

## Holy Child Sr. Sec. School : Tagore Garden: New Delhi

Dear Parents,

We thank you for joining hands with us in empowering every child and allowing each of them to blossom through education imparted with utmost dedication and commitment. In order to do the best for your ward, you are expected to follow certain guidelines.

1. Take keen interest in everyday experiences of your child in school. Interact with them about what they do at school. Trust your child and give her unconditional positive regard.
2. School timing will be from 8:25 a.m. to 12:30 p.m. School gates will be closed at 8:30 a.m. and no entry will be permitted after 8:35 a.m.
3. Parents are requested not to enter the academic block to see their children or any teacher during school hours.
4. Please ensure that your ward has a proper ID Card on her while entering the school.
5. Children will not be allowed to go home during school hours. In case of any emergency please come to pick up your ward with the parental ID Card which will be issued soon. If any child falls sick in the school, the authorities shall inform the parents and they should take the child from the school at the earliest.
6. Children who are ill should be strictly discouraged to come to school just to attend the class or write the exam.
7. Request for taking wards back home after the periodic test or exam should be avoided.
8. Parents must read the school almanac on daily basis, so as to acquaint themselves to school rules and regulations. It is mandatory for every parent to check it daily so as to follow the time table of the day and sign any note written by the class teacher or principal.
9. Leave application should be written on a fool scap white sheet addressed to the principal. Three days medical leave must be accompanied by a medical certificate in case the child is sick or absent for more than three days.
10. You can meet the principal/teachers during visiting hours with prior appointment only. Please address all communication to the principal through the class teacher. Clearly mention your child's Admission No., class and section in your communication. Please be sure to inform the school office in case of any change of your address and phone number at the earliest.
11. Mobile phones, cameras, I-Pads, Laptops are strictly forbidden in the school. If confiscated they will not be returned. *No appeal for their return will be entertained.*