

5. IDENTITY CARDS

Student's ID cards shall be handed over to all students in school. A blank Parent ID Card will also be handed over along with School Almanac. Parents are requested to fill in the desired details in neat and legible capital letters and paste latest family photo. The child shall submit the filled Parent ID Card to the respective class teacher. The same card will be returned to the child after Principal's Signature.

6. PARENT TEACHER COMMUNICATION

- a. All correspondence with the teacher must be made through the school almanac. All parents are desired to check student's almanac on daily basis and acknowledge the note given by the teacher in the almanac.
- b. We expect the parents to attend the Parent Teacher Meeting regularly as it is important to acknowledge the child's progress.
- c. Parents can also connect through email id – *principal@twgs.in* or *academic_coordinator@twgs.in*
- d. Parents can meet the Principal on all the working days only by prior appointment taken on call/e-mail.
- e. The school website is – *www.twgs.in*
- f. You can visit the website and access the updates, photo gallery, circulars, events, etc.
- g. You can check daily attendance of your ward, homework given and get assignments through parent logins with your personal user id and password which will be provided by the school later.

7. ATTENDANCE

- a. In case of absence due to any reason, the leave application needs to be submitted to the class teacher or at the reception.
- b. In case the child is not well, kindly abstain from sending him/her to school.
- c. In case of medical leave, submit the medical certificate along with the leave application.
- d. No half days will be sanctioned.
- e. Students should report back in school on the day of reopening of the school after the summer and winter vacations. See that they attend all tests and Exams. No re-test will be taken for any exam.
- f. It is the duty of parents to ensure that activities, project work & assignments given at intervals are completed and submitted in time.

8. BIRTHDAY CELEBRATION

- a. No child is allowed to come in casual dress on his/her birthday. Wearing school uniform is compulsory for all.
- b. No cake cutting is allowed in school premises.
- c. Child may distribute chocolates/ toffees/ stationery items of maximum worth Rs. 10 only.

9. DISPERSAL

- a. In case of van users, parents must ensure that the van driver is police verified and the vehicle follows all instructions as per the guidelines of transport authorities.
- b. Parent ID card will be issued as Student Collection Pass to all the parents.
- c. Parents/ Van drivers need to produce the Parent ID card everyday at the time of pick up/dispersal.
- d. The child will not be handed over to the parent/guardian/van driver in case the Parent ID card is not shown.

10. SKATING AND SWIMMING CLASSES

- a. In our endeavour to hone the critical gross motor skills of your ward for his/her holistic development, Skating and Swimming have been integrated in the curriculum.
- b. Send well labelled swimming gears (costume, cap, goggles and towel) on the day of swimming.

- c. Send skating kit (skates, elbow pads, knee pads, wrist pads and helmet) on the day of skating.
- d. An application needs to be submitted, if a child is suffering from any allergy or restricted for undergoing any sport activity.

11. DISCIPLINE

It is said that discipline is the bridge between goals and accomplishments. Follow school rules without fail. Students should follow the code of conduct and remain respectful and responsible at all times. Exactly as a positive behavior has its rewards, a negative behavior leads to consequences.

12. GENERAL INSTRUCTIONS

Give emphasis on text book reading and self-study. Encourage children to maintain the code of conduct. Personal hygiene and neatness is of utmost importance. Mobile phones and other electronic gadgets are strictly not allowed. If confiscated, it will not be returned.

Right from the beginning of the academic session, we aspire that the child shows the positive changes in his/her personality apart from the academic growth. Without your cooperation, this target cannot be achieved. We want to share few things with you, which must be taken care of. Parents are kindly requested to follow the instructions given below:

A. The following belongings of your ward should be named with permanent marker along with class and section:-

- a) Water Bottle
- b) School Bag
- c) Lunch Box
- d) School Belt
- e) Shoes

B. Parents are requested to be particular about their wards uniform and cleanliness:-

- a) Uniform must be neat and clean. If the child appears in wrong dress, he/she will not be allowed to enter the class.
- b) Shoes are the part of our school uniform (not the sport shoes). Black Canvas shoes must be worn on all school days.
- c) Boys should have neatly cut trimmed hair and girls should keep two neat pleats.
- d) Students can wear simple watches Class III onwards. No fancy or colorful watches allowed.

C. In case your ward is not availing school meals, proper food must be provided to child in his/her lunch box for lunch break:-

- a) Healthy food items like Chappati/ Puri/ Paratha with vegetable and salad along with one fruit should be provided in the lunch box daily.
- b) Fast food (Maggie/ Kurkure/ Chips/ Choclates etc.) are not allowed in the lunch box and should be avoided.
- c) Parents are requested to send the lunch box with the student only. The guard shall not deliver any lunch boxes to students.

***For suggestions/ feedback, mail to 'principal@twgs.in'.**

PRINCIPAL