

The main criterion for entry in the school is the age of the student. Parents with children completing the age of 3 years on 31st March of the relevant session can apply for Nursery.

All applications are subject to the payment of application fee. The school must be in possession of a completed registration form and along with required documents mentioned in the form, in order for any pupil to be admitted.

ADMISSION CONTRACT

READ THE FOLLOWING ADMISSION CONTRACT (“CONTRACT”) CAREFULLY! IT CONTAINS VERY IMPORTANT INFORMATION ABOUT RIGHTS AND OBLIGATIONS OF THE PARENTS/ GUARDIANS, AS WELL AS LIMITATIONS AND EXCLUSIONS THAT MAY APPLY TO THEM. THIS CONTRACT CONTAINS A DISPUTE RESOLUTION CLAUSE. PLEASE SIGN IT ONLY AFTER COMPLETELY UNDERSTANDING IT AND CLARIFYING ANY QUESTIONS AND DOUBTS THAT YOU MAY HAVE ABOUT THIS CONTRACT WITH THE SCHOOL

INTRODUCTION

Subject to receipt of all the fees and charges by School from the Parent and on confirmation of enrolment of the Ward to the School by the School (as provided under the ‘Registration by School’ section of this Admission Docket), this Contract shall become effective and constitutes a binding contract between the Ward, Parents/ Guardians and the School.

DEFINITIONS

For the purpose of this Contract the following terms shall mean as under:

“Academic Year”	shall mean the current academic year mentioned on the first page of the Admission Docket
“Contract”	shall mean this document constituting legally binding contract between the Ward, Parents/ Guardians and the School
“Force Majeure Event”	shall mean any event or circumstance or a combination of events and circumstances which are beyond the control any person and/or human control including, inter alia, war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, revolution, riot, epidemic, pandemic, insurrection or other civil commotion, act of terrorism or sabotage, strikes of labour unions, unavailability of resources due to market conditions, change in law, acts of God, natural calamities, etc.
“Grade”	shall mean the class/ grade mentioned under the Ward Information section in which the Ward is sought to be admitted at the School

“Parent” or “Parents”	shall mean the both parent/ parents/ legal guardian(s) of the Ward mentioned under the Family Information section
“Ward”	shall mean the child being enrolled by his/ her/ their Parents at the School and whose name appears in the mentioned under the Ward Information section
“School”	means Pragyanam School situated at School Unit No EHPS-PS-02 Emerald Hills, Sector 65 Gurugram, Haryana India 122008

CONTINGENT ADMISSION

- I/We understand that admission of Ward is at the discretion of the School’s administration.
- I/We understand and agree that admission of the Ward is contingent on the Ward’s maintenance of satisfactory academic performance and Ward’s and Parents fulfilment of the rules and regulations of the School.

- The Ward is admitted to the Grade for the Academic Year on the terms and conditions contained under this Contract. This Contract shall remain in force for the duration education is provided by the School to the Ward, however, some provisions, depending on the context, shall continue to be applicable even afterwards.

CURRICULUM AND EDUCATIONAL PROGRAMMES

The school follows the CBSE curriculum. The school has adopted a life-skills based approach providing quality education at par with international standards. This approach is based on 10 WHO recommended life skills in order to enable individuals to lead lives more effectively. These are:

1. problem solving,
2. critical thinking,
3. effective communication,
4. decision-making,
5. creative thinking,
6. interpersonal relationships,
7. self- awareness,
8. empathy, and
9. coping with stress and emotions.

Various pedagogical practices, research and methodologies are implemented to ensure that students are nurtured in these life skills through lessons.

In order to support effective learning based on life skills, the school focuses on the following areas through various structures:

1. Life skills based Lesson Planning structure
2. Lesson observations, audits and feedback cycles
3. Teacher Hiring
4. Teacher Professional Development
5. Standardized Tests
6. Monthly care calls

In order to ensure that students get enough opportunity to express themselves, a fair balance of scholastic and co-scholastic activities is offered to the students. As per number of teaching blocks, the split of activities for different grades is given below:

GRADE	SCHOLASTIC	CO-SCHOLASTIC
Pre-Nursery, Nursery, KG	55%	45%
I, II, III, IV, V	62.5%	37.5%
VI, VII	67.5%	32.5%

Please note that the above segregation is subject to change, as per the discretion of the HOS, according to the yearly plan.

School Timings and Routine

- The school offers a different schedule as per the grade of the student.

Wing	Grades	Start Time	End Time	Teaching Blocks
Pre-Primary	Pre-Nursery, Nursery, KG	8.30 am	1.00 pm	4
Primary	I, II, III, IV, V	8.30 am	3.30 pm	8
Middle School	VI, VII, VIII	8.30 am	3.30 pm	8

- Meal timings are same for all pre-primary grades, as follows:
Breakfast: 8.30-9.00 am
Lunch: 12.30-1.00 pm
- Meal timings are same for all primary & middle school grades, as follows:
Breakfast: 8.30-8.50 am
Lunch: 12.40-1.05 pm
Fruits: 3.20 pm
- Please note that the meal timings are subject to change, as per the discretion of the Head of School.
- Students opting for the daycare facility (PEP program) can stayback for longer, as per the following options for additional support:
 - **Pre-primary:** 1.00 pm to 3.30 pm OR 1.00 pm to 6.30 pm
 - **Primary & Middle School:** 3.30 to 6.30 pm

Students staying back till 6.30 pm are given an additional snack break of 20 minutes.

SCHOOL'S RESPONSIBILITIES

- Sharing and implementing the School's rules & policies
- Publication of Student's Handbook on School's website
- Facilitating the wholesome development of the
- Providing the right environment and world class infrastructure
- Promoting and reinforcing awareness about healthy lifestyle habits, including choice of food and practice of exercise

FEES STRUCTURE AND PAYMENT SCHEDULE

For the School to run smoothly and be able to discharge its responsibilities, it is essential that the Parents pay the fees timely as per following Payment Schedule and Parents must understand that a delay of Parents to do so may possibly hinder the School's arrangement and abilities to provide the best possible Educational Service, thus with an objective to discourage such tendencies, an insignificant sum is imposed as penalty for delays in meeting the below mentioned Payment Schedule:

Collection from existing student in ongoing session:

- All fee invoices will be raised and shared with parents on 1st day of the month immediate to the beginning of the quarter for which fee is related e.g Qtr. Apr-Jun, Jul-Sep, Oct-Dec & Jan-Mar invoice will be raised and shared on 1st March, 1st June, 1st Sep & 1st Dec respectively.
Example:
Quarterly paying parents: Invoice for quarter April to June will be raised on 1st March.
Monthly paying parents: Invoice for the month of April will be raised on 1st March.
- Tuition fee Invoice will be raised as per existing day length preferences. Parents who are opting for optional services (Food & Transport) their invoice will include charges for these services also.
- All fee collection will be strictly online, no cheque or cash is accepted.
- Once Opted, optional services will be required to be opted for at least a quarter and they cannot be stopped before a quarter. Any student opting for Food or Transport or both in mid of the quarter will also be charged full quarter fee for that quarter. As an example, some parents want to opt for food on October 19th, they will have to pay for entire Oct/Nov/Dec quarter fee.
- Fee paid towards Food, Transport, PEP shall not be adjustable against any other component of fee. Further it shall not be refundable/ adjustable in any circumstances. Furthermore even if student opted out of Food/ Transport in mid of quarter then amount already paid shall not be adjusted towards any fee outstanding towards current quarter or subsequent quarter.
- All optional component fee to be paid quarterly only no option to pay monthly.
- All fee invoices has to be paid by end of the month in which invoice has been raised if invoice is not paid by end of the month then delay penalty of Rs.100 per day will be charged from 1st day till payment is made.

Example

Invoice Date: 1st September 2022

Invoice Amount: Rs.50,000/-

Due date of payment: 30th September 2022

Actual Date of Payment: 5th October 2022

Then total delay payment penalty payable by parents will be Rs.500/- (No of delay days 5* Rs.100/- per day penalty) along with due invoice amount.

- If fee payment is not received in case of quarterly/ monthly paying student by the 10th of the quarter beginning month then attrition will be marked for such student on 11th day of the next month.

Example

For July quarter fee, invoices will go on 1st June, parents will have to pay by 30th June (no penalty till 30th June) and from 1st July to 10th July – there will be a penalty of Rs 100 per day and on 11th morning child will be marked attrition and won't be allowed to enter into school.

- If student re-join after marking attrition due to non-payment of fee then at the time of re-joining delay penalty will be chargeable up to the date of payment along with re-joining fee of Rs.1,000/-.

Example:

Date of Invoice Raised: 1st September 2022

Amount of Invoice: Rs.50,000/-

Due date of payment: 30th September 2022

*Payment not made by 30th September 2022 and attrition marked on 11th October 2022.

** Student re-join on 15th October 2022 the total amount payable shall be:

Delay penalty: Rs.1,500/- (No delayed days 15* Rs.100/- day penalty)

Re-Joining Fee: Rs.1,000/-

Hence total amount payable here at the time of Re-Joining will be Rs.52,500/-
(Fee:Rs.50,000/- + Delay Penalty: Rs.1,500/- + Re-Joining Fee: Rs.1,000/-)

(Delay penalty/ Re-Joining fee once charged will not be waived off until is approved by Head of School)

- No exception on fee delay for any kind will be provided. No one including management has the authority to overrule this on case to case basis.
- Delay pickup charges post 1:00 PM/ 3:30 PM/ 6:30 PM will be Rs 200 for after first 15 minutes and thereafter Rs.200 for every half an hour.

Collection from New Admission of Ongoing Session:

- Registration fee and security deposit needs to be collected at the time of registration. Parents will have to pay Quarterly/Monthly fee within 7 days of registration or at least a day before joining whichever is earlier. No joining will be done without receiving monthly/quarterly fee.
- Food and Transport invoice will be raised along with quarterly/ monthly fee invoice. If any parents doesn't want to opt for Food/ Transport then they need to raise request on "Pragyanam Support". Pragyanam Support team will remove Food/ Transport Invoice or both if parents doesn't want to opt for it. In case of mid-term admissions, child is joining from 15th Aug then we will be charge for 2 months tuition fees/Food & transport instead of charging for the entire quarter.

Collection from New Admission of Next Session:

- Non-refundable Registration fee and security deposit needs to be collected at the time of registration. The security amount is refundable once you start the academic session.
- All fee (Tuition fee, Transport Fee & Food Charges) will be raised and shared with parents on 1st day of March for admissions happened till 28/29th February for next session.
- Invoice raised on 1st March is required to be paid by 31st March. If not paid by 31st March then delay penalty of Rs.100/- day will be charged upto 10th April and on 11th April attrition will be marked and amount paid at the time of registration will stand forfeited and it will not be refundable/ adjustable in any circumstances.
- Admission happened on or after 1st March 31st March for next session: Tuition fee, Transport Fee and Food charges invoices will be raised once parents has done the registration formalities. It will be required to be paid by 31st March, If not paid by 31st March then delay penalty of Rs.100/- day will be charged upto 10th April and on 11th April attrition will be marked and amount paid at the time of registration will stand forfeited and it will not be refundable/ adjustable in any circumstances.

Attrition of Student:

- If parents want to apply for attrition then they need to inform 1 quarter in advance on “Pragyanam Support” means if they want to opt for attrition from Jan-23 then they need to inform up to 30th Sept-22. If parent fails to apply for attrition 1 quarter in advance then parents will be required to pay all due invoices and if payment is not made by parents then due invoices will be adjusted from the security deposit amount received at the time of registration if amount still remains unadjusted then parents is required to clear balance amount before issuance of NOC/ School Leaving Certificate.
- If any component of fee is not paid within due date or extended period (when only delay penalty is imposed) then attrition will be marked for such student immediately after expiry of such due date or extended period of payment.
- Parents hereby agree that they are obligated for timely payment of fees as per fees Payment Schedule provided. Parents further agree and acknowledge that the Ward will not be allowed to attend the classes if fees are not paid on time or his/ her account falls into arrears.
- There will be no fee reduction due to any short term or long term absenteeism of the Ward.
- Parents also confirm that they have read and understood the fees structure and Payment Schedule provided herein and hereby accord their acceptance to the same.

PARENTS' RESPONSIBILITIES

Parents should carry out their responsibilities as educator in instilling in their children respect and strict obedience for all school rules and regulations.

- Students should always wear their School ID card.
- Parents are requested to go through the school app (CLOUD9) regularly to ensure being updated for the school information and expansions.
- PTCs should be regularly attended to discuss the performance and progress of the child.
- Parents must check that the child carries books/not books according to time table.
- Children should do their expansions by themselves unless they require some guidance.
- In case expansion has not been completed by the due date then it should be communicated clearly to the class teacher with reason that why the work was not done.
- Encourage your ward to read good books or play games, instead of viewing TV or playing on mobile phone.
- Parents are requested not to accompany their wards to the class rooms at arrival time. At dispersal time they should collect their wards from the school gate.
- Parents are not permitted to meet teachers during school hours. In special cases, parents may be allowed to meet the teacher with prior appointment as per teacher's availability via email to: support@pragyanam.school
- Parents should ensure that their wards do not bring any objectionable books, magazine, picture or any other material that may violate the disciplinary norms of the school.
- Students of Grade Nursery to grade 5 can be in casual clothes on their birthdays. Students from class VI onwards should be in school uniform even on their birthday.
- Parents are requested to refrain from sending lunch boxes/ notebook of their wards during school hours.
- Parents are requested to send their ward in neat and clean uniform. Students should not wear faded, over-size or small-size uniform. Girl students will wear skirt 1 inch below the knee, failing of which the child will be marked absent and sent home.
- Parents are requested to inform the school if there is any change in address/ Telephone numbers by sending an email to: support@pragyanam.school
- Please do not give mobile phone to your child. If student is found carrying a mobile phone, it will be confiscated and a heavy fine will be imposed.
- The facility of internet is required to monitor the usage of this wonderful technology by your ward so that he/she does not misuse the internet access.
- Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
- Criticism of a teacher of the school in presence of a child must be scrupulously avoided as it causes students to lose respect for their teacher with the consequent failure to learn from her, thus retarding the child's progress.
- Encourage healthy breakfast and give home cooked food in your wards tiffin in case you have not opted for school food and regulate their sleeping hours to at least 8 hours a day.
- Parents are requested to report the leaves via the cloud9 app. And also avoid taking long and frequent leaves to avoid the hinderance in learning of the child.

- The CCTV is provided to give the parents access to view their ward's day in school. In case of any concern after viewing the CCTV, an email can be dropped to support@pragyanam.school .
- Parents are requested to fill the consent forms on time for excursions and all other requirements to ensure smooth functions and advance preparation from school's end.
- Attending meetings, conferences and reviews related to their Ward's progress and performance. Failure to do so may jeopardise their Ward's progress and learning experience.
- Parents' level of participation, involvement and responsibility in their child's learning will affect his or her chances for re-enrolment the following year.
- Sharing with the School all information related to the Ward's medical condition and history.
- Ensuring that meals and snacks provided to students adhere to the School's policies and guidelines in this regard.
- Upholding the School's decision to confiscate food and drink items which do not fit the expectations set by the School.

SCHOOL'S RULES & POLICIES

Some of the important School's rules and policies are provided hereinbelow. The School may keep reviewing and updating the same from time to time and to the extent possible for the School, it shall attempt to notify the Parent of any major change via the preferred communication mode opted by the Parents, however, Parents are required and expected to go through the various rules and policies and keep themselves updating about the revisions and updations in the School's Rules and Policies by regularly visiting the school website/ school app.

Assessment Policies

The school's assessment policy is founded on the directions of the CBSE to implement assessment which is continuous and comprehensive. In alignment with this recommendation, the school not only assesses students on their academic & co-scholastic performance, but also their growth on life-skills. The intention of these assessments is to ensure timely feedback to the teachers as well students on how effectively learning is happening, as well as ensure classroom learning is rigorous and continuous.

Following are the types of assessments conducted:

1. Formative assessments (*Assessment during learning*): The intention of these assessments is to ensure that timely feedback to both teacher and student can be provided while the learning is still happening. It provides opportunities to improve instruction as well as implement more effective learning strategies.

2. Summative assessments (*Assessment after learning*): The intention of these assessments is to evaluate how well students have learnt. It provides opportunities to improve course quality and serves as feedback to the teacher on how effectively teaching has happened.

3. Internal assessments: Internal assessments are assessments which are conducted as quizzes, projects, surprise tests, activities, investigations, art, etc. to provide diverse opportunities to students to demonstrate learning.

4. Life-skills based assessment: Pragyanam follows a rigorous life-skills based assessment of life skills as suggested by WHO and UNICEF. Using the Assessment Matrix created at Pragyanam as a tool, students are evaluated on their growth on different life-skills. The various indicators for different life skills are marked by all the teachers as well as self-reflected by the student. A culmination of the scores for each life skill is reflected to the student, on the averaging of all ratings, for all indicators, by all teachers.

The Grade wise assessment frequency (yearly) is shared below:

GRADES	FA's	SA's	IA's	Life skills assessment
Pre-Nursery, Nursery & KG	-	-	-	4
I, II, III, IV, V	2	2	4	4
VI, VII, VIII	3	2	4	4

Where the first 3 assessment types are only for all subjects taught, Life Skills evaluation is done by all teachers (academic as well as non-academic) teaching a particular grade.

Though students are awarded marks for individual subjects during both FA and SA, half yearly cumulative reports mention grades for the performance of students.

Promotion and retention policies

The school follows CBSE guidelines with respect to promotion and retention. According to the guidelines-

- No detention till class VIII

Weekly Off and Holidays

- The school is operational for 5 days (Mon-Fri) in a week for students, apart from scheduled events on Saturdays, as per the school calendar.
- During the end of term (summative) examinations, students are provided with preparatory leaves in between successive exams, as per the schedule shared in the beginning of the year.
- The academic calendar for students includes a summer break, a winter break as well as holidays on account of common festivals in the country.
- While the summer break is scheduled for 5-6 weeks in the calendar, the winter break is for a period of 2 weeks.
- Additionally, holidays for the following occasions are a part of the school calendar: Mahavir Jayanti, Good Friday, Independence Day, Rakshabandhan, Janmashtami, Gandhi Jayanti, Karwa Chauth, Dussehra (3 days), Haryana Day, Diwali break (1 week), Guru Nanak Jayanti, Christmas, Republic Day and Holi
- In case of government notice in lieu of excessive pollution or unsafe cold temperatures in Delhi-NCR, the school will need to abide by government directions and not offer offline classes. In case of any such school closures, the school will provide online classes as per the schedule shared.

Attendance Policies

Good attendance and being on time are essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. Excellent attendance is a key factor in high achievement, and we believe that here, at Pragyanam, parents, carers, teachers and our management have a duty to encourage maximum attendance at school. Parents and Guardians of the children are responsible for ensuring that their children come to school every day and arrive at school on time. Therefore, we will be working in partnership with our parents and guardians in order to achieve this.

Punctuality

Being on time is also very important. When children are late for school, they not only miss out on valuable learning time but also disrupt their classmates who are already settled. For some children who are persistently late this can be an embarrassing experience that may lead to uncooperative and disruptive behaviour at school and home. School finishes at 3.30pm. For different but equally important reasons your child should be collected on time. Waiting

and not knowing why parents are late can cause anxiety for children especially when they observe that every member of the class has been collected and they have all gone home.

Rewards for Excellent Attendance

In an attempt to improve punctuality and attendance we will reward individuals and whole classes by:

- Celebrating 100% attendance for the class, with a special certificate and a book voucher.
- Rewarding pupils who achieve 100% attendance, combined with 100% punctuality each term with a certificate and a book voucher

Important Times of the School Day

- The gates are opened at 8:05 am. Children will come into school, supervised by staff at this time. There is a designated path from the main gate, for the children to enter their classrooms. Support staff and also the Class teacher will guide the children.
- The main gate and school external doors will be closed promptly at 8:40am. Attendance will be recorded at this time. If your child comes to school after 8:40am, they will be marked Late.
- If your child is late more than three times during a month, you will be invited to attend a meeting with the Vice Principal.

Authorised and Unauthorised Attendance

What is an Authorised Absence?

Many absences are for justifiable reasons and will therefore be authorised by the school. These include absence for:

- Illness/frequent absences due to illness will be monitored).
- Religious Observance.
- Compassionate leave such as bereavement.

What is an Unauthorised Absence?

These are absences where the reasons are not considered acceptable by the school. Please avoid the following reasons:

- If it is your child's birthday.
- Parents/Guardians woke up late and therefore do not think they should send their child to school.
- Your child has non-infectious conditions.
- Doctor's or Dentist Appointment that last all day.
- Weddings
- Unauthorised late coming[s]

Holidays during term time

Parents/Guardians should make dental/ doctor appointments for after school hours or during the school holidays. If it is within school hours that cannot be avoided the Class Teacher will require proof of appointment. If unauthorised absences accrue, you may be referred to the Coordinator/Head of School.

Communication

Parents and guardians are expected to notify the school immediately on the first day if their child is absent from school with the reason why. If we do not hear from you either via a call

or mail or app notification the Class Teacher will contact you by phone. You are advised to respond immediately.

Responsibilities

Parent's responsibilities

- Parents/Guardians are responsible for getting their children to and from school
- Children must arrive at school between 8.15 am and 8.30 am
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (e.g. Illness)
- Parents/Guardians must provide the school with an appropriate explanation for the student's nonattendance. Usually this comprises of a notification via the ERP /letter from a parent/guardian or a medical certificate after three days.
- When a student is late for school, it is appropriate that the parent/guardian explains the reason for lateness.
- Parents/guardians must let the school know if an extended absence is likely or if the school needs to arrange work at home for students.
- Permission must be sought from the Head of School if a student is going on extended leave

Teacher Responsibility

- Teachers will enter absences into the ERP and if there is no parent explanation for the absence, a mobile phone text message will be sent to the enrolling parent. If a reply is received the reason is then recorded in ERP by the teacher
- Late arrivals and parent explanations received through messaging or phone calls are also recorded similarly
- Monitor each child's attendance
- Contact home on third day of absence.
- Document any strategies/interventions and include in student's file
- After contacting parent/guardian alert the leader of the team if no response from Parent
- Other action: Discuss with leadership team
- Coordinate the collection of work for students

Leadership team's responsibilities [Coordinator/Head of School]

- Ensure that the ERP is accurately completed
- The leadership team will complete an email via ERP, regarding the absence of a student and send home to parent/guardian in case of frequent absences and after the class teachers notification.
- The leadership team should document interventions, strategies working with the Class Teacher
- All Exemption forms will be kept in Pupil Record Folders once approved by the Leadership team with the absences being recorded in the ERP

Behaviour policies

This policy is designed to provide the members of the whole school community with an understanding of their rights and responsibilities in regard to student behaviour management. It documents expectations of staff, parents and students and suggests how they can work together to foster responsible behaviour and effectively manage irresponsible behaviour in ways that protect the rights of students to learn and teachers to teach.

Classroom /learning areas

Students come to school with different levels of ability to cooperate effectively with other people as well as different understandings of what is responsible behaviour. We believe however that all students are able to learn how to increase their range of responsible choices. By taking a preventative and developmental approach to behaviour we will be able to assist students to learn ways of satisfying their needs in appropriate and positive ways that increase rather than decrease their range of future opportunities.

To support, develop and maintain students' ability to make responsible behavioural choices we will:

Provide all students with success oriented learning environments.

Teachers will:

- develop warm and caring teacher/student relationships
- get to know students well
- establish attractive, orderly and safe classroom environments, where routines are established and in which the physical environment celebrates the student
- encourage and acknowledge appropriate behaviours teach students to know when and how to ask for help
- involve students in decision making
- actively teach social skills and provide students with opportunities to discuss and practice appropriate behaviour
- acknowledge success, effort and risk taking
- respond to students in a predictable, consistent, reasonable and fair manner
- model respect, and good communication and social skills
- provide students with a challenging, inclusive and stimulating curriculum linked to their needs
- create a culture of inclusivity and acceptance in the classroom

Students will:

- know and understand the school and grade rules
- take responsibility for asking for assistance when needed
- participate positively in lessons and other opportunities to learn about responsible behaviour
- follow reasonable teacher instructions/requests
- acknowledge responsible behaviours
- accept responsibility for their own behaviour

Teachers will provide students with opportunities to:

- have individual responsibility for their own behaviour consistently reinforced and always expected
- understand behaviour as a choice made by an individual
- discuss and practice appropriate behaviour
- recognize that irresponsible actions cannot interfere with teacher's work and other students' learning or damage property

Teachers will therefore, in partnership with their students [grade 1 onward]

- develop agreed grade rules, expressed in the positive and compatible with the overall school rules
- develop agreed and understood responses to responsible behaviour
- develop logical and explicit consequences for students who choose not to follow the grade/school rules and ensure that they are clearly understood, reinforced and applied consistently
- inform parents of the grade rules and consequences
- develop a recording system to ensure that inappropriate behaviour that results in "Time-Out" is monitored and documented
- display the class rules prominently within the class or discuss rules regularly

Work in partnership with parents to mutually support the successful development of responsible behaviour in students.**Teachers will therefore:**

- keep parents informed of their student's ability to choose responsible behaviour
- inform parents of curriculum content that support the learning of responsible behaviour

Parents have a responsibility to:

- Inform teachers of any events that occur in the student's life that may impact on their ability to choose responsible behaviours
- Support the school's Behaviour Policy

Responding to inappropriate behaviour choices

In order to reinforce responsible behaviour, school staff will acknowledge and highlight responsible behaviour. As professionals, teachers recognise that improved student behaviour can be dependent upon the student's ability to recognise and change their own behaviour/s so this process starts with critical self-reflection.

Teacher Self-Reflection

Teachers will constantly reflect on their own practice to ensure students can make positive behavioural choices.

Time Out Procedures

- The term "Time Out" will be used to denote the use of a process in which, students, who are choosing inappropriate behaviour, are moved to an area in a classroom/learning area where they may reflect on their behavioural choices.
- Once counselled by a staff member, students will have the opportunity to re-engage and demonstrate positive behaviours.

Grade Time Out Rules

Each grade needs to establish clear rules for the use of their Time Out.

- While in time out students will:
- Reflect on their behavioural choices
- Discuss choices with the teacher
- Follow reasonable teacher requests

The Consequences of Inappropriate Behaviour

The consequences of inappropriate behaviour are:

- non-violent
- related to the behaviour, where possible
- known in advance
- consistent across the school
- designed to allow the student to make positive behavioural choices

The model does not operate in a lock step manner. Professional judgment and consultation will determine the appropriate level of response. This model does however indicate a normal level of progression. Where there is extreme inappropriate behaviour at any time, there is the possibility of Exclusion of a student. These particular consequences are decided by and managed by the Head of School

Students are reminded of the responsible behaviour expected of them, the consequences that flow from inappropriate behaviour and are asked to make a responsible choice.

Guidelines for Responding to Inappropriate Class Behaviour

Stage 1 Response: Logical Consequences

At Stage 1 the logical consequences that have been established within the grade are applied to a student's inappropriate behaviour.

There is an expectation that the student will begin to choose appropriate behaviours more regularly in the future to avoid the consequences.

Teachers will **keep a record** of student behaviour that is of a concern to them. Parents will be kept informed through the diary or communication book about behaviour issues as they arise.

The Stage 2 response will be implemented if a student begins to regularly cycle through these logical class consequences.

Stage 2: Developing a Formal Behaviour Plan

At this level a student is not responding to the existing supportive structures and consequences that have been established in the classroom.

The student therefore needs to examine his/her behaviour more formally, discussing factors that would assist his/her to make better choices and make a clear commitment, in the form of a **"Behaviour Plan"** to changing how they behave. When meeting with the student, the teacher takes a problem-solving approach to their interaction. They explore with the student any factors that are contributing to the student choosing inappropriate behaviour and then make an agreed and specific plan to support the student to make a better choice (the teacher may decide to involve parents or the student counsellor at this stage).

Stage 3: Reviewing the Formal Behaviour Plan with the HoS, teacher and parents

If the student's behaviour does not change at this point then after a parent, teacher, student conference, inter-agency support may be sought. This process will be managed by the HoS.

Play behaviour policy

Teachers will ensure that students know and understand the school rules. The play area is to be a safe environment for all students and staff. Guidelines for Responding to Inappropriate Playground Behaviour:

Level 1 Response: Logical Consequences

Logical consequences will be applied to students who infringe minor yard rules eg “If you litter, you will pick up papers.” “If you don’t follow the game’s rules, you will leave the game.” At this level students may be asked to sit and reflect for a short time before reengaging in school ground play.

Level 2 Response: Time Out

For more serious or repeated infringements students will be given “Time Out” where they will remain until counselled by the duty teacher.

The duty teacher will report incidents to the class teacher or record in the yard behaviour book at the end of play time. The class teacher or leadership will inform parents of any **serious or persistent infringements and incidents of bullying or harassment** via a diary/communication book note.

The “Time Out” area chosen will be in sheltered positions and visible to the teacher on duty. While students are in “Time Out”, they will not be involved in any play or interaction with other students.

Level 3 Response: Developing a Formal Behaviour Plan

At this level a student is not responding to the existing supportive structures and consequences that have been established in the play area.

Appropriate school personnel and/or parents will develop a **“Behaviour Plan”** to change how they behave. The plan will be documented.

Level 4 Response: Seek Inter-agency Support

If the student’s behaviour does not change, interagency support may be sought. This process will be managed by the HoS

Restorative practice:

In all incidents of inappropriate behaviour or conflict, staff will be mindful of a ‘restorative practice’ approach therefore ***ensuring it is the behaviour, not the person, that is inappropriate.*** Opportunities will be given for relationships to be restored and positive interaction to occur.

Cctv policies

Closed Circuit Television is installed and operated at Pragyanam for security and safety purposes. Images from the installed cameras can be viewed.

Aims

The purpose of this policy is to regulate the management, operation and use of the CCTV system at Pragyanam and to ensure compliance with the school policies. Objectives of the CCTV Policy at Pragyanam are:

- a) To increase personal safety of students, staff and visitors
- b) To protect the school buildings and other assets

- c) To assist in identifying and apprehending offenders
- e) To protect members of the public and private property
- f) To assist in managing the school

Procedures

Positioning of cameras: The system comprises a number of fixed cameras located within Pragyanam building. Cameras have been placed in the corridors, the classrooms, the playgrounds and the common areas.

Signage

Signage will be positioned at the entrance to Pragyanam School. These signs will indicate that CCTV monitoring and recording are in use on the premises.

Recording of CCTV images

Recordings may be made from any of the CCTV cameras. These recordings include date, time and system information overlay. Recording equipment and media will be housed in a place to which only administration and security staff have access. Recordings will be kept for 20 days, unless required as part of an ongoing investigation, in which case recordings will be retained for as long as required for that investigation. At the end of 20 days the media will be recycled and the recordings will be erased by overwriting them with new recordings. Access to this storage is restricted to the Head of school or her nominated representative.

The CCTV system will operate 24 hours each day, every day of the year, recording all activity in the areas covered. Cameras will be used to monitor activities within the school to identify adverse activity actually occurring, anticipated or perceived, and for the purpose of securing the safety and well-being of the school's students and staff, together with its visitors. At no time will a camera be directed to follow or track an individual.

Training

The recordings made by the CCTV can be used for training purposes.

Viewing of CCTV images

Display equipment used to view the images from CCTV cameras will be located and positioned in such a way as only those responsible for security may ordinarily see the screen. Recorded images may be viewed only after permission has been granted by the Head of School. Recorded images may be used in material to aid the identification of individuals for crime prevention or safety purposes. The only person authorised to make copies (electronic or paper) of images is the Head of School.

Applications received from outside bodies (e.g. solicitors) to view or release footage will be referred to the HoS. In these circumstances footage will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, or in response to a Court Order. A fee may be charged in such circumstances. Requests may come from other external individuals and consideration would need to be given to how genuine or necessary the request is and whether there is any risk to the safety of others. Any images containing pupils at the school are subject to data protection act and parental permission will be obtained prior to any images being released to third parties.

Evaluation

This policy will be evaluated annually.

Guiding principles

The Surveillance Camera Code of Practice sets out the following guiding principles for surveillance cameras:

1. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
2. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
3. There must be clear responsibility and accountability for all CCTV camera system activities including images and information collected, held and used.
4. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all staff members and parents of the school.
5. The school shall appoint a committee which includes the HoS to respond to any grievances presented before the school related to the CCTV system.
6. support@pragyanam.school will be used to address any grievances by the parent. The mails will be read and responded by the person handling the email id.
7. Any mails by the parent/guardian of the child to the school related to CCTV system, shall be answered by the concerned person after consulting the teacher and the respective CT. The parent can be advised to write a mail to support@pragyanam.school in case of any grievance. This shall be communicated to the parent well in advance.

Child safety policy

Children are our national asset and form 39% of our people. The Indian Constitution grants children all rights as equal citizens, and a host of legislations and international covenants place a solemn duty upon the State to guarantee children's rights and entitlements to a safe, healthy and gainful life. National action plans were adopted in 1979, 1992 and 2005 and the National Policy for Children 2013 adopted by the Government of India, adhered to our Constitutional mandates and the guiding principles of UN Convention for the Rights of the Child. In active recognition of international standards, the Indian Government moved the UN General Assembly to declare an International Year for the Child in 1979. It acceded to the UN Convention on the Rights of the Child (UN CRC) in 1992. These acts of accession and ratification stand as treaty obligations which India has undertaken to fulfil. The Ministry of Women and Child Development, Government of India has recently drafted the National Plan of Action for Children 2016, which provides a roadmap that links the Policy objectives to actionable strategies. This Policy is meant to guide and inform all laws, policies, plans and programs affecting children. As children's needs are multi-sectoral and interconnected they require collective action, and the Policy aims for purposeful convergence and strong coordination across different sectors (especially child related) and levels of governance; active engagement and partnerships with all stakeholders and the setting up of a comprehensive and reliable knowledge base and sensitization and capacity development of all those who work for and with children. A long term, sustainable, multi-sectoral, integrated and inclusive approach is necessary for the overall and harmonious development and protection of children.

1. The rights of the children are categorized under 4 Key Priorities: 1. Survival, Health and Nutrition

2. Education and Development (including Skill Development)

3. Protection

4. Participation

The best interest of the child is a primary concern in all decisions and actions affecting the child.

- Integral to the well-being of all children is the assurance of their safety and security.
- India has passed various child-centric legislations pace with both foundational and evolving standards of care and protection.
- Juvenile Justice Care and Protection Acts (2000) and
- 2015 Commission for the Protection of Child Rights (CPCR 2005),
- Prohibition of Child Marriage Act (2006),
- Right of Children to Free and Compulsory Education Act (2009),
- Protection of Children from Sexual Offences (POCSO) Act (2012).

Guiding Principles and Key Concepts

Every child has universal, inalienable and indivisible human rights

The rights of children are interrelated and interdependent, and each one of them is equally important and fundamental to the well-being and dignity of the child. Right to life, survival and development. Mental, emotional, cognitive, social and cultural development of the child is to be addressed in totality. All children have equal rights and no child shall be

discriminated against on grounds of religion, race, caste, sex, place of birth, class, language, and disability, social, economic or any other status Family or family environment is most conducive for the all-round development of children. Every child has the right to a dignified life, free from exploitation. Safety and security of all children is integral to their well-being.

Children are capable of forming views and must be provided a conducive environment to express their views in any way they are able to communicate, in matters affecting them. It is important to understand that the whole ecosystem of child rights and child protection is becoming progressively more comprehensive and more child centric and everybody who is dealing with children is in the ambit of child protection requirements.

1. Child centric laws and policies all require adherence to the key principle that children have to be safe guarded from any kind of harm.

2. Article 21 of the Constitution of India which protects the right to life and dignity includes the right to education for children up to 14 years of age. Corporal punishment amounts to abuse and militates against the freedom and dignity of a child. It also interferes with a child's right to education because fear of corporal punishment makes children more likely to avoid school or to drop out altogether. Hence, corporal punishment is violative of the right to life with dignity. Section 21(1) of the POCSO Act, 2012 requires mandatory reporting of cases of child sexual abuse to the law enforcement authorities, and applies to everyone including parents, doctors and school personnel. Failure to report a suspicion of child abuse is an offence under the Act. The legislation makes it clear that the reporting obligation exists whether the information was acquired through the discharge of professional duties or within a confidential relationship

3. NCPCR Guidelines on Corporal Punishment-see Box 1

4. Article 19 of the UNCRC: States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) *or any other person who has the care of the child.* . The UNCRC also states that it is the right of children to be protected from all forms of abuse and neglect.

5. Making sure children are safe and protected is a critical part of their education because 12 of their formative years are spent in school. Everyone who comes into contact with children and their families has a role to play in safeguarding children. As school is second only to the home as an integral part of a child's life.

6. Corporal Punishment is a violation of RTE: The Right to Education Act of 2009 Act clearly states that education has to be free from fear and discrimination. Children cannot learn effectively if their peace of mind is troubled by lurking fears and experienced adversity. The safety of children and realization of the right to education, their wellbeing and holistic development is closely linked.

7. Negative and harmful treatment, abuse impede a child's emotional and physical health, and undermine his/her ability to learn.

8. Section 29 of the RTE stipulates that: (2) the academic authority, while laying down the curriculum and the evaluation procedure under subsection (1), shall take into consideration the following, namely :

- Conformity with the values enshrined in the Constitution
- All round development of the child;
- Building up child's knowledge, potentiality and talent; Development of
- physical and mental abilities to the fullest extent;
- Learning through activities, discovery and exploration in a child friendly and

- child-centred manner;
- Medium of instructions shall, as far as practicable, be in child's mother tongue;
- Making the child free of fear, trauma and anxiety and helping the child to
- express views freely;
- Comprehensive and continuous evaluation of child's understanding of
- knowledge and his or her ability to apply the same.
- Implicit in school ethos which is rooted in promoting all round safety and well-being of children.

So the ambit ranges from child friendly respectful approach and school culture to the provision of hygienic and clean school spaces and so on.

The Supreme Court has banned corporal punishment for children on December 1 2000 when it directed the State to ensure "that children are not subjected to corporal punishment in schools and they receive education in an environment of freedom and dignity, free from fear". Children are as human and sensitive as adults are, if not more.

What is child abuse?

The World Health Organization (1999) defines child abuse as:

“Child abuse or maltreatment constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious beliefs and political persuasion. Child abuse includes physical, sexual and emotional abuse, neglect, bullying, child labour and domestic violence.

Physical abuse

When a person purposefully injures or threatens to injure a child or young person. This may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

Emotional abuse

When a child is repeatedly rejected or frightened by threats. This may involve name-calling, demeaning behaviour or continual coldness from a parent or carer, to the extent that a child's physical and emotional growth are affected.

Neglect

Neglect is the persistent failure, or the deliberate refusal, to provide a child with clean water, food, shelter, sanitation, supervision or care, to the extent that the child's health and development are placed at risk.

Sexual abuse

This occurs when a child or young person is used by an older or bigger child, adolescent or adult for his or her own sexual stimulation or gratification - regardless of the age of consent, locally. These can be contact or non-contact acts, including threats and exposure to pornography.

Bullying

Bullying is the inappropriate use of power by an individual or group, with intent to cause injury, either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal). Physical bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury; verbal bullying includes insults, taunts, threats and ridicule; psychological bullying includes physical intimidation and ostracism.

Exposure to domestic violence

Domestic violence occurs when children and young people witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within intimate relationships [adapted from the Australian Medical Association definition].

Particularly vulnerable children

Child abuse takes place not only within the family environment, but also outside the family, including: in institutions, at work, on the streets, in war zones and during emergencies.

There are three main elements to our Child Protection Policy:

1. Prevention

- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- To raise awareness to all staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To ensure that all adults within our school who have access to children have been rigorously checked as to their suitability using safe recruitment procedures.

2. Protection: We will:

- Systematically monitor children known or thought to be at risk of harm.
- Ensure that procedures are put into place when we suspect that a child is being abused and that these are followed by all members of staff.
- Endeavour to develop effective working relationships with all other agencies, involved in safeguarding children.

3. Support: We will:

- Ensure that key concepts of Child Protection are integrated within the curriculum and that pupils are educated about the risks associated with internet use and new technology.
- Ensure that children are listened to and their concerns are taken seriously and acted upon.

Roles and Responsibilities:-

All adults working with or on behalf of children have a responsibility to protect children. However there are key individuals at the school who have specific responsibilities under child protection procedures. These are outlined as follows:

▪ The Board of Governors

The Governing Body will take seriously its statutory responsibility to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements at the school to identify, assess, and support those children who are suffering harm. This is done by reviewing the policy annually and ensuring that practice is in line with this policy. A named member will attend Child

Protection training, take Safer Recruitment training and report back to the Board of Governors. However, governors will not be given details relating to specific child protection cases as these must be kept confidential.

▪ The Head of School

- The Head of school will ensure that all staff follow the Child Protection policy and ensure that all staff are aware of the Child Protection procedures and that they are followed.

- The HoS will ensure all staff have been provided with a copy of the Safety Policy and Code of Conduct to read, sign and return.
- He/she will enable staff to attend inter-agency meetings and strategy discussions as appropriate.
- He/she will address allegations against staff and volunteers and consult the local authority designated to ensure that the matter is dealt with in an objective and transparent manner.

▪ *The Designated Person for Child Protection*

The Designated Lead will both have the appropriate training (renewed every 2 years).

The Designated Person for Child Protection will:

- Know about the signs and symptoms of abuse and know how abusers behave.
- Ensure information is shared appropriately.
- Consult initially with the local child protection agency; such as the children's social care teams
- Ensure that all members of staff and volunteers are aware of the Child Protection procedures.
- Keep child protection records in a secure place, ensuring that they are kept confidential.
- Liaise with other agencies and professionals if there are concerns about a child.
- Ensure that an appropriately informed member of staff attends case conferences and multi-agency meetings, contributing information known to the School.
- Ensure that all members of staff receive basic Child Protection training every year and any new members of staff are given induction training.
- Protection using the Record of Concern Form.
- Comply with the policy and procedures for child protection.

Training and Support:

All members of staff will receive appropriate training to develop their:

- Understanding of signs and indicators of abuse.
- Understanding of how to respond to a pupil who discloses abuse.
- Understanding of the procedures to be followed in sharing a concern of possible abuse or a disclosure of abuse.

All staff will also receive regular updates regarding safeguarding and child protection. New staff, supply staff and volunteers will be advised of the School's child protection arrangements and contact details of the Designated Person, as part of their induction.

What to Do If You Are Concerned That a Child is Being Abused:

Responding To Patterns of Concern

If you recognise signs of abuse, keep a written record of any physical or behavioural signs or symptoms. If patterns emerge or signs become frequent report them to the Designated Person. The Designated Person should ask the parents for their explanation of your concerns. However, the Designated Person must not talk to the parents about concerns where it would jeopardise the child's safety, for example:

- There are concerns about Sexual Abuse
- The child appears very frightened of their parents and fears reprisals

Recording

When staff become aware of possible abuse, they must make full written record as soon as possible and always within 24 hours of the situation arising. This should be recorded directly onto a Record of Concern Form or if there is a lot of detail, be recorded in a separate appended document. Recording should include as many of the following details as you know:

- Index details of the child, and if known, their family, or carers, alleged offenders, witnesses, other involved children. Index details are names, dates of birth, addresses, gender
- As much information as possible about the incident of concern i.e. what lead up to it, what was heard or witnessed, staff member's responses, location of the event, date, time and details of anyone present
- Any action taken by the member of staff as a result of the incident
- Other relevant background information.

When you record:

- Always record the child's first name and surname on the record of concern.
- Distinguish between fact and opinion
- Try to describe what happened fully but succinctly
- Make the recording legible and write in pen
- Sign and date the recording and ensure your name and designation are clearly typed or printed.

If the child shows you any injuries to their body this must be recorded on a body map (Appendix 4) for an accurate record that cannot be misinterpreted. You should record only what you can see without removing additional clothing. Do NOT ask to see any injuries or take any photographs.

All records of child protection issues will be kept in a central, lockable cabinet. The records will only be shared on a need to know basis.

How to Respond to a Disclosure

Sometimes you will be concerned about abuse because of what a child says to you. If this happens you should:

- Stay calm and reassuring. Respond with tact and sensitivity and do not make judgements.
- Find a quiet place to talk and allow the child to speak in their own time (this should still be in the open but away from the crowd and you should tell somewhere else where you are going and with whom).
- Believe in what you are being told; take allegations or suspicion of abuse seriously.
- Listen, possibly confirm details but do not press for information or ask leading questions as this may void any disclosure you receive in a court case or investigation.
- Make brief notes using the person's own words. Do not interpret what has been said or make assumptions.
- Say that you are glad that the child told you.
- Acknowledge that the child may have angry, sad or even guilty feelings about what happened, but stress that the abuse was not the child's fault.
- Report to the Designated Person who will contact the police or social services as required.
- Ensure the safety of the child and that they are away from the alleged abuser.
- Follow procedures for reporting allegations and suspicions to the Designated Person for Child Protection

Do not:

- Promise confidentiality, but do discuss with the child who you need to tell.
- Investigate the allegation yourself and do not contact the parents/carers until advised to do so by the local authority/officer in charge of the allegation.

Supervision:

Dealing with Child Protection Issues can be upsetting. Occasionally you may feel that you need help dealing with your own feelings. This additional support will be provided to you through supervision which could include a follow up session, time off or counselling. Staff feeling that this is required should consult the Designated Person.

Suspensions about Members of Staff

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

What Is Meant By an Allegation against a Member of Staff?

You should be concerned if you believe that a member of staff has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children

This part of the guidance applies whether the child is someone with whom the member of staff is acquainted through their work, is a family member, friend, or stranger. As well as the safety and well-being of the subject child and other involved children, it is important to consider the staff member's long term attitude, access and level of risk to children. This part of the guidance applies to all staff whether the member of staff is paid, a volunteer, a permanent, or an agency member of staff. It includes anyone who has access to children, or data about them

If you are concerned that a member of staff may have abused a child you must:

- Ensure that the child or young person is safe
- Make a written note of the concerns ensuring names and times are clearly recorded. Do not speak to the child, young person or the member of staff in respect of the allegation
- Talk immediately to your Designated Person and decide who is going to discuss the matter with the Head Of School
- Where a member of staff has obviously assaulted a child or young person the Police should be informed.

In deciding whether to take immediate action in respect of the member of staff against whom the allegation was made, it will be necessary to balance any ongoing risks to children, against the risks of alerting the member of staff in such a way that they may silence children, or destroy evidence. A member of staff may be suspended with immediate effect by their manager if there are grounds for concern.

Confidentiality and Information Sharing

Information may be shared to protect a child or vulnerable person, or to prevent a crime. Early sharing of information is the key to providing effective early help where there are emerging problems. In order to keep children safe, we recognise the importance of keeping

child protection matters confidential and that the sharing of this information only ever takes place on a 'need to know' basis. To ensure that this happens we:

- Ensure that the designated person for child protection only discloses information about a pupil to other members of staff on a need to know basis.
- Ensure that all staff are aware that, when working with children, guarantees of absolute confidentiality must not be given. Those working with children should tell them that information will be shared if it is necessary to keep a child or vulnerable adult safe.
- Staff should be open and honest with the child (and their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

Supporting Vulnerable Children:

There is an acknowledgement that children who are abused or have witnessed abuse may develop a low sense of self-worth. As such, it is imperative that the school provide an environment in which the child feels safe and secure so that they can flourish. This will be done by:

- Ensuring that staff make children feel secure and encourage them to talk, knowing that they will be listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Provide across the curriculum, opportunities which equip children with the skills they need to
- stay safe from harm and to know to whom they should turn for help.
- To educate pupils about risks associated with internet use and new technology.

Member of Staff has a concern about a student's welfare Member of Staff receives a disclosure of abuse from a pupil Member of Staff will discuss the concern/disclosure with the school's designated person

- To give children the skills to know what behaviour is acceptable and what is not (for example in PSHE lessons).

Monitoring and Review

The effectiveness of this policy will be monitored and evaluated by the Designated Person, the Head of School and the full governing body, and will be reviewed every two years. (Detailed policy documents and applicable forms can be obtained from school administration department)

Withdrawal of Ward and Refunds

Parents are obligated to communicate to the School, the withdrawal of Ward, in writing to the and an email should also be sent in this regard to: support@pragyanam.school

Communication

Communication details of the Parents such as their mobile numbers, their office landline numbers, their residence landline numbers, their e-mails, their preferred mode of communication for regular communication and emergency communication, etc. are contained under Schedule.

The School's communication details are as under: support@pragyanam.school

Fee Revisions & Escalations

School reserves the right to increase amount of fees as well as revise the fee structure, fee schedule and other related details, anytime without any notice. The Parents hereby agree not to raise any objection in this regard.

Illness Policy

- Parents are advised that if the Ward is suffering from any of the symptoms or shows any signs of being unwell (however minute), the Ward should not be sent to the School or in the event the symptoms (such as those stated below) arise while the Ward is already at the School, the Ward may be sent home:
 - Fever – mild or high;
 - Vomiting, diarrhea or severe nausea;
 - Rashes or patches of broken, itchy skin;
 - Any communicable diseases/illness;
 - Any unexplained illness which causes the Ward discomfort of a level that the Ward is unable to participate in day care activities.
- If Ward who is too ill to remain at the School he/she shall be placed in separate care at the School and the Parents will be notified of the Ward's illness and will be required to pick up the Ward as soon as possible but not more than within 45 (forty-five) minutes.
- For the safety of the Ward it is imperative that Parents notify the [Please insert the relevant details] of any medical condition, any regular medication being administered to the Ward, any allergies, any infections, any tendencies, any reasonable detail which will enable the School to take care of the Ward, etc. Should there be a medical emergency it is crucial to report whether or not the Ward is on medication.

Nail And Lice Policy

School reserves the right to send the students with grown nails or lice in hair, back home. Parents will appreciate the measure is to be taken to protect students from inadvertently hurting one another.

Ward Behaviour and Discipline

School strives to offer its students a free and safe environment in which they can achieve their full academic and personal potential. In order for School to achieve this objective, the responsibilities of Parents and Ward include:

- Abiding by the School's rules and policies & maintaining the decorum and discipline at the School.
- Parents are expected to make the Ward understand that students are expected to behave themselves during School's timings, during extra-curricular activities, on School's buses, during School's trips, Ward's participation in social-media forums and be mindful that even outside the School his/ her behaviour reflects upon the School and behave accordingly in a dignified manner.
- Parents are required to ensure that the Ward understands the School's expectations and possible consequences that may arise due to not adhering to the School's rules and policies. The School has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or cyber means. Instances of proven and intentional bullying may result in immediate suspension of the aggressor from the School.
- Parents themselves and must also ensure that the Ward using any social media forum must, at all times, demonstrate respect for the members of the school community (including all students, teachers, staff and other members of the School's community).
- Parents themselves and must also ensure that the Ward must not breach confidentiality, defame or make threats to any person in the school community.
- Instances of proven and intentional breach of the above will result in disciplinary measures that may include suspension of the Ward from the School. School will also not tolerate any form of defamation or intentional harm practiced through social media forums.

Food

Pragyanam recognizes that good nutrition affect the health and well-being of all students. Student's health and well-being directly affects their ability to learn. Following rules have been laid to ensure food served at Pragyanam to student enhances their health and encourages healthy food habits:

1. Food is prepared in the school kitchen right before serving to the students.
2. We are strictly following junk and maida free menu.
3. Four meals are served daily from 8:30 to 6:30 PM. Snack is served in the evening for PEP students only.
4. A balanced diet is created by keeping lentils and vegetables both in daily menu.
5. Seasonal vegetables are on the menu instead of fruits and vegetables from cold storage.
6. Diversity in menu is maintained to expose students to all Indian varieties of food.
7. We are following strictly vegetarian menu.
8. Kitchen cleanliness is maintained to ensure hygienic food. Daily cleaning and weekly deep cleaning is ensured through checklists and regular checks by the leading team of the school.
9. The chef and cooking staff cover their head with cooking head mask.

10. The food will be served in the classrooms with effect from session beginning 2023-2024. This has been planned to increase students learning time by saving time to and from cafeteria on ground floor. The food will be taken on to each floor via serving carts.
11. Children are encouraged to finish their food and do not waste it.
12. Children are being observed by the teachers and staff to ensure they are eating properly.
13. Hand washing is a strict norm before and after meal.
14. Kitchen at Pragyanam is being managed by Coriander. This an organization that is providing food services in corporates like Wipro.
15. Parents are given choice in opting school food or sending food from home. Food from home guidelines are laid out to ensure healthy food is being followed.
16. Spices are being maintained in food as per the requirement of all age groups.
17. An interval of 3 hours is maintained in each serving of food from breakfast to fruit and evening snack (PEP students).
18. 100% transparency is maintained by allowing parents to visit and taste food anytime in the kitchen.
19. The kitchen is on CCTV surveillance of the school.

Health & Safety

It is the responsibility of the School and the Parents to secure a safe and healthy environment for the Ward. In this regard, the School shall issue and implement various health and safety guidelines that Parents are expected to abide by and ensure Ward does so as well.

Transport

Parents, if availing the transport facilities to and fro the School, for the Ward, consent to the Ward travelling by buses/ motor vehicle driven by a vendor engaged by the School.

In some cases parents of the students make their own arrangement regarding the drop and pick-up of the student to and fro the School. In such cases School will not be liable towards such students and parents to keep a track of coming and leaving the School and in if there are uninformed or last minute delays in picking up of the student from School and parents of such a student shall ensure that the student is dropped and picked up from the School according to the timings of the School and in emergencies, if there is a delay in picking up the student, the same shall be conveyed to the concerned School authorities at least 45 (forty five) minutes in advance. Further the Parents are expected to observe the following rules:

- To ensure the safety of all students, parents driving to school will receive a route map detailing entry and exit points to the School.
- Parents must abide by the designated entry and exit routes set by the School.
- School personnel and staff helping in the organisation of students' arrival and dispersal times represent the School and their instructions must be obeyed.
- All safety rules set by the School and enforced by personnel must be adhered to by Ward and Parents. For more details on the Transport Policy, please refer to the relevant content on School's website [Please insert the concerned webpage link]
- Failure to comply with all transportation rules set by the School will result in disciplinary action and will affect the Ward's chances of continuing at the School for the following academic year.

General terms

- Parents hereby accord their consent to the School to use photographic & video images of the Ward to be used internally or externally for School communication, School advertisement, photo albums, brochures, press releases, websites or any other offline or online activity that School uses it for. It is hereby clarified that no permission shall be taken from the Parents before using such photographs and video images and the Parents hereby agrees not to raise any objection in this regard.
- Parents understand and acknowledge that it is the policy of School that, in order to reduce risk of spreading any disease, a student (including the Ward) with any disease that can be contagious may not be allowed in the School. School has the authority to take decision on such matters.
- Parents hereby authorize, appoint and empower the School and its staff to act as their agent to furnish on their behalf any oral or written authorization as may be required before taking any medical or surgical services. Parents hereby release the School for any liability which might arise from giving such authorization; it being their desire that the Ward be furnished with such medical or surgical services as soon as reasonably possible after the need arises.
- Parents acknowledge and understand that School takes utmost care for well-being of the Ward by having suitable infrastructure, attempting to provide best possible environment for the growth and development of the Ward and educating other students and staff but that may still result in some injuries during class, playtime or otherwise. In this regards, Parents do release, absolve and hold harmless School, its teachers, officers, employees, directors, representatives, assignees, etc. against any injury suffered by the Ward during his/her stay at the School. Parents hereby waive their rights to claim damages (contractual or tortious) from School, its teachers, officers, employees, directors, representatives, assignees, etc. for any injuries or harm to the Ward.
- Parents on behalf of themselves and on behalf of Ward hereby accord their consent and authorize the School to by itself or through a third party, the collection, use, processing, storage and dissemination of the personal information and data (including but not limited to financial and sensitive personal information), as deemed necessary by School for the legitimate purposes such as communicating with Parents, for organizing educational programs & activities, for provision of Educational Services, etc.
- Parents hereby consent to receive any informational or promotional e-mails, sms (short message services), multi-media messages on other applications, calls, etc. from the School
- Parents hereby agree that any information which they wish to keep confidential or think is of confidential or sensitive in nature (such as medical history of Parents or Ward, etc.), they shall convey the same to the School by expressly stating that the same is of confidential nature and making an express request that its secrecy and confidentiality shall be maintained. Parents agree to keep themselves updated about all the applicable rules, policies, information, holidays, events, etc. by regularly visiting [Please insert the concerned webpage link]
- The School, as any other learning center/ institution, is likely to undergo a number of changes during the period/ term of this Contract. For example, there may be changes in the teachers, staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School's rules, policies and procedures, etc. In addition, there could be corporate reorganisation exercise, merger, change/ transfer of ownership, etc. in relation to the School entity. For these reasons, the benefit and burden of this Contract may be freely assigned to a third party at the discretion of the School and

the Parents on their own behalf and on behalf of Ward hereby accord their consent to any such changes and agree that this Contract shall continue to be binding on them irrespective of any such changes taking place.

- It is not practicable to consult with the Parents over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that the Parents are informed.
- Parents agree that the School shall not be expected or liable to discharge its obligations under this Contract during a Force Majeure Event

Complaints redressal mechanism

- School has set up a mechanism to receive, address, process and decide complaints to ensure parents and students the right to fair and impartial decisions affecting their educational experience at the School. Any parents or students being affected by any issue have the option of filing a complaint in writing to the school administration.
- School will ensure that the issue is addressed and may even resort to mediation and conciliation among the concerned parties to resolve the issue.
- If required, School may in its discretion, may also resort to forming a complaints committee consisting of various stakeholders including parents to attempt a final resolution of the matter.
- School acknowledges that the Parents and Ward always have option to opt for any available statutory or legal remedies, however, School encourages the Parents and Ward to first avail these complaints redressal mechanism established for their benefits to resolve any issue or concerns before approaching outside authorities.

Limitation of liability

Except as set forth in this Contract, School shall not be deemed to have made any representation or warranty whatsoever, whether implied or otherwise. Parents understand and acknowledge that School shall not be liable or responsible where the School have taken measures prescribed by any applicable law and shown reasonable care in the concerned matter. School hereby expressly disclaims any and all responsibility and liability in such matters. In no event, School shall be held responsible or liable to Parents, Ward or any other person for any general, direct, indirect, special, incidental, consequential or other damages of any character arising on account of Educational Services being provided by the School, including but not limited to personal injury, including death.

Severability

All provisions of this Contract shall be severable and no such provisions shall be affected by the invalidity of any other such provision to the extent that such invalidity does not so render such other provision invalid. In the event of the invalidity of any provision of this Contract, it shall be interpreted and enforced as if all the provisions thereby rendered invalid were not contained herein.

Governing law and jurisdiction

This Contract shall be governed in all respects by the applicable laws of India and subject to the Arbitration clause, the Courts at New Delhi shall have exclusive jurisdiction in respect of disputes and differences arising out of, in relation to or in connection with this Contract.

Arbitration

The sole and exclusive remedy for all disputes related to this Contract shall be binding arbitration. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996 as notified, amended, modified, replaced or supplemented from time to time. The place of arbitration shall be New Delhi and the language English.

Documents to be submitted

- a. Proof of Age
 - I. Birth certificate
 - II. Passport (in case name not mentioned in birth certificate)
- b. Proof of Identification of Child -Passport / Aadhaar Card
- c. Residence Proof [at least 2]
 - I. Voter Id
 - II. Aadhaar Card
 - III. Passport
 - IV. Lease Deed
 - V. Bank Statement/Pass Book
 - VI. Utility Bill (water, electricity, phone)
 - VII. Sale Deed
- d. Soft copies pictures of Child/ father & mother.
- e. Aadhar card of both parents.

CONSENT/ UNDERTAKING/ DECLARATION

I/We parent/ guardian of _____ hereby certify that I/we have read all the terms and conditions of the Admission Docket and all related School's policies and rules and agree to abide by them. I/we agree to support the School in all aspects of our child's education and any disciplinary measures, if any, taken by the School as per its policies and rules, as may be deemed appropriate and hereby agree to implement any recommendations, suggestions, advise that may be provided in relation to the development of our child.

I/ We understand that this Enrolment Contract is valid as long as our child is studying in this School and that it may not be practical for the School to inform and take our consent to every change in the content of the Enrolment Contract and therefore such changes shall be deemed to have accepted by me/ us. I/ We also hereby acknowledge that only major terms of the School's policies and rules have been reflected in this Contract and the entire rules and regulations are available at the School's website [Insert the relevant website address/ webpage link] and I/ we agree to carefully read the same and adhere and ensure the adherence of my/ our child to the same. I/We also agree to read and respond promptly to all communications made by School, irrespective of the mode of communication.

Name of the Father/ Guardian

Name of the Mother/ Guardian

Relationship with the Child in case of
Guardian
