

PARENTAL CIRCULAR FOR LATE COMERS

Dear Parent,

9th August, 2018

Discipline is an important issue where students are concerned. Reporting to school on time saves lot many hassles. Students get time to relax and start the day in happy and jovial mood. We want you to adhere to the given guidelines ensuring a smooth and safe functioning of the school.

GENERAL INSTRUCTIONS

- **Late Comers are not encouraged in the school. School Gate shall close by 8.00am sharp.**
- Ensure that your ward reaches to school at 7.55 am before the school gates close to avoid unnecessary hassles. Any child who reports to school after the closing of the school gates will not be allowed to enter the school premises.
- We have introduced 'LATE COMER' stamp which shall be stamped in your ward's school diary. Your ward will not be permitted to enter the school gate after 3 LATECOMER Stamp in case he/she comes to school at 8.05 am. LATE COMER STAMP is applicable only for students of Classes I to VIII.
- **Class IX to XII students shall not be allowed to enter the school premises on coming late. No LATE COMER STAMP applicable in their case.**
- In case your ward is not allowed in for being late then it is not the responsibility of the school authorities to keep a track of your ward. Any child who will not be allowed to enter the school for being late would be sent back home. The school is not liable to make phone calls & inform you. It is solely your responsibility to ensure that your ward reaches back home safely. If you feel your ward has run out of time and will not be able to reach school on time then please do not him send him/her to school at any cost.
- Only If he/she enters the school premises then he/she is our responsibility not outside the school premises. Any child especially from Junior & Middle class should not be left alone outside the school gate by their parents in case they are late. Please take your ward back home along with you.
- In case your ward misses his/her school bus or school van, then kindly do not send your ward to school. He/ She will be allowed only if they reach school on time. No excuses for missing bus or van.

GENERAL INSTRUCTIONS:

- Ensure your ward is regular in school. In case of Shortage of Attendance he/she shall not be allowed to sit for the TERM Exams.
- Students are required to maintain discipline in the school. Failing to do so will result in rustication from the school for 15/30 days.
- **Kindly restrict from making phone calls in the school to talk to the teachers until & unless it is urgent. You can meet teachers to discuss your ward's issues between 2.30 to 3.00 pm.**

Principal

INSTRUCTION REGARDING CHANGE OF CLASS TEACHERSHIP

DEAR TEACHERS

- MS. RANJANA SINHA
- MR. HARIBHUSHAN SHARMA

IT HAS BEEN DECIDED THAT CLASS 9D WILL BE HANDED OVER TO MS. RANJANA SINHA AS THERE ARE SOME ISSUES REGARDING DISCIPLINE FROM THE GIRLS END.

SHE WILL ACT AS CLASS TEACHER FOR THE SESSION 2018-19. SHE WILL BE THE INCHARGE OF THE CLASS DURING ZERO PERIOD & BREAK. ATTENDANCE MARKING SHALL BE HER DUTY ALONG WITH REGISTER COMPLETION. AS MS. SINHA IS AN EXAMINATION TEAM MEMBER HER DUTIES ARE DEFINED ONLY IN ZERO & BREAK PERIOD.

MR HARIBHUSHAN WILL MAINTAIN - CLASS RESULT, PAPER COLLECTION/DISTRIBUTION DURING EXAM & UNIT TEST DAYS. DISPERSAL DUTY SHALL BE TAKEN CARE OF BY MR. HARIBHUSHAN SHARMA. ALL PAPER WORK PERTAINING TO CLASS IX D SHALL BE MR. HARIBHUSHAN SHARMA'S RESPONSIBILITY.

SEWA PROJECT SHALL BE EXECUTED UNDER MR. HARIBHUSHAN & MS.RANJANA 'S GUIDANCE.

MR. SHARMA SHALL UNDERTAKE THE REGISTRATION WORK OF CLASS IX D.

DURING CLASS ACTIVITIES HARIBHUSHAN SIR WILL REMAIN IN THE CLASS.

THIS IS TO CERTIFY THAT WE ACKNOWLEDGE OUR DUTIES & HAVE UNDERSTOOD OUR WORK PROFILE AND SHALL ABIDE BY THE DUTIES HANDED OVER TO US.

SIGNATURE 1 _____

SIGNATURE NO 2 _____

DATED: 8TH AUGUST 2018

SIGNATURE OF PRINCIPAL: _____