

Parent-Student Handbook

2026-27



INDEX

| SL. NO. | CONTENT | PAGE NO. |
|---------|--|----------|
| 1. | OUR VISION, MISSION & LOGO | 2 |
| 2. | STUDENT PROFILE | 3-5 |
| 3. | MY TEACHERS | 6 |
| 4. | ABOUT NEEV | 7 |
| 5. | OUR PROGRAM | 7-8 |
| 6. | NATIONAL ANTHEM | 9 |
| 7. | PREAMBLE, OUR EMBLEM, NATIONAL FLAG | 10 |
| 8. | NATIONAL SONG, STATE ANTHEM | 11 |
| 9. | SCHOOL PRAYER & SCHOOL SONG | 12 |
| 10. | SCHOOL SCHEDULE | 13 |
| 11. | PUNCTUALITY & REGULARITY, SCHOOL DISCIPLINE, ACADEMICS & ASSESSMENTS | 14 |
| 12. | COMMUNICATION | 15 |
| 13. | SECURITY & SURVEILLANCE | 15-16 |
| 14. | UNIFORM AND DISCIPLINE | 16 |
| 15. | IMPORTANT INFORMATION TO PARENTS | 16-17 |
| 16. | POLICY FOR REFUND & WITHDRAWAL OF STUDENTS | 17-18 |
| 17. | FIELD TRIP POLICY | 18 |
| 18. | STUDENT'S BEHAVIOUR | 19 |
| 19. | SCHOOL BUS POLICY | 19-20 |
| 20. | CONTACTS AND COMMUNICATION | 21 |
| 21. | FEE RULES & REGULATIONS | 22 |
| 22. | SCHOOL UNIFORM POLICY | 23 |
| 23. | NEEV ACTIVITY LIST | 24 |
| 24. | SCHEDULE OF COMMENCEMENT OF SCHOOL, MAJOR SCHOOL FUNCTIONS | 25 |
| 25. | MAJOR BREAK/VACATIONS, BAGLESS DAYS, ASSESSMENT AND EVALUATION | 26 |
| 26. | HOLIDAY LIST | 27 |
| 27. | STUDENT'S HEALTH RECORD | 28-29 |
| 28. | RECORD OF READING PROGRAM | 30 |
| 29. | RECORD OF LEAVES AVAILED | 31-32 |
| 30. | RECORD OF POSITIVE REFERRAL | 33 |
| 31. | PARENT/TEACHER COMMUNICATION | 34-35 |
| 33. | PARENTS' DECLARATION | 36-37 |
| 34. | REMARKS/NOTES | 38-42 |
| 35. | CLASS TIME TABLE | 43 |



**Registered with
Cambridge International Education
Affiliation No: IA926**

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

The logo creatively represents the concept of growth and learning. It features a stylized brain, symbolizing cognitive development, with a plant sprouting from it, signifying the nurturing of young minds. The three leaves, in blue, orange, and green, reflect diversity, creativity, and holistic education. The soft, minimalistic design conveys warmth and approachability, effectively capturing NEEV's mission of providing a strong foundation for children's intellectual and personal growth.



STUDENT PROFILE

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

School Copy

Admission no:

Permanent Education Number (PEN) no:

Name:.....

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

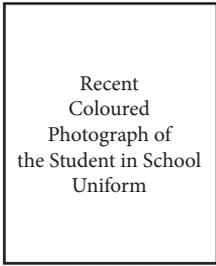
Blood Group:..... Gender:.....

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

Student's Email ID:

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

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:

Permanent Education Number (PEN) no:

Name:.....

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

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

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

Student's Email ID:

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

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

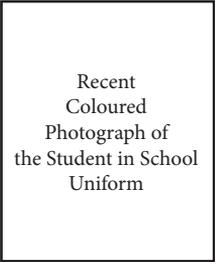
Bus No:.....Bus Stop:.....

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





ABOUT NEEV

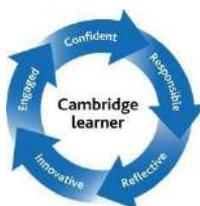
The Royal Kindergarten offers a well-rounded curriculum infused with Cambridge attributes, focusing on a play- and inquiry-based learning approach that is centred around the child. The program incorporates a Global Outlook grounded in Indian values. Its goal is to cultivate engaged, confident, empathetic, curious, analytical, reflective, responsible, and globally competitive students.

OUR PROGRAM

Cambridge Early Years is offered at “Neev” in Royal Global School. This curriculum has been developed by Cambridge International and Cambridge University Press, both part of the world-renowned University of Cambridge. Typically for 3 to 6-year-olds. 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 and a range of assessment approaches to measure young learners’ progress. The three levels of the early years curriculum are very flexible to cater to every child’s needs, capabilities, and interests.

Our learning journey revolves around the learners’ attributes that Cambridge provides.

- R - Responsible
- I - Innovative
- C - Confident
- E - Engaged
- R - Reflective



Our holistic curriculum focuses on the whole child and connects their development with the world and people around them. It has also been created to support a bilingual or multilingual approach for learners with a home language other than English.

Learning through play

By encouraging curiosity and social interaction, play-based learning provides the foundations for lifelong learning and encourages high levels of well-being and engagement.

Learning through play is at the center of our early years approach. It puts the child at the heart of the educational arena, allowing them to develop at their own pace.

A holistic, child-focused approach

Our curriculum supports all aspects of the child’s development. We split our content into six learning areas, but they are all connected and taught together as children play and discover the world around them.



Learning areas

• Communication, language & literacy

Speaking, listening, reading and writing are crucial to children's early development. Showing children the importance of language through fun activities and encouraging them to engage with a wide range of texts helps to ignite a lifelong curiosity for learning.

• Personal, social & emotional development

This area is central to children's lives. It underpins their wellbeing and attainment in all other areas of their learning. This area helps them to develop social learning and friendships, regulate their emotional responses and respond to the needs of others, and develop self-esteem and confidence.

• Creative expression

Creative expression allows children to communicate their ideas and develop their imagination through art and design, music, dance and drama. This important curriculum area brings together skills and cognitive processes from across the whole curriculum.

• Physical development

Our curriculum encourages children to develop movement skills through play, helping them to develop positive attitudes towards exercise and laying the foundation for healthy, active lives.

• Mathematics

At an early age, it is important to help children recognise how mathematics impacts everyday life. Through games and activities, we can introduce children to mathematical language, thinking and concepts that they will need when they start their primary education.

• Understanding the world

Children's natural curiosity must be encouraged, so that they are equipped to reflect, question, explore and interact, and are guided in their understanding of the world. This area of the curriculum lays foundations for a range of different subjects in primary education and beyond, including science, digital literacy, computing and humanities.

Measuring progress

Assessing your child's progress against key milestones is a crucial part of their early years education, and helps teachers to understand the best ways to support the child. Our approach is based around continuous formative assessment, including observations of children in the learning environment and evidence gathered during learning.

Ready for the next step

Cambridge Early Years will prepare the child for the transition to primary school, helping them move from play-based learning to more formal teaching. Once they have finished the early years programme, the child will be ready for the next stage of their educational journey – whether they move on to Cambridge Primary or another programme.



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.



PREAMBLE

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.



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.

वन्दे मातरम्!
सुजलाम्, सुफलाम्, मलयजशीतलाम्,
शस्यश्यामलाम्, मातरम्!
शुभ्रज्योत्स्नापुलकितयामिनीम्,
फुल्लकुसुमितद्रुमदलशोभिनीम्,
सुहासिनीम् सुमधुरभाषिणीम्,
सुखदाम् वरदाम्, मातरम्!
वन्दे मातरम्!
कोटि-कोटि-कण्ठ-कल-कल-निनाद-
कराले,
द्विसप्त-कोटि-भुजैर्धृत-खरकरवाले,
के बोले मा तुमी अबले?
बहुबलधारिणीम् नमामि तारिणीम्,
रिपुदलवारिणीम् मातरम्!
वन्दे मातरम्!

तुमि विद्या, तुमि धर्म,
तुमि हृदि, तुमि मर्म,
त्वं हि प्राणाः शरीरे!
बाहुते तुमि मा शक्ति,
हृदये तुमि मा भक्ति,
तोमारै प्रतिमा गडि मन्दिरे-मन्दिरे!
वन्दे मातरम्!
त्वं हि दुर्गा दशप्रहरणधारिणी,
कमला कमलदलविहारिणी,
वाणी विद्यादायिनी, नमामि त्वाम्!
नमामि कमलाम्, अमलाम्, अतुलाम्,
सुजलाम्, सुफलाम्, मातरम्!
वन्दे मातरम्!

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 জনমতো
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 PRAYER

A Child's Prayer for Morning

Now, before I run to play,
Let me not forget to pray
To God who kept me through the night
And waked me with the morning light.
Help me, Lord, to love Thee more
Than I ever loved before,
In my work and in my play
Be thou with me through the day.
Amen.

Meal Time Blessing

“Thank you, God, for the world so sweet,
Thank you, God, for the food we eat,
Thank you, God, for the birds that sing,
Thank you, God, for everything.

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 the halls of wisdom, bright and wide,
Royalites 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 SCHEDULE

- EY 1 & 2 April, 2026 to March, 2027: 8:00 am to 12:00 pm (Monday to Friday)
- EY 3 April, 2026 to September, 2026: 8:00 am to 12:00 pm (Monday to Friday)
- EY 3 October, 2026 to March, 2027: 8:00 am to 2:10 pm (Monday to Friday)

Office Timing (On All Working Days)

| Sl. No. | Days | Timing |
|---------|---------------|------------------|
| 1 | Monday-Friday | 9:00 AM-03:00 PM |
| 2 | 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/Coordinators | Monday & Saturday | 9:00 AM-01:00 PM |
| 3 | Principal/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.



PUNCTUALITY & REGULARITY

- Students should report at the school gate latest by 7:50 AM. They must reach their respective bus stops at the prescribed time. Latecomers will not be allowed to enter the school.
- Students are expected to attend school regularly. All students are expected to log in a minimum attendance of 90% of the total working days in the academic session. As such, no leave of absence is granted unless parents/guardians submit an application well in advance on plausible grounds for absence
- No Half Day Leave is permitted. In case of any family function or other programme, parents are requested not to send the child to the school.
- In case of sickness for any period of time, a Medical Certificate must be attached with the leave application.

SCHOOL DISCIPLINE

Discipline is the law of nature. Without it, nothing works. Inculcating discipline amongst children is the most significant aspect of education and is not confined to school alone. Parents, too, must co-operate with the school in observing these norms:

- Attendance is compulsory for celebration of National Days.
- Irregular attendance, unjustified or unexplained absence from school, habitual late coming, leaving the school premises without permission, disobedience and any type of unruly and objectionable behaviour are considered to be grave acts of indiscipline.

ACADEMICS & ASSESSMENTS

• Students should not miss assessments by remaining absent from the school. Exception will be made for the following reason

1. On medical grounds supported by proper medical records
2. The student is representing the school at District/State/National level.
3. On compassionate grounds, where there has been a demise of a close family member.

Other than the above cases, there shall be no re-assessment for a student missing assessment.

- The school bag and handbook should be checked thoroughly before coming to school to ensure that the students are carrying all the books, exercise copies and stationery required for the day as per the routine.



COMMUNICATION

- Please contact the Principal/Vice Principal/Co-ordinators over the phone only in case of an emergency. No direct telephonic communication is to be made to the teachers during school hours. However, if the need arises you can contact the Front office (8822607725) and leave a message.
- Parents are required to get a prior appointment from the Principal/Vice Principal/ Teachers, if they want to meet them personally. Parents can meet teachers after school and not during school hours.
- Please ensure that all communication addressed to the school clearly specifies the Name of the Student, Admission Number, Class, Section, Address and Contact Number.
- Consequent to a recent Government mandate, each student has been attached to a unique PEN (PERSONAL EDUCATION NUMBER) for which the school requires correct and authentic personal information about the student and parents. Such information should be furnished mandatorily as and when the school office asks for it.
- The school admission office and the class teacher should be informed if there is any change in name (of student or parents), address, contact numbers and other relevant information within seven days along with requisite documentary proof.
- Teachers should not be approached or contacted for private tuition of students.

SECURITY AND SURVEILLANCE

- The school has installed a security system to ensure the safety of the children in its premises. It is mandatory for all visitors to register themselves at the gate with the security personnel. Unless a prior appointment has been taken, visitors are requested to wait for the permission to be granted before proceeding inside the school campus.
- Royal Global School requires students to always wear Radio Frequency Identification (RFID) enabled cards from boarding the bus to entering the school gates, and disembarking the bus. Failure to do so may result in the school console not detecting the student ID, leading to parents not receiving boarding or disembarking notifications. Lost ID cards must be reported immediately to the IT department or class teacher, and a replacement fee must be paid.
- CCTV can be accessed only in case of valuable or important lost belongings. Any item left behind/ misplaced by your ward, if found, by the school, shall be stored at the “Lost and Found Counter” for a period of fifteen days, beyond which the item(s) may be disposed of by the school.
- The Parent Card should be brought by the parents while visiting the school for collecting the



students after the school or for any function organized by the school. If the parent card is damaged or lost, an application for replacement must be submitted to the office.

- If a student who avails school transport wishes to leave the school with their parent/ guardian, they need to get an 'out pass' signed by the class teacher mentioning the reason and time of dispersal.
- Private Transport students from Grade Nursery - UKG will be issued an out pass signed by the class teacher daily which they need to carry every day and show at the security gate during dispersal.

UNIFORM AND DISCIPLINE

- Royal Global School enforces a strict Dress Code Policy, requiring students to wear the prescribed uniform, clean shoes, and carry their ID card.
- Students must be mindful of the specific days when they are required to wear the sports uniform and from when they should start wearing the winter uniform.
- There must be strict adherence to the summer and winter uniform which has been specified in detail of the school Diary.

IMPORTANT INFORMATION TO PARENTS

- Parents are requested not to send cakes or any eatables to celebrate their ward's birthday. It will be a good gesture to contribute one book to the school library or a sapling.
- Parents are requested to read the contents of the School handbook carefully and in the interest of the child to abide by the rules regulations laid down by the school.
- Kindly ensure that all the details in the handbook are completed.
- Any urgent message may be communicated at the school reception telephonically. Phone calls from parents for any teacher or student during the school hours will not be entertained
- Parents are requested to sign the reports, test papers, teacher's remarks in the notebooks/school Diary so that they are abreast with the progress of their child. They are also requested to visit the teachers whenever called or on PTMs and orientation programmes.
- Please do not send your child to school if he/she is feeling unwell. A proper application or Medical Leave must be submitted in writing by the parents.
- Apart from the training given by the school, students are expected to devote some time regularly at home. Supervision of the same should be arranged.
- Parents should carry out their responsibilities as joint educators in instilling in their children respect and strict adherence to all school rules



- Holidays should be planned as per the school calendar. If not adhered to, the school will not take the responsibility for completion of incomplete work or missed lessons.
- To ensure that the bag is light in weight, parents are also requested not to send fancy pencil boxes and heavy tiffin boxes and bottles to school.
- Parents must purchase the school uniform from the shop authorised by the school, so that uniformity in the entire disposition of the school is maintained.
- Royal Global School is a vegetarian campus hence parents are requested not to send non-vegetarian to school with their wards.
- The Name, Admission Number, Class and Section of a student should be clearly marked on all the belongings. The school shall not be held responsible for the loss of any personal belongings.
- Parents are expected to attend all school meetings called by the School Authorities.
- All fees for every quarter should be paid on or before the 10th day of the first month of the respective quarter. Further, in the event of non-payment of school fees late fine will be levied which will not be waived under any circumstances.

POLICY FOR REFUND & WITHDRAWAL OF STUDENTS

Policy for withdrawal of existing students

- A 3 months' notice should be served before the withdrawal of your ward. In lieu of 3 months' notice, parents may pay 3 months fees (school /hostel). For example, in case the parents wish to withdraw their ward after the annual examinations, the notice for the same must be served on or before 31st December of the current session. After the clearance and adjustment of all dues, the balance Imprest Money and Caution Deposit will be refunded.

Refund policy for day scholars

- For new students withdrawing before the commencement of the Academic Session: In case your ward is leaving before the commencement of the Academic Session, his/her Caution Deposit, Imprest Money, Activity Fee, Tuition Fee, Miscellaneous fee will be refunded. The Enrolment fee and Development fee will not be refunded.
- For new as well as existing students withdrawing after the commencement of the Academic Session: In case your ward has taken admission but withdraws after commencement of the academic session, he/she is entitled to a refund of Caution Deposit, Imprest Money, Tuition Fee (after deduction of one quarter's tuition fee). However, Enrolment fees, Development fees and Activity fees will not be refunded.



Refund policy for transport users

- If any student wishes to withdraw from availing the transportation facility during any part of the year, he/she has to serve three months' prior information to the school. He/she will be liable to a refund of transportation fee subject to clearance of No-Dues certificate, available with Transport department and Accounts office.

FIELD TRIP POLICY

PURPOSE AND SCOPE

Field trips are planned as an important feature of the academic year as an extension of the classroom experience that expand and reinforce concepts learned and can provide new and unique experiences that might not be available in the classroom setting.

Every academic year field trips are planned and approved by the School Leadership Team through established procedures for all phases:

- **Academic-enrichment:** A curriculum-associated learning experience to afford students the opportunity to gain insight, information or knowledge. Such trips will have an educational objectives that have been clearly defined, including pre-planning, follow-up activities and evaluation, wherever applicable.
- **Socio-cultural enrichment-experiences** aimed at creating students' awareness about the culture and heritage of Assam
- **Community Service** - routine trips to instill personal, social and environmental responsibility in students by synthesizing academic course work with real world experiences and give back to the community as engaged citizens.
- **Edutainment-** experiences associated with fun trips planned for entertainment and relaxation as class parties/ cultural events /movies etc

Duration of Field Trips

Day trips- conducted within school hours



STUDENTS' BEHAVIOUR

- Students participating in field trips must meet the same standards of behaviour which are required in the regular school setting, as outlined in the school's Code of Conduct. Students are also expected to observe the regulations established by the site they are visiting.
- Students participating in field trips must be made aware of the consequences of unacceptable behaviour.
- Parents must be notified in advance of serious behaviours that would compromise a student's participation in a Field Trip.
- Any untoward incident must be reported to the Principal and concerned Head of School immediately by the team-leader. A decision may be made by the Principal regarding the need for further disciplinary action.

SCHOOL BUS POLICY

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 the students.
- 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.
- Seatbelts must be fastened compulsorily
- 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 reach 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 behaviour.



CONTACTS AND COMMUNICATION

| Sl. No. | Department / Official | Email / Contact No. |
|---------|--|--|
| 1 | Front Office | enquiry@rgs.edu.in, +918822607725 |
| 2 | Accounts Department | accounts@rgs.edu.in, +918811055508 |
| 3 | Transport Department | transport@rgs.edu.in, +918811055509 |
| 4 | Admission Dept. | admissions@rgs.edu.in, +918822607726, 7099020917 |
| 5 | RGS Security Gate | +918811055532 |
| 6 | IT Department | itcoordinator@rgs.edu.in, +919577375287 |
| 7 | Head of Boarding | hob@rgs.edu.in, +918811032360 |
| 8 | Gulmohar House Mistress (Girls' Hostel) | gulmohar@rgs.edu.in, +918811055533 |
| 9 | Amaltas House Master (Boys' Hostel) | amaltas@rgs.edu.in, +917099091260 |
| 10 | Activity Department | activities@rgs.edu.in, +917099067364 |
| 11 | Sports Department | sports@rgs.edu.in |
| 12 | HR Department | hr@rgs.edu.in, +918811032728 |
| 13 | Vice Principal's Office | vp@rgs.edu.in, +917099036959 |
| 14 | Principal's Office | principal@rgs.edu.in, 8822607725 |
| 15 | Director's Office | director@rgs.edu.in, 7099067365 |

Visit our Website and Social Media:





FEE RULES & REGULATIONS

The fees can be paid online by visiting our school website 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. |

1. Cash will not be accepted under any circumstance. Outstation cheques/non CTS cheques will not be accepted.
2. The Annual Fee (Payable yearly) is to be paid at the time of Admission/Renewal of Admission.
3. 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) in the month of March of relevant session.
4. Hostel and Transport Fees are to be paid initially at the time of admission/renewal and thereafter by 10th October of the academic session.
6. 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.
7. 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.
8. 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.
10. In case of any issues with online/net banking payment of fees, parents are requested to mail at: financemanager@rgs.edu.in / accounts@rgs.edu.in or WhatsApp at 8811055508



SCHOOL UNIFORM POLICY

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. Parents are advised to purchase all the items as outlined. 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 | |

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

- The students should wear Traditional on the first Tuesday of every month.



ACTIVITY LIST

| Month | Event/Celebration | Activity | Date |
|---------------|------------------------------------|---|---|
| April '26 | Pre-Rongali Bihu - EY 1-3 | Craft-Paper Gamosa Special Assembly | 13-04-2026 |
| | Field Trip - EY 1-3 | Neighbourhood Circle | 24-04-2026 |
| May '26 | Labour's day - EY 2-3 | Role-play - Community Helpers Parade | 04-05-2026 |
| | Mother's Day - EY 1-3 | Parents will be invited | 08-05-2026 |
| June '26 | World Environment Day - EY 1-3 | Plant a Sapling Green Handprint, Green Tree of Kindness | 05-06-2026 |
| | Father's day EY 1-3 | Parents will be invited | 12-06-2026 |
| August '26 | Independence Day - EY 1-3 | 'I love India-Circle Time | 14-08-2026 |
| | Field Trip - EY 1-3 | Venues will be notified later | 21-08-2026 |
| September '26 | Little Chef's Magic - EY 1-3 | Flameless cooking | 25-09-2026 |
| | Janmashtami | Storytelling & Enactment | 02-09-2026 & 03-09-2026 |
| October '26 | Pre-Puja Celebration EY 1-3 | Storytelling & Enactment | 16-10-2026 |
| November '26 | Pre-Diwali Celebration - EY 1-3 | Clay Diya Making Sparkle Safety Talk | 06-11-2026 |
| | Children's Day - EY 1-3 | Watching Movie | 13-11-2026 |
| | Class exhibition | Showcasing students' work | 20-11-2026 |
| December '26 | Christmas Celebration | Christmas Carols | 18-12-2026 |
| January '26 | Pre-Bhogali Bihu Celebration | Traditional Games | 13-01-2027 |
| | Field Trip - EY 1-3 | Venues will be notified later | 29-01-2027 |
| February '26 | Class Picnic - EY 1-3 | Neighborhood Circle | 12-02-2027 |
| March '27 | Graduation Day | Enactment and Presentations by EY 3 | 13-03-2027 (subject to change as per CBSE - Grade X & XII datesheets) |



SCHEDULE OF COMMENCEMENT OF SCHOOL

| Sl. No. | Reporting Date | Date | Day | Time |
|---------|--|---------------|---------|----------|
| 1 | All staff and teachers | 1 April, 2026 | Tuesday | 8:00 AM |
| 2 | Meet & Greet: Parents of Early Years 1 - 3 | 6 April, 2026 | Monday | 11:30 AM |
| 3 | Commencement of Classes (All grades) | 7 April, 2026 | Tuesday | 8:00 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.

MAJOR SCHOOL FUNCTIONS

| Month | Dates | Day | Occasion |
|-----------|-------|-----------|--|
| April | 13th | Monday | Pre-Bohag Bihu Celebration |
| August | 15th | Saturday | Independence Day |
| September | 5th | Saturday | Teacher's Day |
| October | 16th | Friday | Pre-Puja Celebration |
| November | 14th | November | Children's Day |
| December | 16th | Wednesday | "Royal Symphony" (Early Years & Primary School) |
| | 22nd | Tuesday | "Founders Day" (Middle & High School) |
| January | 13th | Wednesday | Pre-Magh Bihu Celebration |
| | 21st | Thursday | Annual Sports (Early Years - Grade II) |
| February | 11th | Thursday | Saraswati Puja Celebration |
| March | 13th | Saturday | Graduation Day |



MAJOR BREAK/VACATIONS

| Sl. No | Vacations | Begins | Ends | No. Of Days | Classes Resumes |
|--------|-----------------|---------------------|--------------------|-------------|--------------------|
| 1 | Summer Vacation | 29th June, 2026 | 25th July, 2026 | 27 Days | 27th July, 2026 |
| 2 | Puja Break | 19th October, 2026 | 26th October, 2026 | 8 Days | 27th October, 2026 |
| 3 | Winter Break | 23rd December, 2026 | 2nd January, 2027 | 11 Days | 4th January, 2027 |

BAGLESS DAYS

| Sl. No. | Day | Date |
|---------|---|------------------------------|
| 1 | All working Saturdays | |
| 2 | Inter section Activity (Workshop & Competition) | 23rd June to 26th June, 2026 |
| 3 | Parent Teacher Meeting (EY 1 To EY 3) | 3rd October, 2026 |
| 4 | Royal Symphony | 16th December, 2026 |
| 5 | Founders' Day | 22nd December, 2026 |
| 6 | Annual Sports Day (Grade Nursery To Grade II) | 20th January, 2027 |

ASSESSMENT AND EVALUATION

| | |
|------------------|--|
| EY-1 to 3 | <ul style="list-style-type: none"> • No formal tests or examinations. • Child's progressions will be measured through daily observations and biannual Academic Reviews. <ul style="list-style-type: none"> o Academic Review - I o Academic Review - II • The Academic Review relies on continuous formative method: Observations, Evaluation and Planning next steps. These skills are evaluated using appropriate rubrics to support and track each child's development. |
|------------------|--|



HOLIDAY LIST 2026-27

| Month | Dates | Day | Occasion |
|-----------|-------------|----------------------|---------------------------------------|
| April | 3rd | Friday | Good Friday |
| | 14th - 16th | Tuesday - Thursday | Bohag Bihu |
| May | 1st | Friday | May Day and Buddha Purnima |
| | 27th | Wednesday | Id-UI-Zuha |
| June | 29th - 30th | Monday - Tuesday | Summer Vacation |
| July | 1st - 25th | Wednesday - Saturday | Summer Vacation |
| August | 15th | Saturday | Independence Day |
| | 28th | Friday | Raksha Bandhan |
| September | 4th | Friday | Krishna Janmashtami |
| | 12th | Sunday | Tirubhav Tithi of Srimanta Sankardeva |
| | 17th | Thursday | Vishwakarma Puja |
| October | 2nd | Friday | Birthday of Mahatma Gandhi |
| | 18th | Sunday | Kati Bihu |
| | 19th & 26th | Monday - Monday | Durga Puja and Lakshmi Puja |
| November | 8th - 9th | Sunday - Monday | Deepawali and Kali Puja |
| | 24th | Tuesday | Guru Nanak's Jayanti and Lachit Divas |
| December | 23rd-31st | Wednesday - Thursday | Christmas and Winter Break |
| January | 1st -2nd | Friday - Saturday | Winter Break |
| | 14th - 16th | Thursday - Saturday | Magh Bihu |
| | 26th | Tuesday | Republic Day |
| March | 6th | Saturday | Maha Shivratri |
| | 9th | Tuesday | Eid-UI-Fitr |
| | 22nd - 23rd | Monday - Tuesday | Holi |

- Holidays are subject to actual Tithi and Nakshatra.



STUDENT'S HEALTH RECORD

| | | |
|------|---|--------------------|
| Date | Ailment Reported: _____ _____ _____ _____ Nurse's Remarks: _____ _____ _____ _____ _____ _____ Signature of the Nurse | Parent's Signature |
|------|---|--------------------|

| | | |
|------|---|--------------------|
| Date | Ailment Reported: _____ _____ _____ _____ Nurse's Remarks: _____ _____ _____ _____ _____ _____ Signature of the Nurse | Parent's Signature |
|------|---|--------------------|

| | | |
|------|---|--------------------|
| Date | Ailment Reported: _____ _____ _____ _____ Nurse's Remarks: _____ _____ _____ _____ _____ _____ Signature of the Nurse | Parent's Signature |
|------|---|--------------------|



STUDENT'S HEALTH RECORD

| | | |
|------|--|--------------------|
| Date | Ailment Reported: _____ _____ _____ _____ Nurse's Remarks: _____ _____ _____ _____ _____ _____ _____ Signature of the Nurse | Parent's Signature |
|------|--|--------------------|

| | | |
|------|--|--------------------|
| Date | Ailment Reported: _____ _____ _____ _____ Nurse's Remarks: _____ _____ _____ _____ _____ _____ _____ Signature of the Nurse | Parent's Signature |
|------|--|--------------------|

| | | |
|------|--|--------------------|
| Date | Ailment Reported: _____ _____ _____ _____ Nurse's Remarks: _____ _____ _____ _____ _____ _____ _____ Signature of the Nurse | Parent's Signature |
|------|--|--------------------|



RECORD OF LEAVES AVAILED

| | | |
|---------------------|--------------------------|---------------------------|
| Date of Application | Reason for leave _____ | Start Date _____ |
| | _____ | End Date _____ |
| | _____ | _____ |
| | _____ | Teacher's Signature _____ |
| | Parent's Signature _____ | |

| | | |
|---------------------|--------------------------|---------------------------|
| Date of Application | Reason for leave _____ | Start Date _____ |
| | _____ | End Date _____ |
| | _____ | _____ |
| | _____ | Teacher's Signature _____ |
| | Parent's Signature _____ | |

| | | |
|---------------------|--------------------------|---------------------------|
| Date of Application | Reason for leave _____ | Start Date _____ |
| | _____ | End Date _____ |
| | _____ | _____ |
| | _____ | Teacher's Signature _____ |
| | Parent's Signature _____ | |

| | | |
|---------------------|--------------------------|---------------------------|
| Date of Application | Reason for leave _____ | Start Date _____ |
| | _____ | End Date _____ |
| | _____ | _____ |
| | _____ | Teacher's Signature _____ |
| | Parent's Signature _____ | |

| | | |
|---------------------|--------------------------|---------------------------|
| Date of Application | Reason for leave _____ | Start Date _____ |
| | _____ | End Date _____ |
| | _____ | _____ |
| | _____ | Teacher's Signature _____ |
| | Parent's Signature _____ | |



RECORD OF LEAVES AVAILED

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

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

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

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

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



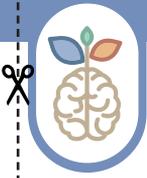
PARENT/TEACHER COMMUNICATION

| Date | Remarks/Message | Parent's Signature |
|------|-----------------|--------------------|
| | | |



PARENT/TEACHER COMMUNICATION

| Date | Remarks/Message | Parent's Signature |
|------|-----------------|--------------------|
| | | |



PARENTS' DECLARATION

Recent
Coloured
Photograph of
Father/Guardian

Recent
Coloured
Photograph of
Mother

We,&.....
(Mother's Name) (Father's / Guardian's Name)

declare that we have read, understood, and agreed to the terms and conditions outlined in this handbook. As the parent / legal guardian of our child, who
(Student's Full Name)
is a student of Grade.....at NEEV - The Royal Kindergarten, we hereby consent to and take responsibility for receiving, signing, and acknowledging various school communications on behalf of our child. We understand that the school communicates important information to parents and guardians through various means, which may include but are not limited to:

- **Leave Applications:** We are committed to ensuring that we will review all leave applications submitted by my child and provide my consent where necessary. We acknowledge the importance of our child's attendance and compliance with the school's policies regarding leaves.
- **Report Cards:** We recognize the significance of monitoring our child's academic progress and development. We commit to reviewing and signing Weekly / Monthly and term report cards, progress reports, and other academic updates promptly. We will take an active interest in our child's academic achievements and support their educational growth.
- **Other School Communications:** We agree to promptly and attentively read and respond to any other school-related communications, including but not limited to newsletters, announcements, circulars, and official correspondence. We understand that such communication is crucial for our child's overall well-being and educational success.



• **Policies:** We have gone through school policies on various aspects and we are in agreement with school policies and shall adhere and abide by the policies and expectations

• **Consent:** We understand that while studying in NEEV-The Royal Kindergarten, the school organizes various field trips, excursions, interschool matches etc which are organized out-side school premises and we give consent to the school leadership and its management to permit my child to participate whenever there are opportunities and we shall not hold the school authority responsible for any untoward event which may occur in spite of taking maximum precaution.

We acknowledge that our responsibility as a parent or guardian to review and respond to these school communications is essential for our child's success, safety, and overall educational experience. We are aware that the school relies on our timely response and collaboration to ensure effective communication between the school and student family.

We understand that neglecting our role in reviewing and responding to school communications and policies may lead to missed opportunities, misunderstandings, or difficulties for our child, and we are committed to actively participating in our child's educational journey.

By signing this declaration, we affirm our commitment to our child's education and the school's expectations regarding parental involvement, child's discipline and child's participations. We understand that our signature on school documents and communications represents our agreement to the above terms.

.....

Mother's Signature

Name.....

Phone.....

.....

Father's Signature

Name.....

Phone.....

In our absence we authorize

Ms/Mrs/Mrto sign on our behalf.

Relationship with the student.....

.....

Specimen Signature



CLASS TIME TABLE

| Period | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |



Royal Global School,
Betkuchi, NH-37, Guwahati-781035, Assam, India
Call: +91 88226 07725, 88226 07726
Email: admissions@rgs.edu.in
www.rgs.edu.in



Visit: www.rgs.edu.in