIVATE TRANSPORT USERS:** Dispersal will start for the KG section at **11:00 am** & the primary, middle, and secondary sections will be at **2:05 pm**. Parents must pick up their wards from the designated dispersal classrooms at **2:05 pm**.

We sincerely hope that you understand the importance and seriousness of these guidelines, as they are implemented to ensure the safety of their children, which is one of our greatest responsibilities.

Please bear with any inconvenience and kindly cooperate with us to achieve this objective for the safety and benefit of your children.

Parents are requested to follow the mentioned timings for the smooth functioning of dispersal.

Thank you for your continued support and co-operation.

Warm regards,



**MEENAL BAKSHI**  
**PRINCIPAL**

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**Our Motto**

Education with a difference

**Our Vision**

DPS Monarch International School will deliver learning excellence that is child-centric, value-based, and technology-driven.

**Our Mission**

DPS Monarch International School will ensure that students add value to their community and make the world a better place to live.

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