

Dear Parents,

We would like to remind you once again about the following:-

Discipline is the backbone of all our schools hence we would like to draw your attention to the following rules. Kindly read these rules carefully and ensure that they are strictly followed by all the students and their guardians.

- 1) Kindly pay special attention to your ward's uniform. Students must wear sparkling white shirts which are well ironed. Low waist trousers / skirts are strictly prohibited in the school. Black shoes must be well polished. Sports uniform must be correct. Only white keds or sports shoes will be allowed. Sports shoes of other colours and designs will not be permitted. Please remember that there will be zero tolerance in this regard.
- 2) Please pay special attention to their hair, nails etc. Girls with long hair must make two plaits and use black bands only. Children who wear spectacles must have only brown / black frames. Students may wear small medium sized watches. All oversized watches and smart watches will be confiscated.
- 3) We would also like to remind you that students are not permitted to apply henna (mehendi) on their hand. Kindly ensure that this is followed strictly.
- 4) We have often seen that boys tend to get haircuts which are different from the normal. Parents are requested to ensure that their wards have proper haircut. Punk hairstyles with sides shaved off are not acceptable and the student will not be allowed to attend school till the hair grows back. Boys are not allowed to wear earrings or studs.
- 5) **School gates will close at 7:30 a.m. sharp. No child will be granted entry after the gates have closed.** You are advised to set your watches according to the school timings, so that there is no discrepancy. **Kindly do not leave children outside the gates** once they are closed since the school will not be responsible for their security.
- 6) Children must be collected promptly after the school gets over. Parents must give their correct mobile / land line telephone numbers to the school, so that they may be contacted immediately in case of any emergency. It will be the responsibility of parents to ensure that the school is informed immediately of any change in residential address and phone number.
- 7) If a student has forgotten to bring something he / she will have to do without it. **Notebooks, projects, tiffin, money, medicine etc. will not be accepted at the school gate or by the school office.** Please understand that this rule is applicable for all. **You are requested not to force the guard into accepting** anything since the school will not be responsible if any money, book, note-book or project gets lost in the process.
- 8) Parent should ensure that their wards do not wear rings / chains or decorated hair bands to the school. Children should not carry any sharp object, whitener, excessive cash, cell phones, ipods, pendrives, CD's or any gadget to the school. **These will be confiscated if the students do not comply to the rules. If a student is caught with a mobile phone within the school campus then he/she will be suspended from the school for a month with immediate effect, without seeking any explanation.**
- 9) No student should meet a friend/relative/ex-student outside or anywhere near the school. Such meetings and interactions should be done at home. Any student who is involved in a fight, an argument or a dispute outside the school campus will be expelled with immediate effect. When the students leave the campus, they should go home immediately. No one is supposed to stop on the way for any activity, whatsoever.
- 10) Any unpleasantness or fight among the students within the school campus should be reported to the class teacher immediately. The students should not try to settle matters among themselves. Strict disciplinary action will be taken against such students.

PRINCIPAL

Receiving of Circular No. 4

8th April 2024

I understand that my ward student of class sec..... will abide by the school timings and the school rules. However, I will not hold the school responsible for taking any disciplinary action against him/her if required.

Father's Name _____ Signature _____

Mother's Name _____ Signature _____