

## PARENTS ARE REQUIRED TO

1. Check the almanac of their ward(s) every day and read all the instructions published in the school almanac.
2. Label all the belongings of their ward(s) with his / her name; especially, the sweaters, uniforms, blazers, tiffin boxes, water bottles, pencil boxes etc.
3. Prohibit the students from carrying valuable items like cell phone, Gold Ornaments, Electronic gadgets, Calculators, Toys, Scissors, Steel rulers, Paper cutter etc. to the school.
4. Leave their children undisturbed by not taking them away during the working days of the school and the School hours.
5. Check the school almanac daily and ensure that the ward has done the assigned home task.
6. Encourage their children to speak in English during and beyond the school hours, too, as the medium of instruction in the school is English.
7. Communicate suggestion to the teacher(s) regarding their ward's performance/conduct through his/her school almanac or during Parent-Teacher Meetings.
8. Refrain from interfering with the school administration in any manner. In case of any problem, they can discuss the matter with the Principal during the visiting hours, or at any other time with prior intimation.
9. Check hair-cut, uniform, handkerchief, bags etc. of their ward(s) before they send them to the School.
10. Avoid meeting the Teachers/Students during the School hours without the prior permission of the Principal.
11. Refrain from persuading the teachers to hold private tuitions for their children. It may be noted that no teacher of our school is permitted to hold private tuitions in any manner.

12. Instruct their representatives commuting on daily basis in their private vehicles to park their vehicle in the parking space of the school after getting the Identity-Card / Pass issued right from day-one.
13. Avoid bringing any friend or relative for showing them the school. In case of exigencies, permission must be obtained from the office of the Principal at least 12 hrs. before the visit.
14. Mention the admission number of their ward as and when they approach the office of the school for any kind of work.
15. Eschew sending any unauthorised escort by trying to authorise him/her over phone to collect your ward from the school.
16. Give utmost importance to the calls received from the school and attend the same as per the scheduled time.
17. Take note of the circulars / directives issued by the school from time to time either through the school website, SMS, almanac or through circulars.
18. Respect the individuality and aptitude of their ward. Must not impose on their ward the subjects/activities/career.
19. Spend meaningful & quality time with their ward which is dedicated to them without any distractions.
20. Avoid using indecent/ vulgar/ disgraceful language for anyone as a matter of habit especially in the presence of their wards.
21. Be aware of the involvement of their wards with social networking sites such as facebook, whatsapp etc.
22. Be a role model and help their ward/s imbibe values at home.