

Timings of the School

S No	Grade	Reporting Time	Gate Number
1	PS – PP	8:00 am – 8:10 am	Gate Number One
2	I – III	8:00 am – 8:10 am	Gate Number Two
If any child of Grades I – III comes before 8:00 am, they will enter from Gate Number Three			
3	IV – XII	7:50 am – 8:00 am	Gate Number Three
Entry of the late arrivals will be denied.			

Dispersal Plan

	Grade	Gate No	Time
	PS and PP	Gate No. One	12.30 pm
Walkers	I to XII	Gate No. One	1.30 pm
Bus	I to XII	Gate No. Two	1.30 pm
Personal	I to III	Gate No. Three	1.50 pm
	IV & V	Gate No. Two	1.50 pm
	VI to VIII	Gate No. Three	1.50 pm
	IX to XII	Gate No. Two	1.50 pm

Attendance and Leave Policy

The school firmly discourages students from being absent too often. Regular classroom attendance is essential for developing successful life skills including self-discipline, responsibility, and punctuality. It is important that we as parents and educators promote the view that regular attendance and timeliness are important to ensure the best possible learning outcomes. Irregularity and frequent absenteeism lead to disconnect as well as conceptual-lag in children's learning as the learner misses on the learning that takes place via lectures, discussions, demonstrations, group work, labs and student/ teacher presentations. All our learners must strive to maintain 100% attendance in the school. There is a need to sensitize children toward the issue to bring about order and discipline in their routine.

Leave/s, if needed, must be sought in advance for which the parents need to send/mail an application to the Class teacher through Entab Portal or by mailing to the respective Class Teachers. Please mail a request at least a week prior to the respective Class teacher stating the reason and duration for which the leave is required.



If the child is unwell for two or more days, please ensure that scanned copies of the Medical Certificate and Fitness Certificate are mailed to the Classteachers along with the leave application, for getting the leaves sanctioned.

Also, the child will not be allowed to leave the school before the end of the day. In case of emergencies, a written application should reach the School Reception/Class Teacher by 12.00 noon.

ENERGY CONSERVATION: BEING A GREEN SCHOOL

The school as a policy is constantly making efforts to be aware as well as spread awareness to be environment friendly and striving to become a zero-waste school. We are focused on the need to conserve and observe sustainable practices in our use of resources. The school has installed solar panels on the roof top as an alternative source of energy. A Rainwater Harvesting Unit has been installed for water conservation and recycling. The paper recycling machine is used for making paper and the product is used for various purposes and activities within the school. Our Learners are involved in making compost out of the waste generated in the canteen and the product generated is used for manuring within the school campus as well as neighborhood. Tree/Herb plantation drives are a constant activity in the campus to make the children aware of the importance of each plant which is planted by them as well as their benefits to the environment. The school has taken a pledge to eradicate single use plastic and a message is spread across the community about the use of alternative methods and materials.

Apart from these measures, the school also inculcates the habit of

- Switching off the lights when leaving an office or classroom.
- When air conditioning systems are operating, doors and windows should not be left open.
- Installed energy management systems and time clocks used to control various units of building equipment, including computers
- Installed energy-saving interior and exterior lighting wherever possible, with sensors and timers to minimize power use without compromising safety.
- Central air conditioning units are set at about 27 degrees.
- Mechanism in place for reporting of inoperative air conditioning or leaky faucets immediately.
- Urging parents and staff to consider carpooling or other energy-saving practices which will also help in easing parking congestion.