



GUIDELINES TO PARENTS/STUDENTS (MORNING SESSION) (2025-2026)

- 1. New Academic session (2025-2026) begins on Tuesday, 8th April 2025.
- 2. School timings (KG): 6.45 am to 10.30 am, (JS, BS & GS): 6.45 am to 12.45 pm.
- 3. It is mandatory to attend school in proper uniform and must look neat and tidy. Boys in particular should have proper haircut.
- 4. **75% attendance** is mandatory for all the students.
- 5. Tuition and transport fees to be cleared to avoid any inconvenience.
- 6. Possession of mobile phones/ any electronic items in the school is strictly prohibited.
- 7. Students should carry school diary everyday to school.
- 8. Students should carry both their textbooks and notebooks as per the timetable. Notebooks should be covered
- 9. Bring healthy food and enough water as school canteen is under renovation.
- 10. Students using own transport should use the following gates for entry and exit.

KG: Gate No 4, Junior Section: Gate No 1,

Girls' Section: Gate No 4, Boys' Section: Gate No 5

Gates will close sharp at 6.50 am.

- 11. Students should directly go to their respective classes and strictly follow the seating arrangements.
- 12. Follow the instructions given by the teachers.
- 13. Once the school gets over, students should go directly to the parking area to board the bus or to the allotted gate if they avail own transport. Parents should pick their wards **before 1.00 pm** after school (JS, BS and GS).
- 14. Waiting room details: Junior Section: 1C & 1D, Boys' Section: 12 D, Girls' Section: 11 J and language room.
- 15. Special class for classes IX to XII will begin from Saturday, 12th April 2025.
- 16. For any transport enquiries contact Mr. Shohaid (66674599).
- 17. Parents are requested to submit students' particulars, students' medical record and undertaking for those using private transport to their respective class teachers on 8th April 2025. Please download the forms from school website or from the class whatsApp group.
- 18. Parents are requested to send their wards with temporary ID card with Name, Class, Contact No, Bus No/Area till school provides with permanent ID card.
- 19. Please contact the class teacher for any further information.