

**INSTRUCTIONS TO THE PARENTS TO FOLLOW AND TO EXTEND
CO-OPERATION TO THE SCHOOL AUTHORITIES**

**PLEASE SIGN THE FOLLOWING FORM AND RETURN IT
TO THE SCHOOL OFFICE**

A T T E N D A N C E

Please ensure 100% attendance of your ward. A written leave application is required whenever the absence of the student from the school is absolutely necessary.

D I S C I P L I N E

Kindly note that for misdeeds/misbehaviour constituting minor offences; corrective steps will be taken by the Class teacher to deter the child. In case of repeated misdeeds/offences etc, a disciplinary committee consisting of the Headmaster, Counsellor and section heads will handle the issue. In extreme cases, parents will be called to the school to discuss the problem and thereafter any expulsion or suspension of the student will be contemplated.

Please ensure that school fees and other payments like mess and transport charges are made without delay.

Please give at least 3 months written notice to the school management whenever the withdrawal of the student from the school is absolutely necessary. In such cases only caution deposit and no other fee remitted will be refunded.

Kindly note that the management will not be held responsible for any injury or loss of life of any student during their stay in the school or out on picnic/excursion trips caused due accidents/natural calamities or by Acts of God. As part of the curriculum, excursion tours are essential and therefore the parents are requested to allow their children to participate. It will be assumed that permission has been given for such excursion unless there are valid and compelling reasons to the contrary. Kindly note that immediate First Aid will be provided in the case of any sick student by the school authorities and in case of emergency the student will be hospitalized locally and intimation will be sent to the parent/guardian by the quickest possible means. The parents are required to take immediate steps for further treatment of the child. Delays on the part of the parents will not be the responsibility of the Management. The students should be sent to school with proper uniforms neatly washed, ironed and shoes polished, etc.

Also please ensure that the students are brought to the point where boarding the school bus is fixed at least 5 minutes in advance to avoid any chance of missing the bus. Similar arrangements should be made to receive the child from the bus and to take them with raincoats/umbrellas, etc when needed.

Please note that the students are prohibited from wearing valuable ornaments etc, and loss of any such ornaments will not be the responsibility of the management.

UNDERTAKING BY THE PARENT/GUARDIAN

I----- Parent/Guardian having read the instructions carefully, agree to adhere them in my own interest and in the best interest of the school management

Signature of Parent/Guardian