

# IMPORTANT GUIDELINES FOR PARENTS / GUARDIANS

## School Timings:

1. To facilitate the smooth functioning of the school and to ensure appropriate participation of the parents/ guardians in the learning process of the child, following visiting hours shall be observed by the school.

	EW, RTF – I & II	Classes I-X	Classes XI & XII
<b>Monday to Friday</b>	09:40 am to 02:05 pm	07:40 am to 02:05 pm	07:40 am to 12:20 pm
<b>Saturday</b>	Holiday*	Holiday*	Holiday*
*Holiday for all students on Saturday. <b>Some field trips are scheduled on Saturdays.</b>			

School timings are subject to change over a period of time to meet our student's needs and to optimize the cost and convenience of the transport facility provided by the school.

2. Parents are an integral part of the school and the school seeks their cooperation in enforcing all guidelines that will benefit the child and assist in the smooth functioning of the school.
3. Parents need to understand that a good amount of regular work and practice is required to attain success. They should ensure that their children prepare their lessons and take active interest and participate in all the activities of the school.
4. Parents need to regularly go through the School Almanac, School Email and School Mobile App for regular communication, and also track their child's progress with the Report Card.
5. Parents will not be permitted to visit their child's classroom or meet their child during school hours.
6. Parents need to send a written request or mail to Front desk / Class Teacher for any information or Documents required from the school, specifying the purpose for which it is required.
7. Kindly note that it is Parent's / Guardian's responsibility to make travel / transport arrangements for their child when they are participating in any externally organized event / competitions held within or outside Surat city.

## Rules and Regulations of the School

1. A child must carry the School Almanac every day. The almanac must be updated with complete Information and photograph of the child and duly signed by the parents / guardians.
2. Students should not carry any personal /valuable item to school. Although care is taken of student's articles, the school will not be responsible for theft or loss of the same.
3. In case of any damage caused by the students to the school property, parents will be liable to pay for the replacement or repair of the same.
4. School management reserves the right to suspend /expel students for the indiscipline, unethical conduct and breach of rules and regulations of the school.
5. Students have to respect teachers, elders and colleagues and refrain from dominating and demeaning behaviour.
6. Students must get all notes / Circulars signed by their parents / guardians and return them to the class teacher in the specified time.
7. The students are to walk smartly in a queue and maintain silence whenever they move about in the corridors. They must also ensure that they keep to the left while walking in the corridors or on the stairs.
8. Once a child has come to the school, he / she should not be asked to come home on half day leave or leave for any period. In case of any emergency, the parent / guardian may collect the child from the school personally.

9. No students should indulge in any of the following practices:
- Disfigure or damage school property.
  - Display rude or violent behaviour.
  - Indulge in casteism, communalism or practice untouchability or ostracize anyone on any kind of personal differences.

## Communication Policy

The administrative office works from Monday to Saturday except on public holidays and some non working days declared by the school.

Regular administration office hours: 07:40 am to 04:00 pm (Monday to Saturday)

The administrative team can be contacted by calling on School Front Desk between 07:45 am to 03:45 pm (Monday to Saturday)

1. Communication with teachers can be done by writing a note in the school almanac or school ERP. In case, if parents feel the need to have a personal discussion with the teachers or the Principal, they need to call the school's front desk number and request a call-back from the concerned authority. The call-back will be done at the time specified by the school representative answering your call.
2. Parents are requested not to call the school to check for their child's daily progress, making general enquires of activity /sports schedules or to report lost belongings.
3. You can communicate with the class / subject teachers during our regular Parents -Teachers meet. Our teachers have a work schedule to adhere to, even after school hours and cannot attend to parent's queries over the phone.
4. Parents / Guardians need to carefully read all circulars, messages, mail and ERP notifications sent from the school. Your child's almanac needs to be checked daily to keep yourself updated of all the happenings at school.
5. If you wish to communicate with the Principal or any member of the administration team, you can email us on [info@themillenniumschooolsurat.org](mailto:info@themillenniumschooolsurat.org) or send in a written request for the concerned person.
6. Our teachers and other school faculty members are not supposed to share their personal phone numbers with parents. You are requested to communicate with them only on the school numbers.
7. We request parents to be polite and courteous to all our staff members. In case of school related queries, concerns or feedback, you can call up on the school number, or speak to Front Desk Executive, send email at [info@themillenniumschooolsurat.org](mailto:info@themillenniumschooolsurat.org) or drop a query on School ERP.
8. Parents / Guardians are requested to check their Emails and ERP notifications regularly. Generally communication with parents is done through email, circulars or ERP, but urgent and important information like an unplanned change in bus timings or school timings is shared via SMS.
9. On regular basis, only one of the parents (to the father by default, unless changed on request) will be sent an SMS (related to any) information. Only in case of an emergency both the parents will receive an SMS.
10. To appreciate students' achievements, we request the parents to inform the school on [info@themillenniumschooolsurat.org](mailto:info@themillenniumschooolsurat.org), if your ward has won any laurels/awards in competitions/ activities which aren't coordinated through the School.
- 11. To create transparency throughout the school systems, we also schedule Open-Door Meetings in August-September and January-February, where any stakeholder (student/staff/parent) can meet with the Principal in person, through appointment, to discuss any topic/concerns related to the school. These appointment slots are circulated before such meetings commence.**
- 12. As a school, we believe in continual improvement and to ensure the same, we also collect feedback through online feedback surveys for Parents (around September-October and February) and Students (around November). We request all to participate in these feedback surveys as these surveys are studied and analysed to review, revise or reform any processes or systems.**

Note: The schools Front desk numbers are +91 8980400333 / + 91 9687911191

- For any queries related to appointments / concerns (Academic or Administrative) / feedback / enquiries please call on the above-mentioned numbers, our FOE shall help you for the same.
- For any admission related enquiry, kindly call and ask for the school counsellor.
- If your issues are not sorted or if the concerned person has not reverted back to you within 4 working days then kindly call and ask for the Principal.

## Fee Policy

1. Fees should be paid on quarterly basis. Fees can be paid in the form of:

- NACH (National Automated Clearing House-Auto debit) **(Default)**
- Online via School App
- DD\*, Cheque\*, Cash\* via Fees Book in School Mobile App.
- NEFT / Net Banking\*\* the payment needs to be done / drawn in favour of "The Millennium School Surat".

2. NACH is mandatory.

3. Parents are requested to pay the fees via 'School App' in case of Online payment.

4. Discretionary Service Charge payment needs to be done / drawn in favour of "Maitri Charitable Trust".

\*Please do not send Cheque / DD through any student or Staff Member.

\*\*In case payment is done by NEFT / Net Banking, then you are required to email us the following details at "[info@themillenniumschoolorg](mailto:info@themillenniumschoolorg)"

5. Parents are requested to pay the fees on or before the below specified dates.

Quarters	Payable by	For Months	Penalty period levied from	Remarks
1st Quarter	10th March	April / May / June	11th April	If the 1st quarter fees are not paid by 10th April, then the Penalty will be levied from 11th of April & will be continued if fees are not paid in 30 days, after which your ward's regular transport will be withdrawn.
2nd Quarter	10th June	July / Aug / Sept	11th June	If you fail to pay the fees by 10th June, then the penalty shall be levied from 11th of the respective month & will be continued if fees are not paid in 30 days, after which your ward's regular school transport will be withdrawn.
3rd Quarter	10th September	Oct/Nov/Dec	11th September	If you fail to pay the fees by 10th September, then the penalty shall be levied from 11th of the respective month & will be continued if fees are not paid in 30 days, after which your ward's regular school transport will be withdrawn.

4th Quarter	10th December	Jan / Feb / March	11th December	If you fail to pay the fees by 10th December then, the penalty shall be levied from 11th of the respective month & will be continued for 30 days, after which your wards regular school transport will be withdrawn.
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Note: After payment of school fees, the receipt can be generated from ERP / School Mobile App directly.

5. If the last payment date (i.e. 10<sup>th</sup> of payment month) happens to be a holiday, the payment is to be made by the 9th of that month or earlier.
6. Delayed payments will be charged with a late fee of INR. 10/- per day on Tuition fees and DSP charges.
7. In case of dishonoured cheques and NACH returns, a penalty of INR. 500/- will be charged along with the late fee, if applicable.
8. If the quarterly fee is delayed by two months, the student's admission will be cancelled. Re-admission will have to be sought on payment of fresh admission fees subject to seat availability.
9. The Final assessment results of students with outstanding fees will be withheld. On non payment of fees, the school has the right to decline issue of Report card and other related certificates.
10. There will be no reduction or reimbursement of any amount from fees, for absence from school for short or long duration for any reasons, medical, social or religious.
11. Banks cannot validate the fee amount that needs to be deposited for fees; parents are requested to check the same with the school authorities or via ERP / School Mobile App.
12. The Imprest Fee is collected to avoid any cash transactions with students. Parents consent is sought before deducting any amount from the Imprest Fee. The Imprest Fee is generally used to cover charges for outstation educational excursions, school picnics and outings, fees for participation in inter school competitions and events. The participation in these events is optional, but such activities are organised for the overall development of students and hence we seek parental support, assistance and encouragement for the same. The late fee charges will also get deducted from the Imprest Fee.
13. Balance of Imprest Deposit is to be refilled / recharged every quarter.
14. In case of a midterm admission, fees will be charged on pro rata basis.
15. Any child after leaving the school, seeking re-admission to the school, will be treated as a fresh applicant, will have to go through the admission formalities and will have to pay the full admission charges applicable at that time based on seat availability.
16. For Sibling Discounts: Discount will be provided to the elder sibling, equally, across applicable payment quarters.

**List of expenses that are not included in the school fees and have to be borne by parents / guardians:**

- (1) School bag, Books, Stationery, Uniform and Shoes.
- (2) Any activity, training or excursions conducted after school hours.
- (3) Out-station educational tours and events.
- (4) Entrance fees for inter school competitions, events or certified external exams conducted outside or inside the school.
- (5) Rent for costumes /accessories to participate in competitions and events within and outside the school.
- (6) Cost of educational materials or compact discs, video tapes, pictures taken at school events and competitions.
- (7) Any specialised courses offered after school hours or Saturday which are not mandatory

## Transportation Policy

1. For safety and punctuality, it is advisable for all students to avail the school bus facility provided by The Millennium School.
2. The bus routes have been planned diligently, to minimize the travel time for students. The school does not provide transport in all the areas of the city, but convenient stops have been allocated at major locations, connecting different parts of the city. To optimize the route planning, door-to-door service is not provided.
3. Every bus has a driver and a conductor for safety and security. There is a female attendant in every kindergarten bus to assist and look after small children in the bus. The driver, conductor and attendant are there to make the bus travel comfortable for students. Hence, parents should encourage their children to respect them and obey instructions given by them.
4. The pick-up and drop-off timings will be given to students before the start of the new academic session. Students should be at their designated stop five minutes prior to the allotted time. The bus will not wait at any stop beyond the specified time.
5. Parents / Guardians have to carry the parent's Identity Card given by the school, to collect their ward(s) from the stop. If parents are not present at the bus stop on time the child will be brought back to the school on its return journey. The bus will not wait at any stop beyond the specified time, as this results in delay for other students as well.
6. Students from Kindergarten to Class V will not be dropped unaccompanied at any stop from the school bus. It is mandatory for parents to arrange for their pick up by responsible adult authorised with an identity card issued from the school. From Class VI onwards, students can be dropped and allowed to go on their own if the **No Escort Form** has been signed by the parent and submitted to the school authorities.
7. In case of an unknown contingency or during snarled-up traffic, the time schedule of the bus service may be disturbed, in such a situation, we request parents to extend their full cooperation to us. We will inform parents about the change of bus timings if any, via SMS for both pick up and drop if the delay is more than 15 minutes. Due to heavy rain, some low lying areas may be flooded and so the regular stops can be modified to meet the challenge. In such situations, parents may have to opt a temporary pick up and drop-off stop, best made available to them.
8. Every parent and student is informed of the specific bus the child will travel by. Students are not allowed to change buses or stops besides the ones assigned to them. This discipline ensures the safety of your child and does not cause inconvenience to others.
9. The buses will halt at specified bus stops only, if a student misses the bus, he can board the bus from the next stop only. The bus driver has been instructed not to halt the bus anywhere en-route between the specific bus stops.
10. If Class I & above students miss their regular school bus, they cannot report to school by arriving in the bus meant for kindergarten children.
11. Parents are not permitted to board the school bus as this shall create a delay in the remaining route.
12. Parents have to inform the school in writing via an email or letter, regarding any change of address in the middle of the academic year. In such cases, parents need to understand that the school authorities cannot modify the existing route or create a new stop in the existing bus schedule.
13. GPS tracking facility is available to all the parents, via the School Mobile App.

14. Every year, the bus routes and timings are subject to revisions to accommodate the need.
15. Students are allowed to eat vegetarian snacks in the school bus. Junk food is strictly not allowed. Chewing gum, littering and creating any kind of litter and unhygienic conditions are strictly prohibited in the school bus.
16. Children have to maintain discipline and decorum in the bus and no one is allowed to open windows. This safety measure has to be strictly followed by all without any exceptions.
17. Students are not supposed to use offensive or abusive language, nor can they discuss inappropriate or indecent topics. Fighting or causing any kind of damage to the bus or breach of any of the rules, will lead to strict disciplinary action.
18. Parents are requested not to handover any kind of articles, fees, money and lunch box to the bus drivers / conductors / teachers / attendants. School will not be responsible for any loss.
19. If parents need to discuss any issues related to the bus service, they need to contact the Transport In-charge or the school authorities and not discuss the same with any of the bus staff.

**Note:**

- Before commencing the final admission formalities, please review our list of bus stops and select the one that is most convenient to you. We do not promise you door step transport facility so you will have to work out your convenience of travel to and fro the bus stop.
- In case the parent ID card is lost, it is the responsibility of the parent / guardian to intimate the same to the school authority immediately. There is a charge for issuing a duplicate card and until the same is prepared by the school, the safety and security of collecting your child from the regular bus stop, lies entirely on parents and the school will not be responsible for any untoward incidents.

## Field Trip Policy

1. School will be arranging some Field Trips (within Surat city), with a view to give practical overview / exposure to the students about their respective fields.
2. School has prescribed the guidelines / rules and regulations to be followed by students & teachers / faculty / management members during the said tours.
3. School, it's parent body, employees/officials will not be liable for any type of loss(s) or damage(s) which may arise out from the action or inaction of the child during the said activities for the entire tenure in the school and also from any claim arising from those action or inaction of the child.
4. Parents cannot seek indemnity from the school, it's parent body, employees / officials for any claims or law suits filed by the parent, child or others, that arise out of the above mentioned (No. 3) clause.
5. **EMERGENCY MEDICAL TREATMENT:** In the event of an emergency, school will take the child to a hospital for medical treatment. Advice of the doctor will be shared with parents before seeking any further treatment. In case the parents cannot be contacted at the registered numbers, the treatment will be started in the best interest of the child and will be informed later to the parent.

## Food Policy

1. A healthy diet is very important for growing children and the school ensures that they are given nutritious meals. The daily menu of breakfast and lunch is prepared by consulting the dietician of the school and the meals are prepared under strict supervision to maintain high quality standards.
2. The school provides wholesome vegetarian (egg less) meals only.
3. The monthly meal menu of breakfast and lunch is shared with parents at the beginning of every month.
4. Though we do provide Jain meals, the school does not take responsibility of ensuring Jain students to eat only the special meals prepared for them.
5. Students are not left unattended at the dining room. Teachers and helpers are present to ensure that children eat their food and keep motivating them to maintain a healthy diet. It is not possible to give a daily report of food intake to the parents. So the parents are requested not to make such requests to any staff member.
6. It is not possible for the school to cater to individual palates. We request support from parents to encourage their children to relish the healthy and wholesome meals provided by the school.

## Code of Conduct for the School Library

1. Silence must be maintained in the library.
2. Any student borrowing the book from the library for personal reading, is expected to register the name of the book with the librarian.
3. Library books should be borrowed for personal reading and not for sharing them with others.
4. Only one book at a time will be issued.
5. Books have to be returned in 7 days. Failure to return the book within 7 days may lead to a fine.
6. Our library has well maintained books, magazines and periodicals and they have to be returned after reading, in the same condition. Any kind of damage will entitle a fine equivalent to the cost or even higher than the cost of the publication.
7. To partner in our mission to encourage reading amongst our young learners, we extend the facility of the School Library to the parents as well,
  - Parents may issue books from the School Library during their PTM visits.
  - These books will be issued in the name of their respective ward.
  - A parent can issue only one book at a time.
  - The issued book should be returned to the School Library in 7 days. Failure to return the book, within the stipulated time, may attract a fine.
  - The issued book is expected to be returned in the same condition as the issued one. Any damage to the issued book may attract a fine.

## Attendance Policy

1. A minimum of seventy five percent attendance is required for promotion to next class.
2. Any student who has been absent will not be admitted to class without a leave note from the parents /guardian addressed to the class teacher, stating the reason of absence.
3. In case of illness and absence for three days or more, the student will have to resume school with a doctor's certificate. If a child has a prolonged period of absence due to a medical contingency, parents need to regularly update the School Principal on the student's health progress. Parent will need to provide a detailed medical report when their child resumes school after the recuperating period.
4. A student resuming school after an infectious or contagious illness, will have to bring a fitness certificate from his treating doctor.
5. Half day leave requests are not granted by the school. But in case of a child's ill health or due to an emergency, the Principal may allow the child to leave, before the closing hours of the school.
6. Repeated instance of absence from school without prior approval and unsanctioned absence for more than six consecutive days will lead to disciplinary actions as applicable in the discipline policy.
7. To seek leave sanction, a written request needs to be sent to Front desk or through ERP for approval. If the leave request is for more than seven days, parents will have to meet the Principal with a prior appointment, to get the necessary approval and sanction.
8. For repeated and long periods of unapproved absence, the school reserves the right to detain the child in the same class, in the next academic session.
9. The above rules have been formulated to help students excel with the Millennium Learning techniques. The Millennium Learning System is a detailed session based plan and so, even a day of absence in the middle of an ongoing topic can hamper his understanding and performance in the subject.
10. In case of absence of short duration, our facilitators will try their best to update the child by giving him/her additional practice worksheets that summarize the topics, which have been missed. However covering the concept such that it was done in the regular class, will not be possible.
11. The annual school calendar is prepared well in advance and shared at the start of every academic session, to help parents plan family outings and vacations and honour their social commitment, without disturbing their child's attendance, in school.
12. All students need to be present on the first and the last working day of the school, before and after every vacation.
13. In an academic session, students who have ninety eight percent and above attendance will be felicitated for their focus and commitment to learning.
14. Leave for going out-of-station should be approved prior to proceeding on leave. In case of emergency, parents / guardians are requested to inform by telephone or email and meet the Principal, upon resuming school, before going to class.



**Note:**

- Students should not take unplanned and unnecessary leaves since undeclared assessments are an integral part of the Millennium Learning System.
- If a child takes leave without prior approval then, re-assessment of any assessments will not be considered unless the child is medically unfit to come to school.
- Over due course, the school will be implementing the National Credit Framework (NCrF) (in schools), as per the directions of the CBSE. Through the NCrF, all students will be eligible for credits based on their attendance.

## Birthday Celebration Policy

1. Teachers and staff at The Millennium School, try to make a student`s birthday a special day. We understand that the child may be eager to celebrate his/her birthday at school and respect his/her sentiments. However, parents should ensure that the celebration at school is simple and not affluent.
2. On Birthday, a student can come to school in a civil dress and bring chocolates for his/her class mates only. Parents are requested not to send any gifts, mementos or/and expensive confectionery for students, teachers or for staff on any religious, social or personal occasions.
3. On their child's special day, parents may donate a book to the school library as mementos or souvenir. This is a suggestion and not a compulsion for parents.
4. Parents cannot invite teachers or any staff members of the school for any private celebrations outside the school, unless they share personal relationship with them.
5. The school will not extend its support to the parents, to organise any private celebrations outside school.
6. Parent should not request the class teacher or any other school staff, to distribute any personal invitation cards in the school or in the bus.

## Discipline Policy

To instill a sense of decorum and inculcate self-discipline habits in our students, this policy has been drafted to arrest and address any unacceptable or objectionable deeds by the students. With Parents, as our partners, we wish to collaboratively provide a safe and secure environment to all students.

**General Point:**

Students displaying good behaviour will be able to accumulate points for their houses and for themselves. Students not following the discipline policy will be responsible for negative points for themselves as well as their house. While there will be positive encouragement for good behaviour, through initiatives like Students of the Month, Best Class in Attendance, Best Class in Discipline and Profound Reader, there will also be reformative measures for inappropriate conduct as mentioned below:

Sr. No.	Infraction	Reformative Procedure
1.	<p><b>Unacceptable behaviour / Indiscipline</b> It includes the following -</p> <ul style="list-style-type: none"> <li>● shouting or disrupting the class</li> <li>● leaving the class without authorization</li> <li>● disrespecting teachers and/or other students</li> <li>● lingering around class</li> <li>● fighting in class / hitting others</li> <li>● using inappropriate / foul language</li> <li>● playing rough</li> <li>● behaving disrespectfully with others (peers or teachers)</li> <li>● throwing objects at others</li> <li>● bullying others</li> <li>● not carrying required books / material for classes</li> <li>● failure to deliver written communication to parents</li> <li>● inappropriate physical contact / bad touch</li> <li>● use of unfair means during assessments</li> <li>● stealing others' property / material</li> <li>● forgery of parent signature(s)</li> <li>● labelling / pairing other students</li> <li>● misusing personal details of other students</li> <li>● doing unauthorised commercial transactions within the school premises</li> <li>● misusing school provided technology/systems</li> <li>● misusing authority (for student council members)</li> <li>● Indulge in casteism, communalism or practice untouchability or ostracize anyone on any kind of personal differences.</li> </ul>	<p><b>First Instance:</b> Verbal Warning</p> <p><b>Second Instance:</b> Issue White Card, along with a constructive reinforcement task</p> <p><b>Third Instance:</b> Issue Yellow Card, along with a constructive reinforcement task</p> <p><b>Fourth Instance:</b> One to one sessions with either the concerned teacher or counselor</p> <p><b>Fifth Instance:</b> Intervention by the Principal</p>
2.	<p><b>Late or absenteeism from School Assemblies:</b> If the student is found not attending assemblies, then the following action will be taken.</p>	<p><b>First Instance:</b> Verbal Warning</p> <p><b>Second Instance:</b> The concerned child will be asked to participate in the next assembly (irrespective of class).</p> <p><b>Third Instance:</b> Issue White Card, along with a constructive reinforcement task</p> <p><b>Fourth Instance:</b> Intervention by the concerned Deputy Coordinator</p> <p><b>Fifth Instance:</b> Intervention by the concerned Coordinator</p> <p><b>Repeated Instance:</b> Intervention by the Principal</p>

Sr. No.	Infraction	Reformative Procedure
3.	<p><b>Misbehaviour while commuting in School Buses</b> This includes the following (but not limited to):</p> <ul style="list-style-type: none"> <li>● making noise</li> <li>● using foul language or disrespecting the bus staff</li> <li>● getting late for the bus</li> <li>● moving around, unnecessarily, in a transiting bus</li> <li>● dirtying the bus</li> <li>● throwing or playing with food.</li> <li>● fighting/quarrelling in the bus</li> <li>● arguing with the school authorities (incl. Bus Marshal)</li> </ul>	<p><b>First Instance:</b> Verbal warning  <b>Second Instance:</b> Constructive Reinforcement Task, that will be decided by the concerned authorities  <b>Third Instance:</b> One-on-one session with Incharge Administrator  <b>Fourth Instance:</b> Suspension of the bus services for 3 days (Parents will be informed to drop and pick concerned student to and fro school)  <b>Fifth Instance:</b> Suspension of the bus services for number days decided by school authorities (Parents will be informed to drop and pick concerned student to school)  <b>Repeated Instance:</b> Permanent suspension of the bus facilities</p>
4.	<p><b>Not following Dress / Uniform Code</b> This includes the following:</p> <ul style="list-style-type: none"> <li>● failure to wear prescribed school uniform</li> <li>● wearing sports uniform on routine days</li> <li>● failure to wear sportswear on prescribed days</li> <li>● Wearing long, trendy, spiky and funky hair styles.</li> <li>● using gel and other inappropriately hair products</li> <li>● wearing makeup,(nail polish, lipstick, blush, etc.)</li> <li>● wearing dangling jewellery</li> <li>● wearing coloured and trendy caps, ribbons, clips, headbands and scarfs long loose hair</li> <li>● Inappropriately applying mehndi (should be limited to the wrist if wearing)</li> <li>● wearing hair colour / highlights</li> <li>● not wearing hair oil / cream</li> <li>● wearing a different jacket (which is not part of the school uniform)</li> <li>● carrying/wearing perfume, deodorant, cosmetics and jewellery items</li> </ul>	<p><b>First Instance:</b> Verbal Warning (&amp; confiscate prohibited items and retain with school authorities for 15 days, after which parents will be asked to collect the confiscated items)  <b>Second Instance:</b> Verbal Warning (&amp; confiscate prohibited items and retain with school authorities for 30 days, after which parents will be asked to collect the confiscated items)  <b>Third Instance:</b> Issue White Card, along with a constructive reinforcement task (&amp; confiscate prohibited items and retain with school authorities for number days decided by school authorities, after which parents will be asked to collect the confiscated items)  <b>Fourth Instance:</b> Issue Yellow Card, along with a constructive reinforcement task (&amp; confiscate prohibited items and retain with school authorities for number days decided by school authorities, after which parents will be asked to collect the confiscated items)  <b>Fifth Instance:</b> One to one session with Sports HOD (&amp; confiscate prohibited items and retain with school authorities for number days decided by school authorities, after which parents will be asked to collect the confiscated items)  <b>Repeated Instance:</b> Intervention of Principal</p>

Sr. No.	Infraction	Reformative Procedure
5.	<p><b>Tardiness</b> This includes;</p> <ul style="list-style-type: none"> <li>● reporting late to school</li> <li>● reporting late to classes</li> <li>● unwantingly roaming around in the school area</li> <li>● regularly arriving in second shift</li> <li>● bunking Class</li> </ul>	<p><b>First Instance:</b> Child will be given a strict verbal warning and expected to write a apology letter</p> <p><b>Second Instance:</b> Issue White Card, along with a constructive reinforcement task</p> <p><b>Third Instance:</b> Issue Yellow Card, along with a constructive reinforcement task</p> <p><b>Fourth Instance:</b> Ask the child to do staybacks of number days decided by school authorities (on Mondays &amp; Wednesdays), and given the extra assignment to complete. (On such days designated transport stops will to be followed)</p> <p><b>Fifth Instance:</b> Intervention of concerned Coordinator and meeting with Parent</p> <p><b>Repeated Instance:</b> Intervention of the Principal</p>
6.	<p><b>Incomplete or regular postponement in submitting school work</b> This includes failure to complete classwork, homework, assignments, projects, etc. on time, without genuine reason</p>	<p><b>First Instance:</b> Strict warning by the concerned teacher and student will be required to submit the completed assignment in 2 days.</p> <p><b>Second Instance:</b> Issue White Card, along with a constructive reinforcement task</p> <p><b>Third Instance:</b> Issue Yellow Card, along with a constructive reinforcement task</p> <p><b>Fourth Instance:</b> Ask the child to do staybacks of number days decided by school authorities (on Mondays &amp; Wednesdays), and allot the extra assignment to complete. (On such days designated transport stops will to be followed)</p> <p><b>Fifth Instance:</b> Intervention of concerned Coordinator and meeting with Parent</p> <p><b>Repeated Instance:</b> Intervention of the Principal</p>
7.	<p><b>Vandalising School Property</b> This includes damaging desks, table, chairs, window panes, doors, display material, whiteboards, electronic gadgets, electrical appliances, lockers, etc. (property is anything the school has paid to possess)</p>	<p><b>First Instance:</b> Recovering the expenses for the damage and given a strict warning</p> <p><b>Second Instance:</b> Recovering the damages (+ 10% penalty of damages for repeated offence) and warning letter, along with intervention by Incharge Administrator</p> <p><b>Third Instance:</b> Recovering the damages (+ 25% penalty of damages for repeated offence) and stern warning letter, along with intervention by Incharge Administrator</p> <p><b>Fourth Instance:</b> Recovering the damages (+ 50% penalty of damages for repeated offence), along with intervention by Principal</p>

Sr. No.	Infraction	Reformative Procedure
8.	<b>Carrying and/or consuming junk food</b>	<p><b>First Instance:</b> Confiscate the lunch box/ packets.</p> <p><b>Second Instance:</b> Constructive Reinforcement Task, that will be decided by the concerned authorities</p> <p><b>Third Instance:</b> Making the child eat his/her full meal under the supervision of a teacher for a week.</p> <p><b>Fourth Instance:</b> Intervention of Concerned Coordinator and virtual meeting with Parent</p>
9.	<b>Not communicating in English when in school premises</b>	<p><b>First Instance:</b> Verbal Warning</p> <p><b>Second Instance:</b> Intervention by an English Teacher or Relationships Manager</p> <p><b>Third Instance:</b> Issue White Card, along with a constructive reinforcement task</p> <p><b>Fourth Instance:</b> Issue Yellow Card, along with a constructive reinforcement task</p> <p><b>Fifth Instance:</b> Intervention by Coordinator</p>
10.	<b>Frequent and deliberate absenteeism and taking excessive leaves</b> This includes: <ul style="list-style-type: none"> <li>● regularly remaining absent for regular working day without prior approval</li> <li>● deliberately remaining absent for any planned assessments</li> </ul>	<p><b>First Instance:</b> One to one session with the concerned teacher or counselor to understand the situation or reason for absenteeism along with warning to look into absenteeism.</p> <p><b>Second Instance:</b> Issue White Card, along with a constructive reinforcement task</p> <p><b>Third Instance:</b> Issue Yellow Card, along with a constructive reinforcement task</p> <p><b>Fourth Instance:</b> Ask the child to do staybacks of number days decided by school authorities (on Mondays &amp; Wednesdays), and allot the extra assignment to complete. (On such days designated transport stops will to be followed)</p> <p><b>Fifth Instance:</b> Intervention of concerned Coordinator and meeting with the Parent</p> <p><b>Repeated Instance:</b> Intervention of the Principal</p>
11.	<b>Carrying unacceptable or objectionable items to school</b> This includes: <ul style="list-style-type: none"> <li>● weapons / firearms / any sharp object with wrong intention.</li> <li>● tobacco / alcohol / substance abuse items / vape</li> <li>● cellphones</li> </ul>	<p><b>First Instance:</b> Confiscate prohibited items and call the parents for an interaction with the concerned Coordinator. Item to be handed over to the Parent.</p> <p><b>Second Instance:</b> Confiscate prohibited items and retain with school authorities for 15 days, and call the parents for an interaction with the concerned Coordinator.</p>

Sr. No.	Infraction	Reformative Procedure
	<ul style="list-style-type: none"> <li>any gadgets with camera / audio-video recorder</li> <li>smart watch</li> <li>laser light, etc.</li> </ul>	<p><b>Third Instance:</b> Confiscate prohibited items and retain with school authorities for 30 days, and call the parents for an interaction with the concerned Coordinator.</p> <p><b>Fourth Instance:</b> Intervention of the Principal for suspension</p>
<p><b>Important Note:</b>  * For English Communication, the infractions will be dealt with over the course of the Academic Year, since there are plans to create an immersive environment of communicating in English.  - Consequence(s), will be dealt with depending on severity of the infractions.  - Apology Letters will be expected from the concerned child at every instance (except in cases of verbal warnings).  - The discipline details will be logged in the ERP for easier communication.</p>		

Card Colour Denotations	
Sr. No.	Consequence
White Card	Detention from Co-scholastic Activity for a period depending on severity which shall be decided by the School Authorities.
Yellow Card	Detention from Scholastic Activity for a period depending on severity, which shall be decided by the School Authorities.

To address severe and repeated cases (over and above the above-mentioned instances), a Disciplinary Committee will be drafted as mentioned below, and reformative procedures will be decided accordingly:

## Admission and Withdrawal Policy

- Admission to The Millennium School, Surat, is open to all eligible children irrespective of caste colour or creed.
- There is a withdrawal policy in place whereby, the parents have to request, through a withdrawal application form, available at the school's administrative office. The request form has to be duly filled and approved by the Principal at least a month prior the end of the current academic session or last day at school.
- The school leaving certificate will be issued only after fifteen working days after receiving the written application.
- In case of an immediate midterm withdrawal, parents will be liable to pay fees of the existing quarter and clear all dues to request for the school leaving certificate.
- Security deposit, if any will be refunded at the time of withdrawal from the school on the production of the receipt along with an application on the prescribed proforma, provided the dues of the school have been paid or settled. Refund, after adjustments, if any, shall be disbursed after 7 working days from the issuance of Transfer Certificate.
- No leaving certificate or transfer certificate will be issued unless all dues to the school have been cleared.
- Imprest fee, if any, will be refunded at the time of withdrawal from the school, on production of the receipt, along with an application on the prescribed proforma, Provided the dues of the school have been paid or settled. Refund, after adjustments, if any, shall be disbursed after 7 working days from the issuance of Transfer Certificate.

## Uniform Policy

1. The school Uniform gives an exclusive identity to the students, it promotes a feeling of unity and inculcates discipline among students.
2. Students must wear a neat, clean and tidy uniform to the school every day. Uniforms need to be of proper size and fitting. Wet, creased or untidy uniforms are not acceptable. Parents need to have an additional set of the school uniform to meet the contingencies.
3. They must come to school well groomed with clean and trimmed hair. The hair needs to be oiled and well maintained and cannot be cut in fancy styles.
4. Colouring hair, using hair extensions, wearing jewellery, applying kajal, nail polish, wearing lipstick, perfume, any kind of body art, tattoos, body piercing is not allowed at school. Nails should be short at all times. Girls are allowed to apply mehndi during religious festivals provided the application does not extend beyond the palms.
5. Socks, shoes, belts, neckties and school bags are part of the uniform and are supplied by approved vendors. Any other brands of accessories cannot be used.
6. The Millennium School, Surat has four houses namely Aakash, Agni, Jal and Prithvi, based on the four natural elements. Students will be allotted houses at the start of the academic session.
7. House uniforms have to be worn on prescribed days.
8. From Class IV onwards, students are permitted to wear a simple wristwatch (smart watches are not allowed).
9. **All the belongings like school bag, jacket, socks, shoes, tie, etc needs to be labelled with the child's name and class.**
10. The upkeep of the uniform is the responsibility of the student, hence the school will not be responsible for any wear and tear of school uniform during school activities, sports or in the course of travel, to and fro school or in the school bus.

### School Uniform EW to Class XII

Item	Description
Boys & Girls (EW to RTF 2)	Navy Blue Track Pant & Green T-shirt
Boys & Girls (Class I to XII)	Navy Blue Track Pant & Grey T-shirt
Regular Pant / Skirt	Navy Blue
House T- Shirt	Colour as per the house
Shoes	Black School Shoes
Regular Shirt for Boys and Girls	Blue / Green Stripes
Regular Socks / PT Socks	White Socks with Green and Blue Band
Winter Dress : Jacket	Grey Zip Front with hood
Belt	Blue/ Green with White Stripes
Tie	Navy Blue Plain Tie

### Day-wise Uniform

Class I to XII		EW to RTF 2
Monday & Wednesday	Navy Blue Track Pant & Grey T-shirt	Navy Blue Track Pant & Green T-shirt
Tuesday & Friday	House T-shirt & Navy Blue Track Pant	House T-shirt & Navy Blue Track Pant
Thursday	Blue & Green Striped Shirt & Blue Pant / Skirt	Navy Blue Track Pant & Green T-shirt

**Navy Blue Patkas for Sikh Boys**

**Black Hair Band and Rubber Band for Girls**