



School Rules

- ❖ Every student must carry their almanac and identity card to school every day.
- ❖ **Every student in campus must communicate with each other in English only.**
- ❖ Students who come to school on their own should arrive in the school before the bell rings for assembly.
- ❖ Changing of classrooms between periods should be done in an orderly and silent manner forming a single line.
- ❖ Students should be habitually clean and always be neatly dressed. The school uniform should be worn on all working days and for all school functions. Students who are untidily dressed or not in uniform will be sent back home.
- ❖ No books (other than text books or library books), magazines or papers should be brought to school. The School will confiscate any irrelevant or undesirable items found in the possession of the student.
- ❖ Lending or borrowing money or other articles to/from fellow students or school staff is not allowed.
- ❖ Students who come to school escorted should not leave before their escort arrives. In case of delay, they should report to the school office.
- ❖ Student attending PTM with their parents should wear the main school uniform
- ❖ Parents and guardians of all students should contact the teachers on the PTM days to discuss the progress of their wards.
- ❖ Parents and guardians must not visit their wards or teachers without prior permission from the Principal.
- ❖ A student who uses unfair means during Exams will be given zero marks in the subject and a warning letter. Repetition of the same will result in expulsion from the School.





- ❖ Office bearers of Student Council Body will wear their respective badges daily.
- ❖ Students using the school bus must maintain discipline in the bus. Bus facilities will be withdrawn in cases where discipline is not properly maintained or found involved in causing any damage to bus. Using mobile phones in bus is prohibited.
- ❖ The school does not permit bursting of crackers. Stern action, which may include expulsion, will be taken against the offenders.
- ❖ The school does not permit the celebration of birthdays for class VI - XII in the school campus. Parents are allowed to send only toffees for the class. School uniform should be worn by the students.
- ❖ Care must be taken to observe the "green rules" in order to maintain clean, green surroundings. That means, school premises will not be littered with disposable tumblers, papers or polythene bags. If polythene bags are brought to the school, care should be taken not to dispose them on the school ground.
- ❖ Care must be taken not to spoil or pluck flowers or leaves from the School Garden.
- ❖ Students are expected to respect the property of others. This includes respect for school property and no student should damage any school furniture, write or draw anything on the walls or in anyway damage things belonging to others. Damage done even by accident should be reported immediately to the class teacher.
- ❖ Any one who notices something damaged, should report the matter even if the child is not knowing who has done it. Students are not allowed to bring any sharp objects to school.
- ❖ Students are advised to keep their classrooms/school building/campus as neat as possible and throw leftovers only into the dustbins.





- ❖ Students should observe discipline and polite behaviour wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers when they meet them. Bullying and use of foul language are punishable offences.
- ❖ The school retains the right to suspend or take strict disciplinary action against students whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
- ❖ Students are not supposed to miss any teaching/games/activity period whether there is a teacher in the class or not. The time table in-charge has been directed to make alternate arrangement in case of a teacher is absent.
- ❖ No student shall remain in the classroom during the break, activity period or morning assembly without the permission of the class teacher.
- ❖ Students are not allowed to wear any jewellery, costly watches or carrying large amount of cash when they come to school.
- ❖ No students shall disturb other classes on the plea of getting a pencil, pen or book from his/her friends.
- ❖ Students are strictly prohibited from eating chewing gum, pan parag etc. Any violation on this account may result in the expulsion of the offender from school.
- ❖ All lights and fans must be switched off when students leave the class room. Waste paper should be thrown in the dustbins provided in every class room.
- ❖ It is informed that "usage of mobile phones by the students is prohibited in the campus." If anyone is found having mobile in the classroom/campus then it would be seized.
- ❖ Any gadget found with the student would be confiscated and released after a fine.

The phone will be returned only to the parents after remitting a fine of Rs. 400/- in the school office. Even after this, if it is found again then mobile will be seized & will not be returned.






A Special Note to Parents / Guardians of Students Using Bus Facility For Primary Classes

The Driver has instructions to wait only for 2 minutes while dropping your child home. In case there is no one to pick the child, the child will be brought back to the school and the parents would have to collect the child from the school themselves.



Library Rules

1. Book issued from the library must be returned within the stipulated time.
2. Fine of Rs. 2/- per day will be charged if book is not deposited on due date.
3. Students are not to damage books issued to them. In case of lose, double the cost of the lost book will be charged from them.
4. Students have to stay in the library during the library period, reading books; periodicals under the supervision of the librarian, maintaining silence.



Cleanliness and Hygiene

1. Well trimmed nails, neatly-combed hair and smart appearance is expected from all the students.
2. All boys except Sikh students in turban, must maintain a short hair cut.
3. Girls with short hair must wear a black hair band and keep their hair pinned back from the forehead.
4. Girls are not allowed to apply nail polish or henna (Mehandi), and wear jewellery and ornamental articles.
5. The uniform must be properly washed and ironed.
6. Students must carry a neat handkerchief.
7. Shoes should be polished and well maintained.





Bus Rules

1. All the students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus.
2. The buses will not wait for the late comers.
3. The children should stay away from the main road till the bus arrives.
4. No student should come near the entry door of the bus unless the bus has made a complete stop.
5. No Temporary change of Bus stop will be entertained from Nursery to Class XII.
6. The front door of the bus is the only authorised Entrance and Exit door.
7. The drivers are authorised to stop buses at the designated stop only. The list of stops is prepared, keeping in view, the convenience and safety of all bus commuters and is subject to change, as and when there is genuine need. There will be no change in the existing bus routes, until absolutely essential. The school management reserves the right for such changes after careful scrutiny and feasibility.
8. When the bus is in motion students must not move around in the bus and no part of their body should be out side the bus.
9. Objects of any kind must not be discarded inside or thrown out of the bus. Students are not allowed to eat in the bus.
10. Students will be held responsible for any damage to a bus caused by negligence or vandalism.
11. Unruly behaviour like shriekings, shoutings and use of foul language is strictly prohibited. Courteous behaviour is expected at all times.
12. The driver's attention must not be distracted for any reason.





Transfer Certificate

1. If a candidate wishes to discontinue in the next session, parents must apply for a T.C. using prescribed format before 31st March of that session. For students appearing in board exam main Examination/Compartment, and parents should apply within 10 days from the date of declaration of result. Failing which as per collector's order No. 3618/RE.A.D.M./2004 dated 7-12-2004 the school fee and other dues will be charged up to the month of issue of T.C.
2. The T.C. will be issued within 10 days after receipt of withdrawal application.
3. Duplicate T.C. will be issued under exceptional circumstances after charging fee as per rules.
4. **A Xerox copy of progress card (Current session) must be attached with T.C. application form.**
5. Caution money withdrawal application must be submitted in prescribed format along with caution money receipt and xerox copy of transfer certificate.
6. If caution money receipt is lost, a fee of Rs. 100/- must be deposited to get the duplicate receipt.



Note to Parents

1. Parents are welcome to meet the Principal personally on prior appointment between 12 to 2.30 p.m. on all working days to discuss the progress of their wards.
2. Parents are requested to contact the Office only and not to go directly to the classes, for any reason, whatsoever. This procedure is practiced to avoid disturbance to the class and to ensure efficient teaching.
3. In case the school authorities introduce any new facility for the benefit of students with respect to academics or administration and if any charges are levied then an additional amount will be required to be paid by parents apart from the declared fee.
4. They are requested
 - a. To go through the Progress Report issued to their ward and take remedial measures so as to improve his/her performance.





- b. To ensure that fee is paid in time before the 10th of every month. If the dues are not paid within the scheduled time, two rupees per day will be charged as late fee separately on bus and Tuition fee. Late fee will be applicable on each installment.
- c. To see the Hand Book daily and append signature whenever there is any note from the school.
- d. To meet teachers on 4th Saturday of the month between 12 to 2 p.m. to know the progress of their ward.
- e. To check that the assessment card is properly and neatly maintained. In case of loss or mutilation, a fee of Rs. 200/- is to be paid for a duplicate card.

Important Points

If Students participate in any sports / activities / excursions / tours, it will be presumed that the parents have given their consent for their ward on their own risk and responsibility.

If any mis-happening or untoward incident happens during any of the activity which is beyond the control of school administration and personals, then management/principal / other staff would not be held responsible.

During school hour if child gets injured, the school would provide first aid. In case of emergency the child will be admitted at nearby hospital and parents would be informed. The hospital expenditure will be borne by the parents.

Gender Sensitization Committee

Annie Besant School has established a Gender Sensitization Committee in the interest of female staff and the students. This concept has come into existence in ABS to protect the women folk from any harassment. The committee is headed by the Principal, two teachers and two students.






Absence

1. Repeated absence without leave or unexplained absence for more than ten consecutive days renders the student liable to disciplinary action.
2. All children are expected to attend school on the opening day after every vacation. Those, absent due to illness must provide a medical certificate before they join the class.
3. It is compulsory for students to achieve at least 75% attendance in the year to be eligible for the final examination. In case attendance is short, students will not be eligible for any Academic prize. Attendance is compulsory for all celebrations of National events.
4. A child returning to school after suffering from an infection or contagious disease should produce a fitness certificate from a Medical Practitioner.
5. Parents should fill up the “Record for Non-Attendance” for each day the student is absent from school, stating reasons.
6. Students suffering from any one of the following diseases must observe the prescribed period of isolation before returning to class.
 - a. Chicken Pox - Till complete falling of scabs
 - b. Cholera - Till the child is completely well
 - c. Measles - Two weeks after the rash disappears
 - d. Mumps - Until the swelling has gone.
 - e. Whooping cough - Six weeks
 - f. Jaundice - Six weeks
7. SCHOOL DIARY APP, is a means of communication, so parents must check it regularly.
8. It is compulsory for the students to give Biometric Attendance everyday.



Late Arrival In School

1. The school gate will be closed after the first bell rings.
 2. Three late arrivals in a month would lead to strict disciplinary action.
 3. There is no provision for half day leave. Once the child is in school, he/she, will not be permitted to go before the departure time.
- 



Uniform

REGULAR UNIFORM - PINK

- For Classes I to V - Tuesday, Thursday, Saturday.
- For Classes VI to XII - Monday Wednesday, Friday.

a) For Boys :

- Shirt : Half Sleeves (Pink Colour) /
- Pink Shirting S. Kumar Philaphile Shade No. 20107 - Shirt
- PNPL Shooting Pink Lining Shade No. 5327 –shorts for class Nursery to III and Pants for classes IV To XII.
- Pink Shirting S. Kumar Philaphile Shade No. 20107 - Shirt

b) For Girls :

- Shirt: Half sleeves (Pink colour)
- Tunic from class I - IV Navy Blue with stripes box pleats
- Skirts from class - V onwards Navy Blue with stripes
- Black or Navy Blue shorts or underpants.

c) For Boys and Girls

- Blue Tie with stripes, School Belt and School Badge
- Black Colour Shoes
- Blue Colour socks with three Pink Stripes

d) Winter Unfiorm includes for Nursery to IV Navy Blue Sweater. And classes V to XII Navy Blue Blazer with School Logo.

SPORTS/HOUSE UNIFORM

- For Classes I to V - Monday, Wednesday, Friday.
- For Classes VI to XII - Tuesday, Thursday and Saturday
The Children will have a White T-shirt with the House colour coded design.
- Raman House - Red
- Bhabha House - Yellow
- Kalam House - Green
- Basu - Blue

There will be a grey coloured track suit with house-coloured patches on it.
White sports shoes with white socks would follow.





atī́ Jta

OZJU_Z A{YZm`H O` ho,
 ^maV ^m½` {dYmVmı
 nšOm-, ĘgYw, JwOamV, _amRm,
 Đm{d-S CĚH b -šJ,
 {dÝe` {h_mMb `wZm JšJm,
 CÀNb Ob{Y VašJ,
 Vd ew^ Zm_o OmJo,
 Vd ew^ Am{ef _m±Jo,
 Jmho Vd O` JmWm,
 OZ JU_šJb Xm`H O` ho,
 ^maV ^m½` {dYmVmı
 O` ho ! O` ho ! O` ho!
 O` O` O` O` ho 11



The National Anthem is a powerful symbol of National Unity and Pride.

atī́ ॐYX _tva_.

dÝXo _mVa_² dÝXo _mVa_²
 gwObm_², gw\ bm_², _b`O erVbm_²ı
 eñ` i`m_bmš _mVa_²ı
 dÝXi _mVa_².....
 ew^« Á`moĚgZm nwb{H V - `m{Zr_²,
 \w eb Hw gw{V - Đp_Xb - emo{^Zr_²
 gwhm{gZr_² gw_emwa - ^m{fUr_²,
 gwIXı daXm_² _mVa_²ı
 dÝX _mVa_².....
 gá H mo{Q H ĘR H bH b {ZZmX H ambo ı
 {Űgá H mo{Q ^wOıYw©V-la H admbö
 Ho -mobo _mšVw{ A-bo, -hp~b Ym[aUr_²
 Z_m{ Vm[aUr_², [anwXb dm[aUr_² _mVa_²
 dÝXi _mVa_²
 i`m_bmš gabm_² gwpñ_Vm_² mmy{fVm_²
 YaUr_² ^aUr_² _mVa_²
 dÝXo _mVa_²
 dÝXo _mVa_²
 dÝXo _mVa_²

