

Note to Parents:

Parents are requested to co-operate with the school authority in enforcing regularity and discipline, by monitoring their children to prepare for their lessons and by taking an active interest in the activities of the school. **They have to prepare a time-table for home study and supervise their assignments.**

Whenever teachers make remarks in the student's calendar, the parents are requested to check the calendar and sign indicating that they have seen the remarks. **Parents are expected to check the homework and sign the Hand Book every day.**

In any communication with the school, the parents must mention the name, standard and the section of the children clearly. Parents or guardians are also requested to notify the school if there will be any change in their address and telephone numbers as soon as possible.

Parents are requested to **carefully read all circulars issued** by the school from time to time and take actions promptly. Improper conduct reflecting on character, persistent irregularity, continual neglect of studies, disobedience, insubordination and disrespect towards any staff, malpractice at tests and examinations, thieving, immoral behaviour and serious intentional offences, are punishable by expulsion.

Availing leave for the following reasons must be avoided by students.

- a) Family function (except for blood relatives)
- b) Accompanying parents on tour.
- c) Simple religious ceremonies.
- d) Preparing for school examinations and other competitive examinations.
- e) Attending to / entertaining relatives / visitors at home.

Habits like smoking, chewing betel nuts, pan parag, chewing gums, bringing playing cards and stickers etc., are strictly prohibited inside the school campus. The management does not permit the students to come to school driving a vehicle since the Govt. rule does not permit the students to drive a vehicle.

Parents are welcome to the school to check the progress of their children. But they are not allowed to meet their children or enquire the teachers during school hours without the permission of the Principal.

Complaints by parents, if any, or remarks about the staff or school functioning must be brought to the notice of the Principal or Correspondent, and not to the staff concerned. Parents can consult the subject teachers to become aware of the defects and common mistakes committed by their children in their answer sheets within the given time after the announcement of the results of each test.

Entrusting a pupil to the school implies that parents agree to stand by the rules and regulations of the school and that they should ensure that their children also abide by the school regulations.

The Principal will always welcome your suggestions, comments and opinions. Do feel free to meet him. We believe that nothing much can be achieved without parent's co-operation. **Parents can meet the Principal between 9.30 a.m. to 10.30a.m. and 2.00 p.m. to 3.00 p.m. on all working days, and 10.00 a.m. to 11.00 a.m. on Saturdays.**