



## TERMS AND CONDITIONS FOR PRIMARY & JUNIOR SCHOOL

### I understand that....

1. **Admission Policy:** The King's school is affiliated to 'The Cambridge Assessment International Education' and conducts the IGCSE, AS & A-level examinations for the 10<sup>th</sup> and 12<sup>th</sup> grades respectively. Admission registration taken for Grade I to VIII is valid only until grade VIII. **To continue into grade IX**, a new entry form needs to be filled and registration fees paid, to enrol into the international curriculum of the school.

2. **Fee Policy:** The academic year fee consists of Annual and Tuition fees. The Annual fee is payable every year of the new academic year in the month of April and the tuition fee (Monthly/Termly) is for the entire academic year and consists of 10 months. Also, there will be a one-time fee only for new admissions which includes admission & registration fee.

The tuition fee (monthly/Termly) must be paid on or before the 10<sup>th</sup> of the month/Term with an additional grace period of 3 days. Thus, the tuition fee must be paid on or before the 13<sup>th</sup> of each month. Each academic year comprises 10 months (June-March) including holidays. **All pending dues are to be cleared before the exams.**

2.1. **Fee Refund Policy:** The Admission/Registration fee, Annual fee & Monthly tuition fee once paid are non-refundable.

2.2. **Mode of Payment:** Fee payment for each month needs to be paid directly to the school office in cash / card or online mode within the time period prescribed by the school.

2.3. **Late fees** are applicable if and when the payment of fees is not met on or before the 10<sup>th</sup> (+ 3 days grace period) of each month. Late fee charge of Rs.100/- will be applicable per week starting on the 14<sup>th</sup> day of the month. Accumulation of late fee charges will cease once all pending amounts are cleared. If there is any reason for fee delay, a letter is to be submitted addressing the principal requesting more time for the payment of fees. This letter should be submitted on or before the 7<sup>th</sup> of each month.

2.4. **Student withdrawal:** If a student is leaving in the mid of the term based on parents request, then the tuition fees have to be paid till the respective term he/she studied to receive the transfer certificate and other important documents from the school.

2.5. **Exclusion for non-payment:** If the fee arrears are more than 3 months and the parent is not responding to the written notices (via email/ whatsapp/ post) sent by the school in regard to this, the school management may take the necessary actions.

2.6. **Yearly Fees (Annual & Tuition):** The School Management reserves the right for increasing the fees every year and it will be published in the school website before the academic year starts.

2.7. **Special Charges:** Special payments are taken for trips, special events, excursions, outings etc. will be payable as and when organized.

2.8. The school reserves the right to prevent the student from participation in educational activities if overdues remain unpaid.

### 3. Examination Policy:

In primary section (grade I to V), the school conduct monthly formative assessments and termly summative assessments in an academic year. Primary education ends with Grade V and all students will be properly prepared for the qualifying examination held at the end of the academic year. In the junior section (grade VI, VII & VIII), mid-term tests, terminal exams and monthly tests are conducted. Junior education ends with grade VIII and all students will be properly prepared for the qualifying examination held at the end of the academic year.

- 3.1 **Student progress:** The School shall monitor the student's progress and shall report regularly to the parents by means of grades, full written reports and parents are to sign and give their acknowledgement.
- 3.2. **Parent Teacher meetings** are held thrice in an academic year. Parents are expected to attend these meetings.
4. **Attendance:** 85% attendance is compulsory to attain promotion into the next grade.
5. **Promotion Policy:** A Student's promotion is based on his / her ability, achievement and attendance. Promotion to the next grade is based on the whole years academic performance of the pupil.
- 5.1. **Primary school promotional procedure:** For the students of grade III and above if they are found consistently performing poorly, parents may be advised to give special tuition in the subject of difficulty.  
Grade V year-end assessment will be valued as a promotional examination and would be considered in a serious manner as such student is moving forward into the junior school.
- 5.2. **Junior school promotional procedure:** To move forward within the Junior school the student will have to retake exams if the student fails in any subject. Students have to pass in order to be promoted to the next grade.  
Year-end exam of grade VIII will be the promotional examination for the students to move into the senior school. Failure in any subject will disqualify the student for entry into grade IX. If the failure is found inconsistent with the student's performance for the whole year, that student will be given the option of a retake exam in order to qualify for promotion.
6. **Transport:** The school is responsible for ensuring the student's safety while on school buses, whether managed by the school or outsourced to a third party. Parents who are availing the school transport facility are expected to abide by the rules & regulations of the transport department.
- 6.1 Parents must abide by the designated entry and exit routes set by the school.
- 6.2 Predetermined bus routes are set at the start of every academic year. Request for change will not be permitted during the academic year.
7. **Contact policy:** Any questions, concerns, or complaints about the care and safety of a student, or any other concerns regarding educational issues, it must be notified via email. ([getinfo@thekingsschool.in](mailto:getinfo@thekingsschool.in))
8. **Safety and care policy:** Medical and safety officials are posted with standardized protocols for the safety and care of each student while at school.
9. **Conduct and Attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for others. The parents are to guarantee that their ward's full participation will be there in all the activities of the school. They are to make sure that their ward will cooperate and obey all the rules and regulations of the school.
10. **Parental Behaviour & Conduct:** Parent should accept that they have a responsibility to act as role model for their children and those of the school community. They are to accept the role, responsibility and ultimate authority of the principal within the school community. Parents are to treat both students and faculty with respect.
11. **Expulsion:** A student may be formally expelled or dismissed from the school if it is proved on the balance of probabilities that the student has committed a very grave breach of discipline of a serious nature. Expulsion is reserved for the most serious breaches and two warnings will be provided to a child before expulsion takes place. The principal shall act with procedural fairness in all such cases.
12. **Withdrawal Policy:** Transfer Certificate can be downloaded from the school website and the filled TC request form to be sent to [getinfo@thekingsschool.in](mailto:getinfo@thekingsschool.in) for withdrawal of the student. School Transfer certificate and documents will be provided only after 7 working days of the receipt of the TC request. In case of withdrawal of the student during the academic year, the fee for that term will have to be paid in full.