

# MANAPPURAM GEETHA RAVY PUBLIC SCHOOL

Affiliated to CBSE, New Delhi, Affiliation No. 931479

Valapad P.O, Thrissur, Kerala-680567

## INTRODUCTORY INSTRUCTIONS

Manappuram Geetha Ravy Public School has steadily climbed the ladder of success through different phases of growth, now, we have reached the position wherein we provide meaningful and quality education to students to help them groom their personalities.

Holistic education is the main aim of Manappuram Geetha Ravy Public School; distinction and diversity are its twin hallmarks. We are committed to the cause of instilling moral, intellectual and social values in our students.

We extend a warm welcome to the parents who have admitted their wards in our school, and we assure you that your association with us will be fruitful and endearing.

## STANDARD OPERATING PROCEDURE

1. **The school timing:** 9.15 am to 3.15 pm.
2. **Saturdays:** 2<sup>nd</sup> and 5<sup>th</sup> Saturdays are holidays for the students. However, the 1st & 3rd Saturdays are working days for the students of Grade 3 onwards.
3. **Accessibility:** The entire staff of school is accessible to students at any point of time, however trivial the matter may be. We consider it a pleasure to establish close contact and personal rapport with all our students. However, it is expected that parents are reasonable in their demands and suggestions.
4. **Communication:** There is continuous interaction between the school and parents through class teachers, subject teachers, circulars, class WhatsApp Group & MASH App. We would like you to visit us as often as you wish, without, of course, interrupting the school functioning. Please feel free to speak to us in case of any misunderstanding. Communication with the school is open through direct lines as well as email and various school Apps.
5. **Birthday:** Students of Foundation Stage (KG to Class II) only can wear casual dress on their birthdays. Distribution of toffees and any kind of eatables and gifts among children or partying in the school campus is strictly prohibited. Instead of sweets or treats, donate a **book to the school library** on your birthday. No casual dress is allowed on birthdays for class III onwards.

## UNIFORM AND DRESS CODE

Section	Boys	Girls
KG	Red T-Shirt with Blue and Red checked shorts.	Red T-Shirt with Blue and Red checked shorts.
I to V	Red T-Shirt with Blue and Red checked shorts.	Red T-Shirt with Blue and Red checked skirt.
VI and above	Navy Blue T-Shirt with Beige Colour Long Trousers	Navy Blue Collard Top with Beige Colour Long Trousers
Sports Uniform	Navy Blue Track Pants (with piping as per the House colour) and House Colour T-Shirt	Navy Blue Track Pants (with piping as per the House colour) and House Colour T-Shirt
Footwear	Black Synthetic Sports Shoes & Navy-Blue with White Strips Calf Length School Socks	Black Synthetic Sports Shoes & Navy-Blue with White Strips Calf Length School Socks
<i>Black sandals are permitted for all students during rainy season. Fully covered and strapless sandals are not allowed. (1<sup>st</sup> June to 20<sup>th</sup> August)</i>		

Students should adhere to the school dress code strictly and we expect the parents to co-operate with us in this regard. Regular Uniform is to be worn on Mondays, Tuesdays, Thursdays & Fridays. House uniform is to be worn on Wednesdays and Saturdays.

- The school uniform, including ID card, is compulsory during school hours.
- If you are permitted to wear colour dress during special occasions, fancy cardigans, jackets, trousers, shortened and tightened skirts are not allowed. The hems of the skirts/tunics should be below the knees. If the senior girls wear Churidar, they must wear a shawl too.
- Boys are expected to have proper haircuts and not to follow weird hairstyles. At no time must the hair fall over the shirt collar and the forehead. Senior boys who shave must do so every day. No students are allowed to keep a beard.
- Girls are either to keep their hair no longer than the collar or if longer, then a double plait tied with black ribbon, is to be worn.
- No dyeing of hair and wearing make-up and lipstick are permitted.
- Girls are only permitted to wear small ear studs or small circular earrings (not longer than 1 cm in diameter). Gold ornaments and jewellery is not allowed. No fancy earrings, rings, bracelets, or any other jewellery will be allowed during school hours.
- No boy is allowed to wear earrings, rings, and chains.

### **GENERAL RULES AND REGULATIONS**

1. Parents/Guardians are requested to ensure the following:
  - Frequent checks on their children's attendance and behaviour and signing of leave notes.
  - Sending children on time for classes and other functions.
  - Regular completion of homework and study.
  - Books and study materials are brought to school according to the timetable in proper condition.
  - Timely payment of fees: Parents are requested to pay all the fees well in time.
  - Sick Children: A child who is ill and needs immediate health care should not be sent to school.
  - Criticism of a teacher or the school: Criticism of a teacher or the school in the presence of the child should be avoided, as it causes the child to lose respect for the teacher with consequent failure to learn from the school.
  - Encourage self-help: As your children advances in age, guide them to become a resourceful and useful member of the family, society, and country. Encourage self-help for work and study. They should be taught to keep their room tidy, make their own bed, polish their own shoes, wash their own cloths, carry their own bags etc. Formation of such habits early in life instils in them the sense of dignity of work, a fundamental personal virtue, necessary for a successful career in life.
  - Healthy Tiffin: Parents are requested to provide healthy food in the tiffin box.
  - Complaint against others: Complaint against any other student of the school, if any, should be brought to the notice of the Class Teacher/Vice-Principal/Principal. Parents are requested not to take the matter to the concerned parents.
2. Students are not permitted to carry and use any electronic gadgets such as, cell phones, music players, video games, electronic watches etc. and chewing gum, fizzy drinks, toys etc. in the school premises. If a child is found in possession with any kind of electronic gadgets, and other items will be confiscated and will not be returned.
3. Parents are expected to co-operate with the school by enforcing regularity and discipline.
4. Students are themselves responsible for the safe custody of their books and other belongings. Each article should be marked with the pupil's name, class, and section. The school will not be responsible for books, articles of clothing, other valuables, or money, lost or stolen.

5. Students bringing or in possession of books, periodicals or pictures or newspapers of an objectionable nature shall be immediately expelled from school.
6. Any damage done to school property must be compensated by the pupil concerned.
7. A student who engages in deliberate harm to a person or damage to school/staff /property is liable for expulsion.
8. Students who are disrespectful or neglect studies or fail to obey the rules are liable to be expelled/withdrawn without notice.
9. Students will be **EXPELLED** immediately from school if he/she is found to use/have used or in possession of any psychotropic substances (drugs) or alcohol.
10. A high standard of discipline is always expected from students in manner of action, speech, and dress.
11. Students are expected to always speak in English in school, except in the 2<sup>nd</sup> language classes.
12. The rules and regulations concerned with correct uniforms, punctuality, attendance at school, participation in curricular and co-curricular activities, conduct and behaviour are to be specially noted and strictly followed.
13. It is obvious that the MAgeet authorities expect their students to be proud of their school and to uphold its values and traditions, and at no time do anything that would bring disgrace to the honour of this institution.
14. You will not hold the school authorities responsible for injuries of your child/ward that is accidental by nature. The school would be providing only First Aid and if necessary, the child would be taken to the hospital after intimating the parents/guardians.
15. The office telephone is not for student use, except in the case of important situations. Students must receive permission from their class teacher or principal to use it for emergency situations. Incoming calls for students will be accepted on an emergency basis. Important messages will be given to students at the earliest convenience of the office.
16. Enrolment in MAgeet implies, on the part of pupils and parents' willingness to comply with the rules and regulations of the school.

### **HEALTH AND HYGIENE**

Health is the primary factor for a child's overall growth and development, A sound body has a sound mind; hence children must learn about health, and its related aspects like Nutrition and Hygiene.

- Stress on physical fitness through PT games etc.
- Developing alertness and observation.
- Personal hygiene
- Adolescence education

#### **Rules to be strictly observed:**

1. No child should be sent to school with any contagious, disease, unexplained rash, or fever. This is for the safety of your child and for the other children.
2. Hair Lice is a common childhood affliction that is easily spread amongst the children in the class. Parents are advised to adopt preventive measures and take necessary remedy for such problem.
3. Illness at School: If your child falls ill during the school hours, you will be informed. We request you to pick-up your child at the earliest. In case of minor injury first aid will be provided at school.

### **ATTENDANCE & LEAVE**

1. School timings are to be strictly adhered to and students are expected to be in school by 9.15 am.
2. Arriving late for school is not acceptable.
3. It is compulsory for students to have minimum 70% attendance in each term to be eligible to take the end-of-term assessment. This stipulation can only be relaxed on genuine medical grounds, at the discretion of the Head of School.
4. Attendance is compulsory for all tests and exams held during the year, failing which the student will not be assessed. No retest shall be conducted for the students who miss the Periodic Assessment or any other examinations.

5. In case of absence for more than two days on medical grounds, a copy of the medical certificate and doctor's prescription should be attached along with application.
6. Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have the name struck off the rolls. Long leave for any other reason requires prior approval.
7. Students must be present in class by 9.20 am to ensure that their attendance is marked during the first period. Failing to do so, the student will be marked absent, and the message of absenteeism will be sent to the parents.

### **DISCIPLINE**

1. Students must reach school latest by 9.15 a.m. and go straight to class.
2. Disciplinary action will be taken against students for regular late arrival and latecomers will not be allowed to go to the classrooms.
3. Students are expected to carry books and notebooks in strict accordance with the timetable and refrain from bringing unnecessary material to school.
4. Students are expected to always maintain order and discipline during school hours and should not touch other students' belongings.
5. Students are not allowed to leave the class unnecessarily during break times and teaching hours.
6. As per the CBSE guidelines any form of bullying, use of foul language, etc. are punishable offences, whether in or out of school. Bullying can be direct (e.g. through physical intimidation or attack, verbal abuse, damaging property), or indirect (e.g. spreading malicious rumours). Cyber bullying (sending unpleasant SMS messages, photographs, WhatsApp messages, emails or use of social media) against a fellow student or any member of the staff are strictly prohibited. Students found indulging in the same will be expelled.
7. Students are prohibited from bringing any publication, reference books, CDs, or other storage devices not relevant to academic pursuits. Violation may result in levying of heavy fine or rustication.
8. It is expected from all students that they will maintain cordial relations with each other as well as the teaching / non-teaching/housekeeping/transport/ security staff of the school.
9. Students are not expected to get into arguments or misbehave with their peers/staff.
10. The school is a tobacco free and no smoking zone. Any student caught smoking or in possession of cigarette, hukkah, drugs etc. in the school premises will be immediately rusticated.

### **11. Remember while you use the following:**

- ✓ **Staircase:** While climbing up or coming down the flight of stairs be on the left side. Move one behind the other.
- ✓ **Lift:** Use of the elevator is restricted to only those with special needs and an accompanying staff member. Do not use the elevator in the case of severe weather conditions as power outages are at a greater risk. If the elevator becomes stuck while occupied, passengers should stay calm and get help via the emergency call button, or cellular phone. They should not attempt to pry open the doors or climb up on top of the elevator to access the upper floor. If the elevator becomes stuck between floors, but the doors open, do not attempt to climb up or down to get out. Wait for help to arrive.
- ✓ **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.
- ✓ **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.
- ✓ **Energy Resources:** Do not play with switches or any electrical gadgets. Switch off fans and lights when not in use. Conserve Energy.

## **CODE OF CONDUCT FOR SCHOOL BUSES**

- Student should always be punctual at the pick-up points; they should also board the bus soon after dispersal time.
- Students should not touch the instrument panel, first aid box or the fire extinguisher in buses.
- The bus aisle must be left clear and school bags and other belongings must be placed properly.
- Students must always keep all parts of their body inside the bus.
- No item/object should be thrown inside or outside the bus during the journey.
- Unruly behaviour like shrieking and shouting is strictly prohibited.
- Any misbehaviour on part of a student with the bus driver, janitor or another student will be viewed as a grave misdemeanour and lead to suspension from school / bus.
- Parents are not allowed to enter the school bus under any circumstances.
- The driver's attention must not be distracted for any reason.
- Senior students are expected to care for the younger ones while the younger should respect their seniors.
- Bus stops are finalized at the beginning of a session. However, the school reserves the right to create, cancel or relocate a particular bus stop at any time during the session as expedient.
- Students cannot stop using the bus services without informing the school authorities.
- In case of withdrawal of a child from the bus during the session, one month's notice is required in writing.

## **COUNSELLOR AND SPECIAL EDUCATOR**

The school Counsellor closely interacts with students, teachers, and parents, as and when required, with the express intention of providing counselling on a wide range of issues and problems. They may also provide recommendations and educate parents about mental health concerns as well as learning disabilities and behavioural issues. Counsellor also engages in career guidance and help students identify their strengths. The Counsellor visit classrooms and talk to students about study skills, social skills, academic difficulties, bullying etc. He/she also conduct individual sessions with students facing any of the above difficulties.

There is a Special Educator in the school to help the children with special needs to integrate with classes and conduct remedial classes that address their requirements.

## **SCHOOL NURSE**

School Nurse is responsible for providing medical assistance to school students and staff. The school Nurse will be:

- Maintaining Health Records.
- Educating students on hygiene and safety practices.
- Dispensing prescription medications to students per physician instructions as per the parents' request.
- Verifying vaccination records.
- Taking students' temperatures when fever is suspected.
- Administering first aid and CPR.
- Treating minor injuries such as cuts, scrapes, and bruises.
- Contacting parents when students are ill or injured.
- Calling for assistance from the nearby hospital in case of emergency.

## **CO-SCHOLASTICS ACTIVITIES:**

Internal assessment in the following subjects will be done as per the CBSE Board instruction.

- (i) Work Education.
- (ii) Art Education.
- (iii) Health and Physical Education.

## **TYPES OF EXTRA-CURRICULAR ACTIVITIES**

You might be surprised to learn how many different types of extracurricular activities there are to choose from MAgeet. With options ranging from hobby-based clubs to year-round competitive programs, you can find a program for almost any type of child. Here is just a sampling of what organized activities are offered for you.

### **Sports & Games:**

- Basketball
- Volleyball
- Badminton
- Kids Athletics
- Swimming
- Skating
- Yoga
- Karate
- Chess

### **Clubs:**

- Science
- Mathematics
- Language
- Quiz
- Charity

### **Performing Arts:**

- Dance
- Music – Instrumental & Vocal

### **Technology Training Programmes:**

- AI & Robotics
- Coding
- V R Lab

## **ACADEMIC ASSESSMENT CRITERIA**

### **Grade 1 to 9**

#### ***Periodic Assessments: (July & December)***

PT1 (Total Mark: 20)

PT2 (Total Mark: 20)

#### ***Term Assessment: 2 (September & March)***

Grade 1 - 7 (Total Mark: 60)

Grade 8 & 9 (Total Mark: 80)

### **Subject Breakdown**

#### **Kindergarten (LKG & UKG)**

- English
- Malayalam
- Hindi
- Mathematics
- EVS

**Grade 1 & 2:**

- English
- Malayalam
- Hindi
- Mathematics
- EVS
- Artificial Intelligence (Theory & Practical)

**Grade 3 to 9:**

- English
- Malayalam
- Hindi
- Mathematics
- Science
- Social Studies (S.S.)
- Artificial Intelligence (Theory & Practical)

**Internal Assessment (Total Mark: 20)**

Particulars:

1. Test Paper - 10 Marks
2. Subject Enrichment - 5 Marks
3. Notebook Submission - 5 Marks

This framework ensures a balanced evaluation, incorporating theoretical knowledge, practical application, and enrichment activities.

**Examination Instructions**

1. Attendance Requirement:

Students must have a minimum of **70% attendance** to be eligible to appear for the examination.

2. Retest Policy:

*Term Examinations:* Retests **will not be conducted for absentees without a valid medical reason and supporting documents.**

*Periodic Tests:* **No retests will be conducted under any circumstances.**

**INTERPRETATION OF GRADES IN ACADEMICS****Grading scale for scholastic areas: (Grade 3 onwards)**

A1	-	91-100
A2	-	81-90
B1	-	71-80
B2	-	61-70
C1	-	51-60
C2	-	41-50
D	-	33-40
E	-	32 and below

### Grading scale for scholastic areas: (Montessori)

91-100 :	A +	Outstanding
81-90 :	A	Excellent
71-80 :	B+	Very Good
61-70 :	B	Good
51-60 :	C+	Average
41-50 :	C	Satisfactory
Below 40 :	D	Room for improvement )

### Grading scale for Co-scholastic areas:

A	-	Excellent
B	-	Very Good
C	-	Fair

### ACADEMIC HOURS (Grade 1 to 10)

Period	1	2	Break	3	4	5	Lunch Break	6	7	8
Timing	9:20-10:00-	10:00-10:40-	10:40-10:50	10:50-11:30	11:30-12:10	12:10-12:50	12:50-01:20	01:20-2:00	02:00-2:40	2:40-3:10

### ACADEMIC HOURS (KG)

Period	1	Break	2	3	Lunch Break	4	5	6
Timing	9:20-10:30	10:30-11:00	11:00-11:40	11:40-12:20	12:20-01:15	1:15-1:55	1:55-2:35	2:35-03:10

### EARLY MOVEMENT OF THE CHILD – POLICY GUIDELINES:

In the interest of ensuring student safety, maintaining discipline, and minimizing disruption to the academic schedule, the following policy regarding the early movement (early leaving) of students during school hours is hereby outlined:

#### Policy on Early Movement of Students:

##### 1. Permissible Reasons:

Early movement will be permitted only under valid and unavoidable circumstances, such as medical emergencies, pre-scheduled appointments, or family emergencies.

##### 2. Prior Request & Approval:

Request should be submitted to the Class Teacher in advance or at the time of pickup.

- The request must clearly mention the reason and the time of departure.
- The Principal's or designated authority's approval is mandatory before allowing the child to leave the campus.

##### 3. Pickup Protocol:

- Only parents or authorized guardians (as per school records) are allowed to pick up the child early.
- The person picking up the child must sign the Early Movement Slip at the school Reception.



### *5. Health-Related Early Movement:*

In case a student feels unwell during school hours, the school nurse will examine the child and notify the parents if early pickup is necessary.

### **SCHOOL HOUSES**

1. Aqua
2. Flame
3. Tempest
4. Terra

### **REMEDIAL COACHING**

The school is committed to enhance the academic performance of the enrolled students, thereby, it makes do efforts to augment the academic performance of slow learners. In this regard, the school considers remedial coaching as a vital tool to upgrade the academic performance of slow learners. The slow learners identified based on their performance in previous examinations, responsiveness in classroom teaching learning and after continuous monitoring in the class are encourage attending additional supportive classes to develop their interests in the subject.

#### **Please note the following points:**

- Class teacher/ the subject teacher will intimate if the child is a slow learner to attend the remedial coaching class.
- The coaching class will be conducted after the school hours.
- Timetable and other details will be shared by the Class Teacher or the Subject Teachers.
- The parents need to come to school to pick up their children after the remedial coaching.
- Parents are requested to make sure the child attends the coaching classes regularly.

### **MAgeet SNACK BAR**

Snack Bar facility is available on the school campus for the convenience of students and staff.

- The Snack Bar operates on all working days during school hours.
- It offers a variety of healthy snacks and beverages at reasonable prices.
- Students are encouraged to maintain discipline and cleanliness while using the facility.

### **STUDENT DISPERSAL**

- 1.Children from Annex 2 must be picked up and dropped off by parents at the Annex 1 area.
- 2.LKG & UKG students can be picked up from the main building, while Pre-KG students must be picked up from the Pre-KG building.
- 3.The main building gate will remain open for parents at all times. Parent entry through the Annex 2 gate is strictly restricted.

### **CLASS DIVISION CHANGES / CREATION AFTER PROMOTION (Before the New Academic Session begins)**

#### **1. Student Shuffling:**

The shuffling of students across divisions will be done by the teachers, keeping in mind the **best interests of the students**.

#### **2. Collaboration Required:**

All parents and students are expected to **cooperate with the school** during this process. Please note that **multiple factors** are carefully considered while making these decisions, including academic balance, student behaviour, learning needs, and social dynamics.

**3. Objective of Student Shuffling:**

- To promote a healthy classroom environment through balanced groupings
- To support academic and behavioural development
- To foster inclusivity and broaden peer interactions

**4. Final Allocation:**

Once the divisions are finalized and communicated, **no requests for changes will be entertained.**

## **SCHOOL OFFICE TIMINGS AND APPOINTMENTS**

**1. Office Hours:** Monday to Saturday: 8:45 a.m. to 4:20 p.m.

*Note: The office will remain closed on second Saturdays and all public holidays.*

**2. Principal's Appointment:** Please contact the Public Relations Officer (PRO) to schedule an appointment with the Principal.

**3. Appointment with Teachers:** Parents may meet teachers on working days after 3:15 p.m. with prior intimation.

*Kindly note: Parents are not permitted to visit teachers during class hours.*

**4. Phone Communication with Teachers:** Parents can communicate with teachers via phone between 5:00 p.m. and 8:00 p.m.

## **ADMISSION CRITERIA**

### **Age Criteria as per National Education Policy (NEP)**

CLASS	AGE AS ON 1ST JUNE
PRE-KG	3 Years
LKG	4 Years
UKG	5 Years
STD 1	6 Years

### **Admission Procedure**

**Step 1:**

Complete the admission application form and submit it to the school office. Alternatively, you may apply online through our website at [www.mageetschool.com](http://www.mageetschool.com) by navigating to *Admission > Online Admission*.

**Step 2:**

Upon availability of admission, an interview and/or assessment will be scheduled for the child.

**Step 3:**

Following the successful completion of the interview/assessment, please submit the following documents to the school office:

- Photocopy of the student's Birth Certificate and Aadhar Card
- Passport-sized photographs of the student
- Photocopy of the current class Report Card (applicable for admissions from Standard 1 onwards)
- School Leaving Certificate (applicable for admissions from Standard 1 onwards)
- Photocopy of vaccination history (required for children below the age of 5)

**Step 4:**

Remit the non-refundable admission fee of ₹12,000. Please note that a 50% concession on the admission fee is offered for siblings. If opting for an online bank transfer, kindly share the payment

confirmation along with the student's name and details either by email to [amaccounts@mageetschool.com](mailto:amaccounts@mageetschool.com) or via WhatsApp at **7594810856**.

## **TC Procedure**

In the event a parent intends to withdraw their ward from the school, a Transfer Certificate (TC) request must be submitted either in person—by filling out the TC Request Form and submitting it to the class teacher—or online via the MASH portal.

If the request is submitted online, parents are kindly requested to inform the class teacher to ensure timely processing. The class teacher will then complete the necessary TC application form and forward it to the school office for further action.

Parents may follow up with the class teacher to receive updates on the status of the TC. Once the TC is processed and ready for collection, the class teacher will notify the parent accordingly.

## **Readmission Policy**

Students who have previously withdrawn from the school may be considered for readmission **within two years** from the date of issuance of the Transfer Certificate (TC), **without the requirement of paying the admission fee**.

A **photocopy of the TC issued by Manappuram Geetha Ravy Public School** must be submitted along with the duly completed admission application form at the time of reapplication.

## **POSITIVE PARENTING: BUILDING STRONG FOUNDATIONS TOGETHER**

Dear Parents,

As key partners in your child's education and development, your role as a positive parent is more important than ever. Here are some essential aspects of positive parenting that can truly make a difference in your child's academic and personal life:

1. **Limit Overuse of Mobile Phones**  
Encourage healthy screen time habits. Excessive phone use can impact focus, sleep, and social skills.
2. **Model Positive Behaviour**  
Children often mirror adult actions. Demonstrate respect, kindness, and patience in everyday situations.
3. **Maintain Personal Hygiene**  
Teach and reinforce daily hygiene routines. Good habits promote health and confidence.
4. **Help Children Avoid Bullying**  
Talk to your child about empathy, respect, and how to stand against bullying—whether as a victim or bystander.
5. **Raise Awareness About Drugs**  
Start age-appropriate conversations early about the dangers of drug use and substance abuse.
6. **Encourage Participation in School Activities**  
Support your child's involvement in both academic and co-curricular events. This builds confidence and a sense of belonging.
7. **Ensure Timely Completion of School Work**  
Help children stay organized and disciplined with homework, assignments, and notes.
8. **Cooperate with School Staff**  
Maintain open communication with teachers and staff. Mutual respect leads to better support for your child.
9. **Speak Positively About the School and Staff in Front of Children**  
Your attitude shapes theirs. Speak with appreciation and trust to reinforce a sense of respect and pride in the school.

#### 10. Encourage Age-Appropriate Household Responsibilities

Involve your child in household tasks. It fosters responsibility, independence, and family bonding.

Together, let's create a nurturing environment where children grow into capable, caring, and confident individuals. Positive parenting at home and positive engagement at school are two sides of the same coin.

#### SCHOOL FEES REMITTANCE: INSTALLMENTS AND DUE DATES

MODE OF PAYMENT	Terms	PAY BY DATE	REMARKS
Termly: 3 Instalments	I	30th June	
	II	30th September	
	III	31st January	
Annually: One time	Before 30 <sup>th</sup> June		5% discount as per fee policy
Transportation fees	Before 10 <sup>th</sup> of each month.		

#### SIBLING'S DISCOUNT ON TUITION FEES

Sibling 1	Sibling 2	Sibling 3
20% discount	30% discount	40% discount

#### Points to note:

1. **Timely Payment:** Please ensure that all school fees are paid on or before the due dates.
2. **Service Withdrawal:** Any delay in fee payment will result in the withdrawal of school facilities provided to the student.
3. **Restriction on Attendance and Exams:** Students with overdue fees will not be permitted to attend classes or appear for examinations. Transfer Certificates (TC) will not be issued until all dues are cleared.
4. **School Bus Facility:** The school transport facility will not be provided if the bus fee is not paid by the 10th of each month.

## SCHOOL ACCOUNT DETAILS



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**NAME: MAGEET PUBLIC SCHOOL**

**A/C NO: 4360002100006374**

**BANK: PUNJAB NATIONAL BANK**

**BRANCH: VALAPAD**

**IFSC: PUNB0436000**

**A/C TYPE: CURRENT ACCOUNT**

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