

## RULE BOOK

### ADMISSION POLICY

Admission is open to all children irrespective of caste, religion, race or community. They will be admitted to various classes depending upon their age and suitability to the class in accordance to Government of Karnataka.

For admission to Pre-Nursery, LKG, UKG & Std. 1, original birth certificate must be produced and for Std. 2 and above, Transfer Certificate from the school, where the child studies or studied earlier is a must, in addition to Birth Certificate. Admission to pre nursery and LKG will be done on the basis of physical fitness and speech 'First come First served' is the principle for allotting seats. The results of entrance tests and interviews will be displayed on the school notice board on the dates announced at the time of interview.

Age for the admission to

|             | Years | Months | Years | Months |
|-------------|-------|--------|-------|--------|
| Pre-Nursery | 2     | 10     | to    | 3 9    |
| LKG         | 3     | 10     | to    | 4 9    |
| UKG         | 4     | 10     | to    | 5 9    |
| 1 Std.      | 5     | 10     | to    | 6 9    |

In the matter of admission, the decision of the Management is Final. For additional information please contact the school office.

### HOW TO APPLY FOR ADMISSION

The Prescribed application form for registration is supplied with the prospectus. The Prospectus is available at the school office on payments. Parents desiring admission for their children are required to complete the form of registration and submit it to the school before the due date.

Forms should be filled in only ink. Name of the student should be written in BLOCK LETTERS. The date of birth must be filled accurately and a photo copy of the Birth Certificate / Original Transfer Certificate duly countersigned by the Education Department should be attached with the Name. Two stamp size photographs of the child should be attached to the application.

Application form obtained for one child cannot be used for the admission of other children. The cost of application and prospectus are not returnable nor registration assumes admission.

- 1) For admission to pre-nursery, LKG, UKG & Std. 1 a photo copy of Birth Certificate and two stamp size photographs (original Birth Certificate for verification).
- 2) From 2nd std. on wards, submit the filled in the application with counter signed, appropriate T.C staple.

### Withdrawal and Termination

A Parent, wishing to withdraw his child must give a month's prior notice. If the withdrawal is during the course of an academic year, fee for the full term in which the student is withdrawn will be collected. Withdrawal, at the end of the academic year should be conveyed in writing to reach us before the 30th April by registered post.

T.C. will be issued on submission of a written request by the parent/guardian.

T.C. will not be issued until the school fee dues have been cleared.

The Management may at any time, without assigning any reason, ask a parent/guardian to withdraw his/her ward if the Management feels that such a course is in the best interest of the school.

### SCHOOL YEAR

The School academic year begins in the middle of May, with two terms in a year.

1<sup>st</sup> Term – May to September

2<sup>nd</sup> Term October to April

### INTERVIEW

Parents may have the interview with the class teacher/subject teacher by appointment on working days only after school hours. Parents are not allowed to meet any teacher during class hours.

### Tuition Fee and other Charges

Tuition fee and other fee are payable as notified by the management. Tuition fee will be collected for months. Fee and other charges are specified on the notice board and also can be had from the school office.

School monthly fee should be paid on or before 10<sup>th</sup> of every month. Results of the Final Examination will be collected by parents only after clearing fee dues.

### RULES OF DISCIPLINE

- 1) Students are expected to follow the rules of the school. The understanding and co-operation of the parents in this regard is essential.
- 2) Punctuality and regular attendance is a must for ever Student. Each ward must strictly adhere to the holidays granted by the school and should not prolong with the same. Attendance on the re-opening and closing is a must, failing which strict action will be taken.
- 3) Permission for any leave or absence has to be obtained from the Head Mistress well in advance. Class, section and reason for leave should be mentioned clearly.
- 4) Students suffering from infections and contagious disease must be certified clear of infection before they resume attendance.
- 5) Parents are requested not to disturb the student during class hours. During any emergency they have to contact the Head Mistress for obtaining permission.
- 6) Parents have to accept and bear the expenses of any damage done by their child to school property, including replacement of lost, damage books from library or equipment from laboratory etc.,
- 7) Books, bags, shoes and other belongings of students must be properly labeled. Any property found in the school premises must be handed over to the school office. The school will not be responsible for any loss suffered from the student.
- 8) Neatness and cleanliness should be maintained by every student. They must attend the school in neat uniform.
- 9) All the correspondence should be done only with Principal of the School.

### SCHOOL UNIFORM

**For Boys:** Monday, Tuesday, Thursday & Friday:

White Shirt with Brown Stripes, Brown Half/Full Pants, Tie, Belt, Brown Socks, Black Shoes and school Badge.

Wednesday & Saturday:

As per the 'House' the child belongs to color shirts and white half/full pants.

**For Girls:** Monday, Tuesday, Thursday & Friday:

White Shirt, Brown Skirt, Tie, Belt, Brown Socks, Black Shoes and school Badge.

Wednesday & Saturday:

As per the 'House' the child belongs to color shirts and white skirt.

**NOTE:** Uniform for Pre-Nursery, LKG, UKG remains the same as noted except on Wednesday & Saturday (White with Brown checks shirt).