

TERMS AND CONDITIONS FOR PRIMARY & JUNIOR SCHOOL

1. Admission Policy:

The King's school is affiliated to 'The Cambridge International Education' and conducts the IGCSE, AS & A-level examinations for the 10th, 11th and 12th 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 fee structure for the academic year includes both annual and tuition fees. Annual fees for utilities and administrative expenses are payable online at the beginning of each academic year in April. Tuition fees (for June to March) can be paid monthly or termly. Tuition fees can also be paid in full with an 8% discount if paid between April 5, 2025, and April 30, 2025.

For new admissions, there is a one-time Registration and Admission fee due at the time of joining.

Monthly tuition fees must be paid on or before the 10th of each month or term in advance (eg; June fee should be paid before June 10), with an additional grace period of 3 days. This means the tuition fee should be settled by the 13th of each month. The academic year runs from June to March, including holidays. **All outstanding dues must be cleared before exams.**

2.1 Mode of Payment: The Registration and Admission fee can be paid by cash or card, while the Annual fee must be paid through the online fee portal. Monthly tuition fees can be paid directly at the school office by cash, card, or via the school's online fee portal within the specified time frame.

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

2.3 Late fees: If payments are not made by the 10th of each month, plus a 3-day grace period. A late fee of Rs. 100 per week (with a maximum of Rs. 200 per month) will be charged starting on the 14th day of the month. Accumulation of late fees will stop once all outstanding amounts are settled. If there is a reason for a delay in payment, a letter must be submitted to the principal requesting an extension, which should be sent by the 7th of the month.

2.4 Student Withdrawal: If a student is withdrawn from school or takes a leave of more than 15 days at the request of their parents, the full tuition fee for that term must be paid up front.

2.5 Yearly Fees: The school management reserves the right to increase fees annually, and any changes will be published on the school website before the academic year begins.

2.6 Special Charges: Additional charges may apply for the school bus service, field trips, special events, clubs, excursions, outings, and extracurricular activities, as needed.

2.7 Supplies: Stationery, uniforms, notebooks, and textbooks are not included in the fees and should be purchased from the designated local vendors.

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:** 75% attendance is compulsory.

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.

6.3 If the bus fee is not paid, the ward/child will not be permitted to use the bus facility.

6.4 If the school bus is not required, the application must be submitted on the first day of the month or the parents are obliged to pay the fee for that month.

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)

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: A Transfer Certificate (TC) application form can be downloaded from the school website (also available in the school diary). The completed TC form should be sent to **connect@thekingsschool.in** to initiate the student withdrawal process. The school will issue the Transfer Certificate only after a minimum of 5 working days from the date of receiving the application. In case of withdrawal during the academic year, the full fee for that term must be paid.

