



Sachdeva Public School

Sector 13, Rohini, Delhi 110085

(CLASSES U.K.G - X)

1 April, 2014

Dear Parent

We extend a warm welcome to your ward in the academic session 2014-2015.

Parents and teachers have their defined contribution in grooming a child specially in the formative years. At school, it is our endeavour to educate students both on personal as well as scholastic and co-scholastic front to enable them to emerge as citizens of a progressive nation. We would like to seek your cooperation in this mammoth task by ensuring some specified guidelines so that the children are inspired to scale great heights at the individual and social level.

1. Inculcate the habit of textbook reading to improve your ward's performance in academics.
2. Spend time with your child to discuss class work, homework, test schedule or to solve any problem that he / she may have.
3. Check the school diary regularly to ensure that your child has noted down the daily school schedule, homework and for any message which the teacher might wish to convey to you.
4. Ensure that your child always reports to school in neat and proper school uniform. School cargos should be worn at the waist. Hair and nails should be properly trimmed. **Spikes / coloured hair / henna patterns / rings/ chains are not allowed. Watches and frames of spectacles should be plain and of neutral colour.**
5. Your ward should report to school on time everyday i.e. 8:25 a.m. (for Classes U.K.G to II) and 7:35 a.m.(for Classes III to X). **Late comers will be sent back.** You are requested not to send your ward to school in case of sickness / any other reason.

Students are not allowed to leave school before 12:40 p.m. (for Classes U.K.G to II) and 2:15 p.m.(for Classes III to X).

6. The school time table mentions two breaks. The Fruit / Snack break is of 10 minutes. Ensure that your child carries **fruits / sprouts / sandwiches.** The Lunch break is of 30 minutes. Ensure that your child carries **filling and nutritious vegetarian food to school consisting of green vegetables, chapaties / paranthas along with water bottle.**

Request for sending lunch boxes, notebooks etc. to the classrooms shall not be entertained.

7. Students are not permitted to carry any electronic device / gadget to school.
8. The academic progress of your ward is discussed in the **Parent Teacher Meeting** which must be attended regularly. Meeting the teachers during the school hours on other days is not allowed.

Attendance for the PTM day will be marked. If the students accompany their parents, they must come in proper school uniform.

With warm regards

PRINCIPAL

INCHARGE