



ADHITHYA

PUBLIC SCHOOL

Senior Secondary School

Affiliated to CBSE, New Delhi (Affiliation No.1931461)

No.2,D-4 Road, Marutham Nagar,TNHB,Phase-III,
Sholinganallur, Chennai-600119,Tamil Nadu.

APS GUIDELINES FOR PARENTS

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- ❖ Discipline should be maintained at all times within and outside the school campus.
- ❖ Students are expected to be on time to school, in order to attend the morning assembly.
- ❖ Parents are not permitted to meet the students or teachers during the working hours, without the permission of the Principal / Vice-Principal. You should contact the Principal / Vice-Principal regarding any complaint and not the teachers directly.
- ❖ All students are required to converse only in English in the school premises. Use of foul language, obscene gestures, racial and disrespectful language will have serious consequences.
- ❖ Parents are requested not to indulge in any kind of group meeting and create inconvenience of any kind in and around the school premises.
- ❖ Student should take pride in maintaining the school property. Any damage is liable to be penalized.
- ❖ No expensive or fancy articles should be brought to school. Articles like Mobile Phones, I-pods etc., are strictly prohibited and will be confiscated.

- ❖ Parents should facilitate the completion of homework assignment given to their ward(s). They should not do the assignments for students.
- ❖ Students will not be allowed to go home during school hours. Parents are advised not to make any social engagement or medical appointment during working hours. To ensure better discipline, parents are recommended not to send their ward to school on the day they have such appointments.
- ❖ If your ward is not making the desired progress, the Principal / Vice Principal should be contacted early in the academic year to seek advice for his / her improvement. Criticizing any of the teachers or the school in the presence of the child should be avoided.
- ❖ You are requested to promptly inform the Administrative Office of any change of address or contact numbers.
- ❖ Please take care of the personal hygiene of your ward.
- ❖ If your ward is suffering from any contagious disease, he / she will not be permitted to attend the class, until a medical certificate is produced.
- ❖ Please ensure that your ward takes pride in his/ her appearance, wears the ID card every day, note down homework, class work and all instructions given by the teacher neatly and legibly.

- ❖ A student who has been absent on the previous day will be permitted to the class only with a letter from the parent, addressed to the Principal through Class Teacher, stating the reason for the absence.
- ❖ Repeated or unexplained absence for a month renders the student liable to have his name struck off the rolls. Re-admission may be granted only on payment of fresh Tuition / Admission fee.
- ❖ The school reserves the right to suspend students whose conduct is deemed harmful to other students, even after three written warnings.
- ❖ Parents are requested to encourage their ward's to donate a sapling or book to the school library on their birthday. Kindly avoid distributing sweets or toffee on their birthday. The ward can come in school uniform on his/her birthday.
- ❖ Students who are picked up by their attendant should not leave before the attendant arrives. In case of delay, they should report to the school office.
- ❖ Parents are requested to drop their wards at the place allotted and are advised not to move around the campus.
- ❖ Parents are allowed to meet the teachers between 3.45 pm and 4.30 pm on all working days.

- ❖ Fee must be paid on or before the final date to ensure that the student attends the class. The school does not entertain the non-payment of fee within the stipulated time.
- ❖ All bonafide Students are expected to wear neat school uniform to school. The school reserves the right to send the student home when not suitably dressed unless there is a written communication from the parent.

ADMISSIONS

- ❖ Candidates seeking admission have to duly fill in the prescribed Application Form, available at the school website & office.
- ❖ For admission to PRE KG, the child should have completed 3 years, and for LKG, the ward should have completed 4 years as on March 31st.
- ❖ Admissions to class Pre KG & LKG is based on one on interaction with the ward.
- ❖ Admission to class UKG to IX will be made on the basis of a diagnostic tests in English, Mathematics, and Language (Tamil / Hindi)
- ❖ Candidates from State Board / Matriculation School have to get the TC counter signed by the Director of School Education.

- ❖ For admissions to Senior Secondary class XI, Students who has studied in the school will be required to reapply. Admission and choice of subject group will be based on the academic performance of students in the Board Examination and general conduct.

WITHDRAWALS – APPLICATION FOR TRANSFER CERTIFICATE

- ❖ As per norms, withdrawals are not permitted except at the end of the year, unless such withdrawals are warranted by the transfer of the parent or some inevitable circumstances.
- ❖ TC will not be issued to any student unless the parent applies for the same stating valid reasons for withdrawals, with supporting documents like Office Order or off shore deputation or parent's transfer of job.
- ❖ Application of TC should be submitted on or before 30th of January 2025.
- ❖ Application for TC should be submitted in the written form and the same should be submitted at the School Office before the due date. Request for TC through E-mail or oral will not be entertained.
- ❖ Those who apply for TC after 1st February 2025 will have to pay the First Term Fee for the ensuing academic session.
- ❖ TC will be issued within 10 days, after the declaration of the result.

- ❖ TC will be issued only if the parent has cleared all Fee dues / Penalty due.

LEAVE RULES

- ❖ Cent percent attendance is expected from students.
- ❖ Attendance on the re-opening day after Summer Vacation, Dussehra, Christmas and Pongal is compulsory. Those who are absent due to sickness must submit Medical Certificate.
- ❖ Required attendance percentage is mandatory for promotion.
- ❖ A pupil may avail leave only with prior sanction except in case of illness, unforeseen mishap in the family and medical appointment.
- ❖ Leave letter can be produced to the respective class teachers to avail leave for a day. In case leave is needed for more than 2 days, parents are asked to send a written requisition to the Principal mail ID, clearly stating reason for the leave.
- ❖ The name of a student will be struck off the rolls of the school (without information to the parent), if he/she is absent to school for more than 10 days continuously, without any intimation to the school authorities.
- ❖ Attendance is compulsory for all school functions, activities and National festival celebrations.
- ❖ Students with 100 % Attendance will be rewarded on the Annual Day.