



DAY CUM RESIDENTIAL SCHOOL, PATNA

# TRINITY GLOBAL SCHOOL

CBSE AFFILIATION NO : 330713

Call : +91 8010101122 | E-mail : admissions@trinityglobalschool.com | Website : www.trinityglobalschool.com

## GUIDELINES FOR PARENTS/GUARDIANS/STUDENTS

1. Any change in address or phone number must be updated in school records for safety and proper communication. Parents are requested to inform any changes to the school at the earliest.
2. Care must be taken of all school properties and if any damage is done it will be made good by the concerned student/s together with a fine imposed for the offence. The student/s will also have to face strict disciplinary action as decided by the school authorities.
3. Parents must encourage their ward to be regular in class. Kindly avoid any additional leaves as it will impact their studies. Students must report to school on the notified date at the beginning of each semester and after each vacation.
4. Absence of the student just before and after the vacation would attract disciplinary action against the student.
5. In case your ward has forgotten the lunch box/ water bottle you can send it with the proper label along with the Parent card.
6. Students are not allowed to bring sweets, presents, etc. to school for any occasion like Birthdays, Teacher's Day, Children's Day or any other festival.
7. Parents are requested to carry the Parent's copy of the identity card while visiting the school and also for any function organised by the school.
8. Please do not send money in the form of cash with your ward.
9. In case of any challenge faced, please feel free to reach out to the school's administrative office so we can meet to discuss and resolve the issue.
10. School uniform is a pride for the student. No alteration should be done to the uniform. ONLY length and waist can be adjusted. In case any other alteration is made to the fittings, the student will have to purchase a new set of uniform with immediate effect.
11. Please contact the school for any authentication of information related to your ward's academics, holidays, change of time, dispersal etc. Request that you kindly refrain from seeking information from unauthorized sources.

## HEALTH AND WELLNESS

1. All parents are advised to adhere to the below points
  - a) Must fill out the medical details page of the Almanac mandatorily
  - b) Students must maintain personal hygiene
  - c) Any medical condition of the child must be intimated in advance to the school
  - d) It is advisable that the child takes rest and resumes school only once completely recovered.
  - e) A medical certificate needs to be submitted once the child returns to school
  - f) Students will not be allowed to take exams/ class tests/ if they are medically unfit

## CONDUCT OF STUDENTS

1. Uniform must be neat, tidy, and well ironed. Shoes must be polished every day.
2. Boys must have a decent haircut a little above the earlobe and should not be touching the collar. Nails must be clean and trimmed short.



DAY CUM RESIDENTIAL SCHOOL, PATNA

# TRINITY GLOBAL SCHOOL

CBSE AFFILIATION NO : 330713

Call : +91 8010101122 | E-mail : admissions@trinityglobalschool.com | Website : www.trinityglobalschool.com

3. Girls hair must be plaited or tied back if it reaches the shoulders. No fancy hair clips, or other accessories are permitted. Nails must be clean and trimmed short.
4. Students must converse in English in the school premises.
5. Must bring books and notebooks the Almanac and a diary as per the timetable only.
6. No costly, valuable articles such as fancy watches including smart watches, chains, and ornaments are allowed in the school. Bringing sharp instruments like knives, nail cutters, blades is strictly prohibited.
7. No mobile phones, or electronic gadgets are allowed in the school premise.
8. Wearing of school uniform is mandatory. Violation of this rule is sufficient reason for the expulsion of the student from the school. No Student will be allowed inside the school premises without the prescribed uniform. Students must be in the school uniform on their birthdays and on PTM days as well .
9. No collection of money/gifts for any purpose or nature is to be done by the students.
10. Students are urged to be responsible of their belongings. School will not be responsible for the loss of books, pens, tiffin box, water bottle or any other valuable items. School can only help in keeping the unidentified belongings if found in the school premise.
11. Students are advised to behave in an orderly manner in the school and in all public places. Use of swear words, foul language, scribbling, scratching on school furniture and school walls and any misbehaviour in school buses or public places will be strictly dealt with.
12. Non vegetarian food / Junk food strictly prohibited in School Premise.
13. Without a teacher's permission students cannot enter staff rooms.

## ABSENCE

1. Parents must write the reason for absence of the student in the school Almanac each time the student is absent, student will be allowed in class only when the reason for absence is duly signed by a parent and is seen by the class teacher.
2. In cases of repeated absence for more than 10 consecutive days without any prior intimation, the student is liable to have his/her name struck off the rolls
3. Students will be granted leave on medical grounds or in case of any emergency

## TRANSPORT

1. Students can avail school transport subject to availability of seats.
2. Pick up and drop-off of students will be provided by school transport only at the respective stops defined by School.
3. Parents or Guardians must be present to receive and pick-up their ward with the parent card. In case the card is not there with them, the student will be brought back to school.
4. Parents who wish to allow their ward to come on their own from the Bus stop, must give written consent to the School stating the same.
5. In case of exigencies where a transport availing student goes early with his/her parents the below rules must be followed



DAY CUM RESIDENTIAL SCHOOL, PATNA

# TRINITY GLOBAL SCHOOL

CBSE AFFILIATION NO : 330713

Call : +91 8010101122 | E-mail : admissions@trinityglobalschool.com | Website : www.trinityglobalschool.com

- a) A written request from parents/ guardian will be needed.
- b) Parent's card will be needed.
- c) School leaving register must be signed
- d) A gate pass must be obtained and shown at the school gate before leaving the school.

## **DISCIPLINARY MEASURES**

For incidents where the student's behaviour is found to be non-conductive or unruly, the following measures could be taken:

1. Parents to be called for discussion
2. Oral warning and cancellation of official transport facility
3. A written warning
4. Detention after dispersal with the consent of the parents
5. Withdrawal of school transport facility
6. Suspension (ranging from 3 to 30 days)
7. Rustication

## **WITHDRAWAL**

1. Transfer Certificate (TC) will be issued only after dues of the school have been cleared
2. Students can be asked to leave the school on the following grounds
  - a. Disciplinary reasons
  - b. Unsatisfactory progress in the school work
3. One clear calendar month's notice in writing or one month's fee in lieu of notice must be given before the pupil is withdrawn by the parents
4. Those who leave the school in between the session must in all cases pay the fees for stipulated quarter.