Dear Parent

The school and home share a joint responsibility for the healthy development of our children in order to make them grow responsibly. While we fulfill our responsibility at school, we request you to consider the following on a daily basis:

- All students are required to be **neatly dressed and in proper school uniform** on all days. For boys, hair should be neatly trimmed, and for girls, it should be tied back using red rubber bands/hair band only.
- All Sikh students are required to wear a **navy blue turban**.
- Children are **not allowed** to wear coloured inners, nail polish, mehandi/henna, jewellery (bangles, long earrings, chains etc.) or other fancy accessories (including coloured hairpins, band, etc.) to the school.
- The students should come to school dressed in the school uniform on their birthdays.
- The **shoes** must be polished and **nails** should be trimmed at regular intervals.
- Please send a clean napkin & a spare set of undergarments daily with your child.
- Students’ **I-Cards** are also a part of their uniform. All students are required to wear their **I-Cards** daily.
- Kindly ensure that the child **does not bring any sharp objects** to school like Knives, Forks, and Scissors etc. Also, please note that children are **not allowed** to bring Mobile Phones, PSPs, Games, CDs, Toys, Expensive Watches any other **Electronics/Expensive Stationery Items**, etc. to the school. If found, the items will be confiscated and shall not be returned under any circumstance.
- Please label your child’s bag and water bottle clearly with **Name, Class and Section**.
- Please **do not send your child** to school in case he/she is unwell.
- Kindly do not send any cheque/money for purchasing uniform or stationery in the almanac.
- All the students of the Pre-Primary Wing must reach the school latest by **09:00 a.m.** in summer and by **09:30 a.m.** in winter. The school gates will be closed at **09:00 a.m.** in summer and at **09:30 a.m.** in winter.

Kind Regards

[Signature]

Shalini Bajaj

Head of the School