

RULES

Registration / Admission:

Registration is done prior to Admission.

GRADES	Min. Age Group	Max. Age Group
KG – I	3 Yrs. 8 Months	4 Yrs. 8 Months
KG-II	4 Yrs. 8 Months	5 Yrs. 8 Months

Registration for admission to the KG-I Class begins in the month of March / April.

Registration for admission does not ensure admission to a particular class. The school reserves the right to reject applications without assigning any reason.

Children seeking admission to classes other than KG-I are expected to have a fairly good knowledge of English. In addition, they should also prove their suitability for admission.

Withdrawal:

- 1 One month's written notice of intention of withdrawal is to be submitted to the school authorities.
- 2 "Clearance Form" duly completed is to be submitted at the school office after the letter of intent. One month's fee in lieu of notice will be charged if written notice is not given.
- 3 Transfer Certificate will be issued only after all dues have been cleared.

Expulsion:

The students will be expelled from the School for the following:

1. For Disciplinary Reasons:
 - a) If he/she commits deeds against honour, honesty and any religious value.
 - b) If he/she consistently violates the school rules.
 - c) If he/she deliberately damages the school property.
 - d) If he/she is indisciplined & doesn't mend ways.

2. For Non Disciplinary Reasons:
 - a) If the student remains ABSENT for NO REASON or for UNACCEPTABLE reason for 20 consecutive or 25 non-consecutive days.
3. Students expelled for disciplinary reasons will not be re-registered at all.

SCHOOL FEE:

For details please see the School Prospectus.

1. **School Fee** is payable in three equal instalments by -
 - (a) 31st August,
 - (b) 10th of December &
 - (c) 10th of April.
2. Students will not be permitted to attend the School if their fee is not paid after two written reminders by the Class Teacher and a warning letter by the Principal.

TRANSPORT:

School has its own transport facility. It is not recommended to use any other private transport service as they are not following the rules prescribed by DOT and ADEK. It is advisable to use the transport service provided by the school.

SCHOOL UNIFORM:

All students are expected to attend the school in the proper uniform. Wearing of the prescribed school uniform is compulsory for all pupils not only during normal school hours but also on all occasions, such as functions, picnics and Parents' Day.

K.G. I & K.G. II :

1. Dark brown trousers for both boys & girls.
2. Brown and white checked shirt for both boys and girls.
3. White ribbons or white hair band.
4. Black shoes with white socks.

Grade I to XII (Boys):

1. Dark brown trousers.
2. Short-sleeved beige shirt with one pocket on the left.
3. Belt as prescribed.
4. Black shoes with white socks.

Grade I to XII (Girls):

1. Dark brown Shalwar.
2. Brown and white checked Kameez tailored in the prescribed design.
3. a) A white scarf is compulsory for girls of Grade III and above.
b) White ribbon or white hair-band.
c) Black shoes with white socks

Primary & Pre-Primary: for Special Occasions & on Thursdays

Boys: White trousers, white half-sleeves T-shirt, white shoes & socks, as prescribed.

Girls: White trousers & white half-sleeves T-shirt till Grade-II and White Shalwar & white Kameez till Grade-III. White shoes & socks, as prescribed.

Gr.4 and above. For Special Occasions & on Mondays.

Boys: White Trousers, white shirts, white socks and white canvas shoes are worn once a week.

Girls: White Shalwar, white Kameez tailored in the same design as the checked Kameez, White socks and white canvas shoes.

All the students will use the prescribed school sweater in winter. Students are not allowed to wear **rings, chains, lockets, long earrings** etc.

Students are expected to be in proper attire in conformity with school/country etiquette, on all occasions. Disciplinary action may be taken if they fail to do so.

Parent-Teacher Meeting:

Please note that entry will be allowed only to those students who will be in school uniform.

SCHOOL RULES

All students are expected to conduct themselves in a disciplined manner at all times and in all places. The whole-hearted co-operation of parents / guardians is expected in the formation of the character of their children/wards. As the student progresses from the lower to the higher classes, he/she will be given increasing opportunity to shift from conforming to imposed order to self-imposed discipline.

Punctuality should be strictly observed. A record of late-comers will be maintained in the diary and appropriate action will be taken. Depending upon the frequency of default, a student after reprimand & information to the parent can be suspended / rusticated from the school with the approval of ADEK. Parents are requested to co-operate in this regard.

Regular attendance is necessary. **For all Classes 95% attendance is obligatory otherwise they will not be eligible to sit in the qualifying exams.** Absence is not permitted unless leave is applied for, on valid grounds and granted by the Principal/H.M.

Parents are expected to make the necessary entries in the pupils' diary (Leave/Absence Record) while making a request for sanction of leave.

Separate applications should be sent for leave exceeding 3 days.

The names of those who remain absent for one month without permission will be struck off the rolls. Re-admission will be made on payment of re-admission fee, depending on availability of seats. Pupils must attend School from the re-opening day, after the vacation. If absence is due to sickness, a Medical Certificate must be submitted with the leave application.

Pupils suffering from contagious diseases will not be allowed to attend the school.

If a student happens to miss a test/assignment, for any reason, the same shall not be re-arranged for him/her.

A student who fails twice in the same grade will discontinue his/her studies at the school.

No pupil is permitted to leave the school premises during the school hours without obtaining permission from the Principal/H.M.

Speaking English in the class and the school premises is compulsory for all pupils.

Pupils must refrain from running, playing and shouting inside the school building.

The School expects the co-operation of parents to ensure that their children

- a) Come to school **regularly on time** and are **dressed neatly** and properly.
- b) Bring to school their books and notebooks properly maintained and as per time-table.
- c) Prepare for their lessons and do their homework regularly.
- d) Pick & drop their wards on time.
- e) **Offer no gifts to teachers and other staff members.**

They are also expected to co-operate with the school authorities by taking active part in the activities of the school. In particular, they should bear in mind that in the interest of their wards, they have entrusted the Principal/H.M./Sectional In-Charge with the authority to admonish and correct the children at their discretion.

Disciplinary action may be taken against children for:

- a) Not wearing the proper uniform
- b) Not coming to school on time
- c) Having long hair (Boys)
- d) Not doing the given home work/class work
- e) Repeatedly forgetting to bring the necessary text books, note books etc, to the class
- f) Damaging school property
- g) Indulging in misconduct
- h) Cheating
- i) Stealing
- j) Bunking the class/school
- k) Using bad language
- l) Any Immoral Act
- m) Use of Whiteners

Parents are advised not to let their children bring expensive articles to school. They should not give them excessive pocket money because the School will not take any responsibility for the loss or misuse of the same.

Students are not allowed to bring audio or video cassettes, mobile phones, disks, CDs, cameras and other objectionable items to the school. Confiscated items will not be returned at all.

While the Management is extremely careful in taking all safety measures and precautions to avoid and prevent any possible accidents, some mishaps may take place. It must be understood that parents/guardians entrust their children/wards to the school staff at their own risk and the Management shall at no time be held responsible for any such incidents, inside or outside the school premises and during camps, picnics and excursions.

All activities of the School are monitored by the CCTV Cameras inside the Campus.

Parents are requested to notify the school of any change in their address or telephone number. They are also requested to attend all PTM (s).