

## **IMPORTANT SCHOOL/BOARDING RULES FOR PARENTS/CHILDREN**

### **Boarding House Rules:**

- (I) It is mandatory for every student/parent to buy a copy of Code of Conduct which has in detail all the school rules mentioned. The copy can be procured from the Housemaster or school office.
- (III) Matters like bullying, harassing, ragging or hurting physically / mentally are and will continue to be dealt seriously and disciplinary action would be taken against the defaulter to the extent of the child being expelled.
- (IV) Stealing, smoking, consuming drugs, alcohol, possession of objectionable and obscene material are offenses that would lead to direct expulsion of the student from the boarding house as well.

### **Parents Visiting Rules:**

- (I) Children will not be permitted to meet any relative except those whose names are registered with the school authorities by the parents.
- (II) No visitor including parents will be allowed to meet the students during school hours.
- (III) The school calendar will have to be strictly adhered to in matters of holidays. No child will be given leave unless mentioned in the school calendar. Parents are requested not to ask for leaves otherwise.

### **Leave Rules:**

- (I) The Parents / Guardians of Boarders must inform well in advance (at least 15 days before) for taking leave on special occasions. Not more than three days will be granted for attending marriage of close relatives provided an invitation card is produced in support of the occasion. No telephonic message will be entertained in such cases.
- (II) After holidays the boarders have to join the school at the given date positively otherwise they will be fined Rs.500/- per day. No medical certificate will be entertained.
- (III) During holidays, in case any guardian wants his / her ward to accompany some other person or relative he / she will have to send an authority letter with attested signature of the person concerned.

### **Withdrawal Policy:**

- (I) Before withdrawing, it is mandatory to give as long a notice as possible, with a minimum 3 months in writing (only on the prescribed format available from the school office) prior to the end of the academic year i.e. latest 31st December 2018.
- (II) If the withdrawal notice is given after 31st December, three months total fees (of the following academic year 2019) shall be charged extra.
- (III) In case of withdrawal anytime after the commencement of the academic year i.e. 1st April 2019, the fees for full year shall be charged/forfeited in favour of the school.
- (IV) The withdrawal form in the prescribed format (available from the School admission office) should be filled only by the parent and be submitted to the admission office only. The receiving date at school of original copy of duly filled and signed withdrawal form, will be treated as final date of withdrawal. No verbal/telephonic/e-mail intimation will be entertained.

*Note: The decision of the Principal in case of all the rules mentioned above will not be open to question and will be binding on each and every parent.*