



CONCORDIA PUBLIC SCHOOL

KARAKKOTTAI, MANNARGUDI

Affiliated to CBSE - Affiliation No. 1931744

PARENTS' ORIENTATION PROGRAM

2026-2027

1. Role of Parents

- Parents are the first teachers; the school acts as the second parent.
- A strong partnership ensures the holistic development of the child.
- Parents are expected to cooperate positively, accept feedback, and support the child's growth.
- Avoid comparisons between teachers, parents and children, influencing using designations, negativity inside the school.

2. Punctuality and Regularity

- Students must be dropped and picked up on time.
- Punctuality helps develop discipline, routine, and social skills.
- Inform the school in advance for planned or emergency leave.
- Medical certificate is required for leave exceeding two days.

3. School Entry & Campus Discipline

- Vehicles must be parked away from the school campus; avoid honking.
- Video and photoshoots of your kids are not allowed in front of the school gate.
- Maintain respect and decorum while interacting with staff.
- Inform the school if someone else is picking up the child.
- Parents must follow a decent dress code.

4. Uniform and Grooming

- Students must wear clean and complete uniform with proper shoes, socks, belt, and ID card.
- Hair should be neatly combed and trimmed; avoid fancy styles.
- Must use only white or transparent bangles and white clips for girls.
- Uniform must be washed regularly and stitched annually.
- Students must carry one comfortable cotton spare dress till Grade III.
- Jeans and fancy accessories are not allowed.

5. Personal Hygiene and Health

- Children must maintain proper hygiene and toilet habits.
- Do not send sick children to school. Provide them flask of warm water if required.
- Medicines should not be sent without prior written information.
- Toilet training is essential for younger children.

6. Food and Nutrition

- Follow the school's snack chart strictly.

Days	Snacks
Monday	Fruits
Tuesday	Vegetables (Raw or boiled)
Wednesday	Nuts / Dates / Grams
Thursday	Sprouted pulses / grams / corn
Friday	Bread with egg / panner / tofu / sandwiches

- Provide healthy and balanced food with vegetables. (Check the expiry or quality of nuts and dates before packing snacks)
- Friday lunch - compulsory green leaves food.
- Avoid oily, spicy, fried, and leftover food for lunch.
- Avoid plastic boxes. Only stainless-steel boxes are allowed for lunch and snacks.
- Prefer only Medium - size transparent, easy to grip water bottles; avoid sipper bottles and differently shaped spoons.
- Replace lunch towel daily.
- Pack up with adequate quantity of lunch and snacks.
- Encourage children to eat independently and avoid wastage.

7. Student Independence and Discipline

- Children should carry their own belongings and maintain cleanliness.
- Encourage independence in daily habits.
- Discipline is taught through guidance, not punishment.

8. Academic Practices

- Follow the same method of teaching as we practice in school (phonics sounds and tables). In case of clarity, know the method by visiting us.
- School follows NEP/NCF-based curriculum (up to Grade V).
- Focus on reading, writing, and phonics.
- Make the students complete their summer delight activities.
- Homework must be done by the child with parental guidance.
- Parents should support regular study habits and monitor Home tests cautiously.
- Parents must ensure and support the preparation of subjects before exams.
- Working day on Saturday's will be following Wednesday uniform and Wednesday snacks
- **Birthday Celebration:** Avoid colour dress or candies. Can present a book or saplings to the school.

9. Language Development

- Encourage both English and Tamil communication at home.
- Focus on expression, communication, and confidence.

10. Co-curricular and Club Activities

- Participation in all activities is compulsory.
- Activities support confidence and personality development.
- From Grade VI, students must prepare PPT presentations.

11. Stationery and Learning Materials

- Use only recommended stationery.
- Books and notebooks must be properly covered and labelled (Plain labels).
- Avoid sending excess or insufficient materials.
- Avoid theme based back bags and lunch bags. Prefer plain ones.

12. Diary and Communication

- Parents must check and sign the diary daily.
- Follow proper format for letters and communication.
- Maintain polite and respectful communication with teachers.(Using salutations)

13. Behaviour and Emotional Development

- Avoid over-pampering and physical punishment.
- Stop breast feeding the kids before making them join the school.
- Discuss the child's daily experiences regularly.

14. Digital and Online Guidelines

- Limit mobile usage to avoid negative impact on learning.
- Keep Forum's login credentials secure and avoid too many wrong password attempts.

15. Assessment and Exams

- Assessment details and students' progression will be shared during PTM.
- Avoid creating exam fear; encourage steady preparation.

16. Transport Guidelines

- Follow transport timings and discipline strictly.
- Inform any changes in advance.
- Communicate only through the school office.

17. Administrative Guidelines

- Provide updated contact details to the school.
- Respond promptly to school communication.
- Pay fees on time and follow deadlines.
- Aadhaar biometric update after age five is mandatory.
- TC will be issued after 15 days of application.

18. General Instructions

- Avoid wearing gold ornaments for your child or sending valuable or unnecessary items. Prefer silver or less expensive simple studs.
- Do not encourage tuitions till Grade V.
- Maintain respectful communication and healthy relationships with school.
- Follow **proper and appropriate body language** when communicating with teachers.
- **Avoid sending audio messages** or voice notes to school.
- Make it as a regular practice of communicating to the school in case of any grievances or difference of opinions by directly visiting us after school wind up.
- Respect teachers and school policies.
- Communicate concerns calmly and constructively.
- Attend meetings with a positive approach.