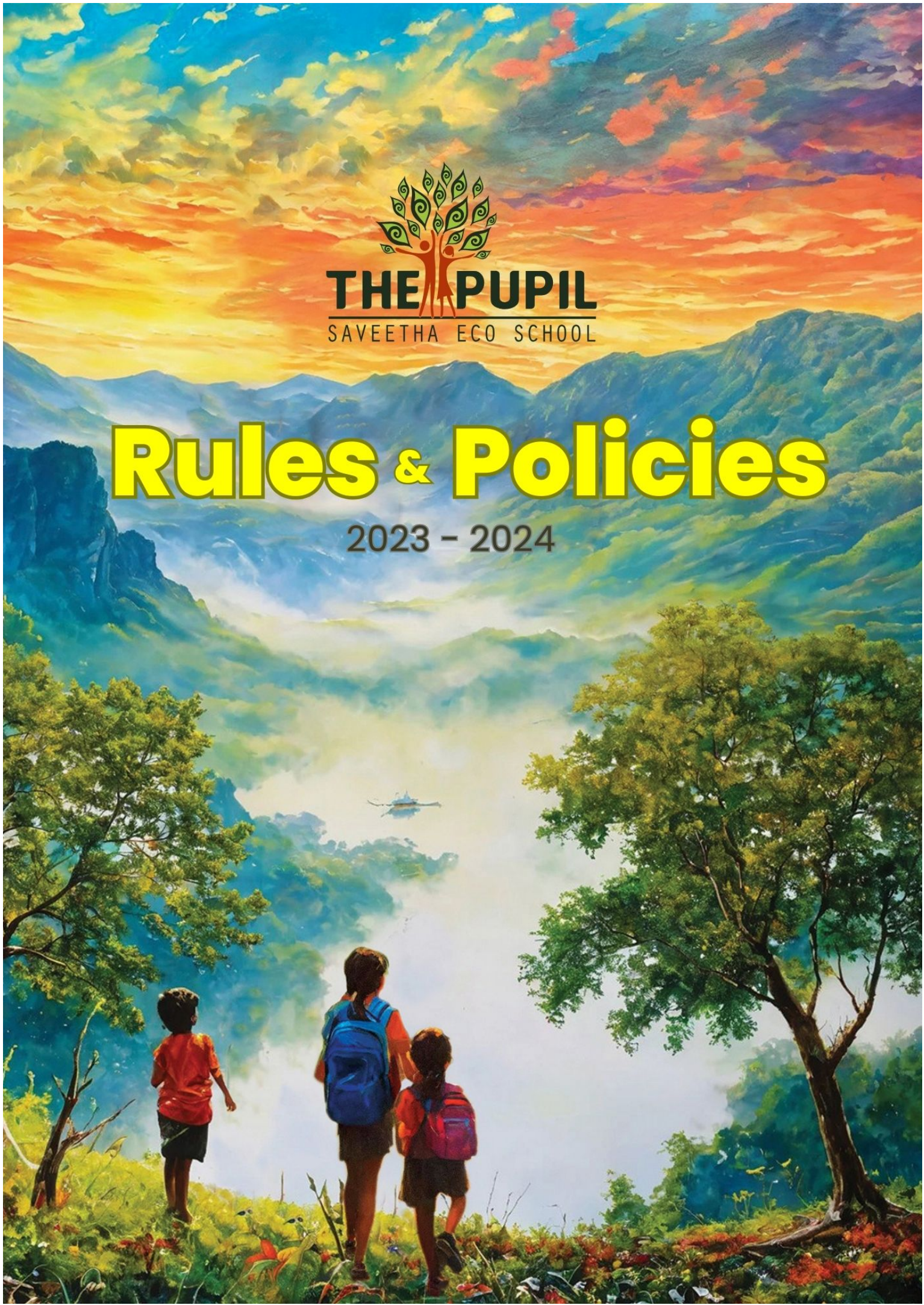




**THE PUPIL**  
SAVEETHA ECO SCHOOL

# Rules & Policies

2023 - 2024





## The Pupil Saveetha Eco School Rules & Policies Handbook 2023 - 2024

### Introduction to Rules & Regulations

Dear Students and Parents,

Welcome to the Rules & Regulations section of The Pupil Saveetha Eco School Student Handbook. This section is designed to provide a comprehensive guide to the expectations, guidelines, and policies that ensure a safe, respectful, and enriching learning environment for all students. At The Pupil Saveetha Eco School, we believe that every child, like a seed, has the potential to grow into a fully blossomed individual when nurtured in the right environment. Our school is committed to fostering not just academic excellence, but also the holistic development of each student, aligning with our vision of preparing balanced and mature individuals who are ready to face the challenges of the twenty-first century with integrity and enthusiasm.

### Purpose of the Rules & Regulations

The purpose of these rules and regulations is to:

**Maintain a Safe and Respectful Environment:** By following these guidelines, we ensure that our school remains a place where every student feels safe, valued, and respected.

**Promote Academic Excellence and Integrity:** Our policies emphasize the importance of honesty, responsibility, and dedication to personal growth. Adhering to these principles helps students cultivate integrity and achieve their full potential.

**Encourage Personal and Social Responsibility:** As part of our mission to create global citizens, these regulations aim to instill a sense of responsibility not only towards oneself but also towards the community and the environment.

### Alignment with School Values

Our school values the principles of respect, responsibility, and resilience. These rules and policies are an extension of our commitment to nurturing these values in every student. They provide a framework that helps students navigate their academic journey with clarity, purpose, and a sense of responsibility towards their own actions and decisions.

### Role of Parents and Guardians

We recognize that the role of parents and guardians is crucial in reinforcing these values at home. We encourage you to review this section with your child, ensuring that they understand and commit to the standards set forth. Your collaboration is essential in supporting your child's journey towards becoming a disciplined, ethical, and well-rounded individual.

### Commitment to Continuous Improvement

As a dynamic and progressive institution, The Pupil Saveetha Eco School continually reviews and updates its policies to reflect the evolving needs of our students and the community. We are committed to maintaining an open dialogue with parents and students to ensure that our regulations remain relevant and effective.

Thank you for your commitment to upholding the standards and values of The Pupil Saveetha Eco School. Let us work together to create an inspiring and positive environment where every student can thrive.

Sincerely,  
The Pupil Team

## **Rules & Regulations**

### **General Conduct and Behaviour**

**1.1. Respect:** All students must treat teachers, staff, and fellow students with respect and courtesy. Bullying, harassment, or any form of discrimination will not be tolerated.

**1.2. Punctuality:** Students should arrive on time for school and classes. Latecomers will face strict disciplinary action.

**1.3. Attendance:** Regular attendance is mandatory. Excessive absenteeism will be viewed seriously leading to disciplinary action.

**1.4. Leave:** For any planned leave, prior permission from the class teacher must be obtained and leave record submitted at least two days in advance. In case of emergency, leave letter must be sent within two days of absence. In case of absence of more than two days due to sickness, a medical certificate and a medical fitness certificate is mandated along with the leave letter.

**1.5. Dress Code:** Students must adhere to the school's dress code policy. School uniforms must be worn on all days. Dress must be appropriate, modest, and non-distracting.

**1.6. Grooming:** Nails to be trimmed regularly. Hair to be neatly done. Girls with long hair must braid it properly and boys to maintain well-trimmed hairstyle as per the school decorum. Colouring of hair is not allowed.

**1.7. Language:** Students are expected to speak in refined English language at all times on the school campus. Use of foul language and inappropriate gestures is strictly prohibited.

### **Academic Responsibilities**

**2.1.** Students are responsible for completing assigned homework, projects, and class work on time.

**2.2.** Cheating, plagiarism, or any form of academic dishonesty is strictly prohibited.

**2.3.** Attendance is crucial. Students must attend classes regularly, and absence should be communicated to the school administration.

### **Safety and Security**

**3.1.** Students should adhere to safety guidelines and regulations as instructed by teachers and staff.

**3.2.** Dangerous objects, weapons, or any item that could cause harm are strictly prohibited.

### **Personal Belongings**

**4.1.** Students are not allowed to wear jewellery or accessories to school or bring large amounts of cash to school.

**4.2.** Students are responsible for the safety and security of their personal belongings.

**4.3.** The school will not be held responsible for lost or stolen items.

### **Health and Hygiene**

**5.1.** Students must maintain good personal hygiene and cleanliness.

**5.2.** The consumption or possession of any unauthorized substances is strictly prohibited.

**5.3.** Students should follow school policies regarding vaccinations, medical examinations, and communicable diseases.

**5.4.** Students should report any illness, injury, or medical condition to the designated staff.

**5.5.** Students should bring wholesome food for their lunch and snacks, only vegetarian food is allowed in the school campus.

## **Use of School Facilities**

- 6.1. Students must use school facilities, equipment, and resources responsibly and with care.
- 6.2. Vandalism, theft, or damage to school property will attract disciplinary action.

## **Communication and Parental Involvement**

- 7.1. Parents or guardians are encouraged to maintain regular communication with the school regarding their child's progress, concerns, or important updates.
- 7.2. Parents should attend parent-teacher meetings and school events as required. In case parents wish to meet the teachers on other days, they may do so on request, after fixing an appointment.
- 7.3. Parents are expected to check the diary daily for information and remarks and use it for communicating with the teachers. Any change of address, phone number or email should be immediately intimated to the school.
- 7.4. Parents may contact the school reception or send an e-mail to [academic@thepupil.in](mailto:academic@thepupil.in) for any queries/ requests / appointments to meet the Heads.

## **Consequences for Violations**

- 8.1 Violation of the school rules and regulations may result in disciplinary action, including verbal/written warnings, detention, suspension, or expulsion, depending on the severity and frequency of the offence.
- 8.2 The school administration holds the authority to determine appropriate disciplinary measures and will consider the best interests of the student and the school community.

## **School Policy Overview and Implementation**

The following policies outline the expectations and responsibilities for students, staff, and parents at The Pupil Saveetha Eco School. Each policy is designed to support our mission of nurturing balanced, ethical, and responsible individuals. These guidelines apply to all members of our school community, promoting a safe and respectful environment conducive to learning and personal growth.

### **A. Academic Integrity Policy**

#### **Vision Alignment:**

At The Pupil Saveetha Eco School, our aim is to nurture balanced, mature individuals who are prepared for life's challenges with honesty, integrity, and independent thinking. Upholding academic integrity is essential to our mission, ensuring that all students' achievements reflect genuine effort, knowledge, and commitment to learning. This policy outlines our expectations and guidelines across different school levels, promoting a culture of integrity from an early age.

#### **1. Core Principles of Academic Integrity:**

- **Honesty:** All students must present their own work and ideas truthfully across all academic tasks, including assignments, projects, tests, and any form of assessment. Acts of dishonesty, such as cheating, plagiarism, and fabrication of information, are prohibited.

- Responsibility: Students are expected to understand and adhere to what constitutes academic misconduct. They are encouraged to seek guidance from teachers when in doubt about the integrity of their work.
- Respect: Respecting the work of others by properly crediting all sources of information, ideas, and words that are not their own is fundamental to our community values.

## **2. Guidelines by School Level:**

### **Primary School (Grades 1-5):**

- Implementation:
  - Understanding Integrity: Emphasis is placed on understanding the basics of honesty and doing one's own work. Teachers guide students on the importance of truthfulness in their assignments and classroom activities through storytelling, examples, and simple discussions.
  - Support and Learning: Students are taught the value of effort and are encouraged to seek help from teachers when they do not understand a task. Collaborative work is closely supervised to ensure fairness and understanding of individual contribution.
- Applicability:
  - Students: Expected to complete their work honestly and ask for help when needed. They should understand the basics of citing sources when using shared information.
  - Staff: Responsible for creating age-appropriate lessons on integrity, supervising group work, and addressing violations with an educational approach.
  - Parents: Encourage honesty at home and reinforce the importance of effort and truthfulness in their child's schoolwork.

### **Middle School (Grades 6-8):**

- Implementation:
  - Building Skills: Students begin to learn about proper citation of sources, distinguishing between collaboration and copying, and understanding the deeper consequences of academic dishonesty.
  - Assignments and Assessments: Students are expected to submit original work and are taught how to properly credit sources. Teachers emphasize the difference between acceptable collaboration and copying.
- Applicability:
  - Students: Required to use basic citation methods, submit original work, and avoid unauthorized assistance. They should report any uncertainty to their teachers.
  - Staff: Provide clear instructions on citation and collaboration, regularly review student work for integrity, and address any issues with a mix of education and disciplinary measures.
  - Parents: Support their children in understanding the value of academic honesty and provide a home environment that discourages shortcuts like cheating or copying.

### **High School (Grades 9-12):**

- Implementation:
  - Commitment to Integrity: High school students are expected to fully adhere to academic integrity standards, including thorough knowledge of plagiarism, unauthorized collaboration, and cheating on assessments.

- Advanced Academic Practices: Students are required to use detailed citation methods and independently manage their work with integrity. Teachers provide resources on advanced research skills and ethical academic practices.
- Applicability:
  - Students: Must adhere strictly to integrity guidelines, use advanced citation practices, and complete all academic work independently. They should avoid all forms of dishonesty, including cheating on major exams.
  - Staff: Responsible for setting clear academic standards, providing resources on research and citation, and enforcing integrity policies with firm consequences for violations.
  - Parents: Reinforce the importance of academic integrity at home, discuss the implications of dishonesty, and support their children in adhering to school policies.

### **3. General Consequences for Violations:**

- Primary Level: Focus on education and guidance, with discussions led by teachers and corrective actions aimed at learning from mistakes. Consequences are gentle and focus on teaching the importance of integrity.
- Middle Level: Progressive disciplinary measures including warnings, redo of work with grade deductions, and parental involvement to reinforce the importance of academic honesty.
- High School Level: Strict enforcement with penalties for violations, including failing grades, suspension, and potential expulsion for severe or repeated breaches. Consequences aim to reflect the seriousness of academic dishonesty at this level.

### **4. Support and Resources:**

- Educational Workshops: The school provides ongoing education on academic integrity, including workshops tailored to each school level to help students understand the principles of honesty and ethical academic behavior.
- Access to Guidance: Students at all levels are encouraged to seek help from teachers, counselors, or academic support services if they are struggling with assignments or face pressure to compromise their integrity. The school promotes an environment where asking for help is seen as a strength.
- Staff Development: Teachers receive training on how to foster academic integrity in their classrooms, identify instances of misconduct, and handle violations in a supportive and educational manner.
- Parental Engagement: The school offers guidance for parents on how to support academic integrity at home, including workshops and resources that outline the school's expectations and how parents can reinforce these values.

### **5. Conclusion:**

The Academic Integrity Policy at The Pupil Saveetha Eco School is designed to instill a deep sense of honesty, responsibility, and respect in every student. By adhering to these principles, our students learn the importance of genuine effort and ethical behavior, both in their academic pursuits and beyond. This policy is a collaborative effort involving students, staff, and parents, each playing a crucial role in upholding the standards of integrity that define our school community. Through this shared commitment, we aim to create a supportive environment where integrity is not just expected but celebrated, preparing students to navigate future challenges with confidence and moral clarity.

## **B. Language Policy**

### **Vision Alignment:**

At The Pupil Saveetha Eco School, we strive to create global citizens who are confident, articulate, and respectful of linguistic diversity. English is the primary medium of instruction, reflecting our commitment to preparing students for global challenges. Our language policy also values multilingualism, fostering an appreciation for cultural heritage and communication skills essential for the 21st century. This policy ensures that all students develop proficiency in English while celebrating and integrating other languages into their learning journey.

### **1. Core Principles of the Language Policy:**

- **Proficiency in English:** English is the medium of instruction and communication within the school. Proficiency in English is essential for academic success and future opportunities.
- **Multilingualism and Respect:** While English is emphasized, the school also values and respects the linguistic diversity of students. Multilingualism is encouraged as it enhances cognitive development and cultural awareness.
- **Support for Language Development:** The school provides targeted support to ensure that all students, regardless of their language background, can achieve proficiency in English and feel confident in their language abilities.

### **2. Guidelines by School level:**

#### **Primary School (Grades 1-5):**

- **Implementation:**
  - **Building Foundations:** Focus on foundational skills in reading, writing, speaking, and listening in English. ESL (English as a Second Language) support is available for non-native speakers to build confidence and proficiency.
  - **Engaging Activities:** Teachers use storytelling, songs, and interactive activities to enhance language learning and make it enjoyable. Basic exposure to other languages is provided through cultural celebrations.
- **Applicability:**
  - **Students:** Expected to use English in the classroom and during school activities. Encouraged to practice speaking and listening actively.
  - **Staff:** Provide a language-rich environment, model correct language use, and offer support to students who need additional help with English.
  - **Parents:** Encourage English practice at home, engage in reading activities, and participate in school programs that support language learning.

#### **Middle School (Grades 6-8):**

- **Implementation:**
  - **Reinforcing Skills:** Focus on enhancing reading comprehension, writing clarity, and effective oral communication in English. Students are introduced to basic academic writing conventions and encouraged to explore literature.
  - **Language Exploration:** Opportunities to explore other languages through elective courses or clubs, fostering an appreciation for linguistic diversity.
- **Applicability:**
  - **Students:** Expected to use English fluently in all academic and extracurricular activities. Students should also participate in activities that promote the use of additional languages.
  - **Staff:** Facilitate advanced language skills development, integrate language learning with other subjects, and provide feedback to help students refine their English usage.

- **Parents:** Support language learning by encouraging reading at home, helping with homework, and fostering a positive attitude towards multilingualism.

### **High School (Grades 9-12):**

- **Implementation:**
  - **Advanced Proficiency:** Emphasis on mastering academic English, including advanced reading, writing, and presentation skills. Students are prepared for national and international exams that require high levels of English proficiency.
  - **Language and Career:** Integration of language skills with career readiness, including public speaking, critical analysis of texts, and advanced research skills. Multilingualism is supported through language clubs, competitions, and cultural exchanges.
- **Applicability:**
  - **Students:** Must demonstrate advanced proficiency in English for academic and future career success. Expected to respect and engage with linguistic diversity through school programs.
  - **Staff:** Guide students in refining their English for academic and professional contexts, provide opportunities for public speaking and presentations, and encourage participation in multilingual initiatives.
  - **Parents:** Reinforce advanced language skills by discussing school work, supporting extracurricular language activities, and encouraging the use of English and other languages in meaningful contexts.

### **3. General Guidelines and Consequences for Non-Compliance:**

- **Primary Level:** Supportive interventions are provided for students who struggle with English, including additional ESL sessions and one-on-one support.
- **Middle Level:** Continued support with added emphasis on independent practice. Repeated failure to use English appropriately in academic settings may result in extra assignments to reinforce language skills.
- **High School Level:** Strict adherence to the English language policy is expected. Non-compliance, such as consistently refusing to use English in required settings, can impact grades and participation in certain activities. Additional coaching sessions may be assigned.

### **4. Support and Resources:**

- **Language Support Programs:** The school offers ESL classes, remedial language support, and advanced English workshops tailored to each level to help students achieve the desired proficiency.
- **Teacher Training:** Regular professional development for staff to equip them with effective language teaching strategies, including supporting multilingual students and integrating language learning into all subjects.
- **Parental Engagement:** Resources and workshops for parents on supporting language development at home, understanding the school's language expectations, and celebrating multilingualism within the family.

### **5. Conclusion:**

The Language Policy at The Pupil Saveetha Eco School is designed to build confident, articulate communicators who are prepared for the demands of a globalized world. By emphasizing English proficiency while valuing linguistic diversity, we aim to create a nurturing environment where every student can thrive linguistically and academically.



## C. Library Policy

### Vision Alignment:

The library at The Pupil Saveetha Eco School is a key resource that supports the school's curriculum and fosters a love for reading and learning among students. This policy is designed to guide the selection, acquisition, evaluation, and maintenance of library materials to ensure that resources are relevant, diverse, and support the educational needs of students and faculty.

### 1. Library Conduct and Preservation Guidelines:

- **Respect for Learning Space:** The library is a dedicated learning area; students are expected to maintain silence. Eating and drinking are not permitted to preserve the cleanliness and integrity of the space.
- **Care for Resources:** All students are required to take good care of library resources, including books, magazines, and digital materials, and help maintain the order of materials on shelves.
- **Respect for Environment and Staff:** Students must treat the library environment and staff with respect and consideration, ensuring a positive experience for everyone.
- **Furniture Arrangement:** If furniture is rearranged for convenience, it must be returned to its original position before leaving the library.
- **Restrictions on Personal Belongings:** Students are not allowed to bring bags or other personal items, except notebooks, into the library. This also includes books that do not belong to the library.
- **Personal Belongings:** Students are expected to take their belongings with them when leaving the library. The library is not responsible for lost items.
- **Responsibility for Borrowed Items:** Students are responsible for books and other resources checked out under their name and must take good care of them.
- **Prohibition on Marking Materials:** Marking, writing, or dogeering pages of library resources is strictly prohibited to maintain the quality and usability of materials.

### 2. Protocols for Library Operations:

#### i. Selection & Acquisition:

- **Material Selection:** The selection of materials is a continuous process that considers the evolving curriculum, the needs of the school community, and requests from students and faculty.
- **Evaluation Process:** The librarian, along with subject teachers and the school leadership team, evaluates the existing collection and identifies gaps based on curriculum needs.
- **Criteria for Selection:** Materials are selected based on their relevance to the curriculum across grade levels, inclusivity, age appropriateness, interest level, quality of content, and literary merit. Feedback from professionally recognized reviews is also considered.
- **Acquisition Sources:** The library acquires materials through purchases from publishers, distributors, and vendors, and also welcomes donations of good-quality books and resources from the school community. Subscriptions to periodicals, magazines, and academic journals are maintained.

#### ii. Cataloguing:

- **Organization of Resources:** Cataloguing involves creating detailed records for each item, including author, title, publication date, subject headings, and ISBN, to facilitate easy retrieval.
- **Access and Integrity:** The cataloguing process is communicated with students and faculty to foster academic integrity and proper referencing skills.

### iii. Circulation:

- **Borrowing and Returning:** A system is in place for managing the borrowing and return of materials. Students are registered as members before they can borrow items, and borrowing limits vary by grade level.
  - **Primary (Grades 1-5):** Class teachers can collect the books for their class for a year and distribute the set on rotation. At the end of the academic year, the class teachers must return the same books to the library.
  - **Middle & High school (Grades 6-12):** Students can borrow one book from the library per week.
  - Reference materials can be accessed in the reading area and used in the library only. These publications are resources that are used extensively by students and teachers for general reference. Under special circumstances, with proper notification, they can be borrowed by teachers for classroom use. Reference resources will not be allowed outside of the school premises. CDs/DVDs are for the use of staff only.
- **Overdue and Damaged Items:** Overdue items are tracked, and students are notified. Fines or replacement costs apply for lost or damaged items.

### iv. Weeding:

- **Regular Evaluation:** Outdated, inaccurate, or damaged materials are regularly removed to keep the collection relevant and useful. The weeding process is managed by the librarian with input from the school leadership and subject specialists.

### 3. Consequences for Non-Compliance:

- **Late Returns:** Students who do not return borrowed books within the stipulated period will lose borrowing privileges for two weeks.
- **Lost or Damaged Items:** If a student loses a book, they must pay twice the price of the book. Repeat offenses result in loss of borrowing privileges for the academic year. For damaged books, the student must pay the price of the book or replace it. If the student repeats this, along with replacing or paying the price of the book, they must also pay a fine of Rs 200.
- **Unauthorized Removal:** Taking any resource from the library without proper check-out procedures is prohibited and will result in disciplinary action.
- **Damage to Resources:** Deliberate damage to library resources will lead to appropriate disciplinary measures.

### 4. Applicability:

This policy applies to all students and staff of The Pupil Saveetha Eco School. By adhering to these guidelines, the school community ensures that the library remains a valuable resource for all, promoting a love for reading and supporting academic excellence.

### 5. Conclusion:

The Library Policy at The Pupil Saveetha Eco School ensures that students, staff, and the broader school community have access to high-quality, relevant resources that support learning and personal growth. By respecting and preserving the library environment, we cultivate a culture of responsibility, respect, and lifelong learning.

## **D. Digital Citizenship and Cyber Safety Policy**

### **Vision Alignment:**

The Pupil Saveetha Eco School is committed to fostering a safe, respectful, and responsible digital environment for all students. As digital technology becomes increasingly integral to learning, our Digital Citizenship and Cyber Safety Policy aims to equip students with the skills and knowledge to navigate the digital world safely and ethically. This policy outlines the expectations for digital behaviour and provides guidance on how to use technology in a way that aligns with the school's values of integrity, respect, and responsibility.

### **1. Core Principles of Digital Citizenship and Cyber Safety:**

- **Respectful Communication:** Students must engage in respectful, positive communication online, avoiding language or actions that are harmful, disrespectful, or inappropriate.
- **Responsible Use:** Digital tools and resources should be used responsibly, for educational purposes, and in a manner that respects the privacy and rights of others.
- **Safety and Security:** Students should take proactive steps to protect their personal information, understand the risks of sharing information online, and be aware of how to report unsafe or inappropriate online behaviour.

### **2. Guidelines by School Level:**

#### **Primary School (Grades 1-5):**

- **Implementation:**
  - **Introduction to Safe Online Behaviour:** Focus on basic digital safety, including keeping personal information private, recognizing safe websites, and understanding the importance of asking an adult for help when something feels wrong online.
  - **Positive Digital Habits:** Students learn to use digital devices for learning and are encouraged to balance screen time with other activities.
- **Applicability:**
  - **Students:** Expected to use digital devices under supervision, follow basic safety rules, and report any discomfort or concerns to a teacher or parent.
  - **Staff:** Provide age-appropriate guidance on safe online practices, supervise students' digital activities, and integrate digital citizenship into lessons.
  - **Parents:** Monitor their children's online activities, set boundaries for screen time, and engage in discussions about safe and respectful online behaviour.

#### **Middle School (Grades 6-8):**

- **Implementation:**
  - **Developing Digital Literacy:** Students are introduced to more complex concepts of digital citizenship, including the ethical use of information, understanding cyberbullying, and recognizing credible online sources.
  - **Responsible Social Media Use:** Guidelines are provided on the responsible use of social media, including privacy settings, the impact of digital footprints, and the importance of respectful communication.
- **Applicability:**
  - **Students:** Expected to use digital devices responsibly, avoid sharing personal information on social media, and report any instances of cyberbullying or inappropriate content.

- **Staff:** Educate students on the broader implications of their digital actions, provide clear rules for device use during school hours, and address any issues of cyber misconduct promptly.
- **Parents:** Support their child’s digital learning by setting clear rules at home, supervising social media use, and reinforcing the school’s expectations for online behaviour.

**High School (Grades 9-12):**

- **Implementation:**

- **Advanced Digital Citizenship:** High school students are taught about advanced topics such as digital privacy, managing digital footprints, understanding cyber ethics, and preparing for the digital demands of higher education and careers.
- **Critical Evaluation of Online Content:** Emphasis is placed on discerning credible sources, understanding the implications of data privacy, and recognizing the long-term impact of their digital actions.

- **Applicability:**

- **Students:** Must demonstrate a high level of digital responsibility, use technology ethically, and contribute positively to the digital community. They are expected to understand and manage their digital footprints proactively.
- **Staff:** Provide advanced guidance on digital literacy, support safe online practices, and address any incidents of digital misconduct firmly and fairly.
- **Parents:** Engage in ongoing conversations about digital behaviour, support responsible technology use, and encourage their child to think critically about the information they encounter online.

**3. General Guidelines and Consequences for Non-Compliance:**

- **Primary Level:** For minor breaches, students receive gentle reminders and education on correct behaviour. Repeated issues may result in temporary restrictions on device use.
- **Middle Level:** Consequences include warnings, discussions with parents, and potential restrictions on device or internet access within the school. Educational interventions are prioritized to correct behaviour.
- **High School Level:** Non-compliance may result in loss of technology privileges, detention, and, in severe cases, disciplinary action. Serious violations, such as cyberbullying or hacking, may result in suspension or expulsion.

**4. Support and Resources:**

- **Educational Workshops:** Regular workshops and sessions on digital citizenship, online safety, and ethical use of technology are provided for students, staff, and parents to build awareness and skills.
- **Access to Guidance:** Students can access support from teachers, counsellors, and IT staff for help with digital issues, including reporting cyberbullying or seeking advice on safe online practices.
- **Staff Development:** Teachers receive training on digital safety protocols, identifying signs of cyberbullying, and integrating digital citizenship education into the curriculum.
- **Parental Involvement:** Parents are provided with resources and guidance on monitoring their child’s digital activities and fostering a safe online environment at home.

**5. Conclusion:**

The Digital Citizenship and Cyber Safety Policy at The Pupil Saveetha Eco School ensures that students, staff, and parents work together to create a respectful, responsible, and safe digital environment. By promoting positive digital behaviours and providing ongoing education and support, the school prepares students to navigate the digital world with confidence and

integrity, aligning with our commitment to developing balanced, ethical, and responsible global citizens.

**E. Admission and Withdrawal Policy**

1. Students newly admitted must produce the Transfer Certificate and Conduct Certificate from the school last attended.
2. On admission, the school fee and term fee should be paid on or before the prescribed date. Late fee charges will be levied at the rate of Rs.100 per day from the last date specified for fee payment. Fees once paid will not be refunded under any circumstance.
3. The last date for applying for T.C will be notified through a circular. Parents applying for Transfer Certificate must send the requisition letter before the date mentioned in the circular, failing which they must pay the first term fees of the ensuing academic year to get the Transfer Certificate.
4. Students leaving the school in the middle of the year must pay fees for the full year.

**School Working Hours\***

KG & Montessori: 9.30 a.m. - 1.45 p.m.

Class I to Class V: 8.00 a.m. - 3.00 p.m.

Class VI to Class X: 8.00 a.m. - 3.30 p.m.

Class XI & Class XII: as per schedule

Kindly refer to the annual calendar for the schedule of holidays, important dates and fee payment dates.

\*All the above are subject to change and changes in dates will be intimated either through the Diary/Circular/ Mail/ WhatsApp

Parents & Students are requested to adhere to the Rules & Regulations at all times.

**A special request to parents**

Childhood is the most important stage in our life, where we develop our habits, deep seated beliefs and personality traits. Healthy habits and self-discipline if inculcated early in life go a long way in creating a life of fulfilment and success. The modern world with free access to all forms of information and influences, presents a tremendous educational challenge. Addiction to gadgets/ technology is a serious problem, which greatly impairs a child's progress and performance. We request the wholehearted collaboration of parents in helping our students evolve into cultured, disciplined and kindhearted citizens.

A. Self-Discipline: Please collaborate and ensure that your children develop a high level of self-discipline. This is reflected in punctuality, personal hygiene, grooming, following healthy diet and sleep habits, adequate exercises and focused studies.

B. Values: Please collaborate and help in developing the essential values of honesty, compassion, optimism, self-belief, hard work and a strive for perfection.

C. Screen Time: Kindly save your children's future and ensure that their screen time is reduced to a minimum and monitored on a daily basis. Under no circumstances, it can be more than one hour per day.

D. Reading and outdoor games: Please ensure that your children develop healthy habits of reading good quality literature and playing outdoor games. At least one hour of outdoor sports and two hours of reading is recommended.

E. Wholesome nutrition: Please ensure that your children eat a wide variety of vegetables, fruits and cereals. A wholesome nutrition is essential for the growth of body and mind.



**THE PUPIL**  
SAVEETHA ECO SCHOOL

4/68, Thiruverkadu Road, Seneerkuppam, Chennai-56

Email: [academic@thepupil.in](mailto:academic@thepupil.in), Web: [www.thepupil.in](http://www.thepupil.in)

Ph: 044 2680 2013 /14 /15, 9841527772