



PROSPECTUS

A PROSPECTUS

GENERAL INFORMATION

Run by : S.D.ACADEMY TRUST

Founded by : Dr. S.B.Ray

In the year : 2025

In : India

Greenfield Public School, Purb Panchannagram is an English-medium School established in 2025. It is owned by 'S.D.ACADEMY TRUST' Kolkata, a registered body under the Trusts of West Bengal Registration Act, Govt. of West Bengal, follow both ICSE and ISC curriculum.

THE AIM OF OUR SCHOOL

To educate in a family atmosphere:

Intellectually enlightened

Spiritually profound

Emotionally balanced

Socially committed and

Morally responsible

I. GENERAL RULES OF THE SCHOOL

- 1. To acquire greater facility in the study of English, only English should be spoken in the School premises. Serious steps will be taken against those speaking vernacular in School campus at any time.**
2. Irregular attendance, habitual want of application, insubordination, any kind cheating or serious misconduct in the School and even outside the School premises or any habit or behaviour damaging the image or the good name of the School will be sufficient reason for the dismissal of a pupil.
3. Each student must have a copy of the School Diary. This must be brought to School daily.
4. Parcels and letters addressed to the students are subject to inspection before handing them over to the student.
5. Students are responsible for the safe custody of their books and belongings. Ornaments, jewellery, nose-pins, camera, rings and costly articles of any kind are not allowed in School. Money should not be lent or borrowed or articles exchanged. The school is not responsible for the loss of goods or money.
6. Care must be taken of the school property. The students must not write, scratch or spoil the furniture, or in any way damage what is provided for the use. Any damage done to the school property must be made good by the student concerned. Willful damage of the school property will lead to dismissal.



7. Students are forbidden to give their teachers individual or collective presents. Students are forbidden to give birthday gifts to one another. Collection for any purpose whatsoever requires the Principal's sanction.
8. Students are forbidden to bring crackers, explosive and other dangerous material to School.
9. Every child attending the School, is obliged to take part in all the extra-curricular activities of the School as part of their civic training and no one will be excused except for valid reason. No pupil will abstain from physical exercise without a doctor's certificate and an application from the parents.
10. Students are to address teachers and all members of the staff with due respect and politeness. On their way to and from School they must behave in a ladylike manner.
11. **No child is allowed to leave the School premises except on the strength of a letter of authorization and the Identity Card from the parent / guardian.**
12. Parents / guardians are responsible for the transport arrangement of their wards. They should see that their children reach well in time for the School before the commencement of the Assembly. In case the buses fail to bring the children to School due to unavoidable reasons, the parents are requested to make alternative arrangement to reach their wards in time to School.
13. Certificates, concession forms, attested copies etc. will be issued not before five days after the application has been submitted. No certificate of any kind will be issued, except on the strength of a written application from the parents / guardians.
14. Any unscheduled holiday may be made good by the School without prior intimation to parents / guardians.
15. Late arrival to School is a breach of discipline. Students who come late to School habitually will not be granted attendance & will be sent back home.
16. The School declines all responsibility, if through failure to produce a letter for reason of absence or delay, a student is obliged to return home during School hours.
17. Daily requirements and tiffin have to be brought to the School by the students. No items will be accepted at the School counter or gate.
18. No mobiles, video games, tape recorders, cameras, books, periodicals, newspapers or printed matter of an objectionable nature must be brought into the School. All books for private reading be submitted to the Teacher- in-charge for approval.
19. Every precaution is taken to avoid accidents. If an accident occurs in School, first aid will be given. However, when hospitalization is necessary, it may be done even before the parents / guardians can be informed. Ordinarily the student will be sent to the hospital nearest to the School. Hospital expenses must be borne by the parent / guardian.
20. Though the School takes care of your ward / daughter while in School, the School cannot be held responsible for any self-inflicted or accidental mishap/injury, physical or otherwise that may befall on your daughter/ward.
21. Students are not allowed to enter class rooms other than their own.



22. In the absence of the teacher from the class-room, pupils are required to observe silence and obey the monitor of the class. While travelling by School bus, they are expected to follow the instructions of the Conductor and the Bus Captain.
23. Fines which may be deemed necessary to be imposed on the students, are only to improve or to enforce discipline.
24. Staying away from mandatory School functions, including Annual Day, Sports Day without prior permission will be considered a major discipline default.
25. Students are responsible to school authorities for their conduct not only in the School but also for their general behaviour outside. Any report or observed objectionable conduct outside the School on the part of the pupils will make them liable to disciplinary action. It is expected that through their good behaviour they must enhance the prestige of the School.
26. Applications made to the Principal or the School Office are to be done in a decent sheet of paper. Applications submitted to the Office or to the Principal inappropriately will not be considered.
27. After School hours, students are not permitted to go from School for group outings organized on their own or to their friends' houses for birthday or any other celebrations.
28. Pupils must be encouraged to develop a spirit of generosity and gratitude. Hence they should be made to take an active part in 'Charity Drives' in aid of good causes.
29. On Birthdays, students of Cl. Nursery – IV are allowed to wear coloured dresses. On this occasion, only distribution of sweets are permitted.
30. Students who are found guilty of teasing other companions verbally, passing on unnecessary messages which causes damage to the good name of others and cause tensions and disturbances among the school mates will be suspended for a week.
31. Parents/Guardians threatening the school by various methods, by leveling malicious or false information which tends to bring disrepute to the school or its employees or spreading panic among them might result in issuing of Transfer Certificate to their daughter/ward from the school.
32. Arrogant and challenging behaviour towards teaching or non teaching staff is forbidden. On their way to and from school students must behave in a decent manner. Any behavior that may bring disrepute to the school must be avoided. A student who indulges in appropriate behaviour may be suspended or even dismissed.
33. Irregular attendance, habitual want of application, insubordination, any kind of cheating habitual idleness, disobedience, bad conduct, stealing or any form of verbal or written obscenity or serious misconduct even outside the school or any habit or behaviour objectionable to the good name of the school, justify dismissal of a pupil.
34. Students of Greenfield Public School, Purba Panchannagram are forbidden to join social media till they complete ICSE. Students who are in classes XI and XII are permitted to join social media, but must do so with great discretion. They should have no negative comments in the social media about any individual or institution. They are not to have the school staff as their friends in the social media. Any breach of the above code of conduct justifies expulsion from the school without further notice.
35. Chewing gum, chewing pan, tattoos and stylish haircuts, hair colouring, straightening of hair are not permitted.

PRIVATE TUITION

<https://greenfieldschool.org.in/>



1. It is the policy of the school, as a rule, to discourage private tuition. A student should be able to progress in her work as a result of good teaching.

2. Teachers are not allowed to undertake private tuitions which will in any way interfere with proper execution of their school duties, including preparation of lessons at home and correction of students' assignments. In the ordinary course, private tuitions are not to be undertaken by the subject teacher concerned.

II. ADMISSIONS

1. New admissions are made only to Nursery Class. Other admissions, if any, will depend on the availability of seats and the competence of the student at the admission test.

2. Admittance into the school premises is at the sole discretion of the school authorities who reserve to themselves the right to refuse admission, to anyone without assigning any reason whatsoever.

3. At the time of admission, the Original Birth Certificate from the municipality/corporation along with the photocopy should be produced. The date of birth, once registered, will not be altered.

4. The School authorities will examine the new applicants and place them in the class they are found fit for.

5. Pupils coming from a recognized school are required to bring a leaving certificate from the school last attended and also the Mark Sheet of the last examination. Transfer Certificate from a school outside Kolkata must be countersigned by the Education Officer of the District concerned.

6. New pupils must be introduced to the Principal by their parents or guardians, who will be responsible for their regularity, conduct and fees.

7. Guardians are asked to fill in the admission form with utmost accuracy. The date of birth once registered will not be altered. No subsequent changes will be permitted.

Withdrawals and Dismissal

1. Before withdrawal of a student from the school, a month's notice is to be given or a month's fee in lieu of notice.

2. The Transfer Certificate will be given free of charge if taken immediately, otherwise a search fee Rs. 100/- will be charged. The Transfer Certificate will be issued only on receipt of application from the parents / Guardians and will be issued one week after submission of the application.

3. Any certificate / statement from the school will be issued against an application along with Rs. 50/-.

4. Any student failing in succession in the same class for failing twice in three consecutive years, will be asked to shift to another stream/ school as the student is not able to keep up to the demands of the school and a school leaving certificate will be granted on request.

5. Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, dishonest or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline, may be dismissed.

6. The Principal's decision is final in all cases of dismissal or withdrawal.

III. ABSENCE AND LEAVE

1. No pupils should absent himself/herself without obtaining leave previously, unless it is a sick leave.



2. Pupils must return after the holidays on the appointed date. In case of sickness, the School Authorities must be notified and a doctor's certificate must be produced. **Late comers are liable to lose their seats.**
3. Leave must be obtained by a written application from Parents or Guardians in the prescribed 'Leave Record'.
4. To be admitted to the class-room, those who have been absent must show their teacher their 'Regularity Record' duly signed by the Teacher-in-charge.
5. Students who have been absent from class must have a valid reason for their absence briefly noted in their regularity record. Reasons of a private nature may be intimated by a letter. Birthday, marriage, excursion, urgent business are not sufficient reasons. **Absence from the school in order to study is never allowed.**
6. Those who return to school after absenting themselves without leave shall not enter the class without the sanction of the Principal and without a few lines from the parents on the 'Absence Record', stating the exact reasons for absence. The School disclaims all responsibility, if through failure to produce this, a pupil is obliged to return home during school hours.
7. No pupils should absent himself/herself without obtaining leave previously except when it is sudden illness or unforeseen circumstances. Pupils absent due to illness for more than three days must first submit a Medical Certificate and later report to school with a Medical Certificate of fitness to resume classes.
8. **Pupils must be present on the opening and closing days of each terms. (Summer, Puja & Winter Vacations).**
9. In case a student falls sick/meet with an accident in the school premises, the student can be helped with immediate first aid only. Utmost care is ensured but the school will not be held responsible for any such eventuality. The parents will be informed and are expected to come and attend the child immediately. The student's identity card in parent's custody must be produced at the gate. It is advisable that one of the parents take the responsibility but if any other arrangement is made, it has to be with an understanding with the Principal. But the student's ID card is a must for the release of the student from the school. It is important to give the correct contact numbers in the diary and update it whenever there is a change.

IV. EXAMINATION, ASSESSMENT AND PROMOTION

1. Promotion depends on the child's performance through the year in the Tests and Terminal Examination and not merely on marks scored in the final examination.
2. Reports of Weekly Test and Terminal Examination are given in the Pupils Report Cards. Parents or Guardians should sign them regularly and follow the progress of their children.
3. **Promotion is decided at the teachers' meeting, hence results are final and cannot be reconsidered. The evaluation of answer scripts during the examination is within the jurisdiction of the school. No parents or outside persons have the right to check or scrutinize the answer script.**
4. For students who are absent for the Tests and Terminal Examinations, no provision is made for supplementary tests.
5. For failed candidates there is no arrangement for 'Re-examination' or 'Promotion on Trial'.
6. Answer papers of the Final Examinations will not under any circumstances be shown to the parents.
7. **If a student remains absent for any examination without proper intimation from the parents in advance, a heavy penalty will be levied. It is obligatory for the parents to meet the Principal and inform the reason for the absence.**



8. Any student found resorting to unfair means in any examination will be given a zero in the subject and will not be allowed to write the rest of the papers in that examination. Repetition of the same will result in dismissal. Any student who is found tampering with marks in the Progress Report and other school certificates will be asked to leave the school.

9. Students whose academic performance is indifferent or poor inspite of the effort by the school and / or whenever disciplinary profile is not satisfactory, will not be admitted to the Senior Secondary School Section of the school after the Secondary School Examination.

10. To be eligible to appear for the Half yearly Examination, Final examination, Pre-Board examination and for promotion, a student must have 85% attendance for classes VI-VIII and 75% attendance for classes IX-XII (leave can be taken only 15 days in a year). Absence from the school without any information is not tolerated except when the cause is sudden illness or unforeseen circumstances in which case the information must be given at the earliest. An absence due to illness for 3 or more days, entails with that short note in the diary, a doctor's certificate must also be submitted.

11. a) Breach of any of the regulations of conduct at examinations or indiscipline in or outside the hall or the use of unfair means, even if discovered subsequently, will merit the cancellation of the particular paper and the student concerned will be awarded a zero and will be entered as a general remark in the Report Card.

And if such a misconduct is repeated, she will be debarred from the entire examination (all subjects) and may be dismissed from the school.

b) A student who has made arrangements to obtain unfair help in connection with the question papers from any persons or any agency the candidate is liable to have her result in the examination cancelled as a whole. Candidates who are detected giving or obtaining, or attempting to give or obtain, unfair assistance, or who are otherwise detected in any dishonesty whatsoever will be debarred from the examination.

12. Report must be collected on the stipulated day / date by the parents and their ward (in full uniform) Defaulters may be penalized through a fine and will not attend the School until her Report is collected.

13. Promotion will not be granted to students who obtain Grade F in Value Education and SUPW.

14. For students who are absent for the Tests and Terminal Examinations, no provision can be made for supplementary tests. However no student must come to school to do a test and go back home after the test. She must attend the full day class.

15. Attendance for Internal Assessment and Projects for classes IX- XII is compulsory on the day scheduled. No exceptions can be made in this regard. Defaulters may be awarded zero in that particular subject.

Mode of Assessment

a) There will be Two terms for Classes I – XII. The continuous assessments, weekly tests, surprise tests, projects, assignments and assessments of Class works and Home works will form part of the overall total marks. Internal assessment for Moral Science will be based on "Conduct Record".

b) Grade system will be followed from Classes I – VIII.

Grade – Middle School



Grade	Description	Weekly Test	Half Yearly & Final
AA	Outstanding	47 – 50	96 – 100
A+	Excellent	44 – 46	90 – 95
A	Very Good	40 – 43	80 – 89
B+	Good	35 – 39	70 – 79
B	Fair	30 – 34	60 – 69
C	Satisfactory	25 – 29	50 – 59
D	Not Satisfactory	20 – 24	40 – 49
F	Fail	Below 20	Below 40

Grade – Primary

Grade	Description	Weekly Test	Half Yearly & Final
AA	Outstanding	47 – 50	96 – 100
A+	Excellent	44 – 46	90 – 95
A	Very Good	40 – 43	80 – 89
B+	Good	35 – 39	70 – 79
B	Fair	30 – 34	60 – 69
C	Satisfactory	25 – 29	50 – 59
D	Not Satisfactory	20 – 24	40 – 49
F	Fail	Below 20	Below 40

VI. Other Rules of Conduct and Discipline

1. Regularity and obedience will be exacted in class.



2. Politeness and courtesy of speech and conduct as well as cleanliness of dress and person will be inculcated and exacted.
3. No child suffering from a contagious or infectious disease shall be permitted to attend school.
4. Parents and Guardians cannot dictate to the school authorities, as the authorities have the right to say on what condition they will admit or retain the pupils in the Institution.
5. Irregular attendance, habitual idleness, immorality, insubordination, bad conduct or sickness liable to be injurious to other students, contempt of authority, disrespect towards the staff, wilful damage of property justify dismissal. The Principal's decision is final in all cases of dismissal or withdrawal.
6. Parents and Guardians are requested to make proper arrangements to collect the students immediately after the school hours. Though proper care will be taken to ensure the safety of the children, the school cannot be held responsible if the student leaves the school Campus on her own accord.
7. Parents and guardians are not allowed to see their children or interview teachers during school hours.
8. **Attendance on the last day of the school before the vacation and on the first day after the vacation is compulsory. In case of sickness, the school authority must be notified on the first day of the re-opening and a doctor's medical certificate must be produced. Late comers are liable to lose their seats and have to be re-admitted in case they intend to join.**
9. Leave for religious ceremonies or special occasions must be obtained earlier. However, no consideration can be made for examinations and tests.
10. Students who remain absent from school without prior permission for 15 or more days continuously are liable to struck off their names from the Roll.
11. Late arrivals, which exceed five times, will lead to a : "parent call" i.e. to return home, and ten late arrivals may invoke suspension from the School.

VII. CO-CURRICULAR ACTIVITIES

Aim :

- λ To stimulate a keen sense of union among all pupils in School.
- λ To stimulate a greater effort in sports, discipline and co – curricular activities.
- λ To develop a sense of belonging to the' school and consequently a good spirit.
- λ To train in leadership and sense of responsibility.
- λ To offer the pupils models whom they can imitate.

VIII. FEES

1. The school fees cover twelve calendar months. No reduction is made for holidays or broken periods. Pupils are liable to be charged full fees as long as their names are officially on the rolls.
2. For School Fees, refer to the Fee Book. Pupils failing to pay fees for three consecutive months will be barred from sitting for examination and are liable to have their names struck off the rolls.

<https://greenfieldschool.org.in/>



3. Fees are to be paid on fixed dates as shown in the fee book failing which a late fee of Rs. 50/- will be levied.
 4. In case of holidays, adjustment will be made at the office counter.
 5. Fees once paid are not refunded.
 6. Fees for the holiday months of May, October and January must be paid in advance or as per fee book. All the dues must be paid before the Final Examination.
 7. Pupils joining or leaving the school during any term will have to pay the tuition fee of the month and the annual fees. Absence from examination does not mean exemption from Examination fees.
 8. Annual Fees and Examination Fees shall be paid at the time of admission or renewal of School Calendar.
- 10. The school reserves the right to increase the fees at any time of the year if any increment is considered necessary.**

IX. SCHOOL UNIFORMS

1. Every student must wear a clean and complete uniform daily.
2. Each pupil will have a uniform as follows:
 - Striped Shirt , monogram stitched on the pocket and neck tie.
 - Box pleated skirt.
 - Well-polished black shoes and white socks.
 - White ribbons (no coloured clips or hair bands are permitted)
 - Grey cardigan with V-neck front opens for winter for classes: I – V
 - Woolen Blazer for classes IV – XII.
 - Woolen Sweater for class Nursery - III
 - If a scarf or muffler is used, it should be blue.
 - Black Slacks for Karate Classes
- Leggings for winter are allowed.
- Every student must wear clean and complete uniform daily, so it is a sacred and prized possession of a student. Any violation of its sanctity calls for firm disciplinary action such as suspension, termination etc. Visit to restaurants, cinema, multiplexes and other public places in school uniform is a serious breach of discipline that would invite action.
- Electronic gadgets, Cell phones, digital watches, portable audio & video devices and any mass storage devices are forbidden in the school. Students who bring any of the above items are liable to be penalized. It would mean confiscation of the unit, suspension for a period of one week and a fine of Rs. 1000.
- No fancy watches, bangles or finger rings can be worn. Students are forbidden to wear gold ornaments; grow their nails; pierce their noses and use nail polish. More than one pair of ear – stud is not permissible.



Mahendi is not, under any circumstances, permitted in the school. Hair style should be plain without any front fringes.

- A strict code of uniform is to be followed. Students must be neatly dressed and wear clean, knee-length skirts and socks.
- ISC students must follow exactly the same pattern of discipline as the students of the rest of the school. Failure to maintain that tone of conduct and discipline expected of senior students according to the traditional norms of the school will be sufficient for dismissal at any time.

X. VACATIONS

There are three Vacations during the year:

The Summer Vacation (May – June)

The Autumnal Vacation (September – October)

The Winter Vacation (December – January)

These holidays may not be extended or anticipated. Saturdays are generally holidays except when a holiday falls on a School day.

XI. LIBRARY RULES

1. Strict silence is to be observed in the library.
2. When taking a book, if any defect is noticed, it should be brought to the notice of the teacher.
3. Books lost or damaged must be replaced by the borrower.
4. Students should not borrow School library books from one another.
5. Students are not allowed to keep any book borrowed from the library longer than one week without permission. A fine of Rs. 20- will be charged if the books are not returned on time.
6. Before taking a new book, each student should return the old book and cross it in the Register.
7. No books shall be retained by the students during the summer, autumn and winter vacations

XII. REFERENCE LIBRARY

1. The reference library is a place for serious study. It is open to the students of Class IX, X, XI, XII who wish to increase their knowledge in any subject.
2. Students are allowed to take in only a pen and a note book. All other articles are to be left outside.
3. **No books shall be taken out of the reference library.**
4. No tracing or marking of any book is allowed as books may be damaged in the process. Any damage caused will have to be made good by the students concerned.
5. Books should be returned to the proper places.
6. **Strict silence should be observed in the Reference Room.**



XIII. COMPUTER CENTRE RULES

1. The Computer room is a place of learning and serious work. For this “Silence” is a very necessary element. OBSERVE STRICT SILENCE.
2. Dust is the greatest enemy of the computer. Remove shoes before entering the room. Wear clean socks.
3. Take nothing into the computer room without the prior permission of the teacher. No pen drives or CDs are to be brought to the Computer Room.
4. The Computer is a complicated electronic instrument which is learned through instruction and operation. FOLLOW THE INSTRUCTIONS OF THE TEACHER CAREFULLY.
5. The Computer is a very delicate and expensive machine. Damages must be paid for by the students. REPORT IMMEDIATELY ANY KIND OF DEFECT OR DAMAGE SO THAT PROMPT ACTION MAY BE TAKEN AND THE MACHINE IS AVAILABLE FOR THE NEXT USER.

XIV. LABORATORY RULES

1. Silence should be maintained by all inside the Science Laboratories.
2. Written permission is to be taken from the Principal/Vice Principal to enter the laboratories at times other than the stipulated time.
3. All school bags and any other articles not pertaining to the laboratories should be kept outside.
4. The student must accept responsibility and pay for any damage she causes to the equipment’s in the laboratories.
5. During practical classes all students are expected to wear lab coats. A student who has no lab coat will not be admitted into the laboratory.

XV. THE I.S.C. COURSE (CLASSES XI & XII)

1. The Course follows the I.C.S.E: Examination. It is a separate Course and admission to it is entirely restricted to students who have completed the I.C.S.E. Examination. Admission is granted at the discretion of the School Authorities. A new application letter is required for admission to this Course. The School provides with Humanities, Commerce and Science groups.
2. I.S.C. students must follow exactly the same pattern of discipline as the students of the rest of the School. They must wear the uniform, provide themselves with and bring daily to class the School Calendar and follow all the rules and instructions outlined in the prospectus given therein.
 - a) Only unmarried candidate will be allowed to continue the ISC Course.
 - b) Regularity in attendance and work in class IX & X as well as good character and involvement in co-curricular activities. More academic proficiency will not make the students eligible for admission to Class XI.
 - c) High performance in the Board Examination and’ consistent academic performance in Class IX & X.
 - d) Failure to maintain the standard of conduct and discipline expected of senior students according to the express and traditional norms of the School will be sufficient reason for dismissal at any time.
 - e) Admission however, will be barred to those students, whose parents do not attend the Parent-Teacher Meetings or whose Report Card remain uncollected after the examinations; students who have been irregular in school, regularly



defaulting in doing home work and projects and submitting it for correction. Conduct record of a student and her parents has a major role to play in her admission to ISC.

f) Since the seats are limited in class XI, those who fail to fulfill the eligibility norms cannot be considered for admission.

RESPONSIBILITIES OF THE HEAD GIRL & THE PREFECTS

1. She should show exemplary behaviour with head held high, providing a shining example of leadership, trust, courtesy, love and goodness.
2. She should command the whole school in discipline at prayer assemblies every morning and at all school gatherings.
3. She should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the Principal/ Vice-Principal.
4. She should ensure that the leaders carry out their duties in a responsible and impartial manner.
5. She should receive the visitors, the parents etc. during the school functions, activities and Inter-School Competitions.
6. She should play an active role in organizing Inter House and Inter-School activities.
7. She should bring to the notice of the teacher minor day to-day problems of the students like fights, misunderstanding, injuries, damage to the school property, missing articles etc.

RESPONSIBILITIES OF CLASS MONITORS / VICE-MONITORS

1. Special attention shall be paid by the Class Teachers in choosing suitable leaders. Names shall be submitted to the co-ordinators whenever there is a change.
2. The leaders must be, as far as possible, exemplary in conduct and industrious in their studies.
3. In the event of a teacher being absent, they must inform the Principal/Vice-Principal within the first five minutes from the commencement of the periods.
4. They must be able to command respect in the class.
5. They are employed for all assistance in the class, e.g. maintaining discipline, attending to the cleanliness and the neatness of the class room, bringing charts, maps, reporting to the concerned authorities about various needs of the class, up-keeping of the bulletin board etc.
6. They must rub out the writing on the black board immediately after each period.
7. The leader will write each day on the black board, the date and the number of students present out of the total in their class.
8. The leaders will be responsible for all the happenings in the class during the absence of the teacher.
9. The leaders have to realize that to be a leader is a special privilege and honour. To betray the trust and confidence reposed in them is to commit a most degrading act.



10. Once in a month a meeting of the leaders will be held under the guidance of the co-ordinators when the methods and the means are discussed and adopted for improving discipline and redressing grievances.

11. It is incumbent on all the leaders to report to the Principal, the Teacher-in-Charge or the Class Teacher any breach of discipline noticed even during the recess.

Attitude to Teachers

1. Respect every teacher whether of your own class or not. Be grateful towards those who taught you in the past. Show your teachers those exterior signs of reverence to which they are entitled, such as greeting them whenever you meet them.

2. Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, and that in advising and correcting you, they have nothing else in view than your own good.

3. After piety study is the most praise worthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your school.

4. Always rise when your teacher enters class and again when she leaves. If she delays in coming, do not make any noise, but wait for her in your place in silence, reviewing your lesson.

5. During class avoid whispering or interrupting.

Attitude to School-mates

1. Strive to edify your school-mates by your good example at all times. In fact no sermon is more efficacious than good example.

2. Never make fun of those who are backward in the lessons. Let there be no ridiculing of anyone on account of her physical defects. What you laugh at or despise in others may someday befall you.

3. Gladly help one another. At recreation make no distinction in the choice of your companion. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team let it be made cheerfully.

4. When you are asked by a Superior regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is a matter of preventing or remedying some evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

Behaviour at School

1. To write or draw on the blackboard (except when called upon to do so), to write words offensive to anyone, to soil walls or maps or anything else are things absolutely to be avoided.

2. Take great care of your Text Books, Exercise copies and other belongings. **Beware of appropriating your neighbour's property even if it be the smallest things.** Should you find a lost article give it at once to the Principal.

3. Keep the floor clean by allowing no paper or ink to fall on it.

4. Cleanliness and purity of students are reflected by a clean and neat exterior.

5. Always have high regard for your School, keep its Respect and Honour as a Responsible student.



6. Be gentle and lady-like also when things have not been according to your taste or as perfect as you expected them to be.

7. When ever you move from place to place be orderly. Do not push or shove one another.

Behaviour outside School

1. Speak no ill of your school-mates, or of the discipline or management of the school. Everyone is perfectly free to remain or not to remain in the School.

2. Always speak well of your School and of your teachers.

XVI. IMPORTANT NOTES FOR PARENTS/GUARDIANS

1. Parents and guardians are earnestly requested to cooperate with the School Authorities regarding rules, diligence, punctuality, lessons, co-curricular activities and character training of the children.

2. Ordinarily communications with parents/guardians are made through the School Diary. Parents/Guardians are requested to go through the School Diary daily and to sign the remarks/comments made by the Principal or teachers.

3. The Parent's meeting and Parent-Teacher meeting should be preferably attended by both parents at the prescribed time & date indicated in the CALENDAR. It's main aim is to work in unity and collaboration, in the exchange of ideas, opinions, etc. for the integral formation of the child studying in this institution.

4. Any communication (request or complain) made by the parents should be addressed to the **Principal and not to the Class Teacher.**

5. Parents are requested to look through the Regularity Record, Report Book and answer scripts of their wards periodically.

6. Parents/Guardians are requested to co-operate with the School authorities :

- by not engaging private tutors who are teachers of the school.
- by urging their wards to be regular and punctual in attendance.
- by encouraging the children to participate in activities conducted by the School.
- by seeing that their wards are diligent at home work and lessons.
- by insisting on neatness and cleanliness in the text books, exercise books and personal appearance of their wards.
- by occasionally seeking an interview with the Principal and the teacher concerned to discuss the progress of their wards.
- by attending Parent's meet and Parent-Teacher Meetings organized by the school authorities.

7. Negative / defamatory propaganda propagated by the Parents / guardians of the wards (students) tending to pollute internal atmosphere of the school and detrimental to the students character building will lead to the removal of the student / students from the Institution.

8. Exemplary behaviour is expected of every student. It helps to educate other students and an Auxilian is noticed, recognized and appreciated by her School Uniform wherever she is.



9. Negative / defamatory propaganda propagated by the Parents / guardians of the wards (students) that are detrimental to the interest of the institution will lead to the removal of the student / students from the Institution.

10. A record of address of Parents or Guardians is maintained in the School. Any change of address or Phone Number should be communicated to the School Office without delay.

I have read, understood and am willing to abide by the rules and regulations given above in letter and spirit.

OUR MOTTO

“ELEGANCE IN EDUCATION”

Signature :

.....

Father/ Mother Candidate

Date