



General Instructions for Parents

The School requests the kind co-operation of the Parents / Guardian so as to ensure that qualitative education and discipline is instilled in the child. Towards this objective it is important that the School and the Parents / Guardian have to work in close co-operation.

We would therefore request the Parents / Guardian to adhere to the following:

1. The child is regular and punctual to School.
2. The child is neatly and smartly dressed in proper school uniform.
3. The health and hygiene of the child is taken care of.
4. It is compulsory for the children to speak in English within the School campus.
5. Ensure that your children aim at full attendance and punctuality.
6. School Almanac and Student's ID card will be handed over to all students on first day of School.
7. Kindly go through entire Almanac thoroughly, make note of all important things and abide by the instructions given in it. Fill the Students Data Form and Parents Data Form as directed. Make sure that your ward brings School Almanac daily. School Almanac has to be perused daily and signed when required with special reference to :-
 - Uniform Default Record.
 - Circulars Issued.
 - Daily Home Assignments.
 - Teacher's Note to Parents.
 - Daily Homework shall be uploaded on Parent Logins. Parents are requested to see that the students do their Home Work regularly.
8. Keep track of the daily progress of your child and take remedial action wherever necessary.
9. Criticism of a student's teacher or the school in the presence of the child may please be avoided as it may cause the student to lose respect for the teacher and the school.
10. Parents can meet the School Principal between 11:00 am to 12:00 pm on all working days with prior appointment.
11. Parents may meet the teachers only after obtaining permission from the Principal. Meeting the teachers during the class hours is strictly prohibited.
12. Reporting time in summers for Pre-Primary Classes is 09:00 am and Class 1 and above is 08:00 am. No child shall be allowed entry in school premises after given timings. If a child fails to reach the school on time, he/she will be sent back home.
13. Parents should allocate some time regularly for interacting with their wards on all matters pertaining to their education and academic career.
14. Kindly inform the school any change in address and registered mobile numbers.
15. Parents are requested to attend the PTMs without fail and respond to the invitation for all the school functions. They should encourage their wards to take part in all the co-curricular and extracurricular activities in the school.