

AL-AMEEN PUBLIC SCHOOL, SREEMOOLANAGARAM

CODES AND POLICIES

Eligibility for promotion is based on the cumulative performance in all test / exams and continuous assessments conducted during the academic year. All students ensure that they do not miss any of the examination/tests

Do not force child to attend the test / exam if he or she is unwell

There will be an open house after each exam. It is mandatory for the parents personally and collect the progress report.

Detention: -

The principal has full authority to detain a student if the progress in the class to which he/ she has been provisionally admitted is found to be unsatisfactory.

Withdrawals: -

1. Parents/Guardians desires of withdrawing their children should notice of their intention to the principal at least a month prior to the proposed date of withdrawal, if it is to be done during the middle of the year the fees rule to the end of the year must be remitted.
2. In appropriate cases the principal has the right to ask for the withdrawal of students from the school and the fees paid in respect of such a student for the year will not be refunded.

Moral Instructions: -

All students have to attend Value Education Classes. The school has separate prayer halls for male and female students within the school campus. Male students can go to the mosque near the school on specified days.

Physical Education: -

1. Every student should take an active part in P.T and play games regularly.
2. The performance of the students in physical education and their conduct also be considered for promotion.

Medical Inspection: -

The medical inspection of the students is held by a competent physician and his/her report is sent to the parents for follow up

Fee Structure: -

The school collects fees in four equal quarterly instalments from LKG to STD XII. The special fee is collected as the school has to incur substantial expenditure on each student towards the conduct of internal and external examination, library books & periodicals, sports equipment and stationery among other things. The caution deposit is collected from all students at the time of admission against damage to school furniture and delay in remittance of fees/dues. It will be refunded when the students leave the school.

1. Fees must be paid before the scheduled date through federal bank.
2. Pupils shall not be allowed to sit for the examination unless all fees due are paid up to date.
3. Fees ones paid will not be refunded.
4. Fees must be paid for the month during pupil's name has been absent during those months.

5. Kindly use student ID no. (Admn No.) for fee remittance.
6. Fee can be paid through Fed mobile app/challan
7. Parents must keep the fee receipt (Student's copy) issued from the bank and produce it at school office as proof of payment, if needed.
8. Delayed payments will invite fine @ Rs. 10/- per week

School Conveyance: -

School Vehicle are available for taking children to and from various important points within the area. If there is any delay in the arrival of the school bus, the principal should be contacted Ph. +91 484 298 2033, 98473 45075

1. The queue system is to be observed.
2. The smaller children should be seated before senior students occupy the seats.
3. Students are expected to be at the respective bus stops five minutes before the scheduled departure time.
4. Younger children will be brought back to the school if there is no one at the stop to collect them.
5. Every student who gets in the school bus should behave decently.
6. Children should be escorted by responsible persons to and from the boarding point.
7. Avoid noisy behaviour while waiting for bus.
8. Students shall not throw waste paper on the floor of the bus or out of the bus windows.
9. Keep the bus clean.
10. Do not eat in the bus.
11. Do not fight, push, or shove.
12. Do not use any profane language.
13. Obey and respect driver and other employees.
14. Do not lose your riding privilege due to misbehaviour.

Guidelines for Students: -

English must be the language of communication during school hours.

- ▶ Students must be in their classes when the first bell rings. They should proceed to the Assembly and return to their classes in perfect order. During the assembly proper decorum and solemnity befitting the occasion should be maintained. Late comers to the Assembly, will be severely deal with.
- ▶ Students are advised to be self-disciplined, well -behaved and well-mannered at all times. They should be polite and courteous and greet teachers, elders and guests.
- ▶ Punctual and regular attendance at the school is compulsory. No student should abstain from classes without the proper leave application column being filled in by the parent in the diary.
- ▶ No Students should go into or get out of the class room without teacher's permission. Loitering outside the classroom s during class hours is not permitted.

- ▶ Order and discipline must be maintained in the classrooms and on the campus. Running along the corridors, rough games and playing near classes which are in session must be avoided.
- ▶ All school property like books, teaching aids, games equipments and furniture should be handled with care. Cost would be realized for any deliberate destruction caused.
- ▶ Using indecent language, indifference towards school work, discourtesy to any members of the staff or any gross misconduct would lead to removal of the pupil from the rolls. In such cases parents will be intimated before hand
- ▶ Students should be earnest and regular in studying the portion taught and doing the home assignments given by teachers. The work to be doing should be noted down in the diary every day. Laziness will not be tolerated.
- ▶ Money should not be brought to School unless specifically asked for by the teachers.
- ▶ Students are not permitted to carry items such as Mobile Phones, Pen drive, Memory Card, Tab, Camera, Toys, Cards, Video Games, Chewing gum, etc to school
- ▶ Gold ornaments are not permitted except a small ear stud for girls.
- ▶ The school counsellor is available at school during school hours. In the event of any academic or emotional stress
- ▶ If a teacher happens to be absent in a classroom, the class leader should inform the principal of the matter.
- ▶ No pupil shall enter any classroom other than his/her own without permission.

A NOTE TO THE PARENT

Kindly read the rules of the school carefully and assist your child in following them.

- The School Dairy should be checked daily and instructions given in it should be followed promptly. It is a useful channel of communication between parents and teachers. Communications sent from school must be signed by the parents and they should ensure that notes sent by them have been acknowledged by the teachers.
- Children should be sent to the school in full, neat uniform with the required books and writing materials. Hair must be kept short and tidy. Girls with long hair must plait it and use only black ribbons or bands.
- Enough time must be given at home for children to attend to their studies and assignments. Parents should keep regular watch of the studies and assignments. Parents should keep regular watch over the progress of their wards and approach the principal with their suggestions and requests. The principal will arrange meetings with the teachers.
- Parents must attend the Open House held after the tests and examinations. They are also required to attend other meetings scheduled by the school
- Report Cards must be signed and returned.
- Text books and note books should always be covered with brown paper and neatly labelled. It is desirable to label personal belongings like pencil boxes and umbrellas.
- All leave taken by the students should always be entered in the leave column in the Diary by the parent.
- No child suffering from a contagious disease should be sent to school. Large amounts of money should not be sent as the school will not take responsibility for any loss

- Parents should ensure that students selected for school programmes, inter- school competitions and sports events, attend rehearsals/practice regularly and report for the events
- Build up a healthy parent child teacher rapport