

GUIDELINES & DIRECTIVES TO PARENTS/GUARDIANS

- Admission is not education. It is not the end of your responsibilities towards your children. It is only the beginning.
- Once inside the school premises, the students are not allowed to go out of the premises during the school hours. **No half-day leaves are allowed to the students.**
- Your children are at the school for about six hours. You must see and know what they are doing during the remaining hours.
- You must ensure that your children come to the school **daily** and also that they do sufficient study at home. Frequent absence is the beginning of bad performance and lack of interest in studies. **Please do not detain your children at home for petty reasons.**
- The Unit Tests and the Examination results show where your children stand academically. Take remedial measures promptly in consultation with the school, if you find that your children are not doing well.
- Please ensure that your children keep **two exercise books for each subject** (one for class-work and the other for home-work).
- **Please deposit the fees yourself.** Also avoid giving too much pocket money to your children. Instruct your children not to purchase any eatables from unauthorised vendors outside the school.
- **Please deposit the fees well in time so that your children may not suffer an inferiority complex or face an embarrassing situation, in case they are reminded in classrooms regarding the default in payment of fees.**

- You are not allowed to meet your children during the school hours or meet and interview the teaching-staff without the permission of the Principal. You are also requested not to roam around in the school or visit classrooms.
- **PARENTS' DAY IS HELD ONCE EVERY MONTH ON THE LAST WORKING DAY OF THE MONTH BETWEEN THE MORNING ASSEMBLY AND RECESS.**
- The school is NOT responsible for any loss of jewellery, money, books or notebooks, etc. if lost in the school.
- Please do not give presents and gifts to staff-members without prior sanction of the Principal.
- The school does not organise picnics and it is not responsible for picnics organised by the students on their own.
- Please do not make any request for consideration/ promotion after the Annual Examination. Please ensure that your children work hard daily and pass the exams creditably.
- Please go through the notices given by the teachers on a regular basis. Visit the school immediately in case your children do not show you their Progress Reports after the Half-Yearly and Annual Examinations.
- All correspondence with the Principal regarding a student should state the Class and the Section of the student.
- No verbal assurance, alleged to be given by any member of the staff, will be accepted as binding on the school. Similarly, parents are to write to the Principal with regard to any point they wish to raise or make.

- The school shall recognise only that person (father, mother or guardian of the students) who gets the student admitted in the school and submits the duly completed 'Admission Application Form', as the only person authorised to give instructions of any sort whatsoever regarding the student. The school shall not entertain any instructions or correspondence regarding the student from any person other than the one who gets the student admitted in the school, even though such other person may be father, mother or any other relative of the student.
- On admission of a student in the school, a S.R. Number is allotted to the student, which continues upto the time the student leaves the school. In all correspondence with the school concerning every matter regarding the student, the S.R. Number so allotted to the student must be mentioned. Otherwise, it will not be possible to attend to the matter expeditiously. This is also necessary in order to avoid any confusion between identical names of students in the school.
- While telephone messages will be received or sent by the school, no teacher or student will be called to the telephone.
- Parents are advised not to send their children to the school with expensive watches, jewellery or any other expensive articles. The school will not be responsible for any loss incurred by a pupil if this advice is ignored by them.
- Parents are requested not to give too much pocket money to their children as it can lead to the development of undesirable habits. This is also necessary in order to minimize differences between children based purely on the financial standing of their parents.
- The school cannot accept the responsibility in case of an accident. This applied to all accidents, which may occur in the Science Laboratories or on the games field or on the journeys to and from the school.

- The age of the student accepted by the school will be as stated in the student's Transfer Certificate. The Principal may, if considered necessary, insist on seeing the birth registration certificate in original.
- A student who has suffered from an infectious disease shall not be permitted to attend the school until certified medically clear both by the family doctor and by the authorised doctor of the school.
- **No student is permitted to bring a cellphone to the school.**
- The School feels strongly that children must learn the value of discipline. Once the parents entrust their child to our care, we expect the parents and the child to follow the rules of the School.
- A student found guilty of a serious breach of discipline can be immediately expelled from the School without any liability on the part of the institution and the dues paid will not be refundable.
- If during the academic session, the School authorities are complicated in any litigation either by the student or by her Parent/Guardian, the School authorities reserve the right to cancel the admission of the concerned student without any prior notice, in order to maintain discipline and to safeguard the healthy atmosphere of the School from being vitiated.