
RULES AND REGULATIONS

ADMISSION

- ◆ A pupil who seeks admission to Nursery / Lower K.G. will have to produce his / her birth certificate issued by a competent authority such as the Municipal Corporation.

WITHDRAWAL

- ◆ One month's written notice of intention of withdrawal has to be communicated to the School authorities.
- ◆ Fee once paid is not refundable either wholly or in part. The School will be entitled to the fee for the entire year even if the child is withdrawn in the middle of the year.

STRIKING OFF RULES

A student's name will be struck off the School rolls on the following grounds :

1. Non-payment of fees by the prescribed due date.
2. Absence from School for a period of THREE continuous months without prior permission of the School authorities.
3. Non-compliance by the parents with the rules and regulations of the School.

ASSESSMENT

Careful monitoring of children's progress is done through continuous and consistent observation. Through assessment we try to achieve the goal of all-round development of every child. A progress card is given at the end of each term. It is qualitative in nature and gives a holistic profile of the child.

Parents are requested to personally collect the progress card on open day.

ARRIVAL AND DEPARTURE

- ❖ Students are expected to be punctual.
- ❖ Late coming will not be permitted.
- ❖ It can be a frightening experience for your young child if you are late in picking him / her up.
- ❖ If someone other than a designated person is to fetch your child, the Supervisor MUST be informed.

ATTENDANCE AND REPORTING ABSENCE

All applications for leave and notes of absence must be written by the parents/guardians of the students in the prescribed Absence and Leave Record in the School Calendar and counter signed by the Class Teacher. In case of sickness, the application for leave supported by a Medical certificate should be sent as early as possible.

Students returning to school after a contagious or infectious disease should also produce a Doctor's fitness certificate.

Note : Any student found wearing footwear or uniform not conforming to the approved description or sporting hair style which is not approved will not be admitted to the class and will be liable for action.

- ❖ Parents / students are at liberty to buy their requirements from any outlet of their choice.
- ❖ All students must wear Identity Card at all times.
- ❖ Ornaments in any form other than small ear-rings (for girls) shall not be worn in the School

HEALTH

Keeping in mind the well-being of the ward, parents are requested not to send the children to School if the / she has :

Diarrhoea	Vomiting
Fever	Persistent Cough
Sore Eye	Unusual Spots or Rashes
Difficult or Rapid Breathing	

BIRTHDAY CELEBRATIONS

- ❖ Each child's birthday is made special. We sing for them.
- ❖ Children are allowed to come in comfortable party clothes on their birthday. (I.D. Card is a must.)
- ❖ According to medical opinion, it is not desirable to give sweets to children. Therefore, avoid distributing sweets on the occasion of birthday etc.

PARENT - TEACHER MEETINGS

- ❖ Compulsory attendance by any one parent.
- ❖ Parents are requested not to bring their child for these meetings.
- ❖ Do not hesitate to discuss any issue that affects or is likely to affect the well being of your child while he / she is at our School. Such conversation, however, is not appropriate at the time of drop off or pick up.

SOME GUIDELINES FOR PARENTS

Proper education of the pupil depends on the joint efforts of parents and teachers. Parental co-operation is particularly essential in respect of the following matters :

- ❖ Their wards keeping their personal belongings neat and tidy.
- ❖ Regularity and punctuality in attendance of their wards and their disciplined conduct.
- ❖ Completion of home work.
- ❖ To see that the School Calendar is regularly taken to the School by the pupil and remarks of the teacher, if any, therein noted and acknowledged with signature.
- ❖ Please avoid late nights for childrens.
- ❖ Label all stationery and clothing items.
- ❖ Valuable articles must not be brought to the School. If any such article is found in the possession of a child, the same will be confiscated. The School will not be responsible for the loss of these articles.
- ❖ No harmful items should be sent to or through the child.
- ❖ Encourage personal cleanliness
- ❖ Take pride in sending your child smartly dressed in the prescribed uniform.
- ❖ Ensure that your child wears the identity card / bus card to School daily.
- ❖ Promptly inform the class teacher in writing whenever there is a change of address, telephone number etc.
- ❖ Parents should refrain from dictating terms to the School.
- ❖ Parents are not permitted to visit their child in the class or meet teachers without the permission of the Supervisor.
- ❖ All parents are encouraged to speak in English in the School premises.
- ❖ Every student is expected to speak in English in the School.
- ❖ Regular hours of study at home throughout the year will help the child to develop proper study habits.
- ❖ Do not telephone or disturb Supervisors/ Teachers or other staff at their residence under any circumstances. It should be understood that School business is to be transacted during School hours in the School only.
- ❖ Chatting, gossiping and misbehavior of any kind in the School premises should be avoided.