



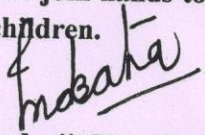
**PRESTIGE CONVENT SCHOOL**  
Pocket B-5, Sector-8, Rohini, Delhi-85

Circular no. PCS/2019-20/176

Dated: 12-10-2019

**GENERAL GUIDELINES FOR PARENTS**

1. Constant vigil on the part of parents pays rich dividends. We sincerely recommend that parents should regularly monitor the daily activities of their wards.
  2. Parents should ensure strict adherence to the prescribed uniform and personal hygiene of their ward. It is compulsory for the students to wear Identity Card every day.
  3. Arriving early/late than the prescribed time is not permitted. Kindly monitor and ensure that your ward should reach school between 7:30 a.m. and 7:50 a.m. (for classes I to XII) /8:50 a.m. and 9 a.m. (for classes Preschool & Preprimary), when school staff is available to take care of them.
  4. Parents who make independent transport arrangements for their ward by hiring private vehicles will be fully responsible for the same. They must ensure that proper police verification of drivers is done and all safety measures are taken to avoid any untoward incident.
  5. Parents must register a permanent mobile phone number with the school on which SMS and other alerts may be sent. In case of change, the parents must notify the changed number in writing within 3 days.
  6. Children will strictly not be handed over to any unauthorized person.
  7. Parents must carry the Parent Identity Card, provided by the school to collect your ward, every time you visit school for any purpose. Without verifying Parent Card entry inside the school premises is not allowed.
  8. Once the child has come to the school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Principal is mandatory.
  9. Parents and visitors are not permitted to visit classrooms. No strangers are allowed to meet children.
  10. Lunch boxes and water bottles or any other belongings are not allowed to be sent for students once they have entered the school premises.
  11. Please do not send your child to school if he/she is feeling unwell.
  12. Parents are also requested to maintain a proper dress code at all times while entering the school premises.
  13. The students are not allowed to drive any vehicle to school and carry mobiles. Strict parental supervision is required in this regard.
  14. Distribution of gifts and eatables among the students on birthdays is prohibited. Wearing casual dress is not allowed in the school even on birthday and PTMs.
  15. Students are strictly not permitted to wear expensive watches, jewellery and carry excessive cash.
- Let join hands to deliver this collaborative responsibility to provide safer, secure and disciplined ambience to our children.

  
Inderjit Kaur Batra  
Principal

**UNDERTAKING**

Circular no. PCS/2019-20/176

Dated: 12-10-2019

I, \_\_\_\_\_ parent of \_\_\_\_\_ of Class & Section \_\_\_\_\_ have read the Circular no. PCS/2019-20/176 dated October 12, 2019 and understood the content therein. I undertake that I will follow all the guidelines given.

Parent's Signature