

DATE: 07/07/2014

Dear Parents

Kindly read the following guidelines for the smooth functioning of the school:

- **BIRTHDAY-**

- e) Please send just two sweets/toffees per child to be distributed amongst the students; cost of sweets/gifts should not be more than Rs 20.
- f) Do not send any expensive gift items, if sent, they will not be distributed, but sent back home along with the child.
- g) Students are not allowed to wear casual/formal clothes on birthday. They should come in proper school uniform.
- h) No birthday cake is allowed in school.

- **LUNCH BOX**

- c) Children should get their Tiffin/Bottle everyday in their bags.
- d) No food items, a water bottles, craft items, book, and notebook should be sent from home to your child through someone during school hours as it causes distraction and disturbance in the smooth function of the school and poses a serious security risk as well.

- **ARRIVAL AND DISPERSAL**

- d) Please co-operate by ensuring that your ward is regular and punctual to school.
- e) Do not park /stop your vehicle in front of the school for easy traffic flow.
- f) You are requested not to visit the child's class during the day or discuss the child's progress during the working hours/arrival time/dispersal time as it restricts the teacher from looking after her pupils.

Your kind cooperation will help us to maintain proper discipline and decorum in school.

Regards
Kiran Mehta