

## ACCEPTABLE USE POLICY FOR PARENTS

1. Follow the rules and guidelines set by the school for parents.
2. Read , acknowledge and practice all school policies.
3. Limit the communication time with teachers from 5:00 p.m. to 7:00 p.m.
4. Use gentle language while communicate with the school community.
5. Use authorized grievance form set by the school to report the grievance.
6. Use gentle dress code while visiting the school.
7. Maintain the punctuality and regularity while undertaking the responsibilities.
8. Comprehending and acting upon the notices, circular and other information given by the school.
9. Timely response to the surveys from schools and MOE
10. Prepare children for academic excellence by following the instructions given by school authorities / teachers.
11. Provide all the academic resources ,school uniform and other required stationeries for their ward
12. Inform the medical details to the class teacher and respective school authorities.
13. Timely remittance of school tuition fee.
14. Provide leave letter to the class teacher and concerned authorities.
15. Use school app for ensuring the effective communication.
16. Use Orison portal to download learning materials.
17. Follow the COVID protocols set by MOE.

### Acceptable use agreement form:

1. I have read and understood the above guidelines and abide to all the points.
2. I understand that as a parent I have to follow, obey and respond to all the guidelines of the school.
3. I understand that I as a parent I won't question the authority of the school in implementing these guidelines.
4. I will submit any documents related to this when asked for.
5. I shall communicate with school staff only when required and I wont interrupt in their official responsibilities.
6. I will be made available whenever asked to the school to issues related to the academic performance of my child.

### I/we have read, understood and agreed to this policy.

**Signature/s** : \_\_\_\_\_

**Name/s of parent / guardian** : \_\_\_\_\_

**Parent / guardian of** : \_\_\_\_\_

**Date** : \_\_\_\_\_