



Sri Guru Gobind Singh Public School, Sector 35-B, Chandigarh

(Under the aegis of Chandigarh Gurudwara Asthapan Committee)

SCHOOL GUIDELINES

“Learning is a treasure that follows its owner Everywhere...”

Dear Parents,

Welcome to Kindergarten !!

This is the year for youngest learners to shine brightly in our classrooms. It will be a year of magical wonder and amazing growth for your little stars.

- We are pleased to inform that the school has prepared a **Rainbow Series** and **Hues Series** for the students covering complete syllabus in one book.
- Worksheets are also compiled in one book which will be sent to you every Friday and will be needed back on Monday.
- Create a habit in the child to freshen up in the morning before coming to the school
- Kindly drop your ward to school on time at 8 a.m. so that he/she may not be lagging behind in the day-to-day affairs of the school. Students coming late to school will not be allowed to attend school that day.
- Wearing ID cards every day is compulsory for all the students to ensure their safety.
- You are requested to check the Parent-Teacher Link book of your ward daily. Note the instructions/remarks made in it. and countersign by the as a proof the remarks have been read.
- In case of grievance kindly follow the hierarchy: class Incharge Coordinator, Counsellor and Principal with prior appointment.
- Please be sure to inform the school if there is any change in your address, designation or telephone number by submitting an application to the class Incharge.
- Kindly keep yourself update about school activities and other information.
- Keep all worksheets in folder at home after they have been checked by the class teacher.
- Any information regarding leave must be sent on the prescribe form only given in the Link Book. No leave will be accepted without the prescribed format.
- Message for the school from parents should be delivered in person, in writing or by telephone/electronic-mail. Word of mouth messages through children or friends or guardian should not be used.
- Any kind of medical problem should be brought to the notice of school doctor and the class incharge.
- Do not send your child to school if he/she is unwell as then the other children are at risk of catching the infection.
- Please mark all the belongings of your ward with his/her name, admission number and class.
- Ensure that your child does not bring any valuable articles to school. In case of loss of valuables, the school will try its best to trace the item but will not be responsible for the loss.
- Parents to ensure that their wards attend school in neat and well ironed, complete uniform. Hindu boys with short and decent hair cut (not in fashionable or military cut), Sikh boys with proper patka and girls with plaits or pony as the case may be.
- Kindly send an extra pair of clothing along with undergarments with the child every day to the school.
- Send one cloth napkin daily for wiping the hands after eating food and washing hands. No foil paper is to be used. Use only cloth napkins for wrapping the food.

- Healthy food is to be given. Strictly avoid junk food. Strictly don't send curd or liquid food in tiffin.
- Parents and guardians must not visit their wards in classrooms during school hours.
- Parents are advised not to contact the teachers over the phone during the class hours.
- Do spend quality time going through your child's notebooks daily.
- Parents are also request to make their wards learn basic washroom etiquette.
- As per the series of CBSE circulars parents must avoid using the transport services from vehicles not having valid license or permit to carry the school children. They must play the role of vigilant observer on this sensitive issue. School provides bus facility; bus fee will be paid directly to the contractor. Parents are requested to personally see off and receive their wards at the bus stop.
- Parents are requested not to collect their ward during school hours. In case of emergency the parents should come in person or an authorized person whose photograph is pasted in the Parent-Teacher-Link book should come, along with the application and parents must also convey the message telephonically to the concerned In-charge.
- No sharp objects namely blade, knife, scissors, needle should be sent to school to ensure safety.
- Child will not be sent from school with half day leave on pretext of any reason. For miscellaneous reasons (Home functions, marriage, birthday, etc.), kindly check the priority and take an appropriate decision.
- If a child is found unwell while at school or gets injured while playing, then school will provide first aid and also inform the parents immediately who will be allowed to collect their ward from school for further course of action.
- You are requested to ensure that the birthday celebration of your ward in the school is confined to his/her classmates only and should be on a modest scale. Child is permitted to bring any chocolate/toffee (cost Rs 1/-) to distribute. Costly chocolates & cakes are strictly not allowed in class or bus.
- Missing out on Half Yearly/ Annual Exam will directly affect the promotion of the students to the next class at the end of the session. Thus, your ward's presence in all the assessments places him/her on a safer pedestal and decides a better place in the class. Please take these Tests/Evaluations seriously and avoid absenteeism for the betterment of your ward.

Let's walk together with full energy and passion for our children to achieve their dreams and goals and make 2024-25 a big success.

**Thanks and Regards
School Team**



