



16/02/17

## **General Guidelines for Parents**

**a. Parent Teacher Interaction:**

Parents can meet the Class Teacher during the PTM organised at TSK twice during an academic year. If a parent is unable to keep that appointment or wishes to bring any matter to the Teachers notice, you can meet the Class Teacher from 7.15 to 7.45 on weekdays, preferably with a prior appointment.

**b. Contacting the Head Mistress:**

Please note that the Headmistress can be contacted in case of any academic or school related issues on all working days, from 7.15 am to 8.30 am and from 12pm to 2 pm:

- *Airport Branch* : Ms. Sufera Muhammed Ashraf - 33688130
- *Wakrah Branch*: Ms. Aparna K Nair- 55053914

**c. Miscellaneous:**

- Personal grooming especially hair cut, trimmed fingernails to be closely monitored and maintained by the parents.
- Two table napkins and tissues should be carried by the child every day.
- An extra dress should be sent in your child's bag every day.
- The child should wear only *white socks* and *black shoes*. Socks and Shoes of any other colour are not allowed.

**d. Labelling of Items:**

Please write your child's name clearly on all the personal items (water bottle, tiffin box, Bag, books and note books etc) carried by your child.

**e. Gold Jewellery and Valuable items:**

It is strongly advised that the child should not wear gold jewellery or bring any expensive items to TSK. In case of loss of such items the school will not be responsible.

**f. Water Bottle:**

The disposable water bottles are not encouraged at TSK as they pose a safety risk to the small children and are unhygienic as the bottle caps are dropped often by the child.

**g. Punctuality:**

The child must be dropped at TSK before 08:30 am and must be picked up before 12:30 pm. Parents opting for TSK arranged transportation should ensure that the child is present at the pickup point on time.

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