



RECOMMENDATIONS TO PARENTS/GUARDIAN

1. Kindly ensure that all information regarding personal memoranda / medical record are completed in almanac. Affix the latest P.P. Size photograph of the ward.
2. Check your ward's Almanac daily. Do sign the remarks if any and take necessary action.
3. Check the haircut, uniform and punctuality of your ward in the morning. Take pride in sending your child neatly dressed in prescribed school uniform.
4. Parents are advised to encourage healthy and nutritious food habits. Please avoid unhealthy fast - food for the good health of child.
5. See that your ward carries books/exercise books according to the time table for that day. No extra books are allowed. Ensure that all books are covered with brown paper and labelled.
6. Inculcate discipline, good manners, habits of orderliness, neatness in person and dress and above all influence your child to become a law abiding and worthy citizen of the country.
7. Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
8. Children should not bring crackers, colours, mobile phones etc. to the school. Bursting of crackers, playing with colours or bringing mobile to school is liable to lead to expulsion of a student from the school.
9. If your ward is absent from school, he/she must make up by doing all the work missed by him/her.
10. Your ward should be instructed to be careful about his/her things. There should be name tag on blazers. They are also not allowed to wear jewellery in school. The school bears no responsibility for articles lost in school. In case of a loss, a letter giving details of loss may be sent to the class teacher.
11. Pay the fees regularly as per the dates given.
12. Students should be collected from the school within 15 minutes after the school hours. The authorities will not take any responsibility of the pupils staying later than the given time.

Try and fail, But never fail to try...



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13. It is the responsibility of the parents to make agreements of conveyance for their wards to the school as well as if they are participating in any external competitions & exam.
14. Please note that no child will be taken home during school hours unless there is an emergency in which case the **Headmistress** may be contacted for permission.
15. If your ward is to leave the school campus during the school hours, he/she must bring a letter explaining the reason and should obtain a gate pass from the **Headmistress** which should be presented at the gate at the time of leaving the school.
16. The school does not allow parents to directly approach teachers and/or other staff members. On days other than the PTM days; prior appointments must be taken from the Headmistress to discuss academic problems.
17. Please, keep the child at home when feverish or suffering from any contagious disease.
18. If your ward is absent in school check pages **A-20** for the rules to be followed.
19. Encourage your ward to communicate in English. Also facilitate reading habits of literature such as story books, poetry, educational content of CDs to enable better skills.
20. Acknowledge all communications, circulars etc. addressed to you and respond promptly. While corresponding with the school, parents are requested to mention the standard and division in which their child is studying.
21. Look into the child's diary everyday and see that the homework assigned is completed.
22. For the safety of the student; any change in the transport, residential address, telephone number-temporary or permanent should be immediately intimated to the class teacher.
23. Encourage self help at work and study so that your child can become a resourceful and useful member of the society.
24. The MANAGEMENT and the Headmistress welcome and appreciate constructive criticism and suggestion (preferably in writing) if made in the right manner and spirit. However interference in the daily running of the school will not be appreciated.
25. The parents will have to bear the to and fro transportation charges if it becomes necessary to send the child in case of any emergency or sickness.
26. The school will not be responsible for any unforeseen happening outside the school premises during or after school hours.

Charity begins at home, but should not end there.