



HVM CONVENT SR. SEC. SCHOOL

Affiliated to C.B.S.E New Delhi (Affiliation No. 1630652 School Code 20632)

KARAMSAR COLONY, NEW SUBHASH NAGAR, BASTI JODHEWAL, LUDHIANA, PUNJAB.

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We are thankful to all the parents for their excellent co-operation and support to the school.

We will appreciate your sincere concern in future too.

Dear Parents & Students

For Student Consideration:-

1. Entry into school premises is not allowed/permitted before 7:35 AM. All students must reach the school five minutes before the school timings.
2. On every school day and during school functions and outings, students should be in the school uniform.
3. Students should bring their almanac and I-card every day and books & notebooks according to the Time-table.
4. To meet the promotion criteria 85% attendance of student is compulsory in both the terms. Repeated absence without information or unexplained absence for more than five consecutive days shall render a student liable to have his/her name struck off from the rolls. A student will be granted leave only on medical grounds or for any emergency.
5. There will be Parent Teacher Meeting on every second Saturday. Students must accompany their parents in the school uniform. Only Parents are allowed to attend the PTM. Guardian is allowed with due permission of the office, In such case photocopy of Aadhar card and passport size photograph of the Guardian to be submitted in the office and with the class teacher also. Parents are requested to visit all the subject teachers on PTM day to get information about progress of their child. Parents are not allowed visiting the classrooms or meeting the teachers during the regular working hours or days in school.
6. Care must be taken of all the school property and no student should damage, deface, destroy or spoil desks, chairs or other furniture or write/draw anything on the walls or in no way damage the things belonging to others. Any reported damage will be dealt with strict action.
7. No student is allowed to drive a motorized/electric two wheeler vehicle to school up to class X. Defaulters shall be banned from parking vehicles in school parking area. Any student found using the same may be rusticated.
Motorized or electric two wheelers is allowed to the students of classes XI and XII only. **Bullet motor cycles** are strictly banned. Strict action will be taken against the defaulters.
8. The students are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported objectionable conduct out of the school premises on the part of pupils will make them liable for disciplinary action. Repeated action of misconduct, dishonesty, or truancy/bunk is sufficient cause for expulsion of the student from the school.
Strict regularity, implicit obedience, courtesy in speech & conduct and cleanliness of dress are some expectation from every student. Students must strictly conform to the regulation laid down in this regard.
9. Carrying valuable articles like expensive or fancy watches, stationery items, mobile phones or any other electronic gadgets to school is prohibited. If a student is found with such gadgets, it shall be confiscated and will remain in the custody of the school for three months till parents give an explanation for the same.
10. Participation in games and other co-curricular activities is entirely optional. If any student will participate in any event, he/she has to clear all the examination that will be compulsory for the promotion in the higher class.
11. Students are not allowed to bring instruments like knives, blades, nail cutter, scissors, chewing gums etc. to the school.
12. Applying henna/hair colour/nail paint/tattoos, wearing jewelry or heavy iron / silvers karas etc. are strictly prohibited. However thin iron kara is allowed.
13. Girls' hair must be plaited or tied back. (Too plaits folded with ribbons upto class X and one plait for class XI to XII) No fancy hair style is allowed for the boys.
14. A student who uses unfair means during test or examination may be given a zero in the subject and a warning letter. Repetition of the same will result in his/her dismissal.
15. Children must compulsory speak in English in the school campus.
16. Movement to classrooms between periods should be done in silence and in an orderly manner. Running playing, whistling or shouting inside the school building is not permitted. No child should leave the classroom without class pass.
17. Students should not enter the staff room without permission of teachers.
18. Students using the Computer, Physics, Biology, Smart Classes are expected to be careful while using the equipment therein.
19. Bring healthy food in tiffin and water bottle daily. No junk food is allowed. Only vegetarian food is allowed in school.
20. Students from I to XII are not allowed to celebrate their birthday at school. Children from Nursery to UKG only are allowed to come in civil dress on their birthday.
21. Facility of canteen can be utilized in recess or at departure time only.

For Parent's Consideration:-

1. There will be Parent Teacher Meeting on every second Saturday. Students must accompany with their parents in the school uniform. Only Parents are allowed to attend the PTM. Guardian is allowed with due permission of the office, in such case photocopy of Aadhar card and passport size photograph of the Guardian to be submitted in the office and with the class teacher also. Parents are requested to visit all the subject teachers on PTM day to get information about progress of their child. . Parents are not allowed visiting the classrooms or meeting the teachers during the regular working hours or days in school
2. It is important that fee to be paid by the 12th of every month. Fine for late fee is as follows –
13th – 20th of every month – Rs. 50
21st – End of the month – Rs. 100
Next month – Rs. 200
3. Name of the defaulters will be struck off the rolls after non-payment of the fees for three months as per rule without any further intimation to the concerned. Re-admission may be done on payment of re-admission fees with the permission of the Principal.
4. Transfer Certificate/Bonafide certificates will be issued only after all dues along with van fee per month have been cleared till date.
5. We are deeply concerned about the safety and security of our children. Please note that no child can be taken home during school hours. In case of an emergency, the Principal may be contacted; permission and gate-pass should be obtained, pic to be taken in web cam at the reception before child leaves school premises. Avoid taking half day, early leave for planned program or purpose. Take full day leave in such cases. Students will be allowed to go with parents only.
6. Bicycles are allowed to students from class VI onwards. Children upto classes 5th have to be dropped and picked by their parents or take school bus facility.
7. No student is allowed to drive a motorized/electric two wheeler vehicle to school up to class X. Defaulters shall be banned from parking vehicles in school parking area. Any student found using the same may be rusticated. Motorized or electric two wheelers is allowed to the students of classes XI and XII only. **Bullet motor cycles** are strictly banned. Strict action will be taken against the defaulters.
8. To meet the promotion criteria 85% attendance of student is compulsory in both the terms. Repeated absence without information or unexplained absence for more than five consecutive days shall render a student liable to have his/her name struck off from the rolls. A student will be granted leave only on medical grounds or for any emergency.
9. Participation in games and other co-curricular activities is entirely optional. If any student will participate in any event, he/she has to clear all the examination that will be compulsory for the promotion to the higher class.
10. Parents are not allowed visiting the classrooms or meeting the teachers during the regular working hours or days in school.
11. Intimate the school in written form in the fee office and principal office about any change in personal information i.e. Name, address and contact number. This is in interest of the safety of your ward. Do not tell the teachers to make changes directly/personally.
12. Send your ward's tiffin/other articles in the morning along with your ward. No lunch box and articles will be sent in the classrooms later on.
13. Check your child's diary daily and sign it.
13. Please do not send your ward to school if he/she is suffering from any contagious or infectious disease unless recovery is complete. Submit medical and fitness certificate regarding this.
14. Visit the school premises in formal address only. Please do not enter in school premises in night suits/shorts/caperies etc.
15. The students who once opt for the bus facility will have to pay full year bus fee if they discontinue the bus facility during the session.
16. Parents hiring private autos / auto rikshaws for transportation of their wards have to ensure the safety of their wards at their own level. Due Information in the form of letter must be given in the school office time to time for the safety and security of your ward.
17. All dues must be cleared before the commencement of each examination to avoid any undesirable consequences. Fee for the month of May-June and Feb-March needs to be deposited together.
Students appearing for the board exams of X/XII must clear their dues positively by January.
19. Drop and pick your ward at the gate properly. Avoid dropping them far away at the turning points. Once the children cross the gate of the school at departure time, school will not be responsible in this regard.
20. Students from classes I to XII are not allowed to celebrate their birthday at school. Children from Nursery to UKG only are allowed to come in civil dress on their birthday. Gifts of any kind for distribution in school are not allowed on birthdays.
21. A student who uses unfair means during test or examination may be given a zero in the subject and a warning letter. Repetition of the same will result in his/her dismissal.

Please Note:- The school management and the authorities have the right to make changes in any of these rules whenever required.

Principal