

## **RULES AND REGULATIONS OF THE SCHOOL**

**Name of the Student:**

**Grade:**

**Academic Year:**

1. Admission to this school is according to the conditions of age, ability and conduct.
2. The age for admission to the toddler start from 2 years onwards and Montessori section is 3 years and for standard one the age limit will be according to the Government's rule.
3. The admission in this school will be confirmed in the general register only after the submission of the leaving certificate from the last school attended. For new admission, copy of birth certificate is mandatory.
4. The admission once registered, if cancelled, the registration fee won't be refunded.
5. In case of leaving school, a written application for the same should be submitted in the office before 15 days and the term fee must be paid till the term and vehicle fee up to the month in which application for leaving certificates is given. Give an application before 7 days for the requirement of any certificate from the office like bonafide certificate, recommendation certificate, or any other certificate.
6. Irregular attendance, breaking the rules of the school, misbehaviour, irregularity in studies, to insult any employee in the school by the student or parent, defiance of authority of conduct in the areas detrimental to the moral values of the school are sufficient reasons for the dismissal of a student.
7. Regular attendance is compulsory. Late coming is not entertained. In case of sickness or unforeseen circumstances, the student on returning to the school must produce the reason for absence in writing by the parent or should be supported by relevant medical certificate.
8. Examination and tests are compulsory and no student should be absent, except when prevented by illness or contagious disease. In such cases a leave note from parents/ guardian supported by a medical certificate should be submitted at the earliest.
9. School is independent to take its own internal decisions. Any person or parent is not allowed to interfere in the management of the school. If anybody found doing such things, a strict legal action will be taken against such person and the procedure for cancellation of admission can be carried out.
10. Parents should update the portions taken in the class of their children daily and should sign wherever necessary. Only English should be spoken in the school premises to acquire greater fluency in the language. Parents are requested to encourage their children to speak English at home also.
11. Parents should not go directly to any class. Parents are requested to meet the concerned supervisor and solve the problem. They can meet teachers after the school hours, and parents will not be allowed to enter the school premises without any reason.
12. Parents are requested to come and drop their children to school before 10 minutes of school timing (9:30 am). Parents are requested not to make groups, come early, sit and talk in the school premises and disturb the school proceedings. They mustn't come before 10 minutes dispersal time.
13. We take utmost care and security during all outings, picnics or tours. There is no compromise on safety issues from the management side. Even after tight observation, if some incident or accident occurs, the school will not take responsibility for the same.
14. Misbehaviour with teachers, any employee of the school, non-teaching staff, office staff, watchmen, principal, trustee, nearby residents, or use of abusive language, to defame them, offensive behaviour, towards them, immoral publicity in media by false accusation against the school are sufficient reasons for strict legal action against such person and the procedure for cancellation of admission can be carried out.
15. First term fee- should be paid by the 10<sup>th</sup> of June, second term fee by September 10, and third term fee by December 10. Vehicle fee for each month must be paid in advance. Timing for paying the fee in the office will be from 9:00 a.m. to 5:00 p.m. Online fee payment is entertained by our school.
16. Parents must pay the school fees regularly and if they are irregular in paying the fees, strict actions will be taken according to the rules.
17. Uniform is compulsory for all the students. They must wear clean, tidy and apt uniform assigned for each day.

18. If the student remains absent continuously for a long time without any valid reason, according to the rules, his/her name will be deleted from the school.
19. The school reserves the right to modify or alter its rules and regulations from time to time and as per changing situations which will be obligatory and binding to all.
20. In case of vehicle change, the change will be allowed only to the regular routes of the school and must be informed one day before in the office.
21. School will conduct many activities as a part of curriculum. Parents must encourage the student for their participation in such activities and ensure their cooperation.
22. School will conduct open house for each classes after the after the assessments, parents must attend those meetings on the scheduled date itself, and if they have any personal difficulties they may inform the class teachers. The meetings must be attended by the mother, father, or guardian of the students. Other relatives will not be entertained in the meeting.

### **CODE OF CONDUCT FOR THE PARENTS**

1. Parents are requested to co-operate with the school for educational and holistic development of their children.
2. It is imperative for the parents that their children come to school in clean and proper uniform in oiled and combed hair, girls tie hair and all the children regularly trim nails.
3. You should provide nutritious food to children and avoid junk food.
4. Students who are coming in the bicycle to the school must not enter or leave the school with the school vehicles.

### **CODE OF CONDUCT FOR THE STUDENTS**

1. Girls with long hair must tie them or plait them. Hair must be oiled and combed neatly. Hair colouring or special hair style is prohibited.
2. Students should not bring valuable and costly items like mobile, I - pad, Lap top, or wear gold jewellery etc. in the school and if they bring the school will not be responsible for its loss.
3. Students should keep their classroom tidy, they should not throw papers or any other waste material in the classroom, make sure, and you use the dustbin.
4. Students must not fight with each other or attack violently, they must not scribble on the walls or furniture.
5. Defacing washroom walls is strictly prohibited.
6. Students must take care of the school premises and surroundings, damage or destruction must not be done to any property of the school.
7. The admission of the student will be cancelled with immediate effect if they are found involved in indiscipline, immoral behaviour or damaging school property
8. Any of the school property, wilfully or negligently damaged or destroyed by any student will have to be repaired by the parents of the concerned student.
9. If any student destroys or damages the school property partially or wholly, the damages will have to be paid by parent of the concerned student.
10. During the absence of a teacher from the class, students should obey the monitor appointed to maintain the class discipline.
11. Students must bring their books and learning accessories according to the instruction and time table provided by the teacher.
12. Try to adhere to the meaningful norms laid down by school, home and society and try to be good human beings with one goal of living in peace, harmony and co- existence.

Signature of the Mother .....

Signature of the Father .....

Signature of the Student .....

Signature of the Guardian .....

Date:

Place: