

CIRCULAR TO PARENTS

(Compliance with Gate Entry/Exit and Parking Guidelines for Self Pick-Up & Drop-Off)

Dear Parents,

This is to request you to strictly follow the guidelines mentioned in **Circular Nos. 0410, 0411, 0412, and 0413** regarding entry, exit, and parking arrangements during the **Annual Examination 2026**.

It has been observed that a few parents are not adhering to these guidelines and are entering and exiting through **Gate No. 1**, which is not permitted. These arrangements have been made keeping in mind the **safety of the children** and to ensure **smooth vehicular movement**.

Kindly note the following guidelines:

- All private vehicles (self pick-up and drop-off) must enter and exit the campus through **Royal Global University – Gate No. 5 only**.
- In case any vehicle arrives late, it will be allowed to enter or exit the campus **only at 12:10 PM, after all the buses have departed**.
- Car parking has been arranged at **Royal Garden, adjacent to Royal Global School – Gate No. 7**. All students must be dropped off and picked up **from this designated point only**.
- At the time of dispersal, parents are requested to **enter and exit the campus between 11:30 AM and 11:50 AM**.

Parents are kindly requested to cooperate with the security guards and strictly follow the above guidelines for the **safety and convenience of all students**.

We understand that there may be some difficulties; however, we seek your cooperation in this regard.

Warm Regards,



Dr. Arup Kr. Mukhopadhyay

Director

