



ISO 9001:2008 Certified

SHAKUNTALA VIDYALAYA

Affiliated to CBSE, New Delhi, 3330091
Ramnagar, Bhilai

Instruction to the Parents

1. Please read and understand the contents of this diary check it regularly for entries from the school.
2. Use the diary for the communication with the teachers.
3. Parents should furnish to the school their latest office and residential address and telephone numbers. These are vital in the interest of the safety of the student.
4. See that your ward carries textbooks / exercise books according to the time - table of the day. Parents must glance through the books, notebooks and answer papers of their children.
5. Parents should not call up teachers at their residence unless it is a real emergency. The problems / doubts should be dealt at school during visiting hours.
6. Boys must have proper hair cut . There will be a checking once a week.
7. Under no circumstances parents are allowed to directly enter the class room. They need to have prior appointment for any genuine reason to meet the teachers only in the visitors lounge.
8. Parents are requested not to enter in class room to see their ward or teacher during class hours. Please do not give your ward's telephone number to school records.
9. Leave for half a day should not be asked (security reasons). In emergency, written permission must be taken from the principal through Class teacher. Bus incharge must be informed accordingly.
10. Parents attention is drawn to the fact that criticism of the teacher of school in the presence of a child should be scrupulously evaded because students lose respect for their teacher consequently failing to learn from them which retards his / her progress.
11. Should there be any legitimate complaint please verify them, meet the Principal at the earliest and complain. This will be personally verified by the principal without any prejudice.
12. Any communication made by the parents / guardian should be addressed to the Principal through the class Teacher and all correspondence from the school to the parents will be by the principal.
13. Parents should sign the progress report and return it to the school with in three days of receipt of it. Progress card once lost a duplicate will be made after a payment of Rs. 50 /-
14. Parents are advised to give pocket money very judiciously to the students.
(misuse may be there)
15. **Parents please note that any postal communication sent related to school and your ward will be born by you .**
16. Toxicants are not allowed inside the school campus.