

RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents and guardians have the responsibility to:

1. Co-operate with school policies and regulations.
2. Parents are requested not to enter class rooms to see their children or teachers during class hours without prior permission of the principal.
3. Parents are required to inform the school if there is any change in their address and telephone number.
4. Leave for half day should not be asked for, for security reason. In emergency, written permission must be taken from the principal and the class teacher and the bus in-charge must be duly informed.
5. Parent's attention is drawn to the fact that criticism of the teacher or school in the presence of a child should be scrupulously avoided because it causes the student to lose respect for their teacher with the consequent failure to learn from them and will retard his/her progress.
6. Parents are advised to see their wards should not bring valuable articles. In case of loss of valuable or other articles, the authorities will try their best to trace the item but shall not undertake any responsibility for the loss.
7. Make use of the suggestion box system in the school to provide any suggestions or feed back to the school.
8. Send the child in neat uniform and maintain good personal hygiene.
9. Ensure the school bag is packed according to the time table.
10. Ensure that a name tag is present in all the belongings of the child which they carry to school every day; for example in school bags, notebooks, text books, pencil box, blazers etc.
11. Check the School Diary regularly for any updates on homework / test schedules / any other communication and respond if required.
12. Be regular in payment of fees.
13. Encourage the child's participation in co-curricular events and programs of school.
14. Encourage children to complete and submit the projects on time.
15. Sign on test papers that are sent home through the child without refusal.
16. Be aware of the child's friends and their contact numbers in case of the child visiting his / her friend.
17. Encourage participation of the child in competitive exams conducted in the school.
18. Instruct the child to listen to the instructions of the bus driver/ ayah and avoid quarrelling with bus personnel or fellow students.

19. Communicate to the class teachers through school diary if you require any permissions for the child to come late or take leave, any change of bus stop, any certificate required, concerns about fee paid etc.
20. Not to send money to the child unless there is official information from the school through the school diary or through circular.
21. Communicate to the concerned teacher through diary or through letter if the class work or test papers are not corrected or assessed for more than 10 days from the date of writing.
22. Avoid contacting teachers on their personal mobile phones and try to meet them in person by setting up a meeting time at School.
23. Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after payment of a re-admission fee.
24. Parents and guardians must not enter the classrooms either to see their ward or to meet the teachers during school hours.
25. Parents should attend 'Open House' regularly
26. Parents and guardians of all students should contact the teachers on the PTM days to note the progress of their ward.

MEAL PLAN

- The meals are planned, keeping in mind the nutritional need, taste and preferred spice level for children.
- The parents should inform Grade teacher in writing about any food allergy a child may have.
- No outside food will be allowed except on medical grounds. A child exempted on medical grounds should produce a written application duly signed by parent along with the medical certificate. The exemption will be permitted only as long as the child is unwell.
- In case of any issues regarding food, kindly inform the Principal by sending SMS.