



JUBILEE HILLS PUBLIC SCHOOL, RAMPALLY
CIRCULAR – (PTM)

Ref: JHPS/PAR/CIR/09/2019-20

Date: 24/07/2019

Dear Parent,

PTM for classes LKG to VIII is scheduled on **Saturday 27th July 2019**. In this regard, kindly make a note of the following points:

- Parents can meet the class and subject teachers in their respective classes or other designated areas
- Approximate time for each parent is 5 minutes.
- Only parents or guardians, as specified in the admission form will be allowed to attend.
- **Timings: 9.00 a.m. to 12.00 noon.**
- Students should accompany their parents and should be in their complete school uniform with ID cards.
- Parents are requested to follow the timings given by the class teacher here for their own convenience and to ensure undisturbed discussion.
- Parents can take an **appointment** through **School Diary** to meet the **Class teacher/Headmistress** for any discipline or academic issues on other days.

Name: _____

Time Allotted: _____

For JUBILEE HILLS PUBLIC SCHOOL

Namrata Sandhu
Principal

BRIEF SUMMARY OF SCHOOL RULES AND REGULATIONS

We would like to apprise you with the salient points of the Almanac for your ready reference.

School Timings:

Class/Sec	Timings	Working Days
LKG TO Class II	8.30 a.m. to 3.00 p.m.	5 day week (Saturday holiday)
III to VIII	8.30 a.m. to 3.00 p.m.	6 day week (1 st and 3 rd Saturday Working)

1) Parent Teacher Meeting (PTM) for classes Pre-Primary, Primary and Secondary as per schedule given in the School Diary:

- The Parents are expected to bring along their children who should be in **school uniform** during PTM's.
- The class teachers are available for the parents to give feedback on the progress of the child's academics and co-curricular activities.
- Parents can fill the **appointment slip** available with the class teacher on the PTM Day and meet the subject teacher on the appointed day.
- Approximate time for each parent is **5 - 7 mins**. Slots as per the roll numbers will be given and followed.
- Parents are requested to take an **appointment** through **School Diary** to meet the **Class teacher/Principal** for any discipline or academic issue on Non PTM Days (Mon, Wed, Fri from 2.45 pm – 4.00 pm).

Only parents or guardians as specified in the admission form will be allowed to attend the PTM.

2) Report Card: Parents are requested to come personally to collect the report cards of their children for **Half-yearly & Year-End Exams** on report card issue days.

3) Late coming rules:

- Students should **reach the school by 8.25 a.m.** every day.
- **Late coming for more than 3 times** i.e. between **8.30 a.m.** and 9.00 a.m. in a month will be recorded by the teacher in the School Diary and the student **will not be allowed to enter the school campus after the third time.**
- No student will be allowed to **enter** the school premises **after 9.00 a.m.**

4) School Uniform: Uniform reflects the school's discipline and standards and makes everyone seem equal. Our school believes in uniformity and cannot permit children to attend school in any religious dress. Hence, we would like to inform parents to send their children compulsorily in the School Uniform including shoes and ID card.

5) Identity Cards: Students are advised to keep their **ID card** in their **school bag** when they reach home. No student will be allowed to enter the school campus without an ID card and it is necessary that the student wears the ID card in the school every day. With a view to encourage discipline, the school proposes to levy a **fine of Rs.25/- on each day** that a student is found **not wearing** his/her **ID Card**.

6) School Diary: Students are advised to bring School Diary every day to school and follow rules & regulations given in the Almanac. Parents should communicate with teachers through the School Diary which is checked every day by the teacher.

7) Bag Load:Parents are requested to note the recommended weight of the School Bag

Classes LKG - II - not more than 1.5 kgs.

Classes III - V - not more than 2 to 3 kgs.

Classes VI & VIII - not more than 4 to 4.5kgs.

It is recommended that students carry books according to the time- table. They should not carry any extra books to school. **Storage** facility is provided in the classrooms.

8) Lunch Box: Parents are requested to pack & send the lunch box of their children in the morning itself. **We will not accept any lunch boxes in between school hours due to safety reasons.**

Parents are requested to pack preferably only Vegetarian food/Egg for lunch.

9) Taking children from school in between School Hours:

1. Parents should not approach the school authorities to take home the child during the school working hours or during exams **except in exigencies / emergencies by producing valid documents /evidence in writing.Half day leave is not permitted.**
2. Students **who are ill should not be sent to school even on exam / test day.** The parents are advised not to fix up appointments with the Doctor during school hours.
3. The school has no policy of holding retest /re-exam for Formative Assessments in **classes 1 to 4.** However, **an average of the Formative assessments** may be considered based on the gravity of the reason furnished.
4. In case, a student from **classes 5 to 8** is absent for the periodic test due to illness or any other exigency as the case may be, he may either be **allowed to write a retestor the Term average may be considered.**

10) Dispersal: OWN TRANSPORT:

CLASS	GATE NO.	TIMINGS
LKG & VIII	1	3.05 p.m.

Parents of own transport students are requested to take their children after school by 3.05 p.m.The students staying beyond 3.05 p.m. may play in the ground without proper supervision but this may lead to injuries and the school is not responsible for the safety of the children.

SCHOOL TRANSPORT:

CLASS	GATE NO.	TIMINGS
LKG TO VIII	1	3.00 p.m.

Buses will leave the campus through Gate 1 and parents are not permittedto take their children from the buses.

11) Electronic Gadgets Rules:

- Carrying any kind of electronic device viz., **Cell phone, I-pad, Tabs and Cameras** is strictly prohibited in the school premises.
- If students are found with any of the above gadgets the same will be **confiscated**. Parents are requested to go through the Almanac for rules and regulations.
- In exceptional cases the gadget will be returned on a request by the parent together with an undertaking that not to repeat the same on payment of **Rs.1000/- as fine.**
- In all such matters the decision of the School Management shall be final and no further request will be entertained.
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12) Disciplinary Measures:

The school Discipline Committee adopts the following in dealing with the discipline matters reviewing the recurrence of students’ undesired behavior.

- Oral warning and counseling
- Written warning
- Detention during Recess

- Imposition of fine
- Suspension from attending classes/school for a specified period.
- Expulsion/Rustication from school.
- Withdrawal of transport facility for misbehavior in the school bus.

13) Request to Parents:

- **To be polite while communicating with the teachers and staff.**
- **Not to use abusive/threatening language with the teachers and staff.**
- **Not to stop/enter into the School Bus** for any reason.
- Parents are requested to come **formally dressed** during School visits, Events, PTM etc.
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We wish your child the very best for the academic year and seek your support in all the above matters.

For Jubilee Hills Public School, Rampally

Namrata Sandhui
Principal

Note: Parents are requested to go through the Almanac for full details/information.