

GENERAL INSTRUCTIONS

SCHOOL TIMINGS:

CLASS	MONDAY-FRIDAY	SATURDAY
GRADE 1 & 2	8:15 am TO 3:30 pm	HOLIDAY
GRADE 3 TO 5	8:15 am TO 3:30 pm	8:15 am TO 12:30 pm
GRADE 6 TO 10	8:15 am TO 4:30 pm	8:15 am TO 3:30 pm

- Students must arrive 5 minutes early and late comings/pickups won't be allowed.
- Parents should drop/pick up their child only at the main gate, and if a student misses the assembly, a parent must accompany them with a valid explanation to attend the class.

ASSEMBLY TIMINGS: 8:15 am TO 8:30 am

ATTENDANCE PATTERN

- Student must attend school regularly and absences must be supported by genuine reasons.
- Parents are requested **not to force the student if he/she is unwell.**
- Parents should inform the class teacher of any absence with a note in **School Diary OR Letter note in case of more than 3 days leave,**
- Avoid taking their children out of school during class hours, except for unavoidable circumstances.

FEE PAYMENT

- All the fee payments and purchase of books must be made online or you may visit the campus personally in case of any query or assistance.

Please do not make payment/transfer amount to any employee's personal account. Management will not be responsible for such transactions.

- Parents must sign and follow the Annexures for 2025-2026 academic year.
- Fee payment for **Grade 6 TO 10** must follow the given schedule, and the receipt should be safely kept.

Installment	Month of Payment
1 st Installment	April 15 th
2 nd Installment	July 15 th
3 rd Installment	October 15 th

TRANSPORT

- Transportation facility for the academic year 2025-2026 is extended to Iyyapanthangal, Porur, Noombal, Poonamallee, Kattupakkam routes.
- Interested parents are requested to collect the Transport Enrollment Form from the School's Front Desk.
- **School will be able to provide only 2 ways transport and transport fee is onetime payment which is non-refundable and non-transferable.**
- Students should be at their opted Pickup point 10 minutes prior to the bus arrival timings.
- Students availing **Private** and Public transport are requested to give the **details of the Driver, Contact number and the Vehicle number** to their class teachers for safety purpose.

UNIFORM

- Parents are requested to ensure their children come to school in neat and tidy uniforms with polished shoes, trimmed nails and hair, and maintaining good physical hygiene.



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MANAGER

- Girls should wear black tights and plait their hair with black/white ribbon on respective days.
- The Uniform Pattern will remain as follows:

CLASS	REGULAR UNIFORM MONDAY, TUESDAY, THURSDAY, FRIDAY		SPORTS UNIFORM WEDNESDAY, SATURDAY	
	GIRLS	BOYS	GIRLS	BOYS
HIGH SCHOOL	Grey Skirt and White Shirt, Grey Waist coat, Black Socks and Black Velcro shoes	Grey Pant and White Shirt, Grey waist coat, Black socks and Black Velcro Shoes	Blue T-Shirt and Grey Skirt, White Socks and White Velcro Shoes	Blue T-Shirt and Grey Pant, White Socks and White Velcro Shoes

SHORT AND LUNCH BREAKS:

Snacks Break	10:30-10:40am
	3:10-3:20pm
Lunch Break	12:40-1:10pm

- Parents, please ensure your child's health by providing healthy snacks.
- Avoid plastic tiffin boxes and water bottles.
- Avoid junk and non-vegetarian food, and label the lunch bags before placing them in the school rack before 12:30pm with enough food and water for the student's consumption.

COMMUNICATION

- Parents can meet all Teachers during the PTMs.
- Incase if parents are willing to meet any of the specified Teacher during working days are requested to fix an appointment either by sending a letter to the class Teacher or by calling School's front desk.

SCHOOL OFFICE NUMBER	7338856462	7338856463
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Meeting hours during working days is only between 3:45 p.m.to 4:30p.m. with prior appointment. Avoid interactions during dispersal time.

- Kindly update your contact details and residential address timely for proper communication.

NOTE FOR THE STUDENTS

- Students should not carry any Electronic gadgets to the campus.
- School will not entertain and take the responsibility for any valuables (ornaments, money).
- Students should not wear any make-up or artificial fancy accessories.
- Students should go home immediately after dispersal and should not roam around in school uniform after school hours.
- Disciplinary Action will be taken against the students who are violating the school rules.
- Students must communicate only in English within the school.
- Parents are requested to create a supporting atmosphere at home as well, for their children to enhance their communication skills.

NOTE:

- *Requesting you to clarify any of your queries strictly between 8:00 a.m. to 6:30p.m.*



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 MANAGER