

# THE BRITISH CO-ED



## RULES, REGULATIONS & GENERAL INFORMATION

Revised Edition March 2026-27



# INDEX

(Revised Edition March 2026)

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## OUR VISION

To ensure that each student achieves his or her potential academically, technologically, socially and emotionally.

## OUR MISSION

- To ensure that there are equal opportunities for every child to optimize their potential.
- To ensure that students understand that rights come with responsibilities.
- To build self-esteem and a sense of community.
- To motivate students to develop a keenness and enthusiasm for lifelong learning.

# OUR SCHOOL VALUES

At The British Co-Ed High School

- We believe that every child matters.
- We promote mutual respect.
- We believe in equality for all.
- We promote innovation and creativity.
- We value success in all areas of school life.
- We work in partnership with parents and the community.
- We encourage students to value learning and be lifelong learners.
- We aspire, pray that our students grow into active citizens who respect their language and traditions and care for and respect their society/ community.

## THE THREE GOLDEN RULES OF OUR SCHOOL



Good manners and good etiquette.



Good speech.



Sincerity in studies and conduct

# ESSENTIAL INFORMATION

The following information is of the utmost importance. Please ensure that school has this information.



## MEDICAL

Inform the School Office immediately if there are any family medical problems or anything which could cause the child insecurity and changed behaviour at school.

### SPECIAL MEDICAL NEEDS / PROBLEMS

It is in the child's interest that parents provide all information regarding special medical needs to the school. Kindly send photocopies of all doctor's reports to the Office. It is in the student's interest that school has all necessary information.

Please do not send 'medical reports' when convenient - i.e. at exam times or, as per one's own private schedule.

Please arrange for an interview with the Principal regarding any special problems.

Extra consideration can be given to students with special medical needs. However, authentic medical certificates need to be provided at the relevant time and NOT when it is convenient to parents to do so.



## STUDENT CARE AND WELLNESS

When students are unwell, they can rest in the Medical Inspection room. If they have a very high temperature, parents will be called, or they may be taken to town for immediate hospital attention. Parents must provide an Emergency Number to the school. (Address, Form and details should be constantly updated.)



## HEALTH RECORDS

- All students are required to submit updated medical records and vaccination details at the beginning of each academic year.
- Parents must inform the school in writing without delay, of any change in their child's medical condition during the academic year.
- Students are strictly prohibited from bringing medicines to school under any circumstances.



## PRIVACY

Communicate directly with the School- not through Social Media or the Press, complaining amongst each other but directly if there are any problems of any nature. There is a special form for this- **COMMUNICATION WITH THE SCHOOL** (See your Google Classroom). Any anonymous letters from fake ids will be discarded and may attract cyber-crime investigation.



## ADDRESS

Very important (legal requirement): Keep the School informed of any changes in circumstances (ie. address, phone numbers, emergency contacts etc.)

# CURRICULUM AND ASSESSMENT PROMOTIONS

## CLASSES III TO V - JUNIOR SCHOOL

| Subject  | 1st Quarter |                     |    |       | 2nd Quarter |                     |    |       | 3rd Quarter |                     |    |       | Final   |                     |       | For all subjects<br>Cumulative Assessment     |        |                |
|--|-------------|---------------------|----|-------|-------------|---------------------|----|-------|-------------|---------------------|----|-------|---------|---------------------|-------|---|--------|----------------|
|  | Written     | Oral /<br>Worksheet | CA | Total | Written     | Oral /<br>Worksheet | CA | Total | Written     | Oral /<br>Worksheet | CA | Total | Written | Oral /<br>Worksheet | Total | 1st Quarter +<br>2nd Quarter +<br>3rd Quarter | Finals | Grand<br>Total |
| English, Hindi, Punjabi,<br>Mathematics, Science<br>and Social Science | 50          | 25                  | 25 | 100   | 50          | 25                  | 25 | 100   | 50          | 25                  | 25 | 100   | 80      | 20                  | 100   | 60%   | 40%    | 100%           |

\*Classes III to V - Merit awards are given to students scoring 85% and above.

## CLASSES VI TO VIII - MIDDLE SCHOOL

| Subject   | 1st Quarter |                     |    |       | Half Yearly |                     |       | 3rd Quarter |                     |    |       | Final   |                     |       | For all subjects<br>Cumulative Assessment     |        |                |
|---|-------------|---------------------|----|-------|-------------|---------------------|-------|-------------|---------------------|----|-------|---------|---------------------|-------|---|--------|----------------|
|   | Written     | Oral /<br>Worksheet | CA | Total | Written     | Oral /<br>Worksheet | Total | Written     | Oral /<br>Worksheet | CA | Total | Written | Oral /<br>Worksheet | Total | 1st Quarter +<br>2nd Quarter +<br>3rd Quarter | Finals | Grand<br>Total |
| English, Hindi, Punjabi,<br>Mathematics, Science<br>and Social Sciences | 70          | 20                  | 10 | 100   | 80          | 20                  | 100   | 70          | 20                  | 10 | 100   | 80      | 20                  | 100   | 60%   | 40%    | 100%           |

\*Classes VI to VIII - Merit awards are given to students scoring 85% and above.

## CLASSES IX AND X - HIGH SCHOOL

| Subject   | Class | 1st Quarter |                      |       | Half Yearly |                      |       | 3rd Quarter /<br>Pre-Board Examination |                      |       | Final   |                      |       | For all subjects<br>Cumulative Assessment     |        |                |
|---|-------|-------------|----------------------|-------|-------------|----------------------|-------|--|----------------------|-------|---|----------------------|-------|---|--------|----------------|
|   |       | Written     | Assignment /<br>Viva | Total | Written     | Assignment /<br>Viva | Total | Written                                | Assignment /<br>Viva | Total | Written                                       | Assignment /<br>Viva | Total | 1st Quarter +<br>Half Yearly +<br>3rd Quarter | Finals | Grand<br>Total |
| English, Hindi,<br>Punjabi,<br>Mathematics,<br>Science and<br>Social Sciences | IX    | 80          | 20                   | 100   | 80          | 20                   | 100   | 80                                     | 20                   | 100   | 80  | 20                   | 100   | 50%   | 50%    | 100%           |
|   | X     | 80          | 20                   | 100   | 80          | 20                   | 100   | 80                                     | 20                   | 100   | Final Examination<br>conducted by the Council |                      |       | -   | -      | -              |

\*Class IX - Merit awards are given to students scoring 85% and above.

\*Class IX and X – All exams are conducted as per Council rules

# CURRICULUM AND ASSESSMENT PROMOTIONS

## CLASSES XI AND XII - HIGH SCHOOL

| Subject                                    | Class | 1st Quarter             |       | Half Yearly             |       | 3rd Quarter /<br>Pre-Board Examination |       | Final   |       | For all Subjects Cumulative Assessment        |        |                |
|--|-------|-------------------------|-------|-------------------------|-------|--|-------|---|-------|---|--------|----------------|
|  |       |                         | Total |                         | Total |  | Total |   | Total | 1st Quarter +<br>Half Yearly +<br>3rd Quarter | Finals | Grand<br>Total |
| English, Commerce,<br>Humanities, Sciences | XI    | As per<br>Council rules | 100   | As per<br>Council rules | 100   | As per<br>Council rules                | 100   | As per<br>Council rules                       | 100   | 50%   | 50%    | 100%           |
|  | XII   | As per<br>Council rules | 100   | As per<br>Council rules | 100   | Pre-Board<br>Examination               | 100   | Final Examination<br>conducted by the Council |       | -   | -      | -              |

\* **Class XI - Merit awards are given to students scoring 85% and above.**

\* **Class XI and XII – All exams are conducted as per Council rules**

## CLASSES IX to XII

Information Re: Class IX – XII is available in the regulations and syllabus books printed by the Council annually. The rules as specified must be adhered to. You can visit [cisce.org](http://cisce.org) for the syllabus book / more info.

Class IX & XI: First Quarter, Half Yearly and Third Quarter answer scripts will be returned but according to the Council's rules Final Examination answer scripts shall be retained by the school.

Class X and XII: First Quarter, Half Yearly and Pre-Board I answer scripts will be returned but according to the Council's rules Pre- Board II answer scripts shall be retained by the school.

## EXAMINATION GUIDELINES

**In case a student is found cheating, copying or using electronic devices (such as mobile phones, smart watches, bluetooth devices or unauthorised gadgets) during any examination, their paper will be cancelled.**

### **LEAVE DURING EXAMINATIONS:**

Leave during examinations will not be granted except for serious medical reasons supported by a valid medical certificate.

If there are any queries or discrepancies regarding the Result it has to be brought to the notice of the office within three working days of the declaration of the result.

### **ASSIGNMENTS / PRACTICAL FILES - CLASSES IX TO XII:**

All assignments, practical files and other academic submissions must be the students' own work.

Assignments or Practical files prepared by external sources will not be accepted. Students may be required to complete written assignments or practical files at school under the teachers' supervision.

# LEAVE RULES FOR STUDENTS

Parents / guardians are requested to ensure that their sons / daughters / wards are regular and punctual at school.

1. In the interest of students and discipline, parents are strongly advised not to apply for leave in the event of family vacations, ceremonies and functions as it would be detrimental to the student's progress. After Class VIII do not apply for long leave because you will be refused.
2. In case of absence due to illness a Medical Certificate / Report must be provided. Please use the form at the end of this booklet.
  - No leave will be granted unless parent / guardian make a request for leave at least three working days before the start of the absence.
  - All absences except for illness, injury, death in the student's immediate family require advance approval.
3. **No half day leave is permitted.**
4. Approved absences will be limited to ten days in the entire school year except in medical cases.
5. The school authorities can reject the leave request and ask for more clarifications.
6. If a pupil misses a test due to illness, a letter plus the doctor's prescription must be sent IMMEDIATELY to the office. Post dated applications and prescriptions will be inadmissible. Do not send an ill child to school for just the test period.
7. A change in scheduling of tests / assessments is not permissible. No consideration or change in schedule is granted for students who have to leave to go on a journey / trip or special occasion.

8. If a pupil misses several tests during the school year he / she may not be eligible for an award at the end of the year. More than one average per subject per school year will not be allowed.
9. Any compensation for a missed Final Exam due to any reason will be at Principal's discretion.
10. **Marks will be deducted from the Final Result in case of excessive leave.**
11. Extra consideration will be given to students with special needs. However, an authentic certificate should be provided at the relevant time and not when it is convenient for the parents to do so.
12. If your child has an infectious disease and you the Parent insist on sending him/her to school please understand that strict action will be taken.
13. Private Sports organizations are not recognized by the school therefore no resits for Quarterly exams will be held nor exceptions given.

**All students are expected to be regular and maintain the minimum attendance of 85%.**

**Prolonged non-attendance and no communication as to the reason for the absence will result in the child's name being taken off the Rolls.**

# CO-CURRICULAR ACTIVITIES

Co-Curricular is almost as important as Academics

## CLUBS

From Monday to Saturday club activities are held for students from class III to X: Debate Club, Robotics and AI Club, Art and Craft, Library / Reading, Dance, Yoga, Table Cooking, Storytelling, Eco Club, Media Club and STEM Club.

## INTER-HOUSE ACTIVITIES

Information is given every year regarding the schedule which includes:

- a) House Nights - (English, Hindi, Punjabi Plays), Dances (Western and Indian).
- b) Inter House English, Punjabi and Hindi Debate (High School, Middle School).
- c) Inter Class English, Hindi, Punjabi Recitation (Middle School).
- d) Inter Class Spelling Bee in English, Hindi and Punjabi.
- e) Inter Class Mental Mathematics.
- f) Inter House Quiz Competition.
- g) Inter House Sports Competitions - Kho-Kho, Football, Hockey, Basketball, Cricket etc.
  - Athletics (Field and Track Events)
  - Shot put, Discus throw, Long jump, Relay races.
- h) Lack of involvement in Co-Curricular activities can lead to a poor SUPW result or even lead to an E grade assessment which will prevent the child from sitting for the exam.

# OTHER (INTER SCHOOL) ACTIVITIES

- S. Amar Singh Kamboj Memorial Inter-School English Debate.
- The Frank Anthony Memorial Debate - PAN INDIA.
- Albert Barrow Creative Writing.
- Model United Nations (MUN) - PAN INDIA.
- Performing Arts Competition - PAN INDIA.
- Inter School Art competition, Literary festivals in India, Southeast Asia, South Asia
- Inter School Science Exhibition / Hackathon
- Inter School Artificial Intelligence and Coding Camps.
- Round Square
- UNESCO ASPnet
- British Council
- AFS
- IAYP

## SUPW

Socially Useful Productive Work activities take place on Wednesdays.

## NCC

Open to students from class VIII onwards

## NSS

It is mandatory for class XI and XII students.

## SCOUTS AND GUIDES

Open to students from Class V onwards.

# INTERNATIONAL PROGRAMMES



## ROUND SQUARE

Round Square is an international association of schools dedicated to excellence in education and personal development. Guided by the IDEALS of Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service, it fosters experiential learning and global engagement. Through its programme, students develop leadership, responsibility and a broad international perspective.



## UNESCO ASSOCIATED SCHOOLS NETWORK (ASPnet)

The UNESCO Associated Schools Network (ASPnet) is a global initiative of UNESCO that connects educational institutions committed to promote sustainable development and intercultural understanding.

As an ASPnet member school, we integrate these principles into our curriculum and co-curricular programmes.

# INTERNATIONAL PROGRAMMES



## BRITISH COUNCIL

The Recognition of an International Dimension in Schools (RIDS) is a school award under the aegis of the British Council. The school has received this award for 2013- 2016, 2016-2019, 2019-2022 and 2025-2028.



## YFU

Each year, international students join our school through YFU to gain academic and cultural experiences. The students are invited to host the international students. Students' parents then become local guardians.



## AFS INTERCULTURAL PROGRAMS

AFS provides intercultural learning opportunities to help students develop the knowledge, skills and understanding required to become global citizens.

# INTERNATIONAL PROGRAMMES



IAYP

The International Award for Young People, previously known as the Duke of Edinburgh Award, is an important feature of the Co-Curricular Syllabus. Students from Class IX are enrolled for the Bronze Medal and from Class XI for the Silver Medal.

## INTERNATIONAL TOURS

Tours to USA, Japan, Australia, Europe and other countries are held every year.

## TREKS AND TOURS (NATIONAL)

National Programmes: Treks and Tours are arranged for all students in September/ October. We encourage this activity but do not compel students to go on these tours.

# CODE OF CONDUCT

All pupils are expected to abide by the following school code of conduct and school rules. Failure to follow school rules will attract various forms of punishment;

- Respect must always be shown towards the school's and other people's property.
- Respect for the school environment makes everyone's working conditions more pleasant. Dropping litter is antisocial and culprits should be reported to a member of staff. All litter should be disposed of in the appropriate bins
- Respect must always be shown to each individual. Any kind of abuse or bullying should be reported to a teacher straightaway. Bullying -physical or verbal -and violent conduct will always be dealt with severely. Punctuality to school, lessons and other commitments is essential. Arrival after registration time must be recorded in the late book in the office.
- Pupils should take pride in their appearance and wear correct school uniform. Sandals and casual footwear is not permitted.
- The school diary must be kept on one's person at all times and kept up to date on a daily basis.

**Good manners should be shown at all times. Everyone should always demonstrate consideration for other people, their safety and their property.**

- 1 missed detention will be made up by 3 detentions. If they are missed then one day's suspension will be enforced.

**10 disciplinary slips issued =  
1 day Suspension or Detention**

- Any quarterly tests missed while on suspension will be treated as failed.
- After suspensions totaling 15 days, the student may be expelled from the school should another misdemeanor occur.
- Running, shouting and pushing in corridors and on staircases are not permitted. The use of rude, abusive or disrespectful language or gestures will result in disciplinary action.
- Students must take care of classrooms and furniture. Writing on walls or desks or damaging school property in any form will result in disciplinary action and compensation for the damage.
- Any behaviour that endangers the safety or emotional well-being of students or staff shall be dealt with strictly in accordance with the school policy.

There is a zero tolerance policy for any incidents of creating panic or disharmony, accusing the school or staff of misdemeanors. Should any incident occur, your child's name will be taken off the Rolls.

## CONDUCT IN AND OUTSIDE SCHOOL

1. Any student found belonging to or taking part in gangs of bullying may be asked to leave the school.
2. Pupils should observe appropriate health and safety, regulations in and around the school according to SOP.
3. No ball games are allowed during Recreation time.
4. If you witness an argument taking place DO NOT INTERFERE in another person's discussion/ talks. CALL a member of staff or a responsible adult.
5. That your ward must not be involved in advertising private coaching centres (pictures and videos in school uniform should not be posted on a private website).
6. School diaries must be carried at all times and be regularly completed.
7. School uniform, as defined on the uniform list, must be worn inside the building at all times.
8. **No electronic equipment, mobile phones, digital watches or smart watches are allowed in school. If a student is found carrying any such prohibited device, it will be confiscated immediately and disciplinary action will be taken.**

Students are expected to behave well and politely in and outside school.

We encourage students to speak English at all times everywhere on the school campus except for Hindi and Punjabi classes.

9. No parties, outings or socials should be organised using the school name.

**Parents should not give their version of whatever happened with their child nor criticize the School.**

**The following anti-social activities will give grounds for suspension:**

10. Fighting:

Students caught fighting or known to have been fighting, outside the school as well as in the school may be suspended for one week. Fighting on a second occasion will mean expulsion.

11. Ganging Up/Incitement/ Bullying:

Any student found involved in inciting others to form gangs or carrying messages between groups will be dealt with very severely.

12. Abusive Language:

Students being abusive (using bad language) will be suspended for 2 days.

13. Rudeness:

**Students who are rude or insolent, callout comments behind the teacher's back, back chat and speak arrogantly to the teacher or any member of the school staff or to any member of the public will be suspended for 2 days.**

**Vulgar speech / film talk and actions will be punished according to the seriousness of the situation.**

15. i) Any child who strikes, hits another in a way that is dangerous and likely to cause serious injury regardless of verbal provocation will be expelled.

ii) Any child who indulges in verbal provocation inside or outside of school, threatening another, will be suspended for one week. No allowances will be made for missed tests.

iii) Students must not make comments on other's height, weight, appearance, skin colour or body shape. Any form of teasing based on appearance is unacceptable and will invite disciplinary action.

16. Children with serious (Life threatening) allergies are not allowed to go on a School trip.

17. Students will be allowed to go on trips, treks only if approved by the Form teacher and HoY.

It is incumbent upon parents to monitor their child's activity outside school. Please limit and monitor your child's exposure to violent films, online gaming platforms and inappropriate digital content. Youngsters cannot rationalize the image they see. Violent negative sights become a norm for them.

Students with a history of disciplinary sanctions will be excluded from all out of school activities

## BANNED ITEMS

Under no circumstances may the following be brought into school or onto school buses or property

- Offensive weapons e.g. guns, knives, and dangerous sprays, any sharp instrument.
- Racist materials.
- Pornographic materials.
- Lighters, matches, firecrackers, scissors, pocket lasers.
- Computer software and pendrives.
- Radios - Games equipment.
- Chewing gum / Fizzy drinks / Energy drinks.
- Cosmetics/make up/Heena or Mehndi to be avoided
- Alcohol or any intoxicating substances.

### **The following items should not be brought into school:**

- (A) Valuable jewellery or expensive items (because of the security risk)
- (B) Large personal items which cannot be used in school and are awkward to store e.g. games equipment / musical instruments unless specifically authorized by the Music teacher.
- (C) Phones, iPods, large amounts of money.
- (D) MOBILE PHONES should not be brought but if absolutely necessary then only a simple basic phone is allowed which must be handed over into the office.
- (E) Any article or product that could be harmful if ingested or cause any harm to a part of the body.
- (F) Computer software, pen drives, tablets, iPads, any other electronic or smart devices not authorised by the school.
- (G) The students are strictly prohibited from possessing firearms of any nature, including toy guns, pellet guns or similar objects. Any violation of this rule shall attract immediate expulsion.

## SAFETY REGULATIONS AND RULES IN THE LABORATORY

**Science is a hands-on laboratory subject. Students may engage in activities involving chemicals, heat sources, biological materials, or specialized equipment. Safety in the laboratory is our highest priority for both students and teachers. Therefore, all students must strictly follow the rules below:**

1. Conduct yourself in a calm, careful, and responsible manner at all times in the laboratory.
2. Review your lab task or experiment beforehand. Follow all written and verbal instructions precisely. If any step is unclear, ask the teacher before proceeding.
3. Students are not permitted to work in the laboratory without the supervision of a teacher.
4. Do not touch lab equipment, chemicals, or materials upon entering the room until instructed to do so.
5. Only perform activities and experiments authorized by the teacher. Unauthorized or unsupervised experiments are strictly prohibited.
6. Maintain good housekeeping practices. Keep your workspace clean and organised. Only keep lab manual, worksheets, and essential materials in your area.
7. Be alert, move carefully, and be aware of your surroundings. Immediately report any unsafe observation, accident, or concern to the TEACHER.
8. Keep hands away from your face, eyes, and mouth while handling chemicals or lab materials. Wash hands thoroughly with soap and water after completing any experiment.

9. Always monitor your experiment - do not leave it unattended. Work only within your assigned area. Do not roam around or distract others during lab activities.
10. Students are not permitted to enter the science storage room or preparation areas unless given specific permission by the teacher.

## RULES FOR HOME SCIENCE LAB

1. Keep your work area neat, clean, and organised at all times.
2. Students should never work in the lab in the absence of a TEACHER.
3. Wash your hands thoroughly before and after handling food.
4. Clean up any spills or messes immediately to prevent accidents.
5. Wear an apron at all times while working in the lab.
6. Handle knives and other sharp tools carefully at all times.
7. Maintain a safe distance from stoves, burners, and hot surfaces.
8. Eating or tasting food in the lab is not permitted unless permitted by the TEACHER.
9. Wash all fruits and vegetables properly before use.
10. Turn off burners, ovens, and other appliances as soon as your task is completed.
11. Follow all written instructions and the TEACHER'S guidance carefully.
12. Do not use or plug in electrical appliances without permission and immediately report any damaged or faulty equipment instead of attempting to repair it on your own.
13. Label your prepared dishes clearly as instructed.

## SOCIAL MEDIA

Social Media is a great platform for interaction as well as for disseminating timely information. We are accessible to parents and teachers through various portals:

1. The Website
  - [www.britishcoedschool.com](http://www.britishcoedschool.com)
2. Google classroom – linked with students' school email ID.
3. SMS System
4. Instagram Page: -
  - [\*\*instagram@thebritishcoedhighschool\*\*](https://www.instagram.com/thebritishcoedhighschool)
5. Facebook Page :
  - [\*\*www.facebook.com/britishcoed.high.35\*\*](https://www.facebook.com/britishcoed.high.35)

# DIGITAL GUIDELINES

1. The British Co-Ed online classroom is a professional environment where academic discussions and learning takes place. To access it, the school has set up a secured environment and given personalized email IDs to all its students. This environment (including email ids) is meant for direct communication between the school and its recipients (students). With that in mind, please refrain from using it for any private communication.
2. Any third-party access or attempted access to this protected environment is an offence.
3. NO communication from the school can be shared over social media or used for any private purpose.
4. You are expected to maintain the privacy of the school's secured environment. Students found to be indulging in misuse or any violation are subject to disciplinary action.
5. **SECURITY:**
  - A secure password helps protect you from online pranks and cyber offences.
  - Do not share your password with anyone.
  - Passwords should be updated regularly and reset immediately if unauthorised access is suspected.
  - Take care when sharing information with others, especially personal identifiers, and alert your teacher(s) or school at any time you believe your information may have been compromised.
  - Always log out when you are finished using the system.

6. Section 66C of the Information Technology Act prescribes punishment for the unauthorized use of any other person's password.
7. As per Section 78 of BNS (Bharatiya Nyaya Sanhita) - Whoever, intending to insult the modesty of any woman, utters any word, makes any sound or gesture, or exhibits any object, intending that such word or sound shall be heard, or that such gesture or object shall be seen, by such woman, or intrudes upon the privacy of such woman, shall be liable for punishment.
8. Any form of defamation or intentional harm practised through social media forums such as Whatsapp / Facebook / Instagram etc.) will invite strict disciplinary action.
9. Parents and students at all grade levels using social media forums must at all times demonstrate respect for members of the school community (including all students and personnel).
- 10a. Photographing, videographing or recording any member of the school community is totally PROHIBITED. Students are not allowed to carry camera enabled mobile phones during school hours.
11. Parents and students must not breach confidentiality, defame or make threats to any member of the school community.

Instances of proven and intentional breach of the above guidelines will result in sanctions that may include Suspension from the school and in serious cases Expulsion.

**Cyber bullying:** Cyber bullying is the use of digital platforms social media, emails or online forums to threaten, harass defame, humiliate others:

- **Sending insulting, threatening messages.**
- **Circulating false, misleading or defamatory information.**
- **Creating fake accounts to impersonate.**
- **Sharing photos, screenshots, videos or personal information of others.**
- **Posting, forwarding inappropriate content related to classmates, teachers or any member of the school community.**

**Cyber bullying is punishable under IT ACT 2000 and the Bharatiya Nyaya Sanhita (BNS) 2023.**

## E-SAFETY

- Students may not attempt to repair, open, tamper with, or alter any computer, printer, network cable, electronic equipment.
- Students are not allowed to work alone in the computer lab at any time.
- The school owns and controls the entire computer network, devices, and internet access; all usage is bound by school policy.
- Internet use must be strictly educational and task-appropriate - no games, entertainment browsing, or streaming **unless permitted by a teacher.**
- Students must not visit blocked or inappropriate websites, download unauthorized software, or use proxy sites to bypass filters.
- Never share personal information online — including phone numbers, addresses, photos, passwords, or school login details.
- Students must log in only with their assigned username and password and must never use another person's credentials.
- Saving, sending, or sharing offensive, harmful, or discriminatory content is strictly prohibited.
- If a student engages in cyberbullying, hacking, impersonation, data theft, or any form of cybercrime, the incident will be formally reported to the Cyber Crime Department.

## COMPUTER LAB RULES

- The school reserves the right to monitor all computer usage, including browsing history, document access, email activity, and digital communication.
- Students must immediately report any security concerns, suspicious links, viruses, or accidents to the teacher—do not attempt to fix the issue independently.
- All devices must be used with care — do not press keyboard keys aggressively, mishandle the mouse, or unplug wires unnecessarily.
- Food and drink are strictly prohibited near computers and electrical equipment.
- Students should always log out of their account and shut down or lock the computer (as required) when finished.

The school will monitor the use of the school's computer system including access to the internet, the interception of e-mail and the deletion of inappropriate material.

## ROBOTICS AND AI LAB RULES

- Students must handle robotics kits, tools, sensors and AI equipment with care and responsibility.
- Programming and AI tools must be used only for approved projects.
- Safety protocols must be followed at all times to prevent damage to the equipment.

## LIBRARY RULES

You are expected to follow some simple guidelines while in the library.

- All students of the school are members of the Library.
- Strict discipline and silence is to be observed in the library room. Library books should be properly looked after and deposited on the due date.
- Marking, underlining, cutting and erasing and damaging pages of the books are strictly prohibited.
- Test books, reference books, journals and periodicals, are to be read in the Library and reading room only, those are not meant for home issue.
- Students must ensure that all books are returned to their designated shelves, chairs are properly arranged and the library area is left clean and orderly after use.

# EXPECTATIONS

## Home School Agreement

| Student   | Parents / Careers   |
|---|---|
| I will arrive to my lessons on time.  | I will reinforce the importance of good punctuality.  |
| I will bring the necessary equipment and kit to each lesson.  | I will check that my child leaves home in the morning properly equipped for school.   |
| I will wear my full uniform correctly throughout the day.   | I will ensure that my child leaves for school each day in full school uniform.  |
| I will enter and leave the room calmly and quietly following the instructions of the teacher.                       | I will reinforce the expectations that my child follows the routines set by teachers.   |
| I will sit where the teacher decides without argument.  | I will reinforce the importance of following teacher's instruction.   |
| I will listen to the teacher's instruction without talking or interrupting in any way.                              | I will reinforce the importance of listening in silence.  |
| I will use my diary effectively and put it on the desk in all classroom based lessons.                              | I will check the diary every week, sign it and contact the school if I have a concern.  |
| I will listen attentively while the teacher teaches each lesson, especially at the beginning and end of the lesson. | I will reinforce the expectations that my child listens to the teacher.   |
| I will take an active part in learning through the activities set by the teacher.                                   | I will encourage my child to take an active part in all subjects and contact the school if I am concerned that he/she is not progressing well enough. |
| I will not leave the classroom without permission.  | I will inform the school if there is any medical reason why my child may have to leave a classroom.   |
| I will follow all routines established by the teacher without question.   | I will reinforce the expectation that my child follows the instructions given by teachers.  |
| I will not chew gum anywhere in the school buildings.   | I will reinforce the expectation that chewing gum is not to be brought into school.   |
| I promise to abide by the school's values.  | I will uphold the school's values (page 2)  |

# RECREATION AND SNACK BREAK

1. Students bring their own eatables. Eating in class is not allowed.
2. Tiffins should not be sent in at odd hours to be given to students as per individual convenience.
3. Food in wet gravies Curry food, greasy junk food, chewing gum and pickles are not allowed to be brought into school, nor are crisps. Both paper and cloth napkins must be sent with tiffins.
4. Curried, greasy and junk food, will be confiscated and plain food given in place of it.
5. Cleanliness - great stress is put on washing one's hands.
6. Since the pandemic, students should have a sanitizer with them.

**Please follow school rules. The rules are made in order to ensure an equitable and harmonious society at school while, at the same time teaching good civic sense.**

**Just because people throw litter outside and have poor eating habits, it does not mean that we have to follow/copy them. Students cannot erode school standards with their individual etiquette and demands.**

## ADMISSION AND WITHDRAWAL

- i. Parents and Guardians are asked to fill in the admission form with the utmost possible accuracy. No subsequent changes will be permitted thereafter.
- ii. On withdrawal of a child from the school, the full quarters' Tuition Fee will be charged. A School leaving certificate will only be issued if all the dues have been paid.
- iii. Notwithstanding anything in this Prospectus, the Principal may, at her absolute discretion require any parent at any time to take/withdraw his/her ward out of the school.
- iv. A fine will be imposed if any change in the personal details of the student is requested later.

Admission to Class XI will be denied if students have a history of indiscipline, violence, absenteeism etc or constantly failing the year's result.

## FEES

- i) The school fees cover twelve calendar months and are paid in 4 quarterly installments.

Quarterly School Fees are payable every April, July, October and January. Fees can be paid online or at the bank, details of which will be provided in advance every quarter.

**School transport fees:** payment for the transport belonging to the school can be paid into the Bank provided that this is clearly noted on the bank slips and stamped or can be paid by Demand Draft (DD) at the School Office. (Bus – ID / agreement TO BE PAID IN ADVANCE)

- ii) Fees must be paid by the middle of the first month of each quarter (April 10<sup>th</sup>, July 10<sup>th</sup>, October 10<sup>th</sup> and January 10<sup>th</sup>). Fees paid late will be liable to a fine.
- iii) No reduction is made for holidays or broken periods. Pupils are liable to be charged full fees as long as their names are officially on the Rolls.
- iv) Non payment will result in non receipt of that quarter's Report Card.
- v) No report card issued at the end of the school year will result in NO PROMOTION and the child's name will be taken off the next class list or school Rolls.
- vi) If parents need to pay tuition fees monthly, please request.

After first quarter/term is over no refund of Admission fees or Annual fee will be made.

# STATIONERY

All text books should be purchased at the beginning of the new school year. A list of titles will be provided in February/ March. Parents are responsible for their child's stationery.

## Stationery Providers:

- Pepsu Book Depot, Books Market, Patiala
- GG Publications, Kacha Patiala Books Market, Patiala
- Choice Book Palace, Bhadson Road, Patiala
- Vipul Traders, Books Market, Patiala
- Punjab Book Shop, Books Market, Patiala

# SCHOOL TRANSPORT POLICY

1. School transport is optional and subject to seat and route availability.
2. Transport requests must be submitted at the beginning of the academic session.
3. The school reserves the right to decide and modify bus route, stops, timings as required.
4. Students will be held responsible for any damage caused to the bus and fine will be imposed.
5. Students must use their designated pick-up and drop off points, individual or convenience based changes will not be permitted.
6. Students must sit only in their assigned seats and must remain seated while the bus is in the motion.
7. Students must not throw litter inside the bus or out of the windows.
8. Students must not eat food, chew gum or eat snacks while travelling in the bus.
9. Students must not change buses at any time without prior permission from the school authorities.
10. It is not the school's responsibility to vet private drivers - this is totally Parents' responsibility.

# SCHOOL UNIFORM

Parents can buy uniform from wherever they wish providing it is the correct colour. Children wearing incorrect colours for any part of the uniform will require a change of uniform and correct uniform to be brought.

## Uniform Providers:

- Rupinz Tailors, Near Sai Market, Patiala
- Delhi Garments, Dharampura Bazar, Patiala
- Delhi Garments, 22 No. Phatak, Patiala
- Goyal Sons, Chotti Bazari, Opp. YPS, Patiala

**ALL COLOURS AS PER REGULATION.**

# SUMMER UNIFORM

## BOYS:

- A shirt bearing the school logo.
- Shorts – class III to V / Trousers – class VI onwards
- White socks, black lace - up shoes
- Ties are not worn in the summer.
- Low - waisted shorts / trousers, tight - leg trousers and bell bottoms are not authorized uniform.
- White PT kit for P.E. / Yoga / Aerobics on scheduled days OR as intimated / instructed. Boys from class IX onwards cannot wear an under-turban for games. It must be a full turban.
- Sikh boys wear a patka in classes III to V and a turban from class VI onwards.
- On Wednesdays and Saturdays, House uniform is worn consisting of white shorts / trousers for boys plus the House T - shirt, white patka / turban for Sikh boys, white socks and trainers / white canvas NOT COLOURED.

# SUMMER UNIFORM

## GIRLS:

- A blouse with a Peter Pan collar, bearing the school logo and a divided skirt must be knee length.
- White long socks / black buckle or lace-up shoes.
- White PT kit for P.E. / Yoga / Aerobics on scheduled days OR as intimated / instructed.
- On Wednesdays and Saturdays, House uniform is worn consisting of white capris or white divided skirts with house colour stripes plus the House T - shirt, white socks and trainers / white canvas NOT COLOURED.

# WINTER UNIFORM

## BOYS:

- A shirt bearing the school logo,
- Grey trousers – low-waist trousers, tight legs trousers and bell bottoms are not authorized uniform.
- Blue School's sweater bearing School logo, Blue blazer bearing school logo.
- Tie, sweater, grey uniform socks, black lace up shoes.
- Sikh boys wear a grey patka in classes III to V and a grey turban from class VI onwards.
- On Wednesdays and Saturdays: House T - shirt, House tracksuits, white socks and white trainers are worn –NOT COLOURED. White turban for Sikh boys.

## WINTER UNIFORM

### GIRLS:

- A school blouse with a Peter Pan collar bearing School logo and a grey divided skirt must be knee length or trousers.
- Blue School's sweater bearing School logo, Blue blazer bearing school logo.
- Grey long socks, black buckle or lace up shoes.
- On Wednesdays and Saturdays: House T - shirt, House track suits, white socks and white trainers are worn – NOT COLOURED.

**Logo Size on Shirt's pocket** (Classes VI to XII) - Length: 2.2 inch and  
Breadth: 1.6 inch

**Shirting** (Summer and Winter) - Mayur Shirting  
- Shahi Cotton  
- Shade No. 114  
- Product of DONEAR MILL

**Suiting** (Summer - Shorts/Trousers/Skirts) - Mafatlal Suiting  
- Commander  
- Shade No. CH73  
- Product of Arvind Mafatlal Group

**Suiting** (Winter - Trousers and Skirts) - Mayur Suiting  
- Wool Touch Delux (1104)  
- Shade No. 920  
- Product of DONEAR MILL

**Blazer**  
(Winter)

- Mayur Suiting
- Rhythem (88056)
- Shade No. 886
- Product of DONEAR MILL

### HOUSE UNIFORM:

**House T - Shirts**  
(Summer and Winter)

- Specified Colour with Stripes  
Red - Tolstoy  
Green - Teresa  
Yellow - Tagore
- } with High School Logo

**For Class V boys**  
(Summer)

- White Shorts with House Colour Stripes.

**For boys from Class VI onwards** (Summer) - Trousers with House Colour Stripes.

**For Girls**  
(Summer)

- Capris / Skirts with House Colour Stripes.

- JCT Mill No. 40292 (White)
- Grade A – Blended Cotton

**White PE Kit** (Summer)

**White T-Shirt and Shorts with High School Logo.** (Summer)

**Grey Track Suits** (Winter)

# PARENT-TEACHER MEETINGS

Parents and guardians are not allowed to see their children or meet teachers during school hours. Parents must not contact Staff privately. All communication should be through the school. Parents are not allowed to discuss anything or speak to the Staff without approval from the Office. You are requested to give in writing to the HOY any query or problem.

Parent - Teacher meetings are arranged regularly. Check the school calendar and your child's diary. Up to date information is always given on the website and also in the Google classroom.

An appointment can be made to meet the Principal for any serious matters. The school authorities, however, will call parents to come to school for any urgent matters regarding their ward/child.

**If parents are rude to any member of staff it may result in losing your child's seat at the school.**

# PARENTS – FAQ

## 1. What role should I have, as a parent, in my child's school education?

Ensure that your ward:

- i. always has all necessary stationery.
- ii. always comes neatly and cleanly dressed.
- iii. knows it is extremely rude to interrupt another when they are talking.
- iv. is not allowed to use abusive language at home.
- v. understands that physical violence is very wrong.
- vi. does not pass any comment about any other child and especially not about the teacher.

## 2. Should I monitor my child's internet and social media usage?

Yes! Social Media should not be used as a gossip channel, to be rude, to spread fake info' (especially NOT about the school and staff) and interfere in any Administrative decisions.

## 3. How do I create the best environment for my child?

Ensure that your ward:

- i. is not witness to any shouting and loud arguments (Comments and comparisons about the child should not be made in the child's presence.) Severe suppression of the child's developing personality can result if they live in a negative atmosphere.
- ii. is not allowed to watch too much television esp. films, fighting and serials.
- iii. studies consistently and does not resort to last minute cramming of the subject.
- iv. does not hear bad language or criticism, nor any derogatory remarks about colour / creed / caste / their neighbours and their school.
- v. will behave respectfully towards school staff. No loud, abusive, rude speech will be tolerated.

## 4. Should I allow my child to drive underage?

Absolutely not. Cars of unlicensed / under age drivers will be kept back in school to be collected by an adult.

## 5. Can I purchase books and uniform from wherever I wish?

Yes, The school colours, logo must be correct. Otherwise your child may be sent home until correct uniform is worn.



**LEAVE APPLICATION FORM**

Date: .....

Name of Child: .....

Class : ..... Section : .....

Reason for Leave : .....

.....

Day (S) absent : ..... Date : .....

Missed Quarterly Test of Subject(s) : .....

.....

Signed: .....

Relation with the child : .....

Principal : \_\_\_\_\_



**COMMUNICATION WITH SCHOOL**

Kindly use this form to communicate with School

**Re: Complaints, Problems, Positive Criticism**

Academic Year 20\_\_ - \_\_

Date:

Name of Child:

Class studying in:

Date and time of incident:

**Details of the incident / problem (not more than 50 words)**

.....  
.....  
.....  
.....  
.....

**Parents' Names**

Father's Name : email ID:

Mother's Name : email ID:

# THE SCHOOL TEACHING STAFF AND DEPARTMENTS

*(The composition of the departments may change from time to time)*

|                       |                            |
|-----------------------|----------------------------|
| Executive Principal   | - Ms. Rosa Kucharskyj      |
| Principal             | - Ms. Kiran Harika         |
| Vice-Principal        | - Ms. Tejeshree R.V. Singh |
| Administrator Block B | - Ms. Seema Somal          |

## HODs

|                                       |                            |
|---------------------------------------|----------------------------|
| HoD English                           | - Ms. Rosa Kucharskyj      |
| HoD Modern European Languages         | - Ms. Rosa Kucharskyj      |
| HoD Punjabi                           | - Ms. Harjot Kaur          |
| HoD Hindi                             | - Mr. Mandeep Chand        |
| HoD Humanities                        | - Ms. Kiran Harika         |
| HoD Mathematics / Commerce            | - Ms. Neelam Malhotra      |
| HoD Sciences                          | - Ms. Tejeshree R.V. Singh |
| HoD Information Technology            | - Ms. Tejeshree R.V. Singh |
| HoD Physical Education                | - Mr. Anil Kumar           |
| HoD Music                             | - Mr. P.S Dardi            |
| Coordinator Art / Crafts              | - Ms. Ikvir Kaur           |
| Coordinator Social Science (III to V) | - Ms. Harleen Kaur         |



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