

NOTE TO THE PARENTS

1. **Personal memo page in duplicate should be carefully filled in by the parents at the beginning of Academic Session. Change of residence and telephone number or any other information should be notified to the school immediately.**
2. Parents are requested to look into the school Almanac of the child daily. Remarks made in the Almanac should be seen, counter- signed and reply the notes regularly. Children should be sent regularly and punctually to the school in **neat and clean proper school uniform**. Please see that your ward notes the homework daily in his / her Almanac.
3. If your child is not assigned homework for some time, the V. Principal should be contacted.
4. Private tuitions are discouraged in the school. The school teacher is not allowed to give tuitions to the students of this school. Parents should guide and coach their ward regularly.
5. Do not criticize the teacher/school in the presence of your child. If you have a legitimate complaint, meet the V. Principal without fear of reprisal.
6. Teach your child dignity of work. He should be taught to keep his bag and room tidy, polish his own shoes, carry his own bag etc.
7. As the medium of instruction is English, children should be helped to follow their classes easily by a certain amount of regular conversation in a cultural manner in this language at home.
8. Ensure that your ward does his/her work independently.
9. Make sure that your ward reaches school by 7:50 am.
10. Please see that you have deposited monthly fee of your ward in time.
11. **Habitual late comers will be marked absent, fined and even sent back home. Students short of 75% attendance will not be allowed to take examination. Their name can also be struck off the rolls.**
12. **Cultivate the habit of reading in him/her, give him/her good books and occasionally see what type of books he/she reads.**
13. **Parents of Sikh students should wear turban whenever they visit the school to encourage their ward/wards to do the same, as they are the role model for them.**
14. **Please ensure that your ward carries his/her lunch with him/her as no lunch will be accepted in between the School hours.**
15. **If your ward is on Medical Leave, the Medical Certificate along with Fitness Certificate should be submitted after recovery. The Medical Certificate and Fitness Certificate should be of MBBS Doctor.**
16. **Once the child enters the School thereafter no half day or short leave will be granted.**