

## Important Guidelines

Dear Parents/Guardian,  
AssalamuAlaikum!

The School Management would like you to take a note of the following guidelines aimed at maintaining discipline in the school and expects you to address them sincerely.

- Punctuality in school timings is mandatory. Students may not be allowed in the class if the timings as stated are not maintained. Students failing to report on time **may be turned back from the school gate.**
- Parents/Guardian must send their wards in **proper and clean uniforms and polished shoes.** Nothing other than what is prescribed by the school will be allowed. Any alterations, even for a day, can be done only after obtaining permission from the school.
- Students must always maintain proper hair-cut and clean and trimmed nails.
- Attendance in class should be maintained not less than **80%** and all absentees need to get their school diaries written by their parent and signed by the class teacher. No student would be allowed to sit in the class if this procedure is not followed. **Students absent for 3 days or more must carry a letter and a Medical Certificate** to be allowed entry in the class.
- Parents/Guardian must ensure that homework (particularly for Class-III and onwards) are done regularly and the school **diary is signed on a daily basis.**
- It is the responsibility of the Parents/Guardian to check whether the students carry their books and note books as per their daily Time Table (Class Routine). Please ensure this, as no student will be allowed to sit in the class without proper text books and notebooks. **Your assistance in ensuring that students carry their books and notebooks as per the Routine will help us check the weight of their bag as well.**
- **English is the language and the medium of the school.** No student is allowed to converse in any other language in the school premises except during their vernacular classes. Students found violating this rule will be strictly dealt with.
- It is advisable that the children are provided with a healthy atmosphere at home conducive to their growth and development. We expect the parents to follow the guidelines and assist us in achieving the goals set in.
- Children should not wear any valuables. Mobile phones or any other electronic gadgets are strictly prohibited inside the school premises. Parents/Guardians must make sure that their ward/s don't carry the same to school.

Last but not the least, it is the duty of both the school and parents to ensure that "Discipline"--- a prime pillar of a child's education is maintained at all cost. Only then, education adds value to a child's life.

JazakAllah!

**Abdul Basit Ismail**  
Principal

**Note: If the classes are conducted online, a separate guideline would be sent to you.**