

## **RULES AND REGULATIONS**

1. Pupils are expected to maintain a high standard of behavior and manner of speech.
2. In order to ensure proficiency in English, students are advised to speak in English during school hours.
3. Students should be well-behaved, respectful to their elders, honest and truthful. Pupils are answerable to the school authorities for their conduct in and outside the school.
4. Students are expected to be attentive in class and complete and hand in all assignments on time.
5. Personal hygiene and neatness is of vital importance. Students are expected to be well groomed and tidy.
6. Students are to wear the prescribed school uniform and modification to the uniform is not allowed. Uniform must be clean and ironed and shoes must be polished. Sport uniform must be worn on P.T. days.
7. Punctuality is essential at all times, students must reach school in time for the General Assembly during which silence should be maintained. Students who disregard this rule without valid reason will face appropriate action.
8. Students must keep their classrooms and campus neat, clean and presentable at all times. They should avoid littering the campus and should make use of bins provided.
9. A support team of responsible students (Students' Council) is selected each year to maintain the discipline of the school. Students must obey them at all times.
10. Students must not vandalize school property. Any damage to the school property must be made good by the concerned offender.
11. Under special circumstances, a student will be allowed to leave the school premises before the official closing time, only with a written permission from the Principal.
12. No fine of any kind or collection or sale for any purpose whatsoever may be made without the previous sanction of the Principal.
13. Each child is responsible for his or her own belongings. Parents are advised not to allow their children to bring any valuables to school.
14. No collective petition will be entertained but reasonable and private ones will be sympathetically attended to.
15. Private tuition in any subject from any member of the school staff without the permission of the Principal is forbidden.
16. The Management reserves the right to dismiss students who make no progress in their studies or whose conduct is detrimental to the orderly life of the school. Irregular attendance, insubordination to teachers, habitual inattention to school work, obscenity

in words or actions, repeated damage to school property are sufficient reasons for dismissal of a student.

17. No leave of absence is granted except for valid reasons and only on prior written application by parents. Applications for medical leave should be accompanied by a medical certificate from a qualified doctor.
18. All students should present themselves on the opening day of the school after a vacation. Absentees, who do not give prior intimation of the delay, may have their names struck off the roll to enable the school to accommodate those on the waiting list.
19. Parents will not be permitted to meet or take their wards during the school hours. No application shall be entertained in this regard.
20. A pupil, who for some unexplained reason has been absent for a month or more, is liable to have his/her name struck off without advance notice. If readmitted he or she will be considered as a case of fresh admission.
21. A minimum of 75 % of total attendance during an Academic Session would be necessary to appear for the Annual Examination. Shortage upto 10 % may be considered for condonation in case of genuine illness (if supported by a Medical Certificate).
22. Members of staff are willing to meet, only by appointment, with parents to discuss any concerns or questions. All appointments should be made via the school diary.
23. The school must be immediately notified in writing of any change of address, telephone number and emergency contact details.
24. Students must adhere to school directives on the use of school facilities.
25. Withdrawn the name of the child needs to take 3 months prior written permission from Principal, otherwise parents shall be bound to pay Tuition fees whatever is applicable.