

SACRED HEART CMI PUBLIC SCHOOL

GENERAL RULES AND REGULATIONS

INTRODUCTION

Sacred Heart CMI Public School and Kindergarten, run by Sacred Heart CMI Public School Trust, established and administered by the Christian minority community, is a Christian minority institution and is entitled to enjoy the benefits of article 30 (1) of the constitution of India.

Availability, submission and consequent acceptance of the application form do not guarantee any admission.

1. ACADEMIC YEAR

The school year begins in June and ends in March.

2. ADMISSION

Admission to this school is restricted by certain policies of the Management and by the conditions of age, ability and conduct. The process of admission to the Kindergarten starts in the month of July.

3. WITHDRAWAL

No school leaving certificate will be issued unless applied for in writing, in the proper form by the parent or guardian and until all the dues have been cleared. Fees are due as long as no notice of withdrawal is given.

4. SCHOOL HOURS

Pre KG, LKG & UKG : 8.30 a.m - 3.00 p.m.

5. OFFICE HOURS

Monday to Friday	:	8.30 a.m. - 12.00 noon 12.40 p.m. - 2.45 p.m.
Saturday	:	9.00 a.m. - 12.30 p.m.

6. ATTENDANCE

- No student should absent himself / herself from class without sufficient reason.
- Reasons for the absence must be clearly stated in the 'Leave Record' of the handbook.
- Normally half-day leave will not be granted to students. Even in case of emergency, no student will be sent home unless a duly authorised person comes to take the child with a note of authority from parents.

Name of the Parent/Guardian:

Relation:

Date:

Signature:

- In case of serious illness, the Headmistress must be informed within five days with a doctor's certificate accompanied by the leave application from the parent / guardian.
- Those who return to school after absenting themselves without prior permission, shall not enter the class without the leave note countersigned by the Headmistress. Please call and inform the reception, if your child is absent for more than 2 days.
- No leave shall be granted on the first & the last working days and on evaluation days.
- Absence for a period of 15 days or more without submitting a leave application will result in the removal of the pupil from the rolls.
- The school does not encourage children to be taken early or brought late to school. In case it is unavoidable, the parent must send a note to the Headmistress seeking permission.

7. DISCIPLINE

- Refinement of manners, habits, obedience, order and neatness in person and dress, and punctuality are required at all times.
- The morning session begins with the assembly in which all the students are expected to join. Parents must ensure that their child is punctual.
- Students shall be responsible for the safe custody of their belongings. As a precautionary measure, it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags, etc.
- **Hand book should be checked and sent to school every day.** All circulars, worksheets, etc should be acknowledged in the hand book.
- Monthly syllabus and worksheets done in class will be sent home regularly. Kindly file and keep it carefully for future reference.
- Lost articles may be claimed from the school office within a month, after which unclaimed articles will be disposed off.
- It is not advisable for the students to wear gold ornaments or to bring other valuable articles to school. The school authorities will not be responsible for the loss of such articles.
- Students suffering from any contagious or infectious diseases will not be permitted to attend school.
- If any accident is noticed inside the campus, the responsibility is limited to the provision of immediate care and attention and informing the parents. However, the school is not liable to do so if any such incident happens outside the campus.
- No books or other articles may be brought unless specifically asked for.
- No meeting, party or picnic or any kind of organised school activity shall be arranged without the approval of the Director.
- No cars, motor cycles or scooters will be allowed to enter the school compound during school hours.

Name of the Parent/Guardian:

Relation:

Date:

Signature:

- The handbook is to be kept intact and neat all through the year. A new one should be secured if one is lost. A fine will be levied for replacing a lost hand book.

8. FEES

- In the spirit of CBSE circular asking CBSE schools to go for digital means for all kinds of money transactions including the school fee, there are some changes in the mode of school fee payment from 2017-18 academic year.
- Please open an account preferably in the name of the student in any one of the branches of the bank to be named by the month of January of the admission year. Then submit a declaration to pay the fees from the account at the school office. You need to deposit the fees amount to the account of the student. School will collect the fees from the student account.
- Those who want to pay the fees yearly can deposit the yearly fees to the student account and those who want to pay the fees monthly can deposit the amount monthly in such a way that the fees can be paid on the scheduled dates. Parents can deposit the fee amount to the student account by online transfer, by cheque or by cash deposit. The passbook of the student will be the documentary proof of the payment.
- You can also pay the school fee online using the link provided in the school website.
- Fees will be collected from the accounts in 5 terms on or before 10th of May, July, September, November and January. Bus fee will be collected in two installments on or before 10th of April and October. Those who fail to pay the fees in time has to pay a fine of Rs 10/- per day. There will be approximately 10% of fees increment every year.
- Transfer Certificates cannot be generated if there is any kind of fee dues.
- Request for the Fees Paid Certificate can be placed only after 3 school-office-working-days after the payment.
- It is the duty of every parent to pay the school fees on time. There will not be any further reminders to pay the fees.

9. ASSESSMENT

Regular assessments will be conducted to evaluate the child's progress. Parents will be given a regular feedback of their child's performance.

10. FIELD TRIPS AND PICNICS

Guided tours and field trips have great educational value and are enjoyed by children. Hence one day trips are arranged to various places of interest. The school authorities, management and the staff will not be held responsible for any accident or mishap during picnics. However extreme care will be taken to avoid any accident and ensure maximum safety during such trips.

Name of the Parent/Guardian:

Relation:

Date:

Signature:

11. HEALTH AND HYGIENE

Good personal hygiene habits will help your child stay healthy, protect against diseases, and develop a healthy personality. It is the duty of parents to instill important hygiene habits in children at an early age.

Teach your children:

- To come to school in neat uniform with clean sandals/socks and shoes.
- Not to throw things in the home as well as public places.
- Not to litter the school premises and surroundings.
- To put unwanted objects or paper bits in to waste bins.
- To keep their belongings, such as toys and books, in their specific places.
- To eat their food in a clean manner and how not to spill food off their plate.
- To wash hands before and after eating.
- To carry clean water bottles and napkins.
- To take bath every morning.
- To cover their mouth and face, using either a handkerchief or a tissue, while coughing and/or sneezing.
- To put dirty clothes in the laundry bag and always wear clean clothes

Also

- Discourage children from eating off the floor.
- Ensure that their fingernails are clipped every week.
- Hair cut is compulsory for boys. They are not permitted fancy haircuts. Girls are to plait their long hair or keep it tied up. Hair should be free from lice and dandruff.
- Children should be taught about toileting hygiene. Make them wash their hands each time they use the washroom.

12. FOOD AND SNACKS

- Snack time and good nutrition are part of the Kindergarten programme. Parents are responsible for providing nutritious snack and lunch for your children.
- Mid-morning snack (milk & biscuits) will be provided to all students from KG every day. Please send afternoon snack and lunch along with 500 ml of drinking water to school (optional).
- Do not send lunch in ordinary plastic container. It has been noticed that hot food kept in such container tastes foul while eating.
- Lunch box should be wrapped with a napkin neatly.
- Uneaten food will be returned home. So parents may send food portions appropriate for child.
- We at SH will have a fruit day on Mondays and a vegan day on Fridays every week to inculcate the healthy eating habits among our students.
- Do send fruits for afternoon snack and vegetarian lunch on Mondays and Fridays.

Name of the Parent/Guardian:

Relation:

Date:

Signature:

13. BIRTHDAY

- Children are permitted to wear colour dress on their birthday. As a remembrance of the day, you may contribute a book to the library.
- You may also celebrate your special day by giving donation to school's fund raising project/activities to serve and help others.
- Distribution of sweets or such things among students are not permitted. If brought, it will be returned.

14. MEDICATIONS

- Parents are encouraged to give medications outside of school hours whenever possible.
- If a child must take medicine during school hours, kindly mention it in the hand book along with the correct dosage and time. If not, medicine will not be administered to your child.
- Do not send your child to school if he/she is sick. Students suffering from any contagious or infectious diseases will not be permitted to attend school.
- Kindly inform the Headmistress in case of any history of major diseases/ illness like allergy, fits etc. or long term medication of your child.
- In case of any emergency that may occur at school, parents will be informed after giving first aid and their advice will be sought on further course of action.
- Minor accidents shall be reported in the handbook or by phone by the class teacher.

15. TRANSPORTATION

- Transportation facility by school bus will be available on selected routes.
- Students who opt for school bus transportation have to avail the facility throughout the year.
- Private vehicles are not permitted beyond the designated parking area, for safety reasons.
- Parents, who send their children by private vehicles, must ensure that the driver has the child's full name, the class and the section with him. This is to prevent confusion and to ensure the safety of your child. Private vehicle driver's name & mobile number should be recorded in the hand book. Please submit an authorization letter to the Headmistress, if you authorize another person to collect your child from the school.

16. BUS RULES

- Parents have to make necessary arrangements to hand over and to collect back their children at the designated bus stops.
- Be at the bus stop 5 minutes prior to the arrival of the bus.
- Wait at your designated stop in a safe place, away from the edge of the road.
- While waiting for the bus, students should be mindful of good manners and exemplary behavior.
- Under no circumstances should the school bus be kept waiting.

Name of the Parent/Guardian:

Relation:

Date:

Signature:

- If the school authorities are unable to run the bus, parents have to make their own arrangements to send their children to school.
- The school will note provide alternative transport facilities to students who miss the bus.
- Do not run. Let the bus stop and door open.
- Get on to bus one at a time. Do not rush.
- After boarding the bus, remain in your seat facing forward when the school bus is moving.
- Obey your school bus driver/ attendant's instructions.
- Place bags under your seat/on the rack or on your lap.
- Do not leave your bags or books in the aisle/ walkway. It will block the way for other students.
- Always keep your head, hands and arms inside the bus.
- Do not walk around, play or climb on seats in the bus.
- Throwing objects inside or outside of the bus is not permitted.
- Talk quietly; the driver needs to concentrate to drive the bus safely.
- Fighting, shouting, or use of offensive language is not permitted.
- Avoid talking to driver while riding.
- Eating and drinking is not allowed on school buses at any time.
- Do not damage the interiors of the bus, you will have to compensate any damage caused.
- While boarding as well as exiting, use the handrail.
- Parents should not offend or disrespect the drivers/attendants of the bus.
- Collect your belongings before you reach the stop.
- Stay in your seat till the driver stops the bus completely.
- Cross the road only after the driver permits you to do so.
- While crossing, make sure to look right and left to ensure no vehicle is passing by.
- The school will not encourage verbal communications through bus driver, support staff, older siblings or through the child.
- Complaints/suggestions if any must be informed immediately at the authorities through e-mail or in a written format

17. PARENTAL CO-OPERATION

- Parents and guardians are expected to co-operate with the school authorities by enforcing regularity and discipline, helping their children or wards to prepare their lessons and taking helpful interest in the activities of the school.
- Critical remarks about a teacher should be avoided in the presence of the children, as this will cause loss of respect for one's teacher. Parents should discuss such matters with the Headmistress.
- Daily reports and messages if any, from the school are conveyed through the handbook. All communications from the school should be acknowledged by the parents.

Name of the Parent/Guardian:

Relation:

Date:

Signature:

- Parents are strongly advised not to miss the Parent- Teacher meetings arranged during the course of the academic year for enquiry about the progress of their children in studies and in other aspects of school life. They are requested to come personally and collect the report cards at the open house at the end of each term.
- Parents and guardians or other persons are not allowed to see the students or meet their teachers during class hours without the permission of the Headmistress.
- Parents must come to school to discuss the progress of their ward on the day given by the school through School Digital or school handbook.
- Parents and guardians are requested to notify the school office in writing of any change in their address or telephone number. In all communications with the school, admission number of the student, name, standard and division of their children should be clearly mentioned.
- The School Management, Headmistress and the Staff will not be held responsible in any way for any accident or mishap that may occur to the student in the Kindergarten / School premises even during the class hours or while bringing the students to the school or carrying them back home, by bus or any other vehicle.

CONCLUSION

Management reserves the right to introduce new rules and regulations and to amend or delete the existing ones in case of exigencies and in furtherance of the aims and objectives and ideals of the school.

I,(name of the parent/guardian who signs of the application form), accept all the above mentioned Rules and Regulations and request for the admission of my ward to

Name of the Parent/Guardian:

Relation:

Date:

Signature:

Fees Structure: 2022-23

Admission Fee			
PreKG, LKG, UKG	55000	Std VI to VIII	40000
Std I to V	70000	Std IX to XI	25000

Tuition Fee (Regular Class): 2022-23

Date of Payment	PreKG	LKG	UKG	Std I	II	III	IV	V
Instalment I - May 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment II - July 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment III - Sep 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment IV - Nov 10	8370	8830	8830	8890	8890	8890	8560	8560
Instalment V - Jan 10	8370	8830	8830	8890	8890	8890	8560	8560
Total	41850	44150	44150	44450	44450	44450	42800	42800

Date of Payment	VI	VII	VIII	IX	X	XI	XII
Instalment I - May 10	7960	7960	7960	8160	8160	8750	8750
Instalment II - July 10	7960	7960	7960	8160	8160	8750	8750
Instalment III - Sep 10	7960	7960	7960	8160	8160	8750	8750
Instalment IV - Nov 10	7960	7960	7960	8160	8160	8750	8750
Instalment V - Jan 10	7960	7960	7960	8160	8160	8750	8750
Total	39800	39800	39800	40800	40800	43750	43750

If the classes are held online, the following fee structure will be followed.

Tuition Fee (online session): 2022-23

Date of Payment	PreKG	LKG	UKG	Std I	II	III	IV	V
Instalment I - May 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment II - July 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment III - Sep 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment IV - Nov 10	6490	6700	6710	7040	7040	7040	6655	6655
Instalment V - Jan 10	6490	6700	6710	7040	7040	7040	6655	6655
Total	32450	33500	33550	35200	35200	35200	33275	33275

Name of the Parent/Guardian:

Relation:

Date:

Signature:

Date of Payment	VI	VII	VIII	IX	X	XI	XII
Instalment I - May 10	6100	6100	6100	6325	6325	7700	7700
Instalment II - July 10	6100	6100	6100	6325	6325	7700	7700
Instalment III - Sep 10	6100	6100	6100	6325	6325	7700	7700
Instalment IV - Nov 10	6100	6100	6100	6325	6325	7700	7700
Instalment V - Jan 10	6100	6100	6100	6325	6325	7700	7700
Total	30500	30500	30500	31625	31625	38500	38500

If the classes are in mixed mode, i.e., both regular and online, then a fee structure which will fall between the above two fee structure depending on the number of classes at the school, will be declared later.

- Installment I is to be paid with the Admission Fee
- Those students who join in PreKG, LKG or UKG have to pay Rs 15,000/- when they are promoted to Std I.
- There will be 10% increment in fees every year.

Fees & Refund Policy

Parent must send an e-mail addressed to the Principal to accounts@shpublicschool.com informing that student is leaving the school after receiving the Transfer Certificate either directly or online. Admission Number of the Student and account details needed for electronic transfer of the amount should be clearly mentioned in the mail. In order to have transparency and clarity about the date of the above said communication, you are strongly asked to send an e-mail in this effect. Letter in writing is also acceptable. However, in case of any issues about the date of the above mentioned letter, only e-mail communication will be considered authentic. If there was no e-mail communication, then the parent will not be having the right of claiming the date of communication.

The amount to be refunded is decided as per the Refund Policy given below:

1. Academic Year is from 01-April to 31-March.
2. Admission Fee will be fully refunded if the information about leaving the school is communicated to the given mail id on or before 31-December of the previous academic year to which the student was admitted.
3. An amount of Rs 5,000/- (Five Thousand) will be deducted if the information about leaving the school is communicated to the given mail id on or before 31-March of the previous academic year to which the student was admitted.

Name of the Parent/Guardian:

Relation:

Date:

Signature:

4. An amount of Rs 12,500/- (Twelve Thousand Five Hundred) per academic year (not completed academic year) and the term fees, if not paid, will be deducted from the Admission Fee if the mail informing the student leaving the school is communicated after 31-March of the previous academic year to which the student was admitted.
5. The amount to be refunded as per the above refund policy will be electronically transferred to the given account within 7 bank working days of the school office working days. There will not be any other mode of amount transfer.
6. Sacred Heart CMI Public School will not be held liable if there is any delay in transferring the above said amount due to technical issues.

Name of the Parent/Guardian:

Relation:

Date:

Signature: