

GENERAL GUIDELINES FOR PARENTS / GUARDIANS

1. Pay the fees ,in cash or by cheque, personally or through some reliable person directly to the school office during the office hours. The only proof of any payment made to the school for any purpose shall be the school receipt duly signed by the authorised persons. **DO NOT SEND CASH THROUGH YOUR CHILD.**
2. Parents should ensure that their children come to the school in neat and clean school uniform. Continuous default in this regard shall lead to a heavy fine.
3. Girls shall wear black shoes with buckles only. Boys shall wear black shoes with laces only. While attending the school and its functions, it is compulsory for the students to come in proper school uniform **including P.T.Ms.**
4. Parents must send a duly self-signed letter, if they wish their child to go home with a servant or any other person who is not his/her usual escort.
5. Parents (both mother and father) must visit and meet the teacher concerned as and when they are called for by the teacher through their child's diary and also on the day of the Parent-Teacher Meeting. Such visits will be made by the father and the mother of the child or the guardian of the child, (if he/she is not staying with his/her parents). In case of default, the school, reserves its right to stop the child from coming to the school or to strike off the name of the child class IX onwards. Tutors will not be entertained.
6. Notices sent to the parents from time to time must be read properly, must be signed as a proof of having read it and the instruction given there in should be complied with.
7. It is compulsory for all the students to carry their I-cards with them daily and mehndi would be allowed only on palm during festivals.
8. Children using their own transport should be dropped and picked up on time by parents.
9. Each child must bring a water bottle, tiffin box, napkin and a clean handkerchief daily to the school. The name of the child must be written clearly on the water bottle and tiffin box.
10. All books and notebooks must be kept properly and slips bearing the name and section of the child must be pasted on the outer cover of each book and notebook. Notebooks should be covered with the brown printed cover of the school.
11. If your ward remains absent for three continuous days without information or leave application, his/her name may be liable to be struck off the rolls, if no reasonable cause is shown for the same.
12. It is compulsory for all the students from classes I to VIII to study Hindi and Urdu along with English.
13. It is imperative that the child converses only in English during the school hours. Therefore, please encourage the child to converse in English even at home.
14. You must monitor the neatness of handwriting and completion of homework of your child on a regular basis.
15. If your ward is absent on the first day of the session or on the first day after any holiday or vacation, a fine of 100 per day will be charged. Thereafter, Rule 11 mentioned above will apply.

16. Parents must not enter classrooms either to see their ward or to seek interview with the teachers during school hours. They can meet the teachers or the Principal on P.T.M. days or 4th Saturdays between 9.00 am to 10.00 am only by an appointment, through their wards' school almanac.
17. When writing to the school on any matter, they should address it to the Principal and NOT to any person by name.
18. Parents are required to co-operate with the school in its attempt to orient the child by paying attention to their regularity, punctuality and discipline and by taking interest in their child's work.
19. Parents should check their ward's almanac everyday for the home-work or for any other instruction given. They are also advised to check their ward's bag to see if any circular, invitation etc. has been issued.
20. They are required to timely inform the school, if there be any change in their address / telephone numbers or Bus route.
21. Leave for half day should be avoided, as far as possible, for security reasons. In any emergency, written permission must be taken from the Principal.
22. Children, when sick should not be sent to school and a medical certificate to that effect shall be necessarily submitted upon resuming school.
23. Parents' attention is drawn to the fact that any criticism of a teacher of the school in the presence of their child causes the child to lose his/her respect for the teacher and will retard his/her progress. They must desist from doing so, in the interest of the child and the institution on the whole.
24. For security purposes, parents must not send their children to school bedecked with expensive jewellery and money. The school will not take any responsibility for any loss resulting from it.
25. Parents should sign the progress report and return it on the scheduled date, if the profile is lost/misplaced, a replacement of it will be made only after a payment of 100/-. Duplicate T.C. Profile, Result sheet could be obtained against payment.
26. Parents should ensure that their ward does not bring any objectionable reading material, except for the school books and the note-books to school.
27. Parents should ensure that their ward does not bring MOBILE PHONE to school. It would be treated as serious breach of discipline, if done so.
- 28. Important Communication from the school is sent through SMS on the given mobile number of the parent/guardian. It is obligatory on the part of the parent/guardian to inform the school in writing regarding any change in their mobile number.**
29. Parents should give their e-mail ID to receive the latest circulars and communication from the school.
30. Horizonites are advised to reach school at least 10 minutes before the commencement of the school timings. Students will not be allowed to enter the school after 7.10 a.m.
31. Parents must keep a check, be observant and keep themselves informed about the T.V. programs and Websites their children visit.
32. Parents must make sure their ward understands the importance of staying back with their prior permission and permission of the teacher concerned after school hours.

33. Children of classes Pre-School to IV using school transport will not be dropped on their respective bus-stop, if the parent is not present to collect their ward.
34. **Bullying, Cyber Bullying** is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished. Some of the recommended actions and penalties vide CBSE circular no. Acad-17/20015 dt. 9th March 2015 are:
- (i) Oral/written warning.
 - (ii) Suspension from attending classes/school for a specified period.
 - (iii) Withholding or cancelling the results.
 - (iv) Imposition of fine upto a specific amount.
 - (v) Expulsion /rustication from school in rarest of rare cases.
 - (vi) The option of transferring a student from one school to another school may also be looked into
 - (vii) Parents are advised to counsel and guide their ward accordingly.
35. Parents must download the assignments available on the School Website. Hard Copies of the assignments will not be provided to the students. If required, hard copies of the assignments can be procured from the school office at a nominal cost.