St. Columba's School
1 Ashok Place, New Delhi, 110001
Website: www.stcolumbas.edu.in
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Phone: 011 - 23363134 / 23363462
CBSE Affiliation No.: 2730144
School ID: 2026125

6th April 2026

Dear Parents,

To ensure safe and orderly entry to and exit from the campus, all are requested to adhere to the following guidelines:

1. **Parking:** Vehicles must be parked in a manner that does not obstruct the flow of traffic.
2. **Church Gate Access:** Entry through the Church Gate is restricted to students only. Parents and guardians are requested to use the other designated entrances.
3. **Avoid Crowding:** Once your child has entered the campus, kindly leave promptly to avoid congestion outside the school. Students are familiar with the campus and do not require parents or van drivers to escort them inside.
4. **End-of-Day Pickup:** Parents and van drivers are not permitted near the Middle and Senior Wings during dispersal. Students of these wings are capable of managing their own movement, and encouraging such independence supports their growth.
5. **Pickup Location:** Please clearly inform your child of the designated pickup point – Main Gate, Middle School Gate, or Church Gate. For those using vans or carpools, ensure the driver communicates the same to the student.
6. **Avoid Blocking Gates:** Do not wait directly in front of any gate, as this disrupts the smooth exit of students. Kindly wait to the side while collecting your child.
7. **Junior Wing Pickup:** Individuals collecting Junior Wing students must carry an ID card or a letter of authorization to facilitate smooth dispersal.
8. **Photography Restrictions:** Photography in and around the school premises, particularly when students are present, is discouraged.

We understand that after a long break, some apprehension may be felt by both parents and students, especially those transitioning to a new building. The school staff and management are mindful of these concerns. However, non-adherence to the above guidelines will only lead to unnecessary inconvenience and compromise safety.

Student safety remains our highest priority. Teachers & Support Staff have been instructed to remain vigilant and proactive. These measures will be effective only with the cooperation of all parents and guardians, and by setting an example of order and discipline for our students.

We appreciate your understanding and continued support.

Regards,

Br. Robert Fernandes
PRINCIPAL
ST. COLUMBA'S SCHOOL
NEW DELHI-110001