

Lt. Col Mehar Little Angels Sr. Sec. School
SPECIAL CIRCULAR – 11th AUGUST 2025

Dear Parents,

To maintain discipline in the School is imperative for smooth functioning of the system. It is responsibility and moral duty to adhere to the rules and regulations laid down by the authorities of the School. Your cooperation is highly desired for effective implementation. There are few points which I would like to reiterate and hope they are respected and monitored.

1. RULE REGARDING DROP OFF & PICK UP OF STUDENTS

(a) A reminder is again served to the parents to follow the Entry and Exit points as marked and intimated to you earlier. Parents are also requested not to move in the school from one gate to another. (copy attached).

(b) All the parents will park their vehicles and then reach the School gates to pick up their children. **It has been observed that few parents are in their cars . motor bikes & scooties in front of the gate and keep honking, continuously waiting for the child to be out. It also disrupts traffic and causes inconvenience to others and public, This will not be allowed henceforth.**

This is a grave matter of security and this security breach may lead to an untoward incident. Hence, **parents are requested to desist from such practice.**

2. LATE ENTRY OF STUDENTS IN THE MORNING

(a) The School timings for the students to be inside the gates is 8AM. But it is distressing to note that few of the students are arriving late to the School. It is also the responsibility of the parents to ensure that their child reaches school on time.

(b) It is to be noted by the parents and the students that no child will be allowed to enter the school premises after 8AM.

(c) It will be the sole responsibility of the parent to take their child back home, once the gates of the School are closed. The School will bear no responsibility for late comers.

3. ABSETEESIM IN SENIOR CLASSES

It is a matter of serious concern that the students are frequently and intentionally absenting themselves from the regular classes in the School. I would like to bring to the knowledge of the parents and students that as per CBSE rules a minimum of 75% attendance is required to be eligible to appear in the exam. Also , the parents need to realize the academic loss the child is incurring by not attending the classes. It is the duty of the parent to see that the child is regular to school.

4. EARLY COLLECTION OR HALF DAY AVAILED BY THE STUDENTS

(a) Many of the students are reported to leave the school early by rendering an application of half day, especially during the periodic tests. This is a gentle reminder that half days are not permitted in the school until and unless it is an extreme case of medical emergency or otherwise.

- (b) Please note that no child will be permitted to leave before the close of the school for the day. Neither will such application be entertained by the class teacher or at the reception.
- (c) Half Day will be treated as Absent and the test of the child will not be evaluated, without the sanction of the HOS.

5. **HANDING ARTICLES AND LUNCH BOXES AT THE SCHOOL GATE**
Parents are requested to refrain from such practices. **No such items will be accepted at the gate by the security guards.**
YOUR COOPERATION IN ALL THE POINTS STATED ABOVE WILL BE HIGHLY APPRECIATED.


(Mrs. Urvinder Kaur)
HOS

HOS / Vice-Principal
Lt. Col. Mehar Little Angels Sr. Sec. School
B-5 Block, Paschim Vihar,
New Delhi-110063

Dear Parents,

One of the busiest times of the day at School Campus is the arrival and pick-up of students. A disciplined dispersal practice needs to be followed by the parents and the guardians to ensure a safe and speedy see-off of students.

The main purpose of this initiative is for the parents and staff to work together for the safety of all our children. Hence, the parents are requested to follow the guidelines given below:

DISPERSAL AND EXIT POINTS

GATE NO.1	GATE NO.2	GATE NO. 3
12.30PM (Nur & KG) 1.30PM,(Van students)	-	1.30PM (Class I & II) Peddlers
2.00 PM (Classes III to V) Van students	2PM (Classes III to V) Peddlers	2.10 PM (Classes VI to 8) Peddlers
2.10 PM (Classes VI to XII) Van students	2.10 PM (Classes IX to XII) Peddlers	

Guidelines For Parents

1. Parents will pick up the children from the above given exit points only.
2. **If the parent has to pick up siblings form other classes at differenttime ,then the movement will be from outside the gates only.**
3. **NO PARENT WILL BE ALLOWED MOVEMENT FROM ONE GATE TO ANOTHER FROM WITHIN THE CAMPUS.**
4. Parents need to be respectful towards teachers and comply with the directions.
5. Your cooperation is highly appreciated.

Urvinder
28/7/25
(Mrs. Urvinder Kaur)
HOS/Vice Principal

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