

## **SCHOOL ADMINISTRATION**

### **1 School Office Timings :**

The School Office functions from 9:30 a.m. to 1:00 p.m. and from 2:00 p.m. to 4:15 p.m. on all working days from Monday to Friday.

### **2 Official Correspondence :**

i) All official correspondence with the school is to be addressed to The Principle.

ii) Please do not write official letters or correspond to the Class/Subject Teacher on matters for which decisions can only be taken by the Principle. The school will correspond with parents asking them to meet the Principle personally, regarding the progress of their child on for any other reason. Please treat such request as URGENT as they are concerned solely with the welfare of your child.

iii) Parents are requested to mention their phone number or mobile number in all correspondence with the School, so that the school can contact with the least possible delay.

**Any change in the residence or phone number is to be communicated to the School immediately.**

### **3 Fees :**

i) Information regarding the current rate of Monthly Tution fees, term fees etc., are displayed on the Notice Board. Fees are to be paid Term wise.

ii) The staff salaries and establishment expenses of the School are met entirely from the fees that the School receives from the parents. It becomes very difficult for the school to function properly if the fees are not paid in time. Please pay your Child's fees in time.

iii) Fees are to be paid in Cash at Harihareshwar bank in Khandala, after obtaining the Fees challan from the School Office.

iv) **Concession:** Term fee concessions are available for needy students provided they do well in their studies. The Application for Fees Concession must reach the Secretary, Governing Body in time. The final authority for awarding the Concession is with the School Management Committee.

#### **v) Meeting Principal:**

The timings for meeting the Principal, Vice – Principal and incharges are displayed in the school office Notice Board.

#### **vi) Notice Board:**

Please make it a habit to read the notices etc. displayed on the Notice Board to be better informed and updated about the current School Activities. Important Notices etc. will also be displayed in the School Website: [www.savitribaphule.in](http://www.savitribaphule.in).

#### **vii) Keeping Parents Informed:**

The School officially communicates with Parents through printed circulars. Please read them carefully and file them for future References.

viii) Do not be cruel by keeping the Child anxiously waiting for after school is over. The school cannot be made responsible for the safe custody of the children after school hours.

## DISCIPLINE

### 1 **Example by Parents:**

Parents are requested to set a good example to the students by not smoking or chewing pan masala etc. in the school premises. Please do not spit or litter the school premises with waste paper etc. please dress decently when visiting the school. Shorts and casual wear are not acceptable.

### 2) **School Uniform:**

The School Uniform will be supplied to the students by the same supplier in the school.

3) **Punctuality and Attendance:** “Punctuality is the politeness of Kings.” The School insists on the students being punctual and regular in attendance, so that they become “WINNERS in LIFE.” It is an established fact that children whose progress in school is unsatisfactory are the same children who are not punctual and are also irregular.

4) Children are not allowed to ride two wheelers and bring cellphones or any electronic gadgets to the school.

### 5) **Leave of the Absence from the School:**

In case of illness, unforeseen or unavailable circumstances, a letter to that effect requesting Leave of the absence must be sent to the School Office. It must be addressed to the Principal. Please clearly mention the class in which the child is studying and the Period of Absence. A medical Certificate from a Registered Medical Practitioner is to be attached to the application in the case of illness or any other Medical Reason for the period of Absence. Long absence without leave or intimation could result in Parents being asked to withdraw the child from the school. **Absence without leave for Unit test or Examination will result in the child getting no marks for that particular subject or for the entire Test or Examination as the case may be.**

6) Students cannot leave the Campus during the Lunch Break without prior permission.

## RULES OF CONDUCT

- 1 Students are not permitted to bring mobile phones, cameras of any kind or any other electronic articles, magazines, books other than those related to curriculum in the School premises. If any student is found in possession of the same it will be treated as an act of misconduct and the Principal will take stern action including rustication. The child can use the School telephone to contact his/her parents with the permission of those School authorities.
- 2 Any student who is persistently mischievous or guilty of malpractice in connection with examinations, or has committed an act of serious indiscipline or misbehavior, may be expelled permanently or removed for a specified period by the Principal on the advice of the Management.
- 3 Student's access to networking sites must be strictly monitored by the parents. Any defamatory content, uploads etc. made by students on any sites will qualify for dismissal from the school.

## **PARENTS – TEACHER MEETINGS**

- 1 There will be a Parent- teacher Meeting once a Term to discuss common problems concerning the children. Individual problems are to be discussed privately with the concerned Teacher or the Principal. They are not discussed in a Parent –Teacher Meeting. At the Parent – Teacher meeting, parents elect a Parents Representative from each class. A list of parents. A meeting of Parents and Teachers Representatives is held once every two months.
- 2 Each child will undergo a health Check Up conducted by a Team of Specialists. A copy of the Medical Report will be given to the Parents.
- 3 Parents who feel that their Child is a Slow Learner or has a Learning Difficulty can meet the Students Counsellor and Special Educator for Learning Difficulties with permission from the Principal. In the interest of the children Follow up Action would be taken as per the Students Counsellors advice.
- 4 Parents must inform the School in writing, if their Child has any persistent medical or psychological problems including Learning Difficulties / Disorders. It is absolutely necessary for the Parents to keep the School informed about these problems, so that the staff can interact in an appropriate manner with the child.