

9. Attendance must be regular at all times. A student whose attendance falls below 75% may be classified as irregular in the school-leaving certificate.
10. In regard to promotion, the Principal's and Administrator's decision is final. No correspondence on this issue will be entertained.
11. Three months tuition fees will be charged if the request for a Transfer Certificate or withdrawal is made at any time within three months after re-opening of the new academic session or after taking admission.
12. A student failing twice will not be allowed to continue his/her studies in the school.
13. A student's name may be struck off the rolls for following reasons:
 - (1) Non-payment of monthly tuition fees for a period of three consecutive months.
 - (2) Absent for a continuous period of two weeks or more without written information.
14. If the school discipline council finds any student violation certain rules subject to the above and is detrimental to the discipline of our school, the council shall take appropriate action as deemed necessary.
15. All communications should be addressed to the principal.
16. Please do not phone to the school on days when there is heavy rain, suspension of public transport or any other emergency. School will continue for those students who are present.
17. In all correspondence kindly mention the pupils full name, class and section.

18. School Uniform:

- I. Students must not enter any place of entertainment e.g. Theatre Hall, Cinema Hall, Restaurant etc. in school uniform (house banyan white pants/skirts and keds)
- II. The school uniform along with blazer in winter is compulsory on all class days and for all school functions. Parents and guardians are requested to adhere strictly to the specifications regarding the school uniform. The school endeavors to include the habit of cleanliness and neatness and parents are requested in the interests of their children and the school to see that their children are always turned out smartly not only while attending school but also at any public place or while attending functions.