

ADMISSION AND WITHDRAWAL OF PUPILS

1. The Principal reserves the right of accepting or refusing any child who seeks admission to this school.
2. A Transfer Certificate from the school last attended by the child, the Progress Report of his / her academic performance and an attested photocopy of the Birth Certificate should be submitted at the time of admission.
3. Admissions are made subject to vacancies that arise in classes. Students seeking admission in classes UKG and above will appear for an Entrance Test, clearing which, admission may be secured on merit basis.
4. The management, acting through the Principal reserves the right of resigning the charge of any pupil who is deemed unsatisfactory. In such a case the Principal is not bound to give any reason.
5. The management acting through the Principal, will request the withdrawal of a pupil who fails for two consecutive years in the same class.
6. The names of pupils who remain absent without written leave for two weeks shall be struck off the rolls.
7. No change in the date of birth /name of a student is permissible once he / she is admitted in the school unless the required formalities are fulfilled.
8. For the withdrawal of a pupil from the school at least a calendar month's notice must be given in writing, otherwise one calendar month's fees in lieu of notice will be charged.
9. The parents are required to produce the receipt of Caution Money paid at the time of admission for the refund of the same.
10. Parents who desire their children to continue in the next level must make payment of fees by a date intimated to them in a notice issued by the school office, failing which, the seat may be given to another deserving child.

SCHOOL RULES AND REGULATIONS

1. Students should come to school cleanly and neatly dressed, in their complete school uniform.
2. Students are expected to reach the school at least 15 minutes before assembly. Frequent latecomers will be sent home. Parents must make every effort to see that their child is ready and waiting at the bus stop for the school transport. Transport personnel have been told by the school authorities not to wait for more than 1 minute for any child.

This is to ensure that all the children arrive in school on time. It is understood that a parent whose child, due to delay, has missed the school transport, will then have the responsibility of bringing the child to school.

3. Irregular attendance, neglect of home work, insubordination to teachers, willful disobedience or behaviour not in-tune with the general discipline of the school will be seriously dealt with.
4. Parents are requested to return to the class teacher items such as beads, blocks, erasers, etc. that very small children quite innocently put into their pockets and bags. Provide your child with adequate writing material at home such as slates, pieces of chalk, paper, crayons, pens, work books, story books, toys, puzzles, blocks, etc.
5. Bullying and using of foul language are punishable offences.
6. The following disciplinary measures may be adopted by the school authorities in dealing with the students if his/her conduct is harmful to other students or whose progress in studies is constantly unsatisfactory.
(a) Detention during break (b) Suspension from School (c) Rustication from School.
7. Students are not permitted to bring objectionable books, magazines or other such literature to school. Radios, video games, mobile phones, pagers and other electronic gadgets are not permitted in school.
8. Students are responsible for their own belongings. Parents should ensure that Tiffin boxes, school bags, cardigans, blazers, books, etc. bear the name of the child. The school will not be held responsible for things that are lost.
9. Students are not permitted to wear ornaments or use expensive wrist watches.
10. The school is not responsible for money or goods lost by children.
11. Children must develop respect for the school property and material. Any kind of damage to school property will be remedied by the offender.
12. Students will not be allowed to make or receive phone calls except in case of an emergency.
13. No student will be allowed to leave the school premises during school hours. Children will be allowed to leave the school premises only if the Principal is satisfied that there is a genuine emergency.
14. Cellphones are not allowed under any circumstances. Non adherence to this rule may lead to expulsion from the school. Cellphones will not be returned as well.
15. Change of address or telephone number should be immediately intimated to the school.

EXPECTATIONS FROM PUPILS

1. Show pride in your school and present a good image especially by behaving yourself when in public and particularly on your way to and from school.
2. Show school spirit by participating in school activities.
3. Make the necessary arrangements to stay back after school hours to participate in academic, sports and co-curricular activities whenever required.
4. Respect school property and report immediately to the authorities for any damage to the school property.
5. Not to use unfair means during tests. Such improper conduct is not worthy of a DPS student and could lead to severe penalties.
6. Always converse in English in class as well as outside the classroom.
7. Always speaking the truth.
8. Be polite and respectful to elders.
9. Be bold, courageous and confident.
10. Always be ready to help others.
11. Keeping himself/herself well groomed and neatly dressed.
12. Being punctual and regular in work habits.
13. Sitting upright and being attentive.
14. Keeping the school premises clean. Do not litter. Use dustbins.

NOTE FOR MY PARENTS

Please read the contents of this diary and if any doubts exist, have them cleared from the school.

1. It should be ensured that the diary is carried by me to the school each day.
2. Check the diary each day for any entries from the school. Also use the diary for communication to the school.
3. In all official correspondence with the school, my full name as well as the class and roll number should be mentioned.
4. Please make sure that I have breakfast before leaving for school and ensure that I reach the school punctually at least 5 minutes before the start of the school.
5. You are requested to ensure that I strictly adhere to prescribed uniform, cleanliness and personal hygiene.
6. Please do not visit the classrooms at any time. My friends and teachers get disturbed. The school office may be approached if there is a requirement to do so.

8. All the teachers are very important to me. So I would like you to meet them on scheduled dates as per the planner.
9. If I fall ill, my teachers worry about me. So let them know by sending a medical leave.
10. You are expected to exert firm parental discipline in cases where my behaviour has distracting influence to the learning opportunities for others in the school.
11. Discourage private tuitions. I must be encouraged to do my homework by myself. It is important that I develop a habit of working on my own. However, your guidance is important.
12. It is imperative for you to attend all parent teacher meetings. The management will take a serious view of parents regularly absenting themselves from such meetings, or those who show disinterest or unconcern towards their child's education meetings.
13. You are requested to spend sufficient time with me to ensure a good level of understanding.
14. Help me not to form bad habits for I depend on you to detect them in early stages.
15. Correct me in private and not in public. I'll appreciate it.
16. I love celebrating my Birthday-but in a simple manner at home, not by giving my friends only toffees and chocolates. You are requested not to bring pastries, cakes, gifts and sweets to be distributed in the class.
17. Keep me at home if I am suffering from contagious diseases like mumps, measles, chicken pox, conjunctivitis, etc. Allow me to attend school only with a doctor's fitness certificate. The following period of isolation is recommended.

Measles	:	5 days after the rash disappears.
Mumps	:	1 week after the swelling subsides.
Chicken pox	:	Till the blisters dry & fall off.
Conjunctivitis	:	Till no white discharge comes out of the eyes.
18. It is understood that the school will take all possible care and precautions to safeguard me when I am in school premises. However, the school will not be held responsible for any mishap beyond its control.
19. My teacher should not be criticized in front of me, as it undermines my respect for the teacher and the school. Should you have a legitimate complaint, please meet the Principal.
20. Please keep yourself fit and healthy. I NEED YOU.
21. If any holiday is notified by district authorities in the newspaper don't send me to school even if the transport comes home.

FOR TC AND SECURITY AMOUNT

1. For TC and security amount the student needs to give one month notice in the form of application, failing which the security amount will not be reimbursed. Eg. If a student wants to leave after March, the application for TC and security amount should be given in February.
2. Transfers of Parent to different district/city/state – Parent have to submit proof of transfer viz. their transfer letter/appointment letter for new location and proof of admission of student in new school. For getting the TC and Security amount the quarter fees needs to be paid fully.