

KIDS KINGDOM CONVENT SCHOOL SINGHEWALA

STUDENTS GUIDE LINES CIRCULAR

No. -Spl -110 dated 1-4-2026

While at school , Students are expected to observe the following Discipline

- ❖ **School Bag-** Only items listed in the school time-table are permitted. Students should bring neither fewer nor more items than required. School bags will be checked off and on.
- ❖ **Uniform-** Students must wear the complete and prescribed school uniform.
(Students of Nursery to Grade-V are permitted to wear casual /coloured dress on their birth day)
- ❖ **Girls' Hair-** Girls' hair must be styled in a single braid, loose or two ponies not permitted.
- ❖ **Boys' Hair-** Boys must maintain a simple, single haircut.-Fancy cuts or colouring not permitted .
- ❖ **Nails -** Nails must be neatly trimmed.
- ❖ **Cosmetics -** Makeup, nail polish, and mehndi (henna) are prohibited. Violation will affect student evaluations.
- ❖ **KADA (Bracelet) -** Boys wearing a KADA must ensure it is simple and not overly ornate.
- ❖ **Stationery-** Unnecessary stationery items are not allowed. Expensive pens are prohibited. Only simple Ball /Gel-pen allowed that too should not cost more than ₹ 50/-
- ❖ **Wristwatches and Costly Ornaments -** not permitted at all even at function time.
- ❖ **Tiffin (Lunch Boxes)-** Students must bring two tiffin boxes: one for a fruit break and one for lunch break . Only homemade healthy food is allowed.
- ❖ **Classroom Cleanliness-** Students are responsible for maintaining classroom cleanliness. Writing on walls and tables is strictly prohibited, and appropriate disciplinary action will be taken if violation is noticed.
- ❖ **Books and Notebooks-** All notebooks and textbooks must be appropriately covered. School has allotted different colours subject wise , so each note book shall be wrapped in proper coloured cover meant for that subject. For maintaining notebooks, students should maintain an index page and number the pages. Pictorial representations of the chapter are also encouraged. Internal questions, reading the chapter, and preparing questions by the child themselves are encouraged.
- ❖ **Rough Copy (Notebook)-** Students must carry a neatly covered rough notebook.

Doubts encountered while studying at home should be noted in this notebook and clarified with teachers.

- ❖ **Handkerchief**- Every student must carry a white handkerchief.
- ❖ **Language** - Communication language at school is English. Shouting, use of Abusive or filthy language will attract strict punishment.
- ❖ **Personal Vehicle** - Personal vehicles are not allowed. However, students with a valid Indian Driving License are permitted to come by personal two-wheeler only (not four-wheeler).
- ❖ **Out pass / Short Leave Pass** - Students must wear out-pass while moving out of class.
- ❖ **No Birthday Sweets/Cake Distribution**- Students are not allowed to bring cake /sweets/wafers etc for distribution on their birth day. Rather they should bring tree saplings; otherwise, they can contribute a book to the library.
- ❖ **Daily Evaluation** - Daily evaluation will be done on the following parameters: Diary signature, uniform, ID card, nails, hair, brushing, bathing, homework, classwork, copy completion, and lunch box.
- ❖ **School Van** -Students who use the school van should use it for traveling and must not cause any disturbances in the bus. If such disturbances are made and the students are caught doing so, their bus permit will be canceled, they will have to commute independently.
- ❖ **Leave Passes**- Student leave is restricted to two consecutive days. Leave must be got sanctioned in advance, otherwise will be treated as absent. If a child needs more leave, their parents must meet with the principal to get the leave sanctioned. Half-day leave is discouraged. If there is an emergency, parents should come to school to pick up their child. For non-emergency situations, parents are requested to come during the lunch break to take their child.
- ❖ **Gross Misconduct** - If any student is found involved in any activity of gross indiscipline / misconduct , he /she will be removed form school after giving one hearing if found guilty.

BY ORDER:- PRINCIPAL, KKCS