

GENERAL RULES

- 1. This is an English medium school. All students are expected to speak in English.**
- 2. Punctuality and regularity of attendance have to be observed. If a student arrives late more than three days in the month. House Points will be deducted.**
- 3. The school strongly discourages private tuition with our teachers. Instead we would suggest that you inculcate in your ward the habit of self study and regularity in study. And also create at home a conducive atmosphere to study, avoiding all kinds of disturbances for your child.**
- 4. Gifts shall not be given to staff members.**
- 5. Parents of children responsible for damage or loss of property will have to compensate the school for the students.**
- 6. Story books or periodicals other than those permitted should not be brought to the school.**
- 7. Without the permission of the principal, no collection of any kind can be made.**
- 8. Objectionable conduct in or out of school would make students liable for disciplinary action.**
- 9. Students who disobey, carry on illegal or antisocial activities, or break the rules and code of conduct of the school are liable to have their names struck off the school register.**
- 10. Students must bring the calendar/diary every day to school.**
- 11. It is forbidden to buy eatables from street vendors.**
- 12. Students are not allowed to distribute sweets/presents/eatables of any kind on their birth days. Instead they can voluntarily donate books to the school library to inculcate the good habit of reading and sharing.**
- 13. Students are encouraged to talk directly to their teachers whenever an academic problem arises. They should approach the teacher at a suitable time.(eg: at the end of the day) or make an appointment . Issue dealt with as soon as they occur are usually straightforward o solve.**
- 14. Criticism of your children's teachers in the presence of children should be avoided as it encourages them to lose respect for their teachers. In case of any grievances, kindly meet the principal.**
- 15. Parents are advised to make it a point to attend the Open House as indicated in this diary for each term.**
- 16. Parents are advised not to request for half days or leave, during school working days, as project assignments and assessments are conducted regularly.**

17. Any duplicate copy of school document will be issued against appropriate payment to the school office.

GENERAL GUIDELINES AND GROOMING

1. Uniforms must be clean, neat and ironed uniform as prescribed by the school.
2. The wearing of makeup, including nail polish, is not permitted. This includes foundation with a tint. Students who habitually breach the uniform, makeup and jewellery expectations may require that the students go home until the uniform can be worn properly. An acceptable guarantee that the uniform will be worn properly by the student may also need to be established with the parents before re entry is granted.
3. No earrings for boys are permitted. Studs, earring are permitted for girls only.
4. The use of aerosol sprays (Eg: deodorants, body sprays) are not permitted for healthy and safety reasons and will confiscated.
5. The final decision about the acceptability / suitability of a student's haircut or dress standards rests with the principal.
6. Additional body piercings are not permitted; for example, eyebrow, nose, lip, tongue, etc spacers and clear studs in these areas are not acceptable and will be required to be removed at the wearer's expense.
7. Extreme hairstyle which draw attention to the student are quiet and inappropriate and would not be acceptable. Hair must be clean, tidy and neatly brushed hair extensions are not acceptable.
8. Boys'. Hair is required to be above the collar and of short length at the sides of the head. Hair should not be longer than the earlobe and the fringe should not be excessively long or in the eyes. Hair must be off the face. Hair wax or hair gels is not permitted. Hair must be of a natural colour.
9. Girls'. hair which is below the collar is required to be tied back firmly and neatly plaited for reason of health, safety and hygiene. Girls with long hair are to use ribbons, clips or scrunches. Basically, hair must be off the face.

ADMISSION AND WITHDRAWAL

- 1. The Principal will examine each application, along with the required certificates and reports and interview the applicant and parents and decide on admission.**
- 2. One calendar month's notice should be given before the withdrawal of a student or a month's fee shall be paid in lieu thereof.**
- 3. A Leaving/Transfer Certificate will be issued only after payment transfer of all dues and a clearance obtained from the Class Teacher.**
- 4. A child who joins fresh will have to produce an official Birth Certificate from a relevant Government Panchayath Authority in support of the Date of Birth entered in the admission Form.**
- 5. A child coming from a recognized school will be admitted only when a school leaving certificate from the school He / She has last attended is produced. In case of students coming from outside Kerala State the school leaving certificate must be countersigned by the Education Inspector of the area in that state. It must bear the recognition number of that school.**