CIRCULAR/2013-14/01

1) Half day leave / late coming or going under any circumstance even during exam is not allowed and will not be granted.
2) Prior permission to be taken from the H. M. or the Principal before availing leave for a long duration.
3) If the child remains absent under medical grounds, a medical certificate needs to be submitted.
4) No child to be picked up from the parking area, parent to make the exit pass before collecting the child and only the parent will be allowed to take the child.
5) Report cards will only be given to the parents. Relatives/Guardians can collect the report card after issuing, the authority letter from the parents.
6) Please check the calendar regularly for notices & H. W. every day.
7) Parents to send an authority letter with the person coming to collect their ward from school instead of them.
8) For Birthdays, if parents wish they can celebrate sending good quality chocolates only (no biscuits). Distribution of gifts is not allowed strictly.

Academics:

9) Meeting with the teachers: Parents can meet the teacher on the last day of the month. Time- 11.00 am to 12.00 noon with prior notice.
10) Techniques for Formative assessment – MCQ, Quiz, Lab activity note books, class test, activity book etc.
11) Examinations pattern – FA 1 + FA 2+ SA 1 = 10% + 10% +30% =50%

        FA 3 + FA 4+ SA 2 = 10% + 10% +30% =50%