



RKLGIS/CIRCULAR/2024-25/030

Date: 24/07/2024

## CIRCULAR

Dear Parent/Guardian,

### **Subject: Mandatory Requirement for Escort Card to Visit School Premises**

We hope this message finds you well. We are writing to inform you about an important policy update regarding access to our school premises.

Effective immediately, it is mandatory for all parents and guardians to possess an escort card when visiting the school for any reason. This policy has been put in place to ensure the safety and security of all individuals within our school environment.

An escort card serves as official authorization for entry onto school grounds and must be visibly displayed at all times during your visit. Without an escort card, unfortunately, we will not be able to permit entry into the school premises.

Kindly obtain an escort card in case of loss or misplaced somewhere, please visit the school office during regular operating hours. Our administrative staff will assist you in completing the necessary paperwork and issuing the card. We kindly ask for your cooperation and understanding in adhering to this new protocol.

Should you have any questions or require further clarification regarding this policy, please do not hesitate to contact the school office or via email

Thank you for your attention to this matter and for your ongoing support of our commitment to maintaining a safe and secure environment for our students, staff, and visitors.

Warm regards,

RKLGIS