

**CIRCULAR**  
**(Class II – Afternoon Session)**

Dear Parent,

Greetings of the Day!

We take great pleasure in extending you all a warm welcome to the new academic session 2016- 17. As your ward steps into yet another academic year it is important to ensure that he/she enjoys learning as much as we enjoy teaching. Please spend some time to read the following circular which has important information to ensure the safety and happiness of your ward at school.

**UNIFORM**

1. It is compulsory for all the students to be in proper school uniform which is approved or provided by the school. The specifications of material and the pattern as mentioned in the Pupil's Diary are to be followed strictly.
2. Wearing uniforms that are unwashed, crumpled, very tight or of smaller size is considered inappropriate. This will incur an entry in the uniform inspection record of the diary.
3. Boys should have short hair. Punk, spikes or any trendy hair cut is not permitted.
4. Girls must make two plaits (for long hair) or pony tail. Girls are not allowed to keep their hair open unless very short. Ribbons or hair band if used should be plain white only. No fancy hair clips are permitted.
5. Hats, caps, sweat bands and sun glasses are not allowed in the school.
6. Black shoes and white socks with regular school uniform will be worn by students on all the days, except on the days where PE periods are indicated in the time table.
7. The PE uniform will be white shirt, white short trousers and white shoes for boys and white shirt, white divided skirt and white shoes for girls respectively .
8. Students should not wear gold or expensive ornaments to school. The school will not be responsible for the loss of personal belongings of students. Only girls will be allowed to wear small studs in the ears.

**RESPONSIBILITIES**

9. The students must be punctual to the school. Ensure that your ward reaches school latest by 1:10 pm and leaves school not later than 5:30 p.m as their timing is from 1:20 pm to 5:20 pm. Reaching school on time is an important aspect of self-discipline inculcated in school. Late arrival will be recorded in the diary. Please note that the school does not provide any "Stay-back Facilities". Hence your ward should be collected soon after dispersal either by you or the entrusted/authorized driver. Students must have valid reason and/or permission to be in school outside the normal working hours or on holidays.
10. Students must take initiative in getting their work completed if they miss a class due to any reason. The teachers would surely help them.
11. The evaluation dates are declared for the whole year in the diary. Adequate revision by the school is planned and will be given to all students. The students are expected to develop regular study habits and be prepared well ahead of the evaluation.

*(P.T.O)*

12. Students' participation in extracurricular activities is appreciated. However participation in extracurricular activities or interschool competitions cannot be used as an excuse to be distracted from studies.
13. Students are expected to take the exams and the result, seriously. Students found to be indulging in unfair practices during examination will be dealt with, very strictly.
14. Students must speak only in English inside the school premises, which would enable them to gain good command over spoken English.
15. Students must always be polite to all fellow students, teachers and administrative staff. Use of abusive language and harsh behaviour is not permitted.
16. Students of all classes are strictly prohibited from bringing mobile phones, flash drives, I-Pods or any similar gadgets to the school.
17. Students found possessing obscene literature in any form or any material which could be damaging to the moral conduct of students will be dealt with very severely.
18. Students must take care of the school property and belongings. Any damage to school property caused by the students will have to be made good at the parents' expense.
19. Students are expected to be aware of their responsibility to the environment. Wastage of electricity, water and damage to plants must be avoided.

#### SCHOOL DIARY

20. You are requested to read and understand the content of the diary at the onset of each academic year, fill in details and sign where ever required in the diary.
21. Kindly inform the school of your latest contact details and update the office as soon as there is any change. If our instructions do not reach you due to change in contact details, the school holds no responsibility for any related loss or damage.
22. You are requested to check the diary of their ward every day and comply with the request made by teachers and school authorities.
23. The evaluations, tests and internal assessments in the school will be carried out as per the recommendations of CBSE and will be changed as per the circulars from the board from time to time. The students and parents will be kept abreast of any revisions.

#### A FEW RULES

24. Please note that parents are not permitted to go to the classrooms during class hours. If you have any issues to discuss, kindly take a prior appointment of the teacher.
25. Please ensure to attend all the Parent - Teacher Meetings or Open Houses organized by the school.
26. When a student remains absent from school a leave letter addressed to the Principal must be sent. In case of absence due to sickness, a medical certificate must also be sent.
27. If your ward is suffering from any communicable disease like chicken pox, he/ she should be sent to school only after two weeks and by obtaining a certificate of fitness issued by a doctor.
28. If the child has a medical history, the parents are requested to provide information about the same to the school and the doctor's contact numbers for emergencies.
29. You are requested to pay the school fees in time. Details of fee payments is mentioned in the diary under a separate heading.

The Counseling & Orientation for parents will be conducted on Monday, 25 April 2016 from 7.00 p.m. to 9.00 p.m to bridge the gap between the home and the school.

Let's us make this academic year a promising one for all of us. Have an exciting year ahead!

Thanks & Regards,



Dr. Sridevi P. Thashnath  
Principal

