

SCHOOL RULES AND REGULATIONS

I General Rules :

1) School Timing :	<u>Nursery to Prep</u>	<u>I to VIII</u>
Summer :	8.00 am to 1.00 pm	7.30 am to 1.30 am
Winter :	8.30 am to 1.30 pm	8.00 am to 2.00 pm

(Note : some children may be requires to come to school earlier and / or go home a little later in case, they are required extra class / extra activities)

- 2) Every student should carry his/her almanac to school everyday.
- 3) The school will not be responsible for loss of books, stationary, money, articles, ornaments and any other valuable things brought by student to the school.
- 4) All the books and notebooks should be covered and labeled properly.
- 5) Parents, guardians or other person are not allowed to see the pupils or meet their teachers during school hours without the sanction of the principal.
- 6) The name, class of the pupil should be clearly marked on all belongings like books, stationary, water bottle, lunch box etc.
- 7) Last day of every month will be half day for all classes (Leaving time 11 am)
- 8) During school hours student will not be permitted to leave. (Half leave will not be given)
- 9) Parent should not send any costly item with their children to school.

II Fee Deposit Rules :

- 1) School fee must be paid in six installment in billing months.
(Fee billing months are April, July, August, September, November, January)
- 2) Last Date of fee deposit is 10th of given billing months.
- 3) Due is not paid within stipulated period (date 5 to 10 in billing months), will be collected with the late fee of Rs.100 per installment.

III Uniform Rules :

- 1) All the students of the school wear school uniform that has the same design, color, pattern and cloth.
- 2) All the student should be habitually clean and neatly dressed, the school uniform is to be worn only in school and on all school function for the public.
- 3) Children with wrong cloth/design, dirty/untidy/undressed/shoddy/unbutton uniform shell not be allowed to enter the classroom.
- 4) There are two uniforms - Regular uniform must wear on Monday, Tuesday, Thursday and Friday and Secondary uniform (Yellow-Dress) must wear on Wednesday and Saturday.
- 5) **Summer Uniform** – Feb 15 to Oct 30 **Winter Uniform** –Nov 01 to Feb 14

Class	Boys		Girls	
	Summer	Winter	Summer	Winter
Nursery to II	Mix grey short, off white lining shirt, Grey socks, black shoes, Tie, Belt	Navy blue track suit, white round neck inner, black shoes, grey shocks	Mix grey tunic, off white lining shirt, Grey socks, black shoes, Tie, Belt, White ribbon/hair band	Navy blue track suits, white round neck inner, black shoes, grey shocks, White ribbon/hair band
III to VIII	Mix grey pants, off white lining shirts, grey socks, black shoes, Tie, Belt	Mix grey pant, off white lining shirt, grey socks, black shoes, Tie, Belt, Grey blazer	Mix grey tunic, Off white lining shirt, grey/black cycling short, grey socks, black shoes, Tie, Belt, White ribbon/hair band	Mix grey tunic, Off white lining shirt, grey/black cycling short, grey socks, black shoes, Tie, Belt, White ribbon/hair band, Grey blazer

IV Discipline :

- 1) All students must attend school assembly daily.
- 2) Late comers should bring a note of explanation from their parents in almanac.
- 3) Students must not run around inside the school building. They must observe silence while walking through the going up and down from stairs.
- 4) Students should avoid offering gifts any of staff at any time.
- 5) At the first bell all the student make their way to the place of assembly in absolute silence.
- 6) All homework should be done neatly and day's work always dated.
- 7) The English speaking is enforced within the school premises.
- 8) No child should scratch or spoil the desk or any school furniture. Write and draw anything on the walls or in any way, Damage school property.
- 9) Utmost care should be taken to keep the school premises clean. Do not throw garbage in classroom or any other places in or around school. Use dust bins.
- 10) Students are not allowed to bring to the school :- mobiles, magazines, CD, Digital watch, Calculator and any other literature other than the school books and notebooks.

V Lunch box rules :

- 1) Send lunch box and water bottle with their children. During school hours Lunch box and water bottle will not be accepted.
- 2) Don't send junk food (Noodles, Pizza, Burger), Biscuits, chocolate, poha, namkeen and any other oily food in lunch box.
- 3) Send only roti, paratha and dry vegetables.
- 4) Send one fruits or vegetable salad with your child daily.
- 5) Child's Name should be written on the lunch box, water bottle and school bag permanently with marker pen.

VI Birthday Rules :

- 1) Student who has birthday is allowed to bring one small chocolate/toffee only to be given one each student in his/her class.
- 2) No other gifts are allowed. Don't send chewing gum/bubble gum to be distributed.

VII Recommendations for Parents:

- 1) Parents should see that their children attend school regularly and in time. The school uniform, books, notebooks and dairy should be checked everyday.
- 2) Parents are expected to cooperate with the school authorities by enforcing punctuality, regularity, personal cleanliness and discipline by seeing that their children prepare their lessons and by taking active and helpful interest in the activities of the school.
- 3) Parents should include regular study habits and check-on their child's homework. In case of any problem, Please see the principal during visiting hours. (timing 9 am to 11 am)
- 4) Parent Teacher Meeting (PTM) is arranged by school and should be attended by parents.
- 5) If a student is likely to be absent through illness or any other reason for a longer period, the principal must be informed within three days.
- 6) A student who is unwell should not be sent to school.
- 7) Any sort of complaints / suggestions regarding school matters should be handed over to the principal not to the class teacher.
- 8) No student is permitted to take private tuitions from any teacher working in the school, without the written permission of the principal.

PARENT SIGNATURE

Dated : 11 July 2017

PRINCIPAL