

## ***Welcome to Academic Year 2026-2027***

### **Dear Parents,**

Warm greetings to you and your family.

At Manthan, every academic year begins with a simple promise: your child comes first. Every decision—curriculum planning, classroom practice, teacher training, assessments, or technology adoption—is guided by our belief that learning must be meaningful, personalised, and centred on each child's growth, not simply on teaching or coverage of content.

### **Academic Excellence Anchored in Global Benchmarks**

We are proud to share that Manthan continues to be recognised for consistent academic excellence. With strong results across both Cambridge and CBSE pathways, our students continue to perform at levels that reflect deep understanding, curiosity, and effort.

As part of our commitment to global standards, we also benchmark our outcomes using the APS (Average Point Score) system, which is used widely across UK schools to measure both attainment and progress.

- APS provides a standardised, globally comparable view of student achievement.
- It helps us understand how our learners are progressing relative to international benchmarks, not just local ones.
- This approach ensures that our learning-first philosophy translates into measurable academic success while still protecting the individuality of each child.

By assessing not just scores but the depth of learning behind them, APS helps us refine instruction and support every learner more effectively. To ensure continuous improvement, we use the Learning Improvement Process (LIP) — a proprietary, data-powered, and evidence-based framework designed to enhance school performance and student learning. Through a structured cycle, we review learning evidence, reflect on what is working, and agree on clear focused next steps to drive measurable impact.

### **International Learning Opportunities (ILOS): Learning Beyond Borders**

Our expanding portfolio of International Learning Opportunities remains a powerful component of the Manthan experience. These programmes allow students to:

- interact and collaborate with peers from around the world,
- participate in global challenges, leadership forums, and cultural exchanges,
- experience real-world learning beyond textbooks,
- develop confidence, empathy, and global awareness.

With nine ILOS offerings we aim to ensure broader participation across grades, so that every child benefits from global exposure in an age appropriate, meaningful way.

### **Celebrating Holistic Achievements**

The previous year marked exceptional milestones:

- Manthan was ranked 4th in Hyderabad and 15th in India by the Education World School Rankings—our fourth consecutive year among India's leading schools.
- Students across both boards delivered strong academic performances, with Cambridge learners once again receiving Top in the Country honours.
- In sports, our students excelled at the state, cluster, and national levels, demonstrating teamwork, resilience, and spirit.

These achievements reflect the dedication of our students, commitment of our teachers, and the trust and partnership of our parent community.

### **Creating Spaces and Systems That Put Learning First**

This year, we are excited to welcome students to the newly completed Block 3, designed to encourage collaboration, inquiry, and joyful learning. We are also expanding our sports infrastructure to support fitness, discipline, and competitive excellence. As part of our phased implementation, certain grade levels will begin using school-provided devices integrated with carefully curated EdTech tools—ensuring personalisation, competency-based learning, and enhanced classroom engagement.

### **Partnering With You in Your Child's Journey**

At Manthan School, our commitment remains steadfast—to provide every child with a rigorous, balanced, and future ready education rooted in strong values and purposeful learning. As we begin this academic year, it is important to reaffirm our belief that meaningful education is shaped not only by curriculum and pedagogy, but also by a shared understanding between the school and parents.

In an increasingly complex and dynamic educational landscape, clarity around teaching and learning practices becomes essential. At Manthan, our academic approach is thoughtfully designed to nurture conceptual understanding, critical thinking, and holistic development, while maintaining high standards of academic rigour. Our focus continues to be on developing confident learners who are prepared to engage thoughtfully with the world around them.

Recognising the vital role that parents play in a child's educational journey, we are committed to strengthening partnership and communication. In this spirit, we will introduce "Know Your School" sessions—a structured and collaborative platform aimed at enhancing the overall student experience. These sessions will provide parents with deeper insight into our teaching and learning practices, academic processes, and approach to student development, while creating opportunities for informed dialogue and shared perspectives.

We believe that when communication is clear, purposeful, and ongoing, trust is strengthened and student outcomes are enriched. We look forward to working closely with our parent community as valued partners in supporting every child's growth and success at Manthan.

Thank you for trusting us with your child's growth and well-being. Together, let us make the Academic Year 2026–27 purposeful, enriching, and memorable for every child.

**Warm regards,  
Surjeet Singh  
Principal  
Manthan School**



## Wings of Peace

Seek the truth in every Endeavour  
Ride the high wind without fear,  
Strive for knowledge forever  
Spurred on by conviction clear.



(Chorus)

Fly high on the wings of peace  
Soar over trouble and sorrow,  
Hopes of a brighter world increase  
Dreams of a greener tomorrow. (2 times)

Aim to achieve, work to succeed  
Strength is the need of the hour,  
Perseverance in thought and our deeds  
Full faith as we reach for the stars.

Fly high on the wings of peace  
Soar over trouble and sorrow,  
Hopes of a brighter world increase  
Dreams of a greener tomorrow.



Lyrics By : Urmila Mahajan  
Composed By : Alen Mathew

## Relevance of The Students' Diary

The Manthan School (Manthan) Students' Diary is designed specifically to build the bridge of understanding and trust regarding the work that happens in school, the work that consequently needs to be done at home and how such work affects the overall growth of every particular student on a day-to-day basis. The Diary also serves as the chief means for communication between the students' parents (families / homes) and the school and thereby is the main instrument of accountability for both the parties.

In addition to a variety of relevant information pertaining to the specific school year, it contains a variety of pro-forma for regular exchange of information as well as personalised messages from School to the parents and from parents to School. It is imperative that parents refer regularly to the Students' Diary to keep track of, and respond whenever needed, to entries made by the teachers. Parents are required to sign and acknowledge against the written entries. Parents too need to communicate with teachers through this publication making it imperative for teachers to refer to the Diary every day and respond individually, whenever required.

On every working day, every Manthanite must compulsorily carry the Students' Diary to School and take it back home every day without fail. It must be shown to the class teacher and the parents every day without fail.

### **PLEASE NOTE:**

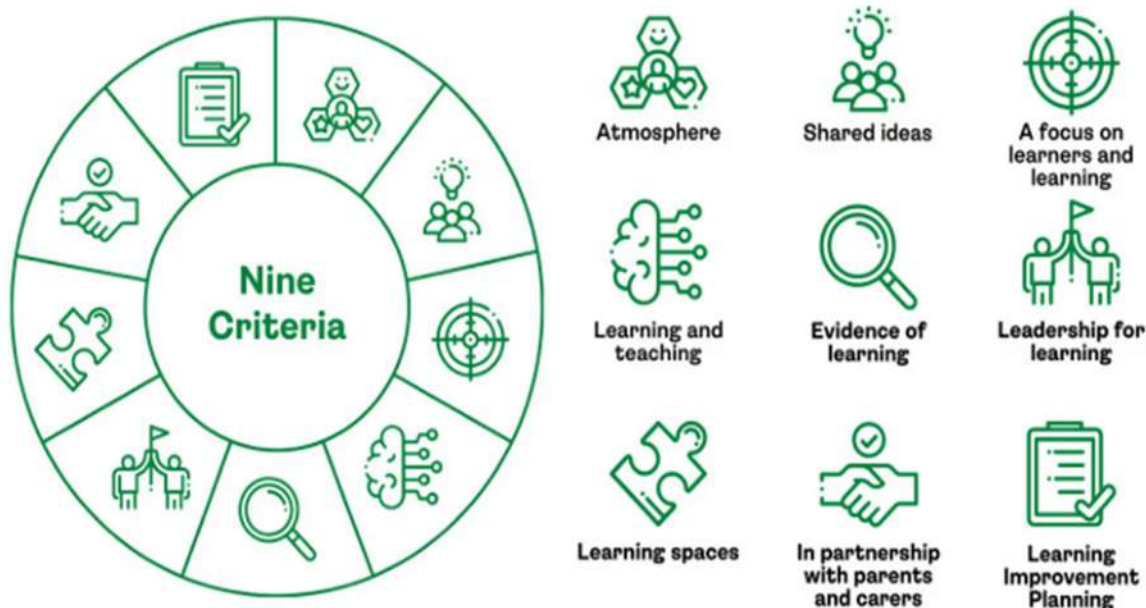
**The school policy acknowledgement form and the medical and media consent forms are attached at the end of the diary. Parents must sign and send those sheets back with their child for school records.**



# ISP's - Learning Improvement Process

The LIP looks at school improvement through 9 research-informed criteria that together form one ecosystem for improving learning.

- i. **Atmosphere** – the educational approach, culture, and the physical, social and emotional climate for learning and teaching.
- ii. **Shared Ideas** – the shared beliefs, language and ideas about learning that everyone in the community understands.
- iii. **A focus on learners and learning** – keeping attention on learners, their needs, and the learning they are actually doing.
- iv. **Learning and teaching** – how learning is designed and facilitated in classrooms and across the school.
- v. **Evidence of learning** – how the school gathers and uses evidence to understand what and how well students are learning.
- vi. **Leadership for learning** – how leaders at all levels drive and support high-quality learning.
- vii. **Learning spaces** – how physical and virtual spaces are designed and used to support learning.
- viii. **In partnership with parents and carers** – how the school works with families to support and improve learning.
- ix. **Learning Improvement Planning** – how evidence is turned into clear targets and plans to improve learning over time.



## A glimpse of ILOS programmes



ILOS, International Opportunities, are *impactful* learning programmes that *connect* Manthan students through *unique* beyond-the-classroom experiences.

### Developing students' life competencies

As a global group of schools, our students benefit from being part of a wider international community, which provides many additional learning and cultural opportunities. The **International Learning and Outreach for Schools (ILOS) Programmes** are designed to provide students with **global exposure, cross-cultural collaboration, and experiential learning opportunities**. These initiatives connect students with international educators, institutions, and peers, fostering a deeper understanding of global perspectives while enhancing critical skills for the future.

Through ILOS, students engage in **exchange programmes, global projects, competitions, and workshops**, enabling them to develop life competencies essential for success in an interconnected world.



As we move forward, we are committed to expanding these opportunities across all grades, ensuring that every student benefits from international collaborations



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Session Break	3 Session Break	4 Session Break HOLI	5 Session Break	6 Session Break	7 Term 2 End PTM Grades 5 to 8. Grades 9, 11 CBSE, Grade 9 IGCSE
8	9 Session Break	10 Session Break	11 Session Break	12 Session Break	13 Session Break	14 Session Break
15	16 Academic Year 2026-2027 Begins for Grades 6 to 12	17 Academic Year 2026-2027 Begins for Grades 3 to 5	18 Academic Year 2026-2027 Begins for Grades Jr.KG to Grade2	19 Ugadi Holiday	20	21
22	23 Educational Poster contest begins	24	25	26	27	28
29	30 Academic year 2026-2027 Begins for Nursery	31 Mahavir Jayanti Holiday			Educational Poster contest ends	Working for Grades 6-12

\*\* subject to State Govt declaration

# APRIL 2026

## Big 5: Interpersonal

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
Easter Sunday Babu Jagjivanram Jayanti	Samanvay Social Week	Samanvay Social Week	Samanvay Social Week	Samanvay Social Week	Manthan High School MUN	Working Day Grades 6-12  Manthan High School MUN
12	13	14	15	16	17	18
		Ambedkar Jayanti Holiday			Last working day for whole school	Summer Vacation Begins
19	20	21	22	23	24	25
26	27	28	29	30		

# MAY 2026

# Summer Break

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 SAT Exam
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Bakrid	28	29	30
31						

# JUNE 2026

## Big 5: Interpersonal

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		School reopening for Grades 10 IGCSE AS level, A level, 10 CBSE & 12 CBSE				Working for Grades 6 to 12 SAT Exam
7	8	9	10	11	12	13
	School reopening for Grades 9 & 11 CBSE, 9 IGCSE		School reopening for Grades 2 to 8	School reopening for Grades Jr.KG to Grade 1		Working for Grades 6 to 12
14	15	16	17	18	19	20
	School reopening for Nursery					Holiday
21	22	23	24	25	26	27
	Safety week	Safety week	Safety week	Safety week	** Muharram	Holiday
28	29	30				

\*\* subject to state Govt declaration

# JULY 2026

## Big 5: Self Leadership

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 Holiday
5	6 Elections for Student Council	7	8	9	10	11 Midterm 1 PTM for Nursery - Grade 4.
12	13 Investiture Ceremony	14	15	16	17	18 Working for Grades 9 to 12 Holiday
19	20	21	22	23	24	25 Mid-term 1 PTM for Grades 5, 6, & 8
26	27 SRIJAN Math week	28 SRIJAN Math week	29 SRIJAN Math week	30 SRIJAN Math week	31 SRIJAN Math week	Holiday for Students

# AUGUST 2026

## Big 5: Self Leadership

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Mid-Term 1 PTM for Grade 7 & Grades 9 to 12
2	3 PT1 Starts for CBSE Grades 8 -10	4	5	6	7	8 Working Day Grades 6 to 12
9	10 Bonalu Holiday	11	12	13	14 Pre-Independence Day Celebrations for Nursery to Grade 5	15 International University Fair
16	17 LITERATI	18 LITERATI	19 LITERATI	20	21 Independence Day Celebrations Grades 6-12	22 Holiday
23	24 LITERATI	25 LITERATI	26 **Milad-un-Nabi Holiday	27	28 Varalakshmi Vratham Holiday	SAT Exam
30	31					29 Holiday

\*\*Subject to State Govt Declaration

# SEPTEMBER 2026

## Big 5: Cognitive

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Janmashtami Holiday	5 Holiday
6	7	8	9	10	11 Term 1 ICT Exam Grade 5	12 Working for Grades 6 to 12 SAT exam
13	14 Ganesh Chaturthi Holiday	15	16 Term1 ICT exam Grade 6 Term 1 Exam starts for 10 IGCSE, AS and A level	17 Term 1 ICT Exam Grade 7	18 Term1 ICT exam Grade 8	19 Holiday
20	21 Term 1 Exam starts for 12 CBSE, Grades 9 IGCSE	22	23	24 Term 1 Exam Starts for Grades 9, 10 & 11 CBSE	25 **Ganesh Visarjan Holiday	26 Term1 PTM for Nursery to Grade4 Working for Grades 6 to 12
27	28 Term 2 starts for Nursery to Grade 4 Term 1 Exam Starts for Grades 5-8	29	30			

\*\*Subject to State Govt Declaration

# OCTOBER 2026

## Big 5: Cognitive

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Mahatma Gandhi Jayanti Holiday	3 Working for Grades 6 to 12 SAT Exam
4	5	6	7	8	9	10 Holiday
11	12	13	14	15	16	17
	Dussehra break	Dussehra break	Dussehra break	Dussehra break	Dussehra break	Dussehra break
18	19	20	21	22	23	24
	Dussehra break	Dussehra break	Dussehra break	School reopens for all grades after Dusshera Term 2 starts for Grades 5-12		Term 1 PTM for Grade 5,6 & 8 Working for Grades 10 to 12 National University Fair
25	26	27	28	29	30	31
						Term 1 PTM for Grades 7, 9 to 12 Holiday for students

# NOVEMBER 2026

## Big 5: Global

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 ICT Tech week	3 ICT Tech week	4 ICT Tech week	5	6 Diwali Holiday	7 Holiday SAT exam
8 Diwali	9 Diwali Holiday	10	11	12	13 Children's day Celebrations for Nursery to Grade 5	14 Children's Day Celebrations for Grades 6 to 12 Working for Grades 6 to 12
15	16	17	18	19	20	21 Holiday
22	23	24 Guru Nanak Jayanti Holiday	25	26	27	28 Holiday for students
29	30					

\* Annual sports event UMANG will be conducted during this month

# DECEMBER 2026

## Big 5: Global

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 Midterm 2 PTM for Nursery to Grade 4
6	7 Preboard Starts for Grade 10 IGCSE, AS & A Level Preboard 1 Starts for Grades 10 & 12 CBSE	8	9	10	11	12 Midterm 2 PTM for Grades 5, 6, 8
13	14 PT-2 Starts for Grades 8 & 9 CBSE	15	16	17	18	19 Working for Grades 9-12
20	21	22 Christmas celebrations	23 Christmas Holiday	24 Christmas Holiday	25 Christmas Holiday	26 Holiday
27	28	29	30	31		

# JANUARY 2027

## Big 5: Digital

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Holiday	2 Holiday
3	4	5	6	7	8	9 Midterm 2 PTM Grade 7, Grades 9-12 Holiday for students
10	11	12	13 Sankranti Pongal Holidays begin	14 Pongal Holiday	15 Pongal Holiday	16 Holiday
17	18 School reopens after Sankranti Break	19	20	21	22	23 Working for Grades 6 - 12
24	25 Pre-Republic Day celebrations for Nursery to Grade5	26 Republic Day Celebrations for Grades 6-12	27	28	29	30 Holiday for students
31						

# FEBRUARY 2027

## Big 5: Digital

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 ICT exam Grade 5	2 ICT exam Grade 6	3 ICT exam grade 7	4 ICT exam Grade 8	5	6 Holiday
7	8	9	10	11	12	13 Working for Grades 6-12
14	15	16	17 Term 2 exam for Grades 5 to 7, IGCSE 8 & 9 CBSE 8, 9 & 11	18	19	20 Holiday
21	22	23	24	25	26	27 Term End PTM 2 for Nursery to Grade 4
28						Holiday for students

# MARCH 2027

## Big 5: Interpersonal

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Session break	2 Session break	3 Session break	4 Session break	5 Term 2 PTM for Grades 5 – 9 & Grade 11 CBSE	6 **Maha Shivaratri SAT exam
7	8 New Academic Year starts for Grades 10 IGCSE AS level, A level, 10 CBSE & 12 CBSE	9 Session break	10 **Eid-ul-Fitar	11 Session break	12 Session break	13 Session break ends
14	15 New Academic Year starts for Grades 2 - 9	16	17 New Academic Year starts for Jr Kg -Grade 1	18	19 New Academic Year starts for Nursery	20 Holiday
21	22 Holi Holiday	23	24	25	26 Good Friday Holiday	27 Working for Grades 6-12
28 Easter Sunday	29	30	31 Mahavir Jayanti Holiday			

\*\* subject to state Govt declaration.  
Cambridge Checkpoint exams for Grade 5 and 8 IGCSE will be conducted this month. Dates will be intimated as per Cambridge guidelines.

# APRIL 2027

## Big 5: Interpersonal

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 Holiday
4	5 Babu Jagjivan Ram Jayanthi	6	7 Ugadi Holiday	8	9	10 Working for Grades 6 to 12
11	12	13	14 Ambedkar Jayanthi Holiday	15	16	17 Holiday
18	19	20	21 Last working day for Nursery to Gr 9, 11 CBSE before Summer Break	22	23 Last working day for 10 IGCSE, AS & A Level, 10 & 12 CBSE before Summer Break	24
25	26	27	28	29	30	

# HOLIDAYS

2026-2027

Date	Day	Event
04 March 2026	Wednesday	Holi
19 March 2026	Thursday	Ugadi
21 March 2026	Saturday	Eid ul Fitr *
31 March 2026	Tuesday	Mahavir Jayanthi
03 April 2026	Friday	Good Friday
April 5 2026	Sunday	Easter Sunday , Babu Jagjivan Ram Jayant
Apr14,2026	Tuesday	Ambedkar Jayanthi
26 June 2026	Friday	Muharram *
10 August 2026	Monday	Bonalu
26 August 2026	Wednesday	Milad -un -Nabi
28 Aug,2026	Friday	Varalakshmi Vratam
04 September 2026	Friday	Janmashtami
14 September 2026	Monday	Vinayak Chathurthi
25 September 2026	Friday	Ganesh Visarjan Holiday
02 October 2026	Friday	Mahatma Gandhi Jayanthi
Oct 10, 2026 to Oct 21, 2026	Saturday -Wednesday	Dussehra Break
Nov 6 to Nov 9, 2026	Friday to Monday	Diwali Break
No 24, 2026	Tuesday	Guru Nank Jayanthi
Dec 23 to Dec 27	Wednesday to Sunday	Christmas Break
01 January 2027	Friday	New Years Day
Jan 13 to Jan 17	Wednesday to Sunday	Pongal Break
06 March 2027	Saturday	MahaShivratri
10 March 2027	Wednesday	Eid ul Fitr *
22 March 2027	Monday	Holi
26 March 2027	Friday	Good Friday
March 31,2026	Wednesday	Mahavir Jayanthi
April 5, 2027	Monday	Babu Jagjivan Ram Jayanthi
07 April 2027	Wednesday	Ugadi
Apr14,2026	Wednesday	Ambedkar Jayanthi

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**Facebook: <http://www.facebook.com/ManthanInternationalSchool>**

**Instagram: <https://www.instagram.com/manthanschool>**

## The General Norms of Conduct

### ➤ **We, the family@ Manthan...**

Manthan School is primarily a resourcefully organised community of learners, educators, and others that support the process of creative learning and, as a premier educational institution, promotes an environment that provides the comfort, safety and security essential to every member of such a community - individually and collectively - to do their work efficiently, effectively and meaningfully.

- i. Everyone in the Manthan community - individually and collectively - focusses on engendering and sustaining a sense of belonging, friendship, camaraderie, and commonly shared goals and values.
- ii. Every member of the Manthan community - individually and collectively - takes active steps to ensure that all others feel comfortable, safe, and secure within this community.
- iii. The Manthan community is made up of egalitarian people who uphold all democratic rights and never discriminate based on nationality, regional affiliations, skin colour, religion, caste, creed, economic status, and the like.

Manthanites are always motivated and driven by a strong sense of honour and respect. They find it beneath their dignity to indulge in any activity that could bring dishonour to either their selves or their families or their School. If and when there are incidents that undermine this basic norm of the existence of the Manthan community, the School takes appropriate corrective measures that could well be punitive in nature.

At Manthan, the following activities are considered to originate from undesirable attitudes and therefore are regarded as punishable offences:

- Cheating of any kind - whether in regular classes or during examinations
- Forging of any documents or signatures
- Teasing - that in any way hurts, demeans, and/or threatens others
- Bullying of any kind
- Theft and intentional damage of others' property could well be regarded as a non-negotiable offence that calls for expulsion.
- Disputes of any kind

Disputes in Manthan - whether amongst groups or individuals - are never settled through physical violence. When students cannot solve problems amongst themselves amicably, help is sought from the staff and other adults. Physical violence of any kind or degree - even if due to the worst kind of provocation - is never tolerated at Manthan and is regarded as a non-negotiable offence that calls for expulsion.

## ➤ **Our Aspirations @ Manthan...**

Manthan aspires to establish and promote a holistic programme of education that endeavours to systematically develop the infinite capacities of the body, mind, and spirit of every young person entrusted to the charge of Manthan. Students at Manthan learn to be responsible and accountable for what they do or not do, for what they achieve or not achieve, for their success or failure vis-a-vis all the opportunities, support, and infrastructure provided in School for the holistic development of their personalities; and actively cultivate the value systems that motivate them to willingly face the consequences - whether good or bad - for their actions. The School Leadership takes appropriate remedial measures (that could well be punitive in nature) whenever there are incidents that undermine this basic norm of the existence of the Manthan community.

## ➤ **All round development@ Manthan...**

- i. Manthanites compulsorily participate in all the curricular, co-curricular, and extracurricular activities planned by the school. All activities shown in the School Calendar are compulsory.
- ii. Only activities specifically marked out in the School Calendar as "optional" may be treated as such. Manthanites are not permitted to miss any compulsory activity, except in cases of properly documented medical, social and personal emergencies.
- iii. The following are known as "curricular" activities at Manthan: all work pertaining to the meaningful learning of, instruction in, and evaluation of all the so-called 'hard core' academic subjects such as English, 2nd Language, 3rd Language, Mathematics, Sciences, Social Studies, Computers, and so on (including Library work periods) - as provided for in the School Timetable, the assignment plans as well as the assessments and examination schedules for the year as given in the School Calendar.
- iv. The School reserves the right to alter the dates given in the Calendar, which might happen only due to unexpected circumstances, or to compensate for unexpected holidays.
- v. The following are known as "co-curricular" activities at Manthan: all work pertaining to the meaningful learning of, instruction in, and evaluation of subjects and activities like Art and Craft, Music, Dance, Dramatics, Games, and Sports - that may not by their nature be considered strictly speaking 'academic' but, as they in many ways hold the key to opening up within the students capabilities that are quite essential to the success of the academic curriculum, and constitute an essential part of the School Timetable. These co-curricular activities are taught independently for all that they are worth. However, they help the students seek out, in all academic work that they undertake, dimensions that liberate these subjects from the purview of textbooks and make them interesting.
- vi. The following are known as "extracurricular" activities at Manthan: activities such as Field Trips, Intra-School as well as Inter-School Events, and Competitions that provide Manthanites with the scope and opportunities to develop appropriate skills, aptitudes, and attitudes required by them to respond creatively, effectively and with compassion to various unforeseen situations in life that do not necessarily have very much to do with the transaction and assimilation of the curricular content, but are of great significance to the development of their overall personalities. These activities effectively aid the growth of their personal, social, emotional, physical, psychological, intellectual, artistic and cultural strengths beyond the confines of the curriculum.
- vii. Manthanites compulsorily appear for all pre-scheduled academic assessments, tests, and examinations on the fixed date without fail. Except for properly documented medical and personal emergencies, no excuse is accepted for missing these.

viii. Habitually missing academic assessments, tests and examinations could legitimately result in expulsion from the School.

ix. All students are required to participate in games. No excuse is acceptable in this context. The exemption will only be given on medical grounds supported by proper medical documents.

### ➤ **Ethos @ Manthan**

i Every Manthanite always thinks and acts for himself/herself in absolute sync with what he/she understands as 'good' or 'bad' - individually and collectively - without ever giving in to the herd or mob mentality.

ii Manthanites habitually aspire to achieve the highest levels of polish in terms of their speech and body language in keeping with the best of Indian and international traditions and customs and consider it beneath their dignity to ever use foul language or vulgar gestures in any situation.

iii In keeping with the requirements of a good English medium international institution of the 21st century that Manthan doubtless is - all Manthanites make it a point to converse amongst themselves in English at all times. Speaking amongst each other in the vernacular tongue is, as a norm, restricted generally to classes of the concerned vernacular languages.

iv Manthanites cultivate and demonstrate the best table manners and etiquette when eating. Students display the best decorum during all meals at the Dining Hall. Students not only receive their share of food in an orderly manner but also ensure that they keep their surroundings clean and tidy.

v Manthanites, without fail, accord all members of the staff and fellow students - peers, seniors, and juniors - the proper respect and courtesy they deserve at all times.

vi Manthanites, without fail, greet appropriately - in keeping with the best of Indian as well as international traditions and customs - all members of the staff, guests and visitors to the School.

### ➤ **Decorum @ Manthan...**

Manthan is a coeducational institution in the true sense of the word where boys and girls are considered equals in every way. In case any incidents occur that exhibit either any gender bias or the lack of appropriate decency in terms of gender relations within the School community, the School Leadership takes appropriate corrective measures that, if required, could well be punitive in nature.

- Boys and girls of this School have equal rights and opportunities for growth in terms of all activities undertaken by and in Manthan and are treated equally in every aspect of School life.

- Boys and girls of this School develop and enjoy a very healthy, decent and cultured relationship amongst themselves. The School expects all sections of students to relate amongst themselves in the decent way that brothers, sisters and friends do in any cultured and egalitarian family.

### ➤ **Learners @ Manthan...**

Every Manthan student is always sensitive to the fact that the School premises are meant to be used by a large number of people for an effective educational experience at the same time and hence ensures that he/she never behaves in a manner that could disturb or be detrimental to or harm in any way, the work or progress of others. In case of incidents that transgress this basic norm of conduct, the School Leadership will take appropriate corrective measures that, if required, could well be punitive in nature.

I. Manthanites never leave their classrooms or the specific areas where they are designated to be without proper permission from the teacher under whose charge they are supposed to be at any given time. This holds good even when teachers are not present physically.

II. Manthanites never loiter around in the corridors or other common spaces during class hours under any circumstances.

III. Manthanites always line up and move silently whenever they need to go from one place to another in the School building or campus without causing any disturbance of any kind.

IV. Running in the corridors or up and down any of the staircases is not allowed in Manthan as the same goes against the norms of safety and disciplined behaviour.

V. Pushing and/or pulling each other - whether playfully or otherwise - is not allowed under any circumstances in Manthan as the same goes against the norms of safety and sophisticated behaviour.

VI. As the presence of people on campus other than students and staff of Manthan and authorised visitors could pose grave safety and security risks to the School, parents/ guardians need to take prior appointment whenever they need to meet with teaching staff (which may require entry into the School beyond the front office area) through a telephone call to the Front Desk which facilitates proper authorisation for being in School at the designated time on the appointed date.

The entire Manthan community is clear in its understanding that the School is not generally a place for socialising with anyone other than regular members of the Manthan community or external guests specifically invited to the institution by the School Leadership with a view to enhancing the educational experience of students.

I. Students cannot receive any visitors or bring relatives/friends to School. In case there is any special as well as legitimate reason to do so, special authorisation from the Principal is a must. Special requests in this regard are directed to the Principal (usually through the appropriate Class Teacher).

II. Parents/ Guardians and/or other relatives cannot enter into the School beyond the front office area - except on special occasions specified in advance and only with special authorisation from the Principal.

III. Any special authorisation for parents/guardians or other relatives/family friends to enter School and/or meet with particular students can be granted solely by the Principal. The request for the same must ideally be made in advance through a telephone call to the Front Desk which organises proper authorisation for being in School at the designated time on the appointed date if the Principal finds the reason for such special authorisation to be legitimate.

IV. Even in cases where there is an emergency, the Front Desk must be approached first for any special authorisation or permission as it is responsible for coordinating and organising proper authorisation for being in School.

V. Parents are not allowed to click pictures of their children, while they are in class.

## **Workbooks**

- i. The workbooks given are only a small part of children's learning in the classrooms. They learn the concepts through various discussions, audio-visuals, activities, projects, presentations, etc. The reading material is only to help them revise the concepts already learned in the class and practise some of them. Workbooks should not be treated as standalone learning material. The information given in the workbooks is meant for revising the concepts, and not for memorising since Manthan assessments are designed to check conceptual understanding and not rote learning. In case of any doubts, you may speak to the Teacher Leader.
- ii. Students admitted mid year will receive the workbooks for units that have already been completed.
- iii. III. In the event of losing a workbook, the student will have to get a photocopy from a friend. The School will not be able to provide a replacement.

## **Smart Learners@Manthan...**

- i. Mobile telephones, I-pods, laptop computers, exotic electronic toys and the like are not allowed in School or on the bus. Any student bringing such items to School is liable to be punished and the item (s) confiscated without ever being returned. Any student found using or in possession of such gadgets could well be expelled.
- ii. Expensive designer pens, pencils, erasers and other such items are not allowed in School. Any student bringing such items to School is liable to be punished and the items confiscated without ever being returned.
- iii. III. If any valuable items are brought to School with due permission in writing from the Principal, the entire responsibility of ensuring that such items are not lost or stolen lies with the concerned students. The School cannot take any responsibility for the same.
- iv. IV. Students of class IV and above may wear wrist watches but it must be ensured that they are worn for their utility and not as any kind of fashion statement or status symbol. Watches worn in School must generally be inexpensive, and the responsibility of ensuring that such items are not lost or stolen lies with the concerned students. The School cannot take any responsibility for the same.
- v. Manthanites appreciate that School is not a place to show off personal wealth, and refrain from bringing any money to School.
- vi. In cases when students are required to submit any money to School for some officially specified purpose, the procedures and norms to be followed are clearly communicated by the staff in charge in advance and students who fail to abide by the same are duly taken to task.
- vii. Lending or borrowing of money as well as sale and purchase of other articles in School is considered an offence and may even result in expulsion.

- iii. The very methodology that Manthan adopts for transacting the curriculum for its students is to effectively create their own skills and knowledge base as lifelong learners. Hence, this calls for 100% attendance.
- iv. All Manthanites mandatorily attend School on at least 95% of the stipulated working days. Failure to comply with this attracts severe punitive action.
- v. Manthanites always consider themselves to be accountable for any absence from School and abide by the systems for such accountability as required by the institution {outlined in the relevant section of this publication}.
- vi. If a student remains absent from School without any prior sanction of leave and is unable to provide valid reasons for the same on return, severe punitive action could be taken against him/her. If the period of such unauthorised absence amounts to 10 days or more, he/she is liable to get his/her name struck off the School rolls.

## ➤ **Assignments: Class Work and Home Review**

- i. Manthan School acknowledges the need for giving assignments to be done both in class {termed 'classwork'} and at home {termed 'home review'} in order to ascertain how effectively the students are capable of working independently with the knowledge acquired in the classroom situation as well as to make the students practice certain structures and systems thoroughly for gaining the requisite expertise in the same.
- ii. Class work assignments are done in School with or without prior notice as planned and deemed proper by the concerned subject teachers. Such class work assignments could well be graded or marked, as per the discretion of the concerned subject teacher.
- iii. All class work assignments constitute an important part of the overall annual evaluation of students.
- iv. It is essential that the school facilitates the development of self- learning and self-study habits in all the students as they grow up. The school considers the habit and discipline of studying on their own at home on a regular basis very important - especially for children of Class 1 and above.
- v. The home review given must be entered in the Home Review Schedule pages of the Student's School Diary and must be religiously adhered to by all concerned. It is of paramount importance that this system is followed strictly to ensure that no student is burdened and over-worked.
- vi. The parameters for home review to be done by students officially undertaking Supportive Instruction are different. They may have to be given separate Supportive Instruction assignments as opposed to the regular home review.
- vii. The School sets four main aims for its home review policy:
  - To develop the useful habit of regular unsupervised work
  - To extend the amount of time available for study
  - To enable the children to further interests they have developed in School
  - To encourage greater parental awareness of and involvement in their child's learning

We are conscious of the fact that home review tasks need to be worthwhile and that in this age, children often have many outside interests that they and their parents want them to follow. We are very keen to get the right balance, both in the amount and the type of home review that children are given.

i. **Home Review: The Teacher's role**

Home review assignments are an extension or reinforcement of activities carried out during class lessons. Tasks are set within the student's ability to enable them to work independently at home.

ii. **Home Review: The role of parents at home**

Parents should be supportive and use the home review task as a means of positive involvement in their child's learning and participation in school activities. If your child has been unable to do the home review, has not understood the work, or spent too much time on it, a note of explanation should be written to the teacher involved.

iii. If your child is absent from School due to sickness, a parent who wishes to receive home review for his/her child must request the teacher or the office. Parents must remember that home review is a consolidation of class activities, and it is not always possible to set a task immediately.

iv. If your child is absent from school for other reasons:

Any parent who insists on taking their child away for extra holidays during the term must accept that no home review will be set, and that the child may have to make up for the work missed upon returning to School.

## ➤ **Tent of Tales**

Manthan strongly believes that reading enhances one's life both academically and socially. That is why we have designed a reading programme across the grades called '*Tent of Tales*'.

Children will read books they choose from the library and books of their choice from home. After reading, they need to enter the details of their reading in the School Diary Reading Log. We request parents to sign the Reading Log given in the diary. At the end of each term, to commend their efforts, they will be awarded Badges and Certificates (depending on the number of books read).

## ➤ **Extra Home Review given by the Teachers**

- The teachers have the right to ask a child to catch up with class work at home if he/she has noticed that the child has not worked sufficiently during class time. In that case, the teacher will write a note to the parents in the diary stating why the extra work has been given.
- Details regarding the home review set, its submission dates, and whether the work has been done or not must be entered in the relevant pages of the Students' School Diary.
- The onus of completing all work set within the given deadline, doing the corrections marked, and achieving levels of perfection in the different academic subjects lies with the students themselves.

## ➤ **Assessments and Evaluation Report**

- At Manthan School, the evaluation of how much a student assimilates and achieves in the course of his/her duration in a particular class, and thereafter in School, is considered very important. In this context, the primary focus is on the creative construction of knowledge through the most effective transaction of the curriculum that aims at developing specific skills, aptitudes, and attitudes.
- The Spectrometer is the School's main instrument for evaluating the levels of development of every individual student in academic, co-curricular, and extracurricular activities that focus on nurturing specific skills, aptitudes, and attitudes.
- Evaluation through the Spectrometer is done for students of all classes in School.
- The Spectrometer evaluation is done once every term per dates given in the School Calendar.

➤ **Continuous Assessments, Unit checks and Term End Exams**

- i. The system of examination includes continuous assessments, which help the teachers analyse the level of learning and understanding of the students.
- ii. Manthanites compulsorily appear for all pre-scheduled academic assessments, tests and examinations on the fixed date without fail and - except for properly documented medical, social and personal emergencies - no excuse is accepted for missing these.
- iii. We will not reconduct any of the assessments under any circumstances. Reconducting assessments is not feasible and will take teachers' time away from preparation which then affects the learning of the whole class. We would rather not let the entire class suffer for the sake of a few children who are absent on assessment days for a variety of reasons.
- iv. Students will be marked absent for an assessment that they are not able to attend. This will be accounted for in the average grade for that specific term. However, we do not expect any child to be absent more than 2 or 3 times in a year due to sickness, and in comparison, with the number of assessments we conduct, such absence for a couple of tests will not affect the overall grade.
- v. Students who are new to the school are given the opportunity to avail remedial learning in second language Hindi. They are given one year to catch up with the regular stream. It is essential that along with guidance from School, home support is also available to these students. Continuous assessments, unit checks and Term End Exams are conducted based on their level but are awarded only a maximum grade of 'B' (even if they score 100%) as their papers are set at a level lower than the grade level expectations.
- vi. Students of classes V and above have to appear for a system of examinations known as Term End Exams - twice a year, once a term - in all academic subjects.
- vii. The specific dates for Term End Exams are given in the School Calendar. All efforts are made to adhere to these dates. However, there may be some contingencies due to which there might be some change in dates.
- viii. The School Diary contains pages for noting down the Syllabus for Term Ends. The course for the Term Ends for every subject is given out two weeks prior to the commencement of the Term End evaluation. This must be written down, without fail, in the School Diary in order to prepare effectively for the Term Ends.
- ix. Every student's overall performance through the academic year is judged on the basis of his/her combined performance in all home review and classwork assignments throughout the academic year, the assessments and on the student's performance in the two Term Ends.

Grades	Continuous Assessments	Unit Checks	Home Review	Term End Exams	Evaluation Report
1 to4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 to12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pre-primary (Junior KG & Senior KG) children will be assessed by the respective Homeroom Teachers based on one-on-one observation. The evaluation report will be graded to reflect this observation.

All papers are reviewed with children and their mistakes are explained. Children are encouraged to write the correct answers to the questions they got wrong in their notebooks as well. If interested, parents can take a look at the assessments at the PTM or in between the terms by making an appointment with the respective Subject Teacher.

## ➤ **Games and Sports**

- Games and sports are compulsory for all students in School at times specified in the Timetable.
- Students in the School Team for any game or sport may have to practise for or play matches against other schools on Saturdays, Sundays and/or other holidays.
- Students are not permitted to play ball games in any form within the School building as that may cause damage to the School property.
- On certain occasions, students may have to be taken some distance away from the School for several sports activities. Students must obey the teachers accompanying them on such journeys.
- Students may be taken off games for a particular duration by teachers as sanction for certain misdemeanours. In such cases, the teacher administering the sanction informs the sports teacher through the concerned Class Teacher.

## ➤ **Other Co-curricular and Extracurricular Activities**

- Music, Dance, Art and Craft are compulsory for all students in School at times specified in the Timetable up to Class V.
- Manthan School offers certain extracurricular activities once a week in a slot of two consecutive periods to students from grade VI onwards. Students choose one from the variety of hobbies on offer and pursue the same seriously for at least one academic year as their Club activity.
- The list of Hobbies/Club options available during a particular academic year are conveyed by School to the parents/guardian and students through a proper notice on the subject. The choices from the list, in order of preference, must be submitted to the concerned Class Teachers in an appropriate form, signed without fail by the parents/guardians.
- The Class Teachers take proper stock of the aptitudes of students in their charge, keeping their hobby/Club choice in mind, and along with inputs from the teachers in charge of Clubs, assign one of the Hobbies/Clubs accordingly.

## ➤ **House System**

Manthan School follows a House system for organising its students and staff. Through this system -where the Houses represent the larger families that constitute the larger Manthan community - the students are brought face to face with moral and spiritual values in keeping with the secular character of their country and values of service and citizenship in the overall global context.

Every House has its own colour and flag and there are four Houses in the School named the following:

- 1. Agni House**
- 2. Amber House**
- 3. Prithvi House**
- 4. Vayu House**

- All students are allotted one of the four Houses and are required to take part in a variety of intra-House as well as inter-House activities and competitions to discover, nurture and showcase all their talents.
- Under normal circumstances, a student allotted to one House cannot be shifted to another House later on.
- Every House is led by a House Captain (also called Council Member) and a House Vice-Captain (also known as Deputy Council Member).

## ➤ Supportive Learning Unit

1. The School employs special needs trainers to give short periods of support to students to cover any learning gaps, skill gaps and behavioural problems. This department is known as the Supportive Learning Unit.
2. The support given by these teachers will not be continuous. Students who take assessments along with the special educator will receive a "Performing" grade or below.
3. The special needs trainer undertakes classroom observations upon the request of the Class Teacher or Teacher Leader and interacts with the concerned students.
4. Whenever further clinical testing and/or an individualised remedial programme is found to be needed, the special needs trainer - through the Principal and Teacher Leader - holds a meeting with the concerned parents. When the School requires, parents will get the necessary tests done from specialists at their own cost as well as sign up for necessary therapies done by specialists outside the School.
5. Once further investigations are done with the parents' consent and a proper prognosis is arrived at, an individualised education programme is planned and executed to help the concerned child overcome his/her learning gaps. This helps the student to get rehabilitated with the grade level expectations.
6. Regular interaction between the Supportive Learning Unit and parents of students undergoing Supportive Learning Programmes is imperative for the success of the same.

## ➤ Positive Behaviour Policy

Manthan encourages a sense of **belonging, friendship, camaraderie, and commonly shared goals and values.**

- Every member of the Manthan community - individually and collectively - takes active steps to **ensure that everyone feels happy, comfortable, safe, and secure** within this community.
- We celebrate and value our amazing achievements at all levels.
- We understand anyone can make poor discipline choices, and we help everyone to self-reflect and accept ownership of their own behaviour.
- We strive to build the knowledge, skills and understanding to recognise the consequences of individual actions, understand how to collaborate with others and to imbibe positive behaviour.

- We empower our whole community with appropriate strategies to promote positive behaviour, develop resilience and follow guidelines to report any issues, problems or concerns.
- We guide and support everyone involved in instances of negative behaviour including those who display the behaviour and those who are the target of/witness to the behaviour.
- We take prompt and decisive action to safeguard our students and the whole school community in line with our positive behaviour policy.
- Based on our community values of respect, empathy and compassion we offer a route to reconciliation and restoration to those who have shown inappropriate behaviour.

### ➤ **At all times, Manthanites must adhere to the Golden Rules:**

- We are gentle - We do not hurt others
- We are kind and helpful - We do not hurt anybody's feelings
- We listen - We do not interrupt
- We are honest - We do not cover up the truth
- We work hard - We do not waste our own or others' time
- We look after property - We do not waste or damage things

### ➤ **Discipline Policy For Students**

The main objective of this policy is to nurture appropriate behaviour and help students become responsible citizens. Manthanites are responsible and respectful to everyone inside and outside of the school community. We strongly ensure that along with freedom of learning, responsibility for one's own actions and discipline are emphasised regularly.

- We believe that from an early age, students should not confuse freedom in education with indiscipline.
- Students can ask relevant questions pertaining to the lessons and activities of the school but with the right tone and with respect.
- At Manthan, respect for everyone in the school community and for School policies is expected. It will not be compromised under any circumstances.
- When a student disregards rules, disobeys instructions, or otherwise engages in conduct that causes or may cause harm, inconvenience or embarrassment to the School, staff members, support staff or other students, it will lead to disciplinary action by the School.
- Manthan strives to strike a good balance between freedom and discipline.

## ➤ Rewards and Sanctions

- It is accepted that young people should be duly rewarded for positive behaviour and for being well-disciplined.
- Manthan School has a well-established system of giving away Appreciation cards - Rising Star and Super Star Awards for individuals who showcase good behaviour, improvement in skills other than academics and for individuals who always exhibit those skills.
- All sanctions meted out at Manthan School aim at deterrence and rectification of the wrong. They induce errant students to ensure that the offense never recurs.

## ➤ Corporal Punishment

**Corporal punishment is strictly prohibited in Manthan School. Teachers can resort to gentle corrective measures, where the child reflects and corrects his/her behaviour.**

- **Bubble Time**
- **Quality Circle Time**
- **Rewards and Sanctions**
- **Role Plays**
- Suspension or expulsion is generally considered the last option only in cases of the gross transgression of the School Rules and norms and/or criminal misconduct, which is a non-negotiable offence. However, the School reserves the right to suspend or expel students whose conduct may be harmful to other students or the School's reputation.
- In case of extreme misdemeanour, a teacher may take the student to the Principal for appropriate sanction with full details of the case in writing. The Principal along with the Senior Leadership Team may deem it fit to deprive a student, who has indulged in gross misdemeanour, of games or his/her hobby/Club classes for two weeks. In addition, he/she will have to forgo several other privileges available in the School.
- There might be a consequence of suspension for at least one day when a child resorts to any kind of abuse.
- No student is allowed to punish any other student, officially or unofficially. No student is allowed to supervise the administration of any sanction for any other student.
- In case of any unpleasant incident involving two children, the parent of one, under no circumstances, is allowed to speak to the other parent or child concerned. This would be considered a serious violation of School norms. One must go through the School to resolve the issues.

## ➤ Reporting of Misbehaviour

- All behaviour issues must be primarily reported to the Principal/ Teacher Leaders.
- Issues related to well-being must be reported to the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (Dep. DSLs).

***It is expected from all members of the Manthan Community (pupils, Staff and parents) to exude respect towards each other under all circumstances and adhere to the policies, guidelines and the Code of Conduct.***

## ➤ Punctuality

Punctuality is of utmost importance for Manthan as it enables the School to provide maximum time for instruction. It is applicable to all the stakeholders in the School community.

Punctuality is essential in all the activities undertaken at Manthan School and failure to be punctual is considered as a punishable offence and could even result in sending errant students back home.

- i. All Manthanites must arrive at School, at the time specified in the Daily Schedule of the School, without fail. Otherwise, students will be marked as 'tardy' in the attendance register.
- ii. Every Manthanite must be punctual for every class, as per the School Timetable.
- iii. Every Manthanite must be present and be prompt for all the School functions and activities.
- iv. Whenever Manthanites individually or in a group- represent the School at a venue outside the school for an event, competition, field trip, or an excursion, they must strictly maintain punctuality at all times.

## ➤ School Timings

School timings have been set to make sure that the academic learning and extracurricular activities can be conducted smoothly across the grades. School timings can change from year to year if the need arises depending upon learning requirements.

### **All Classes: Monday to Friday - 8:00 am to 3:00 pm**

Classes 6 to 12 will be required to attend full day School from 8:00am to 3:00pm, on two Saturdays a month, as given in the School Calendar.

- i. At Manthan, the entire community is required to follow the ascertained timings on every working day, in terms of conducting or participating in classes, taking part in regular tasks as well as specifically scheduled activities in the School. Timings for the entire School Day are clearly stated in the Daily Schedule section of this diary. It includes the timings of when the School starts, ends; the number of periods involved in each working School day and their timing; time allotted for regular tasks like Breakfast, Assembly, Break, Lunch, etc., and so on.
- ii. The Daily Schedule is published in the School Diary for the academic year and displayed prominently on the notice boards of the classrooms. Failure to abide by the timings indicated in the Daily Schedule is a punishable offence.
- iii. The timings followed by each segment of School (Pre-primary, Primary, Middle and High School) and/or groups of classes could be different. Also, the time duration of the working day itself may vary for various segments or groups of classes if, such is seen to be the requirement by the School Leadership. However, the overall Daily Schedule is a single document that includes all these possible variations within its ambit.
- iv. All Manthan students and staff compulsorily participate in different activities and routine tasks of the School as per the Daily Schedule.

- v. The school follows a five-day working week. Pre-Primary to Primary function five days a week, whereas Grades 6 to 12 have select working Saturdays as per the school calendar. However, during certain circumstances or at certain times of the year when the need arises, the School Leadership may make it mandatory for all or certain classes to attend School on Saturdays. In such cases, the concerned classes will be notified beforehand through an appropriate notice and they will usually follow a special Daily Schedule to be circulated along with the above-mentioned notice.
- vi. The Daily Schedule may have to be changed or modified temporarily for either the whole School or for specific segments of the School due to reasons considered legitimate by the School Leadership from time to time. In all such cases, appropriate notices will be issued by the School regarding the same, well in advance.
- vii. In special cases, an individual student or a group of students may be required at a particular time to do something other than what is mentioned in the Daily Schedule. For this, the students concerned would specifically obtain special permission in writing from their Teacher Leaders or Class Teachers.

### **The School Timetable, Classes and Attendance**

- i. At the start of every academic term, the School Leadership issues the School Timetable which contains the weekly program for all curricular, co-curricular and extracurricular activities to be followed by all classes and sections in School.
- ii. All curricular, co-curricular and extracurricular activities to be undertaken in School are allotted a specific number of periods every week for each of the classes as per their importance in Manthan's overall scheme of holistic education. These subjects and activities are thereafter organised in an effective and meaningful manner in the School Timetable.
- iii. The School Timetable is displayed prominently, in every individual classroom and must be taken down in the concerned grid inside the Students' School Diary every term.

### **Attendance**

At Manthan, students are encouraged to have maximum attendance to achieve academic excellence. If a student is irregular, he/she will miss active learning and it can create a gap in understanding of concepts. Not everything learnt in the class can be obtained from textbooks or peers' note books.

- It is strongly recommended that parents/guardians plan family activities during vacation time and on long weekends and discourage students from taking leave during working School days. School Calendar, along with a list of holidays, is given in advance to help parents plan their vacations accordingly.
- Students need to have a minimum of 95% of attendance at Manthan to achieve minimum academic learning designed for the class.
- Attendance of students is recorded without fail on every working day in every class on the intranet network of the School, prior to the commencement of the first period.

- In case of absence for 1 or 2 days from School, an email must be addressed to the Class Teacher along with a copy marked to the Teacher Leader. If a student takes leave for more than 2 days for medical reasons, parents should submit a Medical note from a registered Practitioner to be marked as 'Absent Excused'.
- Whenever a student wants to avail leave for more than 4 days, a letter requesting for leave of absence should be submitted to the School prior to the absence. The School Principal must approve any leave that extends beyond 4 days.
- In the event of an emergency where a student has to absent himself/herself without prior leave application and approval, the concerned student's family must inform the Class Teacher by sending an email about the details for the absence prior to 8:00am on that day to be marked as "Absent Excused". If not, the student will be marked as "Absent Unexcused."
- Students are not permitted to have half days under normal circumstances. Nevertheless, in the event of a medical emergency, the school's medical team will promptly notify parents to arrange for the child's timely pickup from the school premises. Half days are not allowed for students.
- If any student is absent from School (for any period), the onus of making up for the lost work does not lie with the School, but with the student and his/her family.
- No retest of exams will be available for students who are absent.
- If the student's attendance does not meet the required threshold as per the School Policy, on a case to case basis, the School might withhold him/her from attending the examinations or from being promoted to the next class.
- Students' attendance will be declared in the School transfer records to future schools.

## ► Assembly

- i. Manthan School Assembly gathers the student and the teacher community to share ideas, news, awards and portrayal of values through music, dance, speeches and drama.
- ii. Assembly signifies the start of the day in School. It is the time of the day when the School community collectively pays tribute to the powers within and beyond. Proper decorum in keeping with the solemnity of the occasion is to be upheld by all.
- iii. Generally, the Assembly is held outdoors for the entire School (except for certain classes as they are considered too young for the Assembly experience).
- iv. Every student and teacher must be present for the School Assembly. Anyone found missing from the Assembly will have to provide the School authorities with legitimate reasons.
- v. Any achievements of students, whether in School or outside the school (only if organised by recognised bodies or held at state level or higher) will be announced in the Assembly. An approval from the Head of the Institution is needed prior to the announcement.

## ➤ **Early / Late Arrival & Early / Late Departure Policies**

### ***Early Arrival -***

Most of the School staff use School Transport and arrive at the designated time; the School cannot accommodate additional staff to monitor students who are dropped off prior to the scheduled start time of the School Day.

If a student arrives at School before the teachers or other academic staff arrive, parents should not drop the student and leave, as this is in the interest of the student's safety and comfort.

If the student arrives early, parents are requested to stay with the student in the designated areas till the staff arrives at School.

### ➤ ***Late Arrival -***

Students are expected to arrive on time. Late arrivals will be recorded as tardiness. Repeated tardiness (more than 3 instances) will result in disciplinary action.

In case a student misses taking an exam due to late arrival or arrives after the test has commenced, retest or extra time will not be given.

- If a student misses the school bus, it is the parent's responsibility to make sure that the student reaches School on time.
- Students are not allowed to come late to School or leave the school in the middle of the day as it disturbs the classroom routine. However, if a child feels unwell during School Hours, parents will be informed to come and collect the student.
- If parents anticipate that the student will need to leave during the school day (for example, to catch a flight or attend a wedding), it is advisable that the student remain at home that day.
- Students must not come to school just to write exams. Examinations can be held only at the scheduled times and in proper examination conditions.
- Extracurricular activities/outside exams should be scheduled around non-working days of the school.

# Communication With School

Our administrative staff works relentlessly to support the students as well as the parents. At Manthan, we encourage parents to be in touch with the School staff during working hours scheduled for the staff members.

We request you to treat all the School staff, including the support staff, with courtesy at all times. Please note that inappropriate tone or language or behaviour, either in person or on phone or email, will not be tolerated.

Below, we have tried to give clarity on how the communication process works with the various stakeholders of our School this includes teachers, administrative staff, and management.

**The Administrative Department works from Monday to Saturday, except on public holidays and certain days during scheduled vacation time. All Sundays are holidays.**

**Timings:**

- **Admin Office working hours: 8:00 am to 4:00 pm**
- **For queries over the telephone: 8:25 am to 2:30 pm (please note that School phones may be answered at other times also, but the School cannot give assurance for the same).**

Some of the below mentioned queries cannot be answered by the administrative staff and parents have to email or discuss with the concerned teachers :

- Students' academic progress in the class
- Students' behaviour in the class
- Students' absence from School
- Messages regarding class work and home work
- Messages to students from parents

## **Guidelines for School-Parent Communication regarding academics, co-curricular activities and behaviour of students**

### ➤ **School Diary**

- I. The Students' Diary being the main instrument of almost daily communication between the students' parents (families / homes) and the School, Manthanites make sure that they do all that is needed to constantly uphold this regular exchange of information and essential bond of accountability. Whenever norms of maintaining this instrumental link between parents and teachers are undermined in any way, the School takes corrective measures that could well be punitive in nature.
- II. Manthanites must bring the Students' Diary to School and take it back home every day.
- III. Important notices from School, homework assignments, personal complaints, and other messages containing important information and are regularly communicated through the Students' Diary, and it is, therefore, imperative that parents/guardians make it a point to check their children's diaries on a daily basis.
- IV. Parents are required to sign and acknowledge the written entries and every student must ensure that his/her Diary is shown to parents/guardian on every working day for the same purpose.

V. Parents/guardians must use their children's Diaries whenever they have any queries or need to send any messages to School. It is the responsibility of every student to ensure that his/her Diary is shown to his/her class teacher on a daily basis in order that School not only acknowledges but also responds appropriately to every communication from his/her parents/guardians.

VI. Sometimes information which is sensitive in nature should not be sent through School Diary; Kindly acknowledge and make a note, parents have to use their judgement and email it to the concerned department.

VII. Parents are advised not to send any communication on chits and papers as these can be misplaced easily. Please communicate only through the School Diary or email. The School does not take any responsibility for any miscommunication of information if parents do not use the School Diary or email.

What information is updated in the school diary?

- Daily Home Review work (Needs to be signed by parent)
- Time Table (Can be changed or updated regularly)
- Information about Unit Checks
- Term End exam time table and syllabus (Grade 5 onwards)
- Reading Log (To be signed by parents for students to be awarded certificates of appreciation)
- Parent Teacher communication pages (Should be checked by parents regularly)
- Month wise calendar with all the key information (Parents should check regularly and make a note of key School activities)
- School Policies

If parents have not received any response from teachers for the query written in the School Diary (Grade 3 onwards), most likely reason could be that the student has not shown the parent query to the teacher. We request parents to inform students that they should immediately show the query to the concerned teacher on the same day. They should also send an email to the teacher with a copy marked to the Teacher Leader.

## ➤ Email

- I. This is the best way to get in touch with the Class Teacher, Teacher Leader and the administrative staff. Email can be used to communicate with all the departments in the School.
- II. A lot of information and updates are shared by email; parents have to check email from the School regularly.
- III. Our staff responds quickly almost all the time, but sometimes teachers have busy schedules and may not be able to reply immediately. In case of an emergency, parents may contact the Front Office, but they will have to share the information with the Parent Coordinator.
- IV. If parents do not get a response from any member of the staff, we request them to escalate it to the next level.
- V. At the beginning of the academic year, teachers share their email ID. Please make a note of it for future requirements. Key email IDs are also published in the School Diary for ready reference.
- VI. Parents have to use formal language while communicating with a professional organisation like Manthan. Students observe and learn from their surroundings, it is important for all of us to maintain certain decorum for students to learn positive.
- VII. High school students are encouraged to send emails to the respective teachers regarding learning related things.

## ➤ School Portal

Manthan School uses a school portal to which parents/guardians are given access with the help of Unique IDs. Parents have to check the portal regularly to keep themselves updated.

The school IT department sends out an email after admission with the ID and Password. In case parents have not received the login information, they can get in touch with the IT department by emailing -

[it@manthanschool.org](mailto:it@manthanschool.org)

What information does the portal contain?

- Kindly go through the portal every day for circulars, notices, lessons or homework.  
(App can be downloaded on mobile phones as well)
- Curriculum is provided grade wise/subject wise
- Student related information as updated by parents
- Report Cards
- Attendance
- Announcements from teachers

## ➤ Phone Calls

- i. Please go through the School Diary and circulars regularly before making any inquiries over the phone. Please avoid unnecessary phone calls to the school when information has already been provided to you. This helps us to focus on other challenges which require immediate attention.
- ii. Teachers cannot attend to phone calls due to their busy schedule and are not allowed to take calls in the classroom in front of students. Parents have to send a diary note or an email requesting an appointment. Teachers will schedule the call as per their class time table.
- iii. In case you want to talk to the respective Class Teacher over a phone call or meet them one on one, then a prior appointment should be taken at least a day in advance either through the School Diary or from the Front Office.

**Admin Office Working Hours: 8:00 AM – 4:00 PM**

**Parent Contact Time: 9:00 AM – 3:00 PM**

**Monday to Saturday, excluding holidays**

**We request parents to adhere to these timings for smooth functioning of School; during other timings, the administrative staff is engaged with internal work.**

## Meeting with Leadership Team

Please share the full details of your query with the Parent Coordinator either by phone or email. If required, the Parent Coordinator will assist in scheduling an appointment with the School Leadership Team, including the Head of Segment, Deputy Heads of School, Functional Heads, or the Head of School.

## **Parent-Teacher Meetings**

- i. The parent-teacher meetings scheduled in the calendar are for one-on-one meetings between teachers of one class individually with parents of the students in that class to apprise them of matters in general and to collect their general feedback.
- ii. For individual communication between teachers and parents, there are specific communication pages in the School Diary for use by both parents and teachers that can be used to send messages and receive responses whenever the need arises.
- iii. Apart from the scheduled PTMs, for individual meetings with teachers, prior appointment is essential. Parents should send an email to the Class Teacher. The Class Teacher will then check with the concerned teacher/s a mutually convenient date and time to communicate to the concerned parents/guardian.
- iv. When teachers wish to meet particular parents, they too will have to set up a prior appointment with the parents concerned over the telephone or through a message in the School Diary.
- v. PTM meetings are mandatory. We give parents the dates, in the diary, well in advance so that they can plan to keep the day free. A day before the meeting, the exact time of the PTM is also communicated to the parents. It is important to adhere to the timings. Children are advised not to accompany their parents to the PTM.
- vi. Keeping in view the teachers' busy schedule, it is compulsory for parents to attend the PTM on the scheduled dates. PTMs will not be rescheduled for any other day. Parents with two children in higher classes cannot ask for the PTM timings to be synchronised. They will have to come twice according to the given time slots. If, however, one child is in a higher grade class and one in a lower grade class, the parents may then coordinate with the Class Teacher of the junior grade.
- vii. We kindly request parents to attend the meeting in modest attire.
- viii. Parents are requested not to raise their voices during the meeting. Please approach the Leadership team for any serious concerns. They are available to help and resolve them.

## **TRANSPORT POLICY**

Students of Manthan can opt for School Transport or their own transport. It is important to remember that School Transport is offered as an option only once in the academic year and has to be continued for the full academic year. School Transport, once opted for, cannot be dropped for that academic year. No such requests will be entertained and no shift from School Transport to own transport will be allowed.

Students of Manthan are expected to bear their share of responsibility for safety while travelling in School buses. The privilege of any student to ride in a School bus is conditional upon their good behaviour and observance of the rules and regulations set forth by the School and transport operator. Certain levels of conduct are expected of any and all students riding in the bus. All students shall conduct themselves in a manner conducive to the safe transportation of all. No conduct will be tolerated that will, in any way, cause distraction of a driver's attention and may result in unsafe operation of the bus. Students are expected to respect the authority of the bus driver and obey his/her instructions. If the rules are followed, all concerned can expect to have a safe bus trip.

## Students' Responsibilities

### **WHILE WAITING TO BOARD THE BUS**

1. Arrive at your assigned bus stop five (5) minutes before the School bus arrives. The driver cannot wait for you, as it may create traffic problems.
2. Do not play in the path of traffic and stand well away from the road when the bus approaches.
3. Remember the danger zone around the bus. The danger zone is anywhere close enough to the bus to touch it. The bus driver cannot see you when you are in the danger zone.
4. Do not damage other people's property while waiting for the bus. Avoid making excessive noise.
5. Fighting and playing at bus stops on the way to School should be avoided.
6. Never run alongside the bus when the bus is moving. Wait until the bus stops and the driver/conductor signals and then walk to the door and board the bus in an orderly manner.  
**DO NOT PUSH OR SHOVE.**

### **WHILE RIDING ON THE BUS**

1. Obey the Lady Attendant's instructions. The Lady Attendant of the School bus is in complete charge of students while they are on the bus. Complaints regarding discipline on the bus should be taken to the Principal/ Transport Department.
2. The Lady Attendant has the authority to assign seats. Students shall remain properly seated while the bus is in motion.
3. The windows of the bus must be closed at all times. On no account does any student have the right to open a window of the bus. This is in keeping with the preventive measures against any injury to the student.
4. Refrain from talking to the driver except in an emergency.
5. No one shall tamper with any equipment or operate any part of the bus.
6. Do not mar or deface the bus. Students caught damaging bus equipment will be subject to disciplinary action and/or restitution.
7. There should be no fighting or profanity on the bus or any loud disturbances. Students must not wave or shout at pedestrians or occupants of other vehicles. Do not throw objects from bus windows.
8. Eating inside the bus is not permitted. Save snacks for snack time at school or until you reach home. They may spill, or one may choke if the bus goes over a bump.
9. Bullying / fighting, use of abusive language is not permitted.
10. Students are required to ride in their assigned bus.

### **WHILE LEAVING THE BUS**

1. Hold the handrail while leaving the bus.
2. In case you need to cross a street, ensure that you cross it in front of the bus. Cross only when the driver/conductor gives a signal. Cross the street in single file.
3. If you drop something near the bus, ask the driver or another adult to pick it up.
4. If everyone is getting off the bus, the people in the front leave first. Do not push.
5. Allow small children and/or disabled children to board/alight first.
6. Be familiar with the rules of emergencies.

## **Parents'/ Guardians' Responsibilities**

Progress has been made in the improvement of safety and safety awareness in the transportation of students. However, one critical area that has not been explored to the fullest extent is the role and responsibility of parents and guardians of the students. Safety awareness must begin, and be consistently reinforced, at home. The following points are suggested for parents:

- i. Familiarise yourself with School and transport provider policies and procedures pertaining to riding a bus.
- ii. Parents/Guardians should try to establish the exact time their child should be at the bus stop in the morning. They should also recognise the dangers of students playing at the edge of a busy roadway.
- iii. Warn your children of the dangers of strangers who appear friendly and hang around bus stops. Provide your child with a School bag to carry all the School supplies. Loose papers/ materials are a serious hazard.
- iv. Stress the importance of remaining properly seated and reasonably quiet and disciplined while aboard the bus.
- v. Familiarise students with the emergency procedures and danger zones around the bus and suggest that they discuss these zones with their friends.
- vi. Make sure children have their ID cards.
- vii. Parents/Guardians should explain to their child that situations aboard the bus may not always be familiar. The bus may have to take an alternative route, a substitute may be driving the bus, or occasionally another bus may be used. If the child is confused, they need to be encouraged to ask the Teacher in Charge, Lady Attendant or Driver, relevant questions.
- viii. Parents/Guardians should also support policies of the School and the transport provider.
- ix. While deboarding the bus, parents/guardians should be present with ID cards of students as per School policy. Students will not be handed over to any adult without ID card presentation to the Lady Attendant.
- x. Assist in training and educating children on the importance of safety and how to wait for the School bus and board it.
- xi. The driver is responsible to return the student to the School if there is no person to collect him/ her at the time of returning home and guardians are responsible for any associated outcome.
- xii. The Transport Department / School is solely entitled to deny any student from availing transport service, in case any of the following conditions apply:
  - If the student is to blame for delaying the trip more than three times in a single academic year
  - If the student breaches any safety rule and makes others liable to danger during the trip
  - If the student deliberately alights from the bus before arriving at the specified drop-off point; without prior consent
  - If the student, against whom more than three written complaints have been made during a single academic year, continues to cause troubles
- xiii. Under any circumstances parents/guardians are not allowed to enter the bus or use informal language with our support staff. In case of any disparity, please write to the Parent Coordinator or transport department.

## OWN TRANSPORT POLICIES

### Students' Responsibilities

- i. Students should sit quietly in the designated area till parents come to collect them.
- ii. Students should make sure all their belongings are kept with them.
- iii. Students should not run around the campus or outside the gates.
- iv. Use of play area during dispersal time is not allowed.
- v. Students should listen to the School staff instructions; any flouting of School policies will lead to consequences.
- vi. Students should listen to the instructions of security guards while crossing the road.
- vii. Students should be aware of all the road safety rules if they are using bicycles to come to School. They should wear proper safety gear, including helmets, while riding their bicycles.
- viii. Bicycles should be parked in the designated areas and should be locked.
- ix. Students, using bicycles, should reach school by 7:45am in the morning and should wait till all the School Transport leaves the campus and then exit the School.

### Parents'/Guardians' Responsibilities:

- i. Safety of students is of utmost importance to the School; to enable and to successfully implement this, parents should work with the students and School in strictly adhering to the policies laid down by the School.
- ii. Parents/Guardians should stand in line and wait for their child in the designated area to be handed over by the School staff. Do not go to your child's classroom or other areas of the School for the safety of the students.
- iii. Parent/Guardians should be present with School ID cards to collect their child from the campus. Otherwise, student will not be handed over to the adult in attendance.
- iv. If parents/guardians have designated any other individual or day care to pick their child, they should send prior intimation to School, seeking permission. It is for the safety of students and all parents/guardians must comply with this policy.
- v. Even if parents are carpooling, all the students' ID cards should be presented to the School staff before collecting the students.
- vi. After collecting students, parents should immediately leave the campus and not allow students to loiter around the campus or play on the School grounds.
- vii. Parents/Guardians should be on time to collect their children as the School staff leaves immediately after the students leave for the day. Repeated late collection will lead to a talk with the Principal.
- viii. Parents/ guardians should park their vehicles as per the School policies. It is the parents/guardian's responsibility to inform their drivers regarding the same.
- ix. Parents have to arrive by 2: 50 PM to collect their children and leave before School buses leave the School compound to avoid traffic congestion.
- x. Parents/Guardians should not stay around to meet teachers or other staff members during drop off and pick up times, as these are critical times for the entire School staff to coordinate the movement of students. Please do not wait around to leave instructions with the staff. If required, please set up an appointment like any other parent whose child is availing school transport.
- xi. Parents/Guardians should train students on how to use bicycles and all the safety procedures required to use a bicycle. They should make sure students wear helmets and carry proper safety gear to School while riding their bicycles.
- xii. While dropping off or picking up students on two wheelers – wearing helmets for students is compulsory.

## ➤ FOOD POLICY

**Students of Manthan can opt for School Food available from the Cafeteria or get their own food from home. It is important to remember that School Food is offered as an option only once in the academic year and has to be continued for the full academic year. School Food, once opted for, cannot be dropped for that academic year. No such requests will be entertained and no shift from School Food to home food will be allowed.**

### School Food

- i. Breakfast and lunch are optional services provided by the School for all Manthanites - as part of the overall educational programme. Manthan Cafeteria provides nutritious vegetarian food with a well-planned menu to meet the dietary requirements of students. Our Cafeteria is designed to maintain hygienic conditions at all times. Having healthy and complete meals at scheduled hours provide energy for the students to participate in all the School activities.
- ii. Breakfast, lunch and snacks are served as per the scheduled timings for all learner groups.
- iii. To ensure healthy eating habits, Manthan Cafeteria serves various kinds of vegetables, pulses, fruits, etc. Parents are expected to encourage students to eat dishes from all the defined food groups.
- iv. For Junior KG to Grade 2 — students' food is served in the class rooms. For Grade 3 and above — students' food is served in the Cafeteria. But on special occasions and due to unavoidable circumstances, areas could well be designated for the purpose.
- v. Parents must inform Class Teachers and the School Nurse about food allergies at the beginning of the academic year.
- vi. School Menu is put up on the School portal for parents to see.
- vii. Students should not carry any food from home to eat in the classroom, Cafeteria or in the School bus.
- viii. Parents should train students to have good table manners from an early age. This will support teachers and School staff in enabling healthy habits and etiquette in students.
- ix. Parents have to work with the School for developing healthy eating habits among students.
- x. On medical grounds, if a student has to carry home food, prior permission should be taken from the Class Teacher and the Teacher Leader by email. A doctor's note should be submitted to the School.
- xi. In case a child has breakfast at home, which we do not advise, it must be mentioned in the Diary to ensure that the student does not miss his/her breakfast by coming up with excuses.
- xii. School makes adequate quantities of food and a wide variety to meet the demand, but it is possible that sometimes a certain food item may run out. At such times, we encourage students to eat other items available on the menu. The School will also try to replace it with another food
- xiii. Manthan students are expected to follow the Cafeteria Golden Rules. Proper decorum and table manners always have to be maintained.
- xiv. Manthan students are always expected to show respect and hospitality to all the staff members and guests eating at the Cafeteria.
- xv. No food is permitted to be brought out of the Cafeteria. All food taken must be finished inside the Cafeteria. It must be ensured that no food is wasted.
- xvi. All students are expected to carry their water bottles to the Cafeteria.

## Home Food

- i. If parents have opted for home food, it has to be home food for the full academic year. No midyear/term wise requests to change to School Food will be available. Ad hoc requests (on a day-to-day basis) are definitely not possible.
- ii. Breakfast, lunch, and snacks should be sent with your child in the morning itself. Parents cannot hand over the food later during the day
- iii. Food should be properly packed to avoid leakage.
- iv. No junk or packaged food should be sent to the School.
- v. Only vegetarian food is permitted. Eggs and non-vegetarian items are not allowed.
- vi. Utensils (tiffin boxes) cleaning facility will not be available in the School.
- vii. No refrigeration and microwave facility is available to refrigerate or reheat the food sent.
- viii. Cutlery and handkerchief/napkin should be sent from home, if opting for home food.
- ix. For students of Grades Junior KG to 2, mealtime will be in classroom, irrespective of home food or School Food.
- x. From Grade 3 onwards, students opting for home food will have their mealtime in classroom.
- xi. Students are expected to maintain neatness and cleanliness in the classrooms and parents are requested to support the School in developing appropriate etiquette in the students.

## HEALTH POLICY

- i. At Manthan, we make sure students are healthy, eat nutritious food, and play.
- ii. It is important for parents and students to support us in this endeavour.
- iii. If a student has any health-related condition requiring medical attention, temporary exclusion from school may be necessary until the child is medically fit to return..
- iv. At a young age, students tend to contract communicable diseases and show symptoms of the disease. Students who show such symptoms will be excluded from the classroom setting or from other kids until a physician has certified that the symptoms are not associated with an infectious agent and they are no longer a threat to the health of other students and staff at School.
- v. Students suffering from the following diseases must observe the prescribed quarantine period before returning to school. If your child develops:
  - (a) Conjunctivitis - Till full recovery
  - (b) Measles - Two weeks after the rash disappears
  - (c) Mumps - 7 to 10 days after the swelling subsides
  - (d) Chicken Pox - Two weeks after the onset of lesions
  - (e) Jaundice – recovery as per the doctor’s guidance
  - (f) Head lice - Till all the nits and lice are removed from the hair (will be checked by the School Nurse)
  - (g) Strep throat - till the student recovers completely
  - (h) Ring worm - till the student recovers completely

**Other health issues which cause discomfort for students and recuperation become difficult if the student does not take required rest:**

- **FEVER** - A temperature of 100 Fahrenheit axillary for higher, before fever-reducing medication, is given. (The fever is normal for 24 hours without fever-reducing medication)
- **RESPIRATORY ISSUES** - Difficult or rapid breathing or severe coughing that is constant and prevents the child from participating in activities. (Coughing, breathing difficulties and/or other symptoms no longer affect normal activity)
- **VOMITING** - Vomited two or more times OR any vomiting if it is accompanied by other symptoms such as fever, behavioural changes, abdominal pain, or diarrhoea (24 hours after vomiting has stopped)
- **DIARRHOEA** - An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms. (24 hours after the last loose stool).

**Parents should make sure students have completed required vaccinations according to their age.  
Parents should make sure that students have regular complete health check-ups.**

Your cooperation in these health matters is greatly appreciated. If parents keep students with illness at home, it will be good for their child as well as for other students and staff.

**If a child is unwell and a valid medical prescription is provided by the parents, the child will be marked as NA (Not Applicable) for the assessments missed due to illness, ensuring that the child's overall grades are not affected. Parents are requested to inform the school via email at the earliest and submit the medical prescription for record purposes.**

### **Infirmary**

Manthan has well trained nurses manning the sick bay during School hours. It provides medical facilities to attend to injuries, sudden illnesses and First Aid at School.

- i. Any child feeling sick during School hours should take permission of the Class Teacher and stay in the Infirmary. The Nurse will provide First Aid, where required, and inform the parent. If required, the child will be taken to a doctor by the Front Office, keeping the parents informed.
- ii. Parents should reach School immediately when called by the Front Office in case of illness of the child.
- iii. Parents should inform, in writing, to School about any allergies, medical problems or psychological issues faced by their child.
- iv. If parents cannot be contacted during emergency situations, School will take the student to the nearest hospital for further treatment.
- v. Infirmary maintains records of all students who visit for care.
- vi. School will contact parents before administering medicines to students. They are requested to take phone calls from School as it could be an emergency.
- vii. If students require rest, the School Nurse will keep them in the sick bay.
- viii. Parents should leave any kind of medication to be administered by School with the School Nurse with appropriate information like dosage, time of administration, etc. Medication should not be kept by students in the class. It is against School policies.
- ix. In case of chronic conditions, parents should update the School Nurse regularly with changes in medications, where applicable, and other instructions by email.
- x. In case of asthma, students should have their inhaler with them at all times. Parents should train their children to use the inhaler. The Class Teacher and the School Nurse should be informed at the beginning of the academic year. For emergencies, parents can keep an inhaler with prescribed medication with the School Nurse also.
- xi. If a student complains about the same problem and visits the Infirmary regularly, parents will be called for a one-on-one meeting with the School Nurse, Class Teacher and Teacher Leader.

## LIBRARY POLICY

Manthanites always find themselves in an environment that is replete with a wide range of books. The library exists as a place for our learners to develop an enjoyment for reading as well as a place to access information, and is an integral element of learning at Manthan. Manthan always encourages students to enhance their knowledge and promote reading as an enjoyable activity for all ages and abilities. The School's library provides opportunities for students to develop independent reading skills. Manthan encourages a responsible attitude towards the value of books and the library environment, and respect for other library users.

- i. Different grades are allocated different library periods in the Timetable.
- ii. High School students are encouraged to borrow books at any time during School hours.
- iii. Reference books can be used only in the School; they will not be issued to students.
- iv. Students should follow all the library Golden Rules and maintain the decorum expected by the School at all times.
- v. Students should return the books on a weekly basis to get a new book issued.
- vi. Reissue of books is allowed only once, as many students might have put in a request for the same book.
- vii. Books will not be issued during Term End exams, board exams and during School vacations.
- viii. High School students are encouraged to use the library during their free periods.
- ix. Books should be returned in proper condition; any damage caused to the book will result in consequences.
- x. Pages in the book should not be folded. Students have to use book marks.
- xi. Students should not write or underline anything in the books.
- xii. In case a child misplaces a book he/she has to pay the 10 % fine plus the cost of the book to the School. Till the dues are cleared, no new book will be issued to students. We request parents to train and encourage students to respect and care for their books.

## UNIFORM POLICY

Manthanites appreciate that the School is not a place to make fashion statements under any circumstances and abide strictly by the School's Dress Code. There is a zero-tolerance policy towards students who are shabbily dressed or not in proper uniform as per the School's Dress Code.

- i. Vendors are chosen officially by School for the purpose of stitching the School uniform and stocking the uniforms.
- ii. The address of the uniform vendors chosen by the School will be communicated separately.
- iii. Payment for uniforms and shoes should be made to the respective vendors from where these are purchased.
- iv. All students must necessarily turn out in clean, neat and smart uniforms and shoes. They must dress as per the demands of occasions and be in accordance with the specifications of the Dress Code.
- v. Black shoes of a particular pattern (as chosen by School) for every segment, common for girls and boys, must be worn every day. It is not necessary to buy expensive branded shoes.
- vi. All items of students' uniform must carry labels with the School logo and name.
- vii. The responsibility of keeping the uniforms clean, washed and tidy and that of ensuring that students turn up looking neat and smart for all activities of the School, rests entirely with the students and their families.

viii. Sometimes, students have to change out of their School uniforms or shoes during School functions. To make sure that uniforms do not get mixed up with some other student, all items need to be labelled. It must be ensured that labelling is done in such a way that the dignity of the uniform is not undermined in any way. The shirts should have their labels inside the collars. Shorts and pants should be labelled in the inner waist belt areas. Socks should be labelled inside the upper band, and shoes should have labels on the inner tongues.

ix. Students are allowed to wear casual clothes only on occasions when announced by the Class Teacher or by the School.

x. When casual attire is permitted by the school, students are requested to wear neat, modest, and school-appropriate clothing. Attire such as ripped jeans, transparent clothing, crop tops, or outfits that are overly revealing is not permitted.

xi. Neither boys nor girls are allowed to colour, spike or gel their hair.

xii. No fancy hairstyles are allowed for boys and girls in any segment of the School.

xiii. All non-Sikh boys must have their hair cut reasonably short and neatly combed.

xiv. Girls, with hair of more than shoulder length, must have the same plaited or in a ponytail. For holding the hair of girls together, only black hair clips or hair bands or rubber bands are allowed.

**If a student continuously flouts the uniform policy, even after counselling, he/she may be asked to stop attending the School after a conference with parents.**

## BIRTHDAY POLICY

- i. At Manthan, we celebrate students' birthdays with excitement and happiness. We sing the birthday song in the School Assembly, as well as in the classrooms, and other students shower their friend/friends with birthday wishes. It leads to appreciation of one other.
- ii. Parents may send a small quantity of chocolates/toffees (limited to class strength). However, the school strongly encourages alternatives such as donating storybooks.
- iii. Students may wear appropriate casual clothes to School, in line with School decorum.
- iv. The School reserves the right to ask a child not to distribute chocolates for any of the following reasons:
  - The expiry date on the packet has surpassed the current date.
  - If the candies brought to School have nuts, as some children might be allergic to them
- v. No cakes or soft drinks or any other eatables should be sent to School. No return gifts are allowed as this may put pressure on other parents to follow suit or lead to unhealthy competition.
- vi. Some chocolates may be distributed to teachers teaching that particular class or section only (not for all the teachers in the School).
- vii. If you wish to, you could donate storybooks to the class library instead of sending chocolates or toffees. We will acknowledge such books as a gift from the child and put them on display in the classroom.
- viii. In order to respect the privacy of parents, their phone numbers and emails will be kept confidential and will not be shared with others for the purpose of distributing party invitations etc. School will not distribute party invitations in the classrooms or in the School bus.
- ix. Invitation to teachers or any members of the School staff for celebrations is not allowed until and unless parents have a personal relationship with the staff member. A personal relationship is defined as knowing the concerned person in an individual capacity not resulting from interaction in the School.
- x. Please adhere to these rules and do not expect any exceptions to be made.

Parents have to understand that many students celebrate birthdays on any given day in the School. An increased consumption of chocolates and toffees leads to health issues for students. At Manthan, we encourage parents to promote no distribution of chocolates and toffees, but to replace that with sharing of stories, books and best wishes. As a School, we are going to work with our students to explain our stance on this issue.

In case of violation, a range of actions can be taken, some of which are given below

- Confiscating the food which is not as per the policy
- Confiscating the invitation cards/gifts brought for other students
- Counselling the student
- Calling the parent to explain the policy and its importance

Based on the frequency of violation, the parent might be called to meet the Principal or the Teacher Leader.

## SCHOOL FEE POLICY

### Payment of Fees

- i. All fees must be paid within specified dates. Failure to do so will attract imposition of fines and can also imply striking off the name of the child concerned from the rolls.
- ii. Fees are collected in 3 installments. Instalment fees, including transport and food fee, must be paid in advance as per the given schedule. The general schedule for payment of fees for each term is:

**1st Instalment— March 20**

**2nd Instalment — July 20**

**3rd Instalment —November 20**

- iii. The due date for payment of all fees and charges for the first term of the forthcoming academic year - with regard to all existing students - is March 20. Failure to do so may result in the seat being given to a new student. The specific dates within which fees have to be paid every year are clearly given in the concerned year's School Calendar.
- iv. If a cheque bounces, the fine charged by the bank and a service charge or Rs.300/- will be borne by the parent.
- v. If the fees are not paid within the specified date, a daily fine of Rs. 200/- will be imposed for a maximum of 30 days after the last date. Thereafter, the name of the child will be struck off the rolls.
- vi. If fees remain unpaid for more than 30 days, the child's name will be struck off the rolls of the School. The child concerned may be re-admitted at the discretion of the School Leadership after payment of the whole amount due to School in terms of fees and fines as well as a readmission fee of Rs. 5000/-. Such readmission will be subject to the availability of seats in the class.
- vii. No fee reduction will be made for a broken period of attendance or for vacations.
- viii. If the due date is a public holiday, the previous working day will be considered as the due date.
- ix. Method of Payment: Fee is to be paid only through online payment gateway or by submitting cheque to School

### Withdrawals and Refunds

- i. A term's notice is required for withdrawal of a child - else it will be assumed he/she is on rolls for the full term from the day of notice and the fee will be adjusted accordingly.
- ii. Annual fee, if paid, is refunded pro rata. Tuition fees are collected for the academic year which is April - March (for example: April 2026 -March 2027). If a parent has paid the full annual fee upfront in advance, it will be apportioned proportionally for 12 months, and the balance will be refunded. This is also applicable for food and transport fees. For example, if a parent has paid an annual fee of Rs 3,00,000 (tuition, food and transport) and withdraws his child in September after giving 60 days' notice, he will be refunded Rs 1,50,000 (half of Rs 3,00,000 as the student has spent 6 out of the 12 months of the academic year).

- iii. Once the installment fees has been paid there will be no refund in any case.
- iv. Transfer Certificates will not be issued until all dues of the School are settled or legitimately accounted for.
- v. A student may be asked to leave the School on grounds of gross indiscipline, misconduct and misbehaviour, non-payment of fees, etc. The withdrawal rules enumerated above will apply even when a student is asked to leave School.

### **Fee Hikes:**

Manthan is committed to run the school with very high ethical standards and intends to revise the fee only to meet expenses on account of pay hikes to teachers and other expenses. It has been observed that this is about 10%. There will be no sharp increase in fee that causes immense hardship to parents' budgets. Please note that in the year when a child moves to Class 1 or 6 or 9 or 11, the fee will go up by about 25% because of the fee slab change effect along with the fee hike of 10%.

### **Exam Fee:**

Fees payable to external agencies conducting exams such as Cambridge, CBSE, Checkpoint, Olympiad/Asset, etc. are not included in the School fee. Each of these agencies publishes their fee every year before the exam. Cambridge fee is also subject to the pound and rupee exchange rate. These will be intimated separately depending on the communication from the agencies.

Children of Grades 5 and 8 take Checkpoint which is conducted by Cambridge . The fee can range from Rs. 5,000/- to Rs.10,000/-. Children in Grades 10 and 12 in the CBSE Board and children in Grades 10 (IGCSE), 11 (AS Levels) and 12 (A Levels) in Cambridge Board take the board exams at the end of the year. The exam fees are intimated by the respective boards before the exams.

### **ACADEMIC HONESTY POLICY**

At Manthan, one of our golden rules is "**We are honest - we do not cover up the truth.**" The rationale for this policy is to encourage our students to work with integrity and produce original ideas in their work. The presentation of authentic work is essential for good character, scholarship and practice.

At Manthan, we speak about our policies of academic honesty and their implementation to our students as well as our teachers. We encourage our students to be responsible and original in the presentation of their learning. Everyone at school should strive to avoid and not be involved in plagiarism, collusion, duplication of work and all other forms of Malpractice.

#### **What is Malpractice?**

At Manthan, Malpractice is defined as any attempt by a student to gain an unfair advantage in assessments or independent classwork or homework.

**Plagiarism:** Plagiarism is the presentation of the ideas or work of another as the student's own work. The internet can be used to improve the quality of research work and collection of data but no direct copying of the language or expressions from the internet should be done. Students should state the source of their information in footnotes or bibliography while attempting research based assignments / projects.

For instance, if a student has made use of a resource from the internet, the student must acknowledge the use of this information from a defined site/source.

**Collusion:** Collusion is supporting malpractice where one candidate allows his/her work to be copied or submitted for assessment by another.

**Duplication of work:** Students must not use the same matter for two different assignments or projects as it amounts to malpractice. Students should not copy any material/learning from other students while working on any of the School assignments. Students should not directly copy information from notes or reference material provided by teachers or from other textbooks. They should not translate any work from one language to another language and submit it as fresh work. Students should use actual data from authentic sources for assignments and not use made up data.

**Educating students to refer sites:**

The School makes use of many online databases and libraries of books and journals, especially those providing materials for student learning. Students are encouraged to refer to such resources to support their academic learning and to provide citation and referencing of the material they use for their work. Students should be taught how to maintain the list of resources used for referencing, since acknowledging the resources used for reference will help them avoid plagiarism.

**What else is considered as Malpractice?**

- Students should not take unauthorised material such as phones, an electronic device, own rough papers, smart watches, notes, etc. into the examination room
- Students must not attempt to disrupt the exam, or try to distract another candidate
- Students must not copy from other students during exams
- Students must not speak or make an attempt to speak to other students in the washrooms or corridors during exams
- Students must follow the instructions of the invigilator or any other member of the staff responsible for conducting exams
- Students must not try stealing question papers
- Students must follow Cambridge guidelines and not disclose or discuss the content of an examination paper with a person outside the immediate community within 24 hours of the examination
- Students must not use unauthorised calculators during an examination

**External Penalties imposed by Cambridge during IGCSE, AS Levels, A Levels, Lower Secondary and Primary Checkpoint exams**

Cambridge has clearly laid out sanctions for malpractices during board exams and Checkpoint exams. Students are informed about the malpractices, which will lead to sanctions, before the exams.

## **GUIDELINES AND RATIONALE FOR SECTIONING**

- At Manthan, the general norm is to change a student's section almost every year. Our aim in sectioning is to create balanced sections along several parameters and this balance needs to be recalibrated every year as it gets disturbed because of exits and entries owing to the high turnover of students whose parents work in the IT sector and other industries where transfers are common. In lower grades where we add new sections, this is a required process to ensure that all new students are distributed in a balanced way across the sections and not all of them end up in the new section alone. When the school reaches its optimum strength, every section will have no more than 30 students.
- The parameters used to balance a section include the girl-boy ratio, academic abilities, attention required by students, House ratio, and specific instances such as not allotting the same section to twins/close cousins, etc. which are taken care of manually.
- Section allotments for existing students are done on the basis of recommendations from the Class Teachers and Subject Teachers of the previous year who take into account gender and House equations, the nature of friendships developed, the capacity for leadership, the character and levels of internal competition, and the focus on discipline, among several other things.
- Every Manthan section necessarily has children of different ability levels. Sectioning at Manthan is never done on the basis of any perceived academic merit of students. This allows students to learn with peers of different academic abilities and forge friendships which go beyond the skills they have or the marks they get in exams. Section A or Section F is just an identity and has absolutely no academic merit significance. There is no ranking and no hierarchy among sections.
- As different learners have different grasping abilities, some students may require more attention from teachers. Shuffling sections allows balancing of classes by ensuring that too many such students do not end up in one section as it can impact the learning of all students.
- There are four School Houses in Manthan. Our students are divided into these 4 Houses which stay with them throughout the School years. There should be, as far as possible, equal numbers of students from each of the four Houses in every section. Every House should have, as far as possible, an equal distribution of boys and girls in each class and section. It might so happen that one year 3 students from one House may leave a section requiring the School to bring in 3 other students belonging to that House from other sections without affecting any other parameters.
- This process by which sectioning is done is called *stratified random sampling* which means that each student is assigned a factor on each criterion used, and then randomness takes over to see that there is a balance but the system is unbiased about which student goes into which section. The same randomness ensures that a few students remain in the same section as the previous year but that does not cause any issues as the entire section is created afresh.
- The operative principle behind this is that human beings tend to generate comfort zones for themselves in terms of the people they deal with, excluding as far as possible the unknown faces and elements - a trait not conducive to a successful life outside School - and hence the School has to ensure through its systems that students learn to feel at home in whichever company they find themselves. Through this shuffling, students end up making friends across all the sections rather than being limited to one section only.
- Another sectioning principle is to always have an equal number of boys and girls in each section. The numbers of boys and girls in different classes and sections may vary during different years due to reasons beyond the School's control and the School will have to accommodate them accordingly. However, the governing principles will always be adhered to.

Parents are not allowed to interfere in the process of allotting sections.

## DAMAGE OF SCHOOL PROPERTY

At Manthan, we provide many resources and educational aids for students to give them a good quality education. Our School buses, classrooms, ICT labs, Science and Math Labs, libraries, activity rooms, playground equipment, etc. are top quality and it is the responsibility of students to make sure these resources are kept safe and undamaged.

We encourage students to use all the resources for learning purposes without causing any kind of damage or with malicious intent. We expect students to care for the School property and consider the consequences which will occur if any School property is damaged.

Parents have to work with the School to make sure that students do not deliberately or accidentally damage School property. Some of the School property, if damaged, may be beyond repair or prove to be expensive for parents to replace. Such damage may also cause serious harm to the student involved and also to others.

The following are the fundamental responsibilities of each student with regard to taking care of School property -

- Students must ensure that all charts and materials put up for display in the classrooms are maintained properly and are not vandalised.
- Students must ensure that all litter is put into designated bins that are kept for that purpose.
- Students must ensure that classroom computers are not touched or operated without a teacher's permission.
- Students must not damage, deface or destroy School property. Any student found to be indulging in reprehensible acts such as scratching, spomng or breaking any School furniture or fittings, writing or drawing on any of the walls, etc. will be duly punished.
- Students must ensure School buses remain neat and clean.
- Students must take proper care of School educational aids and resources.
- Students must strictly follow all the safety guidelines and instructions given in the labs and not cause any damage to resources intentionally.
- Students must ensure that the systems in the computer labs are well taken care of and not damaged due to rough use.
- Students must take good care of library books. Mishandling and mistreatment of books, including writing in them, folding the pages, tearing or breaking the spine of books, will not be tolerated.
- Students must not pluck any fruits, flowers or leaves from the school garden.
- Students must be careful around the school garden and not break pots or pull out plants.

**Any damage, even if caused by accident, should be immediately reported to the Class Teacher or to the Principal. It will be the responsibility of the student who causes the damage to get it fixed.**

Any damage or destruction of any School property should be reported to the appropriate authorities (the Class Teacher/ the Principal) immediately by any student who notices it. It is important to report such incidents even when the student may not know who or what caused them.

Defacing or destroying School property in any way is considered to be a very serious offence that can result in the severest of sanctions. In addition, it may also include paying substantial fines and bearing all the expenses the School may incur for repairs or replacements.

All such incidents will continue to be a part of the student's School Records while he/she remains in Manthan. **Manthanites are habitually extra cautious with regard to any kind of accident**

- A student involved in an accident affecting any other person or any other person's property must report the circumstances to the Class Teacher or other appropriate authorities at the earliest.
- Should a student find any other student or students involved in an accident, he/ she should secure immediate medical aid and inform the appropriate authorities at the earliest.

Manthanites are aware and appreciate that generally young people of School-going age are not authorised to possess a proper licence for driving motor vehicles and School actively discourages its students from using motorised vehicles. Non-observance of this rule is a punishable offence.

Students are not allowed to use any of the telephones in School to either make or receive calls without permission from the Principal.

Under normal circumstances, once a student comes to School, he/she may go home only when the School day gets over. A child is usually not allowed to leave the School before the end of the School day. Only the Principal is authorised to allow a student to leave the School premises during School hours due to extraordinary circumstances.

- In case a student is required to leave School before it gets over (due to a sudden emergency on a particular day), the parent/guardian of the concerned student should approach the Front Office in person to organise a meeting with the Principal and then obtain written permission from the Principal if the reason is found legitimate.
- In case, a student or a group of students is/are taken out for field trips or for participation in events outside School, proper notification will be issued from the School.

**No student is allowed to bring any pets to School.**

**Students are not allowed to bring crackers or fireworks to School.**

**The following items are strictly forbidden: tobacco, alcohol, intoxicating drugs or any other intoxicants, dangerous weapons and firearms, to name a few. It would be a non-negotiable criminal offence for any student, to be found in any way involved with any of the above and would be punishable with expulsion.**



## **COMMITMENT TO SAFEGUARDING AND PURPOSE**

Manthan, as a part of International School Partnership (ISP), recognises the pivotal role of Safeguarding and Child Protection in fostering a positive and nurturing learning environment. Ensuring the wellbeing of our learners remains our utmost priority.

We are attuned to the unique and diverse needs of our learners to ensure they feel safe and protected within the School environment. Every conceivable measure will be implemented to uphold this commitment.

All staff members, contractors, partner agencies, attendants, and drivers are expected to prioritise the wellbeing and safety of students. It is essential for everyone to remain vigilant, recognising any signs of children at risk and promptly reporting such concerns without delay. We believe:

- The welfare of every child is of utmost importance, and each student has the right to be shielded from harm and exploitation, irrespective of race, religion, ability, gender, or culture.
- Ensuring the safety and wellbeing of all students is a fundamental requirement within our School.
- Each student is entitled to a comprehensive and diverse curriculum that empowers them to safeguard themselves.
- Every adult in the School demonstrates a firm commitment to protecting the students we serve.
- We actively collaborate with parents/carers and other professionals to ensure the safety of our students.
- Our guiding principle is always to act in the best interests of the students.
- While all students have equal rights to protection, we acknowledge the need for additional support for some due to special educational needs, disability, gender, religion, or sexual orientation.


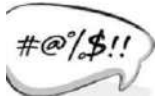




## BULLYING

Bullying is intentionally aggressive behaviour that can take many forms (verbal, physical, social/relational/emotional, or cyber bullying - or any combination of these). It involves an imbalance of power, and is often repeated over a period of time. Bullying is generally unprovoked and can consist of one student bullying another, a group of students ganging up against one lone student, or one group of kids targeting another group.

Bullying can be direct from the bully to the victim (such as through physical intimidation or attacks, verbal abuse, unwanted attention and advances, damaging property, etc.) or it can be indirect (such as spreading malicious rumours, etc.). It can also include cyber bullying (such as sending unpleasant SMS messages, photographs or emails, to the victim or to others, etc.).

Bullying has severe detrimental effects on those who are bullied. The effects may be immediate or they may be delayed. They may also be long-term and may have lifelong implications.

### SIX TYPES OF BULLYING

					
<b>PHYSICAL BULLYING</b>	<b>VERBAL BULLYING</b>	<b>INDIRECT BULLYING</b>	<b>SOCIAL ALIENATION</b>	<b>INTIMIDATION BULLYING</b>	<b>CYBER BULLYING</b>
any physical contact that hurts a person like hitting, kicking or punching	name calling, jokes about or offensive remarks about a person's religion, gender, ethnicity, appearance or socioeconomic status	excluding others from a group, spreading lies, secrets, rumors or exaggerated stories about someone	pointing out differences in others, excluding others from a group, and spreading rumors	using threats to frighten others	sending pictures, messages or information using electronic media, computers and cell phones

Every bullying situation typically involves three key parties: the victim/victims, the bully/bullies, and the bystander/bystanders or those who stand by.

#### **Bully:**

A person who threatens, hurts, or scares other people so that they do what the bully wants.

#### **Victim:**

A person who is being bullied.

#### **Bystander:**

The people who watch bullying happen or hear about it but do not play a major role in preventing the incident.

- At Manthan, the responsibility of preventing any undesirable incident of bullying or ragging rests jointly, and also individually, with all stakeholders, which includes the Principal, the teachers, non-teaching staff, students, and parents.
- We work hard to create an amiable environment and positive School climate where learning can take place peacefully. We continuously endeavour to build a trusting and respectful relationship between our students and their families and the School administration.
- We train our staff and students to understand that bullying does not constitute acceptable behaviour. They are also informed of consequences that may be imposed on someone who indulges in bullying.
- Our teachers are trained to be vigilant and observant and to watch out for any signs of bullying. They are also trained to address any such incidents quickly and swiftly with the help of the Teacher Leader. We have a School Counsellor who works consistently to guide students on the detriments of bullying.
- We also use Quality Circle Time, street plays, debates, speeches, etc. to teach and guide students to develop self-esteem, empathy, interpersonal communication skills, strategies to cope with stress and emotions, ways to deal with anger, and ways to resist peer pressure.

The family background and values play a very crucial role in the emotional and psychological well-being of a child. Parents should be aware and work with the School to prevent their children from bullying or getting bullied.

We train our students to immediately approach an adult (be it a teacher or a parent) if they are getting bullied. Even if they are mere bystanders, we make sure that students understand the importance of reporting any form of bullying.

The School's decision, taken after following a process of fair investigation of any incidents related to bullying, will be final.

At Manthan, we are cautious that the victim/bully is not branded and that he/she receives opportunities to change.

**Students who do not follow the guidelines set by the School may face serious consequences.**

## ► CODE OF CONDUCT FOR PARENTS

i. Manthan expects its staff and students to maintain the highest standards of behaviour. Our Golden Rules have been in place, since the inception of the School, to emphasise the basis of this expected behaviour. These rules have to be adhered to by the entire School community, including parents.

ii. The purpose of this policy is to provide a set of guidelines for all parents of our School with regard to the conduct expected from them. These guidelines will ensure that we can work together to ensure a positive School environment for our children.

iii. Parents have been wonderful partners in building our School community and have continuously supported us in encouraging our students to behave positively. Their contribution has been immense, as they have been exceptional role models for our students and have showcased the highest standards of positive behaviour.

iv. There are, however, some instances when it has been observed that some parents do not adhere to one of the **key Golden Rules of Manthan** -

**“We are gentle, and we do not hurt others.”**

v. Misbehaving with members of the School community (School staff, students or other parents) that undermines and demeans the dignity of individuals or groups will not be tolerated by the School.

### **What we expect from parents is respect for our entire School staff, and to ensure that, we have a few rules.**

- Parents should present themselves responsibly in a manner that respects the rights and duties of our staff.
- Parents should show respect to our staff at all times.
- Parents should adhere to and follow School policies and guidelines.
- Parents are encouraged to initiate and maintain constructive relationships with the School. They may communicate with staff regarding issues/concerns related to their child's overall wellbeing at School.
- Emails from parents should be formal communication, in keeping with the professional relationship between the School and parents. As per policy, the School reserves the right to not respond to emails and concerns which are abusive or derogatory in tone.
- Parents may escalate issues to the Principal, only if their concerns have not been addressed appropriately.
- Parents should show respect to teachers and other members of staff while talking about them to their children. If this is not followed, students will show disrespectful behaviour towards staff members which may not be conducive to their overall academic or personal growth.

At Manthan, the overall progress of all the students is key. Hence, the School may not be in a position to provide solutions to every individual parent's request. Parents must understand that the School works within the purview of the School ethos and School policies which have been set up for the benefit of all the students and may not be customisable for individual student requirements.

#### **Please Note:**

**For safeguarding reasons, School does not allow any parent or visitor to click photographs of any individual student or students participating in activities.**

## **Unacceptable Behaviour at Manthan**

At Manthan, in order to promote an emotionally healthy environment for our staff and students, we expect parents to not resort to any kind of unacceptable behaviour.

- Parents should not enter any areas on the School premises which are restricted for them.
- Parents should not use mobile phones or cameras during Parent-Teacher Meetings or conferences without prior permission from the School Leadership.
- Parents should not participate in any kind of disruptive behaviour inside the School premises.
- Parents should not raise their voice or use abusive language with the School staff or students or any other member of the School, either in person or over the phone or on email.
- Parents should not threaten, be abusive or show physical aggression towards any member of the School community. This includes the Front Office team as well as the members of the School transport team and other administrative personnel.
- Parents should not threaten the School or the School staff to get their work done. Using threats such as raising a police complaint, reporting to the media or mentioning the name of someone in a position of authority (either School-related or an outsider) will not be tolerated.
- Parents should not resort to entering the School in groups or causing any kind of disruptive behaviour.
- Parents should not insist on any kind of group meetings with any member/s of the staff or try to pressurise the School for their own benefits.
- Parents should not make derogatory remarks about School policies in public or in front of students.
- Parents should not insist on talking to the teacher/Principal instantaneously. Such meetings need to be scheduled (by appointment only) ahead of time, based on mutual convenience.

## **Consequences of Unacceptable Behaviour:**

*When there are instances of misbehaviour, it brings down the morale and spirit of the School community. Manthan's core underlying philosophy is to always keep the child as the primary focal point. Each and every decision is taken keeping in mind the best interests of the child. Concerns can always be addressed but only while using respectful language and approach.*

*If the School observes any kind of misdemeanour towards any member of the School community, parents will be called for a one-on-one meeting with the Principal.*

*Depending on the severity of the issue, an apology may have to be given to the concerned individual who has been affected.*

## ► PUBLIC DISPLAY OF AFFECTION

Manthan is a coeducational institution in the true sense of the word where boys and girls are considered equals in every way.

Manthan maintains a professional atmosphere of learning, mutual respect, and safety in School for its students.

Students should not show any kind of inappropriate intimate behaviour at School or at School-related events and activities outside the School. Manthanites are expected to conduct themselves respectfully at all times.

Intimate physical expressions of affection such as hugging, holding hands, kissing, placing hands on another's lap, sitting on another's lap, any kind of inappropriate School bus behaviour, etc. are not permitted on School premises or while representing the School at various events. If there are any incidents that exhibit either gender bias or the lack of appropriate decency in terms of gender relations within the School community, the School Leadership will take appropriate corrective measures that, if required, may well be **punitive in nature**.

### Consequences:

**At Manthan, if students are involved in inappropriate expressions of affection, they will be spoken to privately by the Teacher Leader and the School Counsellor with a view to modifying their behaviour and educating them. Parents will be notified and called for a meeting so that they can also counsel the student involved. In case the student continues to showcase similar behaviour, it will be considered a discipline violation and will result in parent notification and the student will be suspended for a duration of time as decided by the Disciplinary Committee.**

### School Policy Acknowledgement

*Parents/Guardians are requested to read all the school policies laid out by school.*

*We have been reviewing, discussing and editing these policies for over ten years. These policies have been written to allow smooth functioning of the school in the process of imparting Holistic Education.*

*Parents/Guardians are requested to sign this sheet after reading the policies.*

### PARENT/GUARDIAN DECLARATION

*I, Parent/ Guardian of \_\_\_\_\_,  
of Class/Sec\_\_\_\_\_, declare that my child is aware of the rules and regulations mentioned in the School Diary.*

*I undertake complete responsibility to abide by the terms and conditions prescribed in the Student Diary and assure my support to the institution in the best interest of my child's overall development and progress.*

**Student Name** :

**Class & Section** :

**Parent's/Guardian's Name** :

\_\_\_\_\_  
**Parent's/Guardian's Signature**



## MEDICAL CONSENT FORM

Student's Name: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Time of Administration \_\_\_\_\_

Reason for Medication \_\_\_\_\_

Special Instructions (if any) \_\_\_\_\_

For how many days is the medicine to be administered? \_\_\_\_\_

How many times a day is the medicine to be administered? \_\_\_\_\_

**Parents /Guardians please note:**

All medication taken at school/ field trip/outstation must be brought to the clinic/handed over to first aider. The medication is to be in an original container that is appropriately labeled with the pertinent information. In case of non-prescription medication that are to be administered for a period of three days or fewer, the parent may provide required labelling. In case of unanticipated non-prescription the school medical stock will be used

Therefore, I (Mr/Ms) \_\_\_\_\_ here by request and grant permission to the staff to dispense medication to my child (Name) \_\_\_\_\_ of age: \_\_\_\_\_ & grade: \_\_\_\_\_ under circumstances when he/she needs to be administered oral or topical prescription medications according to my specifications mentioned above. I agree to hold harmless and indemnify the school, its employees and its members.

Parents' Contact Number: (preferably add 2 contact numbers)

\_\_\_\_\_  
\_\_\_\_\_

Parents' Name & Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

**For us to administer prescription medication to your child, it is important that a copy of the doctor's prescription is attached along with this form. Kindly tick 'YES' if you have attached the same along with this form.**

YES



## **NON-PRESCRIPTION MEDICATION FORM**

### **Non-prescription medications can be applied under following circumstances-**

(Kindly tick on the boxes to indicate under what circumstances you would consent to giving non-prescription medication to your child)

- Fever
- Cough
- Headache
- Stomach ache
- Body ache
- Vomiting
- Gastric problems
- Dentistry
- Diarrhoea
- Bruises or cuts
- Others

If you have selected 'others', please specify the circumstance

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### **NON-PRESCRIPTION MEDICATIONS WILL NOT BE APPLIED ON THE CHILD UNDER FOLLOWING CIRCUMSTANCES-**

(Kindly tick on the boxes to indicate what could be reasons for you to not consent to giving non-prescription medication to your child)

- Allergies

If ticked, please specify the nature of allergy/allergies in detail

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- Already under prescribed medication

If ticked, please specify the medication & the circumstance in which it is to be provided

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- Prefer other forms of medicine like homeopathy/ayurveda and the like

If ticked, please specify your preference

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- Do not prefer non-prescription medication for the child

If ticked, please specify the reason

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- Prefer medication under specific conditions (for e.g., we would prefer rest over medication when the child has mild fever but beyond 102 F non-prescription medication can be given)

If ticked, specify your specific conditions

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**Parents /Guardians please note:**

All medication taken at school/ field trip / outstation must be brought to the clinic/handed over to first aider. The medication is to be in an original container that is appropriately labeled with the pertinent information.

In case of non-prescription medication that are to be administered for a period of three days or fewer, the parent may provide required labelling. In case of unanticipated non-prescription the school medical stock will be used.

Therefore, I (Mr/Ms)\_\_\_\_\_ here by request and grant permission to the staff to dispense medication to my child (Name)\_\_\_\_\_ of age:\_\_\_\_\_ & grade:\_\_\_\_\_ under circumstances when he/she needs to be administered oral or topical prescription medications according to my specifications mentioned above.

I agree to hold harmless and indemnify the school, its employees and its members.

Parents' Contact Number: (preferably add 2 contact numbers)

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Parents' Name & Signature:

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Date: \_\_\_\_\_

## **MEDIA CONSENT UNDERTAKING**

**Student Name** :

**Enrolment ID Number** :

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In an academic year, we, as a school, host and participate in many activities on our campus and in other schools/venues where our learners get the opportunity to showcase their learning/talents. These activities range from everyday learning in the classrooms to interschool fests, sports meet, and several other celebrations and events according to the School Calendar.

During these sessions, we may capture photographs, videos, or testimonials of our learners to maintain records and showcase their progress to parents. In line with our commitment to safeguarding policies, in partnership with ISP, we kindly request your consent for the use of any such images or videos in which your child may appear for our social media platforms (e.g., Facebook, Instagram, etc.), school website, newsletters, and other online/offline communications.

Our safeguarding policies prioritise the well-being and privacy of all students. These policies ensure that images and videos are used responsibly and in compliance with applicable data protection laws. Please note that the selection of students for photos/videos will be conducted in a fair and non-discriminatory manner, and your child may be chosen from time to time to feature in our promotional materials.

By providing your consent, you allow the school to use such images or videos as described above and agree to the following:

You understand that the School and any of its authorised associated partners reserve the full right to use the names, photographs and/or video recordings taken before, during and after the student's graduation/departure from the School for the purpose of advertising and/or publicity without any prior notice to the Parents / Legal Guardians, and the Parents / Legal Guardians shall not be entitled to claim ownership or compensation for the materials or the use of thereof by the School.

**Parents / Legal Guardians who do not want their child to appear in any or all of these must notify the School in writing.**

Check **ONE** of the following choices:

I/We GRANT permission to use our child's photographs/videos.

- We hereby authorise the School to record our children's testimonials and images on film, photograph, electronically or any similar medium if required for their marketing and advertising purpose(s)
- We grant our permission to use our children's testimonials and images throughout the world of marketing and advertising campaigns in all and any media, in its original format or edited or altered in any way which the School deems appropriate.
- We do not object to the School storing copies of the testimonial and image for marketing purposes or to it storing our contact details on its database in case it needs to contact us
- We understand that we will not receive any financial compensation or payment in consideration for this release

I/We DO NOT GRANT permission to use our child's photographs/videos for the above purposes.

This undertaking shall be binding between us and upon our respective assigns, successors-in-title, heirs, guardians, next-of-kin or legal representatives, as the case may be.

This undertaking and any dispute or claim arising out of or in connection with it shall be governed by the laws of India and the parties agree that the courts at Hyderabad shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this undertaking.

I hereby warrant that I have the right to contract in my own name, on behalf of my child, and to grant the rights and authorisations set forth above. I acknowledge that I have read and fully understand the contents of this undertaking and agree to be bound by it.

**ACKNOWLEDGEMENT AND ACCEPTANCE BY PARENT / GUARDIAN**

Name :

Relationship with Student :

Date :

Signature :

# Parental Undertaking

We, the parents/guardians of \_\_\_\_\_ (Name of Student), studying in Class \_\_\_\_\_, understand and acknowledge the importance of discipline and responsibility in ensuring the holistic development of our child. In collaboration with the school, we commit to the following:

## 1. **Uniform and Grooming:**

- Ensure that our child comes to school in the prescribed uniform, neat and well-maintained.
- Ensure appropriate grooming, including a proper haircut or tied hair as per school regulations.

## 2. **Punctuality and Attendance:**

- Encourage our child to attend school regularly and arrive on time.

## 3. **Behavior and Discipline:**

- Instill the values of discipline, respect, and responsibility in our child and support the school's disciplinary measures.

## 4. **Social Media Usage:**

- Monitor and guide our child to use social media responsibly, ensuring it does not affect their academic performance or well-being, mental health and overall wellbeing.
- Ensure that social media platforms like Discord, Instagram, WhatsApp will be allowed access only under strict parental supervision. Any misuse, such as bullying or abusing others, will warrant serious action.
- Educate our child about the safe and ethical use of social media, including avoiding inappropriate content, cyberbullying, and sharing personal information.
- Ensure that our child limits screen time and prioritizes academic responsibilities and other productive activities over excessive social media use.
- Discuss and reinforce the consequences of misusing social media, including any actions that could violate school rules or harm others.
- Collaborate with the school in addressing any concerns related to our child's online behavior and ensure corrective actions are taken when necessary.

## 5. **Adherence to School Rules:**

- Reinforce the importance of adhering to the school's code of conduct and rules.

We understand that a collaborative effort between the school and parents is essential for the success and well-being of our child. By signing this undertaking, we pledge our support in upholding the values and guidelines set by the school.

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**Parents'/Guardians Signature**