



DR. GRAHAM'S HOMES SCHOOL

P011: STUDENT/PARENT SCHOOL POLICY

UPDATE HISTORY:

Version	Update Description	Approved Date	NEXT REVIEW
V1.0	Effective Date	27 Feb 2026	Jan 2028
V2.0	Amendment – Insert new Clause 15	31 July 2026	Jan 2028

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DR. GRAHAM'S HOMES SCHOOL

STUDENT/PARENT SCHOOL POLICY

1. Introduction

Dr. Graham's Homes School aims to provide a values-based education and training through the medium of English, with admission available to students from all Communities of India.

This policy serves as a guide for students, parents, and staff members regarding various aspects of student enrolment, criteria, age requirements, discipline, uniform rules, detention, fees, and other obligations. It outlines the expectations, rights, and responsibilities of all members of our school community.

2. Purpose

The purpose of our Student Policy is to create a safe, inclusive, and conducive learning environment that promotes personal growth, academic excellence, and character development. This policy aims to establish clear guidelines and standards for students to follow, ensuring fairness, discipline, and respect within the school community.

By setting forth the expectations and regulations outlined in this policy, we strive to achieve the following objectives.

3. Enrolment

To provide a transparent and fair enrolment process that ensures students meet the necessary criteria and requirements for admission to our School.

- a. All students seeking enrolment in our School must complete the required Application Form and submit copies of original documents as proof, but not limited to, the following supporting documents:
 - Name, Age and Date of Birth e.g. Birth certificate issued by the Panchayat/Municipality
 - Parent Name and place of residence e.g. the Aadhar card or Voter ID or Passport
 - School Transfer Certificate for students from Class 1 and above
 - Academic records – provide previous school Report Card
 - Health records and proof of all vaccinations
 - Passport size photograph of the child and the Parents/Guardians
- b. Enrolment decisions will be based on the availability of vacancy, academic criteria, and any other specific requirements as deemed necessary by the School.
- c. The School reserves the right to deny enrolment to any student who does not meet the necessary criteria or fails to provide the required documentation.

4. Criteria:

Enrolment is based on academic performance, age, and other relevant factors, ensuring that students admitted to our School are well-suited for the educational programs offered.

- a. Academic performance, including previous academic records and entrance examination results, may be considered during the enrolment process.
- b. Any additional criteria specified by the School, such as extracurricular achievements or special skills, may also be considered.

5. Category of Students

While the School is primarily a full residential Boarding School, it is in a unique position to be able to offer education to Day scholar students as well.

a. Day Scholar Criteria

- A 'Day scholar' is classified as students whose parents are permanent residents of Kalimpong town and its suburbs e.g., Algara, Lava etc.
- Children whose parents live outside the district of Kalimpong are not eligible for admission as Day scholar students.

b. Boarding Criteria

- Children, whose parents live in Kalimpong, are welcome to be enrolled as a full residential Boarding Student.
- However, children whose parents live outside the district of Kalimpong, and wish to attend the School, must be enrolled as a full residential Boarding Student.
- Once a student is admitted as a Boarder, he/she cannot change his/her status to a Day scholar
- If the status of the student is changed from Boarder to Day scholar, the eligibility to continue as a student at the School, will be terminated.
- **Exception** : Consideration, will be given in the event the students parents have relocated with a permanent residential address in Kalimpong and wish to have the child living in the family home.

c. Admission Period

- Admission is offered subject to vacancies arising at the beginning of each academic year
- Exception – due to the nature of their profession, special consideration is given to Students whose parents are in the Indian Defence force, and are affected by frequent relocations throughout the year.

d. Withdrawing Students

- If a child is withdrawn from School after 30th June of the academic year, they will be charged for the entire year's fees.
- If a child is not anticipated to rejoin School at the beginning of the upcoming academic year, a written notice of 3-months is required.
- Failure to comply, will attract a penalty equivalent to 3-months tuition fee, which will be levied prior to the issuance of the Transfer Certificate.
- The Transfer Certificate will be granted upon the complete payment of the 3-month penalty to the School.
- In addition, any School fees paid in advance of the notice period will be forfeited.

6. School Fees

School fees play a vital role in supporting the quality education we provide to our Students. School fees are a means to sustain and enhance the quality of education we offer.

- a. The School fees are set for an academic year and communicated at the conclusion of the preceding academic year.
- b. To meet the challenges posed by escalating costs associated with education, the School will incrementally raise the annual tuition fees by a minimum amount of 5% each year.
- c. For a comprehensive list of the current School Fees and additional applicable allowances, please contact the Fees Clerk, Main Office, Dr. Graham's Homes School on Tel No. +91 8293724421

7. Security Deposit

- a. At the time of admission, a Security Deposit must be paid.
- b. The security deposit will be retained by the School during the entire period of the Student's schooling
- c. The security deposit will be refunded (interest free) at the end of the School life of the Student
- d. Any Student who withdraws from the School within a period of 4 years from the date of joining the School will forfeit the Security Deposit
- e. Any Student who is expelled from the School, irrespective of the period of years in the School, will forfeit the Security Deposit.
- f. In addition, any School fees paid in advance of the notice period, will be forfeited.

8. Methods of Payment for School Fees and Penalties

- a. School Fees are to be paid at a minimum bi-monthly period commencing February of each year.
- b. Card payments only are accepted at the Main Office, Dr. Graham's Homes School
- d. Cash and EFT payments may be made at the HDFC Bank Ltd., Main Road, Kalimpong, with the Students Admission Number as the identifier. Full Bank Account details are available on request at the School Main Office.
- e. Late payment of fees incur penalties of Rs.1000/- per month, beyond the specified date of payment.
- f. **PENALTIES FOR LATE PAYMENT OF FEES:**
 - First offence - Late payment of fees incur penalties of Rs.1000/- per month, beyond the specified date of payment.
 - Second offence - Exam Restriction. the Student will not be allowed to sit for their examinations until outstanding fees are fully paid.
 - Third offence -The Examination Results will not be issued
 - Suspension : if the above penalty continues to be breached, the student will not be allowed to return to school for the next academic term until the fees are settled, in full.

9. Age:

To promote an environment where students can learn and grow alongside their peers, students must meet the required age criteria for each Grade or level of education as set by the Government of India, and applied by the School, for each Grade.

- Students must meet the minimum age requirement.
- Students must not exceed the maximum age limit for each Grade
- Proof of age, such as a birth certificate or passport, will be required during the enrolment process.

Class	Minimum admission age as at 15 Feb of academic year	Maximum admission age as at 15 Feb of academic year	Maximum Age limit in each Year
FOUNDATION			
Nursery	3	4	5
Lower KG	4	5	6
Upper KG	5	6	7
1	6	7	8
2	7	8	9
PRIMARY			
3	8	9	10
4	9	10	11
5	10	11	12
UPPER PRIMARY			
6	11	12	13
7	12	13	14
8	13	14	15
SECONDARY			
9	14	15	16
10	15	16	17
11	16	17	18
12	17	18	19

10. Uniform Rules:

To promote a sense of unity, equality, and identity among students:

- All students must wear the prescribed school uniform as specified by the School on regular school days and during school activities unless otherwise stated.
- The School Uniform can be purchased directly from several Clothing Stores in Kalimpong.
- For the Boarding students, their uniforms will be supplied from the School Clothing Department, and charged directly to the parents.
- The uniform should be kept clean, neat, and in good condition always.
- Students are expected to wear the school uniform with pride and represent the School in a dignified manner.
- From time to time, the School may introduce new items of uniform, to which Students will be required to adhere to.

11. Discipline:

To cultivate a culture of discipline, respect, and responsibility among students, and to help them develop self-discipline, positive behaviour, and ethical values that will serve them well, both personally and academically, Students are expected to maintain high standards of discipline, respect, and behaviour while on school premises or participating in school activities.

- a. Any form of bullying, harassment, or disruptive behaviour will not be tolerated and will result in disciplinary action as outlined in the School's Behaviour Codes & Penalties Policy
- b. Students are expected to be aware of the ***Student Behaviour Code of Conduct (Appendix A)*** and the ***Behaviour Codes & Penalties Policy (Appendix B)*** within this Student/Parent School Policy.
- c. Any non-compliance of the ***Student Behaviour Code of Conduct*** will be strictly enforced.
- d. Students are expected to follow the instructions of teachers, staff, and administrators and adhere to the rules and regulations set by the School.

12. Detention:

To address instances of misconduct or rule violations in a fair and constructive manner, the specific penalty for these misdemeanours is detailed in the ***Student Behaviour Code & Penalties Policy***.

While corporal punishment is strictly prohibited in our School, detention is used to teach responsibility, accountability, and reflection on behaviour to ultimately support our Students in their personal and academic development.

- a. Detention may be assigned to students who have violated school rules or engaged in disruptive behaviour
- b. Detention may be assigned after School hours or on weekends, as necessary. Prior advice will be communicated to parents.
- c. Detention may involve tasks such as studying, completing assignments, reflecting on behaviour, or participating in community service within the School premises.

13. Communication with the Parents/School

The School authorities strive to maintain open and timely communication with parents. This includes promptly sharing important information, updates, concerns, and feedback on the students. Communication by both parents and the School authorities is conducted with a respectful and professional tone; and focus on expressing thoughts and concerns in a conductive manner.

When conflicts arise, both parents and the School authorities will engage in collaborative problem-solving, involving actively seeking solutions and work together to reach a mutually beneficial resolution for the Student and the School.

While the School authorities maintain an open-door policy to engage with Parents, to ensure that Parents queries and concerns receive full attention, it is recommended that a mutually agreed time be arranged for a telephone and/or face-to-face appointment.

14. Extra-Curricular Activities & Excursions

At our School we believe that education goes beyond the classroom. We believe that extracurricular and social activities are an integral part of a well-rounded education. To achieve this goal, we offer a wide range of activities that cater to diverse interests and talents. Participating in these activities has numerous benefits to help students build self-confidence, enhance their social skills, and develop a strong sense of responsibility.

Some of the sporting and extracurricular activities offered are :

During School Time & After School	During School Lunch Time	After school
• Basketball • Volleyball • Table Tennis • Football • Badminton • Swimming • Athletics	1. Debating 2. Chess 3. Spelling Bee 4. Elocution 5. Quiz	• NCC • Girl Guides • School Band • Violin • Singing

- At the time of enrolment, parents are required to provide written consent for their child's participation in extracurricular activities and external excursions
- The consent will clearly outline any consideration that the School needs to be aware of that would prohibit the student from participating in any sporting activity
- Prior to any external excursions, the School will advise the parents in advance, about the details of the activity, including dates, times, locations, transportation and any specific requirements or costs.
- Parents are encouraged to actively participate and support these extracurricular activities and excursions.
- During these extracurricular activities and excursions, all Students will continue to adhere to the Student Behaviour Code of Conduct.

15. Student Protection

15.1 Prohibition of Unauthorised Photography and Videography

To protect the safety, privacy and welfare of students, unauthorised photography, in any medium, of students anywhere on the School campus is strictly prohibited.

Where photography or videography is authorised by the School, images must not be published or shared on social media or any public platform without the prior written approval of the Principal and in accordance with the School's Safeguarding and People Protection Policy.

Wherever practicable, photographs should not identify individual students. Formal group photographs are the preferred standard.

Any person who breaches this policy will be required to delete the images, leave the School campus immediately and may be subject to further action by the School Management.

15.2 Parent, Guardian and Visitor Access to the Campus

To ensure the safety, security and orderly operation of the School, parents and guardians are not permitted to enter or remain on the School campus during normal school days, including recess and lunch breaks, unless attending an official School function, a scheduled meeting, or a pre-approved appointment authorised by the Principal or an authorised member of the School Administration.

All visitors, including parents and guardians, are required to report to the School Main Office upon arrival, comply with the School's Safeguarding Policy, obtain approval before entering the campus, and follow all visitor identification, sign-in and sign-out procedures.

Parents, guardians and visitors must not move freely around the campus or visit classrooms, cottage facilities or other School areas without authorisation.

The School reserves the right to refuse or withdraw permission to enter the campus where this is considered necessary to protect the safety, welfare or educational environment of students and staff.

Special Mention : Clause 15.2 is effective from the start of Term 3, 2026.

Related Policies :

- a. Student Behaviour – Code of Conduct
- b. Student – Code & Penalties

DR. GRAHAM'S HOMES SCHOOL STUDENTS – BEHAVIOUR CODE OF CONDUCT

Dr. Graham's Homes School is committed to providing a safe, supportive, and responsive learning environment for everyone. We teach and model the behaviours we value in our students.

In Dr. Graham's Homes School, students are expected to :

- Respect other students, their teachers, and other staff members
- Follow School and Class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect the members of the School community and show courtesy to all students, teachers, and other staff members
- Resolve conflict respectfully, calmly, and fairly
- Comply with the School's uniform policy and dress code,
- Attend School every day (unless legally excused)
- Respect all property e.g., your/others/School property
- Not engage in any form of theft e.g., money/other students items/school items
- Not be violent or bring weapons, illegal drugs, alcohol, or tobacco into the School
- Not bully, harass, intimidate, or discriminate against anyone in our School.
- Not to misrepresent the School/Staff/other Students by any form on social media.
- Speak courteously and not speak in language that is considered offensive or abusive.
- Speak only English while at School, except during non-English language Classes.

Dr. Graham's Homes School will take strong action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

Behaviour Code for all Students : Actions

Promoting the learning, well being and safety of all students in Dr. Graham's Homes School, is a high priority for the Board and School Management.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe, and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously.
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability, and culture of others
- Dress appropriately by complying with the School uniform dress code
- Take care with your personal and School property
- Refrain from any form of negative portraying on social media.

Safety:

- Always follow School and/or Class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions.
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement:

- Attend School every day (unless legally excused)
- Arrive at School and Class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning
- To ensure a consistent learning environment, English will be spoken while at School

DR. GRAHAM'S HOMES SCHOOL STUDENTS – BEHAVIOUR CODE OF CONDUCT

CONSEQUENCES

The consequences for breaching the Student-Behaviour Code of Conduct will vary depending on the severity of the violation. The School has zero-tolerance for violence; theft; UFM in any form.

Common consequences may include a first warning, loss of privileges, imposition of fines, suspension, or even expulsion.

The School takes no responsibility for loss of Students personal valuables and/or money.

Ultimately, the Principal and School Staff, using their professional judgement, are best placed to maintain discipline and provide a safe, supportive, and responsive learning environment.

EXAMPLES and CONSEQUENCES for Not Complying with the Code of Conduct

Some examples of the specific Code and consequences for not complying with the Students-Behaviour Code of Conduct is outlined in the attached “*Examples and Consequences*” guidelines.

DR. GRAHAM'S HOMES SCHOOL

CODE EXAMPLES & CONSEQUENCES

CODE	WARNINGS	PENALTIES
1. DRESS CODE - Full regulation uniform for School and Sports as appropriate. Including : • Neat, clean and tidy hair for Girls & Boys • No facial hair or long side locks for Boys • No jewellery with one exception that the Girls are allowed a small, non-intrusive, pair of earrings	First	• Verbal Warning & Recorded in Indiscipline Form. • Advise the Parents through School Diary, to ensure corrective action taken.
	Next & Repeat	• Withdrawal of privileges e.g. after School sports; excursions etc. and as deemed appropriate by Management
2. LATE TO CLASS – Habitual (weekly)	First	• Verbal Warning & Recorded in Indiscipline Form. • Advise the Parents through School Diary, to ensure corrective action taken
	Next & Repeat	• Withdrawal of privileges e.g. after School sports; excursions etc. and as deemed appropriate by Management
3. ABSENT FROM SCHOOL – Habitual (greater than 5 days, without legitimate reason)	First	• Verbal Warning & Recorded in Indiscipline Form. • Advise the Parents through School Diary, to ensure corrective action taken
	Next & Repeat	• Suspension for 2 weeks
4. ASSIGNMENTS NOT SUBMITTED on TIME , including other irregularities	Every time	• Verbal Warning & Recorded in Indiscipline Form. • Withdrawal of privileges e.g. after School sports; excursions etc. and as deemed appropriate by Management until assignment is completed and submitted.
5. PREFECTS/MONITORS/CAPTAINS – Dereliction of duties	First Second Repeated	• Verbal Warning • Written Warning to student and recorded • Results in being de-badged
6. CELLPHONES - a. Day Students - not to be used while on School premises, specifically, during ordinary School time. b. Boarding Students	First	• Confiscated (SIM's returned). • Returned only at the end of the year on paying a fine of Rs. 2000/-
	No Weekly access	• Allowed to Students in Classes 9-12 for two hours in the evenings on weekends and holidays.
7. LARGE TICKET ITEMS – if found bringing valuables (including Smart watches) or large sums of money to School	First	• Parents are informed and given warning • Recorded in Indiscipline Form.
	Next & Repeat	• Confiscated. Returned only at the end of the year

DR. GRAHAM'S HOMES SCHOOL CODE EXAMPLES & CONSEQUENCES

CODE	WARNINGS	PENALTIES
		Returned only at the end of the year on paying a fine of Rs. 2000/-
8. SOCIAL MEDIA - Misrepresenting and/or negatively portraying the School/Students/Staff in any capacity.	First	- Verbal Warning & Recorded in indiscipline form. - Advise Parents
	Next & Repeat	Suspension for 2 weeks
9. INAPPROPRIATE READING MATERIAL - Bringing periodicals or pictures in both digital and print media of an objectionable nature to the School.	First	Confiscated. Recorded in Indiscipline Form. Parents advised.
	Next & Repeat	Advise Parent and recommend professional counselling for student.
10. USE OF UNFAIR MEANS (UFM) - Caught cheating, using any method, during examinations	Anytime	- Confiscate all material and place on record in Headmaster's Office. - Awarded zero in that exam paper. - Parents advised
11. THEFT – of any value of cash or items from other Students/Staff or the School property. <i>NOTE: School takes no responsibility for items misplaced, lost or stolen</i>	Anytime	- Indiscipline Form filled up, parents informed - If items not recovered, to be replaced either in cash or kind.
12. WILFUL DESTRUCTION - any breakages to School or other Student/Staff property	Anytime	Recorded in Indiscipline Form, Parents informed and required to pay a fine, for the replacement value or repair of the damaged item, as appropriate.
13. AGGRESSIVE/HUMILIATING/BULLYING/THREATENING/ABUSIVE BEHAVIOUR towards other Students/Staff	First	- Recorded in Indiscipline Form. - Suspension minimum of 4 weeks - Advise Parent and recommend professional counselling for student.
	Thereafter	Expulsion
14. CARRYING WEAPONS of any kind	First	- Confiscated - Recorded in Indiscipline Form - Parents advised - Suspension minimum of 4 weeks - And as required by Law
	Thereafter	Expulsion
15. SUBSTANCES of ABUSE (Drugs/Alcohol/Cigarettes) - Carrying or taking any illegal substances or being intoxicated while on School premises.	First	- Recorded in Indiscipline Form. - Suspension of minimum 4 weeks - Advise Parent and recommended professional counselling for student.
	Thereafter	Expulsion