

## INSTRUCTIONS TO PARENTS

### (Rules and Regulations)

- 1). Uniform must be tidy and ironed.
- 2). All students must communicate in English.
- 3). Send your ward to school regularly and on time. Pupils should be present before the 1<sup>st</sup> bell. And the late comers will be note and the teacher must note the same in the student's handbook and will be fined.
- 4). Students will not be permitted to go home between the school hours except during emergencies.
- 5). Students should not wear valuable ornaments inside the campus.
- 6). Writing? scribbling on the walls, benches, desks etc and making the classroom untidy or damaging school properties are forbidden. Articles damaged by the pupil, must be paid or replaced, if required.
- 7). Any change of address, contact number must be informed to school office or class teacher immediately.
- 8). Usage of mobile phones on the school campus is strictly prohibited. If we find it will be confiscated.
- 9). Parents may meet the principal for an information or clarification with prior appointment, from the office on all the working days.
- 8). Parents are asked to ensure 100% regularity of the ward.
- 9). Prior application for leave must be produced to the class teacher, in case of inevitable absence and the same to be mentioned in the leave record.
- 10). Continuous absence for 15 days without leave cause the removal of the pupils name from the students diary.
- 11). Do not try to enter any classroom or call the teacher over the phone during the class hours, as it disturbs the teaching- learning sessions. You can leave a message at the office/ class teacher and the teacher will get back to you, during his/her leisure hour.
- 12). **Kindly do not ask/ force the van/ bus driver ( if the school transport is opted) to wait for your child, as it causes difficulty to the other children travelling in the van/bus. Do not complaint that the driver is not waiting for your child. Please note that the child is ready at the boarding spot at least five minutes before the scheduled pick up time.**

Signature of the class teacher

Signature of the Parent/Guardian

Date

Date