

## **SCHOOL RULES**

Every student should carry his/her school diary and I card to school every day.

Change of class rooms between periods should be done in silence and in an orderly manner.

No shouting or whistling is allowed in or around the school premises. Running in corridors is strictly prohibited.

It is strictly forbidden to throw any object at any one.

No child should damage / spoil the school property or the property of other children. Any such damage shall be made good by the parents. Intentional damage may lead to termination.

Any damage done will be made good by the student concerned together with a heavy fine imposed on him/ her for such an offence. Anyone who notices something damaged, should report the matter even if he or she does not know who has done it.

Students are not allowed to bring sharp instruments or expensive items to the school.

No book, (other than textbooks or library books) magazine or paper may be brought to the school without the class teacher's permission.

Students who come to school in the care of attendants should never leave the school premises before the attendant arrives. In case of delay, they should report to the school office.

Tiffin and note books will not be delivered to the students during school hours.

Use of unfair means during examination will be dealt with severity.

Exploding crackers or splashing colors during Diwali/Holi or any other occasion in the school premises or school buses is strictly forbidden. Non-compliance of these instructions can result in expulsion from the school.

Students should attend festivals and functions celebrated in the school.

Students are not allowed to carry mobile phones or any electronic gadget to the school. Stern action (that might lead to expulsion) will be taken against students violating this rule. Students must come to school in uniform only. This rule applies even when they come to school for any purpose other than attending classes.

If any child does not come in proper uniform, he/she will be, sent back home (with parents) after the third warning for which parents will receive a call from the school to pick their ward and child will be marked absent for the day.

In case of any misconduct of students, principal may take suitable action as per observations of the disciplinary committee depending on the gravity of the misconduct, which may include:

- 1) Oral/written warnings to the students & parents
- 2) Suspension from attending classes/school for @ \_... Specified period.
- 3) Recovery of loss to school property.
- 4) Issue of the transfer certificate
- 5) Repulsion/rustication from school.

## **ADMISSION AND FEE RULES**

School fee will be collected only through “online mode of payment”.

### **Late Fee**

If fees are not paid by due date, late fee will be charged as under:

- a) Upto 20<sup>th</sup> of the current month - 100/-
- b) Upto 1 month - 200/-
- c) Upto 2 months - 400/-
- d) Upto 3 months - 750/-

### **Security deposit**

Security deposit is refundable on- after settlement of all dues.

## Transfer Certificate

Parents desirous of withdrawing their child from the school will apply on a prescribed form available in the school's office ten days in advance.

Transfer certificate will not be issued unless all school dues are cleared.

In case TC is applied after 10th day of the month, fee for that month will be charged. A copy of fee receipt must be submitted as a proof.

In case of new admission fee for the month will not be charged if it is paid in the previous Army Public School. Any damage caused to the school property by the students would be detected from refundable deposit.

The school fee will be collected in advance as per following months (quarterly)

April - June	}	By 10 <sup>th</sup> of first month of each quarter.
July - September		
October - December		
January - March		

If **10th** happens to be a school holiday, fees will be accepted on the next working day. If 15 happens to be a school holiday, fees need to be paid on the previous working day.

Annual charges are required to be paid in April along with the fees for the period of April to June.

**Exemption of Tuition Fee:** Exemption of Tuition Fee is only granted to a maximum of two children for regular employee. The school probationer employee will however get exemption from Tuition Fee for one child only.

\* Vidyarthi Suraksha Kavach: Group Personal Accident Policy “**Vidyarthi Suraksha Kavach**” has been initiated for students at a very nominal cost of Rs. 130/-.

The Salient features of this policy are:

\* In case of death of insured person, a sum of Rs. 10 Lac is paid to the beneficiary.

\* 5 Lac are paid for loss of one eye/limb.

\* “Continued Education Benefit” in case of accidental death of parent or earning member of the family who has been supporting the child's education.

**(For more details, please contact the school office)**