



**General Guidelines for the parents**

**Dear Parents,**

**May 19, 2016**

- 1) You must read the Student Diary and refer to the School Calendar and website regularly.
- 2) You can meet the Head Mistress (Senior) Ms. Kavita Dhar on all working days from 7:30 a.m. to 8:30 a.m. (except Tuesday)
- 3) Please ensure that your ward comes to the school in proper school uniform. For uniform code refer to Page No.-19 of the Student Diary.
- 4) It is mandatory to wear school I-Card daily.
- 5) All Saturdays are off for the students. In case any Saturday is made working the same will be intimated through a circular /reflected on the website.
- 6) No parent will be allowed to meet the Class Teacher without a prior appointment.
- 7) It is necessary to carry the parent I-Card whenever you visit school.
- 8) Always send leave applications whenever on leave / indicate in the diary.
- 9) Please do not make request for Half Day Leave especially on the days of the exam. In case the child goes back on half day after the exam he/she will be marked zero in the exam.
- 10) No stay back is permitted without the prior permission of the Head Mistress.
- 11) Electronic Gadgets like mobile phones, I-Pad, Cameras are strictly prohibited (Refer to Page - 50 of Student Diary)
- 12) No class parties are allowed unless intimated by the school authorities.
- 13) Students are not allowed to change their route buses under any circumstances (Refer to Page No. 25 of Student Diary)
- 14) If a child is caught using unfair means during the exam he/she shall be given zero.
- 15) Please read the following pages of the Student Diary carefully. (Page 42, 149 - 152)
- 16) Please reinforce the English speaking habit at home.

Looking forward to your cooperation.

Thanks & regards,

**(Ms. Meenu Goswami)**  
**Principal**

*BS\_CIR'16*