

GENERAL INSTRUCTIONS

1. The school hours are from 9.00 a.m. to 4.45 p.m.
2. The school uniform is compulsory on all class days and school functions. Pupils should come to school clean and tidy.
3. Pupils must be punctual; those who come late or who have been absent on the previous day must bring the late attendance or absence records signed by the parents in addition to the leave letter. If a student is absent on grounds of ill-health, a medical certificate should be submitted along with the parent's application for sick leave.
4. Pupils are not allowed to meet visitors or to leave the school premises during school hours without the permission of the Principal.
5. Irregular attendance, habitual laziness and late coming, disobedience, neglect of homework and disrespect towards staff are sufficient reasons for taking disciplinary action.
6. Any damage to school property or to that of other student will have to be compensated.

7. Parents are expected to co-operate in the working of the school by enforcing regularity, punctuality and discipline and by taking a daily interest in their children's progress. They should check the diary daily.
8. Class PTA will be conducted after the Mid-Term Terminal Exam. All parents should attend the meeting compulsory.
9. All correspondence addressed to pupil at school are subject to inspection.
10. Attendance at official functions like the School day, Independence Day, Republic day are compulsory.
11. In case of emergency during school hours, the student will be sent only if the parent or guardian comes in person.
12. No jewellery should be worn by any student. The school shall not be responsible for loss of such things. No other book or articles (Cassettes, CDs, Toys, Video Games, Mobile Phones, Bike etc.) should be brought to school.
13. Scribbling on walls and furniture is strictly prohibited.
14. Every pupil shall endeavor to keep up the standard and prestige of school by excelling in studies, good manners and other school activities.
15. Playing in classroom and corridor is strictly prohibited.

16. No student shall be permitted to go home during the school hours without written request by parent and the permission of Principal
 17. Students are expected to keep class room and school premises clean and protect school property from damage.
 18. The school uniform and identity card must be worn every day. Alteration in stitching uniforms wouldn't be allowed.
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