

SCHOOL DUES:

All school dues are payable quarterly either by cheque or in cash on or before 15th of April, July, October & January. A late fee of Rs.100/- will be charged from 16th till last working day of month. Name will be struck off from the rolls on the last working day of the month. Re-admission fee of Rs.3500/- with all dues will have to be paid to restore name of child on the rolls.

Rs. 200/- will be charged for a dishonoured cheque.

Parents are advised to deposit all their dues preferably by crossed cheques in favour of **CHIRANJIV BHARATI SCHOOL.**

- (a) If a child commences schooling in any quarter (term) or withdrawn during the term, the full quarterly fee will have to be paid irrespective of the duration of attendance.
- (b) One month's notice is required to be given in writing before withdrawing a student, or one month's fee in lieu of notice has to be paid.
- (c) Students will be permitted to sit for the examination only if all the dues have been cleared prior to the commencement of the examination.

TRANSPORT: BUS CHARGES

(a) Buses operate on pre-determined routes. Utilization of this facility is subjected to the availability of seats. Bus fees will be charged for 11 months only. **Bus charges are NON REFUNDABLE.**

(b) **If child changes his/her residence, automatic change to another school bus is not guaranteed. Short term change of bus is not permitted.** If a parent wishes to collect a child who normally travels to school bus, they will be permitted to do so **ONLY** if a written application is handed over in the office.

(c) Bus Rules

- I. Students can avail school transport with permission in writing.
- II. Parents of all children from Nursery to class IV must drop their wards at the stop & should pick them up after school hours from respective bus stops. **If PARENTS ARE NOT THERE AT THE BUS STOP, CHILD WILL BE BROUGHT BACK TO THE SCHOOL.**
- III. Parents must ensure that the children stand in a line at their respective bus stops & should not engage themselves in playing on the roadside.
- IV. Front door of Bus is for entrance & exit.

V. UNRULY BEHAVIOUR in bus will result in **SUSPENSION OF BUS FACILITY**

temporarily/permanently for the child.

VI. Children should cross the road from the back side of the bus only after the bus has left the stop.

VII. No change of bus or bus stop will be entertained temporarily.

VIII. Children traveling by school bus must carry their I-card.

IX. Parents should not engage themselves in any discussion/argument with the driver or conductor .For any suggestion/problem they should contact transport incharge .

WITHDRAWAL

Transfer Certificates &/or Security Refunds may be collected on Saturday mornings between 8:30 & 11:30 hrs .Security Deposit Refunds will in no circumstances be adjusted against any arrears of fees .SECURITY DEPOSIT REFUND IF NOT COLLECTED WITHIN SIX MONTHS FROM THE DATE OF WITHDRAWAL OF THEIR CHILD IT WILL BE FORTIFIED .Transfer certificates must be collected within this period .Duplicate Certificates will not be issued.

If a child doesn't attend school & is absent without intimation ,in writing ,for six CONSECUTIVE DAYS his/her name will be removed from the rolls.

ATTENDANCE

Once a child reports for school in the morning .He/She **WILL NOT** be permitted to leave school early to keep other engagements ,doctor's appointments etc .If for any reason it is not convenient for a pupil to attend school for the whole day's session ,the child should not be sent to school.

Pupils who come late to school will ,after warning ,**NOT BE PERMITTED TO ATTEND CLASSES ON OCCASSIONS WHEN THEY ARE LATE** .He/She will either be sent home on arrival ,or parents will be contacted to take the child home that day.

STUDENTS ARE NOT ALLOWED TO COME TO SCHOOL BY SELF DRIVEN VEHICLES.ANY VIOLATION OF THIS RULE WILL BE FIRMLY DEALT WITH.

Change of address/Telephone Number:

The Parents/Guardian must advise the school will not be responsible for non-receipt of communications.

SCHOOL UNIFORM:

SUMMER UNIFORM

(1st April to 31st October)

Girls	Boys
<ul style="list-style-type: none">• Grey Skirt• Pink Striped Shirt with School Logo(half sleeves).• Grey socks ,Black Leather School Shoes ,Maroon rubber Band.	<ul style="list-style-type: none">• Grey shorts (VI to VIII) Grey Trousers (IX to VII)• Pink Striped Half Sleeves Shirt with Schools Logo.• Grey socks ,Black Leather school shoes.• Maroon Turban (in case of sikh boys)

WINTER UNIFORM

(1ST November to 31st March)

Girls	Boys
<ul style="list-style-type: none">• Grey worsted woolen trousers• Grey worsted woolen Blazer• Pink Stripped shirt with school logo(full sleeves)• Maroon Tie (with school logo)• Grey woolen socks ,Black leather school shoes• Maroon rubber bands	<ul style="list-style-type: none">• Grey worsted woolen trousers• Grey worsted woolen Blazer• Pink Striped shirt with school logo (full sleeves)• Maroon tie (with school logo)• Grey woolen socks ,Black leather school shoes• Maroon turban (sikh boys)

House Uniform

- White Skirt/Shorts/Trousers
- T-shirt of House colour
- White socks with house coloured stripes
- White canvas shoes

School Uniform is compulsory for all the students & must be worn on all working days & school functions .For the sake of uniformity ,parents are

advised to purchase uniform from school shop only .House uniform should be worn on all Saturdays .Students should wear only prescribed black shoes on all days & white PT shoes on Saturdays.

Boys are not allowed to keep their hair long .Girls should tie their hairs with Maroon bands & long hair should be plaited .Nails should be properly trimmed .Students are not allowed to wear expensive & fancy jewellery to school.

DISCIPLINE

All students are expected to maintain high standard of discipline in school .Students involved in any kind of quarrels/fights in school/outside school campus will be strictly dealt with ,which may even lead to suspension.

Students found guilty of causing damage to school property will have to bear the cost of the damage.

Students should not carry mobile phones,MP3 players ,DVD's ,CD's objectionable written material or any such article .If found possessing any of these ,strict action will be taken against that student.

Student should not use any abusive language & they should be polite ,gentle & courteous to all.