



Date: - 2081-01-04

Dear Parents/Guardians,

Wish you all **HAPPY NEW YEAR 2081**

In our effort to maintain a conducive and disciplined learning environment, in this session 2081 we kindly request your attention to some updated rules and regulations:

1. **Book:** - Parents are requested to collect their wards books for respective classes from Abhisek Stationery. Alternatively, you can also check the book list on our website. Thank you.
2. **Language Usage:** Students must communicate in English at all times while in school uniform, including on the premises, while commuting to and from school, and on the school van, during ECAs class. This also applies to personal or phone conversations between students. And Use of decent language is mandatory.
3. **Timings and Attendance:**
  - School hours: 9:05 a.m. to 5:00 p.m.
  - Students must arrive by 9:00 a.m. Late arrival for three days results in being sent home and marked absent, incurring absentee charges.
  - Time can varies for Van students (Consult with Van incharge)
4. **Punctuality:** Students must promptly return to class after recess.
5. **Permission for Leaving:** No student may leave the school during school hours without proper authorization, parents should collect early leave form and fill before collecting their child.
6. **Respect and Courtesy:** Students are required to greet all school members indoors and outdoors by joining both hands as a sign of respect and courtesy.
7. **Communication:**
  - Reasons for detention beyond school hours will be provided in writing.
  - Parents must not accept oral excuses for late return.
8. **Prohibited Items:** Students are not allowed to bring any inappropriate books or articles onto the school premises.
9. **Food Policy:** Students are kindly requested not to bring any food items from home as the school provides lunch and snacks. If there's a specific dietary requirement or need for an exception, prior notice should be given at the reception.
10. **Diary Requirement:** Students must possess and bring their school diaries every school day.
11. **Leave Protocol:** Absent students must inform the school reception by 8 a.m., providing a written leave application signed by their guardian and a note in their diary from the guardian for the class teacher / requesting form school app.
12. **Book Maintenance:** Students are responsible for properly maintaining their exercise and textbooks, utilizing only school-provided exercise books. In cases where a student's work

has not been checked, students are encouraged to request their subject teacher to review their work. It's essential to inform the designated in-charge if a student's work lacks the required stamp of approval. Students found with unverified work without the in-charge stamp will be held responsible for such actions. **(Marks in the terminal exam will account for copy fairness)**

**13. Uniform Regulations:**

- Students must use formal school bags, trousers, and shoes according to school specifications. (School code)
- Students must strictly adhere to the assigned dress code. If a student is found not complying with the scheduled dress, they will be sent back home.
- Fashionable bags, ornaments, hipsters, drainpipe trousers, and tight trousers are not allowed.

Effective from 2081-01-05	
Sunday	School dress
Monday	House dress
Tuesday	School dress
Wednesday	House dress
Thursday	School dress
Friday	School dress/ Scout dress

**14. Grooming Standards:**

- Boys must have short, properly combed hair without sideburns. Proper ironed dress
- Girls must tie their hair in pigtails or bunches with white ribbons or use a white hairband for a bob cut. With proper ironed dress.

**15. Grooming Restrictions for Girls:**

- Girls are prohibited from using henna, hair dye, nail polish, or any makeup.

**In the event of students not adhering to the aforementioned rules and regulations, they will be summoned to an assembly. They are required to apologize to the entire assembly for their actions. Repeat offenses will result in suspension as a disciplinary measure.**

These rules and regulations are implemented to foster a conducive and disciplined learning atmosphere within the school premises. We kindly request parents for their support and cooperation in upholding these guidelines for the benefit and well-being of our students.