

# IEM PUBLIC SCHOOL

## Kolkata



### **IMPORTANT INFORMATION FOR PARENTS/GUARDIANS**

1. SCHOOL TIMINGS: (Playgroup and Lower Nursery ) 08.15 a.m.- 11.30 a.m.  
(Upper Nursery -Class II )08.15a.m.- 12.30p.m. and Class III onwards 08.30 a.m. -2.40 p.m. School office hours: Mon-Fri ( 9 a.m.- 5p.m.), Sat (9a.m.-12 p.m.)
2. Parents may meet the Head of the Institution, on all working days only with prior appointment. Parents may send their queries and suggestions by mail to [info@iempublicschool.com](mailto:info@iempublicschool.com) with the student details. Parents who seek to meet the teachers must send / make a prior appointment with the school office.
3. All the relevant details must be duly filled in the personal data form in the almanac in duplicate.
4. Use of cell-phones/i-pods/mp3's or any electronic gadget or large sums of money within school premises is strictly prohibited. Students must not bring expensive articles to the school; the school will not be responsible in case of loss of such articles. If such items are found, they will be confiscated and will be returned only after the session is over. No request in this matter will be entertained.
4. Guardians coming to drop their wards should be on time. No student shall be allowed after 8.15a.m. (Nursery to Class II) and 8.30 a.m. ( Class III onwards).
5. Parents must carry Escort Card to the school during dispersal time. This is compulsory for the student's security.
6. Guardians coming to drop their ward must be on time  
[should enter school at 8.10 (Playgroup -Class II) & 8.25 a.m. ( Class III onwards)
7. No child can be taken home during school hours unless there is an emergency, in which case the school office may be approached. No parent shall be allowed to meet his/her ward in school during school hours. Principal's decision will be considered final.
8. In case your child is unwell and not fit to come for the class tests, please send a leave note with a Medical Certificate for follow up within 2 days of re-joining. Under no circumstances will the child be permitted to go home. If your child is unwell, please do not send your child to school.
9. Any change in the residential address, telephone number and other details given at the time of admission/mid-session should be intimated by a written application to the Front Office routed through the class teacher. This is very important for your child's security and for us to contact you in case of an emergency.
10. Every student is expected to take part in all school activities.
11. The following are not permitted in the school with no exceptions-hair coloring, perming, mehendi, nail polish, body tattoos, kajal, eyeliner, perfumes, deodorants, hair-gel, nose-rings, bangles, expensive watches, fancy accessories. No fancy haircut will be allowed.



12.You are also requested to be vigilant and keep a check on the kind of literature, CD/DVD, pen-drive, website being read and viewed by your ward.

13.Students must address their teachers and all members of the school staff with due respect and politeness.

14.Chewing gum, “Pan Masala” or any other form of addiction, irregular attendance, disobedience, misconduct, any form of verbal or written demonstration of obscenity, using unfair means in examination, damage to school’s/other’s property, use of foul language, causing physical harm to others, bullying, rowdiness, misconduct in the school bus etc will lead to stern disciplinary action. Repeated misconduct may call for suspension from school.

15.Students are responsible for the safe custody of their books and belongings. Each article must be labeled with the student’s name.

16. Students must necessarily and compulsorily speak in English in the school premises.

17. It is mandatory for every student to bring the almanac and wear their school ID-CARD daily to school. In case of loss of Almanac Rs.200/- and ID-CARD Rs. 300/= has to be deposited at the frontoffice for issuing a new one.

16.Parents must attend the Parent Teacher Meeting held after every examination and the dates notified. Parents will not be entertained if they are late for PTM.

18.No teacher should be called from the class for a meeting with the parents or on the phone during class hours.

19.Please monitor what your child is watching over television/movies and computer games.

20.Saturdays and Sundays will be holidays. Parents are requested to fix their appointments with teachers on Fridays between 12.30p.m. and 3pm only. Telephonic conversation with teachers during school hours is not allowed. Kindly check updates for all unforeseen circumstances on our website.

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KOLKATA