

GENERAL DIRECTIVES

1. Admission is open to both boys and girls. Children who are 4 years and 6 years of age are eligible for admission to L.K.G & Class 1 respectively.
2. While seeking admission, the following documents are to be produced: Transfer Certificate (for those students joining from other schools), Birth Certificate, Community Certificate (for SC/ST/Backward only), a passport size photograph, and Aadhar Card.
3. Application for admission should be made on the prescribed form duly filled in and signed by the parents or guardian.
4. Misbehaviour, cruelty towards other children, irregular attendance, disobedience or disrespect to Teachers, habitual idleness, stealing etc., are sufficient reasons for the removal of pupil.
5. The Transfer Certificate is issued only during office hours. A written notice should be given in writing at least 5 days in advance. If the student is withdrawn in between the academic year that term's fees is payable.
6. Being an English Medium School, it is expected that students speak English in the School Premises.
7. The School Diary is an official record. Students must carry the Diary to School every day.
8. Students shall come to school on time with full uniform.
9. Children should reach the school by 9:45 am. Late comers will not be permitted to attend classes.
10. Class room is a sacred place where the strict silence should be observed.
11. Attendance for Parents Meeting is compulsory.
12. Children are forbidden from bringing costly articles to school.
13. No pupil is allowed to leave the School premises during class hours without the permission of the Principal.
14. Parents are not permitted to visit the class rooms.
15. Parents are not allowed to take children home before the school disperses.
16. Electronic gadgets like mobile phone, CD, Memory cards, camera and pen drives are not permitted in the school.
17. Students will not be given leave for social functions.
18. When an absence is unavoidable due to sickness, leave application printed in the calendar duly signed by the parent should be brought next day along the Leave Letter.
19. Leave application exceeding more than a week should be accompanied by a Medical Certificate.
20. All students without exception are expected to take part in the educational tour and other cultural programmes arranged by the School.
21. All students should study their lessons daily and do their homework regularly and should come to the class only after revising the lesson taught on the previous day.
22. All Students should get their progress reports after the examination, signed by their parents or guardians, within a week.
23. Promotion is decided on the basis of the whole year's performance of the pupil, assessment tests, terminal examinations, homework records handwriting, etc. No re-exam for any test or examination shall be conducted.
24. A student who fails twice in any class will not be allowed to continue in the school.
25. Answer paper of all test papers should be signed by the parent / Guardian.

26. The Students whose parents behave impolitely to the Teachers or School authority will not be allowed to continue in this School.
27. Staff and Students are not allowed to meet anybody during the class time which is from 10:00 am to 4:00 pm. The parents can meet the staff from 3:10 pm to 3:55pm on first and third Wednesdays.
28. The Diary should be brought at the time of re-admission to the next class.
29. Never omit the lesson or homework assigned to you; it is like missing a train that you may never catch afterwards.
30. Always revise the work done in the class.
31. If memory work is assigned, learn it overnight and repeat it in the morning.
32. Always take down in your diary the work assigned for the next day.
33. As you grow up, make a daily time table for yourself. In this way you will learn to be a pupil of regular habits a most valuable asset in later life.
34. Repeat at the end of the week all that was learnt during the week.
35. The success of a school largely depends upon the fullest co-operation between the teachers and the parents. Hence, the parents are recommended to meet the teachers and the school authority as often as needed to enquire about the attendance and conduct of their children.
36. Progress report and Homework Diary are to be scrutinized, signed and the necessary measures have to be taken for the improvement of the children.
37. Critical remarks about a teacher should be carefully avoided in the presence of a student. If ever there is any complaint about any teacher, parents and guardians should discuss it with the Principal.
38. Tuition fee is charged for the whole academic year and should be paid before the 10th of every month and in March the whole tuition fee should be remitted. Students will not be allowed to attend the examinations unless the fees are paid fully.
39. Application for Transfer Certificate should be submitted well in advance and they will be issued only when fees have been paid in full and the school accounts have been duly settled.
40. Parents are requested to co-operate with the school authorities, by enforcing regularity and discipline on their children by seeing that they prepare their lessons daily and be taking an active interest in the activities of the school.
41. Parents are requested to sign messages, progress reports, or any other similar documents when so required.
42. Parents will not be permitted to the class rooms without prior permission either to see their children or interview the teachers. Any communication (request /complaint) is to be addressed to the Principal only.
43. The Principal's prior consent is to be obtained in case a gift or similar token is made to the teachers by the parents.
44. No students will be allowed to leave the school during class time with the servants or others, unless a letter from his / her parents /guardian is produced to the Principal.
45. If your pupil gets three remarks, the parent /guardian should come and meet the Principal.
46. Parent / guardian may meet the Principal between 9:00 am to 10:30 am on every Mondays and Fridays and at other times only by prior appointment.
47. Students should be present on the Re-opening Day after each vacation.
48. The Management reserves the right to amend by adding, deleting, or substituting any of the standing rules. The decision of the Management will be final on all matters.

49. School bus facility will be available with effect from the beginning of the school year subject to availability of accommodation.
50. Once the bus facility is available, it is presumed the same will be used for the whole year.
51. While waiting for the bus, students should be mindful of good manners and good behaviour. Playing at the bus stops is not allowed.
52. Students must observe queue system to get into the bus.
53. Students should not put their hands or head out while travelling, nor should they fight, push and pull in the bus.
54. Students should be courteous and well-disciplined in the bus.
55. Senior students must see to the seating arrangements of the smaller ones before they are seated.
56. Bus seats and chassis should not be damaged by tearing the seat cover or dumping bags on them.
57. Students must speak English in the bus and at bus stops and obey the bus crew.
58. Any student causing annoyance to other students in the bus will be debarred from further use of the bus and will also be liable to further disciplinary action.
59. If, for any reason the management is not able to run the bus, no substitute arrangement will be done.
60. Monthly fee payment for the school bus must be made in the preceding month.