

## IMPORTANT INFORMATION FOR PARENTS:

1. School Timings:

Monday to Friday: 8:30 AM TO 3:00 PM

Saturday: 8:30 AM TO 12:30 PM

2<sup>ND</sup> & 4<sup>TH</sup> Saturday school remains closed for all.

1<sup>ST</sup> & 3<sup>RD</sup> Saturday school will be working from Grade-3 to Grade-9.

2. Parents may meet the Branch head of the institution on all working days from 12:30 PM TO 2:00 PM & 3:30 to 4:30 PM. Parents are welcome to send the email to [info@solitaireglobalschools.com](mailto:info@solitaireglobalschools.com) for any suggestions and queries along with the student details.
3. Students are not allowed to bring mobile phones, i-pods, music system or any other form of electronic gadgets or large amount of money to schools. If such items are found, they will be confiscated and will be returned only after the counseling. No requests in this matter will be entertained.
4. Guardians coming to drop their wards should be on time. No student shall be allowed to enter the school premises after 9:00 AM.
5. Please note that no child may be taken home during school hours unless there is an emergency, in which case the Branch head may be approached for permission. **No parent will be allowed to meet his/her ward in school during school hours.**
6. Any change in the residential address, contact numbers and other details should be intimated by a written letter to the Front office or can be sent on [info@solitaireglobalschools.com](mailto:info@solitaireglobalschools.com).
7. The following are not permitted in school campus with no exceptions - Hair coloring, body tattoos, hair gels, deodorants etc.
8. Students are to address their teachers and all members of the school staff with due respect and politeness.
9. Chewing gum, irregular attendance, disobedience, misconduct, any form of verbal/written demonstration of obscenity, using unfair means in examination, damage to schools'/other's property, use of foul language, causing physical harm to others, bullying, misconduct in the school bus etc. will lead to stern disciplinary action. Repeated misconduct may call for suspension from the school.
10. Students are responsible for the safe custody of their books and belongings.
11. It is compulsory for all the students to speak in English within the school campus, else penalty for violation may be collected and proceeds will be handed over to the charity.

12. Parents should come to the Parents Teachers Meetings (PTM) regularly according to the time given. PTM date and timings will be intimated to the parents well in advance. Kindly make yourself available.
13. No teacher will be called from the class for a meeting with parents or on the phone during class hours.
14. Please do not allow your child to drive on their own to the school unless he/she is 18 and holds a valid driving license. If we found them in and around the campus, our staff or security may detain the vehicle.
15. Please ensure that speed limit of the vehicle entering the school zone and campus is below 15 Kmph. Do not honk in the school zone.
16. We do not encourage tips to the security staff. You may report at front office, if they ask.
17. Feedback box is made available at the entrance of the lobby. We value your comments and suggestions.
18. Saturdays would be 'working days' to compensate the unforeseen situations (Strikes, Bandh, Bad weather etc) at the sole discretion of the management.
19. Parents and authorized guardians are only allowed to represent on behalf of the student to liaise with the school.
20. Parents/Guardians are advised not to use any social networking sites or other online platform as a means of conveying the message/concerns. You are hereby requested to visit the office during the visiting hours or you may also share your concerns and queries on [info@solitaireglobalschools.com](mailto:info@solitaireglobalschools.com).
21. Parents should clear the fee as per the fee schedule mentioned in the admission form to avoid the levy of late fee.

Regards,

**Solitaire Global Schools**