

RGS/2026-27/02
04/04/2026

CIRCULAR FOR PARENTS GRADE I-XII

Subject : Dispersal Plan for Academic Session 2026-2027

Dear Parents,

To ensure a smooth and organized dispersal process, students have been categorized into three groups as follows:

1. Self-Walkers (Class VIII and Above)

- Students from Class VIII and above will be considered self-walkers.
- They will exit through Gate No. 2 (Pedestrian Gate) at 2:05 PM.

2. Bus User

- School buses will depart from Gate No. 2 at 2:15 PM.

3. Parent Walkers (Classes I – VII)

- Gate No. 3 has been designated for parents to enter the school for collecting their children.
- Parents of Grades I–VIII will be permitted to enter through the gate from 2:20 pm onwards.

Note: If a parent has children in different grades, the younger sibling will be handed with the eldest sibling.

Guidelines for Dispersal Process for Parent Walkers

- Parents must present their authorization card to the designated teacher in the designated room.
- Upon successful verification, the student will be handed over to the parent.
- After collecting their child, parents should exit through Gate No. 3.

Procedure for Late Pick-ups

- Kindly note that if a parent arrives late, students will be accompanied to the designated waiting area.
- Please be advised that late arrivals will be provided access to the reception for child pick-up only after 2:40 PM, once the regular dispersal process is complete.
- The parents are requested to report to the reception. After verification of the authorization card, a staff member will escort the child to the parent.



HAPPY LEARNING ADVENTURES





Note: Please carry a water bottle to stay hydrated and an umbrella for weather protection while waiting for your child. We kindly request your cooperation in ensuring a safe, efficient, and timely dispersal process.

Warm Regards,

Principal

