

Handbook for Parents

Vishal Jain

Education cannot be confined to the four walls of a classroom only. For full growth and all round development of the child, it is a responsibility to be shared equally by the parents and the school. Though a school can do a lot for a child, it cannot do everything. The home is the place where the child gets the first education and training in citizenship. It is the chief institution where the character of the child is carved and moulded. School education promotes the growth of personality and helps to discover and develop the talent and qualities in a child. This task of helping children to become good citizens is done best through a kind of partnership between the school and parents and, therefore, to secure all that is best in the education of the children, maximum cooperation between the parents and the school authorities is indispensable. Needless to say, the school desires to have your cooperation and close contact with the teachers in order to develop an atmosphere conducive to education and child's welfare. Regular communication between us is one of the links, which bridges the home and the school and provides effective media for parent teacher contact.

In addition, it will be appreciated if the parents pay special attention to the following points:

- Children should be encouraged to cultivate a habit of cleanliness in all their work.
- They should do their home assignment activity and project work by themselves, unless they require some guidance. It is desired that children should be self-reliant and develop a habit of self-study.
- As the children advance in age they should be guided to become resourceful and useful members of the home, society and the country. They should be taught to keep their room and other belongings tidy, make their own bed, polish their own shoes and carry their bag themselves. Development of such habits early in life inculcates the idea of self-respect, self-reliance, dignity of work, and fundamental personal virtues necessary for a successful career in life.
- Absence from school for attending social functions should be discouraged. It retards their progress and distracts their attention from regular teaching and homework. In case of unavoidable circumstances parents should take permission from the Principal before proceeding on long leave.

- Children who are sick should not be sent to school to attend classes or to take tests. In case of illness, application for leave, supported by a medical certificate, must reach the school in time.
- Criticism of teachers in front of the children should be avoided because it undermines respect for the teacher and the School. If there is a legitimate complaint, you may meet the Principal in person.

DISCIPLINE

Special care is taken to develop in the students a sense of discipline, in the school premises as well as outside. Therefore, the following points may be noted carefully:

- All the students are required to reach the School in time and attend the Morning Assembly.
- Absence without a written request for leave from the parent/guardian is strictly forbidden. Also half-day leave is not permissible except in an emergency.
- No student is allowed to leave the School during school hours unless permitted by the Principal on a written request of the parent/guardian.
- Students indulging in truancy shall be liable to suspension or expulsion from the school.
- Cleanliness is expected from all the students. Their nails must be properly clipped, teeth must be absolutely clean and hair neatly cut and combed. Girls with long hair should tie ribbons or a Band for short hair.
- Students are strictly forbidden to use vulgar language while talking to one another.
- No student shall criticize any member of the staff, or behave rudely with him/her.
- Students must deposit with the office any article or money found by them in the school premises.
- Any damage done by their wards will have to be made good by the concerned parents/guardians
- Students are not allowed to bring with them any magazine or papers other than the library/prescribed books.
- Lending or borrowing money is strictly forbidden.
- P.T Uniform should be worn on Wednesdays only unless instructed otherwise.

- Blazers are to be worn on special occasions, which will be intimated to the students.
- The school is not responsible for the loss of money or articles. It is therefore advised not to bring or wear valuable articles to school.
- Students, who come with their escorts, must not leave before the escorts arrive. In case of delay school office should be informed.
- Students are not allowed to use the school telephone. Also, they shall not be called to answer any telephone call except in an emergency.
- The school reserves the right to suspend a student whose conduct has an adverse influence on other students.
- A student who fails twice in the same class, shall not be permitted to continue his/her studies in the school.

SCHOOL LIBRARY

The school Library is open to all the students of the school. All the classes are provided with Library periods in their Time Table.

- The library has an “open access” system i.e. the children are allowed to go directly to the shelves and take books of their choice. They must put the book back on the same numbered shelf after reading.
- Storybooks will be issued to them every week and they must return the book or reissue it the next week.
- No reference book will be issued to the students.
- Books marked, disfigured, damaged or lost will have to be replaced or paid by the borrower.
- Students are not allowed to bring their personal books into the library.
- Absolute silence must be maintained in the library
- The Library will remain open up to 3:30 p.m. Students can make use of it even after school hours.

INTERNET / MULTIMEDIA LAB

Computer Aided Education, which is the latest concept in the field of Education, is implemented in the school. The school is equipped with a Multimedia and Audio-Visual Lab, which is well equipped with branded computers having P4 processors. All of them are interconnected and can be used to access Internet (TCP/IP) account independently. The Audio-Visual lab is equipped with a DVD Player, Multimedia computer and a Multimedia Projector, which are used to complement teaching.

SCHOOL TRANSPORT

Those who avail the school transport are expected to bear in mind the following points:

- Students using the bus are expected to conduct themselves properly so as to avoid any discomfort or inconvenience to others in the bus. They are not allowed to stand or move in the bus.
- No student shall deface or damage the bus in any way. Any damage done shall have to be made good by the parent/guardian of the defaulter. In addition, the bus facility shall be forthwith withdrawn.
- All complaints, in writing, must be handed over to the Transport Incharge only. Parents/guardians are expected not to enter into argument with the bus driver or conductor.
- No letters, applications, cheques and cash etc. are not to be sent to the school through the driver or the conductor of the bus.
- Once the bus facility has been extended to a student, full transport charges for the year will be charged even if the student discontinues the use for the school transport.
- The bus fees have to be paid for 11 months beginning from June to April.
- The school buses will pick up from and drop the students at the fixed points only.
- Parents/Guardians should bring their wards at least 5 minutes earlier for bringing and also for taking back the child at the allotted bus stop.
- Students not found at the pick-up point should be brought to the school by the parent/guardian. Similarly if parent/guardian is not found at the stop for receiving the child, he/she will have to come to the school to collect the child.
- No student shall use the school transport if such facility has not been granted. Any student found doing so will have to pay the transport charges for the whole year.
- The Institution reserves the right to increase the bus fees and change the route as and when the situation demands. However parents will be informed of the changes.
- Bus facility is strictly for students, not for the parents.
- While every care will be taken to ensure the safety of each child, the school shall not be responsible for any mishap/ accident while traveling in the school bus.

ASSESSMENT AND EVALUATION

There will be a system of continuous assessment and evaluation term wise, based on the performance of the child in Class work, Assignments, Project work and Unit tests.

Promotion will depend on the overall performance in the whole year.

PARENTS-TEACHER MEETING

There will be a Parent teacher Meet every month on:

1st Saturday for Pre-Primary

3rd Saturday for Primary

Between 10 a.m. and 12 noon

NOTE

- There will be no meetings on Mondays
- Teachers will not be available at any other time than the prescribed one.
- Parents are advised not to send their representative to meet the Teachers or the principal or any other school authority.
- The Principal will be available on Saturdays (except 2nd Saturdays of the month) between 10 a. m. and 12 noon subject to prior appointment.