

# BURN HALL HIGHER SECONDARY SCHOOL

Gupkar Road, Sonwar, Srinagar Kashmir 190 001

28<sup>th</sup> February 2018

Dear Parents / Guardians,

Greetings of peace and joy!

I welcome the students and parents to connect back to the school after winter vacation and at the same time I would like to seek your kind co-operation and support for the welfare of our students and to keep up the reputation of this great institution.

For instilling better discipline in the students and for the smooth functioning of the school a few things are incorporated into the school system to be followed strictly. I would request you to note and comply for the following:

## FOR STUDENTS

1. All the students should report to the school strictly as per specified reporting time in proper, neat & clean uniform prescribed by the school along with the text books, notebooks as required for the time table.
2. Students need to have a proper and descent hair cut failing which the school will hire the barber at the cost of the parents to get the students hair dressed properly.
3. Students are not allowed to bring along the Mobile / Electronic Gadgets to the school. Any student caught with the same will be fined and the seized item will not be returned.
4. Any damage caused to the school property shall be recovered from the students.
5. Misbehavior and use of unparliamentarily language shall cause suspension / expulsion of the student from the school.
6. Students caught in unethical behaviour shall be suspended / expelled from the school according to the seriousness of the matter, even towards the end of the course. Such students from class 10<sup>th</sup> will not be given admission in class 11<sup>th</sup>.
7. Taking repeated, unauthorized leave will cause suspension / expulsion of the student from the school rolls.
8. School Bus facility will be withdrawn for the student or students if found or reported by the teacher travelling in the bus for any kind of misconduct in the bus. Students travelling by school bus are required to maintain and keep the discipline and conduct in the bus.

## FOR PARENTS

1. Parents / Private Vans Drivers bringing children to school are required to ensure the arrival of the students on time. Regular late arrival will strictly be dealt under school rule.
2. Parents / Van Drivers are NOT allowed to enter the class room while dropping or picking up the child. Children should be dropped and picked at designated barricade points.  
Kindly instruct your child to remain at a designated place to pick him up after school hours in case you are late to pick.
3. Parents / Guardians / Visitors intending to visit the Principal's Office / Vice Principal's Office / General Office / Accounts Office are required to obtain prior appointment a day before from the school reception on 0194-2500695, 0194-2500466 for their visit.
4. For security reasons all visitors will be required to deposit their ID cards at the school Gate and make entry in the gate entry book to enter the school premises.
5. No Parent / Visitor will be allowed to visit the school office without obtaining an appointment slot.
6. Parents / Guardians are required to seek appointment with the Primary Coordinator [LKG to 4<sup>th</sup> - Sr. Beena] / High School Coordinator [Class 5<sup>th</sup> - 10<sup>th</sup> - Sr. Regina] directly in all academic matters of their ward and for seeking permission to meet the teacher concerned.
7. Parents of Classes LKG to 4<sup>th</sup> are required to meet the Primary School Coordinator through Gate No. 2.
8. Parents of Classes 5<sup>th</sup> to 10<sup>th</sup> are required to meet the High School coordinator through Gate No. 1

Expecting a kind cooperation. Thanking You.  
Yours in Education,

PRINCIPAL

