

Cir.No./2017-18/41
September 20, 2017

LAKSHMIPAT SINGHANIA ACADEMY
12-B ALIPORE ROAD, KOLKATA 700 027

Dear Parents,

Safety/Security measures in place at LSA

Students only thrive in a safe school environment. In the face of risks, everything from natural disasters to child predators, we have always wholeheartedly strived to strengthen our academy with trustworthy safety and security practices. In the wake of recent spate of events in the country, we felt the need to apprise you of our existing security measures. Your co-operation for the same is solicited so that together we are able to provide a safer haven of learning and growth.

- a) We have round-the-clock surveillance in place with 22 CC TV cameras installed at vantage/sensitive points. The cameras cover the lobbies/staircases, entry of washrooms and all the floors besides the periphery of the building. The cameras are augmented from time to time as per needs to ensure that a fool proof surveillance system is in place.
- b) We have two floor attendants in all the floors to assist the students. We have lady assistant to provide support to the younger children from Montessori to Class II which has been extended till Class V now.
- c) The support staff are counselled and sensitized from time to time to carry out their duties in a proper way.
- d) Fire extinguishers are installed in all the floors and in critical locations and are maintained on regular basis through a certified agency. Sufficient water storage is in place to attend to any eventuality. Mock fire drills are held from time to time to create awareness and preparedness among the students.
- e) Security staff are available round-the-clock.
- f) Security personnel from our school are placed outside the school to assist the police to escort the children in the morning hours.
- g) Efforts are on with the police department to provide more personnel during morning hours and dispersal time to regulate the traffic outside the school
- h) Students upto Class VIII are dispersed by teachers against valid escort cards only
- i) Visitors log book is maintained and entry/exits of visitors are checked.
- j) Maintenance personnel are allowed to do maintenance jobs only after school hours except in case of emergency and then too accompanied by a school admin person at all times.
- k) We have a well-equipped infirmary with a trained nurse. The school has a tie up with Woodlands Nursing Home for any emergencies.

- l) In-house Counsellor / Special Educator to take care of the social and emotional wellbeing of students.
- m) Computer labs are equipped with anti-virus and firewall is being installed for online safety.
- n) A suggestion box is available.
- o) Bio data with personal details of all staff permanent or contractual is maintained as a part of school records. Back ground check is done and a record of the same is maintained.
- p) Teachers are assigned duties on each floor during the breaks / dispersal / assembly time
- q) Special escort cards have been issued for students staying back for after school coaching.
- r) A special form is to be filled up when the escort is unable to produce the escort card at the time of dispersal.
- s) There is one teacher who looks after late dispersal on all days at the gate.

Parents kindly note:

- a. Parents should ensure that an escort card is given to car-pool drivers. They must show the same card if the security asks for it.
- b. Parents should not talk to HRTs at the time of dispersal as the attention of the teacher should not be diverted at the time of dispersal.
- c. Parents should refrain from using mobile phones at the time of dispersal.
- d. Please ensure that the background of carpool drivers is checked by the owner of travel agency.
- e. Bullying / aggression needs to be curbed through positive reinforcement. Kindly consult the school Counsellor/Teacher/Principal for help. Inform school authority about any health or emotional concerns.
- f. Parents need to personally deposit tiffins / water bottles in case a child forgets. Support staff or any unknown person will not be entertained.

For **LAKSHMIPAT SINGHANIA ACADEMY**

Meena Kak
PRINCIPAL