

8 YEARS OF
EXCELLENCE
FOUNDED IN **2000**

ROYAL PUBLIC SCHOOL
ADALHAT

ROYAL PUBLIC DECADE FOR EDUCATION REVOLUTION 2005-2015



DOSSIER 2008-2009
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ROYAL PUBLIC SCHOOL P.O. ADALHAT, MIRZAPUR(U.P.) India -231302

Admission

1. Application for admission is made to the principal on a prescribed form. The principal reserves the right, without specifying any reason whatsoever, to refuse admission to an applicant.
2. Admission to playgroup is made according to the age of the child: 3 years of age for Montessori; 4 years of age for KG-I and 5 years of age for the Kindergarten II. A child's ability is also taken into consideration.
3. Admission to any class except pre-primary is made after a pre-admission test, and on production of a valid transfer certificate from the previous institution.

Attendance, absence, fine and re-admission fees

1. As regular attendance is an important requirement for successful results, a written application for leave must be submitted well in advance. In case of illness and other unforeseen circumstances, the guardian should inform the principal in writing as soon as possible. A minimum attendance of 90% of the total working days is required during the academic year, falling short of which the student will not be allowed to take the examination that year.

2. The name of a student who is absent for 15 days without leave shall be struck off the roll. On re-admission, a readmission fee of RS.100/- will be charged. Re.1/- per day will be charged as "absence fine."
3. A student whose name has been struck off for absence without leave and who is habitually late or persistently careless and indisciplined may not be re-admitted to the school.
4. Every student must be present on the reopening day after each vacation.
5. It is advisable to ensure that a student is not disturbed during examination days and is not asked to attend social functions.
6. No student can leave the school premises during school hours without the written permission of the principal, which may be granted under exceptional circumstances, based on written request of parents.
7. The principal has the right to suspend a student. The principal may also ask parents/guardians to withdraw their child from the school if his/her conduct or educational progress is not satisfactory.
8. All entries of absence, late-coming or half-day leave should be made in the school diary and not on sheets of paper.

Classwork and Homework

1. Classwork, which includes oral work, written work and class tests, is taken into consideration for promotion.

2. In the Kindergarten, primary, junior high school, high school and intermediate classes, homework in English, Hindi, mathematics, science and other optional subjects is given regularly. Guardians are requested to see that their children complete their homework regularly.

Parental Cooperation

1. Parents are required to look into their children's School Diary every day and see that the lessons and homework assigned is duly completed everyday.
2. Remarks made in the School Diary should be acknowledged and countersigned regularly by parents.
3. If you feel that your child is not making the desired progress, please make it a point to discuss it with the principal, the class teacher and the subject-teacher.
4. Criticism of a student's teacher or his school in the presence of the child should be avoided because it may cause the student to lose respect for his teacher and the school. Any difficulty should be discussed with the teacher or the principal.
5. Parents are not allowed to meet their children or their teachers during school hours without prior permission of the principal.
6. Parents are expected to participate regularly in school functions especially when they are invited.
7. Our school teachers do not give private tuition. Therefore, do not approach them to teach your wards privately.

8. Parents are requested to inform the school or any change of address.

9. Visitors are not allowed to meet the teachers in their respective classrooms.

10.
 - a) Parents are required to send their children to school on time.
 - b) Presence of every child in the assembly is compulsory
 - c) The child who fails to reach the school on time and does not attend the assembly may be sent back home.
 - d) Parents should not take the child out during school days without the prior permission of the principal.
 - e) No sick child may be sent to school with medicines to be taken during school hours except in case of emergency medicine like inhalers for asthma.
 - f) Children will not be allowed to go home from school in between school hours except any unforeseen circumstance.

11. Please ensure and encourage that your child takes part in all the activities of the school.

Change of Rules

Rules and regulations mentioned herein may be changed as per decisions of the school management and changes will be notified by teachers in the school diary.

Parent-teacher Meetings

School organises parent-teacher meetings where talks are arranged on child education and child welfare. Attendance of all the parents at such meetings is compulsory.

General Rules

1. Students of all classes should attend prayer meetings in the morning. Students coming late may not be allowed to enter the class without the principal's permission.
2. Parents or their servants are not allowed to enter any classroom. No servant is permitted on the school premises until the school gets over.
3. No child should be absent without a prior written leave application. In case of contagious illness, the child is not allowed to attend school without a fitness certificate from an authorised medical practitioner.
4. No jewellery is to be worn (except a wrist-watch) and no make-up of any kind is to be used. Nails are to be kept trimmed.
5. The school does not accept responsibility for loss of books, money, clothes and other items belonging to the student. Each child is responsible for his/her own belongings.
6. Any kind of damage done to the school property or premises by a student is to be made good by him/her. Students should keep their bicycles at the school cycle shed properly locked. School authorities will not be held responsible for any loss of unlocked cycles kept in the cycle-shed,
7. Every child is expected to contribute to the values and standards of the school by his/her conduct, discipline and commitment to studies.
8. It is compulsory for students to participate in school functions, sports, cultural and literary activities. For at least one function per year, the child will have to get a dress or a costume made, as per requirements.
9. No child is allowed to bring a mobile phone. Use of motor cycle or mopeds without a valid driving licence from the government is strictly prohibited.
10. No child will be allowed to leave school during school hours. In exceptional circumstances, the child will be allowed to go with the permission of the principal and accompanied by his/her parents.
11. Parents' cooperation is solicited in maintaining punctuality, regularity and discipline at all school functions.
12. Our students should observe polite manner wherever they go, they should always remember that they should greet their teachers when they meet them. Bullying and use of foul languages are punishable offences.
13. Firing crackers or splashing colours during Diwali / Holi in the school premises is strictly forbidden. Non compliance with these instructions can result in expulsion from the school.
14. The name, class, section of the pupil should be clearly marked on his/her belongings. Blazer and pullovers should also bear the name of the students.
15. All students should get their nails cut regularly and should inculcate in them the good habit of brushing their teeth, polishing shoes etc.
16. No books, (other than text books or library books) magazines or paper should be brought to the school without the principal's permission.

17. The school is not responsible for articles lost. It is not advisable to bring valuable articles (like expensive watches, transistor, calculators or mobiles) to the school. Parents are advised to grant pocket money judiciously to the students, pocket money should not exceed Rs. 10/- or 20/- per day.

School Examinations and Continuous Evaluation

1. Progress of the students will be assessed on the basis of monthly assessments, half-yearly and annual examinations. The marks obtained in these tests will be taken into consideration at the time of determining annual promotion.

2. Promotion is granted on the basis of the whole year's work. The annual examination is a means to reaffirm results of a full year's work.

3. Continuous evaluation is an integral part of the education process and a child is appreciated for the following four aspects: attitude, behaviour, effort and improvement. There are no "examinations" in the pre-school years, only continuous evaluation.

Library Rules

1. Books will be issued and returned as per rules.
2. Books will be issued for a definite period of time.
3. Only one book may be issued at a time.
4. A late fine of Re. 1 per book will be charged daily until the book is returned.

5. The student should point out any damage to the books prior to getting them issued in his/her name; otherwise he/she will be charged for the damage.

6. Tearing, writing, scribbling or folding of pages in the books will be considered as damage done to books.

7. Students losing books or damaging them will be asked to pay the cost of books.

8. All the library books issued to students must be returned before the commencement of the annual examinations and clearance slips must be obtained from the library to appear in these examinations.

Laboratory Rules

The school has well-equipped laboratories to facilitate experimental work in various sciences. The following rules are to be observed in the laboratories:

1. Equipment for use in the laboratories will be issued to students as per rules.
2. No equipment is to be taken out of the laboratory without written permission.
3. Any damage to the equipment during practical lessons will be borne by the students.
4. Any item issued from the laboratories must be returned before the commencement of the annual examinations and a clearance certificate obtained from science teachers to allow the students to appear in their annual examinations.

Withdrawal

1. A clear calendar month's notice in writing or a month's fee in lieu of notice must be given before the pupil can be withdrawn, annual fees has to be paid in full.
2. Those who leave school in May must in all cases pay the fee for the month of June.
3. Transfer certificate or withdrawal is not issued until all dues of the school are settled.
4. A fee of Rs.100/- will be charged for a T.C. and this will be issued only three days after the receipt of the withdrawal form duly signed by the guardian . A duplicate copy of T.C. . shall be made available on payment of Rs 150/-
5. Every application on prescribed form available from the school for a school leaving Certificate shall be made in writing by the Parent/guardian. A child who fails twice in the same class will not be permitted to continue his/her studies in the school, especially if he/she is over age for that class.

Rules regarding Monthly test

1. Monthly tests are compulsory for all the classes and students are not allowed to remain absent on any grounds than being medically unfit.
2. Any student remaining absent for any test without valid medical grounds will be awarded "0" (zero) marks.
3. "Syllabus" of these tests shall be decided by the subject teachers and announced one week in advance.

4. In normal case Monthly test copy will be checked and returned by subject teachers within a fortnight.

5. Each monthly test will be 20 marks, Hence 80 marks for 4 monthly test and 20 marks will be awarded on the basic of whole year's performance in the areas such as project, assignments, comprehension and other oral test criteria of assessment will be given by concerned Subject teacher.

Guidelines for Monthly Test

1. A student has to appear in all schedule tests.
2. Only in case of medical problem or emergency. He/she is allowed to miss the test. However, prior or at least same day sanction is must in this case.
3. A student can't be allowed to miss more than one test in any particular subject.
4. Only one re-test per subject will be taken,
5. The number of missed tests should not be more than three during the whole session.

Progress Report

Parents are requested to collect progress reports of their wards regularly on the dates announced by the school after every examination. The report cards must be returned to the school within 3 days, failing which a duplicate card will be issued against payment of Rs 100/-.

System of Continuous Assessment

Personality development today is an integral part of education. Both personality development and progress in academic performance form the basis of evaluation for the overall assessment. Teachers observe their students' personality traits throughout the year and award points accordingly. The students showing outstanding personality traits and good performance in studies are awarded merit certificates and stars from Play Group to class II. Children at the primary level must acquire distinction in English, Hindi, mathematics and must be well aware of computers. These subjects have been considered as core subjects and are evaluated twice a month. This gives the teachers and parents a regular feedback of the children's performance in the core subjects and gives children an opportunity to improve their performance gradually. The other subjects as EVS, Art and Moral Education are taught in correlation to the core subjects and are evaluated through project work.

Junior Section

In the junior section, subjects like general knowledge, moral education, physical education, environment science and personality development etc are graded. This grading gives teachers an opportunity to assess children's development regularly instead of just twice a year and that too on the basis of marks obtained in tests. Teachers observe the students' behaviour throughout the year and then grade them. This has led to reduction in the number of core subjects. This helps students to concentrate more on the core subjects for which they are marked. This step has reduced the stress of examination and has also reduced the number of examination days.



School Uniform

Play Group to Kindergarten

Summer

Girls

1. Red Check frock
2. White half-shirt with Pocket on Left side with school monogram
3. White socks with 2 black strip
4. Bow
5. Black shoes
6. White hair band
7. School badge
8. School belt
9. I.Card

Winter

Girls

1. Red check skirt
2. White full-sleeve shirt Pocket on Left side with school monogram
3. Bow
4. Red Jacket
5. White socks with 2 black strip
6. Blue Scarf
7. White hair band
8. School badge
9. School belt
10. I.Card

Boys

1. Red check Shorts
2. White half-shirt with Pocket on Left side with school monogram
3. Bow
4. White socks with 2 black strip
5. Black shoes
6. School badge
7. School belt
8. I.Card

Boys

1. Red check trouser.
2. White half-shirt with Pocket on Left side with school monogram
3. Bow
4. White socks with 2 black strip
5. Black shoes
6. V-necked grey pullover with two white strip on neck, arms and waist border with school monogram.
7. Red Jacket

Primary, Junior and Senior Section

Summer

Winter

Boys

1. Half-sleeved white shirt.
2. Shorts from 1 to V. Trousers from VI to X (steel grey).
3. School tie.
4. School badge.
5. School belt.
6. School socks: White with black stripes
7. Black shoes.
8. White shorts from I to V and white trousers from class VI onwards for PT only.
9. White socks with black strip for PT only.
10. White canvas shoes (for PT only)

Girls

1. Red check skirt and white skirt for PT only.
2. White hair band and rest same as above

Boys

1. Single breast navy blue blazer with the school crest. (IV to X) . Red Jacket from I to III.
2. V-necked grey pullover with two white strip on neck, arms and waist border with school monogram.
3. Full-sleeved white shirt.
4. Trousers from I to X (steel grey).
5. School tie.
6. School badge.
7. School belt.
8. School socks: white with black stripes
9. Black shoes.
10. White trouser from I to X for PT only.
11. White socks with black strip for PT only.
12. White canvas shoes (for PT only)

Girls

3. Red check skirt and white skirt for PT only.
4. White hair band.
5. Blue Scarf
6. Stockings and rest same as above

Note:-

Parents are requested to purchase the School Uniform from school or the dress dealers recommended by the school so that the uniformity of colour and shade of the school dress may be maintained.

Payment of Fees and Award of Merit .



1. Fee is payable at the school counter upto the 15th of every month without any fine. After the 15th of every month, Rs. 10/- will be charged as late fee fine upto the last day of the month. If fees is not paid by the last date of the 3rd month, the name of the student will be struck off from the register. The child will be readmitted only on payment of Rs. 100/- as re-admission fee. Children against whom any school dues are outstanding will not be allowed to attend classes or take examinations. School may amend the dates of its fee collection .

2. a) All school fees and other dues must be cleared within the prescribed period, failing which students will not be allowed to attend classes and may be sent back home.

b) No student will be allowed to take the half-yearly or annual examinations, unless dues are cleared before the commencement of the examinations.

3. A student who attends school even for one day In July and is later withdrawn during mid-session for any reason, has to pay full fees upto December, regardless of whether he/she takes the T.C. or not (Full fees include all types of fees besides the tuition fee).

4. A student withdrawn from the institution after the month of December will have to pay the full fees upto 30th March whether he/she takes the T.C. or not.

School Transport

1. The number of school rickshaws, Jeep and buses is limited Guardians are, therefore, requested to make their own conveyance arrangements as far as possible.

2. School rickshaw/bus facility, if availed of by guardians, will be for the entire session.

3. In case the school rickshaw /bus does not reach on time due to mechanical breakdown or due to the illness of the puller/driver, guardians are requested to make their own alternative arrangements. However, the school tries its best to provide satisfactory transport service.

Merit Award

The Royal Public School awards Merit with Medal(Gold, Silver, Bronze) to the first three position holders in every class from class 1 to X on the basis of all the main examinations. Students are also honoured with various encouraging certificates of merit.

ROYAL PUBLIC SCHOOL gives extra benefit free of cost .

- ✂ Free Personality Development and Career Counselling workshops and seminars.
- ✂ Free enrichment classes for students weak in any subject.
- ✂ Free coaching for students preparing for various competitions and entrance examinations in engineering, medical and other professional courses.
- ✂ Free training for national and olympiads and competitions.
- ✂ Free preparation for scholarships such as NTSE (National Talent Search Examination), Singapore Airlines Scholarship and other scholarship examinations.

F r o m I n n o c e n c e t o K n o w l e d g e .

CONTACT US

We welcome all queries regarding classwork,
course of studies and other matter.

Address: ROYAL PUBLIC SCHOOL

P.O. Adalhat, Mirzapur(U.P.) -231302

Principal: Dr. Vikas Jaiswal

Chairman: Mr. Vijay Shankar

P.R.O.: Mr Kamala Shankar

Classes : Playgroup to VII (VIII to X) as coaching

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