



(An Undertaking of Chelsea International Academy)

CODE OF CONDUCT

UNIFORM AND PERSONAL APPEARANCE:

It is mandatory for all students to be in proper school uniform during school hours.

Uniform for Nursery, LKG and UKG students:

- For Boys: Grey Pants/**Shorts**
- For Girls: Grey tunic/skirt
- Shirt: Off white
- Shoes: Black Leather shoes with lace meant for school children (fancy shoes are not permitted)
- Belt: Provided by the school as per the House division
- Sweater: Red
- Ribbon: White
- Maroon blazer
- Socks/Long stockings: White
- Woolen cap, glove and muffler: Blue (for winter) – (as specified at the tailoring outlet)
- House Uniform – Respective House coloured T-shirt/Track suit (as specified at the tailoring outlet)
- White canvas shoes (to be worn with the House uniform)

Uniform for Class I to X students:

- For Boys: Grey Pants/**Shorts**
- For Girls: Skirt
- Shirt: Blue
- Shoes: Black Leather shoes with lace meant for school children (fancy shoes are not permitted)
- Belt: Provided by the school as per the House division
- Sweater: Blue (V-shaped for boys / front buttoned for girls)
- Maroon Blazer
- Ribbon: Blue
- Socks/Stockings: Blue
- School Tie: for Classes VI and above (will be provided in school)
- Woolen cap, glove and muffler: Blue (for winter) – (as specified at the tailoring outlet)
- House Uniform – Respective House coloured T-shirt/Track suit (as specified at the tailoring outlet)
- White canvas shoes (to be worn with the House uniform)

1. Students should be in respective House uniform while taking part in sporting activities.
2. Students should be neat and clean and should have desirable length of hair.
3. Use of fancy items, jewelries, cosmetics, expensive items and gaudy items is strictly prohibited.

PUNCTUALITY AND BUS FACILITY:

- Students should be punctual for the school.
- Students should reach the school campus between 8:20 am. to 8:40 a.m.
- Students leave school in the afternoon at 3:00 p.m.
- Students repeatedly coming late will be penalized.
- Students shall leave the school only after their last lesson is over.
- Students using the school transport should strictly follow the pick up and drop station and time given by the school administration. School will not be responsible for the delays from the side of the student.
- Any changes in transport system should be submitted in written to the administration.
- No abrupt changes will be entertained in the transport facility.
- Pick up and drop station will be determined by the school to the nearest possible point from the child's home.

EXAMINATION:

- It is mandatory for all the students to sit for all kinds of examinations and tests conducted by the school.
- Students missing examination for trifle reasons will be fined.
- Re-examination will be considered only under medical grounds and upon submission of medical report.
- Performances of the student in all kinds of examinations and tests will be recorded and will be taken into account while upgrading the student.
- Parents/Guardians of the student should compulsorily come to the school to collect the progress report card of their wards on the date and time mentioned by the school. The progress report card will not be handed over to the students or underage guardians.
- Students should maintain minimum of 90% attendance to be upgraded.
- Name of the student absent for a long interval without any information to the school- administration can be removed from the register.

MISCELLANEOUS:

- Fighting, bullying and any kind of discrimination and harassment are strictly prohibited.
- Anyone caught doing so will be seriously dealt with.
- Breaking, vandalizing and misuse of school property will lead to severe action and penalized.
- Parents/Guardians should first take an appointment to meet the Principal, CAAO, Block Coordinator/s and Teachers during the school hours. *The schedule for the meeting gets notified to the parents and guardians in Baishak of every new academic session.*
- Parents/Guardians are requested to relay any information/ message through their wards' school dairy.
- No student will be handed over to any parents/guardians until and unless they produce the Parent's ID card at the school main gate.

1. I hereby confirm that I have clearly read and understood the Code of Conduct of Vidhya Sanskar School and promise to abide by them.

(Signature of Parent)

Date: _____

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FEES:

- Admission fee or any other fee is not refundable.
- It is compulsory for the parents and guardians to pay the monthly fee by the 10th of every Nepali month.
- If the account dues of a student are not cleared by the mentioned time, the student will be barred from sitting in the class and all forms of examinations.
- **Security deposit** can be refunded only after the completion of **Ten Years of Schooling** for those who take admission in **Class I and above classes**. For Nursery to UKG, the security deposit will be refunded only after the completion of Class UKG.
- School fees are subject to change as per the need.

2. I hereby confirm that I am clear about the fee structure and fee policy of Vidhya Sanskar School and promise to abide by them.

(Signature of Parent)

Date: _____

Parents/Guardian's valuable suggestions and ideas will always be accepted positively for the betterment of the students and the school.

Name of the student

Name of the Parents/Guardians

Date: _____

Signature

* Note: Your child needs to undergo different processes in order to get admission.
(Please see the details in the evaluation sheet attached below)



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EVALUATION FORMAT

Name of the Student:

Grade applied for:

Age:

	Exam Type	Mode of marking	Total Marks
A	Written Exam	Correct answers	50
		Good Handwriting	
C	Interview	Confidence	25
		Answers	
		Queries	
		Clarity	
		Total	75

Approved by:

Selection Process:

For Nursery: Activities and Interview with the parents.

For LKG and UKG: Written Exam and Interview with the parents along with the child.

For I and above: Written Exam and Interview with the parents along with the child.



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To be filled by the students
(For Class VI and above only).

1. Name of the student:
2. Age: Sex: Grade applied for:
3. Why do you want to join Vidhya Sanskar School?
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4. Please mention your special hobbies.
.....
5. Do you have any special talent that differentiates you from others?
.....
6. Do you have any record of achieving prizes for any academic & extra-curricular activities?
.....
.....
7. What do you want to be in future?
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