

Fee Rules

(Only Cheques / Cash / Demand Draft for school fee will be accepted)

1. All school dues must be paid at the clerical office of the school by a crossed local Cheque / Draft in favour of AURO MIRRA CENTRE OF EDUCATION for classes 1 to 8 and in favour of NEW CREATION NURSERY WING OF AURO MIRRA CENTRE OF EDUCATION for classes NUR, LKG & UKG. The Cheque / Draft must contain student's name, class, section & contact number at the back.
2. Fee must be paid by the 'Last Date of Payment' i.e. 1 to 10th date of each quarter (April, July, October & January).
3. If the "Last Date of Payment" is a holiday, then, the next working day after such holiday is considered to be the last date of payment.
4. If fee is not paid by the "Last Date of Payment", a fine of Rs.100/- till 20th of every quarter will be strictly levied. Further delays will be taken up with firm action.

5. Cheque returned by the bank on which it is drawn, for any reason what so ever shall be treated as non-payment of dues and an additional amount of Rs.200/- shall be charged towards expenses along with the late fine.
6. Issuing of fee reminders is not mandatory for school. It is the duty of the parents to deposit the fee as per the schedule.
7. To facilitate the parents, the school will accept post dated cheques for quarterly fee in school accounts department. Acceptance of such cheques will be subject to last date of payment by cheque. No request will be accepted to hold the cheques after the date mentioned on the cheque.

Withdrawals

Students can be withdrawn from the School, as under :

- a. A notice in writing to withdraw a student must be given to the school at least one month in advance; otherwise the fee for one month in lieu of the notice period will be charged. For withdrawals during April, fees for two months i.e. May and June will be charged. No transfer Certificate will be issued unless all the dues of the school are cleared.
- b. The school authorities reserve the right to compel the parents to withdraw their children on the following grounds :
 - a. Non-payment of dues as per schedule
 - b. Unsatisfactory academic performance
 - c. Bad Conduct
 - d. Grave insubordination to any staff member
 - e. Absence without leave for more than 6 days in case of boys & girls as per Education Code.
 - f. Non-cooperative attitude of parents/guardians.
- c. If any student is asked by the School to leave, no fee in lieu of a month's notice will be charged.
- d. A fee Rs. 100/- will be charged for issuing a duplicate copy of the Transfer Certificate and the parent will be required to submit an affidavit about the loss of the original certificate.
- e. A child who fails for two consecutive years in any one class will have to leave the school.

Leave Rules

Leave will not be granted except in case of illness or for pressing and valid reasons. All such applications must be signed by the parent/guardian who is registered with the school within three days of availing the leave.

If a student absents himself/herself for more than 6 days for both girls and boys without having the leave sanctioned, his name is liable to be struck off the rolls. Readmission, in such cases, will be entirely at the discretion of the Principal and subject to payment of readmission fee and other formalities.

EXPECTATIONS FROM PARENTS

1. Parents are requested to cooperate with the Principal and the staff to ensure effective functioning of the school and the well being of their wards.
2. Parents are co-educators of the child, so it is essential for him / her to imbibe self-discipline. The teacher will take adequate corrective measures to ensure the general discipline of the class under her / his care. The teacher's efforts will bear fruit only with adequate positive inputs from the parents.
3. Parents are requested to adhere strictly to the school timings in dropping and pickup.
4. Parents are requested to see that some amount of regular English conversation takes place at home.
5. Parents are not permitted to interact with the teachers or students during the school working hours. In case of emergency, the Principal must be contacted.
6. Entry is forbidden for parents and visitors beyond the school reception area. Parents are strictly forbidden to go to any class or to the teaching area without the permission and sanction of the school authorities.
7. Parents should keep in mind that as co-educators of the child, it is very essential to observe the dress code when they are in school

premises. Pedal pushers, Bermuda shorts, capris or any other suggestive clothing could be source of distraction from the normal dress code.

8. Parents who visit in the school during school hours are to make known the purpose of their visit at the reception counter so that they can be attended to.
9. Criticism of any kind in front of the ward / other parents should be strictly avoided. If there are genuine complaints pertaining to a teacher, parents should register it to the Principal in a dignified way. According to the nature of the complaint, suitable action will be taken.
10. Parents are expected to converse and communicate only in English in the school premises.
11. Healthy and nutritious food should be packed for tiffin along with a napkin. Follow the food menu given. Avoid poor quality plastic tiffin as well as poly bags. Use steel tiffin box as it is not harmful to the health.
12. In case you need, any help from school / Principal, regarding the well being of your ward, please do not hesitate to communicate.
13. It is very important that changes in residence / office address and telephone numbers be communicated in writing to the office, immediately whenever they occur.
14. Parents are requested to see that their ward doesn't bring home anything from the school without the teacher's knowledge and if so send it back the very next day and inform the teacher.

EXPECTATIONS FROM STUDENTS

1. All the students should come to school in clean and prescribed Uniform. Defaulters will be strictly fined and will be refused admission to the class. Frequent defaulters will be sent home.
2. It is duty of all students to keep their class rooms and surroundings, clean and in order.
3. Punctuality and regular attendance should be maintained. Late comers will not be allowed to enter the school premises. They will be sent back home at their own risk.
4. Earnestness in home assignments and good behavior in and outside the school are always insisted on, and in all these matters the cooperation of parents is expected at all times.
5. The principal may request the parent to withdraw those children who do not follow the rules and regulations of the school or if parents themselves do not cooperate with the school authorities.
6. In order to enable the students to acquire sound principles of conduct, creativity and etiquettes, the school organizes various activities. Parents must encourage their ward's participation in all these activities.
7. English being the medium of instruction in the school, students are expected to speak only in English in the class and in the school premises.
8. Every student must bring a packed tiffin along with him/ her. No lunch packets or any other articles should be brought to the students by parents during school hours.
9. Parents/Students are forbidden to give gifts to the teachers on any occasion. No student is allowed to bring any gifts or costly item to distribute to his/her birthday. Only sweets are allowed (one good quality toffee). No big packets will be accepted.

10. The school doesn't hold itself responsible for injuries sustained by students while in the school. However, first aid will be rendered immediately and injuries necessitating hospital treatment attended to without delay.

11. Every student should take care of school property. Intentional damage to school property is a serious breach to school discipline will have to be made good by the defaulting students.

12. Students are forbidden to bring any electronic gadgets or other valuables to the school. If found disobeying, strict action will be taken against those students.

13. Every student should take care of his/her personal belongings. School authorities do not take on any responsibility for the loss of such belongings. The name of the student should be marked on the personal belongings to facilitate recovery if lost in the school premises.

14. Pupils with unkempt hair will be prevented from attending the school.

15. Boys should have decent haircut. No crew cut, no long hair.

16. Girls are not allowed to wear fancy earrings, bangles or finger rings. The growing of nails and use of nail polish is forbidden.

17. Fines which may be deemed necessary to be imposed on the students are only to improve or to enforce discipline.

18. The school reserves the right to dismiss the student whose diligence or progress in studies is unsatisfactory or whose conduct is harmful to other students or whose guardians show little interest in the progress of their wards. Habitual actions detrimental to the discipline and the morals of the school or grave insubordination and contempt of authority or non payment of fee is always sufficient reason for dismissal.

DECLARATION OF THE PARENTS

We have read the above rules and regulations and will earnestly strive to cooperate with the school and shall abide by them.

FATHER'S SIGN:-

MOTHER'S SIGN:-