

## RULES AND REGULATION

### Admission

Age eligibility for Jr.KG is 3 years as on 30.06.2017 at the time of admission. Admission to classes from Sr.KG to IX & XI is subject to availability. The School will consider pupils from all CBSE recognised schools or State Board for admission on producing TC duly signed by the authorised officers of the Educational

Department.

Admission will be provided on the basis of performance in the Assessment of Basic Competency (ABC) conducted by the school.

### Enclosures along with the Application during admission:

#### a. Application for Admission (I-IX & XI) should be enclosed with

- TC (Original)
- Conduct Certificate
- Assessment Record
- Health Certificate
- Birth Certificate (Xerox)
- Community Certificate

#### b. Application for admission to Jr.KG/Sr.KG should be enclosed with the Birth Certificate.

- Parents are asked to ensure 100% regularity of their ward.
- Prior application for leave must be produced to the class teacher, in case of inevitable absence and the same to be mentioned in the prescribed format given in the last pages of the Handbook.
- In case of absence due to sickness, a medical certificate must be sent to the school and the same to be recorded in the Handbook.
- Minimum of 90% attendance is a must for promotion.
- The school will not stand responsible for the loss of leave letters sent through friends, relatives, drivers and conductors.

- If a student is absent for 5 days, consecutively he/ she is entitled to pay ` 50/- as re-admission fee

### School Discipline

- Absence on the re-opening day as well as on the last day of each term is strictly not allowed.
- Students will not be permitted to go home between the school hours except during emergencies.
- Pupil must report to school at or before 8:15 a.m.
- Exemplary uniform dress code of the pupil is expected during all occasions.
- Sports uniform should be worn on Wednesday.
- Jewellery especially gold must not be worn to the school.
- Exchange of money or gifts among pupils is not allowed.
- Bringing costly electronic gadgets to the school is strictly prohibited.
- Writing / scribbling on the walls and making the classroom untidy or damaging the school property is forbidden. Articles damaged by the pupil, must be paid for or replaced, if required.
- Students suffering from infectious or contagious diseases will not be allowed to attend the school.
- Every student must take part in the school activities unless physically unfit or exempted by the Principal.
- Any change of address must be communicated to the class teacher immediately.
- Good Conduct – Politeness, Courteous speech and good English communication skills are expected from the pupil.
- Usage of Mobile phones, on the school campus is strictly restricted.
- Malpractice of any kind by the pupil is strictly prohibited. In case of such deed found, Warning letter / TC will be issued under disciplinary action.

## **RULES AND REGULATION**

- Parents may meet the Principal for any information or clarification with prior appointment between 3:00p.m and 4:30 p.m on all the working days.
  - Any kind of gift or money to the teachers by the parents or pupil is not entertained.
1. On birthdays, cutting a cake or giving gifts is not permitted. Chocolates may be distributed. Children have an option to donate a new book with his/her name written to the school library on this occasion.
  2. Children should come in proper uniform.
  3. Do not try to enter any classroom or call the teacher over the phone during the class hours, as it disturbs the teaching-learning sessions. You can leave a message at the front office and the teacher will get back to you, during her/his leisure hour.
  4. Updating your mobile number with the office is highly essential, to meet the emergency and also to send SMS regularly.
  5. Student's Diary should be duly signed everyday.
  6. Feel free to call the executives, if you have any complaint/suggestion.
  7. Kindly ensure that the children do not carry extra books, notebooks or any other stationery in their bags, which may make the bag heavy. Please cooperate with us to lessen the weight of the school bag.
  8. Kindly do not ask / force the van / bus driver (if the school transport is opted) to wait for your child, as it causes difficulty to the other children travelling in the van / bus. Do not complain that the driver is not waiting for your child. Please note that the child should be ready at the boarding spot at least 5 minutes before the scheduled pick up time.

### **Dispersal Policy - Own transport**

1. The parents are requested to come in the evening after 2.45 p.m. only to pick their wards up by the own transport
2. Children commuting by own transport will be seated in the class under the supervision of a teacher. Parents can take the child from the cellar. If, on any day a new person comes to pick the child up, then He/She must carry an authorisation letter from the parent. The same should be intimated to the In charge / Class Teacher.
3. Parents should come and pick the child up after the school hours on time. In case of delay, it should be informed at the school Front Office or through the Student's Diary.
4. Ensure that the auto driver is not a Pan or Gutka chewer or smoker or an alcoholic, as such people are denied entry into the school campus.

### **Principles of Punctuality**

1. A day at school begins at 8.15 a.m. Parents are requested to send their children on time to school. If the child is sent late, the child misses the assembly, which comprises of the school song, poems, a reading of the newspaper, general knowledge and current affairs, opportunity for public speaking, announcements etc.
2. Attendance is marked immediately after the assembly and if the child does not come till then, he/she is marked 'absent' for that particular day.
3. We encourage the students to come to school everyday and at the end of the year, students with 100% attendance are encouraged with awards.

## **RULES AND REGULATION**

### **Sound body makes sound mind**

#### **HEALTHY SNACKS DURING THE SHORT BREAK**

1. Please send healthy, fresh and nutritious food. Items like Kurkure, chips, etc. are not allowed in the school. Send items like Roti/ chapatti/ poori/ rice/ fruits/ salads/ bread, etc., for the short break and lunch.
2. Parents are not allowed to enter the class to feed their children.
3. A napkin, spoon and water bottle should be sent with the child daily.
4. If the food is sent later, the box should be handed over at the security with the name of the child, class, section and wing written on it.
5. We encourage the children to follow good table manners. Parents should also train the children for the same at home.
6. Note: Kindly do not make/force your children to have milk in the morning just 5-6 minutes before the arrival of the van as they might puke in the van immediately. Please ensure that they have their food/ milk at least half an hour before the van/bus arrives.

### **INFORMATION REGARDING ATTENDANCE**

1. Poor attendance is a factor often linked to low levels of academic success. It could also affect your ward's eligibility to appear for the Board / Assessment Exams.
2. It is the parent's responsibility to ensure that their child attends school. We request you to help your ward improve his / her attendance. If you would like to discuss your ward's attendance, please meet the class teacher / VP. / Principal after 3:00 p.m. on any of the working days.
3. We would appreciate your efforts to ensure your ward's improvement in attendance. The school will continue to monitor the same and will be in touch with you, if your ward's attendance does not improve.
4. Students should submit their leave letter either a day before the leave or on the same day before the roll call.
5. Leave letter submitted after the time limit specified or on the day of rejoining will not be accepted.
6. Absence at the time of tests will be viewed seriously, if prior permission is not obtained.