



LEAVE AND ATTENDANCE

- ✓ Every student is expected to maintain an attendance record of at least 90% during the year. Failing this, he/she may not be allowed to take the final examination in March.
- ✓ The student's name will be struck off the rolls if he/she is absent from the school for 6 days continuously without taking valid leave or if he/she does not join the school after the end of the summer vacation, autumn break or winter break for 15 days without taking valid leave /seeking prior permission from the school authorities.
- ✓ A Child may be granted leave in a very special case by the Principal. The application should be sent to the school on the same day or latest by the next day, duly signed by the Parent/guardian of the child.
- ✓ During examination, no leave will be granted except on genuine medical grounds.

CANTEEN FACILITY

- ✓ Nutritious and wholesome Tiffin from home is recommended.
- ✓ Hygienic food like Snacks, fruit Juices etc. will be available at reasonable prices on cash payment at the school canteen.



SCHOOL LIBRARY

Library Facility is available to students from classes III-onwards. The Students have to observe the following rules:

- ✓ Each student from class V-XII will be provided with a non transferable borrower's card at the beginning of the new session to get the book issued from the library.
- ✓ Books are issued for one week only.
- ✓ If a student fails to return the book borrowed by him within due date then a fine @ Rs. 5/ per book per day will be charged.
- ✓ The reader shall not sub-let the books issued by the library.
- ✓ Books marked, disfigured, damaged or misplaced will have to be replaced.

WITHDRAWALS:

- ✓ One month's notice in writing or a month's fees in lieu of such notice must be given before a pupil is withdrawn.
- ✓ Those who leave the school in the month of May, must, in all cases pay the fee for the month of June.
- ✓ Transfer Certificates are not issued until all the dues of the school are settled.

Merit cum scholarships and concessions are given liberally to the deserving students