

General Instructions

- Put your child in the habit of sleeping early and waking up early.
- If the students are irregular in food / physical cleanliness then contact the school immediately.
- Intimate school if your child's behaviour is rough, mysterious or disobedient.
- Please receive your child within 10 minutes of leaving from school. After this, the responsibility is of the parents.
- Please do not give any money to your child.
- Please inform your child not to talk to strangers or except eatables/drinking items from him/her or follow him/her.
- Always write your wards name, admission number and class on every belonging of your child.
- Intimate the school in case of any change in your address, telephone numbers and email address. This will facilitate school authorities to contact the parents in case of any emergency.
- Instruct your ward to report at the school reception in case he/she has to remain in the school after 1:45 PM
- Refer to the school website or social media handles on regular basis for latest updates.
- School website: www.broadwayinternationalschool.com
- Facebook page: @BroadwayInternational
- School Fees and other dues must be paid by the stipulated date in each quarter.

Healthy eating habits

- All students are expected to bring fruit and water bottle.
- Outside junk food should be totally avoided. As students are given healthy, nutritious, pure vegetarian branch in school itself.
- Do not send any other eatables for distribution on your wards birthday.

Home work

- Regular homework is given to the students to reinforce the learning in school. Homework also helps to inculcate good study habits among students.
- Parents must ensure that their ward is punctual in submission of work.

Leave

- Regular attendance is an important element for successful work. No leave of absence will be granted except for a valid reason and only on prior written request from parent or guardian, leaves will be sanction.
- Long leaves during the term or not permitted except under the special circumstances.
- In case of sickness of the student, the leave note should be accompanied by the doctor's certificate and the school should be informed as early as possible. This should be duly signed by parents or guardian and countersigned by the principal before the student enters the class. The absence without leave permission is penalised at principal's discretion if pupil is absent for 15 days without leave his/her name may be removed from the class – rules.
- Every student is expected to attend classes on the re-- opening day after each of the vacations. Those absent because of sickness must present a medical certificate before they are admitted to class.
- No student should remain himself/herself absent for any examination or test except when prevented by reasons of health in which case a medical certificate is required.
- Attendance for 75% of the total working days of the total academic year is necessary; else, the student will not be eligible to appear for the final examination.
- Non-- Observance of these rules of leave will be regarded as a serious breach of discipline and the students name is liable to the struck off from the role.