

RECOMMENDATIONS TO PARENTS/GUARDIANS

Parents are requested to give their willing cooperation in all the matters pertaining to the education of your child. Kindly go through the rules and regulations that are laid down in the best interest of your child.

1. You are required to furnish a signed-note of explanation in the diary through your ward each time your ward arrives in the school, late or returns to the school after a leave of absence upto two days. In case your ward is absent for three days or more, a separate application showing the reasons therefore must be sent through your ward. (In case of sickness, medical certificate also to be attached.) If your child is late then Pg. 24 if your child is absent then Pg. 28 must be signed by any of the parents/guardian regularly.
2. When your ward is not able to attend any exam or test on medical grounds, you are required to give prior information supported by a medical certificate of a registered practitioner. In such cases, there is no provision to anticipate/postpone the scheduled exam/test. Promotion depends on the performance of the student during the entire academic session.
3. **Compulsory attendance** : Attendance is compulsory on the following days: Independence Day, Republic Day, Teacher's Day, Children's Day, School Day, (Annual Function), on re-opening and closing days as well. For any reason including medical, you have to get the leave sanctioned personally in writing either before or afterwards even for a single day. Failure to comply with the above instructions may deter your ward from attending the class or exams.
4. This School Diary is an essential part of every student's outfit. It should be brought to the school every day. Failure to comply with, may result in not permitting your ward to attend the class.
5. Since students come from different backgrounds, one should not be surprised to find some students who have the tendency of stealing the articles of other students, such as pen, pencil, geometrical box, text book etc. You are requested to keep a strict watch over your ward and co-operate with us to deal with such un-healthy tendencies.
6. Students are not permitted to attend part-time class or go back to home before the scheduled school time, unless if any emergency.

7. Change of address and phone numbers must be immediately communicated in the office through an application
8. Parents-teachers meeting will be announced as and when necessary or preferably held on second Saturdays of every month.
9. Parents/Guardians/Visitors are not permitted to enter the class/staff room to meet the students and interview the teachers during the school hours.
10. Parents are requested to bring their children in school uniform on every open day.
11. If a parent wishes to withdraw his/her ward from the school, at the end of the session, a written application must be submitted a month before in the school office.
12. **Please make sure that if parents are dropping their ward in school, then it is their responsibility to pick them from school & not to send any other person for the same .**
13. Kindly do not send tiffin during school hours.
14. Parents are requested to co-operate with school in enforcing regularity and discipline seeing their children prepare their daily lessons and take a keen interest in all activities of the school.
15. It is the duty of parents to see their children come to school neatly dressed and they are punctual to school.
16. Parents are particularly expected to sign the reports. This is done on open days when parents visits the school and meet the teacher.
17. In matter of admission, detention of the pupil in class and regulations of the school, the decision of the principal is final and shall not be challenged.
18. Children whose school fees fall into arrears are liable to be debarred from attending school and from giving all the tests; neither their cards, nor transfer certificate will be issued, till all accounts are fully settled.
19. No exchange of gifts in cash or kind is permitted on birthdays and other occasions.
20. Very often students bring to school such items that have nothing to do with studies. Eg. Mobile, ornaments, ear pods, smart watches, blades etc. Parents must prevent the children from bringing such things to school, else school will not take the responsibility in case the things get lost.

GENERAL INFORMATION

I. Administration :

- (i) Sunflower Public School is a co-educational institute.
- (ii) The medium of instruction is English as well as Hindi .
- (iii) Bilingual mode of teaching-learning process is carried out in school.

II. Aims & Objectives :

The school aims at the following objectives:-

1. To work and serve the nation.
2. To reach out and to work with all people for the basic human values of Truth, Love, Justice & Equality.
3. To educate our children to grow into an integrated human beings.
4. To inculcate in our students, values such as love, acceptance, forgiveness, justice, sharing & respect for all to build healthy environment.
5. To respect all religions & cultures of our country.
6. To work together for common goals with like minded institutions & organisations in the neighbourhood.
7. To promote family life education so as to enable our students to face the challenges of growing into responsible adults and to prepare them for a meaningful, healthy and happy family life.

Besides, above all aims, the main aim of this institution is to develop in the pupils those qualities that will make them fit for their role in the society as worthy citizens of India.

III. Rules & Regulations for Admission

1. This institution is open to all religion, caste or community.
2. No pupil less than 6 years and more than 7 years is admitted to class-1 (One). For the higher classes one year for each class is to be added and for the lower ones, one year for each class is to be deleted.
3. No pupil is admitted without. T.C from the last school attended, for those seeking admission in class First onwards.
4. A pupil joining the school for the first time must produce satisfactory evidence of his/her date of birth.

5. The date of birth of a student once entered in our records will not be changed, under any circumstances.
6. The transfer Certificate of a pupil joining from a school outside U.P. must be countersigned by the Educational Authorities of the district in which the previous school is located.
7. When a pupil is admitted on a TC, he/she shall not be placed in any class higher than that for which the certificate shows him/her to be qualified; nor he/she shall be promoted before the end of the academic year.
8. In case of late admission the fees from the beginning of the first term will be charged. Students from other schools are eligible to seek admissions provided there are seats available and are fulfilling the above requirement. They are also subjected to written test and interview.
9. For those coming from other schools a much higher percentage of marks will be required, depending on the number of seats available in the order of merit.

IV. Attendance

1. Every student is expected to be present during the morning assembly, atleast 5 minutes prior to the given time.
2. Late comers will not be permitted to attend the class after giving 3 reminders on page 24 & 25.
3. Half day leave will not be granted to students. Once the students come to the school they are not allowed to go out of the school premises during the class hours not even during the recess. Parents/guardians are requested to co-operate with the school authorities.
4. No leave or absence is granted without a written application signed by the parents. Mere sending an application is not sufficient. Leave has to be sanctioned.
5. In case of illness, a Medical Certificate must be produced along-with the parent's application within three days of a student's absence. In case of doubt the school authorities

may insist on the student's being examined by a civil surgeon or the school doctor.

- 6. After the summer vacation and the winter vacation (Christmas Holiday) students must attend classes on the re-opening day. In case a student remains absent for three days after the re-opening of the school without any information, his/her name will be struck off the register and re-admission is not assured.**
7. If a student continues to be absent for fifteen days without the written permission of the Principal, his/her name will be struck off the school rolls.
8. If a student does not have 75% attendance of the total number of working days, he/she will not be promoted.

V. Discipline

1. Strict regularity, implicit obedience, courtesy in speech and conduct, cleanliness of dress are expected from every student. Students must strictly conform to the regulations laid down in this regard.
2. It is compulsory that all the students must carry their school diary to the school on all working days.
3. Students are not allowed to visit the Staff Room.
4. Lost and found articles in the school are to be handed over to the Principal's office.
5. Any kind of damage done to the school property must be compensated for. Intentional damage will be a sufficient cause to expel the student.
6. No collection of money for any purpose whatsoever is to be made without the previous written permission of the Principal.

7. Books, newspapers, periodicals, story books and other articles like tape recorders, radios, tapes, electronic gadgets not pertaining to their daily work should not be brought to the school without the Principal's permission.
8. The school authorities do not hold themselves responsible for a students loss of money, ornaments, mobile, smart watch, books or articles of clothing etc. The students are expected to look after their belongings very carefully.
9. Pupils are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported or objectionable conduct on the part of the pupil makes them liable for disciplinary action.
10. All pupils must take part in drills and outdoor games. Students who can't do so on grounds of health should produce a proper Medical certificate.

VI. Academics :

1. Parents are requested to see that their child is completing his/her class work & home works given, regularly. If not, then they may come & meet the concerned teacher on Saturday after the school. If not then please don't hesitate to meet teachers regarding your child's progress.
2. As per the latest guidelines recommended by the C.B.S.E., the examinations are scheduled accordingly. There are 2 terms (Half Yearly & Final) In each term there are two Periodic Assessment.

ABSENCE DUE TO ILLNESS

In case of absence due to illness, a Doctor's Certificate is required before the commencement of the examination. In such cases the student's promotion will be based on the aggregate of other subjects/terms.

Parents are advised not to send their child to school if they are suffering from fever, stomach upset or an infectious disease just because the class is having a test/examination.

In case of any specific ailment parents are requested to convey the same in office, in written.

IMPORTANT INSTRUCTIONS REGARDING PAYMENT OF FEES

1. Fee collection time at school counter to be paid in cash- 7:30 to 9:30 AM (Summer) 8:00 to 9:45 AM (Winter). Any change in time will be informed.
2. Kindly provide Admission No. /Previous Fee Receipt of your ward every time you pay the fees. **[Admission No. is mentioned on your ward's Report Card/Fee Receipt].**
3. Late fee will be charged if paid after due date. **Due date is 30th April** for 1st Qtr, **31st July** for 2nd Qtr, **31st October** for 3rd Qtr. & **31st January** for 4th Qtr. Late Fee will be charged for every delayed month after due date. Online fees is updated after 1 working day.
4. Appearance in examination & result declaration will be allowed only on clearance of fee dues, if any.
5. School Fee will be accepted **Cash/Online. Fee once deposited will not be refunded.**
6. Parents can deposit online fees through School App. You can pay fees online through Net Banking/Credit Card/Debit Card/UPI. Your bank may charge convenience fees which will be borne by the payer only. **Please check current session details before paying fee.**
7. **School Fee will be charged for all 12 months even if withdrawing in the middle of session.** No concession will be given to any student.
8. Intimation should be given one month in advance if discontinuing conveyance facility.
9. Board Registration/Exam Fee to be paid separately.

LIBRARY REGULATIONS

The co-operation of students is of the greatest importance for the efficient & smooth working of library. Student must therefore follow some basic rules mentioned below :

1. Library is the place of quiet, serious study & as such there must be complete silence in the library all the time.
2. Students are invited to make the fullest use of resources & the services offered by the library.
3. As the books are expensive students are required to take great care of them. When books are issued they should be carefully examined, & if any defect is found it must be brought to the notice of the librarian.
4. Books damaged or lost must be paid for at the current price of the book.

Students who repeatedly fail to return books in time may be denied to use library altogether.

6. Duplicate cards will only be issued on payment of Rs. 10/-
7. Only note books & essential stationery may be taken into the library.

SCHOOL UNIFORM

Students must be attired in the prescribed school uniform while attending the school.

Boys Nursery to X :

Summer : Blue Shirt, Self check dark blue pant, Tie, Belt, Blue Socks, Black Shoes.

Winter : Same as above and dark blue hoody with a school monogram.

Saturday : House Track Suit.

Girls Nursery to V :

Summer : Blue Shirt, Self check dark blue pant, Tie, Belt, Blue Socks, Black Shoes.

Winter : Same as above and dark blue hoody with a school monogram.

Saturday : House Track Suit.

Girls with long hair will wear blue band and clips.

Girls VI to X :

Summer : Blue Kurta, Dark blue self check pant & Jacket, Blue Socks, Black Shoes.

Winter : Same as above and dark blue hoody.

Saturday : House Track Suit.

Girls with long hair will wear blue band and clips.

Note :

- a) **Girls with long hair must tie their hair (one plaits) with blue band.**
- b) **Boys must have proper short (Army cut) hair.**
- c) **It is compulsory for all the students to carry their ID-Cards daily while coming to school.**
- d) **Dark blue woolen caps/scarfs & gloves can be worn during winters.**