

## GUIDELINES FOR THE PARENTS

**In order to maintain discipline and decorum in the school Parents are requested to follow the under mentioned guidelines :-**

1. Parents should meet their wards only on the specified day except in emergency.
2. Parents must make sure that their relatives, acquaintances and visitors must hold valid Identification Card when they visit school. Visitors unaccompanied by Identification Card are not allowed entry inside the school premises.
3. Parents are not allowed to visit the hostels or classrooms.
4. Parents should avoid visiting the residences of School Staff, Administrator, and the Principal.
5. Parents may meet the Principal / Administrator on working days in the visiting hours as given in the school agenda.
6. Parents should observe the school rules regarding parking of vehicles.
7. Parents should observe mess etiquette.
8. Students are permitted to communicate only with persons specified and permitted by Parents through the school STD/ISD/PCO.
9. Parents must not give cash, expensive gift items and eatables from outside to their wards.
10. Parents must have a gate pass while checking their ward out and a check-in-slip when reporting back.
11. Parent/Guardian must study the progress report of his / her ward and watch per progress carefully.
12. If his/her ward's progress is unsatisfactory in academics, the parents/ guardian must meet the the Principal.
13. If his/her ward's progress is unsatisfactory in activities, the parent/guardian must meet the Principal.
14. Parent/Guardian must ensure that his/her ward returns to school in time after every vacation/leave.
  
19. (a) Parent/Guardian must not give his/her ward any personal medicine without the knowledge of the school resident medical officer. All medicines must be deposited in the Infirmary with Resident Medical Officer.

- (b) Parents must share past or current history of major illness of their wards with the RMO.
15. Parents must avoid unnecessary leave in the mid of the session.
  16. Parents are not supposed to lend their mobiles to their wards and to their relatives' or friends' wards.
  17. Faxes will not be accepted henceforth for leave applications.
  18. Original letters with signature of parents will only be accepted for any reason whatsoever.
  19. Parents should attend all Parent Teacher Meets for the betterment of the child.
  20. Parents are expected to adhere to the phone call timings to talk to the hostel wardens or mentors.
  21. Parents are expected to write letters to their wards and reply to their letters.
  22. Parents are not supposed to lend their mobiles to their wards and to their relatives' or friends' wards or they will be confiscated.
  23. If the ward does not make a phone call during the given schedule, her phone call chance will be cancelled.
  24. No eatables to be brought or sent at any time, for use in the hostels.
  25. All the students are expected to be in their hostels at the times of roll-call.
  26. Residents must not tamper with the electrical and sanitary installation.
  27. All orders which are notified from time to time will be binding on the students.
  28. The students suffering from Chronic Diseases such as Asthma, Heart ailment, T.B., Epilepsy etc. are required to produce a Medical Certificate issued by the Govt. Doctor along with the prescription and treatment history to the RMO.

#### DAILY SCHEDULE

**Study schedule:** Besides regular supervised study time in the school building (school time and prep time) students will have compulsory self study time from **Monday to Friday: 9:00 pm to 10:00 pm. Sunday: 9.00 am to 11.00 am**

**T.V. Schedule:** Monday to Friday 7:00 pm to 7:30 pm to watch the News.

**Sports and Games schedule:** Morning P.T. and evening games/ activities. (according to summer and winter timings)

**Laundry schedule:**

<b>TIME</b>	<b>HOSTEL</b>	<b>DAYS</b>
3:00 pm to 4:00 pm	Middle Hostel	Tuesday & Friday
3:00 pm to 4:00 pm	Junior Hostel	Thursday & Monday
3:00 pm to 4:00 pm	Senior Hostel	Tuesday & Friday
3:00 pm to 4:00 pm	Holding Hostel	Thursday & Monday

**Evening prayer in the hostel:** 15 minutes before the dinner.

**Preparation for the next day:** For 15 minutes after the night study schedule.

**SATURDAY SCHEDULE**

- Jam Session on alternate Saturdays (for one hour after dinner)
- Listening to the English music (one hour after evening refreshment in the hostel)
- Practice/ preparation time for house/class assemblies/ inter house competitions/ reading time (6:00 pm- 7:00 pm)
- IT classes (as per the given schedule)
- Coaching Classes for classes X, XI and XII (as per the given schedule)

**SUNDAY SCHEDULE**

- **Cleanliness schedule:** Every Sunday for one hour as per the instructions of Hostel In-charge (to be supervised by the wardens and Hostel In-charge). It includes cleaning of the room and setting of the belongings
- **Study Schedule:** Compulsory Prep – 9:00 am – 11:00 am
- IT Classes (as per the schedule given by HOD IT)
- A-4 Classes for classes X, XI and XII (as per the given schedule)
  
- Silent study time from 9:00 pm to 10:00 pm
- **Recreation schedule:** (any/all of the following)
  1. One hour games time
  2. One English movie (After evening refreshment)
  3. Story telling by seniors/ Reading time/Group Discussion on current affairs (after dinner).

**GUIDELINES FOR PARENTS VISITING DAY AND PARENT TEACHER MEETING**

- ❖ Bringing I-Cards is mandatory for the parents on PTMs or Parents' Visiting days.

- ❖ Day outings on PTM days will be permitted only up to 5:00 pm.
- ❖ No gate pass will be issued after 4:00 pm.
- ❖ Parents must respect the timings.
- ❖ Parents must meet the Class teachers and the Subject teachers on PTMs before taking the gate pass.
- ❖ Children will not be allowed to go with the drivers alone.
- ❖ In case parents wish their wards to come with someone else, the person should bear the authority letter along with his photograph or any identity proof and signature.

#### **BIRTHDAY CELEBRATIONS**

- Parents will be allowed to come and meet their children on birthdays from 2.20pm to 4.20pm only.
- Sweets and chocolates only worth Rs.200 (maximum) to be given to the birthday child on the same day in the morning.
- Birthday children will be allowed to make a special phone call on their birthday if their parents do not come.
- It is pleasantly mandatory for the mentor to be a part of the celebrations of the students under their care.

#### **HOLIDAYS AND VACATIONS/ LEAVES**

- ✓ No phone calls will be permitted for the late comers.
- ✓ Wedding Leave will be granted only once a year.
- ✓ Medical leave will be granted only through RMO.
- ✓ Leave must be applied one month in advance.
- ✓ Leave can be granted up to 5 days once a year for attending a wedding and (3 days if combined with any vacation).

#### **CODE OF CONDUCT FOR STUDENTS**

- Students must respect all staff members.
- Students must keep the campus clean.
- Students must not indulge in any act that will tarnish the image of the school.
- Collecting money by the students for any reason -party/gifts/charity, without the knowledge of the school authorities, is strictly prohibited.

- Students are not allowed to wear gold jewellery like chains, finger rings, bangles, anklets, toe rings etc. Only very small, single piercing ear ornaments are permitted. Body piercing and tattoos are strictly prohibited.
- Undesirable magazines, newspapers, periodicals, pictures, video, audio cassettes, CDs , mobile phones, electronic items e.g. iron, immersion rod, walk-man, I-pods, cameras etc. are prohibited inside the school premises.
- While in school, students are expected to converse only in English.
- Students are not permitted to leave the premises of the school without a duly filled exit pass issued by the warden.
- The front lawn and the area behind the utility block are out of bounds for all students, except under the supervision of the teachers.
- While going for a phone call chance, students must be in a group of at least five.
- Students are allowed to call only on the numbers provided by their parents.
- In all matters, the decision of the Principal is final and binding on the students.

#### **SCHOOL DRESS AND GROOMING**

- Students have to be properly dressed in the school uniform with decorum and pride at all times. (As per the Kit lists A&B attached)
- Painted and overgrown nails are strictly forbidden.
- Long hair must be braided or tied with black grips.
- Colouring of hair is not allowed.
- While moving out of the school or reporting back to school, students must be in their proper hostel dress in all circumstances.
- Facial and waxing is strictly prohibited inside the hostel.
- Use of eyeliner, kajal or other cosmetic items like lipstick, rouge etc. is not allowed.

#### **CONDUCT DURING MEALS**

- No student will start the meal before the grace has been said by the School Prefect.
- Students are not permitted to carry/eat the food outside the dining hall.
- Any student who comes late for a meal for any reason must take the permission of the Teacher on Duty/ Hostel Warden before proceeding to her table.

- Students are not permitted to leave the hall before the grace has been said after the meals; nor are they permitted to leave their place without the permission of the staff sitting at the head of the table or the House Prefect.
- Proper decorum must be maintained during meals.
- Singing songs to celebrate birthdays is strictly prohibited.
- Sharing of food from the same plate is strictly prohibited.
- Students are required to follow proper table manners.

#### **RULES FOR EXCURSION**

- A child with any kind of medical history needs to get a separate prescription from the RMO before going for Excursion/Trek/Outing.
- Carrying and wearing of I-card is mandatory during Excursion /Trek/Outing.

#### **BREAKAGE /DAMAGE TO SCHOOL PROPERTY**

- The names of the students involved in any breakage or damage to School property will be displayed on the display board.
- Any sort of breakage and damage to school property could entail suspension/ three times the cost of the item to be paid by the student/ rustication as deemed befitting by the school authorities

#### **PERSONAL GROOMING AND HYGIENE**

- Taking bath everyday is compulsory.
- Taking head bath is compulsory twice a week.
- A student having short hair must have a hair cut at least once a month.
- Hair band is must for short hair.
- Checking of lice should be taken up bi-monthly.
- Oiling of hair should be done on Saturday/Sunday only.
- Nails should be cut at least once a week.
- Washing of undergarments and socks everyday is compulsory.
- Sport shoes should be washed once a week.
- The bed should be made twice a day.
- Shoes should be polished everyday.

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