



2082

Shreeprada/KCS Rule Book.

For parents' & students



SHREEPRADA
KENDRIYA SCHOOL

Formerly Known as
Kathmandu Colombus School

Buddhanagar-10, Kathmandu, Nepal
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Table of Contents

1) Introduction:-	2
2) General Rules and Regulations	3
3) Classwork, Homework, Examinations, and Promotions.....	3
4) Uniform.....	4
5) ID CARD.....	5
6) Discipline.....	5
7) Procedure for Disciplinary Action.....	5
8) Attendance & Punctuality.....	6
9) Holidays	6
10) Transportation.....	6
11) Dining Room.....	7
12) House Division	8
13) Award System.....	8
14) School App.....	8
15) Whats app/Viber Group.....	9
16) Financial Rules.....	10
17) Payment Instructions	10
18) Library.....	10
19) Computer Laboratory.....	11
20) Science Laboratory	11
21) Playground Rules:.....	11
22) Use of Social Media/Digital media:.....	12
23) Accident.....	12
24) Correspondence	12
25) Expulsion	13
26) Alteration of Rules and Regulations	13

1) Introduction:- Shreeprada believe that every child is a unique individual with their own characteristics and temperament. Children need a loving and close relationship with people taking care of them to create a new generation with a responsible attitude to society and the future of Nepal. Young children learn most effectively through hands-on experience. It is our challenges as well as opportunity to establish high academic standards for the all-round development of the children with linguistic, numeric, spiritual, emotional and social skills. A step in right direction can lead to the journey of miles; education in the context of Nepal is hope for its development. The school has maintained a truly modern-day marvel, which is one of the best and high-standard quality education catering centers at Buddha Nagar at the heart of Baneshwor, Kathmandu, Nepal. Children can build up confidence to tackle any problem they come across in their future professional careers.

Let us give them an opportunity to develop their knowledge and skills at their own pace with their needs and stages of development. Let us motivate and encourage them to develop their learning through purposeful play way methods and supportive activities to assist them for their physical, social, intellectual and emotional development. The principle of the school is based on the four themes of the Early Year Foundation Stage (EYFS). Every child is born a competent learner, who can be resistant, capable, confident and self-assured. They learn to be strong and independent from a base of loving and secured relationships with parents, friends and teachers. The environment plays a vital role to support and extend children's development and learning. Children develop and can learn at different rates in all areas of learning and development, which are equally important and inter-connected.

Shreeprada/KCS offers a comprehensive array of facilities dedicated to nurturing students' holistic development, equipping them with the skills and knowledge needed to thrive in today's dynamic world.

Objective

The pursuit of academic excellence will be the hallmark of the school providing a holistic education. We will be building a community of learning, where students, teachers and other members of the school will learn and teach together. The medium of instruction in all forms of communication will be in English with the abundant use of modern teaching aids.

Mission

Our mission is to be compatible with international standards with a special focus on exploring and harnessing the potential of students. Modern teaching pedagogy with the use of multimedia is widely used to impart education, laying emphasis on fostering discipline and moral values in students.

Vision

In pursuit of our vision, we aim to cultivate well balanced citizens and a sounds positive nationalism in upholding universal ideas in the heritage of Nepalese people.

2) General Rules and Regulations

1. **Compliance with Rules:** Enrollment at Shreeprada/ Kathmandu Columbus School requires that both students and parents agree to follow the school's rules and regulations.
2. **Appointments with Authorities:** Parents can meet with school authorities by scheduling an appointment in advance. If the concerned official is occupied with urgent matters, your patience is appreciated.
3. **Respect for Staff:** Ancillary staff should be treated with respect and dignity at all times.
4. **Study Supervision:** Parents are responsible for ensuring that students study regularly at home under proper supervision.
5. **School Diary:** The school diary is an important tool for communication, containing homework details and remarks from teachers. Parents are required to check and sign it daily.
6. **Attendance:** Regular attendance is essential. Parents are advised not to extend holidays for their wards unnecessarily. If there are special circumstances, the school should be informed as early as possible.
7. **Prohibition of Valuables:** Jewelry, expensive watches, mobile phones, electronic gadgets, and non-academic materials like magazines or periodicals are not allowed in school and will be confiscated if brought.
8. **Proper Uniform:** Students must leave home wearing the correct, neat, and tidy school uniform. Fancy hairstyles, makeup, and disheveled clothing are not permitted. For second Friday(Book and dress free day) (proper out dress should be worn)
9. **Contact Information Updates:** Any changes in phone numbers, business or residential addresses should be communicated to the school in writing immediately to ensure proper communication, especially in case of emergencies.
10. **Accident Disclaimer:** The school is not responsible for any injuries or accidents that may occur during school activities or excursions, although every effort will be made to ensure the students' safety.
11. **Money:** Students should not bring large sums of money to school, except when required for specific purposes as indicated by the school.
12. **Parental Responsibilities:**
 - a. Ensure that the details of local guardians, including specimen signatures, are correctly filled out in the school diary.
 - b. Tutorials by any school teacher are strictly prohibited unless approved by the principal. Parents should consult the principal if considering tutorials for their children.
 - c. Parents are encouraged to monitor their child's performance and attend parent-teacher meetings, as well as other school events. Meetings with subject teachers should be arranged by appointment to discuss the student's progress.
13. **Communication via School App:** All official communication will be done through the school's app or official school group (viber/ whats app)

3) Classwork, Homework, Examinations, and Promotions

1. **Classwork and Homework:** Classwork and homework must be completed regularly and submitted on time. Copying from other students is strictly prohibited. Should be submitted for cross-check to incharge on provided schedule.
2. **Required Materials:** Students must bring the complete set of textbooks and notebooks daily, as instructed by their teachers. School will provide note book, will be issued from reception.

3. **No Retests/ exam :** There is no provision for retests/re-exam in case of a missed examination.
4. **Academic Integrity:** Students caught using or assisting others in using unfair means during tests or exams will receive a score of zero in the concerned subject. Repeat offenses will result in severe disciplinary actions, which may include expulsion.
5. **Attendance Requirement:** A minimum of 80% attendance is required for students to be eligible to sit for exams.
6. **Promotion Criteria:** Promotion will be based on performance across all four terms. An overall aggregate of at least “C” in all subjects is required. The decision of the school authorities regarding promotion is final.
7. **Transfer on Repeated Failure:** Students who fail for two consecutive years in the same class will be issued a Transfer Certificate (TC) and asked to leave the school.
8. **Continuous Evaluation:** The school follows a continuous evaluation system, which includes regular class tests, unit tests, term exams, and final examinations. Evaluation methods may vary based on the student’s class and level following NEB rules and regulation.

4) Uniform

- **Cleanliness and Presentation:** Students must wear a clean and pressed school uniform to school every day. Uniform checks are conducted each morning during the assembly. Students not in proper uniform may not be allowed to attend classes.
- **Neat Appearance:** Students are expected to dress neatly and smartly in the prescribed uniform, including socks/stockings and shoes, with a proper hairstyle.
- **Prohibited Hairstyles and Accessories:** Boys are not allowed to dye or keep long hair. Girls are prohibited from coloring their hair, growing or coloring nails, wearing bangles, finger-rings, etc. Students below Class IV should not wear smart or expensive watches to school.
- **Jewelry and Grooming Restrictions:** Makeup, jewelry, expensive/smart watches, hair gel, or excessive hair oil are not allowed. Regular violators of the dress code will not be permitted to attend class until they correct their appearance.
- **Girls’ Hair:** Girls must have their hair properly braided or tied with a hair band, clip, or white ribbon. Loose or dyed hair is not allowed, and any discrepancy must be corrected immediately. Bangles, nail polish, makeup, mehendi, and expensive jewelry are prohibited. Only a single pair of simple ear tops is permitted. Multiple ear piercings are not allowed.
- **Nails:** Long nails are not permitted. Students must keep their nails trimmed. Violations will lead to penalty slips and deduction of house points or further disciplinary measures for repeated offenses.
- **Boys' Haircuts:** Boys must maintain neat and tidy haircuts. Mohawk hairstyles with completely shaved sides or dyed hair are not acceptable.
- **Activity Uniform Restrictions:** Students are not allowed to wear ECA track pants, jackets, or House shirts on non-activity days or when it’s not specified, and they cannot substitute these items for the regular school uniform.

- **Uniform Consistency:** Students must not mix their regular uniform with activity clothes.
- **Winter Uniform Requirements:** During winter, students are required to wear the school tie, sweater, and blazer. These items should be procured in advance, especially after the Tihar break when temperatures start to drop.
- **Winter Accessories:** Only black woolen caps, gloves, and mufflers are permitted during winter. Colored ones are not allowed.

5) ID CARD

The **ID Card** is an essential part of the dress code and must be worn at all times, from the moment a student leaves home until they return. In the event of a lost ID card, a written application should be submitted immediately to request a temporary ID, which will be issued and used until the regular ID is replaced.

6) Discipline

1. All students are expected to demonstrate exemplary behavior at all times, both within and outside the school premises. Students are accountable to school authorities for their conduct.
2. Self-discipline is emphasized, and students are taught to respect not only their teachers and elders but also younger peers. No form of indiscipline is tolerated. As corporal punishment is not allowed at Shreeprada /KCS, students exhibiting indiscipline are first counseled and warned. If the behavior continues, the student may be expelled. For severe offenses, immediate expulsion without warning may occur.
3. Students involved in fights, using tobacco or intoxicants, or engaging in activities that violate social norms will face severe disciplinary actions, which may lead to expulsion.
4. Students must bring their school diary daily and maintain a proper record of homework, which must be checked and signed by teachers and parents/guardians.
5. Students are prohibited from bringing mobile phones, electronic gadgets, or accessories to school. If found, these items will be confiscated.
6. Students involved in bullying, borrowing money, using vulgar or abusive language, or intentionally damaging school property will face strict disciplinary action. In cases of property damage, a fine may be charged to cover repair or replacement costs.
7. **In the case of damage caused on the school van, the student's bus privileges will be withdrawn.**
8. All students must wear their ID tag prominently around their neck for proper identification.

7) Procedure for Disciplinary Action

Discipline is essential for meaningful education. A Disciplinary Committee is in place to handle cases of indiscipline. The goal of disciplinary measures is to be corrective rather than purely punitive. The committee, consisting of designated teachers, has the authority to counsel, reprimand, suspend, or expel students based on the nature and severity of the offense. The decision of the Disciplinary Committee will be final.

8) Attendance & Punctuality

1. A minimum of 80 % attendance is required for a student to be considered for promotion. Therefore, parents are expected to ensure regular attendance. Written permission from the Principal must be obtained for any planned absences. Additionally, whenever a child is absent, a leave note must be written in the student's diary/ school app and sent on the day he/she returns. For absences longer than three days due to illness, the leave application should be accompanied by a medical certificate. Students may be sent home if they do not provide a leave application. A student absent for 60 consecutive days without the Principal's permission will have his/her name removed from the school rolls/registers and school app.
2. All students are required to be punctual and regular in attendance. In cases of illness extending beyond three days, a copy of the medical prescription must be provided to validate the claim. In the event of unforeseen or emergency circumstances, a letter explaining the cause of absence must be submitted.
3. Prior permission for leave must be obtained for any reason not classified as an emergency. In such cases, students may be granted leave at the discretion of the school, but it is the student's responsibility to catch up on missed lessons and homework.
4. There is no provision for conducting a retest/ re-exam for any exam missed due to absence for any reason.
5. The school day starts with a common prayer assembly, and all students are required to participate. Students should arrive at school before the assembly begins. Habitual lateness is considered a form of indiscipline, and appropriate action will be taken.

9) Holidays

The school is closed every Saturday unless otherwise specified in the School Calendar. Additionally, the school remains closed on all holidays sanctioned by the Government of Nepal. Other holidays, such as term breaks, festival breaks, and winter vacations, are listed in the School Calendar, which is distributed to students at the beginning of each session. Parents will be informed of any changes to the schedule as and when necessary. Also available on school website.

10) Transportation

• Transport Facility & Charges

The school provides transport facilities upon written request at an additional cost. Charges depend on the distance covered. The school van will operate on designated routes, and students must be dropped off and picked up from the notified bus stop at specific times by the same escort.

- The bus will not wait for any late students at any stop. Students arriving late must make their own arrangements to reach school.
- No discount will be provided for not using the bus facility for any period.
- A minimum of one month's advance notice in writing is required to withdraw from the bus service. Failing this, one month's charge will be incurred.
- Any change in bus stop, escort, or related details must be notified to the office in writing.

- **Bus Fare & Route**

Students may use the school bus service only on the available routes. The fare is based on the route covered and is charged for **12 months**, regardless of breaks or holidays.

- **Student ID for Transport**

Students are issued an ID card that includes details of their assigned bus stop. It is **mandatory** for students to wear this ID around their necks at all times.

- The ID must **not** be defaced or tampered with under any circumstances.

- **Behavior & Disciplinary Action**

Students found:

- Using a bus not assigned to them,
 - Damaging school transport property, or
 - Displaying indiscipline on the bus
- will have their transport facility **suspended or withdrawn**.

- **GPS Monitoring & Parent Access**

All school vans are equipped with a **GPS tracking system**.

- Vans are **monitored at every step** for safety and timely reporting.
- Parents are **requested to collect their unique ID and password** from the school reception to access the GPS system and track their child's location in real-time.

11) Dining Room

1. **Timely Attendance:** Students must come to the dining room at their assigned time. Punctuality is important for maintaining order and ensuring that meals are served smoothly.
2. **Hygiene:** Wash your hands thoroughly before entering the dining room and before eating.
3. **Quiet Environment:** Maintain silence in the dining room. If you need anything, use sign language or appropriate gestures as displayed in the dining room to request additional food or items.
4. **No Food Wastage:** Finish all the food on your plate. Do not waste food. Take only what you can eat and avoid taking excessive portions.
5. **Respect for Food and Staff:** Show respect towards the food, the dining environment, and the staff serving you. Appreciate the efforts made to prepare your meals.
6. **Dining Etiquette:** Practice good table manners. Sit properly, chew with your mouth closed, and do not speak with food in your mouth.
7. **Proper Cleanup:** After finishing your meal, ensure that your table area is clean. Dispose of any waste properly and return utensils and trays to their designated place.
8. **No Outside Food:** Bringing food from outside the dining room is prohibited unless authorized for health or dietary reasons.
9. **Food Allergies:** If you have food allergies or special dietary requirements, inform the dining staff ahead of time so they can accommodate your needs.(reception)
10. **No Running or Playing:** The dining room is not a place for running or playing. Walk calmly, maintain order, and avoid causing any disturbances.

12) House Division

All students are divided into four houses, named **Annapurna**, **Kanchanjunga**, **Dhaulagiri**, and **Gaurishankar**, after the famous mountains. This system is designed to encourage teamwork, leadership, and group collaboration among students.

1. **Group Work:** Students in each house work together on various school activities, competitions, and projects, helping them develop essential group work and leadership skills.
2. **House Captains and Vice-Captains:** Each house is led by a House Captain and a Vice-Captain, who are responsible for guiding their fellow house members, motivating them, and organizing house activities.
3. **House Masters:** Teachers are assigned as House Masters to each house. They mentor and supervise the students, ensuring smooth functioning and coordination of house activities.
4. **Leadership Development:** The house system encourages students to take responsibility, work collaboratively, and develop leadership qualities by organizing events, participating in competitions, and supporting their team.

13) Award System

Shreeprada / Kathmandu Columbus School (KCS) has introduced a variety of awards to recognize and encourage students for their achievements, dedication, and positive behavior throughout the academic year. These awards aim to inspire students to excel in different areas of school life. The categories include:

1. **Most Valuable Student of the Year:** Awarded to the student who has demonstrated exceptional performance, leadership, and contribution to the school.
2. **Most Regular Student:** Given to the student with the highest attendance record, highlighting commitment and punctuality.
3. **Most Tidy Student:** Presented to the student who consistently maintains cleanliness and neatness in their personal appearance and surroundings.
4. **Most Disciplined Student:** Recognizes the student who exemplifies outstanding behavior, respect for school rules, and a positive attitude.
5. **Most Intelligent Student:** Awarded to the student who excels academically, showing a deep understanding of their subjects.
6. **Highest Praise Card Award:** Given to the student who has received the most praise cards for exemplary behavior, effort, and achievements throughout the year.
7. **House of the Year:** Awarded to the house that accumulates the most points through various competitions and activities during the year.
8. **House Captain of the Year:** Recognizes the House Captain who has shown exceptional leadership, organization, and dedication to their house.
9. **Students with the Highest GPA in SEE Examination (Male and Female)**

14) School App

The school app is designed to enhance communication and streamline various academic processes for students, parents, and teachers. The following features are available:

1. **Regular Notices:** Stay updated with important announcements, school events, and notifications directly from the school administration.

2. **View Marksheet:** Access individual mark sheets and performance reports for each subject, providing insights into academic progress.
3. **Download Resource Material:** Easily download study materials, worksheets, and other resources provided by teachers for enhanced learning.
4. **Calendar:** View the academic calendar, including important dates, holidays, and upcoming school events, ensuring you never miss a key date.
5. **Exam Schedule:** Access the timetable for upcoming examinations, including dates, subjects, and any additional instructions.
6. **Homework Assignments:** Check daily homework assignments posted by teachers to ensure all tasks are completed on time.
7. **Attendance Tracking:** Monitor attendance records to keep track of school days attended and any absences.
8. **Communication Portal:** Directly communicate with teachers and school staff through messaging features for quick queries or concerns.
9. **Events and Activities:** Stay informed about extracurricular activities, competitions, and workshops organized by the school.
10. **Parent-Teacher Meetings:** Receive notifications about scheduled parent-teacher meetings and view relevant information regarding your child's performance.
11. **Feedback and Suggestions:** Provide feedback or suggestions directly through the app, facilitating better communication between parents and the school.
12. **Emergency Alerts:** Receive real-time alerts and notifications during emergencies, ensuring the safety and well-being of all students.
13. **Library Access:** Access the school library catalog to check for available books and resources, along with the ability to reserve items.
14. **Payments and Fees:** View fee structures, make payments for school fees, and receive updates on pending dues.
15. **Learning Resources:** Access additional learning materials, such as videos, articles, and educational links, tailored to support the curriculum.
16. **Profile Management:** Update personal and contact information to ensure that the school has the most current data for communication.

15) Whats app/Viber Group

The school has created a whats app/Viber group to facilitate the digital delivery of important messages and information. To ensure effective communication, the following guidelines must be followed:

1. **Purpose of the Group:** The Viber group is intended solely for sharing official school messages, announcements, and important information.
2. **No Unnecessary Messages:** Members are not allowed to send unnecessary or irrelevant messages in the group. This includes off-topic discussions, promotions, or personal messages.
3. **Respectful Communication:** All members must communicate respectfully and appropriately. Any violations, including the dissemination of inappropriate or harmful messages, will result in disciplinary action.
4. **Consequences for Violations:** Individuals who send unnecessary messages or violate the group's communication standards will be held accountable and may face penalties as determined by the school administration.
5. **Reporting Issues:** If a member observes inappropriate behavior or messages, they should report it to the school administration immediately for review and action.

16) Financial Rules

1. **School Fees:** All school fees are charged for **12 months**. Payments must be made on time as per the school's rules and regulations. A fine will be imposed for late payments.
2. **Discount:** A **1-month discount on tuition fees** is given if the tuition fees for the entire session are paid in advance.
3. **Additional Charges:** Any incidental charges and other expenses will be added to the student's account statement.
4. **Unpaid Fees Consequences:** If fees are unpaid for **three months**, the student's name may be removed from the school rolls. Re-admission will be granted only after paying admission charges again. Additionally, terminal report cards and other official documents may be withheld until the account is fully settled.
5. **No Reductions:** No reduction in tuition or bus fees will be made for absences or broken periods.

17) Payment Instructions

1. **Payment through School App:** Parents can pay all fees via the school's app under the **Payment** section.
2. **Payment through Bank Account:**
 - Payments can be made directly into the school's **Kumari Bank** account.
 - When depositing, include the **student's name, code, class, and invoice number**.
 - Payments can also be made by scanning the **provided QR code**.
 - **Bank Details:**
 - Bank: Kumari Bank Limited
 - Account Number: 12334455677
3. **Payment via Cheque, Mobile Banking, or Online Services:**
 - If payments are made using these methods, please send the successful transaction proof or deposit slips to the following emails:
 - kathmanducolumbusschool@gmail.com
 - account@kcs.edu.np
 - Ensure that the **student's details** (name, class, code, etc.) are included.
4. **Payment Deadline:** The **fee must be paid before the 15th** of each month.
5. **Late Fee:** A **fine of NPR 150** will be added to the bill if payment is not made by the 15th of the month.

For any specific questions or further clarification, please contact the **Accounts Section**

18) Library

1. The library is an essential learning center, offering access to the internet, books, and periodicals. Proper use of these facilities is required, and **misuse will not be tolerated**. **Strict silence** must be maintained at all times.
2. Only the **library card** and the **book** being borrowed or returned are allowed inside the library. No other personal items are permitted.
3. All books and periodicals being read or borrowed must be shown to the Librarian and returned to their proper place before exiting the library. Any **damage or defects** must be reported to the Librarian immediately.
4. Anyone found damaging library books will be **fined** and required to pay for or replace the damaged items.

5. Borrowed books must be returned within the due dates, and a **fine will be charged per day** for late returns.
6. No books will be issued before long holidays unless specifically approved by the coordinator/**Principal**.

19) Computer Laboratory

1. The computer lab is a space for **learning and serious work**. Students must maintain strict **silence and cleanliness** at all times.
2. Personal electronic accessories such as **pen drives or CDs** are not allowed unless specifically instructed. Any permitted accessories must be checked by the Computer Teacher for viruses and inappropriate content before use. **Severe disciplinary action** will be taken if inappropriate materials are brought in.
3. Any deliberate attempt to **vandalize or damage** the computers will not be tolerated and will result in disciplinary action.

20) Science Laboratory

1. Students are **not allowed** to enter the science lab or use any apparatus, exhibits, or chemicals without the **supervision and guidance** of a teacher.
2. Any **damage caused due to negligence** during practical classes will be the responsibility of the student, and they will be required to bear the cost.
3. Students are strictly **prohibited** from removing any articles (such as apparatus, chemicals, or specimens) from the laboratory. Disciplinary action will be taken against those found violating this rule.

21) Playground Rules:

1. **Safety First:** Students must ensure the safety of themselves and others while playing. Rough play, pushing, or any behavior that could lead to injuries is strictly prohibited.
2. **Respect for Equipment:** All playground equipment must be used properly. Misuse or damage to equipment will result in consequences, and students may be held responsible for repairs or replacement.
3. **Taking Turns:** Students should wait for their turn on swings, slides, or any other playground equipment. Pushing or cutting in line is not allowed.
4. **Supervision:** Students must follow the instructions of playground supervisors at all times. Failure to listen or abide by their guidance will result in disciplinary action.
5. **No Littering:** The playground must be kept clean and free of litter. All trash should be disposed of in the provided bins.
6. **Boundaries:** Students should stay within the designated play areas and not wander off to unauthorized or unsupervised areas.
7. **Fair Play:** All students are encouraged to play fairly and show good sportsmanship. Cheating, bullying, or excluding others from games will not be tolerated.
8. **Prohibited Items:** Sharp objects, sticks, stones, or any dangerous materials are not allowed in the playground area. Any items that could harm others are strictly prohibited.
9. **No Climbing on Unauthorized Areas:** Climbing fences, walls, or structures not meant for play is strictly forbidden.
10. **Injury Reporting:** Any injury, no matter how minor, must be reported to the teacher or supervisor immediately.
11. **Respect for Others:** Students must show respect to their fellow students by avoiding aggressive behavior or rough play that could result in injury or conflict.

12. **Time Limits:** Students should be mindful of time and leave the playground when instructed to return to class or during the end of playtime.
13. **Personal Belongings:** Students are responsible for their personal belongings. The school will not be held liable for any lost or damaged items left in the playground.

22) Use of Social Media/Digital media:

1. Students are not allowed to use the school's official logo, crest, or name on social networking sites for personal or group purposes. Any violations will result in disciplinary action.
2. Misuse of the school's identity, including posting false rumors, offensive language, or derogatory comments about the school, other students, or staff members, will lead to severe punitive measures.
3. Any attempts to hack or compromise the school's official pages will result in severe punitive action, potentially including expulsion from the school.
4. Students are strictly cautioned against using platforms such as Instagram, Facebook, Twitter, Viber, WhatsApp, or others to send threats, vulgar content, or inappropriate messages. Such actions constitute cyberbullying and may be reported to law enforcement agencies by the victims. Acts of instigation, insults, threats, or vulgar exchanges with students from KCS or other schools will also result in severe disciplinary consequences.

23) Accident

1. **Immediate Action:** In the event of an accident on school premises, the school will immediately assess the situation and provide first aid, if necessary.
2. **Parental Notification:** Parents will be informed as soon as possible about the accident and the condition of the student.
3. **Hospitalization:** With parental consent, the school will arrange for the student to be taken to the nearest hospital or medical facility for further treatment if required. In critical situations where immediate action is necessary, the school will prioritize the student's health and transport them to the hospital while attempting to contact parents.
4. **Parental Availability:** Parents are expected to be available as soon as they are informed, either to give consent for medical treatment or to be present at the hospital for any necessary decisions regarding the student's treatment.
5. **Medical Expenses:** All medical expenses incurred during the treatment, including hospital fees, medication, and any follow-up care, will be borne by the parents. The school will provide all necessary documentation and bills related to the incident.
6. **Accident Report:** An official accident report will be created by the school, detailing the incident, actions taken, and medical treatment provided. This will be shared with the parents.

24) Correspondence

All correspondence related to academic matters and general administration should be addressed to the **Principal** and handed over to the school receptionist. No one else is authorized to receive or act on such correspondence on behalf of the Principal unless otherwise notified.

25) Expulsion

A student may be expelled from school on the following grounds, with or without prior notice:

- Failure to clear school dues for **six continuous months**.
- Repeated **indiscipline**, misbehavior, improper uniform, or habitual late coming.
- Committing an offense that is **detrimental** to the school's functioning.

26) Alteration of Rules and Regulations

The **School Management Committee** reserves the right to alter or add to any of the above rules and regulations if, in their opinion, the situation warrants it. Parents will be notified of any changes as early as possible.



School App



Van GPS