



## Reminder: Announcement Regarding Regulations 2024-2025

Date: 17-12-2024

Statement No. 22 /2024

Dear Parents,

Below are the basic instructions adopted by the school to ensure a smooth educational process and provide a safe learning environment. We kindly ask for your cooperation in implementing them for the benefit of our students and in support of their development.

### **1. Administrative Matters:**

- **Attendance and Departure:**
  - School hours for all grades are from 7:50 AM to 2:05 PM (Monday to Thursday), except for Wednesdays and Fridays, when school ends at 1:15 PM.
  - Please adhere strictly to the school's arrival and departure schedule.
  - **Communication:**
  - Academic reports for students will be shared via the "e-School Connect" app. Kindly review them upon receipt.
  - **Uniform Policy:**
  - Students must adhere to the uniform policy of Smart College, which includes the school shirt and navy-blue pants. For sports, black or dark hoodies and sportswear are allowed.



- **Celebrations**

Birthday celebrations for students will be organized in classrooms. Parents can send treats (cakes, cupcakes, and juice) to share with classmates. Please notify the head of the department a week in advance. Special attire for the birthday child is welcome on the day.

- **Prohibited Items:**

- Electronic devices and valuables are strictly prohibited.
- Students should use the school cafeteria for breakfast purchases. Parents are requested to send only the required amount of money.
- School Bus Regulations:
- Students are not allowed to leave school premises during school hours without prior approval.

## **2. Academic Matters:**

- Supplies and Organization:
- Parents must send all necessary educational materials, including books and stationery, properly laminated. Each item should be labeled with the student's name.
- Personalized items (e.g., uniforms, water bottles, and lunchboxes) must also be marked with the student's name.
- **Teacher Communication:**
  - Parents are encouraged to adhere to the schedule for weekly meetings with teachers and can communicate via the e-School Connect app.
- **Electronic Agenda:**
  - An electronic agenda will replace traditional paper planners for grades 8–12 to manage lessons and assignments.
  - Weekly Schedules:
  - To lighten the load, students will follow a weekly lesson plan, which will be shared with parents.



- Reporting Issues:
  - For any academic or behavioral concerns, please notify the head of the section for immediate resolution.

### **3. Health and Hygiene Matters:**

- **Health Monitoring:**
  - Parents must ensure their child is in good health before sending them to school. In cases of infectious illnesses (e.g., flu), provide a medical report.
  - Any chronic or emergency health issues must be reported to the head of the department to facilitate support.
- **Personal Hygiene:**
  - Emphasis should be placed on personal hygiene, including maintaining clean uniforms and belongings.
  - Girls are encouraged to tie their hair neatly and avoid makeup, nail polish, or jewelry. The school is not responsible for lost valuables.
  - Boys should avoid unusual hairstyles. Nails must be trimmed regularly.
  - Clothing and Accessories:
    - Students should wear closed-toe shoes. Open-toe footwear is not allowed.
    - Sanitizers and tissues (wet wipes) must be included in the student's bag daily.
- **Prohibited Foods:**
  - Unhealthy snacks, such as chips, candy, gum, and fizzy drinks, are prohibited. Glass containers are also not allowed.
- **Storage:**
  - Food and drink containers should be separate from the school bag. This applies to students in grades KG–2 as well.
- **Prohibited Symbols:**
  - Bags, pencil cases, or other belongings displaying political or inappropriate symbols contrary to school values are strictly prohibited.



**Note:** For any inquiries, kindly contact the following numbers according to your child's grade level:

- Grades 11 & 12: 81-076689
- Grades 8 & 9: 03-672239
- Grades 5–7: 78-852902
- Grades 3 & 4: 81-210143
- Grades 1 & 2: 81-931801
- Kindergarten Department: 70-721580

We welcome inquiries Monday to Friday from 8:15 AM to 4:00 PM.  
Please note that the school is closed on Saturdays and Sundays.

We appreciate your cooperation and continued support in creating a better educational environment for our beloved students.

Wishing you a wonderful year ahead.

Regards,

Administration

