

INSTRUCTIONS TO PARENTS

1. **Bonafide Certificate:-** An Application should be made in writing stating the reason for the same and handed to the school office along with the GR. No. of the student. The Certificate will be issued after **three working days.**
2. For Any changes in Date of Birth / Caste / Name the following **documents** should be submitted to the office by **20th July** of that academic year.
Requirements for :-
 - I) **Change in Date of Birth :-**
 - 1) Birth Certificate from B.M.C. / or other relevant office.
 - 2) Gazetted copy with correct date.
 - 3) Affidavit
 - 4) Form No.1
 - II) **Change in Name :**
 - 1) Form No.2
 - 2) Gazette copy with correct Name
 - 3) Affidavit
 - III) **Change of Caste or add Caste:**
 - 1) Form No.3
 - 2) Affidavit
 - 3) Caste Certificate

All the Xerox documents are to be submitted in 2 sets and are to be **attested by the gazette officer.** along with the forms given by the School Office.
3. Parents are informed that occasional reports from teachers are conveniently made in the school handbook. They are requested to **check the handbook for remarks** made by the teacher or Principal every week.
4. Parents are particularly expected to **sign the progress reports**, or any other similar documents when so requested. All remarks, late attendance record, should be seen and duly signed regularly, if required. Failure to do so may put your child to great inconvenience.
5. Make it a point to attend the "Open Day" on the last working day of the month and the First Semester Examination. Papers will be shown ONLY on the "Open Day" to parents alone.
6. **Never criticise the teacher in the presence of your child. On the contrary, make your child have a great respect for the teacher. This will help your child to look up to the teacher and learn from him or her. If there is any cause for dissatisfaction regarding any teacher, you are requested to discuss it with the Principal. Unhealthy criticism will only undo at home, what we are trying to build in the school and hinder your child's development.**
7. Any communication made by the parents should be addressed to the Principal and not to the class teacher and all correspondence from the school to the parents or guardians should be routed through the Principal. When communicating with the Principal please **mention in your letter the standard and Division of your child / ward.**
8. In case of an accident or an emergency, casualties will be taken to the nearest hospital and the parents will be informed as soon as possible. While the school takes all the precaution against accidents, the Management takes no responsibility in case of accidents. In all such cases payment towards the medical expenses must be borne by the parent.
9. Parents must inform the school authorities in writing about any congenital disorder / allergy /

physical handicap / psychological or emotional problem, the child is suffering from, to avoid unnecessary problems during time of emergency.

10. St. Pius Parent - Teacher Association (PTA) aims at fostering cordial and friendly relations between members of the staff and the parents of the students, so that there may be better understanding and co-operation between home and school. All our parents are expected to join the Association and to take part in all its activities. An application form is attached to the handbook.
11. Please be informed that disciplinary action will be taken if your child consistently and regularly :-
 - i) arrives late for school.
 - ii) does not have acknowledgement of remarks made by the school Authorities / worksheets / circulars / report card distributed.
 - iii) forgets to bring Calendar / books / submits tasks / assignments in time.
 - iv) violates the school norms.
 - v) damages school property.
 - vi) late after recess or found outside the class.