

**ITL Public School**  
**Sec-9, Dwarka, New Delhi**

13 September 2017

Dear Parent,

We understand to your concern and predicaments regarding safety and security of your child in our school in view of recent unfortunate incidents.

I assure you that we at ITL are taking utmost care to the best of our ability. Lack of trust and faith in school system will lead to more confusion rather than solving the problem. We are planning to conduct a **Safety Audit** soon by an outside agency. In the mean time we have analysed and drafted a standard operating procedure for safety of our children. Following are the safety practices for your easy reference:-

- **CCTV cameras** are fully operational inside the **classroom, corridors, entry to washroom, swimming pool, transport, canteen and other areas.**
- **No child is left unattended** at any point of time inside the school premises. During recess too, teachers have floor & canteen duties.
- Our school building is **not accessible** to drivers, conductors, gardeners etc. We have provided **separate washroom, restroom and drinking water facility** for them.
- Dispersal of children is done meticulously using announcements through PA system. Walkers are handed over to parents by teachers only. **Police verification certificate** is mandatory for **private van drivers** to pick up children. **Attendance register** is maintained for bus users, both in the morning and afternoon religiously. **All our buses are GPS enabled.**
- The school has been conducting workshops on **GOOD TOUCH AND BAD TOUCH** on regular basis. So much so that videos of the same are run on smart boards in each class room.
- Kindly adhere to the school timings. **No child should reach school before 7:40 am** as adult supervision is not possible. Kindly make arrangements to collect your child by **2:15 pm** as beyond this teachers are not available. However emergencies and exceptional cases will be taken care of. But it should not be a practice.

We understand your concerns, fears and sentiment regarding the safety and security of your ward. But as equal stake holders, please cooperate with us for smooth functioning of the school. Your suggestions are most valuable for us. Let's positively respond to the need of the hour. With mutual trust and faith we can certainly strengthen the safety and security of our children.



PRINCIPAL