

Dear Parents,

Warm greetings and welcome back to school for the new academic year 2026–27.

To ensure the smooth functioning of the school, safety and well-being of all students, we kindly request your cooperation in adhering to the following guidelines:

General Guidelines

1. Please ensure that your child arrives at school on time every day.
2. Regular attendance is essential. **Early departures and late arrivals must be avoided**
3. If dropping off your child in private vehicles, do so **before school starts**.
4. If a child gets late to school for any reason, we recommend availing a full-day leave rather than half-day attendance, which is really a trouble for our system
5. If a child needs to be picked up for any pre-planned purpose, we advise making the whole day absent from school.
6. Late arrivals will be accepted only if the HoS grants permission beforehand
7. As all our buses are full to their seating capacity, we don't entertain any bus route changes.
8. Students who are absent for any reason must submit a leave letter from the parent through the Student planner (Diary)
9. If your child needs to leave school during school hours for any unavoidable reasons, a written request from the parent/guardian must be submitted in advance through mail to the Principal, Cc HoS, well before the pick up.
10. To take a student home during school hours, parents must send an email request to the Principal from their registered parent email ID. Permission will be granted only after verification and approval.
11. All requests for early pickup/ bus route changes/ stay-back etc. must go through the **school office, not** via drivers or any other staff. Call **0495 2433444 / 2436633** at least **one hour before dispersal**. Last-minute requests cannot be accommodated.
12. Only parents or authorised persons are allowed to pick up the child from the campus.
13. Students are not allowed to leave the campus during school hours, change their bus route, or drop off on the way without prior request from their parents.
14. Leave requests extending beyond **three days** must be forwarded to the Principal's mail for approval.

15. Continued 15 days unauthorized leave will result in removal from the roles, as per the rule.
16. Students must wear the prescribed school uniform neatly and correctly at all times.
17. Fashionable hairstyles, **coloured hair**, fancy hairbands, long hair for boys, expensive jewellery, and decorative accessories are not permitted.
18. Girls with long hair should tie their hair properly. Wearing nail polish and dropping earrings are not allowed.
19. Girls wearing shawls must ensure that they are worn properly and serve their intended purpose. Repeated removal or improper draping of the shawl is discouraged
20. Students are not permitted to bring mobile phones or smartwatches to school.
21. Students are not permitted to bring electric vehicles, motor vehicles, or cars to school.
22. Parents are requested **not to send cakes, gifts, stationery items, or other materials to celebrate birthdays in school.**
23. On birthdays, you may send chocolates or consider gifting a book or sapling to the school instead
24. Students from Grade 6 onwards should not wear casual / colour clothes on birthdays.
25. All parents need to use our **Diary App** for Important Circulars, Attendance, Notifications, Assignments, Transportation details, etc.

Important Contact Details

Office: [0495 2433444](tel:04952433444) / [2436633](tel:2436633)

Ms. Resla (Registrar): 85476 33444

Ms. Jothi Lakshmi: (Pre-primary HoS -Tiny Tots- Grade 2) : 89213 97576

Ms: Sulbha Ahuja: (Primary HoS -Gr 3-7) : 99969 45834

Mr. Sheneer (Senior secondary HoS -Gr 8-12) : 96455 70598

Your wholehearted support and cooperation will help us maintain a safe, disciplined, and productive learning environment for all students.

Thank you for your continued trust and partnership.

Warm regards,

Dr. Anas
Principal
The Oxford School Calicut

principal@oxfordcalicut.com