

CIRCULAR FOR PARENTS

Dear Parents

“The Child is the Father of Man” said Wordsworth. The child of today is citizen of tomorrow. He is the joy life-breath of a nation. To make a child a good citizen is the joint responsibility of parents and school.

Guidelines for Parents/Guardians

1. Students must attend the school regularly and be properly dressed. If they are absent from the school due to some unavoidable reason they must come to school with application duly signed by the Parents/Guardians the very next day.
2. Parents are most welcome to approach the Principal for their opinions and suggestions.
3. Parents and visitors will not be allowed to go round the class rooms and meet the teacher/students.
4. Parents are requested for giving timely response to the report and information sent to them from the school.
5. The parents should ensure that the children are provided with the prescribed books, stationery, uniform and their fees are paid in time.
6. A child suffering from any contagious or infectious disease should not be sent to the school till his/her full recovery from the disease.
7. Parents are requested to ensure that their wards do not come to the school wearing gold ornaments or bring costly things with them.
8. Parent Teacher meetings are held, in the school, from time to time normally after each terminal test. The date, day and timing of the meeting are intimated to the parents accordingly. Constructive and objective suggestions in the interest of the institution are always welcomed.

CIRCULAR FOR STUDENTS

School has profound faith in self-discipline as it believes that discipline is essential in all walks of life. It is an integral tool for the development of personality. The measures outlined are of 'self-help' variety and serve to inculcate awareness in:

1. Dress/Appearance/Turnout

- a. All pupils are expected to be neat and clean and wear the prescribed school uniform with pride.
- b. Shoes need to be well polished.
- c. Girls are advised to dress their hair into two plaits using blue & white ribbons as per the dress.

2. Behavior/Discipline/Speech

- a. Students must converse in English during school hours.
- b. Courtesy and politeness will be the hall mark of the pupils, who must greet all staff members, visitors and elders, showing due respect at all times.
- c. Classroom discipline should be maintained.
- d. Pupils must avoid loud talk in and out of classes and also chorus answers.
- e. Damage to school property will be penalized.
- f. Litter must be put into litter bins/dustbins and waste paper baskets.
- g. Use of foul language and bullying are punishable offences.
- h. Pupils should obey house prefects, class-monitors and other students on duty. Changing of class-rooms between periods should be done in silence and in an orderly and disciplined manner.

3. Attendance /Leave/Absence

- a. As regular attendance is an important element of education, no leave or absence will be granted except for serious reason.
- b. Parents must state clearly the reason for their ward's absence such as religious celebrations, marriage etc. Failure to do so invalidates the application.

- c. In case of serious illness the Principal must be informed within five days with a Doctor's certificate accompanied by the leave application by parent.
- d. Repeated absence without leave or unexplained absence for more than 10 consecutive days renders the students liable to have his/her name struck off the rolls. Re-admission, if granted will be done on payment of a fresh admission fee.
- e. Any student arriving late in the morning will be given a warning letter. If the child arrives late more than three times in a month he/she will be sent back home.

4. General Instructions.

a) Pupils are not allowed to bring the following:

- i) Objectionable literature.
- ii) Valuables and video games.
- iii) Any equipment /material which cause any injury or hurt others:

b) Pupils must report the following to the class teacher.

- i) Any sickness/bruise
- ii) Any breakage (School or personal property)

c) Pupils must take permission for:

- i) Leaving the class from the class teacher or subject teachers.
- ii) Leaving school from the Principal.

d) Pupils must note:

- i) Chewing gum on the campus is prohibited.
- ii) Systematic and regular class work, homework, follow up by way of correction, is essential for satisfactory academic performance. Participation in extra-curricular activities, games and sport will help total personality development.

VIDYALAYA UNIFORM

SUMMER

Boys :

1. Shirt - Medium blue half sleeves.
2. Shorts – Grey.
3. Socks – Grey
4. Belt, Tie – available in school.
5. Shoes – Black leather with laces.

Girls:

1. Shirts – Medium blue half sleeves.
2. Tunic / Skirt – Grey.
3. Socks – Grey.
4. Belt, Tie – available in school.
5. Shoes – Black leather with single strap

WINTER

Boys:

1. Shirt – Medium blue full sleeves.
2. Pants – Grey
3. Socks – Grey.
4. Belt, Tie – available in school.
5. Shoes – Black leather with laces.
6. Pullover – Grey with blue, red stripes 'V' shaped neck.
7. Navy Blue Blazer.

Girls:

1. Shirt – Medium blue full sleeves.
2. Tunic / Skirt – Grey.
3. Socks – Grey.
4. Belt, Tie – available in school.
5. Shoes – Black leather with single strap.
6. Pullover – Grey with blue, red stripes 'V' shaped neck.
7. Navy Blue Blazer.

P.T. UNIFORM

(Wednesday and Saturday)

Boys:- White Shirt (for Saturday) House T Shirt, (for Wednesday), White Short / Trousers, White Shoes Canvas with laces and White Socks.

Girls:- White Shirt (for Saturday) House T – Shirt (for Wednesday), White Tunic / Skirts, White Shoes Canvas with laces and White Socks.