



Sri Chaitanya Techno School Coimbatore 4

CBE 02 / 19-20

Dear Parent Greetings!!!

Welcome to the New Academic Year. We are looking forward to a very fruitful and productive 2019 - 20. As usual we continue to strive in our mission to provide the best possible educational program for our students.

Here are the School Rules that has to be followed by the Students.

School Timing: *Please make sure that you ward comes to school on time before 8.20a.m. The late comers shall wait outside and are liable for punishment. Habitual late comers (After 3 warnings) will be marked absent for that day.*

Working Days: *8.20a.m - 3.30p.m*

Saturday: *8.20a.m -12.30p.m*

Punctuality is essential at all times.

School Almanac (Diary):

- *Kindly read the School almanac carefully and abide by all the rules and regulations of the school.*
- *Parents are requested to check and sign the almanac on daily basis.*
- *You are required to fill in the student details and paste the photograph of yourself and the student.*
- *You are required to use the pages provided in the almanac for parent's message if you wish to send any message to the teacher / Coordinator.*
- *The School almanac should be brought to school every day without fail.*

School Uniform:

- *School uniform should be washed and ironed.*
- *Polish the shoes regularly.*
- *Trim your wards nail and hair regularly. Boys without proper hair cut will not be allowed to enter the class.*

Girls:

- *Slip and bloomers are mandatory for all girls.*
- *Avoid any expensive jewelry. Ear hangings, bangles, anklets, rings, nail polish, flowers are not allowed.*
- *Hair should be washed regularly. Students must wear a white hairband in case of short hair. Shoulder length hair must be tied in 2 pony tails with white cloth rubber band. Girls with long hair must make 2 plaits with white cloth rubber band as part of dress code. Avoid applying more oil during school days.*

General Guidelines:

- Children are required to come in full School uniform with Shoes, Socks, belt and ID card throughout the academic year.
- The School does not encourage leave taking in general. Long leave will be granted only in the case of emergencies and under unavoidable circumstances. Leave for attending functions, outstation events etc. should be intimated prior to the leave taking with a proper leave letter.
- The Sports uniform has to be worn on every Wednesday and Saturday.
- Kindly send one set of spare dress in a labeled cover.
- Cover the books with brown cover and label it with their Name, Grade and Division.
- Ensure that your ward brings the books and materials as per the timetable.
- Distribution of chocolates or gifts on your wards birthday / any occasion is prohibited. Students are allowed to bring Chikkis.
- Parents are requested to leave the child at the entrance of the school campus. Parents are not allowed to meet the children or the teacher during the School Hours. All third Saturdays will be an open day for the parents to meet the teachers after 12.30p.m.
- We encourage the parents to send healthy snacks like Fruits, Vegetable and Nuts. Avoid sending junk foods. Send 2 towels and spoon regularly.
- Parents are requested to clear the term fees on or before the given date without fail.
- Own transport parent will be allowed inside the School campus only after the School buses leave the campus. You are requested to wait outside the gate to avoid any confusion.
- Students are not encouraged to bring any sharp objects, glue and toys or any expensive things to school. Parents are requested to check your wards bag regularly. Kindly send the materials required for any class activity only after a diary note.
- We encourage all the parents to attend the meetings and school functions to motivate your ward.
- We request the parents to acknowledge the circulars sent from school

All students must abide by this Code of Conduct.

We seek the whole hearted cooperation of all parents for the complete well-being of your children and request your special monitoring irrespective of school and teachers instructions.

Principal