



GUIDELINES FOR PARENTS

Establishing Trust and Communication: Even the best schools in the world can only have an impact on their students' development and achievement if there is a strong, mutually supportive link between the home and the school. Parents, teachers and students must work to create a genuine learning community that is characterized by care and respect, committed to nurturing children through mutually supportive strategies that are aligned with the mission and vision of the school and which are based on sound principles of child and adolescent development and effective pedagogy. In order for us to foster that mutual understanding, as well as to ensure the safety and security of our campus, Heritage School Vasant Kunj has outlined the following guidelines which we request parents to uphold and endorse. Parents are requested

- To update the Personal Information Details on Entab, to make sure of the safety and security of the child
- to check the Almanac regularly and sign the home assignments and remarks meant for their information.
- to carefully read all school circulars and to check the website and Entab Portal regularly for updates and important announcements. Refer to the School Calendar, date sheets and other circulars on Entab Portal instead of making inquiries on the phone.
- motivate children to take care of their personal belongings, discouraging them from bringing valuable items to school.
- to take prior appointment for meeting any staff member
- sign at the front gate to receive a visitors identification card, for the pre-scheduled meeting
- not to enter the Children's area in the School Premises directly from the front office.
- Parents should not send items to school to be handed over to the child during school hours, except in medical emergencies.
- Forgotten lunches or homework assignments will not be delivered from the front office.
- Parents are asked to follow all written policies, particularly regarding regular occurrences such as leaves, tardiness and absences.
- For problems relating to school transport, parents are requested to contact the transport manager only.
- Parents should ensure that their wards do not bring mobile phones or personal music devices to the school as these items will be confiscated by teachers and returned directly to parents at a later date (when he/she completes schooling). There are certain exceptions made in this policy for Grade IX - XII Learners who travel on their own, which would be explained by the Class Teachers to Parents and Learners.

Parents are requested to support their child[ren]'s progress by Spending time with the child and having informal conversation with the child. Also, avoiding criticism of a teacher or the school in the presence of the child, as this undermines the strong, positive relationship between student and teacher, which is so necessary for true learning to take place.

Communication

Communication cannot happen unless there is a mutual assumption of good will and positive intentions, based on trust and transparency. When parents have questions or concerns, a clear procedure must be in place that is designed to lead to increased mutual understanding and, most importantly, towards finding solutions in the most expedient way possible. School has the system of working collaboratively, reflecting on all practices together w.r.t self-reflections or through the feedback given by the learners ; parents or any stake holder.

Parents can share their thoughts / suggestions / concern to the respective Class Teachers. Trust that Class Teacher will take it forward.

In case Parents feel they need to reach the Counsellors directly, they can write at counsellor@theheritageschool.in

If you still feel that you haven't been heard, we would like to introduce you to the Instructional Leadership Team of the School and you can reach out to them at curriculum.vk@theheritageschool.in

We all also have our Principal ma'am's E-mail ID – principal@theheritageschool.in

Also, Any concern related to administration can be mailed directly to admin@theheritageschool.in.

Few requests

Please make sure

- E-Mail to School only from the Registered E-Mail ID with the School. This is to make sure that School communicates only with the Parents / Authorised Guardian of the child.
- Also, your Phone Numbers should be updated with the School as any communication for the child will be accepted only from the registered E-Mail Address and Phone Number of the Parents / Guardians.
- Reply should be expected in 3 – 5 working days, it might be a written or a verbal reply depending on the situation
- In case of emergency, call up the reception at +91-11-26134162, 26134218, 26731300

We are together committed to make sure that we have a democratic set up and all stake holders are heard well to make sure we can give best of education to our children. Decisions are made by the Committees made in the School in cognizance with HOS, Admin Team and Curriculum Team