



**ROYAL**  
Global School  
Guwahati

**STUDENT HANDBOOK**  
**2025-2026**

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## **Our Vision**

To be an institution of excellence nurturing responsible global leaders for the greater cause of mankind and a sustainable future.

## **Our Mission**

The mission of the school is to impart knowledge through a sound academic framework in a conducive environment.

To make the children socially and environmentally responsible.

To help children develop valuable skills so that they contribute responsibly in a global community.

## **Our Logo**

Our logo symbolises the 360° development of students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs globally- thus the globe. The emerging bubbles on the globe stress on the growth and total development of each child: spiritual, moral, intellectual, social, emotional and physical.



## STUDENT PROFILE

(TO BE FILLED IN BY THE PARENT IN BLOCK LETTERS WITH BLACK PEN)

School Copy

Admission no: .....

Recent  
Coloured  
Photograph of  
the Student in School  
Uniform

Name:.....

Class:..... Sec:..... Roll No.: .....

Blood Group:..... Gender:.....

Date of Birth:..... House:.....

Student's Email ID: .....

Caste (GEN/ SC/ ST/ OBC/ Others): .....Religion: .....

(Required for CBSE documentation)

Residential Address: .....

Mother's Name: .....

Occupation:.....Contact No.: .....

Office Address: .....

Email:.....

Father's Name: .....

Occupation:.....Contact No.: .....

Office Address: .....

Email:.....

Preferred active contact number for communication:.....(Father/ Mother)

Local Guardian's Name:.....

Relation with the Child:.....

Address: .....

Contact No. ....

Email:.....

(Local guardian should be a person other than the parent, living in the city, who can take the responsibility of the child in the absence of the parents.)

Name and Grade of sibling(s) in the School:

Name:..... Grade:..... Sec:.....

Name:..... Grade:..... Sec:.....

Name:..... Grade:..... Sec:.....

Mode of Transportation:

☐ Private

☐ School Bus

Bus No:.....Bus Stop:.....

I hereby declare that the above furnished details are true to the best of my knowledge.

.....  
Signature of Father

.....  
Signature of Mother

.....  
Signature of Local Guardian





## STUDENT PROFILE

(TO BE FILLED IN BY THE PARENT IN BLOCK LETTERS WITH BLACK PEN)

Student Copy

Admission no: .....

Name:.....

Class:..... Sec:..... Roll No.: .....

Blood Group:..... Gender:.....

Date of Birth:..... House:.....

Student's Email ID: .....

Caste (GEN/ SC/ ST/ OBC/ Others): .....Religion: .....

(Required for CBSE documentation)

Residential Address: .....

.....

Mother's Name: .....

Occupation:.....Contact No.: .....

Office Address: .....

Email:.....

Father's Name: .....

Occupation:.....Contact No.: .....

Office Address: .....

Email:.....

Preferred active contact number for communication:.....(Father/ Mother)

Local Guardian's Name:.....

Relation with the Child:.....

Address: .....

.....Contact No. ....

Email:.....

(Local guardian should be a person other than the parent, living in the city, who can take the responsibility of the child in the absence of the parents.)

Name and Grade of sibling(s) in the School:

Name:..... Grade:.....Sec:.....

Name:..... Grade:.....Sec:.....

Name:..... Grade:.....Sec:.....

Mode of Transportation:

☐ Private

☐ School Bus

Bus No:.....Bus Stop:.....

I hereby declare that the above furnished details are true to the best of my knowledge.

.....  
Signature of Father

.....  
Signature of Mother

.....  
Signature of Local Guardian

Recent  
Coloured  
Photograph of  
the Student in School  
Uniform



## MY TEACHERS

Class Teacher:

Sl. No.	Subject	Teacher's Name



## MESSAGE FROM THE DIRECTOR

Welcome to the Royal Global School, Guwahati, Assam

Dear Parents and Students,

We are delighted to welcome you to another exciting academic year—2025-26, a year of innovation and digital transformation. At Royal Global School (RGS), we are committed to providing an environment where students thrive in a digitally advanced world. With the introduction of STEM programs, Virtual and Augmented Learning, AI integration, and a dedicated Career Counselling Cell, we aim to equip students for the future. Additionally, our optional and need-based JEE and NEET coaching classes for Grade 11 & 12 Science students will support those aspiring for engineering and medical careers.

We are proud to announce that RGS is now an official Cambridge International School (School No. IA 926), offering Cambridge Early Years and Cambridge Primary, with plans to expand to IGCSE and A-Level. Our holistic approach ensures that students are challenged academically and personally while being nurtured in an inclusive, diverse, and dynamic learning community.

Our curriculum extends beyond core subjects like Mathematics, Science, Language Arts, and Social Studies to include Physical Education, Music, Art, and Community Service. We also provide specialized learning support to ensure an inclusive and enriching educational experience.

At RGS, learning goes beyond the classroom. Students engage in excursions, leadership & Exchange programs, field trips, and the 'Week Without Walls' initiative, fostering experiential learning. Collaborations with local artisans, NGOs, and community projects further enhance their growth and awareness.

Co-Curricular Activities (CCAs) remain integral, with engaging regular sports, clubs, and inter-house competitions held twice a month. Our DEAR (Drop Everything and Read) program has already generated great enthusiasm, fostering a culture of reading. Additionally, to support individual learning and student well-being, we are introducing Morning Meetings on every Monday, where students and Homeroom Teachers will collaborate to create personalized learning pathways.

A strong home-school partnership is crucial for student success. Alongside Parent-Teacher Conferences (PTC), we are introducing Teacher-Parent Conferences (TPC), where teachers will visit students' homes (with prior notice) to discuss their progress directly with families, strengthening the support system for each child.

As we step into this new academic year, we assure you that RGS is committed to providing a world-class educational experience, backed by passionate educators, dedicated House Parents, a values-driven culture, and a strong focus on discipline, well-being, and digital literacy.

We look forward to your continued support and collaboration in making Royal Global School a thriving, dynamic, and future-ready institution.

Dr. Arup Mukhopadhyay

Director, Royal Global School



## OUR INSPIRATION

### Swami Vivekananda: A Timeless Beacon of Inspiration

Born on 12th January, 1863- Narendranath Datta popularly known as Swami Vivekananda stands as one of the most influential figures in India's spiritual and intellectual history. His vision extended far beyond religious discourse, redefined nationalism, education, social justice, and human potential. His teachings remain profoundly relevant, offering guidance to the youth of today in navigating a rapidly changing world. He was not only a philosopher and spiritual leader but also a reformer who envisioned a strong, self-reliant India. He believed that the true strength of a nation lay in the empowerment of its people, especially the marginalized and the downtrodden. His call for social justice was rooted in the Vedantic ideal of oneness, where all human beings were seen as divine. For him, true progress meant uplifting society through education, self-discipline, and moral strength. According to him, education was not merely about acquiring information but about developing character, self-confidence, and self-reliance. His teachings emphasized that a nation's progress depended on the strength and wisdom of its people, hence urged the youth to rise above mediocrity and embrace a purpose-driven life.

Vivekananda's message of religious tolerance and universal acceptance remains crucial in today's world. Secularism for him was all about recognizing the common thread of humanity that binds all spiritual traditions. His ideas also influenced the socio-political framework of modern India. Many aspects of India's constitutional values—equality, liberty, and fraternity—echo his teachings. The framers of the Indian Constitution drew inspiration from his ideals of social justice and nation-building, and even today, his words find relevance in the highest courts of the land.

Swami Vivekananda's life and legacy continue to inspire generations. His call to the youth—"Arise, awake, and stop not till the goal is reached"—serves as a timeless reminder that determination, knowledge, and self-belief can transform individuals and nations alike. As we step into the future, let us draw strength from his teachings and work towards building a world rooted in wisdom, compassion, and fearless self-reliance.

*"Every work has got to pass through hundreds of difficulties before succeeding. Those that persevere will see the light, sooner or later".*

*"If I love myself despite my infinite faults, how can I hate anyone at the glimpse of a few faults".*

## NATIONAL ANTHEM

### जन-गण-मन

Composed by Rabindranath Tagore, the song Jana Gana Mana was first sung on December 27, 1911 at the Calcutta session of the Indian National Congress. On January 24, 1950 the Constituent Assembly adopted the song as the National Anthem of India. The complete song consists of five stanzas. The first stanza comprises the full version of the National Anthem. Playing time of the full version of the National Anthem is approximately 52 seconds.

जन-गण-मन-अधिनायक जय हे  
भारत-भाग्य-विधाता  
पंजाब-सिंधु-गुजरात-मराठा  
द्राविड़-उत्कल-बंग  
विंध्य-हिमाचल-यमुना-गंगा  
उच्छल-जलधि-तरंग  
तव शुभ नामे जागे, तव शुभ आशिष मांगे,  
गाहे तव जय-गाथा ।  
जन-गण-मंगल-दायक जय हे  
भारत भाग्य विधाता ।  
जय हे, जय हे, जय हे,  
जय जय जय जय हे ।

### ENGLISH TRANSLATION OF NATIONAL ANTHEM

Thou art the ruler of the minds of all people,  
dispenser of India's destiny.  
Thy name rouses the hearts  
of Punjab, Sind, Gujarat and Maratha,  
of the Dravida and Orissa and Bengal;  
It echoes in the hills of  
the Vindhyas and Himalayas,  
mingles in the music of Yamuna and Ganga  
and is chanted by the waves of the Indian Sea.  
They pray for thy blessings and sing thy praise.  
The saving of all people waits in thy hand,  
Thou dispenser of India's destiny,  
Victory, victory, victory to thee.



## OUR NATION

### WE, THE PEOPLE OF INDIA,

Having solemnly resolved to constitute India into a  
[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC] and to secure to all its citizens:

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

**EQUALITY** of status and of opportunity; and to promote among them all

**FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation

**IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949, do HEREBY ADOPT,  
ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

## OUR EMBLEM

The Emblem is an adaptation of the Lion Capital of Asoka at Sarnath. In the original, there are four lions, mounted back-to-back, on a circular abacus, which itself rests on a bell-shaped lotus. The frieze of the abacus has sculptures in high relief of an elephant, a galloping horse, a bull and a lion separated by intervening Dharma Chakras. The profile of the Lion Capital showing three lions mounted on the abacus with a Dharma Chakra in the centre, a bull on the right and a galloping horse on the left, and outlines of Dharma Chakras on the extreme right and left was adopted as the State Emblem of India on January 26, 1950. The bell-shaped lotus was omitted. The motto Satyameva Jayate, which means 'Truth Alone Triumphs', written in Devanagari script below the profile of the Lion Capital is part of the State Emblem of India.



सत्यमेव जयते

## NATIONAL FLAG

The Indian flag was designed as a symbol of freedom. The late Prime Minister Nehru called it a flag not only of freedom for ourselves, but a symbol of freedom to all people.

The flag is a horizontal tricolor in equal proportion of deep saffron on the top, white in the middle and dark green at the bottom. The ratio of the width to the length of the flag is two is to three. In the center of the white band, there is a wheel in navy blue to indicate

the Dharma Chakra, the wheel of law in the Sarnath Lion Capital. Its diameter approximates the width of the white band and it has 24 spokes. The saffron stands for courage, sacrifice and the spirit of renunciation; the white, for purity and truth; the green for faith and fertility. The design of the National Flag of India was adopted by India's Constituent Assembly on 22nd July, 1947. Its use and display are regulated by a code.





## NATIONAL SONG

Composed by Bankim Chandra, this song appears in the Bengali novel Anand Math. The English translation of Vande Mataram rendered by Shree Aurobindo, is considered to be the 'official one' and the best. The first stanza of this song has been given the status of our national song.

वंदे मातरम्, वंदे मातरम्!

सुजलाम्, सुफलाम्, मलयज शीतलाम्,

शस्यश्यामलाम्, मातरम्!

वंदे मातरम्!

शुभ्रज्योत्सनाम् पुलकितयामिनीम्,

फुल्लकुसुमितं द्वन्द्वल शोभिनीम्,

सुहासिनीम् सुमधुर भाषिणीम्,

सुखदाम् वरदाम्, मातरम्!

वंदे मातरम्, वंदे मातरम्॥

### ENGLISH TRANSLATION OF NATIONAL SONG

Mother, I bow to thee!

Rich with thy hurrying streams,

Bright with orchard gleams,

Cool with thy winds of delight,

Dark fields waving Mother of might,

Mother free.

The glory of moonlight dreams,

Over thy branches and lordly streams,

Clad in thy blossoming trees,

Mother, giver of ease

Laughing low and sweet

Mother, I bow to thee!

## STATE ANTHEM

Written by Lakshminath Bezbarua and attuned by Kamala Prasad Agarwala. It was officially adopted as the State song of Assam at the Assam Student Conference held in Tezpur in 1927.

অ' মোৰ আপোনাৰ দেশ

অ' মোৰ চিকুণি দেশ

এনেখন শুৱলা এনেখন সুফলা

এনেখন মৰমৰ দেশ।

অ' মোৰ সুৰীয়া মাত

অসমৰ সুৱাদি মাত

পৃথিৱীৰ ক'তো বিচাৰি জনমভো

নোপোৱা কৰিলেও পাত

অ' মোৰ ওপজা ঠাই

অ' মোৰ অসমী আই

চাই লওঁ তোমাৰ মুখনি এবাৰ

হেপাহ মোৰ পলোৱা নাই।

### ENGLISH TRANSLATION OF STATE ANTHEM

O my endearing country

O my enchanting country

So euphonious, so bounteous

So near and dear a country

O my euphonious voice

The melodic voice of Assam

Nowhere in the world, you can ever find  
even if you scour through life.

O my land of birth

O my mother Assam

Let me have one, look at your face

My heart hasn't been sated.



## SCHOOL SONG

In the heart of wisdom's light, we stand,  
Royal Global, proud and grand,  
With dreams as high as the open sky,  
Together we soar, together we fly.

In halls of wisdom, bright and wide,  
Royalties stand with pride.  
A place where minds are free to roam,  
A second heart, a learning home.

Beyond the walls, our vision flies,  
Chasing dreams that touch the skies.  
With open books and hearts that gleam,  
We shape the world, we dare to dream.

It's our Royal Global School

## SCHOOL PRAYER

Eternal God  
Creator of All  
I firmly believe  
That I am Now  
In Thy Presence  
I Adore,  
Thy Divine Majesty  
And I Ask of Thee  
To Enlighten My Mind  
That I May Know Thee  
More Clearly  
So Move My Heart  
That I May Love Thee  
Above All Things  
And My Neighbour As Myself For Love of Thee.  
Amen





## SCHOOL SCHEDULE

Sl. No.	Wing	Days	Timing
1	Nursery-Kindergarten (NEEV)	Monday-Friday	8:00 AM-12:00 PM
2	Primary (Gr. I-V)	Monday-Friday	8:00 AM-02:10 PM
3	Middle (Gr. VI-VIII)	Monday-Saturday	8:00 AM-02:10 PM
4	Secondary (Gr. IX-X)	Monday-Saturday	8:00 AM-02:10 PM
5	Sr. Secondary (Gr. XI-XII)	Monday-Saturday	8:00 AM-02:10 PM

- Month wise non-working Saturdays are mentioned in the calendar.

### Office Timing (On All Working Days)

Sl. No.	Days	Timing
1	Monday-Friday	9:00 AM-03:00 PM
4	Saturday	9:00 AM-02:00 PM

### Meetings:

Sl. No.	Appointments	Days	Timing
1	Teachers	Monday & Saturday	9:00 AM-01:00 PM
2	VP/HM/Coordinators	Monday & Saturday	9:00 AM-01:00 PM
3	Principal	Monday & Saturday	9:00 AM-01:00 PM
4	Director	Monday & Saturday	9:00 AM-01:00 PM

### Note :

1. All meetings can be arranged only on prior appointment.
2. Parents are requested to seek appointments only through email at least three days in advance unless there is an emergency. Email: [appointments@rgs.edu.in](mailto:appointments@rgs.edu.in)



## CONTACTS AND COMMUNICATION

Sl. No.	Department / Official	Contact No
1	Front Office	enquiry@rgs.edu.in, +918822607725
2	Accounts Department	accounts@rgs.edu.in
3	Transport Department	transport@rgs.edu.in
4	Admission Dept.	admissions@rgs.edu.in
5	RGS Security Gate	
6	IT Department	itcoordinator@rgs.edu.in
7	Department of Books and Stationery	
8	School Infirmary	
9	School Administrator	
10	Head of Boarding	hob@rgs.edu.in
11	Gulmohar House Mistress (Girls' Hostel)	gulmohar@rgs.edu.in
12	Amaltas House Master (Boys' Hostel)	amaltas@rgs.edu.in
13	Activity Department	activities@rgs.edu.in
14	Sports Department	sports@rgs.edu.in
15	HR Department	hr@rgs.edu.in
16	Vice Principal's Office	vp@rgs.edu.in
17	Principal's Office	principal@rgs.edu.in
18	Director's Office	director@rgs.edu.in

Visit our Website and Social Media:



## ORGANISATION

### FOUNDATIONAL STAGE (Nursery to II)

Foundational Stage comprises of the erstwhile pre-primary / pre-school grades of Nursery, Lower Kindergarten (LKG), Upper Kindergarten (UKG) and Grades I and II.

### PREPARATORY STAGE (Grades III- V)

The Preparatory Stage comprises of the young learners of Grades III, IV and V.

### MIDDLE STAGE (Grades VI – VIII)

The Middle Stage comprises of the young adolescents of Grades VI, VII and VIII.

### SECONDARY STAGE (Grades IX – XII)

The Secondary Stage comprises of the senior students of Grades IX, X, XI and XII.

## HOUSES

All students are assigned a House for the duration of their time at Royal Global School. There are four house teams in Royal Global School, and they are named after four eminent Indian personalities to acknowledge and honour their contribution and service towards the society. Each of our Houses symbolizes an ideal that is both admired and desired in our children.



### Gandhi (Yellow)

The colour yellow signifies joy, optimism and truth. Students of Gandhi House strive to walk upon the path of righteousness, honesty and happiness with humility in their hearts.



### Mother Teresa (Green)

The colour green represents courage and valour. Students of Mother Teresa House are inspired to work with fearless conviction, and strive to render service to the society.



### Tagore (Red)

Red symbolizes the spirit of perpetual progress towards discovery and attainment of knowledge. Students of Tagore House believe that ceaseless action, perseverance and diligence are the pillars of success and happiness.



### Vivekananda (Saffron)

The colour saffron embodies sacrifice, strength and courage. Students of Vivekananda House strive to encourage students to pursue wisdom and experience through spiritual excellence.



## SCHOOL MEMBERSHIPS



### ROUND SQUARE

Round Square is a world-wide association of more than 200 schools on five continents sharing unique and ambitious goals. Round Square is based on the theories of experiential educational philosopher Kurt Hahn who believed that schools should have a greater purpose beyond preparing students for college and university.

All member schools share a strong underlying belief and they are founded on a philosophy which embraces a series of six pillars or IDEALS - Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership and Service. Round Square Students at Round Square schools make a commitment to addressing each of these pillars through conferences, exchanges, work projects, community service, adventure and MUN Conferences. RGS is a candidate school since 2023 and is very soon going to become a member school.



### INTERNATIONAL AWARD FOR YOUNG PEOPLE (IAYP)

The Award Programme was first introduced in the United Kingdom in 1956. IAYP's (International Award for Young People, India) aim is to motivate young people to get involved in a non-competitive programme of voluntary self-developmental activities.

- Participation age is 14-25 years.
- There are 4 mandatory sections- Service, Adventurous journey, Skills and Physical Recreation.
- There are 3 levels of Awards-Bronze, Silver and Gold.
- Royal Global School is a YES (Youth Engaging Society) centre, offering skill training and Community Service initiatives.

It was started in RGS in 2016 from Grade IX-XII and we have successfully produced awardees at all three levels.



### MODEL UNITED NATIONS (MUN)

Model United Nations (MUN) is simulation of the operations of The United Nations that aims to educate participants about current events, topics in international relations, diplomacy and the United Nations agenda. The participants represent a country as its delegates and take on roles as diplomats, investigate international issues, debate, deliberate, consult and then arrive at solutions to world problems.

RGS had Introduced MUN in the year 2015. We have organised Intra and Inter MUNs year after year. Our school takes part in MUNs hosted by schools in India and abroad and also sends students to prestigious organizations.



## AFS

AFS is an international, voluntary, non-governmental, non-profit organization that provides intercultural learning opportunities to help people develop the knowledge, skills and understanding needed to create a more just and peaceful world. It is an international youth exchange organization. The participant, the host family, host school, and the community get an opportunity to develop the knowledge, skills and understanding needed to create a more just and peaceful world.

RGS is associated with AFS since 2020 and actively participated in various online and offline activities. Various students from RGS have also participated in the international cultural programs.

## CURRICULLUM



## CBSE

### Affiliation No- 230121

Our school has been affiliated with CBSE since its inception in 2012 and follows the CBSE curriculum at all levels of education. Since 2020, the school curriculum has been progressively upgraded in phases to align with the implementation of NEP and NCF as per the guidelines of CBSE across Foundational, Preparatory, Middle, and Secondary stages in our school since inception. It aligns with the National Education Policy

(NEP) and the National Curriculum Framework (NCF) in phases. It fosters holistic child development through activity-based, inquiry-driven, art-integrated, and experiential learning. Emphasizing a student-centric approach, it integrates academics with sports and performing arts, ensuring balanced growth. With a focus on innovation and entrepreneurship, the curriculum prepares students for Mission 2047's vision of a developed India. Through its dynamic and integrated pedagogical strategies, CBSE nurtures creativity, critical thinking, and lifelong learning in students.



## CAMBRIDGE

### Registration no: IA926

We are a Cambridge affiliated school from the session 2025-26 offering Cambridge early years and primary years program. Cambridge early years has been offered as mandatory curriculum at "NEEV" in Royal Global School. The Cambridge primary years program is an optional curriculum made available for students of grade I, II and III. It is the start of an exciting educational journey that helps young learners develop adequate knowledge, understanding and skills they need to make the best possible start in life. It is built around four areas of child development and offers engaging classroom resources, a range of assessment approaches to measure young learners' progress.



# SCHOOL CALENDAR

## TERM-I (APRIL TO SEPTEMBER)

### APRIL 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 2nd April : School Reopens/Students Orientation (Nur to X & XII)
- 3rd April : Meet & Greet (I to V ) / Regular Classes For (VI-X & XII)
- 4th April :Meet & Greet (VI to VIII)/ Regular Classes for (Nur-V, IX,X & XII)
- 5th April : Meet & Greet (IX,X & XII / Regular Class for (VI to VIII)
- 12th April : Special Boarding Outing
- 20th April : Hostellers Of Grade II Return
- 21st April : Session Starts for Grade XI/Orientation
- Field Trip for grades I,II & III(3rd & 4th Week)
- Visit to Science Museum ( Outing for Grade -IV )
- 23rd April : Activity on World Book Day ( Grade III - Parent and the child's participation)
- 25th April : Visit To Science Museum (Outing for Grade IV)
- 28th April: Visit to Brahmaputra Heritage (Grade -V)
- 28th April : The Bookworm Family (Grade I, II & III)
- 25th April : House Meeting (Last Two Periods )

### MAY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1st May: NIWD/May Day
- 3rd, 9th,17th ,23rd&30th May: Weekly Test-I
- 2nd,16th ,23rd& 30thMay : Friday Assessment-I
- Royal Achievers:Honouring Excellence
- 9th May : Mother's Day Card making Activity For Grade -IV/ Writing a letter of appreciation to their mother (Grade -V )
- 30th May : Visit To Assam Zoo ( Outing for Grade - IV) / Visit to Science Museum (Grade - V )
- 31st May: Investiture Ceremony/ No Tobacco Day
- 30th May :House Meeting (Last Two Periods )

### JUNE 2025

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 5thJune : World Environment Day
- 6thJune : Periodic Assessment - I Begins /Initiation Examination For Grade X & XII
- 14thJune : Periodic Assessment /Initiation Examination- I Ends
- 21stJune : International Day of Yoga
- 16th June : Grade I- Clay Play ( Pottery workshop) / Grade II to V - Creative Canvas
- 17th& 18thJune : Inter Class Computer Activity ( Grade II-V)
- 19th & 20 June : Inter Class Computer Activity ( Grade VI-VIII)
- 20thJune : Elucution Competition ( Grade - V )
- 23rd& 24thJune : First Round Of Inter Section Competitions ( Grade I,II & III)
- 20thJune :House Meeting ( Last Two Periods )
- 28th& 30thJune : NIWD

### JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
27	28	29	30	31		

- 1st July - 10thJuly : Summer Sports Camp( Excursion IX-XII)

### AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1st Aug : NIWD/CBSE Workshop ( Grade Nur - VIII)
- 2nd Aug : NIWD/CBSE Workshop ( Grade Nur - XII)
- 3rd Aug: Hostellers Return
- 4th Aug: School Reopens ( Grade Nur- XII)
- 8th Aug : Inter Section Declamation Competition (Grade - V)
- 12th Aug: Inter Section Declamation Competition (Grade - IV)
- 14th, 22nd& 29th Aug : Weekly Test -I / Friday Assessment-I
- 23rd Aug : School Exhibition
- 26th Aug: Birthday Of Mother Teresa
- 29th Aug :House Meeting ( Last Two Periods )
- 30th Aug: Eat Q Master Chef (Participation of Child and Parent Grade -I)

### SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 4th Sept : Teacher's Day celebration (Grade Nur to V)
- 5thSept : Teachers day Celebrations
- 8thSept : Birthday of Dr. Bhupen Hazarika /Half Yearly Examination Begins
- 16th Sept : Half Yearly Examination Ends / Term-I Ends
- 17th Sept: Vishwakarma Puja

- Holidays
- Examination
- Function & Celebration
- Fee Payment Start/End Date
- NIWD
- TPM
- Vacation
- PTM



## TERM-II (SEPTEMBER-MARCH)

### SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 18th Sept : Term-II Begins
- 19th Sept : House Meeting ( Last Two Periods )
- 23rd Sept: Ethnic Ensemble - Unity in Diversity ( Grade Nur- V )
- 22nd to 25th Sept : Mohan to Mahatma -A transcendental journey
- 26th Sept : Garbha Celebration
- 29th & 30th Sept: Puja Break
- 29th Sept : Educational Excursion ( Grade 11 & 12 Humanities )

### NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 1st to 3rd Nov : Educational Trip ( Grade - V )
- 1st & 2nd Nov : Royal Premier League(Season-2)
- 3rd Nov : Night spent ( Grade - III)
- 7th Nov: Friday Assessment-II
- 8th & 15th Nov : Weekly Test-II
- 13th Nov : Night Spent ( Grade - II)
- 10th to 12th Nov: Educational Trip ( Grade -IV)
- 13th Nov : Inter Section Story Telling Competition ( Grade - V )
- 14th Nov : Children's Day
- 21st Nov : House Meeting (Last Two Periods)
- 24th Nov: Periodic Assessment -II Begins /Lachit Diwas
- 25th Nov : Indian Constitution Day

### JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1st Jan : New Year's Day
- 4th Jan : Hostellers Return
- 5th Jan : School Reopens ( Grade Nur - XII )/Pre Board Examination -II Begins
- 9th Jan : Visit To Brahmaputra Heritage ( Grade -IV)
- 9th & 22nd Jan : Friday Assessment-II
- 10th & 22nd Jan : Weekly Test -II
- 12th Jan : Pre Bihu Celebrations / Birthday of Swami Vivekananda
- 16th Jan : Visit To Guwahati Planetarium (Grade - V )/Pre Board Examination -II Ends
- 17th Jan : Shilpi Diwas / Graduation Day
- 23rd Jan : Vasant Panchami/ Netaji's Birthday
- 26th Jan : Republic Day
- 29th Jan : Inter Section Quiz Competition (Grade - IV)
- 30th Jan : Inter Section Quiz Competition (Grade - V)
- 30th Jan : House Meeting ( Last Two Periods )
- 31st Jan : Staff Picnic

### OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1st to 4th Oct : Puja Break
- 5th Oct : Hostellers Return
- 9th& 10th Oct: Inter School Competition "Royal Future Tech"( Grade VIII-XII)
- 10th , 17th, 24th& 31st Oct : Friday Assessment
- 11th, 17th, 25th& 31st Oct : Weekly Test-II
- 15th Oct : Birthday Of Dr. APJ Abdul Kalam
- 18th to 21st Oct: Diwali Break/Kali Puja
- 31st Oct: Halloween/ Visit to Guwahati Planetarium
- 31st Oct: House Meeting ( Last Two Periods )

### DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1st Dec : Periodic Assessment - II Ends /Study Leave For Grade X & XII
- 2nd Dec : Pre Board Examination -I Begins
- 4th Dec : Inter Section Story telling Competition (Grade IV)
- 12th Dec : Pre Board Examination -I Ends
- 13th Dec : Royal Symphony
- 19th Dec: House Meeting ( Last Two Periods )
- 22nd Dec : Founder's Day
- 23rd Dec : NIWD
- 24th to 31st Dec : Winter Break

### FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 6th Feb: Experiential Learning Trip ( Grade -III)

### MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 13th March : Annual Examination Ends
- Annual Exam Dates will be given as per CBSE board Examination Schedule.



## SCHEDULE OF COMMENCEMENT OF SCHOOL

Sl. No.	Reporting Date	Date	Day	Time
1	All staff and teachers	1 April, 2025	Tuesday	8:00 AM
2	Meet & Greet: Parents of Grade I-V	2 April, 2025	Wednesday	9:00 AM
3	Meet & Greet: Parents of Nursery- Kindergarten	2 April, 2025	Wednesday	11:30 AM
4	Meet & Greet: Parents of Grade VI-VIII	2 April, 2025	Wednesday	9:00 AM
5	Meet & Greet: Parents of Grade IX-X & XII	2 April, 2025	Wednesday	11:30 AM

Note: During Meet & Greet event respective Class teachers and Subject teachers will meet with the parents, introduce themselves and set the expectation of the school. Similarly, parents are expected to raise queries / concern etc. to make the school experience of their ward a positive one.

## SCHOOL MAJOR FUNCTIONS

Month	Dates	Day	Occasion
April	11th	Friday	Pre-Bohag Bihu Celebration
May	31st	Saturday	Investiture Ceremony
June	21st	Saturday	International Day Of Yog
August	15th	Friday	Independence Day
	23rd	Saturday	School Exhibition
September	5th	Friday	Teacher's Day
	26th	Friday	Garba Celebration
November	14th	Friday	Children's Day
December	13th	Saturday	"Royal Symphony" (Nursery-Grade V)
	22nd	Monday	"Founders Day" (Grade IX & XI)
January	12th	Monday	Pre-Magh Bihu Celebration
	17th	Saturday	Graduation Day (Grade XII)
February	5th	Thursday	Annual Sports (Nursery-Grade II)
	6th	Friday	Annual Sports (Grade III-Grade V)
March	7th	Saturday	Graduation Day (UKG)





## HOLIDAY LIST 2025-26

Month	Dates	Day	Occasion
April	14th – 16th	Mon-Wed	Bohag Bihu
	18th	Friday	Good Friday
May	1st	Thursday	May Day
	12th	Monday	Buddha Purnima
June	7th	Saturday	Id-UI-Zuha
	30th	Monday	Summer Vacation
July	1st-27th	Mon-Sun	Summer Vacation
August	9th	Saturday	Raksha Bandhan
	15th	Thursday	Independence Day
	16th	Saturday	Krishna Janamashtami
	25th	Monday	Tirubhav Tithi Of Srimanta Sankardeva
September	17th	Wednesday	Vishwakarma Puja
	29th & 30th	Mon-Tue	Durga Puja
October	1st To 4th	Wed-Sat	Durga Puja
	2nd	Thursday	Vijaya Dashmi/Birth Day Of Mahatma Gandhi
	20th & 21st	Mon-Tue	Kali Puja & Diwali
November	5th	Wed	Guru Nanak's Birthday
December	24th-31st	Wed-Wed	Winter Break
January	1st -2nd	Thu- Fri	Winter Break
	13th-15th	Tue-Thu	Makar Sakranti/ Magha Bihu
	26th	Monday	Republic Day
February	15th	Sun	Maha Shivratri
March	3rd -4th	Tue- Wed	Holi/Dhulandi
	20th	Friday	Eid Ul-Fitr

• Holidays are subject to actual Tithi and Nakshatra.



## MAJOR BREAK/VACATIONS

Sl. No	Vacations	Begins	Ends	No. Of Days	Classes Resumes
1	Summer Vacation	1st July, 2025	2nd August, 2025	33 Days	4th August, 2025
2	Puja Break	29th September, 2025	4th October, 2025	05 Days	6th October, 2025
3	Winter Break	24th December, 2025	3rd January, 2026	09 Days	5th January, 2026

## BAG LESS DAYS

Sl. No.	Day	Date
1	All working Saturdays	
2	Parent Teacher Meeting (Nursery To Grade V)	26th September, 2025
	Parent Teacher Meeting (Grade VI To Grade XII)	27th September, 2025
3	Parent Teacher Meeting (Nursery To Grade V)	24th March, 2026
	Parent Teacher Meeting (Grade VI To Grade XII)	25th March, 2026
4	Royal Symphony	13th December, 2025
5	Founders Day	22nd December, 2025
6	Annual Sports Day (Grade Nursery To Grade II)	5th February, 2026

## ASSESSMENT AND EVALUATION

<b>Nursery</b>	<ul style="list-style-type: none"> <li>• No formal test or examinations.</li> <li>• Assessment of child's progress will be monitored through daily observation</li> </ul>
<b>LKG</b>	<ul style="list-style-type: none"> <li>• No formal test or examinations.</li> <li>• Assessment of the child's progress will be monitored through daily observation.</li> <li>• Evaluation of projects, classroom activities and worksheets.</li> </ul>
<b>UKG</b>	<ul style="list-style-type: none"> <li>• No formal test or examinations.</li> <li>• Assessment of child's progress will be monitored through daily observation.</li> <li>• Evaluation of projects, classroom activities and worksheets.</li> </ul>



## SCHEDULE OF TEST/ EXAMINATION

Sl. No	Grade	Name Of The Test/Examination	Start Date	End Date
1	I & II	Evaluation - I	06-06-2025	14-06-2025
2		Evaluation - II	24-11-2025	29-11-2025
3		Evaluation -III	16-02-2026 (Tentative)	13-03-2026 (Tentative)
4	III TO V	Periodic Assessment - I	06-06-2025	14-06-2025
5		Half Yearly Examination	08-09-2025	16-09-2025
6		Periodic Assessment - II	24-11-2025	01-12-2025
7		Annual Examination	16-02-2026 (Tentative)	13-03-2026 (Tentative)
8	VI to IX	Periodic Assessment - I	09-06-2025	14-06-2025
9		Half Yearly Examination	08-09-2025	16-09-2025
10		Periodic Assessment - II	24-11-2025	01-12-2025
11		Annual Examination	16-02-2026 (Tentative)	13-03-2026 (Tentative )
12	XI	Periodic Assessment - I	09-06-2025	14-06-2025
13		Half Yearly Examination	10-09-2025	16-09-2025
14		Periodic Assessment - II	25-11-2025	01-12-2025
15		Annual Examination	16-02-2026 (Tentative)	13-03-2026 (Tentative )
16	X & XII	Periodic Assessment	09-06-2025	14-06-2025
17		Half Yearly Examination	08-09-2025	16-09-2025
18		Weekly Test-I	19-04-2025	30-05-2025
19		Pre-Board - I	02-12-2025	12-12-2025
20		Pre-Board - II	05-01-2026	16-01-2026
21		Board Examination	Feb 2026 (Tentative)	April (Tentative)

**NOTE :** As a part of continuous assessment, students of **Grade III to V** will sit for **weekly tests on Fridays**, while students of **Grade VI to X & XII** will sit for **weekly tests on Saturdays**.



# STUDENTS' CODE OF CONDUCT

## Introduction:

At Royal Global School, we are committed to fostering a safe, respectful, and inclusive learning environment where students can thrive academically, socially, and personally. This Student Code of Conduct outlines the expectations, rights, and responsibilities of our students, promoting positive behavior, ethical values, and a strong sense of community.

## I. Respect for Others:

- **Respect for Diversity:** Students must treat all individuals, regardless of their race, religion, nationality, gender, sexual orientation, or abilities, with respect and kindness.
- **Anti-Bullying:** Bullying, harassment, or any form of discrimination is strictly prohibited. Students should report incidents and support fellow students who are victims of such behavior.
- **Respect for Property:** Students are responsible for the care and maintenance of school property, as well as the property of others.
- **Conflict Resolution:** Students should resolve conflicts and disagreements through peaceful and constructive dialogue, seeking assistance from teachers or counselors when necessary.

## II. Academic Integrity:

- **Honesty:** Plagiarism, cheating, and any form of academic dishonesty are not tolerated. Students must always submit their own work and give credit to others when using their ideas or work.
- **Respect for Intellectual Property:** Respect copyright laws, citing sources properly and requesting permission when necessary.
- **Attendance and Punctuality:** Regular attendance and punctuality are essential for effective learning and should be upheld as a priority. Day boarders should arrive at school 5 minutes before the start of the assembly / homeroom time.

## III. Personal Conduct:

- **Students etiquette:** Students should observe polite manners wherever they go. They should always remember that the school is judged by their conduct. They should always greet their teachers when they meet them on campus or outside.
- **Respect for Authority:** Students should show respect for teachers, staff, and administrators, following instructions and guidance.
- **Appropriate Language and Behavior:** Use polite and respectful language and maintain appropriate behavior both in and out of school.
- **Uniform and Dress Code:** Adhere to the school's uniform and dress code policy, promoting a sense of unity and professionalism.



#### **IV. Safety and Well-being:**

- Identification and Safety: Every student should carry his/her Handbook & Identity Card to school every day.
- Health: Maintain personal hygiene and adhere to safety guidelines to ensure a healthy environment for all.
- Substance-Free Environment: The possession, use, or distribution of any illegal substances or items that pose a risk to health and safety is strictly prohibited.
- Cyber Safety: Use technology responsibly and ethically, avoiding cyberbullying, sharing inappropriate content, or engaging in harmful online activities.

#### **V. Community Involvement:**

- Participation: Encourage active participation in school activities, clubs, and community service projects to foster a sense of belonging.
- Environmental Responsibility: Promote environmental awareness and take steps to reduce waste and conserve resources.

#### **Consequences for Violations:**

Violations of this code will be addressed through a range of progressive disciplinary actions, which may include counseling, parental involvement, and, in serious cases, suspension or expulsion.

#### **Appeals Process:**

Students have the right to appeal disciplinary decisions in accordance with school policies and procedures.

#### **Conclusion:**

Student Code of Conduct serves as a guide to help students develop into responsible, respectful, and well-rounded individuals. All members of our school community are expected to uphold these principles and work together to create a positive and supportive learning environment.



## GUIDELINES TO PARENTS / GUARDIANS

### **Introduction:**

We believe that your active involvement in your child's education is essential for their success. These guidelines aim to provide you with insights into our school's expectations and to foster a collaborative partnership between the school and your family.

### **1. Partnership in Education:**

- Be actively engaged in your child's learning journey.
- Attend parent-teacher conferences and school events.
- Encourage a positive attitude towards education and the school.

### **2. Communication and Engagement:**

- Regularly check school communications and respond promptly.
- Maintain updated contact information with the school.
- Attend all PTMs

### **3. Student Well-being and Safety:**

- Ensure your child's punctuality and regular attendance.
- Support the school's health and safety guidelines.
- Report any concerns about your child's well-being to the school promptly.

### **4. Academic Support and Expectations:**

- Assist your child with assignment and provide a conducive study environment.
- Set high academic expectations and encourage a commitment to learning.
- Attend parent-teacher meetings and collaborate with teachers to support your child's progress.

### **5. School Policies and Procedures:**

- Familiarize yourself with the school's rules and policies.
- Ensure your child complies with the school's code of conduct and uniform guidelines.
- Address any school-related issues through appropriate channels.

### **6. Involvement in School Activities:**

- Encourage your child to participate in extracurricular activities.
- Attend school events and engage in the school community.
- Volunteer your time and skills when possible.



### **7. Technology and Internet Use:**

- Monitor your child's internet usage and ensure responsible online behavior.
- Understand and support the school's policies on technology use.

### **8. Uniform and Dress Code:**

- Ensure your child complies with the school's uniform and dress code.
- Support a sense of pride and professionalism in their appearance.

### **9. Transportation:**

- Comply with school transportation guidelines if using school transport services.
- Follow traffic safety rules if transporting your child to and from school.

### **10. Grievance Procedures:**

- If you have concerns or grievances, address them through the established school grievance procedures.
- Maintain open, respectful communication with the school.

### **Contact Information:**

Emergency contact numbers, important school contacts, and other relevant information are listed in the table.

We appreciate your commitment to your child's education and the values of Royal Global School. Your partnership in your child's education will contribute to their growth and success. Should you have any questions or need further clarification on any matter, please don't hesitate to contact the school administration.

Thank you for entrusting us with your child's education, and together, let's create a nurturing and enriching environment for their development.



## PARENT- TEACHER MEETING (PTM) & TEACHER- PARENT MEETING (TPM)

### Introduction:

Parent-Teacher Meetings (PTMs) and Teacher- Parent Meetings (TPM) are an integral part of Royal Global School's commitment to fostering a strong partnership between parents, teachers, and the school community. These meetings provide a valuable platform for effective communication, collaboration, and the holistic development of our students. This policy outlines the purpose, scheduling, and conduct of meetings to ensure that they are productive and beneficial for all stakeholders.

### Purpose

- **Student Progress:** PTMs and TPMs aim to discuss and assess students' academic progress, strengths, and areas requiring improvement. Teachers will provide insights into each student's development and performance.
- **Parent-Teacher Interaction:** PTMs and TPMs offer parents an opportunity to communicate with teachers, ask questions, and express concerns related to their child's education.
- **Goal Setting:** PTMs and TPMs provide a platform to set academic and personal goals for students and develop strategies for achieving them.
- **Parental Involvement:** PTMs and TPMs encourage parents to become actively involved in their child's education and school activities.
- **Feedback:** Teachers and parents can exchange feedback and ideas for continuous improvement in the educational process.

### Schedule of PTM & TPM

Sl. No	Grade	Date	Time
1	Nursery To V	26-09-2025	9:00 AM to 12:00 PM
2	VI TO XII	27-09-2025	9:00 AM to 12:00 PM
3	X & XII	18-12-2025	9:00 AM to 12:00 PM
4	NURSERY TO V	24-03-2026	9:00 AM to 12:00 PM
5	VI TO XII	25-03-2026	9:00 AM to 12:00 PM

### Conduct and Procedures:

- **Appointment:** Parents are encouraged to schedule appointments in advance to ensure a structured and efficient meeting.
- **Duration:** Each PTM and TPM session will typically last 15-20 minutes to accommodate as many meetings as possible.
- **Respect and Professionalism:** PTMs and TPMs will be conducted in a respectful and professional manner. Both parents and teachers are expected to maintain a courteous and respectful tone.
- **Open Communication:** Both parents and teachers should engage in open, honest, and constructive dialogue. Listen actively and provide information or feedback based on facts.
- **Confidentiality:** Information shared during PTMs and TPMs is confidential and should not be disclosed to others without consent.





- **Documentation:** Teachers may provide documentation, such as report cards, progress reports, or examples of student work, to support discussions.
- **Follow-Up:** PTMs should lead to collaborative action plans and follow-up, with clear responsibilities assigned to both parents and teachers.
- **Resolution of Concerns:** If a parent has concerns or grievances, they should follow the school's established grievance procedures.

#### **Feedback and Continuous Improvement:**

Feedback from parents and teachers about PTMs is encouraged to continuously improve the process. The school administration will periodically review and refine the PTM policy and procedures to ensure they remain effective.

#### **Conclusion:**

We recognize the significance of PTMs and TPMs as vital channel for student success. Through open and constructive dialogue, we aim to enhance the educational experience for our students. This policy is a commitment to maintaining productive PTMs for the betterment.

## **CHILD PROTECTION POLICY**

#### **Introduction:**

Royal Global School is committed to providing a safe, secure, and nurturing environment for all students. This Child Protection Policy is designed to safeguard children from harm and to ensure their physical, emotional, and psychological well-being, in accordance with various child protection laws and guidelines of India, including but not limited to:

- The Protection of Children from Sexual Offenses (POCSO) Act, 2012
- The Juvenile Justice (Care and Protection of Children) Act, 2015
- National Policy for Children, 2013
- The Right of Children to Free and Compulsory Education (RTE) Act, 2009

#### **Scope of the Policy:**

This policy applies to all members of the school community, including students, staff, volunteers, and parents. It covers all school-related activities, both on and off-campus, including transportation to and from school events.

#### **Principles:**

Royal global School adheres to the following principles:

- **Best Interests of the Child:** All decisions and actions taken by the school should prioritize the best interests of the child.



- **Non-Discrimination:** Every child has the right to protection, regardless of their race, religion, nationality, gender, disability, or other factors.
- **Participation:** Children have the right to express their views in matters that affect them, and their views should be considered when making decisions.

#### **Child Protection Measures:**

- **Child Safeguarding Policy:** The school will have a comprehensive Child Safeguarding Policy that defines procedures for reporting and responding to child protection concerns.
- **Child Protection Committee:** A Child Protection Committee will be established, consisting of trained staff members who will handle child protection matters and respond to allegations.
- **Reporting Mechanism:** Staff and students will be informed of the procedures for reporting child protection concerns, and they are encouraged to report any suspicions.
- **Background Checks:** All staff and volunteers will undergo thorough background checks to ensure they are fit to work with children.
- **Code of Conduct:** A Code of Conduct for staff, volunteers, and students will be implemented to establish appropriate boundaries and behavior.
- **Training:** Staff and volunteers will receive training on recognizing signs of child abuse and neglect and the appropriate steps to take when concerns arise.
- **Privacy and Confidentiality:** All child protection concerns will be treated with the utmost privacy and confidentiality, with information shared only with those who have a legitimate need to know.
- **Collaboration with Authorities:** The school will cooperate with law enforcement agencies, child protection agencies, and relevant authorities when investigating and addressing child protection concerns.

#### **Reporting Procedures:**

Any member of the school community who suspects or witnesses child abuse or neglect must report it immediately to the designated Child Protection Committee or an appropriate authority as mandated by Indian laws.

#### **Consequences of Violations:**

Violations of this Child Protection Policy will result in appropriate disciplinary actions, including potential legal consequences for individuals found responsible for abuse or neglect.

#### **Review and Revision:**

This Child Protection Policy will be reviewed and updated regularly to ensure it aligns with evolving laws and best practices in child protection.

#### **Conclusion:**

Royal Global School is dedicated to creating a safe and nurturing environment that protects the rights and well-being of all children. By adhering to this Child Protection Policy, we are committed to preventing and addressing child abuse and neglect in our school community.



## ATTENDANCE & ABSENCE

### Introduction

Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance is an important life skill which will be a significant factor in a student's success in future. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit RGS wants to help students develop as early as possible.

### Attendance Procedures Notification of Absence

If a student is absent, a parent (not the student) is requested to notify the school office or the homeroom teacher by 8:00 am on the day of the absence. If prior contact is not possible, the parents are requested to provide a written letter of explanation, addressed to the homeroom teacher, on the first day the student joins school. **Students who miss school to participate in school activities will not be counted absent.**

### Excused Absences

The following reasons are considered valid excuses for school absences. Teachers will give catch-up tests and help with assignments only when absences are excused or prior permission has been given.

- Illness or injury of the student. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.
- Death or emergency in the immediate family
- Documented medical appointment
- Educational, family, and religious-based trips when approved in advance. Assignments equal to the number of days for the trip must be gathered in advance, completed and turned in on the first day of return from the approved trip.
- Religious holiday

### Unexcused Absences

The following reasons are considered unexcused for school absences:

- Neglecting to pre-arrange a foreseeable absence
- All non-emergency absences
- A skipped class or part of the school day, without notification, will be identified as an unexcused absence. Repeated skipping may result in disciplinary action.
- Absences for the sake of a parent or student (ie. skipping school, parents allowing older students to remain home to run errands, for, sleeping in after a late return from an event the night prior or after a long vacation)



### **Make-Up Work**

In all grade levels, it is the responsibility of the parent/student to secure all make-up work assignments and deadlines from the appropriate teacher(s) and adhere to them. Parents/students are encouraged to secure their child's assignments if the absence appears to be more than one day. Requests for make-up work assignments must be made to the homeroom teacher. A student may be given a few days (the number of days will be at the teachers' discretion depending on the number of learning/days missed) to turn in all his/her make-up work. However, tests/Examinations can be conducted again.

### **Excessive Absences**

Students with excessive absences, tardiness or early sign-outs will not be meeting the number of instructional hours needed to meet grade level expectations. More than 2 absences a month (6 absences per trimester) will be considered as chronic and may affect the student's promotion to the next grade.

**If a student is continually sick and repeatedly absent, he or she will be required to produce a medical certificate.**

### **Attendance requirements for different grade levels:**

#### **I. Kindergarten up to Grade 3**

A minimum of 75% attendance is imperative per trimester and the pupil must be present for all major internal exams. If a student does not meet this requirement, the decision to promote at the end of the year will be at the discretion of the domain head or the principal. Exceptional cases involving hospitalization of the student or similar circumstances may be brought to the Administration for consideration.

#### **II. Grade 4 up to Grade 8**

A minimum of 85% attendance is imperative per trimester and the pupil must be present for all major internal exams. If a student does not meet this requirement, the decision to promote at the end of the year will be at the discretion of the domain head or the principal. Exceptional cases involving hospitalization of the student or similar circumstances may be brought to the Administration for consideration.

#### **III. Grades 9 to 12**

Candidates whose attendance is below 85% of the working days are ordinarily not eligible to sit for the examination. However, the competent authority has the authority to condone the shortage of attendance in the case of candidates whose minimum attendance is not less than 70% of the working days in each year of the two-year course. This is inclusive of absence due to illness and other special circumstances. Heads of Schools may represent, to the CBSE Regional Officer, cases of candidates who deserve special consideration for condonation of shortage of attendance in Class XI and / or XII, provided that the attendance of such candidates is not less than 65% of the working days, during each year of the two-year course.



Further, the competent authority may condone the shortage of attendance in the case of candidates whose minimum attendance is below 60% in exceptional cases i.e.:

- (i) On Psychological / Medical Grounds such as serious illnesses requiring long period of treatment / hospitalization
- (ii) Authorized participation in sports at State or National level organized by recognized Sports Authorities
- (iii) Other unforeseen and special circumstances.

## SCHOOL UNIFORM

Royal Global School believes in maintaining a standard when it comes to grooming of the students. Therefore, the school follows a strict Dress Code Policy whereby students and parents are required to ensure that it is adhered to. Every student is required to come to school in proper school uniform, clean shoes, and ID Card. The students need to be alert regarding the days they are required to wear their sports uniform and the time from when they should come in their winter dress. Non compliance may lead to strict action being taken.

The dress code for summer and winter is as follows:

Summer (Nursery - UKG)	
Boys	Girls
Half T-Shirt (Sky Blue)	Blue Tunic with tights
Blue Shorts	Socks
Socks	Black Shoes
Black Shoes	
Sports Track Pant	

Summer (Grade I-II)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Checks)	Skirt (Checks)
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt
Sports Shorts	Sports Shorts

Winter (Nursery - UKG)	
Boys	Girls
Hoodie (Blue)	Hoodie (Blue)
Track pant (Blue)	Track pant (Blue)
Full T-shirt (white)	Full T-shirt (white)
Muffler	Muffler
Puffer Jacket	Puffer Jacket
Socks	Socks
Black Shoes	Black Shoes

Winter (Grade I-II)	
Boys	Girls
Full Shirt ( Sky Blue)	Full Shirt ( Sky Blue)
Trouser (Checks)	Trouser (Checks)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Muffler	Muffler
Puffer Jacket	Puffer Jacket
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes



Summer (Grade III)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Grey)	Divided Skirt (Checks)
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt
Sports Shorts	Sports Shorts

Winter (Grade III)	
Boys	Girls
Full Shirt (Sky Blue)	Full Shirt (Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Muffler	Muffler
Puffer Jacket	Puffer Jacket
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes

Summer (Grade IV-V)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Shorts (Grey)	Divided Skirt (Checks)
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt
Sports Shorts	Sports Shorts

Winter (Grade IV-V)	
Boys	Girls
Full Shirt ( Sky Blue)	Full Shirt ( Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Muffler	Muffler
Puffer Jacket	Puffer Jacket
Blazer	Blazer
Tie	Tie
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes



Summer (Grade VI-VIII)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Trousers (Grey)	Divided Skirt (Checks)
Socks	Socks
Tie	Tie
Track Suit	Track Suit
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt
Sports Shorts	Sports Shorts

Winter (Grade VI-VIII)	
Boys	Girls
Full Shirt ( Sky Blue)	Full Shirt ( Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater	Half Sweater
Full Sweater	Full Sweater
Blazer	Blazer
Muffler	Muffler
Puffer Jacket	Puffer Jacket
Tie	Tie
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes

Summer (Grade IX-XI)	
Boys	Girls
Half Shirt (Sky Blue)	Half Shirt (Sky Blue)
Trousers (Grey)	Trousers (Grey)
Socks	Socks
Tie	Tie
Track Suit	Track Suit
Belt	Belt
Black Shoes	Black Shoes
T-Shirt	T-Shirt
Sports Shorts	Sports Shorts

Winter (Grade IX-XII)	
Boys	Girls
Full Shirt ( Sky Blue)	Full Shirt ( Sky Blue)
Trouser (Grey)	Trouser (Grey)
Track Suit	Track Suit
Half Sweater & Full Sweater	Half Sweater & Full Sweater
Muffler	Muffler
Puffer Jacket	Puffer Jacket
Blazer	Blazer
Tie	Tie
Socks	Socks
Belt	Belt
Black Shoes	Black Shoes



## DISCIPLINE & GENERAL BEHAVIOR

### Statement

Royal Global School's Behavior Policy aims to encourage the development and maintenance of positive relationships between all members of the school community as an integral part of all aspects of school life.

### Beliefs

We believe that:

- Behaviour management is the responsibility of the entire community
- All individuals are to be valued and treated with high respect
- All individuals have rights and responsibilities with regards to their behaviour
- Self-esteem is crucial to the positive development of all individuals
- Positive relationships create a safe, harmonious and cooperative environment

### Aims

The behaviour task force aims to:

- Encourage all to recognize positive behaviour and not only negative behaviours.
- Categorically create records for each case of behaviour and try to be consistent in our methods of addressing them.
- Enhance the self-esteem of all individuals through positive measures
- Create a safe environment that is conducive to learning opportunities for all

### Disclaimer:

This policy and its guidelines are applicable at any time on school campus, in any and all school settings, and include all direct and indirect interactions between community members.

**Direct interaction :** meaning face to face or in person

**Indirect interaction :** meaning through a social media post, IM message like WhatsApp or other & an email message



Examples of Positive Behaviour in Action	
<b>Respect for OTHERS:</b> 1. Respecting others 2. Praising others 3. Helping others 4. Welcoming and caring for new students 5. Reporting bullying 6. Greeting others	<b>POSITIVE REINFORCEMENTS INCLUDE:</b>  Complimentary notes to the students from students/teachers/ principal  Complimentary notes to the parents from teachers/principal  Community-wide recognition: Assemblies, Grade Level Meetings  Encouragement and praise for self-respect
<b>Respect for SELF:</b> 1. Being truthful 2. Independently dressing/undressing 3. Being truthful when conflicts arise 4. Reporting bullying	
<b>Respect for Learning:</b> 1. Demonstrating appropriate behaviour in classroom 2. Demonstrating appropriate behaviour outside of classrooms 3. Demonstrating appropriate use of technology	
<b>Respect for Property:</b> 1. Hanging school bags and coats in appropriate place 2. Picking up trash 3. Helping sort trash 4. Reporting damage in bathroom, to facilities and/or equipment 5. Reporting theft 6. Returning lost items to "lost and lonely area", the school office	

### Community Agreements – Negative Consequences

The School discipline procedures are consistent school wide. When our agreements are broken, there are a progressive set of consequences and/or procedures that are followed to preserve a safe learning environment.

In case of misbehaviour, faculty and/or staff will revert to our disciplinary code of practices to push discussions in the right direction and highlight alternative positive behaviour. Students need to learn from their mistakes and reflect on their behaviour in order to make better decisions in the future, but also to teach them a sense of responsibility for their own behaviour.

There are three levels of incident:

- **Minor Incident:** teacher intervenes directly with student; incident is documented in the Online Form / Student ERP depending on severity and frequency of the manifested behaviour
- **Significant Incident:** teachers, staff and/or principal intervenes directly with student and inform parents; incident is documented in the Online Form / Student ERP
- **Severe Incident:** student is sent to the principal; incident documented in the Online Form / Student ERP and parents immediately informed.



### Action Plan for minor/significant/severe incidents on the field/playground and all the school premises (Primary & Middle School)

1. Teacher/Staff talks to the child – **1st warning**
2. Teacher/Staff talks to the child and incident is documented in the Online Form/Student ERP – **2nd warning**
3. Students are sent to the principal AND the incident is documented in the Online Form / Student ERP and time-out (up to an hour depending on the situation) and parents are informed (via email, phone or in person). – **Last warning**
4. Parents have to immediately pick up their child AND the incident is documented in the Online Form / Student ERP.
5. Child is suspended from school for one to five days; the principal will talk to the parents.

### Action Plan for minor/significant/severe incidents on the field/playground and all the school premises (High School)

1. Teacher/Staff talks to the child – **1st warning**
2. Teacher/Staff talks to the child and incident is documented in the Online Form/Student ERP – **2nd warning**
3. Students are sent to the principal or other relevant staff members - counselor/Dean of Students. Parents are informed (via email, phone or in person) and incident is documented in the Online Form / Student ERP –**Last warning**
4. Parents are informed (via email, phone or in person) And the incident is documented in the Online Form/ Student ERP and start of implementing '**Behaviour Report Card**' for at least 21 working days.
5. Parents are informed (via email, phone or in person) And the incident is documented in the Online Form/ Student ERP and the student receives a one-five day **in-school suspension**.
6. Parents have to immediately pick up their child and the incident is documented in the Online Form/ Student ERP; the principal will be informed by email.
7. Child is suspended from school for one to five days; principal will talk to the parents.

### Examples of Inappropriate Behaviour

#### Respect for OTHERS (physical harm):\*\*

1. Pushing, shoving, hitting \*
2. Fighting \*
3. Rough play
4. Biting, scratching, tripping
5. Throwing objects
6. Using/possessing objects that could cause serious injury

#### Respect for OTHERS (emotional harm):\*\*

1. Bullying and teasing
2. Name calling
3. Verbal harassment
4. Insulting comments about intelligence, size, ability, race, colour, religion, gender, ethnicity
5. Gossiping
6. Exclusion of others from games, conversations
7. Intimidation, bullying or abusive behaviour
8. Being dishonest

#### Respect for SELF:

1. Plagiarism, cheating
2. Inappropriate dress
3. Smoking on school premises, or caught on the way to/from school
4. Disrupting class
5. Disrespectful behaviour

**Respect for LEARNING:**

1. Being late
2. Disrupting the learning process
3. Not respecting one's work and the work of others
4. Not following classroom essential agreements
5. Bringing games/toys/electronic equipment that is not permitted

**Respect for PROPERTY:\*\***

1. Damaging property\*
2. Writing on objects
3. Defacing bathroom or other areas, e.g. writing on walls
4. Mishandling property inappropriately or with intention to cause damage
5. Littering Stealing\*
6. Hiding or taking objects that belong to others
7. Disrespecting property of others

\* Any of these behaviours will lead to an immediate one-day suspension.

\*\* Any of these behaviours will be treated as severe or significant.

## TOYS & GADGET

### Rationale

We firmly believe that an ideal environment for optimistic teaching and learning needs to be based in a setting that is pure and free from unnecessary distractions. Therefore, we strongly discourage students from bringing any toys or privately owned electronic gadgets to school. Particularly, the use of mobile phones (with increasingly sophisticated equipment, camera and apps), Laptop presents a number of threats to the harmony of the school, including:

- Mobile phones can be high value items and therefore vulnerable to theft.
- Mobile phones (the model, their price value, and level of sophistication, etc.) can make others envy or may lead to connected discipline and bullying issues.
- Even when kept silent, the use of mobiles phones for messaging or checking latest social media posts, news feeds, etc. easily undermines the atmosphere of a classroom & the enthusiasm of the teacher.
- Use of the newer phones with integrated cameras and modern apps could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- Mobile phones can be an instrument of cyber bullying campaigns.
- Some electronic devices may be harmful in many different ways due to frequent use.

Many of the above issues also pertain to toys and other gadgets like i-Pods, tablets, Game Boys, PSPs, etc. In the name of modern essential necessity such toys or gadgets can silently be very intrusive, distracting and antisocial in a school environment.

### Prohibitions

Students are strongly prohibited from bringing mobile/cell phones, electronic tablets, laptops,



Ear Pods, smart watches, cameras and any other electronic devices or toys in the school bus or campus.

Toys can be another source of distraction for the students when they are in the class. We have noticed that students who bring their toys inside the classroom get quite distracted as their focus/attention is entirely on those toys when the teacher is taking the class.

All students are prohibited from bringing any toys to school too. However, if any student thinks that a particular playable item can be an addition to their day activities at school, she/he can write a persuasive letter to the PE teachers or any other teacher and obtain a written permission to bring the same to school.

Tablets and laptops may be used in the classroom for academic purposes, only at the discretion and written permission of the teacher.

Those students found in possession of or using prohibited toys or devices, in any location of the school or in bus, can expect the following consequences:

### **Consequences**

**First and Final Infraction:** If the toy or gadget is found, it will be immediately confiscated and kept in the office until the end of the academic year. The gadget can be handed over to the parents only after the declaration of the Annual Result and PTM.

### **Confiscation**

If a student is found in violation of this policy, his/her toy or gadget may be confiscated. When an employee confiscates an item under this policy, he/she shall take reasonable measures to label and secure the item and turn it over to the school administrator as quickly as the employee's duties permit.

School does not assess the condition of the confiscated item; electronic gadgets will be powered down immediately.

The confiscated item will be labeled, secured and stored in standard conditions. The school will not entertain any claims of damage or its repair, upgrade or replacement.

## **FOOD & BEVERAGE ( ROYAL GLOBAL SCHOOL IS VEGETARIAN CAMPUS)**

### **Snack**

All parents may send a small, healthy snack to school with their child. Students are never allowed to drink soda or chew gum on school grounds or in school vehicles. We expect that students have eaten a balanced and bountiful breakfast prior to their arrival in the morning.



Brunch: Students from Nursery to Grade 5 are served nutritious and sound brunch according to the menu which is circulated at the beginning of the month. **The school serves only vegetarian food.**

### **Recess & Lunch Break**

During short break and Lunch break school Alfresco (cafeteria) is kept open. Students from Grade 6 to 12 are permitted to use coupon to buy lunch/ snacks of their choice. However, students are advised to bring their own water bottle. Cafeteria does not sell packaged drinking water.

**Vegetarian Food and Snacks:** School policy does not allow children to bring any non-vegetarian food item in the school. If found, any such non-vegetarian food in the possession of the students/ staff strict disciplinary action will be taken.

## **PUBLIC DISPLAY OF AFFECTION**

### **Introduction**

Royal Global School strives hard to offer and maintain a safe and secure environment for its students. We leave no stones unturned to protect the morals, health and safety of all students. Our efforts also include providing students an environment free of embarrassments or sense of discomfort because of unacceptable public displays of affection that may include inappropriate physical contact, such as holding hands, inappropriate touching, indecent exposure, etc. The school recognizes that genuine feelings of affection may exist between students; however, all are expected to refrain from culturally unacceptable behavior in school.

### **Expectation**

Therefore, all students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any school sponsored event, on campus or elsewhere.

Unacceptable public displays of affection include, but are not limited to, any kind of embracing, inappropriate touching, and indecent exposure. Unacceptable public displays of affection at school are a very irresponsible choice that is disruptive to the educational environment and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention as per the recommendations of the disciplinary committee.



## TRANSPORT & RELATED BEHAVIOR

### Introduction

School aims to provide safe and comfortable transport to the students. We can achieve this goal through the combined efforts of the transport department, teachers, students, and parents.

### Before Boarding the Bus

- Be at the bus stop 5 minutes prior to the arrival of the bus.
- Always board your designated bus at the designated bus stoppage.
- Students should stay away from the main road until the bus arrives.
- In the morning, Parents/guardians are required to stay at the bus stop until the bus departs with your student.
- The buses will not wait for latecomers. Last-minute arrivals create traffic hazards, pedestrian risks, and schedule delays.
- Board the bus only when it comes to a complete halt
- Boarding and alighting from buses should be done in silence and in an orderly manner.

### While inside the Bus

- Take your assigned seat and sit properly, facing forward at all times.
- School bags and other belongings should be placed properly.
- Students must not move around in the bus when it is in motion.
- Students must keep their heads, hands and arms inside the bus.
- Talk quietly; the driver's attention must not be distracted.
- Unruly behavior like shouting, fighting, pushing, pulling each other, playing with toys etc. inside the bus is strictly prohibited.
- Consumption of edibles (this includes chewing gum) is not allowed on school buses.
- No object like papers, wrappers of packed food items, empty water bottles etc. should be discarded inside or thrown outside the bus.
- Under no circumstances, should students touch the instrument panel of the buses.
- Do not tamper or tear the seats on the bus. The parents may be held financially liable for the cost of repairing the damage caused to school buses.

### While leaving the Bus

- Remain seated until the bus comes to a complete stop.
- Take all your belongings like bags, umbrellas, water bottles etc. before leaving the bus.



- Parents/guardians must make arrangements to receive students when they are returned to their bus stops at the end of the day.
- While crossing the street in front of the bus, look both ways for on-coming traffic.

**All students and staff must board the bus before the stipulated departing time and not request the drivers to stop or wait for another person causing transportation delay. All buses must move according to the time given.**

**Each bus has a lady attendant who maintains students attendance and behavior.**

## ACADEMICS

### **Effective Communication:**

**School expects students to communicate effectively, both in writing and orally. This includes articulating ideas clearly, listening attentively, and engaging in constructive discussions.**

- **Research Skills:** As students' progress, they are encouraged to develop research skills, enabling them to gather information from various sources, evaluate its reliability, and synthesize it into coherent presentations or projects.
- **Creativity and Innovation:** The School encourages students to think creatively and innovate, fostering an environment where students can develop unique solutions to challenges and express themselves artistically.
- **Critical Thinking:** Students should develop the ability to think critically, analyze information, and solve complex problems. This includes skills like logical reasoning, evaluating evidence, and drawing conclusions.
- **Curriculum Proficiency:** Students are expected to demonstrate understanding of the curriculum taught at each grade level.
- **Ethical and Responsible Behavior:** Students are expected to exhibit ethical behavior, demonstrating honesty, respect for others, and responsible use of technology and resources.
- **Collaboration and Teamwork:** Collaboration skills are emphasized, as students are often required to work in groups, learning to share ideas, compromise, and contribute to a collective effort.
- **Time Management:** The school aims to help students develop strong time-management skills, enabling them to balance academic work, extracurricular activities, and personal responsibilities effectively.
- **Adaptability and Resilience:** With an ever-changing world, students are expected to adapt to new situations, learn from failures, and persevere in the face of challenges.
- **Global Awareness:** In today's interconnected world, we often emphasize global awareness,



encouraging students to understand diverse cultures, perspectives, and global issues.

- **Assessment and Improvement:** The School expects students to take the formative and summative assessments seriously to gauge their progress and identify areas for improvement. Students are encouraged to take ownership of their learning journey.

### Grading System

Our approach to grading aligns with the CBSE guidelines and Examination Bye-laws. This model ensures a holistic assessment of students' performance, taking into account their individual growth and progression.

### Performance bands for Cambridge

#### Primary

Score	Performance Bands
0	Unclassified
1 - 10	Basic
11 - 20	Aspiring
21 - 30	Good
31 - 40	High
41 - 50	Outstanding

### CBSE Grade VI-XII

#### GRADING SYSTEM:

We emphasize on formative assessment and continuous feedback. Students receive detailed feedback reports from their teachers on their progress and areas for improvement.

**AS PER CBSE GRADING SCALE FOR SCHOLASTIC AREAS,** School will award grades as per the following grading scale.

Class	Grade	Marks Range
I to V VI to IX & XI X & XII	A1	91-100
	A2	81-90
	B1	71-80
	B2	61-70
	C1	51-60
	C2	41-50
	D	33-40





## BOARD EXAMINATION (AISSE and AISSCE) (FOR Declaration of BOARD RESULT)

The Grades in the Board Examination of Class-X and Class XII Grades shall be on the basis of 9-point grading system. Grades will be awarded in each scholastic subject. For awarding the grades, the Board will put all the passed students in a rank order and will award the grades as follows:

Grade	Rank Order
A-1	Top 1/8th of the passed candidates
A-2	Next 1/8th of the passed candidates
B-1	Next 1/8th of the passed candidates
B-2	Next 1/8th of the passed candidates
C-1	Next 1/8th of the passed candidates
C-2	Next 1/8th of the passed candidates
D-1	Next 1/8th of the passed candidates
D-2	Next 1/8th of the passed candidates
E*	Essential Repeat

Notes: -

- Minor variations in proportion of candidates to adjust ties will be made.
- In case of a tie, all the students getting the same score, will get the same grade. If the number of students at a score point need to be divided into two segments, the smaller segment will go with the larger.
- Method of grading will be used in subjects where the number of candidates who have passed is more than 500.
- In respect of subjects where total number of candidates passing a subject is less than 500, the grading would be adopted on the pattern of grading and distribution in other similar subjects.

## ACADEMIC CONTRACT

At Royal Global School, we cater to a holistic approach in different spheres of learning and in terms of academic performance when students don't meet the expected grade level academic performance to migrate to the next grade level, an academic contract is initiated.

Academic contracts frequently include specific aims intended to help and benefit the students involved. These objectives are often mentioned in the contract so that students have a clear knowledge of what is expected of them and what they can expect to achieve via their academic activities. It can be personalized to each student's specific needs, skills, and areas for improvement. The contract assists students in focusing on their unique growth and development by establishing tailored goals.



## HOUSE SYSTEM & CCA

### Introduction

The purpose of this policy is to establish guidelines and procedures for the implementation of a dedicated period for house competitions within our school. House competitions promote teamwork, unity, and sportsmanship while enhancing the overall experience of our members. This policy outlines the objectives, rules, and expectations for the house competition.

### Objectives

The objectives of the House competition are as follows:

- To promote teamwork, leadership, and collaboration among members.
- To foster a sense of belonging and pride within each house.
- To encourage participation and sportsmanship in various competitive activities.
- To provide an opportunity for members to showcase their talents and abilities.

### House Allocation

- All members of the community will be divided into four houses: TAGORE, GANDHI, VIVEKANANDA and MOTHER TERESSA at the beginning of the academic year or designated period.
- Each house will have a designated House Master/ Mistress and a captain responsible for coordinating activities and representing their house.
- Students are divided in Groups like: Seedling ( Nursery – UKG), Sub-junior ( 1-2) Junior( 3-5) Middle (6-8) and Senior (9-12)

### Competition Categories

House competitions may include a variety of categories such as:

- **Sports:** Organized sports events, including but not limited to, soccer, basketball, volleyball, Cricket, Tennis, Volley ball, Shooting, Squash, swimming, Horse-riding, Taekwondo, Badminton, Yog, Chess and Track & Field
- **Cultural Competitions:** Painting, Music, dance, Theater, or other cultural events.
- **Academic Challenges:** Quiz competitions, debates, MUN or academic trivia contests.
- **Creative Arts:** Art exhibitions, creative writing contests, or music competitions.
- **Service Projects:** Charitable activities or community service projects.

### Rules and Guidelines

- A set of rules and guidelines will be established for each competition category to ensure fair play and safety.



- The decisions of judges or referees will be final.
- Participants and spectators are expected to uphold the values of sportsmanship and fair competition.

### **Points System**

- A points system will be used to track the performance of each house throughout the competition period.
- Points may be awarded based on competition results, participation, and sportsmanship.

### **Prizes and Recognition**

- Prizes and recognition will be awarded to the winning house based on their overall performance.
- Prizes may include trophies, certificates, or other incentives.

### **Code of Conduct**

All participants and spectators are expected to adhere to a code of conduct that promotes respect, fairness, and positive behavior.

### **Review and Evaluation**

The effectiveness of the house competition period will be reviewed and evaluated annually to make improvements and adjustments as needed.

### **Amendments to the Policy**

This policy may be amended or updated as necessary with input from [school/community] members.

### **Implementation**

This policy will be implemented by the Electives Department with continuous cooperation from all the House Masters

### **Conclusion**

The house competition period is an essential component of our culture, encouraging unity, teamwork, and sportsmanship. This policy serves as a framework to ensure its successful execution. The main idea behind the house block is to give all our students and faculty members a chance to bond with each other, it's a platform to compete and have lots of fun.

There's a separate block dedicated to the activities where students from all four houses come to participate in the activity planned by Activity teachers and this is called HOUSE block.

The house is assigned by the Physical Education Dept. to Teachers and students so as to have equal numbers of students in each house, when the new student or teacher joins the school and they are bound to stay with that particular house till they leave or graduate.



## LIBRARY & RELATED BEHAVIOUR

### Introduction

RGS has over 16,000 books from across the genre and we highly encourage our students to indulge in reading. We ask the students that they try to be aware of any books that they may have borrowed from the library and ensure that they are returned on time.

### Sign- Out Rule

- Students from Grade 1 – Grade 8 can borrow one book at a time
- Students from Grade 9 – Grade 12 can borrow two books at a time

### Return Policy

Students can borrow books for one week and can be renewed if they are not able to finish. We sometimes forget to return and occasionally misplace them. If a student is unable to locate the lost book, he/she will need to contact the School Librarian immediately. If he/she finds any overdue books at home, he/she may return them to the library. In case a student will lose or damage a book, he/she will have to pay applicable fine as per Library Rules

## Library Policy for Royal Global School

### 1. Mission Statement

To support the educational, intellectual, and personal growth of all students and staff by providing a diverse range of resources, fostering information literacy, and promoting a lifelong love for reading and learning.

### 2. Objectives

- To provide access to a wide variety of books, digital resources, and other materials that support the curriculum and cater to diverse interests.
- To encourage critical thinking and research skills through guided programs.
- To create an inclusive, welcoming space conducive to reading, research, and collaboration.
- To instill respect for shared resources and promote ethical use of information.

### 3. Library Hours

Monday to Saturday: 8:00 AM – 4:30 PM

Closed on Sundays and Public Holidays.

### 4. Membership and Access

Students: Membership is automatic upon admission. Borrowing privileges vary by grade:

- Class's I-V: 1 book for 7 days.



- Classes VI-VIII: 2 books for 7 days.
- Classes IX-XII: 3 books for 14 days.
- Teachers/Staff: Up to 5 resources for 30 days.
- Parents: Limited access to resources through special programs.

#### **5. Borrowing and Lending Rules**

- Borrowed items must be returned by the due date.
- Overdue books will incur a fine of ₹2 per day.
- Books must be returned in good condition. Damaged or lost books must be replaced or paid for by the borrower.
- Reference books, periodicals, and multimedia resources are for in-library use only.

#### **6. General Conduct**

- Maintain silence to ensure a conducive learning environment.
- Respect library staff and other users.
- Food drinks, and mobile phones are not allowed inside the library.

Bags must be kept in designated areas.

#### **7. Digital and Technology Use**

- Students may access online databases and e-resources with librarian approval.
- Library computers are for educational purposes only.
- Misuse of technology will result in suspension of privileges.

#### **8. Promotion and Events**

- Monthly book talks, author interactions, and literary contests will be organized.
- Encourage participation in global reading programs like DEAR (Drop Everything and Read) and Readathon.
- Collaborate with faculty to support subject-specific research.

#### **9. Information Literacy Programs**

- Regular workshops on citation ethics, research skills, and use of digital tools.
- Integration of library resources in classroom projects and assignments.

#### **10. Policy Review and Amendments**

- This policy will be reviewed annually to ensure it aligns with the school's vision and technological advancements.
- Suggestions from students, staff, and parents are welcome.
- This policy aims to nurture a library culture where every member of the Royal Global School community can thrive academically and personally.



## COMPUTER LAB & INTERNET USAGE

### Computer Lab Usage Priority

The computer labs are to be used in the following priority:

1. Scheduled Classes.
2. Class Assignments, Reports, Presentations, etc.
3. Internet for personal communications and recreational use.

Students having a higher priority work may request any person using the computer for lower priorities to postpone their work and allow them to use the computer.

### Code of Conduct in Computer Lab

1. All students must be accompanied and supervised by a teacher/staff.
2. Lab users must sign in and out of the lab on the sheet/register provided by the IT team.
3. No food or drinks are allowed in any computer lab. All open and unopened food and beverages are prohibited inside the computer lab.
4. Lab users should maintain professional and courteous communication. Electronic devices should be used in a professional manner. No obnoxious or belligerent behavior will be permitted.
5. Activities in the computer lab that are considered by the supervising teacher/staff to be abusive to the software, hardware, and/or personnel will result in expulsion from the lab and/or denial of future use of the lab per RGS Behavior and Computer Use Policies.
6. No games (online/offline) are allowed in Computer Lab without the consent of the supervisor or staff.
7. All software must be installed by IT staff only. All users are prohibited from installing any software on their own. Applications not installed by IT staff will be routinely removed and disciplinary action will be taken against the person who tampered with the computer.
8. Paper, staplers or staples, tape or dispensers, hole punchers, computer or IT equipment, chairs or any other item should not be removed from the computer labs.
9. Staff are required to put their cell phones to Silent! If you need to use it, please take it to the hallway.
10. Any form of vandalism (tearing of charts, tampering of IT components, deteriorating the furniture, etc) is strictly unacceptable and will attract severe consequences.
11. Any form of printouts (coloured / b&w) should not be done from the computer lab without the permission of the supervisor.
12. All users are expected not to modify any software or files that do not belong to them. Do not overwrite the operating system, modify the system files or any other system parameters.
13. For any hardware, software or furniture problems, please write a short note or send an email



explaining the issue to the IT Manager.

14. Any failure to follow these lab rules may result in the loss of your lab privileges.

### **Code of Conduct for Internet Usage and Classroom Interactive Panel**

1. The internet login password should not be changed under any circumstances.
2. Access to pornographic sites is strictly prohibited.
3. Online chatting will not be allowed even if academic purposes
4. Using social media apps during academic work is prohibited.
5. Free time may be awarded to students for an acclaimed academic / personal success but only if a system is free and not in demand for academic work by another student/staff. Suggested duration of free time may be 10-30 mins.
6. Downloading movies, games, large files or using file sharing sites is prohibited.
7. Classroom interactive panel is to be operated only by the teachers and with the permission of the teachers/under the supervision of teachers.

## **COMMUNICATION**

### **Contacting Teachers**

Communication between home and school is highly regarded and valued and we pride ourselves on building strong relationships with our families. Teachers may be contacted via phone, email, through informal conversations, notes in student diaries or by appointment.

Please keep in mind however, that teachers regularly have meetings before and after school so if you require a detailed discussion a meeting time should be arranged in advance while keeping the concerned homeroom teacher in the loop. Unless absolutely necessary we encourage you to refrain from calling teachers late in the evening and use text messages instead, allowing teachers to indulge in their personal lives. **Please bear in mind that no communication should be made after 5:00pm unless extremely emergency in nature.**

### **Circular & Notifications**

The school office shall issue circulars/ Notifications through the Homeroom Teachers for sharing important announcement and updates. The School also sends important messages through ERP/ School Apps and Whatsapp.

### **Parents Teacher Meeting & Teacher- Parent Meeting**

PTMs are usually twice a term. They are brief meetings, lasting about 10-30 minutes. Conferences are typically scheduled 2-3 weeks in advance. The concerned homeroom teacher will set aside



specific dates and times for individual conferences, but if the school PTM schedules conflict with family schedules, it's worth the effort to find a mutually convenient time, or even schedule a phone or video conference.

While the main focus of PTM and TPM will be learning, it is also important to discuss factors that can affect learning, such as students' behavioral and social development. Other topics might include standardized test results, individualized education programs, peer relationships, classroom behavior, motivation and work habits, as well as students' strengths and challenges.

### **e-Newsletters**

RGS regularly publishes a school newsletter on a quarterly basis to positively promote the school, its activities, and the work done by the students. The Newsletter will be published by the English Language Department and distributed via electronic means such as email, website, ERP and Class WhatsApp groups.

The newsletter will be compiled and designed by a group of passionate and driven students guided by the English Department who also reserves the right to exclude or modify any submitted content, as he deems appropriate.

### **School Email & Website**

The official website of School is as follows -

**[www.rgs.edu.in](http://www.rgs.edu.in)**

All official communication is disbursed through email id which shall always be in the following format -

**[studentrecords@rgs.edu.in](mailto:studentrecords@rgs.edu.in)**

Please do not entertain communication from any other email that does not adhere to the above-mentioned email format as they are not authentic and the school shall not be liable for any loss resulting from such communication.



## DAMAGE & LOSS OF SCHOOL PROPERTY

### Introduction

School encourages students to use the school facilities like science labs, computers labs, library, sports equipment and other school property including transport liberally under the supervision of the concerned teacher. We would like students to be responsible and show care while using school property.

### Expectations

- Care must always be taken of all school property.
- Handling of the lab equipment, using the computer lab and other school property by students without the supervision or permission of the teacher is prohibited.
- Vandalizing school property, writing or drawing on walls, damaging or loss of library books and supplies of all kinds will result in stern disciplinary and penal action against the concerned students.

### Action Taken

- Any damage to the school property should be reported to the concerned teacher or the homeroom teacher.
- The school shall notify the student's parents or guardian of any damages or loss of school property.
- The parents will be responsible for the payment of the cost of repair or replacement of the affected article.
- The price of the article or resource will be considered based on the current market value of the article or resource.
- Damage charges will be assessed based on the actual repair or re-purchase costs.
- In case a resource is damaged by a group of students the cost will be equally borne by all the students involved.
- School is not responsible for any damages caused to a student's equipment e.g., iPad, laptop etc. by actions of another student.



## MEDICAL FACILITY & ADVISORY

### Introduction:

At RGS, the health and well-being of our students are of utmost importance. We are committed to providing a safe and healthy environment for all students. This document outlines our medical facility and advisory services to ensure the physical, emotional, and mental well-being of our school community.

### Medical Facility:

- **School Nurse:** RGS employs a registered school nurse who is responsible for providing immediate medical assistance, basic healthcare, and first aid during school hours.
- **Medical Room:** We maintain a well-equipped infirmary with necessary medical supplies to attend to minor health concerns and emergencies.
- **Health Records:** We request parents to provide up-to-date medical records and contact information, including any allergies or existing medical conditions, to assist us in providing appropriate care.
- **Emergency Response:** The school has established emergency response protocols to handle serious health incidents and injuries. Parents will be informed promptly in such cases.

### Advisory Services:

- **Health and Wellness Advisory:** Our school promotes a healthy lifestyle and well-being through guidance on nutrition, physical activity, and mental health awareness. Periodic workshops and advisory sessions are organized for students, parents, and staff.
- **Counseling Services:** We offer counseling services to students who may require emotional or psychological support. Our trained counselors provide a safe and confidential space for students to discuss their concerns.
- **Health and Hygiene Education:** The school emphasizes health and hygiene education as part of the curriculum. Students are educated on topics such as personal hygiene, nutrition, and the importance of a balanced lifestyle.
- **Immunization and Health Checkups:** We encourage parents to ensure that their children receive recommended vaccinations and undergo regular health checkups to monitor their growth and well-being.

### Illness and Leave Policy:

- **Reporting Illness:** Parents should promptly inform the school if their child is unwell. If a student develops symptoms of a contagious illness, they should stay home until they are no longer



contagious.

- **Absence Due to Illness:** Students who are absent due to illness are encouraged to catch up on missed assignments and seek additional support from teachers upon their return.
- **Medication:** The school will administer prescribed medication with written parental consent. Parents are responsible for informing the school nurse of any prescribed medications.

### **Emergency Contact Information:**

It is essential that parents keep their contact information updated with the school to ensure swift communication in case of a medical emergency.

### **Conclusion:**

RGS is dedicated to providing a safe and healthy environment for our students. We believe that a strong emphasis on medical facilities, advisory services, and health awareness contributes to the overall well-being of our school community. By working together, we can ensure that our students receive the best possible care and support.

## **FIELD TRIP, EDUCATION TOURS, MEETS & EXCHANGE PROGRAM POLICY**

### **Introduction**

Education tours and exchange programs are valuable educational opportunities that enhance the global perspective and cultural understanding of students at RGS. This policy provides a framework for the planning, implementation, and oversight of such programs to ensure safety, quality, and meaningful experiences.

### **Purpose**

- To provide students with opportunities for cultural enrichment, exposure to diverse learning environments, and international experiences.
- To promote global citizenship, tolerance, and understanding.
- To ensure that all education tours and exchange programs adhere to school policies, regulations, and safety standards.

### **Types of Programs**

- **Educational Tours:** These are short-term trips organized by the school, focused on enhancing the academic curriculum, cultural immersion, and character development.
- **Exchange Programs:** These are longer-term programs where students from RGS may temporarily study at partner institutions or host students from partner schools for a short duration.



- **Field Trips:** These are study trips organized by the school in partnership with industrial houses or State/ national institutions for promoting real life and hands on learning. It's organized during school hours.
- **Competitions & Meets:** These are outside school competitions in which selected students who qualify as per norms are invited to participate. Example: CBSE Cluster meet.

### **Program Approval and Selection**

- All programs, whether organized in-house or in collaboration with external agencies, must be approved by the school administration.
- Students will be selected for participation based on criteria such as academic standing, behavior, and the potential to represent the school effectively.

### **Safety and Security**

- The safety and security of students are of paramount importance. All programs must adhere to comprehensive risk assessment and management procedures.
- Programs must include adequate supervision by school staff and local guides.

### **Curriculum Integration**

- Programs must be linked to the school's academic curriculum to ensure that they support students' learning objectives.
- Teachers and program leaders should develop educational itineraries that complement classroom studies.

### **Financial Considerations**

- The school will provide financial transparency regarding the cost of programs.
- Students will be asked to bear the cost of the excursions/ Exchange programs and Competitions/ Meet organized outside the city. However, the school bear the entire cost of the Field trips.
- Efforts will be made to offer financial assistance or scholarships if required to certain students to ensure that all students have equal opportunities to participate.

### **Communication and Information**

- Parents and guardians will receive detailed information about program itineraries, objectives, costs, and contact information.
- A clear line of communication will be maintained between students, parents, teachers, and program leaders throughout the program.

### **Code of Conduct**

All students participating in education tours and exchange programs must adhere to the school's code of conduct, including rules and regulations regarding behavior, respect for local customs and laws, and the use of technology.

### **Medical and Emergency Protocols**

- All participants must have updated medical records and emergency contact information on file.
- The school will establish clear medical and emergency protocols, including insurance coverage and local medical facilities.

### **Evaluation and Debriefing**

After each program, students, teachers, and program leaders will participate in a debriefing session to evaluate the experience and gather feedback for program improvement.

### **Reporting and Monitoring**

The school will establish mechanisms to monitor and review program activities, ensuring compliance with this policy and continuous improvement.

### **Conclusion**

Education tours and exchange programs are integral to the educational experience at RGS. By adhering to this policy, we aim to provide enriching and safe opportunities for our students to explore the world, gain new perspectives, and become global citizens who appreciate the value of diversity and cultural understanding.



## STUDENT'S HEALTH RECORD

Date	Ailment Reported:	Parent's Signature
	Nurses Remarks:	
	Signature of the Nurse	

Date	Ailment Reported:	Parent's Signature
	Nurses Remarks:	
	Signature of the Nurse	

Date	Ailment Reported:	Parent's Signature
	Nurses Remarks:	
	Signature of the Nurse	



RECORD OF STUDENT’S DISCIPLINARY ISSUES

Date	<div><div><input type="radio"/> Improper Uniform</div><div><input type="radio"/> Indiscipline</div></div> <div><div><input type="radio"/> Assignment Issue</div><div><input type="radio"/> Reporting Late</div></div> <div><div><input type="radio"/> Any other</div><div></div></div> <div></div> <div>Teachers Remarks</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>Teachers Signature</div>	Parent's Signature
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## RECORD OF ASSIGNMENTS / RESEARCH WORK

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Date	Subject_____	Due Date
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## RECORD OF READING PROGRAM

[illegible]

\*\*Students are expected to read at least 10 books in an academic year



**RECORD OF DEAR PROGRAM**

Date	Title of the Book	Start date	End Date	Signature of the Home Room Teacher

\*\*Students are expected to read at least 5 books in an academic year during DEAR program



## RECORD OF LEAVES AVAILABLE

Date of Application	Reason for leave_____	Start Date
	_____	_____
	_____	End Date
	_____	_____
Parent's Signature		

Date of Application	Reason for leave_____	Start Date
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	_____	End Date
	_____	_____
Parent's Signature		

Date of Application	Reason for leave_____	Start Date
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Parent's Signature		

Date of Application	Reason for leave_____	Start Date
	_____	_____
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Parent's Signature		

Date of Application	Reason for leave_____	Start Date
	_____	_____
	_____	End Date
	_____	_____
Parent's Signature		



## RECORD OF POSITIVE REFERRAL

Sl. No.	Achievement / Award / Medal / Appreciation	Issued On	Teachers Signature	Signature of the Parent

## FEE RULES & REGULATIONS

The fees can be paid online by visiting our school website [www.rgs.edu.in](http://www.rgs.edu.in) and clicking on the 'Academic Fee Payment' option. Fees can also be paid through the RGS mobile app. Kindly scan the **QR Code** to download.



**IOS**



**Android**

Sl. No.	Fees for	Duration	Time of Payment
1	1st Quarter	April-June	At the time of admission/ renewal before the commencement of the new session.
2	2nd Quarter	July-September	On/before 10th July 2025.
3	3rd Quarter	October- December	On/before 10th October 2025.
4	4th Quarter	January-March	On/before 10th January 2026.

- Cash will not be accepted under any circumstance. Outstation cheques/non CTS cheques will not be accepted.
- The Annual Fee (Payable yearly) is to be paid at the time of Admission/Renewal of Admission.
- Imprest Money Expenses would be adjusted on actual expenses incurred by/on behalf of the student. The statement of Imprest can be obtained either from the school or can be sent by mail ([accounts@rgs.edu.in](mailto:accounts@rgs.edu.in)) in the month of March of relevant session.
- Hostel and Transport Fees are to be paid initially at the time of admission/renewal and thereafter by 10th October of the academic session.
- If the fees is paid by Demand Draft (DD), it must be deposited with the School at least 5 days before the relevant due date.
- Late fee fine of 100/- per day will be levied for every quarter on any pending fee head, for each day until the fee is paid.
- In case of payment by DD in the school, the name of the student, grade/section, Admission I.D. no. along with mobile no. of parents must be mentioned at the back of the cheque/DD.
- In case of any issues with online/net banking payment of fees, parents are requested to mail at: [financemanager@rgs.edu.in](mailto:financemanager@rgs.edu.in) / [accounts@rgs.edu.in](mailto:accounts@rgs.edu.in) or WhatsApp at 8811055508



## SPORTS OPTIONS

- Swimming classes will be compulsory for all students up to Grade: VIII. Grade: IX-XII students will have Swimming as an option.
- Chess classes will be compulsory for all students from Grade: I- III. Grade: IV-XII students will have Chess as an option.
- Gymnastics classes will be compulsory for all students from Grade: Nursery- III. Grade: IV-V students will have Gymnastics as an option.
- Yoga classes will be compulsory for all students from Grade: II- VIII.
- Students can choose one Sport from amongst the following available options which will be scheduled in the regular time table.

GRADE	SPORTS CHOICES AVAILABLE
II	Football, Cricket, Skating, Taekwondo, Tennis.
III	Football, Cricket, Skating, Taekwondo, Table-Tennis, Badminton, Tennis.
IV & V	Football, Cricket, Skating, Taekwondo, Table-Tennis, Badminton, Tennis, Basketball, Chess.
VI-IX	Football, Cricket, Skating, Taekwondo, Table-Tennis, Badminton, Tennis, Basketball, Chess.
X-XII	Football, Cricket, Skating, Taekwondo, Table-Tennis, Badminton, Tennis, Basketball, Chess, Pool& Billiards, Swimming.

- Students opting for Racquet games like Tennis, Badminton, and Table Tennis will have to bring their own racquets and students opting for Skating will also have to bring their own Skates. However, Balls and Shuttle cocks will be provided by school.
- It is mandatory for all students to come in Sports Dress i.e. House T-shirt and Track Pant on the day of Sports class.

## ACTIVITY OPTIONS

GRADE	ACTIVITY 1	ACTIVITY 2
II-VIII	Flute, Tabla, Guitar, Piano & Keyboard, Acoustic Drums, Ballet (Only For Students Of Grade III-VII)	Vocal, Bharatanatyam, Xattriya, Kathak, Modern Contemporary Dance, Theatre (Only for Students of Grade VI-XII)
IX-XII	Vocal, Flute, Tabla, Guitar, Piano & Keyboard, Acoustic Drums, Brass band, Bharatanatyam, Xattriya, Kathak, Modern Contemporary Dance, Theatre	

- Students from Grade: II-VIII can make a choice of two activities, each from Activity 1 and 2 from amongst the following available options. Grade: IX-XII students will have only one activity from amongst the available options mentioned above



## TYPICAL ASSEMBLY SCHEDULE

TIME- 08:05 AM – 08:20 AM		
Assembly Days: Every Working Tuesday, Wednesday and Thursday		
Sl. No.	Grade	Venue
1	Nursery-UKG	A-Block Reception
2	Grade I-III	Rock & Roll room
3	Grade IV-V	Broadway
4	Grade VI-VIII	Colosseum
5	Grade IX-XII	C-Plaza

## CONTENTS OF THE ASSEMBLY

Sl. No.	Proceedings	Duration
1	School Prayer	01 Min
2	Prayer Song	01 Min
3	Thought For The Day	01 Min
4	Sloka Chanting	01 Min
5	Word of The Day	01 Min
6	Thematic Performance	07 Min
7	Speech By Teacher	02 Min
8	National Anthem	01 Min



## SATURDAY INTER HOUSE SPORTS/ACTIVITIES 2025-26

**Grade: VI-XII**

Date & Day	Grade	09:30 -11:30 AM	12:00-02:00 PM
19th April (Saturday)	VI-VIII	Sports	House Meeting
	IX-XII	House Meeting	Inter House Quiz
3rd May (Saturday)	VI-VIII	Inter House Takewondo	Inter House Declamation
	IX-XII	Inter House Extempore Speech	Inter House Chess
17th May (Saturday)	VI-VIII	Inter House Chess	Inter House Dbate
	IX-XII	Inter House Debate	Inter House Takewondo
21st June (Saturday)	VI-VIII	Inter House Badminton	Inter House Group Dance
	IX-XII	Inter House Group Dance	Inter House Table Tennis
29th August (Friday)	VI-VIII	Inter House Swimming	Inter House Swimming
30th August (Saturday)	VI-VIII	Inter House Quiz	Inter House Solo Song
	IX-XII	Inter House Swimming	Inter House Swimming
11th October (Saturday)	VI-VIII	Inter House Table Tennis	Inter House Band
	IX-XII	Inter House Band	Inter House Table Tennis
25th October (Saturday)	VI-VIII	Inter House Tennis, Skating	Inter House Group Song
	IX-XII	Inter House Group Song	Inter House Tennis, Skating
8th November (Saturday)	VI-VIII	Inter House Basketball	Inter House Extempore Speech
	IX-XII	Inter House Solo Song	Inter House Basketball
15th November (Saturday)	VI-VIII	Inter House Football	Inter House One Act Play
	IX-XII	Inter House One Act Play	Inter House Football
10th January (Saturday)	VI-VIII	Inter House Cricket	Sports Activity
	IX-XII	Inter House Declamation	Inter House Cricket





### Grade: III-V & UKG-II

Date & Day	Grade	09:30 -11:30 AM	12:00-02:00 PM
9th May (Friday)	III-V	Inter House Chess	
	I		Intra Class Chess
23rd May (Friday)	III-V	Inter House Taekwondo	
	II		Intra Class Chess
20th June (Friday)	III-V	Inter House Table Tennis	
08th August (Friday)	UKG	Intra Class Chess	
22nd August (Friday)	III-V	Inter House Badminton	
25th August (Tuesday)	I	Intra Class Swimming	
26th August (Wednesday)	II	Intra Class Swimming	
27th August (Thursday)	III-V	Inter House Swimming	
17th October (Friday)	III-V	Inter House Tennis	
	II		Intra Class Tennis
31st October (Friday)	III-V	Inter House Skating	
	II		Intra Class Skating
	I		Intra Class Gymnastics
7th November (Friday)	III-V	Inter House Football	
	II		Intra Class Football
	UKG	Intra Class Gymnastics	
21st November (Friday)	III-V	Inter House Cricket	
	II		Intra Class Cricket
9th January (Friday)	II		Intra Class Gymnastics



## ANNUAL SPORTS WEEK 2025-26

**30th January-6th February, 2026**

Date	Grade	Event
30th January (Friday)	NUR-II	Prelims/Heats of Track & Field
2nd February (Monday)	III-V	Prelims/Heats of Track & Field
3rd February (Tuesday)	VI-VIII	Prelims/Heats of Track & Field
4th February (Wednesday)	IX-XII	Prelims/Heats of Track & Field
5th February (Thursday)	NUR-II	Annual Sports Day (Finals)
6th February (Friday)	III-XII	Annual Sports Day (Finals)



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CLASS TIME TABLE

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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CLASS TIME TABLE

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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