



# Children's Academy

## Group of Schools

### Code of Conduct

- ✿ Boys are expected to look neat and well groomed with hair cut short evenly. Girls with long hair are expected to plait it with black ribbon, and hair band is a must for short hair. Nails should be trimmed short with no nail polish. Fancy haircut, jewelry, henna or make up are not allowed.
- ✿ All students are expected to wear navy blue cardigans in winter.
- ✿ Cleanliness of person and uniform is expected of every child. Those who come to school dressed untidily will not be allowed to attend school. Every student must possess at least two sets of uniform of the right shade.
- ✿ Every child must bring the school Handbook to class daily. No student is allowed to tear any page from the Handbook or use it as a rough book.
- ✿ Every student must wear his / her I-card at all times within the school premises. Students not wearing his / her I-card will be sent home.
- ✿ Any damage or loss of the card should be reported to the school office immediately. Duplicate card will be issued from the school office at an additional cost.
- ✿ Every student is expected to be in school ten minutes before the school timing. A student coming late to school will not be allowed to enter the classroom until permission is obtained from the Section Head.
- ✿ A student after receiving 3 late marks will be sent home.
- ✿ All children should be particularly careful not to litter the school premises.
- ✿ No student is allowed to leave the classroom without the permission of the teacher or until the class is dispersed.
- ✿ No student will be exempted from physical training without a doctor's certificate. Those who are thus excused must go and watch the drill.
- ✿ Report on conduct and application is issued after every test on the result sheet. These reports have to be signed by the parents and returned to the class teacher the next day.



# Children's Academy

## Group of Schools

- ✿ A child suffering from any contagious or infectious disease will not be allowed to attend the school without a fitness certificate from a doctor. However, permission to attend school rests with the Principal/ Headmistress.
- ✿ Any communication sent through the Handbook must be taken note of and duly signed by the parent.
- ✿ Any change in contact details must be immediately notified to the school authorities.
- ✿ While communicating with the school authorities, parents are requested to mention in their letter the grade and division of their child.
- ✿ If a pupil has lost or misplaced the school Handbook, he/she can buy another from the school.
- ✿ Parents are not allowed to meet their children or teacher/s during school hours without the sanction of the authorities.
- ✿ It is MANDATORY for parents to carry their escort card while visiting the school for any purpose. Entry to school will be barred if they fail to do so.
- ✿ Parents not availing the transport facility have to carry escort card every day while collecting their child.
- ✿ Parents of bus students will also have to carry their escort card while collecting their child from the school bus.
- ✿ Parents are requested not to fetch their children from school prior to the completion of school hours, except in case of emergencies when permission should be obtained in writing.
- ✿ Parents are requested to make any complaint directly to the authorities and not to the class teacher.
- ✿ The school cannot make itself responsible for books, money, clothes and other articles that are lost. It is not advisable for students to have money or valuable articles with them.
- ✿ Any damage done to the school property or to that of the other students will have to be borne by parents.
- ✿ No books or articles other than school books may be brought into the school premises.





# Children's Academy

## Group of Schools

- ✿ Carrying/use of mobile phones is prohibited in school.
- ✿ Chewing gum is strictly prohibited on the school premises.
- ✿ Grade/division is allotted to students as per the convenience of the school. Parents or students cannot demand the division of their choice.
- ✿ Concession in fee is granted in special cases to poor and deserving students. Concessions are tenable only for the year for which they are granted and may be cancelled at any time of the year if the student fails to satisfy the authorities in conduct and application. No reduction in fee will be made in favour of those whose academic progress and / or discipline is unsatisfactory.
- ✿ Parents are given to understand that they cannot dictate to the management and the management, thus reserves the right to have a say in what condition they will admit or retain pupils in the school provided such conditions are in conformity with the grant-in-aid code and the instructions issued by the Council or Director or the Education Inspector.
- ✿ The engagement of private tutors may prove detrimental to real progress. Parents must, therefore, remember that the school discourages private tuitions.
- ✿ Teachers of Children's Academy Group of Schools are banned from tutoring any student of the Children's Academy Group of Schools. Engaging a tuition teacher who is an employee of the Children's Academy Group of Schools will be viewed as a breach of disciplinary rules of the school and appropriate disciplinary action will be initiated against the teacher and the student.
- ✿ Gifts to teachers and demonstrations in their honour are not allowed.
- ✿ No collection of money for any purpose whatsoever will be initiated without the prior permission of the Principal/Headmistress.