

# Circular no.1

Little Scholars' Academy, Amroha

## INSTRUCTIONS/GUIDELINES FOR ACADEMIC SESSION 2023 – 2024

Name of the student..... Class .....Section .....Date:.....

Dear Parents / Guardians,

1. **In no case child shall be handed over to the parents before the final bell. Do not send your child to school with the plan of half day leave as early dismissal of child would not be allowed.**
2. The school management will not entertain any request of parents regarding the change of sections of their ward's classes.
3. For the safety of the children, the school recommends the use of the school transportation, in case the student is plying/travelling by private transportation, the parents are advised to furnish all details of the same (such as name of the driver, vehicle registration number and total number of students accompanying).
4. The facility of S.M.S and WhatsApp message will keep you informed about important information regarding the school; the parents are therefore requested to provide the school with their correct phone number to avoid any sort of miscommunication. **It has been seen that some students block/blacklist school's phone number in parents' mobile phone so that school could not contact parents. You are advised to ensure that school's number is not blocked/blacklisted (on call/SMS as well as on WhatsApp). Parents must provide an additional phone number so that school could contact them in case of emergency.**
5. The school management will keep the parents informed in case of absentees on the very same day via Whatsapp.
6. The parents must attend all PTM's of the upcoming session 2023-2024 along with their child in school uniform.
7. **The students of all classes except classes 10<sup>th</sup> and 12<sup>th</sup> are not allowed to take private tuitions from the teachers of LSA.**
8. **The only language for all work (teaching, instructions etc.) is English. If a student uses any other language, strict actions may be taken.**
9. If your child has any medical problem, the parents are advised to report it to the principal in writing, so that the same could be conveyed to the concerned teachers.
10. **Boys are strictly prohibited to wear spiky cut, gelled, long and any other undue hairstyle. Girls having long hairs must make two plaits using black rubber band from Monday to Friday and white on Saturday. No student is allowed to keep any kind of beard in school campus.**
11. The students of classes Nursery to 5<sup>th</sup> are allowed to wear casual dress on their birthday whereas students of classes 6<sup>th</sup> to 12<sup>th</sup> are not allowed to wear casual dress on their birthday.
12. **School prohibits Chewing gum, chewing Supari, Gutkha and bringing cell phone, using private mode of transportation (bike, scooty, car etc) without their driving licence.** In case of emergency, if the student needs to carry the cell phone in school, they are supposed to submit it with a cover and name written on the cover to avoid any misplacement to the school's front office.
13. Any kind of smart watch, bangle, bracelet and rings etc. are not allowed in school campus, if found would be confiscated.
14. **Parents are advised not to send any kind of fast food, chips, cold drinks, chocolate and pastry along with their child as it all would be seized. Children are allowed to bring toffees on their birthdays only.**
15. It is compulsory for all the students (NUR. to class 12<sup>th</sup>) to bring vegetarian food in their tiffin boxes and water bottle. Non vegetarian food is strictly prohibited.
16. It is compulsory for the students of classes 9<sup>th</sup> to 12<sup>th</sup> to attend the school on regular basis. The students are allowed up to 2 leaves per month. Beyond that, fine per absence will be charged except in medical cases..
17. The bottom of the trousers must be 12 inches for classes Nursery to U.K.G, 13 inches for classes 1<sup>st</sup> to 3<sup>rd</sup>, 14 inches for classes 5<sup>th</sup> to 8<sup>th</sup> and 16 inches for classes 9<sup>th</sup> to 12<sup>th</sup>. The students are not supposed to wear low waist trousers. **Trouser/skirt should not be short of length.** Any student, who fails to obey these conditions, shall be considered a uniform defaulter.
18. ***The students of classes IX to XII if want to offer Friday Namaz, must fill form to get relaxation. Students of classes upto VIII are allowed for Friday Namaz only if their parent comes to pick them, producing CRC. The timing for leaving the school to offer Namaz is 12:30 PM in all the seasons.***

I hope all the instructions in this circular are explicit. In case of any doubt/s, please feel free to contact the undersigned. My blessings to all the students for the forthcoming session.

**Principal**  
**(L. S. A., Amroha)**

