

**CIRCULAR**  
**NUR. TO X**

Dated: 11/10/17

Ref No./VPS/0097

Dear Parent

To facilitate the smooth functioning of the school and to ensure an appropriate and a secure learning environment for the students, the following rules have been made mandatory and must be followed.

1. **Transport** - Please do not give any instruction about picking up or dropping your child early/late over the phone. The school will not entertain any such request over the phone. All requests for the address change bus etc, shall be considered only after receiving the request in writing. Changes in pick and drop of students will not be entertained.
  
2. **School Timings** - Students should reach school on time. Those who are coming late will not be allowed to enter without permission.
  
3. **Identity-cards & Authority Cards** - Students must wear their I-cards daily. Kindly carry your Authority Card / Home card every time you visit the school office.
  
4. **PTM** - All students accompanying their parents for Parent Teacher Meetings must wear the school uniform. Parents must carry their ward's Almanac/Authority Card/School PTM notice for the PTM.
  
2. **Leave** - No child will be granted leave without a leave application. Your ward should submit the application to the class teacher. It has been noticed that parents are picking up their wards early for going to marriages, outing etc.... Please note we do not encourage this practice and a half day leave will be granted only for an emergency.
  
5. **Almanac** - The Almanac must be brought to school every day. Kindly read all the rules & regulations given in the Almanac and sign the declaration. Please fill accurate medical record of your ward in the Almanac.

6. **Uniform** - The students should take pride in wearing the school uniform. Shoes should be polished, hair trimmed and nails clipped. Girls should plait their hair in two plaits with black rubber bands. Parents are requested to ensure that their ward is smartly turned out. House uniform to be worn on Monday and Thursday.

7. **Tiffin** - Please ensure that the students do not bring *Chips/Biscuits/Maggi or any other junk food* in their tiffin boxes. Stress should be laid on healthy eating habits. Kindly do not send your ward's tiffin during school hours, students should carry their tiffin with them in the morning only.

9. **Documents** - Parents are requested to submit the pending documents e.g. Transfer Certificate, Report Card, Residence Proof or Birth Certificate etc.. at the earliest.

**Safety and security of our students is of prime importance to us and we need your cooperation and support to make the school Experience for our students safe, secure & smooth.**

Kind Regards

Vice Principal