**C-98/RIS/19-20 DATE: 22 .10.19**

**GUIDELINES TO PARENTS**

Dear parents

First term is over smoothly and now 2nd term has begun. Here are some guidelines for you to make the second term more convenient and fruitful. Kindly go through the following points w.e.f. tomorrow for the effective performance of your child:-

* When child comes with complete bag schedule, they feel happy and confident; to maintain that make sure, your child’s bag should be arranged according to timetable. Parent is responsible for the completion of work before the next class if the child is not bringing any book/ notebook accordingly or taking leave without information.
* Homework given in almanac should be done on regular basis. In case if the child is not able to do the same, kindly write a note with reason in almanac only.
* It is mandatory to sign your ward’s almanac daily.
* In case of any holiday/ leave, you must inform the class teacher in writing through almanac only, before / after the holiday.
* In case of any issues, you are supposed to contact to the class teacher only through message/ almanac mode.
* Please ensure the child should arrive to campus before 5 minutes of arriving time.
* Parents are requested to drop their ward at reception only (Those are coming by self).
* In case of long leave, the application must be submitted with the evidence.
* Parents are requested to motivate the child for self-correction in writing almanac which will be observed during every UT cycle.

***Hope for your kind cooperation***

Principal’s Signature Parent’s Signature

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