

A. VALUE EDUCATION

We believe that irrespective of their religious background, children will find themselves able to benefit from the experience of Value education. Value education encourages a reflective approach to living, a knowledge and understanding of religious beliefs and practices and development of personal skills in forming reasoned opinions based on evidence and argument. It is through well known stories from varied religious texts that children learn to appreciate and respect all as one.

B. ENGLISH

We aim to teach our children to use language as effectively as they can in a wide variety of situations, as laid down in the National Curriculum and the National Literacy Strategy. They will be introduced to many types of literature including drama, fiction, non-fiction and poetry and will be encouraged to read widely.

Our aim is that every pupil will be able to read, write and use language fluently.

C. INFORMATION AND COMMUNICATION TECHNOLOGY

We teach ICT as a discrete subject as well as encourage our children to use and develop their ICT skills across all other subjects. Our aim is to provide children with the skill to live in the 21st century and we are constantly updating our facilities to ensure the pupils have the best opportunities to grow technologically.

D. PERSONAL HEALTH AND SOCIAL EDUCATION

We believe there are many areas of knowledge that lie outside the National Curriculum. In particular the personal and social development of the children in areas that have become increasingly important in the world around them. We encourage group discussions and expressions so that each student understands that their opinions are valued.

E. HOMEWORK

All the students are expected to share their reading at home particularly in the early stages of learning to read. Understanding that homework is essential in the process of recapitulation for the day is expected on the part of the students and parents. Older children are expected to engage in self-study and complete written tasks at home as shared by the teachers to develop self-dependence and efficiency.

F. CLUBS AND EXTRA CURRICULAR ACTIVITIES

One of the main objectives of clubs and extra-curricular activities is to enable students to exercise and develop their talents. This will not only foster a sense of achievement but also help them sharpen their skills.

IV GUIDELINES FOR PARENTS

1. Parents are requested to bear in mind that the school attaches great importance to building a sound character in students. They are expected to co-operate with the school authorities by making their children understand that a well -ordered and disciplined way of life is very important both at home and in school. Parents should supervise their lessons, and take an active interest in the activities of the school.
- 2
 - a) Parents are informed that occasional reports from teachers are made in the school diary and they are requested to sign them.
 - b) **A fine of Rs.200 will be charged if the student loses the School Diary and Rs. 100 in case of lost badge.**
- 3
 - a) **Absence from school even for a day must be supported by a leave application addressed to the Principal as per the format "Leave Application form" given in the School Diary.** If absence lasts for more than three days, the application for leave must be accompanied by relevant certification of the same.

- b)** If a child has an infectious disease parents should keep the child at home till he /she recovers. A Medical Certificate and Fitness Certificate must be submitted on return.
 - c)** Students who are away from school for five consecutive days without permission, may have their names removed from the register, and will be re-admitted only if there is a vacancy and on payment of the admission fee.
 - d)** In all cases of leave of absence, prior permission from the Principal should be obtained, except in cases of unforeseen circumstances, for which an authenticated reason should be furnished by the parent or guardian; however, granting of leave is entirely upto the discretion of the Principal.
 - e)** If a student from SENIOR SECTION (IX-XII) is absent, for more than two day she/he has to meet the Principal /Vice Principal / Coordinator along with his/her parents on the day of his/her return.
 - f)** Long leave from school for marriages, vacation, family- functions are highly discouraged. Such leaves will be sanctioned only by the Principal. Leave from school must not be pre-fixed or suffixed to school holidays.
- 4.** Parents are requested to refrain from requesting for permission to take their wards out of school during school hours for flimsy reasons. If the wards are found unwell or unusually tired, they must be allowed to rest at home.
 - 5.** Change in the address or telephone number of parents or guardians must be intimated to the school in writing and without delay.
 - 6. a)** When communicating with the Principal / Vice-Principal/ Coordinator, parents are requested to mention in their letter the Class, Section and Admission No. of their child/ children.
b) Parents are welcome to visit the school and meet the teachers during school hours after prior appointment through the school diary with prior permission of the Principal / Vice Principal / Coordinators. Any clarifications relating to academics, if any, maybe made either to the Coordinator or teachers.
 - 7. a)** The school reserves the right to suspend or to take strict disciplinary action against a student whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
b) The observance of rules of discipline of the school and good behaviour is an essential condition to a student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline, strict action like expulsion/ suspension/ rustication shall be taken against the student.
c) Students are strictly forbidden to bring or burst crackers in the school and to introduce objectionable literature and other such material into the School. Strict disciplinary action will be taken against the student found doing so.
 - 8.** Whenever excursions and picnics are organized by the school, maximum participation by students is expected. All outings are under the supervision of school staff.
 - 9.** Students are expected to contribute to the House fund for the annual events of the House as instructed by the House Masters.
 - 10. a)** The school is not responsible for goods lost. Therefore, it is not advisable to bring expensive items like watches, fountain-pens, gold or silver ornaments, friendship bands any other fads or money. Students are also advised not to leave any of the above in the classroom.
b) Students are not permitted to wear any jewellery (e.g. chains, rings, bangles, bracelets etc.) Girls may wear one pair of small earrings or studs. Religious symbols if worn should not be

obvious.

11. Fine of any kind or collection or sale for any purpose whatsoever requires the prior sanction of the Principal.
12. Gifts to members of the staff or other demonstrations in their honour also require the Principal's prior sanction.
13. *Mobile Phones, I-Pods, MP3 Players, Pen-drives etc. are strictly forbidden in the school campus. Parents must ensure that their wards do not bring mobile phones to school. If your ward is found carrying a mobile phone etc., the same will be confiscated and will not be returned.*
14. In case of emergency, a student may approach the school office to speak to his/her parent with permission from the coordinator.
15. **Any electronic device that can be used for communication / photography /Recording is strictly forbidden.**
16. Celebration of birthday parties in school is not permitted. **Students may distribute a sweet/a small chocolate each in his/her class only.**
17. The School discourages the use of plastic items in the Campus.
18. **Social Media : The school does not encourage the use of social media platforms by the students. In case students are involved in any misconduct through such platforms, strict action will be taken against them.**

V ADMISSIONS

1. The Management reserves the right to admit or refuse pupils seeking admission to the school. Similarly, the Management decides when the question of retaining a student in the class arises.
2. No child less than 3 years old as on the 31st March will be admitted to Pre-K.G.
3. At the time of admission, the following certificates should be attached with the application form:
 - a. Birth Certificate. (Once admitted NO CHANGE OF DATE OF BIRTH WILL BE ENTERTAINED.)
 - b. Health/ Immunization Certificate.
 - c. Original Transfer Certificate from the school last attended.
4. Pupils seeking admission in higher classes may be tested on the syllabus of the standard below the one to which they seek admission.
5. Admission is formally completed only when the form has been filled and submitted to the office, fee dues are paid and the form is signed by the Principal. Payment of fees, writing the entrance test or an interview does not necessarily mean that admission is granted.
6. Admission will strictly be on the merit of the candidates.
7. Admission cannot be claimed as a matter of right. Any attempt to use influence, unfair means or recommendation for admission, will lead to automatic disqualification. The school does not have any agents for admission.

VI PROMOTIONS

1. Promotion to the next class depends on the whole year's work, on regular attendance, on the overall development and the ability to cope with the next step in the Student's Education.
2. Evaluation of the academic performance will be based on the tests and examinations conducted and the assignments allotted from time to time.
3. **A student must obtain 40% in all the subjects in order to be eligible for promotion to the next class.**