



Circular No. 03/2025-26

Date: 09/07/2025

## **GUIDELINES**

Dear Parents,

To help us maintain a safe, orderly, and respectful environment at school, we seek your cooperation in following these important guidelines:

- Ensure your ward comes in proper school/House uniform and is well-prepared. House uniforms must be worn on Fridays.
- Drop your child only at Gate No. 4. Parents are not allowed beyond this point.
- Inform the class teacher in advance in case of unavoidable leave.
- Students must wear their I-cards and carry the Almanac daily.
- Encourage your child to follow school rules and behave responsibly.
- Mobile phones and smartwatches are strictly prohibited. Confiscated devices will not be returned.
- Lunch boxes will not be accepted at the reception. Please ensure your child brings lunch from home.
- Do not send your child to school if they show any signs of illness.
- Half-day leave is allowed only for genuine emergencies. Please avoid appointments during school hours.
- Punctuality is essential. Late arrivals may not be allowed to attend class.
- Respect for staff, peers, and property is non-negotiable. Any misbehaviour will lead to disciplinary action.
- For meetings with Heads or teachers, please call the reception. Parents must carry a valid I-card and are not allowed to enter classrooms/corridors directly.
- Help your child pack their bag as per the timetable. As per the School Bag Policy 2020, the bag's weight should not exceed 10% of the child's body weight.

Visiting Hours:

Principal: 9 – 11 AM

Dept. Heads: 12 – 1 PM

Teachers: 2 PM (All working days & Saturdays, by appointment)

We appreciate your continued support and cooperation.

  
Amita Ganjoo  
(Principal)