

GENERAL GUIDELINES FOR PARENTS OF CHILDREN JOINING

POLE STAR

We welcome you to the family of Pole Star and thank you for entrusting us with the responsibility to take care and blossom your precious child. In order to achieve this, we solicit your kind co-operation at every step. Given below are guidelines for the parents (guardians) to follow: -

1. At the time of joining

- a) Bag, books and all other belongings must be labeled with the child's name. Books should be covered.
- b) School diary should be seen by parents and sent back to the school in the bag every day with note, if any, duly signed. "Personal data" or the first page must be accurately filled in.

2. Uniform

Students will use school uniform prescribed by school.

Summer: -

Mon, Tue, Wed: - Blue and sky check shirt, blue pant, (blue skirt and blue shorts, up to knee for girls), black shoes, blue socks, school tie and school belt.

Thu Sat: - House T-shirt, white pant, (white skirt and white shorts, up to knee for girls), white shoes, white socks and school belt.

Fri: - White shirt, white pant, white shoes, socks, school tie and school belt.

Note: - (for girls; socks up to thigh)

Winter: -

Same as summer, along with school blazer and navy-blue leggings for girls (Mon, Tue, Wed) and white leggings (Thu, Fri, and sat). If scarf or cap is used should be navy blue.

(Note: - Shirt, pant should be formal, no low waist or designer etc. are allowed)

3. Transport

- a) Please ensure that your child is ready ten minutes before the scheduled time at the 'pick up' point.
- b) Dropping time can vary for 5-10 minutes from the fixed scheduled time.
- c) Pick and drop facility cannot be extended to point where lanes are narrow.
- d) Please do not give verbal information to driver or maids for change of address. In case of change, an application must be submitted in the office.
- e) Once transport facility is taken, have to continue for a session.

4. Fees

- a) School fee is collected in advance, or on monthly basis, before 10th of the month, after that Rs.200/- is payable as late payment charge (twice, two months tuition fee will be taken together. In month of May, tuition fee of May and June, in month of February, tuition fee of February and March will be collected together.
- b) In case of yearly payment, one month fee will be waived off.

5. General

- a) Your ward will use school notebook for C/W and H/W. No rough notebook is allowed. Your ward must bring proper lunch, water bottle and diary, regularly along with mask and sanitizer.
- b) Children must not wear valuable things like gold, jewellery, watch, etc.
- c) Kindly trim your child's hair & nail regularly. Girls have to use white band or ribbon, if hair is long.
- d) Send your ward in proper uniform with books and note books according to time table.
- e) Children not using transport must reach the school on time.
- f) Send your child regularly. Avoid absence of your child from school without prior information or fine will be charged.
- g) Leave can be granted with prior information on written application duly signed by parents or mentioned in diary but not during U.T/C.T examination or on any school's function day.
- h) No U.T/C.T will be conducted before or prior scheduled time if child is absent or on leave.
- i) Children will not be handed over to parents before the school timing is over. For it prior intimation must reach in office (in written).
- j) 45% marks is minimum for promotion in next class and 33% in case of EWS students.

6. Meeting

- a) After each U.T and Term end examination, meeting with teachers will be held (PTM). Mother's presence with father's is compulsory, especially for junior classes and for senior classes. Mother's presence will be appreciated along with father's. Meeting with subject teachers or class teachers may be held between 10am-12 PM (noon) on every second Saturday, which is our regular PTM.
- b) Meeting with Principal can be held between 02:30 PM and 03:00 PM in afternoon or with appointment.
- c) Meeting with Director can be held between 11:00 AM and 04:00 PM with appointment.

7. For boarders

- a) Once hostel facility is taken, it will continue for the session.
- b) Please do not request for extra leave for your children. Leave will be granted only on scheduled leave days.
- c) No eatable should be brought from house.
- d) Please avoid frequent meeting with your children. Meeting with children is scheduled on Sunday, (only, between 11am to 4pm) and on every second Saturday.

8. For enquiry

- a) In case of problem/doubt you are free to call
 - 1) Account/Reception/Enquiry: 7541810409, 06276296200
 - 2) Office/Store: 7541810410
 - 3) Transport: 7541810401
 - 4) Examination Dept.: 7541810417
 - 5) Academic: 7541810416
 - 6) Hostel Warden :7541810418
 - 7) If any emergency may call 7541810416

9. Attendance

- 1) 100% attendance is compulsory. Leave is granted only with prior, written application. Leave without application is treated as absent.

Declaration

I Mr./Mrs. _____, Father/Mother of _____ class _____ have

read all these above mentioned and agree with it.

Signature of Parent