

SCHOOL POLICY AND GUIDELINES

PARENTS / GUARDIANS RESPONSIBILITIES

1. Please read the Handbook and familiarize yourself with the values, rules and regulations of the school.
2. Kindly take responsibility and be aware of your ward's progress in school. Ensure that your ward reviews schoolwork at home on a regular basis. Parents are welcome to meet the teachers to discuss matters during allotted time slots.
3. Students should be advised about the section shuffling which is a part of their life process to learn acquiescence and new peer group. All class sections are aligned impartially and equally. Parents are requested not to approach the school to change the section which will disturb the proceedings of the school.
4. Open days are organized as per the dates mentioned in the school calendar. Only parents / guardians should meet teachers, sign and take note of the Achievement Record and feed back from teachers. Tuition teachers or other relatives will not be entertained.
5. If for any compelling reasons, parents are not in a position to come on "**Open day**" they should sign the Report Card within next 5 days by meeting the class teacher after class hours with a prior appointment.
6. As the medium of instruction in the school is English, your ward will be benefited if he / she is encouraged to speak in English at home.
7. Holidays declared for all educational institutions by the State or Central Government on account of inclement weather/strikes/mourning as notified by

the media would be applicable to our school. Parents are requested to avoid phone calls in this regard for further clarification.

8. In the events of closure of the school in extraordinary circumstance, the school may have to work on one or more Saturdays to compensate the loss of working days. Attendance on all such Saturdays is mandatory.
9. Every student must take part in the school games and other activities, unless found physically unwell or exempted by the principal for specific reason.
10. Please note that students will not be allowed to go home for lunch. Parents should make necessary arrangements to send lunch to the school before 12.00 noon.
11. Parents shall not contact any teacher over telephone or at their residence. Parents are requested to meet the teacher only in the school premises.
12. Without prior permission from school authorities no student / group of students allowed to collect funds in cash or cheque from any internal and external source. Parents are expected to advice their wards in this regard. "Any violation shall result in dismissal with T.C. issued".
13. Students are forbidden from bringing heavy cash / cellphone and wearing costly jewels to school. However, if they have to bring money for bus /auto etc., it is allowed. If any student is caught with heavy cash during surprise checks, the money, cellphone will be confiscated.
14. School office will accept school fees / van fees or any other fees only from the parents / guardian directly online /Swipe etc..