

THE SCHOOL POLICIES

‘The School Policy’ book 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, micro-SD or SD cards), and similar items to school. Violation of this rule may result in suspension and confiscation of the items. Confiscated items will not be returned.
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 they were absent for (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, they 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. For Grades K1 and K2, students are assessed through a combination of formal evaluations and continuous monitoring under the Continuous and Comprehensive Evaluation (CCE) system. Six formal assessments are conducted across the year, with three assessments in each term. These evaluations track a child's progress based on their daily performance. The assessments 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.

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. Six formal assessments take place throughout the academic year, thrice during each term:

- **Periodic Test 1 & 2 (PT1 & PT2):** These assessments are aimed at monitoring student progress and providing feedback for improvement. They cover specific portions of the syllabus.
- **Half-Yearly Exam (HyE):** This assessment is cumulative and evaluates learning across the entire syllabus for Term-1 and will evaluate overall student learning.
- **Periodic Test 3 & 4 (PT3 & PT4):** Similar to PT1 & PT2, these assessments track learning progress and give feedback on selected portions of the syllabus.
- **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 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	
TERM 1	Periodic Test – 1 (PT-1)	Written: PT-1 + PT-2: 10	Written: PT-1 + PT-2: 10	45 Minutes
	Periodic Test – 2 (PT-2)	Portfolio & NB: 5 Subject Enrichment: 5	Notebook: 5 Subject Enrichment: 5	45 Minutes
	Half-Yearly Exam (HyE)	Written: 80	Written: 80	3 Hours
TERM 2	Periodic Test – 3 (PT-3)	Written: PT-3 + PT-4: 10	Written: PT-3 + PT-4: 10	45 Minutes
	Periodic Test – 4 (PT-4)	Portfolio & NB: 5 Subject Enrichment: 5	Notebook: 5 Subject Enrichment: 5	45 Minutes
	Annual Examination (AE)	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	

Please note Important Abbreviations used for subjects taught:

ELA: English Language Art

EVS: Environmental Studies

PE: Physical Education

ICT: Information & Communication Technology

PA: Performance Arts

CS: Communicative Skills

DEAR: Drop Everything And Read

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:

1. **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.
2. **Half Yearly Exams (HyE):** A cumulative assessment covering all the content taught in Term-1, aimed at evaluating student progress.
3. **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 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% of working days will not be allowed.

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/PT3/PT4, 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 Nursery to K2:** 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 annual examination. 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 Annual Examination. 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 Annual Examination, 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:

- Have all necessary stationery ready for their homework tasks.
- 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, White Shirt, Beige Trouser, White Socks, Black Shoes, School Belt	Black Jacket, White Shirt, Navy Blue Trouser, White Socks, Black Shoes, School Belt, Headband
	Tuesday Thursday Saturday	House Sweatshirt, House Trouser, House Socks, House Shoes, White Socks	House Sweatshirt, House Trouser, House Socks, House 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.

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.

Jewelry and Ornaments: 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 or suspension.

Failure to adhere to these rules will result in disciplinary action. Repeated violation will lead to suspension.

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 VII 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. This process will culminate in a secret ballot election.

Selection Method for Class Monitors

Class Monitors for grades IV to XII are also members of the Student Council. 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.

School Transport Guidelines

School bus routes are designed to ensure convenience in terms of commute time and demand, while maintaining a balance so that no route becomes excessively long. Parents are encouraged to consult the school's Transport In-charge for specific route details or for any changes they wish to request.

The school charges a one-time, non-refundable transport commitment fee of ₹ 5000 for students who wish to avail of the school transport service. This fee is intended to secure the student's place in the transport system for the entire academic year and is not refundable under any circumstances, even if the student decides to discontinue the service midway through the year.

Furthermore, if parents decide to withdraw their child from the transport facility at any point and later wish to reapply for the service, they will still be required to pay the ₹ 5000 fee again, regardless of the previous payment. This policy ensures that the school can effectively manage its transport resources and commitments.

Bus stops are established based on factors such as the number of students at each location, the convenience for the majority of transport users, and the turnaround time for buses. These bus stops are set at the start of the session and are typically not subject to change during the term. However, the school reserves the right to add, remove, or relocate a bus stop during the session if necessary. Parents may submit requests for changes, but these may not always be feasible. Frequent requests for changes in bus stop locations are discouraged.

If a permanent change in bus stop or bus is required, parents must submit an application to the school office or via email to request approval. Any change will only be effective once authorized by the school. A new identity card will be issued for such

changes at a cost of ₹ 250. Requests for temporary changes in bus or bus stop will not be entertained.

Students using the school transport system are issued identity cards with an orange lanyard, which distinguish them from students walking independently, who wear a red lanyard. The student ID must be worn at all times from the moment the student boards the bus until the return journey is completed.

Parents or nominated persons must be at the bus stop before the scheduled arrival of the bus to receive their child. If no authorized person is present, the child will be returned to school, and parents must pick up the child from there.

Replacement of lost or damaged ID cards is subject to a fee and can only be replaced through the school. Replacement is free of charge only in cases of printing errors. ID cards obtained from sources other than the school are not valid, and parents will be called to explain if a student is found with one.

Students must arrive at their bus stop at least five minutes before the scheduled time and should be on the correct side of the bus. Parents are advised to ensure their children are escorted to and from the bus stop. For children traveling unescorted (Class VI onwards), an application must be submitted and approved by the Head of School.

Students are required to use the bus assigned to them and board or disembark only at their designated stop. There is no provision for temporary changes in bus routes or stops. If a student misses their bus, they should not attempt to board another bus along the route. In such cases, parents are responsible for transporting the student to school. However, the student may return onto their allocated bus.

Students who do not use the school transport system should arrive at school ten minutes before the start time. Parents of such students must be at the school gate five minutes before dispersal to collect their children.

In case of a student's change in residence, a formal application should be submitted and approved by both the Transport Head and the Head of School. If a student needs to leave the school on their own/before the dispersal, a written request by the parent must be submitted, the School Leaving Register must be signed, and a Permission Slip from the school office must be presented at the school gate.

Students are strictly prohibited from going behind or under parked buses in the campus. They are also not allowed to sit in parked buses during school hours. Additionally, students should not touch the instrument panel, first aid kits, security camera or fire extinguishers in the bus.

It is essential that students keep the aisle clear and store their belongings properly. They must keep all body parts inside the bus at all times and refrain from putting hands outside, even for waving. Throwing objects inside or outside the bus during travel is not allowed.

The consumption of food or drinks (other than water) is prohibited on the bus. Shouting or loud behavior is not acceptable, and any misbehavior toward the bus driver, conductor, bus teacher, or other students will be treated as a serious offense, potentially leading to suspension from school.

Parents are not allowed to board the bus under any circumstances, nor should they engage in arguments with the bus staff. Any such confrontation could lead to suspension or cancellation of the transport facility for their child.

The driver's attention should never be distracted for any reason. Buses will only stop at designated stops, unless otherwise instructed by the bus teacher, in consultation with the Transport In-charge and Head of School.

For any transport-related inquiries or requests, parents should contact the Transport In-charge using the provided phone number listed at the end of the school diary.

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

If a child's admission is withdrawn at the parent's request and a Transfer Certificate (TC) is needed, the school fees for the month in which the request is made must be paid. To request a TC, an application form, which is available at the school office, must be duly completed. Both parents must sign the form. The TC will be prepared within 3 working days from the date the application is submitted.

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 ₹ 500.

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.

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 by the Transport In-Charge, 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 to the transport head. 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 COO 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 replace a lost or damaged I-Card, you can pay online via the school ERP system. The cost is ₹150 for a single I-Card or ₹250 for both parent and student I-Cards.

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 the academic session ends or three months, whichever is later. A fine may 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.

- **Head of School's Visiting Hours:**

11:30 AM – 12:30 PM

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

Holiday Timings:

- **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.

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. Students 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 2025.

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