

# ST. GREGORIOS PRE-PRIMARY SCHOOL TIMINGS

**SUMMER: 8:30 a.m. to 12.45 p.m. (March - Nov.)**

**WINTER: 9:00 a.m. to 1.15 p.m. (Dec. - Feb)**

## HOLIDAYS

**Besides Saturdays and Sundays the School will be closed on all Government approved Holidays.**

## ST. GREGORIOS PRE-PRIMARY SCHOOL: GENERAL RULES

1. To ensure a productive and respectful learning environment, St. Gregorios Pre primary school emphasizes the importance of punctuality and regular attendance. Students should arrive at the school at least ten minutes before the given timings in the morning. Late comers will not be allowed to attend the classes. School gates will be closed after 8:30 a.m. during summer & 9.00 a.m. during winter. Those who come late will not be let in; hence parents should strictly follow the school timings.
2. If anyone other than the parents comes to pick up the child from school, he/she must produce the parent's I-card.
3. Regularly check your child's school diary for notes, updates, and important information from teachers and school administrators. Acknowledge notes sent by the school authorities by signing and dating them in the diary. Every student should carry the School Diary and the I-Card every day to school.
4. To support academic success and reinforce learning, we expect students to complete homework assignments regularly and systematically. Guardians are requested to co-operate with the school authorities by checking up the home work of their wards and should follow it up.
5. To foster a culture of effective communication and to enhance language skills, we encourage all students to converse in English at all times while on school premises, except during other language classes. Use decent and respectful language at all times.
6. To maintain a positive and respectful learning environment, we expect all students to treat teachers, other staff and students with respect, kindness, and courtesy. Greet teachers and staff whenever they meet, using polite language avoid misbehaving or showing disrespect. We request parents/guardians to reinforce these expectations at home and encourage their child to demonstrate good behaviour and respect towards all. SGS student discipline policy is to maintain a conducive learning environment and we expect all students to adhere to the school's code of conduct.
7. SGS student dismissal policy reserves the right to dismiss any student whose behaviour is deemed detrimental to the well-being, safety, or education of

others. Grounds of dismissal include physical or verbal aggression towards staff, students and visitors, bullying, harassment, or intimidation, disruptive or destructive behaviour, possession or use of prohibited substances or materials and any other behaviour deemed harmful or unacceptable by the school administration.

8. SGS student grooming policy is to maintain a neat and respectful appearance of every student of the school. Students are expected to maintain good personal hygiene and grooming habit. Boys should neatly trim the hair and Girls should make a single plait of their hair with red rubber band. We request parents/guardians to reinforce these expectations at home and ensure that their children present themselves neatly and respectfully to school.
9. Students must wear the prescribed school uniform of the school every day during school hours, PTMs and functions organized by the school and adhere to the dress code (as given in the school diary). Uniforms should be clean, ironed, and worn correctly. Sikh students should wear blue turban on all days.
10. SGS leave policy ensures accurate attendance records and maintain open communication. When a student is absent for a day or part of a day, a note from the parent/guardian is required. A leave letter must be submitted on the following day, explaining the reason for the absence. Ensure the application includes the student's name, class, date of absence, and reason for absence. Leave applications should be submitted to the class teacher on the day the student returns to school. In case of prolonged leave due to sickness, hospitalization application should be submitted within three days and medical certificate should be submitted on the first day of joining the school.
11. Absence from school for merely social functions is strongly discouraged.
12. Doctor's appointments should not be scheduled during school hours.
13. A student who is habitually absent without a valid reason or explanation from the guardian for more than 10 consecutive days will face disciplinary action. The student's name may be struck off the school register and the re-admission, if granted, will be subject to payment of the admission fee. Parents/guardians are responsible for ensuring their child's regular attendance and providing valid reasons for absences.
14. Parents/guardians must notify the school immediately if their child is diagnosed with a contagious disease. Students who have been suffering from a contagious disease will not be allowed to attend school until they have fully recovered from the infection and has obtained a fitness certificate from a recognized medical practitioner. The fitness certificate must be submitted to the school authorities before the student is allowed to return to classes.
15. To ensure effective communication and maintain accurate records, we require parents/guardians to inform the school office and class teacher in writing of

any changes to address, phone number and email address etc. Please notify us promptly of any changes to ensure that we have the most up-to-date contact information.

16. To ensure the safety and security of all students and staff, we have the policy of not accepting lunch boxes, water bottles, or any other items sent by parents/guardians during school hours. This policy is in place to maintain the security and integrity of our school environment. Parents/guardians are encouraged to pack essential items, such as lunch and water, with their child before leaving for school.
17. Parents/guardians will not be permitted to take their children home after graded papers, unit tests, or other assessments. This is to maintain the school's discipline and routine, ensuring a productive learning environment for all students. Students will be dispersed at the regular time, unless prior arrangements have been made with the school administration.
18. To ensure fairness and maintain academic integrity, examination dates are clearly marked in the school diary. We request parents/guardians to plan their engagements and vacations carefully, taking into account the examination schedule, to ensure their child's academic success. If a student misses an examination, it will not be rescheduled or re-administered. Exceptions may be made only in cases of extreme illness or family emergency, with prior approval from the school administration.
19. To minimize disruptions and maintain a focused learning environment, parents/guardians are not permitted to visit their children or teachers during class hours. Exceptions may be made only with prior permission from the principal. Parents/guardians who wish to meet teachers must obtain prior permission from the principal. Parents/guardians may submit complaints, suggestions etc. to the principal via email at [principalsgs@yahoo.co.in](mailto:principalsgs@yahoo.co.in)
20. To ensure efficient communication and minimize disruptions, we have established specific meeting times for parents/guardians. You could meet the Principal on Wednesdays and Fridays (9:00 a.m. - 10:30 a.m.), the Vice-Principal on Monday to Friday (2:00 p.m. - 2:30 p.m.), the Pre-primary coordinator on Monday to Friday (1.00 p.m. - 2:00 p.m.). Parents/guardians must schedule an appointment in advance by sending an email to [receptionsgsdwarka@gmail.com](mailto:receptionsgsdwarka@gmail.com) or [sgsdwarka75@gmail.com](mailto:sgsdwarka75@gmail.com) and the appointment request must be sanctioned before the meeting can take place. Parents/guardians shall not visit their wards or teachers directly during class hours. Parents wishing to meet teachers must do so with the permission of the coordinator. No parents are permitted to carry electronic devices, including mobile phones, during meetings with the Chairman, Principal, or teachers.
21. The school emphasizes the importance of regular attendance and discourages

such as weddings, parties, or other non-essential events, is strongly discouraged. Parents/guardians are expected to prioritize their child's education and minimize absences for such reasons.

22. **Withdrawal Policy** - A minimum of one month's notice is required before withdrawing a child from the school. Alternatively, one month's fee may be paid in lieu of notice. All outstanding fees and dues for the academic year must be paid in full before applying for a Transfer Certificate. No Transfer Certificate will be issued until all dues are cleared.
23. **Electronic device policy:** To maintain a focused and distraction-free learning environment, school has prohibited Smartphones, Electronic gadgets (e.g. smart watches tablets, handheld games, MP3 players). Any prohibited device found on school premises will be confiscated and disciplinary action will be initiated. We appreciate your cooperation in supporting this policy, which helps us promote academic focus, safety, and responsible behavior.
24. To promote healthy eating habits and ensure student well-being, school discourages junk food or food purchased from street vendors (on or off school premises). Buying food from street vendors at the time of dispersal is strictly forbidden. Encourage your child to eat homemade food. Pack healthy, nutritious food in your child's lunchbox.
25. The school is not liable for the loss or damage of personal property. To minimize the risk of loss, we advise not to bring valuables such as jewellery, cash or any expensive personal items. Students are responsible for their personal belongings. Labelling books, bags, and other items can help prevent loss. We appreciate your support in reinforcing and encouraging your child to be mindful of their belongings.
26. Students may attend school in casual dress on their birthdays. However, the distribution of expensive gifts to classmates is strictly prohibited.
27. **Fee Payment Policy:**
  - (a) School fees shall be paid for all **12 months** of the academic year, irrespective of vacations or holidays. The last date for fee payment without late fine is the 15th of the first month of every Quarter. Parents should get a prior approval from the Chairman in case they want to pay the tuition fees on a monthly basis and submit the same to the fee department. The last date for clearing all pending fee dues before the closing of the academic session for classes Nursery, LKG and UKG is 15th February 2027 for those parents who have opted for the monthly plan of payment with special approval from the school. Accepted payment methods are cheque, NEFT, online payment through Edunext or demand draft. Cheques and demand draft should be drawn in favor of St. Gregorios Pre-Primary School for Classes Nursery, LKG & UKG. Parents should write their mobile number and child's admission number on the back of the cheque. NEFT details should be shared with

[feehelpline.stgregoriosschool@gmail.com](mailto:feehelpline.stgregoriosschool@gmail.com) mentioning ward's name and admission number.

- (b) A late fee of Rs. 5 per day will be charged for payments made after the 15th of the first month of every Quarter. A fine of Rs. 250 per cheque will be levied if the cheque bounces or is rejected.
- (c) If fee payment is delayed beyond one instalment, reminders will be sent to parents. After the 3rd reminder, the student's name will be struck off the rolls, and re-admission will require payment of pending fees by DD/NEFT.
- (d) Students who are habitually absent without a valid reason and prior information for more than 15 days may have their name struck off the school register. Re-admission, if granted, will require payment of admission fee. Obtaining 75% attendance is mandatory to appear in examinations.
- (e) Parents must clear all dues before applying for a TC. Applications for students discontinuing the next academic session should be submitted by the end of February of the current session.
- (f) Refund Policy: Except for security fees, all other fees once paid will not be refunded.
- (g) Transportation Fee: Transportation requirements should be informed at the beginning of the session. Transportation fee has to be paid bimonthly. A one-month prior notice is required to discontinue transportation facilities. Notice should be emailed to [transportinchargesgsdwarka@gmail.com](mailto:transportinchargesgsdwarka@gmail.com) or submitted in writing to the Transport in-charge.