

## **GENERAL RULES FOR THE SCHOOL**

1. **Parents must use the School Diary as a means of communication between home and School.**
2. Students are not permitted to attend School if they are improperly dressed.
3. Students coming for Remedial Classes should either be in School uniform or games kit. They should never be on the campus in sandals or slippers without a medical slip.
4. Sikh boys are required to wear navy blue turbans.
5. Only navy blue coloured pullovers as per School regulations may be worn in School. They must conform to the pattern of our School Cardigan. **Classes IX, X, XI & XII have to compulsory wear the Blazers throughout the year.**
6. If a boy shaves, he must attend School each day with a clean-shaven face, and even a single day's "Stubble" will NOT be permitted. Mushroom style and fancy haircuts are not allowed.
7. Parents are requested to ensure a proper dress code for their children in public places, to avoid slovenly dressing, and should inculcate habits of correct dress.
8. Students are strictly not permitted to either gel or colour their hair.
9. Students are answerable to the School for their conduct both inside and outside the School campus. Therefore, misbehavior in public places justifies suspension or expulsion
10. The possession of any kind of weapon in School or ganging up with others from outside the School also justifies expulsion.
11. Irregular attendance, disobedience, disrespect and insolence to any member of Staff may be reason enough for suspension and eventual expulsion.
12. **Students must come to School neatly dressed and in proper School uniform conforming to School rules. If a student does not conform to rules, he/she may be sent home or a newset of uniform ordered at the expense of the parents. In the case of day-students, they shall be sent home or they shall not be allowed to attend classes until such time the erring student conforms to School rules.**
13. Forbidden literature is not permitted in the School. Strict action will be taken against erring students and parents will be called to the School to give an explanation.
14. Students are not permitted to wear or have any kind of Jewellery. Finger rings, earrings, bracelets, necklaces etc. are not allowed to be worn. However, girls may wear ear studs that conform to School rules. Keeping expensive items is not permitted. The School cannot be held responsible for any loss of such items- especially i-pods, cell phones etc.
15. The breaking or damaging of School property that includes furniture, garden plants/trees, light fittings, window panes, writing on walls etc. is prohibited. Earning students will be fined and made to pay the value of the item broken or damaged. Frequent repetitions of the above will justify expulsion from the School.
16. All students, including boarders and day-students must attend all School functions in School uniform. A serious view will be taken of those who do not attend. Parents are reminded that when leaving School, a student requires a character certificate (especially after completing the Board Exam). A good certificate may not be forthcoming for students who do not take interest in their School activities or functions.
17. Stealing is a serious offence. Any student found or caught stealing will be severely dealt with. If an erring student continues such acts, he/she will be suspended or expelled.
18. **English must be spoken at all times.** Students will not swear or verbally abuse anybody. Strict action will be taken against those who do not obey. Ragging is a serious offence and is not allowed. Any student found bullying/ragging others, especially smaller boys/girls will be dealt with severely.

19. While visiting the campus, parents are warned not to litter. In fact, it would be appreciated if plastic bags are not brought onto the campus. Parents are also requested not to smoke or chew tobacco within School premises.
20. **Smoking is strictly prohibited on the campus. Any student caught or found smoking or consuming alcohol inside or outside the School campus, will be expelled with immediate effect.**
21. Individuals can best hope to achieve their potential when School and parents work together to support them. We encourage parents to visit the School and attend functions Organized by the School and discuss their children's progress, especially on Open House days to iron out any problems that may occur. The Principal is ready to help out in any matter regarding problems that any child may have either at School or at home.
22. The use of cellular phones or any electronic devices for all students is strictly forbidden. Parents are requested NOT to give their child/children a cellular phone. If a child is found with a mobile, he/she will be suspended for seven working days immediately and the cellular phone will be confiscated permanently.
23. Promotion will be granted to students of classes 9 and 11 only if they achieve 40% of the total year's average.
24. The events in the calendar are subject to change as and when necessary.

#### **FOR GIRLS IN THE SCHOOL & JUNIOR COLLEGE**

1. Earrings for girls only, if worn, are either to be studs or small rings. Fancy earrings are not allowed. Rings on fingers are not allowed unless they are of authentic, religious significance. Nose-rings and nose-stud are prohibited; girls wearing the same will be sent home and will not be allowed to attend classes till the ring/stud is removed.
2. Make up of any kind is not allowed in School. Students found wearing make-up will be sent home for the day. Lip gloss is strictly forbidden.
3. Girls with hair longer than shoulder length MUST plait it. No pony tails or loose hair will be permitted. All girls must wear a black hairband to keep their hair pulled back.

#### **RULES FOR BOARDERS**

1. Parents are not permitted to enter the Hostel dormitories without proper permission.
2. Children should not be given money to keep on their person. If parents would like to give their children extra pocket money, it must be handed over to the Block Staff.
3. **It is compulsory for Christian children to attend Chapel Service on Sundays.**
4. Parents of boarders who wish to visit their children may avail of the guest room facility at normal charge of Rs.1000/- per day (food included) and Rs.500/- per person extra. Guest Room booking should be done one week in advance as it is on a first come first serve basis.
5. **All boarder students must wear School Uniform only, on entry and exit into School.**
6. Students will wear House Kit only for tournaments. Khaki will be worn for all evening sport practices. No t-shirts or shorts apart from the mentioned sports kit are allowed to be worn.
7. **Use of Mobile Phones will be permitted only during weekends.** Parents must give their children cheap B/W phones for only calling and messaging purpose. No Android phones with camera are permitted. House Masters will not accept any such phones from the

students. If a student is found in possession of any such phone it would be immediately confiscated and not returned.

8. Boarders on week-end and other temporary leave from School are expected to maintain the reputation and traditions of the School by strictly abiding the regular rules of the School with regards to dress and discipline.
9. Boarders to wear bathing gowns while moving between dormitories and toilets. At no point they should be bare body with towels rapped around them.
10. Students need to ensure to leave the dormitories neat and tidy at all times and also to ensure that no lights or fans are left switched on.
11. Bullying and Ragging is a serious offence. Any child found indulging in this act will be expelled forthwith.
12. For any of the above misconduct the same would be referred to the Discipline Committee. The decision of the Committee in regards to penalty/punishment as prescribed by the Committee will be binding on the students & parents.

#### **WEEK-END LEAVE FOR BOARDERS**

1. **BOARDERS WILL BE ALLOWED ONLY ONE EXIT i.e. 4<sup>th</sup> SATURDAY OF THE MONTH. ALL BOARDERS MUST RETURN BY 5:30 P.M. ON SUNDAY EVENING, IN CASE OF ANY DELAY PARENTS NEED TO INFORM THE SCHOOL OFFICE.**
2. Provided Boys/Girls are not on the Red List for studies and are well behaved, they are permitted to leave School after completing a permit sheet in triplicate, indicating the time of going out, the time of returning, and the address of the parent or guardian with whom boy/girl is spending his/her leave.
3. Boarders may go on leave only on receipt of a letter from the inviting party (Parents or registered local guardian) asking for them to be permitted home for the weekend. This letter is essential, and boys/girls cannot leave School for the week-end leave without it; the letter requesting the boys/girls week end leave must be in the hands of the Principal/Vice Principal or the boy/girl himself/herself, not later than the Wednesday preceding the permit weekend of the month. Co-operation in this rule is extremely important.
4. Boys/Girls may visit only Parents and those relation and friends who are quoted in a parent's letter to the Principal, giving the full address and details concerning the relations and friends in question. Boys/girls will not be permitted to go out with anyone else.

#### **NOTE: ONLY TWO GUARDIANS ARE ALLOWED TO BE NOMINATED PER STUDENT.**

5. Parents are not allowed to visit their sons/daughters during weekdays as this practice interferes with School routine and often disturbs or unsettles children.

#### **MEDICINES & MEDICAL TREATMENT TO BE REPORTED**

1. Boarders are not permitted to bring medicines, pills etc. to School without the knowledge of the Nursing Superintendent. All medicines must be kept only with the Nursing Superintendent and not in the dormitories or elsewhere.
2. Parents of Dayscholars must inform the School authorities in writing of any medical problem faced by the child.

#### **INFECTIOUS DISEASES**

1. No student can be permitted to attend School for 10 days if there is, or has been, an infectious disease such as Measles, Conjunctivitis's& Chickenpox in the house.
2. Parents must notify the Principal/Vice Principal/Jr. School Supervisor immediately of any such disease and keep their child at home until such time as they are permitted to return.
3. In all such cases, the attending Pediatrician/Doctor will need to attest the student for fitness to resume classes, ratified by our School Doctor.

4. Failure to report infectious cases may lead to the student's name being struck off the rolls, and all further attendance being prohibited.
5. Please do not think of your child only, but also of the other children, who in turn may be infected by such diseases.
6. Cases of children recovering from Chickenpox must be quarantined for at least 10 days after the appearance of the rash.

#### **ABSENCE**

1. Parents are required to see that their sons/daughters are regular and punctual in attendance at School/college. **A minimum of 75% aggregate attendance for each month is compulsory.**
2. In the event of absence for a day or two, they are required to write a letter to the Principal on the son's/daughter's return to School, explaining the reason for the absence.
3. If the duration of absence is to be for more than two days, a letter should be sent at once, supported by medical certificate in cases of sickness.
4. Attending weddings and other functions out of station during School time breaks into routine and School discipline. Parents are asked most earnestly not to take their son/daughter with them to attend these functions.
5. Students returning to School late may have their names struck off the School rolls if the School management has not been informed in time.
6. Parents must ensure that their children return to School on the given date / day and time, after any holiday or leave. A fine of Rs.1000 per day of absence will be charged for any extra leave taken without prior permission.

#### **DISCIPLINE**

1. The Principal/Vice-Principal can in the interest of the School, and without assigning any reasons, ask a parent to withdraw their child, should his/her conduct, behavior or influence, in the Principal/Vice-Principal opinion, be in any way detrimental to the good name and smooth running of the School.
2. Irregular attendance, habitual lack of interest in School work, words or actions departing from the conventions of good conduct, smoking, consumption of alcohol or drugs, insubordination, cheating, stealing, misconduct, even outside the premises of the School, or any other malpractice, are reasons enough to ask for withdrawal of a student from the School.
3. A Student who fails twice consecutively in the same class will have his/her name struck off the School rolls.
4. Parents or guardians cannot dictate to the Management, and the Management has the right to say on what conditions it will admit or retain a Student in this School. Students must not take part in any political activities.
5. Any student who is persistently and repeatedly or willfully mischievous or guilty of malpractice in connection with examinations, or has committed an act of serious indiscipline or misbehavior, or who, in the opinion of the Principal/ Vice-Principal, has an unwholesome influence on the Students, may be expelled permanently or removed for a specified period by the Principal/ Vice-Principal on the advice of the Administration.
6. Punctuality, regular attendance, proper uniform, earnest efforts in studies and polite behavior inside and outside the School campus are insisted upon. Thus, Parents are expected to co-operate with the School.
7. Manners and courtesy are given due importance at School. Students must stand up and smartly greet all Members of Staff when they meet them inside or outside the campus. While doing this, students are expected not to lounge or have their hands in their pockets.
8. Day-scholars must behave themselves in the conveyance that brings them to and from School. Strict action will be taken against students who do not obey. If this misbehavior

Continues, it will justify suspension or even expulsion.

9. 'Chewing gum 'and 'gutka' is strictly forbidden.

### **REMEDIAL CLASSES**

If a parent wishes his son / daughter to have remedial classes from a member of the School Staff, he should apply for this to the Principal/ Vice-Principal in writing. If such remedial is deemed necessary and if it can be arranged (this may not always be possible), the fees will be changed in the student's School bill. The charge for remedial classes is

1. Classes Prep – IV is Rs. 2,000/- (all subjects included except Hindi) per month.
2. Classes Prep – X is Rs. 1000/- per month.
3. Classes V – X is Rs. 1,000/- for English & Social Studies (per month).
4. Classes V – X is Rs. 1,000/- for Maths (per month).
5. Classes V – X is Rs. 1,500/- for Science (per month).
6. Classes XI – XII is Rs. 1,000/- per subject (per month).

### **DRIVING OF MOTOR VEHICLES**

Students on the rolls of Barnes School & Junior College, even though in possession of a driving license, are not permitted to enter the School premises driving a car, or riding a motorcycle, scooter or scooterette. The School will not be held responsible for accidents by such students. Serious action would be taken against such students violating this rule and also confiscation of the vehicle.

### **THE SCHOOL GATE**

1. The School gates will be kept locked in the interest and security of the children.
2. Students must come to School by 07:50 am. The School Gate will be closed at 08:00am.
3. For classes Nursery, Playschool the reporting time is 08:50am and the School gates will be closed at 09:00am.

### **(STUDENTS WHO ARRIVE LATE MAY BE SENT HOME)**

4. The gates will however be open on special occasions such as Prize Distribution Days, Annual School Concerts, P.T.A Meeting Days, etc.
5. All Visitors are advised to wear the gate pass at all time in the School campus.

### **WANTON DAMAGE, REPAIRS & RENEWAL**

Wanton damage to School property will be charged to a parent to compensate for the heavy irresponsible damage by students throughout the year. A "Repairs & Renewal" is charged

### **RULES FOR PARENTS**

1. Parents are requested to ensure that:
  - (a) Children come to School regularly, punctually and neatly dressed in regulation uniform (white shirt, navy blue trouser, PE Uniform etc.). No colored jackets, socks, hair bands, shoes, slacks to be worn to School.
  - (b) Boys have proper haircuts and girls have their nails trimmed, no nail paint, proper plaits etc.
  - (c) No appointments are made for their children during School hours and no leave is asked for children during School working days – plan your holidays, wedding ceremonies, pujas, etc. according to the School Calendar. However, in case of emergencies, leave availed of should be notified on time through an application addressed to the Principal, mentioning the name, class and section of the pupil.
  - (d) Children maintain and bring the required Text & exercise Books to School and carry their books according to the Time Table so that they are not over-burdened with books.
  - (e) Homework is done regularly.
  - (f) School Fees are to be paid in time. **Any delay would warrant a fine of Rs.20/- per day, beginning a day after the due date.** No argument in this respect will be entertained.
2. Parents must:
  - (a) Attend "Open House" regularly to know the progress of your children.
  - (b) Sign the notes written by the Teachers in the School Diary.

(c) Write your own remarks in the School Diary for the information of the Teacher.

(d) Glance through the books, notebooks & answer papers of the children.

(e) Encourage your children to participate in games and activities.

(f) **Stay back till the end of functions / events to support not only your children, but other children as well.**

4. Parents are advised not to permit their children to bring expensive articles, not required for daily use, to School.
5. Teachers will normally be available for consultation by pupils or parents between 1:35 to 2:30 p.m., after School hours on Monday, Wednesday and Friday, or by special permission of the Principal.
6. Parents & Guardians are not permitted to see pupils or seek interviews with teachers during class hours without the prior permission from the Principal/Vice-Principal/ Junior School Supervisor (Jr. Supt.). They should not be seen walking in corridors or entering classrooms without permission, since it causes a lot of embarrassment if they are asked to leave.
7. **Parents are not allowed to appoint any member of staff of this School as guardian/s for their children.** They must seek the permission of the Principal/ in case of any dealings with any member of staff.

#### **PAYMENT OF FEES**

1. **All fees payments must be strictly adhered to only pay orders, or demand drafts payable to “B.E.S Barnes School” at Devlali, Nashik will be accepted.**
2. For online payments of fees (RTGS / NEFT) the fees needs to be debited to **STATE BANK OF INDIA, Devlali Branch. A/C No. 31061930121, IFS Code SBIN0000360.** The School needs to be intimated about the transaction through Email with the Reference No. of the transaction.
3. **Caution Fee of Rs. 45,000/- for boarders and Rs. 10, 000/- for Day-scholars** is to be paid in April. This amount is refundable when the student is withdrawn against the original receipt.
4. **Fees must be paid on time. Failure to pay on time will invite a fine of Rs.20/- per day for one month after which the child’s name will be struck off the roll. The fine applies w.e.f. 11<sup>th</sup> April / 11<sup>th</sup> July / 11<sup>th</sup> October / 11<sup>th</sup> January.**
5. Parents of students (Day-scholars) must make the payment of fees at the School Office. Children must not be entrusted with the payment of fees.
6. No deductions in the fees will be made for vacations or broken period in School. The whole year’s fees must be paid.
7. Expenses incurred by students for replacement of uniforms, garments, kit, medicines, washing, haircut, shoe repairs etc. will be billed in due course and are payable within one month from the date of issue of the bill.
8. **No student will be permitted to begin a new term unless all arrears due on his / her account have been cleared before the commencement of the term.**
9. **Students will not be permitted to appear for examinations unless all dues are cleared. Parents must accept this rule and no ‘arguments’ will be entertained from defaulter parents. You should not be the reason for your child being penalized.**
10. **Reports, Mark Sheets and Transfer Certificates will not be issued until all the dues are cleared.**
11. **Please note a surcharge of Rs. 500/- will be charged if the cheque issued in favour of the School gets dishonoured for any reason.**

#### **.RULES OF WITHDRAWALS:**

1. One calendar months' notice, in writing, will be required to be submitted in the School Office when a Day Scholar student is to be withdrawn from the School. If one month's notice is not given in the School Office, then 1 months' Tuition Fee following the month, in which the Application for Withdrawal is submitted, will be charged.
2. One calendar months' notice, in writing, will be required to be submitted in the School Office when a Boarder student is to be withdrawn from the School. If one month's notice is not given in the School Office, then 1 months' Boarding Fee and Tuition Fee following the month, in which the Application for Withdrawal is submitted, will be charged.
3. If a pupil has to be withdrawn during the term, the fees already paid for that period will stand forfeited.
4. Parents of students intending to withdraw their children from the ensuing year must tender their notice of Withdrawal in writing. This Notice of Withdrawal must reach the School by 31<sup>st</sup> December of the ongoing Academic Year. If the Notice of Withdrawal does not reach the School by the above-mentioned date, the School will be entitled to charge the fees till the end of the Academic Year.
5. Admission Fee is Non-Refundable. Even if a pupil withdraws after confirmation of the admission, the Admission Fee 1 will not be refunded.
6. Admission Fee 2 will be refundable in the month of June/ July (next Academic Year) after settlement of all the fees and billed amount due to the School.

**NOTE:** No Letter of Withdrawal will be accepted through e-mail unless it is signed by the mother, or the father / Legal Guardian of the student. A scanned copy bearing the signature of either of the parents or the Legal Guardian would be accepted.

### **RULES FOR CHANGE OF STATUS**

If a parent wishes to change the status of a ward from Boarder to Day Scholar, the ward will have to be formally withdrawn according to the Rules of Withdrawal at the end of that Academic Year and then has to be registered for admission as a Day Scholar. **The student will have to satisfy the criteria for admission as a Day Scholar and, if there is a vacancy in that category, he / she will be admitted in the class for which he / she have been registered.**

**Please note that all fees pertaining to a New Admission will have to be paid since the student will be considered as a New Admission.**

# **SCHOOL ROUTINE**

## **MONDAY TO FRIDAY**

Rising bell for boarders	:	5:15 a.m.
Morning Study	:	6:30 a.m. to 7:15 a.m.
Roll Call		
Breakfast for boarders	:	7:25 a.m. to 7:55 a.m.
Assembly for all	:	8:00 a.m. to 8:10 a.m.
Regular classes	:	8:15 a.m. to 1:35 a.m.
Roll Call		
Lunch for boarders	:	1:40 p.m. to 2:05 p.m.
Dormitory hours/ Remedial Classes	:	2:10 p.m. to 3:45 p.m.
Roll Call		
Tea for boarders	:	3:50 p.m. to 4:10 p.m.
Games for boarders	:	4:15 p.m. to 5:50 p.m.
Roll Call		
Dormitory hours/baths	:	6:00 p.m. to 6:50 p.m.
Dinner for boarder	:	7:00 p.m. to 7:30 p.m.
Night study	:	7:30 p.m. to 9:00 p.m.
Lights out	:	9:30 p.m.

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## **SATURDAY / HOLIDAY ROUTINE**

Rising bell for boarders	:	7:00 a.m.
Roll Call		
Breakfast	:	8:00 a.m. to 8:30 a.m.
Free Time / Extra Classes	:	8:35 a.m. to 11:30 a.m.
Roll Call	:	11:35 a.m. to 11:40 a.m.
Dormitory hours	:	11:45 a.m. to 12:45 p.m.
Roll Call		
Lunch	:	1:00 p.m. to 1:30 p.m.
Dormitory hours	:	1:35 p.m. to 3:45 p.m.
Roll Call		
Tea	:	4:00 p.m. to 4:10 p.m.
Games	:	4:15 p.m. to 5:15 p.m.
Baths	:	5:20 p.m. to 5:50 p.m.
Free time / Study	:	6:00 p.m. to 7:00 p.m.
Roll Call		
Dinner	:	7:05p.m. to 7:30 p.m.
Recreation Time	:	7:35 p.m. to 9:30 p.m.
Lights out	:	9:30 p.m.

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## **SUNDAY ROUTINE**

Rising bell for boarders	:	7:00 a.m.
Breakfast	:	8:00 a.m. to 8:25 a.m.
Free Time	:	8:30 a.m. to 11:30 a.m.
Chapel Service		



<b>(Mandatory for all Christian Boys &amp; Girls to attend.)</b>	:	9:00 a.m. to 11:00 a.m.
Roll Call	:	11:35 a.m. to 11:40 a.m.
Dormitory hours	:	11:45 a.m. to 12:45 p.m.
Lunch	:	1:00 p.m. to 1:30 p.m.
Dormitory hours	:	1:45 p.m. to 3:45 p.m.
Tea	:	4:00 p.m. to 4:15 p.m.
Study (MOD / TOD	:	4:25 p.m. to 5:25 p.m.
Free Time / Games (PTI's)	:	5:30 p.m. to 6:50 p.m.
Dinner	:	7:00 p.m. to 7:30 p.m.
Recreation Time	:	7:35 p.m. to 9:30 p.m.
Lights out	:	9: 30p.m.

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**NOTE:**

- 1. MOD's are on duty from 6:15 a.m. to 8:30 p.m. on working days and 8:00 a.m. to 7:30 p.m. on Weekends / Holidays.**
- 2. MOD must escort the children back to their dormitories after lunch / dinner and then go off duty.**
- 3. MOD to escort Boys/Girls from/to the block.**