

Admission Procedures, Terms and conditions

Registration procedures and rules:

1. Registration form should be filled legibly with the correct information and a pp size photograph must be pasted on the top left.
2. Required documents: The copies of mandatory documents, like a birth certificate as proof of age, address proof, transfer certificate T.C. (if transferring from another school), a copy of certificate issued by the Municipal Corporation Civics Authority, must be included with the form. Marksheet of the previous class are required for the admission.
3. For the admission in Nursery Class, a child must be 3 years and 6 years in Class 1.
4. Aptitude Test: After the registration form is submitted, a date will be given for the interaction/ interview with the student or for the aptitude test to assess the child's academic ability.
5. Interactions/ Interviews:
We conduct an interaction with parents and the child to evaluate their suitability for both the school and the child.

Disciplinary Rules & Regulations for the students:

- **1. Uniform:** Students must wear the prescribed school uniform (from 1 November to 28 February in winter uniform and from 1 March to 30 October in summer uniform) properly, keep it clean and ironed.
- Shirt should be full sleeve and should not be folded. Pants should be completely normal size. Socks should be of long size, covering the ankles and above. Pants and shirts should not cling to the body.
- Student ID cards must be hung around the neck everyday.
- **Attendance and Punctuality:** Being present in the school on time is mandatory. Leave must be approved by the principal before going on leave.
- For security reasons, students will not be allowed to go back home during the school hours without parents' presence.
- **Homework and Assignments:** Completing assigned homework and submitting it on time is compulsory.
- **Respectful behaviour:** Showing respect to teachers, staff, and fellow students is a must.
- **Classroom conduct:** Following classroom rules, like raising hands to ask questions or to speak, not disrupting the class, and actively participating in the programmes and other classroom activities are mandatory.
- Students from class 6th onwards are not allowed to go to the washroom except during the lunch hour (Not applicable in some health issues).
- **Hygiene and cleanliness:** Maintaining personal hygiene and keeping the school premises clean is a must.
- Every student must bring lunch, and water bottle. Washing hands before and after taking lunch is mandatory. It is mandatory to trim hair (only for boys) and nails every month. Hair should remain below the forehead and above the eyebrows. Girls student must tie their hair with 2 braids.
- **Electronic devices:** Using mobile phones and other electronic devices, which are not related to education or permitted by the school, is restricted to bring with.
- **Disciplinary actions:** Consequences for violating school rules & regulations may include warnings, detentions, parent-teacher meetings, or other disciplinary measures. A fine of Rs 1000 will be imposed if the banned item is confiscated.
- In case of damage of school properties or personal belonging, double the price will be fined from the derelict.

Transport facilities Rules and regulations:

- Requests for using school transport facilities must be made at the time of registration/ admission. Upon registration/admission, 12 months' charges will have to be paid.
- It is the responsibility of parents to escort the child from the bus pick up and dropping point. The vehicle will pick-up and drop the child at the same point where it has already been fixed.
- If Parents have any kind of requests or suggestions regarding the transport system, they can contact the transport incharge or the school management but cannot give orders or suggestions to the driver or conductor directly.
- For security reasons, students who miss the school vehicle from the fixed pick-up point, will not be picked up from other points.
- In case parents/ guardians are absent to pick the child up at the pick-up point, the child will be brought back to school from where parents/ guardians can take their ward.

Procedure of fee payment:

- Fees must be paid by the 10th of every month. Failing of payment will lead to a fine of Rs. 10/- per day.
- The fee is to be paid at the time of admission by 'demand draft/ cheque/ online Phone Pay through school website and keep the father or motherless child's admission and annual fee will be exempted.
- Parents are requested to pay the fee being present by themselves instead of sending through children.
- A concession of Rs.2500 shall be granted for both the students from the same parents who are studying in this school.
- Orphan children are exempted from the admission, annual, and tuition fee.
- Onetime payment can be made only in the month of April then 10% discount will be given only in tuition fee.

Signature (Student)

Signature (Parent/Guardian)

Signature (Incharge)

Signature (Principal)