

GENERAL INSTRUCTIONS TO PARENTS

1. Please visit the school in a formal dress.
 2. Kindly put your mobile phones on silent mode while you are in school premises.
 3. Parents or Guardians of the students, who have already signed the Admission Forms and agree to observe the rules of the School, should understand that they cannot dictate the School Authorities on matters of policy, on condition of admission or continuance in school of any student.
 4. The School expects the co-operation of the parents to ensure that :
 - a) The children should come to school regularly and punctually, dressed neatly and correctly ;
 - b) The children must bring their books and note-books and must be which are properly maintained.
 - c) The children must prepare their lessons and do their home work regularly and do not go for late evening entertainments on week Days.
- * NO REQUEST FOR SECTION CHANGE - As a point of policy, applications/requests for change of section will not be entertained.
5. They are also expected to co-operate with the School Authorities by taking an active and helpful interest in the activities of the School.
 6. Holidays and vacations are planned and incorporated in the school diary. Parents are requested to adhere to the schedule.
 7. Since the medium of instruction at School is English, it would be helpful if the children are encouraged to converse in this language at home also.
 8. Parents are informed that their children may be sent back home
 - a) After three warnings for arriving late.
 - b) Not wearing the correct uniform.
 - c) Not having a remark in the school diary signed by their parents, or not having the receipt of a circular acknowledged by their parents within the stipulated period.
 9. Children should not buy eatables from any street vendor.
 10. Suggestions from parents are always welcome. They should be written / mailed to the Principal so that they may be referred to, discussed and when possible, incorporated in the school system.
 11. Personal memo page (Page No. 5, 5(a), 6, 6(a) should be carefully filled in by the parent at the beginning of the academic.
 12. Parents should not forget to provide their specimen signatures in the school diary.
 13. Parents are specially requested to notify the school immediately if there is any change in their address, telephone number, or emergency contact person.

14. Parents are requested not to allow their wards to bring any valuable to School as the school does not take any responsibility for the same.
15. Parents and guardians are not permitted to walk into the classrooms or meet the teachers during class hours.
16. Parents attendance on PTM meeting is compulsory. Students should accompany their parents in the school uniform and carry their school diary.
17. Whenever school authorities invite parents for any kind of meetings, please ensure that you attend them regularly and on time, in the interest of your ward.
18. Any student to be exempted from P.T. or games due to medical reasons must produce a doctor's certificate to the effect that he/she is physically unfit to participate in them.
19. Parents are requested not to contact teachers at home
20. Parents are requested to ensure that their wards carry their tiffin and other things required in the school with them when they leave for the school in the morning...The school will not accept anything sent during school hours due to security and administrative reasons.
21. Students are not supposed to be present in the school premises before the specified timings in the morning and after the school hours in the afternoon, unless specifically required by the school authorities. Parents' cooperation is solicited at all times for the smooth and efficient functioning of the school
22. No expensive gifts on birthdays are allowed in the school. You may send only packet of toffees, if desired. Anything other than this will be sent back home. Kindly do not leave anything in this connection with any other staff etc. Students must wear school uniform even on his / her birthday
23. Parents are requested to adhere to the given timings to pick up their wards.

Library

- Students of all classes are constantly encouraged to develop interest in reading. For this, facilities of class library, School library and reading room are provided. The School library offers a variety of books and magazines ranging from reference books, fiction, literature, science, craft and general knowledge.
- A student may borrow one text book / reference book at a time for a Period of one week and is solely and entirely responsible for the care and condition of the book borrowed in his/her name.
- If a student fails to return the books borrowed by him/her at the end of the week, a fine of Rs. 5/- per day is levied for the time the book has to be returned.
- A student who loses or damages a book or magazine, will have to replace it or bear the cost of the same book. The fine due will be charged until the book is replaced. Magazines are only for reading in the library.