

CONDUCT AND DISCIPLINE

Admission to St. Mary's School implies on the part of the pupil and parents willingness to comply with the requirements, rules and regulations of the school. They are as follows.

School Uniform

1. All the students must come to school neat and tidy.
2. The School Uniform should be strictly in accordance with the pattern prescribed by the school
3. The students are not allowed to wear/ bring gold ornaments to school
4. Wrist watches are allowed only from standard 5 upwards.

School property and belongings

1. Care must be taken of the school property. The students must not scratch or spoil the furniture, write on the walls, or in any way damage what is provided for their use. Collective fines may be imposed to recover damages.
2. The students are responsible for the safe custody of their books and belongings. They are not allowed to bring / exchange valuables or money.

Birthday Celebration

The students up to class 5 are allowed to wear colour dress on their birthday. Students can present a morally upright text to the school Library as a remembrance of their B'day

Regularity

1. the students must reach the school at least 5 minutes before the time fixed for the morning school assembly.



- No one should leave the school premises during the school hours without the principals permission
- The students are not allowed to be absents on the closing day / re-opening day or whenever there is a school function.
 - Irregular attendance, habitual idleness, neglect of homework, disobedience and disrespect towards the members of the staff of bad moral nfluence will lead to dismissal

5. School library

- Each students from class 4-10 will use the library card to issue books from the library.
- Books are issued for two weeks only. If a child fails to return the books on time fine will be charged for the same.
- Books marked, disfigured, damaged or misplaced will have to be replaced or paid or by the borrower.
- Children should maintain a diary for library notes that will help them to improve their vocabulary and language skills.
- Children should follow all library rules and maintain silence in the library.

6. Instructions to the parents/ guardians

- They may not visit their wards or their teachers in class rooms.
- During school hours, parents are allowed to see their children or meet the teachers only with the prior permission of the principal.
- Once the child comes to the school, he/she will not be allowed to leave the school before the school gets over. Hence requests for half day leave, short leave etc. may please be avoided.

- In case the students is not able to attend the school for more than a day the information there about the reason for absence should sent to the principal through an application written in the Diary itself.

Class room rules

- ❖ Be punctual and regular.
- ❖ Converse in English at all times.
- ❖ Keep your classroom neat and clean.
- ❖ Maintain discipline at all times and dont move out of the classroom without the teachers permission.
- ❖ Running in the classroom and on the corridors is strictly prohibited.
- ❖ Eat you tiffin in the classrooms during lunch break. A napkin/ Turkey should be brought daily.
- ❖ Bring books and notebooks according to the time -table.
- ❖ All notebooks and books should be neatly labelled and covered with the cover page provided from the school.
- ❖ Only prescribed notebooks should be used.
- ❖ Notebooks work should be neat. Only HB pencils / ink pens to be used. Whiteners and mechanical pencils are not permitted.
- ❖ Make sure to complete the work missed due to absence.

TO THE PARENTS

Though a school can do a lot for a child, it cannot do everything. Home is the place where he gets his first education and trining in citizenship. It is the chief place where his character is formed and developed. school education indeed promotes the growth of personality and helps to



discover and develop the qualities that are in the children. In order to secure all that is best in the education of your child, maximum co-operation between the parents and the school authorities is necessary.

The task of helping our children to become good citizens is done better through a kind of partnership between the school and parents.

The school desires to have your co-operation and close contact with the teachers of your children in order to develop an atmosphere that is conducive to better and more effective education. This diary is one of the links which bridges the home and the school.

We earnestly request the parents to look in to this school diary everyday and see that the lesson and homeworks assigned for the next day are completed, you are requested to pay attention to the remarks of teachers and acknowledge them.

Absence of your child from class for attending social function is discouraged because it retards the child's progress and minimizes his interest in regular hardworks. It is essential that the school be informed when the child is detained at home.

The children who are ill should not be sent to school to attend class or to take tests, as the chances are that they will spoil both their health and studies, in case of illness, application for leave must reach the school without delay.

The children should do their home-work by themselves. They should not be helped in it by parents or by tutors under they really need it. It is important that the children develop a habit of studying and working on their own.

Criticism of a teacher should be avoided in the presence of the child because it undermines his respect for the teachers and the school. Please meet the principal if you have a legitimate complaint.

As your child advances in age, guide him/ her to become a resourceful and useful member of the home, society and the country. Encourage self - help for work and study. He/she should be taught to keep his room tidy, make his own tidy, make his own bed, polish his/her own shoes carry his / her own bag etc. The formation of such habits early in life inculcates in him the idea of dignity of work, which is a fundamental personal virtue necessary for a successful career in life.

Fees

- The school collects fees for twelve months in three installments.
- Computer fees also be collected in three instalments along with the school fees.
- Bus fee will be collected monthly. It should be paid before the 30th of every month
- PTA subscription should be paid on or before 29th of June 2022 in the name of the senior most student of the same family.
- Annual fees should be paid on or before 29th of June 2022

Fees collection will be done in the office and the students are requested to bring the fees chart for the remittance of fees.

