

GENERAL INFORMATION AND RULES OF THE SCHOOL

1. UNIFORM

GIRLS

- Grey tunics (knee length) – (KG to X)
- Grey knee length pleated skirts (XI & XII)
(Pleats should be of 1.5 inch width)
- White half sleeves blouse
- School Tie
- Navy blue socks
- White socks
- Navy blue leggings (for winter)
- Red cardigans
- Laced-up/buckle school shoes (Black)
- Blue and white ribbons
- White PT keds (Classes II – VIII)
- Black School Bag
- PT Uniform

BOYS

- Grey half pants (KG – V)
- Grey long pants (KG – V) (for winter)
- Grey long pants (Class VI – XII)
- Full sleeves white shirt
- School Tie
- Navy blue socks
- White socks
- Navy blue cardigans
- Laced-up school shoes (Black)
- White PT keds (Classes II – VIII)
- Black School Bag
- PT Uniform

- a. **Boys:** KG to Class V: If a belt is to be worn, it must be a plain black one.
- b. Classes VI to XII – Baggy, flared, tight-fitting, low waist or multi-pleated trousers will not be allowed.
- c. **Girls:** Grey tunic is without pockets.
- d. Girls in classes XI & XII will wear grey pleated skirts which must be of the 'A' line pattern. Low waist skirt will not be permitted.
- e. Prefects will wear school approved blazer and tie for prefects.
- f. Special uniforms are provided for games and P.T. for all students as per the school regulations. **White canvas shoes are compulsory for games and P.T.**
- g. All students will wear the prescribed school uniform during class hours and at all school functions.
- h. Boarders are to wear school Tracksuit and T-shirt during off-school hours.
- i. Fancy cardigans, jackets, trousers, shortened and tightened skirts are not allowed. The hems of the skirts/tunics should be below the knees.
- j. Boys are expected to have proper haircuts and not to follow weird hairstyles. At no time must the hair fall over the shirt collar. Senior boys who shave must do so every day. No students are allowed to keep a beard.
- k. Girls are either to keep their hair no longer than the collar or if longer, then a double plait up to class V and a single plait from class VI upwards tied with blue ribbon, is to be worn. No dyeing of hair and wearing make-up and lipstick are permitted.
- l. Girls are only permitted to wear small ear studs or small circular ear-rings (not longer than 1 cm in diameter). Gold ornaments and jewellery is not allowed. No fancy ear-rings, rings, bracelets or any other jewellery/make-up will be allowed during school hours.
- m. **No boy is allowed to wear ear-ring(s).**

n. Children may wear School muffler as and when necessary.

2. **SCHOOL YEAR AND TIMINGS**

- a. The School year usually begins in February and ends in December.
- b. The closing and opening dates for each term are indicated in the School Calendar and are to be very strictly adhered to.
- c. Requests to leave earlier or return later than the dates stipulated will not be granted. Parents are asked not to make such request.
- d. Pupils are to be in school by 7.45 a.m. on Assembly days and 8.15 a.m. on other days.
- e. **School Assembly**

- **Kindergarten Section:** Classes – LKG to II: Every day at 8.20 a.m.
- **Junior School:** Classes– III to VI: On Tuesdays & Thursdays at 8.10 a.m. in the school Chapel.
- **Senior School:** Classes – VII to XII: On Mondays at 8:10 a.m.

Please note that if Monday is a holiday for any reason, it is compulsory for all day-scholars and boarders of Senior School to attend the Morning Assembly, when school re-opens.

- f. Classes commence at 8.30 a.m. and end at 3.10 p.m.
- g. Attendance is taken at 8.30 a.m. and 1.00 p.m.
- h. Late arrivals to school will get their school diaries signed by the Headmaster, or his deputy or be sent home.

3. **ATTENDANCE AND ABSENCE**

- a. A minimum of 90% attendance is required for promotion, despite qualifying academically.
- b. **Boarders who were absent must have the Administrator/Head of Boarding/Headmaster's written permission to enter cottage/attend school.**
- c. Day-scholars/boarders who were absent must produce a letter explaining the cause of absence or have the absentee record filled in by their parents/cottage parents and signed by the Headmaster or his deputy before being allowed to enter class.
- d. A medical certificate must be produced for illness of more than two days.
- e. After an illness a pupil must produce a doctor's fitness certificate stating that he/she is fit to join school.
- f. The Headmaster's prior written permission must be sought for leave of absence from the boarding and the school.
- g. The Headmaster/Senior Master's prior permission for leave of absence from school is essential.
- h. Requests for absence of leave and reporting late attendance should be made in writing and not by phone.

- i. Children absent on the first day of term or absent for five other days without permission are liable to have their names removed from the register.

In any case, a fine of Rs. 500/- per day of absence without permission will be imposed.

4. **PROMOTION**

- a. **Classes IX & X:** As per the Council's Rules & Regulations, a student is required to pass in **English and any other four subjects, at the ICSE (X) Council Examinations. The pass criterion is 35% in each subject.**

Classes XI & XII: As per the Council's Rules & Regulations, a student is required to pass in **English and any other three subjects, at the ISC (XII) Council Examinations. The pass criterion is 40% in each subject.**

- b. Please note that for Class X/XII, the final examination conducted by the school is considered as the qualifying examination for appearing at the ICSE/ISC examination.
- c. Marks obtained in tests and examinations will determine promotion.
- d. Students who are absent from examination for any reasons whatsoever will **NOT** be re-examined, or be promoted to the next class on requests from parents.
- e. The decision of the Headmaster and the school staff with regards to promotion is final.
- f. Students who fail for two consecutive years cannot remain in school and will have to be withdrawn.

5. **School Fees**

- a. All pupils are especially instructed to be regular in paying their fees. **Parents are to please note that Admit Cards will NOT be issued to a student during the Half-Yearly and Final Examinations if fees are outstanding.**
- b. Students in arrears of fees for more than two months are liable to be suspended until fees are paid.
- c. Boarders whose fees are in arrears for more than two months are liable to be returned to their parents at their own cost.
- d. It is the ruling of the Deputy Directorate of Anglo-Indian Schools, West Bengal that Transfer Certificate may not be issued to any pupil whose fees are not been settled/paid.
- e. If a day-scholar is to be withdrawn in mid-session, it will be necessary to pay the full school fees for the remainder of the school year.
- f. If a boarder is to be withdrawn in mid-session, it will be necessary to pay the boarding fees as well as the school fees for the remainder of the year.

6. **GENERAL RULES AND REGULATIONS**

- a. Candidates of classes IX and above must be in possession of a copy of the syllabus and regulations of the Council for the Indian School Certificate Examinations, New Delhi, of the year in which they are to appear for the said Examination.
- b. Boarders/Day-scholars will not be permitted to leave the school premises during class hours without written permission from the Head of Boarding/Headmaster.

- c. Boarders must seek the Head of Boarding's written permission to leave the campus.
- d. Day-scholars must compulsorily participate in games and other activities of the school.
- e. All students will be on the school campus during recess.
- f. Boarders having to return to cottage during class hours must have the written permission from the Headmaster/Senior Master/Class Teacher.
- g. No girl will return to the cottage alone. At all times girls are to move around in groups of at least two.
- h. Boarders going to town on **outing days** must go in full school uniform along with Cottage parent and stay in full school uniform.
- i. Boarder Boys and ALL Girls will not be allowed to leave the school campus for holidays, unless accompanied by their parents or legal guardians. Photographic identification of parents/guardians is required. Boarder boys of Class XI & XII may be permitted to travel during holidays after being authorised (in writing) by the parents. However, girl boarders are not permitted to travel by themselves.
- j. Boarders who have local guardians and who go out with them for holidays, etc., are not permitted to stay in local lodges and hotels. Those who do so will be expelled immediately without notice. They are to stay with their guardians only.
- k. Parents/guardians of boarders may visit their children on the school campus only on 2nd Saturday of the month from 9.00 am to 4.00 p.m.
- l. All parents/guardians may arrange for interviews with the School Authorities after making an appointment.
- m. Parents may meet teachers regarding their children at morning recess, lunch break or after school on school days after obtaining the necessary written permission from the respective Section Head.
- n. Parents/Guardians of day-scholars are requested to ensure the following:
 - 1. Frequent checks on their children's attendance and behaviour and signing of leave notes.
 - 2. Sending children on time for classes and other functions.
 - 3. No child should return home during class hours without a note from the Headmaster/Senior Master.
 - 4. Regular completion of homework and study.
 - 5. Those books are brought to school according to the time-table in proper condition.
- o. Students are not permitted to carry and use any electronic gadgets such as, cell phones, music players, video games, etc., in the school premises (school and cottages). If a child is found in possession with any kind of electronic gadgets, the items will be confiscated and will not be returned.

7. **Enrolment in Dr. Graham's Homes implies, on the part of pupils and parents willingness to comply with the rules and regulations of the school.**

- a. Parents are expected to co-operate with the school by enforcing regularity and discipline.
- b. Diaries are to be checked regularly by parents for remarks by teachers regarding academic progress, behaviour, neglect of home-assignments and for the test results.
- c. The diary is a personal record of each student. It should be brought to school daily and if lost, it must be replaced on payment of Rs. 100.00. At no cost should the diary be defaced or disfigured.
- d. **Students are themselves responsible for the safe custody of their books and other belongings. Each article should be marked with the pupil's name, class and section. The school will not be responsible for books, articles of clothing, other valuables or money, lost or stolen.**
- e. **Students bringing or in possession of books, periodicals or pictures or newspapers of an objectionable nature shall be immediately expelled from school.**
- f. Any damage done to school property must be compensated by the pupil concerned.
- g. **A student who engages in deliberate harm to a person or damage to school/staff property is liable for expulsion.**
- h. **Students who are disrespectful or neglect studies or fail to obey the rules are liable to be expelled/withdrawn without notice.**
- i. Students will be **EXPELLED** immediately from school and the boarding if he/she is found to use/have used or in possession of any **psychotropic substances (drugs) or alcohol.**
- j. A high standard of discipline is expected from students at all times in manner of action, speech and dress.
- k. **Students are expected to speak in English at all times in school, except in the 2nd language and 3rd language classes.**
- l. It is mandatory for all students to attend school functions in full school uniform.
- m. The rules and regulations concerned with correct uniforms, punctuality, attendance at school, participation in curricular and co-curricular activities, conduct and behaviour are to be specially noted and strictly followed.
- n. It is obvious that the Homes authorities expect their students to be proud of their school and to uphold its values and traditions, and at no time do anything that would bring disgrace to the honour of this institution.
- o. Only specified pocket money (max Rs. 200 for boarders at any point time) will be given, the school reserves the right to confiscate amounts in excess of the prescribed limit for boarders.
- p. Boarders are advised to keep their excess pocket money with the school office for miscellaneous expenses.
- q. Boarders are not permitted to carry/keep ATM card with them.

- r. Parents are not permitted not to deposit any money with the canteen/tuck shop in the school towards their wards.
 - s. No distressing news will be given directly to your child/ward. Parents/guardians are required to intimate the concerned School Authorities if the need arises.
 - t. **You will not hold the school authorities responsible for injuries/death of your child/ward that is accidental by nature.**
 - u. You will not hold the school authorities responsible should your ward break any bounds and abscond from the school or cottage and fall into any danger as a consequence. You will withdraw your ward should he/she abscond from school or cottage, failing which the school authorities are at liberty to expel your ward and you will pay all dues for the remaining part of the academic year.
8. **As per the decision of the Admission Sub-Committee, you are being informed that :**
- a. It is the policy of the Admission Sub-Committee that henceforth, that children who seek to be day-scholars and only whose parents are residents in Kalimpong may be considered for admissions subject to vacancies at the beginning of each academic session.
 - b. The Admission Sub-Committee regrets its inability to consider any other requests under any other conditions by anyone except as mentioned above for admission or withdrawal of a boarder or a day-scholar.
 - c. **Once a student is admitted as a boarder, he/she cannot change his/her status to a day pupil.**

Kindly return a copy of this document duly signed by the parent.

Name and Class of the Ward

Name & Signature of the Parent

Date: