

To: City Private School Parents

Date: 21/03/2024

Subject: HEALTH & SAFETY CIRCULAR

Dear Parent,

Greetings from City Private School.!

Please be informed that the Management of City Private School is committed to protecting your child from all health & safety risks. To ensure this both parents and students are expected to follow the guidelines given below.

Pick up & Drop off Policy

1. When you collect your child from school, you must wait at the designated area and maintain a minimum safe distance from all other parents. Only one person from each household may collect a child or children from that household. Pick up and drop off should be strictly adhered to.
2. The SBAS system must be strictly followed. Parents are required to ensure that students have their ID cards and use the SBAS QR code system when picking them up via OT.
3. A student should not be dropped off or collected by someone from another household.
4. No early pickup for KG after 10.30 AM and for grade 1 to 12 after 1.30 PM.
5. Follow the procedures and deadlines set by the educational establishment that organizes the process of handing over and receiving children from the educational establishment.
6. Any change in the School traffic management system will be informed in advance

Social & Behavioural Policy

1. Students will be oriented with the ministry behaviour policy. So that, they will become aware about the expected behaviour of a student.
2. Students will be praised and rewarded for keeping the rules, but sanctions for breaking the rules will be strictly enforced for everyone's safety.
3. Within each classroom, hygiene will be the highest priority. Your child will be instructed to wash and sanitize their hands regularly. School cleaners will be on-site throughout the whole school day and will repeatedly clean anything that is touched frequently such as surfaces and door handles. Students will carry all stationery and relevant materials from home. No borrowing will be allowed in school.
4. Students are not allowed to bring any electrical devices or any devices which can store electrical charge, to the School.
5. Bullying will be dealt with disciplinary action.

Infection & Disease Control Policy

1. It is recommended that a child's school bag does not exceed 20% of their body weight to avoid adverse effects on their Spine and body. Also, parents should check the school bags of their children periodically.
2. It is mandatory for KG and Grade 1 students to carry an extra pair of clothing, in case of emergency requirement.
3. If any student develops excess temperature or abnormal symptoms during the school time, they will be shifted to a designated isolation room. Parents are required to be committed to take them back for further check-up.
4. Parents are required to check their children's temperature before leaving the home, and not to bring children to the facility if the child has any symptoms. Educate and train children on the procedures for personal hygiene and the importance of taking precautionary measures laid down by the educational establishment.
5. Parents should ensure that they inform the management of the educational establishment if the child suffers from any chronic disease, immune deficiency or allergies, and provide all medical reports.
6. Respond to the communication from the educational establishment, in the event of any symptoms in the children during the school day.
7. Students are requested to follow all the healthy lifestyles during their time at School.
8. Bringing or eating junk food is not permitted inside the School facilities.

Best regards,

Richard Monteiro
Principal



DECLARATION

- Y I acknowledge that I have read, understood and will follow the Health and Safety measures above.
- Y My child is free of diseases or health risks and he/she is completely fit to return to school.
- Y I will ensure that my child/children will comply with the requirements and procedures of educational establishments when they are inside the School facilities.
- Y I will ensure that my child/children will comply with the safety measures and policies of the School when they are inside the School facilities.

Name of the Student : _____

Admission Number : _____

Grade & Division : _____

Name of the Parent : _____

Signature of the Parent : _____

Date : _____

Contact of the father : _____

Contact of the mother : _____