



Administrative

Information

2025 – 2026

## **ADMISSION AND WITHDRAWAL**

1. The Principal reserves for himself the right to refuse admission to any boy without having to furnish a reason.
2. Formal admission is complete only after the application has been considered by the Principal, the parent informed of his decision and the admission card is signed by the Principal.
3. No pupil will be admitted to the school without a transfer certificate from the last school which he attended.
4. For the withdrawal of a pupil from the School, a calendar months' notice must be given in writing, otherwise a calendar month's fees will be charged. A full year's fees shall however be charged for any withdrawal that occurs after 120 days of the commencement of the academic year.
5. A student must be withdrawn from the school if he does not pass the class in 2 years.
6. A transfer Certificate can be obtained only after all the dues have been paid. Duplicate copies of a Transfer Certificate are ordinarily not issued. In special cases such certificates will be issued after verification, and on payment of Rs. 500/-.
7. A duplicate copy of the report card can be obtained on payment of Rs. 500/-.
8. Duplicate transcripts will only be made available to a student if a photocopy of the original is attached and on payment of Rs. 500/-.
9. Students whose fees have not been cleared will not have their names included in the class list the following year.
10. Students who remain absent without prior sanction for TWO consecutive School weeks shall be struck off the rolls without explanation.
11. Parents MUST inform the school in writing regarding any absence beyond 2 days. However, every absence must be noted and signed by Parents on the assigned page in the diary.
12. If a student is re-admitted, a re-admission fee has to be paid.

## **CURRICULUM, EXAMINATIONS AND PROMOTIONS**

1. Students are prepared for the Central Board of Secondary Education Examination, Classes X & XII.
2. Regular assessments are a feature. Attendance for these is compulsory. The final results are declared on the cumulative marks obtained throughout the year. Hence, attendance for all tests and exams is essential. If the management deems that extra classes are required, then students will be expected to stay back and attend these classes.
3. The pass mark and promotion criterion will be as per CBSE norms.
4. If the student is unwell, he should stay at home.
5. A student who uses unfair means during an assessment, will be given zero marks for that subject, and UM (Unfair Means) will be noted in the report card. Repetition of the same will result in stern action.
6. All fees due are to be paid before the commencement of the exams.
7. Students whose session fees have not been cleared will not have their names included in the class list in the following session.

## **CODE OF CONDUCT FOR PUPILS**

1. Students are not permitted to use the school telephone except in urgent cases and with permission.
2. While changing classrooms between periods, pupils should move in silence and in an orderly and disciplined manner in a line with hands behind their backs.
3. All items belonging to the student must have his full name, current class and section.
4. The school is not responsible for goods or money lost. Students are requested not to wear expensive watches. Money should not be borrowed, lent or articles of any nature exchanged for cash or kind.
5. When the school is in session, the students are strictly forbidden to leave the class without an Out-pass or the school premises without a Gate-pass.
6. If a student is unwell, they should not attend school. In case a student attends school on a test day despite being sick and requests to go home early after the test, the test will be considered invalid and cancelled.
7. During recess and at the assembly no student is to remain in the classroom.
8. Mobile phones and other electronic gadgets are not allowed for students in school.
9. Students are discouraged from bringing metal water bottles to school, as they can pose a safety risk and may be used to harm others. Parents are requested to ensure that their child carries a safe and suitable water bottle.
10. Magazines, books and other print / digital material, not part of the book-list, should only be brought to school with the written permission of a teacher/Head. Written permission for this must be with the student.
11. We believe our boys are gentlemen and so we discourage abusive language which offers disrespect to anyone. Derogatory remarks pertaining to one's appearance, culture, religion etc., are frowned upon and stern action will be taken if there is an infringement of this rule.
12. Any expensive item brought to school will be confiscated and returned only at the end of the term.
13. The management views with grave concern the consumption of alcohol or substance abuse of any sort and seeks the active cooperation of parents.
14. Each child is under our care and protection. We attempt to see that violence is not done either to or by him. Bullying and ragging will not be condoned.
15. St. Columba's is an English medium school. Thus, all instruction is given in English. Students are to converse in English while in school. Parents are requested to impress upon their children the importance of this and to ensure that English is one of the languages of communication at home.
16. The student's identity card must be worn at all times in school.

## **RULES OF DISCIPLINE**

1. The Management, acting through the Principal, reserves the right to resigning the charge of any pupil, who is deemed unsatisfactory. In such cases the Principal is not bound to give any reason.
2. Latecomers and absentees must enter their late-for-school record in the diary, to be signed by the teachers and parents respectively. If a student arrives late three times, they will be sent home on the fourth occasion. Parents/guardians are requested to ensure punctuality to avoid any inconvenience.
3. Any leave taken must be formally asked for, by the parents.
4. In case of long leave, prior written permission of the Principal must be obtained. In case of illness, (for more than three days) a medical certificate must be submitted within three days of absence.
5. Pupils are strictly forbidden to leave the school premises during the regular school hours. Permission to do so may be granted only by the Principal and the respective Headmistress/Headmaster.
6. Irregular attendance, habitual idleness, neglect of homework, disobedience and disrespect towards the members of the School Staff will be dealt with severely.
7. Attendance is compulsory on the first day of a new academic session and on the day before and the day after the summer/winter break (for each academic year). Attendance is also compulsory before and after the Dussehra / Diwali / Christmas / Easter break.
8. Attendance, adding to 75% of the total number of working days, is compulsory for students.
9. Teachers in this school are not permitted to give private tuitions to the pupils from their own classes.
10. Pupils who are accompanied by attendants should never leave school alone. In case of a delay, they should report to the school office. Pupils must be picked up punctually after school timings for dispersal.
11. Parents and guardians are not allowed to visit their wards or teachers in the classroom without the permission of the Principal or the respective Headmistress/Headmaster.
12. Pupils must understand that a school is judged by the discipline and conduct of its students. They should always be polite and courteous to each other, to their teachers and elders and treat the helpers with respect.
13. Any kind of damage done to the school premises must be made good and will be viewed seriously by the authorities.
14. Any damage to hardware or software of a computer allocated to a student must be made good. If repeated, the student will not be permitted to use the computer.
15. No PARKING is permitted on the pavement just outside the school, nor between the parked vehicles.
16. The stipulated uniform must be worn smartly by students under all circumstances.

## **NON – ACADEMIC**

1. Provision is made for games, sports, athletics and swimming.
2. Swimming facilities are provided for certain classes during school hours. In such cases, each boy in the class is expected to take part for his own health and well-being.
3. Pupils must attend games and other activities outside school hours when required to do so and participation in such circumstances will be deemed compulsory by the school authorities. Exemption may be granted on a written request from parents. Such exemption should not be lightly sought as physical activity play an important part in the student's all-round education.

## **TRANSPORT RULES**

1. All students should obey the respective staff/guard/monitors, the driver and conductor of their mode of transport. Silence and calm must prevail when coming to school each morning. You may catch up on sleep, prayer or study.
2. The staff/guard/monitor should check the entry of a new person in his/her vehicle.
3. Any quarrel/fight and dispute, should be reported to the vehicle in-charge at the earliest. It is imperative that a certain decorum be maintained in the vehicle at all times.
4. In case of any mishaps in the vehicle, please call 100 and inform the school office immediately. (23363134, 23363462)
5. Misbehaviour in the vehicle, violence in school, participation in groups and damage of property – these are considered major disciplinary violations. Reports of violence in any form in or out of school shall result in the rustication of the pupil concerned.
6. 'Safety saves' so avoid travelling on footboards and any unnecessary movement in the vehicle. Elbows should not be sticking out of windows. Do not throw things from your vehicle into passing vehicles. It is not funny; it is rude and you could be fined.
7. Travel with the permission of the concerned authority in the vehicle.
8. Do not get on/off the vehicle while it's moving, or at the signals/crossings, etc.
9. Use of foul language and carrying objectionable material are punishable offences, as is bullying of smaller and vulnerable individuals.
10. Student are not permitted to drive themselves to school on motorbikes or in vehicles.

## A STUDENT'S RIGHTS AND RESPONSIBILITIES

- ✓ Right: **I have the right to be happy at St. Columba's and to be treated with understanding.**
  - Responsibility: It is my responsibility to respect the rights of others. It is my responsibility to treat others with understanding, not to laugh at others, tease them or try to hurt their feelings.
- ✓ Right: **I have a right to be treated respectfully and fairly.**
  - Responsibility: It is my responsibility to treat others with respect. It is my responsibility to accept the authority of school staff. It is my responsibility to be truthful and treat others fairly.
- ✓ Right: **I have a right to be safe.**
  - Responsibility: It is my responsibility not to do anything which may threaten or cause danger to myself and others. It is my responsibility to tell teachers if there is any danger around my classroom or in the school environment.
- ✓ Right: **I have a right to expect my property to be safe.**
  - Responsibility: It is my responsibility not to steal, damage or destroy the property of others. It is my responsibility to take proper care of school property.
- ✓ Right: **I have a right to a good education at school.**
  - Responsibility: It is my responsibility to be well behaved in class and to create a class atmosphere which facilitates teaching-learning. It is my responsibility to keep up-to-date with work in class and homework, to attempt every assessment task and to attend school regularly and punctually.
- ✓ Right: **I have a right to be protected against threats to my health.**
  - Responsibility: It is my responsibility as a member of the school, not to smoke, take alcoholic drinks or drugs or influence other students to do so, either at school, or while traveling to or from school or at any other event organized by the school.
- ✓ Right: **I have a right to have a pleasant, clean and well-maintained school and environment.**
  - Responsibility: It is my responsibility to care for the school environment – to keep it neat and clean, free of litter.
- ✓ Right: **I have the right to benefit from the good name of the school**
  - Responsibility: It is my responsibility to behave in such a manner that society will respect the good name of the school.
- ✓ Right: **I have a right to make decisions for myself**
  - Responsibility: It is my responsibility to make sensible decisions and to face the consequences of my decisions, actions or lack of action.



# EXPECTATIONS FROM PUPILS

## 1. ***Our School Community expects that you will...***

- show pride in your school and present a good image especially by behaving yourself when in public and particularly on your way to and from school.
- display your school spirit by participating in school activities enthusiastically and not sitting at home on a Saturday school day.
- make the necessary arrangements to stay back after school hours to participate in academic, sports and co-curricular activities whenever required.
- respect school property and report immediately any damage to school property that you observe being done. This is not sneaking.
- not bring objectionable books, magazines or periodicals to the school. Mobile phones and other electronic gadgets are also prohibited.
- not use unfair means during tests. Such improper conduct is unworthy of a Columban and can lead to severe penalties. Cheating teaches nothing; Ultimately, you are the loser.

## 2. ***Your Teachers expect that you will...***

- always show them and your fellow-students courtesy and respect.
- come to class on time and bring all necessary materials with you.
- complete assignments carefully and on time.
- put your hand up to ask / answer questions or to add to the teaching-learning process: do not blurt out of turn.

## 3. ***The Members of the School community, especially your fellow students, expect that you will...***

- not interfere with their person by bullying or violence or use of foul language and discourage others who do so.
- be responsible for your actions and accept the consequences.

# EXPECTATIONS FROM PARENTS/GUARDIANS

## 1. The School expects that you will...

- ☐ be available, if it is necessary, to discuss aspects of your child's behaviour at school. His discipline record is in this book. Tearing out papers; losing the physical diary will not be condoned.
- ☐ sign messages, circulars, progress reports or other similar documents when requested to do so, to avoid putting your child through any inconvenience.
- ☐ check the school diary and e-Care app daily as it forms a link between the school and the parents.
- ☐ ensure that your son is not absent on the first or last day of the school term without prior permission.
- ☐ be responsible to give a comprehensive medical report of any ailment / allergy / condition of the child which needs the school's special attention.
- ☐ come to pick up your child if called to school for any medical emergency.
- ☐ check your son's bag before leaving for schools to ensure that no dangerous or objectionable material is brought to school.
- ☐ make sure the child is sensitized towards communicable disease (COVID, etc.) protocols.

## 2. The teaching staff expects that you will...

- ☐ feel free to contact an individual teacher during his/her free periods by taking prior permission from the Principal and the respective Headmistress/Headmaster if you wish to discuss a matter of concern to you or your child.
- ☐ be open to listening to the teacher's opinion regarding your child's behaviour or performance even when the observations are less than complimentary.

## 3. Other parents expect that you will...

- ☐ exert firm parental discipline in cases where your child's behaviour is distracting others from the quality of learning opportunities for others in the class.
- ☐ strongly discourage your boy from displaying aggression towards other children irrespective of any provocation.
- ☐ keep your child at home if he is suffering from contagious diseases like mumps, measles, chicken- pox, whooping cough, conjunctivitis, H1N1, viral fever, COVID, etc. The child is to be sent to school only with a doctor's fitness certificate.



## RECOMMENDATIONS TO THE PARENTS

1. Parents are requested to remain regularly in touch with the day-to-day studies of the child and also keep in contact with the school through the school diary and e-Care app.
2. Private tuitions are strongly discouraged. It is important that a child develops the habit of working and studying on his own under the guidance of parents.
3. Parents are requested to check the school diary daily and take note of and sign the remarks made in the diary.
4. Parents should make it a point to attend the Parent-Teacher Meeting on the given date. The school administration will take a serious view of parents regularly absenting themselves from such meetings.
5. In all official correspondence with the school, the full name of the child, registration number as well as the class and roll number should be stated.
6. All circulars sent must be read and acted upon.
7. Kindly ensure that your child packs his school diary/books/note books/pen/pencil box as per the timetable for school every day to avoid being overloaded. No child should carry more than 2-3 Kgs in his bag.
8. Saturday school, when so stated, is a working day and you cannot keep your child at home and expect to make up the loss.
9. Parents are not permitted to make video recordings of any proceedings in school or outside the school area.
10. Parents will not be permitted to enter the school premises without displaying their ID and child's digital ID.
11. Parents are expected to give an extra mask to the child, in case the mask being worn by the child is damaged or lost while in school.
12. Ensure that the child is commuting back and forth from school in a safe vehicle and that the driver is complying to the rules of the transport department.
13. Do fill the fitness Google form before the child starts for school from home (Only during hybrid classes).

# EXPECTATIONS FROM TEACHERS

## ***Teachers should...***

1. embody the Christian Brother school philosophy in his/her professional relationships with the students, with each other and with all members of the school community.
2. avoid taking leave unless truly essential. Children suffer as substitutions cannot replace regular teachers.
3. place his/her professional expertise at the service of the students.
4. not accept any job of a remunerative character from any source other than the school or give private tuitions except with the permission of the Head of the school.
5. not enter into any monetary transaction with a student or parent or publisher or those desirous of seeking admission into the school.
6. listen to the pupil's point of view and try to understand their individual problems.
7. inform parents at an early stage if the child is involved in some form of substance abuse or persistent and /or major disciplinary problem.
8. be available to the parents to talk over issues related to their child's behaviour (after having made an appointment).
9. not use corporal punishment, which achieves nothing and brings in an atmosphere of fear.
10. keep updating herself/himself with new strategies to bring innovation in teaching.

## To be worn with pride: THE SCHOOL UNIFORM

Uniform	Summer		Winter	
	Junior Section	Middle & Senior Section	Junior Section	Middle & Senior Section
<b>Trousers/ Shorts</b>	White shorts	IV- V White shorts VI- XII White trousers	Worsted grey flannel	Worsted grey flannel
<b>Shirt</b>	White Checked with school Insignia (KG)  White with School Insignia (Classes 1- 3)	White with School Insignia	White with School Insignia (Class 3)  Lemon Polo neck (KG - 2)	White with School Insignia
<b>Shoes</b>	Black with Velcro double strap	Regular below ankles, polished, plain black leather with laces (no buckles and studs)	Black with Velcro double strap	Regular below ankles, polished, plain black leather with laces
<b>Socks</b>	Plain white	Plain white	Dark Grey	Dark grey
<b>School Belt</b>	Bottle green canary yellow striped	Bottle green, canary yellow striped	Bottle green, canary yellow	Bottle green, canary yellow striped
<b>Patka/Turban (Sikh Boys)</b>	White	White/ bottle green (Middle school) White/bottle green XI-XII	Bottle green	Bottle green/ white
<b>School Cap</b>	Yellow-Green	Yellow-Green	Bottle green (Woollen)	Bottle green (Woollen)
<b>School Tie</b>			Bottle green canary yellow striped	Bottle green, canary yellow striped
<b>Pullover</b>			Bottle green	Bottle green with V-neck
<b>Scarf/Muffler</b>			Bottle green	Bottle green
<b>School Blazer</b>			Bottle green with polished brass buttons	Bottle green with polished brass buttons. Dark Grey Tracksuit Jacket (IX - XII)
<b>School Platinum Jubilee Sweatshirt</b>			Official	Official
<b>P.T. days Uniform</b>	White shorts and T-Shirt as per class colours Section A – Red Section B – Yellow Section C – Green Section D – Blue Section E –Mauve	Track pants House T-shirts	Grey Tracksuit	Tracksuit (light grey for IV-VIII), (dark grey for IX-XII)
<b>P.T. days Shoes</b>	White with Velcro double strap	White canvas keds/ sports shoes IV- X White sport shoes XI –XII	White with Velcro double strap	IV- X White canvas keds/ sports shoes White sport shoes XI - XII
<b>Physical Education</b>				Black shorts & coloured house T-Shirts (XI-XII)

**\*Mandatory:** ID cards to be worn throughout the day, displayed visibly, as a part of the uniform.

*NOTE: Always wear a white vest beneath the school uniform.*



Thank you