

## **GUIDELINES FOR PARENTS**

- ⇒ Encourage your ward to be regular and punctual in attending school.
- ⇒ Communicate in English with your ward as far as possible.
- ⇒ Appreciate the strengths of your child and boost their morale.
- ⇒ Please ensure that your ward does his/her work neatly.
- ⇒ Kindly make it a point to go through your ward's diary daily and sign. the remarks if any.
- ⇒ In case the need to meet the class teacher or subject teacher arises, kindly first send a note in your ward's diary to seek an appointment.
- ⇒ Kindly ensure that your ward has had good breakfast before coming to school.
- ⇒ Attend PTM (Parent Teacher Meeting) regularly.
- ⇒ Make sure that the books and notebooks of your ward are neatly covered and all the belongings labelled.
- ⇒ Your ward must carry properly packed, fresh and nutritious lunch.
- ⇒ Set your ward's school bag according to the time table.
- ⇒ Ensure that your ward ( Class I - III ) carries a hand towel, napkin and soap strips to school.
- ⇒ Please send your ward to school in a proper, well washed, ironed uniform.
- ⇒ Girls to wear black hair band in case of short hair and black rubber bank with two plaits in case of long hair. Boys must keep their hair short.
- ⇒ Make sure that the nails of your ward are clean and regularly cut.
- ⇒ In case your ward fails to attend school, do send a leave application. Medical certificate and wrapper of medicine to be attached in case of medical reasons.
- ⇒ In case your ward is blessed with some special talent kindly inform the class teacher about it.
- ⇒ In case of address or telephone number or mobile number should be intimated to the school office immediately.

**FORMAT FOR CHANGE OF ADDRESS AND PHONE NO(s) / MOBILE NO(s)**

**The Principal**

GRIZZLY VIDYALAYA

Telaiya Dam - 825413

Koderma (Jharkhand)

Sub : Change of Address & Phone no(s) / Mobile no(s).

Dear Sir / Madam,

This is to inform you that our new residential address and telephone numbers(s) / mobile number(s) are as follows :

NAME & ADDRESS :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN CODE \_\_\_\_\_

PHONE NO(s) / MOBILE NO(s)

\_\_\_\_\_

\_\_\_\_\_

We request you to kindly make the necessary changes in your records for our ward \_\_\_\_\_ Adm. No. \_\_\_\_\_ of class \_\_\_\_\_ Section \_\_\_\_\_

Thanking you

Yours Sincerely

Father/ Mother / Guardian

**FOR OFFICE USE**

Sign. of Accountant : \_\_\_\_\_

Sign. of Co-ordinator : \_\_\_\_\_

Sign. of Class teacher : \_\_\_\_\_

Sign. of Exam. Incharge : \_\_\_\_\_

Sign. of Principal : \_\_\_\_\_