

SAT PAUL MITTAL SCHOOL

URBAN ESTATE, PHASE II DUGRI, LUDHIANA -141002

Tel: 0161-2522477, Fax : 0161 -2522477

INDEMNITY FORM

Class.....

Re: Admission of Master/ Miss _____

Admission No: _____ Dated _____
[To be filled by the school]

We are pleased to offer admission to your ward to Sat Paul Mittal School, Dugri, Ludhiana.

SAT PAUL MITTAL SCHOOL provides opportunities and a positive environment in which students are encouraged to achieve their fullest potential. We believe education should foster creativity, independent thinking, exploration and experimentation as a lifelong process. Our students are encouraged to develop sound ethical values- kindness, respect and integrity which are instilled within a safe nurturing environment.

We solicit your co-operation in order to enable the school authorities to uphold the objectives of the school as mentioned above.

TERMS AND CONDITIONS

1. DISCIPLINE

- a. The Parents/Guardians are expected to ensure that their child/ward abide by the Rules and Regulations mentioned in this form and school diary. Parents/Guardians should check the diary daily for behavioral progress and student's development, sign the same and also extend the necessary cooperation to the school in all such matters.
- b. The Principal/Head of the School expects all the students to attend the school regularly and be punctual at all times. Persistent late comers will be sent home after a written warning.
- c. Children should be courteous and respect all school mates.
- d. The children should come with note books and text books as required on day to day basis. Homework given to the children should be complete in every respect by the specified dates.
- e. Students are required to abide by the code of conduct listed below:

No student shall indulge in:

- 1) Disfiguring / damaging any school property.
- 2) Smoking.
- 3) Any form of gambling.
- 4) Use of drugs or intoxicants except on prescription by a registered medical practitioner.
- 5) Rowdyism, rude behavior and bullying.
- 6) Use of violence in any form.
- 7) Casteism and communalism.
- 8) Use of inappropriate language.

Violation of Code of Conduct will lead to written warnings, suspension and finally expulsion.

2. SCHOOL UNIFORM

Please ensure that your ward wears the uniform strictly in accordance with the school rules. The prescribed uniform is compulsory from Pravesh Vatika onwards.

3. SCHOOL FEE

The school fee/ charges must be paid online as notified by the school from time to time. Late fee along with the fine, if applicable must also be paid online. In case of Non-Receipt of fees for two consecutive quarters, a registered notice would be sent to parents by giving them seven days period to pay the fee along with late fees. If they fail to do so, the name of the child would be struck off from school rolls, thereafter.

4. WITHDRAWAL

- a. If a student is to be withdrawn from the school for any reason, parents need to apply for a withdrawal by submitting an application on plain paper to the school office 15 days prior.
- b. One calendar month's notice is required for issue of transfer certificate and clearance of dues.
- c. Only the security amount is refundable on issue of Transfer Certificate.

5. MEDICAL

- a. It is the endeavour of the school to take all reasonable measures and precautions to ensure the physical safety of the students. The school will not be liable in any way in the event of injury to students during their stay in the school premises or during their journey by school bus to and from the school, or during excursion trips beyond the school. This includes the injuries caused to the students by other fellow students. All expenses in the treatment of such injuries will be borne by the parent/guardian.
- b. Children suffering from any infectious disease shall not be permitted to attend school and may be sent back if the infection persists despite medical treatment. A certificate of a qualified doctor certifying that the student is fit to attend school, after a contagious ailment, will be essential to permit him/her to attend

school. The school will, if necessary, also consult a doctor. Duration of quarantine shall be as prescribed by the school.

6. TRANSPORT FACILITY

- a. It will be the responsibility of the parents/ guardians to drop/fetch their children/wards to and from the school. The school also operates its own fleet of buses on certain routes depending upon the number of students that opt for it. **Provision for transport facility will be subject to availability.** The school authorities reserve the right to reroute/withdraw / cancel the bus service partially or wholly, as and when considered necessary. If there is no one to receive the child at the bus stop when dropped ,the school will not be responsible for ensuring the safe return of the child from the bus stop to his/her residence or for any injury/other loss that may result. Pick up points will be made so as to reduce the travel time of the students using school transport.
- b. All parents availing school transport facility for their wards are requested not to enter into any altercation with the bus staff. Any grievance pertaining to the transport may please be emailed or discussed with the following authorities of the school
 - i. Transport In charge - 9915849278
 - ii. Administrative Officer –mail: neeraj.thakur@satpaulmittalschool.org
 - iii. Fees of the transport is collected quarterly and once collected will not be refunded even if the child withdraws from the facility. If the child withdraws in the last month of the quarter, he/she will pay the transport fees for the following month also.

7. GENERAL

- a. Parents can meet the Principal /Head of School / Academic Coordinator/Class Teacher by prior appointment only.
 - b. Do ensure that your ward does not come to school with expensive jewelry, watches, fancy hair bands/clips and any kind of audio video games, or inappropriate reading material.
 - c. Do ensure that your ward does not carry any money to school unless accompanied by a letter.
 - d. The Principal / Head of school shall have full discretion for placement of students in the most suitable class / section. Regular shuffling of students will take place in grade 4, 6 and 9. However, the school reserves the right to shuffle any other class as and when required.
8. In the interest of the students and school, the Principal may remove any student from the school at any time on account of the following reasons:
- a. If the student does not adhere to the rules of discipline, and displays behavior that is not socially acceptable to the school.
 - b. If a student fails in any class for the second time.
 - c. If a student’s absence from school is for a period of 10 days or more without any prior application/intimation for leave from the parents, it will result in the name being struck off the rolls. In such a case all pending dues to the school will be recovered from the parents.
 - d. Any dispute arising from the above stated matters will be referred to the Managing Committee of the school who will be the final arbiter and whose decision shall be final and binding on the parents/guardians and students.

Having carefully read and understood the terms and conditions, I agree to abide by the same.

Signature of the Parent/Guardian_____

Name (Block Letters)_____

Relation with the student_____

Residential Address_____

Res.Tel No._____

Mobile_____

E Mail_____

Date:_____