

Rules & Regulations



REQUIREMENTS:

Note: Toiletries and shoes can be replaced by the school at cost if so required. Please refer to the attached form.

1	Undershirts	-12
2	Underpants	-12
3	Handkerchiefs	-12
4	Dark coloured night sweater & cap	-1 each if required
5	Toiletries	
	a Toothbrush	-2
	b Toothpaste	-2
	c Soap	-3
	d Shampoo	-2
	e Hair comb	-1
	f Washing powder & soap	-1 each
	g Powder, cream & oil	-as required
	h Nail cutter	-1
6	Two sets of outing clothes	
7	Shoes	
	a Black shoes (Action) (IV & above)	-1
	b Blue keds (III & below Bata, IV & above Power)	-2
	c Black sandals (Action or equivalent brand)	-1
	d Bathroom slippers	-1
	e Outing shoes (non-expensive)	-1
	f Coloured socks	-1
8	Spectacles	-2 pairs if required
9	Small air bag	-1
10	Small shoe bag	-1
11	Health drinks	-as required
12	Sports equipment . Please refer to the paragraph on sports.	-As required

FEES:

- From 2005-2006 onwards, the following dates have been set for the payment of fees in three installments.

1 st installment	May 1st
2 nd installment	Sept 15th
3 rd installment	Jan 15th
- Fees once paid will not be refunded
- The above dates have to be strictly adhered to. In case of persistent default the children will be sent home.
- The fee list for the year will be sent to you every year and the accounts will be available in the office for perusal.
- Please insist on and maintain your receipts at all times.

DISCIPLINE:

- There is a disciplinary committee comprising of the Headmaster, Counsellor and warden which will decide the course of punishment in cases of serious breach of discipline.
- All children are required to follow the instructions of the wardens/matrons at all times. Persistent infraction will result in the student being reported to the disciplinary committee and in extreme cases, suspended or expelled.
- All children must report to the warden/nurse before leaving the campus and as soon as they come back to the hostel from home.
- All students are required to adhere to the set time table.
- Ragging of juniors or classmates is strictly prohibited.
- All homework assigned must be completed on time; else free time will be used to finish incomplete work.
- The use of foul or inappropriate language is a serious offence and disciplinary action will be taken.
- Inappropriate fraternization between boys and girls is strictly not allowed.
- Breaking bounds is a serious offence and may result in suspension or expulsion.
- Giving tips or presents to staff or workers is prohibited.

CLOTHES & TOILETRIES:

- Children are required to wear only prescribed uniform at all times and maintain the same as well as possible.
- The school supplies all the required uniforms except footwear and undergarments. Home clothes and footwear required is listed in the “Requirements” list. Replacement of footwear, if necessary, will be supplied by the school at cost.
- Any replacement of uniforms will be solely decided by the matron on a need be basis.
- The list of required toiletries is also in the “Requirements” list. Any replacement can be done by the school on a cost basis. Parents are allowed to pick the brands (soap, paste, etc) to be supplied and also bar the purchase of unnecessary items by informing the matron in writing. Please refer to the forms enclosed.

FOOD:

- Since the school provides for a balanced and wholesome diet, no tuck is allowed into the campus. Any tuck found will be confiscated.
- Only health drinks are permitted as table tuck. Replacement of these can be done by the school on a cost basis provided the parents grant permission in writing. Please refer to the form enclosed. Please do not supply items like jams, pickles, podis, sauces, milkmaid, cereals, etc.
- Changing to vegetarian or non-vegetarian diet is permitted as long as adequate advance notice is given to the warden.
- Allergy to any food must be informed to the school nurse.

VISITS:

- Parents and guardians are requested to limit their visits so that children are not disturbed.
- Visitors other than parents or guardians are required to get a letter of permission from the parents / guardians.

EXEATS:

- Children are allowed to go home on all weekends after school ends on Saturday and should be brought back to the hostel on Sunday before 5.00 p.m. However, parents are advised to limit the exeats to long weekends only.
- Permission from the warden is required for any child leaving the campus for the weekend or for any other reason
- Children are required to report to the hostel and change into home clothes before leaving the campus

LEAVE OF ABSENCE:

- If for any reason, a leave of absence is required, parents are required to inform the warden either in writing or by telephone.
- Parents are requested to minimize the number of days the child is absent as far as possible.

TELEPHONE CALLS:

- Children are not permitted to call their parents. Any communication will be handled by the warden alone.
- Parents can call their children during the following times:

Week days	:	5.15 p.m. 6.00 p.m.
Saturdays	:	7.00 p.m. 9.00 p.m.
Sundays	:	9.00 a.m. 6.00 p.m.

BANNED ITEMS:

- Jewellery except small earrings for girls.
- Expensive watches (only senior children (4th and above) are allowed to wear watches).
- Money.
- Posters.
- Phone cards or cell phones.
- Credit accounts in shops in Kotagiri.
- Music Players.
- Music Cds & Computer CDs(permission from warden is required).
- Game Boys, Nintendo, etc.
- Toys (except one soft toy).

HEALTH:

- A nurse handles the nursing station at all times and handles minor injuries, headaches, fever, etc. Any major illness is referred to the KMF hospital.
- All minor ailments are treated free of charge, but hospital visits, medicines and hospitalization are chargeable.
- Allergy to any medicine should be reported to the nurse in advance.
- All children must be given the necessary vaccinations before they join school.
- Parents whose children are on prescribed medicines must hand over the medicines and inform the nurse in detail.
- Children are not allowed to keep any medicines with themselves. All medicines must be left with the school nurse.

RELIGION:

- All children will be given adequate time to follow their religious practices.
- On Sunday mornings, children are allowed to go to a religious establishment of their choice. Arabic classes can be arranged if necessary.

SPORTS, CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES:

- The school expects all children to participate in various outdoor activities such as sports, day excursions. Whilst every precaution is taken to render these activities safe, the school does not accept any responsibility should an unfortunate accident occur.
- The cost of all necessary equipment for major sports is shared by all the students in the school. However, in the case of individual sports the required equipment (listed below) should be bought by the parents.

a	Badminton	-racquet and shuttles
b	Tennis	-racquet and balls
c	Table Tennis	-racquet
d	Football	-boots
e	Cricket	-individual kit and bat

Replacement if any can be done by the school at cost provided the permission is granted in writing or telephonically. Please refer to the enclosed form. Please note that the above items are only optional and please ensure that the child actually requires the item.

- The school provides for Karate training to all students as part of the curriculum. However, if the child wishes to participate in belt competitions and competitions outside school, the cost of the same will be charged to the student.
Please note that it is not compulsory to apply for the belt competition or participate in competitions. The cost schedule for the belt competitions is available in the office. The cost for participating in competitions varies and will be intimated to the parents as and when the need arises.

- Every year, the school arranges for day excursions free of cost. The school also arranges for excursions to various places during the holidays at a reasonable charge. These excursions are not compulsory.

SCHOOL OUTINGS:

- Only senior children (4th and above) are taken for outings once a month to nearby locations like Ooty, Mettupalayam, etc. On these outings, they will be provided with pocket money for lunch, movies, etc.
- Junior children are taken for picnics within the Kotagiri area.

BIRTHDAYS:

- The school allows children to celebrate their birthdays. Sweets and cake will be supplied by the school if necessary. The cost of the celebration will be charged to the student's account. Please note that celebrating birthdays is not compulsory.

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