



St. Mary's Orphanage & Day School

103, Dum Dum Road

Kolkata – 700030

(UNDER THE DIRECTION OF THE CHRISTIAN BROTHERS)

SCHOOL CODE : WB 025

Phone: (033) 2548-2060

E-mail: smodumdum@hotmail.com

Dear Parents/Guardians,

14/07/2025

I hope this message finds you well. I would like to bring your attention to a few important matters concerning your child's well-being and our school environment:

1. **Health & Fever Precautions:**

If your child is showing symptoms of illness, especially a **fever**, please keep them at home until they are fully recovered and fever-free for at least 24 hours without medication. This helps protect the health of other students and staff. Students will not be allowed to sit for the exam, if they show signs of fever.

2. **Proper Dress Code:**

Please ensure that your child comes to school **neatly and appropriately dressed** according to the school's dress code. A well-groomed appearance supports discipline and creates a positive learning environment.

3. **Traffic Congestion at the Gate:**

We have observed **traffic congestion during morning drop-off**. To help ensure the safety of all children and a smooth traffic flow, we kindly ask parents to:

- Arrive a few minutes earlier.
- Avoid long stops or parking near the gate.
- Follow instructions given by the our gate staff and the traffic controllers.
- **DO NOT** hire an auto or toto in front of the school gate, as it encourages the auto drivers to stop in front of the gate, causing traffic congestion.
- Parents are requested **NOT** to gather in groups around the gate for your daily conversations with other parents after dropping off your child. This causes a lot of hassle for children trying to enter the gate.

4. **Avoid Spreading Unverified Information via WhatsApp:**

It has come to our attention that **unverified messages** related to school matters are been circulated in parent WhatsApp groups. I want to kindly remind all parents to:

- Refrain from forwarding or reacting to unconfirmed messages.
 - Verify any concerns directly with the school administration before sharing them with others.
 - Use official school communication channels for accurate and timely updates.
- Spreading misinformation can lead to **unnecessary panic, confusion, and disruption** within our school community. Let's work together to maintain a respectful and responsible communication environment.

5. **Management Meeting Timings:**

Parents are requested to please follow the guidelines given in the school diary book for meeting the Principal, Headmistress, Coordinators and the Teachers. You are to approach the school office first and inform whom you would like to meet. You are **NOT** to meet the teachers in or around the staffroom.

We appreciate your cooperation and continued support in maintaining a safe, healthy, and respectful environment for all.

Sincerely,
Stay Blessed

Br. Ruvan Rebello
Principal

