

## VISITING HOURS FOR PARENTS/ GUARDIANS

To facilitate the smooth functioning of the school and to ensure an appropriate participation of the Parents/Guardians in the learning process of the child, following visiting hours shall be observed by the school.

Principal	9:00 AM - 11:00 AM 2:00 PM – 2.30 PM
Class teachers and Subject teachers	On all PTMs or with prior appointment All days between 7.20am - 8.00am (Summers) All days between 7.50am - 8.30am (Winters)
Office	8:00 AM - 2:00 PM

## CO-OPERATION OF PARENTS

Parents are requested to come over to school on “PTM days”, after examinations to appraise themselves of their child’s progress in school. Progress reports will be handed over to parents on that day. They must carefully examine the progress of their child and help to improve their child in any weak subject and install regular study habits.

In case of emergency, Parents/ Guardians are requested not to go directly to the class to meet the teachers as they will not be able to leave their classes and attend to them. Parents are requested to contact the front office in this regard.

## SCHOOL SCHEDULE

### School Timings

Grades NUR-UKG	8:30 AM - 12:30 PM (SUMMERS) 9.00AM- 1.00 PM (WINTERS)
Grades I &II	7:30 AM - 12:30 PM ( SUMMERS) 8:00 AM – 1:00 PM (WINTERS)
Grades III-XII	7:30 AM - 1:40 PM ( SUMMERS) 8:00 AM – 2:10 PM (WINTERS)
Office	8:00 AM - 2:00 PM

### Note:

- For Grades NURSERY-II school will be OFF on all Saturdays.
- Late Comers will not be allowed to enter school premises.
- School is not responsible for the students after 20 minutes of school closure.

## GUIDELINES FOR PARENTS AND GUARDIANS

- Parents should carry out their responsibilities as educator in instilling in their children respect and strict obedience for all school rules and regulations.
- Students should always wear their School ID card.
- Parents are requested to go through their ward`s school diary regularly and sign the teacher`s remarks, if any.
- PTA meetings should be regularly attended to discuss the performance and progress of the child.
- Parents must check that the child carries books/not books according to time table.
- Children should do their home work by themselves unless they require some guidance.
- For the best result parents must motivate and support their child establish a proper study area. Home work must be given a priority in the daily schedule.
- In case home work has not been completed by the due date then it should be communicated clearly to the class teacher with reason that why the work was not done.
- Encourage your ward to read good books or play games, instead of viewing TV/mobile phone.
- Parents are requested not to accompany their wards to the class rooms at arrival time. At dispersal time they should collect their wards from the school gate.
- Parents are not permitted to meet teachers during school hours. In special cases, parents may be allowed to meet the teacher with prior permission from the Principal/ Academic Incharge.
- Parents should ensure that their wards do not bring any objectionable books, magazine, picture or any other material that may violate the disciplinary norms of the school. Otherwise the same will be destroyed in the presence of the student.
- Parents are also requested to ensure that their wards do not bring gift except toffees to offer for distribution on birthdays. Students from class IV onwards should be in school uniform even on their birthdays.
- Parents are requested to refrain from sending lunch boxes/ notebook of their wards during school hours.
- Parents are requested to send their wards in neat and clean uniform. Students should not wear faded, over-size or small-size uniform.
- Parents are requested to inform the school if there is any change in address/ Tel. numbers.
- The school has a system of fruit break for Pre-primary classes. You are requested to ensure that the child carries at least one fruit every day.
- Please do not give mobile phone to your child. If a student is found carrying a mobile phone, it will be confiscated and a heavy fine will be imposed.
- Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.

- Criticism of a teacher of the school in presence of a child must be scrupulously avoided as it causes students to lose respect for their teacher with the consequent failure to learn from her, thus retarding the child's progress.

Refrain from giving regular pocket money to your ward. Encourage healthy breakfast and give home cooked food in your wards' tiffin and regulate their sleeping hours to at least 8 hours a day.

Parents should acknowledge the circulars sent from school in the Almanac.

Parents should use the "Leave Record" form in the diary when applying for leave or explaining the absence of their children.

**PRINCIPAL**