



BANEGAR ENGLISH HIGH SCHOOL



HAFIZA BANEGAR JUNIOR COLLEGE OF ARTS, SCIENCE & COMMERCE.

MIRA ROAD (E)

Section: Pre – Primary



Rules of Discipline:

1. Regularity and implicit obedience are expected in the school.
2. Copious, moderate and temperate behaviour is expected in the school followed by a conducive hygienic level by the student.
3. Any reported or observed objectionable conduct out of the school on the part of the pupils will make them liable for disciplinary action.
4. No student should leave the school premises during school working hours without the written permission of the school Authorities.
5. If, for any reason a guardian desires that his ward should return home before the scheduled time, he shall send a note to that effect indicating the reason. In this case the name of the escort must be clearly mentioned.
6. Students must attend physical education, games and other activities during or after School hours when required to do so. Participation in such occasion will be deemed compulsory by the School Authorities. However they will be excused from participation only on a previous written recommendation from a registered Medical Practitioner.
7. Late arrival or Absentee are strictly not permitted in the class unless they carry a written record with holding the signature of the principal or incharge
8. Student is liable for compensating any school property damaged by him/her.
9. "English" is held as a mandatory mode of communication, to be spoken within the school premises.
10. All the students must carry his / her School calendar daily. No pages should be torn.
11. Application of mehendi is not allowed except on Eid-occasion. (Ramadhan & Eid-ul-udha)

Instructions:

School Calendar must be brought every day and followed in detail.

Daily lessons, Reports, notice and Homework should be taken down. Parents should regularly check this calendar and sign the reports. This enhances and promotes the tone of studies and discipline of the students.

Special Instructions for Parents:

1. Parents are not allowed to visit the classroom during school hours unless they are called for.
2. Parents are entitled to keep vigilance on their ward's activity and can meet the teacher concerned during visiting hours mentioned in the school calendar.
3. Parents must check the calendar and home-work regularly.
4. Parents are requested to notify the school authorities of any change in their address or mobile number.
5. When communicating with the Principal and other staff, the parent should mention the name, class and division of their ward.
6. The Parents/Guardians shall be solely responsible if their ward abscond enroute to or from the school and no blame may be coveted to the school authorities. To justify the need of punctuality, late comers will not be entertained.
7. Rules of Admission, Examinations and promotions shall be based on the set-guidelines, Parents are requested to refer to the intimations/notice displayed on the school NOTICE BOARD.
8. All school activities are compulsory.
9. Students who have been recently suffering from or exposed to any infectious disease will not be allowed to attend School unless they bring a doctor's certificate stating that the period of quarantine is over.
10. All application for bonafide, L.C. B.C., fees structure, railway concession must to submitted as per the format in school calendar a week in advance.
11. Fees once paid will not be refunded.
12. Give brief details of any significant illness or disabilities the student has or may have had in the past. Submit Medical/Fitness Certificate for the same in school office.

Leave and Absence:

1. Leave of absence is not granted except for serious reasons and only on previous written application of parents or guardians inserted in the Leave Record page of this School Calendar. In case of illness where the application cannot be sent in advance, a leave letter should be posted or hand delivered on the first day of absence with medical certificate & fitness certificate.
2. As a rule, leave for purely social purposes is not granted. However, not more than one day's leave of absence is granted for attendance at a brother or sister's wedding and half day for that of a more distant relation.
3. Repeated or prolonged absence without leave renders the students liable to dismissal.
4. Leave of absence will not ordinarily be given on the first and last days of the term.
5. Except on duly certified grounds, no extension of vacation is allowed.
6. All are expected to attend the SCHOOL ON RE-OPENING DAY AFTER THE VACATION. Absence without previous written leave renders the pupil to being struck off the rolls; more information in this case will not suffice. Re-admission is possible subject to vacancies.
7. On resuming School, the absentee must produce his/her parents written explanation of his/her absence on the Absence Record page of their School Calendar.
8. Pupils who leave without due notice or keep away from School for over a week, offering no explanation for their absence, will be struck off the rolls.
9. No pupils will be allowed sectional or religious holidays for more than one day in a month without prior written application.

Fees:

A school fee is accepted from 1st to 15th of every month. If the student fails to pay the fees in time he/she will be asked to pay the fine of Rs. 25/- per month. And even then if fees are not paid, after three month, the students name will be struck off.

Fees collected together:

1. June and 1st term in June with miscellaneous fees.
2. Nov. and 2nd term in November.
3. March, April and May in March.

Withdrawal:

1. A calendar month's notice is to be given before the withdrawal of a student or the fees will be charged. Such notice should be given in writing by the person responsible for the student.
2. Leaving certificate will not be issued until all sums due to the school have been duly paid.

Bonafides and trust letter:

A week notice is to be given in writing and it will be issued only once in same academic year.

To,
The Principal,
Banegar English High School,
Off, Lodha Road, Banegar English School Lane,
Opp. Saryu Sargam Bldg., Naya Nagar,
Mira Road (E), Dist: Thane – 401 107

Date: _____

Dear Sir/Madam,

I have read the rules and regulations of this school as well as Recommendations to parents and I agree to see that they are strictly observed by me and my ward.

Master / Miss _____ studying in standard _____ Division _____.

I also agree to co-operate with the Principal in the interest of my ward and of the school.

Yours faithfully,
Signature of the Parents / Guardian