

**School Year 2026-2027**

# **CLASS ORIENTATION**



# AGENDA

- Meet your Teacher
- School Timings
- Uniform & Presentation
- Academic promotion policy
- Attendance & Leave policy
- Transport & Gate Pass
- Assignments & Homework



## School Timings & Punctuality

**School Time:** 7:50 AM to 2:10 PM

**Late Policy:** Students will join the "Late Comers Line." After 3–4 warnings, students will be sent home with parents.

**Note:** Genuine reasons for occasional lateness must be mentioned and signed by parents in the diary.

**Pro-Tip:** Arriving 5 minutes early helps your child start the day without stress.

## Uniform & Presentation

- **The Rule:** Neat uniform, polished shoes, and ID cards are mandatory every day.
- **Detail:** Tie must be worn correctly; nails must be trimmed.
- **Pro-Tip:** Prepare the uniform the night before to avoid morning rushes.



## Hair Grooming (Girls)

- **The Rule:** Long hair must be tied in two plaits. Short hair must be held back with a blue hairband and a blue ribbon.
- **Pro-Tip:** This ensures hair stays out of the eyes during reading and physical activities.



## Hair Grooming (Boys)

- **The Rule:** Proper haircut is mandatory. Facial hair must be well-trimmed/groomed.
- **Pro-Tip:** Maintaining a neat appearance builds self-discipline and school pride.



## Wednesday & Saturday Uniform

- The Rule: House Uniform must be worn every **Wednesday and Saturday**.
- Pro-Tip: Check your child's House color (Red, Blue, Green, Yellow) before purchasing.





## Book Maintenance

- **The Rule:** All books and notebooks must be neatly covered and labelled.
- **Belongings:** Personal items (bottles, boxes) should also be labelled.
- **Pro-Tip:** Labelling prevents lost items and helps teachers return misplaced books quickly.

## Lightening the Load

- **The Rule:** To ensure less bag weight, carry books strictly according to the daily timetable.
- **Pro-Tip:** Cleaning out the bag every Sunday helps remove unnecessary papers and weight.



## Meetings with Principal/HM

- **The Rule:** Parents can meet the Principal/HM after 2:10 PM.
- **Requirement:** Prior appointment is mandatory.
- **Pro-Tip:** Request appointments via the school diary or office extension.



## Meeting the Class Teacher

- **The Rule:** The Class Teacher (CT) is available for meetings from 2:15 PM to 3:00 PM.
- **Pro-Tip:** Use this time to discuss academic progress and classroom behavior.





## Birthday Celebrations

- **The Rule:** Kindly send only peanut chikki for birthday distributions.
- **Gift Policy:** Please do not send expensive gifts for teachers.
- **Pro-Tip:** This maintains equality among students and follows nutritional guidelines.

## Healthy Meals

- **The Rule:** Send healthy snacks, fruit, or lunch daily.
- **Essentials:** A table mat and spoon must be sent in the lunch bag.
- **Pro-Tip:** Avoid junk food to keep energy levels stable for learning.



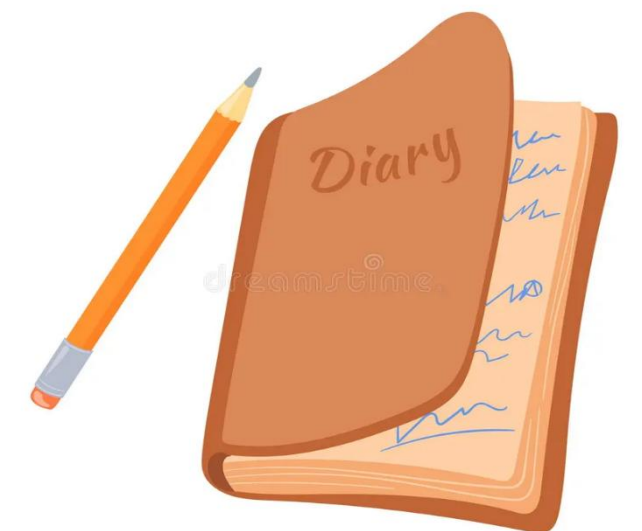
## Expensive Items

- **The Rule:** Do not wear expensive accessories or bring expensive stationery to school.
- **Pro-Tip:** This prevents loss or distractions during lesson time.



## Daily Diary Communication

- **The Rule:** The school diary must be sent to school daily.
- **Requirement:** Parents must check and sign the diary for daily communication.
- **Pro-Tip:** The diary is the fastest bridge between home and the classroom.



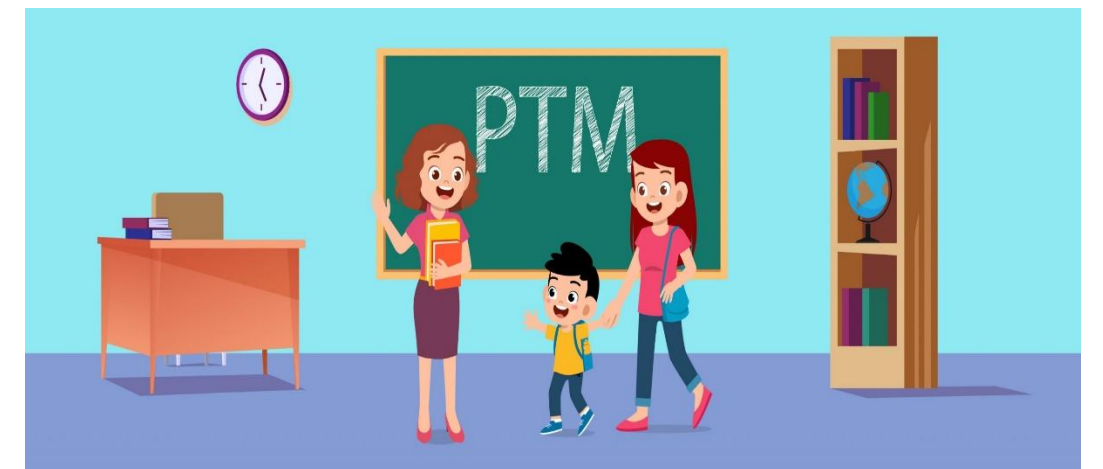


## Monitoring Academic Work

- **The Rule:** Parents are expected to check their child's daily work every evening.
- **Behavioral Reports:** Report any developmental delays or medical issues to the Class Teacher immediately.
- **Pro-Tip:** Early intervention is the key to solving learning difficulties.

## PTM Attendance

- **The Rule:** Attendance at all Parent-Teacher Meetings (PTM) is mandatory.
- **Pro-Tip:** PTMs are the best way to stay aligned with the school's goals for your child.



## Academic Promotion Policy

- **The Rule:** Slow performers will be held back from promotion if they do not meet the required standards.
- **Exams:** Re-exams are only conducted for "On Duty" scenarios.
- **Pro-Tip:** Consistent daily revision prevents the need for "catch-up" later.

## Attendance & Leave

- **The Rule:** 75% attendance is mandatory.
- **Protocol:** Inform the CT before leave. For 5+ days, submit an A4 application signed by the Principal.
- **Pro-Tip:** High attendance is directly linked to better academic performance.



## Assignments & Homework

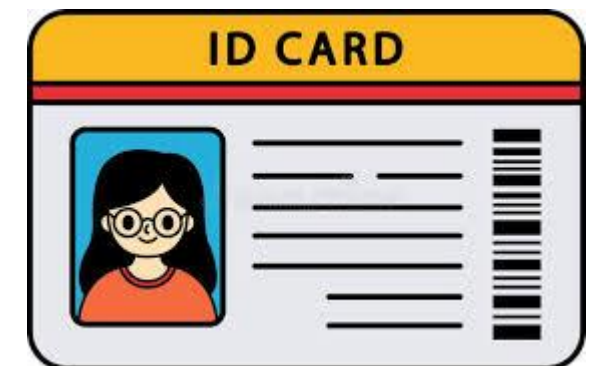
- **The Rule:** Holiday homework, assignments, and projects must be submitted on time.
- **Weightage:** These carry internal marks that affect final grades.
- **Pro-Tip:** Start projects early to avoid last-minute stress.





## Transport & ID Cards

- **The Rule:** New admissions must have a Temporary ID.
- **Bus Service:** Apply for a pass at the 5BRD education section.
- **Private Vehicles:** A consent form must be submitted to the CT.
- **Pro-Tip:** Ensure your contact details on the ID and transport forms are always current.



## Peer Discipline & Fees

- **Peer Issues:** Report all peer-group disciplinary issues to the Class Teacher only.
- **Fees:** Send a soft copy of fee payment receipts to the Class Teacher.
- **Pro-Tip:** Handling peer issues through the school ensures a fair and safe resolution for all children.

## **Assembly Distribution**

- **National News**
  - **International News**
  - **Sport News**
  - **Weather report**
  - **Positive Affirmation**
  - **Thought of the Day**
  - **Special Talent**
- Pledge**
- Command**
- New word English**
- New word Tamil**
- New word Sanskrit**
- New word Hindi**

# **THANK YOU!**

**Let us have a great school year ahead!**

