

## Information for Parents

1. Parents may meet various functionaries as per the schedule given below. Kindly follow the timings for convenience and smooth interaction.

Principal Director	On all working days with prior appointment
Vice – Principal	On all working days with prior appointment
Sr. Headmistress	On all working days with prior appointment
Admin & Accounts Office	9:00 AM – 1:00 PM (Mon. to Fri.)
Admissions	9:00 AM – 4:00 PM (Mon. to Fri.)
Uniform & Books	10:00 AM – 1:00 PM (Saturdays only)

2. Parents are not allowed to go to the class directly to meet the teachers.
3. Casual visits to view the school are not allowed as this disrupts classroom teaching.
4. Parents are required to inform the school immediately if there is any change in address, place of work or telephone numbers.
5. Any communication made by the parents/guardian should be addressed to the Principal Director. The name of the student, address, phone number, admission number, class/section and bus route should be mentioned in the application.
6. For queries regarding fee, buses etc., parents may contact the concerned office on phone or through emails.
7. A written request has to be made for obtaining any official document from school. At least three working days are required for the issue of the same. However, in case of issuing a TC or a Report Card it may take more time.
8. Important email IDs and phone numbers:

<b>Designation</b>	<b>Email</b>
Principal	principal@sarvottamnoida.com
Vice Principal	head.primary@sarvottamnoida.com
Sr.Headmistress	HM@sarvottamnoida.com
Head Accounts	accounts@sarvottamnoida.com
General	info@sarvottamnoida.com

### 9. School timings

Summer timings: Classes I to X: 7.20 am to 2.00 pm (Entry closed at 7.25am)

Kindergarten: 8.30 am to 12.40pm (Entry closed at 8.35am)

Winter timings: Classes I to X: 7.50 am to 2.30 pm (Entry closed at 7.55am)  
Kindergarten: 8.50 am to 1.00 pm (Entry closed at 8.55am)

### **A. Transport and Bus Rules**

The school transport will be available depending on the number of children from a particular area. In case the school transport is not available, the parents will have to make their own arrangement. Transport Fee may be revised annually. It is mandatory for all parents, who wish to avail transport facility for their ward, to deposit an Indemnity Bond in the school office.

Students using school transport are expected to maintain discipline at all times. Violence, shouting, distracting the driver, standing in the moving vehicle are strictly prohibited. Unruly behavior will lead to disciplinary action and may result in **withdrawal of transport facility**.

1. All students and teachers using the school bus are expected to be at the bus stop at least **10 minutes** before the arrival time of the bus. Left hand boarding is always preferred.
2. **The buses will not wait for late-comers.** The stop time shall be two minutes.
3. No student should stand near the entry door of the bus till it has come to a complete halt.
4. The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change from time to time.
5. Students are not allowed to throw objects of any kind inside or outside the bus.
6. Students will be held responsible for any damage to the bus, caused by negligence or vandalism.
7. Courteous behavior is expected at all times. School will not be responsible for any injury caused due to misconduct or negligence of students.
8. Misconduct in the bus will debar the students from availing the school bus facility.
9. In case the bus is late or in case of any other requirement, the Bus-In-charge Teacher should be contacted. It is not the duty of the driver to keep parents informed except in case of any emergency. **Please refrain from calling the driver unnecessarily as it might distract him.** The details of the routes and in-charges shall be available on the school website.
10. A student can leave the school premises at timings other than the regular ones, only when permission has been granted against a written request from parents. The request must be made at least 30 minutes before routing time at the school reception. Early Gate pass must be signed in this case.

11. The **school will not entertain any written or telephonic request/requests from parents to allow their wards to change their bus routes to go over to their friend's place after school hours.**
12. Attendance of the students is taken in the morning as well as in the afternoon by the Bus In-charges.
13. Transport facility is optional. A **one month's notice in writing or one month's fee in lieu of the notice is mandatory in case of withdrawal school transport.**
14. Parents who wish to make their own transport arrangements will be fully responsible for the same. They must ensure that proper verification of drivers is done and all safety measures are taken to avoid any untoward incident. The drivers must produce the Escort Cards/ID Card issued to them by the school when they come to pick up the students. Students using Private transport should be dropped and picked up from **Gate no.1.**
15. Even if a child uses the school transport one-way, full payment has to be made, to and fro.
16. Parent/guardian/escort should come to pick up the student at the bus stop, (especially Classes Pre-Nur to V) failing which the student will not be handed over. He/she will be brought back to school. However, an application can be sent to obtain a consent that the child can be dropped at the bus stop in the absence of an escort.
17. In case of change of residence, a written application has to be sent to school. It may take a couple of days to settle new stop/route.

### **B. Procedure of Payment of School Fee**

1. Fee may be paid through Cheque or Online. The cheque must be drawn in favour of "Sarvottam International School". Parents should not expect any **reminder of payment** of fee from school authorities.

The payment schedule is as given below:

Quarter	Months	Last Date of Payment
Quarter –I	April-May-June	10 April 2019
Quarter-II	July –Aug-Sep.	10 July 2019
Quarter-III	Oct-No-Dec	10 Oct 2018
Quarter-IV	Jan-Fab-March	10 Jan. 2020

2. The details for NEFT are as follows:
  - a. Name: Sarvottam International School
  - b. A/C No.: 07081131002340,
  - c. IFSC Code : ORBC0100708,
  - d. Branch : Sec-20, Noida.
3. Transport fee should be paid quarterly along with the tuition fee. Relevant forms may be filled and deposited in the accounts office, with the required DD/cheque, to avail this facility. It is desirous that no changes are made in the bus routes, during the academic year. Nevertheless, if unavoidable, one month written notice is mandatory.
4. **Note: No outstation cheques will be accepted.** No cheques will be accepted after the last day of the fee payment has lapsed. Only DD or Online payment shall be taken.
5. Particulars of the student i.e. name, class section, admission no. are to be written behind the cheques/DD.
6. Fee once paid will not be refunded.
7. A Service Charge of 250/- will be applicable in case of non-realization of cheque or if the cheque is returned by the banker due to insufficient funds. In such cases demand draft will have to be deposited, along with the service charges applicable.
8. A late fee of INR 50/- per day shall be charged in case fee is not paid by the due date.
9. Bus fee will be charged for 11 months only.
10. Important Note: Fee for the whole year can be paid monthly or in advance. Parents can get in touch with the school office for further details.

### **C. Notice of Withdrawal from school**

**Withdrawal from school requires one month's notice, through a written application, to be deposited before the 15<sup>th</sup> day of the running month.** Parents are required to complete all formalities in keeping with the school rules in case of withdrawal from school. Progress report and transfer certificate (TC) will be handed over only when the withdrawal form is complete,



## **D. School Procedures**

### **1. Homework and Remedial Measures:**

The students who have missed school or any individual class, will be required to make up for the work which has been missed. It is the responsibility of the student to inquire about any school work, tests or assignments that have been missed. Home-work assignments are checked and recorded. Project work is assigned to the students within each term. Remedial classes will be undertaken for the children, whenever the need arises.

### **2. Lost and Found Articles**

Lost and Found Articles will be displayed outside the sports room during PTMs. Students must develop the habit of looking after their possessions. In case of loss they must check the Lost and Found Room immediately. Name, class, section and admission no. must be clearly marked on all the belongings of students so that these can be traced easily. Blazers & Jerseys should also carry a name tag.

### **3. Telephone calls**

Students are not allowed to carry mobile phones. They can make urgent calls from the Administrative Office after obtaining written permission from their respective wing heads.

### **4. Care for school Property**

Students are expected to respect school property and maintain tidiness of their surroundings. Students, who deface, damage or destroy school material or property, will face disciplinary action and will be required to make financial reimbursement (including the actual cost of furniture/fixtures and laboratory/sports/music equipment, etc.) plus 10% of the cost as penalty.

### **5. Identity Cards**

One Identity Card will be issued to all students which is to be worn daily. Identity Cards must be carried by the parents or any person, duly authorized by the parents, when he/she comes to pick up his/her ward from the school premises or at the bus stop. **Duplicate ID Card can be obtained after a payment of INR 200/-.**

## **6. Attendance**

It is mandatory for a student to maintain a minimum of 75% attendance at school. If a student's turnout is not as per the standard and requirement of school adequate disciplinary action shall be taken.

## **7. Discipline**

Bullying, unruly behavior, disruptive tendencies, crude demeanour are prohibited for all including students, teachers, parents and employees. Strict action will be taken if this code of conduct is violated.

## **8. Yellow Card**

Disobedience, indiscipline, disregard of one's homework, disrespect towards teachers and classmates, violating any code of conduct in the class room as well as in the games field will lead to the issuance of a Yellow Card. The Yellow Card has to be signed in each period, by all the teachers who come to the class on each day of the week during the period the student is on the Yellow Card. The child will have to engage in activities to earn good work badges on the card. If the child's progress and behavior during the week is satisfactory, the Yellow Card will be discontinued.

## **9. School Almanac**

Students are required to carry their Almanac to school daily. The prescribed text books must be brought to school along with the note books according to school timetable recorded in the Almanac. Parents should regularly check their ward's Almanac to stay updated on notes and messages along-with Homework assigned

## **10. Banned Items**

The following items may be hazardous or a distraction to children and should not be brought to the school.

- Weapons: catapults, knives, sharp objects, firecrackers, lighters or match boxes.
- Whiteners, drugs and drug related items (unless medically prescribed with proof provided).
- Undesirable pictures, magazines, books not relevant to the course work.
- Money, expensive jewellery, expensive watches and toys.
- Cameras, Mobile Phones/Ipods/any other gadgets will be responsible for the loss of any of the returned.

- The school authorities will not be responsible for the loss of any of the above items brought to school by the students.
- If found, the same shall not be returned to the child or the parent.
- In case of gross misconduct, the child may face strict disciplinary action.

### **11. Books and stationery**

Parents may buy books and stationery from a place of their choice. However, it is mandatory to follow the prescribed syllabi and standards. For the convenience of the parents a books and stationery shop, run by an outsourced vendor, is available on campus. For the purpose of uniformity students are required to use printed note books bought from the book shop only. Buying text books, stationery articles is optional.

### **12. School Clinic**

The school runs a five bedded infirmary with a full-time nurse and a doctor on call to look after the children. Medical check – up of students is done regularly and a record is maintained. Parents will be informed only if the doctor/nurse finds that the child needs special medical attention. **Parents are requested not to send children to school if they are not well.**

### **13. Leave**

- A leave application must be sent to school on the same day or the following day, to intimate the absence of child. The leave application should be addressed to the Head Mistress/ VP stating the reason for absence. Parent may also intimate through a note in the Almanac to inform the class teacher or through an email to the Principal.
- If a student is absent from school for more than 15 days without intimation/leave application, his/her name will be struck off the rolls.
- Children will not be allowed to go home during school hours. Parents are requested not to make any social engagements or medical appointments during school hours. They are also requested not to send their child to school on the day they have any such appointment.
- Leave shall not be allowed during assessment time, unless it is a medical condition.

### **14. Medical leave**

Leave of absence on medical grounds will be granted after submission of a medical certificate duly certified by a Doctor. Do not send your ward to school, if she/he suffers from any infection or contagious disease such as Chicken Pox, Mumps, Measles, Flu etc. Child will be permitted to attend school only after submission of a fitness certificate.

### **15. Security**



The school campus is under 24X7 CCTV surveillance to ensure safety of its premises and children. It is mandatory for all visitors to register themselves with the security personnel at the gate and wait for grant of permission to enter.

All visitors should respect the security checks and extend co-operation towards security personnel on duty. Parents must carry their I-cards to avoid inconvenience.

Students not availing school transport or those granted permission to leave early must collect a gate pass and produce it at the school gate. Children will be allowed to leave only during the Lunch break. This measure has been introduced for your child's safety.

A pupil can leave the school premises at timings other than the regular ones, only when permission has been granted against a written request from parents.

If, due to an emergency, the child has to leave early from school, parents must obtain permission from the School Authority personally.

## **16. Uniform**

Each student is expected to attend school in proper uniform. The uniform includes the school dress, trim and proper hair, shoes and body hygiene. Students will be checked daily and defaulters shall be counselled. In case of repeated disregard for uniform disciplinary action shall be taken.

Kindly note:

- Name and class of the student should be written with the permanent marker on the neck of the pullover and on the inside pocket of the blazer.
- Girls should wear knee length skirts.
- Girls with ears pierced are allowed to wear studs or small earrings. In case a religious bangle has to be worn, it has to be rounded at edges and thin.
- Students of Classes V onwards can wear simple, inexpensive watches. Smart watches are not allowed
- Nails have to be clipped short and kept clean. No nail varnish is allowed. Application of Henna is not allowed.

- Boys must keep hair short. Girls with short hair to wear black hair bands or clips. Girls with long hair to make plaits with black rubber bands. Sikh boys to wear light blue patkas to match the school shirt colour.
- House uniform has to be worn on Wednesdays and Saturdays
- **Only Kindergarten students are allowed to come in civil clothes on their birthdays. Others have to wear Uniform.**
- **Students must wear school uniform whenever they have to come to school including PTM days**

#### **17. Birthday celebrations**

**Students are not allowed to bring cakes, party snacks or chocolates, etc. to school. Only two sweets per child in class and a few more for the teachers is allowed. No gifts to be distributed on any occasion. Students will be allowed to share party invites through school. However, a book may be donated for the school library or a sapling may be planted in school on the occasion.**

#### **18. Late comers**

**School gate shall close after first bell. Habitual late-comers will be sent back home. On arriving late, a note shall be made in the Almanac. One mark shall be deducted for every late mark after three warnings.**

**The bell timings shall be intimated through school erp regularly.**

#### **19. Disciplinary Action to be taken by the school:**

##### **a. Coming Late**

- Verbal warning
- Parents to be informed through a note.
- Parents will be called, and the student will be sent back home. Absence will be marked
- Marks will be deducted from term aggregate.

**b. Bullying/aggressive behavior and use of abusive language**

- Written apology to go into the student's dossier. One copy to be retained by the class teacher. Counselling of student and parents
- Issue of first Yellow Card
- Issue of second Yellow Card followed by compulsory social welfare task.

**c. Irregular Attendance**

- Verbal warning
- Written note sent to the parents, copy to go into the student's dossier.
- After school detention to complete backlog of work

**d. Hair Cut**

- Verbal warning (Twice)
- Written warning and note to parents
- Students will be sent home

**e. Defaulter at work**

- Verbal warning
- Withdrawal of P.T. period and note to parents
- After school detention to complete the work.

**20. PTMs**

- **Timings – 8:30 am to 11: 00 am**
- **Second Saturday of every month or as informed by school/in Almanac.**
- Parents are requested to adhere to the timings. Late comers will not be entertained.

## **E. School Library**

The School library is open to all students of the school. All the classes are provided with at least one library period per week.

**Library Rules:**

1. Each Student will be issued one book at a time for a period of one week.
2. Until the previously issued book is returned, students will not be eligible for a fresh issue.
3. Strict discipline and silence must be maintained in the library.

4. If the reference books are returned late without a valid reason, the borrowing facility will be withdrawn for 4 weeks as a penalty.
5. Books-marked, disfigured, damaged or lost will have to be replaced by the borrower.
6. The library has an open access system. Students must help in maintaining decorum. They must place the books on the shelves strictly according to shelf no.
7. Students are not allowed to bring their books or belongings to the library.
8. Any student disregarding the library rules will be debarred from availing library facilities and may face disciplinary action

### **F. School Decorum**

All rules implemented in the school are for the benefit of one and all. They intend to be guidelines for children so that they get a secure environment where they study, work, socialize and play. Therefore, we expect all parents and teachers to follow rules that contribute to providing a healthy, happy and safe learning environment at school. Courtesy is integral to all Sarvottamites. We expect our children to:

- Greet all members of the staff and all visitors to School. If visitors to School seem lost, offer to help them saying, “Are you looking for someone? May I Help you?”
- If adults come to your room or the area where you are sitting, you should stand up.
- You should allow adults to precede you through the doorway and open the door for them.
- Do not push ahead. Be aware of the people walking in the opposite direction to you.
- It is courteous for boys to allow girls and elders to precede them and to open the door for women and the elderly.
- Take your hands out of your pockets while talking to the staff members or adults.
- It is courteous to listen attentively and look directly into the eyes of the person you are talking to and not interrupt until it is your turn to speak.
- The greatest courtesy of all is to add ‘please’ to all requests, ‘thank you’ for all services rendered and apologize by saying ‘sorry’ if you commit a mistake, even if unintentional and say ‘excuse me’ if you need a pass or wish to speak first.

A positive school environment does not simply happen. Teachers, parents and students need to work hard together to develop it. Therefore certain rules are necessary to make this possible.

<b>Students must ...</b>	<b>Students must not ...</b>
<ul style="list-style-type: none"> <li>• Be regular and punctual</li> </ul>	<ul style="list-style-type: none"> <li>• Use indecent language</li> </ul>
<ul style="list-style-type: none"> <li>• Report in complete school uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Bully others</li> </ul>
<ul style="list-style-type: none"> <li>• Carry notebooks and assignments as per the timetable</li> </ul>	<ul style="list-style-type: none"> <li>• Damage school property</li> </ul>
<ul style="list-style-type: none"> <li>• Help others</li> </ul>	<ul style="list-style-type: none"> <li>• Play or run in the class</li> </ul>

<ul style="list-style-type: none"> <li>• Respect teachers, be courteous in language and conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Run in the corridors</li> </ul>
<ul style="list-style-type: none"> <li>• Use decent language in class</li> </ul>	<ul style="list-style-type: none"> <li>• Be late in reporting to class</li> </ul>
<ul style="list-style-type: none"> <li>• Fall in a line when moving out of a class</li> </ul>	<ul style="list-style-type: none"> <li>• Be late in submission of work</li> </ul>
<ul style="list-style-type: none"> <li>• Switch off lights and fans when not in use</li> </ul>	<ul style="list-style-type: none"> <li>• Bunk classes</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain school property</li> </ul>	<ul style="list-style-type: none"> <li>• Bring mobiles, valuables and heavy cash to school</li> </ul>
<ul style="list-style-type: none"> <li>• Complete school work and assignments on time</li> </ul>	<ul style="list-style-type: none"> <li>• Litter class or school</li> </ul>
<ul style="list-style-type: none"> <li>• Carry school almanac daily</li> </ul>	<ul style="list-style-type: none"> <li>• Eat or drink during teaching periods</li> </ul>
<ul style="list-style-type: none"> <li>• Keep class and school premises clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use unfair means during examinations</li> </ul>
<ul style="list-style-type: none"> <li>• Keep pace with fellow friends/ teachers in doing class work</li> </ul>	<ul style="list-style-type: none"> <li>• Carry or wear expensive accessories to school (coloured mufflers, goggles etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Be responsible for any work missed in class due to absence</li> </ul>	<ul style="list-style-type: none"> <li>• Bring expensive gadgets or mobiles to school</li> </ul>
<ul style="list-style-type: none"> <li>• Return to class from PT/Library /Labs and other outdoor periods on time</li> </ul>	<ul style="list-style-type: none"> <li>• Misbehave while travelling in school bus</li> </ul>

## **G. Assessment and Evaluation**

### **Pre-Primary Section (Pre-Nursery, Nursery and KG)**

At Pre-Primary level, we follow the Early Childhood Curriculum. Evaluation is done keeping in mind all round development. We focus on continuous evaluation on the basis of their daily class performance. Students are graded on the concepts taught and skills learnt.

There are two terms and monthly assessments are sent home.

Certificates and honours are awarded for participation in activities and competitions all through the year. Some of the awards are:

- |                           |                            |
|---------------------------|----------------------------|
| * 100 % Attendance        | * Best Turn out            |
| * Most Artistic Child     | * Devotion to Duty         |
| * All Rounder             | * The Spell Bee            |
| * Best Athlete            | * Most Obedient Child      |
| * Best Chef               | * Spoken English           |
| * Best Skater             | * Best Dancer              |
| * For Overall improvement | * Nightingale of the class |
| ...and many more          |                            |

#### **Classes I-VIII**

**No. of terms: Two (April to September & October to March)**

**Number of assessments: Unit Test 1 (July). Unit test 2 (December)**

**Term 1 ( September). Term 2 (March)**

**Continuous Assessments:**

- Class tests
- Notebook work
- Project work
- Holiday task
- Lab activities

### Classes IX & X

**No. of terms:** Two (April to September & October to March)

**Number of assessments:** Unit Test 1 (July). Unit test 2/ Pre Annual(December)

Term 1 ( September). Term 2/ Annual/Board (February)

### Continuous Assessments:

- Weekly class tests
- Notebook work
- Project work
- Holiday task
- Lab based activities
- Subject based activities
- Listening and speaking skills

### Retest Policy:

**Case-1: Missed a Periodic test due to participation in the Inter-School Competitions (Sports / Co- Scholastic).**

**Policy:** Eligible for retest in the concerned subject.

**Case-2: Missed a Periodic test for being Medically Indisposed (e.g. illness, accident or fracture).**

**Policy:**

(A) Missed one Periodic test: Medical leave will be marked. The average grade shall be granted in the annual result. No rank will be awarded. Promotion will be granted.

(B) Missed two Periodic tests in the subject in a term or two periodic tests: Medical leave will be marked. No average or rank shall be granted. Promotion will be based on overall performance.

Note: The school policy stated at (A) and (B) is subject to submission of a medical certificate from a registered practitioner along with an application addressed to the Principal before the exam.

**Case-3: Missed a test due to death in the family.**

**Policy:** Eligible for retest in the respective subject, subject to submission of application within a day to the school. The school authority has right to ascertain the facts in its own way to arrive at a conclusion for according the retest Exam.

**Case-4: Any other reason (marriage, travel, etc)**

**Policy:** There will be no retest. The Report Card will show the status of missed test as "ABSENT". No average grade shall be granted. Performance shall be marked as Zero.

**Case-5: New admission (I-XII)**

**Policy:** No retest will be held for the new admission of Classes I-VIII. No rank shall be awarded. Promotion shall be based on overall performance.

In case of classes IX and X, one retest per subject shall be allowed. Students of these classes are not allowed to miss the term Tests.

**Case-6:** If Annual exam is missed in any subject, no retest is allowed.

**Promotion policy:**

1. No child is detained till class V.
2. The overall aggregate to be achieved to be eligible for promotion to class VI is 33% in subjects and in aggregate.
3. In case a child is not able to do so in up to three subjects, he/she will be allowed to take remediation and attempt to clear the annual term once again, within one month of final assessment.  
In case the child still fails to clear, the child may be detained and made to repeat the class.
4. In case the child has failed to clear all subjects and is below 33% in aggregate, he/she will be detained. The Academic Committee shall take a final decision in such cases.
5. Similarly, the above shall apply in class VIII.
6. For classes IX going to X, if a child fails in theory or is short of attendance, he/she may be detained.
7. Class X promotion is as per CBSE rules.