

TIMING AND PUNCTUALITY

1. Students should be in school by 8.30 am.
2. The morning session is from 8.30 a.m. to 12 noon.
3. Snack break is from 10.00 a.m. to 10.30 a.m., and lunch break is from 12 noon to 12.45 pm.
4. The afternoon session is from 12.45 p.m. to 3.00 p.m.
5. Kindly instruct the Auto and Van drivers about the school timings.
6. It is very important to maintain **PUNCTUALITY**. Parents are requested to cooperate and abide by the rules of the school.
7. Gates will close at 8.40 am. Latecomers will not be allowed to enter the premises.

HEALTH AND HYGIENE

1. Please send 2 clean serviettes (lunch towels), a spoon and a water bottle every day. Lunch boxes (especially hot boxes) should be washed properly.
2. Check the lunch bag and their pockets every day. Spoons should be washed every day. Lunch towels to be changed every day. Lunch bags should be washed every weekend. School bags should be washed once a month.
3. Please send limited snacks and lunch. During the lunch hour, teachers and sub-staff will take care of the children.
4. Lunch Bags, Snack Boxes, Water Bottles and School Bags should have the **name, class and section** of the child written on them with a **marker**. Steel lunch boxes and spoons should have the **name, class and section** of the child.
5. Your child's **nails** should be **trimmed** every week.
6. A handkerchief has to be pinned or kept in their pockets.

UNIFORM

1. Students should come to school in a clean, well-pressed uniform and well-polished shoes. A spare set of **home clothes** in a plastic bag should be kept in his / her bag to change in case of an emergency.
2. Students who do not have uniforms ready as of 8th June, 2026, may use any clothing that the child will be comfortable in. An elastic waistband for pants, shorts and skirts is preferred.
3. Details about dress:
BOYS: Wearing underpants and a vest inside their uniform is necessary.
GIRLS: Wearing BLOOMERS over their underwear is a MUST.
Boys and Girls footwear: Black socks and black Velcro shoes (School)
White Plaeto Nova (Branded) shoes (PE)

DISCIPLINE

1. School bag and lunch bag should be separate.
2. Do not place Water Bottles in the School bag.
3. Please label and write the name of your child on and inside all the books and on the stationery.
4. Parents will not be allowed to enter the classroom or see any teacher during class hours without the permission of the AHM (Nursery).
5. Older brothers or sisters should not visit their siblings during class hours.
6. Parents should refrain from waiting in the drop-off area till your child reaches the Nursery. The child may lose his / her balance each time they turn to wave to you.

SAFETY AND SECURITY

1. Please make sure that children do not wear any GOLD JEWELLERY when they come to school. We will not be responsible for any loss.
2. Do not give any money to your child unless it is requested by the School, in writing.
3. Please check your child's bag and pockets before they leave for School and when they return from School.
4. Please do not send oral messages through drivers. All messages should be written in the handbook on the page provided, 'Parents' Request to Teachers'.
5. Your child should be advised not to talk to strangers and not to leave the school with anyone other than the person authorised to pick them up.

ACADEMICS

1. All the books should be labelled and then covered with transparent plastic sheets, fastened with cello tape neatly. Please do not forget to write your child's name on the label and inside all the books.
2. Please do not staple the covers to the book. Use cello tape to fasten the covers.
3. All the books, all the stationery and craft material should be handed over to the class teacher on the reopening day.
At the end of the year, the remaining stationery will be returned to you.
4. Parents are requested to take an interest in their child's studies. Guide your child while he/she does the work that is sent home. **Don't do their homework for them.**
5. After your child completes the home assignment, please make sure the books are put back in the school bag to be returned to the teachers the next day.

TOILET HABITS

1. Your child should finish his / her toilet chores before coming to school.
2. Train your child to use the toilet. They should refrain from defecating/urinating outside the toilet.

MISCELLANEOUS

1. All important information that has to be communicated from the school to the parents will be done through the Neverskip app.
2. Avoid comparing your child with another child. Each one is special in his / her own way.
3. If your child has a medical problem, PLEASE inform the class teacher.
4. Children should be put to bed early at night to enable them to get up early and be in school on time. The school gate will be closed by 8.40 a.m.
5. Please do not use the teachers as threats to get your child to do anything.
6. Change of telephone numbers and addresses should be sent to the class teacher in writing at the earliest.

Looking forward to your cooperation and encouragement in your child's education. Your involvement will make a significant difference in their growth.

With best wishes,

P A John Stephen
PRINCIPAL, Stanes AIHSS