



CONVICTION • CONFIDENCE • COMMUNICATION • CREATIVITY

SARASWATI WORLD SCHOOL



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WWW.SARASWATIWORLDSCHOOL.EDU.IN



RULE BOOK



Rules and regulations

No. 1 parents are requested to ensure that their wards attend school regularly.

No. 2 Attendance is mandatory for all school functions.

No. 3 Children must come to school every day at 9:20 AM. The school gates will be closed by 9:30 AM. No child shall be allowed to enter the school after this time.

No. 4 Children must come to school neatly dressed, else they will be sent back and will be liable to disciplinary action.

No. 5 The hair should be properly combed and clipped for girls. Boys should have neat haircut and should not have long side burns.

No. 6 Hairstyle and use of hair color are strictly prohibited for all. Nail should be trimmed and not to be polished.

No.7 House dress should be worn on the day of PT and house activity.

No. 8 Children are strictly forbidden to go out of the school during the school hours.

No. 9 Once student attends the school he or she will not be allowed any sort of leave. In case of emergency the child will be escorted home by the parent with a written permission of the head of the school.

No. 10 No early leave will be granted for any social functions.
provided to the students.

No. 11 Parents are requested not to send any item of clothing, water bottles, Tiffin box etc. that their wards may have forgotten to bring with them after school commences. To maintain hygiene Tiffin container should be of steel.

No. 12 Students are responsible for the safe custody of their books, notebooks, bags, water bottle, etc. The school is not responsible for any loss of the same.
suffering from the disease.

No. 13 No expensive ornaments or accessories are to be provided to the students.

No 14 No student is permitted to take private tuitions from a teacher of Saraswati world school.

No 15 Parents are requested to immediately notify the school of any change in address, telephone number, email ID etc.

No.16 Civil dress is allowed only on his or her birthday. Giving gifts to any staff members of the school is strictly forbidden. Students are allowed to give chocolates up to ₹10 only to his or her classmates.

No. 17. Parents are requested to check the Diaries of their children and ensure that instructions are being followed by their wards properly. Check and counter sign the remarks in the school diary regularly.

No 18. Don't send your ward to the school when they are suffering from disease.

No 19. No male or female teachers or Staffs are allowed to touch students it is strictly forbidden.

No 20. The school reserves the right to make any changes in the school rules which will be communicated to them in time.

No.21 Parents should be considerate of any inconvenience and cooperative with the school management.

No. 22 Parents are requested to be polite and understanding and to keep faith on the school body.

No. 23 Be punctual while dropping your child at the school door or fetching him/her from there.

No. 24 If you have any grievances, let us know the reason of it individually. We'll be more than happy if you patiently cooperate with us.

No.25 Students are not allowed to carry any electronic devices inside school campus.

No 26. Corporal punishment is strictly forbidden in the school.

No 27. Improper actions such as rudeness foul languages, lack of respect for others etc. will be taken as a serious matter against the students.

Other Info

Identity Card and Parent's Entry Card

Every student must carry their identity card regularly. No duplicate card is to be procured.

A Fine of ₹100 will be charged in case of loss or damage of identity card.

Loss or damage of identity cards should be reported to school authorities immediately.

Parents or guardians should bring the entry card when they come to collect their children. If any parents or guardian is unable to show the entry card his or her children will not be released.

The parent's entry card must be properly maintained. Parents are requested to immediately notify the school of any change in address or telephone number.

Absence and sickness

No child is expected to be absent from school without a valid reason and leave application duly signed from the guardian.

In case of absence due to sickness a medical certificate from a registered medical practitioner should be submitted to the School.

Leave

No leave is granted to attend wedding, functions, etc. during the school examinations.

Outing should be planned keeping the school holidays in mind.

Permission to leave school early will only be granted on medical condition and other unavoidable circumstances.

Medical facilities and health

From time to time the school authorities organizes Medical camp for the benefits of students and medical report is sent to the guardians.

If the children are with any sickness or disability form. Parents must immediately consult their physician and submit the report to the school.

Co-curricular activities

The school attaches great importance to encourage co- curricular activities. All children are encouraged to develop essential skills and hobbies and are provided opportunities for this. The students are divided into 4 houses with a view the foster groups loyalty and team spirit.

Digital Learning

Each student is provided with registered username and password to access the digital contents of Saraswati World School. Each student need to install Moodle or recommended app in their smart phone of any computer device to access the digital contents.

Semi & Non-Academic Activities

Abacus Training, CBT test, spoken English, Ted talk, dance, music, swimming, karate, physical training, yoga and other activities will be organized for the children.

Excursions or picnics or sports

The school organizes excursions, picnic and annual sports, annual day function etc. for the students every year.

All reasonable measures and care for the safety of the students will be taken by the school. d if a library book is lost or misplaced by a pupil.

The management does not accept any liability in the case of travel by bus or any other mode of transport during such excursions or picnic or sports etc. or in case of any accident robbery or any other reasons.

Library

We have a well-stocked library and all students are encouraged to read books. The students from class III to Class IX are allowed to borrow books from Library for home.

A fine of ₹5 per day is charged if the book is not returned in given time. A charge will be levied if a library book is lost or misplaced by a pupil.

School fees

Fees as per Saraswati world school rules mentioned in the Fee book.

School teachers are not authorized to receive school fees.

Transfer Certificate

Local Transfer Certificate (TC) will be issued by the school office after seven days of the receipt of application provided all outstanding dues have been cleared.

Discipline

Any loss sustained by the school on account of wrongful damage, destruction or loss caused of its properties and belongings by students, individually or collectively, shall be recovered by imposing a fine on an individual or a community of errants as a whole and the same will be realised from the source that includes their security money.

School Timings

Monday to Friday

Nursery, LKG and UKG: 09:30 AM to 01:00 PM

From Class 1 to Class X: 09:30 AM to 02:50 PM

Saturday

Alternate Saturday holiday subject to school academic calendar. The school holiday during specific Saturday is mentioned in the school calendar. The student must follow the school calendar and subsequent notices for holidays.

Visiting Hours:

Parents can schedule meeting with Head Mistress or Vice-Principal with prior appointments on following days

Monday, Wednesday and Friday from 11:00 AM to 12:00 PM (One hour each day)
Visiting Hours for teachers:

Parents can schedule meeting with class teacher on following day
Working Saturday: 01:00 PM to 2:00 PM

Please note that the rules and regulations of the school including timing etc is subject to change without prior notice.

The parents or guardians are requested to follow the notices/circular or information at our site <https://saraswatiworldschool.edu.in>

**Thank
you!**