

SCHOOL UNIFORM AND HYGIENE:

- Students should come to school in clean, well ironed uniform. Shoes should be regularly polished and well maintained.
- Students are not allowed to wear low waist pants and skirts, color hair, keep streaks, fancy hair style or apply henna on their hands.
- Wearing of fancy jewelry, fancy clips, nail polish, multiple earrings, tattooing and piercing of ears for fashion etc. are strictly forbidden in the school premises.
- They must always carry a handkerchief and should have a small napkin and spoon in their bag to be used during lunch.
- It is mandatory for the students to wear identity cards issued by the school.

Uniform Schedule

Pre-Primary, LKG and UKG	Monday to Thursday Friday	Regular School Uniform with black Socks and Black Shoes White shirts , skirt/trousers, shoes and socks
Primary & Upper Primary and secondary	Monday to Thursday and Saturday	Regular school Uniform With Black Shoes and socks
	Friday	White shirts , skirt/trousers, shoes and socks

N.B. Parents are requested to give their wards new sets of uniforms for the new academic year as a reward for the hard work they put in the previous class.

Guidelines for good Conduct

- Students should be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers and visitors with folded hands. Use of foul language and bullying one another are punishable offences.
- Students are not allowed to carry mobiles or any electronic gadgets with them.
- Students are expected to respect the property of the school. No student should damage any school furniture , write or draw anything on walls, furniture or damage things belonging to others.
- Any student who is absent from the school must furnish a letter from either of the parents or the guardian (addressed to the Principal /

Headmistress through the class teacher, explaining the reasons for the absence. A medical certificate should also be presented in case of long medical absence.

PUNCTUALITY AND ATTENDANCE

- It is compulsory for all the students to attend Assembly in the morning.
- Attendance on the re-opening after Vacation/Term Break and at all official school functions is compulsory.
- Any student failing short of 75% attendance will not be allowed to appear for the annual examination. Parents are requested to verify the attendance of their ward regularly.

LEAVE

- Repeated absence without leave or unexplained absence for more than 9 consecutive days renders the student liable to have his/her name stuck off the rolls. Re-admission may be granted only on payments of fresh admission fee.
- A student returning to school after suffering from an infectious or contagious disease should produce a fitness certificate from a competent medical authority permitting him/her to attend school and certifying that the child has observed the required period of quarantine before returning to class.

EXAMINATIONS AND PROMOTIONS

The school follows the CBSE Guidelines in the conduct of Examinations. Generally, there is one Mid term and one Term Exam in the First Term and one Mid term and one Term Exam in the Second Term. Every exam is given due weightage in deciding the promotion of a child to the next class.

Punctuality and regular attendance in the school is very important. If a child is absent for any test due to any reason, ***no re-exam will be conducted.***

The progress of the students will be communicated to the Parents after every Test, on the Open House Day.

- This is an age of dynamic changes, especially in the field of education. Assessment of child by his/her performance in any single test is no longer being considered to be the sole criteria of judging his / her academic excellence.
- A student must obtain at least 40%% marks in every subject for promotion to the next higher class
- If any child is found using unfair means of any kind in any test or examination he / she is liable to be expelled from school.
- For duplicate report card, a sum of Rs. 50/- will be charged.

- **NOTE:** Remedial classes will be conducted every day from 4 PM to 5 PM for improving the performance of slow learners. They must make their own arrangements for transportation after the classes.

Competitive Examinations:

The school encourages students to appear for various National and International Competitive Examinations. This will develop in children the habit of reading and studying in depth whatever is taught in the class. It will remove fear of examinations from children. It sharpens their intelligence and preparedness.

Generally, the children appear for the National and International Olympiad Exams. The school helps the children fill up the forms and procure the study-materials. Students are informed of the dates of the exams as and when the school gets the information.

Preparations for NEET Exam will be started for classes VI onwards to lay a strong Foundation in the Basics of English, Mathematics and Science.

Homework:

The purpose of Home Work (H.W) is to test the student's alertness in class, comprehension and application. It is mainly given to provide practice, help progress and strengthen the writing skill as the exercise is already done in the school. Parent's supervision in this regard is solicited as this will enable him see his ward's shortcomings and do the needful to help him overcome them. All Home Assignments will be corrected by the teachers. Regularity, neatness and submission of H.W. on time will be taken into consideration for internal assessment.

THE LIBRARY - A RESOURCE CENTRE :

The Library, a Resource Centre of the school, aims to provide a wide range of printed and electronic resources to support the academic, creative and cultural development of all students. It also provides an ambience for motivating the curious students to enhance their creativity, original thinking and innovation for a lifelong quest to discover and explore realms of knowledge. The Library is the nerve of the Institution. It is fully computerized to facilitate prompt location of any book, CD / DVD and efficient retrieval and restoration system. Open shelf system is also introduced to facilitate every student to have free access to the books and watch CDs / DVDs in the Library.

Rules:

1. Silence should be maintained in the Library at all times.
2. Failure to return the books on time will lead to payment of fine.
3. If a book is lost /damaged, it must be either replaced or appropriate amount is to be paid to the Library.
4. All books borrowed from the Library must be returned prior to the commencement of Vacation or Breaks.

SCHOOL TRANSPORT:

School provides free transport facility to all students residing in the Municipality to and from the school. They should remember the following guidelines:

- Parents have to ensure that the students are escorted to and from the bus. The escort should be at the bus stop 10 minutes before the expected arrival of the bus. The bus will not wait for the late comers.
- Students should stay away from the main road until the bus arrives.
- No student should come near the entry door of the bus unless it has made a complete stop.
- The front door of the bus is the only authorized entrance and exit.
- Students are not permitted to reserve seats for friends or themselves.
- Objects of any kind must not be thrown out of the bus.
- Students should obey the “Instruction and Guidance” of the bus Driver/Conductor/Student monitor.
- Enter and alight from the bus only when it stops.
- The bus facilities are extended as a privilege and cannot be claimed as a right.
- The buses put in service may develop snags occasionally. Parents are requested to co-operate.
- The school authorities may not be in a position to ply the school transport under the following unavoidable and unforeseen circumstances:
 - a. Sudden breakdown of the vehicle.
 - b. Bad weather
 - c. Traffic regulations, inaccessibility of the roads due to digging process or water logging etc. Parents may contact the bus in-charge and follow his instructions.
- Parents are advised not to tip the driver or conductor. They should not be used for their personal work at school.
- They may not enter into any argument or conflict with the driver or conductor. In case of any genuine complaint, kindly contact the school transport In-charge.
- Bus timings should be strictly adhered to under normal circumstances. In case the bus is delayed for more than half an hour, parents may contact the bus In-charge or School office.
- Please write your complaints in the Complaint Register; efforts will be taken to rectify them.
- The drivers are authorized to stop the buses only at the designated stops, unless otherwise directed by the In-charge. The list of stops is

prepared keeping in view the convenience and safety of all bus commuters and is always subject to change.

- When the bus is in motion students must not move around in the bus and no part of their body should be outside the bus.
- In case a child wants to change his regular bus route or mode of transport during the year, parents have to send an advance application for the same to the Principal/Bus in-charge.
- The school reserves the right to re-route, continue or withdraw the bus service any time.
- Transport facility is provided to a student for the whole academic session and not for a short period.
- Discontinuation of transport facility in between the academic sessions is not permitted.
- In case of any unavoidable circumstance, a notice of minimum one month is mandatory for opting or withdrawing the transport facility.
- Any student, if found misbehaving in the bus or deliberately damaging bus fittings can be debarred from availing the facility.