



ABHINAV
GLOBAL SCHOOL

Affiliated and Accredited to CBSE, MHRD, Govt. of India

SECTOR-13, DWARKA, NEW DELHI-110078, INDIA

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CODE OF CONDUCT- PARENTS

INTRODUCTION

Abhinav Global School recognises the importance and value of a mutually supportive relationship between the school and the parents. The education of a child is best served when the school and parents share a commitment to collaboration, open lines of communication, mutual respect, when roles, responsibilities and expectations are clearly defined.

Coordinated efforts from the school and the parents will result in the best all-around development of the child.

The specifics referred to in this addendum to the Parent Code Of conduct are representative of, but not limited to conduct expectations for parents:

1. Exhibit a good example for students in their conduct, language and behavior while on campus or at school sponsored activities.
2. Refrain from criticism that disparages the reputation of the school or it's employees on any social media.
3. Ensure that children school regularly and arrive and are picked up on time.
4. Parents should not threaten or approach any students, staff or faculty member in any abusive manner.
5. Anyone not respecting the above guidelines may be asked to leave the school premises.

General Guidelines for Internal Process of The School

1. Section Change

The parents need to fill up the performa available at the reception and follow the due guidelines regarding the changing of section. Only genuine applications will be entertained.

2. Meeting with class Teacher

Parents may meet class teacher and subject teachers with prior appointment on any working day between 2:30 p.m. to 3:00 p.m. and Saturday, timings :- 10:00 am to 12:00 pm

3. Lost and Found

For misplaced items of your wards, kindly communicate the reception through telephonic medium or use the parent teacher communication page in the Almanac.

4. Rotation Policy

In each class the Rotation policy for sitting will be observed and each student will get a chance to sit in the front.

row.

5. Lunch box slip at gate

In case the child has forgotten to bring lunch, parents need to fill up the slip regarding the lunch box delivery available at the school gate before the lunch break timings.

6. Bonafide & Income Tax

Parents need to get the concerned form from the account department and fill it accordingly and can email to accounts@agsdwarka.com

7. Birthday Policy

From classes Nursery and KG, the student can wear a civil dress apart from the school uniform on his/her birthday.

8. Classwork in case of absenteeism

In case of absentism of your ward and if you want the classwork which is done in the class, please send a diary note or can fill the form at the school reception regarding the same.

9. Early Pickup in school working hours:-

Parents need to fill up the form at the school reception and it should be signed by the authorized signatory and then the student will be handed over to the parent.

10. Re issue of Id Cards:-

If any ward Id is lost , damaged or strip to be changed,parents need to fill up the google form for the same.

LINK:- <https://forms.gle/wwe33Ubw9ehiX3XK7>

11.How to apply leave:-

Parents need to send a prior application to the class teacher or send an email in school official id for sanctioning the leave.

(i) Regular leave - Parents need to send an application to the class teacher before going for the leave.

(ii) Medical leave - In case of medical leave parents need to submit the application or the doctor prescribed report at school mail id.

(iii) Exam leave - In case the student is unable to appear in exams due to any reasons parents need to submit the application to the class teacher or send an email in school official id and average marks will be assigned to the student.

12. Parents Teacher Meeting:-

We at Abhinav Global School, follow that the child is nurtured through bonding of Parents- Student - Teacher.

We, from time to time on a monthly basis, conduct Parent Teacher Meeting and invite parents to discuss about their child in the meeting with the subject, class teachers, head of school and the school management.

GUIDELINES FOR PARENTS FOR FEE PAYMENT

- **School session start from April and end in March every year.**
- **Tuition fees are payable for Twelve months in a year.**
- **Transport and Meal Charges are payable for Eleven months in a year.**
- **In case of a holiday falling on the 10th, the fee will be accepted on the next working day without fine.**
- **A fine of Rs.10 /- per day will have to be paid after the due date which is the 10th day of the first month of the quarter.**
- **Parents must obtain a receipt for the payments made.**

Modes of Payment

- **Cheque:**

Cheque can be deposited in favor of Abhinav Global School

- **UPI/ Google Pay, BHIM, PhonePe**

Add the school account details and transfer the amount

- **Credit/ Debit Card Machine**

Kindly visit school accounts section to pay fees via Credit Card or Debit Card

- **Bank Transfer/ NEFT/ IMPS:**

Account Name	Abhinav Global School
Account Number	2876201000256
Type of Account	Current Account
Name of the Bank	Canara Bank
IFSC/NEFT Code	CNRB0002876

After the transaction, parents are requested to fill the below form for reconciliation.

Link to form <https://forms.gle/6T3Qzjw8qAiAvL3Y8>

or

submit details on accounts@agsdwarka.com after paying fee online as per given:

Student Name, Class, Quarter, Date of transaction, Mode of Payment (NEFT/ IMPS), UTR No/Payment ID and amount transferred.

FEE FOR THE PERIOD	DATE
APRIL to JUNE (Including Annual Charge)	10th April
JULY to SEPTEMBER	10th July
OCTOBER to DECEMBER	10th October
JANUARY to MARCH	10th January

WITHDRAWAL

- ★ A clear one month's notice or a month's fee in lieu of the notice is to be paid before a pupil is withdrawn.
- ★ Transfer Certificates are not issued until all dues are settled.
- ★ Students can be asked to leave the school on the following grounds:
 - (a) Disciplinary
 - (b) Consecutive detention for two years in any class.
 - (c) The pupil fails thrice in the school.
- ★ If the school authority asks a student to be withdrawn, the question of a month's fee in lieu of the notice does not arise.
- ★ No correspondence concerning Transfer Certificate"s, leaves or absence, etc. is entertained by post. All such applications must be submitted in person.

MEDICAL

- ★ **School has an air-conditioned medical room, fully equipped to administer first-aid and cater to other medical issues that may occur in a school premises.**
- ★ **A full time school nurse is available in the school medical room to give first aid to the child in case of any need.**
- ★ **The school nurse from time to time sensitizes students about ongoing disease and how to take care.**
- ★ **If a student is suffering from any disease then a valid medical fitness certificate is submitted to the school nurse and then the student is allowed to enter the classroom so that other students do not suffer.**
- ★ **The school ensures primary medical aid to every student who has sustained any sort of injury or accident during school hours.**

School Library

Reading adds newer dimensions to the body of knowledge. The school believes in inculcating a reading culture that enhances and compliments the education system. Books capture the imagination of students. Students reconfirm their facts and open newer doors of intellect that are carefully chosen and made available to them.

Books on varied subjects are available in the school library from Kindergarten level. The school has subscriptions of newspapers and magazines to keep the students abreast with all that is happening around.

SCHOOL CAFETERIA

- 1. School has a canteen which aims to provide children with tasty food at competitive prices during the school day.**
- 2. Regular check up on the food tasting also happens in the school to maintain the quality of the food.**

TRANSPORT

- ★ **Application to avail School Transport Facility, Transport Cancellation and Change of Route Number is to be submitted to the Transport Incharge one month in advance. Non-adherence to this in case of Transport Cancellation will lead to payment of fees for transport for a month.**
- ★ **Buses will be available only on the routes & at stops fixed by the school. Any request for new stops will not be entertained. However, the school reserves the right to make any change if found inevitable.**
- ★ **Students must report at a scheduled stop ten minutes before the scheduled time at the “pick up” point”. Maids, helpers or drivers neither go to child’s house to pick up or drop nor do they ring the bell.**
- ★ **Students must travel by the route allocated to them & board the allocated bus only. Any alteration will require a written permission from the Transport Incharge.**
- ★ **Kindly don’t give verbal information to drivers or maids for temporary change of address. In case of any change, an application must be submitted and signed by the administrator and transport incharge.**
- ★ **Kindly refrain from calling the driver on his mobile phone as this can disturb him.**
- ★ **The students will not be allowed to get down on their way or opting a different route. To do so he/ she should submit a request signed by parents to the transport incharge & obtain special permission.**
- ★ **The facility will be canceled for those who damage any fittings or indulge in act of misbehavior /indiscipline in the bus. In such cases, the helper/driver is authorised to take immediate necessary steps & report to the Transport Incharge for further action, if necessary.**
- ★ **The school will not undertake any responsibility or liability whatsoever for delay, mechanical disorder or breakdown, accidents, etc. during journey to & from the school.**
- ★ **Each student shall obey the code of conduct of the school, any misconduct or violation is liable for action as per school rules. School gate closes 5 minutes after the given time, late comers must enter their reason for being late in school record in the diary, to be signed by the teachers and parents respectively.**