

**TENDER HEART HIGH SCHOOL, SEC 33-B, CHD..**

**Notice regarding authorisation of dropping and picking-up students from the school**

20/08/2022

Dear Parent/s,

As has been observed practically that many children/students at their departure time be it

- (i) 12:05 p.m. (Classes Play Group, Nursery and L.Kg.) or
- (ii) 1:45 p.m. for rest of classes

are being picked up by individuals other than their parents eg. (i) Grand-Parents, (ii) Home-Helpers, (iii) Auto Rickshaw Drivers and (iv) Neighbour/Uncle/Aunt.

While everything has been smooth till now the school keeping in mind the safety and security of students would like to propose the following measures :

- i) That parents may kindly write a letter addressed to the Principal of the School giving addresses and phone numbers of the individuals authorised to drop and pick their child from school.
- ii) The authorisation letter may kindly be on a plain paper and should bear the photographs of these individuals (as above-other than mother and father)
- iii) Any change thereafter should be brought to the notice at the School Reception (not just to the Class Teacher).
- iv) In case of non-availability of the authorised individuals, parents may kindly expect the school to make the transport arrangements for home (of the student) rather than authorise anybody afresh for the purpose.

Principal