

GENERAL RULES & REGULATIONS OF PINEGROVE SCHOOL

The Rules and Regulations of Pinegrove School have been framed to make the parents aware of what is expected of them and their children during their stay in the school. It is imperative that all parents abide by a certain code of conduct in the best interest of their children and to facilitate the smooth functioning of the school.

ADMISSIONS

- The rights of admission are reserved by the School Management.

ADMISSION TO CLASS XI

- Readmission to Class XI shall be sought by all parents during Class X and admission shall be granted in Class XI dependent on various factors like seats availability, subject selection, cut off percentages, discipline, activities, sports and academic record of the child etc. Readmission charges may also be charged from parents for Admission to Class XI as per school rules prevalent at that time. The decision of the School Management in the matter will be final and binding.
- All admissions in Class XI, for new and for existing students, will be provisional till such time the Secondary School Board results are not declared. The provisional admission will be withdrawn in such cases where the minimum percentage is not obtained or if a child gets a Compartment or a Fail result in the Secondary School Board results.

ACADEMIC

- Every endeavour is made by the school to help children to improve their overall performance and progress is possible only with the co-operation of the parent and child.
- Keeping in mind the schedule of a residential school, it is not possible to provide continual extra academic assistance. Should a student consistently require any such special help, action deemed necessary in the best interest of the child shall be advised and accepted by the parents.
- If a child has already repeated a class, at any stage and is again unsuccessful in making the grade for promotion, s/he may have to be withdrawn as overage children will not be permitted to stay in the school hostel.

DISCIPLINE

- Any child leaving the school campus without permission from the School Office will do so at his/her own risk and parents' responsibility. Parents are advised to ensure children are fully prepared mentally and emotionally to attend boarding school and live in a hostel. The child shall also render him/herself liable for a possible expulsion. Unwilling children should NOT be forced to join a boarding and the parents need to understand the risk involved.
- There is a continuous effort to instil high moral qualities in the children but should any child indulge in any anti-social/immoral act, or any other act of serious indiscipline he/she will be liable to strict disciplinary action, even to the extent of expulsion, without any warning or as deemed fit by the Head of School or the Management.
- The children are not permitted to possess any of the following: Sordid reading/viewing material, cash, mobiles, sim-cards, electronic equipment, intoxicating substances, weapons or any other such banned items.
- The school is a smoke/alcohol/substance abuse/weapon free zone. Parents/guardians/visitors are not permitted to smoke/drink nor carry weapons on school campus.
- Intoxication of any kind is not permitted. Any child indulging in drinking / smoking / substance abuse etc, inside or outside the campus, shall be immediately expelled without any notice/warning.
- No student is permitted to buy, sell or exchange goods or lend or borrow money or tuck on campus. Nor are they allowed to do so with anyone when they go on outings from the school.
- Parents are strictly prohibited from giving any kind of tips, money or gifts to any support staff or member of the staff. Breach of this will be viewed very seriously.
- Parents/guardians are permitted to visit their children only on PTM visiting weekends mentioned in the School Calendar and not on any other day or holiday, as it disturbs the school routine.
- All school games/activities/PT are mandatory and children may be required to attend study/sport/activity camps during vacations as well. Complete co-operation in this regard is to be extended by the parents/guardians.
- Destruction of school property of any kind or misuse of resources provided including books/computers/internet services/smart boards/musical instruments or any such items will be liable for strict disciplinary action and recovery.
- Distasteful/unacceptable behaviour with students or staff, such as bullying, groupism, excessive argumentative or aggressive behaviour, use of unparliamentary language or unsavoury/unhealthy relationships or such-like behaviour shall be liable for strict disciplinary action.
- Children must come back to school with a proper haircut and be smartly dressed in school uniform, after vacations.

LEAVE

- Leave is not a matter of right and shall be authorized/declined by the school office keeping in view the specific requirement.
- Parents/Guardians are requested not to disrupt the school routine by coming early to pick up their children. They must ensure that children return to school on the specified date and time after school vacations/visiting weekends. Reservation of tickets/other arrangements must be made well in time, keeping in view the school calendar.
- Leave is at the discretion of the Head of School and shall be binding. Special leave of absence of two days plus journey time may be granted in the case of marriage of the child's or the parent's real brother/sister. One day plus journey time for condolence of any immediate relation may also be granted. Medical leave may be granted only when recommended by a qualified physician who should certify the duration of such leave and further approved by the school RMO.
- No child is allowed to go on leave alone or with friends. If the parents so desire then an authority letter should be sent, by the parent to the school, through Registered Email ID (REID) to the respective Head Teacher, preferably 72 hours in advance. Telephonic/WhatsApp messages will not be accepted.
- To maintain discipline and to inculcate the habit of punctuality, overstay of leave shall be liable to a fine. The rate to be levied will be determined by the school authorities from time to time.

MEDICAL

- As the school is a residential school located in a hilly terrain medically unfit children are advised not to seek admission.
- If in due course, it is discovered that the child is/was medically unfit, in any manner whatsoever, prior to admission and the fact was hidden and/or not disclosed at the time of admission s/he shall be asked to withdraw immediately. If in due course, it is observed that the child becomes medically unfit, for continuing in the boarding school, s/he may be asked to withdraw and the decision of the School in the matter will be final and binding.
- Children who have ailments like Asthma, Skin/ Contagious diseases, wet their beds or sleepwalk are also liable to be asked to withdraw.
- The school will not be liable for any damages/charges or in any other way, for any injuries, fatal or otherwise, caused during the child's stay in the school. Even if these take place within or outside the school campus while out on camps or while taking part in sports/games or any other form of activity of the school or otherwise.
- All expenses that may be incurred for the treatment of such injuries/sickness will be borne by the parent/guardian of the child.
- The School Office must be informed immediately whenever extension of leave of the child is

sought on medical grounds. Parents must not wait to inform till the child recovers. Doctor's "Medical Certificate of Fitness" and justification for the days of absence, on account of illness, must be submitted to the School Office on the day the child returns to school.

- By signing these Rules and Regulations I give explicit and full permission to the school authorities to get my child treated by any doctor of their choice and I give such doctor permission to treat my child and that while treating my child to take whatsoever action, which s/he deems necessary.
- I/We the undersigned are giving the school authorities complete permission for authorizing surgeries minor or major and shall not hold the school, its representatives or the doctor/ medical personnel chosen to treat my child responsible, for any such action done in good faith, for the best interest of the child.
- No child having lice/lice eggs or skin problems shall be permitted to join school keeping the hygiene of children in mind.

FEE

- Fee related rules may please be noted from the school website.
- School fees is to be paid by the due dates or a fine/penalty as per school rules will be charged. If the arrears are not cleared within three months of the due date of payment the parent may be asked to withdraw the child.
- 'Schedule of Fees' is published in the month of December, giving details of the fee structure for the ensuing academic session.
- The school management reserves the right to revise the school Fee as and when the need arises. Ordinarily, this will be done only at the end of an academic session.
- Reservation of seat for the next academic session is mandatory. If the reservation of the child's seat for the next session is not made i.e. the advance of fee (1st installment) for the ensuing academic session is not deposited in the preceding month of December, then the school is not obliged to offer a seat or to admit the child in the following year.

WITHDRAWAL

- Ordinarily, no withdrawal should be made during the academic session as a child needs time to settle to the new environment of hostel life, hence parents should make up their minds very firmly before accepting the admission.
- No fees will be refunded if the child is withdrawn in the first academic year or in Class XI once admission is accepted.
- In the second or subsequent session, if the need arises for withdrawal, then a clear three-month notice is to be given in writing, or fees in lieu will be charged.
- Notice of withdrawal must be sent by Registered AD post or through Registered Email ID (REID) and should reach the School Office latest by the 31st of December intimating that the child will not be returning to the school in the next academic year. If such a notice is not received on time, then the security deposit of the child will stand forfeited.
- Transfer certificates (TC/SLC) shall only be issued after all school dues have been cleared and an NOC from all relevant departments has been obtained. A minimum of fifteen days are required for the issue of a TC/SLC.
- In the cases where the security deposit is to be refunded, all claims must be made within one year of the date of withdrawal, along with the original receipt, failing which no such claim will be entertained thereafter.
- There will be no refund of fees, except security deposit in cases where the child has been expelled or his/her withdrawal has been requested for, on disciplinary grounds.
- School scholarships/ bursaries or fee concessions, if allowed, need to be issued each year and are at the sole discretion of the management and can be withdrawn at any time and no reason maybe given for the same. (Point amended)
- Any child absent from school for more than 7 days without intimation shall be considered withdrawn.

GENERAL

- Please refrain from giving any valuables to the children. The school will not be responsible for any loss or damage of the same.
- Phone calls/visitation shall be permitted as per school rules only. Personal mobile phones are not permitted and possession of which shall attract strict disciplinary action.
- The school reserves the right to exercise a mild censorship over the letters/Emails of children as this is purely in their interest.
- All correspondence of the parent, through letter or email, regarding the welfare/progress of the child, suggestions, fees, feedback etc must be addressed to the respective Head Teacher giving the Name, Class and Boarding Number of the child through Registered Email ID (REID).
- No verbal assurances alleged to have been given by any member of the staff would be binding on the school. Similarly, verbal statements made by the parents will not be accepted. Parents must write to the school on any point they wish to make.
- Applications for any certificates/endorsements/verifications etc. required from the school should be made a week in advance, in writing and sent through Registered Email ID (REID) to the respective Head Teacher.
- Parents should refrain from giving tuck to their children beyond the monetary limit laid down by the school. Cooked food, perishable items and consumable liquids are not permitted. No food parcels will be accepted for or delivered to the children.
- Visitors/Parents are not permitted to bring pets to the school.
- Parents/Visitors are not allowed to enter the dormitories without permission of the School Office. Male visitors/parents are not permitted to enter the Girls' Dormitory under any circumstances whatsoever.
- Parents of new students will not be permitted to meet the children for six weeks following the admission. This allows time for the child to settle down and adjust to the new environment.
- Parents/Guardians are advised to come to collect their children themselves at the start of vacations to enhance interaction between them and members of the staff.
- Whenever parents/guardians come to the school they must make it a point to visit the School Office before meeting anyone else.
- Any change of address/telephone numbers/ Email ID must be informed in writing to the respective Head Teacher at the earliest through Registered Email ID (REID), keeping in view emergencies and other matters of significance and importance.
- The photos and videos of the children taken inside the school or on school trips are copyright of the school and the school reserves the right to use them as the school deems fit.
- The school reserves the right to make children participate in all activities, indoor or outdoor, within or outside the school premises, that may be undertaken in the ordinary course of functioning of the school for the overall growth, development and exposure of the child. In this regard, any registration, travel (flights/train/taxi etc), hotel stay or other related expenses shall be debited to the Imprest Account of the child.
- It is the responsibility of the parents to check the Registered Email ID (REID)/School Mobile App/ Student Portal and messages on their Registered Mobile Number (RMN), provided to the school office, on regular basis to remain informed about any notices/circulars or messages sent from the school and these are to be complied with, at the earliest.
- In case of any dispute, the jurisdiction shall be the District/Sessions Court of Solan District only.
- The School Management reserves the right to change, amend, add or delete any of the above mentioned rules and regulations at any time without any prior notice.

Date	
Signature	

Name	
Relationship	



Pinegrove School

"We Aspire to Inspire..."



www.pinegrove.in

Admission Form

FOR OFFICE USE ONLY

Receipt No. & Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Date of Registration	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Registration No.	<input type="text"/>											
Class Applied & Year	<input type="text"/>	<input type="text"/>										
Class Admitted & Year	<input type="text"/>	<input type="text"/>										
Boarding No. Allotted	<input type="text"/>											
Date of Admission	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Admission No.	<input type="text"/>											
House	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
	Chinar	Deodar	Oak	Teak								
Third Language	<input type="text"/>											
Result of Previous Year	Eng	<input type="text"/>	Hindi	<input type="text"/>	Maths	<input type="text"/>						
Transfer Certificate No.	<input type="text"/>										Date	<input type="text"/>

Please affix a recent colour photograph of the child

PLEASE NOTE -

- FORM TO BE FILLED IN BY FATHER / MOTHER / LEGAL GUARDIAN ONLY.
- ALL ENTRIES TO BE MADE IN CAPITAL AND PLEASE AVOID OVERWRITING.

To,
The Headmaster,
Pinegrove School,

Distt. Solan (HP) INDIA

Dear Sir,

Please register my son/daughter/ward for admission to your school as per particulars given herein, which I certify to be true and correct.

