



PARENT GUIDELINES – SATPS

1.Academic Support

- 1.1 Check the chronicle and monitor daily homework.
- 1.2 Attend all Parent-Teacher Meetings (PTMs).
- 1.3 Encourage your ward to follow a study routine.

2.Communication with School

- 2.1 Communicate through proper written channels for leave or concerns.
- 2.2 Do not enter classrooms during school hours.
- 2.3 Inform the school immediately about any change in contact details.

3.Attendance and Leave

- 3.1 Ensure your ward attends school regularly and punctually.
- 3.2 Avoid unnecessary leave during academic sessions.
- 3.3 Submit written applications for leave with valid reasons.

4.Monitoring Conduct and Belongings

- 4.1 Guide your child to follow school rules and regulations.
- 4.2 Check school bags regularly for restricted items.
- 4.3 Do not send gifts or sweets for birthdays or events.

5. Health and Safety

- 5.1 Do not send sick children to school.
- 5.2 Submit medical documents for chronic conditions.
- 5.3 Reinforce hygiene and balanced nutrition at home.

6.Transport Protocol

- 6.1 Be present at bus stops to receive the ward
- 6.2 Do not board or stop school buses unnecessarily.
- 6.3 Address transport issues through formal written complaints.

7.Respecting School Policies

- 7.1 Do not criticize school staff in front of your ward.
- 7.2 Cooperate with the school on academic, disciplinary, and health matters.
- 7.3 Support the school in developing positive values in your child.

8.Attendance Policy

- 8.1 Minimum 75% attendance is mandatory for promotion to the next grade.
- 8.2 Students must report to school on time every day, especially on the first and last working days before and after vacations.
- 8.3 Absence without prior written information for more than five consecutive days may lead to removal from the school rolls.
- 8.4 A written leave application from parents is required for any absence.
- 8.5 Repeated or wilful absenteeism before tests or exams is strictly discouraged.

9.0 Withdrawal Policy

- 9.1 Transfer Certificate (TC) requests must be submitted to the school office on or before **January 31** of the academic year.
- 9.2 If the TC request is submitted after January 31, one full **term fee** must be paid before the withdrawal is processed.
- 9.3 TC will be issued only after all dues to the school are cleared.
- 9.4 Students may be asked to withdraw on grounds of indiscipline, poor academic performance, or repeated violations of school rules.
- 9.5 Withdrawal during the academic session requires payment of the full academic year's fees, regardless of the month of withdrawal.

PARENT'S UNDERTAKING

I, the undersigned, hereby acknowledge that I have thoroughly read and understood all the rules and regulations of **SATPS**. I am fully aware that these rules may be revised or updated by the school from time to time in the best interest of the institution and its students.

I agree to comply with all the current and future rules and regulations laid down by the school. I also undertake to support the school in ensuring that my child adheres to the code of conduct, academic guidelines, and all other policies as prescribed.

I understand that any non-compliance may lead to appropriate action as deemed fit by the school authorities.

Name of Father/Guardian :

Signature :

Name of the Mother :

Signature :

Name of the Student :

Class & Section :

Date :

