



GENERAL RULES FOR BENEFIT OF STUDENTS

The school prides itself for its high standards of discipline and code of conduct. All students are expected to conform to its code for personal hygiene, turnout, punctuality, conduct, discipline, obedience, sense of responsibility, attitude to academic etc.

In enforcing these norms and discipline, the school looks forward to full co-operation and support from the parents/guardians to ensure a healthy and all round growth of their wards, taking fullest advantage of opportunity and facilities here; and to enable the school, its system and programmes to run efficiently. If a student contravenes the normal code of expectations, rules or regulation in this respect, he/she can incur warning and punishment. This is an English medium school therefore; students are expected to speak and work in English only.

- The students should be regular and punctual. They should reach school at least 5 minutes before the assembly bell.
- Student's diary and books according to the time table must be brought to school every day.
- Children should come in proper school uniform and must wear their identity card.
- Students are not supposed to sing movie songs in the school or class activity.
- Mobile phones are not allowed in the school and other electronic gadgets.
- Students can come on motorbikes and scooters only if they have a license. They must use helmets which is mandatory.
- Students must bring proper, healthy and nutritious food.
- Wearing of jewellery, valuable articles and cosmetics are not permitted.
- Students must pay attention to personal hygiene.
- Use of abusive language, quarrelsome behaviour, shouting and whistling is not allowed.
- The language of interaction with each other is only English. Hindi for Hindi classes only.
- All second Saturdays will remain off for students of all classes ie class I to XII.
- All the students shall attend the school on the opening day, after the vacation. An absence without prior leave application immediately renders the students liable to dismissal.
- The students shall be neatly and tidily dressed in the prescribed uniform.
- Students shall sit quietly in the class till the teacher arrives. They will observe perfect silence when the class is in progress. They shall not make noise in the corridors or loiter around.
- Students are expected to be courteous, polite, well mannered, honest, truthful respectful, and obedient toward the teachers, all elders and visitors.
- If any student finds any article belonging to someone else he/she shall deposit in the office instantly.
- Students shall carry out all the instruction and orders given by the teachers and school appointments.
- Students shall participate in all school activities in order to avail of all opportunities of personality development offered by the school.
- Students shall be expected to be friendly with fellow students in the class and maintain harmonious relationship with them. Students shall maintain a cultural unit among diversity, both within and outside the school premises.
- Students are strictly not allowed to come in casual dresses on PMT or any other day, except only on occasions when they are being asked to come. They must come in school uniform.

GUIDE LINES FOR THE PARENTS

1. Parents must see that their ward reads the text thoroughly.
2. Parents must see the diary of the child regularly and pay attention to remarks, if any.
3. Parents must also see that their ward reads good magazines and books during holidays. Moreover, they must be encouraged to consult dictionary whenever needed.
4. If there is any suggestion about your ward, you are advised to see the principal.
5. Parents must attend the Parent-Teacher meets. Their suggestions for the ward and the school are welcome. They are advised to write down their suggestion and put them in The Suggestion Box'. The key of which would be with the management in order to protect secrecy and confidence in this context.
6. Parents must send the child five minutes before the school time.
7. Parents must send the child in proper uniform as prescribed for summer and winter season.
8. Parents must send a leave note, if the child is not attending the school.
9. Parents must also take active part in the co-curricular activities of the school relating to their ward.
10. Parents must check the academic reports of their ward regularly in order to ensure better performance.
11. Parents are requested to respond to request school when they are requested visit.

SCHOOL UNIFORM

BOYS



Nursery to H.K.G.

Summer (Monday to Friday)	Winter (Monday to Friday)
<ol style="list-style-type: none">1. Blue Denim Shorts with back elastic.2. Red T-Shirt with Blue Collar.3. Navy Blue Socks with Red Stripes and Blue & Red Denim Cloth Shoes with Velcro.	<ol style="list-style-type: none">1. Navy Blue Lower with Red Stripes.2. Red T-Shirt with Blue Collar.3. Red Colour Hoodies with school logo.4. Navy Blue Socks with Red Stripes and Blue & Red Denim Cloth Shoes with Velcro

CLASS : I to V

Summer (Mon, Tue, Thur, Fri)	Winter (Mon, Tue, Thur, Fri)
<ol style="list-style-type: none">1. Beige colour shorts with back elastic.2. Cream colour half sleeves shirt with school monogram.3. Beige colour socks with brown stripes & Black Shoe with laces / Velcro.4. Tie and belt. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none">1. Navy Blue Lower with House Colour Stripes.2. House Colour T-Shirt with Navy Blue Collar.3. Navy Blue Socks with House Colour Stripes and Navy Blue shoes with House Colour Velcro.	<ol style="list-style-type: none">1. Beige colour trousers with back elastic.2. Cream colour full sleeves shirt with school monogram.3. Beige colour socks with brown stripes & Black Shoe with laces/Velcro.4. Brown pullover with school monogram.5. Tie and belt. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none">1. Navy Blue Lower with House Colour Stripes2. House Colour T-Shirt with Navy Blue Collar3. House Colour Hoodies with school logo4. Navy Blue Socks with House Colour Stripes & Navy Blue shoes with House Colour Velcro.

CLASS : VI to XII

Summer (Mon, Tue, Thur, Fri)	Winter (Mon, Tue, Thur, Fri)
<ol style="list-style-type: none">1. Beige colour trousers.2. Cream colour half sleeves shirt with school monogram.3. Beige colour socks with brown stripes & Black Shoe with laces/Velcro.4. Tie and belt. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none">1. Navy Blue Lower with House Colour Stripes2. House Colour T-Shirt with Navy Blue Collar3. Navy Blue Socks with House Colour Stripes & Navy Blue shoes with House Colour Velcro.	<ol style="list-style-type: none">1. Beige colour trousers.2. Cream colour full sleeves shirt with school monogram.3. Beige colour socks with brown stripes & Black Shoe with laces/Velcro.4. Brown blazer with school monogram.5. Tie and belt. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none">1. Navy Blue Lower with House Colour Stripes2. House Colour T-Shirt with Navy Blue Collar3. House Colour Hoodies with school logo4. Navy Blue Socks with House Colour Stripes & Navy Blue shoes with House Colour Velcro.

SCHOOL UNIFORM



GIRLS

Nursery to H.K.G.

Summer (Monday to Friday)	Winter (Monday to Friday)
<ol style="list-style-type: none"> Blue Denim A-Line-Skirt with back elastic. Red T-Shirt with Blue Collar. Navy Blue Socks with Red Stripes and Blue & Red Denim Cloth Shoes with Velcro. Hair band/Hair clips of Red Colour. 	<ol style="list-style-type: none"> Navy Blue Lower with Red Stripes. Red T-Shirt with Blue Collar. Red Colour Hoodies with school logo. Navy Blue Socks with Red Stripes and Blue & Red Denim Cloth Shoes with Velcro.

CLASS : I to V

Summer (Mon, Tue, Thur, Fri)	Winter (Mon, Tue, Thur, Fri)
<ol style="list-style-type: none"> Beige colour skirt. Cream colour half sleeves shirt with school monogram. Beige colour socks with brown stripes & Black Shoe with Velcro. Tie and belt. Hair Bands of Brown colour. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none"> Navy Blue Lower with House Colour Stripes House Colour T-Shirt with Navy Blue Collar Navy Blue Socks with House Colour Stripes & Navy Blue shoes with House Colour Velcro. 	<ol style="list-style-type: none"> Beige colour skirt with brown slacks Cream colour full sleeves shirt with school monogram Beige colour socks with brown stripes and Black Shoe with Velcro. Brown pullover with school monogram. Tie and belt. Hair bands of Brown colour. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none"> Navy Blue Lower with House Colour Stripes. House Colour T-Shirt with Navy Blue Collar. House Colour Hoodies with school logo. Navy Blue Socks with House Colour Stripes & Navy Blue shoes with House Colour Velcro.

CLASS : VI to XII

Summer (Mon, Tue, Thur, Fri)	Winter (Mon, Tue, Thur, Fri)
<ol style="list-style-type: none"> Beige colour divider skirt. Cream colour pleated shirt with school monogram. Beige colour socks with brown stripes and Black Shoe with Velcro. Tie and belt. Hair Bands of Brown colour. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none"> Navy Blue Lower with House Colour Stripes House Colour T-Shirt with Navy Blue Collar Navy Blue Socks with House Colour Stripes and Navy Blue shoes with House Colour Velcro. 	<ol style="list-style-type: none"> Beige colour divider skirt with brown slacks. Cream colour pleated shirt with school Monogram. Beige colour socks with brown stripes and Black Shoe with Velcro. Brown blazer with school monogram. Tie and belt. Hair bands of Brown colour. <p style="text-align: center;">(Wednesday, Saturday)</p> <ol style="list-style-type: none"> Navy Blue Lower with House Colour Stripes. House Colour T-Shirt with Navy Blue Collar. House Colour Hoodies with school logo. Navy Blue Socks with House Colour Stripes and Navy Blue shoes with House Colour Velcro.

General Information

- a. **School Timings:** The school reopens on 6th April, 2017
- (i) For Play Group : 9.00 AM to 12.00 PM (**All Saturdays will be holiday**)
- (ii) For Nursery to HKG: Monday to Friday 8:00 AM to 12:30 PM (**All Saturdays will be holiday**)
- (iii) For I to XII : Monday to Saturday 7:30 AM to 1:30 PM (**Second Saturdays will be Holiday**)
- b. **Fee Structure for the Session 2017-18**

Class	Admission Fee	Annual Fee	Tuition Fees Per Quarter	Year Payment (New Student)	Yearly Payment (Old Student)
Play-Group	5500	-	4000	21500	16000
Nur-HKG	5500	6500	5500	34000	28500
I-V	5500	7000	5600	34900	29400
VI-VIII	5500	7500	6000	37000	31500
IX-X	5500	7500	7000	41000	35500
XI-XII	5500	7500	9000	49000	43500

Fee to be paid in four installments for class Play Group to 10th :-

- 1st Installment payable by: **7th April 2017**
- 2nd Installment payable by **7th July 2017**
- 3rd Installment payable by : **7th October 2017**
- 4th Installment payable by : **7th January 2018**

Note:

- **For class 11th & 12th, fee will be payable in three installments. For schedule contact school admission office.**
 - After due date i.e. **15th of every quarter**, late fee will be charged.
 - All installments to be deposited in ICICI Bank (any branch) through challan.
 - After **15th of every quarter**, fee will be deposited at school office with late fee.
- c. **Pattern of Education:** Based on CCE pattern of evaluation.
- d. **Parent Teacher Meeting:** Parents Teacher Meetings as specified in school Calender from 9:00 AM to 12:00 Noon. Principal can be met with prior appointment during the school hours on any working day. Parents are requested to document with the school all suggestions and must take a feedback. **No parents are allowed to meet the teachers during working hours.**
- e. **Leave of Absence:** Students must submit application for leave of absence. In case of medical leave, students must put up medical certificate.
- f. **Examinations:**
- Classes Nursery to HKG:** No exams during the year. Appraisal test will be conducted at the end of the session & promotion to next class is based on appraisal test.
- Class: 1 to XII :** Syllabus and exam will be based on CCE Pattern.
- g. **Tiffin:** Parents are advised to send healthy food in the Tiffin of their wards. Junk food is not allowed, however on Saturday students are at liberty to bring Tiffin of their choice of any variety. Students should bring Tiffin box along with them in the morning. Tiffin box sent later during the day should not be encouraged.
- h. **Conveyance:** Vehicles are being arranged by the school to collect and drop the students. Parents may contact the school for further information for availing the **Bus** Facility.
- i. Pupil's diary will be provided by the school to all the students. Parents are requested to kindly read it daily for the information.
- j. For further queries if any, contact office during 8:00 AM to 2:00 PM. Ph. No. 2421979, 2421980
- k. Teacher's Meeting Time: 01.30 pm to 02.00 pm