



F-Block, Palam Vihar, Gurgaon. Tel: 0124-4114444, 4221105/06

BEACONS

Academic Session: 2024 – 25

*Develop a passion for learning.
If you do, you will never cease to grow.*

The Maurya School, in partnership with the parents, works towards an all-round development of our children. We, together, can make sure that the best is achieved.

Following is some vital information about the school that will help us work towards a productive session.

- The **academic session 2024 – 25** begins in March/April as per the following schedule:

Nursery & KG-I	:	5 th April, 2024
KG-II to Class V	:	4 th April, 2024
Class VI to IX	:	3 rd April, 2024
Class XI	:	3 rd April, 2024
Class X & XII	:	18 th March 2024

The School Timings:

Punctuality is not about being on time, it's basically about respecting your own commitments.

Summer Timings

For Nursery & KG	09:00 a.m. - 01:00 p.m.
For Classes I – XII	07:45 a.m. - 02:15 p.m.

Winter Timings

For Nursery & KG	09:30 a.m. - 01:30 p.m.
For Classes I – XII	08:15 a.m. - 02:45 p.m.

- All the students of Classes I to XII must reach the school latest by **07:40 a.m.** during summer and by **8:10 a.m.** during winter. The school gates shall close at **07:45 a.m.** during summer and at **8:15 a.m.** during winter.
- Similarly, all the students of the Pre-Primary Wing must reach the school latest by **09:00 a.m.** during summer and by **09:30 a.m.** during winter. The school gates will be closed at **09:00 a.m.** during summer and at **09:30 a.m.** during winter.



Uniform Guidelines:

- Students should come to the school in proper school uniform.
- All students are required to be **neatly dressed and in proper school uniform** on all days. **For boys**, hair should be neatly trimmed, and **for girls**, it should be tied back using either **red** rubber bands/hair band.
- The **shoes** must be polished and **nails** should be trimmed at regular intervals. Only blue school shoes or shoes available at the school Uniform Counter are allowed.
- Please note that from **Class I onwards**, it is mandatory for **girls to wear black cycling shorts** beneath the skirt.
- All students are required to wear the **Sports Uniform** on Wednesday.
- All Sikh students are required to wear a **navy blue turban**.
- Children are **not allowed** to wear coloured inners, nail paint, mehendi/henna, jewellery (bangles, long earrings, chains etc.) or other fancy accessories (including coloured hairpins, band, etc.) to the school.
- Please send a clean napkin & a spare set of undergarments daily with the children of the Pre-Primary Wing.

ID-Cards:

- Students' I-Cards are part of the school uniform. All students are required to wear their old ID-Cards till the new cards are issued by the school. New entrants to 'The Maurya Family' will be issued Temporary I-Cards till their Permanent ID-Cards are made available. The new ID-Cards will be provided to the students in their respective classes.
- Please note that the new entrants to 'The Maurya Family' will be issued Permanent ID-Cards upon completion of all documentation at the time of admission.
- Parents must carry the Parent ID-Card during school visits - including daily pick-ups and drops.
- Kindly note that the child will only be handed over to authorized persons whose photograph appears under the 'Guardian' section on the respective ID-Card.
- In special cases, the child may be handed over to a third person upon approval from the Head of the School, following receipt of a written request/authority letter from the parent.

Stationery:

- For the sake of uniformity, students are required to use exercise books of the standard design bearing the name of the school.
- The Almanac must be carried to the school every day.



- The Books & Stationery items for the students of Pre Primary Wing are retained in the class by the facilitators and are issued to the students as per the activity assigned.
- For the students from **Class I** onwards, parents need to **send with their ward a pencil box** with the required stationery to the school every day. The same should be labeled clearly.

Communication with the School:

- **The School Almanac** is an important medium of communication between the school and the parents. Kindly ensure that the information columns in the Almanac are filled completely. Any **changes** with respect to - Address, Contact Nos. etc. **must be updated on priority basis and should be communicated to the school office in writing/e-mail**. Parents must **check the Almanac every day** for any messages/circulars from the school. Parents are required to **acknowledge** all notes received in the Almanac.
- The almanac must be carried to the school every day.
- **Please make your child memorize his/her Residential Address, Father's Name, Mother's Name and Phone Numbers.**
- Label your child's bag and water bottle clearly with **Name, Class and Section**.
- The notebooks should be neatly labeled and covered with transparent sheets.
- Do check the **school website** using the login id and password regularly for important information, circulars and notices. The **school face book page** is updated on a regular basis with information and pictures of activities conducted in the school.
- Ensure you save the contact number of your ward's class teacher and are a part of the **class WhatsApp Broadcast group** for updates on homework and circulars.
- For **safety purposes**, the school reception will not accept lunch boxes or water bottles from the parents during school hours.
- **Kindly ensure that your ward accompanies you, dressed in the school uniform, on PFMs.**

School Cafeteria and Meals:

- Meals are provided to the students of Pre Primary wing & grade I from the school cafeteria.
- Students can also buy eatables and juices from the school cafeteria during the recess.
- Please note that there will be two breaks for children of Pre Primary Wing, Class I and Class II. **Fruits or healthy snacks** are to be sent for the short break.



Transport:

- Transport facility is available to the students of the school. Conveyance facility to the nearest stop is available only to the children of Nursery.
- The drivers are authorized to stop buses at the designated stops. The list of stops is prepared keeping in view the convenience and safety of all bus commuters. No child will be picked up from his/her house.
- The children are expected to reach the designated bus-stop at least 10 minutes before the time of pick-up. In case the guardian is not present at the bus-stop in the afternoon, the student will be brought back to the school. Parents are then required to pick up their ward from the school.
- In case you wish to pick-up your child in person from the school instead of the bus-stop; prior information of the same must be given to the School Office, the Class Teacher as well as the Transport In-Charge.
- In case you want to pick up the child early from the school, **please do so at least two hours prior to the school dispersal time by sending an e-mail to gatepass@themauryaschool.com**. No requests will be entertained 30 minutes before the dispersal time.
- The school has the right to withdraw the transport facility in cases of indiscipline and willful damage to school property.
- The school management does not undertake any responsibility, whatsoever, for any damage or injury which may be sustained by the student as a result of accident either in the school premises or in the conveyance provided by the school or in any other manner. The school management, however, takes all precautions to see that children are safe as long as they remain in their custody.
- For **Transport Withdrawal**, the school needs to be intimated at least one month in advance. Withdrawal of the transport facility in the middle of the quarter shall not be permitted under any circumstances.

Parent Visits & School Leave:

- Parents are required to attend the PFMs scheduled by the school regularly to participate in the academic development of their child.
- It will be appreciated if parents do not seek appointment from teachers during school hours as it affects the working of the school. However, in case of any concerns regarding the child's academic performance or otherwise, they may **meet the facilitators on the working Saturdays** of the School between **9:00 a.m. to 12:30 p.m. with prior appointment through the School Almanac**.
- **Parents may meet the HOS for any concern between 9:00a.m. to 10:00a.m. on all working days of the school with prior appointment.**



- The Coordinators will be available for a meeting with the desired parents from 3:00 p.m. to 3:30 p.m. on weekdays and between **9:00 a.m. to 12:30 p.m.** on all working Saturdays.
- The **child will not be allowed to leave the school premises during school hours** unless a written consent is obtained from the Head of the School.
- In case of a **planned absence from school**, kindly get the **leave approved** in advance through the Almanac.
- Please **do not send your child** to school in case he/she is unwell.
- Please note that completion of quarantine period is necessary in case a student is afflicted with an infectious/communicable disease. A medical fitness certificate must be submitted when the student rejoins the school.
- No student will be permitted to leave the school campus during school hours on the assessment days on any pretext else the student will be marked absent for that assessment.

Attendance and Assessments

- **Minimum 75% attendance** is required for the students of Classes IX - XII in order to appear for the examinations and **80% attendance** is required for the other classes.
- Attendance is mandatory for all tests and examinations held during the year. No consideration will be given to absentees, except on medical grounds. It is the responsibility of students and parents to ensure that they do not miss any examinations.
- Requests for half day permissions on examination days will not be entertained. The **retest of only one subject per term** will be allowed for the Periodic Tests and the respective retest shall be conducted just before the end of the term. Kindly refer to the examination policy given in the Almanac.
- A medical certificate is to be submitted in case of any serious/contagious illness. In case of any untoward incident, you need to abide by the decision of the Head of the School.
- Any student who misses any test/exam during the course of the entire session shall be deemed ineligible for the scholar badge.

Conduct Guidelines:

Conduct is the best proof of character.

- Students are expected to conduct themselves properly and be at their best behaviour at all times during the school hours.
- Kindly ensure that the child **does not bring any sharp objects** like Knives, Forks, and Scissors etc. to school.
- Also, please note that children are **not allowed** to bring Mobile Phones, PSPs, Games, CDs, Toys, Expensive Watches any other **Electronics/Expensive Stationery Items**, etc. to



the school. If found, the items will be confiscated and shall be handed over to the parents at the end of the session.

- The school reserves the right to suspend/expel students whose **conduct** is harmful to other students or to the school.

Classroom Rules:

- Raise your hand, not voice.
- Do not move around in the classroom.
- Keep the classroom spic and span, no graffiti.
- Come prepared for the class.
- Respect self, peers and authority.

Cafeteria Rules:

- Maintain cleanliness and hygiene.
- Stand in a queue and wait for your turn.
- Say a prayer before starting your meal.
- Do not waste food.
- Always use a clean napkin at mealtime.

Bus Rules:

- Maintain punctuality and discipline.
- Stand in a queue while boarding/getting off the bus.
- Remain seated at all times and do not move in the bus.
- Bullying of any kind will be dealt with severely.
- Strict action will be taken for any damage caused to the bus.

Playground Rules:

- Play games in the true spirit of the sport.
- Adhere to the rules of the game.
- Cultivate team spirit, unacceptable behaviour will not be tolerated.
- Sports equipment is to be handled with care.

Library Rules:

- Maintain silence and decorum.
- Handle books with care.
- Replace books after use.
- Return the borrowed books in proper condition within the stipulated time.

Lab Rules:

- Make optimum use of the lab.
- Do not misuse/break/damage equipment.
- Do not enter the lab without adult supervision.

Washroom Rules:

- No graffiti on the walls and doors.



- Keep the washroom clean after every use. Use the bin.
- Close taps after use.

Corridor Rules:

- Walk in a line with hands at the back.
- Do not run, jump, and push each other.
- Keep to your left always.

Birthday Rules:

- Donating a book/sapling is encouraged.
- Return gifts and cake cutting is not encouraged. No special permission shall be granted.
- Only candies or chocolates may be sent (not costing more than ₹10 each).
- **The students should come to school dressed in the school uniform on their birthdays.**

Disciplinary Measures:

Students shall be issued Yellow or Red card if found deviating from the school rules and regulations.

Yellow Card will be issued for using abusive language, bullying, use of violence, harming or hurting any person/property/self, damaging school property or misconduct/misbehaviour/indiscipline in any form.

Red Card will be issued either with the third warning in the yellow card or gross misbehaviour/ misconduct/indiscipline.

Some of the disciplinary measures adopted by the school in dealing with such students may be-

- Detention during the break
- Fine
- Restriction
- Expulsion

Fine:

• Bringing mobile phone to the school	₹1000.00
• Improper/Untidy uniform	₹100.00
• Unparliamentary language, Bullying,	₹250.00
• Damaging school property	(double the cost of the article)
• Misbehaviour in the bus	₹200.00

School Clinic:

- The school clinic is equipped to cope with all minor ailments/injuries during school hours. The school nurse will take appropriate measures in case of an accident or an emergency.
- In case your ward requires to be given any specific medication, you are required to inform the Class Teacher who, in turn, shall coordinate with the school nurse. Parents



are required to ensure that the respective medication is packed well and sent to the school.

Fee Payment Guidelines:

- **School fee must be paid monthly/Quarterly.**
- **The fee needs to be paid by the 20th of every month or quarterly before the 20th of April, July, October and January else late fee of ₹10 per day will be charged in case of a delay in submission.**
- Payment by cheque should be made latest by the 17th of the above mentioned months and the cheque should be drawn in favour of **The Maurya School - Nursery A/C** (for classes Nursery & KG) & **The Maurya School** (for classes I to XII).
- The details of the child (Name, Class, Admission Number and Parent's Contact Number) have to be written at the back of the cheque.
- Postdated cheques will not be accepted and in case of dishonour of cheque, a fine of Rs. 500 per cheque will be levied.
- The transport will be charged for eleven months.
- Meal Charges for classes Pre Primary and grade I will be charged for eleven months.
- If the fee is not paid by the last working day of the respective month, the student's name will be struck off from the records and re-admission will have to be sought.

In order to further simplify the existing fee submission processes, the school provides the following options:

1. Online Payment options of Net Banking, Credit/Debit Cards through the School Website (www.themauryaschool.com) is available (convenience charges are applicable).
2. Fee can be paid through the E connect application while using login credentials.
3. No convenience charges are applicable while paying fee through UPI mode.

***CASH SHALL NOT BE ACCEPTED**

Withdrawal and Refund:

- Before withdrawal, it is mandatory to furnish a minimum of one month's written notice. The withdrawal request needs to be submitted via an e-mail to pa@themauryaschool.com on or before the last day of the month. If the withdrawal application is submitted on the 1st or on a later date of a month, the fee for the current and the next month will be charged. No verbal/telephonic intimation will be entertained.
- The School Leaving Certificate (Transfer Certificate) will be issued only after clearance of dues and payment of amount(s) in favour of the school.
- **Only the Caution Money will be refunded.**
- Withdrawal application/mail for a child once submitted cannot be withdrawn. The entire admission process has to be started afresh for the respective child.



- The student will not be entitled for re-admission to the school once the School Leaving Certificate (Transfer Certificate) has been issued. The admission process shall be followed while considering the child as a fresh admission.
- Students absenting themselves for a period of 10 days without prior permission or information to the school will be liable to have their name(s) struck off the rolls. The student will be re-admitted to school while being considered as a fresh admission.

Best regards,
The Maurya Team