

RGS/2024-25/30
29th June 2024

**Dispersal Plan
Grades 1 to 12**

Dear Parent

Greetings!

This is to inform you about an important change in our school's dispersal plan for Grade I – XII, which will be effective from July 1, 2024. Please be assured that this decision is made with the utmost consideration for the safety and well-being of our students.

In light of the ongoing weather conditions, including heat and rainy seasons, we are revising our dispersal plan to ensure the safety and well-being of our students. The plan will include designated pick-up rooms, staggered dismissal times, and improved traffic flow around the school premises. These changes aim to provide a more secure and efficient dispersal process for all our students, especially during extreme weather conditions. We kindly ask for your cooperation and understanding during the transition period as we work to implement these changes.




Category	Dispersal Process	Gate Allocated
Self-Walkers	<ul style="list-style-type: none">By 2.10 pm, students are expected to form a line near Gate No. 2.At 2.10 pm, the teacher on duty will take attendance.At 2.15 pm, Gate No. 2 will be opened for students <p>Note:</p> <ul style="list-style-type: none">Students in 6th grade and above are eligible to be designated as self-walkers and may also be authorized to pick up their siblings	Gate No. 2



HAPPY LEARNING ADVENTURES



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	<p>up to grade 5. However, in order to do so, the student must submit a No-Objection Certificate (NOC) signed by their parents to their respective class teachers.</p> <ul style="list-style-type: none"> • Only students who are listed as self-walkers are permitted to leave the premises unaccompanied by a guardian. 	
Bus Users	<ul style="list-style-type: none"> • By 2.00 pm, students move towards their designated bus routes. • At 2.10 pm, the assigned teacher for each bus route will take attendance. • At 2.20 pm, the buses will depart from the school premises through Gate No. 2. <p>Note:</p> <ul style="list-style-type: none"> • Students are required to adhere to the guidelines outlined in the Almanac. 	Gate No. 2
Parent Walkers	<ul style="list-style-type: none"> • By 2.15 pm, students are expected to arrive at their designated dispersal rooms. • By 2.20 pm, parents are expected to arrive at gate no. 3. • At 2.20 pm, Gate 3 will be opened for the parents. • Until 2.30 pm, parents can pick up their child from the designated room. • After 2.30 pm, if the parents are late, the child will be sent to the daycare, and the parents will be responsible for the daycare costs. <p>Note:</p>	Gate No. 3



	<ul style="list-style-type: none">• Parents are requested to arrive on time and demonstrate respect towards the teachers on dispersal duty.• Parents should proceed directly to the dispersal room and refrain from accessing other areas within the school premises.• Parents should carry the authorization card every day.• The class teacher will communicate the specific dispersal rooms.	
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If you have any questions or concerns regarding the new dispersal plan, please contact the class teacher.

We appreciate your continuous support and collaboration in ensuring the safety and welfare of all our students. Your understanding and cooperation during this transition period are invaluable to us. We are grateful for your partnership in this important matter.

Warm Regards

**Meghna Chand
Principal**



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