

## **Information for the Parents**

1. The Parents have to fill in the particular of the students in the diary and sign that in due time.
2. Parents should check and sign the home assignment given to their ward daily.
3. Any notice, complaint or any other acknowledgment should be made through the space provided in the diary.
4. Any legitimate complaint should be brought to the attention of the principal without any delay.
5. Parents are not permitted to meet the teacher in the class, on road or in his/her home to discuss about the child's progress.
6. Parents should ensure that their child is properly dressed in school uniform worn and torn shoes or clothes should be replaced without any reminder.
7. Parents should frame a daily routine for their child; ensure that the routine is strictly followed so that the students get sufficient time for all the activities in a disciplined manner.
8. Parents should encourage the students to participate in all the curricular and co-curricular activities like news reading, expression of thoughts, speech etc. to boost up the moral of the child to face the crowd and to avoid stage fright.
9. When a pupil is admitted on a Transfer Certificate, he shall not be placed in any class higher than that for which the certificate shows him to be qualified, nor will he/ she be promoted before the end of the school year.
10. Small children who are on self conveyance should be received at the gate either by parents or authorized person after the school.

## **Punctuality and Absence**

1. A student must be in school, well in time for assembly.
2. No leave or absence will be granted except for very valid reason.
3. No leave will be accorded without an application.

## **Health and Sickness**

1. In case of any accident or serious emergency during school hours students are taken to the nearest nursing home, Parents with mobile/telephone will be informed immediately. Only first aid is given in the school medical center.
3. Medical fitness certificates are necessary in case of absence due to sickness.
4. Students afflicted by infectious diseases or exposed to such diseases in their home must complete the quarantine period before rejoining school, this should also be indicated on the Medical Certificate.
5. School does not permit a leave for more than 2 days for religious and domestic functions.
6. No re-examination will be given for a student who is on leave/absent from exams or test.
7. Sick leave exceeding two days must be covered by medical certificate.
8. No leave is granted on examination days. Or after three or more consecutive holidays.

## **Issue of Certificate**

1. Certificate for age/date of birth, fees statement, character and conduct etc. can be obtained from the school office if an application is made to this effect three days in advance.
2. All applications should be made by parent and should bear the name of the child, class and admission number.
3. All certificates applied for must be collected from the school within seven days of application. Otherwise a new application may have to be made.
4. Any application for a transfer certificate shall be made in writing by the parent; T.C. will be issued only after the clearance of all dues.
5. The transfer certificate applied for must be taken within three months of the child leaving the school.
6. A fee of Rs. 100/- will be charged for a duplicate Transfer Certificate and this will be issued only 3 days from the receipt of an application. An affidavit affirming the original is irrecoverable lost should also be attached along with the application.
7. The date of birth of a student once entered in the school register will not be changed.

## **General Rules**

1. On Regular school days and on all school functions students must wear the uniform prescribed for the season. They should come to the school neat and tidy.
2. Those who have been absent on the previous day must bring an application from their parents and in the diary.
3. All books and stationery should bear the name of the owner. The school is not responsible for any loss.
4. Any damage to the furniture, apparatus and fittings will have to be made good, willful damage is severely punishable.
5. Irregularity, neglect of home - work, habitual indiscipline, disrespectful behavior towards teacher or bad moral influence will be sufficient reason for dismissal from school.
6. Parents and guardians are specially requested to notify the school authorities of any change in address or telephone number.