



Almanac

2026-2027

SCHOOL SCHEDULE

School Timings

PPI to Grade X



: 08:00 am to 03:15 pm

Office Timings

Monday to Saturday



: 08:00 am to 04:00 pm

Visiting Hours

(On all working days with prior appointment only)

Principal

: 10:00 am to 12:00 pm

Co-ordinators Timings - Saturday : 10:00 am to 12:00 pm



SCHOOL PRAYERS

For Pre-Primary- Class II

Thank you God for all the things you've made our world to be.
For every single living plant, insect, bird and tree.

Thank you God for all the people you have placed around us.
For every single parent, friend and teacher that we trust.

Thank you Lord for all the gifts you send to us each day.
For every single meal and snack, for cuddles, toys and play.

Thank you God for caring for us, we know you always see,
Our every need, our worries, cares, our laughter, joys and tears.

Thank you Lord that you are our friend, you delight in all we do,
Especially when you hear our prayers, and we give thanks to you.

For Class III onwards

Where the mind is without fear and the head is held high
Where knowledge is free
Where the world has not been broken up into fragments
By narrow domestic walls
Where words come out from the depth of truth
Where tireless striving stretches its arms towards perfection
Where the clear stream of reason has not lost its way
Into the dreary desert sand of dead habit
Where the mind is led forward by thee
Into ever-widening thought and action
Into that heaven of freedom, my Father, let my country awake

Rabindranath Tagore

NATIONAL ANTHEM AND SONG

National Anthem



National Song

वन्दे मातरम् । वन्दे मातरम् ॥
सुजलां सुफलां मलयज-शीतलाम् ।
शस्य-श्यामलां मातरम् ॥ वन्दे मातरम् ॥
शुभ्र-ज्योत्सनां-पुलकित यामिनीम् ।
फुल्लकुसुमित-द्रुमदल शोभिनीम् ॥
सुहासिनीं सुमधुर भाषणीम् ।
सुखदां वरदां मातरम् ॥ वन्दे मातरम् ॥



PLEDGE

India is my country.

All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well-being and prosperity alone, lies my happiness.

भारत मेरा देश है | हम सब भारतवासी भाई बहन हैं |
मुझे अपना देश प्राणों से भी प्यारा है |
इसकी समृद्धि और विविध संस्कृति पर मुझे गर्व है |
हम इसके सुयोग्य अधिकारी बनने का सदा प्रयत्न करते रहेंगे |
मैं अपने माता-पिता, शिक्षकों एवं गुरुजनों का सदा आदर करूँगा और सबके साथ शिष्टता का व्यवहार करूँगा |
मैं अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करता हूँ |
उनके कल्याण और समृद्धि में ही मेरा सुख निहित है |



SCHOOL SONG

Stanza 1

Let us celebrate the joy and praises
Of the school we hold so dear
Of the school that claims our respect
DWPS for thee we cheer
Stand we will in joy and pride
Ever ready to proclaim



Chorus

DWPS we glory
Proud we are to carry that name
DWPS we glory
Proud we are to carry that name

Stanza 2

Service is her peerless motto
Honour is her guiding star
Ever ready to recoup us
When our steps have wandered afar
Time may see us far and apart
Life may grow dull and cold

Chorus

Still a claim to our affection
DWPS shall ever hold
Still a claim to our affection
DWPS shall ever hold

MARCH - 2026

SUN	1	8	15	22	29
MON	2	Commencement of New Academic Year (PP-X) 9	16	23	30
TUE	3	10	17	FA I-1 (IX & X) 24	31
WED	HOLI 4	11	18	GRADE V SPECIAL ASSEMBLY 25	
THU	5	12	UGADI/ GUDI PADWA 19	26	
FRI	6	13	20	27 RAM NAVAMI	
SAT	7	14	EID-UL-FITR 21	28 ALAAP	

APRIL - 2026

SUN		5	12	19	26
MON		6	13	20	27
TUE		FA I-3 (IX & X) 7	AMBEDKAR JAYANTHI 14	FA I-5 (IX & X) 21	FA I-6 (IX & X) 28
WED	FA I-2 (IX & X) 1	8	FA I-4 (IX & X) 15	22	29
THU	2	9	16	23	30
FRI	GOOD FRIDAY 3	10	17	24	
SAT	PTM KNOW YOUR TEACHER(PP-X) 4	11	CHAGAG 18	FA I-PTM (IX & X) 25	

MAY - 2026

SUN	31	3	10	17	24
MON		4	11	18	25
TUE		5	12	19	26
WED		6	13	20	BAKRI ID / EID UL-ADHA 27
THU		7	14	21	28
FRI	BUDDHA PURNIMA 1	8	15	22	29
SAT	2	9	16	23	30

JUNE - 2026

SUN		7	14	21	28
MON	1	8	15	22	29
TUE	2	9	16	FA I-1 (I-VIII) FA II-1 (IX & X) 23	FA I-2 (I-VIII) FA II-2 (IX & X) 30
WED	3	REOPENING FOR IX & X 10	17	GRADE VII SPECIAL ASSEMBLY 24	
THU	4	11	18	25	
FRI	5	REOPENING FOR PP & VIII 12	19	MUHARRAM 26	
SAT	6	PARENTS ORIENTATION 13	INVESTITURE CERIMONY 20	27	

JULY - 2026

SUN		5	12	19	26				
MON		6	13	20	27				
TUE		FA I-3 (I-VIII) FA II-3 (IX & X)	7	FA I-4 (I-VIII) FA II-4 (IX & X)	14	FA I-5 (I-VIII) FA II-5 (IX & X)	21	FA I-6 (I-VIII) FA II-6 (IX & X)	28
WED	GRADE X SPECIAL ASSEMBLY	1	8	GRADE IX SPECIAL ASSEMBLY	15	22	GRADE V SPECIAL ASSEMBLY	29	
THU		2	9	16	23	30			
FRI		3	10	17	24	31			
SAT	4 CHITRALEKHANAM	11	EMPOWERMENT SESSION-1 FOR PARENTS AND STUDENTS	18	LIT-FEST	25			

AUGUST - 2026

SUN	30	2	9	16	23				
MON	31	3	10	PTI-5 (IX & X)	17	24			
TUE		FA II-1 (I-VIII)	4	FA II-2 (I-VIII) PTI-1 (IX & X)	11	FA II-3 (I-VIII) PTI-6 (IX & X)	18	Milad-un-Nabi	25
WED		GRADE IV SPECIAL ASSEMBLY	5	PTI-2 (IX & X)	12	19	FA II-4 (I-VIII)	26	
THU		6	PTI-3 (IX & X)	13	20	27			
FRI		7	PTI-4 (IX & X)	14	21	28	RAKSHA BANDHAN	28	
SAT	FA II-PTM (IX & X) FA I-PTM (PP- VIII)	1	8	GRADE VI SPECIAL ASSEMBLY INDEPENDENCE DAY	15	HERITAGE WEEK	22	EMPOWERMENT SESSION-2 FOR PARENTS AND STUDENTS	29

SEPTEMBER - 2026

SUN		6	13	20	27
MON		7	VINAYAKA CHATURTHI 14	HALF-YEARLY EXAMINATION-1 21	HALF-YEARLY EXAMINATION-4 28
TUE	FA III -5 (D-VIII) 1	FA III -6 (D-VIII) 8	15	22	29
WED	GRADE III SPECIAL ASSEMBLY 2	9	16	HALF-YEARLY EXAMINATION-2 23	HALF-YEARLY EXAMINATION-5 30
THU	3	10	17	24	
FRI	4 JANMASHTAMI	11	18	HALF-YEARLY EXAMINATION-3 25	
SAT	5 TEACHER'S DAY	PTI-PTM (IX & X) FA III-PTM (PP- VIII) 12	19	26	

OCTOBER - 2026

SUN		4	11	18	25
MON		HALF-YEARLY EXAMINATION-CS 5	12	19	26
TUE		HALF-YEARLY EXAMINATION-ART 6	13	DUSSEHRA / DASARA 20	27
WED		HALF-YEARLY EXAMINATION-GK 7	14	21	28
THU	1	8	15	22	29
FRI	MATHATMA GANDHI JAYANTI 2	HYE-PTM (PP- V) 9	16	23	30
SAT	HALF-YEARLY EXAMINATION-6 3	HYE-PTM (VI-X) 10	17	24	31

NOVEMBER - 2026

SUN	1	DINALI / DEEPAVALI 8	15	22	29
MON	2	9	16	23	30
TUE	FA III -1 (I-IX) 3	FA III -2 (I-IX) 10	FA III -3 (I-IX) 17	GURU NANAK'S BIRTHDAY 24	
WED	GRADE II SPECIAL ASSEMBLY 4	11	18	FA III -4 (I-IX) 25	
THU	5	12	19	26	
FRI	6	13	20	27	
SAT	EMPOWERMENT SESSION-3 FOR PARENTS AND STUDENTS 7	CHILDREN'S DAY 14	21	ANNUAL DAY 28	

DECEMBER - 2026

SUN		6	13	THANKSGIVING 20	27
MON		7	14	21	28
TUE	FA III -5 (I-IX) 1	FA III -6 (I-IX) 8	FA IV -1 (I-IX) 15	FA IV -2 (I-IX) 22	FA IV -3 (I-IX) 29
WED	2	9	16	23	30
THU	3	10	17	CHRISTMAS CELEBRATIONS 24	31
FRI	4	11	18	CHRISTMAS 25	
SAT	WINTER CAMP 5	FA III-PTM (I-IX) 12	FAREWELL 19	26	

JANUARY - 2027

SUN	31	3	10	17	24
MON		4	11	18	25
TUE		FA IV-4 (I-IX) 5	12	FA IV-5 (I-IX) 19	REPUBLIC DAY 26
WED		GRADE I SPECIAL ASSEMBLY 6	13	20	FA IV-6 (I-IX) 27
THU		7	MAKAR SANKRANTI/ PONGAL 14	21	28
FRI	NEW YEARS DAY 1	8	15	22	29
SAT	2	9	16	23	FA IV-PTM (I-IX) 30

FEBRUARY - 2027

SUN		7	14	21	28
MON	1	ANNUAL EXAMINATION- CS 8	ANNUAL EXAMINATION- 3 15	ANNUAL EXAMINATION- 6 22	
TUE	2	ANNUAL EXAMINATION- GK 9	16	23	
WED	3	ANNUAL EXAMINATION- ART 10	ANNUAL EXAMINATION- 4 17	AE-PTM (VIII & IX) 24	
THU	4	ANNUAL EXAMINATION- 1 11	18	NEW ACADEMIC SESSION FOR (IX & X) AE-PTM (PPI & PPII) 25	
FRI	5	12	ANNUAL EXAMINATION- 5 19	AE-PTM (II & III) 26	
SAT	6	ANNUAL EXAMINATION- 2 13	20	AE-PTM (III & IV) 27	

MARCH - 2027

SUN		7	14	21	28
MON	AE-PTM (V & VI) 1	8	NEW ACADEMIC SESSION FOR PP 15	HOLI 22	29
TUE	AE-PTM (VII) 2	9	16	23	30
WED	3	10 EID-UL-FITAR	17	24	31
THU	NEW ACADEMIC SESSION FOR (I TO VIII) 4	11	18	25	
FRI	5	12	19	GOOD FRIDAY 26	
SAT	MAHA SHIVARATRI 6	PP GRADUATION DAY 13	20	27	



Schedule of Special Assemblies and Special Weeks

S.No.	Topic	By Class
1	Heroes Without Capes	I
2	Mother - The Multitasker	II
3	Living Legacies - Our Grandparents	III
4	Order in Mind, Order in Life - Discipline	IV
5	Be a Buddy, Not a Bully	V
6	Patriotism	VI
7	Online Choices - Offline Consequences	VII
8	Inner Hype - Outer Heights	VIII
9	Talent Without Direction Drifts	IX
10	Learning Beyond the Pages	X

Special Events

S.No.	Department	Special Week	Date
1	Music	Alaap	28-03-2026
2	Dance	Chagag	18-04-2026
3	Art	Chitralkhanam	04-07-2026
4	English	Lit-Fest	25-07-2026
5	PE	Independence Day	15-08-2026
6	Social Science	Heritage Week	22-08-2026
7	Mentors	Children's Day	14-11-2026
8	PE	Sports Day	26-01-2027

ASSESSMENT SCHEDULE 2026-2027 – TERM I

DATE	GRADE I	GRADE II	GRADE III	GRADE IV	GRADE V	GRADE VI	GRADE VII	GRADE VIII
04 APR 2026	PTM 1-KNOW YOUR TEACHER							
23 JUN 2026	ENGLISH	MATHS	ENGLISH	SCIENCE	MATHS	ENGLISH	SCIENCE	TELUGU
30 JUN 2026	MATHS	ENGLISH	SCIENCE	MATHS	SOCIAL	SCIENCE	ENGLISH	MATHS
07 JUL 2026	EVS	TELUGU	HINDI	TELUGU	ENGLISH	TELUGU	SOCIAL	SCIENCE
14 JUL 2026	TELUGU	HINDI	MATHS	SOCIAL	HINDI	SOCIAL	MATHS	HINDI/FRENCH
21 JUL 2026	HINDI	EVS	SOCIAL	HINDI	SCIENCE	MATHS	HINDI/FRENCH	SOCIAL
28 JUL 2026			TELUGU	ENGLISH	TELUGU	HINDI	TELUGU	ENGLISH
01 AUG 2026	PTM 2-FA1							
04 AUG 2026	ENGLISH	MATHS	ENGLISH	SCIENCE	MATHS	ENGLISH	SCIENCE	TELUGU
11 AUG 2026	MATHS	ENGLISH	SCIENCE	MATHS	SOCIAL	SCIENCE	ENGLISH	MATHS
18 AUG 2026	EVS	TELUGU	HINDI	TELUGU	ENGLISH	TELUGU	SOCIAL	SCIENCE
26 AUG 2026	TELUGU	HINDI	MATHS	SOCIAL	HINDI	SOCIAL	MATHS	HINDI/FRENCH
01 SEP 2026	HINDI	EVS	SOCIAL	HINDI	SCIENCE	MATHS	HINDI/FRENCH	SOCIAL
08 SEP 2026			TELUGU	ENGLISH	TELUGU	HINDI	TELUGU	ENGLISH
12 SEP 2026	PTM 3-FA2							
HALF-YEARLY EXAMINATION(SAI) FOR GRADE I TO X – 21 SEP 2026 TO 03 OCT 2026								
05 OCT 2026	CS	CS	CS	CS	CS	CS	CS	CS
06 OCT 2026	ART	ART	ART	ART	ART	ART	ART	ART
07 OCT 2026	GK	GK	GK	GK	GK	GK	GK	GK
09 OCT 2026	PTM 4(PP TO V) - SA1							
10 OCT 2026	PTM 4(VI TO X) - SA1							

NOTE:

1. NO RE-TEST WILL BE CONDUCTED FOR ANY WEEKLY ASSESSMENT OR SUMMATIVE ASSESSMENT.
2. IN CASE OF A SUDDEN HOLIDAY ON ANY TUESDAY THE TEST WILL BE CONDUCTED ON THE FOLLOWING WORKING DAY.

ASSESSMENT SCHEDULE 2026-2027 - TERM II

DATE	GRADE I	GRADE II	GRADE III	GRADE IV	GRADE V	GRADE VI	GRADE VII	GRADE VIII
03 NOV 2026	ENGLISH	MATHS	ENGLISH	SCIENCE	MATHS	ENGLISH	SCIENCE	TELUGU
10 NOV 2026	MATHS	ENGLISH	SCIENCE	MATHS	SOCIAL	SCIENCE	ENGLISH	MATHS
17 NOV 2026	EVS	TELUGU	HINDI	TELUGU	ENGLISH	TELUGU	SOCIAL	SCIENCE
25 NOV 2026	TELUGU	HINDI	MATHS	SOCIAL	HINDI	SOCIAL	MATHS	HINDI/FRENCH
01 DEC 2026	HINDI	EVS	SOCIAL	HINDI	SCIENCE	MATHS	HINDI/FRENCH	SOCIAL
08 DEC 2026			TELUGU	ENGLISH	TELUGU	HINDI	TELUGU	ENGLISH
12 DEC 2026								
PTM 6(PA3)								
15 DEC 2026	ENGLISH	MATHS	ENGLISH	SCIENCE	MATHS	ENGLISH	SCIENCE	TELUGU
22 DEC 2026	MATHS	ENGLISH	SCIENCE	MATHS	SOCIAL	SCIENCE	ENGLISH	MATHS
29 DEC 2026	EVS	TELUGU	HINDI	TELUGU	ENGLISH	TELUGU	SOCIAL	SCIENCE
05 JAN 2027	TELUGU	HINDI	MATHS	SOCIAL	HINDI	SOCIAL	MATHS	HINDI/FRENCH
19 JAN 2027	HINDI	EVS	SOCIAL	HINDI	SCIENCE	MATHS	HINDI/FRENCH	SOCIAL
27 JAN 2027			TELUGU	ENGLISH	TELUGU	HINDI	TELUGU	ENGLISH
30 JAN 2027								
PTM 6(PA4)								
08 FEB 2027	CS	CS						
09 FEB 2027	GK	GK						
10 FEB 2027	ART	ART						
ANNUAL EXAMINATION(SA2) FOR GRADE I TO IX - 11 FEB 2027 TO 22 FEB 2027								
PTM7 & BOOKSALE	24 FEB 2027	25 FEB 2027	26 FEB 2027	27 FEB 2027	01 MAR 2027	02 MAR 2027		
	VIII & IX	PP1 & PP2	G1 & G2	G3 & G4	GS & G6	G7		

NOTE:

1. NO RE-TEST WILL BE CONDUCTED FOR ANY WEEKLY ASSESSMENT OR SUMMATIVE ASSESSMENT.
2. IN CASE OF A SUDDEN HOLIDAY ON ANY TUESDAY THE TEST WILL BE CONDUCTED ON THE FOLLOWING WORKING DAY.

ASSESSMENT SCHEDULE 2026-2027 GRADE IX & X

DATE	GRADE IX	GRADE X
24 MAR 2026	SOCIAL	TELUGU
01 APR 2026	TELUGU	SOCIAL
07 APR 2026	ENGLISH	SCIENCE
15 APR 2026	SCIENCE	ENGLISH
21 APR 2026	MATH	HINDI
28 APR 2026	HINDI	MATH
25 APR 2026	PTM 1(PA1)	
23 JUN 2026	SOCIAL	TELUGU
30 JUN 2026	TELUGU	SOCIAL
07 JUL 2026	ENGLISH	SCIENCE
14 JUL 2026	SCIENCE	ENGLISH
21 JUL 2026	MATH	HINDI
28 JUL 2026	HINDI	MATH
01 AUG 2026	PTM 2(PA2)	
PERIODIC TEST I		
11 AUG 2026 TO 18 AUG 2026		
12 SEP 2026	PTM 3(PERIODIC TEST)	
HALF-YEARLY EXAMINATION(SA1) FOR GRADE IX & X - 21 SEP 2025 TO 03 OCT 2026		
05 OCT 2026	CS	-
10 OCT 2026	PTM 4(SA1)	

DATE	GRADE IX	GRADE X
03 NOV 2026	SOCIAL	
10 NOV 2026	TELUGU	
17 NOV 2026	ENGLISH	PRE-BOARD I
25 NOV 2026	SCIENCE	
01 DEC 2026	MATH	
08 DEC 2026	HINDI	
12 DEC 2026	PTM 5(PA3)	
15 DEC 2026	SOCIAL	
22 DEC 2026	TELUGU	PRE-BOARD II
29 DEC 2026	ENGLISH	
05 JAN 2027	SCIENCE	
19 JAN 2027	MATH	
27 JAN 2027	HINDI	
30 JAN 2027	PTM 6(PA4)	
12 FEB 2026	CS	
ANNUAL EXAMINATION(SA2) FOR GRADE I TO IX - 11 FEB 2027 TO 22 FEB 2027		
24 FEB 2027	PTM7(VIII & IX)-SA2	
		PTM 6(PB2)

GENERAL SCHOOL RULES

- Every student must carry this Almanac to school every day and use it productively.
- Students who are escorted to and from school by domestic staff, auto drivers, van drivers, or similar personnel may not leave the school premises without their designated escort. In case of a delay in the escort's arrival, students must report the matter to the school office.
- Wearing the school uniform is mandatory during school hours, at all school functions, and whenever students represent the school outside.
- Any communication from a parent or guardian should be addressed solely to the principal. The application must clearly mention the student's name, class, section, address, and phone number.
- Parents are requested to cooperate by ensuring their child's regularity, punctuality, and discipline in their studies and conduct.
- Attendance is mandatory on the first and last day of every term.
- Parents are encouraged to review the almanac and school bag daily to ensure they are aware of any issued notices, circulars, or homework.
- Parents are advised to visit the school website for new updates, circulars, weekly assessment syllabus, examination schedule or for any worksheets/assignments.
- Parents should ensure that any schoolwork missed during their child's absence is completed and updated.
- Parents should monitor the websites being visited by their wards and limit television viewing to appropriate programs and duration of viewing.
- Parents should ensure their wards attend school regularly and avoid unnecessary leave before weekly assessments or examinations.
- Parents should follow the school's hierarchy for concerns about their ward's progress. They may write to the school, schedule an appointment with the concerned teacher or coordinator, and then approach the principal if further assistance is needed.
- The distribution of return gifts is strictly prohibited. On birthdays, students may share only one wrapped toffee or sweet.



SCHOOL RULES

Turnout of the Student:

- Uniform must always be neat and clean.
- I-Card is a part of the uniform and must be worn at all times.
- The school uniform should be worn on all prescribed days, birthdays, PTM's and all school functions.
- Strict action will be taken against students who do not adhere to the uniform norms of the school.
 - a. No low waist (skirts/ trousers) is allowed.
 - b. Shirts should be properly tucked in.
- The school respects personal faith and practices, such as Deeksha, Mala, or other religious observances. However, the prescribed school uniform must be worn on top, maintaining both tradition and discipline.
- Non-Sikh boys should get their hair-cut at regular intervals and ensure that it remains combed and tidy.
 - a. No spikes/strikes are permitted. Use of hair gel is not allowed.
 - b. Girls cannot apply henna on hands. Only one pair of small ear studs is allowed; no earrings, rings, or nose rings.
- c. Girls with long hair must plait it. Wearing a hairband is mandatory on campus or in the bus and while representing the school.
- d. Religious threads and bracelets are not allowed in school.
- e. Coloring or bleaching of hair is not permitted.
- Bullying and the use of foul language are punishable offenses whether in or out of the school. Students who found using the same will be expelled.
- Students are encouraged to speak only in English to improve communication skills. Using the mother tongue or local language is strictly prohibited. Non-compliance will lead to disciplinary action.
- Students are strictly prohibited from bringing weapons or sharp objects like blades, knives, scalpels, or scissors to school.
- Students must respect school property. Any damage or defacement will lead to fines, disciplinary action, or possible expulsion.
- Bringing money, mobile phones, watches, cameras, or expensive stationery to school is strictly forbidden.

SCHOOL RULES

- Students using school transport must follow bus rules and respect staff.
- Students are strictly prohibited from commuting to school on self-driven two- or four-wheelers. Ensuring safe transport is the sole responsibility of parents.
- Misuse of technology, including cyberbullying, is strictly prohibited. Students should not post inappropriate content related to the school, staff, or peers on social media.
- Students are not allowed to bring publications, reference books, CDs, storage devices (floppies, pen drives, iPods), or any non-academic materials unless instructed. Only textbooks and library books are permitted.
- For their own security, students must not buy or accept articles, gifts, or food from anyone while traveling to or from school.
- Bursting crackers or splashing colors during Holi on school premises or in school buses is strictly prohibited.
- Attendance at all school festivals and functions, both on and off campus, is mandatory unless exempted by the school.
- Students must be environmentally conscious in all actions. The use of polybags is strictly prohibited and should be completely avoided for any purpose.
- Students must maintain decorum on school premises. Screaming, whistling, throwing objects, or any disruptive behavior is strictly prohibited and will result in disciplinary action.
- Lost ID cards will be reissued upon a written request and payment of Rs. 500/-, Tag-Rs. 100/-
- The school reserves the right to suspend any student for unsatisfactory academic progress or conduct that negatively impacts others.
- Observing school rules and maintaining good behavior are essential qualities of a responsible student.
- The school rules can be changed without prior notice or reason.



REWARDS AND REPRIMANDS

The school discipline system is based on the premise that there are consequences for actions. It endeavours to be consistent and fair and is underpinned by the principles of natural justice. For the school community to operate as a safe learning environment where all strive for personal excellence, it is important that clear boundaries are established. While rewards are for motivating the students to sustain good actions and consistently strive for better behaviour and efforts, reprimands are in order to check undesired actions on the part of the wrongdoer and to deter other students from doing the same.

Green Star

A green star will be awarded to a student for exemplary behaviour and performance within the classroom, the school campus, inside bus, at bus stop, while representing the school outside the campus, etc. Any teacher can bestow a green star on a student.

The teacher may give it in following cases:

- **Good Behaviour** – Being well-mannered with fellow students, teachers and other staff, abiding by the school rules, transport rules, resource centre rules, etc., completing assignments,
- **Attendance** - 100% attendance in a month
- **Effort in Class** – Taking interest in class room learning and other activities, taking initiatives to keep class room and surrounding areas clean, taking care of class room properties, informing the class teacher promptly in case any class room property is damaged or tampered with, contributing in the preparation of class room display boards, etc.
- **Improved Grades** – Improvement in grades/marks in a particular subject from the last assessment.
- **Healthy Eating** – Following strictly the prescribed menu, using dustbins as per their specification, washing hands before and after lunch, maintaining proper hygiene, etc.

Red Warning Card

Careless and untidy work, incomplete/non-submission of class work or home work, projects, assignments, holiday homework, display board work (if assigned) or any other work assigned by the teacher, etc. indicating a general lack of effort in academics and pupil initiative may lead to the issue of a red warning

card by any teacher. This will also apply to not bringing of books, notebooks, late return of library books, damaging school property, etc.

Yellow Warning Card

A yellow warning card may be given by teachers for infringements of school rules, transport rules, resource centre rules, etc. and general misbehaviour. If a student gets 3 yellow warning cards she/he will be issued a yellow card. Yellow warning cards can be issued by any teacher.

Red Card

A student who gets 3 red warning cards indicating a sustained lack of effort in academics and pupil initiative shall be liable for the issue of a red card. Along with the card, a letter is also sent to the parents and a copy of the same is filed in the student's personal file.

Yellow Card

Serious offences, which adversely reflect a student's conduct, may lead to the issue of yellow card. The

Principal, on the written statement of a teacher(s), may issue a yellow card. The offender is deprived of all privileges in the school for a period of one week. She/he is not allowed to attend any programme, field trip or outing and co-curricular classes like music, dance, art, hobby and team games.

The receipt of two yellow cards within one academic year shall lead to expulsion of the offender from the school on disciplinary grounds.

Other Disciplinary Measures

The following disciplinary measures will also be adopted by the school in dealing with students behaving in an unruly manner:

1. Oral warning and counselling
2. Written warning
3. Detention during the break
4. Suspension (ranging from 7 days to 30 days)
5. Withdrawal of transport facility for misbehaviour in the school bus.

In such cases parents will be responsible for their ward's commute to school.



RESOURCE CENTRE / LIBRARY RULES

The school's Resource Centre is open to all students from Class I onwards. All classes have one Resource Centre period per week. Students visiting the Resource Centre have to observe the following rules:

- Every student shall borrow and read books from Resource Centre each month, as per activities listed in the schedule.
- Until the previously issued book is returned, students will not be eligible for a fresh issue.
- Reference books are not for issue. These books can be read only in the Resource Centre.
- If books are returned late without a valid reason, the borrowing facility will be withdrawn for a period of 4 weeks or more.
- Books marked, disfigured, damaged or lost while in their possession will have to be replaced by the borrower, failing which their parents will be billed twice the cost of a replacement.
- Any student found deliberately damaging or defacing a book may be debarred from the Resource Centre for the entire term or academic year and a heavy fine will be levied.
- The Resource Centre has an open access system, and the students must help maintain the order and organization of the collection in different shelves. They must place the books in the shelves strictly according to the call numbers, after consultation with the librarian.
- Students are not allowed to bring their personal books or belongings to the Resource Centre.
- Strict discipline has to be maintained in the Resource Centre.
- It is mandatory for all the students to do the activities slated in the list of activities of the resource centre.



SCHOOL TRANSPORT RULES

- School bus routes are drawn up based on convenience and demand while ensuring that no route is overly long. Parents should consult the school's transport in-charge for necessary details or any changes desired.
- Under no circumstances are students allowed to go behind or under the buses parked in the school campus. Students are also not allowed to sit in parked buses during school hours.
- Under no circumstances should students touch the instrument panel of buses.
- A student using the school bus is expected to be at the bus stop at least five minutes before the scheduled arrival of the bus. The student has to be on the correct side of the arriving bus.
- Students are allowed to use only their allotted bus and bus stop. There is no provision for temporary change in bus or bus stops.
- Students, who miss the allotted bus, should not try to board any other bus. In such cases it is the responsibility of parents to drop their wards to the school. Such students may, however, return by their allotted bus.
- Students must make sure that the aisle of the bus is clear, and that school bags and other belongings are placed properly.
- Students must keep all parts of their body inside the bus at all times. They should not put their hands out even for waving.
- No object should be thrown inside or outside the bus.
- The consumption of edibles and drinks is not permitted in the bus.
- Unruly behaviour like shrieking and shouting is strictly prohibited.
- The driver's attention must not be distracted for any reason.
- The drivers are authorised to stop buses at designated stops only, unless otherwise directed by the bus teacher after consultation with the I/C-Transport and Principal. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change.
- The change shall become effective only after the school grants written permission.

SCHOOL TRANSPORT RULES

- Request for temporary change in bus or bus stops will not be entertained.
- Parents should, for the safety of their children, ensure that their wards are always escorted to and from bus stops. For children who, for any reason, have to travel unescorted to and from their stops, an application mentioning the same must be sent to the Principal.
- Parents (or their duly authorised nominee/s) have to produce the parents' copy of the identity card at the bus stop or the school gate, in order to receive their wards, failing which the student will not be handed over to parents or their nominee/s and will be brought back to the school office. The parent will then have to pick up the student from the school after showing the parent's copy of the identity card.
- Parents/Nominees of students who do not avail the school's transport should present themselves at the school gate 15 minutes before the start and as per the time specified at dispersal of the school to drop/collect their wards.
- If, due to certain exigencies, a student has to leave the school campus during school hours, the following rules will be observed:
 - A written request must be submitted by the parent.
 - The parents' copy of identity card must be produced.
 - The School Leaving Register must be signed.
 - A Permission Slip must be obtained and shown at the school gate before leaving the campus.
- Parents are not allowed to enter the bus under any circumstances.
- For parents who want to avail school transport facility for their wards, the Front Office Executive (FOE) can be contacted at the school office during the working hours for details.



ABSENCE FROM SCHOOL

- No student who has been absent on the previous day will be allowed to attend class unless her/his parent has entered an explanation stating the reasons for the absence, in the 'Record of Non-Attendance' section of the almanac, for each day the student has been absent from school. In case a child reports to school without an explanation in almanac, then the parents will be summoned to school and child will be sent back home.
- It is the responsibility of absent students to ensure that their parents have entered the relevant information and signed the almanac, failing which; the student's parents may be called to school and asked to take their

ward back home. In case of absence of more than two days on medical grounds, a Medical Certificate and prescription should be attached along with an application addressed to the Principal.

- A student, returning to school after suffering from an infectious or contagious disease, should produce a doctor's fitness certificate permitting her/him to attend school. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school:



Chicken- Pox	Till the scabs fall completely
Cholera	Till the child has completely recovered
Measles	Two weeks after the rash disappears
Mumps	Until the swelling has gone; about one month
Whooping Cough	Till the doctor certifies
Hepatitis	Till the doctor certifies

ABSENCE FROM SCHOOL

- Students who require medical attention during school hours, may be sent to the School Infirmary by the teacher concerned, who will enter the nature of the complaint and sign the 'School Infirmary Record' section of the almanac.
- Students should not, except in emergency situations, visit the school Infirmary, unless an entry has been made in the almanac by a teacher.
- Parents will be promptly informed in the event of serious illness or emergency and may be requested to come to school to take their ward home if necessary.
- Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/his name struck off the rolls.
- All students are expected to attend school on the opening day immediately following the vacations. Absence on the day of reopening of the school will attract strict disciplinary action.
- It is compulsory for students to achieve 90% attendance in each term in order to be eligible to take the end-of-term assessment. This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the Principal.
- Absence for more than 10% of total number of working days may result in detention of the child in the same class. On medical grounds, a student cannot remain absent for more than 20% of the total working days.

Late Arrival in School

- Students are expected to reach school 10 minutes before the start of the school. Students arriving late will not be allowed to enter the school premises without a plausible explanation.
- Arriving late for school is not acceptable. Students found to have come late for more than one day in a term/semester will not be allowed to attend classes on second such occurrence and disciplinary action shall be taken against them.

Record of Non-attendance

- In the event of a student's absence from school, parents must provide an explanation for the student's absence (Valid for only up to two days of absence). Beyond that, an application duly signed by parent along with Medical Certificate and prescription is a must.



HOMEWORK POLICY

- Homework is a constructive tool in the teaching/learning process, geared to the needs and abilities of students, for the reinforcement of matter learnt in school. It is also intended to help students develop independent study habits.
- Students should try and do their homework entirely on their own, without the help of their parents. They should develop a regular homework routine, keep their parents informed with respect to homework assignments and show them the finished work. Students should:
 - Ensure that they are prepared with whatever stationery supplies are needed for homework.
 - Give their parents sufficient notice, if any extra materials are needed for projects and other such home assignments, so that these can be acquired without inconvenience.
 - Create, with the help of their parents, an appropriate environment at home for quiet study without disruption.
- Earmark a regular block of time for homework. If no homework is assigned they should maintain the routine, by reviewing class work or reading a book during the time assigned for homework.
- Ensure that their homework assignments are completed on time and that all supporting books and materials are carried back to school.
- Seek assistance from their parents only when specifically required, as per instructions from their teacher.
- Ask their parents, on a daily basis, to review their homework tasks, show them the completed work and ensure that they sign the almanac.
- Seek their parents' help to list the things they did not understand, so that they can share these with their teacher at school the next day.



RULES FOR ASSESSMENT

1. Attendance is compulsory for all assessments held during the year, failing which the student will be given zero. Consideration whatsoever will be only on genuine medical grounds that too at the sole discretion of the Principal only after the parents submit an application with photocopies of all relevant medical documents on the day of the exam at school office.
2. A minimum attendance record of 90% of the total number of working days in each term/unit is compulsory. In the eventuality a student misses classes due to health reasons the school will have the sole discretion in deciding a waiver, if any. But even on medical grounds absence beyond 20% of the total number of working days will not be accepted.
3. There is no provision for reassessing students, who remain absent on the day of the assessment, or those who have failed in one or more subjects. Request for change in assessment dates or timings will not be entertained.
4. Students reporting late for assessment will not be given any extra time for answering the question papers.
5. Unfair Means: Students found using any unfair means during any of the assessment, will be given zero in that subject. Parents and the concerned student will be summoned and asked to provide an explanation. A repeat of such action in future will result in the prompt issue of a Transfer Certificate, without notice.
6. The answer scripts of the Weekly Assessment will be distributed to students after evaluation the next week after the date of the exams. Errors in evaluation, such as mistakes in totaling, unmarked answers, etc., must be brought to the notice of the concerned teachers on the same day itself. Delaying this for even one day may result in ignoring the same while preparing the final result.
7. Requests for the issue of Progress Report before the declaration of results will not be entertained.
8. A duplicate of Report Card (if lost/damaged) shall be issued on a payment of Rs. 500/-.

Promotion Criteria

- Classes Nursery-onwards. Attendance less than 90% and not able to cope up with the syllabus resulting in poor academic performance may result in detention in the same class, after mutual consent of parents and school authorities.



PAYMENT OF FEES

Term-I Fee : By 15th March

Term-II Fee : By 15th July

Term-III Fee : By 15th Nov.

A fine of Rs. 100/- will be levied per day after the stipulated date.

School reserves the right to strike the defaulters name from the school rolls with in a month from the stipulated date of payment.

Service charges will be levied if cheque deposited towards fee is bounced/ returned by the bankers.

It is mandatory for parents to adhere to the schedule of payment for the smooth functioning of the school.

Issue of Transfer Certificate and other documents

- In case of transfer of parents from station to any other place, and subsequent to this if the parents apply for School Leaving Certificate / Transfer Certificate, the concerned will have to apply for transfer certificate before 31st December. Other wise they have to pay the preceding term**

fee (both Transport and Tuition) for that particular term to the school.

- A clear One Term Notice has to be given, if you want to withdraw the transport facility for your ward or you want to withdraw the child else fees for the entire year have to be paid.**
- Transport will be provided for both ways and not for one way.**
- Caution money deposited at the time of admission will be released only after 15 days of application received for the issue of TC and after the payments of all dues.

Issue of Certificates and other documents

Issue of recommendation letters, Bonafide certificates for Tax returns, certificate showing the Tuition Fee paid to school for reimbursement and other documents as required by parents, will be issued only on receipt of application from the parents at least 10 days in advance.



SCHOOL WEBSITE

- The school places a lot of emphasis on integration of information technology for the smooth functioning of the school and for minimizing efforts in communication. With this in view we maintain the school's website, which serves as a portal for dissemination of information about the school and about the happenings on the campus.
- The website also serves as a notice board giving information about admissions, vacancies, recruitment, and their related schedule. In addition it has links for downloading latest publications and newsletters that are uploaded so that they can easily be downloaded and read at leisure. The website also reports about events and programmes that are conducted on the campus.
- Another functionality of the website is in the arena of projects that are held for students. A link on the website takes parents to the project page from where information and forms can be downloaded by students.
- Apart from all the information mentioned above, other features that will continue to be a part of our website will be as follows:
 - All circulars are uploaded so that the parents can directly log in and get the latest Notice and Instructions regarding the scholastic and co-scholastic activities taking place in the school.
 - School Calendar mentioning all activities of the school for the complete session can be viewed in our school website, so that parents can plan for vacations in advance. Apart from this Weekly & Term Assessment Schedules can also be viewed.
 - Study Course Materials can be downloaded.
 - Uploaded material will remain in our website's database for adequate time.
 - However, parents are requested to log-in regularly and browse the content to make our website an effective communication tool. We also encourage parents to give their constructive feedback and suggestions to improve our website. To do so parents can click the e-mail link on the contact page.

