

STANES
ANGLO-INDIAN HIGHER SECONDARY SCHOOL
COONOOR - 643 101, THE NILGIRIS.

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Stanes Boarding Rules, Regulations and School Policies

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General

General rules and regulations;

1. The academic year begins during the first week of June and ends in the month of April.
2. There are two 'Term Holidays' during the academic year (i.e.) in September/October (during Pooja) and December/ January – (winter break). It is obligatory for the parents to take the child home during term holidays.
3. A calendar giving the details of the school events will be provided in the school diary. A copy will be made available to the parents.
4. Though every care is taken, the school authority will not be held responsible for any accident or mishap that may occur to the child.
5. As a rule, all that is against the law in the country is prohibited in the boarding school.
6. The Principal's decision is final.

Student's responsibility

1. The student should attend all classes and complete the given homework.
2. The student is expected to be on time and attend all classes without fail.
3. The student is expected to participate in all extra-curricular activities of the school and boarding-school.
4. The student must obey, respect and honor the educational staff/ instructors, as well as other school workers both in the school and in the boarding-school.
5. If the student visits a family for a weekend or holiday, while full responsibility lies with the hosting family, the student is expected to conduct himself / herself in a manner that is befitting the school.
6. The school property should be handled with care.

7. The student should take part in all group and individual chores pertaining to the upkeep of the dorm. He/she is expected to fulfill the chores in keeping his/her room, building and area clean and presentable.
8. The rules and regulations of the school should be adhered to strictly.

Parent's responsibility

1. The parent's full cooperation is very important especially when your child is in boarding school. We cannot over emphasize the importance of a healthy school/ parent relationship in the upbringing of your child.
2. The children need your constant encouragement and support. Your interest in their well being is greatly valued by them.
3. Parents are expected to familiarize themselves with the school and boarding rules and are requested to cooperate with the school and dorm parents.
4. Parents are expected to strictly maintain timings - telephone calls, visits, outings etc.
5. Parents must get to know and communicate regularly with their child's dorm parents and enquire about the child's progress not only in academics, sports and co- curricular activities but also in character building, discipline and social issues. Please call your child's dorm parent to discuss at least twice a month at the specified time.
6. Parents must attend 'Open Day' and other 'Meet Days' when scheduled.
7. The parent must go through the child's report/ progress card and discuss the same with the child, school and subject teachers as well as the Dorm parent.
8. The parent is expected to support the school in disciplinary action when taken.
9. Respect for the school authorities, Dorm parents and school property must be reinforced and encouraged at home.

10. The parents must try to make suitable arrangements for visits especially on month ends, or make arrangements to have their child stay with a guardian so that they get suitable family time and input.
11. Parents should call their child at least once a week, write emails and letters regularly. Children love receiving letters, cards, photos and little parcels
12. It is compulsory for you to nominate a Local Guardian (LG) for each year. (A person locally responsible for your child). Frequent changes are not allowed.
13. Any change in family status, separation, death and such must be communicated to the school authorities, Dean – residential, and Dorm parent, so that the child can be helped and counseled to cope with the changes.
14. Please intimate the change of postal address, email id and telephone numbers, of yourself as well as local guardian immediately , failing which the school will not be responsible of non- receipt of any communication addressed to parents or guardians.
15. Parents should fill in all required ID forms, medical update forms and such, accurately and in time.

List of timings

The parents can meet the following only at the specified timings given below.

Principal	:	One day prior appointment 9:00 a.m to 9:30 a.m & 4:00 p.m to 4:30 p.m
Head mistress	:	3:55 p.m to 4:15 p.m
First Assistant Academics	:	3:55 p.m to 4:15 p.m
Teacher's	:	3:55 p.m to 4:15 p.m
School office	:	9:30 a.m to 11:00 a.m

Applications for issue of any certificate should be submitted to the Office on Tuesdays or Thursdays between 10:00 a.m and 11:00 a.m.

The same can be obtained from the office the following Tuesday or Thursday between 10:00 a.m and 11:00 a.m, on working days only

Dorm rules

1. While most of the rules listed in the dairy are common to all dorms, some dorms may have specific rules. These will be intimated to the students and if required to the parents. These rules will be put up/ made available in the respective dorms.
2. The senior dorms may be given some privileges, like extended outing times, extended boundaries, ordering of food, use of gadgets, staying up late, and so forth; however these are privileges and not rights and may be withdrawn if misused by the students.
3. No boarding student can become a day scholar. If they wish to do so they will have to apply for their Transfer certificate. They will then have to reapply for admission. Readmission to the school is at the discretion of the Principal.
4. All day scholars have to be living with their parents or legal guardian (proof of legal guardianship may be asked to be submitted)
5. Strictly no day scholar will be allowed to live in any boarding or hostel facility other than the school boarding.
6. The students will keep only one set of keys for their personal belongings, i.e. Trunk, cupboard, tuck box. The remaining two keys are to be labeled and handed over to the Dorm parent. Loss of two keys will result in the student buying a new lock.
7. Dorm rotas, leader's duties, chores rota will be put up regularly. Students are expected to follow this as well as fully cooperate with student leaders and prefects. This builds up leadership qualities and independence as well as inter dependence.
8. Boarders will not be allowed to the dorm during school hours. (senior girls may be in the dorm during lunch break)
9. No day scholars are allowed in the dorms.
10. No boarder is to borrow anything from day scholars and vice versa.

11. Exchange of clothes, uniform and shoes as well as personal items like combs and so on are not allowed as it causes infections.
12. Calling other dorms – especially boys- girls, through the intercom is strictly not allowed.
13. It is compulsory to put all the clothes for wash with the 'Dhobi'. Washing of clothes is not allowed. Except undergarments.
14. Students are not allowed to possess or use personal heating, cooking or electrical appliances. In certain senior dorms the use of an iron box may be permitted once a week for a limited time.

Department

1. Hands in pocket, untidy dress/ uniform, scruffy looks, dirty shoes, and unkempt hair, unshaven and such are misdemeanors.
2. Littering the school, dorms, throwing things around, general untidiness is objectionable.
3. Being noisy, loud, shouting, jeering, heckling, booing, name calling, cat calls, hissing, name calling, mocking, whistling at any time is not allowed.
4. Appropriate cheering, clapping and noise are allowed on the play ground and at appropriate times only. However not during a service.
5. Whistling and cat calls are not allowed at any time, especially during cultural performances.
6. Silence is to be observed especially in study rooms.
7. Shouting and loud noises are not allowed in the dorms.
8. Students will enter and leave the dining hall in line and in an orderly manner.
9. Students will move quietly from place to place in a double line escorted by the dorm parents or leaders.
10. Use of profane or insulting language and immoral behavior will be considered as serious offences, the punishment for which can be expulsion from the school.

Courtesy

1. All students are required to be respectful and courteous to their peers, juniors, teachers, dorm parents, staff and all school authorities.
2. Physical or verbal bullying will be severely penalized.
3. Students are expected to obey the instructions, and respect staff members.
4. Movement in the School will be brisk, quiet and orderly, keeping to the left.
5. Visitors must be greeted respectfully and assisted.
6. Polite and friendly interactions to be carried out with peers, elders and subordinates.
7. As the school is an English medium school, conversation, at all times to be, strictly in English. This also ensures that all are included in the conversation.

Bullying and ragging

1. Any kind of bullying and ragging will be taken very seriously.
2. Any student found involved in or participating or even being a spectator to ragging or bullying is liable to be expelled.
3. Students are required to immediately bring it to notice of dorm parents/ Dean/ Principal if they are ragged or bullied, or if they are witness to it.

Punctuality

1. Please make it a habit to be 5 minutes before time for any activity. Tardiness will be strictly dealt with.
2. Coming late to class/activity will be dealt with by the concerned teacher, with a note to the Dorm parent. Repeaters will be placed on detention/ loss of privilege.
3. Reporting late after sanctioned leave/night or day out will be dealt with strictly, including a fine of Rupees 1000/-

Use of language

1. Students are expected to speak only in English.
2. All language both written and spoken should be respectful and courteous.
3. Abusive, vulgar, blasphemous, racist and offensive language is not allowed.
4. Use of vernacular language is (discouraged) not permitted at any time.
5. Use of abusive language is considered a grave offence and will invite immediate action against the offender.

Identity card

1. Every student must have a valid school ID card.
2. Any boarding student leaving the campus will only be allowed to go out with a person having an appropriate Identity Card.
3. Every student will be issued Five Identity Cards; one is the student ID card (from school) and the other four are the parent's/ guardian's Identity Cards. It is mandatory for every student to wear the Identity Card when he is out of his hostel room. The other Identity Cards will remain with the parent.
4. A total of four visitors (including parents) are permitted, at any given time.
5. Any visitor not having an ID card will only be allowed with a written (or scanned and emailed) authorization with photograph, from the parent.
6. Students and parents are requested to take care of their Identity Cards as these are an important part of the School's security system. Loss of a card must be reported immediately to the Dean/ Administrator and dorm parent. A duplicate card will be issued and charged for. We hope that this will rarely happen.

Communication

Contacting us

1. All communication especially regarding dates, permissions, intimations, information, enquiries, and such, with the school should be done on the email :
principal.stanescoonoor@gmail.com In the subject line please prefix: "Residential" on your 'subject' line
2. All parents should have an email id and are requested to check their email weekly. Any communication regarding the weekend will be emailed by Thursday 4 pm.
3. In case of an emergency, the parents may call the dorm parent (DP) on the telephone number provided by the school
4. For enquiries/suggestions/ complaints- parents are requested to contact the dorm parent (DP) between 11.30 am and 1.30 pm. During this time they will be available to attend to your call. (Not on Sundays and their off days- please check with the concerned DP) (Sunday timings 5 pm to 9 pm)
5. If your complaint/ enquiry is not sorted to your satisfaction by the dorm parent, please email the Dean-residential on principal.stanescoonoor@gmail.com or contact by telephone between 11.30 am and 1.30 pm on working days at the given school number.
6. The Principal may be contacted preferably by email at principal.stanescoonoor@gmail.com
7. For official purposes you are requested to contact the school office during working hours.
8. Accounts queries will be accepted in the office between 11.30 am and 1.30 pm.
9. All correspondence with the residential wing should be addressed to the Principal/Dean- residential
10. Parents who wish to meet the Principal, the Dean- residential life or Dorm parents (on days other than designated 'Meet Days') should make a prior appointment.

11. The Principal and Dean-residential, accounts office will not meet anyone on Sundays and holidays except on designated 'Open days'.
12. All applications and correspondence i.e. permissions for leave, exemptions, visits, late excuse letters, fees and such should be addressed to the Principal and routed via the Dean's office or dorm parents.

How we will keep in touch

1. Email is our preferred means of communication.
2. All parents are required to have an active email account. Communication for the week, when required, will be via email. Please check your email at least once a week (Thursday 4 pm).
3. Enquiries, complaints and correspondence will be replied through email or by phone, in most events, within 7 working days.
4. On some occasions a letter or an invitation card will be posted to your postal address.
5. Fees challans and bills will be posted to your postal address.
6. At times information and reminders may be sent via sms on your mobile phone. Please ensure that your mobile number is updated.
7. A copy of the exam results will be emailed to you after 'open day'.

Communication between parent and child

1. It is very important that the communication between parent and child is regular and consistent.
2. We encourage you to send them letters by post or email them. You may email them through the school id principal.stanescoonor@gmail.com Children love to receive letters and cards from their parents through post.
3. Parents may keep in touch through phone with their child at least once a week to a maximum of 2 calls a week. Please check the days and times with dorm parent. Please keep it brief.

4. Please note that new students will take some time to settle down and adjust to boarding life. During this time it is advisable not to call too often. Visits will not be allowed during the first month.
5. It is compulsory that children write letters to their parents once a month. Parents are also encouraged to write back to the child, send cards and so forth.
6. In case the child needs to speak to the parent urgently, they can with prior permission,(a note from the dorm parent) make a telephone call from the school office. Children from abroad may send an email or go out with the dorm parent to make a call. However this is not encouraged.
7. Letters and parcels will be routed to the child by the office through the DP. These will be handed over to the student during dinner. However parents are requested not to send expensive articles through post as these are often lost in the postal/ courier system.

Telephone Calls:

1. Parent can keep in touch through the phone with their child.
2. Please call atleast once a week to a maximum of 2 calls a week. Daily calls are not allowed. Please check with the dorm parents as to the time and date.
3. Calls are allowed only between 8.45 pm and 9.30pm on the assigned week days and Sundays for all between 5 pm to 9 pm.(Subject to their activity)
4. Parents can make calls to their children on the assigned numbers only during specified times. No calls will be taken during other times. Please check with your child's dorm parent for the assigned number.
5. No calls will be entertained during school class hours as well as during study time, activity time, prayer time and the like.
6. Students will not be excused to stay away from any activity on account of any phone call.

7. Phone calls are to be limited to a maximum of 5 min per student so as to keep the line available for others to receive calls as well. Please keep your calls brief.
8. Parents are to register their telephone numbers with the concerned dorm parents. Only calls from registered calls will be accepted on the dorm mobiles.
9. If you call from any number other than the numbers you have registered with the dorm mobile- then please call the assigned land line number.
10. No calls from anyone other than parents and local guardians will be allowed. Dorm parents are instructed to screen/ block inappropriate calls.
11. Any call received on the land line will be screened.
12. Students are not permitted to have personal mobile phones.
13. Dorm parents will accept calls from parents only between 11.30 am and 2 pm at the telephone number/ mobile provided by school. During this time they will usually be available to attend to your calls. Not on their off days (please check with the dorm parent concerned) Parents will not be able to speak to their children on these days.
14. Students are not allowed to use the mobiles of any staff or other individuals.

Visits, exits, leave policy

Visiting rules

1. Parents are expected to visit the School only on specified days and time as mentioned in the Annual School Calendar.
2. Usually visits are allowed on Sundays between 10.30 am and 7 pm. Parents can take the child out for the day. Children to be brought back before 7 pm for dinner. Dorm parent will have to be informed latest by 4 pm on the preceding Thursday if they wish to take the student out. Failing which the parents will not be allowed to take the child out.

3. Parents are discouraged to be on the school premises for extended times. Only 4 visitors per child will be allowed in the campus.
4. Parents are required to park their cars outside the school when they visit.
5. If there are special or major programmes on specified days/ Sundays/ month end, the children will have to attend the same and cannot be taken out of the school before the programmes ends and / or visits for the day may be cancelled.
6. If the student is taking part in any interschool event, he/she may not be allowed out that specific weekend. Especially for athletes during the month of July and September- due to training.
7. Each child must have a parent or local guardian,(with ID) who must come personally to fetch the child and drop him/her back. No child will be allowed in/ out of the school unaccompanied or by any person other than the registered person having a valid school identity card.
8. The parents/ local guardian must sign the 'in/ out' register.
9. It is mandatory for parents/local guardian and students to have an Identity Card.
10. Relatives or friends will not be permitted to visit a student unless a letter of authorization/ email from the parents together with the photograph of the visitor duly signed by the parents is submitted to the School.
11. No residential staff member is permitted to be the local guardian of the student, except in case of a particularly close relationship.
12. On arrival at the School, visitors must introduce themselves/ produce their identity to the dorm parent, who will send for the child concerned.
13. Parents or visitors shall not visit student dormitories, unless the child is being checked in/out.
14. A maximum of 4 visitors per child only will be allowed.

15. When parents/ local guardians visit the school they must conduct themselves in an appropriate manner and be only in the designated areas.
16. Strictly no visits will be allowed during school hours.
17. No visits will be allowed on undesignated, and week days and during activities.
18. No visitors will be allowed on campus between 7 pm and 7 am.
19. Frequent, unscheduled, untimely and uninformed visits will be regulated with a firm hand.
20. Time limits prescribed by the school must be strictly adhered to.
21. Exceptions will only be made if there is an emergency, or the child is ill and admitted at the clinic.

Outings and Exits

1. Night-outs, weekends are allowed only on specified days mentioned in the school calendar.
2. Parents have to intimate in writing/ by email, latest by 4pm on the preceding Thursday if they wish to take their children out for the specified day/ week end.
3. Any student leaving the Campus will only be allowed to go out with a person having an appropriate Identity Card issued by the School.
4. They are to return latest by 7 pm for dinner or by 7 am (without uniform and for breakfast) or 8 am (in uniform and having had breakfast) for the school working day. Dorm parent has to be informed about returning time when they are taken out.
5. No child will be accepted in school between 7 pm and 7 am.
6. Children not returning from a vacation or month end before the required time will be fined Rs 500/- per hour up to 9 pm on that day. After which they will not be permitted in school and have to make arrangements to stay the night out and meet the Principal in person the following day with a letter.

7. A fine for late coming will be levied at Rs 1000/- per day after a weekend or holiday.
8. Parents/ guardian will wait till the child has been received by the Dorm parent and sign in the register before leaving.
9. In case of coming back from medical leave the student has to bring a doctor's certificate, prescriptions and bills. They will have to meet the school Doctor for clearance, if they were in leave on account of a contagious disease.
10. In case of leave requested for special family occasions, like a wedding, then leave must be requested well in advance and the invitation card must be attached for proof.

Sick leave

1. A medical 'Fit' certificate is to be submitted on resuming school.
2. In case of contagious diseases and infections the school doctor should check and certify.
3. Prescription and Medical Bills will have to be submitted after a long absence. The Doctor's certificate alone will not be sufficient.

Parking of cars

1. No entry for outside vehicles (parent's cars) inside the school campus.
2. Parking of cars inside the school compound is not allowed.
3. When leaving for term/ year end the vehicle may be brought inside the campus only after the full clearance is given by the dorm parent, all the luggage brought out and ready for loading.
4. In case the child is ill, the vehicle will be allowed in to pick up the child after obtaining a note from the school nurse.

What is expected from parents during term breaks and holidays

1. All note and text books, diary to be taken home and gone through. They should be labeled and re-covered with brown paper, and plastic sheets.

2. Encourage your child to read the English news paper, magazines and appropriate novels.
3. Excessive TV and movie time, especially unmonitored and uncensored should not be allowed. However a little English news, Discovery channel and other knowledge channels may be allowed in moderation.
4. Encourage them to do their daily chores and be responsible for their own living space and belongings; as they do in school.
5. Please reinforce the values taught at school of respect and obedience to elders.
6. Encourage their hobbies or any new activity they wish to learn or master.
7. Spend quality time with them.
8. Go through their clothes and mend them. If required, replace unsuitable clothes.

Other policies

Prohibited Articles & Substances

It is our prime importance to care for the safety of all students and the school property; therefore the following is not permitted.

- ❖ Chewing Gum (Chewing of gum is strictly prohibited in the campus)
- ❖ Valuable items like, gold ornaments, jewellery, fancy watches, designer clothes, expensive watches etc.
- ❖ Pets.
- ❖ Fire works
- ❖ Holi colors
- ❖ Toy / replica of a gun or any game of destructive nature. Fire arms, ammunition.
- ❖ Pornographic material
- ❖ Medicine and drugs other than those recently prescribed by a Doctor.

- ❖ Chemical paints, thinner, whitener, acetone, solvents or other chemicals and poisonous substances.
- ❖ Flammable substances· Heavy belts, chains and heavy boots· Tobacco products, alcoholic drinks and banned food item.
- ❖ Mobile phones.
- ❖ Pocket knives, pen knives and any other dangerous instruments. (camping knives have to be deposited with the dorm parent)
- ❖ Digital gaming and video screening gadgets
- ❖ Video cameras.
- ❖ Any other objectionable material.
- ❖ Money retained without the knowledge of dorm parents, credit cards.

Restrictively Permitted Articles

Certain items as listed below will be permitted for certain higher classes. However please note that the school strongly discourages these as they cause unnecessary distraction. However, if you do have these they come under the following guide lines -

1. Items have to be declared in writing to the dorm parent as soon as they are bought into school. If necessary they have to be kept with the dorm parent.
2. They should be the basic model of the same. Expensive gadgets and high end models are strictly not permitted.
3. No child is allowed to photograph another person (student or staff) without their knowledge and permission. Distribution or uploading of photographs on any web site is not permitted without the permission of persons in the photograph.
4. The school takes no responsibility whatsoever for the loss, damage and theft of any such articles and these are bought in purely at the risk of the parent and child.
5. Any undeclared articles and use of articles in restricted zones or times will lead to the confiscation of the article, and it will not be returned.

6. For classes 9 and above a basic IPod, Mp3 player will be permitted. This is to be used and kept only in the dorm and only on weekends and holidays. Special permission is to be taken in writing if they wish to take it on outings, camps and other such excursions.
7. Only appropriate songs and other such materials will be permitted. Obscene or indecent lyrics are not allowed. Only English music is permitted.
8. Basic cameras are allowed from class 6 onwards. These are to be kept with the dorm parent and only used on outings, camps, excursions. On return from such excursions they are to be immediately handed over to the dorm parent.
9. Video cameras are not allowed.
10. The school reserves the right to check at any time, the material on personal music players and cameras.

Students are prohibited from

1. Leaving the school without permission and without a dorm parent.
2. Being in restricted areas, behind buildings, lonely or secluded areas, empty class rooms, terraces. So also being in the play grounds/ basket ball court after dark.
3. Visiting any other dorm without the consent of the Dorm parent.
4. Having exclusive boy/ girl relationships.
5. Starting a fire within the confines of the school or touching any of the fire extinguishers.
6. Playing with electricity. Use of private electrical appliances is forbidden.
7. Gluing stickers, sticking posters of any kind in the rooms or on any school property.
8. Writing, drawing, splashing ink, defacing, the school walls, furniture, and property.

9. Playing outdoor games in areas other than the designated playing areas causing breakages of windows and damaging wall.
10. Altering, carving on furniture.
11. Removing tube chokes, breaking light fixtures.
12. Breaking locks, even if it is their own.
13. Any commercial activity in school or town, including buying and selling without written permission of the Dean- residential.
14. Collecting money, contributions, and donations without written permission.
15. Hitch hiking.
16. Working for a salary.
17. Using a motor vehicle or a two wheeler.
18. Fasting.
19. Taking part in a protest of any kind.
20. Possessing or distribution of any obscene, pornographic material
21. Possessing and distributing any prohibited articles.
22. Smoking in and around the campus is strictly prohibited.
23. Spitting, including on the playing field.
24. Gambling.
25. Borrowing another child's possessions without permission which amounts to stealing.
26. Violation of any school or boarding-school regulations.
27. Gambling or smoking, consumption of alcohol, un prescribed medication and drugs on the school premises.
28. Leaving the school premises without written permission. Going outside the boundaries. (other than specified times, with permission, and with a DP)
29. Visiting town shops is allowed only within the boarding-school or forschool activities and with special written permission.

30. Boys visiting girls dorms and vice versa.

Damage to school property

Students are expected to take care of school property. Rough use, intentional damage and willful breakages will be dealt with very seriously.

1. For breakage and damage to the School property, a fine will be imposed on the errant student.
2. If an individual is not identified, then the same will be charged to the entire group of students involved.
3. The fine shall comprise of replacement cost plus a fine of 50% as the replacement cost. However, in case of accidental breakages, only the replacement cost of the article will be charged.
4. The Dean along with Administrator/ Dorm parent /Catering Manager will be the arbitrator in case of breakage within the boarding/dining hall. Head mistress/ 1st assistant will be the arbitrator in case of breakage in the academic block.
5. A fine will be levied on the child if he/she uses any electronic/ electrical gadgets that have been marked 'Not to be used by the students'.
6. Fines will be paid by the students from their pocket money if necessary.

School requisites

A list of school requisites will be given to each child. Please ensure that all the items are purchased.

Possessions:

1. Students are required to get items only as per the list provided by the school, not more, not less.
2. All the clothing and personal possessions must be clearly labeled and marked with the students name at the time of reporting to school. Unmarked items will not be permitted.
3. Cloth labels with the child's name to be stitched on **all** clothing items.

4. If using a permanent marker, or fabric paint, mark legibly in non visible places. For dark colored clothing a yellow permanent marker can be used.
5. It is the student's responsibility to look after their possessions.
6. Valuables including, pens, calculators and school bags must not be left unattended either in the classroom or elsewhere.
7. Prohibited articles must not be brought to school.
8. The school shall not be responsible for loss/damage theft/ for articles of the child during the course of their use in the school.
9. Students are expected to take all their belongings with them on any term or year end break that exceed 10 days. This to enable the parents to go through and if required mend/replace their child's belongings. It also enables the school to do routine maintenance work. In cases where it is not possible to take the belongings back then they may leave only one trunk behind on filling up an undertaking and making a payment in the office.
10. The school will dispose of any articles left behind and shall not be held responsible for any misplacement/ loss/ destruction of any article, bedding or clothing left behind by the student during holidays.
11. Used clothing like uniforms etc should be checked and mended and discarded if frayed, faded, or the child has outgrown them.
12. Any extra clothing or footwear given to the child should replace the old ones and not added on, as limited storage space is assigned to each child.
13. Children who are prone to bed wetting need to get extra sheets and blankets, as well as extra nightclothes of a thin material that will dry easily.
14. Please do not send any items that need special laundry care as this is not possible.

Trunks

1. It is compulsory to get a trunk of a size specified in the school requisites.

2. It should be locked and the 2 duplicate keys separately labeled and handed over to the dorm parent.
3. Soft luggage is not allowed. Unless it fits in to the trunk.
4. Although we strongly discourage students keeping their belongings behind, one trunk only may be kept in the school for the vacation at your own risk on a payment. (form to be filled and payment made at the office)

Prep / Study Time

1. The students should leave their respective dorms only five minutes before the commencement of the studies and should not be found loitering before study.
2. Students should bring all the required books and stationery necessary for study and should not leave the class room for any reason.
3. During the study students should not go to the toilet or to drink water etc.
4. Each student will be given a particular class and place to study and they are responsible for the furniture which they use.
5. The morning 6:00 a.m to 7:00 a.m studies will be only used for studying when there should be absolute silence. No discussion will be done.
6. The evening studies will be used for doing the homework and preparing for the next day's class.
7. When the students leave for dinner the lights should be switched off and the doors closed.
8. After dinner the students will immediately return to the class and should not be found standing and talking in front of the hostel dining hall.
9. Students are not to share their books pens, equipment.
10. Students are not to indulge in group studying.
11. No students are allowed to teach each other.

Extra Coaching

1. Extra tuition is not encouraged.
2. Wherever needed and possible the class and subject teacher will give extra help during the schools normal teaching hours.
3. However if there are specific weaknesses, the school will try to arrange for extra tuition. This will be based on a recommendation by the class/ subject teacher.
4. This will be subject to the availability of a teacher.
5. The parents will have to give a request in writing for extra tuition/ subject
6. The extra coaching fee will have to be borne by the parent.

Pocket money

1. No child is allowed to have any money with them. This is considered as "Black money". It gives the child unsupervised purchasing power and hence it leads to a lot of bad habits.
2. No money is to be given the child.
3. Any and all pocket money (over Rps 10/-) is to be deposited with the dorm parent. Any child found with money found on self, pocket/ cupboard will be liable to strict disciplinary action and the money confiscated.
4. Parents are requested NOT to pay any bills and to discourage the child from buying anything on credit form shops near the school. The children will be given their weekly pocket money on a Friday evening or Saturday or before an outing.
5. They are advised to spend wisely. Smaller children are more closely supervised during shopping.
6. Restricted items are not to be purchased.
7. On returning from the outing all remaining money has to be handed back to the dorm parent.

Travel

1. Stanes School does not make any travel arrangements or provide escorts for the students going on vacation.
2. On certain month ends, escorted travel may be organized to some common destination points like Annur and Coimbatore. Parents are to pick up their child at the mentioned time and place. Please confirm the availability of this service with your Dorm parent. This will be charged.
3. We strongly discourage children from travelling alone especially by train. Parents who arrange for such travel for their children do so entirely at their own risk.

Local guardian (LG)

1. Each child whose parent lives beyond 75 kms radius is required to have a local guardian nominated by the parents.
2. The local guardian should be a responsible adult who will stand in for the parent in case the parent is not available or in case of an emergency.
3. The LG should be informed as to his/ her responsibilities.
4. Ordinarily the school or hostel staff is not to be nominated as LG except if they are an exceptionally close family relative.
5. The LG is expected to attend the "Open days" and other "Meet days" in case the parents are not available.
6. The LG is expected to sign them out and take them home or make travel arrangements for the student during the term and year end.
7. The LG is expected to attend if called for, due to any disciplinary action or complaints.
8. In case of an emergency the LG should immediately be available.
9. All circulars, emails and information sent to the parent should be shared with the local guardian.
10. Any change of LG should immediately be intimated to the school in writing and new Id forms filled in.

Medical

1. The school has a clinic on campus with a residential nurse.
2. The school doctor attends daily to the sick children and is available in case of emergencies.
3. Emergency medical treatments will be arranged in inevitable cases. While the school management assures to take all possible precautions and care, the school management will not be responsible for any adverse consequences.
4. In case of hospitalization or any such, the services of 'Pushpa Hospital' will be utilized.
5. The school will inform the parents by telephone or via email in case of emergencies.
6. The school will inform the parents if in the case of minor illness the child does not respond to treatments within 5days.
7. Parent may visit the child for a maximum of 30 min with the permission of the Dorm Parent and Nurse on duty. Parents are not allowed to take the child out from the clinic, without the written permission of the dorm parent.
8. Phone calls to clinic are to be limited to a maximum of 5 min, twice a day.
9. Except in the case of an emergency, students may visit the clinic only during the times specified in the clinic.
10. Students must get the permission of the dorm parent and / or get an 'Ayyah' to accompany them to the clinic and report back to the dorm parent on return.
11. A Student who is sick cannot miss school and remain in the dorm but has to stay in the clinic.
12. In all cases the school will do its best to ensure that the child receives the best treatment possible. However the school is not responsible for any incident arising out of such treatments.
13. The parents are required to carefully fill in the medical form at the time of admission for the students personal medical file.

14. These files will not be given to the students. If any data given for treatments is needed, it may be photo copied and handed over to the student/ parent. The same should be done after obtaining permission from the Dean in writing. Photo copy charges applicable.
15. The Medical form has a list of medical services available in the town, kindly tick the preferred service in order of preference.
16. Parent consent is usually sought for treatments exceeding Rps 2000/- except in the case of an emergency or if the parent otherwise specifies.
17. On returning from term break and year end they are to fill in the 'update form' which records any illness or medical treatment during the vacations along with any prescriptions that need to be continued.
18. No child is allowed to self medicate themselves or have any drugs with them without the prescription of the school Doctor.
19. Parents are requested to complete all medical test and treatments wherever possible during the term breaks and year end especially dental, eye, chronic illness and overall medical checkup.

Disciplinary/ suspension/ expulsion policy

Disciplinary action policy

1. In order to maintain order and discipline in the school as well as to ensure that the values and morals of the school are not diluted, disciplinary action will be taken against those who show disregard for school policies and break the school rules.
2. Disciplinary actions are meant to call attention to the wrong doings and correct it. It also serves as a caution to others. It gives the child a chance to realize and accept the consequences of his behaviors, correct/ change his wrong doing, make amends to those that have been affected. It provides an opportunity for confession, repentance, and importantly restoration.

3. The purpose of disciplinary action is to improve the behavior of the child and hence enable them to be better adjusted. It aims at encouraging self discipline, maturity and responsibility.
4. Action will be taken by the concerned staff as they deem fit depending on the nature of offence, age of the offender and frequency of the offender's indiscipline.
5. The school will treat each case in fair and just manner. For this reason a Disciplinary Committee is formed to take up for serious offences. The disciplinary committee consisting of the Dean-RL, three Dorm parents, and the concerned staff will present their report and recommendation to the Principal. The Principal's decision is final.

Minor offences and first time offenders.

- ❖ In the case of minor offences an initial warning (verbal) may be given, however in case of a repetition, action will be taken.

Serious offences and repeat offenders

- ❖ In case of serious offences, especially involving bullying, violence, alcohol, drugs, pornographic material, theft, disrespect toward a staff, leaving school boundaries, immediate and strict action will be taken and may include immediate expulsion.
- ❖ It may be referred to the disciplinary committee if required.

Some possible disciplinary actions at different levels for breach of conduct/ breaking rules may include-

Dorm parents- detention, working/ studying in isolation, writing of lines, doing a research and presenting it, doing dorm related community work, withdrawal of a privilege, (movie, play time), tuck not being allowed for a certain period, a fine from the pocket money, early morning or evening training.

Dean- residential life- all of the above, plus school related community service, community work in the kitchen, dining hall or grounds, not being allowed for outings, shopping, games, special functions, restricted meal privileges. Parents may be informed.

Principal- all of the above, plus- Part suspension- (from school classes but may be allowed to stay in the boarding on a strict disciplinary

schedule). Full suspension – (from school and boarding.) The parents/ guardian will have to take the child home for the period stipulated. The Principal also reserves the right to expel any student.

Suspension and Expulsion Policy

With the larger interest of the student community in mind and in order to maintain the values of the School a student may be suspended or expelled, by the Principal of the School, on the recommendations of the Disciplinary Committee, on the following grounds.

1. Repeated disrespect to the School values and ethics.
2. Not been able to come up to the expected academic standards in spite of regular intervention.
3. Has, through his/ her behavior, brought the School community disrepute.
4. Medical condition that may harm the well being of others.
5. If involved in purchasing, selling or using any drugs or alcohol or prohibited articles of any kind.
6. Involvement in any commercial activities in school.
7. The use of physical or verbal violence, ragging or bullying.
8. Involved in any kind of stealing or theft.
9. Possession or distribution of any obscene, pornographic material.
10. Persistent disobedience or disregard to the boarding/school authorities, school rules and indulgence in prohibited activities.
11. Nonpayment of fees.
12. However “genuine” or “legitimate” the reason , any student leaving the School premises without written permission by the School Authority.
13. Repeated disrespect to superiors.
14. Poor conduct during activities.
15. Unethical acts- violence, disrespect, language; physical behavior towards peers/ seniors/ subordinates.

16. Poor attendance.
17. Showing disregard to the School discipline.
18. Breaking of School rules.

If at any time a student is expelled the balance fees for the entire year will have to be paid.

Complaint procedure

In case of any complaints or grievances the student/ parent has a number of available options. They can resolve the same either informally or formally, verbally or in writing.

The student/ parent can have an informal discussion with the dorm parent or give the same in writing.

If not satisfactorily dealt with it may be taken to the Dean-residential life.

If further intervention is needed the Principal may be contacted through the school office.

The purpose of the complaints procedure to resolve any wrong doing, injustice or difficulty in the system for the benefit of all concerned. All cases will be treated in a fair, just and reasonable manner.

Any complaint should be done respectfully with the aim of resolving the issue.

Complaint or disciplinary action against the student

During our student life (and as adults too) we are bound to make mistakes, sometimes knowingly and sometimes foolishly. But in order to learn from our mistakes and move on we must be able to

- ❖ First, acknowledge our mistake.
- ❖ Gracefully accept the consequences of our action- this includes disciplinary action.
- ❖ Apologize to those concerned, in writing if necessary.
- ❖ Make amends wherever necessary.
- ❖ Decide not to repeat the offence and learn from it.

School Co- and Extra curricular Activities

Stanes School arranges for a number of co and extracurricular activities especially for the boarding children. This helps in the all round development of the child.

At Stanes emphasis is placed not only in Academics but in developing the over all character and leadership of the child.

Sports, games, music, activity clubs, outings, camps, excursions, field trips, picnics, personality development, public speaking, character development, leadership training, competitions, and so forth.

All students should actively participate and take advantage of all hostel activities as a positive educational opportunity.

All activities are compulsory.

Music

1. All students have to learn one instrument of their choice.
2. The school is a center for..... .
3. Arrangements are made for the children to take their music grade exams in school itself.
4. The fees for the music exams will be communicated to the parents.
5. Students have to be in time for their music class.
6. Students are expected to take care of the instruments.

Sports and Games

1. Certain sports activities are organized by the school for the benefit of the children. Students are expected to take an active part in these and make an effort to excel in at least one sport.
2. Some evenings informal games are played, all boarders should participate.
3. Some holidays, group/ team games are organized for the students.
4. Runs and treks are also a regular part of the boarding activities.

5. All sports and games are compulsory unless exemption on medical grounds . Certificate to be produced and countersigned by school Doctor.
6. Appropriate hostel sports uniform and shoes are to be used during play.
7. Use of abusive language, swearing, booing, jeering, spitting and such are not allowed on the field.

Sunday school

Stanes School is a Christian school where Christian worship is an integral part of the school and boarding curriculum. Morning and night devotions, assemblies, group prayer and study also form a part of this instruction. Sunday school is part of the boarding school activities and is compulsory.

It is compulsory for all Christian students (standard 8 and above) to attend and participate in the Sunday service at the Union Church. Others are also encouraged if they so wish.

1. Students are to walk in twos, from school to church and visa versa.
2. Children are required to wear formal clothes to Sunday school.
3. No jeans, cargos, shorts, tracks, t-shirts, sweat shirts are allowed.
4. Formal shoes are to be worn. Trainers, floaters or sandals are not allowed.
5. Shirts to be tucked in.
6. Girls to also wear formal or traditional clothes.
7. No caps, hats or hoods are allowed except in winter, when a monkey cap may be allowed.
8. They are not to loiter around on the roads, or stop anywhere.
9. They are not allowed to buy anything from the shops on the way.
10. They are to take the required books and pens to Sunday school
11. They are to complete any given homework.

School outings

1. Students should remember that wherever they are they represent Stanes School and behave in ways that reflect the values taught in school.
2. They should follow the instructions given by the staff in charge especially the time frames and boundaries.
3. While walking outside school they should always walk in a line in twos.
4. At anytime they should not break away from the group. They are to move into shops in a minimum group of four.
5. They should remember and follow the buddy system. (every fifteen minutes, during boarding transport or when the whistle blows , look for the designated buddy and meet up with him/ her)
6. Students should not eat on the roadside or any unhygienic food.
7. The students have to wear the school/ boarding track jacket or School-t-shirt. School dress code is applicable when on outings as well.
8. Students should carry appropriate protective wear- sun caps, raincoats, umbrellas etc.
9. Students should ensure that they do not consume, open or pocket anything without having first paid for it.

Activity clubs- are planned each year. Students are to choose one club they are interested in.

Camps, field trips- as part of the yearly calendar a 2-3-days camp is planned to a nearby location. Field trip and outings are part of the hostel weekend programs.

Excursions and tours- these may be planned once a year during a short break. This may include going to popular tourist or historic destinations nationally or internationally. This will be charged extra and is optional.

Student Social Responsibility

Students are expected to show empathy to the less fortunate members of the society and contribute to their well being to spread happiness. On a regular basis, through the year, they visit various organizations and do voluntary work there and invite them over to school and entertain them. Students are expected to actively participate in them. They are also made aware of their responsibility towards the Environment and take proactive measures for the protection of the environment in all possible ways.

Food

Dining hall

1. The child has to give in their dietary preference at the beginning of the year. They will not be allowed to change in-between unless specified by a doctor. Limited changes will be allowed on receiving a written application after the midterm holiday. This has to be submitted within 2 days of school reopening.
2. No pork is served and allowed in school.
3. No shouting in the dining hall for any required item. Raise your hand if anything is needed, and wait.
4. Complaints if any should be brought to the notice of the caterer on duty or the staff on duty or the dorm parent, in an appropriate manner.
5. No wastage is allowed. The students have to eat all the food served.
6. For the younger children the quantity and meals are more carefully monitored so as to ensure there is a balanced healthy diet.
7. Students will not eat another child's food.
8. Proper table manners are to be observed, which includes eating with a spoon and fork.
9. Students are to maintain order while standing in line for their meals.
10. Students are to clear their plates, cutlery and glasses and put it in the appropriate place.

11. Students are to ensure they leave the table clean before they leave.
12. No waste is to be kept on the table.
13. Prayer before and after meals is to be said in a respectful and meaningful manner.
14. Students will not eat food from day scholars.
15. Students will not bring/ order food from outside without the permission of the dorm parent (this privilege may be allowed to senior dorms and on special occasions).
16. No dietary exceptions are made without the orders of the school doctor.
17. No caps, hats or hoods are allowed except in winter, when a monkey cap may be allowed.
18. Students will not wear slippers to the dining hall, only floaters with a back strap, or leather slippers will be allowed.
19. No shorts, track suits and sports uniform will be allowed in the dining hall unless an exemption is made by the caterer. (if the children are in the middle of a practice session or game)
20. Special meals 'diet' or 'sick' meals are supplied to children who are unwell or are in the clinic, on Doctors orders.

Tuck

1. The children will be allowed to open their tuck boxes as per the discretion of the dorm parent (at least twice a week).
2. Tuck has to be stored in a metal box for the size specified in the school requisites. The box has to be locked.
3. Please remember that the tuck items should be just a snack, and not a full meal.
4. Please send items in small packets that can be consumed in one sitting.
5. Please check the expiry/ 'best before' dates.
6. Do not send items that get rancid.

7. Unhealthy items, those containing excessive additives, colors, MSG etc should be avoided.
8. Table tuck items are allowed in the dining hall. These items may include energy drinks to add to the milk, pickles, any spiced condiments, sauces, jams, bread spreads and so forth.
9. Students are not permitted to keep Tuck, with them, in the hostel cupboard (but only in the tuck box). In the event of non compliance the Dorm parent will confiscate the Tuck.
10. The Tuck could include health items in small quantities items like chocolate, chips, juice boxes etc.
11. For those who wish the dorm parents to arrange for the tuck, adequate funds should be deposited in the sundries advance account.
12. Birthdays: Students may celebrate their birthdays in School, where they may invite their Dorm-mates (25-30). Cake, simple snacks and juice can be supplied by the School and billed to the parents. Parents are permitted to make a phone call/ visit their child between 4PM - 6PM on their birthday. (With prior information)

Dress Code

School

1. The school uniform specified in the school diary and all the rules mentioned in the school diary to be followed.
2. All students are to be neatly dressed in School uniform during School hours, School trips and official gatherings.
3. The shirt must be neatly tucked in.
4. Skirt length must not be higher than 2 inches from the centre of the knee cap in upright standing position.
5. Shoes to be polished and in good shape. Socks to be of specified length.
6. Low waist, loose tie-knot, folding and pushing up of shirt / blazer sleeves are not allowed.
7. Etiquette while dressed in School uniform is to be maintained.

Hostel dress code

General rules-Common to boys and girls

1. Hostel rules are to be followed on campus, for hostel outings, and while coming to and leaving school (on weekends and holidays)
2. During school hours and while representing school for any function or event outside the school, the school uniform and dress code (hair included), or the dress code specified by the concerned teacher is to be strictly followed.
3. School uniform is to be worn only during school hours. After school they are required to change into their casual dress or hostel sports kits as required.
4. Students are not allowed to mix school uniform with casual clothes at any time.
5. While it is important that they look presentable and smart, it is equally important that their dressing is modest and respectful.
6. The student is expected to understand the spirit/ idea/ reason behind these guidelines and follow them accordingly.
7. Please ensure that your clothes are well maintained, ironed and clean. They should not be torn, faded, crumpled, shabby and ill fitting (too big or too small).
8. While the following listed below are guidelines it does not include everything. In case of any doubt please enquire with the dorm parent. In the event of any doubt or ambiguity, please check with the DP/ Dean. Final decision will be made by the Principal.
9. No transparent or see through clothes will be allowed.
10. No inner garments should be visible in any posture.
11. No tight fitting and body hugging clothes will be allowed- all should be at least 2 inches larger than the body size including T- shirts.
12. All clothing must be free of inappropriate logos, pictures and wordings.

13. Only the top collar button will be allowed open. The collar cannot be worn turned up.
14. No religious ornaments of any kind is to be worn anywhere (on hand or neck or face).
15. Fancy belts, rings, trinkets, make-up sets, nail polish, hair dyes will be confiscated if brought to school
16. No caps will be allowed. Except if on the play ground and during outdoor excursions.
17. If any child is found repeatedly crossing or pushing the boundaries action will be taken.
18. If any clothes violate the dress code the dorm parent is empowered to confiscate it and replace it with appropriate clothes that will be billed to the parent.
19. Unacceptable appearances will cause disciplinary action as well as loss of privileges, including curtailed outings.

Foot wear- Common to Boys and Girls

1. Hawaii slippers / flip flops may be worn only in the dorm and not outside in public areas.
2. Only floaters, 'Crocs' and sandals, with a back strap will be allowed in the dining hall.
3. Trousers cannot be tucked into the shoes and must neatly cover the top of the shoes.
4. Girls to wear leather sandals, floaters to the dining hall.
5. Heavy army boots are not allowed

Hair and accessories – Common to Boys and Girls

1. Only a little oil or gel is permitted. Excessive amounts are prohibited.
2. No spiked hair.
3. No fringe is allowed.
4. No coloring of hair is allowed.

5. No fancy hair cut is allowed. Hair cuts should be such that it allows for easy combing and in the case of girls, easy tying up.
6. No extreme hair cuts or styles are allowed.
7. Shaving of the head partially or fully is not allowed without prior permission. (except in the case of a family member demise)
8. Children are not allowed to cut each other's hair.
9. No nose rings or body piercing allowed.
10. No tattoos or body painting allowed.
11. No bracelets, wrist bands, anklet's, necklaces, toe rings or finger rings are allowed.
12. No threads on wrist or any religious symbols are allowed.
13. A simple thin chain may be allowed as long as it is kept concealed.
14. Finger nails to be kept short , clean and unpainted.

Girls

1. Refer to ' Hair and accessories – Common to Boys and Girls'
2. The girls have a detailed dress code for years 12 and above. Please refer to Annexure
3. Hair should be neatly tied at all times.
4. It is highly recommended that boarding girls up till class 6 have a very short 'Bob' cut. This makes it easier to maintain grooming standards as well as keep the hair clean and free from lice.
5. As privilege girls Std 11 and 12 may leave their hair open, (but neatly pinned and combed) on Sundays. However, if unkempt they will have to tie it up.
6. Hair cuts should be in such a way that all hair can be easily plaited. For this reason hair cut in steps is not encouraged.
7. Girls are not allowed to cut each other's hair in the dorm without permission, strict action will be taken if found.
8. They will not leave the dorm with their hair wet and untied (especially in study rooms, and dining hall)

9. Hair should be kept off their forehead and face, with the help of simple hair bands (cloth is preferred and more effective), and clips.
10. As a privilege senior girls may be allowed with permission on outings a certain amount of appropriate accessories.
11. Only one single simple small earring stud is allowed. (In black or silver). No plastic brightly coloured earrings and fancy designs are allowed. No dangles are allowed.
12. No threads or bands on wrist.
13. No religious symbols are allowed.
14. No makeup is allowed.

Boys

1. No low waist, hipster trousers, jeans, cargos etc are allowed.
2. Narrow, slim, pencil fit, flared, bell bottoms are not allowed. The measurement of the bottom trouser cuff is to be between 14 inches to 16 inches only.
3. The pants are not to sweep the ground; it should cover the ankle and be worn above the hip.
4. Only the top collar button with be allowed open. The collar cannot be worn turned up or inside out
5. Thick heavy belts with heavy or fancy buckles will not allowed.
6. No bracelets, wrist bands, anklettes, necklaces, toe rings or finger rings are allowed.
7. No threads or bands on wrist.
8. No religious symbols are allowed.
9. A simple thin chain may be allowed as long as it is kept concealed.
10. Hawaii slippers / flip flops may be worn only in the dorm and not outside in public areas.
11. Only floaters and sandals, with a back strap will be allowed in the dining hall.

12. Shirts have to be tucked in at all times. Except on the sports field.
13. Torn, tattered and un hemmed, frayed jeans and trousers are not allowed.
14. Track pants, draw string pants and shorts are only allowed in the dorm or on the play ground
15. Only appropriate jeans, cargos and trousers are allowed in the study room and dining hall.
16. Folding up of half sleeve T-shirts and shirts is not allowed

Hair and grooming standards for Boys

1. Refer to ' Hair and accessories – Common to Boys and Girls'
2. Boy's hair should be cut short at the back and front. (One should not be able to get a hold of it in your hand, either in the front or back).
3. Hair styles have to be simple and easy to comb.
4. Extreme hair styles are not allowed.
5. Boys are not allowed to use any accessories on their head like hair bands etc.
6. In the case of boys the school barber will cut once a month or as required.
7. For those who shave it should be done daily. No stubble or beard is allowed.
8. Only use of Gillette or Old spice is allows as an after shave lotion. No other perfume is allowed least it be misused as a camouflage.
9. No sharing of razors, combs and other personal items.
10. No side burns longer than one inch from the top of the ear lobe is allowed.

Fee - payments

1. ALL FEES are to be paid by demand draft or cash (not cheques) drawn in favour of ' PRINCIPAL, STANES HIGHER SECOND-ARY SCHOOL , COONOR' payable at Coonor (Nilgiris). 'At Par' cheques may be accepted on seeking prior permission.
2. In all cases, only the amount realized, after deducting all bank charges will be credited to the students account.

New boarders:

1. Prospectus & application fee of Rs.200/- ; if by post Rs 250/-
2. On selection, Refundable Deposit, First term school fees and First term boarding fee are to be paid within 10 days of receiving the offer letter to confirm the seat.
3. Boarding fees are chargeable for 10 months, which are collected over four quarters.
4. Though fees are to be paid quarterly, parents are encouraged to pay the entire boarding fee in advance .
5. Admissions offered as 'Boarder' is NON-TRANSFERABLE and therefore cannot be changed to 'day-scholar'.

Current boarders:

1. The hostel term fee bill will be sent in May which includes
 - a) Boarding Fee
 - b) Laundry Charges
 - c) Extra curricular activities fees
 - d) Sundries Advance and pocket money
 - e) Refundable Deposit.
2. The First Term Fees are to be paid before commencement of school in June.

Notes :

Sundries advance & pocket money-

A Sundries Advance is to be maintained for a minimum of Rs.5000/- per term if parents expect the school to provide

emergency expenses such as uniforms, medical treatment, birthday party, sports equipment, costumes etc.

No purchase of items, on account of your children would be made unless there is sufficient advance in Sundries Account.

Refundable deposit:

If all the bills and advances (Sundries, outings and music exam fee, tuition etc) have been paid the Refundable Deposit, retaining Rs.5,000/- may be adjusted against the final term fees on specific request from parents. The retained amount will be adjusted against any dues and the balance would be refunded after the student leaves school.

Delayed payments:

The Boarding Fee are to be paid on or before the due date, i.e 1st Quarter 5th June; 2nd Quarter 5th September, 3rd Quarter 5th December; 4th Quarter 5th March.

In case the bill is not received by the due date mentioned PLEASE CONTACT THE SCHOOL OFFICE FOR DETAILS.

At the time of admission parents sign an agreement that they agree to pay the fees on time. Failure to do so may mean the following.

- a) Withholding of school reports and final exam certificates (Mark sheets, Transfer Certificate etc)
- b) Barring the student from returning to school after the holiday.
- c) Liable for the seat to be cancelled

Fines/penalties/forfeitures:

A fine of Rs25/- per day would be levied if the fees are paid after the due date.

A fine for unauthorized early leave or late return will be levied at Rs.1000/- per day

Admissions for the next academic year are finalized in April, hence parents who wish to withdraw their children at the end of academic year are to intimate the school by 28th of February in writing. If this is not done the Refundable Deposit WOULD BE FORFEITED.

If a student is expelled on disciplinary grounds or parents decide to withdraw their children during the academic year the remaining boarding fees are to be paid as the boarding place is likely to remain vacant.

The above rules are subject to change as the management deems fit.

Annexures

Dress code for hostel girls , above the age of 12

1. To be followed on campus, on hostel outings, and while coming to and leaving school (on weekends and holidays)
2. During school hours and while representing school in any function or event outside the school, the school uniform and dress code (hair included), or the dress code specified by the concerned teacher to be strictly followed.
3. The purpose of specifying a dress code is to help the girls make choices while dressing in a way that does not attract undue negative attention.
4. While it is important that they look presentable and smart, it is equally important that their dressing is sensible, modest and respectful.
5. The girls are expected to understand the spirit/ idea/ reason behind these guidelines and follow them accordingly.
6. If any child is found repeatedly crossing or pushing the boundaries suitable action will be taken.
7. Please ensure that your clothes are well maintained, ironed and clean. They should not be torn, faded, crumpled, shabby and ill fitting (too big or too small).
8. While the following listed below are guidelines, it is not all inclusive. In case of any doubt please inquire with the dorm parent. In the event of any doubt or ambiguity, final decision will be made by the Principal.

Note:

1. No transparent, see through clothes will be allowed.
2. No tight fitting and body hugging clothes will be allowed. All should be atleast 2 inches larger than body size including T- shirts.
3. All clothing must be free of inappropriate logos, pictures and wordings.
4. If any clothes violate the dress code the dorm parent is empowered to confiscate/ dispose of it and replace it with appropriate clothes that will be billed to the parent.

I. Tops, kurtas, kurtis, kameez, tunics, ladies shirts, T- shirts, etc

A slip/ petticoat/ to be worn at all times

1. Sleeve-:
 - ❖ No sleeveless is allowed.
 - ❖ Minimum length of sleeve is to be 6 inches.
 - ❖ Arm holes should not be too big.
2. Neck Line-:
 - ❖ Closed neck, or depth of neckline should be 2 inches or less from the collar bone.
 - ❖ Front slit/ opening should be not more than 6 inches, with hooks/ buttons **closed**.
 - ❖ Low necklines not allowed.
3. Length-:
 - ❖ All top wear should cover up to the 'bottom of the bottom' (approx 9 inches from the waist/navel)
 - ❖ In full bending position (touching the toes) the top should cover the trouser/ pant/jeans/ belt position by at least 2 inches and not expose the mid riff/ waist from any side.

- ❖ In full stretching position (arms stretched upwards) the side slit, if any, should cover the belt position by at least 2 inches and not expose the midriff and waist.
- ❖ Kutras/ kamees -can be up to 5 inches above the top of knee in standing position
- ❖ Tunics- can be up to 5 inches above the top of the knee in standing position
- ❖ Ladies formal collared shirts- only if worn with skirts (not pants or jeans) should be long enough to cover the full length of the abdomen up to the hips.

4. Side Slits-

- ❖ on kurtas should not be more than 6 inches and in arms up stretched positions should not expose the mid riff.

II. Trousers/ jeans/ pants/salwars

1. Leggings/ tights/ lycra or stretch churidars-

- ❖ Can only be worn under skirts, dresses, other pants/ trousers, PT shorts,
- ❖ Can be worn under long tunics or salwars (long i.e.- knee length, longer than knee length and **provided they don't have a side slit**)
- ❖ They cannot be skin colored or white

2. Pants/ trousers/ jeans-

- ❖ Pants/ Trousers/ Jeans are allowed provided they are not skinny jeans, tight fitting, low waist, body hugging or flared.
- ❖ Capri- (cut short below the knee) and 3/4th pants – allowed inside dorm , on treks and camps only.

3. Patiala pants, pajamas or churidars

- ❖ May be worn where appropriate under kameez or long kurtas

III. Dresses and skirts

- ❖ The length should cover the bottom of the knee in sitting position.

- ❖ Cycling shorts/ tights to be worn underneath the skirts.
- ❖ Tight fitting is not allowed. No hipster style skirts is allowed.
- ❖ The side slit should not be more than 5 inches
- ❖ No back slit is allowed.
- ❖ Skirts and dresses that are shorter than knee length may be worn on top of jeans, trousers or leggings (however they cannot be shorter than 2 inches above the knee in standing position)

IV. Saris

- ❖ Blouses should be modest and not low necked (depth 4 inches or less from collar bone) or low backed (not more than 6 inches)
- ❖ Blouses should not be too short, or sleeveless.
- ❖ Sari should be worn on the waist (on the navel) and not lower.

V. Traditional dresses-

- ❖ May be worn if desired, but it should meet all the requirements of the dress code- no sleeveless, not transparent, no tight fitting, no short tops and short skirts. The neck, sleeve and length specifications should match the above guidelines as well.

VI. Compulsory-

- ❖ 2 sets of formal /good/ party/ church wear.

Calendar 2012

JANUARY						
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FEBRUARY						
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APRIL						
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Calendar 2013

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Calendar 2014

JANUARY						
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CALENDAR OF EVENTS

Date	Day	June - 2012
1	Fri	Staff Retreat
2	Sat	Staff Picnic
3	Sun	Boarders return from 2.00 p.m
4	Mon	Boarders Return - 5.00 p.m.
		Distribution of school items to the boarders
5	Tue	School Re-opens
		Note book distribution
		Music list to be submitted to the Dean - Residential Life
		Boarding life training week
		New Reading - Senior Girls
6	Wed	Inter House Cross Country - fitness begins
		Music Classes begin
7	Tue	Investiture Ceremony Rehearsal
8	Fri	Spot the talent athletics - new admissions
		Note book checking (7.30 p.m. to 8.30 p.m.)
9	Sat	Investiture Ceremony
		Welcome ceremony / Investiture Ceremony / Group games
10	Sun	Sunday School, Night prayer - Senior boys
11	Mon	Sports Trials for Super Seniors
		Notice board - Senior Girls
12	Tue	Sports Trials for Seniors
13	Wed	Sports Trials for Sub Juniors
14	Thu	Sports Trials for Juniors
15	Fri	Sports Trials for Inters
16	Sat	Inter House Table Tennis begins
		Club Activity inauguration
		Stanes Basketball league begins
17	Sun	Sunday School, Night prayer - Senior Girls
18	Mon	Tuition begins
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Inter House Volley ball begins
		Holiday
		Dormwise activity
24	Sun	Sunday School - Night praheer - Inter Annex
25	Mon	Inter House Cross Country
26	Tue	Portions for declamations to be submitted to the Principal
27	Wed	
28	Thu	Staff Meeting at 4.00 p.m.
29	Fri	
30	Sat	Inter House Chess begins
		Workshop on health & hygiene - Farewell
		Outside dinner / shopping
No. of working days : 23		

CALENDAR OF EVENTS

Date	Day	July - 2012
1	Sun	Sunday School, Night prayer - Ashford Preparation for cultural programme begins
2	Mon	News reading - Senior boys
3	Tue	Inter House Sports - heats
4	Wed	Inter House Sports - heats
5	Thu	
6	Fri	
7	Sat	Inter House Annual Athletic Meet Hostel meet day - boarders go home
8	Sun	Sunday School - Night prayer - Junior Girls
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	Note book checking (7.30 p.m. to 8.30 p.m.)
14	Sat	Inter House Basketball begins Holiday Trekking
15	Sun	Sunday School / Night prayer - Junior boys Kalvi Valarchi Naal
16	Mon	List of participants to be given to the Principal for Declamation & Quiz Hostel Test begins
17	Tue	
18	Wed	Inter House English Declamation
19	Thu	Inter House Tamil / Hindi Declamation
20	Fri	
21	Sat	Cultural Programme - Group singing Inter House Super Quiz
22	Sun	Sunday School - Night prayer - staff
23	Mon	I Mid-Term / Monthly tests begin
24	Tue	
25	Wed	
26	Thu	Staff meeting at 4.00 p.m.
27	Fri	I. S. Table Tennis - Girls - Riverside
28	Sat	I. S. Table Tennis - Boys - St. Joseph's Boys Group Games / Shopping
29	Sun	Sunday School - Night prayer - Senior girls
30	Mon	
31	Tue	I Mid Term / Monthly test end
No. of working days : 24		

CALENDAR OF EVENTS

Date	Day	August - 2012
1	Wed	News Reading - Inter Annex Preparation for music test
2	Thu	
3	Fri	
4	Sat	I. S. Computer / EVS Quiz - BPS Club Activitiy
5	Sun	Sunday School, Night Prayer - Senior boys
6	Mon	I. S. Chess - Boys - Cresent
7	Tue	I. S. Chess - Girls - Hil
8	Wed	I. S. Math / Science Quiz - SJPS
9	Thu	Krishna Jeyanthi Notice board - Inter Annexe
10	Fri	Hostel Camp - Juniors & Seniors
11	Sat	Holiday
12	Sun	
13	Mon	
14	Tue	
15	Wed	Independence Day Social Service / Dorm Competition
16	Thu	I. S. Football - Boys (U14) - SJC
17	Fri	I. S. Football - Boys (U14) - SJC
18	Sat	I. S. Scripture Quiz - Stanes
19	Sun	Sunday School - Night prayer - Ashford
20	Mon	Ramzan Theme - dinner
21	Tue	I. S. Football - Boys U16 - SJC Music Test
22	Wed	I. S. Football - Boys U16 - SJC
23	Thu	I. S. Football - Boys U18 - SJC I. S. Football - SJPS
24	Fri	I. S. Football - Boys U19 - Heb I. S. Volleyball - Girls - SJPS Boarders go home at 5.00 p.m.
25	Sat	I. S. Football - Boys U19 - Heb I. S. Cultural Festival - Group Dance - JSS Holiday
26	Sun	Sunday School / Shoping
27	Mon	I. S. Volleyball - Boys - JSS
28	Tue	I. S. Volleyball - Boys - JSS
29	Wed	
30	Thu	Staff Meeting at 4.00 p.m.
31	Fri	Sisters Conference, Ooty
No. of working days : 22		

CALENDAR OF EVENTS

Date	Day	September - 2012
1	Sat	I. S. Cricket begins I. S. Cultural Festival - group dance Club Activity / preparation for cultural programme & music test
2	Sun	Sunday School - Night prayer - Junior boys
3	Mon	I. S. Cross Country 3rd / 14th Sep. New reading - Ashford
4	Tue	Teacher's Day Celebration I. S. Athletic - Heats
5	Wed	Teacher's Day I. S. Athletics - heats
6	Thu	I. S. Athletics - heats
7	Fri	I. S. Athletics - heats Note Book checking
8	Sat	Holiday Dormwise activity
9	Sun	Sunday School - Night prayer - Senior girls
10	Mon	I. S. Athletic Meet - MRC 10 - 13 Sept Notice Board - Ashford
11	Tue	
12	Wed	
13	Tue	I. S. Badminton (girls) 7th / 13th Sept
14	Fri	I. S. Shuttle Badminton - Boys - KPS
15	Sat	I. S. Shuttle Badminton - Boys - KPS Cultural Programme - Group dance
16	Sun	Sunday School - Night prayer - Senior boys
17	Mon	
18	Tue	
19	Wed	Vinayagar Chadurthi Black thunder
20	Thu	
21	Fri	
22	Sat	Group games - Day & Night Cricket match
23	Sun	Sunday School - Night prayer - Inter Annex
24	Mon	Music test / preparation for hostel test
25	Tue	
26	Wed	Workshop Memory Techniques
27	Thu	Inter House Cricket begins Staff meeting at 4.00 p.m. Note book checking (7.30 p.m. to 8.30 p.m.)
28	Fri	Boarders go home at 5.00 p.m.
29	Sat	Holiday Shopping with dinner
30	Sun	Sunday School - Night prayer - Ashford
No. of working days : 22		

CALENDAR OF EVENTS		
Date	Day	October - 2012
1	Mon	Hosel test begin
2	Tue	Gandhi Jeyanthi
		Workshop
3	Wed	
4	Thu	
5	Fri	
6	Sat	Club activity
7	Sun	Sunday School, Night prayer - Junior Girls
8	Mon	
9	Tue	Notice Board - Junior Girls
10	Wed	
11	Thu	I. S. Swimming KPS
		Quarterly / 2nd Trimester Examinations begin
12	Fri	Note book checking (7.30 p.m. to 8.30 p.m.)
13	Sat	Holiday
		Dorm Party
14	Sun	Sunday School - Night prayer - Junior boys
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	I. S. Tennis - (Boys & Girls) - LMS & LAW
20	Sat	I. S. Tennis - (Boys & Girls) - LMS & LAW
21	Sun	
22	Mon	
23	Tue	Ayutha Pooja
24	Wed	Vijaya Dhasami
		Hostel excursion
25	Thu	
26	Fri	Bakrid
27	Sat	
28	Sun	Boarders return by 5.00 p.m.
29	Mon	
30	Tue	I. S. Debate & Quiz - LMS
31	Wed	
No. of working days : 19		

CALENDAR OF EVENTS

Date	Day	November - 2012
1	Thu	News Reading - Junior boys
2	Fri	I. S. Basketball - Boys - LAW
		Note book checking (7.30 p.m. to 8.30 p.m.)
3	Sat	Hr. Sec. Scripture Memory Verse & Exam
		I. S. Basketball - boys - LAW
		Club activity
4	Sun	Sunday School, Night prayer - staff
5	Mon	I. S. Basketball - girls - LMS
6	Tue	I. S. Basketball - girls - LMS
7	Wed	
8	Thu	
9	Fri	I. S. Singing (Solo & Group) - LMS
10	Sat	Boarders go home 1.00 p.m.
11	Sun	
12	Mon	
13	Tue	Diwali
14	Wed	Children's Day
		Boarders return by 5.00 p.m.
15	Thu	Children's day celebrations
		Notice Board - Junior boys
16	Fri	I. S. Debate - Oratorica - SJC
17	Sat	I. S. Drama - Stanes
		Group Gams - Shopping - dinner outing
18	Sun	Sunday School - Night prayer - Senior Girls
19	Mon	I. S. Hockey - Girls - LMS
		Hostel test begins
20	Tue	I. S. Hockey - Girls - LMS
21	Wed	I. S. Hockey - Boys - Hebron
22	Thu	I. S. Hockey - Boys - Hebron
23	Fri	I. S. Hockey - Boys - Hebron
		Career Guidance
		Note book checking (7.30 p.m. to 8.30 p.m.)
24	Sat	Career Guidance
		Joint Carol Service - SJC
		Holiday
		Workshop - Juniors - dorm wise activities
		Children's Day Celebration - Theme Dinner
25	Sun	Muhurram
		Sunday School - Night prayer - Senior boys
26	Mon	Preparation for hostel test
27	Tue	
28	Wed	1st Dress Rehearsal
29	Thu	2nd Dress Rehearsal
30	Fri	Hostel Annual Day - Rehearsal
No. of working days : 22		

CALENDAR OF EVENTS

Date	Day	December - 2012
1	Sat	Carol Service Christmas Carol Rounds
2	Sun	Sunday School - Night prayer - Inter Annex Christmas Carol Rounds
3	Mon	Hostel Test begins / News Reading - Senior Girls
4	Tue	
5	Wed	
6	Thu	
7	Fri	Notebook checking (7.30 p.m. to 8.30 p.m.)
8	Sat	Holiday Visit to home for the aged
9	Sun	Sunday School - Night prayer - Ashford
10	Mon	
11	Tue	
12	Wed	
13	Thu	Half-yearly / II Trimester examinations begin
14	Fri	
15	Sat	
16	Sun	Sunday School, Night prayer - Junior Girls
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Half-yearly / II Trimester examination end Boarders go home at 1.00 p.m. Hostel Annual Day - 5.30 p.m. to 8.00 p.m. / Parents Meet
23	Sun	
24	Mon	
25	Tue	Christmas
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	
No. of working days : 18		

CALENDAR OF EVENTS		
Date	Day	January - 2013
1	Tue	Std. X and XII Boarders return by 5.00 p.m.
2	Wes	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	
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15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	Std. I to IX & XI boarders return at 5.00 p.m.
21	Mon	Portions for Varughese General Knowledge Quiz to be submitted
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	Republic Day
		Social Service / Retreat - Std. XII - 2.00 p.m. to 5.00 p.m.
27	Sun	Sunday School - Night prayer - Junior boys
28	Mon	I. S. Elocution (Std. IX & XI) - KPS
29	Tue	
30	Wed	Varughese General Knowledge Exam
31	Thu	Staff Meeting at 4.00 p.m.
No. of working days : 10		

CALENDAR OF EVENTS		
Date	Day	February - 2013
1	Fri	
2	Sat	Scripture Memory Verse Competition and Written Exam
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	I. S. Football (Girls) JSS
8	Fri	I. S. Football (Girls) JSS
9	Sat	I. S. Debate (Juniors upto IX) BPS
		Holiday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	II Mid Term / Monthly tests begin
15	Fri	
16	Sat	Davidar Memorial Music Competition - Instrumental Davidar Memorial Essay Writing Competition - Std. X
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	II Mid Term / Monthly tests
23	Sat	Thanksgiving Service - Std. XII
24	Sun	
25	Mon	
26	Tue	
27	Wed	1st Dress Rehearsal
28	Thu	Bissel Prize meeting
		2nd Dress Rehearsal
		Staff Meeting at 4.00 p.m.
No. of working days : 23		

CALENDAR OF EVENTS		
Date	Day	March - 2013
1	Fri	
2	Sat	Annual Parents & Prize Giving Day
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Holiday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Thanksgiving Service - Std. X
24	Sun	
25	Mon	
26	Tue	
27	Wed	Annual / 3rd Trimester Examination begins
28	Thu	
29	Fri	
30	Sat	Holiday
31	Sun	
No. of working days : 24		

CALENDAR OF EVENTS

Date	Day	April - 2013
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	Annual / 3rd Trimester Examination ends Boarding go home at 5.00 p.m.
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
No. of working days : 5		