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

Dear Parents,

One of the challenges of being a parent is teaching your ward to be cautious. Hence you are requested to talk to your children about their safety, and give them the basics on how to avoid and escape potentially unforeseen situations.

- Never accept any eatable / gift from a stranger or go with a stranger who can lure children with alluring questions.
- Tell them to run away and scream if someone follows them or tries to force them into a car.
- Always inform you or a trusted adult if a stranger asks personal questions anytime.
- Reassure kids that it's OK to inform you even if the person made them promise not to or threatened them in some way.
- Make sure younger children know their names, address, phone number of parents including area code, and who to call in case of an emergency.
- Review the use of Helpline numbers 100 or 1073 for Police Assistance or a local emergency number.
- Make sure that your ward is acquainted with code words in case of emergency situations.
- Make online safety a priority. Be aware of your wards' Internet activities and chat room "friends," and remind them never to give away personal information.
- Don't panic and spread rumours by forwarding fake messages on social media.
- Stay alert and vigilant while dropping / picking up your ward from school.
 - No child will be dispersed without an escort card.
 - In case the escort is not carrying the escort card, please ensure that you send the photograph of the escort prior to the dispersal time. This should also be followed during excursions organized by the school.
 - In case of late arrival of the parent / escort, students to be picked up from the teacher on duty / front office.
 - For reissuance of escort card, kindly check the school website.
- Your ward **MUST** wear the ID card to school.
- For the safety and security of your ward, tiffin boxes / water bottles will not be received by the school.
- Kindly mail your queries at office@lsakolkata.com or dial 24793600.

Feeling safe and valued is vital to a child's development. The purpose of this circular is only to apprise you about the necessary steps that can be taken to ensure the safety of your ward in case such a situation arises. We can together give them safe learning spaces so that they flourish into responsible citizens of tomorrow.

For LAKSHMIPAT SINGHANIA ACADEMY

Meena Kak
Director