

Dear Parent,

The School Management is requesting you to follow the instructions given below for the smooth running of the school.

- (1) Entry of parents into the class rooms is strictly **FORBIDDEN** during school hours.
- (2) Timings to meet the **PRINCIPAL** is 3:00pm _ 4:00pm.
- (3) The Parents can meet the Class Teacher after the school hours.
Timings: **PRIMARY: 3:30pm _ 4:00pm HIGH SCHOOL: 4:00pm _ 4:30pm**
- (4) During school hours it is strictly **FORBIDDEN** to remain in the **CAMPUS**.
- (5) Bonafides, T.Cs or any other office work will be done from 3:00pm_4:00pm.

- (6) Every **SECOND** Saturday is a day of PTA (Parent Teacher Association), which means every Parent is requested to meet the class teacher to enquire about the child's performance in school.

Timings: **Primary : 11:30am -12:30pm**

High School : 12:30am - 1:30pm.

In this regard the Parent has to sign the register as a **SIGN** of your meeting with the Class Teacher.

- (7) Kindly send the child with **PROPER UNIFORM** every day, also maintain **PUNCTUALITY**.
- (8) Kindly, Sign the leave letters and send if the child was absent the previous day.
- (9) When a message is sent from school about the child's conduct, kindly follow up the child and make sure that the mistake is not repeated again.
- (10) Do not be **RUDE** or **RASH** with **MANAGEMENT** or **TEACHERS** while talking to them.
- (11) Kindly pay the school fee in time and make sure no inconvenience is caused to the child because of the **NON-PAYMENT** of the fee in time. It is the responsibility of the parent. So try to **PAY** the fees **TERM** wise.
I Term: On or before 30th JUNE
II Term: On or before 31st OCTOBER
III Term: On or before 31st JANUARY
- (12) No **REPORT** card will be sent home whenever the results are declared, the parent has to come and meet the **CLASS TEACHER** and **SIGN** the Progress Card .Date and timings will be mentioned whenever results are declared.
- (13) Kindly follow up the child once he/she reaches home and go through the messages that are sent with regards to the **HOME WORK / REMARKS**
- (14) If there are any issues or serious **PROBLEMS**, kindly write in a paper and submit to the Principal.
- (15) When you come to sign the **REPORT CARD**, kindly ask for your child's **ANSWER SCRIPTS** and go through them
- (16) If any child fall short of 75% attendance, he / she will remain in the same class. Hence make sure the child is regular to school.