



Guidelines for Parents

1. Parents are requested to read the contents of the School Almanac carefully and in the interest of the child, abide by the rules and regulations laid down by the school.
2. Whenever you correspond with the school about your son/daughter, kindly quote his/her full name, class and section. All communications should be addressed to the Principal. You are requested to inform the school immediately if there is any change in your address or telephone number.
3. Parents are requested to drop their ward five minutes before the school bell rings as school gate will be closed then.
4. **Parents are requested to send all the required material asked by the school, with their ward in the morning only.** Phone calls during school hours will not be entertained.
5. Kindly ensure that your ward's homework is completed and he/she carries course books, exercise books according to the timetable for that day.
6. Ensure that if your ward is absent from the school, he/she must make-up for all the work missed by him/her. The required details may be collected from fellow students.
7. Apart from the training given by the school, students are expected to devote some time regularly at home. Supervision of the same should be arranged. Any problem related to homework should be recorded in the school Almanac by the parents.
8. At the time of dispersal, the parents of non-bus users are requested to come five minutes before the school gets over. However, the school gates will not be opened before the school gets over.
9. Parents are requested to put their mobile phones on silent mode as soon as they enter the school premises.
10. Every student is expected to maintain the **attendance record of at least 80%** during the academic year, failing which, he/she may not be allowed to appear in the Final Examination in March.
11. **Please do not give mobile phone to your child. Mobile Phone is strictly prohibited in school premises. If any student is found with a mobile phone, it will be confiscated and not returned.**
12. **Students are not allowed to carry smart phones, valuable items, gadgets, Fitbits or smart watches inside the school premises. If it is found during the search, the same will be confiscated and a fine of Rs 1000/-will be charged**
13. Preparation and issuance of documents like: Character Certificate, Fee Certificate, Date of Birth Certificate, etc. takes time so parents are requested to apply for the same at least 15 days before they require it.
14. Encourage your ward to take a balanced interest in studies, co-curricular activities and sports for an all-round development.
15. Cost/Hiring charges of props, dress, group photos, projects, etc. during school functions, celebrations and exhibitions will have to be borne by the parent of the participant.



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16. Parents are requested to sign the reports, test papers, teacher's remarks in the note books and School Almanac and other similar documents so that they may keep in close touch with the progress of their child. Parents are also expected to visit the teachers on PTMs or whenever called.
17. Please do not send your child to school if he/she is unwell. A proper leave application must be submitted in writing by the parents to the Principal in case of absence. This should be supported by a Medical Certificate in case of sick leave for more than three consecutive days.
18. No jewellery should be worn in the school. The school bears no responsibility for articles and goods lost.
19. Replacement/Change of teachers and sections in between the session is a part of school strategy to give the multiple exposure to its students.
20. Two wheelers/cars are not allowed for students in the school premises. If any student disobeys, necessary action will be taken. Only bicycles are allowed and school may provide ample parking space for that without any extra charge but **the school bears no responsibility for the lost or stolen bicycles.**
21. As the medium of instruction in the school is English, students should be helped with regular English conversation practice at home so that they can keep pace with the class.
22. In case of an emergency, parents will be informed and they must report to the Principal. They are not allowed to go to the classrooms directly.
23. Criticism of a teacher or the school in the presence of a child must be scrupulously avoided as it causes students to lose respect for the teacher with the consequent failure to learn from him/her, thus retarding the child's progress.
24. Plan your outings and functions after viewing the Examination Schedule given in the Almanac. **No test or exam will be taken after the scheduled date.**
25. The facility of internet is required by the students to do their homework and project work. As a parent of a growing child, you are expected to monitor its usage by your ward so that he/she does not misuse the internet access.
26. Kindly submit the school fee of your ward on time to avoid any inconvenience on both ends.
27. Kindly give only cheques to your ward to pay the school fee. Write the name and class of your ward at the back of the cheque. If you give them cash in case of emergency, instruct them to deposit it in the morning itself or submit it to the class teacher. The school will not be responsible for any cash loss by your ward.
28. Date of birth once recorded in the registration form will not be altered or changed.
29. **Birthday celebrations:** If you would like to celebrate the birthday of your ward, you are requested to send only toffees. It would be a good gesture to contribute one book to the school library on your child's birthday or plant a sapling in your society (send a photograph in school uniform).