



INDIAN SCHOOL AL WADI AL KABIR
P. O. Box 513, Code 117, Al Wadi Al Kabir
Sultanate of Oman www.iswkoman.com

ISWK/2024-25/GEN/012

4th May, 2024

CIRCULAR TO PARENTS
(CLASSES I - V)

Subject: **Dispersal Procedure w.e.f. Sunday 5 May 2024**

Dear Parents,

The safety of our students is our priority and we urge parents to support the school during the dispersal of the students. These procedures are designed not only to ensure an orderly and efficient end to the school day but also to safeguard the well-being and security of every student.

DISPERSAL

Class	Time of Dispersal	Procedure of Dispersal
CLASSES I - V	12:45 p.m.	Transporters to collect the students from the classroom. Students travelling by bus/with transporters only to exit the building in an orderly manner as per the plan given below.
	12:55 p.m.	Parents to collect the students from the classroom. Students travelling with parents/relatives/guardians to exit the building in an orderly manner as per the plan given below.

Parents/guardians are requested to come not before 12:55 pm to pick their wards up as this will ease the flow of traffic once the buses have left.

It is to be noted that **students walking home on their own will be allowed to do so only on the request made by parents through an email to the class teacher.** Please email the class teacher if not done as yet.

The **dispersal plan** is as follows:

Class & Section	Exit Route
III/A to III/E, IV/F to IV/G, V/F to V/G	First-floor foyer main door and exit by GATE NO. 2
IV/A to IV/E, V/A to V/E	Side stairs by the Music Room and Math Lab, to the basement and exit by the side door to GATE NO. 3
II/D to II/I, III/F to III/J, IV/H to IV/J, V/H to V/J	The back stairs to the basement and exit by the canteen end to GATE NO. 1
II/A to II/C & II/J	Basement main door and exit by Gate No. 2
I/A to I/L	Side stairs and exit by Gate No. 1

Parents/Transporters are requested to collect the students from the classroom and exit the building as given above. Please follow the exit route. Those students not picked up

by 1:05 pm will be escorted to the waiting rooms in the Primary School basement. Students of Class I will remain in the KG building.

To be occupied by	Waiting Room No.	Building
Class I students	KG Building, First Floor Hall	KG, First Floor Hall
Class II students	Room No. 002 (Class II/A)	Primary Basement
Class III students	Room No. 003 (Class II/B)	Primary Basement
Class IV students	Room No. 012 (Class II/C)	Primary Basement
Class V students	Room No. 005 (Class II/J)	Primary Basement

In Conclusion, it is imperative for all students and parents to understand and follow the dispersal procedures set by the school. It's a collective effort that benefits us all by ensuring a safe, secure, efficient, and respectful end to the school day. We appreciate your cooperation and commitment to upholding these important practices.

Thank you for your attention and for your ongoing support. Let us work together for the safety and wellbeing of our students.

Warm regards,



D N Rao
Principal