

LEAVE /OUTINGS RULE

We would be very happy to welcome the parents and visitors but such visits are regulated with a view to cause minimal disturbance or distraction to students and teachers in their daily routines. Also, there is a need to bring uniformity in visits and outings so that every student gets equal treatment in school. Many a time's parents who are living in close vicinity would want to drop in unannounced or more frequently. Such visits are not encouraged by School

Leave Rules:

- 1) No student is allowed leave during Term time unless approved by the Pastoral coordinator or Headmaster.
- 2) If a student must go home due to some health/unforeseen circumstances/marriage in the family etc, a formal application have to be made to school for such leave.
- 3) No leave is granted for religious festivals unless it falls on a Sunday.
- 4) Medical/Dental Leave will be granted by the Headmaster in consultation with school doctor. On return the student should deposit all medical certificates/documents etc. with school doctor.
- 5) Students may be granted leave for marriage of their brothers/sisters and immediate family members (Aunt/Uncle). Leave is not allowed for relatives or distant relatives. The duration of such leave is three days only.
- 6) No student is allowed to leave school campus before the end of the term.
- 7) A student who is internally gated or debarred from outing is not allowed to leave the campus.
- 8) On finishing the Board Exams, class 12th students should leave campus on same day or by next morning unless they have been granted permission to stay at school by HM.
- 9) Students should strictly return on the day of school reopening after vacations unless special permission has been taken in advance by the HM. Failure to adhere to this will attract disciplinary actions.

Outings/Visits Rules

- 1) Every student is allowed One outing/visit in a month during term time. This could be either Day outing on a Sunday or Night Outings with parents or registered relatives.
- 2) A student on a Day outing is allowed to leave campus by 9 am and should return by 6 pm on the same Day
- 3) A student on a night outing can leave the campus after lunch on a Saturday and should be back on campus by 6:15 pm next day or if Housemasters approve by 7 am on Monday. But this will be counted as two outings.
- 4) Parents should take permission from the respective Housemasters for any outings.
- 5) No outings will be allowed on No - Outing weekends. Lots of Inter – House competitions take place during such weekends.
- 6) No parents are allowed inside the boarding Houses. They should wait at the Visitors Lounge.
- 7) The parents should contact their child Housemaster for exeat pass. The students are not allowed for outings without exeat pass.

- 8) In case of separated or divorced families, a letter of authority must be submitted to School regarding the legal custodian of the child so that school deals with concerned set of parent only.

Tutor Outing:

- 1) The students are allowed to go on one Day outing and a night Out with their respective tutor every term. Such outings are encouraged in a boarding school like ours.
- 2) The budget for such outings will be decided by the School Council.

Miscellaneous:

The school may also allow students to go on one escorted school outing every term. The budget for such outing will be decided by the School Council.

Study Tour/Sports and cultural tours

The school encourages and organizes study/sports and cultural tours during summer and winter breaks. The expenses for such trips have to be borne by parents. However, such tours are not allowed during term time unless someone is representing school at International events.

Rashid Sharfuddin

01/07/2014

Headmaster

Next revision on 30/06/2015