UDICHI ELEMENTARY SCHOOL

NAMCHI, SOUTH SIKKIM

PARENTS/GUARDIANS' CO-OPERATION IS REQUIRED IN THE FOLLOWING:

A. Attendance and Punctuality

1. Children must arrive at school on time, as per the schedule provided in the school diary or mutually agreed upon with the school.

2. Parents/guardians should not accompany children to their classrooms. Children must be dropped off and collected from the designated school gate.

B. Health and Medical Requirements

3. Children suffering from contagious illnesses should not be sent to school until they have fully recovered. A medical fitness certificate may be required upon rejoining.

4. Parents/guardians must promptly inform the school of any significant changes in the child's health, learning needs or therapy plans.

5. Relevant medical records, assessments, therapy reports and Individualised Education Plans (IEPs), where available, should be shared with the school.

6. Where applicable, valid documents relating to the child's disability or special educational needs must be submitted as required by law or the school.

C. Additional Support

7. Where a child requires continuous classroom support, the school may recommend an individual support assistant.

8. Parents/guardians are expected to cooperate with the special educator and school management to support the child's development and progress.

D. Communication, Conduct and School Functioning

9. Parents/guardians must check the student's diary daily and sign it as required. Routine communication should follow the school's designated channels.

10. Meetings with teachers or the Principal must be arranged with prior appointment. School-related concerns should be addressed to the School Coordinator or Management.

11. Parents/guardians must maintain respectful conduct and refrain from criticising teachers or staff in the child's presence.

12. Parents/guardians must not interfere with the academic or administrative functioning of the school. Inappropriate or disrespectful conduct towards staff may invite appropriate disciplinary action.

E. Admission and School Decisions

13. Matters relating to admission, promotion, dismissal and other academic or administrative decisions shall be determined by the school in accordance with its policies and applicable regulations.

F. Safety and Security

14. The safety and security of students is a primary responsibility of the school, and every reasonable measure will be taken to ensure their well-being.

15. However, the school cannot be held responsible for unforeseen incidents beyond its reasonable control.

G. Fees and Financial Obligations

16. School fees must be paid according to the prescribed fee schedule.

17. In case of non-payment, the school may take appropriate action, including restricting attendance, in accordance with its fee policy.

18. The school reserves the right to revise the fee structure when necessary, subject to applicable rules and regulations.

H. Withdrawal and Transfer Certificate

19. Parents/guardians wishing to withdraw their child must submit a written request with at least one month's notice.

20. A Transfer Certificate will be issued only after completion of the required formalities and settlement of all outstanding dues.

PARENT/GUARDIAN UNDERTAKING

I/We, the parent(s)/guardian(s) of _____, hereby confirm that I/we have read and understood the above rules and guidelines.

I/We agree to abide by the school's policies and procedures and extend our full cooperation in the best interests of the child.

Name of Child: _____

Grade: _____

Admission No.: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____