



Date:5-11-2021

Boarders reporting protocol

1. Parents are requested to procure the TOKEN from the security while entry and give relevant details (the token should be returned at the time of leaving the campus)
2. Vehicles can remain inside the campus for 15 minutes only (this is planned so as to avoid stagnation of vehicles inside the school campus) Parents are requested to support.
3. Parents can park their vehicle in front of the Generator, adjacent to the Senior Secondary Block. (Mr. Ramesh and Drivers will guide)
4. After getting the visitor's pass (at GATE) and signing in the entry register, if all the dues are cleared the Student and the Parent can straight away go to the Auditorium and report there for submitting the RTPCR Test Results etc. There at the entrance of the Auditorium another register will be maintained, where they should write the Name, the Roll number from where they are coming, who is accompanying the student etc to collect the In Pass.
5. At the auditorium, the dorm parents will check the bags. Students are already been informed NOT to bring big baggage, in case brought, it should be taken back by the parent.
6. Children should also be informed not to carry any Mobile Phones, Trendy Digital watches, IPod particularly pen drive, costly watches. If found it will be confiscated and will not be returned.
7. For those Students whose Fee is not still cleared they should not be allowed to check in, but sent to the office for getting clearance from the Accounts/Cashier. However, it should also be noted that all the students should possess a clearance certificate or clearance authorization from Accounts and Cashier.
8. The Girls students are required to report to only to Main Campus for obtaining permission and 'In Pass', after this they should report to Ms. Vasanthi. At Girl's Campus Ms. Vasanthi and other Akkas will be available to receive the students. Girls Students also should leave their baggage in the Auditorium for proper and thorough check up.
9. Parents are requested to cooperate and support the school in all possible manner and make your visit a pleasant experience.
10. Boarders of IX to XII should report to school **before 5.00 pm and NOT later.**