

## **Admission**

- We ordinarily admit students at the beginning of a new academic session.
- Application forms are available in the school office during office hours.
- Age for admission in nursery is 3+ and in 1<sup>st</sup> standard is 6+ as on 1<sup>st</sup> April, to be supported with Birth certificate.
- A School Leaving/ Transfer certificate from the school last attended to be submitted.
- No student above the age of 18 will be retained in the school. In special cases extensions may be given.
- According to the RTE Act, 2009, 25% admissions are reserved for the weaker section and disadvantaged group.

## **Withdrawals**

- Before withdrawal of a student a month's notice in writing should be given by the parent or guardian & two following month fees should be paid.
- Transfer Certificate (T.C.) will be issued on the request of the concerned.
- Application for Withdrawal / Transfer Certificate is attached in the school diary and must be duly filled and signed by BOTH the parents.

## **Fee Rules**

- The school does not received any financial assistance from the Government and meet all the recurring and non-recurring expenses of the institute from the school fees. The management therefore reserves the right to make alteration in the fees from time to time.
- The school fees cover 12 calendar months and are as followed.
- Fees should be deposited in Canara Bank, Port Blair on or before 10th of every month, failing which Rs.100/- will be convict as late fee in succession additions, as Payment of the fees is for the academic year 2023-24.
- There will be no fee collection in school office except for new admission. The fees shall be paid before each Terminal Examination otherwise, the Result of the students who have arrears of fees will be with held. The fee is non-refundable.

## Library

- The school library is kept open from 8.30am to 2.00pm on all working days.
- Students are requested to maintain conducive environment in the library for reading.
- Students are expected to take care of the library books. Writing or marking on a book is strictly forbidden.
- Book should be replaced carefully in the shelves after it is read.
- Failure to return the book on time will incur a fine of Rs.20 per week.
- Books must be returned before holidays.
- While leaving the school, please clear all dues payable to the library and return the books issued and obtain a **NO DUES** certificate.

## Attendance

- Attendance on the reopening and closing day of School is COMPULSORY.
- The Central Board of Secondary Education (CBSE) lays great emphasis on attendance; shortage of attendance for the Board's examination is not condoned. If the attendance is below 75% then the student may not be allowed to appear in the Annual Examination.
- Absence from class without any valid reasons is not permitted. Continuous absence for 15 working days, without valid explanation will entail the removal of the student from the roll. Re-Admission if granted a re-admission fees of Rs.300/- (Rupees three hundred only) will have to be paid.
- Application for leave should be send to the class teacher before hand and the section for leave in the school diary must be duly filled. In unavoidable circumstances the parent should inform the teacher concern in writing. The student must bring a leave letter signed by the Parent/Guardian, on reporting after leave.
- Application for leave exceeding five consecutive days should be supported by a medical certificate in case of illness.
- The student would not be allowed to re write the assessment exam in case of absence without intimation.

## Absence

- Application for leave should be purpose-specific. Vague application will not be entertained.
- When a pupil has been absent from school, he must produce a leave application and the leave record in the school diary should be completed and signed by the parents/guardian and countersigned by the class teacher.
- A pupil who has recovered from an infectious disease may attend school only after producing a certificate from a registered medical practitioner to the effect that he/she does not carry the risk of conveying it. The Head of the Institution reserves the right of extending the pupils re-joining date after obtaining medical opinion.
- A pupil who is not present in school during assessment and examination will be penalized. In case of illness, the school must be notified and a medical certificate submitted subsequently.

### **Permission to Leave School Early**

- If a parent wishes to take her/his child from school during school hours, he/ she should come in person or send a person with an authorization letter.
- An early release permit must be obtained from the Head of the Institution.
- Parents should not go to the class room without permission from the office.

### **Parent- Teacher Meeting**

- Parent-Teacher meeting will be held regularly to discuss student's progress.
- Parents are not permitted to meet the teachers during the working hours.
- Parents are allowed to meet the teachers only after seeking permission from the Head of the Institution

### **Health and Hygiene**

- Students should bring a healthy nutritious lunch and learn/try to eat on their own. (Scientific research has proved that food with high sugar content is harmful to children and adults. Junk food is therefore

discouraged and fresh fruits, pure milk and vegetable are recommended i.e. balance diet).

- Students must take bath or shower daily.
- Washing and grooming the hair each day is important.
- Teeth should be brushed and flossed regularly to avoid cavities.
- Trimming of nails on a regular basis is important.

## **Examination**

- The school academic year have two terms. There will be an examination at the end of each term and a progress report issued. All must appear the terminal examination and periodic tests. Re-examination will not be held.
- Absence from a subject excludes the pupil from being reckoned in the order of merit.
- Every report card must be signed by the parent and returned. The report card will be handed over only to the parents on the day fixed. Under no circumstances will the report be given to the student. New report card will be issued on payment of Rs. 100/-.