



Ref No-DPSGFBD/CIRCULAR/ V-XII /008 /2022-23

Date: April 5, 2022

Dear Parent

As you are aware, we are currently looking very closely at the **dispersal systems in place at school in order to make them effective and smooth so that there is fullest ease of dispersal**. An important area of concern is the **dispersal of students of classes 5 to 12 with the Cab/Van drivers from Gate no 5 at the close of the school**. We find that many of the cab drivers do not arrive on time and the reason that several of them have given us is that they first go to the Junior Wing of our school to collect the youngest student and after collecting them they get into the van and then drive to Gate no 5 in order to collect the senior student who are waiting there. Today we had some of the vans arriving as late as 2:40 pm and we were really concerned about the long wait our students had to undergo before boarding the van. **Therefore, we wish to request the following-**

- a) please **instruct the cab and van driver to arrive at the stipulated time of dispersal at the Junior/Senior school dispersal points**. In case they happen to be covering only one category of students, they should be no delay in their arrival. Many of the cab drivers come after doing a round of other schools and dropping the children and therefore they are delayed in their arrival at the school. Please talk to the cab driver of your ward to verify that the cab driver will arrive at the school on the stipulated time of 2:00 clock.
- b) where the cab driver is picking the Jr wing students and middle and senior wing students from different locations, we have decided to make their collection easier. **Hence with effect from April 6,2022, we will direct all the students dispersing through cabs and vans to the lawn behind the Office of the Headmistress of Junior Wing, in C Block**. The cab facility children can be collected immediately after collecting the Junior children by the cab drivers from the Jr Wing itself so that they can move out of the school together as one single go. And can be loaded into the van safely and comfortably and dropped home.
- c) we have **given a form today to every cab/van driver to get filled from the parent who is availing this service Please remember to sign that form after filling in the details of your ward. Please sign the form with your signature and contact details. Your signatures will be necessary under the heading which reads as 'authorisation by you'**. This will enable us to verify at any given point that the cab driver has the authority from you to collect your ward. Please emphasise to your cab driver that **this document which carries your signature and details of your ward must be with him everyday at the time of collection and he can be asked at any point to shown the document to the school teachers on duty**.
- d) please **instruct your ward very carefully and properly on the dispersal arrangement you have made through the services of the cab/ van driver**. It is extremely important that your ward does not leave the school with a school friend from school or with any other cab driver even if the cab driver is catering to the same area as your area of residence.  
We have already **requested you to sign an undertaking of responsibility for private dispersal**. It is important that this **undertaking is duly submitted after filling in all details and with your consent to the Class Teacher. The school will not take responsibility for either your choice of van/can service or the person who is providing the service to you**. It is extremely important for your ward for you to understand that the **onus of safe travel from school to your home is owned up by you. We urge you as a parent to preferably undertake this responsibility yourself in the best interest of the child's safety**.
- e) should any clarification on the above mentioned points be necessary at your end, please do not hesitate to contact us at the very earliest.

We thank you for your co-operation.

Principal