

TO PARENTS

1. While the school discourages private tuition (except in the case newly admitted students who may be found weak in certain subjects and that too only for a short while till he is able to catch up with the standard of the class) the school expects parents to discuss with their children, frequently and even daily their studies and life in the school. The encouragement on their part is the biggest contribution that they can make for the education of their children. A visit to the school to meet the Principal and teachers once in a while (more frequently in the case of younger children) will substantially compliment their effort at home. Parents, relatives, visitors or representatives of parents are strictly prohibited to visit the school campus when they are not sober.
2. As soon as the diary is issued to students the parents / guardians may please fill in the required datas asked for them in the diary. The parents / guardians should check their wards diaries frequently and regularly to see how

they fare in the school. Annual promotion depends, largely on a student's daily performance. The Principal's and Teacher's remarks in the diary should be seen and counter-signed without delay. Parents are requested to check the school bags of their wards to make sure that bags do not contain any unwanted materials or the materials belong to friends or school.

3. Parents are particularly urged to sign the academic progress reports and indicate in the diary the receipt of notices and circular letters. Their specimen signature should be entered on the second page of the diary for reference throughout the year. The dates on which the progress cards are issued to parents through the children are indicated in the school calendar.
4. Criticism of any sort about the teachers or the school in presence of the students, is the best avoided. Legitimate complaints should be brought to the attention of the principal without delay!
5. Some practice in English conversation at home helps the students to follow his classes more easily.
6. Infectious disease in the family should be reported to the Principal at once and the student should not be sent to school till the danger of infection is over.
7. Parents are requested to attend the parents-teachers interview, as these are excellent occasions to discuss their children's progress and welfare with teachers and the Principal.
8. Parents are requested to check the tidiness and perfection of school uniforms everyday.

STUDY TOURS AND EXTRA CURRICULAR ACTIVITIES

Study Tours are as important as attending classes. Excursions are made compulsory for all students. There are three excursions in an year. The first is for Std. XI & XII students and another for the students of Std. X and the other for the students of Std. IV - IX. There will be frequent one day picnic for children of LKG, UKG Std. I, II & III. All students should participate in all extra curricular activities organized by the school. Students should take active participation in community development programmes and project work.

HINTS FOR EFFECTIVE STUDY

1. Pray to God for the source of talents, for the grace to discover and develop them.
2. Association with bright students who are earnest in their studies is a great help to study.
3. No amount of private study or tuition can substitute active listening in the class.
4. Moderation in food, games and other pleasure is as helpful to studies as to health.
5. Note down the work assigned for the next day.
6. Never omit a lesson or any assignment given.
7. Revise the work done in class daily.
8. Set apart a fixed time for daily study at home.
9. Remember that asking question is the key to learning.
10. When studying imagine that you will have to explain the lesson to another.
11. Read with a pencil in hand to take notes.
12. All assignment should be done neatly and dated.

13. Private tuition generally reduces self confidence and initiative and encourages laziness.
14. Encourage the pupils to ask as many doubts as possible and try to explain them as far as possible.

LIBRARY RULES

1. All the students of Std. III to XII may borrow books from the school library.
2. The school library is open on class days from 9.30 a.m. till 12.55 p.m. - 1.30 p.m. to 3.00 p.m.
3. Students may choose their book from the shelves. They must take the books to the librarian for checking out.
4. Each student is given two library cards and so may have two books at a time. One book of fiction and other of non-fiction. Students of Std. IX, X, XI & XII are given a third card, in order that they may take an additional non-fiction book.
5. Exchange of library card is not permitted.
6. Library card must be kept very carefully. In the event of their lose, a new card will be issued, only after verification and on payment of fine of Rs. 20/-.
7. Books may be kept for one week and must be returned by the date given on the date slip of the book if needed renewal for a second week may be granted.
8. Students who keep books longer than the time permitted will be fined 20 Rupees a day. The fine is to be paid at the office.
9. Students of classes with library periods are encouraged to take and return books preferably during that time.
10. Books in the reference section should not be taken out of the library.
11. Never disfigure a library book or damage it in any way but take care of it.

12. The attention of the librarian should be drawn to the damaged book before it is borrowed.
13. All books taken from library should be returned one week before terminal and year-end examinations. No students will be allowed to sit for the examinations unless clearance is granted from the library.
14. Perfect silence is to be kept in the library at all times.

LABORATORY RULES

1. No student is permitted to stay in the lab unnecessary
2. Students are premitted to go to lab only with the concerned teacher.
3. The lab equipments, apparatus and chemicals should be handled with great care.
4. Students should not stand crowded in the lab for any reason.
5. Each student or group of students will be responsible for the apparatus, chemicals and equipments provided to them.
6. Students should keep away from materials which are not meant for their experiments.
7. Strict discipline should be maintained in the lab.
8. Students should clean the apparatus used by them and keep the lab tidy.
9. The Chemicals, apparatus, bottles etc., should be kept arranged after each practical.
10. Damage should be compensated by the concerned students or student before the next practical.
11. The school authorities have the right to check out any student or students from the lab for any indisciplinary action. Such students will not be permitted to get into the lab till further instruction.