

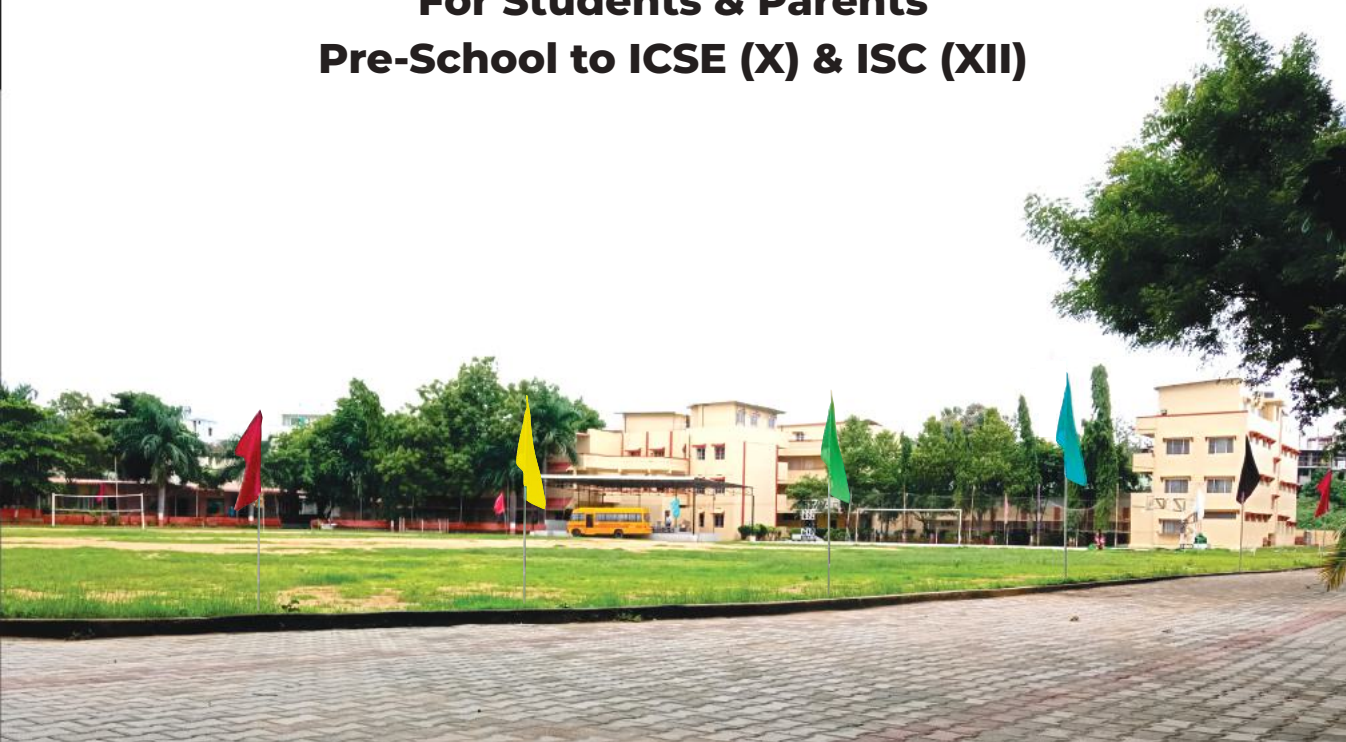


CHARACTER

SHERWOOD PUBLIC SCHOOL SECUNDERABAD

School Rules & Guidelines

**For Students & Parents
Pre-School to ICSE (X) & ISC (XII)**





Sherwood Public School was founded in 1984 on the belief that a school is more than a place of academic instruction. It is a community, and every community works best when its members understand and respect what holds them together.

This document sets out the rules, expectations, and shared responsibilities that guide every student and parent who is part of our school community.

This document is not a list of prohibitions. It is an expression of the values we hold, the standards we uphold, and the partnership we invite every student and parent to be part of. When these expectations are clear, school life is fairer, safer, and more meaningful for everyone.

Please read this carefully, keep it accessible, and return to it when questions arise.

The rules and guidelines contained in this document are subject to revision at any time. The school and its management reserve the right to modify, update, or introduce new policies as circumstances require. Changes will be communicated to students and parents through official school channels. Continued enrolment at Sherwood Public School constitutes acceptance of the rules as updated.

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SECTION A

STUDENT RULES

1. General Code of Conduct

Every student at Sherwood is expected to carry the school's values of honesty, respect, kindness, and responsibility in everything they do, inside school and out.

- Be polite and considerate towards teachers, support staff, and fellow students.
- Foul or abusive language, disrespectful behaviour toward staff or peers, and any form of discrimination based on caste, religion, gender, or any other ground are prohibited.
- Keep the school environment clean and orderly. Do not litter or deface any part of the school campus.
- Represent the school appropriately during trips, events, and online interactions.

The school operates a zero tolerance policy toward serious violations of this code. Actions that cause physical or emotional harm to others, that damage the reputation of the school, or that involve any form of dishonesty will be subject to the school's disciplinary process.

2. Discipline

Good discipline is not about fear. It is about understanding that actions have consequences, and that a community can only function well when everyone plays their part with responsibility towards others.

- Disciplinary action follows a progressive approach: a conversation with the student, a written note to the parent, detention or a formal parent meeting, suspension, and finally expulsion for repeated or severe violations at the Principal's discretion.
- Violence, carrying prohibited items, or behaviour that seriously endangers others will result in immediate suspension or expulsion without the progressive steps above.
- The school operates a zero tolerance policy for such conduct.
- The decision of the school management in all disciplinary matters is final.

3. Attendance & Punctuality

Regular attendance is essential. Students must maintain a minimum of 85% attendance to be eligible for promotion and examinations.

- Arrive at least 10 minutes before the first bell. Late arrivals must report to the front office before going to class.
- Leave for non-emergency reasons must be applied for in writing and approved by the Principal in advance. Absence without prior written permission will be treated as unauthorised and may result in disciplinary action.

- Any absence must be communicated to the school in writing via email, WhatsApp, or the communication page of the school diary. Emergencies are understood, but they should still be followed up in writing.
- Absence beyond three consecutive days requires a medical certificate.
- Habitual late-coming or unexplained absences will be followed up with parents and may lead to disciplinary action.
- Attendance is mandatory on compulsory school days, such as National Days, Annual Day, important school days, examinations, or major school events.

4. Uniform & Appearance

The school uniform is a mark of belonging and equality. Every student is expected to wear it correctly and with pride and dignity.

- Wear the full prescribed uniform neatly every day, including shoes and socks. Non-compliance may result in being disallowed from school activities.
- No part of the school uniform may be paired with clothing from outside the uniform, and no part of the uniform may be omitted or substituted.
- ISC students in Classes XI & XII must wear their blazer in proper form at all times. If not being worn, it must be carried respectfully over the arm.
- ID Card must be carried by the student every day.
- Hair must be clean and tidy. Boys should have short, neatly and uniformly cut hair. Girls should have their hair neatly tied and tucked.
- Nails must be trimmed and clean. Nail polish, makeup, mehendi, and hair colour are not permitted.
- Girls may wear small studs. No other jewellery is allowed.
- Boys are not permitted to wear any jewellery to school, including studs or rings of any kind.
- Smart watches, fitness bands, and expensive watches must not be brought to school.
- Inspections may happen at any time and appropriate action taken over violations.

5. Language & Communication

Proficiency in a language is a tool for communication, not a measure of intelligence. Every language a child speaks is a strength. The working language of the school is English. It is the medium of instruction, the language of almost all subjects, tests and examinations, and the primary language of opportunity in higher education and the world beyond school.

Language is not developed in the classroom alone. Like any skill, it grows through practice, through conversation, through the habit of using it

even when it feels uncomfortable. For that habit to form, it must be practised actively, not casually.

- All students must communicate in English within the school campus and whenever in school uniform, including during school events and activities off campus.
- This applies in classrooms, corridors, playground, on the school bus, on school trips and all official student engagements.
- When wearing the school uniform, students must communicate in English.
- Students are encouraged to speak without fear of error. The goal is fluency and confidence, not perfection.

6. Classroom Conduct

- Respect your teacher and your classmates. Every person in the classroom deserves to learn without disruption.
- Raise your hand before speaking.
- Maintain silence when the teacher is explaining.
- Keep your desk and surroundings clean.
- Submit all work, homework, and assignments on time.

7. School Property

Students are responsible for the proper care of school property, including furniture, books, classroom equipment, switches, pipes, projectors and other facilities.

- Littering, spitting, or defacing school walls and property is prohibited.
- Students must contribute to maintaining a clean and green campus.
- Immediately report any damage to the class teacher.
- Writing on desks, walls, or library books is not acceptable.
- Any damage caused deliberately or through carelessness must be compensated. The school's assessment of the cost is final.

8. Prohibited Items

- Chewing gum is banned on campus.
- Possession or use of any prohibited item is strictly forbidden. This includes fireworks, matches, lighters, sharp objects such as knives or blades, tobacco products, vapes, alcohol, drugs, or any intoxicating substance.
- Violation will result in immediate suspension or expulsion, and police notification where applicable.
- Valuable personal items and any form of currency should not be brought to school. The school is not responsible for the loss or theft of personal belongings.

9. Financial Dealings Between Students

The exchange of money between students is strictly not permitted on school premises or in any school-related context. This includes lending, borrowing, collecting contributions, betting, wagering, or any arrangement in which money or items of value change hands between students.

- Students found engaging in such transactions will face disciplinary action, and parents will be informed.
- Where the amounts or circumstances warrant it, the matter will be escalated to the Principal or Management who will decide the appropriate course of action.
- Students who feel pressured by another student in connection with money must report it to their class teacher or counsellor immediately.

10. Health & Safety

The school provides a safe environment. Students are expected to do their part as well.

- Students who are unwell, particularly with anything contagious, must stay at home. The school may ask for a medical certificate before allowing a student to return after a communicable illness.
- All accidents and injuries must be reported to a teacher immediately.
- Students must not leave the school premises during school hours without written permission from a parent and clearance from the school office. This is a safety requirement, not a formality.

11. Mobile Phones & Electronic Devices

- Students are not permitted to carry mobile phones, tablets and electronic devices.
- ISC students of Classes XI & XII may carry phones with written parental permission and approved by the Principal. The devices must be deposited at the school office on arrival and collected at the end of the day.
- Tablets, e-readers, and other personal electronic devices are not permitted on the school bus or on campus. Devices found in a student's possession will be confiscated for a period determined by the school, and a fine will apply.

12. Digital Conduct

The school takes digital conduct seriously. The following are not acceptable, whether they happen during school hours or outside, if they affect the school community:

- Cyberbullying, including posting harmful or objectionable content, sharing private information, or harassing others via social media or messaging apps.
- Sharing photos or videos of students, staff, or school events without consent.

- Accessing inappropriate content on school devices or networks.
- Any online activity that harms the reputation of the school or its members.
- Violation will result in immediate suspension or expulsion, and notification to relevant authorities where applicable.

Students who encounter threatening or harmful content online must report it to a teacher or counsellor immediately. The school may involve parents or the relevant authorities when needed.

13. Student Safety & Anti-Bullying

Every student in this school has the right to feel safe. This is a non-negotiable commitment of the school, and all staff, students, and parents share responsibility for maintaining it.

- No form of physical harm, verbal abuse, or humiliation is acceptable, from anyone, in any context.
- Bullying, whether physical, verbal, or online, is treated as a serious disciplinary matter and will be addressed accordingly.
- Any student who experiences or witnesses bullying or unsafe behaviour must report it to a teacher, counsellor, or class teacher immediately. All reports are handled with care and confidentiality.
- Taking or using another person's belongings without permission is considered theft and will be treated as a serious disciplinary matter. Parents will be informed, and depending on the circumstances, the matter may be escalated to the Principal.

The school has a clear process for handling concerns related to student safety and welfare. Students and parents are encouraged to raise concerns early. The school's response will be prompt, sensitive, fair and child welfare centered.

14. Academic Honesty

The school values honest effort above every result. Cheating, plagiarism, copying during tests or examinations, or using unfair means is a serious breach of conduct. Consequences include zero marks in the subject, a parent meeting, and possible withholding of the promotion or report card.

- Students must not copy from others, use unauthorised materials, or assist others in cheating during any test or examination.
- Plagiarism, presenting someone else's work as your own, is treated with equal seriousness.
- Students who are absent from an examination without a valid and documented reason will not be offered a re-test.

15. Co-Curricular Activities

The school's co-curricular programme is an integral part of learning, and participation in it reflects the same seriousness of purpose that we expect in academic work.

- Active participation in school assemblies, sports, house activities and other extra-curricular engagements is expected of all students.
- Students selected to represent the school in external events must do so with the same discipline and integrity they bring to the classroom.
- Consistent absence from co-curricular commitments without valid reason will be treated as a conduct matter and may affect a student's eligibility for recognition or awards.

16. Library & Laboratories

- Silence & decorum is to be maintained in both the library and laboratories.
- Books and equipment must be handled with care. Pages must not be torn or defaced.
- Eating and drinking are not permitted in these spaces.
- Borrowed books must be returned on time.
- All safety instructions in laboratories must be followed without exception.

17. Conduct in the School Bus

The school bus is an extension of the school environment. The same standards of behaviour that apply on campus apply on the bus.

- Behave responsibly and courteously toward fellow students, the driver and the bus staff at all times.
- Remain seated while the bus is moving. Do not lean out of or put any part of your body outside the windows.
- Do not distract the driver or engage in behaviour that creates noise or disruption.
- Follow the instructions of the bus staff without argument.
- Misconduct on the school bus will be reported to the school and may result in suspension from the transport facility.
- Students must board and alight only at their designated stop.

18. Motor Vehicles & Own Transport

The use of motor vehicles by students is governed by Indian traffic law, and the school takes this seriously.

- The minimum legal age to ride a motorcycle under 50cc is 16, with parental consent. For geared motorcycles and light motor vehicles such as cars, the minimum age is 18.

- Students below the legally permissible age for any category of motor vehicle must not operate one.
- Students found arriving at school on their own vehicles will not be permitted to attend school that day and the matter will be escalated to parents.

19. Examinations & Promotions

- Students must follow all examination rules issued by the school and by CISCE.
- Use of unfair means during any examination will result in cancellation of the paper and further disciplinary action.
- Medical absence from an examination must be supported by a doctor's certificate submitted promptly.
- Promotion to the next class is based on overall performance, attendance, and teacher assessment.

20. Conduct by Stage of Schooling

The following guidelines apply in addition to the general rules above. They reflect what is most important at each stage of a student's journey through the school.

Pre-School to Class V

- Learning at the early stages happens through play, stories, guided activity, and the building of good habits.
- Students must arrive in the correct uniform.
- Children in Pre-School must be toilet-trained.
- No toys, valuables, or items from home should be brought to school - until specified in writing by the Class Teacher.
- Habits of neatness, punctuality, and courtesy are a priority during these years.
- Work is assessed continuously through class activities and projects.

Class VI to Class XII

- Students are expected to take increasing ownership of their learning, behaviour, and time.
- Participation in debates, clubs, sports, and school events is mandatory.
- Foul language or physical aggression is prohibited and will lead to disciplinary action.
- All CISCE academic regulations apply and must be followed by students.
- Subject notebooks must be maintained and kept up to date.
- Attendance during practicals, project work, seminars, and internal assessments is compulsory and cannot be compensated for.
- Senior students in Classes XI and XII, as the senior most classes, are expected to set the standard for conduct in the school.

21. Grievance Redressal

If a student has a concern they are unable to resolve on their own, the process is as follows:

- 1 Speak to the classteacher or school counsellor.
- 2 If unresolved, the matter may be raised with the Vice-Principal.
- 3 If still unresolved, a written concern may be submitted to the Principal.

All concerns are treated seriously and handled with confidentiality, sensitivity and fairness.

SECTION B

PARENT GUIDELINES

Parents and guardians are partners in the development of the child. The school can only do its best work when home and school are working in coordination.

This section lays out what the school expects of parents, and what parents can expect of the school.

1. General Conduct

The tone that parents set in their interactions with the school matters. Students notice it.

- Treat all school staff, students, and other parents with courtesy and respect.
- Aggressive, abusive, or threatening behaviour, in person or online, will not be accepted and may result in restrictions on access to the school.
- Support the school's values and discipline policies at home.

2. Communication with the School

- All communication should go through official channels: the school diary, email (*info@sherwoodeducation.com*), the school ERP portal, or a pre-scheduled meeting.
- Please do not contact teachers on personal phone numbers unless they have specifically agreed to this.
- Check all school communications, circulars, and notices regularly.
- Please inform the school promptly if:
 - 1 Your address or phone number changes.
 - 2 Your child has a health issue that the school needs to be aware of.
 - 3 There are circumstances at home that may be affecting your child's behaviour or learning.

3. Fees & Payments

Fees must be paid on time, as per the schedule communicated in the school diary. The school is a running institution with obligations that depend on timely payments.

- Late payments may result in report cards or Transfer Certificates being withheld, or services being suspended until the account is settled.
- Fees paid to the school are not refundable. If a student is withdrawn during the academic year, the full annual fee for that year remains due.

4. Discipline & Behaviour

- When the school raises a disciplinary matter, engage with it respectfully. Discuss concerns through a scheduled appointment, not during school hours or in the middle of an incident.
- Do not attempt to intervene directly in disciplinary proceedings or approach other students about matters involving your child.
- Reinforce at home what the school reinforces: accountability, respect, and self-discipline.
- If your child is found in violation of the motor vehicle rules laid out in Section A-18, you will be contacted and held accountable for the matter.

For all school-related matters, the school will only engage with a student's legal parents or a guardian nominated in advance. The school does not coordinate with third-party representatives or intermediaries.

5. Uniform & Belongings

- Send your child in the correct, clean, and full prescribed uniform every day.
- ID Card must be carried by the student every day.
- Expensive jewellery, mobile phones, gadgets, smart watches, other electronic devices, or any form of currency should not be brought to school. The school is not responsible for the loss or theft of personal belongings.
- Girls may wear small studs. No other jewellery is allowed.
- Boys must not wear any jewellery to school, including studs or rings of any kind.
- Girls must keep their hair neatly tucked and tied.
- Boys must have short hair at all times.

6. Language & Communication

The school respects all languages and backgrounds our students come from. However, English is the medium through which your child will be taught, tested, and assessed throughout their time here. Your child's comfort with English will shape their experience across every subject, every examination, and every opportunity that follows school.

Like any skill, it grows through practice - not just in class, but in every conversation. The school campus is where that practice happens. Speaking in English is a habit that forms at home as much as it does here.

- Encourage your child to speak in English at home wherever possible, even if only for a part of the day.
- English fluency directly supports your child's understanding across all subjects, not just in language class.
- Students who are comfortable in English are better prepared for internal assessments, board examinations, and the demands of higher education.
- If your child struggles with the language, please let the school know early so that appropriate support can be arranged.

7. Attendance & Punctuality

- Ensure your child attends school regularly and arrives on time.
- The school gate has a closing time. Students who arrive after it may not be admitted to class without going through the office.
- If your child is unable to attend school, inform the school in writing via email, WhatsApp, or the communication page of the school diary. Emergencies are understood, but they should still be followed up in writing as soon as possible.
- Habitual unexplained absences will be followed up by the school and may lead to action.

- Plan trips and family outings only during school breaks or holidays.
- There are important days in the school calendar that require mandatory attendance. Please adhere to these.

8. Academic Responsibilities

- Support your child's learning at home without doing the work for them. Building independence and accountability is the goal.
- Check homework, project deadlines, and test schedules regularly.
- Sign the diary every day.
- Ensure your child is present for all tests, examinations and important academic days.
- Discourage any form of cheating or academic dishonesty.

9. School-Parent Partnership

- Attend Parent-Teacher Meetings, orientation sessions, and school events. These are not formalities. They are the conversations that help your child.
- If the school recommends remedial support or counselling for your child, please engage with that recommendation openly.
- Parents are encouraged to participate in school initiatives and parent engagement programmes.

10. Health & Safety

- Do not send your child to school if they are unwell, especially with anything contagious.
- The school may ask for a medical certificate before a child returns after a communicable illness.
- Please inform the school of any medical conditions, allergies, or medication that your child requires during school hours.
- Emergency contact details must be kept up to date at all times.
- The school takes all reasonable precautions to ensure student safety. However, parents should note that the school will not be liable for any expenses arising from injuries or physical ailments sustained during school hours or in the course of school activities. All treatment expenses will be borne by the parent or guardian.
- Some sports and physical activities may not be advisable for certain students on medical grounds. Parents are advised to inform the school of any such restrictions in advance.

11. Well-being

- Encourage your child to maintain healthy routines, adequate sleep, a balanced diet, and regular physical activity.
- If you notice emotional, behavioural, or social difficulties, bring them to the school's attention early. Early conversations lead to better

outcomes.

- If the school's counsellor recommends engagement with your child, please make time for it.

12. School Counsellor

The school counsellors support every child's academic, emotional, and social development. Parents are partners in this process.

- The school may reach out to parents with observations about a child's learning, behaviour, or wellbeing at any point during the academic year.
- Such communication is made in the child's interest and may include recommendations for assessment, additional support, or structured intervention.
- Parents are requested to respond to these communications promptly and openly.
- Parents who have their own concerns may request a meeting with the counsellor directly through the school office.

13. Examinations

- Ensure your child follows all examination guidelines issued by the school and by CISCE.
- For ISC students in Classes XI and XII, attendance at practicals, preparatory classes, and project submissions is compulsory and must be treated as seriously as the examinations themselves.

14. Campus Rules

- Visitors/Parents are restricted from visiting classrooms or meeting staff without prior approval.
- Visitors other than the authorised parent or guardian may not be brought onto the school premises without prior approval.
- Please observe all parking and traffic rules within and around the school premises. Children are moving through those spaces.

15. Digital Conduct

- Do not record, photograph, or share content from online classes, school events, or school communications without the school's permission.
- Do not post negative or defamatory content about the school, its staff, or other families on social media or any public platform.
- Monitor your child's use of devices, particularly their online interactions and social media activity.

16. Prohibited Conduct

- Approaching teachers or classrooms unannounced during school hours.
- Entering restricted areas of the school.
- Attempting to influence teachers with regard to marks, promotions, or

disciplinary decisions.

- Arranging private tuition with school teachers without the school's written approval.
- Using parent WhatsApp groups or social media to spread rumours or organise opposition to school policies. Concerns should always be raised directly and respectfully with the school.
- Tipping the school staff for any reason.

17. Withdrawal and Transfer Certificate

- Transfer Certificate applications must be submitted by the deadline communicated in the school diary each year to avoid being charged fees for the full term.
- All outstanding dues must be settled and no-dues certificate obtained from the office before the Transfer Certificate is issued.

18. Emergency Contact

- A parent or guardian must be reachable at all times during school hours. Please ensure the emergency contact details on file are current.
- Only persons authorised by the parent may collect the child. If someone other than the usual contact is collecting, please inform the school in writing in advance.

SECTION C

TRANSPORT RULES

The school transport facility is provided as a convenience and is not compulsory. Availing the transport facility is optional and a personal decision of the parent. Parents who opt for it take on a shared responsibility for making the system work smoothly. These guidelines apply to all students and parents using school transport.

The school management reserves the right to revise transport rules, routes, or fees at any time during the year if there is an increase in fuel costs, insurance, or other operational charges.

1. General Conduct & Safety

The conduct expectations described in Section A apply on the school bus as well. In addition:

- If there is any inconvenience or concern regarding the transport service, please contact the Transport In-charge through the school's official phone numbers.
- Instructions must not be given directly to the bus driver or security personnel.
- If the bus is unable to reach a boarding point due to a road block or obstruction, the driver will stop at the nearest accessible point. Parents and students are expected to cooperate with the bus staff in situations like these.
- Students must not carry prohibited items, valuables, or electronic devices on the school bus.

2. Boarding Points & Timing

The school bus cannot stop at individual houses. Pick-up and drop-off happen at pre-determined boarding points only.

- Students must be at their boarding point at least 10 minutes before the scheduled arrival time of the bus.
- The bus will not wait for individual students.
- If a student misses the bus in the morning, the parent is responsible for getting the child to school.
- Students must board and alight only at their designated boarding point.

3. Unexpected Unavailability of Transport

There are circumstances beyond the school's control that may make it impossible to run the transport service on a given day.

- Unexpected bandhs, strikes, or civic disturbances.
- Extremely heavy rain or unsafe road conditions.
- Unexpected breakdown of the vehicle.
- Any other unavoidable external factors
- In such cases, parents will be informed as early as possible and are expected to make alternative arrangements for their child's travel.

4. Special Arrangements

- Students in Sherwood Pre-School are currently picked up from pre-determined points but dropped back closer to their residence in the afternoon.
- After promotion to Class I, this facility will be revised and the child will be picked up and dropped at the pre-determined points as with the rest of the school. Parents will be informed of the revised boarding point in advance.

- Students in Classes X and XII who have special or stay-back classes will be picked up and dropped at pre-determined points. These will be communicated separately for each schedule.
- Requests for different morning and evening boarding points will be considered at the discretion of the Transport In-charge and Principal, subject to route feasibility. All such requests must be submitted in writing and are not guaranteed.

5. Transport Fees

Transport fees follow the same principles as school fees: they are due in full and are not refunded for partial use.

- Transport fees must be paid in advance. Students whose fees are outstanding will not be permitted to board the bus.
- If a student joins or withdraws from the transport facility mid-session, the full annual transport fee is applicable regardless of when the change is made.
- The full transport fee applies even if a student uses the bus for one direction only, whether morning or evening.
- Transport fees are charged for the full academic year, even if a student does not use the facility for a period of time.
- For students in Classes X and XII, the full year's transport fee applies regardless of when the last working day falls.

6. Change of Residence

If your residence changes mid-session, please speak with the Transport In-charge before finalising the move to confirm whether the new area is serviceable. All changes to transport arrangements must be submitted in writing and signed by both the parent and the school.



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