

# GENERAL INFORMATION

It is our endeavour to provide the best possible education to your wards. To make this venture a success, your cooperation is solicited. We would appreciate, if you take a little more interest in your wards particularly regarding his/her studies at home.

1. The medium of instructions is only English. The child should speak in English as far as possible.
2. Composite Fee is charged from April to March for any academic session. Composite fee for any academic session will be charged in 10 installments as per schedule given below: -  
**In the Month April & July to January (Single Month Fee will be charged)**  
**In the Month May & Feb (Double Month Fee will be charged)**
3. Complete composite fee amount should be necessarily deposited on or before last day of schedule month otherwise fee amount will be deposited with late payment along with unpaid balance fee amount as decided by school authorities.
4. The annual academic session of the school begins from the first week of April.
5. The child should reach the school in time strictly.
6. The dress prescribed by the school should be strictly adhered to.
7. The child should come to the school fully equipped with all books and note-books.
8. The child should do regularly whatever home work is assigned to him/her.
9. The child will not be admitted for studies unless an agreement is signed by the parents.
10. The school is not responsible for goods lost. It is not advisable to bring valuable articles.
11. No visitor will be permitted to see the pupil during class hours.
12. The school authorities undertake no responsibility for the safe conduct of the student to and fro the school.
13. No student will be sent his/her home, even if some need arises, unless a duly authorized person comes to fetch him/her with a note of authority along with his identity proof issued by government of India.
14. The office will remain closed on Sundays and holidays.
15. When required, a student must be present for extra-curricular activities after school timings.
16. Change in timings for summer and winter sessions will be intimated from time to time.
17. Registrations for new admission are open in the month of January / February for classes Pre-Nursery on wards.
18. NO School leaving certificate will be issued, unless the guardians make a request in writing. Ordinarily one clear month's notice has to be given. A Pupil whose name is on the register for first six months i.e. July to December even if he/she has withdrawn, all dues, according to the school rules, must be cleared at the time of withdrawal, otherwise no TC will be issued.
19. When the school re-opens after summer vacation in the month of July, all the students must attend the school regularly and punctually. The name of those students will be struck off the school rolls, who remain absent continuously without giving any information in the first week of July.
20. Every student should regularly carry with him/her the school diary. If a student loses his diary, he/she will be subjected to disciplinary action. A new diary will have to be purchased by submitting an application with necessary remark about the loss of it.
21. The school uniform is to be worn on all the school days and on all school functions. Parents should see that their son/daughter does not wear the uniform outside the school, when he/she is at home or elsewhere.
22. All the students must be in their seats before the teacher enters the class. During the absence of a teacher, the monitor of the class, responsible for maintaining the discipline, must be obeyed.
23. Students should take care of the school property. They should not write or scratch on desks, chairs, walls or doors of the school, nor should they damage property belonging to others. Any damage done to the school property must be remitted by the offender.
24. The school is not responsible for the goods or money lost. Money should not be lent or borrowed or article exchanged.
25. Students should get their progress report card signed by their parents or guardians, and return them to the school authorities within five days of receipt.
26. Students and parents may not offer any present or gift to the teachers except with explicit permission of the principal.
27. Children who come to the school in care of servants should never leave the school premises before the servants arrive. If the servant is delayed, they should report to school staff-members.
28. After the school hours, students are not expected to go to their friend's houses for birthday parties, etc from the school. They may go for such party from their home with the permission of their parents.
29. If by chance, some children miss their bus, they should not try to go home by themselves but immediately inform the school office.
30. Students are not allowed to use the mobile phone in the school without the permission of the principal, nor will they be allowed to answer mobile phone calls during class hours. They will not allowed to receive letters or other mail without the permission of the principal.
31. Cycles must be kept locked in the place provided. Students must not ride them within the school compound.
32. Students are forbidden to bring crackers, explosive or other dangerous materials to the school.
33. There will be parents-Teachers meet on the last day of every month.
34. **Please note if there are any changes in your address or Phone Number, inform the school authorities as soon as possible in written. Otherwise school authorities will not be responsible for any consequences.**

## Note: -

Parents/Guardians are hereby requested to co-operate with the school by enabling their wards to observe the rules, and by insisting upon punctuality in attending the school and studying at home.