

OPP. ARCADIA MARKET, GURUGRAM SEC-50



PARENT HAND BOOK

MISSION



To meet with the challenges of the ever changing and ever evolving era, students are required to be trained in all fields. We at RPS, prepare the tender and young minds to face the challenges of the modern world. It is done with a systematic working schedule consisting of all areas: physical, intellectual, aesthetic and spiritual. We leave no stone unturned in exploring the latent talent and potential of the students. With the purest of intentions, the mindset of all the faculties is to enable the children to reach the summit of their respective careers and above all, to turn them into good human beings to render their excellent services to all segments of the society and to their MOTHERLAND.

OUR VISION



At RPS, we dream to nurture upright the global citizens ready to be the torch bearers of the nation. We envision to empower our students to acquire, demonstrate, articulate knowledge and skills. School strives for excellence through the curriculum that is amalgamation of traditional and progressive education.



INFORMATION FROM ADMISSIONS



SCHOOL TIMINGS

SUMMER: 8:00 A.M. TO 2:15 P.M.

PRE-PRIMARY : SUMMER: 8:00 A.M. TO 12:30 P.M.

SCHOOL TIMINGS

WINTER: 8:30 A.M. TO 2:45 P.M.

PRE-PRIMARY : WINTER: 8:30 A.M. TO 1:00 P.M.

- NOTE: 1. ALL SATURDAYS WILL BE OFF FOR PRE- PRIMARY.**
2. THE SECOND AND FOURTH SATURDAYS WILL BE OFF FOR GRADES I TO VIII.

OFFICE HOURS

The office shall remain opened on working days from 8:00 a.m. to 3 p.m. On gazetted holidays, the office shall remain closed.

SCHOOL VISITING HOURS

The Principal / Heads / HODs and teachers will be available to meet parents on all Saturdays with a prior appointment.

SCHOOL UNIFORM

School uniform can be purchased from the school uniform shop located on the ground floor.

Timings: Monday - Friday 10 a.m. - 3 p.m.

SCHOOL UNIFORM REQUIREMENTS



Students must wear summer uniform at the beginning of the school year. Winter uniform is worn around November to the beginning of March and school will advise on the exact date depending on the weather.

- All students are expected to wear the school uniform in a neat and tidy fashion. All clothes worn to school (uniform and non-uniform items) should be clearly labelled with the student's name and class.
- Students should always be neatly dressed with their shoes polished and hair done properly.
- Boys should get their hair cut on regular intervals (Not the Sikh Boys).
- All skirts must be of an appropriate length, not more than above the knee.
- Students are expected to wear their identity cards in school every day.

HAIR

Hair styles should be neat and smart, and hair colour natural.

Girls with long hair (below their collar) must tie it back.

SHOES

All students must wear plain black (Polishable) shoes. (Any other design shoe is prohibited.)

JEWELRY

Girls can wear one pair of stud earrings in their ears, all other piercings should be removed.

School rules prohibit the wearing of bangles, bracelets, rings, necklaces, and brooches.

Children should not wear analog or digital watches at school.

MAKEUP

Female students should refrain from wearing makeup while in school premises.



SCHOOL TRANSPORTATION



Students can avail the school transport subjected to the availability of seats. The bus routes are drawn out and parents should consult the school's Transport Incharge for necessary details. Bus facility is not mandatory. These facilities can be withdrawn at short notice at the discretion of the school.

1. All the students using the school bus are expected to be at the bus stop at least five minutes before the arrival time of the bus.
2. Students should not lean out of the window and should keep all body parts inside.
3. Students and other staff members should be respectful and listen to the conductors and assistant in the bus.
4. No student should disturb or harass any other student, teacher or conductors in the bus.
5. Students will not indulge in any form of physical or verbal abuse.
6. Students should treat the bus and other private property with care.
7. Buses will not wait for latecomers.
8. To pick up the child at the bus stop, it is mandatory that the parent I-card is presented to the bus guard.
9. Parents of children from classes Nur to V should come/send a responsible person to receive their ward from the bus stop failing which the child will be brought back to school.
10. Please ensure that, under no circumstances, any parent boards the bus to discuss any concern. In case any issue is to be discussed, please meet with the school authorities.
11. Students are not allowed to go to friend's house or anywhere else from school.

Note: In case any student is found or reported damaging the school bus, he/she will have to pay a fine of Rs. 500/-, else the facility will be withdrawn.

BUS POLICY



If a child is found violating the code of conduct in the bus, the facility may be withdrawn. The onus of deciding the gravity of the situation is on the teachers travelling in the bus. In absence of any teacher, the conductor and driver are empowered to take this decision.

ARRIVAL/DISPERSAL OF THE CHILDREN USING PERSONAL OR PRIVATE TRANSPORT



Students who come to school on their own should arrive at the school before the bell rings. No student is allowed to come to school in a self driven scooter/motorcycle/car. The school gates shall close 10 minutes before the bell rings for the morning assembly as per the timing.

For students using private transport, it is advisable to carry out due verification of the cab driver and road-worthiness of the vehicle. Details of the vehicle and driver's licence number are to be provided to the school for our records.

Each student will be issued one student and two parent Identity Cards. It will be mandatory for the parent or any nominee to show the duplicate I-card of the child to the bus guard or school guard in order to pick up the child. As per the school rules the child will be handed over to the person who shows/produces the duplicate I-card of the child. The loss of an I-card must be reported to the school immediately.

INSTRUCTIONS FOR PAYMENT OF FEE



PAYMENT OF SCHOOL FEES AND OTHER CHARGES

It is the responsibility of the parents to deposit Tuition fee on time. Fee is required to be deposited quarterly, by the 10th day of the 1st month of the quarter

For school dues, parents must deposit cheques in the account section. Payments can also be made via the Campus Pro app. Following the admission process, it may be installed from the Play Store, and if there are any technical issues, the technical team can be reached.

LATE FEE

After the due date of payment, a late fee @ 20/- per day/ per child shall be levied.

DISHONoured CHEQUE

In the event of a cheque being dishonoured due to any reason, a penalty of 250/- shall be levied. The payment of dues, inclusive of amount of penalty and late fee (Leviable after the due date of payment) upto the date of payments, shall be accepted by Demand Draft/Pay Order only.

- NOTE:**
1. All modes of payment are available. (Cash/Card at the counter, Cheque, Campus pro, Netbanking)
 2. Payment of school dues through post/courier is not accepted.

In case parents wish to pay yearly fee in one go, they would pay only for 11 months. This condition is applicable for tuition fee only and not for transport charges and this payment should be done by 30th April of the session.

REFUND RULES

1. Kindly note that no refund of any kind of fee shall be done once the admission number of the child has been issued.
2. Parents are requested to confirm themselves before depositing the fee.

WITHDRAWAL RULES



- One clear calendar month's notice in writing or a month's fee in lieu of such notice must be given before a student can be withdrawn. Those who leave the school in the month of May must, in all cases, pay the fee for the month of June. No fee other than security amount is refundable at any stage.
- Until the parents obtain the TC of their ward issued from the school, the name of the child shall keep appearing in the list of fee defaulters and the parents shall keep receiving the messages regarding this.
- Transfer Certificates will not be issued until all dues of the school are settled.
- If any assessment report is required in the case of mid-term withdrawal, an application is to be given at least one month in advance. At least seven days are required to process withdrawal applications and issue transfer certificate.

ATTENDANCE AND TRANSFER POLICY

ATTENDANCE

As per CBSE Examination By Laws, 75% attendance for classes XI & XII and 80% attendance for classes VI to X is mandatory to be eligible for appearing in annual examination, failing which no relaxation shall be given.

TRANSFER FROM ONE BRANCH OF RPS TO ANOTHER

In case of transfer from one branch of RPS School to another, the student will have to take 'No Dues Certificate' from his/her previous institution. Then he/she will deposit the amount as per the fee structure of that branch where he/she will also have to seek admission and submit the report card & SLC issued from the previous branch.

A Transfer Certificate duly signed by the Principal of the school whence the child is getting transferred is to be procured and submitted in the school where he/she is seeking admission.

PROMOTION POLICY

The school strictly adheres to CBSE norms.

Kindly note:- The rules are subject to amendments as per the CBSE guidelines.

Please refer to the Central Board of Secondary Education (CBSE) & Directorate of School Education (DOE) website for all the circulars related to assessment; evaluation and promotion for your reference.

Central Board of Secondary Education: <http://cbse.nic.in/> Directorate of Education: <http://edudel.nic.in/>

Do feel comfortable in seeking help from the school whenever required.

COMMUNICATION



- ⤴ All students must carry their Student Almanac to the school every day.
- ⤴ The almanac must carry the student's photograph and complete information duly signed by the parents.
- ⤴ This almanac has been introduced for the parents and the school staff to communicate effectively. Parents are also requested to go through the almanac every day. Any communication from the school or educators should be countersigned to confirm that the message has been read.
- ⤴ To reduce the use of paper, the school extensively uses the website and e-mail to communicate with parents. All important circulars are posted on the school website e.g. www.rpsgurugram50.edu.in. Parents are expected to regularly check their mails and visit the school website regularly to stay updated with the latest happenings.
- ⤴ The school maintains students' profile data and medical records in its school management software. To ensure accuracy and consistency of this data, six-monthly data updating initiatives are undertaken. Parents are expected to update this critical data online as per the time line whenever this exercise is launched.
- ⤴ Any other changes in the student profile or medical data are to be provided in writing to the school.

SCHOOL CELLS



For the safety and security and happy environment of school, the Management has come up with following cells:

1. Complaint Cell
 2. Anti Bullying cell
 3. Discipline Cell
 4. Women Cell
1. All the complaints to and from parents/ school will be looked into by the respective committees in case of any dispute or confusion.
 2. We have a zero tolerance policy towards bullying. No student is allowed to engage himself/herself in such a negative activity, inside or outside the school bus or premises. If found involved, the committee shall be authorized to take disciplinary steps.

3. To be disciplined and follow the rules is the first 'motto' of RPS Schools. Appointed DPEs are authorized to control the students in and around the school premises throughout the working of school.
4. No human being should be treated with difference or seen low, especially a 'girl child'. RPS has a strong mind-set for caring the girl child and hence has a very sensitive and understanding 'women cell'.

Any student found guilty of the above affairs may have to face the following steps:

1. Oral/written warning. Official warnings to cease offending behaviour
2. Exclusion from certain areas of school premises
3. Temporary exclusion
4. Permanent exclusion
5. Suspension from attending classes/ school for a specified period.
6. Withholding or cancelling results.
7. Expulsion /rustication from school in rare of the rarest cases

SCHOOL INFIRMARY



We have qualified medical staff on campus during school hours. They deal with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school.

In the unlikely event of a more serious incident occurring at school, parents will be informed by telephone of the accident and if deemed necessary, parents will be asked to meet the child and the School Nurse at school or the local hospital. Payment is the responsibility of the parent. For this reason, parents must complete the Medical Insurance form and return it to the Admissions Team at their earliest convenience.

MEDICINES

Medicines will only be given in school in special circumstances and must be clearly labelled with your child's name, class and the required dosage and frequency.

PRIMARY / SCHOOL / HOME



In Primary we share and celebrate student learning and achievement with parents through a digital platform called **Campus Pro**. All Primary year groups and classes will update their information at least weekly with written information, photos of students at work, relevant video clips, home learning details and expectations, event reminders and much more on whatsapp

HOME LEARNING POLICY

Home Learning is an integral part of life at RPS. All pupils in the school will be involved in this programme and such involvement will obviously depend on the child's age.

HOME LEARNING SHOULD BE:

- Manageable for parents, pupils and teachers;
- Directly related to children's class work and the school curriculum;
- Regarded as important and monitored by parents and teachers;
- Clearly understood by all pupils in terms of objectives and feedback.

READING AT HOME

- Daily reading at home is an expected part of RPS home learning.
- It would be wonderful if at least one story could be read to the Pre-Nursery or Nursery child every day. This could be as part of their bed time routine or at anytime throughout the day.
- Children will visit the mobile class Library to take books out to be read to them at home, for pleasure, to supplement the story books that they have at home.
- The children will select a book from the Library to take home from their first term. Initially this book will be for parents to read and enjoy with them but as their reading skills develop, it is hoped that they will be able to participate more and more in telling the story themselves, as well as having the opportunity to listen to an adult reading to them. In term-2, children will also take books home to read to their parents.
- From Year 1 onwards – The children will have daily reading which should be heard by an English speaking adult where possible (10 minutes each day in years 1 and 2)

READING RECORD

Your child will bring home a Reading Record with their reading book every day. The purpose of this log is for your child to record what they have read at home each day. You, your child and the class teacher may also make comments on your child's progress, attainment, reading habits and interests. Comments will aim to inform the other parties and encourage your child to be a thoughtful, regular and avid reader.



There are some ways to help support your child's reading development:

1. Hear your child read their school reading book or any other suitable book on a daily basis. Key Stage 2 children still need to have their reading heard by an adult (i.e. Y3/4, about 4 to 5 times per week and Y5/6, about 2 to 3 times per week). Reading aloud helps develop fluency and understanding.
2. Reading with your child – take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation.
3. Read stories to your child – all children benefit from hearing stories that they themselves may have difficulty reading in English (and other languages).

HOME LEARNING TASKS

The class teacher is responsible for setting home learning and ensuring that the demands are manageable and relevant. Home learning should be varied, covering many areas of the curriculum including reading, writing, speaking, listening, mental mathematics, written mathematics, science, history, geography, art, etc. Normally home learning will involve reading and spelling assignments, with an appropriate amount of written work. Teachers aim to keep parents informed and involved.



- Use information from newsletter to be aware of the weekly learning expectations.
- Complete the learning tasks each week to the best of their ability.
- Let their class teacher know if they are unsure about learning or are having any difficulties.
- Independently seek out additional home learning opportunities.
- Ensure children read nightly for at least the minimum recommended time, encouraging engagement with a range of genres and authors.
- Ensure that regular learning time is created on week nights / weekends so that learning is handed in on time.
- Contact the class teacher if children are struggling to meet the learning expectations.
- Encourage children to work independently on tasks.

POSITIVE BEHAVIOUR POLICY : GOLDEN TIME

At RPS we believe that setting high standards for behavior is an integral part of having a positive attitude to learning and achievement.

We believe in the importance of providing a safe, calm, caring and supportive environment in which learning can take place, enabling children to become independent and confident members of the community while developing the principles of good citizenship.

We have a set of Golden Rules which encompass key broad moral values. These rules are displayed in all classrooms, specialist rooms and corridors.

GOLDEN RULES

- We work hard – We don't waste our own time or others' time.
- We are gentle – We don't hurt others.
- We listen – We don't interrupt.
- We look after property – We don't waste or damage things.
- We are honest – We don't cover up the truth.
- We are kind and helpful – We don't hurt anybody's feelings.

Keeping the Golden Rules creates a reward of extra time which all the classes or year group can share together and we call this Golden Time.

Just as children receive Golden Time for keeping the Golden Rules, they must lose it if they break them. If the teacher notices when a child has broken a rule, then the following system applies:

For low level behavior:

- First behaviour misdemeanour - verbal warning given
- Second behaviour misdemeanour - the child receives a 'visual' warning (some teachers may use a simple traffic light system or other visual reminder to help the children understand this)
- Third behaviour misdemeanour - the child loses five minutes of the next Golden Time.

FOR HIGH LEVEL BEHAVIOUR

- The peg automatically moves to red.

If a child consistently loses Golden Time or engages in high level behaviour or bullying, the parents will be notified and promptly demonstrate the required behaviors.

HOW THE SYSTEM WORKS IN EARLY YEAR GROUPS



Children in EYG are learning about appropriate behaviour and are experimenting with boundaries in place. Whilst we use the Golden Rules to ensure consistency of expectation, our youngest learners do need slightly different structures in place to support them in developing their understanding. We focus on the use of positive praise to reinforce and develop an understanding of the Golden Rules. We use visual display and photographs of our children demonstrating the desired behaviours.

In each class, the **'Star of the Week'** person receives a badge . This person has displayed one or more of the following positive behaviors, academic achievement or great citizenship.

HOMework



All students receive homework on a daily basis. Homework is a valuable method for teachers to monitor progression and students' understanding of subjects taught. In Key Stage 3, students will be assigned homework in accordance with the homework timetable.

BEHAVIOUR POLICY



It is important that we all have high expectations of pupils in their work and for behaviour, and that we reinforce school rules at all times. The procedures outlined below facilitate consistency of reaction to discipline and ease the flow of information to the relevant members of staff.

The role of the class teachers is vital, and colleagues inform each other of all matters, positive and negative, concerning members of their classes. Some matters must and should be confidential to protect the privacy of the child. All referrals will be logged by the class teacher.

Pupils will not be referred to other teachers for discipline until the member of staff concerned has attempted to resolve the problem and has exercised appropriate sanctions. Pupils who offend are dealt with as individuals; whole classes and year groups are not reprimanded. We all have responsibility for all the children in the school, not only those in our charge.

Note: Bullying of any sort is not tolerated. Such incidents are dealt with swiftly, discreetly and with parent knowledge.

MOBILE PHONES AND ELECTRONIC DEVICES



We recommend that devices and gadgets are not brought to school. The school cannot accept responsibility for damage or loss of equipment that is brought into school. We recommend that any valuable items are kept at home and not brought in school.

1. We operate a device free policy. Students are not allowed to use phones, tablets or computers anywhere in the school. We reserve the right to confiscate devices used without permission. These will not be returned at any cost.
2. Ear phones and headphones must not be worn in school.
3. The filming of videos or making sound recordings of students and staff is strictly forbidden unless this is done in an educational situation with the express permission of a Principal and only by authority for official purposes.

In the event of a complaint or information coming to the attention of a member of staff regarding the communication of inappropriate, intimidating, untrue, hurtful or libelous information, the school will investigate thoroughly and may view the matter as a case of bullying, and deal with it in accordance with our anti-bullying policy.