**INSTRUCTIONS TO PARENTS**

**Dear Parents**

The school will achieve its objective of imparting quality education unless the **parents** **extend their unreserved co-operation.** The early years of the child are the most formative ones and only the co-operative efforts of both the teachers and the parents can help children to cultivate healthy habits and disciplined attitude to life.

\* Help the child to bring required books and exercise books daily to the school as per the routine. These should be properly covered with brown paper, with the name, class and subject written with a pen. **The brown paper should be changed when found untidy or torn. The name and details of the child should be written on the first page of every book of the child.**

\* **Check the child's school diary daily without fail and acknowledge any information from the teacher(s)/Principal seriously. Communications by the teacher(s)/Principal which are unacknowledged by the parents not only discourage the teachers, but also makes your child careless and unmindful of the school as well as home discipline.** Each such note from the teacher or Principal should be signed by you and proper action taken thereof, willingly and on time.

\* **Encourage the child to talk in English at School and at home. This will improve the child's confidence in his/her academics due to fluency in English.**

\* In case the child has to remain absent from the school for a genuine reason only; inform the Principal through the class teacher in writing in advance.

\* Teach the child good etiquettes and manners.

\* Inculcate in the child the sense of responsibility by giving him/her some responsibility at home.

\* If you have any serious problem with your child at home tell us, perhaps we can solve it together.

\* **If your child suffers from any health problem of major concern such as Asthma, Diabetes, cardiac Disease, Epilepsy, it must be brought to the notice of the school in writing along with a certificate from the doctor treating the child.**

\* Make it a habit to take the child out with all other members of the family at least once in a month.It not only entertains the child but also makes him/her aware of his/her surroundings.

\* **Own the school as yours and any problem concerning education of your child must be brought to the notice of the class teacher/Principal without hesitation and on time.**

\* **Parents must sign the child's School Diary each day.**

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\* Parents must ensure that his/her ward does not ride a Scooter/Motorcycle or drive a car to school. Your ward is below eighteen and cannot possess a valid licence. The child is liable to be rusticated for violating this guideline.

\* Always remember the days of the parents-teacher meetings and find time to attend them. Coming to meet the teachers on days other than the parents-teachers meeting days must be done only through a prior appointment with the concerned teacher. **Without prior appointment, creates problems for the school. Please avoid this at all costs.**

\* Parents must not go to the classrooms to see the child to hand over anything to him/her. Such things must be labelled and left in the School Office with proper instructions.

\* Parents may please ensure that all the articles and personal belongings of the child bear his/her name, class section etc.

\* The School will not be responsible for unmarked articles claimed by a wrong person. Also if lost articles are not claimed within a week, the School will not be responsible for them.

\* **A minimum advance notice of 24 hours in the form of a written application to the office is imperative for issuing any certificate other than T.C. Such certificates are, however, issued only during the working hours on class days.**

\* Parents are requested not to give any money to the peon/ayahs/drivers. It will attract stringent action.

\* **Please do not insist on taking your child from the school during school hours especially after a Test/Exam. He/she may be kept at home if his/her presence is required there. If he/she is sent to school, then he/she will have to attend the complete school day**.

**\* In an emergency the child will be allowed to go home when desired by the parents only with the person who is authorised by them in writing. The child will not be sent otherwise.**

\* **Parents must encourage and ensure that their ward(s) attend and participate in every function of the school, especially on the occasion of a National Day or the School Day.**

**\* For the smooth running of the school, parents must clear their ward's fee and other dues on time. Any problem in doing so must be communicated in writing to the Principal on time**

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