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Viraj Shri Ram Centennial School, Boisar (W)

Admission Guide For Parents







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DEAR
PROGRAMME

BOOKS
ON
WHEEL

Background

Viraj Profiles Limited, one of the fastest growing business houses in India, is currently a major player in the global stainless steel market. In 1992, the company had a modest beginning with 150 employees and an annual production capacity of 10,000 tonnes. In two decades the company grown considerably and now it has employee strength of 9000, with an annual turnover of over US \$1.5 billion and a yearly production capacity of 348,000 tonnes. Today, Viraj has a customer base in 5 continents spread across over more than 90 countries and has made its presence felt in steel, defence, construction & structural buildings, power, petrochemical and marine industries.

Philanthropy

Viraj Profiles Limited is committed to the welfare of the people of its vicinity as it believes in the policy that emanates from the conviction that human beings are at the centre of all developmental activities. Being a corporate house, the Company understands its responsibilities towards the society and actively contributes for the same. In 2002 Viraj established a trust named Viraj Charitable Trust, in view of carrying out various social and educational activities which includes: E-learning project for Zilla Parishad School, Adult literacy drives, Zilla Parishad School infrastructural development. Also Safe Drinking Water facility and Solar Lighting along the roads have been provided in the rural areas which have significantly improved the living conditions of the local people. Viraj has also been sincerely involved in the Empowerment of Women.

Viraj's philanthropic goal is simple: "Be a catalyst for meaningful, positive & sustainable change within our neighbourhood and communities around.

Targeting Change in the Neighbourhood

Mrs. Renu Kochhar (Managing Director – Viraj Profiles Ltd.), a compassionate woman herself, always cherished the idea to start an education institute which will provide the best quality education to the local people at Boisar. In realisation of her dream project, the Viraj Management initiated the construction of a school providing education matching international standards, at their premises at Kurgaon, namely Viraj Shri Ram Centennial School. This CBSE (later ICSE / IGCSE) school is affiliated with prestigious educational group in New Delhi, Shri Ram New Horizons Ltd. (SRNH), a joint venture between Shri Ram Group & New Horizons Worldwide, Inc. It is an Indian company with a global footprint, operational since 2002, and engaged in the business of knowledge delivery through acquiring, creating, developing, managing, leading and licensing knowledge. SRNH brings forth international standards of training and education to India.



Shri Ram Education Trust

Shri Ram Education Trust (SRET) has been founded with a vision to create, promote, support and manage Education institutes from pre-school to university level. The Trust also envisions contributing to the well being of children, the environment, communities and mankind through well planned activities.

The Shri Ram Group enjoys a celebrated presence worldwide. Shri Ram College of Commerce, Delhi University, founded in 1946 and Lady Shri Ram College, Delhi University founded in 1956 epitomise the vision and mission of the group with continued delivery of excellent quality and highest standards in higher education.

The group is also engaged in knowledge delivery in the areas of IT, applied learning, technology services and supplementary education.

SRET's mission is to make a difference in the lives of children and society at large, through its planning, policies, programmes and their implementation by its motivated work force.

The legacy of late Lala Shri Ram's commitment to the cause of education is reflected in his own words: "Education is the key which will unlock India's great potential as an industrial nation". Hence the Trust has opened world class schools across India and is fast approaching its goal of school expansion program in India and abroad. The schools are called Shri Ram Global Schools and Shri Ram Centennial Schools to commemorate the completion of a century of presence in

education. These are CBSE Board based schools, however, affiliation with International Boards like IB and IGSC in our upcoming projects has also been planned.

Visualising the pressing need of quality education in India, both in school and college segments, the SRET team is stretching its creative prowess in its expansion projects across India and abroad.

Underlying Principles of ShriRam Schools

"Education was once described as "The soul of society as it passes from one generation to another".

Education is about "forming personality, kindling a true love of learning, about inspiration, passion, excellence, excitement and it should be fun!"

Education is not just about the pursuit of marks alone as that leads to lowering of civic sense. We are obsessed with measuring results rather than with educating people.

Education should be not to educate for the present but rather for the world as it will be.

The Visionaries



Mr. Vivek Bharat Ram

Mr. Vivek Bharat Ram, the youngest of the three sons of Dr. Bharat Ram, holds a B.S Industrial Engineering degree from the University of Michigan, Ann Arbor, Michigan, USA. He became the Chairman and Senior Managing Director of DCM Benetton India Ltd and the Chairman of Shriram Global Enterprises Ltd. Currently he is the chairman of Shri Ram New Horizons Limited.

Ms. Sukanya Bharat Ram, trustee of the Shri Ram Education Trust is also in the governing council of Lady Shri Ram College since 1992 and the trustee of Sarvoday International Trust, Delhi, Chairperson of the Akshar Cultural Trust, former member of the National Commission for the Protection of Child Rights and National Institute of Fashion Technology. She is also the President of Kasturba Gandhi Memorial Trust, Delhi, which provides educational and health services to rural communities. Currently she has been actively involved with Gandhi Smriti and Darshan Samiti. In recognition of her understanding of the issues related to women & children. Ms. Bharat Ram has been nominated to the Women & Child

Ministry's Working Group for the 12th Five Year Plan in matters relating to preschool children and adolescents.



Ms. Sukanya Bharat Ram

Trustee, Shri Ram Education Trust

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Our Mentors



Mr. Jayant Hari Har Lal

Executive Director, Shri Ram New Horizons

Jayant Hari Har Lal, a product of The Doon School and of the IIT at Kanpur, started his career as a Marketing Engineer and moved on to being an entrepreneur. He set up a very successful engineering unit at Dehra Dun and gradually moved towards his passion – teaching. After 7 years of voluntary teaching at his alma mater, he became a full-time faculty member teaching Maths and Physics. He has been a Housemaster and Deputy Headmaster at The Doon School and then was Founder Principal of the Sanskaar Valley School in Bhopal. He has recently hung up his boots as Director Development at the Doon School and is now engaged as Executive Director with the Shri Ram Group.

He is an avid reader, a sportsman having played competitive Basketball, Squash & Golf. Widely travelled, he now lives in Dehradun.

Mr. Lal is also an Honorary Member of the International Round Square Organisation and Treasurer of the Friends of Round Square Asia Gulf Region



Ms. Kaadambari Muttoo

Ms. Kaadambari Muttoo, an educator with over twenty-five years of hands-on experience in education, Kaadambari has an extensive background and range in international education in India and overseas. She feels that her nearly six years of teaching experience in A' level and IGCSE English and Drama at the British School, New Delhi has been a significant factor in her own development as an educator. Offered the chance of leading a National Plus Primary School in Jakarta, she took a course on Early Childhood Education with Kinderland Singapore and held the position of Principal for the next five years. As Principal, she has led organizational effectiveness programmes, conducting generic teacher training, devising innovative staff appraisal models, and developing customised curricula and assessment rubrics for educational programmes.

Managing Director and Principal



Mrs. Renu Kochhar

Chair Person, VSRCS

Mrs. Renu Kochhar (MD – Viraj Profiles Ltd.), a compassionate woman herself, always cherished the idea to start an education institute which will provide the best quality education to the local people at Boisar. In realisation of her dream project, the Viraj Management initiated the construction of a school providing education matching international standards, at their premises at Kurgaon, namely the Viraj Shri Ram Centennial School. This CBSE (later IGCSE/IB) school is associated with prestigious educational group in New Delhi, Shri Ram New Horizons Ltd. (SRNH), a joint venture between the Shri Ram Group & New Horizons Worldwide, Inc. It is an Indian company with a global footprint, operational since 2002, and engaged in the business of knowledge delivery through acquiring, creating, developing, managing, leading and licensing knowledge. SRNH brings forth international standards of training and education to India.

VSRCS vision is to become a comprehensive education centre with a reputation for excellence in academics, career

development and co-curricular programmes, which will act as a model of creative and innovation solutions that meets the changing emotional, physical and educational needs of the students. The community will be enhanced through a variety of social, recreational and cultural activities to ensure the overall growth of the young minds.



Mr. Satyendra Kumar Mishra

Principal, VSRCS

Mr. S.K.Mishra has a wealth of experience in education with a rich, vast and varied experience of more than eighteen years working in reputed Public schools such as RIMC, SelaQui World School, Welham Boys' School, Dehradun. He has been teaching Chemistry at the senior level for the past seventeen years. His immense love for children and dedication to work brought about the additional responsibility of House Master at SelaQui and Welham Boys' School, Dehradun. He visited NASA, Houston, USA on a Welhams school trip and was extensively involved in the development of scientific temper and values in his students. His pleasing persona, excellent communication skills along with profound knowledge in his

subject made him extremely popular among students and staff as well. He has been a passionate teacher, an able administrator and a well-known educationist.

Mr. Mishra has a wide range of hobbies and interests. He has been a mountaineer, a debater and a versatile sportsman. He loves to inspire youth with his intellectual discourses on contemporary and challenging issues.

This wide range of experience has brought him to his current position as Principal of Viraj Shri Ram Centennial School, Tarapur. At VSRCS, in his new role as educational leader, he is building on his vision, developing a school where faculty, parents, students and the community work together in an environment that nurtures spiritual, social and academic growth. He aims for excellence in all fields and firmly believes that it is possible to have high academic results while developing co-curricular potential. His ultimate vision for children graduating from VSRCS – is to be young people with resilience, creativity and curiosity who can act as courageous catalysts of change in an ever-changing world.





Our Edge

Going beyond....

- A child is inherently a learner with a natural inclination to explore, discover and share that new-found knowledge with family and associates. In today's age, for a child to grow up into a responsible and responsive citizen, indeed a sensitive Centennial citizen, a whole new mindset is called for in imparting learning in school, which addresses a child's multifarious development needs.
- It is with this motivation that Sir Shri Ram took initiatives in the field of education and set up some of India's renowned educational institutions. Today these reputed institutions are delivering quality education, resulting in nurturing a child's development – both in terms of knowledge and character – so as to be of value in the current changing world.
- In essence, at Viraj Shri Ram Centennial School, it entails building on the foundation of known educational principles and going beyond to the inculcation of new learning.

Going beyond educating to excelling

- For almost a century, the Shri Ram family has created, supported and managed some of the country's finest educational institutions. Among them the Shri Ram College of Commerce and Lady Shri Ram College were ranked by India Today survey as the country's

top colleges in Commerce and Arts respectively. Shri Ram Centennial School is an initiative of Shri Ram Education Trust, an institution conceived to impart the best education coupled with development of values and personality traits that breeds achievers.

Going beyond teaching to moulding

At Viraj Shri Ram Centennial School we believe that learning must lead to an awareness and recognition of one's individual sensibilities, and to the development and moulding of character, whereby one's dignity and self-worth is enhanced.

Our fervent endeavor is to ensure that each student is endowed with the qualities and traits of 7Cs that are hallmark of every Viraj Shri Ram Centennial student - Confidence, Critical Thinking, Collaboration, Curiosity, Creativity, Compassion and Commitment. That's our way of learning beyond.

Confidence Students passing out of Viraj Shri Ram institutions are extremely confident and exhibit tremendous self belief in themselves and their abilities to attain the impossible.



Critical Thinking Critical thinking is a composite facility of the intellect that reasons, questions, conceptualizes analyses and applies. The Viraj Shri Ram Centennial student is encouraged to develop this skill even in Early Years.

Collaboration Viraj Shri Ram Centennial students learn collaboration i.e., working together to achieve a common goal, a very necessary requirement of 21st Century. It equips them with interpersonal skills, courtesy, patience, deeper understanding and leadership qualities .

Curiosity Viraj Shri Ram students are endowed with a disposition to inquire, investigate, or seek after knowledge. This quality is developed by encouraging them to ask questions to satisfy their inquisitiveness, instead of being passive learners.

Creativity Viraj Shri Ram students are immensely creative in their approach to any problem. Creativity is the process of bringing something new into being. Creativity requires passion which is found in abundance amongst Shri Ram students.

Compassion Compassion is the basis of all morality and Viraj Shri Ram Centennial students are compassionate which helps them remain as good human beings. It is a virtue by which one shows emotional capacities of empathy and sympathy for the suffering of fellow human beings, regarded as a part of love itself.

Commitment Commitment is interaction dominated by obligations. Viraj Shri Ram students are committed towards any job or activities they undertake in their life.

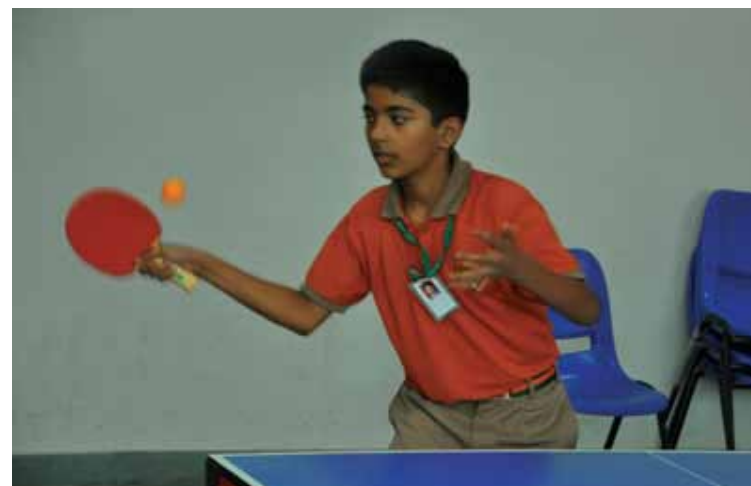


Going beyond learning to awakening

The abiding obsession at Viraj Shri Ram Centennial School is to make learning inspiring for children, inculcating the desire to enquire, explore and experience. Which is why the pedagogy, the day-to-day curriculum and the facilities are all planned and formulated to nurture the drive to question and share with both their classmates and teachers.

- Experiential, Progressive Child Centered & Explorative Pedagogy
- Enriched curriculum for intellectual, social, physical and ethical development
- Careful nurturing with individual attention
- Fosters learners for life
- Encourages critical thinking

- Striving for excellence through diverse and extensive curriculum
- Integrated thematic and experimental approach
- Early language skills, pre-math & math skills and environmental studies
- Exposed to whole group work, small groups and individual instructions



Going beyond studying to bonding

In an evolved learning environment, children's development extends beyond the educational syllabi and the classroom. Sports and indoor activities, apart from aiding the development of motor skills, physical stamina, flexibility, balance and strength, help nurture team spirit and overall camaraderie – attributes that are greatly valued later in life.

Sports and indoor activities that are integral part of the extra-curricular programmes are:

- Sports
- Yoga
- Soft Play Gym
- Theme based Activities
- Educational Toys
- Technology Aids





Going beyond schooling to emoting

Another manifestation of learning extending beyond the classroom is in the spheres of arts & crafts and culture. Such activities serve as a great medium for nurturing talent, self expression and enhancement of self-esteem.

Which is why at Viraj Shri Ram Centennial School we encourage the participation of our children in musical, artistic and cultural activities. Our programmes encompass:

- Performing Arts-Dance, Music & Theatre
- Craft-making
- Painting
- Pottery
- Theme based Activities
- Celebration of all Festivals

- Role play & Story-telling
- Make-believe Play
- Public Speaking and Writing Skills

Going beyond training to partnering

For children, there are no borders to their learning zone, nor is exploration and discovery constrained by school timings. At Viraj Shri Ram, we believe that a child's development continues seamlessly in the home environment where the role of parents is immeasurable in encouraging their child and providing support.

Consequently, we see our relationship with parents as a healthy, interactive partnership. We foster this through various 'bridges' through which we connect with parents...

- Organizing opportunities and activities for interaction with resource persons, teachers and school counsellors.
- Workshops, open parent interactive sessions
- One-on-one parent teacher meetings
- Welcoming constructive suggestions and ideas from all parents





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Academics

Affiliations

- Proposed affiliation to CBSE / IGCSE / IB

Curriculum

Viraj Shri Ram Centennial methodology believes that play-centric model is a key in a young child's learning. Spontaneous play is a natural way of learning for young children; as it provides a wide range and real depth of learning in various development areas: physical, emotional, social, and intellectual. We also emphasize on learning through spontaneous investigation (observation, experimentation, and inquiry). Children are natural scientists. They devote their endless amount of energy to learning all aspects of the culture they are born into- including language, stories, music, and literature; they investigate with all their senses and emerging skills what people mean, when things are appropriate and when they are not, where things come from, what they are for, how they are made, and how adults and peers respond to them. They try to make sense of common objects by prying into them, taking them apart, and manipulating them in a variety of ways. Appropriate curriculum and teaching methods at the Viraj Shri Ram Centennial, includes activities and encouragement for kindergartners in these quests and feature the importance of individual child's feelings and emotions in group settings. Viraj Shri Ram Centennial has a curriculum that involves a variety and balance of activities that can be provided in the context of project work. Children undertake projects in which they investigate a real event or object. In the course of such



projects, the children strengthen literacy and numeracy skills and also speaking and listening skills and acquire new words as they share their findings with others.

The Curriculum provides activities that include:

- Integrated topic studies, rather than whole-group instruction in isolated skills
- Opportunities for children to learn by observing and experimenting with real objects
- A balance of child- and teacher-initiated activities
- Opportunities for spontaneous play and teacher-facilitated activities
- Group projects in which cooperation can occur naturally
- A range of activities requiring the use of large and small muscles

- g) Exposure to good literature and music of the children's own cultures and of other cultures represented in the class
- h) Authentic assessment of each child's developmental progress
- i) Opportunities for children with diverse backgrounds and developmental levels to participate in whole-group activities
- j) Time for individuals or small groups of children to meet with the teacher for specific help in acquiring basic reading, writing, mathematical, and other skills as needed

Assessment

A regular assessment of students work is considered crucial in the educational process. Progress would be discussed with both parents and students. In Pre-Primary school the assessment will be based on class work, homework, projects, and short assisted quizzes and worksheets.

Report frequency -Students will receive three reports in a year. Reports include an objective assessment of the effort and achievement of the student as well as personalized comments by teachers.

Parent – Teacher meetings - There will be three formal parents – teacher meetings for each class in an academic year. A precise system of appointments ensures that parents have the opportunity to discuss their child's progress with some or all of the teachers involved.



Co-Curricular

At Viraj Shri Ram Centennial School, we have meticulously assembled the co-curricular activities that help nurture the child's all around development and enable the child to transform his or her potential into laudable achievement. The activities that will be offered to the child are

- a) Spacious halls for Discovery Games, Arts, Craft, Pottery Making, Music, Dance, Theatre
- b) Indoor sports activities – Table Tennis, Carom, Chess, Yoga, Aerobics, Taekwondo
- c) Outdoor sports activities – Soccer, Basket Ball, Skating, Athletics, Cricket
- d) Indoor Swimming pool





Student Zone

School Schedule

- Pre- Nursery (9.00 am to 12.00 noon)
- Nursery to K.G (9.00 am to 1.00 pm)
- Grade I to VIII (8.00 am to 3.00 pm)
- Office Timings- (8.00 am to 4.00 pm)
- Uniform shop - 9.00 am to 12.00 noon (Monday to Friday)
- Accounts Department - 9.00 am to 12.00 noon (Monday to Friday)
- Principal - 10.00 AM to 12.00 Noon (Monday to Friday) by prior appointment only

School Rules

The code of Conduct, as envisaged below is the summary of what every student of Viraj Shri Ram Centennial School is expected to follow.

Punctuality is the cornerstone of all activity in our school. This could involve major events and functions, classes, games, other co-curricular activity and field trips.

This signals a commitment made and a commitment honoured. These rules are put forward in a simple manner and should be followed in letter and spirit. The school reserves the right to make changes in the school rules, which will be communicated to students and parents.

Uniform

- Students **MUST** be in the designated uniform when attending school and using school transport.
- Detailed guidelines will be sent in advance, if students travel from school, to maintain consistency.
- Special permission must be taken in advance if a child is unable to wear his/her uniform due to personal reasons.

Attendance

We shall be affiliated to the CBSE and our curriculum is based on this examination system. We are mandated to follow the guidelines laid down by them in various issues. Attendance is one such issue.

School holidays and vacation period dates are calendared. The school has taken into account all the major festivals/ occasions that are relevant to the area in which the school is based. These are the dates on which a student is normally not required to attend school. However, in the event that the student is required for a rehearsal or any such issue to be decided by the Principal, the student will report to the school in the requisite uniform even on a holiday, unless otherwise permitted.

Attendance is compulsory for all students on all days. In case the student is unable to attend school for a particular reason, the procedure given below is to be followed:

- A student must obtain permission from the Principal or the designated authority in writing before leave is availed.

- A student may take medical leave for a period determined only by the child's doctor, who must be a 'Registered Medical Practitioner'. It should be noted carefully that a certificate from a non recognized medical person will not be accepted.

If a parent finds the child unwell in the morning of a school day, the parent may refrain from sending the child to school. He must, however, inform the school authorities immediately, preferably through a note handed over to the school bus conductor or through text message to the Class Teacher.

- A student may take leave to attend the wedding of his/her own brother or sister, uncle or aunt after due permission. This leave would be granted for three days apart from the time taken in travelling outstation if necessary.
- For local weddings, leave for one day may be granted.
- If a child has to leave school during the day for any reason, the application has to be sanctioned by the class teacher.
- Repeated absence without leave or unexplained absence for more than seven consecutive days renders the students liable to disciplinary action.
- It is compulsory for the students to complete 75% attendance in the year to make them eligible for the final examination or assessment.

Discipline

The hallmark of discipline at The School is that every member of this community is a responsible person and he/she should ensure that any breach of discipline is prevented. If not preventable, then it must be reported to the concerned authority without delay. Pride in our School and in our people should prevent any member of this community from doing anything that would cause harm to the institution.

- Students are issued a multipurpose laminated photo – ID card for identification.
- They shall have a Library Card for access to the Library.
- If a student loses the ID-card, parents may obtain a replacement from the school after paying the fine due.
- All students must carry their School Diary and Identity Card to school every day.
- Communications must be countersigned by the parents, so that we know that they have been read.
- Students, who come to school on their own, should arrive at the school well before the reporting time.
- Students, who come to school escorted, should never leave before the escort arrives. In case of delay they should report to the school office.
- No outside food is permitted.
- Punctuality – all students should report to designated areas on time.

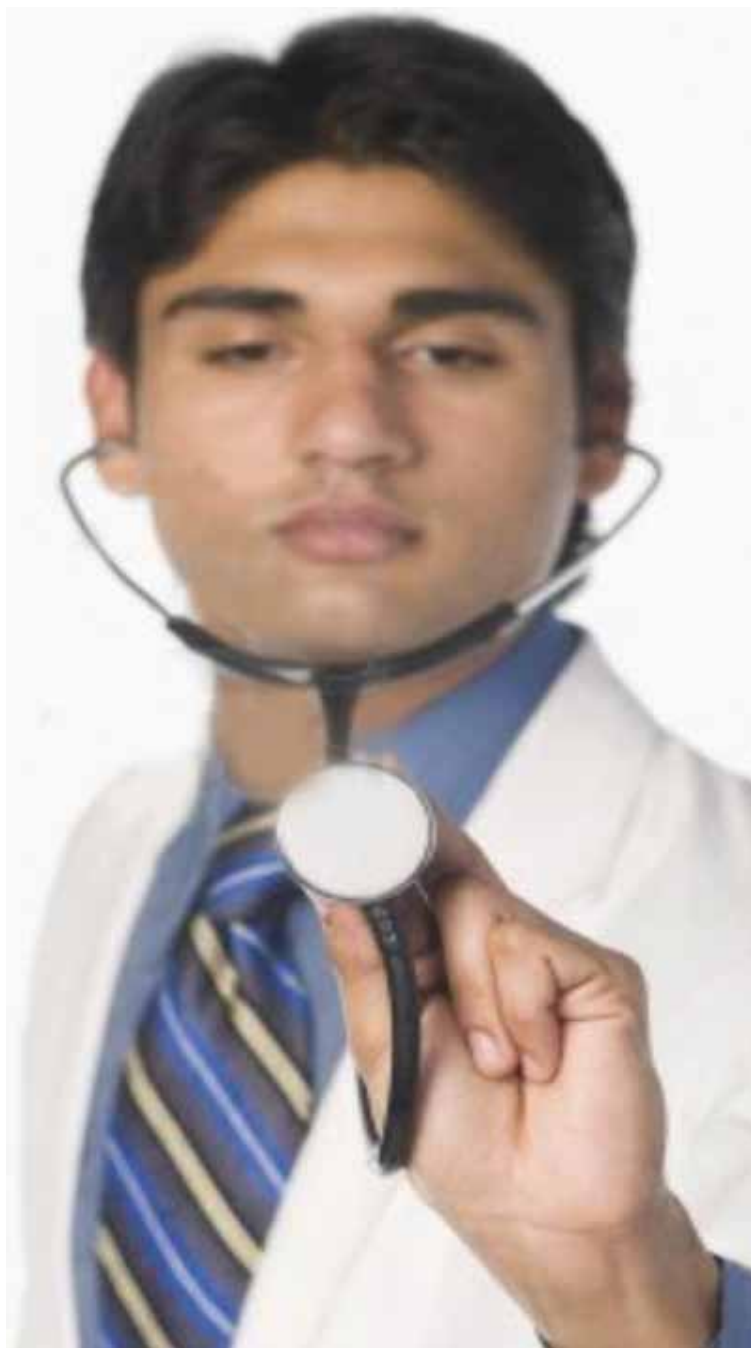
- Language – use of appropriate language is expected at all times.
- Bullying is prohibited. There is to be NO violence at any time
- Students should not drive if underage or without a valid driving license.
- Vandalism of any kind is not expected from members of our community.
- We are a liberal community and there should be no distinction in terms of religion, caste, income group, region, colour, creed etc.
- Use of cell phones is prohibited on the school campus.

Medical

At the School, students undergo a thorough medical examination at the start of each academic session and records are maintained and constantly updated. Parents will be informed if their children need treatment. Counselling for parents and children as well as regular instruction on fitness, nutrition and first-aid will also be provided.

Infirmery - There will be a separate infirmery with first - aid facility and an inhouse nurse and direct contact with a nearby hospital.

- The school will not be held responsible for any injury suffered by a student for his or her loss of life during activities such as games, sports, gymnastics swimming, sailing or mountaineering expeditions and camping.



- All children are expected to attend school on the opening day after every vacation. Those absent because of sickness must present a medical certificate before they join the class.
- A child returning to school after suffering from an infectious or contagious disease should produce a fitness certificate from a doctor.

Students suffering from any one of the following diseases must observe the prescribed period of quarantine before returning to class.

- (a) Chicken pox - till complete falling of scabs.
- (b) Measles - Two weeks after rash disappears
- (c) Mumps - until the swelling subsides
- (c) Whooping cough - six weeks
- (f) Jaundice - six weeks

Fees

Parents must ensure that the full fees are paid on time. Fee and other charges (including the extra consumables during the term) are payable quarterly in advance and should be paid by a Demand Draft /Cheque along with a copy of the bill. In case of a dishonoured cheque the payments have to be made by cash and a fine of Rs.500 will be levied in addition to the late payment charges of Rs.100 per day after the late payment date.

Failure to pay fees within 45 days of the due date will require an appropriate disciplinary action taken by school authorities.

If the fee is not paid in full as per the last date given, it should be paid with a late fee of Rs.100.00 per day at the fee counter /bank payable within the calendar month(45 days time). Failure to do so will result in the name of the child being struck off the rolls. It is not obligatory on the part of the school to send a fee reminder. Re- admission fees of Rs 5000 will be charged, if re-admission is granted.

Students are not allowed to visit the bank or accounts office for any reason during school hours as it disturbs their studies and affects school discipline.

The school will be constrained to remove from the rolls the names of the students or stop him/her from appearing for any examination, including external examinations, for non payment of fees and other dues, before the commencement of such examinations.

Fee payment schedule

The academic fee, and the fees for transport, computer, activity, sports and meals (for Class 1 onwards) are payable on a quarterly basis. The fees for the first quarter are to be paid before the commencement of the academic year, as per the dates communicated by the school. The dates for the payment of fees for the second, third and fourth quarters of the academic year 20 ___ - 20 ___ are as under:

Quarterly Installment Dates

1st Quarter - 10th February to 10th March

2nd Quarter- 10th May to 10th June

3rd Quarter - 10th August to 10th September

4th Quarter - 10th November to 10th December

Withdrawals and Suspension

- Applications for withdrawals of students from the school should be submitted in writing, on the school's prescribed form, to the Head of School at the earliest opportunity.
- If a student leaves school before the end of a term, fees will be payable for the full quarter. The School Leaving Certificate will be issued only after all dues are cleared and library books returned. Under no circumstances will the fees paid to the school be refunded if a student withdraws admission for any reason.

Students can be asked to leave the school

- i) if they develop signs of full blown special needs, which the school is currently not equipped to handle
- ii) extreme cases of misbehaviour which causes self-harm or harm to other students
- iii) for unexplained absence of more than seven days

For Visitors

Parents can meet the teachers with prior appointment with the concerned teacher, through their wards school diary.

- a) No visitor may enter the school premises without a valid entry pass issued by the security personnel on duty. They will be issued a badge which must be worn at all times while on campus.
- b) All visitors must report to the school office on arrival from where they will be escorted to designated areas.
- c) No visitor may roam around the campus unescorted.
- d) Visitors are not permitted to bring any firearms or other offensive weapons (licensed or otherwise) on to the school campus.
- e) No visitor may roam around in areas not indicated on his "gate pass".
- f) Vehicles are permitted only from the gate to the parking area. In the interest of safety and cleanliness, everyone is expected to walk on campus. Supply and other authorized vehicles may use the designated roads.

For Students

- No one is permitted to pluck any flowers/fruits from the trees/plants on the school premises or climb fences.
- Students are not allowed to run in the corridors or play throw games in the class/ corridors.
- No one should walk on non – designated areas.
- All students are mandated to attend assemblies/ functions unless special permission has been taken.
- In case the student needs to go to the infirmary, he/she will be escorted there by a teacher or caregiver.
- Money should not be sent with students to the school.

Care for Building and Property

- a) All students should help keep the building looking good by not littering or marking equipment, walls, etc.
- b) Students are required to take due care of textbooks and library books in a very responsible manner.
- c) They are required to pay for any lost or damaged books.

Lost and Found

All personal property of students should be clearly marked .The school does not accept responsibility for personal items brought to school and is not responsible for articles lost by students. Articles found lying about should be handed to the “Lost and Found Department”



Homework

Even at Pre-Primary level, in order to foster good learning habits some simple homework will be set for the children. The homework will be simple and designed to be a fun joint activity for parents and children.

Meals

The children would be served Indian, Continental, Chinese food to provide them with variety. It is mandatory for all students to avail the school meals facility.

Student Council

The Students' Council has the responsibility of maintaining school discipline. The council consists of

- President,
- Vice President,
- Secretary,
- Head Boy,
- Head Girl,
- Deputy Head Girl,
- Cultural Secretaries,
- Literary Secretaries,
- Game Captains,
- Prefects.

An office bearer needs to show academic brilliance, sense of responsibility, leadership qualities, initiative, personal sense of discipline, exemplary code of conducts and high moral character.

VSRCs Transport

- a) Those students who wish to use school transport must indicate their intention to the school by the 7th of the previous month. In case a parent wants the school bus to pick up his ward from say the month of March, then the parent must apply in writing to the school by the 7th of February. Payment for the quarter (i.e. Jan-Mar) must accompany this request.
- b) Students are expected to be at the designated bus stop at least 5 minutes prior to the scheduled time of arrival of the bus.
- c) Parents or designated guardians are also expected to reach the bus stop 5 minutes prior to the arrival of the bus when picking up their wards after school.
- d) Students are expected to use seat belts provided and to maintain decorum inside the bus. No one is allowed to stand in a moving bus.



- e) In case a student/parent is late – either way – and he misses the bus, the parents will need to have the child dropped to school / picked up from school.
- f) If no one has come to pick up the child by 3.15 pm, the child will be taken in a taxi to the Class Teacher’s home. The parent will need to pick up the child from the teacher’s residence and reimburse her for the taxi.
- g) Students are not expected to change their mode of transport. They would have to avail of the system opted for by their parent. In an emergency situation, permission would need to be taken in writing from the Principal.
- h) Students, who come to the school escorted, should never leave before the escort arrives. In case of a delay they should report to the school office.
- i) The drivers are authorized to stop buses at the designated stop only, unless otherwise directed by the teacher on the bus . The list of bus stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change, as and when there is genuine need. There will be no changes in the existing bus routes .If and when absolutely essential, the school management reserves the right for such changes after careful scrutiny and feasibility.
- j) Drivers of private transport should wear proper identity cards or should always carry with them proper papers authorizing them to take away children. This is subject to random inspection followed by action as and when required.
- k) For availing/discontinuing the bus facility in the middle of the term, an advance application will have to be submitted to the Principal and permission for the same shall be sanctioned only after approval.
- l) An Authorisation card will be issued to the person who comes to collect the child at the bus stop after school. It is mandatory to carry the ID card when you come to collect the child at the bus stop, or from school.

School Address:

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