

A NOTE FOR PARENTS

This diary contains all relevant information. You are requested to go through it so that you may guide your ward properly.

1. You are requested to go through the diary and help the school in its day-to-day activities. Sign the notice given in the diary.
2. Please see that your child attends the school regularly and is never late.
3. Please ensure that your child attends the school in the prescribed, well ironed, neat and tidy uniform with books and note books covered and labelled with name, class and section.
4. Once inside the school premises, the students are not allowed to go out of the premises during the school-hours. **No half day leaves are allowed to the students.**
5. Please ensure that your child is prompt in completing the home work assignments.
6. In case you have some problem related to your child you are most welcome to meet the Principal / Director with prior intimation.
7. In case you wish to meet the child or the Teacher during working hours of the school, you may do so with the permission of the Principal **but in no case you will meet the child or the teacher during the teaching periods.**
8. Please ensure that your child brings her lunch box with a napkin to enable her to eat during the recess of the school.
9. The tiffin box should be labelled with the name, class and section of the child. **No lunch brought by any other person will be accepted.**
10. Please ensure that your ward does not carry cash or other valuable things to the school. The school will not be responsible for any loss of the personal belongings like jewellery, money, books etc.
11. **Please deposit the fees yourself.** Also avoid giving too much pocket money to your children. Instruct you children not to purchase any eatables from unauthorized vendors outside the school.
12. Please study the progress report of your ward after each test and ensure that your ward puts some extra efforts in the subjects in which her performance is not very good.
13. Any complaint or grievance may be communicated to the Principal for its redressal.
14. Please note that your ward does not miss any test conducted by the School. **A student will not be eligible to take Exam if she fails to maintain at least 75% attendance in the class.**
15. Please ensure that the school rules and regulations are strictly adhered to.
16. **Parents must intimate the school whenever the residential address or telephone no. is changed.**

17. Please note that the school will not accept any student suffering from any infectious disease. However, her absence from the school will be considered on the submission of a Medical Certificate duly issued by a Medical Officer.
18. Please do not give presents and gifts to any Staff Member without prior sanction of the Principal.
19. Do not make any request for Consideration/Promotion after the Annual Examination. Please ensure that your children work hard daily and pass the Examinations creditably.
20. Visit the School Office immediately in case your children do not show to you their Progress Report after the Examinations and Class Tests conducted on regular basis.
21. No verbal assurance, alleged to be given by any member of the staff, will be accepted as binding to the school. Similarly, parents are allowed to write to the Principal on any point they wish to raise or make.
22. The school shall recognize only that person (father, mother or guardian of the student) who gets their student admitted in the school and submits the duly completed 'Admission Application form' as the only person authorized to give instructions of any sort whatsoever regarding the student. The school shall not entertain any such instructions or correspondence regarding the student from any person other than the one who gets the student admitted in the school, even though such other person may be father, mother or any relative of the student.
23. While telephone message will be received or sent by the school, no teacher or student will be called to the telephone.
24. The school cannot accept the responsibility in case of an accident. This applies to all accidents, which may occur in the Science Laboratories or in the games field or on the journeys to and from the school.
25. The age of the student accepted by the school will be as stated in the Students Birth Certificate/Transfer Certificate. The Principal may, if considered necessary, insist on seeing the Birth Registration Certificate in original.
26. A student who has suffered from an infectious disease shall not be permitted to attend the school until certified medically clear both by the family doctor and by the authorized doctor of the school.
27. No student is permitted to bring a phone to the school.
28. The interpretation of any rule in this diary as well as any amendment to it rests solely and entirely on the governing body of the school. The interpretation shall be final binding on parents and students both.
29. To discuss the problems of your ward, teachers will be available in their respective classes on Parent-Teacher Meet.
30. The speaking of English is encouraged in classes and in school during school hours. The same should be done at home.

31. Students must be in the school premises at least 5 minutes before the 1st bell of the School.
32. Pupils are expected to be punctual, late-comers are sent back home.
33. Finger nails must be cut short and kept clean.
34. Hair style should be plain and simple. Hair should be plaited with Blue hair band .
35. For any information, you can call school on school phone numbers during school hours.
36. All the photographs taken by school of its students and staff members will be property of **Karan Singh Memorial Foundation**, School holds all rights to use them at its own discretion.
37. **Please deposit the fees well in time** so that your children may not suffer an inferiority complex or face any embarrassing situations, in case they are reminded in classrooms regarding the default in payment of fees.