

General Rules

- ❖ Students are strictly not allowed to bring cell phones, i-pods, i-pads and any other electronic gadgets to school.
- ❖ Students are permitted to use the office telephone to contact their parents in an emergency only.
- ❖ Students are not permitted to leave school premises during school hours.
- ❖ Students should follow the instructions given to them at school diligently be it in class, lab or any authority on the premise.
- ❖ All students are expected to greet their school teachers when they meet them whether they actually teach them or not.
 - Changing of classrooms between periods should be done in an orderly manner and silently. Students should not unnecessarily leave their class at the end of every period.
- ❖ Lending or borrowing of money or other articles is not allowed.
 - Students are expected to respect school property. No student should damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Any school property damaged even by

accident should be reported at once to the class teacher or to the Principal.

- They should not spoil or pluck flowers.
- Students are not allowed to bring any kind of object that can cause injury to others.
- Bullying, use of abusive and foul language, rowdy or violent behaviour in any form are punishable offences.
- Students are advised to keep their class room, school building and campus as clean as possible and throw leftovers into the dustbins.
- The students should be regular and punctual. They should reach school at least 5 minutes before the assembly bell.
- Student's diary and books according to the time table must be brought to school every day.
- Children should come in proper school uniform and must wear their identity card.
- Students must bring proper, healthy and nutritious food.
- Wearing of jewellery, valuable articles and cosmetics is not permitted.
- Students must pay attention to personal hygiene.
- Use of abusive language, quarrelsome behaviour, shouting and whistling is not allowed.

- The language of interaction with each other is only English (Hindi for Hindi classes only).
- Students are expected to be courteous, polite, well mannered, honest, truthful, respectful and obedient toward the teachers, all elders and visitors.
- Students shall participate in all school activities in order to avail of all opportunities of personality development offered by the school.

Guidelines for the Parents

- Parents must see that their ward reads the text thoroughly.
- Parents must see the diary of the child regularly and pay attention to remarks, if any.
- If there is any suggestion about your ward, you are advised to see the Principal.
- Parents must attend the Parent-Teacher meets. Their suggestions for the ward and the school are welcome. They are advised to write down their suggestions and put them in the 'Suggestion Box'. The key of which would be with the management in order to protect secrecy and confidence in this context.
 - Parents must send the child five minutes before the school time.
 - Parents must send the child in proper uniform as prescribed for summer and winter season.
 - Parents must send a leave note if the child is not attending the school.
 - Parents must also take active part in the co-curricular activities of the school related to their ward.
 - Parents must check the academic reports of their ward regularly in order to ensure better performance.
 - Parents are requested to visit the school in case the school requests you to come.

Reporting to Parents

- **Teacher/Parent notes in the School Diary.**
- **School circulars, notices & letters will be uploaded on Notice board/Whatsapp Group .**
- **E-mail: Active Communication & exchange through e-mails on the school's official email id – *principalsps.sps@gmail.com***
