



AIR FORCE SCHOOL, JAMMU

Dear Parents/Guardian,

A warm welcome to your ward/s.

Please note the following:

1. Your wards should reach School punctually in proper School uniform, neat & tidy with polished shoes and smartly dressed up. The school uniform is a very important aspect of your ward's personality and this should not be neglected. If the colour/shade of the uniform does not confirm to the norms of the school it will not be accepted.

SCHOOL TIMINGS

- 8:00 AM TO 2:20 PM FOR CLASSES I TO XII
- 8:00 AM TO 12:40 PM FOR CLASSES LKG AND UKG
- 9:00 AM TO 11:00 AM FOR CLASS NURSERY ONLY

2. You can purchase the school uniform/ books from
 - a. Sunny Book centre, Sanjay Nagar, Jammu
 - b. Divyam Book store, Satwari, Jammu
 - c. Sita Ram Sat Pal Stationary Store, Jammu
3. Your ward should bring the following to School daily along with the Books & Note Books as per the Class Time Table:
 - i) A Rough Note Book, a pencil box, an eraser, a sharpener and two sharpened pencils/pen. Please ensure that your ward/s do not bring any cutter/ sharp object to the School.
 - ii) The Student's Diary, books/ notebooks (properly covered) should be as per the daily time table. Do not send all the books/ notebooks daily.
4. Class wise whats app groups will be created by the Class Teachers and one parent per child will be added in the groups. Parents can call the Class Teacher/ subject Teacher between 5:00pm to 6:30pm only
5. Scientific Study App is the School ERP. Parents should download the SCIENTIFIC STUDY APP from the PLAY STORE. Class Teacher will provide all the details for using the app.
6. Parents can pay the FEE ONLINE through the link given on school website or through the Scientific Study App. In case you fail to pay the fee timely, you are required to visit the school reception. LATE FEE POLICY is available at school website (www.afsjammu.co.in).
7. The student's diary should be checked for H.W./Notes from Teachers etc. and signed by you every day without fail.
8. Please note that once the student is in School, he/she will not be allowed to leave the School, in general, till the School gets over. **So you should not send your ward to School even for the Unit Test, if he/she is not well OR he/she has to accompany you somewhere during the School hours. In case of any emergency the School will inform you to take your ward.**
9. You must monitor your ward's studies regularly and make sure that he/she performs well in the Unit Tests/Examinations. Regular studies are very important, as then the child does not have to struggle hard at the time of Examinations. **The result declared at the end of the session is based on the performance of your ward throughout the year, so his/her performance in every test and Examination is of utmost importance. Hence you as a parent/guardian must take care of this aspect.** Whenever Test Note Books are sent home, make your

ward/s do the correction work, sign the Note Books and send the same back to School, **on the very next day. Any student who comes to School with incomplete / pending work may be sent home.**

10. **No tiffin will be accepted for any student during the School hours, for security reasons.**
11. **No student is allowed to bring Mobile Phone or any other Electronic gadget to the School.** In case any student is found with any of these gadgets, it will be confiscated and returned to the parents only after an written apology letter.
12. No student is allowed to bring any Two Wheeler to School.
13. As the medium of instruction is English the student should be helped to follow their classes easily and intelligently by a certain amount of regular conversation in a cultured manner in this language, at home.
14. Discipline of students is an important point at Air Force School Jammu. All the students are required to adhere to code of conduct for students.
15. The School will issue warning about your ward's Academic Performance / Work / Conduct etc. in the School, if it is not upto the expected standards. If there is still no improvement, then he / she may not be allowed to continue in the School, any further, if in the Principal's sole discretion, his/her continued presence is detrimental to the interest of other students.
16. **On your ward's birthday, he/she may come to School in casual wears, only upto class 5. In case you are sending sweets with your child for celebration in the Class, only a packet of candies may be sent for distribution in the Class. No other sweets / cakes/pastries/chocolates/gifts are allowed.**
17. **No School Teacher is allowed to take tuitions for the students of the classes he/she is teaching. In case you find any teacher of the School indulging in such a practice, a written complaint may be sent to the School.**
18. **In case of any difficulty/issue, you can contact the class teacher/ Headmaster/ Principal**

The School will close for summer vacation from **May 16, 2025** and Re-open on 17 June 2025.

The School Office will remain open throughout the year.

With all the Best Wishes!