

GENERAL INSTRUCTIONS (FOR PARENTS)

- ❖ Parents are requested to co-operate with the school in its attempt to help towards their children's progress by paying attention to their regularity, punctuality and discipline.
- ❖ Constant vigilance on the part of the parents pays rich dividends. We earnestly recommend that parents should take interest in the daily activities of the children both inside and outside the school and check the diary daily for any notes from the teacher. Kindly attend all Parent-Teacher Meetings in the interest of your wards.
- ❖ If you have any suggestions regarding your ward's study, you are welcome to contact the Principal / Co-ordinator / Class Teacher / Subject Teacher during Parent-Teacher Meeting or with prior appointment with Principal / Co-ordinator between (9:00 a.m. to 10:00 a.m.).
- ❖ Parents are requested not to enter the class room either to see their wards or to seek interviews with the teachers during class hours. No half day / short leave will be given to the student.
- ❖ Unauthorised absence for 6 consecutive days renders the student liable to have his / her name struck off the rolls. Sick children should not be sent to the school for a test or an examination. Medical certificate may be sent along with an application on the same or next day positively. Student will be fined Rs.10 per day, if the child remains absent for the consecutive two days.
- ❖ Children when suffering from infectious disease should not be sent to school to attend classes. The student is required to produce a fitness certificate from a Medical Practitioner / Doctor on joining.
- ❖ Any change of Residential / Official Address / Telephone Number should be notified to the class teacher and school office immediately.
- ❖ Ensure that the child maintains personal hygiene, has nutritious breakfast and diet and avoids eatables from roadside vendors.
- ❖ Students are not allowed to carry / use "Mobile Phones" within the school premises.
- ❖ As the medium of instruction in the school is English. So, children should be helped to follow their work easily and intelligently by a certain amount of regular conversation in English at home.
- ❖ As soon as the diary is issued, the parents should fill in all the required data and sign in the spaces provided.
- ❖ Parents should sign the school diary daily. Daily assignment, irregularity in
 - (a) Completion of assignment
 - (b) Bringing of Books.
 - (c) Wearing proper uniform, or any other instruction and circulars given should be acknowledged by signing the diary at the respective spaces provided.
- ❖ Legitimate complaints should be brought to the knowledge of the Principal without delay.
- ❖ Please ensure that the child is sent neatly dressed. Nails should be trimmed regularly. Expensive jewellery and watches, nail polish and make up is not permitted.
- ❖ Encourage the children to participate in all curricular and co-curricular activities. This is very necessary for gaining self confidence and self satisfaction.