



SVYEMS/Academics/2018-19/060

Date: 19-03-2019

Standard Operating Procedure for grade X parents

- It is mandatory for all parents to attend all PTM's, special meetings, orientations etc. without fail.
- Parents are supposed to attend the feedback calls given by class/subject teacher. If you fail to attend the call, you are supposed to call back on the school landline.
- As school diaries serve a link between teacher and parent, they are to be checked and signed by parents on regular basis.
- If parents are personally called to school on urgent basis due to student's misbehaviour in the form of abusive words or use of derogatory language in the bus or school premises, parent's co-operation is must in this regard.
- Parents are expected to send back the acknowledgement slips (attested with circular) in time after acknowledging the same.
- If parents want to meet authorities/class teacher/subject teacher etc. prior appointment and confirmation need to be taken.
- Parents need to check the bags of their ward from time to time. Also ensure that they are not bringing money, any costly things, and unwanted things to the school.
- It's a humble request to all the parents not to trust your ward blindly regarding anything .As every coin has two faces, they are supposed to see the situation from all sides before coming to any conclusion or before taking any decision.
- In case of absentee, diary note is must. If the absentee is due to ill health, medical certificate is must.
- It is the responsibility of parents to send their ward in clean neat and tidy uniform.

Parent's Declaration Letter

I, ----- as the vigilant parent of grade X, promise that, I will abide by all the above mentioned rules and regulations without fail.

Parent's Sign