

Dear Parent,

Greetings from Laurus School!

Kindly note the following:

Communication:

- The school will communicate with parents/guardians only through the School Almanac/ WhatsApp group message/call from admin team.
- Parents/guardians are requested to check the school diary of their child daily, noting any instructions or remarks made in it. The almanac should be seen and countersigned by the parent daily, as proof that the remarks have been read. Failure to do so may defeat the purpose of the remarks.
- Please inform the school immediately of any changes in your address, designation, or telephone number by submitting an application to the admin officer.
- Meetings with the Principal or teachers can be arranged by appointment through the school administration.
- If parents have concerns regarding their child, they should first address them with the class teacher. If the concerns are not resolved within three working days, a follow-up email may be sent to the Principal or Coordinator, or an appointment can be made for a physical meeting, depending on the gravity of the matter.
- The school believes in direct interaction with parents regarding academic performance, behavioural issues, and any administrative requirements of the child to avoid misunderstandings.
- In case of your child's absence to school, kindly ensure that the leave application in the school diary is duly signed by you on the following day.

Responsibility:

- Please mark all belongings of your child with their name, class, and section.
- Spend quality time reviewing your child's study materials, especially over the weekends.
- Ensure that your child does not bring valuable items to school. In case of loss, the school will try to trace the item but will not be held responsible for any loss.
- Encourage your child to develop a habit of reading books regularly and help them minimize screen time for overall growth and learning.

Dress Code:

- Valuable items such as gold/diamond jewellery (chains, rings, anklets), facial makeup (eye makeup, nail art, bindi), henna decorating on arms and feet and body art (tattoos) are strictly prohibited at school.
- Students should avoid wearing excessive or distracting jewellery, such as long earrings, large bangles, or anklets that make noise. These items can create disruptions and should not be worn to school.

- Parents are requested to ensure their child attends school in a neat, well-ironed, and complete uniform. Boys should have short and decent haircuts (not fashionable or military cuts), and girls should have their hair in plaits or ponytails, as appropriate.

Safety & Security:

- Parents are requested to personally drop off and pick up their children from the bus stop (especially for classes Nursery to V).
- If there is a change in the child's route for a day or two, the parent must inform the admin, coordinator or principal in advance.
- Encourage your child to maintain proper conduct. Misbehaviour, indiscipline or damage to school property may result in serious disciplinary action.
- Sharp objects, such as blades, knives, scissors, or needles, should not be sent to school for safety reasons.
- Parents and guardians are not permitted to visit their child or teachers in the classrooms. Please refrain from entering the classroom or floor without prior notification from the admin team.
- Electronic gadgets (mobiles, iPods, PlayStations, audio/video players, cameras, etc.) are not permitted inside school premises.

Consideration:

- Parents are not allowed to collect their child during school hours, except in emergency situations. child will not be sent home early for reasons like social engagements (home functions, weddings, birthdays, etc.). Please evaluate the importance of such events before making a decision. Parents are requested not to schedule social engagements or medical appointments during school hours.
- If a child is unwell or injured during school hours, the school will immediately inform the parents, and the child may be collected for further care.
- A student who shows respect for the school and teachers will benefit greatly. Please avoid criticizing the school or teachers in the presence of your child. For any legitimate concerns, kindly meet with the Principal, Coordinator, or Administrator by appointment.
- Birthday celebrations at school should be simple and focused on the child's immediate classmates. Instead of giving unhealthy chocolates, consider gifting a small gift to classmates. A thoughtful alternative could be contributing a plant to the school, promoting environmental awareness or donating a book to the school library, which will benefit other students and help expand their knowledge.



Principal