

PPS/2025-26/Parent/001

Date: 31/03/2025

### **Welcome to the New Academic Year**

Dear Parents,

Welcome to a new beginning, a fresh start to another beautiful journey for your child in the coming year. The following 12 months will be a rollercoaster of learnings, fun, emotions, highs, as well as lows, and we look forward to making it as joyous, eventful, and fulfilling. While we commit to adding immense value to the lives of our children, we look forward to your faith, confidence, and collaboration to make the path to our collective goals smoother.

### **New Academic Session Information:**

- **Session Start Date:** Wednesday, 2nd April 2025 (**Attendance is compulsory for the entire month**).
- **Holidays for April 2025:**
  - 10th April – Mahavir Jayanti
  - 14th April – Baba Saheb Ambedkar Jayanti
  - 18th April – Good Friday
- **Parents Teacher Collaboration Meeting (PTCM):** 1st May 2025
- **Summer Vacations:** 2nd May 2025 to 4th June 2025
- **School Reopening:** 5th June 2025
- **School Timings:**
  - Grades Playgroup to II: 8:30 AM to 12:30 PM
  - Grades III to XII: 7:50 AM to 1:30 PM

### **Uniform Policy:**

#### **FOR GRADES NURSERY TO PRE-FIRST**

Item	Description
<b>T—Shirt</b>	Orange T-shirt with school logo
<b>Denim Shorts</b>	Navy Blue Shorts
<b>Socks</b>	Navy Blue Cotton Socks
<b>Shoes</b>	Black Velcro shoes

## FOR GRADES 1 to 12

Item	Description
<b>Pant</b>	Navy Blue Pants
<b>Shirt</b>	Light Blue Shirt with school logo
<b>Socks</b>	Navy Blue Cotton Socks
<b>Shoes</b>	<b>Boys:</b> Black Lace Shoes <b>Girls:</b> T-Bar Black Shoes <b>For Sports:</b> White Canvas Shoes
<b>Blazer</b>	Navy Blue (To be worn during winters)
<b>House Uniform</b>	Red, Blue, Green or Yellow T-shirt as per House & Black Track Pants
<b>Belt</b>	Blue Stripped
<b>Nails</b>	Neatly trimmed <b>(No nail polish or nail art).</b>
<b>Makeup</b>	Strictly prohibited unless required for any school function as instructed by the teachers.
<b>Hair</b>	<b>Boys:</b> Short and neatly combed, with no spikes or fancy cuts. Blue Patkas for Sikhs <b>Girls:</b> Shoulder-length hair to be tied in plaits with black or navy blue bands. Short hair requires a black/navy blue hairband. <b>No open hair allowed.</b> <b>Both:</b> Natural hair colour only. No highlights, fancy cuts, patterns, or coloured accessories.
<b>Accessories</b>	Small earrings (studs) for girls are allowed. A religious kadha, if necessary, is permitted for both girls and boys. Watches are allowed <b>only for Grades 6 and above during exams.</b> <b>Digital/smartwatches, chains, rings, and gold ornaments are strictly prohibited.</b>

## **IMPORTANT INFORMATION:**

- We don't request money without prior written communication. Please don't send any money to the children unless specified.
- Please label your ward's uniform, books, and belongings appropriately to avoid confusion, misplacement, or loss of articles.
- The assessment and evaluation pattern at the school will be in accordance with CBSE guidelines.
- Parents should attend Parent Teacher Meetings (PTMs) regularly.
- Parents are not permitted to enter the classrooms during school hours.
- Please inform the School Office of any changes to your address or contact number as soon as possible.
- All students must always speak in English.
- **Please follow the class timetable to send books. Don't send additional books. The bag should not be heavy.**
- Please check the uniform, shoes, nails, and haircut of your ward in the morning.
- **Parents are kindly requested to send an information book (notebook) every day.**
- **Read the information book every day without fail. The teachers will send important notes in the rough book daily. Do read the remarks if any, and take necessary action**
- **Ensure the student carries books only as per the timetable.**
- **Be proactive in responding to circulars, notes and communication from the school.**
- Ensure that the child devotes time at home to study and complete assignments.

## **ACADEMIC POLICIES**

### **Curriculum & Assessments**

- The school follows the CBSE curriculum, focusing on a balanced approach to academics and extracurriculars.
- Assessments will be conducted as per the CBSE guidelines, with periodic unit tests and end-of-term examinations.
- Progress reports will be shared digitally and through scheduled parent-teacher meetings.

### **Homework & Assignments**

- Daily and weekly assignments must be completed and submitted on time.
- Late submissions may result in reduced grades unless prior approval is given.

### **Remedial & Enrichment Classes**

- Extra classes will be arranged for students requiring additional academic support.
- Advanced learners will have opportunities for enrichment activities.

## **EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

### **Participation Guidelines**

- Students are encouraged to participate in sports, arts, and cultural activities.
- Selection for competitions will be based on performance and discipline.

### **Educational Trips & Excursions**

- Prior parental consent is required for field trips and educational excursions.
- Safety measures will be ensured during all trips.

## **ATTENDANCE AND PUNCTUALITY:**

- Students must attend school regularly and be punctual.
- 75% attendance is compulsory for all students to be promoted to the next grade.
- Please ensure that your ward is regular to school. The missed topics will not be repeated if your ward is absent on a particular day.
- The school gates will close at 7:50 a.m. In any case, students arriving after 8:00 a.m. will not be allowed to attend school due to late arrival.

## **LEAVES AND ABSENTEEISM:**

- Students who have been sick for more than 3 days should bring a letter addressed to the Class Teacher and a medical certificate from their doctor when they join the School.
- Students absent on the previous day will not be admitted to the class without a note from the parent addressed to the Class Teacher stating the reason for the absence.
- Any leave must be applied for via email to [admin@pinnaclepublicschool.com](mailto:admin@pinnaclepublicschool.com), accompanied by supporting documents to justify the leave.
- Once students enter the School premises, they cannot leave without the explicit written permission of the Principal. In the event of a violation of this rule, strict disciplinary action will be taken.
- Parents, please note that once a student has arrived at school, they should not be asked to leave on half-day leave or leave any class unless there is a grave emergency. In such cases, permission should be taken from the Principal.
- If your ward is to leave the school campus during school hours in the event of an emergency, the guardian must obtain a gate pass from the reception and have it approved by the Principal. This must be presented to the guard at the gate upon departure.
- If your ward is absent from School, they must make up for all the work missed.
- Repeated absence without approval or unexplained absence for more than five consecutive days renders the student liable to have his/her name struck off the rolls. Readmission may be granted only at the discretion of the Principal.

### **CODE OF CONDUCT AND DISCIPLINE:**

- Students must show respect and obey instructions given by teachers and school staff.
- Students must demonstrate respectful behavior towards teachers, staff, peers, and property.
- Students should maintain discipline in classrooms, including attentiveness, avoiding disruptions, and not engaging in disrespectful behavior.
- Students are expected to respect the property of others. This includes respect for School property. No student should damage any School furniture, write or draw anything on the walls/ furniture or in any way damage the belongings of others. Damage caused even by accident must be reported to the Class Teacher. Any damage done will be made good by the one who causes it.
- The School will not be responsible for loss of any goods. Expensive articles and electronic devices are strictly prohibited. In case of violation of this rule, the article will be confiscated and not returned to the student. The School bears no responsibility for articles lost in the School or during transportation.
- Strict actions will be taken against students speaking ill or misbehaving with anyone on the school premises as well as while traveling on the school bus.
- Students must exhibit honesty and integrity in all academic activities, such as tests, assignments, and projects.
- Students should be polite wherever they go. They should always remember that the School is judged by their conduct. They should greet their teachers when they meet them. Any form of bullying, harassment, or violence is strictly prohibited.
- Junk food is strictly not allowed.
- The school reserves the right to suspend students whose conduct is unsatisfactory.
- No student shall indulge in any of the following practices
  - (a) Spitting in or near the School building
  - (b) Disfiguring or otherwise damaging School property
  - (c) Rude behaviour
  - (d) Use of violence in any form

### **BIRTHDAY CELEBRATIONS:**

- Birthdays are always special. We would want children to feel special but without any extravaganza. We request that children celebrate their birthdays at school in a simple yet meaningful way.
- Colored clothes are allowed on birthdays. However, shorts, sleeveless, see-through, transparent, revealing clothes, or clothes with graphics, high-heeled or flashy shoes are not allowed. Any expensive jewelry on the birthday is also not allowed.

## **BUS DISCIPLINE:**

- It will be the responsibility of the parents to ensure that their wards reach the pickup points well in time, as the bus will not wait if the student is not at the pickup point in time. In case the student has missed the bus, he/she can board the bus at the next pickup point and NOT ASK the driver to return to their stop.
- Maintain discipline on the bus so that the bus driver's attention is not distracted.
- Do not jump on or off a moving bus, as it is dangerous.
- Do not push each other when getting on or off the bus. Never stand in front of or behind a stationary bus.
- Students should treat bus Drivers and Conductors with courtesy.
- Objects of any kind must not be discarded inside or thrown out of the bus.
- No student should come near the entry door of the bus unless it has made a complete stop.
- All students must occupy vacant seats immediately after boarding their bus.
- Senior students to consider allowing the younger students to occupy the front seats.
- Unruly behaviour like shrieking and shouting on the bus is strictly prohibited. Courteous behaviour is expected at all times. The teachers in-charge and student bus monitors are responsible for maintaining discipline in the buses. Kindly ensure that your ward listens to them.
- Students found listening to music on the bus or using electronic gadgets will not be permitted to use the bus services.
- There will be consequences if the students violate the above rules. This may include suspension of the bus facility or expulsion from the school. Any problem, suggestion, or comment regarding transport should be brought to the notice of Transport in-charge or the School office immediately so that the problem can be sorted out at the earliest.
- If using private transport, please ensure that the driver's details and vehicle number are given to the School office. It is mandatory to collect the Private vehicle Entry Pass from the school.
- Parents who pick up and drop off students personally can do so from School Gate 2. Parents are requested to carry their ID cards while picking the students up.

FOR ANY TRANSPORT RELATED QUERIES, PLEASE CONTACT:

MR. SUJEET SINGH ON +91 9687639953



### **FEE PAYMENTS:**

- The School Fee can be paid Annually, Quarterly, or Monthly. The parents must inform the school office of their preferred mode and schedule of payment.
- Monthly Installments are to be paid on or before the 10<sup>th</sup> of each month.
- Quarterly Installments are to be paid on or before:
  - 1<sup>st</sup> Quarter: 10<sup>th</sup> April
  - 2<sup>nd</sup> Quarter: 10<sup>th</sup> July
  - 3<sup>rd</sup> Quarter: 10<sup>th</sup> October
  - 4<sup>th</sup> Quarter: 10<sup>th</sup> January
- For payments made by cheque, a penalty of Rs. 500/- will be levied for dishonoring the cheque.
- Delay or default in payment will incur a penalty of Rs. 250 per week, to be paid.

### **COMMUNICATION WITH THE SCHOOL:**

To ensure smooth communication, parents should include their child's grade and section in all correspondence.

#### **Ways to Contact Us:**

- **Office Timings:** 7:30 AM – 3:30 PM
- **Contact Number** (Calls & WhatsApp): +91 9687639951
- **Email:** [admin@pinnaclepublicschool.com](mailto:admin@pinnaclepublicschool.com) (cc to [principal@pinnaclepublicschool.com](mailto:principal@pinnaclepublicschool.com))
- To schedule meetings with teachers or management, please call the contact number mentioned above.
- **It is requested that personal calls not be made to staff members.**

We appreciate your cooperation in creating a nurturing and disciplined learning environment at Pinnacle Public School. For any concerns, please contact us through our official channels.

**Regards,**

Pinnacle Public School.