

TO PARENTS/GUARDIANS

1. To get the best from the school for your child, parents are advised to maintain a close contact with the school. We earnestly recommend that the parents and guardians should look into their ward's school almanac/school app/whats app group every day and see that the homework or task assigned is done. They should ensure that sufficient time is given for self study.
2. Remarks put down in the almanac should be seen and countersigned regularly. Should you feel that your ward is not making the desired progress, the class teacher should be contacted with prior intimation at the reception. Parents can meet teachers on all Saturdays (Except Second Saturday) from 8:00 a.m. to 9:00 a.m. with prior appointment through phone call/diary note/school app.
3. Circulars and all requisite notices pertaining to school would be sent only through whats app/school app/almanac.
4. General information is posted on the website. Child specific information could also be sent via SMS/school app.
5. Absence note pages must be duly filled, if the child does not attend school for any reason. You may send your request through school app or even mail it on info@srs.in.
6. Medical certificate is a must if the child is sick for more than one day.
7. Parents are requested to pay attention to their child's regularity, discipline, neatness and take interest in their child's work.
8. Students should be encouraged to cultivate neatness. Uniform should be of appropriate size and as prescribed in the almanac. It should be washed, ironed and maintained perfectly. Faded and worn out uniform or inappropriate coloured uniform must be replaced. Shoes also must be of appropriate colour. Students not in proper uniform or untidy uniform will be sent back to their home.
9. As the medium of instruction in school is English, students should be helped to follow their work easily and intelligently by a certain amount of regular conversation in English at home.
10. Criticism of a teacher or the school in presence of a child must be avoided. The child becomes disrespectful towards teacher and the bond between student and teacher is affected. Thus, it retards the child's progress.
11. Use of foul, abusive and un-parliamentary language is a punishable offence. Parents must check their child if he/she picks up this habit and correct him/her to be a better human.
12. Ensure that your ward has breakfast and leaves home in time to reach school punctually. Entry will not be given to late arrivals.
13. Lunch should be properly packed so that the notebooks and the books are not stained or spoiled. Tiffins should be carried by the students themselves every morning. Parents will not be allowed to deliver tiffin personally later in the day. Canteen facility is only available during break. If there is any emergency, children can avail this facility. No junk food/energy drinks will be served. Only packed juices/muffins/cakes/milk bottles/candies etc. will be available.
14. Parent- Teacher meetings should be attended by both the parents each time they are scheduled. These meetings are held

to discuss the performance and progress of the child and to give parents an opportunity to know about their child's development. They also help the teacher to give his / her feedback /views towards the overall development of the child.

15. Parents must adhere to the time schedule of the PTM and other events hosted by the school. Late arrivals will not be entertained. Parents are requested to visit the school in formal attire only.
16. Parents shall not be permitted to walk into the classrooms to meet the teachers during school hours. To meet a teacher a prior appointment is mandatory.
17. The progress report has to be collected by the parents at the end of each term. It should be duly signed and returned.
18. In case of an emergency, parents will be informed and they will have to make personal arrangement to pick their ward from the school reception. The child will be handed over to parents / guardians whose photograph is affixed in the almanac, only if, identity card is presented.
19. The gate pass giving details about the child must be handed over to the security guard at the gate else the child will not be permitted to leave the school.
20. Once the child has come to school, parents / guardians are not permitted to take back their ward during school hours. Parents are requested not to fix any social engagements or medical appointments during school working hours. If there is an emergency, a request has to be made through an application. However, the decision of the principal will be final.
21. Identity card affixed with the photographs of the child and the parents has to be presented at the reception whenever the parents come to collect the child or visit for any other purpose.
22. Should there be any infectious disease in your home, please report the same to the school to avoid the spread. The child will be allowed only after the submission of a fitness certificate.
23. Cell phones, cameras and other objectionable/valuable material is not allowed in school.
24. Any objectionable/valuable material found in the possession of a student will be forfeited and a fine of ₹ 200/- will be imposed. It will be returned only to parents by the consent of the Principal.
25. Any change in the address or telephone number must be intimated to the school office promptly.
26. Any document that requires Principal's attestation or approval should be submitted at the reception and a minimum of two working days should be given for processing.
27. In case, the parent is desirable of receiving the circulars in Hindi, a diary note can be sent for the same.
28. In no case, entry will be given to parents without I-card irrespective of the work and we request parents not to bring any guests along.
29. The complete set of books & stationery must be sent on the very first day and the school is nowhere responsible for providing the same as the book list is being provided at the time of result.
30. All the items mentioned in the book list are very important and well thought of and the students must be provided with the same from the very first day of new session.

31. Parents are requested not to allow our school children to ply vehicles on roads without having driving license as children put their lives as well as of others in danger
32. Parents are expected to have patience while dealing with school staff. Any kind of aggressive behaviour shall force us to ban the entry of the parent.
33. We are trying to prepare our system to be paperless so most of the formalities can be completed through school website/school app using online mode. Parents are requested to use online mode as far as possible for the smooth functioning of the school.

We, _____ (F) and _____ (M), parents of _____
have read the above guidelines carefully and give our assurance to abide by them.

Father's Signature

Mother's Signature

GUIDELINES FOR STUDENTS

1. Students are expected to follow the schedule or calendar framed by the school authorities.
2. A student should affix his/ her photograph and write the required information, duly signed by parents , in the space provided for the same in the almanac. The almanac must be carried to school everyday and should be maintained properly as it can be inspected at any point of time.
3. Students are expected to be present in the school premises atleast 5 minutes prior to the bell. Late arrivals will not be given entry.
4. Students should speak only in English within the school premises.
5. Students should come to school only in prescribed uniform on all working days. The uniform should be neat, clean and properly ironed. Wearing of I card is mandatory in school hours.
6. Student should attend PTM with their parents in school uniform only.
7. All boys must keep their hair short and girls must tie their hair with black rubber bands. Students with fanciful hairstyles will not be permitted to attend the school.
8. Students should read the newspaper issued daily and ensure that they carry it home for further reference.
9. The celebration of birthdays in school is prohibited. Students are not allowed to come in a casual or in a party dress on their birthday. Distribution of expensive gifts or sweets is not permitted. Students may distribute candies/chocolates only.
10. Students are not allowed to bring to the school, any sharp instrument such as a knife or any other kind of object that can cause injury to others. Mobile phones, ipods, tape recorders, smart watches, video games and cameras are strictly banned in the school premises. Non compliance of the same would incur strict punishment. It is not advisable to wear or bring valuable articles to school. Costly pens and expensive pencil boxes are not permitted. The school is not responsible for goods lost. No jewellery of any kind is permitted. Girls are not permitted to wear earrings.
11. Lending or borrowing of money or other articles is strictly forbidden.
12. Students are expected to respect their school property. Students should not ravage any school furniture, write or draw anything on the walls or damage others' belongings. Accidental damage to the school property should be reported to the class teacher at once.
13. Students are expected to maintain cleanliness and greenery in the school.
14. Any kind of groupism among the students that leads to a violent or destructive activity will be subjected to punishment.
15. Students, if found being disrespectful in language or in behaviour towards any staff member will have to face suspension.
16. Student should not disturb the principles and norms of the school discipline in any form.
17. Student shall not indulge in any of the following practices, namely:
 - a Writing on the shirts or uniform.

- b. Spitting in or near the school building.
 - c. Smoking
 - d. Any form of gambling.
 - e. Use of drugs or intoxicants, except on prescription by a registered medical practitioner.
 - f. Use of violence in any form.
 - g. Rude behaviour with co-students or staff members.
 - h. Bursting crackers or throwing colour on one another/or painting faces within/outside the school premises.
18. If students do not follow rules and regulations of school the following cards will be issued as punitive measures.
- | | | |
|--------|---|-----------------|
| Yellow | - | written warning |
| Orange | - | suspension |
| Red | - | termination |
19. **SRSM** school students should observe polite standards wherever they go. They should always remember that the school is judged by their behaviour. They should greet their teachers when they meet them. Bullying and use of foul language is prohibited and is a punishable offence as per school rules.
20. Application of henna on hands and wearing any kind of ornaments is not allowed.
21. Uniform and shoes if found inappropriate in colour or size, will have to be replaced by the appropriate ones.
22. The school management reserves the right to modify any rule/ regulation without prior intimation. And in case any child is found breaking any of the rules, a fine may be imposed as deemed fit.
23. No student is allowed to come to school in self driven vehicle, other than bicycle/electric bike. The bicycle/electric bike must be parked at a proper place and should be locked. The school will not be responsible for any loss or damage to the bicycle/electric bike.

GENERAL RULES FOR EXAMINATION, REGULARITY OF ATTENDANCE AND SCHOOL DISCIPLINE

EXAMINATION RULES:-

- a. A firm action will be taken against the student who is found using unfair means during examinations with an issuance of a warning letter. Parents will be called to sign the same.
- b. A student who misses out any test or examination for any reason will not be retested. He / she will be marked absent / on leave (only in case of medical reasons).
- c. Any child, who is ill should not be sent to school, such cases will be settled on the basis of his / her regular performance, but a medical certificate will be required for the same.
- d. As stringent action will be taken against the students, who remain absent during class tests or other examinations.

REGULARITY OF ATTENDANCE

1. Attendance is compulsory on all working days of the school. Irregularity in attending the school is a major disruptive force in a student's life. It leads to a lack of sustained interest in studies. It also isolates a student from his / her companions for he / she misses opportunities to share work and fun. Hence, the school also takes a serious view of the parents who do not ensure their ward's regular attendance.
2. Attendance :- 85% attendance during the academic year is required and no relaxation of any kind will be granted to a student who does not fulfil this school requirement for all classes.
3. Students are accountable to the school authorities for their behaviour in the school premises and elsewhere, particularly when they are in their school uniform.
4. Parents are expected to be in constant touch with their ward's almanac and respective class teacher to check and get updated about their child's behavioural changes, both positive or negative for that matter.
5. If a student is found outside the school premises in school uniform during working hours without the written permission of the school authorities, the Principal will be forced to take a strict disciplinary action, which may lead to expulsion / suspension.

ABSENCE

1. Repeated absence without leave or unexplained absence for more than seven consecutive days renders the student liable to have his / her name struck off from the school rolls. Re-admission may be granted only on written request by the parent and the repayment of admission fee provided the vacancy still exists.
2. In case, the child is absent on any of the following days mentioned, then a fine of ₹100/- per day will be imposed.
i) Celebrations ii) School Events iii) Exam Days iv) Last day before vacation v) First day after vacation
3. In case of a medical leave of two or more days or if a child is returning to school after suffering from a contagious disease should produce a fitness certificate from a Registered Medical Practitioner (MBBS Doctor).
4. Absence note page is to be filled, if the child does attend school for any reason. Leave can also be applied through the school app.
5. Student suffering from any one of the following diseases must observe the prescribed period of quarantine before returning to the class along with Doctor's advisory for rejoining:-

Chicken pox	Till complete falling of scabs
Cholera	Till the child is completely well
Measles	Two weeks after the rash disappears
Mumps	Until the swelling has gone
Whooping cough	Six weeks
Jaundice	Six weeks
Covid	14 Days

RULES FOR SCHOOL DISCIPLINE

"Discipline is the continual exercise of the will, enlightened by the intellect, so that it may act easily and habitually according to the right order and help to attain self-mastery".

1. If a student is found violating the rules and mission of the school, the student may be asked to leave the school.
2. Students who stay away from Physical Training, Art Education (visual and performing), Library and Work Experience classes, will be strictly dealt with.
3. If a student causes any damage to school property or destroys equipments in the laboratories, he or she will have to pay complete cost for its restoration.

WITHDRAWAL POLICY

1. The intimation of withdrawal has to be mailed to the school before the commencement of new month. Else the tuition fee for the full month will be charged even if the withdrawal has been intimated on the 1st of any month.
2. The Transfer Certificate cannot be issued before the school dues are settled.

UNDERTAKING

I have read the rules and regulations and all the other contents of the diary and shall ensure that they are followed. The student is liable to be punished if any of the rules and regulations or instructions given in the almanac is violated.

SIGNATURES

Father

Mother.....

Guardian

Student