



BANEGAR ENGLISH HIGH SCHOOL

&

HAFIZA BANEGAR JUNIOR COLLEGE OF ARTS, SCIENCE & COMMERCE.

MIRA ROAD (E)

Section: Primary & Secondary Section



Rules of Discipline:

1. Regularity and implicit obedience are expected in the school.
2. Politeness and courtesy of speech and conduct as well as cleanliness of dress and person are to strictly followed.
3. Any reported or observed objectionable conduct out of the school on the part of the pupils will make them liable for disciplinary action.
4. No student should leave the school premises during school working hours without the written permission of the school Authorities.
5. Students must attend physical education, games and other activities during or after School hours when required to do so. Participation in such occasion will be deemed compulsory by the School Authorities. However they will be excused from participation only on a previous written recommendation from a registered Medical Practitioner.
6. No absentee or late arrival after the assembly may be admitted to class without the signature of Principal or Section incharge on the Absence/Late attendance Record page of the School Calendar.
7. Any damage done to the school property or premises is to be made good by the concerned students.
8. ONLY ENGLISH must be spoken within the school premises, Defaulters will be punished with a fine.
9. Presents and gifts to members of the staff and other demonstrations in their honour required previous sanction of the School Authorities.
10. All the students must carry his / her School calendar daily. No pages should be torn. In case, any student is reported to be without calendar, he/she will be punished.
11. Students should realize that they are responsible to the school authorities not only for their conduct in the school but also for their general behavior outside.
12. Any student who is persistently insubordinate or is repeated willfully mischievous or is guilty of malpractices in connection with examinations or has committed an act of serious indiscipline or who in the opinion of the Principal has unwholesome influence in his/her fellow students may be removed from the rolls temporarily or permanently depending on the gravity of the offence.
13. Application of mehandi is not allowed except on Eid-occasion. (Ramadhan & Eid-ul-Adha)

Instructions:

School Calendar must be brought every day and followed in detail.

Daily lessons, Reports, notice and Homework should be taken down. Parents should regularly check this calendar and sign the reports. This enhances and promotes the tone of studies and discipline of the students.

Special Instructions for Parents:

1. There will be 2 unit test and 2 semester exams for I – IX.
2. Parents are not allowed to visit the classroom during school hours unless they are called for.
3. Parents can see the teachers during visiting hours only.
4. Parents must check the calendar and home-work regularly.
5. Parents are requested to notify the school authorities of any change in their address or mobile no in school Calendar.
6. When communicating with the Principal and supervisor, the parent should mention the name, class and division of their ward.
7. The Parents/Guardians shall be solely responsible if their ward abscond enroute to or from the school and no blame may apporportioned to the school authorities. To teach the quality of punctuality, late comers will not be entertained in all section.
8. Rules of Admission, Examinations and promotions shall be based on the set-guidelines, Parents are requested to refer to the intimations/notice displayed on the school NOTICE BOARD.
9. All school activities are compulsory.
10. As per C.C.E pattern appearing for all exams written as well as orals(tools) is compulsory for I-VIII

Leave and Absence:

1. Leave of absence is not granted excepted for serious reasons and only on previous written application of parents or guardians inserted in the Leave Record page of this School Calendar. In case of illness where the application cannot be sent in advance, a leave letter should be posted or hand delivered on the first day of absence with medical certificate & fitness certificate.
2. As a rule, leave for purely social purposes is not granted. However, not more than one day's leave of absence is granted for attendance at a brother or sister's wedding and half day for that of a more distant relation.
3. Absence without leave for wedding, feasts etc. is punishable at the Principal's discretion.

P.T.O.

4. Repeated or prolonged absence without leave renders the students liable to dismissal.
5. Leave of absence will not ordinarily be given on the first and last days of the term.
6. Except on duly certified grounds, no extension of vacation is allowed.
7. All are expected to attend the SCHOOL ON RE-OPENING DAY AFTER THE VACATION. Absence without previous written leave renders the pupil to being struck off the rolls; more information in this case will not suffice. Re-admission is possible subject to vacancies.
8. On resuming School, the absentee must produce his/her parents written explanation of his/her absence on the Absence Record page of their School Calendar. Failure to produce such explanation may result in the pupil being sent home in these circumstances and the School disclaims all responsibility for his/her safety.
9. Pupils who leave without due notice or keep away from School for over a week, offering no explanation for their absence, will be struck off the rolls.
10. No pupils will be allowed sectional or religious holidays for more than one day in a month without prior written application.
11. Pupils who have been recently suffering from or exposed to any infectious disease will not be allowed to attend School unless they bring a doctor's certificate stating that the period of quarantine is over.
12. All application for bonafide, L.C. B.C., fees structure, railway concession must to submitted as per the format in school calendar a week in advance.
13. Fees once paid will not be refunded.
14. Give brief details of any significant illness or disabilities the student has or may have had in the past. Submit Medical/Fitness Certificate for the same in school office.
15. 100% attendance is must in both term.

Fees:

A school fee is accepted from 1st to 15th of every month. If the student fails to pay the fees in time he/she will be asked to pay the fine of Rs. 50/- per month. And even then if fees are not paid, after three month, the students name will be struck off.

Fees collected together:

1. June and 1st term in June with miscellaneous fees.
2. Nov. and 2nd term in November.
3. March, April and May in March.
4. S.S.C. - Dec, Jan., Feb., March, April, May fees in January month.

Withdrawal:

1. A calendar month's notice is to be given before the withdrawal of a student or the fees will be charged. Such notice should be given in writing by the person responsible for the student and not by the student himself/herself.
2. Leaving certificate will not be issued until all sums due to the school have been duly paid.

Bonafides and trust letter:

A week notice is to be given in writing and it will be issued only once in same academic year.

To,
The Principal,
Banegar English High School,
Off, Lodhia Road, Banegar English School Lane,
Opp. Saryu Sargam Bldg., Naya Nagar,
Mira Road (E), Dist: Thane – 401107

Date: _____

Dear Sir/Madam,

I have read the rules and regulations of this school as well as Recommendations to parents and I agree to see that they are strictly observed by me and my ward.

Master / Miss _____ studying in standard _____ Division _____.

I also agree to co-operate with the Principal in the interest of my ward and of the school.

Yours faithfully,
Signature of the Parents / Guardian