

**GURU HARKRISHAN PUBLIC SCHOOL
KAROL BAGH, NEW DELHI
(FOR CLASSES I - V)**

25/03/2023

Circular No. GHPS/KB/029A

RULES & REGULATIONS

Dear Parent,

Greetings

Every day brings new possibilities, opportunity and challenges. Our primary goal at **GURU HARKRISHAN PUBLIC SCHOOL, KAROL BAGH**, is to capitalize on these opportunities and challenges. As the school begins the new academic year 2023-24, I would like to congratulate you on your ward's promotion to next academic grade and wish him/her success in the future. It gives me great pleasure to share the efforts of my team members in the overall development and physical growth of every child in the school. Following the scaffolding process in the field of education, the entire faculty of the school is ready and eager to take a positive step towards the progressive direction for student learning. The school uses cutting-edge teaching technologies and creates an environment conducive to our children's mental, moral and cognitive development.

As our stakeholders, we wish your assistance for the advancement of students. For the reason, the following rules have been made mandatory and must be followed:-

1. Regularity and Punctuality enables the child to achieve his full educational potential. Therefore, make sure that your ward reaches school on or before 7.40 am in proper school uniform. **Students arriving after 7.45 am will not be allowed to enter school and no request to that effect will be entertained.**
2. It has been observed that on the day of Unit Test, many parents are in the habit of taking back their children after the Unit Test. Hence, **it has been decided that Unit Test can be taken any time on the scheduled day during school hours.**
3. It is mandatory for all the students to appear in all the examinations conducted by the school. In case of any unavoidable circumstances, permission must be sought by the parents from the school authorities in advance. His/her absence in any of the exam will be considered as willful absence and no retest will be allowed. In case of illness, medical documents along with the application should be submitted strictly within 3 days of joining.
4. It is mandatory for the Sikh boys and girls to maintain "Sikhi Swaroop" and Non Sikh boys should get regular hair cut. **Student will not be allowed to enter the school with trendy/fashionable haircut. Only conventional haircut is allowed.**
5. Parents are suggested to revise lessons done in class and check that child does the homework regularly. Parents should take active and helpful interest in the activities of the school. Parents must ensure submission of Assignments and Projects in time and Periodic Assessments/Internal Examination should be taken seriously.

6. Parents should spend quality time with their children. They should sacrifice their leisure hours if they want to see their ward excel in studies.
7. Our school strives to create and sustain an atmosphere of learning so that the children may blossom in goodness. For this, parent's role and cooperation is highly solicited.
8. Motivate your child to maintain a proper code of conduct. Any misbehavior/indiscipline and damage to school property may lead to serious consequence (disciplinary action).
9. Posting of derogatory remarks and obscene pictures on social media will invite severe disciplinary action (suspension/rustication) from school. Parents must discuss with their children the negative effects of technology.
10. Encourage your child to read newspaper and good books and speak in English with teachers.
11. Criticism of school should be avoided in front of children. Such criticism builds disrespect for the school in the mind of the child. This may hamper child's positive mental growth.
12. Don't be impulsive in pleading your ward's case if disciplinary action is taken against him/her. Try to know the reason by first talking to your child and then talking to the concerned teacher or Segment Incharge.
13. (a) The school fees must be paid by 10th of every month else as per Rule No. 5 of the fee booklet, the name of your ward will be struck off the next month. Fine will be applicable to the cases paying late fees.
 (b) Name of the ward will be struck off due to non-payment of fee by last date of month and he/she will not be allowed to attend the class till realization of fees.
 (c) Re-admission will be the sole discretion of the School Management with re-admission charges as mentioned in the fee-booklet. Re-admission charges will not be exempted under any circumstances.
 (d) No request from parent will be considered for Fee Concession till fee concession policy 2023-24 is finalized.
 (e) You are requested to pay fees by cheque or by using online mode.

Kindly fill the acknowledgement slip and return to the Class Teacher through your ward.

Jasvinder Kaur
Principal

Note: - For any query you may contact at the school reception (01128758846) or the Class Teacher at her mobile number

ACKNOWLEDGEMENT – Rules & Regulations/Circular No. GHPS/KB/029A dated 25.03.2023

I _____ parent of _____ have read point 1 to 13 and undertake that my ward will obey the rules & regulation laid by the school. In case he/she fails to do so, I will abide by the decision of the school in all respects.

Signature of Mother _____ Mobile No. _____

Signature of Father _____ Mobile No. _____