



# ST. TERESA SCHOOL

Shakti Khand-2, Indirapuram,

Circular No: Sts/Sr/12/11/22

25.11.2022

Dear Parents

This is to inform you that the school will be switching over to the Winter Timings w.e.f. Thursday, December 1, 2022.

Kindly take note of the revised timings.

1	Nursery - KG	8:50 AM – 12:50 PM
2	I - V	8:50 AM – 2:50 PM
3	VI - XII	7:50 – 1:50 PM

A few guidelines that would help students to emerge as confident, promising and polished individuals need to be followed as well.

1. Students are expected to have strict adherence to **school timings**. The late comers may not be allowed to enter the school.
2. Students must be in **proper school uniform** as prescribed by the school.
3. The girls with long hair are expected to braid their hair. Only black hair pins and hair bands are to be worn.
4. Non-Sikh boys should get their hair cut at regular intervals. Boys should have a short groomed haircut. No fancy haircuts are allowed.
5. Colouring/ Dyeing hair and wearing of ear pins/rings is strictly prohibited.
6. Students are not permitted to wear expensive or flashy jewelry, watches and other accessories.
7. **Lunch boxes, water bottles, projects and any kind of stationery brought by parents between the school hours will not be handed over to the student due to security reasons.**
8. **Half day leaves will not be permitted to the students.** No child must be taken home during school hours. In case of any illness, doctor's appointment or family function et.. do not send the child to school, even on the day of test.
9. **Students are not permitted to carry mobile phones to school.** In case of an emergency an application needs to be sent and the phone be deposited with the class teacher or else it would be confiscated.
10. Strict discipline must be maintained in the school bus. Misbehavior in the bus can lead to withdrawal of bus facility.
11. **Parents visiting school must carry the Identity Card issued by the school and disclose the purpose of visit at the security booth.**
12. Any change in residential address or contact numbers must be immediately intimated in the school office.
13. **Aggression, fighting and abusive language will invite strict disciplinary action from the authorities and could lead to suspension / rustication.**
14. **Students indulging in any kind of Substance Abuse shall be liable to immediate rustication / expulsion.**
15. **Any kind of romantic liaisons between students is strictly not encouraged by the school.** Support of parents in this regard will be highly appreciable

Regards  
Academic Director