



ST. VINCENT PALLOTTI SCHOOL

Pallotti Avenue, Besa-Pipla Road, Besa, Nagpur - 440037

Date: 07/09/2022

Standard Operating Procedure for the Issuance of Gate Pass

This is to inform parents and guardians of all students of St. Vincent Pallotti School, Besa that there will be a change to the procedure to issue official gate passes for taking your wards home during the school hours, **effective immediately**. The new steps are as follows:

1. **State your full name, mobile number and reason for early leave of the child** at the Front Desk.
2. Hold your **Government Photo ID card** steadily for the Security Camera for at least 2 seconds.
3. After the Front Desk Admin verifies your details from the system, you will be asked to **fill out a Gate Pass slip**.
4. **Wait in the Visitors' Room** for the child to arrive.
5. As you exit the campus with the child, **hand over the Gate Pass slip to the Security Guard** at the Entry/Exit Gate.

As far as possible, parents are requested to collect their children themselves and to avoid tasking siblings, relatives or neighbours with the same. **Kindly keep your Government Photo ID Cards ready** and in hand for smoother processing. For the safety of your children, keep them informed and discourage them from leaving with individuals unapproved by you.

Fr. Joseph Koovely
Principal