



HERBERT SCHOOL

EDUCATION WITH A DIFFERENCE
Changangei Airport Road, Imphal-795140

GENERAL CIRCULAR

Dated: 22nd June 2022

As the Government has allowed to open school wef 25th July 2022, the new session of Class XI will now be conducted in physical mode from 25th July 2022 and the class timing will be from **8 am to 2 pm**. Students are therefore informed to attend school from 25th July 2022. Further, the physical classes of class XII will also be resumed wef 25th July 2022.

The following instructions are hereby given to all the students for strict compliance while attending school:

1. Students should arrive at the school 15 minutes ahead of the start of the class
2. Any late arrivals will not be allowed to enter classroom
3. Proper and full school uniforms to be worn while coming to school.
4. House shirts to be worn only on Thursday
5. Boys should wear half shirts during summer months i.e June to November
6. Boys are compulsory to have short haircuts. Students having long hairs will not be allowed to attend school
7. Students should maintain short nails.
8. Girl students should not tuck their shirts inside Phanek. Application of Lipstick and nail polish is not allowed.
9. Bringing of mobile phones by students while coming to school is strictly prohibited. Mobile phone will be confiscated if found possessing it by any student.
10. Students bringing Bikes/Scooter or any vehicles other than Bi-Cycle are strictly prohibited.
11. Students are not permitted to travel by Van service to school without the approval of the school authority.
12. Leave application is to be submitted at the school office before the start of class. It is to be countersigned by the parent. Medical certificates to be enclosed if leave is applied on medical ground.
13. Absence without leave for 7 consecutive days will lead to removal of the student from the admission register.
14. Absence without leave for 7 days in a month will lead to removal of the student from the admission register.
15. Writing on the Desk is strictly prohibited. Students will be penalised with fine if found committing the act.
16. Students should follow all rules prescribed by the school authority from time to time

**Principal
Herbert School**

Copy to :

1. Herbert App Announcement Section
2. Herbertschool.net
3. Herbert staff Whatsapp Group
4. Office file