

THE SCHOOL POLICIES

‘The School Policy’ booklet is a crucial tool for both students and parents, and it’s important for them to read it together and understand its contents thoroughly. It is designed to create a strong connection between the school and the parents. It serves the following purposes:

- It acts as an all-in-one guide and planner to help students stay organized.
- It provides a convenient reference for various schedules.
- It serves as a tool for understanding both academic and other school matters & policies.

General School Rules

1. The school reserves the right to dismiss students whose behavior or academic performance is deemed unsatisfactory.
2. Students not using school transport facility can leave the school campus only with the parents/authorised escort. If the escort is delayed, parents should notify the school office.
3. The following rules must be observed by all the students; failure to comply them will result in disciplinary measures:
 - Students are required to bring their school Diary every day and use it effectively.
 - The prescribed uniform is mandatory not only during school hours but also during all school events or occasions when students represent the school.
 - Damaging or defacing school property may lead to suspension or expulsion along with a substantial fine.
 - Students must bring the necessary books and notebooks as per their timetable. Personal or unnecessary items should not be brought to school.
4. Students are prohibited from bringing electronic devices (such as cell phones, cameras, smart watches, iPods, iPads, tablets, and storage devices like pen drives, portable hard drives, SD cards), expensive ornaments of gold, silver or diamond and similar items to school. Violation of this rule may result in suspension and confiscation of the items. Confiscated items will be returned to the parents after 3 months by depositing a fine of Rs. 5000/-.
5. Bringing money to school is strictly prohibited.
6. Expensive stationery items, such as fancy pens, pencils, or pencil boxes, should not be brought to school. These will be confiscated if found.

7. Students should refrain from purchasing or accepting gifts, articles, or food items from anyone while traveling to school for their own safety.
8. Bursting of firecrackers or throwing Holi colors within school premises or on the bus is strictly forbidden. Students found responsible for such actions will be expelled.
9. All the students are required to attend their respective school functions without exception.
10. The school is dedicated to environmental protection and expects students to act in an environmentally friendly manner. The use of plastic bags is strictly prohibited within the school.
11. Celebrations for any occasion or birthday, including the distribution of invitation cards, gifts; and bringing cakes, chocolates, candies are not allowed in school.
12. Students are not permitted to organize any gatherings outside the school premises using the school's name.
13. Starting from class IV, students are allowed to wear basic watches. Smart watches will be confiscated.
14. Students are strictly prohibited from riding or driving their own two or four-wheelers to school. Violating this rule may lead to expulsion. E-Scooter (Models which are permitted by law to be ridden without the need of a driving license) may be allowed by obtaining special permission from the head of the school.
15. Please do not forget to send tiffin box in the school bag as the same will not be accepted if brought to the school during the school hours. Due to security concerns, the school office will not accept food if brought to school by parents/guardians.

In addition to the regular meal, parents are encouraged to send extra snack containers with fresh fruits and dry fruits.

The following food items are strictly prohibited in the food box:

- Junk food such as biscuits, wafers, chips, namkeen, candies, toffees, chocolates, popcorn, cakes, pickles, jams, burger and Maggi.
- Carbonated drinks, Energy drinks.
- Eggs & non-vegetarian food items or frozen snacks.
- White bread, white buns, and similar products.

School Absence Policy

1. Students are not permitted to be absent for more than two consecutive days without prior approval, except in cases of illness with medical justification.
2. If a student misses school, a parent must provide a written explanation in the student's school diary for each day of absence (valid for up to two days). Alternatively, parents may notify the school via WhatsApp/email for absences of up to two days.

3. For absences exceeding two days due to illness, a Medical Certificate must be attached with the application for leave.
4. If a student is absent for more than two days without prior approval for non-medical reasons, the parent must accompany the child to school and meet the school authorities on the day the student returns to school.
5. If a student returns to school after an absence without prior explanation mentioned in the School Diary or an application signed by the parent, the student will be sent back home.
6. Any student who is absent for more than six consecutive days without a valid explanation or notice may have their name removed from the school rolls. Re-admission will only be considered after approval from the Head of School and payment of applicable re-admission fee.
7. The school does not allow half-day leave. Students who are unwell should not be sent to school, even on assessment days. If a student is taken home during school hours by a parent or a guardian, they will be marked absent, and if it is an assessment day, they will receive a 'zero' for that assessment.
8. Students in need of medical attention during school hours shall be sent to the school infirmary by the teacher with a note in the school Diary. Unless it's an emergency, students are not allowed to visit the infirmary without a teacher's entry in the School Diary.
9. In case of a serious illness or emergency, parents will be immediately notified and may be asked to come to the school to take their child home, if needed.
10. When returning to school after an infectious or contagious illness, a student must provide a doctor's certificate confirming their fitness to attend school. Students recovering from certain diseases must adhere to the prescribed quarantine period before returning, with the exact duration determined by the severity of the illness as confirmed by a licensed medical professional.
11. All students are required to attend school on the first day after vacation. Any absence on the day the school closes or reopens, either before or after vacations, will result in severe disciplinary action.
12. Students must meet the mandatory attendance requirements for each term to be eligible for the term-end assessments. This requirement may only be waived in the case of valid medical reasons, at the sole discretion of the Head of School.
13. If a student is absent for more than 10% of the total working days without a valid explanation, they may face detention and be required to repeat the same class. Even with medical justification, a student cannot remain absent for more than 25% of the total working days.

Late Arrival in School

Students are required to arrive at school at least 10 minutes before the school day begins. A '5-minute' grace period will be allowed for entry through the school gate. However, if a student arrives more than 5 minutes after the scheduled time, he/she will not be permitted to enter the school premises. The parent/guardian will be asked by the gatekeeper to make an

entry in the register, noting the date and time of the delay. If a student is repeatedly late, disciplinary measures will be implemented.

ACADEMICS

Academic Year and Student Evaluation

Pre-Primary Classes

The academic year is split into two terms, with no formal exams for Grade Nursery & K1. The assessments for these grades include written tasks in worksheets and notebooks, oral evaluations during classroom interactions, and activity-based assessments observed during learning activities, tasks in the Learning Centre, and creative projects.

Students of K2 are assessed through a combination of above activities and formal evaluations under the Continuous and Comprehensive Evaluation (CCE) system. Two formal assessments are conducted across the year, with one assessment in each term. These evaluations track a child's progress based on their daily performance.

Primary, Middle & Senior Classes (Excluding Board Classes)

The academic year is divided into two terms. Students are evaluated both through formal assessments and through their ongoing performance under the Continuous and Comprehensive Evaluation (CCE) system. Four formal assessments take place throughout the academic year, twice during each term:

- **Periodic Test (PT):** These assessments are aimed at monitoring student progress and providing feedback for improvement. They cover specific portions of the syllabus & provide feedback.
- **Half-Yearly Exam (HyE):** This assessment is cumulative and evaluates learning across the entire syllabus for Term-1 and will evaluate overall student learning.
- **Annual Examination (AE):** This is a cumulative evaluation for the entire academic year, covering both Term-1 (selected portions) and Term-2 (the full syllabus).

Formal assessments include both the CCE component and written tests which will incorporate a variety of components, including written tests, multiple forms of assessment, portfolio/notebook submissions, and subject enrichment activities. Continuous evaluation will be carried out throughout the session in different ways, including written assignments done in school and at home, verbal assessments through class discussions and interactions, project work, and participation in co-curricular activities.

As a result, high scores in written tests may not always correspond to high grades in a subject. The final grades for all subjects will take into account including both the continuous assessment and the formal written evaluations.

Assessment Criteria

Term	Assessment	Distribution of Marks			Duration of Written assessment
		Grade 1 to 4	Grade 5 to 8	Grade 9	
TERM 1	Periodic Test (PT)	PT-1 Written: 30 Project: 5 Subject Enrichment: 5	Written: PT-1 : 10 (Scaled Down) Notebook: 5 Subject En.: 5	Written: PT-1: 10 (Scaled Down) Notebook: 5 Subject En.: 5	60 Minutes
	Half-Yearly Exam (HyE)	Written: 60	Written: 80	Written: 80	3 Hours
TERM 2	Periodic Test (PT)	PT-2 Written: 30 Project: 5 Subject Enrichment: 5	Written: PT-2 : 10 (Scaled Down) Notebook: 5 Subject En.: 5	Written: PT-2: 10 (Scaled Down) Notebook: 5 Subject En.: 5	60 Minutes
	Annual Examination (AE)	Written: 60	Written: 80	Written: 80	3 Hours
	Arriving at Final Result:	Grand Total 200 Final Result: $200/2 = 100$	Grand Total 200 Final Result: $200/2 = 100$	Grand Total 200 Final Result: $200/2 = 100$	

Please note Important Abbreviations used for subjects taught:

ELA: English Language Arts

PE: Physical Education

PA: Performing Arts

DEAR: Drop Everything And Read

EVS: Environmental Studies

ICT: Information & Communication Technology

CS: Communicative Skills

Class X

Students will follow a two-term academic year, with the prescribed syllabus being completed by the end of November. The evaluation of student progress will be based on formal assessments conducted at the end of each term by the school as well as the Board Examination held by CBSE at the end of the academic session.

The school's assessment will rely on both formal evaluations and continuous monitoring of students' performance throughout the year, under the Continuous and Comprehensive Evaluation (CCE) system. In total, six formal assessments will take place during the academic year:

- Periodic Tests 1 & 2 (PT1 & PT2):** These are designed to track students' learning and provide feedback to help improve their performance. They will cover a selected portion of the syllabus.
- Half Yearly Exams (HyE):** A cumulative assessment covering all the content taught in Term-1, aimed at evaluating student progress.
- Pre-Board 1 (PB1):** This is a cumulative assessment conducted in the month of December, covering the entire syllabus for the session.

4. **Pre-Board 2 (PB2):** Another cumulative assessment held in January, covering the full syllabus for the session.
5. **Secondary School Examination:** Conducted by CBSE at the end of the academic year. This examination is based on the complete syllabus for the session.

All assessments by the school will include various components such as written tests, multiple assessments, portfolio/notebook evaluations, and subject enrichment activities. Continuous evaluation will be conducted throughout the year through written work (both in school and at home), verbal assessments, class discussions, project assignments, and other co-curricular activities.

The final grades for all examinable subjects will be calculated by CBSE, taking into account the student's performance in both the school-based internal assessments (which include continuous evaluation and formal assessments) and the final Secondary School Examination. The final Report Card will be issued by CBSE following the Board Examination.

Class XI

In Class XI, the academic session shall be divided into two terms to ensure systematic coverage of the prescribed syllabus. The curriculum will be completed over the course of the year, with provision for revision and reinforcement of key concepts.

Student assessment shall be conducted internally by the school in accordance with the guidelines of the Central Board of Secondary Education. The evaluation process will be continuous and comprehensive, assessing both theoretical understanding and practical application.

The assessment framework shall include:

- Periodic Tests 1 & 2 (PT1/PT2)
- Half-Yearly Examination (HY Exam/Term 1)
- Annual Examination (AE Exam/Term 2)
- Practical/Project Work and Subject Enrichment Activities

The final result shall be based on the student's overall performance throughout the academic year, with due weightage to the Annual Examination and practical/project assessments, as per school norms.

Class XI does not have an external Board Examination. Promotion to Class XII shall be based entirely on internal evaluation conducted by the school.

Class XII

In Class XII, the academic year is divided into two terms. However, the entire syllabus for the session will be completed by the middle of Term-2. Students will be assessed by their school through formal evaluations, which include both written exams and practical or project

assessments to gauge theoretical knowledge and practical application. Ultimately, the student's progress will be determined based on the Board Examination, which includes both written and practical/project assessments at the end of the academic year, conducted by CBSE.

Throughout the academic session, six formal assessments will be conducted:

1. **Periodic Tests 1 & 2 (PT1/PT2):** These assessments are designed to track student learning and provide constructive feedback, covering a selected portion of the syllabus.
2. **Half-Yearly Exam (HY Exam):** This assessment is cumulative, designed to evaluate student learning and covers the entire Term-1 syllabus.
3. **Pre-Board 1 (PB1):** Conducted in the middle of Term-2, this assessment is cumulative and covers the full syllabus for the session.
4. **Pre-Board 2 (PB2):** Another cumulative assessment held in Term-2, covering the entire syllabus for the session.
5. **Senior School Certificate Examination (Board Examination):** At the end of the academic year, this final examination, conducted by CBSE, will assess the students' performance based on entire syllabus for the session. Additionally, practical examinations will be conducted by CBSE in the school campus in the months of January and February, before the commencement of the Board Examinations.

The final report card will be issued by CBSE after the Board Examination.

Assessment Criteria:

1. **Attendance Requirements:** Attendance is mandatory for all assessments throughout the year. Students who miss assessments will receive a zero unless a genuine medical reason is provided. Any medical-related absence must be substantiated by the relevant medical documents, and the student's parents must meet the Head of School at the school office on the assessment day during working hours for consideration.
2. **Minimum Attendance:** A minimum attendance of 80% during each term/unit is required. If a student is absent for health reasons, the school may consider waiving the attendance requirement, but absences exceeding 25% will not be considered.
3. **No Reassessment:** There will be no reassessment for students who miss an assessment without prior information/Application.
4. **No Request for Changes:** Requests to change assessment dates or timings will not be entertained. Students who arrive late for an assessment will not be given extra time.
5. **Unfair Means:** If a student is found using unfair means during an assessment, they will receive a zero for that subject. A meeting will be arranged with the parents and the student. A repeat offense will result in the immediate issue of a Transfer Certificate.
6. **Evaluation of Answer Scripts:** Answer scripts for PT1/PT2/, HyE, and PB1/PB2 will be distributed after evaluation. Any errors in evaluation, such as mistakes in totals or

unmarked answers, must be reported to the concerned teacher on the same day. Delays in reporting errors may result in ignoring such errors during final result preparation.

7. **Progress Reports:** Requests for progress reports, before the final results are declared, will not be entertained.
8. **Duplicate Report Card:** If a report card is lost or damaged, a duplicate will be issued for a fee of ₹ 200.

Promotion Criteria

1. **Classes I to IV:** Results are based on CBSE guidelines. However, if a student has inadequate attendance or struggles to cope with the syllabus, resulting in low grades, they may be detained in the same class after mutual consent from the parents and school authorities. All prescribed assessments must be attended by every student.
2. **Classes V to VIII:** To move to the next class, a student must appear for all formal assessments and maintain the required attendance as set by CBSE. Additionally, students must score at least 33% of total marks in all subjects in final result. If a student does not meet the promotion criteria, they will be given one opportunity to improve through compartment exams.
3. **Class IX:** For promotion, a student must appear in all formal assessments, score at least 33% marks in theory and overall, in all examinable subjects in the final result. Moreover, the student must maintain the required attendance as set by CBSE. Students who fail in one subject will have the opportunity to improve through compartment exam. Those who fail in more than one subject will be detained in the same class.
4. **Class X:** Promotion is governed by the CBSE promotion policy.
5. **Class XI:** To be promoted, students must appear in all assessments, achieve at least 33% marks in theory and practical assessments for all subjects in the final result, and maintain required attendance as set by CBSE. Students who fail in one subject will have a chance to improve through compartment exams. If a student fails in more than one subject, he/she will be detained.
6. **Class XII:** Promotion follows the CBSE promotion policy.

Report Cards

To keep parents updated on their child's academic and co-curricular progress, the Report Cards for Periodic Tests & Half-Yearly Exams, along with Pre-Board 1 for Classes X and XII, will be uploaded on the school ERP Software as per the provided schedule. Parents can view and download these Report Cards online for future reference. Printed versions of the Report Cards for these assessments will not be distributed by the school.

Printed Report Cards with the Annual Consolidated Results will be handed out at the end of the academic year during the Parent-Teacher Meeting (PTM) in March 2025 for Classes Nursery to IX and XI. For Classes X and XII, printed Report Cards for Pre-Board 1 and Pre-Board 2 will be distributed during the PTM in January.

Homework

Homework serves as an essential tool in the teaching and learning process, catering to the students' individual needs and abilities. It helps reinforce the lessons learned in school and promotes the development of independent study habits.

As a school policy, no formal homework is assigned until Class I. However, some reinforcement worksheets may be given. The school aims to make homework interesting, relevant to the lessons taught, and evenly distributed across different subjects every week.

Students should attempt to complete their homework independently, without the assistance of their parents. They are encouraged to establish a consistent homework routine, keep their parents updated on assignments, and present the finished work to them. To ensure success, students should:

- Inform their parents about any additional materials required for projects or special assignments, so that they can be collected in advance.
- Create a quiet, distraction-free space at home for study.
- Dedicate a specific time daily for homework. If no homework is assigned, this time should be used for reviewing classwork or reading a book.
- Complete assignments on time and ensure that all required materials are packed and ready to be brought back to school.
- Parents must review the homework, check the completed tasks, and sign any relevant notes in the School Diary on daily basis.

School Uniform Guidelines

Students are expected to wear their uniform with pride, ensuring they maintain a neat, tidy, and presentable appearance at all times. The school I-Card and hairband (for girls) are essential parts of the uniform and must be worn at all times. Students are required to use school bags featuring the prescribed printed logo and color scheme. Bags with alternative colors or designs are not permitted.

Students should arrive at school in a clean and well-maintained uniform, even during parent-teacher meetings (PTM), practical classes, and special activities. They are also required to attend all school functions and events, both inside and outside the school, in their school uniform.

Students who are not in proper uniform, or who are unkempt, may be denied entry to school or prevented from boarding the bus.

School Uniform Policy:

SEASON	DAY	BOYS' UNIFORM	GIRLS' UNIFORM
SUMMER	Monday Wednesday Friday	White T-shirt, Beige Trouser, White Socks, Black Shoes, School Belt	White T-shirt, Navy Blue Trouser, White Socks, Black Shoes, School Belt, Headband
	Tuesday Thursday Saturday	House T-shirt, House Trouser, House Socks, House Shoes, White Socks	House T-shirt, House Trouser, House Socks, House Shoes, White Socks, Headband
WINTER	Monday Wednesday Friday	Black Jacket & Sweater, White Shirt, Beige Trouser, White Socks, Black Shoes, School Belt	Black Jacket & Sweater, White Shirt, Navy Blue Trouser, White Socks, Black Shoes, School Belt, Headband
	Tuesday Thursday Saturday	House Sweatshirt, House Trouser, White Socks, White Shoes, White Socks	House Sweatshirt, House Trouser, White Socks, White Shoes, White Socks, Headband

This table outlines the uniform requirements for both boys and girls according to the respective days of the week and the seasonal changes. Only the official school-designated bag is permitted for carrying books to school. Designer bags or bags of any other colors are not allowed.

House uniform should not be worn during PTM or any scholastic or co-scholastic events. To maintain the appearance of the uniform, students should wash and iron it after each use. A school belt is compulsory for all students, and each student must carry a clean handkerchief daily. Repeated failure to do so will invite disciplinary action.

Lab Uniform: Students in classes XI and XII must wear white lab aprons during science practical and lab activities.

On designated special occasions, when students are permitted to wear casual attire instead of the school uniform, they are expected to dress in a manner that is decent and appropriate for a school environment. Students must avoid wearing clothing that is revealing or inappropriate. In particular:

- Girls are not permitted to wear short dresses or skirts above knee length, shorts, or semi-revealing outfits.
- Any attire deemed inappropriate by the school authorities may result in the student being sent back home.

The school reserves the right to determine the appropriateness of any attire and take necessary action to maintain decorum and discipline.

Personal Grooming and Accessories

- Henna application, rings on ears, fingers, or nose are prohibited. However, girls are allowed to wear small ear studs.
- Girls with long hair must keep their hair in plaits and wear hairbands at all times within the school, on the bus, and during school-related activities outside campus. Failing to follow this will lead to suspension.
- Hair coloring, bleaching, or highlighting is not permitted.
- Tattoos and body piercings are strictly forbidden.
- Sikh boys must wear black turbans as per school regulations.
- Non-Sikh boys should maintain neatly combed hair and keep it trimmed regularly. Beards are not allowed.

In cases of untidy appearance, students may be sent home from the bus stop or school. Students are not allowed to wear any kind of jewelry, such as bracelets, nose pins, rings, or elaborate earrings. This includes items made from precious metals or jewels, even for religious reasons. Girls may wear a small pair of ear studs. Violation of any such rule will result in confiscation of the item. Failure to adhere to these rules will result in disciplinary action. Repeated violation will lead to suspension.

Parent Communication Policy

The school maintains a structured and streamlined system of communication with parents to ensure clarity, efficiency, and timely resolution of queries.

Official communication is conducted through WhatsApp groups created separately for each class and section. These groups operate in **admin-only** mode, wherein only authorized school representatives/teachers may post messages. This ensures that all information shared is relevant, verified, and free from unnecessary clutter.

To facilitate direct communication, the school provides parents with the contact details of all the relevant staff members. Parents may use these contacts to seek clarification or raise concerns related to academics or other school matters.

In addition, dedicated communication hours are provided each day for parent-teacher interaction. Parents may contact teachers during a designated **two-hour evening** time slot to discuss any queries or concerns. Parents are requested to strictly adhere to these timings. Calls

or messages made before or after the specified time slot may not be attended to, owing to the professional commitments and schedules of the teachers.

Parents are also expected to communicate with teachers in a **courteous and respectful manner**. Constructive and polite interaction helps in addressing concerns effectively. Any form of **inappropriate language, argument, or discourteous behaviour** will not be entertained by the school.

The school seeks the cooperation of all parents in adhering to this policy to ensure effective and respectful communication.

Library - Code of Conduct

The school Library is open for all students during substitution classes. Students are expected to adhere to the following guidelines:

Encouraged Behavior (Do's):

- Treat the library as a shared space and resource.
- Follow the library's code of conduct and maintain silence.
- Handle books with care.
- Suggest books for addition to the library collection.
- Provide recommendations on how library services can be enhanced for users.
- Help maintain the organization and order of the book collection by returning books to their designated shelves, as per the Librarian's guidance.

Discouraged Behaviors (Don'ts):

- Bringing personal books or items into the library.
- Marking, damaging, or misplacing books. Any such damage will require the student to replace the book, or they will be charged twice the cost of the book.
- Damaging or defacing Library materials. Students involved in such activities may be banned from the library for the remainder of the term or academic year, and will incur a significant fine.

Rewards and Disciplinary Measures

The school's disciplinary approach is grounded in the belief that actions have consequences, aiming to maintain consistency and fairness. To ensure a safe and effective learning environment where students work towards personal excellence, it's crucial to establish clear expectations. While rewards are intended to encourage students to continue exhibiting positive behavior and efforts, disciplinary measures are taken to address inappropriate actions and deter others from similar conduct.

Disciplinary Measures

The school may adopt the following measures to handle students who display disruptive behavior:

1. Verbal warning and counseling.
2. First written warning.
3. Second written warning, accompanied by a two-hour stay after school.
4. Suspension for 5 to 10 days.
5. Rustication (expulsion from school).

It is expected that all students maintain respectful relationships with the school staff, including teachers, non-teaching staff, housekeeping, and transport personnel. Students should avoid engaging in arguments with any staff. If there are any issues, students should contact the Academic Coordinators or Head of the School.

Misbehavior in class or bullying of younger students could result in suspension or expulsion from the school without prior notice. Students who damage or deface school property will face suspension or expulsion, along with a fine equal to twice the cost of the damage. Sharp objects such as knives or blades are strictly prohibited. Only scissors with round tips, intended for Art & Craft activities, are allowed. Students are not permitted to bring cosmetics, combs, perfumes, deodorants, tinted lip gloss/balm to school. Carbonated drinks are not allowed in water bottles. Violation of this policy will lead to strict disciplinary measures. The possession of ink whitener pens or correction fluids is not allowed at school.

Student Council and Monitor System

The Student Council is established every academic year to foster leadership skills in students. It is composed of students from Class VIII onwards, in order to provide them a sense of responsibility and ownership. The Student Council serves as a voice for the student body, acting as a link between the school's administration, teachers, and students. Additionally, the Council plays a key role in organizing various activities outlined in the school's event calendar, in collaboration with the teaching staff.

The main goal of the Student Council is to prepare students for the future, empowering them to become innovators, leaders, and active, engaged citizens.

Criteria and Selection Process for the Student Council

To be eligible for the Student Council, students must have achieved a minimum score of 75% marks in all subjects during the previous academic session. Students with any past disciplinary issues, such as suspension, badge revocation, exam malpractice, or misconduct during the last two years, will be disqualified. Additionally, those with less than 90% attendance in the previous year will not be considered for any position. Students who report to

school in an untidy or improper uniform will not be eligible for the membership of student council.

Those interested in joining the Student Council should submit their names to the Academic Head for consideration for various positions. A list of eligible candidates will be displayed on the school notice board. Those who qualify in the written test will have the chance to demonstrate their suitability for the position by gaining the trust of their peers. The final selection will be made by a special committee comprising teachers, Academic Heads, the Vice Principal, and the Principal.

Selection Method for Class Monitors

The Class Teachers appoint the Class Monitors based on the following criteria:

- Academic performance in the previous session
- Participation in both intra- and inter-school co-curricular activities
- Behavior and attitude towards teachers, peers, and juniors
- Personal qualities, including hygiene and grooming
- Attendance record (at least 90% in the previous session)
- Responsiveness and responsibility in fulfilling duties.

NOTE: Class monitors are typically rotated every one or two weeks to give all eligible candidates an opportunity.

School Transport Facility Standard Operating Procedure (SOP)

1. Enrollment & Transport Commitment:

Parents must complete the transport registration form with accurate details. A one-time transport commitment charge of ₹5000 is mandatory to avail the facility. This fee is non-refundable and non-adjustable under any circumstances, including mid-session withdrawal. If a parent discontinues and later reapplies, the ₹5000 fee must be paid again. Any change in address, contact number, or stop must be informed at least 3–5 days in advance.

2. Route Planning & Bus Stop Allocation:

Bus routes are designed based on number of students, convenience for the majority, travel time and route efficiency. Bus stops are pre-determined at the beginning of the session and are generally fixed. The school reserves the right to add, remove, or relocate the stops if required. Requests for changes may be submitted but are not guaranteed. Frequent change requests are discouraged.

3. Pickup & Drop Points:

Transport is provided only from designated stops. Door-to-door service is not available. Students must reach the stop at least 5 minutes before scheduled time. The school is not responsible if a student misses the bus.

4. Change in Bus/Stop:

Any permanent change requires written application to school office/email. After approval from school authorities a new ID card will be issued at a cost of ₹250. Temporary changes in bus or stop are not permitted.

5. Pickup & Drop Responsibility:

For younger students, a responsible adult must be present at drop time. If no one is present, the child will be brought back to school for safety reasons and the parents must collect the child from school. Parents must ensure timely pickup from the stop.

6. Authorized Persons & Self Pickup:

Parents must provide details of authorized persons for receiving the child. For self-pickup directly from school campus, only authorized person will be allowed and a prior intimation must be given at least 3 hours before dispersal without which, the child will be sent via regular transport.

7. ID Card & Identification System:

Students using transport services are required to carry and visibly wear their school-issued identification card at all times during travel. Each ID card is issued with distinct identification features (such as lanyard color) for easy recognition. In the event of a lost or damaged ID card, a replacement may be requested at the reception. Please note that replacement cards are subject to a fee; however, a free replacement will be provided in cases of printing errors.

8. Escort & Independent Travel:

Parents should escort children to and from bus stops. Students traveling independently (generally from Class VI onwards) require a written application and approval from school authorities. Students must strictly follow all safety guidelines while commuting and inform parents or school authorities in case of any issues during travel.

9. Missed Bus Policy:

In the event that a student misses their assigned bus, they shall not be allowed to board any other bus. The responsibility for arranging transportation to the school will rest with the parents or guardians. However, the student may return by their designated bus only.

10. Student Discipline & Behavior:

Students are required to maintain respectful and appropriate conduct toward both staff and fellow peers at all times. All safety instructions must be strictly followed. Any form of disruptive behavior—including shouting, creating disturbances, misbehavior with staff or students, throwing objects inside or outside the bus, or consuming food—is strictly prohibited. Instances of serious misconduct may result in suspension from the transport facility, along with further disciplinary action by the school authorities.

11. Bus Safety Rules:

Students should board and exit the bus only at designated stops. Aisles must remain clear, and bags should be stored properly. Keep all body parts inside the bus at all times. It is strictly forbidden to go behind or under parked buses, sit in parked buses, or tamper with driver controls, first aid kits, CCTV cameras, or fire extinguishers.

12. Parent Conduct:

Parents are not permitted to board the bus. They are expected to maintain respectful behavior and refrain from arguing or misbehaving with transport staff. Any violation of these rules may lead to suspension or cancellation of transport services.

13. Driver & Operational Safety:

The driver must not be distracted under any circumstances. Buses will stop only at designated stops, unless officially authorized.

14. Timings & Delays:

Bus schedules are approximate and may be affected by traffic or weather conditions. Parents are kindly requested to be understanding in case of delays. Any updates regarding late dispersal will be communicated through the WhatsApp group.

15. Communication with School:

Parents are required to keep their contact numbers active and accessible at all times. If a child will not be using the school transport on any given day, the school must be informed in advance. All communication should be directed through the Transport In-charge or the school Office.

16. Change of Residence:

Any change in residence must be communicated through a formal application and approved by Transport Head and School Authorities

17. Early Departure / Special Permission:

A student may leave early or depart on their own only with a written request from their parents. The departure must be recorded with a signature in the school records, and a valid permission slip must be presented at the gate.

18. Transport Fee & Payment:

Transport fees must be paid on time as per school policy. Non-payment may lead to suspension of transport service. Fees once paid is non-refundable.

19. Emergency Situations:

In case of emergencies, parents should contact the transport office immediately and follow all instructions issued by the school

Agreement & Compliance:

By opting for the transport facility, parents agree to follow all rules and policies stated above. The school reserves the right to modify routes, stops, timings, and policies when necessary.

Payment of School Fees

The only accepted method for paying school fees is through an electronic transaction between the parent's bank and the school. The school does not accept any other forms of payment, except in certain exceptional cases that will be explained later in this section.

e-NACH Mandate

To facilitate fee payments, parents must submit an e-NACH (Electronic National Automated Clearing House) Mandate. Once registered with the National Payments Corporation of India (NPCI) by the banking system, the school can automatically collect the bi-monthly fees from the parent's bank account. A unique number is generated for each student to identify their bank details for fee collection. The registration of the mandate usually takes about three working days. If a parent wishes to change the bank from which the fees are collected, the Accounts office must be notified in advance. Only with the office's approval can a new e-NACH Mandate Form be filled and submitted. The cancellation of a mandate is not allowed unless a new one is registered, and the old mandate remains valid for fee collection.

Fee Collection

The school charges an Education Fee to all students and a Transport Fee to those who use school transport. Fees are collected every two months through the NACH system directly from the parent's bank account, usually by the fifth day of each alternate month starting from April. The Fee Structure for the academic year is uploaded on the school's website prior to the start of the session. Additionally, parents typically receive a WhatsApp message before the mandates are issued for the bi-monthly fee collection. However, failure to receive such messages does not excuse parents from paying fees on time.

Return or Dishonor of NACH Mandate

If a bi-monthly NACH Mandate is returned for any reason, parents must manually pay the outstanding amount via the school ERP's online payment gateway, as the NACH Mandate will not be re-presented. Along with the due fee, Administrative Charges will also need to be paid.

Administrative Charges

The Administrative Charge is detailed in the table below. It is important to note that these charges apply starting from the sixteenth day of the month in which the fees are due.

Fees Due Dates	Delayed Payment	Administrative Charge
5 th day of: April, June, August, October, December & February	Payment on 16 th of the month in which fee becomes due.	₹ 500
	Charge for subsequent days of delay.	₹ 500 + ₹ 20 per additional day

The due amount cannot be edited in the school ERP as it will be automatically updated according to the due date. If fees remain unpaid for more than four months, the student's name will be removed from the school rolls, and applicable re-admission charges will be required. If the e-NACH Mandate is not submitted, is canceled without a replacement, or if the payment is

stopped, an additional Administrative Charge of ₹ 1,000 will be levied for each bi-monthly fee cycle until the student's name is struck off.

Waiver of Administrative Charges

Administrative Charges may be waived in certain cases, such as when the NACH Mandate is returned due to "Insufficient Balance" but the parent's bank statement or passbook shows sufficient funds on the day before the Mandate was processed. Additionally, if the account was funded before the Mandate hit but was returned for technical reasons beyond the parent's control, the charges may be waived. In these cases, parents must provide a copy of the bank statement or passbook to request the waiver. No other reasons are eligible for a waiver of the Administrative Charges.

Refund of Excess Amount

In the rare event that fees are paid twice—once via the online payment gateway and again through the NACH Mandate—the excess payment will be refunded. Parents should carefully read all communications regarding the fee collection, including reminders, and follow the instructions to avoid overpayment. All inquiries about fees and e-NACH mandates should be directed to the school's Accounts office.

Transfer Certificate

In the event that a parent/guardian wishes to withdraw a student's admission and obtain a Transfer Certificate (TC), a formal written application is mandatory. A student's name shall **not** be removed from the school rolls on the basis of verbal communication, telephonic intimation, email, WhatsApp message, or any informal communication made to any member of the school staff.

The prescribed **Transfer Certificate Application Form**, available at the School Office, must be duly completed and signed by **both parents/legal guardians** before it is submitted for processing.

School fees shall remain payable **up to and including the month in which the duly completed written application for withdrawal is submitted**, irrespective of the student's attendance. The student's enrolment will continue until the school receives and accepts the formal withdrawal application.

The Transfer Certificate will be issued within **three (3) working days** from the date of submission of the completed application, subject to the clearance of all outstanding dues and completion of the prescribed formalities.

In the case of a lost Transfer Certificate, a duplicate will be issued only after the submission of an affidavit from the Executive Magistrate's office, confirming the loss, along with a copy of the FIR. Additionally, a payment of ₹ 500 shall be deposited.

Similarly, if a Report Card is lost, a duplicate will be provided after an application explaining the loss is submitted, along with a payment of ₹ 200.

Issuance of Certificates and Documents

Bonafide Certificates, Fee Payment Certificates (for tuition fee reimbursement), and any other documents requested by parents will be provided subject to the specific request at the school office or through email, free of charge.

For duplicate or subsequent copies of the Bonafide Certificate and Fee Payment Certificate, a fee of ₹100 will be charged for each additional copy during the academic year.

For Class XII students, a set of documents (including transcripts, recommendation letters, etc.) required for admission to higher educational institutions will be issued upon written request from parents, with a fee of ₹ 500. This will include one soft copy and one hard copy of the set. For each additional copy of the set, a fee of ₹ 200 will apply.

Duplicate Report Card Covers and School Diary Policy

Report card jackets are provided to students for use until new ones are issued by the school. However, duplicate report card covers may be provided upon request, subject to availability, with a payment of ₹ 100.

School diaries are distributed to students in the beginning of each academic year, and they are intended to be used throughout the entire session. Students are expected to take proper care of their diaries and use them carefully. If a new diary is required, it may be issued after receiving the approval from the school head and upon payment of ₹ 250.

Parent-Teacher Meeting (PTM)

The Parent-Teacher Meeting (PTM) provides an opportunity for parents and teachers to discuss a student's progress in academics and co-curricular activities. Parents will be assigned specific time slots to meet their child's teachers. Punctuality is crucial, so, please, adhere to the allotted time. Attendance is mandatory for all parents.

Students should accompany their parents and must be dressed in school uniform, and bring their I-Card and School Diary. Parents are requested to dress in formal attire while visiting the school. To ensure smooth traffic flow and prevent parking issues, kindly stick to your designated time slot. The specific time slots for each class will be shared via the WhatsApp group one week before the PTM.

Parents are invited to meet the Class Teacher during the Parent-Teacher Meeting (PTM). Additionally, they may also meet subject teachers, depending on their availability.

If parents wish to specifically meet with a subject teacher, they must schedule an appointment in advance, either through the School Diary or the school office. Appointments will be scheduled on working days only, during the teacher's non-teaching periods for that day.

Printed Report Cards for the Annual Examination (AE) will be distributed during the PTM scheduled for March.

For Classes X and XII, the combined Report Cards for Pre-Board 1 and 2 will be handed out during the PTM in January.

FREQUENTLY ASKED QUESTIONS (FAQs)

Regarding Education & Transport Fees

Q1: How do I pay the school fee, and is it monthly or bi-monthly?

Fees can only be remitted via National Automated Clearing House (NACH) between your bank and ours. No other payment methods are accepted. Education and Transport fees will be debited from your bank account bi-monthly, on the first day of every alternate month, starting from 1 April 2024.

Q2: How can I change my bank account details for fee payments?

If you change your bank account, please contact the Accounts Office. A new e-NACH Mandate must be submitted online.

Q3: What if the NACH payment is dishonoured?

If the NACH is dishonoured, you will need to pay the amount, including the prescribed Administrative Charge, via the online payment gateway available on the school website.

Q4: Will I be penalized if the school's bank details are incorrect?

No, there will be no penalty if the school's bank details are incorrect. However, we will verify the information you submitted to ensure there are no typing errors.

Q5: What if my NACH mandate is dishonoured due to 'Insufficient Funds' but I have enough balance?

If there was enough balance and the NACH was dishonoured, please email your original bank statement or passbook to support this. If verified, only the fees will be due, and the Administrative Charge will be waived. However, due to delays in communication administrative charge may be incurred upon you.

Q6: Will I receive a reminder for fee payment?

The school may not send reminders for fee payment or dishonour of NACH mandates. It's the responsibility of parents/guardians to ensure there are sufficient funds in the account for fee debits.

Regarding Assessments & Promotion

Q1: What happens if my child misses a test?

There is no provision for re-tests, nor can average marks be awarded. Only if the absence is because of any genuine medical reasons, and the medical documents are submitted, a re-test may be allowed. Otherwise, a zero will be awarded for that assessment.

Q2: Will my child in Pre-Nursery to Class III be notified about assessments?

There are no formal assessments in classes Pre-Nursery to III. Evaluation is done through continuous thematic assessments without prior notice to parents.

Q3: How will I be informed about my child's performance?

PTM sessions are held periodically where teachers provide feedback. You can also review your child's formal assessment scripts returned within 10 days after the date of

feedback sessions, or schedule a meeting with the Examination Department for further details.

Q4: Can I be assured there will be no bias in my child's assessment?

The school upholds fairness, honesty, and equity in student-teacher relationships. Sincerity and transparency is taken into account while maintaining the records.

Q5: How can I apply for a report card for assessments other than the annual exam?

Annual Report Cards contain consolidated details of all assessments. If a separate report card is needed for term assessments, submit an application to the school office.

Regarding Absence & Late Arrivals

Q1: What is the procedure to inform the school about a child's absence?

Absences are recorded in the 'Record of Non-Attendance' section of the school diary. For one day absence, parents must submit an application either in advance or on the day when the child comes back to school. For absences exceeding two days, a Medical Certificate is required.

Q2: Can my child take half-day leave?

There is no provision for half-day leave. If a child is taken home early during school hours, they will be marked absent.

Q3: What if my child arrives late to school?

Students are expected to arrive at least 10 minutes before the scheduled time for the morning assembly. A grace period of 5 minutes may be granted, after which the school gate will be closed. Continued negligence may result in disciplinary action, and students may be prohibited from attending classes after a second instance.

Q4: What is the procedure if my child needs to leave during school hours?

Half-day leaves are typically not allowed. However, in cases of unforeseen circumstances, permission may be granted. A written request from the parent, outlining the reason for the early dispersal, must be submitted. The head of the school will assess the request and approve it only if the reason is deemed valid. Additionally, the School Leaving Register must be signed, and a Permission Slip must be obtained from the school office.

Q5: Can my child take leave for family/social commitments?

For planned absences, parents must apply directly to the Head of School. Without prior approval, the absence will be unexcused and may affect the child's grades.

Q6: Can my child leave school during an exam or test day due to sickness?

No, there is no provision for half-day leave. If a child is taken home during school hours, they will be marked absent and receive a zero for that day's exam.

Regarding Transport Facility

Q1: Can my child change their bus stop temporarily?

Students can only use their designated bus and bus stop. Temporary changes are not allowed.

Q2: Can my child commute under supervision for a short period?

If parents wish to collect their child during dispersal, the child may commute under supervision (parent drop-off and pick-up). Prior intimation must be provided to the Bus/Class Teacher and Transport In-Charge.

Q3: How can I request a permanent change of bus stop?

Submit a prescribed application form along with the applicable fee to the Transport In-Charge at the School Front Office.

Q4: Can my child's bus stop be changed to a more convenient location?

Once bus stops are set, they generally remain fixed. However, you may submit an application for consideration at the reception, if there is any genuine reason for the change.

Q5: Is it possible for my child to temporarily switch from school transport to self-arranged travel due to unavoidable circumstances?

We generally do not recommend temporary changes in your child's mode of travel to and from school. Our school transport policy prioritizes eco-friendliness and sustainability. However, if there is a genuine reason for the change, you may submit a request application at the reception. Special permission may be granted based on the validity of the situation.

Q6: Can my child board another bus if they miss their designated one?

No, students cannot board another bus, as it disrupts seating arrangements. If your child misses the bus, please ensure they are dropped off at school.

Q7: Can my child go to or come from the bus stop unescorted?

No, students up to Class V must be escorted. For students in Class VI onwards, you must submit a request for approval from the Head of School.

Q8: How is my child's safety ensured in the bus?

The school prioritizes your child's safety, ensuring they are handed over to you or an authorized person at the bus stop. Students must follow all safety protocols.

Q9: Can my child go to a friend's house from school?

No, students cannot board or disembark the bus at any unauthorized stop.

Q10: What should I do if the bus is delayed?

If the bus is delayed due to traffic or other circumstances, you can contact the school or the administrative office for updates.

Regarding Interaction with School Authorities

Q1: How can I meet my child's teacher?

You must schedule an appointment with the school in advance. Parents without appointments may not be allowed to meet teachers or school authorities.

Q2: When can I meet the Head of School?

Meetings with the Head of School are available on working days with prior appointments.

Q3: What if I have a complaint against the school?

There will be no negative impact on your child. Complaints are taken seriously and you may send the complaints through WhatsApp / email addresses. You will receive a response within two working days.

Q4: What if my complaint is not addressed satisfactorily?

You may address the matter by sending a WhatsApp message to the Principal for further resolution.

Q5: Is it mandatory for my child to attend the PTM?

Yes, children must attend the PTM with their parents, wearing the school uniform and carrying their I-Card and School Diary.

Regarding Issue of Documents & Withdrawal

Q1: How can I get a duplicate Report Card?

A duplicate report card can be issued for a fee of ₹200. Please send an application to the Head of School/Exam Department. It will take at least 3 working days.

Q2: How can I request certificates or other documents?

Bonafide Certificates, Fee Payment Certificates, and other documents can be requested in the school office or through email. The school may incur a fee of ₹100 for each additional copy of a document.

Q3: What if my child's Identity Card is lost or damaged?

To obtain a replacement for a lost or damaged I-Card, an application for a new card must be submitted. The fee for issuing a new I-Card is ₹200. However, if only the lanyard or printed portion is worn out, a partial replacement can be requested at a cost of ₹100.

Q4: How can I obtain a duplicate Report Card Cover or School Diary?

Duplicate Report Card Covers are available for ₹100, while duplicate School Diaries can be obtained by paying ₹250.

Q5: Is any fee refunded if my child takes a TC mid-session?

Yes, a proportionate amount of fees will be refunded, including Education and Transport fees for the month following the withdrawal.

Q6: How can I get Class XII transcripts or recommendation letters for foreign universities?

Request transcripts and recommendation letters via email. A fee of ₹500 applies for one set, with ₹200 for each additional copy.

Miscellaneous Queries

Q1. What happens if my child falls ill during school hours?

If your child falls seriously ill or faces an emergency, you will be promptly informed. You may be asked to come to school or take your child to a designated hospital if necessary.

Q2. What if my child loses a circular?

All circulars are uploaded on the school's website. Parents can log in to access the latest notices and instructions regarding academic and co-curricular activities. Most circulars are also sent via email.

Q3. Can my child bring money or a mobile phone to school?

Students are not allowed to bring money to school. Mobile phones, cameras, iPods, pen drives, compact discs, etc., are strictly prohibited. If any of these items are found, they will be confiscated and returned to the parent only after three months. A fine of Rs. 5,000/- will also be imposed.

Q4. Can my child celebrate their birthday at school?

Students are not allowed to celebrate birthdays or any other occasion by distributing cards, gifts, sweets, or chocolates at school.

Q5. How are co-curricular activities handled in terms of assessment?

Students will be guided for co-curricular activities and projects within the school. However, parents are expected to encourage, motivate, and supervise their children at home. Professional help for projects is strictly prohibited.

Q6. Can I change or correct my child's name after admission?

Name changes or corrections are allowed only until the child is in Class VIII. To initiate a change, you will need to provide:

- An affidavit from an Executive Magistrate regarding the name change.
- A publication in two newspapers (English, Hindi, or regional language) about the change.
- A colored family photograph (with the child in uniform) attached to the affidavit and attested by the Executive Magistrate.
- A cover letter from the parent addressed to the Head of School.

For students in Class IX or above, name changes are subject to CBSE guidelines and approval.

Q7. Can I change or correct a parent's name after my child is admitted?

Rectification or correction of a parent's name is allowed only until the child is in Class VIII, under similar conditions as for the child's name change. If the child is in Class IX or above, name corrections require CBSE approval and may only occur if permitted by the court of law.

Q8. Can my child change their subject option after CBSE registration in Class XI?

Subject options cannot be changed once the CBSE registration has been completed.

Q9. Can the Date of Birth (DOB) be altered in school records?

No, changes in the Date of Birth are not allowed after admission. The Birth Certificate once provided during admission is considered the official record of the child's DOB.

Any request for alteration is considered a forgery and will not be entertained. For students admitted to Class II or higher, the DOB mentioned on the Transfer Certificate from the previous school will be considered as proof.

SCHOOL TIMINGS & VISITING HOURS:

School Timings (Subject to change with weather & District Administrative notification)

WING	Summer Timings	Severe Summer Timings	Winter Timings
Middle & Senior	7:00 am – 1:00 pm	6:30 am – 12:00 noon	8:00 am – 1:00 pm
Primary	9:00 am – 3:00 pm	8:30 am – 2:00 pm	10:00 am – 3:00 pm
Pre-Primary	9:00 am – 1:00 pm	8:30 am – 12:00 noon	10:00 am – 1:00 pm

Visiting Hours:

- General Visiting Hours:**

The school encourages parents to maintain regular communication with their child's teachers. To facilitate this, parents are invited to meet teachers periodically. The Head of School and the faculty will make every effort to be available for meetings upon request. These meetings will be scheduled at a mutually convenient time on working days, but they require a prior appointment. Parents must call the school office in advance to schedule an appointment and will only be allowed to visit once a confirmed date and time have been provided.

Note: Parents arriving without a scheduled appointment may not be granted a meeting.

- Visiting Hours to meet the Principal: 08:00 AM – 09:00 AM**

School Office Hours:

Summer Timings:

Monday – Friday: 07:00 AM – 03:30 PM

Saturday: 07:00 AM – 02:00 PM

Winter Timings:

Monday – Friday: 08:00 AM – 03:30 PM

Saturday: 08:00 AM – 02:00 PM

School Office Hours during Holidays:

Summer Break:

07:00 AM – 02:00 PM

Winter Break:

08:00 AM – 03:00 PM

Additional Notes:

The school office will be closed on festival days. Office hours may change due to weather conditions, and such changes will be communicated via an official WhatsApp message.