



Established :1983

Bangladesh International Tutorial

UTTARA OFFICE :

PLOT NO. – 13
ROAD NO. – 1/A
SECTOR NO. – 14
UTTARA MODEL TOWN,
DHAKA
TEL. NOS. 7920334, 7920340,
8957721, 8957723

E-MAIL

WEBSITE

GULSHAN OFFICE :

CO-ED SECTION
HOUSE # N.E.L. (6)
ROAD # 83
GULSHAN – 2,
DHAKA - 1212
TEL : 9842065

info@bitschool.edu.bd
bitschool1983@yahoo.com
www.bitschool.edu.bd



18.08.2016

Attention Parents, Guardians and Students:

Safety and security is our first priority. In order to prepare for the current situation in Dhaka, we have taken additional measures to strengthen the security of the school premises. In this notice, we are highlighting the new policies that will affect you and any other authorized personnel. Please share this with anyone who drops off or picks up your child from school.

We earnestly request our parents and students to strictly follow the safety procedures laid out by the school and help us maintain a positive school environment. Some of the safety procedures will require patience but we would expect full support from you at all times. We also request you to explain the important procedures to your child to make sure he/she is always in compliance. With security, being in compliance 100% of the time is very important; **this means that we can't make any exceptions at any time, no matter what the circumstances.** If you ask us to make exceptions for different individuals, it will hamper the security process and we want to minimize human error as much as possible. We look forward to your understanding, patience and cooperation as we implement measures that are designed to keep you and your family safe at all times!

Gate Security

- **Everyone must enter the campus with an ID:**
 - All students must show ID when entering; if they lost or forget their ID card, they will not be allowed to enter the campus. Please make sure your child leaves for school with the ID every day!
 - All parents/ authorized personnel must show the Security Card and Ansars will ensure their picture is in the Security Card. If you need to change or cancel the picture of the authorized personnel, please do so immediately. If you lose the Security Card, please file a GD with the police and inform us right away to get a new one.
 - We are greatly restricting the entrance of visitors to our campuses. We will no longer give out admission forms from our campuses. Admission forms are available on our website and parents can download the form. Admissions forms can also be emailed if anyone has any problem downloading the form. Contact the admissions office at info@bitschool.edu.bd
 - Those who are entering the campus to submit admission forms must show their own ID (national ID or driver's license or office ID) and show the filled-up admission papers at the gate; after verification, they



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will be allowed to go to front office to wait for BIT personnel to meet them.

- **All visitors/parents/employees/students must go through security check at the gate.**
 - **Everyone** will pass through a metal detector archway. If there is a beep, they may be pulled aside for a search using a handheld metal detector.
 - **Student bags and belongings** will be checked manually if the archway beeps. Students are requested to ensure all items in their bag are plastic and paper, not metal. All metal items should be carried separately in a transparent bag and brought out when passing through the archway (kept aside). Ansars will visually inspect the transparent bag and can search it if necessary. Please help us to ensure your child comes to school each day with non-metallic items. We ask you to inspect your child's bag and take out any metallic items like belts or hooks. We want to ensure the students can enter the campus quickly in the morning; if we have to search their bag, it will slow down the process.
 - **No parents or visitors are allowed to enter the campus with bags.** They must keep their belongings in their hand or in a transparent bag which will be kept aside while passing through the archway – those might be searched if needed.
 - **A lady guard or lady support staff will be assigned to search females** if they beep while going through the archway. A separate, covered booth will be available for a lady guard to search them. Women wearing the hijab must be verified- their face will be matched with the security/ID card also – in the booth if necessary.
- In the morning and at dispersal time, a long queue to enter the campus may form. **Absolutely no crowding will be allowed at any time.** All those waiting to enter the campus and pass through the archways will be asked to line up in single file to make it easier for our guards to monitor everyone.
- **School timings will be maintained strictly.** Gates will close at the given time and no students will be allowed into campus after classes have started unless they have special permission. If you expect your child to come to school late on any day, please inform the school ahead of time to make sure they will be allowed to enter the campus.
- **Exiting the campus: at all exit points, ID will be checked again** for all: employees, students and parents.
 - Visitors must return their ID card at the gate.
 - For students, guards will need to verify if the student is allowed to leave if they are leaving before dispersal time. Please take permission



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from the Head of Section ahead of time for early leave on any day. If parents or visitors are leaving with a bag in hand, that will be checked.

- ID of women in hijab will be checked when exiting the campus (in private booth, if necessary).
- If students are allowed to leave school on their own, without supervision, then parents MUST submit an up-to-date application to the school, taking responsibility for students after they leave, and a copy of this application will be kept at the gate for verification when necessary.

Vehicle Parking

NB: No parking for any amount of time is allowed around the building and front gate at any time while school is in operation. This will be enforced strictly. Cars cannot even pause for 1 minute. They must drop off their passengers and move away immediately. If need be, they should drive around the block and come back around to pick up passengers. We must keep traffic moving for the sake of security.

Please note that the Police have advised us that if cars are parked outside or beside the school walls, they will immediately come and remove them.

Premises Security: Perimeter

- Parents must not wait in a crowd outside the gate of the school for long periods; parents/authorized personnel will only be allowed to gather outside the gate 10 minutes before dispersal time and must line up in single file for easy monitoring. Maintain separate line for males and females to walk into archways according to gender.

Online Security

- Taking pictures inside or in front of the campus at any time is not allowed, and parents and students should not post pictures on social media at any time—including Facebook, Instagram or twitter, etc.

Event Security

- For all events, only immediate family members of students will be invited. No other guests will be allowed at this time.



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- All guests must show ID or Security Card, cannot bring bags, and will be searched at the gate (through archways and physical searches if necessary).

Please also ensure you stay in close touch with us when your child is unable to attend school. We will require a letter in writing whenever your child is absent, for whatever reason.

We are giving a very high priority to enhancing our security measures and will be vigilant, responsible and careful. Our internal and external audit and inspection team will regularly check using pre-set checklists. Furthermore, we are keeping very close contact with law enforcement agencies and taking advice from them regularly.

We seek your continued support and cooperation in implementing the above security procedures. Please feel free to share your ideas and views with your Head of Section, or email us at info.bitschool.edu.bd

MS. LUBNA CHOUDHURY
FOUNDER-PRINCIPAL, B.I.T.