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Date: 01.12.2025

## CIRCULAR FOR PARENTS

### (Students availing school transport services)

Dear Parents,

To ensure the safety and smooth coordination of all students, we request your cooperation in following the guidelines below when your ward, who is a regular school bus user, needs to commute by private transport on specific days:

#### 1. Prior Written Intimation

- Parents/guardians must send an email requesting to the Homeroom Teacher/Head of Primary/Vice Principal at least one day in advance.
- In case of medical emergencies or bereavement in the family, parents may send an email on the same day.

#### 2. Verification at Dispersal

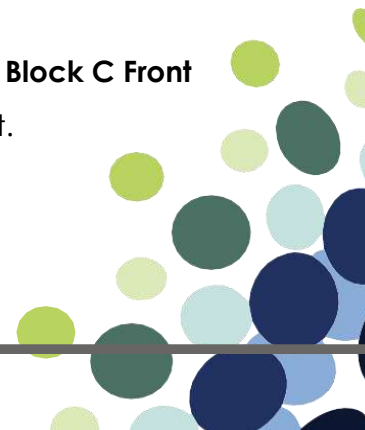
- Students should ideally be picked up by one of the parents.
- If another authorized guardian or driver/staff is assigned, their name and photo ID must be shared in the email request, and they must carry the identity with them and show to the C Block front Office
- School staff may verify identity before releasing the student for security reasons.

#### 3. No Verbal or Student-Delivered Requests

- Requests conveyed verbally or through the student will not be entertained under any circumstances.

#### 4. Collection of Gate/Out Pass

- The parent or authorized person must collect the Gate/Out Pass from **Block C Front Office by 1:40 p.m.** on the day the student is availing private transport.



#### 5. Responsibility During Private Pickup

- Once the student is handed over to the authorized person, the school is no longer responsible for the student's commute or safety beyond the school gate.

#### 6. Half Day/ Early Dispersal

- We strongly discourage half-day or early departure. However, in cases of extreme exigencies or genuine emergencies, parents may request an early departure. In such instances, points **1, 2, 3, and 5** will be applicable.
- Points **1, 2, 3, and 5** of the school's dispersal policy will apply in the case of half day or early dispersal.
- The **parent or authorized guardian** must collect the **Gate/Out Pass** from **Block C Front Office** by **11:30 a.m.** on the day the student is availing half day or early leave.

This comes with an immediate effect.

We appreciate your understanding and cooperation in maintaining a secure and well-coordinated dispersal process.

Warm Regards,



**Dr. Arup Kr. Mukhopadhyay**

*Director, Royal Global School*

