



# Children's Academy

## Group of Schools

### Code of Conduct

- ✿ Every student must possess 2 sets of the regular school uniform and 1 set of the Fitness Fun Uniform/House Uniform, of the right shade and fabric bearing the official logo. Students must be dressed in complete uniform as prescribed by the school on all days.
- ✿ Boys are expected to look neat and well-groomed with hair cut short evenly. Girls with long hair are expected to plait it with black ribbon; black hair rubber band is a must for short hair. Nails should be trimmed short with no nail polish. Fancy haircuts, jewellery, henna or make-up are not allowed. All students are expected to wear navy blue cardigans in winter.
- ✿ Cleanliness of person and uniform is expected of every student. Those who come to school dressed untidily will not be allowed to attend school. Oversized or undersized uniforms are strictly discouraged. Students wearing the same will be asked to get the uniform altered or replace it with a new one.
- ✿ Every student must bring the school Handbook to class daily. No student is allowed to tear any page from the Handbook or use it as a rough book.
- ✿ Any communication sent through the Handbook must be taken care of and duly signed by the parent.
- ✿ If a student has lost or misplaced the school handbook, he/she must buy another one from the school.
- ✿ Every student must wear his / her I-card at all times within the school premises. Students not wearing his / her I-card will be sent home.
- ✿ Any damage or loss of the card should be reported to the school office immediately. Duplicate card will be issued from the school office at an additional cost.
- ✿ Every student is expected to be in school ten (10) minutes before the school timing. A student coming late to school will not be allowed to enter the classroom until permission is obtained from the Section Head.
- ✿ Students who are persistently late to the school will be sent home for every third late remark and every subsequent late remark entry recorded in their handbook.
- ✿ All children should be particularly careful not to litter the school premises.



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- ✿ No student is allowed to leave the classroom without the permission of the teacher or until the class is dispersed.
- ✿ No student will be exempted from physical training without a doctor's certificate. Those who are thus excused must go and watch the drill.
- ✿ Parents must sign and send a copy of the Term end reports to the class teacher the next day.
- ✿ **A child suffering from any contagious or infectious disease will not be allowed to attend the school without a fitness certificate from a doctor. However, permission to attend school rests with the Principal/ Headmistress.**
- ✿ Any change in contact details must be immediately notified to the school authorities.
- ✿ While communicating with the school authorities, parents are requested to mention the GR number, U.I.D no., grade and division of their child in the letter/email.
- ✿ Parents are not allowed to meet their children or teachers during school hours without the sanction of the authorities.
- ✿ It is **MANDATORY** for parents to carry their **Parent Card** while visiting the school for any purpose. Entry to school will be barred if they fail to do so.
- ✿ Parents not availing the transport facility have to carry their Parent Card every day while collecting their child. Parents of bus students will also have to carry their Parent Card while collecting their child from the school bus.
- ✿ Parents are requested not to fetch their children from school prior to the completion of school hours, except in case of emergencies when permission should be obtained in writing.
- ✿ Parents are requested to make any complaint directly to the authorities and not to the class teacher.
- ✿ The school cannot make itself responsible for books, money, clothes and other articles that are lost. It is not advisable for students to have money or valuable articles with them.
- ✿ Any damage done to the school property or to that of the other students will have to be borne by parents.
- ✿ No books or articles other than school books may be brought into the school premises.



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- ✿ **Carrying/use of smart phones is prohibited in school.**
- ✿ Chewing gum is strictly prohibited on the school premises.
- ✿ Grade/Division/Shift is allotted to students as per the convenience of the school. Parents or students cannot demand the division/shift of their choice.
- ✿ Fee Scholarship is granted in special cases to poor and deserving students. Fee Scholarship is tenable only for the year for which they are granted and may be cancelled at any time of the year if the student fails to satisfy the authorities in conduct and application. No scholarship will be made in favour of those whose academic progress and / or discipline is unsatisfactory.
- ✿ Parents are given to understand that they cannot dictate to the Management and the Management, thus reserves the right to have a say in what condition they will admit or retain pupils in the school provided such conditions are in conformity with the grant-in-aid code and the instructions issued by the Council or Director or the Education Inspector.
- ✿ The engagement of private tutors may prove detrimental to real progress. Parents must, therefore, remember that the school discourages private tuitions.
- ✿ Teachers of Children's Academy Group of Schools are banned from tutoring any student of the Children's Academy Group of Schools. Engaging a tuition teacher who is an employee of the Children's Academy Group of Schools will be viewed as a breach of disciplinary rules of the school and appropriate disciplinary action will be initiated against the teacher and the student.
- ✿ Gifts to teachers and demonstrations in their honour are not allowed.
- ✿ No collection of money for any purpose whatsoever will be initiated without the prior permission of the Principal/Headmistress.
- ✿ The management reserves the right to share CCTV footage from the school. Parents cannot demand to see CCTV footage related to any incident that may have occurred in the school premises because of the privacy laws pertaining to other students in the footage.
- ✿ Video and/or audio recording of any areas/documents/conversation without the explicit permission of the Management is strictly prohibited. Any breach of privacy laws will be strictly dealt with.