

CODE OF CONDUCT

- Student should come to school in full Regular uniform with black shoes and blue socks.
- Student should come to school in their house uniforms on all Wednesday and Saturdays with white shoes & white socks
- Student should always show respect to school authorities, teachers and other staff members. They should be well behaved at all times.
- Student should not leave the school premises during the working hours without the permission of the Principal.
- Student should not go out of the class without the permission of the class teacher.
- Student should not scribble on the walls, furniture or any part of the school building. If they do so, they will have to make good the cost.
- Student is not allowed to wear any costly jewels (gold/silver) and the school will not be held responsible for the loss of any such item.
- Student is not allowed to keep more money with them in the school.
- Student should observe strict silence in the classrooms and while moving in the corridors, assembling for the prayer.
- She should always be neat and tidy. They should keep the classrooms and surroundings clean. Wastes are to be thrown only into the dustbin.

Schedule For Fee Collection

Quarter	TERM 1	TERM 2	TERM 3
DUE DATE FOR THE PAYMENT	Before APRIL 30	Before AUGUST 28	Before DECEMBER- 24
LAST DATE FOR THE PAYMENT WITHOUT LATE FEE CHARGES	MAY 5	SEPTEMBER 5	JANUARY 5

Admission Procedure :

- Admission to our School is through admission criteria prescribed by CBSE -NEP 2020.
- Eligibility for admission or priority would not by itself secure admission in the school or a class if the seats are not vacant or the child is not considered suitable for the class.
- Age criteria for admissions can be limited up to 31st July .
- Necessary documents such as transfer certificate from the previous school, date of birth certificate are to be attached with the admission form,
- Registration form will be issued in the month of February for all the classes. Admission to all classes will be made from the third week of February and shall be finalized in the month of March.
- Entrance test will be conducted by the school on the dates to be notified by the principal for the classes 1 to 9&11

- Admission will be allowed after the student qualifies in the entrance test and submits the T.C. of the previous school with EMIS ID number.
- Principal will arrange for the admission test and his / her decision on the admission will be final.
- student should complete the age of 6 years as on 31st JULY of the academic year for admission to class I and the same way, the age will be calculated for other classes in the chronological order.

ASSESSMENT

- Assesment will be conducted on the pattern of CBSE for all the classes from LKG-9 & 11TH Std.
- There will be a cycle of 4 assessments in an academic session for from LKG to IX Namely- PA-1,SA-1 ,PA-2 & SA-2
- PA-1 &PA-2 EXAMS Will be conducted For 50 marks (40 marks theory &10 marks for projects / internal.)
- SA-1 & SA-2 Exams will be conducted For 100 marks (80 marks and 20 marks for projects/internal.
- For grade 10 &12 PA-1, PA-2 , SA-1 MODEL EXAM1, MODEL EXAM 2 AND MODEL EXAM -3 will be conducted As pattern Prescribed by CBSE.

- Kindergarten will be mainly having 4 subjects for their assessment namely Tamil, English,Maths , EVS and Hindi oral.
- Classes from 1&2 will have mainly 8 subjects namely Tamil, English, Maths, EVS, Hindi, computer science, G.k, Problem Solving,Physical education (P.E.T)
- Classes from 3 TO 5 will have mainly 9 subjects namely Tamil, English, Maths ,Science,Social, Hindi, G.K,computer Science,Physical education (P.E.T) .
- Classes from 6 to 8 will have mainly 10 subjects such as Tamil,English,Maths,Foundational Physics,Foundational Chemistry,Foundational Biology,Social , IECD Suits Computer course,Hindi, Physical Education (P.E.T).
- Classes 9&10 Will have mainly 6 Subjects Tamil,English Maths,Science,Social,Skill course
- Classes 11 &12 -science stream& Arts Stream will have mainly 5 Subjects and one skill subject.
- English will be Mandatory and the remaining 5 can be Selected by the student from group subjects allocated by the school.

SKILL SUBJECTS

As per the CBSE norms, All the students from Grade 3 to 12 will have one Skill subject as an additional Subject. Assesment for the skill subject will be undergone by the school for SA-1 &SA-2 for the classes 3 to 9&11. For class 10 &12 exam will be conducted by CBSE board during Board examination.

PROMOTION

For Classes I to IX & XI:

- It is Mandatory for the student to appear in all 4 category of examination and maintain 75% attendance in that present academic year .
- If the student attendance is below 75 % except medical reasons, the student will be retained in the same class due to his/her lack of attendance as the norms of CBSE.

REQUEST TO PARENTS

- **Install the prescribed mobile app said by the school to get proper updates of daily homework and other communications from the school.**
- Parents may send books & note book as suggested by the school as per the timetable. Don't make the students to carry all the books and notebooks daily to school.
- Parents may make sure that the school uniform is neatly ironed, socks daily washed and shoes neatly polished. Let the children come to school pleasantly.
- Parents may talk to their children to know things happening in the school at least 5 minutes a day.
- Parents may regularly check the kid's regular attention on homework has been done and verify it.

- Parents will be permitted to interact with the teacher only through the mobile app and if need to meet direct then only on all Thursday's between 4.15 pm-5.00 pm will be permitted.
- Your support to the kid on his/her studies may give enormous support to the teacher to give more attention on your kid studies at school
- Parent - Teacher meeting will be arranged on every term. Parents may make sure that they do not miss the meeting and interact with teacher to know about their ward's performance
- Parents may plan the learning schedule of their wards and learning practice, so that they may do well in their test/ exam.
- Parents may plan and encourage and support the child for participating in extracurricular and sports activities in school to make full use of the facilities provided for all round development of the child.
- Special coaching will be arranged for classes IX & X between 4.30 to 5.30pm on all working days. Parents have to arrange their own conveyance if your ward needed special coaching.
- **EXAMINATION PROCESS AND MARKING SCHEME PROCESS IS ON SCHOOL APP SOFTWARE, DURING THE TIME OF EXAMINATION WE NEED TO GET READY WITH THE HALL TICKETS, AS BECAUSE ADMIT CARD WILL BE MANDATORY FOR EXAM.**
- **AT THE TIME TO AVOID THE INCONVINIENCE IN DOWNLOADING THE HALL TICKETS FOR EXAMS PARENTS ARE REQUESTED TO REMIT TUTION FEE PAYMENTS ON OR BEFORE THE DUE DATES AS MENTIONED IN SCHOOL OFFICE /THROUGH SCHOOL APP ONLINE PAYMENT MODE.**

Club Activities

Class III –XII

		INCHARGE SUBJECT TEACHERS
1	Linguistic Club	TAMIL, ENGLISH & HINDI
2	Math Club	MATHS TEACHERS
3	Eco Club	SCIENCE TEACHERS
4	Sports Club	P.E.T TEACHERS

WITHDRAWAL OF STUDENTS:

1. Application for the transfer certificate of the student may be Submitted as an application to the school by the Parent on or before 3rd week of January on every Academic year.
2. A copy of the application form for the withdrawal of student" is to be obtained from school office.
3. The application duly **filed** in by parent submit it in school office with the approval of Principal.
4. School office may be allowed minimum three days for preparation and issue of Transfer certificate after the last working day of the Academic Year.

PROCEDURE FOR GETTING DOCUMENTS CERTIFICATES BY PARENT

(Bonafide students certificate / course certificate / fee reimbursement form or any other)

1. Parents may submit the application mentioning the purpose for which the certificate is required to the office through the school mobile app.
2. The office admin may process the requirement and issue the certificate through Principal after three days of the application submitted by the parent through the app.
3. Certificate of the same nature will not be issued again.

PROCEDURE TO APPLY LEAVE FOR THE STUDENT

1. **Parent must not fail to apply leave for your child if needed.**
2. **You, the parent can apply the leave on the mobile app by clicking the leave apply menu and apply leave with date and reason.**
3. **The next day when the child comes to school must submit the written leave application with the signature of the parent to the class teacher without fail.**
4. **In case the mobile had any issue to apply leave on app, parent must inform the leave to the school office number without fail and also must the submit the letter to the class teacher without fail the next day.**
5. **If the process has not be followed properly student won't be allowed inside the class next day.**