



BCM SCHOOL, Chandigarh Road, Ludhiana

A Senior Secondary School, Affiliated to CBSE, New Delhi

Advisory – Punctuality and Uniform Discipline

DATE :- 02.10.2025

Dear Parents and Students,

It has been observed with concern that several students are arriving late to school on a regular basis, including on examination days. In addition, many students are attending school in improper or incomplete uniforms. These practices not only disturb the school routine and classroom learning but also compromise the discipline and values that our school stands for.

We remind all parents and students that punctuality and proper uniform are non-negotiable aspects of school discipline. Together, they reflect a student's commitment, responsibility, and respect for the institution.

Why It Matters

- Punctuality ensures participation in assembly, effective learning and fosters lifelong discipline.
- A proper uniform instils a sense of equality, pride, and belonging, and reflects the school's culture and ethos.

Guidelines for Timely Arrival

- Wake up early and plan the morning routine carefully.
- Pack your bag and keep your uniform ready the night before.
- Leave home with extra time to handle unforeseen delays.

School Timings

- Students must enter the school premises by 7:35 AM.
- They should be seated in their classrooms by 7:40 AM, when the assembly begins.
- The school gates will close at 7:40 AM sharp. No entry will be permitted after this time.
- Students reporting late will be sent back home. No exceptions will be made.
- In case of an unavoidable delay caused by unforeseen circumstances on the way, parents/students must inform the class teacher or the school receptionist before 7:40 AM. Only such cases, backed by timely intimation, may be considered.

Uniform Discipline

- Students must come to school in a complete and proper school uniform on all working days
- Shoes must be polished, hair neatly groomed, and identity cards worn
- House / White / Regular uniform must be worn strictly on the designated days only.
- Students found in incomplete or improper uniform will be dealt with strictly as per the school's discipline rules.

We seek the cooperation of all parents and students in addressing these issues with the seriousness they deserve. Together, let us uphold the values of discipline, respect, and responsibility that define the ethos of BCM School.

Regards

Team Admin BCM