

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

Official Rules, Operational Guidelines, and Academic Regulations — IEM Public School, New Town (Megacity Campus)

1. SCHOOL TIMINGS (MEGACITY CAMPUS)

Class / Grade	School Timings	Last Entry Time
Playgroup (PG)	8:30 a.m. – 10:45 a.m.	8:25 a.m.
Nursery, LKG, UKG, Class I, Class II	8:30 a.m. – 12:30 p.m.	8:25 a.m.
Class III, IV, V, VI, VII, VIII	8:30 a.m. – 2:30 p.m.	8:25 a.m.

SECTION A: GENERAL GUIDELINES & PROCEDURES

- Guardians coming to drop children must come within 8.25 am (last entry time) and pick up time is as per class.
- Students must be supported by their guardians to reach school on time for the Morning Assembly without students becoming casual about punctuality.
- Parents must carry the Escort Card to the school during dispersal time. This is compulsory, and essential for the safety and security of students.
- No child can be taken home during school hours unless there is an emergency, in which case the school office may be contacted.
- No parent shall be allowed to meet his/her ward in school during school hours.
- Parents must send all belongings with their children before they enter the school.
- In case your child is unwell and not fit to come for a class test, please send a leave note with a Medical Certificate on the day of re-joining. Under no circumstances will the

child be permitted to go home. If your child is unwell please do not send your child to school.

8. Attendance on the first and last working day of every term is compulsory. Parents are requested to plan their vacation in accordance with the School Diary.

9. Parents must fill in the "Regularity Record" in the Diary for absence up to two days. If the student is absent from school for a longer period, a leave application, addressed to the class-teacher must be submitted. A Medical Certificate is necessary in case of absence for three days or more.

10. Leave for going out of station during the school session will not be allowed.

11. It is compulsory for every student to complete at least 75% attendance in the academic session, to be eligible for the final examination and also for promotion to the next class. The percentage could be relaxed on medical grounds, at the sole discretion of the Principal.

12. Attendance is compulsory on certain days of the academic year.

a) Non-instructional activity days like Teachers' Day, Children's Day, Sports Day, Annual Day etc.

b) A fortnight before the Half-Yearly and Final Examination, before the end of a term and at the start of a new-term.

c) A school working day amidst several public holidays.

13. An Admit Card will be issued before the term examination on clearance of attendance and fees. (if required)

14. Parents may meet the Principal or teachers only through prior appointment with the school office by sending a mail with the student details and purpose of the meeting to principal.nk@iempublicschool.com

15. No teacher should be called from the class for a meeting with the parents or on the phone during class hours.

16. Saturdays and Sundays are holidays. Parents are requested to fix their appointments with teachers from Monday to Friday between 3.00 p.m. and 4 p.m. only.

17. Parents must attend the Parent-Teacher Meeting held after every examination. Parents will not be entertained if they are late for the PTM.

18. Kindly check updates for all unforeseen circumstances on our website.

19. All relevant details must be duly filled in the personal data form in the diary in triplicate.

20. Any change in the residential address, telephone number or other details given at the time of admission/mid-session should be intimated by a written application to the Front Office routed through the Class Teacher. This is very important for your child's security and for us to contact you in case of an emergency.

21. Belongings-Each article must be labelled with the student's name.

22. Parents are directed not to enter classrooms to see their children or teachers during school hours. They can meet teacher only on P.T.M. days or at a time fixed by prior appointment.

23. Parents are requested to inform the school if there is any change in their address or telephone numbers in the form of a written application and deposit the same at the school Administrative office.

24. Parents should note that no permission will be granted for early leave on test days.

25. Any communication made by the parents/guardians should be addressed to the Principal through the class teacher. The address and phone number, admission number, class and section of the child should be clearly mentioned in the application.

26. Any sort of application to the Principal or the Management should be written neatly or typed in English on a full scape paper.

27. The school Almanac should be filled in completely with all the information required. The name, registration number, Class, section, and House of the pupil should be clearly marked on all the belongings of the student.

28. Parents should check the almanac everyday and note the homework and other instructions given. Parents must check school email on a regular basis.

29. Mobile, Electronic gadgets are prohibited.

SECTION B: SCHOOL UNIFORM POLICY

Parents must ensure students leave home in complete, neat, and correct uniform. Defaulters will not be allowed to attend class and will be sent home with a warning letter.

Grade Level	Boys Regular Uniform	Girls Regular Uniform	Winter & PT Attire
PG to UKG	Dark blue half-pants, white shirt with school monogram.	Dark blue frock with monogram (knee-length), white piping.	Winter: Blue sweat jacket with zip & monogram, full sweat pants. PT: White T-shirt, blue track pants, black shoes, white socks.
Class I to IV	Dark blue half-pants, white shirt with school monogram.	Dark blue frock with monogram (knee-length), white piping.	Winter: Blue sweat jacket with zip & monogram, full sweat pants. PT: House color T-shirt, blue track pants, black shoes.
Class V Onwards	Grey trousers, white shirt with monogram, blue belt, school tie.	Grey skirt (knee-length), white shirt with monogram, blue belt.	Winter: Dark blue blazer with monogram. PT: House color T-shirt, blue track pants, black shoes.

Grooming & Appearance Rules

Undergarments: Plain white undergarments only (Boys: white vest and shorts; Girls: white slip).

Footwear: Black shoes and white socks daily. Plain white keds are strictly reserved for Roller Skates days.

Hair Grooming: Hair must be trimmed and neatly combed. Boys must keep hair short above ear level without fancy styles. Senior school boys must be clean-shaven daily. Girls with shoulder-length hair must tie a ponytail; longer hair must be plaited. No forehead fringes. Hair accessories must be plain black.

Jewellery & Dressing: No jewellery permitted except plain stud earrings for girls. Shirts must be

fully buttoned and ties pulled neatly to the collar.

Student ID Card: Mandatory daily uniform requirement. Damaged ID cards are strictly prohibited.

SECTION C: DISCIPLINE CODE & CONDUCT REGULATIONS

Interpersonal Conduct: Students must treat teachers and staff with respect. English is the mandatory medium of communication on campus.

Prohibited Items: Mobile phones, iPods, MP3 players, electronic gadgets, expensive articles, or cash are strictly prohibited. Confiscated items are held until the session ends.

Prohibited Styling: Hair coloring, perming, mehndi, nail polish, tattoos, kajal, eyeliner, perfumes, deodorants, hair gel, nose rings, bangles, and fancy watches are prohibited.

Zero-Tolerance Misconduct: Chewing gum, pan masala, obscene behavior, exam malpractice, property damage, foul language, bullying, physical harm, or bus misconduct warrant severe disciplinary action. Negative posts on social media or unparliamentary behavior will result in immediate expulsion.

Replacement Costs for Lost School Credentials

Item Description	Replacement Charge	Prerequisite Procedure
Escort Card	₹ 200/-	Written application to Front Office
School Diary / Almanac	₹ 200/-	Written application to Front Office
Student Identity Card	₹ 500/-	General Diary (GD) copy filed with local Police Station

Disciplinary Enforcement Hierarchy

1. **First Offense:** Verbal warning, counseling, and written note in the school diary.
2. **Repeated Offenses:** Written warning letter issued by the Principal's Office.
3. **Severe Conduct:** The Principal holds sole discretion to suspend or expel students for grave or persistent misconduct without explanation.
4. **Property Damage:** Fines imposed for damaged property or library books. Intentional breakage leads to cancellation of student registration.

SECTION D: HEALTH & MEDICAL SAFETY POLICIES

- **Infirmiry Care & Emergencies:** Unwell students are attended in the school infirmiry. In emergencies, if parents are unreachable, the school will transfer the child to the nearest hospital.
- **Medication Protocol:** Regular medicines (e.g. inhalers) must be administered by parents in person. Emergency medication needs must be registered in advance with the school office.
- **Contagious Illness Quarantine:** Mandatory quarantine applies for chicken pox, measles, mumps, and conjunctivitis. Submit a Medical Fitness Certificate before re-joining class. Report household infections immediately.
- **Chronic Medical Conditions:** Conditions like asthma, epilepsy, or cardiac/psychological ailments must be formally declared alongside medical care plans.

Mandatory Immunizations & Daily Health Practices

- **Vaccination Checklist:** Maintain a record file for BCG, DPT, Oral Polio, Measles, MMR, Hepatitis B, Tetanus Booster (10th year & post-injury), DT (5 years), Chicken Pox, Typhoid, and HIB (Meningitis).
- **Routine Care:** De-worm child annually under medical guidance. Schedule annual dental and eye examinations.
- **Wellness Routine:** Ensure 8 hours of daily sleep, balanced diet with nutritious tiffin, home-boiled/filtered drinking water, clean nails, regular exercise, and complete avoidance of roadside junk food.

SECTION E: SCHOOL FEES & PAYMENT SCHEDULE

1. School Fees and Transport Fees are to be paid through the fee book slips that have been distributed to the parents/guardians.
2. School and Transport Fees may be paid by Card/Cheque/Online. Cheques to be drawn in favour of "IEM PUBLIC SCHOOL" and crossed.
3. School and Transport Fees must be paid by the 10% of the month commencing each quarter at Indian Overseas Bank Sector-V, Ashram Building. Any dishonored cheque will attract an additional penalty of Rs.250/-. Additional modes of payment include online payment.
4. In case of default in payment by the due date as stated above, payment with late fine must be made by Card/Demand Draft (IEM Public School, payable at Kolkata) at

IEM Public School Newtown Office, GE Building, Sector-III, Salt Lake. It is to be noted that the Bank will not accept any payment after the 10th of each quarter.

5. No deduction is made for a child's absence during holidays or broken periods.

6. Fees once paid will not be refunded under any circumstances.

7. Fuel surcharge shall be applicable as per movement in diesel prices. The same shall be notified from time to time, if required.

8. The School reserves the right to strike off the name of a student whose fee payment is due for more than a quarter. Please ensure that you pay your dues in time to avoid yourself and your child any embarrassment.

9. Thirty days' notice must be given before a child is withdrawn from school and the prevailing quarterly fees must be cleared.

10. Those who pay online must get their fee-book endorsed by the school office.

11. As School and Transport Fees are integrated in the fee-book, any changes to be incorporated will require a new fee-book on payment of Rs.200/=

12. As our Transport Fees are very nominal, transport fees are to be paid irrespective of whether school is open or closed to take care of minimum operating expenses.

13. Bank charges are applicable as per banking rules and regulations.

14. A Transfer Certificate will not be issued unless all dues of the school are settled.

15. The Admit Card for school examinations and assessments may not issued unless the dues are cleared. (if required)

16. All caution money is refundable on an application made for the same. The final date for receiving the caution money refund application is 30th June, after which the money will be treated as forfeited.

To ensure a smooth and efficient process for your child and to avoid any inconveniences, we kindly urge you to make the necessary payment on or before the due date. Should you require any assistance or clarification regarding the fee structure or payment process, please feel free to contact our administrative office. Your cooperation is essential in upholding the high standards of education and facilities at IEM Public School.

Please take note of our late fee payment structure :

Overdue Timeline	Late Fee Penalty (School & Bus Fees Charged Separately)
11th to 15th day of the quarter month	₹ 500/- each
16th to 20th day of the quarter month	₹ 1,000/- each
21st to 30th day of the quarter month	₹ 1,500/- each
31st day overdue to 45 days overdue	₹ 3,000/- each
Beyond 45 days overdue	Re-admission fee structure will be applied

If you have already made the payment, we request you to promptly provide us with the payment details via email fees@iempublicschool.com for our records.

For any further assistance, please do not hesitate to reach out to the school office at the following contact number: 9147059771

SECTION F: SCHOOL TRANSPORT & BUS SAFETY RULES

1. Parents are requested not to enter the school bus to see off and receive their wards.
2. Parents should not try to overtake and stop the school bus to facilitate the boarding of their wards as this is extremely dangerous. These acts warrant strict disciplinary action.
3. A student availing the bus service shall reach the bus pick-up point ten minutes prior to its scheduled arrival time as the bus will not wait for latecomers.
4. Students must not move around in the bus or put any part of their body out of the vehicle while travelling.
5. Illegal car-pools are not allowed and it is advisable to use the bus-facility to ensure the safe and punctual journey of the students. Unauthorised carpools with untrained

drivers pose hazards for children. The school cannot take any responsibility for dangers faced by the students availing the same.

SECTION G: LIBRARY RULES

1. The library is a place of reading. Students must maintain silence. Discussion of any sort will not be entertained in the library.
2. Personal documents (books, printed material, photocopies) cannot be carried into the library.
3. No bags or water bottles are allowed inside the library.
4. Blank pages or the book review copy may be brought to the library only if it is permitted by the Librarian.
5. No project file-work, home-work or pending class-work may be done in the library.
6. Library material (books, magazines, furniture, etc) should be handled with care. In case of any damage, the offender will be penalised.
7. One book will be issued per student per week which can be reissued for one week only.
8. If a student fails to return a book within the stipulated date, suitable compensatory action will be taken.
9. If the student fails to return a book within four weeks of the due-date, the issued book will be considered lost and the defaulting student will either have to replace the book with a new one or reimburse the cost of the book in the accounts department.
10. Newspapers, magazines and reference books cannot be carried out of the Library. They may be read in the library only.

SECTION H: EXAMINATION & EVALUATION SCHEME

The Academic Year is divided into two terms: Mid-Term (Half yearly), Post-Mid Term

(Annual) with Assessments.

The structure is: Periodic test 1, Periodic test 2, Mid-Term (Half Yearly) Examination, Periodic test 3, Post-Mid Term (Annual) Examination. Class Assessments are held in all subjects and in all classes throughout the year. Evaluation is based on the student's academic performance throughout the year. The break-up of marks for Examination is thus

Pre-Primary Evaluation Scheme (Nursery to Class II)

Evaluation is a comprehensive and continuous process as it focuses on the daily and consistent progress made by the child. The procedure is based on the child's daily performance in the class, his/her level of general awareness, the quality of work produced by him/her and the concepts the child is able to grasp. Equal importance is given to participation in co-curricular activities. Only Grades are given for scholastic & co-scholastic.

Examination Marks Distribution (Class III Onwards)

Academic Term	Assessment Component	Marks / Breakdown
Term 1 (Mid-Term)	Periodic Test 1	20 Marks (Internal Assessment)
	Periodic Test 2	20 Marks (Internal Assessment)
	Mid-Term (Half-Yearly) Examination	80 Marks Theory + 20 Marks Internal = 100 Marks
Term 2 (Annual)	Periodic Test 3	20 Marks (Internal Assessment)
	Post-Mid Term (Annual) Examination	80 Marks Theory + 20 Marks Internal = 100 Marks

1. The pass percentage is fixed as per the CBSE Rules i.e 33% (minimum)
2. Grades will be given on proficiency in Work education, Physical Education & Art education

3. Computer Studies is compulsory from Class UKG onwards.
4. Students will not be allowed to sit for exams in case they are sick with any form of contagious disease. A Medical Certificate must be submitted to the School Office.
5. During examination students will be allowed to leave school only at the usual dispersal time.
6. Private dispersal (not availing of the school bus service) to be intimated at least two days before the examination commences.
7. Results at the end of the year will be based on attendance, continuous assessment in every subject, work done during the year and the overall conduct record.
8. Attendance for internal assessment is compulsory on stipulated days. No exceptions can be made in this regard.
9. A student caught using unfair means during the examination, or even if subsequently discovered to have done so, will face stern disciplinary action.
10. The Report Card must be collected by parents only on the day allocated for PTM.

