



# Purn International School

Shree Swaminarayan Gurukul, Zundal

## **GENERAL INSTRUCTIONS**

Timing for meeting with teachers (with prior appointment only).(2021-22)

Day	Pre-Primary 01:15 p.m. - 02:15 p.m.	Primary 08:00 am - 09:00 a.m.	Secondary 01:15 p.m. - 02:15 p.m.	Senior Secondary
	Monday	Nursery	Class - I	Class - VI
Tuesday	LKG	Class - II	Class - VII	---
Wednesday	UKG	Class - III	Class - VIII	---
Thursday	---	Class - IV	Class - IX	Class - XI
Friday	---	Class - V	Class - X	Class - XII

During Regular School:

- ❖ Meeting with Principal / Headmaster / Headmistress is between 02:30 p.m. to 03:30 p.m. with **prior appointment** only. Appointment should be taken from Reception/Mail at Info/through Almanac.
- ❖ In case of urgency, the parents can meet the Teacher / Academic Coordinator / Headmaster / Headmistress / Principal at any time with prior notice and will be accepted as per availability. Prior information at reception is must.

### **Instructions Regarding Examinations**

- ❖ For Classes I to VIII, there will be **no formal written periodic test for Computer Science**. Grades will be given as per performance during practical classes.
- ❖ Parents **not to send their ward** to school on exam days or any other working day **if he/she is unwell or has to attend any social engagements**.
- ❖ Child's health is a priority over Examination / Learning.
- ❖ **Medical Certificate, Prescription and Application** to be submitted addressed to Principal by parent, if child misses exam due to ill health. Decision regarding marks will be as per school policy after verifying the authenticity of documents submitted.
- ❖ **RE-TEST** for periodic assessment **will not be conducted**.
- ❖ Appointment with doctors or any other social functions should be avoided during school hours. Request for early leave will not be entertained.
- ❖ Child will be **marked absent** if **he/she leaves the campus** before usual timings.
- ❖ Students should necessarily be **in their school uniform** when they come to school **for any reason**.
- ❖ Students for whom fee dues (of any kind) have not been cleared for 1<sup>st</sup> and 2<sup>nd</sup> quarter may have a restricted appearance in Half Yearly Examination.
- ❖ Students for whom fee dues (of any kind) have not been cleared for all quarters for the academic session 2020-2021 may have a restricted appearance in Annual Examination.
- ❖ **Important note for Board Students.**  
The fee of all Quarters including 4<sup>th</sup> Quarter (January – March) for all students of X and XII must be deposited by 31<sup>st</sup> January 2022 to get NOC clearance for issuance of Admit Cards
- ❖ Meeting with school authorities is not permitted / accepted during Half Yearly Exam, Annual Exam and Vacations.