

GUIDELINES FOR PARENTS

Dear Parents

In order to achieve the common goal of quality education of your child, here are a few vital instructions for you to follow. Kindly read them carefully.

- 1 Submit the required certificates, photos, etc. in time to avoid any inconvenience
- 2 Ensure prompt payment of the school dues to save your child from any unnecessary embarrassment
- 3 Do maintain a systematic record of all the fee receipts issued and correspondence made by the School Office
- 4 Inform the School Office in case of any change in the correspondence address
- 5 Ensure that you exclusively bear the expenses on clothes, books, stationery and their maintenance
- 6 Solicit leave for your child only when it is almost unavoidable and produce a valid proof for justifying your claim
- 7 Don't distract the attention of your child for honouring social obligations/commitments during the period of studies
- 8 Note that if your child stops attending the school without any prior information, his/her name will be struck off the school rolls after six days of continuous absence
- 9 Meet the subject teachers of your child after every examination to acquaint yourself with his/her latest progress and sign the Result Sheet compulsorily
- 10 Check the child's School Diary to have a fair assessment of his/her performance. The instructions meant for parents in the diary must be complied with
- 11 Keep your child constantly motivated for serious studies as it supplements regular teaching and effective learning
- 12 Remember that the parents and the school equally share the responsibility of ensuring the child's steady progress in studies
- 13 Treat yourself as a vital link between your child and his/her teachers
- 14 Don't give your child costly articles such as Watch, Golden Chain/Ring, Camera, Torch, Electric Iron, Video Game, Mobile Phone, Transistor, etc., otherwise he/she will have to face a strict disciplinary action
- 15 Approach the School Office to get prompt solutions to any problem concerning your child. Never get into an argument with any teacher/warden/office clerk
- 16 Trust your child's version of a particular event only after having been verified by his/her class teacher or the Principal as the case may be
- 17 Never offer any gift to any school employee
- 18 Never criticise your child publicly
- 19 Always appreciate your child for his/her moral encouragement
- 20 Avoid comparing your child with others as it breeds negativity
- 21 Try to understand the genuine problems of your child and solve them promptly
- 22 Never criticise any teacher in the presence of your child because it is bound to tarnish the teacher's image in the eyes of the child
- 23 Keep in mind that smoking and drinking are strictly prohibited on the school campus
- 24 Keep yourself abreast with the progress made by your child in academic and other activities
- 25 Motivate your child to have a positive attitude and also caution him/her to shun all tempting distractions
- 26 Do understand that your keeping a close rapport with the teacher will stimulate your child's all round growth
- 27 Have faith in the abilities of your child and persistent endeavours made by the school for the betterment of your child
- 28 Ensure your ward's regular attendance at school as it helps the child understand his/her lessons, remain active & be disciplined