

SUBJECT: School Guidelines and Revised School Opening Date for KG1

“Empower, Innovate, Excel: Embracing the Power of Positive Learning!”

Warm greetings from BIIS!

At the outset, I convey my sincere gratitude to all the parents towards your kind co-operation with us during the beginning days of our school. I hope your ward is enjoying the lessons with their new teachers at school. Kindly note the guidelines and information, I am sharing to ensure a smooth transition and a successful academic year.

Attendance and Leave

- It is mandatory for all the students to have a minimum of 80% attendance in an Academic year.
- Students claiming more than three or more days of sick leave will have to bring a medical certificate and send an e-mail to the Principal copied to the Class Teacher.
- Students should not take long leave during the academic session, as it affects the child's progress, Ministry too is firm about leave being sanctioned for more than 20 to 25 days.

1. Punctuality

- Students must reach the school by 7.00 AM (Regular Timing)/ 8.30 AM (Ramadan Timing)
- Late coming to school after 7.10 AM/8.40 AM will be marked as absent. Three late arrivals without any valid reason, the parent has to meet the Principal.
- Parents are requested to ensure that their ward reaches school on time and also pick them up at the allotted time of school dispersal (11.00 AM for Kindergarten/ 1.30 PM for Primary) from the allotted exit gates. During Ramadan the allotted time is 1:00 PM

2. Cleanliness, Health, and Hygiene

- Parents should ensure that their ward wears a neat and well-ironed uniform, hair is properly trimmed and combed, clipping of nails, and school shoes are polished well. Girls with long hair should make plaits.
- If your ward has weak eyesight, hearing problems, etc. kindly inform the class teacher.
- Parents are advised to give healthy home-cooked food and avoid junk food, chips, etc.

3. Discipline and Behaviour

- All the students are expected to show high standards of behavior towards each other in the classroom and towards the staff.
- Students should behave politely at all times within the school campus.
- Student should not use any foul, unparliamentary language or provocative remarks about any matters.
- Students who failed to live up to the expected school standards, shall be issued two warning passes. At the end of two warnings, the concerned student and parent will have a meeting with the principal.



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4. Valuables

- Wearing fancy watches, ornaments, gold jewelry, fancy items, and toys is strictly prohibited. The school shall not be responsible if any personal valuable items are lost or damaged on the school campus.
- No watches to be worn till your ward reaches Grade V.

5. School Property and Notebooks/ Textbooks

- All the students should take care of the school property. Students should not spoil the furniture or write on walls.
- Students should bring all the notebooks and textbooks as per the day's timetable only. Students are responsible for the safe handling of their books and belongings.
- All the notebooks/ textbooks and lunchbox should be labelled.

6. Parent-Teacher Interaction

We value open communication and collaboration between parents and teacher. I hope you all are active with teachers through WhatsApp Broadcast group. All your suggestions and concerns kindly send email to principal.

The above-mentioned guidelines are for the general well-being of the students. All the concerned staff, students and parents are requested to take note of it and adhere to it.

Note: Following the previous email sent by admin department the school reopening date for the students of **KG 1** is **16th April 2024**.

Sincerely on behalf of all of us from **BIIS!**

Asha Shiju
Principal

