

IMPORTANT INSTRUCTIONS FOR PARENTS

1. Read the contents of this diary carefully and please abide by the rules laid down by the school authorities.
2. Whenever you write to the school about your ward, always quote his/her full name, class, section, and scholar number.
3. Parents are particularly expected to sign the Messages of the Principal, Teachers, and Periodic Reports, Weekly Reports or any other similar documents when so requested. Failure to do this may put their child at great inconvenience and render them liable of being sent home.
4. All communications with the school should bear the scholar number, class & section of the student.
5. Students must wear their identity card every day.
6. Any change in the address & phone number must be notified to the school office, through proper application addressed to the Principal.
7. All the belongings of the student should bear their name, class, and scholar number.
8. Children should be encouraged to memorize their Parent's names, Profession, residential address & residential phone number.
9. Parents are welcome to approach the Principal with their opinions & suggestions with prior appointment.
10. Parents who do not abide by the rules & regulations of the school as agreed to at the time of admission can be asked to withdraw their ward.
11. Parents must also ensure that their wards do not involve themselves in any type of misbehaviour during their tenure in school. They should refrain from engaging in any unprofessional activity or misbehaviour for their own benefit and the benefit of the institution; else, they risk suspension or other serious consequences.
12. Parents should strictly adhere to the bus route & bus number allotted by the school. Any type of misbehaviour or indiscipline in the bus will lead to the withdrawal of bus facility by the school.
13. Parents are expected to regularly attend the planned PTMs. Any suggestions / problems / complaints are welcome.
14. Parents are requested not to send any electronic items like mobile phones, pen drives, CDs, expensive/smart/digital watches along with their wards.
15. Cooperation of parents seems indispensable for the proper education & discipline of the child.
16. We do not appreciate the gesture of sending sweets, valuable gifts for children and teachers on birthdays/celebrations. Non-compliance of this will be viewed seriously.

17. No child will be allowed to leave the school premises before the school is over, unless permission has been granted by the Principal.
18. Parents must monitor their ward regularly.
19. Parents must send their child in proper school uniform. Attention should be given to personal hygiene and cleanliness.
20. Parents must check academic reports regularly in order to ensure better performance.
21. Should there be any infectious disease in your home, please report it to the class teacher at once, and do not send your ward to class till the infection period is over.
22. Parents are requested to visit the school website for latest updates.
23. School communicates through the child's Almanac / Written notes / Circulars / SMS / Mails. Kindly do check the same.
24. These rules are liable to alteration without prior notice.