



# Brain International School

Vikas Puri, New Delhi

Dated: 15/04/2025

Ref no: BIS/558/25

Dear Parents,

You are not only our partners in education but also our valuable stakeholders, whose persistent contribution and cooperation has enabled BIS to mentor the lives of numerous students efficaciously. Keeping this in view we seek your support as we share the following information with you:

1. Students must maintain punctuality and reach the school before time in the morning.
2. Students should be well dressed, with trimmed nails and proper haircut. Girls should make proper plaits.
3. Students are not allowed to apply henna and wear any kind of accessories to school.
4. Students should abide by the code of conduct and avoid the use of derogatory language and any indiscipline in the school.
5. Parents are urged to mail the school in case of their child's absenteeism stating the reason for their absence from the school.
6. In case a student is unwell, then the child should not be sent to the school.
7. Parents are advised to be mindful while parking their vehicles while dropping and picking up their ward from the school to avoid inconvenience to others.
8. It is mandatory for parents to carry the I Card during the dispersal, while picking up their ward.
9. It is mandatory for students to wear the I Card on regular basis.
10. Entry for footers will be from Gate no.1 and the bus users from Gate no. 2.
11. Parents must officially mail and inform the school authorities in case of any change in their personal information and change of address.
12. Parents are required to take prior appointment for meeting the teachers or any heads.
13. Students will not be handed over to anyone else except the parent or the guardian mentioned on the I Card.
14. Students are not allowed to change their bus routes for any personal reasons.
15. Parents are not allowed to call the teachers during the school hours, in case of any emergency or query front desk can be contacted.
16. It is mandatory for parents to attend the PTM to constantly monitor the performance of their ward.
17. It is expected that the parents should check their wards almanac on daily basis and sign the notes given by the teachers.
18. Parents are expected to regularly monitor the homework and the assignments allotted to their ward and make sure that it is completed in due time allotted for its completion.
19. Parents are expected to make sure that their ward does not come to school empty stomach.
20. Students should always carry fruits for the food break and a healthy and nutritious lunch.
21. Parents must make sure that their ward packs the school bag as per the time-table.
22. A Whatsapp community has been created for the bus users of different routes for dissemination of all the route related information. Live location is traceable through GPS trackers.
23. Parents are strictly recommended to avoid the consumption of junk food by their ward and children should be encouraged to eat home cooked food rather than from the cafeteria on a regular basis.
24. Parents should be decently dressed and well behaved while visiting the school for any purpose.

25. During the school hours if a child feels unwell, then the required first aid will be given by the school nurse and the parent will be informed to take the child back home.
26. Kindly label the bag, books, notebooks, tiffin, water bottles, stationary box, skates etc of your ward to prevent it from being misplaced. The lost and found items will be displayed on the PTM for the parents.
27. School and transport fee should be deposited timely. Delay in the fee will lead to the application of the surcharge, which cannot be waved off under any circumstances.
28. Parents are advised to read all the pages of the almanac thoroughly as they disseminate important information regarding the working of the organisation like holidays, tests, rules and regulations, evaluation system, PTM's, examinations, activities etc.
29. Parents are equally responsible for their ward's performance academically. So, it is important to help your child in the preparation for the examinations.
30. Parents should deposit their mobile phones at the gate before entering the premises of the school.
31. Parents are required to carefully read the circulars and the mails shared by the school authorities.
32. Parents are required to visit the school website for the information regarding the annual syllabus, planners, examination syllabus etc.

With a view to enhance the performance of your ward and to facilitate their holistic development which enables them to reach new pinnacles of success, let's join hands and pave the way for a prosperous future for the posterity.

Warm Regards

  
Principal