

CIRCULAR FOR PARENTS

Ref No- Cir/RBS/2019-20/No.09

Date- 25/06/2019

To: Parents (Class 1 to Class 12)

From: The Principal

Subject: Parent Escort Card

Dear Parents,

At Redbricks the safety and security of each child is paramount and to maintain the same the school provides Escort cards.

Following is the process and directions to use the card.

- Parents are required to fill up the details & paste the photos of 4 individuals behind the Escort Card whom you want the child to be handed over.
- Parents can also paste the photograph of Mother / Father as one of the Escorts.
- Underage children will not be allowed to become escorts. The escort should be an adult, preferably a family member, also mention the relationship.
- After the details are filled up, the card is to be handed over to the School Counselor/ Home Room Teacher. School will get the card laminated and again hand over to the parents for use.
- Parents need to be careful while pasting the photo, as it should not go out of the box provided.
- It is mandatory to show the card when the Parent / Guardian comes to pick up the child.
- In case, anyone other than the 4 escorts is going to pick up the child, then the parents need to take prior written permission from the principal and respective person should show the permission slip to the teacher/driver-conductor while picking the child.
- Parents are requested to submit the card to the School Counselor for lamination latest by **29th June, 2019 Saturday.**

Please contact the School Counselor on 9979500003/9099900080 in case of any query.

Kindly follow the timeline mentioned for completing the process so that it is implemented at the earliest.

Thank you for your cooperation.

Thanking you,

Mrs. Sutapa Mishra
The Principal
Redbricks School