



SNGCS/CIRC/POP/25-26/04

Friday, 11th April, 2025

Parent Orientation Program  
Std IX (2025-26)  
Minutes of the Meeting

Agenda of the Meeting

1. Discipline & Conduct
2. School timings & Punctuality
3. Personal hygiene & appearance
4. Uniform and hairstyle
5. P.T uniform –To be worn every Friday
6. Attendance policy
7. Examination policy
8. Academic support & Communication
9. Fees Payment & Discount policy
10. Changing student attitudes
11. Absent note
12. Class timetable
13. Stationeries to be carried
14. Transport rules
15. Competitions – Co-Scholastic
16. Notes completion
17. Checking & completion of calendar
18. Social media
19. Assessments
20. Contacting teachers
21. Regarding tiffin
22. Proper channel to raise any concern related to the child.
23. Election of 2 class representatives ( 1 Male , 1 Female )

## Minutes of the Meeting

Tr Saba khan - welcomed the parents and greeted them. The Meeting started on time in the Seminar hall at 8.00 am. 13 parents attended the meeting. Each and every point of the agenda was discussed by the Principal Mrs Deepa Jayaroy.

Principal discussed the following points:

### 1. Personal Hygiene & Appearance:

During the Parent Orientation Program, the Principal emphasized the importance of proper hygiene and grooming for students. She encouraged parents to ensure that their children take daily baths and comb their hair regularly. The Principal specifically mentioned that students should use handkerchiefs or masks when experiencing a runny nose.

She underscored the necessity of regular nail cutting and haircuts, stating that girls should plait their hair and use only black hair bands or rubber bands. Additionally, she insisted that students wear clean uniforms and avoid wearing any torn or worn-out clothing. The Principal clarified that only black shoes and socks are permitted, with floaters being unacceptable. On Physical Training (PT) days, students are required to wear their designated PT uniforms.

This focus on grooming and hygiene is essential in fostering a disciplined and respectful school environment.

### 2. Attendance Policy:

The principal has strongly urged parents to encourage their children to attend school every day and to minimize unnecessary absences. She emphasized that if a student is absent for more than three days, a medical certificate will be required to justify the absence. Additionally, she stated that there will be no opportunity for retests for any exams missed due to extended absences. The principal also reminded parents that it is their responsibility to ensure their child catches up on any missed coursework as a result of long absences.

### 3. School Timings & Punctuality:

During the meeting, the Principal emphasized the importance of punctuality by stating that the school reporting time is set for 6:50 AM, and all students must be inside the campus by 7:00 AM sharp. She mentioned that after three late entries, which will be documented with notes, students will be sent back home. Additionally, she highlighted the school's policy regarding student safety, stating that students must not loiter or wait outside the school premises after school hours. This is to ensure a secure environment for all students. Parents were encouraged to support these guidelines to foster a disciplined and safe school community.

#### 4. Academic Support & Communication:

The Principal emphasized the importance of discipline and attentiveness in class, reminding students that daily learning is vital. She encouraged parents to supervise home learning and assured them that teachers are available to provide support. Parents can communicate any needs through the school diary or by sending a message to the class teacher.

Additionally, the Principal requested that parents check and sign the school diary daily. She highlighted the significance of regular practice in subjects like Math and mentioned that informal class tests will be conducted to assess students' understanding of concepts. Parents will be notified in advance about these tests.

The principal noted that teachers may use firm yet constructive strategies to assist students who require additional support. She called on parents to trust the educational process and collaborate closely with the school to facilitate student progress.

#### 5. Discipline & Conduct:

The principal has expressed concerns about damage to school property, stating that any such actions will result in strict consequences. Repair costs will either be charged to parents or deducted from the caution money. To address this issue, the school has introduced a caution money policy this year, with the consent of the Parent-Teacher Association (PTA). This amount is refundable when a student requests a Transfer Certificate.

Additionally, the principal emphasized that bullying and the use of offensive language are strictly prohibited and will lead to disciplinary action. It is important for all students and parents to adhere to these

guidelines to maintain a respectful and safe school environment.

#### 6. Fees Policy:

During the meeting, the Principal informed parents that fees must be paid on time in accordance with the official notification. She emphasized that late payments will incur a mandatory fine, We kindly request parents' understanding and cooperation regarding this matter.

#### 7. Changing Student Attitudes:

The principal emphasized to the parents the importance of adapting to the evolving dynamics of student behavior and attitudes towards education. She encouraged them to remain observant and open-minded, actively engaging with any constructive feedback from teachers regarding their children's performance and conduct.

Moreover, she highlighted the significance of collaboration between parents and the school in fostering the academic and personal growth of students. In addition, she announced a shift in the examination format, a system of Formative Assessments (FA 1, FA 2, etc.), indicating a progressive approach to evaluating student learning. The principal urged parents to support this transition to enhance their children's educational experience.

#### 8. Assessment patterns:

- Four Formative Assessment and two Summative Assessment
- Formative assessment 1 and 3 (i.e. FA-1 and FA-3) written examination for 40 marks.
- Formative assessment 2 and 4 (i.e. FA-2 AND FA-4) are project based for 10 marks.
- Summative assessment 1 and 2 are written examination for 90 marks.

#### 9. Skill development:

The principal informed parents about the importance of frequently checking their children's bags and instilling a habit of keeping them clean and mess-free. A "Bag Wash Day" will be observed on every second Saturday, encouraging both students and parents to participate.

Additionally, the parents were requested to involve students in household chores, promoting responsibility and teamwork at home.

#### 10. General instructions:

The principal addressed the parents with several important updates and reminders:

**Drug and Social Media Awareness:** She discussed the dangers associated with drugs and social media, urging parents to remain vigilant in monitoring their children's activities and behaviors.

**Encouragement for Enrichment Activities:** The principal encouraged parents to enroll their children in at least one paid extracurricular activity. She informed them that if the school could not conduct activities during the monsoon season, the fees would be rolled over to the next month.

**Handwriting Improvement Initiative:** The principal announced the introduction of a handwriting improvement book aimed at enhancing students' handwriting. Parents were informed that if they were interested, the school could provide a PDF version of the book.

**Upcoming Sports Event:** Lastly, she mentioned that a sports event would be organized on the last working day, inviting students to participate and showcase their talents.

Overall, the principal emphasized the importance of parental involvement and the school's commitment to providing enriching experiences for students.

#### 11. PTA election:

- 4 PTA representatives from 2 classes were elected
- 2 members from each class.
- 1 female representative and 1 male representative.
- Parent's representatives -:
  - Grade 9 A- 1. Bushra Faiz Ahmed (9920937667)
  - 2.Kumar Singh Rajput (9167494027)
  - Grade 9 B- 1. Anjali Bhatt (9821309659)
  - 2.Shashank Rodi ( 9892392822)

#### 12. Parent calender

- The Principal informed the parents about Parental Calendar a new initiative proposed by CBSE. This initiative aims to strengthen

parent-school collaboration and enhance student development by engaging parents meaningfully in their child's educational journey. Hence SNGCS is integrating the Parenting Calendar into their annual academic. She said that Need based parent meeting is one aspect of the same. The calendar would include meeting with parents, awareness programs for parents, parents voluntary service toward school activity

- POP
- Frequent meeting with parents
- Workshop

### Parents Suggestions

- Monthly portion completed to be shared
- Portion to be given prior to exams
- Weekly tests
- Portion pdf to be shared during exams
- Scouts and guides should be started
- More practice for Maths
- More emphasis on English speaking

