

4. POLICIES

4.1 POSITIVE BEHAVIOURS AND EXPECTATIONS

Creating a happy and respectful environment

Respect and Happiness are two of our school values. It is expected that all members of the school community, including students, staff and parents, demonstrate polite and courteous behaviour towards each other at all times. Sancta Maria encourages simple daily habits of greeting one another at the start and end of the day, offering help where possible, speaking politely with everyone, including school helpers and support staff and being respectful of the other person's ideas, cultural background and differences. Senior students should always take care of the comfort and safety of younger students in their respective buses.

Working Days and Timings

- Regular working days for students are Monday to Friday, 8:10 am - 3:10 pm. Buses will leave school at 3:20 pm.
- Students using own transport are expected to arrive at school by 8:10 am.
- Late arrival and early departure are not allowed, except in cases of emergency or circumstances beyond one's control. Picking up students during school hours for a planned travel or social event is not considered an emergency and is not permitted. If such instances are unavoidable, please refrain from sending the student and inform the school about the student's absence.

Attendance

We share the school calendar with our parents at the beginning of the year and expect parents to plan their vacations and other personal holidays accordingly. The school will not be able to accommodate requests for changes in the schedule for assessment/ submissions/ activities.

- The academic year is from June to April. For Grades 11 and 12, the new session commences in March after the board exams.
- **A minimum attendance of 85%** in the given academic year is mandatory for the student to be promoted to the next class or allowed to appear for end of term/year exams. Any exception will be subject to the discretion of the Division Head and Principal.
- In cases of planned absence, please send an email to the Parent Relations Team at least one day in advance with the subject line - **Planned Absence for** (name of the student) of (grade and section) and include the reason and duration of absence in the email body. In such cases, it will be the parents' responsibility to ensure the child is able to make up for the missed lessons.
- In cases of unplanned absence, please send an email to the Parent Relations Team on the day of absence with the subject line - **Unplanned Absence for** (name of the student) of (grade and section) and include the reason and duration of absence in the email body. Acceptable reasons for unplanned absence include personal sickness, death in the family and any legal or statutory formalities that occur without notice. We may ask for supporting documents in such cases.

Absence due to sickness and health issues

- Parents should refrain from sending the child to school in case s/he is unwell or shows symptoms of cold, cough, fever, stomach discomfort, body rashes, potential infectious disease, etc. In such cases, please inform the Parent Relations Team following the process for planned/unplanned absence.
- In case of a doctor's appointment during school hours, we request parents not to send the child to school. Medical and dental appointments must be arranged outside of school hours. If the absence is due to a medical appointment, please inform the Parent Relations team by email following the Planned Absence process.
- In case of health issues, especially infectious diseases, parents should ensure that the child has recovered fully before sending them back to school.
- For any health issue or medical emergency during school hours, the school will reach out to the parent. Kindly prioritise this and cooperate with the school to take appropriate actions.
- If a student is absent for more than three days due to poor health, parents should email scanned copy of the medical certificate to the Parent Relations Team before the student returns to school.

Code of Conduct

School life is not just a preparation for higher education and career, but also for life in general. We expect Sancta Marians to be responsible and reflective and embody the values of Fairness, Integrity, Respect, Excellence, Value creation and Happiness. This will only happen when everybody follows a shared code of conduct. We expect our learners to:

1. Be punctual for every activity and lesson.
2. Walk on the left and in a single file while going up or down the stairway. Running around in the classrooms, corridors, stairway, dining hall, library, buses, etc., can be dangerous and cause accidents for self or others.
3. While moving in the corridor during lesson changes or breaks, walk swiftly and without disturbing any other classes or activities that might be taking place in another classroom or other nearby spaces.
4. Follow the established norms for moving into the open air theatre (OAT) and dispersing back to classes or assigned venues.
5. Take personal responsibility to ensure you are settled in the OAT so that the event can begin and finish at the designated time.
6. Take care of school and class property. Any form of vandalism or destruction of property defeats the notion of collective responsibility. Destruction or disfiguration of school property (e.g. graffiti on desks/walls) will lead to disciplinary consequences.
7. Be respectful of others' belongings and do not touch them without consent.
8. Take sensible portions of food during snack and lunch to avoid wastage or overeating.
9. Leave common areas such as hand washing counters and toilets dry and clean for the others to use without inconvenience.
10. Use tissues or sanitary towels responsibly and do not litter the floor or clog the WC.
11. Only use stationery provided by the school. We prohibit use of any other stationery, particularly fancy and expensive items.
12. Hand over any snack items to the class teacher in the morning and collect the same at the time of dispersal.

13. Bring only light weight eco-friendly water bottles to school. Heavy steel or glass bottles are dangerous as well as inconvenient to carry.
14. Use polite and respectful language while speaking with and about teachers and staff in school. Use of abusive language/ disrespectful gestures/ assault is strictly prohibited.

Our approach to consequences is based on the principles of Restorative Practice which aims to address conflict, improve school climate, and build a positive school culture. While repairing harm and improving relationships will be the primary focus, there will be logical consequences of misconduct including, but not limited to the following:

- Counselling
- Written apology
- Cleaning/repairing damaged class/school property
- Exclusion from an activity to complete a time-bound task
- Community Service
- Serving/clearing duties in the dining hall
- Temporary or permanent expulsion from school or leadership roles in extreme or frequent breach of code of conduct.

Uniform and Personal Grooming

Students come to the school to learn, and they come from diverse cultures and backgrounds. Parents should exercise a combination of common sense and the norms below to manage/ monitor their child's attire and grooming.

- Sancta Maria's uniform includes T-shirt with House stripe, shorts (only for EY and Primary), trousers and black shoes. The school uniform is a symbol of oneness and belongingness along with pride in one's association with one of the four houses. Students are expected to wear the school uniform every day, except when informed to do otherwise during special events, festivals, sports tournaments or outdoor visits. If the uniform is not available for a specific reason, we expect our students to come to school in formal clothes with a pair of black shoes in the interim period. Flip-flops are not allowed, unless worn due to injury or similar reason and with approval.
- We discourage students from wearing expensive jewellery, designer and smart watches, and other expensive items. Small earrings or studs are permissible. While the school maintains a lost and found section and aims to support students in locating any items lost or misplaced on the school premises, the school cannot be held liable or responsible for the loss of any precious items.
- Hair should be clean and tidy in appearance. Colouring, highlights, bleaching, or other chemical hair treatment are not allowed due to health and safety reasons. Extreme haircut or styling is not permitted as these can become distractions and keep students away from focusing on their learning. Students with long hair must tie their hair neatly.
- Students are not allowed to wear any kind of makeup or have tattoos.
- Should the parents find head lice on their child, or if the school reports the same, we request parents to have it treated at the earliest and inform the school.
- Senior boys are expected to trim their facial hair, unless not allowed due to religion or faith.

Safety and well-being

- Students are not allowed to carry any sharp and hazardous items like knives, blades, cutters, lighters, matchboxes, etc.
- Carrying or using cigarettes, including e-cigarettes, tobacco, any type of narcotic substances or illegal drugs and alcohol is strictly banned. If a student is found carrying or using any of these substances, s/he will be suspended or permanently expelled from the school with or without warning.
- Students are neither expected nor allowed to carry cash to school. Parents should regularly check to ensure that their child is not bringing cash in the bag or dress pocket.
- Any type of pornographic material or content is included in the list of prohibited items.

Birthday Celebrations

We appreciate that students would like to share their happiness and celebrate birthdays in school. Keeping in mind our values of fairness and respect, we request parents to take care that their child distributes candies/chocolates (up to INR 30 per piece) only and to peers and teachers within their own class. Moving around the school to distribute chocolates takes away a lot of precious time and is not allowed.

Giving Gifts

We respect the emotions associated with gift-giving. However, as a policy, we do not encourage any form of gift-giving. If students wish to express their gratitude towards their peers, teachers or other staff members, they can give hand-made cards. We request parents to refrain from sending gifts with the child. Any gifts sent for staff or students will be sent back home.



4.2 Safeguarding Policy

We are committed to safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers and any contractors / consultants and partner agency staff in our schools to share this commitment. In line with this, we expect them to recognise where a student is at risk of, or is actually being harmed, and to do all they can to reduce further risk or harm.

Definitions

Safeguarding

Safeguarding and promoting the welfare of children refers to the processes of protecting students from harm, preventing the impairment of their health and development, ensuring that we seek to improve the general health and well-being of all students in our care and enabling every student to have the optimum life chances and enter adulthood successfully.

Child Protection

Child Protection is the core element of safeguarding and is defined as the responsibility to protect children who are suffering or likely to suffer from harm as a result of abuse or neglect.

Our Guiding Principles

The following principles guide our Safeguarding and Child Protection Policy:

- We take a serious view of any form of child abuse – direct or indirect.
- We protect and respect children’s rights, dignity, liberty and freedom.
- We focus on the best interests of children in all matters related to them.
- We educate and empower children about their rights, personal safety and steps they can take if there is a problem.
- We integrate child protection into all aspects of our organisational strategy, structures and work practices.

Purpose of the policy

- To guide whole school programme on awareness and sensitivity towards Child Rights and Child Protection.
- To provide clear guidance to staff and parents/carers (duty bearers) about expected codes of behaviour in dealing with child protection issues.
- To ensure child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.
- To ensure a well-defined and practiced reporting mechanism for child protection violations and a time-bound redressal system.

Training and support

- All employees receive safeguarding and child protection training to provide them with relevant skills and knowledge to safeguard students effectively.

- Those who have the Designated Safeguarding Lead responsibility in schools have appropriate, up to date knowledge and that they access appropriate additional and specialist training. This will be refreshed every two years.
- All employees and volunteers are subject to a full induction, which includes an overview of what to do and who to contact if concerned about a student.
- Appropriate employees are trained in safe recruitment. This safer recruitment training is renewed every five years.
- Training for new employees is completed before they can have unsupervised contact with students.
- Any student who has or is suffering from any form of harm receives support through Wellbeing Counsellor, Teachers and Leadership Team in consultation with parents/ carers as appropriate.

a. Child protection

Sancta Maria is committed to protecting the safety and well-being of its learners. This policy should be understood in conjunction with the following other policies:

- Anti-Bullying Policy
- School Rules and Positive Behaviours
- Safety and Security of Students

Legal and Policy Framework

The Constitution of India provides that the state must seek to ensure “that children are given opportunities and facilities to develop in a healthy manner and in conditions of freedom and dignity and that childhood and youth are protected against exploitation and against moral and material abandonment.” In India the primary child protection provisions are found in the Juvenile Justice (Care and Protection of Children) Act, 2015.

India has ratified the UN Convention on the Rights of the Child (UNCRC) which is a legally binding international agreement setting out the civil, political, economic, social and cultural rights of every child, regardless of their race, religion or abilities.

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- We focus on the best interests of children in all matters related to them.
- We educate and empower children about their rights, personal safety and steps they can take if there is a problem.
- We integrate child protection into all aspects of our organisational strategy, structures and work practices.

These principles are also enshrined in Sancta Maria’s values of Respect, Fairness, Happiness, Integrity, Excellence and Value Creation.

Purpose of the policy

- To guide whole school programme on awareness and sensitivity towards Child Rights and Child Protection.
- To provide clear guidance to staff and parents/carers (duty bearers) about expected codes of behaviour in dealing with child protection issues.
- To ensure child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.
- To ensure a well-defined and practiced reporting mechanism for child protection violations and a time-bound redressal system.

Defining child abuse

Child abuse may be defined as intentional or unintentional harm of any nature - physical, sexual, mental, emotional and psycho-social caused by rights violation, neglect and ill treatment by those with power and authority and who may or may not be responsible for providing care and management services.

Child protection violation in the context of this policy amounts to:

- Any act or behaviour that puts a child at risk of abuse.
- Any act of behaviour that could potentially increase the risk of abuse.
- A failure to act in a situation where a child is being abused.
- Failure to follow the code of conduct or any other prescribed protocol without suitable justification.

Code of conduct

Sancta Maria recognises that respect for the child should reflect both in the decisions of the organisation as well as in the conduct of its personnel including full time and part-time staff, work associates, consultants and volunteers at Sancta Maria.

Personnel should:

- Be conscious of and respect the privacy and dignity of every child.
- Be visible and not in a secluded place, while in contact with children at the workplace.
- Ensure that a culture of openness exists and facilitates children to interact and express their issues and concerns with staff in Sancta Maria.
- Respect and encourage children's voices and views.
- Protect the child by not disclosing the identity of the child outside of the team and duty bearers involved with the case.
- Educate children about their rights, issues of abuse, neglect and exploitation.

Personnel should not:

- Hug or caress a child.
- Use language or expressions that are inappropriate for a child.
- Use corporal punishment or tolerate corporal punishment by the staff.
- Make any physical gesture in a manner that appears to be inappropriate or have a

sexual context or association.

- Develop any relationship with any child that is or could be assumed to be exploitative or abusive.
- Discriminate against children on any basis such as community, colour, language, disabilities or physical features.
- Humiliate or stigmatise a child
- Act in any manner that puts children at risk
- Take any photograph that would or could potentially violate the child's dignity or privacy in any way.

The following specific measures are to be put in place to prevent child abuse:

- Standardised recruitment process for all new employees which includes a thorough reference check with the place of previous employment or the academic institute attended by the candidate.
- All staff will undergo child protection awareness training and will sign an undertaking that they have read and understood the Child Protection Policy.
- Visitors to the school will be accompanied by a staff member at all times.
- We will partner with organisations/specialists for age-appropriate sessions on the personal safety of learners and to create school-wide awareness for Child Rights and Child Protection.

Child Protection and Safety Guidelines for online learning

Covid-19 situation pushed us to develop and hone our skills in a variety of digital technologies. Online lessons and proactive use of meeting and collaboration tools such as Google Meet, Google Classroom are now embedded in our curriculum planning. We firmly believe that conscious and focused use of digital technologies will enable us to make the right progress in the direction of our goal to unlock the potential of every learner at Sancta Maria. The objectives of these guidelines are to reinforce child safety measures in the virtual space as an extension of our Child Protection Policy and to model professional conduct online as role models for learners.

Guidelines for Teachers:

- Teachers will continue to follow the recommendations and guidelines as outlined in the Code of Conduct and Child Protection Policy to set clear professional standards.
- They will maintain communication channels on the platforms approved by the school.
- They will ensure that their clothing, surrounding environment, language, behaviour, and body language is professional, appropriate, and culturally sensitive.
- They will avoid sharing personal details, contact information, and details of day-to-day life unless in the context of a learning session.
- They will engage with parents/carers by sharing a digital learning plan and schedule to inform them of times of interaction.
- They will ensure that the content they create, use, or share is age-appropriate and culturally sensitive.
- They will not schedule sessions beyond school hours unless otherwise not possible, and only do so after the approval of the Division Head. They will inform learner(s) and parent(s) about any upcoming changes of the session well in advance.

- They will not share student work/ data/ opinions or images/ videos from online learning sessions without taking consent from the learner(s) involved.

Personnel should:

- Not share their login credential with anyone.
- Use their own name and an appropriate profile picture on the approved platform they're interacting with other learners and teachers.
- Ensure that their attire, surrounding environment, language, behaviour, and body language are appropriate for the lessons.
- Not share personal information about themselves or anyone else on any platforms approved by the school.
- Not share images, videos or audio clips with personal or inappropriate content of themselves or anyone else.
- Inform their parents/ carers about all online sessions and interactions.

Reporting and Documenting Safeguarding Concerns

Where a child makes any disclosure, or where our staff have concerns for any reason, a full written/taped account of the concern is passed to the Designated Safeguarding Lead as soon as possible.

The Designated Safeguarding Lead will then consider and where necessary, consult on the information available and report to the SLT (School Leadership Team). While the matter is under investigation, the individual who is suspected of having committed a child protection violation will be removed from direct contact with children.

b. Anti-Bullying Policy

A. Introduction

At Sancta Maria International School, we believe every student wants to do well at school and in life, and wants to behave well generally. We also strongly believe that individuals can thrive and achieve their potential in an environment which is safe, secure and enriching. To that effect, we are firmly committed to zero tolerance for bullying. This policy articulates our approach and actions to ensure every child and adult involved with the school is safe from any overt or covert bullying, manipulation or subjugation.

B. How we understand Bullying

We understand 'bullying' as a behaviour by an individual or a group that is usually repeated over a period of time and is intended to hurt someone physically or emotionally. The repetition of the act, deliberate intention to hurt and imbalance of power in the relationship differentiate bullying from teasing.

Bullying behaviour can occur in different ways:

Physical: This involves hurting an individual's body or possessions. Examples of physical

bullying are biting, hitting, kicking, making mean or rude hand gestures, pinching, poking, pushing, spitting, taking or breaking someone's things, tripping, etc.

Verbal: This involves saying or writing mean things about an individual or a group. Examples of verbal bullying are belittling, name calling, sarcasm, spreading rumours, taunting, teasing, threats, etc.

Social and Emotional bullying: This involves hurting someone's reputation or relationships. Examples of social and emotional bullying are: hiding books, humiliation, intimidating, leaving someone out on purpose, manipulation and coercion, ridicule, telling others not to be friends with someone, threatening gestures, tormenting, spreading rumours about someone, embarrassing someone in public, etc.

E-safety: The growth in electronic media in everyday life and an ever-developing variety of devices create additional risks for children. Risks and dangers of being online include:

- Inappropriate content.
- Ignoring age restrictions and communicating with unknown adults or other children (which make children vulnerable to bullying and grooming).
- Grooming and sexual abuse.
- Sharing personal information.
- Gambling or running up debts.
- Cyber bullying.

Cyber bullying is an increasingly common form of bullying behaviour and is most often related to social networks and mobile phones.

We believe the best way to protect our students is to teach awareness and understanding of risk, particularly through personal, social and health education, sex and relationship education or wellness programs. Each school's curriculum includes appropriate and frequent opportunities to teach children how to recognise when they and others are at risk and equips them with the skills, strategies, and language they need to take appropriate action.

C. Our strategies for preventing bullying

Whole-school awareness and campaign

- Orientation sessions for the entire school and new students and staff members every Academic year
- Visible reminders of key messages in the school premises and school buses
- Recognition of positive behaviours linking them with school values
- Active involvement of Student Council in preventing and reporting bullying
- Establish 'Class Buddy' and 'Council Mentor' system for students
- Observing International Anti-Bullying Week with planned activities

Formation of School Safety Club SMISCUBS

At Sancta Maria, we are committed to safeguarding and promoting the welfare of our students so that they are safe, happy and learning. Only then we can achieve our vision of unlocking every learner’s potential for a better world. One of our recent initiatives in this direction is the Sancta Maria Safety Club (SMISCUBS), established by and for the Middle School. Physical safety, cyber safety, and emotional safety are the three groups that SMISCUBS initially focused on. Each group had a teacher in charge, and there were weekly meetings for each group to discuss the plan of action for awareness, next steps and few other activities.

SMISCUBS responsibilities:

- Monitor Concerns Log to check for any pending complaint or suspected case of bullying that should be brought to the attention of SMISCUBS.
- Meet at agreed intervals to discuss any specific cases/issues and review this policy annually.
- Organise awareness sessions for all school staff, students and parents.
- Intervene to resolve a situation after other responses (explained in next section) have failed.

Code of conduct for SMISCUBS members:

- SMISCUBS members will participate in whole-school efforts to raise awareness and create a safe environment for the school community, especially students.
- Maintain confidentiality of the issues and people involved in them.
- Behave and act in meetings in alignment with the school values of fairness, integrity, respect, excellence, happiness and value creation.
- Keep their personal biases aside while dealing with issues

Responding to bullying incidents by students

- While we hope the positive behaviour policy and preventive measures will discourage bullying intentions and practices, we are committed to taking corrective measures when instances of bullying are reported or found out.
- The following table delineates our response actions towards the perpetrator when a bullying behaviour takes place in school premises:

	Early Years & Primary School	Middle School	High School
Level 1	First verbal warning by Class Teacher Second verbal warning by GLC	First verbal warning by Class/ Subject Teacher Second verbal warning by GLC	First verbal warning by Class/ Subject Teacher Second verbal warning by GLC
Level 2	Time-out/ class specific consequence	Privilege(s) taken away *	Privilege(s) taken away *

Level 3	Intervention by Student Mentors	Intervention by Student Mentors	Intervention by Student Mentors
Level 4	Meeting with Division Head and note sent to parent to which the parent should respond within 2 working days.	Meeting with Division Head and note sent to parent to which the parent should respond within 2 working days.	Meeting with Division Head and note sent to parent to which the parent should respond within 2 working days.
Level 5	Visit Principal's Office	Visit Principal's Office	Visit Principal's Office
Level 6	Principal and Division Head meet the parents	Principal and Division Head meet the parents	Principal and Division Head meet the parents
Level 7	Issue referred to SMISCUBS	Issue referred to SMISCUBS	Issue referred to SMISCUBS
Level 8	Temporary or permanent detention in very serious cases	Temporary or permanent detention in very serious cases	Temporary or permanent detention in very serious cases

- **Privilege is any activity or special status a student is entitled to. Privileges may include but are not limited to the following: PE lesson/Club activity/Art/Library/Music lesson/Night Out / Sleepover in School/Field Trip/Competitions/House Meet/Class or School Leadership role.*
- *At Levels 4-7, parents will receive written communication from school and will be kept in the loop about any follow-up actions. Each incident from Level 1 onwards will be recorded in the School Concerns Log which will be a confidential record of all reported bullying behaviours.*
- *The student who has been bullied will be given adequate counselling support and the matter will be dealt with sensitivity and confidentiality*

The following table delineates our response actions when a bullying behaviour takes place on school bus:

Applies to all students from Grade 1 onwards	
Level 1	Bus Monitor (student) will remind the perpetrator about the school's anti bullying policy and likely consequences if the behaviour doesn't stop.
	ASA will give a verbal warning and may ask the student to sit in the front section of the bus.
	If the student apologises and does not repeat the behaviour, no further action will be required.
Level 2	Bus Monitor (student) will bring the issue to the attention of any SMISCUBS student member who will inform the relevant Class Teacher. The Class Teacher will issue a verbal warning and may refer the student to the School Counsellor.
	ASA will make a note of the bullying behaviour in the bus register and will report to Admin in charge on the same day. She will ask the student to sit in the front section of the bus.
Level 3	Privilege(s) taken away and intervention by Student Mentor.
	Note will be sent to the parent to which the parent should respond within 2 working days.
Level 4	Meeting with Division Head.
Level 5	Principal, Head of Admin and Division Head meet the parents.
Level 6	Temporary or permanent exclusion from school transport or detention from school in very serious cases.

Parents' role in preventing bullying

We strongly believe that parents/carers can play a significant role in preventing bullying behaviours by taking active interest in the child's social and online life and working constructively with the school. We encourage parents/carers to inform the school immediately if they suspect any case of bullying and cooperate while necessary follow-up steps are taken by the school. We request parents/carers to refrain from approaching another student to discuss the matter or to "tell them off". This will not be appropriate in any circumstance.

D. Unacceptable behaviours

From teachers and other school staff

While most teachers deliver their role with dedication and care for students, and many go beyond the call of duty to support learners; any form of verbal, written or emotional bullying by a teacher or any other member of school staff is not acceptable and will be dealt with seriously. In such situations, the affected student can approach the class teacher/Division

Head/any member of ABS. If the situation is not resolved through discussion and counselling, the parent of the affected child can write to the school or request for a meeting with the respective Division Head or the Principal.

From parents/visitors to school

As a school that believes in values of respect, fairness and happiness, we expect our staff to behave professionally and respectfully to resolve any difficult situations. Similarly, we expect parents and visitors to behave professionally and respectfully towards our staff. We are committed to creating a safe and secure environment for our students and staff, and any form of aggressive, abusive or threatening behaviour – verbal, written or physical – towards school staff is not acceptable and will not be tolerated. If such incidents occur, the school management and leadership team reserves the right to take appropriate measures including, in extreme cases, banning the parent/visitor from entering school premises.

c. Safety and Security of Students

The school lays paramount importance on its safety & security measures, some of them have been enlisted below:

Secure campus

- The campus is enclosed with a boundary wall mounted with an electric fence. Only single point for entry/exit to the campus is permitted.
- Visitors are given a Temporary Visitors Card with blue lanyard after making an entry in the register at the Main Gate. The card is to be worn while in the school and returned while leaving the school. Similarly regular vendors are given a Temporary Vendors Card with Red lanyard after making entry in the register at the main gate which is worn by the vendors at all times when inside the school premises.
- Visitors are not provided access to academic areas of premises during school hours unless escorted by authorised staff.
- Cars and other vehicles are not permitted to enter the school considering the safety of the children. Parking slots have been marked at the entrance to facilitate easy parking and retrieval.
- Parents are encouraged to hand their children over to the housekeeping staff at the security gate. In case the parent desires to enter the school campus, parents will be given a Parent Card with Yellow lanyard which they will be required to wear for easy identification by the school staff.
- Parents are advised not to enter the academic block to meet their children or teachers during school hours. They may contact the Parent Relations Officer who will help them in all matters. Security personnel have been directed to guide the parent/guest to the reception.
- All entry and exit gates are manned by school security personnel. Entry to premises is permitted only after checking for authorised access. Parents/authorised persons who come to pick their children up are requested to show the Pick-up Card at the security/authorised personnel.

- School staff and support staff IDs are mandatory. Each employee undergoes Police verification along with reference checks.
- The school building is equipped with fire alarms and 160+ CCTVs to enhance safety and security of the students.
- Periodic sensitisation and awareness session is organised for support staff handling special needs children.
- Lift is available for parents, staff and differently-abled students and those approved to use the lift due to exceptional circumstances.
- The school has a vigilant housekeeping staff on duty near washrooms, play areas and other areas accessed by students. Only female staff are assigned as toilet attendants and for cleaning duties.
- All classrooms are with an unobstructed window view with roller blinds for protection from sunlight which can be rolled up/ down as required. Classroom doors are not locked under any circumstances.
- Student access to premises is restricted to safe areas. The out of bounds areas are clearly identified and marked.
- The school retains and exercises its right to check the bags of the students at any given time without any prior intimation. The check is conducted to ensure the safety and discipline of the school's students & policies.
- Any items ranging from sharp/harmful objects, substance of abuse, electronics such as cell-phone, Kindle & others, excess food items, unauthorised material, etc. if found in any student's bag, will be confiscated immediately and will be followed by suitable disciplinary action.
- The School has a valid FSSAI Food License certificate issued by the Govt of Telangana for operating the Canteen.

Secure transport

- GPS devices to track the movement of the buses, seat belts and remotely operated doors are among the numerous safety measures onboard buses.
- All buses are equipped with First aid box, Fire extinguisher and Speed governors.
- Occupancy of the buses is maintained only as per bus capacity.
- The school hires only licensed, verified and experienced bus drivers.
- All drivers are trained for road discipline, driving etiquettes and vehicle maintenance under Bharat Benz and TATA Motors.
- Drivers attend mandatory training at Traffic Training Institute, Cyberabad / Traffic Police Station, Madhapur.
- The school has a very clear communication process for any change in pickup or transportation of the child.
- Female attendants - Assistant Student Affairs (ASA) – are assigned to each school bus to ensure safety of students during transit. The ASAs ensure safe handover of students travelling by bus to parent / authorised person.
- After school dispersal of students is handled by authorised staff only.
- Designated and safe area for pick up and drop for students travelling by own transport
- Pick Up / Drop Off cards are assigned to each student. These cards are checked and verified at pickup stops and dispersal venues as well as at the school security gate for students travelling by own transport.
- It is mandatory for parents to submit a written and signed consent document to allow their child to travel unescorted.

Fire safety / health & sanitation

- The school buildings are compliant with fire safety norms. Fire extinguishers are easily visible at designated spots around the campus.
- The school has a well-stocked infirmary on campus with 2 x trained Nurses. The staff too is trained to handle medical emergencies. For medical emergencies during school hours, if the school reaches out to parents to collect their child, parents are requested to give utmost priority and make necessary arrangements to collect the child from school. In case the parent is unable to come to the school immediately, kindly inform us, so the school can make the necessary arrangements.
- The school has all Hygiene and Sanitation and Building safety certificates from appropriate authorities.

