

SAIBABA CENTRAL SCHOOL



*Saibaba Foundation* is a non-commercial organization with a lofty socio-spiritual vision. The School is in every respect a non-profit venture and is run as an act of selfless devotion to

Sri Sai Baba. The School understands that any increase in fees has an impact on parents, and thus always endeavours to keep the increases to a minimum in keeping with our intent of making the School accessible to families from all socio-economic backgrounds.

Demanding curriculum diversification, rapidly increasing use of computer technology and other resource enhancements combine to put ever-increasing pressures on our School budget if we are to stay at the leading edge of educational excellence and promise. The School trusts that the parents will appreciate and support our earnest efforts.



## Manual **OF** Policies

*Annexe to the Prospectus*



SAIBABA CENTRAL SCHOOL



ONGOLE

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[www.saibabaschool.com](http://www.saibabaschool.com) | [www.saibabaschool.ac.in](http://www.saibabaschool.ac.in)  
[www.saibabaschool.edu.in](http://www.saibabaschool.edu.in) | [info@saibabaschool.com](mailto:info@saibabaschool.com)

The School will be firm, consistent and fair in carrying out its code of discipline. Any changes, additions and amendments shall be posted on our School website. Some details of the code of discipline and the set of regulations and standards adhered to by the School are:



#### ADMISSIONS

All applications for admission to the School are to be duly registered and made on the prescribed form supplied by the School. A child who will be at least 3 years of age before 1st of June is eligible for admission to the pre-School. Students who are approved for admission will be notified. To hold the student's place, the non-refundable School fee must be received by the School within 3 days of the admission approval. Regarding the approval or denial of any application for admission or re-admission, the decision of the School Admission Committee is final.

#### ATTENDANCE & DEPARTURE

Regular and punctual attendance is obligatory. Prior application (in writing) by the parents, and permission from the Principal are required for any nonattendance to the School. The School expects complete co-operation of the parents in ensuring regular School attendance of their children. Pupils with an excellent attendance record are aptly rewarded and the achievement is emphasized in the pupil's Record of Achievements. If a child is unable to attend the School for any unexpected reason, the absence must be duly reported to the Office (by telephone) before 9:00 a.m. Students who are late must obtain permission from the Office to enter the classrooms. Children are to leave the School campus immediately after the School is closed. Supervision is not provided after the School dismissal time. Parents have to make proper arrangements for their children's safe conveyance home.

The School is a closed campus. Students are not permitted to leave the School campus during the School hours unless a parent or a parent designee has first signed out the student from the Office and accompanies them. Parents/visitors are not permitted to enter the classrooms.



#### HOLIDAYS

The School will be closed on Sundays, on all public and state-mandated holidays and during the scheduled School holidays. In the interests of the safety of the School Community, the School Management may close the School in response to heavy rains, cyclones, bandhs and blockades. In the event of such unanticipated emergency closures of the School, advance intimation to parents may not be possible. The School days missed because of emergencies will be made up according to a School Cancellation Make-Up Schedule.



#### ESSENTIALS

The pupils should possess all textbooks, notebooks, the Homework Diary, pens & pencils, slate & slate-pencils, science & maths toolkits, stationery, etc., as prescribed by the School. They must bring them to School in accordance with the time-table, lesson-plans and homework.



#### ITEMS NOT ALLOWED

Students are not allowed to bring to the School campus articles such as cellular telephones, digital music players, electronic games, toys or any other articles not related to their schoolwork and any items of personal value such as cash and jewelry.



#### UNIFORM & DRESS CODE

All students should attend the School in clean and well-pressed uniform, and be well-groomed and tidy. The prescribed uniform (including the School ID tag, belt, shoes, etc.) is obligatory on all School days. Except on a student's birthday, no student is exempted from wearing the uniform for any reason whatsoever, including religious vows etc. Parents are requested to assist the School by ensuring that their son/daughter maintains the highest standard of dress, cleanliness and personal appearance. Sports uniform is to be worn on Saturdays. Detailed specifications of the School uniform can be obtained from the Office.



#### GRADING & EVALUATION



The School adheres to the grading and evaluation policy as enjoined by the CBSE. The performance criteria for grading children is based on a wide variety of evaluation tools with an emphasis on formative testing. In the academic assessment of a student the absolute marks are translated into a grading systems. Projects, lab practical exercises and school assignments are part of the evaluation system. The student's Achievement Records are formulated accordingly and sent to the parents periodically.

#### PARENTS MEETINGS

Parents Meetings will be organized by the Principal from time to time to discuss and review the cumulative progress of the students. Attending the Parents Meetings is essential. At other times, parents can meet the Principal, by prior appointment, to discuss any matter concerning the student's progress in the School. If any parents wish to meet their child's teachers, they may do so as arranged by the Principal. Parents are not permitted to meet the teachers during their teaching hours.



#### LUNCH & DINING

The School provides a dining facility for the children to lunch. Care-takers will be present to supervise and assist. Parents and visitors are not allowed in the School's dining space. Lunches must be delivered to the school gate by 11.45 a.m. The lunches should be marked / tagged with the child's full name and class.



#### USE OF TELEPHONES

Cell phones are not permitted on the School campus. Students may use the School phone for emergencies only. Parents are advised not to interrupt a class by calling the School to give their child a message. All communications should be made in the morning before the child leaves for school. Students who participate in scheduled co-curricular activities, science clubs or any such activities which require their attendance after the regular school hours, need to make necessary arrangements in advance.



#### MEDICAL EMERGENCIES

In case of any illness or any accidental injury to the student, the School will not provide any medication except standard First Aid. If necessary, parents will be informed on the emergency phone-contact number provided on the Admission Application. Plans and arrangements for the child's treatment and transportation have to be made by the parents.



#### USE OF INTERNET & COMPUTER LAB

Parents are required to review and sign an Internet Contract for any student using the Internet in the School. In addition, students are expected to abide by the Lab regulations, and any student who disobeys the rules will lose the privilege of using School computers and his/her e-mail ID for a designated time. Parents will be informed of any misuse. Any damage to the electronic hardware caused by a student (deliberately or inadvertently) shall be billed to the parents.



#### LOST & FOUND

Unmarked lost articles of children found on the School campus are collected and stored in the Lost and Found Box located in the Office. The Box is available for retrieval of items during regular School hours. Parents may check for their child's lost belongings. Items not claimed are donated to charity. Parents are strongly advised not to send any money, jewelry and other such valuables with their children to the School. The School assumes no responsibility for the loss or theft on such valuables.



In addition to the policies mentioned here, any other policy decisions the School makes from time to time shall be communicated to the parents and the students through circulars, the School Diary and our School's official website,  
[www.saibabaschool.com](http://www.saibabaschool.com) / [www.saibabaschool.ac.in](http://www.saibabaschool.ac.in) / [www.saibabaschool.edu.in](http://www.saibabaschool.edu.in)