

# General Guidelines



## ABSENCE & ATTENDANCE

- If your child is absent for more than two days, please inform the school by phone or in writing about the reason of absence. You must also contact the class teacher to know the work your child has missed. Kindly seek an appointment in writing. The teacher will get back to you through the appointment slip attached with the student diary (provided by the school on admission). The parent must carry the appointment slip with them on the day of appointment with the teacher.
- Students who come to the school late or have been absent the previous day must bring a letter of explanation without fail. In case of illness a Medical Certificate should be sent.
- 75% attendance is compulsory for all students failing which he/she may not be eligible for promotion. The percentage may be relaxed on medical grounds or any other unavoidable emergency circumstances.
- For any sort of leave, permission must be sought from the Principal through the class teacher. The applications must be for a specific purpose and mention the dates on which the student will be absent. Repeated absence without leave or un-explained absence for more than 5 consecutive days may render the student liable to have his/her name struck off the rolls. Readmission may be granted only on the payment of fresh re-admission fee, at the discretion of the Principal/Headmistress. Names of students who remain absent without any proper intimation for two weeks will be struck off the rolls.

## SICK LEAVE

- Application for sick leave over one week must be accompanied by a doctor's certificate. The student must bring a certificate of fitness from the doctor when he/she rejoins.

- The student must bring a leave letter form his/her parents (even if permission has been granted) when he/ she rejoins after a period of absence.
- A student returning to school after suffering from an infectious or contagious disease, should produce a doctor's certificate, permitting him/her to attend the school.

#### PUNCTUALITY

- Pupils are required to make punctuality a habit. Day Boarders must report to their respective bus stops at the given time. Using the school bus is mandatory for them . Children missing their bus will be listed in the late comers list. Day Scholars who opt for the school bus have to follow the same. Please be at the bus stop to pick up your child in the evening otherwise the bus will bring the child back to school and you will have to pick up our child from school.

- **Policy governing late coming:** if a child comes late (after the school bell) - For the first time a remark will be written in the special page given in the school diary which will be signed by the parents. On a second late coming a warning will be given to the child and on the third instance of late coming parent will have to come to school and take their wards back home. Children who travel by bus should not miss their bus as missing the bus and coming to school privately will be considered as late coming.

- No leave of absence is granted except on an application from parents or guardians for plausible reasons only.

#### WITHDRAWAL/SUSPENSION:

- In case, for any reason, a student after taking admission in the school wishes to withdraw, he / she will have to give a full calender month's notice in writing or one month's fee to be adjusted in lieu thereof. No request of adjustment of arrears of any sort of the students with the security deposit will be entertained. Transfer certificates (at a cost of Rs.200/-) will be given only after the clearance of all shool dues.

- The principal reserves the right to dismiss any student whose conduct is in any way detrimental to the orderly functioning of the school or to a student who has failed for two consecutive years in the same class.

#### RE-ENROLLMENT FEE:

- If at the expiry of two months, school fees are still outstanding, the pupil's name will be removed from the register without any previous notification. Re-enrolment will be considered only on a payment of a Re-enrolment fee of Rs.1,500/- (Rupees One thousand five hundred only) and all outstanding fees by the 10<sup>th</sup> of the third month, including the fees for the 3<sup>rd</sup> month.

- Parents are required to co-operate with the school in its attempt to help their children progress, by paying attention to their attendance, punctuality and discipline and to take interest in their child's work. They should check the diary every day and note the instructions given. They are advised to check the bags of their wards to see if any circular / notice / invitation etc. has been issued.

- The parents are required to attend the P.T.M (Parent Teacher Meetings) on a regular basis and the Class Teacher should be informed about any absenteeism, prior to the meeting. A respectable Code of Conduct should be maintained and punctuality observed at such meetings.