

School Policies & Codes - General

All the school students are expected to reach school by 7:50am.

A habitual late comer will not be allowed to attend school.

Students are expected to conduct themselves in a dignified and responsible manner.

Students are forbidden to bring objectionable literature/material, mobile phones into the school premises, or to make purchases from hawkers (outside the school gates). Any willful damage to school property/premises will enforce punitive measure of imposing fine.

The school is not responsible for the loss of articles of value in the school premises. Wearing of expensive watches and jewellery is prohibited.

Students are accountable to the authorities for their behavior, both inside and outside the school, particularly when in the school uniform.

Students are allowed to enter the school only in school uniform.

Students must keep the school and class room clean.

Every student must bring his/her book, lab coat, and stationary to school.

Students are not allowed to drive to school.

No late comers will be allowed into the school premises and no student will be allowed to leave school without an authentic leave letter from parents/guardian.

Leave must be taken with prior written sanction. The name of any students who remains absent from the school without leave for six consecutive days is liable to be struck off the rolls.

Outside school, the students are expected to behave with dignity. They must not visit clubs, theatres or restaurants wearing school uniform.

Students found using unfair means during the examinations will be marked zero in that subject. These students will not be eligible for any academic awards on school appointments.

No students shall indulge in any off the following:

Skiping/bunking classes, or reporting late to the class.

Non-submission of assignments.

Disruptive behaviour.

Abusive language.

Bullying.

Open defiance and rude behaviour.

Any form of violence.

Gangsterism.

Casteism, communalism or practice of untouchability.

Bursting crackers, throwing colors or painting faces in school.

Carrying mobile phones and walkman to school.

Excessive spending and flaunting of money in school.

Spitting in the school premises.

The violation of the school rules will be viewed seriously.

Library Policies

Incentives for avid readers. Avid readers will be decorated with a star and awarded an extra library card.

Each student will be provided with a borrower card as follows:

- (a). Classes IV to VIII - one card.
- (b). Classes IX to XII - two cards

A book will be issued for 14 days. No new book will be issued till the previous one is returned.

If the book is not returned within a stipulated time, a fine of Rs. 10/- per day is imposed till the book is returned.

Loss of a book is to be imitated in writing to the Librarian. It should either be replaced by the student or a fine equal to the cost of the book will be levied, by the school.

A duplicate library card(s) may be issued to a student by the Librarian, if informed in writing of the loss of the original card. A charge of Rs. 5/- per card will be made.

Students are not allowed to take their sachets inside the library. Journals , magazines and reference books are to be handled with care in the Library. Mutilation or disfiguring of the books/magazine etc. shall invite penalty.

Complete silence is to be maintained inside and in the vicinity of the Library.

Canteen Policies

There is a canteen in the school campus. The students may buy eatables and soft drinks from the canteen only during the break. Students are expected to:

Stand in line to buy food stuff.

Keep the canteen clean.

Not to damage canteen property.

Make cash payment for their purchases.

Behave in decent manner and not snatch food from their juniors. In case of misconduct the students may be debarred from the canteen facility.

Diary Policies

It is compulsory for every student to possess a diary.

The student's particulars on the first page must be duly filled and signed by the parents.

Each student is required to note down the day to day home assignments in it.

Parents are requested to see the remarks given in the diary, especially those given after tests and sign them.

Parents are requested to personally contact class or subject teachers after obtaining a prior appointment, or on the Saturday meant for parent-teacher interaction as per calendar given later, in case their ward is not making the desired progress.

Attendance Policies

75% attendance is required and no relaxation of any kind will be granted to a student who fails to fulfill the school as well as the CBSE requirements.

A student's name will be struck off the roll's on accounts of continued unexplained absence for six consecutive days.

Medical fitness certificate is necessary in case of illness for more than five days. Even a day's absence during the examination on medical grounds is required to be supported by a Medical certificate from a Registered Medical Practitioner. Such period is as follows ;

- A) Chicken : Until scab fall completely or three weeks.
- B) Cholera : Complete recovery
- C) Measles : Two weeks after the rashes
- D) Mumps : Till the swelling subsides.
- E) Whooping cough : Six weeks
- F) Viral fever : Two weeks
- G) Typhoid : Twenty one days
- H) Conjunctivitis : Complete recovery

Fee Policies

Payments are to be made by cheque/draft payable to Salwan Public School, Tuition fee, admission fee and other fees and funds are subject to revision and will be charged as directed by the school management from time to time.

All school fees are payable in advance on four quarterly basis.

Due date for deposit of school dues is strictly on or before 10th of the first month of the quarter i.e. April, July, October and January. Failing which the name of the child will be struck off the rolls within 4 days.

The names of the student shall be struck off from the school rolls automatically for non payment of school fees in terms of rule 167 of the Delhi School Education Rules 1973.

Seven days notice and no Due clearance Certificate is required for obtaining the School Leaving certificate.

If all dues are not cleared by the end of the school session, the student's result will be withheld.

Security may be claimed back within 6 months of the withdrawal of the student.

Uniform Policies

Boys (Junior) - Summer

Sky blue half sleeves shirt with school insignia on the pocket and left sleeve (100% cotton)

Beige shorts with school insignia on the pocket and school logo batch

Sky blue patka for Sikh boys

Black gola shoes (with Velcro for Std. I)

Black gola shoes (with laces for II-V)

Beige cotton socks with blue stripes

Light blue school cap with school insignia

Bluish grey and beige school belt with school insignia on the buckle.

Boys (Senior) - Summer

Sky blue half sleeves shirt with school insignia on the pocket and left sleeve (100% cotton)

Beige trousers not more than 20" and less than 18" wide at the ankle with school insignia on the pocket and school logo batch

Sky blue patka for Sikh boys

Black gola shoes (with laces)

Beige cotton socks with blue stripes

Light blue school cap with school insignia

Bluish grey and beige school belt with school insignia on the buckle.

Girls (Junior) - Summer

Sky blue shirt with pleats (not more than 2" above knee)

Sky blue hair band or ribbon

Black gola shoes (with Velcro for Std. I)

Black gola shoes (with laces for II-V)

Beige cotton socks with blue stripes

Light blue school cap with school insignia

Girls (Senior) - Summer

Sky blue kameez with attached jacket (100% cotton) with the school insignia on the left sleeve

Beige Salwar

Black gola shoes (with laces)

Sky blue hair band or ribbon

Beige cotton socks with blue stripes

Light blue school cap with school insignia

Boys - Winter

Light blue shirt with full sleeves and school insignia on the pocket

Beige trousers with school insignia on the pocket and school logo

Greyish blue pullover with stripes

Greyish Blue Blazer with school insignia

Black gola shoes

Beige woolen socks with blue stripes

Sky blue school cap with school insignia

Beige Tie

Girls - Winter

Sky blue kameez with attached jacket (100% cotton) with the school insignia on the left sleeve

Beige Salwar

Greyish blue pullover with stripes

Greyish Blue Blazer with school insignia

Black gola shoes

Beige woolen socks with blue stripes

Sky blue school cap with school insignia

Sky blue hair band or ribbon

Sports Dress (Every Monday & Friday)

Boys: House T-Shirt, white shorts (Junior), white trousers (Senior), white socks and white gola shoes

Girls: House T-Shirt, white skirt, white socks and white gola shoes

School Units

School Units plays key role in the scheme of education environed. The following are the major objective that we should strive achieve through the house system.

To provide a smooth transition from home life to school life for all students.

To create and use social situation so that children's social and emotional needs are fulfilled.

To enable students is integrate them selves well in the corporate life of school.

To enable students to prepare themselves for playing different role as member of a group, community or society.

To inculcate the sense of responsibility to take one's tasks and duties in life earnestly and discharge them to the best of one's abilities.

To help every student developed him/her personality and integrity.

To develop the spirit of healthy competition among students.

To inculcated the qualities of self dignity self confidence and respect for others views and open inions and discretion to take decision on issues and problems faced by them.

To develop a sense of belongingness among students and to create desire to live in harmony.

To benefit from right example set by others and to set similar example for others.

To inculcate among students respect for seniors, elders, teachers and a caring attitude towards juniors and fraternity towards all.

To learn live work endure and enjoy together and develop a degree of sensitivity for theirs feelings and needs.

To inculcate among students personal social and national values.

The four houses are as follows –

NEHRU - RED
SHIVAJI - YELLOW
TAGORE - GREEN
TILAK - BLUE