



OFFICE OF THE PRINCIPAL ARMY GOODWILL SCHOOL, DRASS

Circular No: 01/09

Date: 01 Sep 2026

1. Important Guidelines Regarding School Bus Transportation:-

1.1 Students are required to reach their designated bus stop 5–10 minutes before the scheduled bus timing.

1.2 If a student fails to reach the bus stop on time and misses the bus, the bus driver/conductor will not be responsible for the same.

1.3 Parents are requested to ensure that their ward is ready and reaches the designated bus stop on time.

1.4 Students should wait for the bus at their designated stop in a safe and disciplined manner.

1.5 Parents and students are requested to understand that minor delays may occur due to traffic or unavoidable circumstances.

1.6 Students must maintain proper discipline and follow all safety instructions while boarding, travelling in, and getting down from the school bus.

2. Important Guidelines Regarding Staff Leave and Attendance :-

2.1. Any teacher who is unable to attend school due to illness, personal reasons, or any other unavoidable circumstances must inform the Principal and submit a leave application in advance.

2.2. No teacher shall remain absent from school without prior permission or proper intimation to the Principal.

2.3. In case of an unforeseen emergency where prior leave cannot be submitted, the teacher must inform the Principal at the earliest possible time and submit the leave application immediately on joining back.

2.4. All teachers are expected to maintain regular attendance and

punctuality and cooperate with the school administration for the smooth functioning of academic activities.

3. Instruction for Teachers Regarding Teachers' Day :-

- 3.1 All teachers must report to school on time and remain present throughout the scheduled Teachers' Day programme .
- 3.2 Teachers will ensure proper discipline and safety of students during all activities and celebrations
- 3.3 Teachers are expected to actively participate and cooperate in the Teachers' Day programme and assigned activities.
- 3.4 Each teacher will properly supervise the students under their responsibility and ensure that no student leaves the school premises without permission
- 3.5 Teacher will guide students to maintain proper discipline, cleanliness, and respectful behaviour throughout the celebration
- 3.6 Teacher's assigned specific duties for the programme will complete their responsibilities properly and coordinate with the concerned staff.
- 3.7 Teachers are intimated to maintain a positive, friendly, and encouraging environment so that students can enjoy the celebration in a safe and meaningful manner.
- 3.8 After the programme , teachers will ensure that their respective classrooms and school premises are left clean and organized.

(Mohd Iqbal)
Principal
Army Goodwill School, Dras