

IMPORTANT GUIDELINES

Along with holistic growth, security and safety of our children is of paramount importance. Hence parents are requested to read all rules & regulations and abide by them.

I. GENERAL :

1. It is mandatory for all the parents to download the **Heritage School App** to stay updated and informed about all important school events, activities, notices, children's academic progress, attendance and results. It will also be the **gateway for payment of school fee online**. Each child will have her/his own ID and password for log-in.
2. Parents can meet the Principal and/or the Co-ordinators, in person only with a prior appointment (appointment to be taken through school app only) clearly stating the purpose as per following schedule

The Principal	From 11:30 a.m. to 01:30 p.m. (Wednesday & Saturday only)
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The Co-ordinators	From 11:30 p.m. to 01:30 p.m. (First and Fourth Saturdays only)
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3. Parents can meet the academic staff on Saturdays (except 3rd Saturday) between 11:30 a.m. to 01:30 a.m.
4. All Saturdays will be holidays for students from Nursery to Class XII
5. For special activities and programmes students may be called to school on Saturdays or asked to stay back after school.
6. The school timing for Summer and Winter are as follows :

Kindergarten	:	Summer Timings	:	09:00a.m. – 01:00 p.m
		Winter Timings	:	09:30a.m. _ 01:30 p.m
Classes I – XII	:	Summer Timings	:	07:15a.m. – 02:00 p.m
		Winter Timings	:	08:15a.m. _ 02:30 p.m

Hence a child (for I to XII), arriving at school after 07:15 a.m. in Summers and 08:15 a.m. during Winters, shall be considered late and will not be allowed to enter the school premises.

7. Sending any item for the child (including Tiffin), after the school has begun for the day, will not be entertained and is **strictly prohibited**.
8. No gifts, chocolates or mithai should be sent by the parents on birthdays. **Only toffees can be distributed.**
9. No expensive personal items should be brought to school. This also applies to the **mobile phones**, which are not allowed in the school premises. Mobile phones, if found, would be **confiscated** and not returned. On the designated Canteen Day, a child is not allowed to bring more than **Rs 100/-**
10. Once a student enters school premises he/she shall not be allowed to leave till the school is over.

11. Anything which could cause injury to self or others should not be brought to the school.
12. School property is to be preserved with care. Student shall not scratch or spoil the desks or chairs or damage any school furniture or write or draw anything on the walls. Any damage to the school property, including ink stains, would be made good at the cost of the defaulter.
13. Students, who come to school, under the care of parents/guardian or care taker are not allowed to leave the school premises alone.
14. For any grievance, parents may utilise the service of e-portal (through school app only).

Front Desk: 90867-67666 / 90867-67555

Fee Related Queries: 90860-24455

II. SCHOOL UNIFORM :

1. The school uniform should be worn neat, clean and proper standard of personal hygiene is to be maintained. Boys have to keep their hair short, Sikh boys have to wear sky blue patka with regular uniform and grey patka with sports uniform in summers, however black patka is to be worn with both the uniforms in winters. Girls have to tie long hair neatly in a plait and may wear only minimal discrete jewellery, however no jewellery is to be worn on the day of swimming activity. Shoes have to be properly polished. The school uniform is to be worn on all working days and for all public functions. Students in primary classes to have their name, class and section written or stitched on the inner side of the blazer.
2. Girl students are not allowed to wear coloured stockings, head gears or scarves which are not part of the school uniform. However stockings of the colour approved by the school is allowed to be worn during winters only.
3. Girl students have to strictly abstain from keeping long nails, applying nail polish, mehndi / henna to school.
4. Sports uniform is to be worn on every Tuesday and Friday of the week.
5. Student identity card is to be worn at all times in the school.
6. A child may wear a civil dress, appropriate to the institution, **only** on his/her birthday.
7. **Students opting for swimming** must come with their swimming kit inclusive of towel, swimming costumes, caps (all three compulsory), comb, rubber slippers and/or arm floaters (as per requirement). All accessories to have name, class and section of the student written or stitched on them.

III. LEAVE RULES :

1. Once a student enters the school campus, he/she will not be allowed to leave unless an application to that effect has been submitted and sanctioned at least a day prior.

2. All leave applications **(through School App only)** should reach the Class Teacher at least a day in advance and must thereafter, have the sanction of the Principal.
3. If a child wants to avail Medical Leave then the leave application must be accompanied with a medical certificate issued by a Competent Medical Authority. A prescription by any doctor does not amount to a medical certificate.
4. Half day leave or short leave may be granted to a child only if prior information is given to the school authorities at least a day in advance. (through School App only)
5. Student with 100% attendance will be awarded with certificate of appreciation. Leave of any kind, will be counted as 'absent' for the certificate.

IV. SCHOOL TRANSPORT :

As most parents are aware, the school is not under legal obligation to provide transportation to the students, but the bus service is provided wherever feasible. Bus routes are established for the convenience of the majority, based on location, distance from the school and current road conditions which determine safety and timeliness. However the school transport will be provided only during the regular school working hours. Parents will have to make their own arrangements in case they want to collect their child before or after the school due to any personal reason.

- Students wishing to use school transport shall be charged on advance quarterly basis. In case a student discontinues the use of the school transport or leaves the school he/she will not be refunded the fee paid for that month.
- Any student who wants to avail the facility for school transport should submit an application for the same, likewise discontinuity of the school transport during the quarter must also be informed well in advance.
- The list of Stops is prepared keeping in view the convenience and safety of all commuters. Therefore, buses will not stop according to individual convenience.
- Parents are required to drop & pick up the child from designated Stop only.
- Students will be held responsible for any damage caused to the bus by their negligence or vandalism and fine will be incurred.
- On receiving complaint against a student causing indiscipline or being disobedient to the bus staff, his/her bus facility is liable to be withdrawn.
- Bus fee will be taken for one quarter in advance.
- Transport Fee will be charged for the period of 11 months only and is subject to change mid-session.
- No child will be allowed to use public transport that runs on LPG to commute to school.

V. PARENT-TEACHER MEETING :

Co-operation between parents and school authorities is of paramount importance for optimum growth of the child.

Parent Teacher Meeting (PTM) is conducted to overcome any shortcomings and to improve the overall personality of students. Parents need to discuss scholastic and non-scholastic activities of the child with concerned teachers, in order to assess the child's performance. This kind of meeting actually fills the gap between parents and teachers and helps the school to further enhance the performance of the student. **Hence all parents are advised to attend the PTMs regularly.**

VI. CHANGE OF ADDRESS OR PHONE NUMBER :

In case of change of residence or telephone number, parents are requested to intimate the school office at the earliest. This shall help to facilitate the school authorities to remain in touch as and when required.

VII. DISCIPLINE OPTIONS :

1. Infringement of school rules will lead to parental discussion, and counselling. Further escalation of such behaviour may result in **suspension/expulsion** of the student from the school.
2. Students, whose progress in studies is constantly unsatisfactory and/or whose conduct is harmful to the other students and whose guardians show little or no interest in the progress of their wards, may be asked to withdraw from the school.
3. Any student who has been marked present for the day, if found outside the school premises during school hours, without permission, will be **suspended** for at least one week. Any repetition of this offence will result in **expulsion** of the student from the school.
4. Indiscipline, grave insubordination or contempt of authority are sufficient grounds for immediate expulsion from the school.