

## **Guidelines for Parents**

The faculty and staff of Lady LRD Public School welcome you and your family, we will do our best to offer your child the best possible education and we will strive to make it interesting and stimulating. We ask for your support and hope that you will be an active participant in your child's education.

### **Fee Rules:**

- Please ensure that the school fee is submitted regularly in latest by 10<sup>th</sup> of the required month.
- School fee is charged quarterly/ monthly. In case the fee is submitted quarterly, the first quarter fee is charged along with the admission fee. Fee for the rest three quarters are required to be paid by 10<sup>th</sup> of July October & January. In case fee is submitted on monthly basis, then is to be paid by 10<sup>th</sup> of every month.
- In case the 10<sup>th</sup> is a Sunday or a Holiday, then the fee must be submitted on the very next working day.
- Transport (if availed) fee is to be deposited along with the school fee for every quarter.
- Payments can be made through a bank draft, "at par", cheques / NEFT/ RTGS. Outstation cheque/ cheques with no local clearance will not be accepted.
- Parents are required to give correct particulars such as name of the student, admission no., class and section at the back of the cheque.
- Any cheque returned by the bank will be treated under the category of non- payment of fee. Further, a penalty of Rs. 2000/- would be charged from the parents. Kindly note that dishonourment of a cheque is punishable under the Negotiable Instruments Act.
- After the due date of fee payment, fee shall only be accepted with a fine of Rs.200, by the Account Officer of the Bank between 21<sup>st</sup>& 25<sup>th</sup> of the respective month.
- In case if the fee is not paid by 30<sup>th</sup>/ 31<sup>st</sup>of the respective month, the name of the child will be struck off from the school rolls. Readmission charges of Rs.2000/- will be applicable. Decision of readmission will be Principal's Prerogative.

- The School Leaving Certificate/ Transfer Certificate will not be issued until all outstanding amounts are cleared.
- Parents should keep the receipt in safe custody and produce these to the school as proof of the payment made, if required.

**Absenteeism:**

If your child is absent please inform the school by phone and send in a note in writing about the reason on the first day when the child rejoins the school.

**Half Day Leaves:**

Visit to a doctor must be planned after the school is over. In case if it cannot be avoided and you feel the need to visit a doctor you are kindly requested to keep the child at home and inform the school about it in advance if possible. A written application must be submitted regarding this leave either in advance or the following day when the students comes to school. Half day leave will be granted only in the case of Medical requirements/ emergencies.

**Illness or Isolation:**

Small children are prone to infections. At the first sign of rash/ fever the child must be medically examined and sent to school only on the advice of the doctor. On return to school a medical fitness certificate should be submitted.

**Medications:**

It is recommended that the parents administer all doses of medication at home. In case the medicine has to be given during the school ours, it has to be accompanical by a physician's prescription. Parent's who wish to administer medication to their child during the school may do so by informing the principal about it in written.

### **Meals:**

Students are expected to eat one meal in the school. Please ensure to send light and nourishing meals. Junk food is not encouraged at the school.

### **Communication between teachers and parents:**

Routine letters and notices will be sent through the children's diaries and also the school mobile app. Parents are expected to check the diaries and app everyday and acknowledge the same by signing them or responding to them as asked.

### **What should a child carry:**

**For Nursery , LKG & UKG:** The students should carry a light bag with a Tiffin box with a healthy meal; a small water bottle and a change of clothes and under wear, which may be needed in case of emergency. They must also carry a handkerchief/ small napkin every day.

#### **Nursery to Grade-II: No Bags**

**For Grade III to Grade-VI:** Books and notebooks only as per given time table should be carried (unless otherwise specified). The students should also carry a Tiffin box with a healthy meal, a small water bottle. They must also carry a handkerchief/ small napkin every day.

**All students must carry this student's dairy to school every day.**

**Note: Students must not carry any expensive item to the school.**

### **Holiday and activity Calendar:**

Holiday and activity calendar for each term will be sent to the parents at the beginning of each term, pertaining to their child. In case of any queries, the parents may contact the school office.

### **Birthdays:**

- On their birthday, children are allowed to distribute sweets to the children and teachers in the class. Cakes and pastries are not allowed to be brought and distributed.
- Children are allowed to wear their birthday dresses on the day.

### **Field Trips:**

Field trip forms must be completed, signed and returned to the class teacher before the date of the planned trip, Telephone calls from parents cannot be accepted as a form of permission to attend the field trip.

### **Punctuality:**

- Student must be punctual to school and arrive 5 minutes before the school time.
- They should be regular with their assignments, for it will help them do quality work and remain stress free.
- Make optimum utilization of the time and resources so that you can manage your time effectively.
- Get your School Dairy signed by your parents daily.

### **Parental involvement:**

Parents are the child's first teachers and these family influences are lifelong. Parents are encouraged to continue this involvement in their child's learning in the school also. Parents and teachers working together will ensure a successful school experience. The children will be introduced to a variety of texts and will have many opportunities to read, according to their developmental level, in their school day. Children, however need practice and experience, a strong home reading program always helps. Parents are encouraged to read with their child and encourage them to read every night before they go to sleep.

**If you have any queries or concerns, during the year, feel free to contact your School office during working hours and a time will be arranged for you to visit school and meet the concerned teacher.**

**Parents need to visit the school kindly ensure that the visit is paid during the working hours as per the following schedule.**

**Visiting Hours for parents:**

- 11:00 a.m. to 1:00 p.m. (Summer)
- 11:30 a.m. to 1:30 p.m. (Winter)

**There will be regular Parents Teacher Meets. Parents can take a look at their child's work and interact with the teachers during this time.**

**Ways in which parents can help in school:**

- Attend all school meetings.
- Assist at a learning centre.
- Write down stories that children dictate.
- Read to children.
- Listen to children read.
- Read all the newsletters sent

**Ways in which parents can help at home:**

- Read to children at bed time.
- Celebrate and encourage children's early attempts to communicate in English through speaking and reading.
- Provide opportunities to count, sort and classify everyday items present in the house.
- Encourage children to make decisions by offering choices.
- Encourage children to take responsibility for some simple tasks.
- Ensure plenty of rest with an early bed time.