

Cir./2016-17/81  
December 20, 2016

**LAKSHMIPAT SINGHANIA ACADEMY**  
**12-B ALIPORE ROAD, KOLKATA 700 027**

Dear Parents,

Disciplining students is an area of prime concern today. Healthy habits that are formed in early years ensure a balanced and safe growing up, thereby resulting in a stable personality of the child.

In the larger interest of our students, it becomes imperative for us to initiate some disciplinary measures. We hope that you as parents will be supportive and appreciative of the same.

For indisciplinary behaviour such as waywardness, use of offensive language, bullying and the likes, there will be a warning issued. If the same behaviour is repeated, a second warning follows. If by any chance the acts of indiscipline happen for the third time, parents will be informed, followed by a serious and a strong action taken by the school.

Reporting time to school is 7:45 a.m. Reporting later than 7:45 a.m. leads to a diary entry. For every third late arrival, the student concerned will get marked absent for the day. When applying for leave for more than two days, a letter to that effect must be sent in advance to the Principal; failing which the student once back, will not be allowed to resume regular classes.

Disciplining is a joint exercise by both school as well as parents. Let us move together in reinforcing these basic rules of appropriate behaviour. Electronic gadgets need to be used judiciously. Children need to be guided regarding the use of these devices. Planners need to be checked and signed regularly. Let us together impart values to our children and marvel at the wondrous results.

Thanking you,  
For **LAKSHMIPAT SINGHANIA ACADEMY**  
**Meena Kak**  
**PRINCIPAL**