

## **BETHANY CONVENT SCHOOL GREATER NOIDA**

### **STUDENT'S DISPERSAL PROCEDURE**

School Dispersal rules for the Safety and Security of our children you are advised to follow.

1. Parents/guardians of students should report at the school gate 10 minutes before the school gets over to collect their wards.
2. Parents (or whoever is authorized by parents) have to produce the Escort Card (Parents ID) at the school gate to receive their ward, failing which the student will not be handed over to whoever is authorized by the parents.
3. If due to certain emergencies, a student has to leave the school campus during school hours by his own transport, the following rules have to be observed:
  - Give a written application.
  - Produce the Escort Card (Parent ID).
  - Sign the School Leaving Register .
  - Take a permission Slip, which has to be shown at the school gate before leaving the campus.
4. In case the Escort Card is lost or misplaced the child can be released on the basis of written application signed by both the parents and approved by the principal.
5. Drivers will sign the number of children they have taken from the school.
6. No unknown persons to school will come to collect children without Parents ID. May be known to children or Parents.
7. Self-children who are not escorted by the parents will write an application duly signed by the parents after which they will get a walker's pass to go out of gate without any escort or parent.
8. No student will be allowed to stay back after the school dispersal. Parents must pick up the child without any delay by 01:45 pm.