

Student Diary Rules

The school during subsequent years may need to update these rules and the same shall be done on its website. I/ we agree to keep ourselves informed of the latest updates by visiting the website and the updations shall be binding on me.

In addition please also see the Acknowledgement Form, Transport/ Self Drop and Pick-up Rules available on the school website www.theorbisschool.com to keep yourself informed of the prevailing rules. You are further advised to visit the website regularly to keep yourself updated.

To keep the students and parents informed the school shall be sending regular circulars/ emails/ notes.

Rules for Students

General Behaviour:

1. Students are expected to maintain a high standard in their behaviour and manner of speech.
2. Students' actions and language should be courteous at all times.
3. Students should greet peers, teachers and visitors whenever they meet them.
4. Attentiveness in class and regularity in home assignments is mandatory.
5. Each student should take pride in keeping the school campus clean.
6. Fighting, bullying, denying use of facilities to others, damaging school property and causing injury to others will invite strict disciplinary action.
7. Students are responsible to the school authority not only for their conduct in school but also for their general behaviour outside. Any objectionable conduct reported or observed is liable to disciplinary action.
8. All unresolved disagreements amongst peers must be brought to the class teacher's notice.

It is important in **self interest** and as **concern for others** that we understand right from wrong and follow good and correct practices. When we falter there will be consequences. It is difficult to say how far-reaching the impact can be on our emotional and social lives. However, at TOS the policy and consequences will be as follows:

1. Student behaviour that will be regarded as misconduct will include:

- Physical violence and bullying
- use of threatening or abusive language
- indecent gestures, words, proposals or acts which can be described as sexual abuse
- stealing or misusing belongings and property of peers
- harassment or discrimination against other students on the grounds of sex, race, disability, religion, age, economic condition or any other factor
- disrespectful behaviour towards teaching or help staff
- deliberate and serious damage to the school building or its fittings, property or equipment
- improper use of school facilities (e.g. accessing Internet)
- breaching health and safety rules (e.g. tampering with fire extinguishers)
- breaking of general instructions while using school bus
- indifference towards assignments and completion of work
- This list is intended as a guide and is not exhaustive.

2. Reporting of misconduct:

It is the responsibility of every school member to **immediately** bring to the notice of **CT/CO/HM/P**, any misconduct observed, conveyed verbally or in writing or even a sense of something inappropriate. It is wiser to be over careful than to be complacent.

Also note that **ignoring, covering, hiding of acts of misconduct will be seen as assistance** (abetment) to do wrong and hence will be punishable

3. Action taken will be as follows:

- Starting with **counseling and verbal warning**, followed by **written warning**, seeking of **parental intervention** and **reduction in grades** to **suspension** and **expulsion**.
- **In matters of serious nature, consequences will be severe and immediate.**

- Parents must pay for any damage caused to the school property as ascertained by the Admin in charge

Stage	Action	In charge
1. First two offences	Verbal counselling	CT / ST
2. Next offence	Report to CO for counseling Send a written note to the parent. Seek acknowledgement.	CT / ST CO
3. Next offence	Caution note issued by HM/P with previous reference Recording in discipline register and anecdotal record	CO HM/P
4. Next offence	Warning note issued by HM/P Call the parent for a meeting. Reduction of grades	CT / ST CO/HM/P
5. Next offence	Disciplinary action note (leading up to suspension and expulsion) issued by HM/P Call the parent to take the child back.	CO/HM/P

School Timing:

1.

Classes	The Orbis School, Keshav Nagar (TOS 1)	The Orbis School, Mundhwa (TOS 2)
Pre Primary	9.10 a.m. – 12. 10 p.m	9.00 a.m. – 12 noon
Classes 1 to 3	9.10 a.m. – 3. 10 p.m.	9.00 a.m. – 3.00 p.m
Classes 4 to 10	7.30 a.m. – 1.30 p.m.	7.20 a.m. – 1.20 p.m

2. School will function from:
 - i. Monday to Friday for Pre-Primary to class 12
3. Time schedules for PTMs and school functions will be informed through school circulars uploaded on the school website, parents and students are requested to regularly login to the school website for updates from the school.

Attendance:

1. Students must be regular and punctual in attending school.
2. Minimum attendance required is 80% in an academic year.
3. No test will be rescheduled or re-conducted to accommodate a student's absence.
4. In the event of absence of up to three days, a note should be submitted either through email (TOS1 - academicp.pune1@theorbisschool.com TOS2 - academicp.pune2@theorbisschool.com) or a note in the student diary or a leave letter sealed in an envelope, explaining the reason for the absence. A leave request made through a phone call should be later supported with an application.
5. If the duration of absence is to be more than three days, a written permission needs to be obtained from the Principal/ Vice Principal/ Headmistress.
6. If sick leave is being mentioned and it is for more than 3 days, the parent should submit a doctor's certificate.
7. No half days or early leave for students will be permitted.
8. In the interest of students and discipline, parents are earnestly requested not to apply for leave for family vacations, ceremonies and functions.

Medical:

1. If a child has any health problem and needs specific care during school hours, the class teacher needs to be informed in writing giving all details necessary.
2. In case the student is suffering from any contagious or infectious disease, he or she should not come to school till free from infection. The class teacher should be informed about it.
3. In case of leave on medical grounds, a fitness certificate has to be produced when the child reports back to school.
4. The child may be admitted into an appropriate medical facility should such an eventuality warrant and the parent/ emergency contact may not be in a position to take the required steps in good time.

Uniform:

1. The uniform should be clean and well ironed daily.
2. Shoes should be well polished and socks clean.
3. Only prescribed uniform and shoes to be worn.
4. Personal hygiene and cleanliness must be maintained.
5. Hair must be cut short in case of boys and neatly tied in two plaits/ put in place with a hairband in the case of girls.
6. Any kind of colouring of hair is not permitted.
7. Nails should be cut short. No nail paint is allowed.
8. Girls, if wearing earrings, the earrings must be simple. No fancy jewellery is allowed.
9. Students are allowed to wear watches only after class 4.
10. Improper turnout will invite disciplinary action.

Uniforms				
Class	Daily Uniform	Sports Uniform	*Winter Uniform	Formal Uniform (Monday)
	Boys and Girls	Boys and Girls	Boys and Girls	Boys and Girls
PP	T-shirt-**Green/Blue	NA	T-shirt-**Green/ Blue	NA
	Shorts- Blue		Track Pants- Grey	
			Fleece- Grey with hood	
	Shoes-Regular Shoes- Green/ Blue shoes with white strip Socks- **Green/Blue Band			
*Boys: Patka- Black, Girls: Scarf -Beige *Girls:Hairbands/Ribbons-Black				
1-5	T-Shirt-**Green/Blue	T-Shirt-House Colour	T-Shirt-**Green/Blue	NA
	Three fourth- Beige	Boys: Shorts- Grey	Track Pants-Grey	
		Girls: - Shorts -Grey	Fleece- Grey with hood	
	Regular Shoes- Black shoes with green / blue strip Sports Shoes- White shoes with green/ blue strip Socks-**Green/Blue Band			
	Belt-Green/Blue *Boys: Patka- Black, Girls: Scarf -Beige *Girls:Hairbands/Ribbons-Black			
6-10	T-Shirt-**Green/Blue	T-Shirt-House Colour	T-Shirt-**Green/Blue	Shirt- White
	Trousers-Beige	Track Pants-Grey	Trousers-Beige	Trousers-Beige
			Blazer-Grey	Tie-Grey
	Regular Shoes-Black shoes with green / blue strip Sports Shoes- White shoes with green/ blue strip Socks-**Green/Blue Band			Shoes:Leather-Black Socks:**Green/Blue Band
	Belt: **Green/Blue *Boys:Patka-Black, Girls: Scarf -Beige *Girls:Hairband/Ribbons-Black			
11-12	Shirt- White	T-Shirt-House Colour	Shirt- White	Shirt- White
	Trousers-**Green/Blue	Track Pants-Grey	Trousers-**Green/Blue	Trousers-**Green/Blue

		Blazer-Grey	Tie-Grey
	Regular Shoes(Boys) -Leather Black Shoes Regular Shoes(Girls)- Black Bellies Sports Shoes- White shoes with green/ blue strip Socks-**Green/Blue Band		Shoes:Leather-Black Socks:**Green/Blue Band
	Belt: Black		
	*Boys:Patka-Black, Girls: Girls: Scarf -Beige *Girls:Hairband/Ribbons-Black		

Bring the following daily, duly labeled:

1. Identity Card
2. Diary
3. School Bag
4. Simple pencil box with 4 sharpened pencils,ruler,eraser, sharpener(class 1 onwards), pen(class 5 onwards).
5. Water Bottle
6. Lunch Box
7. One large napkin
8. Fruit/snack box
9. Activity files
10. Books and notes as per the time table

Do not bring:

1. Mobile phones/ I-pods/ PSPs/ CDs/ cassettes/ walkman and other similar items.
2. Fancy jewellery/watches
3. Valuable articles
4. Inappropriate books and magazines
5. Toys
6. Inflammable and sharp items.

Activities:

1. Games and Sports: Basketball, Cricket, Football, Skating, Yoga, Gymnastics, Martial Arts, Archery
2. Art and Craft: Painting, Drawing, Cutting, Pasting, Origami, Papier, Mâché, Clay Modelling , Calligraphy
3. Music: Hindustani Classical Music, Guitar, Drums, Keyboard, Voice Training for solo and group singing
4. Dance: Indian Folk, Classical, Contemporary, Western
5. Dramatics: Dramatics Club for different forms of theatre
6. Clubs: Performing Arts Clubs, Visual Arts Clubs, Scientific Skills Clubs, Organisational Skills, Clubs, Work Education Clubs, Life Skill Clubs,Literary Activity Clubs, Environmental Club
7. Literary Activities: Elocution, Recitation, Debate, Quiz, Creative Writing
8. Language Enrichment: Constant exposure to audio visual inputs to Programme build pronunciation, expression and vocabulary using poetry, dialogues and discussions
9. Reading Scheme Activities: Book Fests, Class Libraries, Author visits, "Reading Hour", Book Reviews, newspaper in education for primary classes
10. Other Activities: Needlework, Robotics,
11. Personality Development: Communication skills in English, Manners and etiquette, General Knowledge, Value EducationProgramme
12. Field Trips and Treks: Local Excursions, Educational Trips, Picnics and Treks,

It is mandatory for children to be a part of one club activity, one co curricular activity and one game in each term.

Library Rules:

General Rules:

1. All students of the school are members of the library
2. Strict order and silence shall be maintained in the library
3. Personal books and articles are not allowed in the library

Book Issue Rules

1. A student can borrow only one book at a time for a period of two weeks.
2. Books will be issued to the students during the library periods. No books will be issued or returned during teaching hours.
3. Marking, underlining or writing on library books is strictly forbidden.
4. Reference books and current periodicals will not be issued to any student. These can be read only in the library room.
5. If the books are not returned within the specified time it will be viewed seriously and a fine will be charged as per the rules.
6. The librarian can call for the book at any time, even if the normal period of loan has not expired.
7. In case a book is damaged (i.e pages torn/cut, pages loose or missing, cover damaged or removed etc.) or lost, the person concerned will have to replace the book or pay the full price of the books plus a fine.

Birthday Celebration Rules:

1. Birthdays may be celebrated with distribution of candies/ toffees/ small chocolate bars in the class. No cakes, pastries or gifts permitted.
2. No distribution of sweets to any other person/class other than the class teacher, subject teachers or teachers visiting the class and classmates.
3. The birthday child (up to class 3) is allowed to wear casual clothes that day.
4. No gifts for teachers.
5. Birthday invitations may be distributed to the classmates in the school premises only if the entire class is invited.
6. Partying in the classroom or the cafeteria is strictly prohibited.

Lost and Found:

1. All students and parents should be advised to label all their belongings. All lost and found items, recovered from class rooms, should be handed over to the students by the class teacher. The unclaimed ones should be sent to the lost and found incharge.
2. Items found in common zones to be sent to the incharge. The person in charge to send labelled items to respective students and display unlabelled ones on PTM days.
3. Constant reminders should be given to students to label all belongings.

Transport/ Self Drop and Pick-up Rules

(for updated version please refer to Transport / Self Drop and Pick-up Form and Rules on the school website www.theorbisschool.com)

School Transportation Rules:**Boarding/ Alighting the Vehicle:**

1. The pick-up and drop-off spots are fixed.
2. The furthest stop shall be picked up first and dropped last.
3. The student should use only his/ her allotted bus and stop. Any change will need prior written permission from the school.
4. While waiting for a bus, students in the interest of safety must stay away from the edge of the road and not indulge in unsafe or unruly behaviour.
5. Students/ receivers should be at the stop at least 5(five) minutes before the scheduled arrival. The bus shall not wait in case the student/ receiver is late.
6. In the interest of safety, no student should approach the entry/ exit door of the bus until it comes to a complete halt.
7. Students in the interest of safety should immediately, on boarding, sit down at his/her assigned

- seat and avoid standing or moving around while the vehicle is in motion.
8. In consonance with the RTA rule, children of classes below 8, shall share seats in the ratio of 3 students to 2 seats.
 9. Every child shall be provided a seat, subject to the clause above.
 10. Only the designated door must be used to enter/ exit, except in emergencies.

Decorum in the school vehicle:

1. Students must maintain acceptable behaviour and noise level in the vehicle. The driver/ attendant are in charge and the attendant is authorised to assign seats. They must be treated with all respect.
2. Students shall be liable to pay for any damage that they may cause.
3. Standing on the footboard while the vehicle is in motion is not permitted under any circumstance. All students are advised to keep all parts of their body inside the vehicle at all times. Students' hands must be within the vehicle, even while waving out.
4. In the interest of safety, students are not permitted near the driver's area and should not touch any controls, switches, levers, instrument panels, etc.
5. For safety, health and hygiene reasons, consumption of edibles is not permitted in the vehicle as it may cause choking and any spillage may result in the floor becoming slippery.
6. Do not throw things out of the window. Carry your trash with you and dispose of at the next available dustbin.
7. Use of flame or spark producing devices like matches, lighters, etc., or carrying of inflammable products is strictly prohibited.
8. Aisles and doorways must be kept clear.
9. Indiscipline may lead to withdrawal of the facility/ admission.

Guidelines for parents/ guardians:

1. Only parents who have been authorised in writing are allowed to board the vehicle. Other parents are not allowed to board the bus.
2. Parents/ guardians should not compel the bus driver/ attendant to divert any route or change any pick-up or drop-off spots.
3. In the event of a change in residential address or telephone/ mobile nos., please intimate the school in writing as early as possible. In case of change in the pick-up or drop point an application should be made to the transport department and on receipt of written confirmation only would the change be in effect and shall be subject to availability/ feasibility.
4. Parents having any complaints or suggestions should contact the school, and never call the vehicle driver/ attendant over their cell phones.
5. While the school shall endeavour to provide this facility to most students, it is subject to feasibility.
6. In case of a breakdown/ non-availability of resource, all efforts shall be made for an alternate arrangement subject to availability/ feasibility. In the unlikely scenario of the transport service not being available, parents shall be requested to cooperate and help out by dropping/ picking up the students.
7. Parents availing of the service must download the transport app to determine the correct time of the arrival of the bus. This will eliminate the need for SMSes/ notifications.
8. In case of extreme emergency, a child who usually avails the school bus facility is to avail "Self Pick-Up", the Self Pick-Up Form is to be filled up and submitted to the school at least an hour before the scheduled bus departure.
9. In case a student misses his/ her bus, it shall be the responsibility of the parent/ guardian to ensure that the student reaches the school on time. In such a situation, the student may use his/ her allotted bus to return from school.
10. Students of class 3 and below will not be dropped at their designated drop point if the person authorised to pick them up is not there, they will be brought back to school from where they will have to be picked up by the parent/ guardian within a reasonable time.
11. If a child has not been picked up by 5 p.m. the parent, guardian, designated person, emergency contact phone's are all unanswered OR the parent, guardian, designated person, emergency contact have been contacted but fails to pick up the child then the matter to be reported to the HoS who shall determine if the process has been complied with and at her discretion either extend the 'wait time' OR immediately or after the lapse of further wait time instruct the

- General Admin to report to the local police chowky/ station or emergency police no. 100.
12. In the very unlikely situation that the police too are unable to contact the parent/ guardian/ designated person, then the HoS after having studied the suitability of conditions at home and consulted the Director shall suggest to the police that the child could stay with a staff member or the HoS at their residence. If the police agree in writing with the suggestion then only the child may be kept in the custody of the staff member/ HoS.
 13. Students of class 4 and above will be dropped at their designated drop point even if the person authorised to pick them up is not there.
 14. Parent's shall respond to school's phone calls, emails, notices and attend scheduled meetings, failing to do so may attract disciplinary action.

Transportation Fees/ Charges:

1. Fees are to be paid on or before the due date via eNACH only or as per authorised payment mode for the full year or in half yearly instalments for the entire instalment period, even if the facility is used for a single day or not at all. Fees shall be payable for zones.
2. In consonance with Government guidelines fees have factored the vacation/ breaks and hence to further break up on prorata basis is not possible.
3. For children being picked from and dropped at different stops, the charges would be 100% + 50%, i.e. picked from Stop A and dropped at Stop B the charges will be 100% of Stop A and 50% of Stop B.
4. Transportation and registration fee is non-refundable and payable to the school/ service provider.
5. If due to admission withdrawal or if the registered address is changed to within 500 meters of road distance from the school, the facility is to be withdrawn during the academic year or the next, a written application is to be submitted at least one month prior to the commencement of the next notified instalment failing which the next instalment will become due and payable.
6. Late payment of fees shall attract a late fee.
7. Late fee and bounced charges, if any, will be first adjusted from the paid amounts, and the outstanding amount will be considered as pending fee (to be paid).
8. In case the residential address is not decided at the time of admission, an amount equal to the shortest distance i.e. the lowest charge shall be payable and the same shall be topped up, if need be, according to the stop, once the residential address is decided. In case the decided residential address is within 500 meters, then the "lowest charge" and registration fee shall be refundable.
9. In case your child attends extra classes and further transport is used, then additional charges will be applicable.
10. Non payment of fees may lead to withdrawal of bus facility/ admission.

Self Drop and Pick-Up Rules:

1. Only those students residing (registered address) within a distance of 500 meters (road distance) from the school gate may prefer to opt for self drop and pick-up. In order to reduce the problems of traffic and parking at the school gate, they shall WALK to the school and no other mode of commuting (including 2 wheelers/ cycles) is permitted and shall be accompanied by a parent/ guardian/ designated person. No other person shall be permitted to drop or pick up the student.
2. Pick up and drop by private unauthorised commercial vehicles is not permitted as per Bombay HC /Govt. of Maharashtra Bus Guidelines.
3. Students found to be in contravention of the above two rules shall be liable to strict action including cancellation of admission.
4. Students above class 8, may walk unaccompanied, subject to the parent/ guardian seeking permission and filling the Transport/ Self Drop and Pick-Up form.
5. The Self Drop and Pick-Up arrangement shall be at a prescribed point and time (normally after the school buses have left) and it is imperative to adhere to these.
6. In case a parent wishes to opt for the transport facility at a later date, the same shall be subject to feasibility/ availability and payment of the entire instalment. If the address falls outside the transport range of the school then the child shall board the school bus from the nearest designated bus stop.

Remember while you use the following

1. Staircase: While climbing up or coming down the flight of stairs be on the left side.
Move one behind the other.
2. Water point: Always form a queue at the water point.
Be careful not to spill or splash water around
Ensure that the taps are turned off before you leave
3. Waste bin: Make sure to put all the waste in the waste bins provided.
Biodegradable and non-biodegradable waste should be put in separate bins.
Ensure that you put the waste inside the bin and not around it
4. Energy Resources: Do not play with switches or any electrical gadgets.
Switch off fans and lights when not in use
Conserve Energy

Important: Please use only the given 'Parent Teacher Communication' pages to send small notes to teachers.