

RAMAKRISHNA SENIOR SECONDARY SCHOOL

Ref no. RKS/cir/Nur/3

Date: April 6, 2026

Subject: Important Security Protocol Regarding Student Pickup

Dear Parents/Guardians,

The safety and security of our students are our highest priorities. To ensure a seamless and secure dispersal process, we would like to reiterate our policy regarding student pickups at the end of the school day.

We strongly encourage parents to pick up their children personally. However, we understand that emergencies or unforeseen circumstances may arise. In the event that you are unable to come to the school yourself, please adhere to the following **verification protocol**:

- **Prior Intimation:** Parents must inform the Class Teacher or the School Office via a written note in the school diary or an email and as well as on schools whatsapp number (9711854541)
- **Identity Verification:** The person sent as an alternative must carry a **valid Government ID** (Aadhar Card, Driving License, etc.) and a **signed authorization letter** from the parent.
- **Verification Call:** The school reserves the right to call the registered parent to verbally confirm the identity of the person picking up the child before they are allowed to leave the premises.
- **Emergency Contacts:** Please ensure that your emergency contact details are updated in the school records.

We appreciate your cooperation in helping us maintain a secure environment for your children. Students will not be handed over to any unauthorized person without the completion of the above steps.

Warm regards,

Principal Ramakrishna Senior Secondary School