

Code of Conduct

Punctuality

The children need to come to school on time. The children are expected to be in school 5 minutes before the school time.

Attendance and Absenteeism

- ⤴ It is mandatory for students to attend the first and last day of school (i.e. before and after every vacation). If for some unavoidable reasons they are unable to do so, a written permission needs to be obtained from the Head Mistress before the child can attend the academic session.
- ⤴ For any other day of absence the parents should submit a written explanation in the diary.
- ⤴ If sick leave is being mentioned and it is for more than 3 days, the parent should submit a doctor's certificate.
- ⤴ No half days or leave for students will be permitted.
- ⤴ When a long term absence is anticipated, parents/guardians should obtain written permission from the Head Mistress.
- ⤴ No leave will be granted for family vacation, festivities, ceremonies, overseas trips, etc.
- ⤴ No assessments, tests, examinations will be rescheduled or re-conducted to accommodate student's absence. Please note that failure to attend the final examination without the permission of the Head Mistress may lead to repetition of the same class in the next academic year.