

A - Z

**READY REFERENCE REGARDING
ROYAL PUBLIC SCHOOL , POLICY,
PROCEDURE, PROGRAMME, PEOPLE**

Royal Public School





Dear RPS Parents,

Greetings from RPS!

We have compiled a compendium of information that you need to know about ROYAL PUBLIC SCHOOL - in terms of the 4 "P" s - POLICY, PROCEDURE, PROGRAMME and PEOPLE.

This is to keep you well - informed and updated about school matters that concern you. Do go through it time and again to make best use of this booklet. This is an updated version for the academic year 2013-14.

- A to Z also featured on the website.
- ROYAL PUBLIC SCHOOL Management reserves the sole right to make changes, introduce new relevant policies as and when situations and realities demand.

Have a great year ahead!

ROYAL PUBLIC SCHOOL Team.

A

Attitude:

- > Having positive, respectful attitude towards your child's school, teachers, administrators, service staff, class mates and other parents help.
- > In return, parents too get respect and attention as positive energy attracts everyone.

Approach:

- > ROYAL PUBLIC SCHOOL believes in child-centric education and adult centric work, in a conducive learning environment.
- > You can approach any of the Unit heads/Coordinators/Principal/Director for any of your queries and concerns. Refer to Questions – who will answer what.
- > Everything related to the child gets attention at ROYAL PUBLIC SCHOOL . The approach to deal with the matter may differ. Confidentiality is maintained and no child gets targeted. This is our commitment.

Abuse:

- > Corporal punishment, humiliation or verbal abuse by any staff is unacceptable and will be dealt with strictly.

Activities:

General -

- > Activities play an important part in the holistic development of a child -
- > From Nursery to Std. V, the children are exposed to all the activities namely Music, Dance, Art, Craft, Cooking days, Field trips, and more. There are a myriad project related activities and learning experiences for all class levels. You can them in the school calendar.
- > For secondary school, there are project related activities, inter – house, inter –school events and competitions planned through the year. Fine Arts program and Sports program move towards specialization and are based on choice and interest.

Specific -

1) Co- Scholastic Activity (CSA) - From Std. VI –VIII.

- > Co- Scholastic Activity (CSA) time is time for students to develop skills and hobbies in which they have flair. This period is once a week. It includes options like Science Club, Speech and Drama Club, Literary Club, Craft and Embroidery, e – magazine club, Reading Club and Band.

2) Fine Arts Program –

- > For Pre Primary to Std. III – General Music and Contemporary dance
- > For Std. IV and V - Students will get music, dance and percussion exposure as a compulsory program.
- > For Std. VI and VII - Std. VI and VII will need to choose one option in each of the art form, namely music, dance and percussion. Options are given below -
 1. A) Vocal Music - Western or Semi-Classical
 - B) Percussion - Drums or Tabla.

2. Dance – Contemporary or Classical.
- > For Std. VIII, IX and X - Students will need to choose one of the three art forms – Choir, Dance or Percussion.

3) Team Sports and Coaching - From Std. VI onwards.

- ≥ Jr. KG to Std V will have the Leapstart fitness and sports program from this year onwards.
- > Sports coaching for Classes VI to X is conducted twice every week.
- > The students need to choose between cricket, football, basket ball, athletics and a specially designed Fitness Program. Special coaches are appointed to train students for these sports.

Address:

- > Enter correct address in student diary, student identity card, parent information and resource sheet.
- > Please inform the school (in writing) of any change in address. Correct information enhances the smooth flow of communication.

Administration:

- > Approachable, transparent and open. All the paperwork, organizational and administrative processes of the institution are done in a cooperative spirit.
- > All unit heads and coordinators are in one way or other part of the administrative task force. It is decentralized so respective domain heads become decision making authority or part of the process.

Admission :

- > Admissions-Registration form for admissions for all levels needs to be filled up and submitted. Please visit the website- www.royalpublicschool.webs.com for more details about the admission process.
- > Admission is open to all children irrespective of race, nationality, religion, caste or gender.
- > Only 35 children per division, 2 or 3 divisions per level.
- > Sibling (only directly related) will be given preference as per the availability.
- > The child needs to fulfill age criteria as stipulated by the School Managing Committee and ratified upon.
- > No interview or test for Pre-Primary level (Nursery to Senior K.G).
- > Entrance test (to check aptitude) for Std. II , III -Math & English , IV to X (Hindi, Math & English)
- > Std. I children to be tested orally for comprehension and conversation.
- > Foreign nationals need to secure appropriate visa / resident permit and submit relevant documents at the time of admission.
- > Special provisions available for admission of children who come to India on short term visit by completing admission formalities and payment of necessary fees or with special considerations by the school managing committee.
- > Children can hold the admission already procured, if they are away for short duration or if they are going out of India, accompanying their parents on their work assignments. Maximum period of 6 months for Pre-Primary level and maximum one month for Classes I to X. 70% attendance is

compulsory for Classes I to X. Permission has to be taken in writing from the Principal in advance.

Admission withdrawal:

From parent side

If parent wants to withdraw admission they need to complete the following process:

- > Give an application for withdrawal with the last date of child attending school.
- > Fill the T.C. (transfer certificate) application form which is available at the school office.
- > Transfer certificate will be processed within 10 days from the date of the application.
- > Either of the bona fide Parent has the right to withdraw the admission of their ward, unless school is informed otherwise (in writing), especially in case of family disputes or custodial fights.
- > Submit Deposit Receipt /Certificate for refund (if applicable).
- > In case the parent misplaces the Deposit Receipt / Certificate, a copy of the challan along with an application /affidavit (the content of which will specify that no one else would claim this money) has to be submitted to the school office.

Admission Cancellation:

From school side

The following reasons can lead to cancellation of admission-

- > Absenteeism without prior permission or intimation to school authorities beyond one month.
- > Less than 70% attendance in the year.
- > Non-payment of fees beyond one month after due date.
- > Incomplete payment of fees at the time of admission or installment (this includes fees for Leapstart Sports program for Jr. KG to Class V).
- > Non-submission of necessary documents or submission of fake documents.
- > Violation of school rules as given in A to Z and student diary.

Advice:

- > We can all benefit from the advice and experience of others but if done with the spirit of support and keeping certain realities in context.

Affiliation:

- > We are in process of affiliation to the CBSE Board up to Secondary level.

Appointment:

To meet Director/ Principal/ Unit Heads/ Coordinators/ Counselors/ Teachers -

- > Class teachers, subject teachers and the special educators- after school hours (i.e., after 1:30 pm for Pre-Primary section and after 2.30 pm for Primary and Secondary section).
- > Prior intimation (date and time) must be communicated to the concerned class teacher to avoid waiting and disappointment.
- > Director, Principal, Unit Heads and Coordinators -Thursday 2.00 to 4.00pm. Appointment can be taken from school office in person, via mail or over the phone. In case of emergency or an urgent matter appointment may be taken on other days from school office.

Appreciation:

- > Appreciate your child's work from time to time. It will prove as a great motivation to perform better.
- > Also the teachers, who play an important role in shaping your child's future, deserve to receive positive feedback from you. Do mail your word of appreciation, send it through the diary, email or communicate in person or respond to the monthly newsletters.
- > Teachers also must send a note of appreciation to parents for their valuable inputs and help, as and when it is received.

Assembly:

Assembly is a collective space every morning for the primary and the secondary school children and teachers.

- > This space is used for prayer, meditation, announcements, music, messages, birthday celebrations, open forum for news sharing, discussions, presentations on festivals or on general awareness, debate, inviting visitors and school rules reinforcement.
- > There will be regular assemblies for Primary and Secondary School.
- > Assembly time will be 8.30 am to 9.00 am. Compulsory attendance for students and staff.

Assessment:

Assessments are on-going and continuous that cover scholastic, co-scholastic and co-curricular aspects. They are done in such a way that inter-learner comparisons and fear of external examinations are minimized.

Pre-Primary-

- > Assessments are done throughout the year based on one on one observation of oral, practical and basic written exercises and through work sheets.

Primary and Secondary

- > A Continuous and Comprehensive Evaluation (CCE) that emphasizes on assessment of both scholastic, co - scholastic and non- scholastic/ co-curricular performances is followed at all levels, from Std. I to Std. X.
- > Evaluation of Academic subjects has 2 components:
 - 4 Formative Assessments (FA)
 - 2 Summative Assessments (SA).
- > **Summative assessments** are time tabled.
- > **Formative Assessments** happen on a continuous basis through the year, so will not be time tabled except for the pen – paper test (See Test in the calendar)
- > Assessments are carried out in a variety of ways. Graded and appropriate tools are used for different kinds of assessments.
- > Assessment Rubrics based on CBSE guidelines are used for scholastic assessments.
- > Some of the Assessment tools used are:
 - Project work – (library projects, field work projects, experimental and research projects)
 - Scrap books, portfolios, reports and journals
 - Experiments and Demonstrations
 - Role plays and dramatization

- Games and quizzes
 - Written and Oral tests
- > Group discussions and assignments
- > Percentage and term wise break up of FA and SA -

Type of Assessment	Percentage of weightage in Academic session	Month	Term wise weightage
FIRST TERM			
FA - 1	10%	April - June	FA 1 + FA 2 = 20 %
FA- 2	10%	July - August	
SA - 1	30 %	September	SA 1 = 30%
SECOND TERM			
FA - 3	10%	November	FA 3 + FA 4 = 20 %
FA - 4	10%	January - February	
SA - 2	30 %	March	SA 2 = 30%

Total – FA = FA 1 + FA2 + FA 3 +FA 4 = 40 %

SA = SA 1 + SA 2 = 60 %

Attendance :

- > First day and last day of school after and before vacation is compulsory.
- > Attendance for class concerts, sports day, annual day, national festivals, first day and last day of long vacation is compulsory.
- > Missing key events will feature in the students report as a negative remark and will affect their cumulative evaluation grade in the non – scholastic domain. Through this we aim to instill a strong sense of responsibility and accountability.
- > 70% attendance is compulsory for Classes I to X as stipulated by the government. Failure to meet the norms may lead to consequences – like retention in same class or cancellation of admission.
- > Absence of prior permission for long leave may affect promotion to next class or cancellation of admission.
- > Secondary school will work on two Saturdays per month as marked in school calendar. Saturday attendance is compulsory. It adds to cumulative attendance and continuous evaluation grading in the non – scholastic domain.

Note:

- > Parents to fill up leave record form printed in the student diary. In case of failure to do so the report card of the term will be withheld. If absence is more than two days in case of medical reason , then a medical certificate should be submitted.

Leave during Assessments:

- > Avoid taking leave during assessments.
- > **For Formative Assessments –**
 - If a child is absent for a Pen & Paper test (FA), because of medical / emergency reasons, the marks of other tests taken during that FA period will be averaged out.
 - For non written tests like orals, experiments, recitation, etc. a retest may be administered provided the teacher has been informed well in advance regarding the reason for absence.
 - Children need to understand the importance of submission deadlines. For Formative Assessments like research presentations, scrap books, portfolios, etc. the due date is sacrosanct. Unless there is a medical / emergency reason, children may get a zero for not submitting the project on time. In case of medical / emergency reason, project submission date may be extended at the teacher's discretion, but parents need to send a letter regarding such to the teacher concerned, on or before due date of submission of project.
- > **For Summative Assessments –**

No leave will be granted during Summative Assessments for personal reasons like marriages, family functions, etc. In absolute emergency / medical cases, the school may take a decision to either average out the marks or administer a retest.

Awards :

Primary and Secondary School

- > Caring Class Award – It is a rotating award given to the most deserving class, who inspire other classes to follow rules, exhibit a caring attitude all through the term, thus, bringing in an overall positive and desirable change in whole school behaviour.
- > Maximum Attendance Award – This will be awarded to student/s who have attended maximum number of days in the year.

For Secondary School

- > Outstanding Achievement Awards – Students showing excellence in scholastic, co-scholastic, non-scholastic aspects will receive an award and a certificate.
- > Employee Excellence Award–It is given to employees in recognition of their exemplary performance.
- > We are seeking endowment, memorial awards and scholarships from the parents and outside community for outstanding achievement by students / teachers.

B

Behaviour:

- > Parents - Your words, actions , body language, attitude and behavior influences and impacts the quality of relationship you will develop with the school authorities, your child's teacher/s and his/her friends. The choice is in your hand. Just remember- Your child is watching you.
- > Children- Refer to diary for all boundaries, rules and regulations that will govern their behaviour.

Birthdays:

- > Birthday is a special day for the child. Birthdays are acknowledged at school assemblies with community singing or in class.

- > Students may come in colour dress.
- > Distribution of gifts or chocolates is strictly not permitted. They will be returned if sent with the child.
- > Do not send birthday invitations for other children along with your child.

Bags:

- > Child should carry appropriate size bag.
- > There are shelves in the classroom which can store the text books and note books.
- > Hence the child should carry home only those books which are relevant in terms of homework or preparation for an exam.
- > This way the weight of the bag is reduced and the child is not burdened with carrying a heavy bag.
- > The child must carry the school diary and required stationery regularly to school.
- > Extra Books will be sent on request.
- > Books will be sent a week before the tests.

What to carry other than the books?

- > **Nursery- to Sr.K.G:** School diary, napkin, water bottle, snack box, a set of clothes (only Nursery) - all duly labeled.
- > **Std I to Std X:** School diary, napkin, water bottle, snack box, lunch box, pencil box (with 3 sharpened pencils, eraser, ruler and a sharpener), books and note books according to the time table, a cloth bag for library book – All duly labeled. Pens are used for writing from Std. VI.
- > Children are not permitted to carry any personal belongings, toys, special books, fancy stationery or items, unless asked for.

Bargain:

- > Not allowed for late fees, late coming, missing important days etc. Stick to the stipulated rules please.

C**Calendar:**

- > Please refer to the school calendar for all the events of the year and follow them accordingly.
- > Plan your vacation, personal engagements accordingly.
- > Management reserves the right to review policy regarding this.
- > If there are any changes in the planned activities or events due to unforeseen situations, then it will be notified to you via a circular/ sms /mail.

Camps:

- > Camps are a good learning ground for our children to be able to face life's challenges and be prepared to tackle any situation. Nature can be the best classroom for our young impressionable minds. An outdoor experience with excellent guidance and peers can be the most defining and positive experience in a young life.
- > Environment /Adventure camps/Excursions, etc , will be optional and need to be paid for by

parents . The school will organize these trips for children to get added exposure to outdoor exploration. Hope most children take advantage to this. See calendar for dates and eligibility.

- > The 'Rural Camp' for Std. VII students, 'Night Out Camp' for Std. IV and Overnight Camp for Class X are compulsory and paid by school. They should not miss these rich learning experiences.

Career Fair:

A career fair will be organized in the school for the students of Std X. Through the fair students will be exposed to various career options and gain insights.

Circulars:

- > Regular circulars concerning administration, announcements, events, changes in calendar, etc are sent.
- > Some circulars are for the whole school, and some are specific to the level or class. It is also indicated in the diary, when sent. Please acknowledge by signing the diary.
- > Read and file them so it is available for ready reference.
- > Most of the circulars are also featured on our web site.

Choir:

- > The School has a formal choir group. Students are chosen from Std.III to V for the junior choir and from Std VI to Std. X for the senior choir, the music teacher trains them in choir singing. They usually perform on important event days. ROYAL PUBLIC SCHOOL participates in 'School Festival of Choir' every year. If your child is part of a choir performance and is asked to wait after school hours, we would appreciate parents' cooperation for the same.

Communication:

- > You can use the student diary to communicate with your child's teacher. Or
- > Send a note, e-mail to the Unit Head/Coordinator / Principal /Director. Or
- > Call us on the land line phone (not on our mobile phones please).

Competition:

- > We encourage equal opportunity and exposure in early years for all children (up to elementary level), to develop a cooperative spirit and giving scope for 100% participation.
- > As the child gets more competent and confident with different skills, abilities and maturity to understand the concept of competition and develops ability to take failure; appropriate events get introduced.
- > Inter-house events are competitive in nature and are scheduled in the Calendar for Secondary school. Students will also be encouraged to participate in inter school events.

Concerts:

- > Class concerts – are events where opportunity is given to children, to be on stage to showcase abilities, create confidence and provide learning possibilities for all.
- > The emphasis is not on peripherals but to create an ambience and atmosphere that is not so threatening for the performers.

- > At the secondary school level, concerts will also be a platform for learning stage related skills. Therefore secondary school will have participation on stage or back stage depending on aptitude and talent of the child.

Consequences:

- > Consequences help children to understand that every action has an outcome. It will help the children be responsible and accountable for their actions, without damaging their self-esteem.
- > As per ROYAL PUBLIC SCHOOL discipline policy, sanctions as well as rewards form an integral part. Consequences may range from time out for an activity during school hours or missing play during lunch time.
- > Severe action or behaviour that is hurtful, destructive or harmful to other children will lead to detention after school hours to suspension for day(s) or any other corrective and remedial measure as per the case.
- > Refer to 'Whole School Behaviour Policy' in student diary.

Contact us at:

- > Reception Desk- +91-9919931278
- > E-mail- inforoyalpublic@gmail.com
- > Website- www.royalpublicschool.webs.com
- > Address: Royal Public School, Adalhat, Mirzapur, (U.P.)-231302

Core choices:

- > NCLB: No child left behind
- > PBL Method-Project based learning
- > Inclusive education
- > Continuous Comprehensive Evaluation.
- > Experiential Learning
- > Activity – Based Learning

Counseling:

- > We have 2 in-house counselors at school. Parents and teachers can approach the counselors to discuss and work on strategies to help with any concern regarding a child.
- > Children, on their own often approach the counselors as well, to talk about issues they face as parents or even just to share moments from their life.

Curriculum:

- > We follow NCERT / CBSE guidelines.
- > The choice of text books are on lines of the NCERT / CBSE curriculum.
- > CBSE recommends schools to follow NCERT curriculum and base its program on National Curriculum Framework. (NCF).
- > ROYAL PUBLIC SCHOOL has modified and developed its own curriculum based on the above framework.
- > Std. IX and X will follow curriculum and syllabus prescribed by CBSE.

D

Departments:

- > We have academic and administrative departments.
- > Each department has a head and sub-heads for implementing and monitoring our program.

Detention :

- > It is consequence for the child for not doing Home Work or for incomplete class work.
- > Detention will be after school from 2.30 pm to 4.00 pm, as informed by the teacher. Detention is applicable only for Std. III and above. Jr. KG to Std. II will bear the consequence at the discretion of the teacher, during school hours.
- > The child will be monitored by the teacher.
- > Parents will be informed in advance about the detention through a note in the diary or a phone call. Parents will have to make their own arrangements to pick up the child at 4 pm on the day of detention.
- > Incomplete homework will be recorded by the teacher in the diary. Detention will be exercised after three remarks in the diary.

Dress Code :

- > Refer to uniform for the details.

Diary for Students:

- > The diary must be brought to school every day.
- > It should be properly maintained.
- > Tearing of pages or scribbling unwanted details is strictly prohibited.
- > Parents to go through the diary everyday and sign the appropriate page to acknowledge that they have read all the messages and entries.
- > Parents are expected to acknowledge all the entries made. It is their responsibility to supervise their child's homework/ assignment.
- > Parents are requested to fill in the forms- Parental Consent, Declaration, Medical form Parent's Information Sheet, Parent Volunteer form and hand it over to the class teacher on the first week of the school.
- > Diary will also keep record of student's incompleteness of HW / overall conduct of behaviour. Refer to Consequence and Discipline.
- > Any change in home address or contact numbers must be intimated to the school office and the class teacher through the 'Address change form' available in the office.
- > The loss of the diary should be brought to the notice of the class teacher. If not traceable, a new one should be purchased at the school office at a cost of Rs. 100/-.

Discipline:

For Parents:

- > Parents need to be aware of the school's rules to follow them..
- > Discipline at home also requires certain ground rules, consistency and consequences.

- > Parents should cooperate with the school by implementing the suggestions made by the school - regarding parking, dress code for their child, attendance, arrival time to school, lunch policy, security requirements etc.
- > Talk to the child about his/her behaviour and alternative ways for expressing himself/herself.

For Children:

- > Refer to the School Diary for the behaviour Policy.
- > There will be a consequence for misconduct, depending on the gravity of the offence – an official warning letter sent to the parent , suspension for a certain period of time or special remedial measures in extreme cases.

***Please Note :** Norms of behaviour and code of conduct is set for the ROYAL PUBLIC SCHOOL staff as well, just like parents and students.*

E

E mail:

- > Parents need to give a valid email id to ensure smooth communication.
- > Check email regularly for class newsletters, updates and teacher communication.

Events:

- > All through the academic year various events are held in the School.
- > All the events are marked in the school calendar for the academic year and distributed evenly.
- > There are macro - level school events like the Founder's Day, Independence Day and Republic Day, Concerts and Sports days, Art exhibition, Festivals.
- > There are various inter-house events held like Debate, Quiz , sports matches like Cricket, Basketball, Volleyball etc.
- > See 'Activities' and 'Leave"

Excursions –

- > Excursions are part of the learning process. The school recommends students to participate considering all the learning and experiences they will gain. However, it is optional for the students and they are paid trips.
- > A face to face meeting will be held giving all details regarding the objectives of the program. The

students will be accompanied by at least two teachers from Royal Public School and trained facilitators from the deployed organization. [details will be given in the course of the year]

F

Field Trips:

- > Out-of-school educational trips supplement the experiences provided in a traditional regular classroom-based teaching and encompass all facets of learning.
- > Field trips provide the opportunity for students to become motivated to learn.
- > Learning is extended through field trips with pre- and post-activities. Pre-activities include reading about the topic, looking through a magazine or a related story.
- > Post-activities includes writing notes / observations, individual process writing, art projects, dramatic play, work sheets etc. As children recall their experiences, the teacher can evaluate their comprehension on the particular topic, clarify misconceptions or reinforce concepts. Language experience charts are also made to record the children's memories and insights.
- > Please fill the Parental Consent Form related to field trips.
- > Parent volunteers may accompany the class on field trips.

File:

- > File all documents related to the School like - fee challans, circulars, deposit receipts for future references.

First Aid:

Infirmary

- > In case the child gets ill or hurt during the school hours, parents will be called.
- > First-aid and sick bay are available for the child to rest until the parents come to pick up the child.
- > Doctor on call' will be available.
- > Full time in-house nurse to attend to all ailments and emergencies.
- > In case of an emergency the child will be rushed and admitted to Hospital (duly accompanied by our staff) and parents will be informed.

Food:

- > Students to bring a finger snack /meal for their short break/lunch break respectively.
- > Children should be encouraged to eat healthy wholesome food. Avoid sending junk food.
- > Inform/ indicate in writing to class teacher about any food allergy your child may have.

Forms/Documents:

- > Forms that are mandatory for our records need to be duly filled and submitted to the school office.
- > The Admission form, Transfer Certificate, Original or attested Birth certificate need to be submitted at the time of admission.
- > Parental Consent form, Declaration form, Parent Information sheet and Medical form also need to be filled and sent to the class teacher.

Furniture:

- > Our furniture or no-furniture choices are mainly driven by child's chronological age, its developmental milestones, methodologies suitable at that age, expert's recommendation and learning stage they are in.

G**Gifts:**

- > Do not send any gifts for any of the Royal Public School staff. A warm smile and appreciation in words or in writing are much valued. Also do not send gifts for other children during birthdays.

H**Home visit:**

- > Our teachers / counselors may make a home visit with prior intimation- if your child is absent due to hospitalization or prolonged illness or in a family crisis situation, or to meet the family in a certain context.
- > Home visits strengthen the bond between the child and the teacher and also helps in better understanding of the child's background.
- > The teacher can play the role of a nurturer better and facilitate the overall development of the child.

Home – Work/ Class - Work:

- > The school gives regular homework and assignments to instill in students self study habits, accountability to develop skills and attitudes required for the future life.
- > Homework is meant for the child as a form of revision or reinforcement done in the class.
- > Homework must be done regularly in a neat handwriting and expected quality and submitted within the assigned time.
- > If the child is unable to do homework for reason of not understanding the concept / matter/topic, make a note in the diary requesting the teacher to reiterate the same. Homework not done for other reasons will invite for detention. Incomplete HW will be recorded in the diary.
- > If child is absent for a long period, it is the responsibility of the parent to help the child cover the topic taught and help to complete all the class –work and home-work done during the absence. The teacher will guide and give support for the same. If child is recovering from illness or has a fracture, an adult can complete missed work or get the work photocopied.
 - **Holiday Homework** - is given during the vacations in order to keep the child in touch with the school work. This homework is aimed at reinforcing the concepts taught in school and is designed in a way that makes it enjoyable for the child to do during the holidays. It is more hands-on/ project oriented. Holidays should be used for children to catch up with extra learning, reading and practice. (especially those who have received home plans or letters from school urging such)
 - **Home project** – Project is for the child not for the parent. Students will receive project

tasks along with specific guidelines in the written form. Clear explanation and discussion on the project will happen in the class. Students are expected to do the project independently (Parents may help with ideation. Let the project be the child's creation.) A minimum of 1/2/3 weeks will be given [depending on the project] for project completion. Parents need to ensure that children do not begin their project work in the eleventh hour. Help the child understand the objectives of the project.

Holidays :

- > Information regarding vacations and holidays has been intimated to parents through the school calendar.
- > Plan your vacation/trips/family functions etc. accordingly.
- > In case of sudden/unplanned holiday declared, the week's Saturday would be compensated with a working day. The same will be intimated to the parents through sms / diary / circular.
- > See 'Leave'.

Houses:

- > The secondary school i.e. Std. VI to Std. X have houses to inculcate the spirit of cooperation, competition and competence.
- > The students are categorized into four houses.
- > The groups are heterogeneous and consist of children having mixed abilities.
- > The House names are Prithvi (Green), Akash (Blue), Agni (Red), and Jal (Blue).
- > Each House has its own colour uniform. The child must wear the house uniform on all inter-house events and on their PE day.
- > The child will continue in the same House till he /she graduates out of school.
- > The house uniform needs to be bought from school store.
- > Each house will have 2 house captains elected by secondary school students and teachers. One teacher will be in-charge of each individual house.
- > Rotating trophies and awards will be given for the year for various inter-house activities and competition.

Inclusion:

- > ROYAL PUBLIC SCHOOL has a policy whereby children with special educational needs are "included" in mainstream education.
- > We have a resource room and special educators to address this need and provide intervention in class room for children.
- > This is our social responsibility to the community.

Induction:

- > Teachers give appointments in the first week to parents in order to know them through a 'Get to Know Me' day/week.
- > We also have an orientation session for 'Parents' to familiarize them with our systems in the beginning of a new academic year.

Illness:

- > If your child is unwell, especially with fever, do not send him/her to school even if there is a test / exam scheduled. Health comes first.
- > If you send the child with illness, we will not allow him/her to write exams even if present in school. If the child declares illness after test, and needs to be sent home, the test will be null and void. No half day will be granted on exam days. Do not negotiate on this aspect.
- > Inform teacher about food restrictions during convalescence/illness/ allergies.

Identity Card:

- > One identity cards would be issued to each child in the beginning of the year.
- > The child must wear the duly filled identity card (attach recent photograph) with string to school every day.
- > The other identity card(available on request) without string should be duly filled and produced while taking the child back home from school or from the bus stop.
- > In case the Identity card is lost or damaged a new one should be purchased at the school office.
- > Update the identity card whenever you change residence or your contact numbers.
- > The identity card is for your child's safety, so please make sure that the child wears it to school and field trips.
- > Photograph should be ID card size.
- > Keep extra ID cards, in case of loss of the old one.

L**Label:**

- > Label all your child's belongings – bag, water bottle, shoes, sweaters, pencil box, books and note books and anything he/she gets to school.

Late Coming:

- > Late coming to school will not be allowed.
- > If the student is late beyond 8.45am, he/she will be sent back home.
- > When a student is late, but comes before 8.45am, the late coming will be entered in the Diary by the students themselves and needs to be counter signed by the parent / guardian. Refer to school diary for the rationale behind this.
- > After every 3 remarks, the student will face appropriate consequence.

Late Fee:

- > If fees are not paid on time, a fine of Rs.1 per day will be levied (does not include Sundays and bank holidays).
- > No negotiation about late fees will be entertained, under any circumstances.
- > After the due date, no further reminder will be sent.

- > After due date, till three month, if fees not paid, the admission would be terminated.

Leapstart

- > It's an unique sports program which ensures active participation of all children. Leapstart provides a holistic approach to the Physical Education program through a comprehensive curriculum, plan, home assignments and assessment schedule through rubrics. There is an additional cost to it, which the parent pays along with the 1st installment fee.

Leave Policy

- > All leaves must get prior sanction from the Class teacher/Coordinator/Unit Head/Principal.

1. General leave:

- > Parents to fill "Leave Record" section in the diary for 1 or 2 days.
- > Prior permission should be sought from the Unit Head / Principal for more than 3 days. A written application needs to be given.
- > A Doctor's certificate should be produced if the child is absent for more than three days due to illness.

2. Half day/ Permission to leave early:

- > Half days will not be granted if the child comes only for a test. If the child does so, the test marks will not be counted. Do not send the child for test / exam, if child is unwell.
- > Half day will be granted, if child has appointments for medical, diagnostics or psychological tests, recommended by the school.
- > Permission will be granted to leave early for medical reasons (if the child is unwell /hurt during school hours) /or for any family emergencies. This will vary from case to case.
- > Permission to leave early in exceptional situations may be granted if a child has to attend competitive exams, competitions, matches outside school. However, leave needs to be sanctioned by the Class teacher/Coordinator/Unit Head/ Principal. This must be backed up with corresponding document and permission letter. Permission should be taken in advance and not on the same day of leave.
- > Permission for half day for travel, family function, routine doctor's appointment and other personal reasons may be granted on seeking prior permission (in writing).
- > For all the above, parent needs to fill the "Permission slip" to take the child out of school.
- > Please do not negotiate or argue with the staff regarding this. It is for your child's safety.

3. Leave on important dates:

- > Please refer to Attendance.

4. Long leave:

- > All long leave needs prior permission.
- > Child must inform and take permission from teacher, authorized by Unit Head/Principal.
- > In medical cases parents need to produce medical certificate.
- > School reserves the right to sanction leave.

- > As per the government directive, children need at least 70% attendance in school.
- > In any leave situation the child/ parent is responsible to complete the school work missed. Teacher will however help in giving the notes. See Home work / Class work.
- > Absence without prior permission and intimation that exceeds 1 month will lead to termination of admission.
- > Keep the school informed by mail, letter or any other mode of communication in case of emergency situation and absence from school.

6. Leave during Assessments:

- > Refer to Assessments

Library:

- > Kindergartners have a class library. Jr. KG and Sr.KG will get a book to take home every week.
- > Std. I onwards, children can borrow books from the school library. Each child is issued one library card and can borrow one book at a time. Books have to be renewed weekly.
- > Children can come and read in the library in their break time or free period.
- > Class I to X also attend a Library Skills class which is time-tabled and taken by the Library Skills teacher. The class helps them to study books with guidance and encourages them to read.
- > Books will be issued only if it is brought to the library in a cloth bag along with a bookmark.
- > Please discourage the child from scribbling, folding corners or soiling the library books.
- > If the book is damaged or lost, parents have to reimburse the cost.

LSO:

- > The Counselors take LSO (Life Skills Orientation) Classes from Std. V to Std. X. The classes are activity and discussion based keeping in mind the goals set at the beginning of the academic year.
- > The counselors, through interactive sessions, dialogue with the children about things happening in their lives and around the world.
- > This space is used to allow them to analyze, understand and hear different perspectives. In future these skills will help them to think critically and form opinions based on what they think is right.

Lost and found:

- > There is a "lost & found" shelf kept in the waiting space.
- > Come and look for your child's belongings during PTC or Open days or after school.
- > Try encouraging your child to be responsible with their belongings and also search for them when misplaced.
- > If your child's diary / calendar/ note books is lost, a copy of the same can be issued from school office . If lost can be purchased from school at the actual cost.
- > If text books, are lost, they need to be purchased from Kirti stores. XSEED books are not available for sale.

M

Management:

- > ROYAL PUBLIC SCHOOL is managed by Royal Public School Education Society(RPSES), a public charitable trust registered under society's act.
It has 14 members in the Governing Board- Bureaucrats, Educationists and Entrepreneurs

Meeting:

- > It is better to take appointment for meetings.
- > Some meetings like Parent-Teacher Conferences and Open days are already marked in calendar.
- > Since ROYAL PUBLIC SCHOOL staff wait for one hour after school hours, it is a good time to meet with them with prior intimation.
- > Saturdays too are convenient for meetings with the Pre - Primary and Primary staff.
- > See calendar to know staff working days (Saturdays).

Mobile phone:

- > Children are not allowed to get mobile phones to school. If found, the mobiles will be confiscated.
- > Please put your mobile phone in switch off or silent mode if you are attending a school function or official meetings.

N

Negative attitude:

- > It is better to work on your negative attitude or experience you may have towards a particular staff member – than to carry it further or spread it to others.
- > Reality keeps changing so does our attitudes and approaches.
We view partnership with parents as an important component in this process.

News letters :

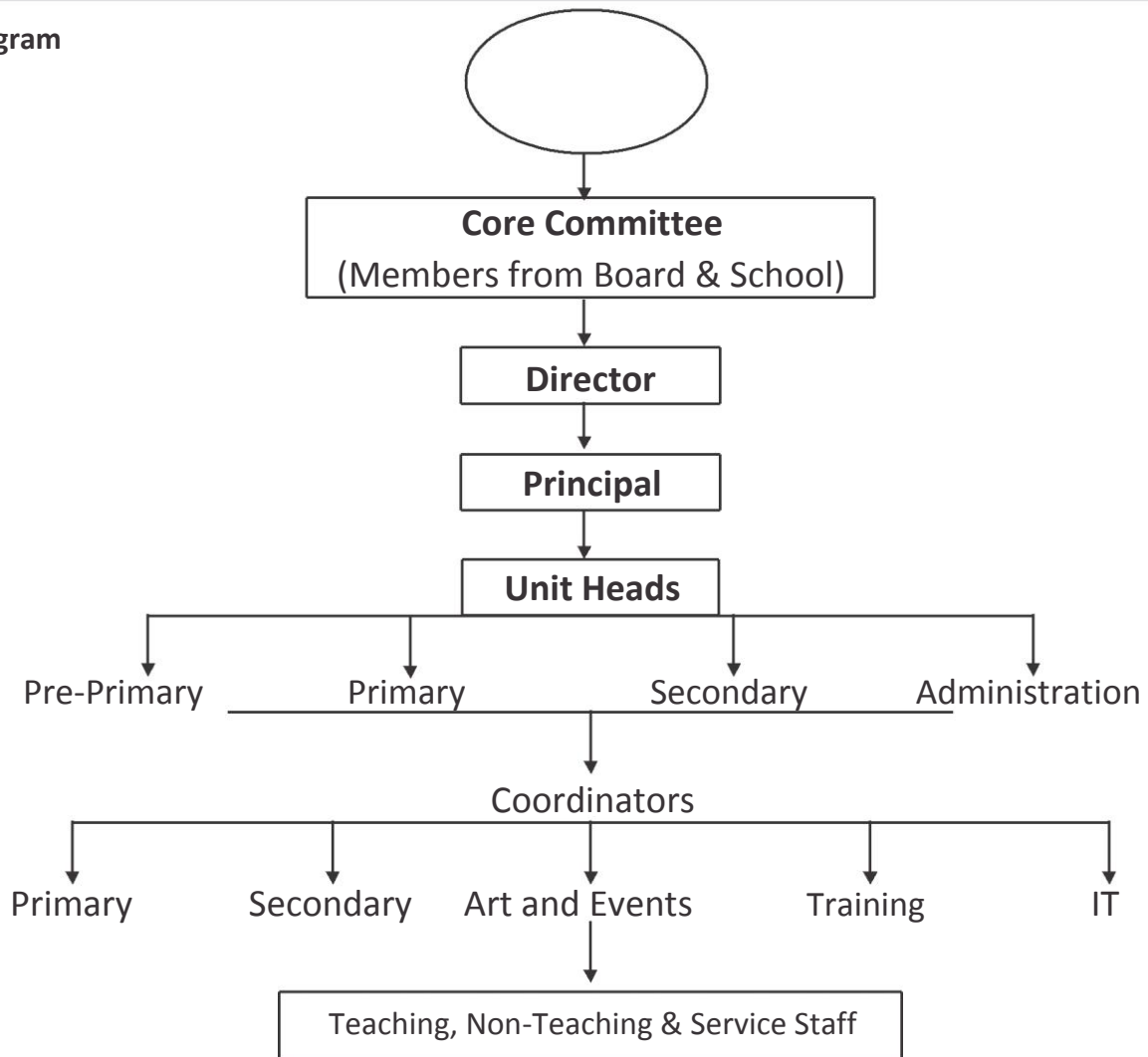
- > Newsletters will be sent by the class teacher every month to the parents which will give you an insight on the various happenings in your child's class. Parents are requested to respond for the same. All newsletters will be uploaded on the schools website.
- > NIE-Newspaper In Education- is subscribed by every child, Std IV onwards (mandatory)- this is offered to the children to inculcate reading habits and create general awareness.

NCF:

- > National Curriculum Framework, document published by NCERT forms the foundation of our curriculum choices, teaching methodologies and approaches to education. Refer to website.

O

Organogram



Please Note - Primary and Secondary Coordinators post is for 2 years [tenureship]

The Primary and Secondary teachers report to their respective Unit Heads and not the Coordinators.

Observation:

- > Thursdays are kept for observing your child in his/her classroom environment.
- > You can choose a time to come and observe your child in the classroom.
- > Inform your teacher prior to your session so that you can be a useful and non-interfering partner during this time.
- > Please note that this time is for observing your child and not to evaluate or criticize the teacher and her performance.

Olympiad:

It is a National level examination .It is an optional, paid examination for class 1 to X.The subjects offered are English, Math, Science, Cyber. The exams will be conducted after school hours. School does the liaison. However, school does not prepare students for the same.

P

Parent Contact:

- > There are four formal parent contact meetings through the year in form of PTC (Parent Teacher Conference) and Open Days.
- > These meetings are one to one between teacher and parent to discuss the academic performance and behaviour of the child or any other matter directly relevant to your child.
- > On PTC day appointments are sent .Parents have to acknowledge by signing the Parent-Conference form .To minimize on waiting time parents have to adhere to the time given.
- > On Open days, class teachers and subject teachers are available to meet with parents during school hours.
- > Parents are welcome to meet with the staff throughout the year by taking prior appointment.

Parent Information Sheet:

- > The Parent Information Sheet is attached to your child's diary. It is compulsory for the parents to fill it up and return it to the child's teacher.
- > Be accurate in providing information as this is a main source of contact details for the office and class teacher in case of emergency.

Parent Teacher Association (PTA):

- > The Parent-Teacher Association is an association of all parents, guardians and teachers of pupils in our school that come together with a constructive idea to see to the welfare and progress of the school. The Executive Committee is elected by a voluntary, democratic system at an Annual General Meeting and shall hold office for one year. Attending GBM helps in fair representation. One representative from each level will be elected. See calendar for GBM date.
- > For more information see our website that has a link to the PTA.
- > The PTA executive committee will have fixed frequency meetings in the year.
- > The PTA executive committee is a link between the School and the Parent community. ROYAL PUBLIC SCHOOL invites PTA committee to be part to major school events, recruitment and admission process, strategic planning meeting and others spaces of collective and cooperative sharing and meeting. At the PTA meetings the committee will also get an overview of the school budget, program overview and staff and admission status. The PTA in function will be invited for all mega school events and functions.

Participation:

- > Parent Orientation is compulsory
- > Parent –Teacher Conferences are compulsory
- > Open day – Optional / unless you are called for a meeting.
- > Report day- Report card to be personally collected by the parents. Will not be handed over to drivers or domestic help.
- > Workshops are designed keeping in mind your needs as parents. Hence it is compulsory to attend the same.

Partnering with your child:

- > Homework / Project is not a chore for parents. Homework is set for the child by his / her teacher.
- > Help your child chart down his / her own daily study time.
- > Provide a quiet and conducive space for study with minimal distractions.
- > Monitor, guide and facilitate the child's work.
- > Help and assist when there is a need, if you can.
- > Communicate difficulties and refer problems that your child faces about his / her homework to the concerned teacher.
- > Support the teacher's implementation of consequences when the homework is not completed.
- > Keep in touch with your child's teachers about homework requirements.
- > Go through your child's books from time to time.
- > Talk to your child about the day's activities in the school and keep abreast of the child's progress.
- > Read the student diary everyday, see if your child has completed all work assigned and sign the page.
- > Be generous with feedback, appreciation and incentives on every accomplishment – big and small.

Parking:

- > Since ROYAL PUBLIC SCHOOL is located in a narrow residential lane, parents MUST park their vehicles on the main road when they visit school for any reasons.
- > Children with physical challenges are given special permission to drive up to the main gate.
- > Park your vehicle on the main road at your own risk.
- > Follow the rules of parking to avoid any confrontation with shop owners or other authorities.
- > Do not argue with security regarding parking. Rule is a rule for everyone.

Permission slip:

- > To be filled up, in the absence of the ID – Card. It has to be authorized an office representative and handed over to security ,if you :
 - Need to take your child home early in case of illness or emergency;
 - Someone else has been assigned by you to pick up the child.

Photographs:

- > ROYAL PUBLIC SCHOOL has appointed an official photographer to cover all important class/school events. So cameras will not be allowed for concerts, sports days etc.
- > If you wish to video shoot your child's first day or special day occasion in school, please seek prior permission from concerned authority.
- > Photographs are displayed during PTC, Open days and Report days. You can place an order, make payment and collect them from school through the photographer.

Phone calls:

- > Children are not allowed to make phone calls using school phone except in emergency situations.
- > Do not make calls to the teacher during class hours.
- > Do not make calls to the child.
- > Do not call last minute to inform change of plan regarding child going home (asking the bus driver not to take the child in bus etc).

- > Do not make phone calls to the Director /Principal/ Unit Heads/ Coordinators on personal numbers, except in emergency situations. Contact them on school numbers.

Presentations:

- > Presentations are a part of every class activity.
- > Presentations are held during the assembly where the whole class performs on a particular theme.
- > It's a platform for the children to come up with their hidden talents and build in self confidence and also overcome stage fear.
- > Parents can also be a part of this event by volunteering to help.
- > Parents are welcome to come for the presentations.

Portion :

- > A portion grid has been added in the school diary.
- > Before every test the portion will be sent home for Class I to X.
- > The portion is sent well in advance and it will help in guiding your child to divide the portion uniformly and set a time-table for studying and revision.
- > This will reduce the pressure and fetch optimum results.

Q

Questions –who will answer what!

- > Take them to respective domain heads – Pre – Primary, Primary, Secondary, Admin.
- > Regarding academic matters –your child's teacher, Coordinator or the Unit Head of that level / Principal / Director.
- > Regarding administrative, financial matters - Accountant /Admin Unit head / Principal / Director.
- > Regarding admissions- Front Desk
- > Regarding support services- Counsellor/Special educators/ Training In - charge

Quality Time:

- > Try to spend quality time with your children, be it reading out a story, taking a short walk to the bus-stop or just an interaction on the child's day at school.
- > Your child will cherish these moments spent with you for life.
- > These moments are more precious than all the gifts and toys the child receives from you.

R

Reception:

- > When you come to school to meet your child / teacher, do come to the reception desk so you can be helped or guided to the respective space or person.
- > Do not walk into the class room during school hours.
- > Leave your messages for your child/teacher at the reception desk only.

Relationship :

- > We view our association with you as a partnership where relationship building is central to all our processes. Hence the first week, we invest time 'to get to know me between the teacher and parents.
- > We request you to address us as “Di” or “Da”. This is one more step towards building relationship with you and your child.

Reports:**ROYAL PUBLIC SCHOOL Report card is a detailed feedback report. (layout and alignment)**

- > Reports are issued twice a year which is at the end of each term.
- > Parents have to collect the report on the calendared day. If you are unable to collect it on the report day, you may authorize a family member or a friend to collect the report by giving a letter or collect the report from the school office later. Reports will not be handed over to drivers or domestic help.
- > Parents to sign and return the first term report when the school reopens after Diwali vacations.
- > Report is an important document and should be kept as record for future years.

Rewards:

- > Rewards are given as incentives and acknowledgement to the students for positive behavior and action.
- > It is a way to motivate and encourage children to continue to display appropriate behavior and attitude.
- > Children are rewarded for efforts, abilities and achievements. Rewards can be in the form of stars, stickers, merit certificates, medals etc.

S

School Council:

- > The school council is a body of students (secondary school), who are nominated and voted by the students themselves, year after year.
- > They help in ensuring that rules and discipline is followed in the school smoothly.
- > They are elected once a year.
- > This council has been envisioned in such a way so as to give all children a chance to discover the leadership qualities they have within themselves.

Security:

- > Update the phone number and the change of address on the ID card.
- > Produce matching I-D card when you come to pick-up the child/ or when you send any adult to pick up the child.
- > Follow rules regarding car-parking when you come to pick up or drop your child.
- > Make appropriate entries at the security when you visit school for any purpose.

Spaces:

- > Parents and outsiders can hire the amphitheatre, multipurpose hall, auditorium, conference room in the evening or holidays for training, camps, workshops, meetings and conferences.

- > For further details you can contact 9919931278

Special Needs :

- > If your child has any food allergy, learning disability, or any specific need, please inform the school authorities and the class teacher about it.

Special Abilities:

- > Since ROYAL PUBLIC SCHOOL is an inclusive school, children with special abilities, disabilities and learning difficulties are admitted. Parents need to submit all diagnostic test results. This will help us plan remedial inputs or other kinds of intervention for your child.
- > In the course of your child's academic year, you may be recommended for diagnostic testing especially if your child is having problems with academics that are beyond emotional and social context. Do take our recommendations seriously and follow them meticulously.

Sports :

- > Jr.Kg – Std. V will have a general fitness and sports program conducted by the Leapstart trainers-which is a unique comprehensive sports program.
- > Additional physical development activities are introduced as the level increases
 - Std. III and IV – Yoga
 - Std. VI – X – basketball, football, athletics, cricket, and general fitness program.
 - Std. VI – X will be going to Sports ground for intensive practice of the above mentioned sport.
- > Students will be monitored by the school sports teachers, class teachers and also specialized coaches.
- > They will be taken to the stadium from the school by the school transport.
- > Students will be encouraged to participate for interschool and outside school events.
- > Students will have to wear the sports/house uniforms and sports shoes.

Staff Selection:

- > All appointments to all categories of employees shall be made by the Selection Committee nominated by the School Managing Committee, either by direct recruitment or by promotion through a selection process recommended by the School Managing Committee and ratified upon by the Board of Trustees.

a. Selection Process:

It consists of five stages :

- > Walk-in interview
- > Entrance test
- > Demo Lessons for teacher category and tasks for administrative category
- > Personal interview
- > Ratification by the Board of Trustees

Sponsorship:

- > We invite sponsorship for special events like teacher's day, children's day, staff training, retreat, festivals, plays, awards, etc.
- > Sponsorships may not be tied with promotion of any product or services.

Subject Areas: Refer to the school website.**Trust:**

- > Trust us for our choices, approaches, guidance etc.
- > We are a dedicated team of professionals with tons of experience from across the world.
- > Some of us have been around for some time while others have come with fresh dreams and ideas. We are also constantly in the mode of self-examination, evaluation, reflection, modification and modernization.
- > We seek expert help through workshops, training programmes, consultations etc.
- > Our teachers also go through regular review meetings, field visits to other schools and institutions engaged in innovative practices in education.

Team ROYAL PUBLIC SCHOOL : Refer to the website.**Timetable:**

- > Class teacher will give the time table within the first week of the school. Do follow it to help your child pack bag, books, homework schedule etc.
- > Time Table is subject to change depending on school activities and events.

Transport:

- > ROYAL PUBLIC SCHOOL does not operate its own transport services.
- > It has outsourced to a company that manages and provides services.
- > We do not have any say in their charges, bus stops, pick up-drop back schedule etc.
- > We do interface with them in terms of training and sensitizing them towards safety requirements, children and the way to handle them during travel time.

Tuition:

- > ROYAL PUBLIC SCHOOL staff are not allowed to take tuitions for ROYAL PUBLIC SCHOOL children.
- > However we may recommend you to find private tutors for your child if you are unable to supervise, help in your child's studies.
- > You can bring the tutor for a face to face meeting with the class teacher to brief her/him of the child's performance levels and kind of inputs and monitoring required for the child.

Textbooks and Learning Material:

- > Textbooks and notebooks would be issued at the beginning of the academic year.
- > The textbooks and notebooks should be maintained properly and brought to school.
- > Some books and note books are kept in school to reduce the burden of the bag.
- > In case of loss of the same, a new one must be purchased from the office. See lost and found.
- > If the cover tears, mend or put another cover.

