



AICS / C /10-2024

Circular

September 11, 2023

Arrival and Dispersal of Own Transport Students

(FS-Y8)

Dear Parents,

We have come to an end of the settling phase provided by the school to students and parents for 2 weeks. Now, we need to have required regime of "Arrival and Dispersal" in a proper and timely manner. Kindly follow the below w.e.f Tuesday 12th September.

Morning Arrivals

Monday to Friday

Classes	School Gate opens at	Students must arrive at	Registration	Late Arrival
FS - Year 8	7:20am	7:30am	7:30am	7:30am – 7:40am

Since the children have settled well and are aware of the location of their classrooms, all parents are requested to **drop their children to the drop points marked within the school premises. Late arrivals to report to the school through reception where late arrival slip needs to be signed for school records.**

Parents would not be permitted to drop their children beyond the drop point in the school. From the drop point, Own Transport (OT) children of Y2-Y8 will go on their own to their classes. Only FS children and Y1 children will be escorted to the classes by the assistant teachers and support staff from the drop point. That means parents will not be dropping their children to the classrooms. This is pertinent that we encourage our children to be independent and responsible.

Kindly be rest assured that there will be sufficient adults support provided to the children to reach their respective classrooms.

Arrival Time is 7:20am – 7:30am, not earlier that 7:20am and not later than 7:30am.

Parents and children arriving later than 7:30am must go to the reception area to fill the arrival slip which should be carried by the student to the class.

Dispersal Time:

Monday to Thursday

Classes	School Gate opens	Dispersal at	Collection of students
FS	11:40am	11:45am	11:45am
Year 1 – Year 8	2:20pm	2:25pm	2:25pm



Friday Timings

Classes	School Gate opens	Dispersal at	Collection of students
FS	11:30am	11:30am	11:30am
Year 1 – Year 8	11:30am	11:35am	11:35am

Collection points during dispersal time

PFB the class wise collection points at the time of dispersal. Kindly refrain from getting delayed as teachers on dispersal duties need to board the school transport. In case parents are delayed due to any reason (not on regular basis) those children will be asked to sit in the reception bay. **For Y1 to Y8.**

Monday -Thursday Timing		2:30pm-2:40pm	After 2:40pm
Friday Timing		11:25-11:35am	After 11:35am
S. No.	Year group/s	Venue	Venue
1	Y01 A-B-C-F	Y01 F	RECEPTION (Not regular defaulters)
2	Y01 D-E-G-H	Y01 E	
3	Y02 A-C	Y02 A	
4	Y02 B-D-E	Y02 B	
5	Y03 A-B	FS2 F	
6	Y03 C-D	FS2 E	
7	Y04 A-B-C	FS2 D	
8	Y05 A-B-C	FS2 C	
9	Y06 A-B	FS2 B	
10	Y07 A-B	FS2 A	
11	Y08 A-B	FS1 D	

Kindly refrain from holding teachers back from attending to their class children by asking them about your personal concerns or queries. Kindly ask the teacher for a specific time when you can call her or meet her in person to address and share your concerns and queries.

The above-mentioned will be implemented with effect from **Tuesday, 12th September 2023**. Seek your support for the smooth transition.

Kind Regards,

Pretty Khosla

Pretty Khosla
Principal