

# TO PARENTS / GUARDIANS

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Parents are requested to co-operate with the functioning of the school/work by taking an interest in the progress of their children and enforcing regularity, punctuality and discipline.

Outings, tours, visiting the relatives etc. with their wards on working days should be avoided.

They should see that their wards do not absent themselves from any test/exam and also on the re-opening and closing days.

They should ensure that leave letters for their wards are sent on time. F Parents or their representatives are not allowed to see their wards during school hours without the permission of the principal.

Report cards should be signed either by father or mother. F Attend parents-teachers meeting

All messages communicated by the teachers should be promptly reported.

Communications regarding their wards should be written in the school diary. The wards are to be instructed to inform the teacher concerned and get his/her signature. Change of address if any must be intimated. Parents are requested to co-operate with the school authorities for the improvement of children. Suggestions for betterment are always welcome.

Full pass in all subjects is essential to get promotion to higher class.

The principal/Head master has the right to admit or detain a pupil.

Politeness, courtesy of speech and conduct as well as cleanliness in dress and person are expected from every pupil.

Under no circumstance any fee paid to the school will be refunded.

Applications for transfer certificates should be submitted before March 30th and TC will be issued by April . If you had ordered for books, diary, progress report, identity card before you applied for TC you have to meet the expense of the above. TC has to be received only by mother/father.

Before applying for TC all fee dues has to be cleared.

Make sure not to send strangers to fetch the child from the school.

Only the local guardian can contact to school with parents consent. F Parents should be aware of the daily message system.

Please note- Don't Change the mobile number in between the academic year. If done , please update the new number immediately to the office