

THE SCHOOL POLICIES

1. HOMEWORK AND REINFORCEMENT/ ENRICHMENT MEASURES:

Homework assignments are checked and recorded. The teachers ensure that the homework is completed to acceptable standards. Project work is assigned to the students during term breaks. Students are expected to submit their projects/ assignment within 3 days of the reopening of school after breaks.

2. LOST AND FOUND ARTICLES:

Lost and Found articles are placed in the School office, so students can go and check there. Winter jackets should also carry their name tag for identifying just in case, they get lost.

3. CARE FOR SCHOOL PROPERTY:

Students, who deface, damage or destroy school material or property, will face disciplinary action and will be required to reimburse (includes actual cost of furniture/ fixtures and laboratory/sports/music equipment).

4. IDENTITY CARDS :

An Identity Card is issued to each student. It is to be worn daily. Duplicate Cards can be obtained after paying Rs. 75.

5. TURNOUT:

If any student's turnout is not as per the standard of the CBSE board i.e. 75%, the following disciplinary action will be taken by the school:

- a. Two times verbal warning.
- b. Message to Parents.
- c. He/She may not be permitted to take the annual examination.

If a student is absent from school for more than 3 days, prior intimation/leave application, addressed to the Principal is a must.

- d. If a child is absent from the school even for a day he/she must submit a leave application addressed to the Principal stating the reason for absence or he/she may intimate through a note in the Almanac/inform the teacher.

6. BANNED ITEMS:

The following items may be hazardous and distractive to others and should not be brought to the school-

- A. Weapons: catapults, knives, sharp objects, firecrackers, lighters or match boxes. Whiteners, drugs and drug related items (unless medically prescribed with proof provided)
- B. Undesirable pictures, magazines, books not relevant to the course work. Money, expensive watches, toys, etc.
- C. Cameras, Mobile phones/IPods/ any other gadgets, they will be confiscated. The school authorities will not be responsible for the loss of any of the above items brought to the school by the students.

7. SCHOOL DIARY:

Students are required to carry their school diary to school daily. Parents should regularly see their ward's diary, notes, circulars etc., and sign all reports sent home. Prescribed textbooks and notebooks are to be carried to school according to the timetable.

8. MEDICAL LEAVE:

Leave of absence on medical grounds will be granted after submission of a medical certificate duly certified by a doctor. Do not send your ward to school, if he/she suffers from any infection or contagious disease such as Chicken Pox, Mumps, Measles etc. It is compulsory to submit a written application along with the medical certificate and doctor's prescription on the first day the child joins the school.

9. PROCEDURE FOR PROCURING TRANSFER CERTIFICATE

The parent has to fill a form for TC in the office. Progress report and Transfer Certificate will be handed over only when the form is complete and school dues are settled, within 4-5 working days.

10. SECURITY:

The school has a well fortified Security System with CCTV cameras installed to ensure safety of its premises and children. It is mandatory for all visitors to register themselves with security personnel at the gate. All visitors should respect the security checks and extend co-operation towards the security personnel on duty.

Children will not be allowed to go home during school hours. Parents are requested not to make any social engagements or medical appointments during school hours. They are also requested not to send their child to school on the day that they have any such appointment.

This measure has been introduced for your child's safety.

If, due to an emergency, a child has to depart early from school, the parents must obtain a written permission from the office.

No child will be allowed to come to school by self-driven vehicles. The school will not be held liable or responsible for any unforeseen happening/mishap/injury caused due to the violation of the rule.

11. NOTE TO PARENTS:

- All students are expected to speak in English in the school premises.
- Parents are expected to attend all parents' meetings. It is compulsory to bring school diary and come in proper school uniform for the child in parent-teacher meetings.
- Tiffins and water bottles will not be delivered to your ward during school hours.
- Kindly do not approach our teaching staff to take tuitions.

12. ADMISSION POLICY

Registration Procedure:

Registration process has to be completed before the admission test.

Admission Procedure:

a) An Aptitude Assessment (offline) for students seeking admission to Class LKG and upwards is conducted after registration

b) Candidates who clear the assessment are called for an interaction.

Parents are requested to carefully fill and submit the Admission Form and required documents at the time of payment of fee.

Required Documents:-

- Date of birth certificate issued by the Municipal Corporation/ Local Body as applicable along with Photostat copy.
- Original Transfer Certificate is required from the previous school for students seeking admission in Class-II and above.

13. WORK ETHICS

- To be regular, up-to-date with work done daily in class.
- To be well-planned and organised for tests, assignments, examinations, competitions.
- Notebooks must be neat, orderly and covered with brown plastic sheets. No unnecessary scribbling etc.
- Proper names should be written on the notebook with class and section.
- Staying back beyond school hours requires the requisite permission from parents, concerned teachers and supervisors.
- Change of residence, phone numbers to be intimated to school authorities immediately (Class Teacher / Admin Officer).

14. DESCRIPTION OF EXPECTED BEHAVIOUR AND DISCIPLINARY ACTION

- Misbehaving with the teacher will lead to direct expulsion from school.
- Usage of offensive language will result in 3 days of suspension.
- If any child gets caught fighting or intentionally hurting other child, all the medical charges will be borne by the parent/ guardian of the child caught.
- Students are expected to listen and follow all the instructions given by the teacher for Classwork, homework, class decorum and maintain discipline within the class.

15. BEHAVIOUR IN THE CORRIDORS

Students should maintain appropriate decorum and walk quietly in an orderly fashion through the corridors at all times. This norm will be followed during the instructional school day and with consideration for others who are working.

16. BEHAVIOUR DURING EXAMINATION

- Sit quietly at a specific seat, read quietly, and prepare for the exam. All bags, books etc to be left at the allotted place.
- No unfair means to be resorted to. Zero marks will be awarded if unfair means are used.
- Be prepared with your own set of pens, pencils, and geometry boxes etc, no borrowing / lending permitted.
- Any doubt in question paper or otherwise to be cleared with an invigilator on duty. Talking to another student is strictly not permitted.

17. BEHAVIOUR IN THE AUDITORIUM

- Disciplined behaviour at all times.
- Move in neat lines from classrooms to auditorium.
- No talking during presentations/address by guest speakers/when the compere speaks.
- Disciplined, quick, orderly dispersal at the end.
- Co-operation and courtesy to be shown to all.

18. BEHAVIOUR IN THE WASHROOMS

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property. If a child gets caught destroying school property, all the charges will be borne by the parent/guardian of the child.

19. UNIFORM AND PERSONAL ATTIRE

- To adhere to the prescribed uniform.
- Their hair should be well groomed, girls should tie up their hair properly with black rubber band and students should not dye their hair.
- Nails should be trimmed and students should maintain proper physical hygiene at all levels.
- Students should not wear any sort of accessories in their hands like kadas and rings. No expensive or digital watches are allowed.

20. RULES AND REGULATIONS WHILE USING SCHOOL TRANSPORT

- Bullying of any kind is strictly prohibited.
- Students should keep seated at their designated seats during the entire trip and should not get up while the vehicle is in motion.
- Students should refrain from any aggressive behaviour which leads to fighting or use of abusive language during transportation. They can register their complaints to the in-charge of the bus which will be addressed in a just manner by the school.
- During transportation instructions by teachers as well as by security guards have to be followed without fail.

EXAMINATION SYSTEM

There is regular assessment of a child's performance in each subject and extensive evaluation is carried out by the teachers. A revision schedule is also followed.

The examination is taken in four parts namely UT- 1/ Half Yearly/ UT- 2/ Finals for classes III to XII and UT- 1/UT- 2/UT- 3/UT- 4 for classes NUR to II.

- No student is allowed to go home, without prior parental permission from the Principal.
- Students suffering from fever, cold, flu or any other kind of ailment which can be transmitted to others, should not come to school during Examinations.
- Students who miss the examination due to medical reasons should submit a medical certificate for the same, to their Class Teachers, within 3 working days.
- No retest shall be conducted for students who miss the examination.
- Students have multiple assessments based on class observations, oral tests, individual or group project work, class discussions, field work, concept maps, graphic organisers, visual representations etc.
- Grades are awarded to the students in co-curricular activities which cover physical activities, visual and performing arts (drawing, painting, dance, music).

SAFETY AND SECURITY POLICY

The safety measure adopted by the school encompasses the overall safety of the students. Utmost care is taken by the school to ensure security of each and every child. However in case of any unforeseen circumstances the school will not be held responsible.

Late entry to school is strictly not allowed.

CCTV Cameras

Cameras are installed at various strategic points in school to monitor the movement in the corridors during school time. Cameras have been carefully placed to monitor the entry and exit of the visitors too.

BOARDING AND ALIGHTING

School buses are regularly and strictly monitored by the Administration. The students on foot are also carefully handed over to the parent or guardian from the school dispersal area.

STRICTLY MONITORED WASHROOMS

All the entries and exits of washrooms are monitored by CCTV Cameras. All the Pre-Primary children are accompanied by Ayahs. The male staff cleans the boys' washroom and female staff takes care of the girls' washroom. There are separate washrooms for students, teaching faculty and administrative staff.

FIRE EXTINGUISHER

Fire extinguishers have been installed at strategic points for the safety and security of our children. We keep a close check on the expiry date.

