School Policies 2026–27

1. School Timings

- The School works from Monday to Saturday.
- Nursery, LKG and UKG: 9:00 a.m. to 1:00 p.m.
- Classes I to X: 9:00 a.m. to 4:00 p.m.
- Students must be in their classrooms by 8:55 a.m. Late coming is recorded.

2. Attendance and Leave

- Regular attendance is compulsory.
- A minimum of 75 per cent attendance is required to appear in the annual examination.
- Every absence requires a written leave application signed by the parent or guardian.
- Leave during examinations is granted only in exceptional cases, with the approval of the Principal.
- Students must be present on the first day of the session, on reopening after vacations and on the last working day before vacations.
- Absence for more than two weeks without leave or intimation may result in the student's name being struck off the rolls. Re-admission is subject to vacancy and payment of a fresh admission fee.

3. Uniform and Appearance

- Students must wear the prescribed, clean school uniform and their identity card during school hours.
- Boys must keep short hair and be clean-shaven.
- Girls must wear their hair in two braids, and skirts must reach the knee.
- Jewellery, make-up, nail polish, henna, coloured hair and expensive accessories are not permitted.
- Saturday is a non-uniform day for Nursery to UKG.

4. Code of Conduct

- Students must be courteous and respectful towards teachers, staff and fellow students.
- English is the language of communication during school hours.
- Foul or abusive language, fighting and damage to school property are not permitted.
- Use of unfair means in any examination will result in strict disciplinary action, which may include the award of zero marks in that subject.
- Mobile phones are not permitted on the school premises. A phone found with a student will be confiscated until the end of the term or academic year, whichever is later.
- Students must not keep valuables, expensive items or eatables for distribution.

5. Anti-Bullying

- Bullying in any form, whether physical, verbal, written or online, is not tolerated.
- Any student who is bullied, or who witnesses bullying, should report it to the class teacher, the counsellor or the Principal.
- Parents may report any concern directly to the Principal.
- Every complaint is inquired into, and action is taken as per the School's disciplinary rules and CBSE guidelines.

6. Child Protection

- The safety and well-being of every child is the first responsibility of the School.

- Corporal punishment and any form of harassment are strictly prohibited.
- Any concern about a child's safety in school, on the school bus or in the boarding houses must be reported to the Principal immediately.
- All such matters are handled with confidentiality and in accordance with the law.

7. Health and Medical Care

- A medical fitness certificate is required at the time of admission.
- Parents must inform the School of any medical condition or allergy of their child.
- Basic medical assistance is available on campus. In a medical emergency, parents are informed immediately.
- A student suffering from an infectious disease may rejoin classes only after full recovery, on submission of a medical certificate.

8. Examinations and Promotion

- Assessment is conducted as per the guidelines of the Central Board of Secondary Education.
- Students must appear in all tests and examinations and submit assignments and projects on time.
- The qualifying mark in each subject is 33 per cent. In subjects with practical work, 33 per cent is required separately in theory and practical.
- Report cards must be signed by parents and returned to the School within the given time.

9. Homework and Tuition

- Homework must be completed and submitted on time.
- Private tuition is discouraged.
- Enrichment classes are arranged within school hours for students who need additional support. Once assigned, attendance is compulsory.

10. School Transport

- Students must remain seated and follow the instructions of the teacher on duty while travelling in school vehicles.
- Students may travel only in the vehicle assigned to them. Any change requires the approval of the Principal.
- Misconduct during travel may lead to withdrawal of the transport facility.
- Transport concerns must be taken to the Transport In-charge at the School Office.

11. Fees, Refund and Withdrawal

- Fees are payable every two months, by the 10th of April, June, August, October, December and February.
- Fees once paid are not refundable.
- One month's written notice is required for the withdrawal of a student, failing which one month's fee is charged in lieu of notice.

12. Communication with Parents

- Parents must attend all parent-teacher meetings with their child.
- Attendance and marks can be viewed on the School ERP.
- Any change of address, phone number or email must be informed to the School Office in writing.
- All official communication must be addressed to the Principal.
- Meetings with teachers are by prior appointment through the front desk.