



GUIDELINES FOR PARENTS

1 INTRODUCTION

1.1 PURPOSE

This document is created to provide guidelines to parents in order to understand and add value to the Spring Mount Public School.

1.2 GOVERNANCE & DOCUMENT CHANGE MANAGEMENT

This guideline is owned, issued and maintained by the Management of Spring Mount Public School's Document Management department.

Comments and change requests can be provided via the change request form of Spring Mount Public School. Upon review and approval process through the Policy team the change will be decided. The review cycle of the document will be listed

2 GUIDELINES FOR PARENTS AND GUARDIANS

Objective: Below mentioned guideline document is expected to be followed by the parents and guardians of Spring Mount Public School in inculcating in their children respect and strict obedience.

- Students should all-time wear their School ID card. Damaged ID cards needs to be reported and a temporary ID will be provided. This should be worn during school hours.
- Students coming in school transport should only use the school transport. Parents pick up if any due to emergency situations a should be reported to the reception 1 hour before the closing time of the respective grades. Incase of the emergency has happened in the last 1 hour we give a grace time of 30 min slot before the end of the school for respective grades. This rule will never be deviated considering the safety of children.
- Every day the parents should regularly go through the diaries of their children. If any remark from the teacher it should be acknowledged by the parent.
- Parents can approach the school with any concern regarding their children. The communication needs to be polite and responsible in respecting the environment to the school
- PTA meetings are compulsory to discuss the performance and progress of the child. Only emergency situation like death of the close relative or a

family member is considered as a situation for exemption.

- Parents should encourage their children on co-curricular and sports activities. Parents are most welcome to correspond to the class teacher in the Almanac on the strengths of their children. This could be communicated during the PTM as well.
- Do not criticize a teacher in front of your child. This will bring down their respect for the teacher and will retard their progress.
- Parents should ensure that their child is carrying relevant books and notebooks for that day as per the timetable.
- Parents volunteering for any school work should get prior approval from their respective class teachers.
- Parents are encouraged to regulate a proper sleep time for children. At least 8 hours of sleep is advised from the school side.
- In case if the homework is not completed the reason needs to be addressed in the almanac by the parent. This is applicable until Grade 5. From Grade 6 the students are the sole responsible for their homework completion.
- Any improper environment at home can be reported to school by the children. In such situations parents need to meet the Principal to give an explanation on the situation.
- Parents are encouraged to read the library book with their children.
- Parents need to drop their children in the Mont Block reception and pick them up from the same.
- School hours are dedicated only to children by the teaching staff. If parents need to meet the teachers they need to get prior permission from the school co-ordinator or Principal. This could even get rejected if there is no proper reasoning to meet the staff during school hours.
- Parents should make sure that their children are not carrying any prohibited items or magazines or irrelevant photos to school that may violate the disciplinary norms of the school. If found it will lead to proper disciplinary action.
- Parents are also requested to ensure that their wards do not bring gifts to school on their birthdays. A book to the library is more encouraged if they feel to give one.
- Parents are requested not to send lunch boxes to their children during

school hours.

- Children are expected to wear clean, neat and ironed uniforms. Girl students wearing skirts should wear skirts 1 inch below the knee, failing of which the child will be marked absent and sent home. This is highly important for the parents in supporting the school norms.
- Any change in address or phone number should be reported by the parents.
- If your child needs an extra snack only fruits and boiled vegetables are encouraged. Other items will be discarded.
- Mobile phone are prohibited. If student is found carrying a mobile phone, it will be confiscated. This will be followed by a heavy penalty.
- Try encouraging your children to use technology for a limited time. We support from the school the usage of internet at home for studies and searches. We advice the laptop/ PC used by the child in your house is never private for the child and has to be in the hall area where everyone can watch and guide what they are doing.
- Any school circulars requiring acknowledgement should be acknowledged by the parents.
- Parents should inform the school leave of tehri children before 9AM. Reason for the leave needs to be recorded in the Almanac and sent along with the child when he restarts the school.
- Parents cannot litter inside the school campus and are encouraged to do the same in other places as well.
- Mobile phone usage is limited inside the school campus especially inside the building area.
- School is free from Tobacco, litter, liquor and other banned drugs. Parents are strictly advised to follow the school norms.
- Guidance during school homework is allowed but the child has to do their writing. If done by parents it will be considered as neglected and the child has to redo. Sick children will have an exemption until Grade 5 where parents can help in writing the notes given during their sickness.
- Parents are encouraged to provide a proper study area free from gadgets to their children. Homework should be given the first priority and not the functions if any.