



Reg.: PSS-0059/13
UDISE: 10060802818

THE PERFECT ENGLISH ACADEMY

NH-57, SIMRAHI BAZAAR • SUPAUL 852111

www.tpea.co.in f The Perfect English Academy 8252452001

Student
passport
size
photograph

ADMISSION FORM

(*To be filled in Block letter)

Students Name :

Father's Name :

Mother's Name :

Father's qualification & occupation :

Mother's qualification & occupation :

Date of Birth :

Date of Admission :

The class in which admission sought :

Address :

PIN Code : District :

Contact No. : (a) Father: (b) Mother:

(c) Whatsapp No. :

Father
passport
size
photograph

Mother
passport
size
photograph

DECLARATION

I hereby declare that the information provided in this document is true and correct to the best of my knowledge and is in compliance with applicable government regulations. In the event that any information is found to be false or incorrect, I (Parent/Guardian) shall be solely responsible and liable for the same.

.....
Student's Signature

.....
Father's Signature

.....
Mother's Signature

GENERAL GUIDELINES TO PARENTS / GUARDIANS

- Any communication made by the parents / guardians should be addressed to the Principal.
- Whenever you write to the school about your ward always quote his / her full name, class and section in your application.
- Parents are requested to read the contents of the Almanac carefully and abide by the rules laid down by the School Authorities.
- We do not appreciate the gesture of sending gifts for children / teachers for birthday celebrations. Non compliance of this will be handled seriously.
- No child will be allowed to leave the premises before the school is over unless permission has been granted a day before.
- Parents are requested not to approach teachers for private or extra tuition. The Principal's permission is to be sought for extremely weak students.
- To get the best from this school for your child, you are advised to maintain close contact with the school. We earnestly recommended that parents / guardians should look into School almanac everyday and see that the lesson and homework assigned for the day is done. The students should be encouraged to cultivate neatness. Remarks made in the dairy should be seen the countersigned regularly.
- If you feel that your ward is not making desired progress, the principal should be contacted.
- Children will not be allowed to go home during school hours. Parents are requested not to make any social engagement on medical appointment during working hours. To ensure better discipline parents are requested not to send their children to school on the day they have any such appointment.
- If there is any infectious disease in your home, please report the fact to the Principal at once. Do not send your ward to class till the infectious period is over.
- Parents are requested not to enter class room during school hours.
- Please provide, if any change in the residential address / telephone number(s) or other vital information, to the school.
- Parents are requested to co-operate with the school in its attempt to help their children's progress by paying attention to their regularity, punctuality and discipline and taking keen interest in their work.
- Parents must first consult school, calendars, circular before making enquiries over phone.

GENERAL GUIDELINES TO PARENTS / GUARDIANS

- Parents are strictly adhered to the holiday schedule prescribed by the school for taking their children to home and bringing them back to the hostel a day before the school re-opens. They should not press the school authorities for grant of leave from hostel except in emergency cases. Students joining letter will have to pay a fine of Rs.100/- per day, if he/she fails to report back within next day his / her name will be struck off.
- No junk foods like chips, mixtures, cold drinks, bhujiyas etc. are allowed from outside to maintain a high level hygienic and healthy food patterns for boarders. If such items are seized then they will not be given back in any case.
- In case the child is sick parents / guardians will be intimated so that they may visit and if necessary take the child home. If the child is suffering from any communicable disease other than the regular checkups and normal treatment by our medical officers will be borne by the parents.
- No jewellery except small ear-rings / studs (for girls) should be worn.
- It is advisable not to bring valuable articles like expensive watches, transistors or calculators to the hostel. In case of any loss of valuables, the hostel authorities shall not take any responsibility for the loss, though they will do their best to trace the item.
- Use of any sort of electrica appliances like audio system, entertainment devices etc. are strictly prohibited.
- Other than the above mentioned rules and regulations necessary and announcements will be made during time for smooth functions of the hostel. None of the above mentioned code of conduct can be fully realised without co-operations and active support from the parents / guardians. So it is requested not to violate the code of conduct for smooth ongoing of the entire system.

SCHOOL INFIRMARY

- The school infirmary is looked after by qualified nurse. Medical check-ups of students are regularly carried out and a record is maintained. There is any problem that a child needs special medical attention, parents are informed of the same. Parents are requested to impart Health Education to their children. This is a important so that they follow the tips given below:
 - Maintain personal hygiene such as being neat on regular basis and trimming of nails, hairs etc.
 - Exercise regularly
 - Sleep for at-least 8 hours daily.
 - Have a balanced diet.
 - Drink water that is either boiled or filtered. All students are advised to bring their Water bottles
(1-2 litre for Pre-Nursery – VIII) from home.
 - All children should be:
 - (a) Dewormed at least once every year on the advice of the family physician.
 - (b) Have a dental and ophthalmic check up every year by a well qualified dental surgeon and an ophthalmologist.



ADMISSION PROCESS & ELIGIBILITY

Admission Guidelines

We accept admissions to all classes (Pre Nursery/Kids section to Class 10) based on the eligibility criteria and merit. The admission process is transparent, fair, and follows a structured approach. Eligibility Criteria by Class

CLASS	MINIMUM AGE	REQUIRED DOCUMENTS
Nursery	2.5 years	Birth certificate, Aadhaar, Vaccination record
LKG	3.5 years	Birth certificate, Aadhaar, Vaccination record
UKG	4.5 years	Birth certificate, Aadhaar, Vaccination record
Class 1	5+ years	Birth certificate, Aadhaar, Previous school records
Class 2-10	As per CBSE	Previous school leaving certificate, Transfer certificate

Admission Process

Step 1: Registration Submit filled admission form along with required documents at the school office.

Step 2: Assessment For Classes 1-4: Written and oral assessment of basic academic skills. For Classes 5-10: Written entrance test in English, Mathematics, and General Knowledge.

Step 3: Interview Parents and child meet with the principal/admission officer to discuss school philosophy and child's learning needs.

Step 4: Selection & Confirmation Selected candidates receive admission confirmation letter. Parents must confirm within 7 days.

Step 5: Fee Submission & Registration Complete fee payment and submit signed admission agreement and school policies acknowledgment form.

Important Documents Required

- Government-issued ID (Aadhaar, PAN, voter ID, passport)
- Birth certificate (original + copy)
- Vaccination certificate
- Transfer certificate (if moving from another school)
- Last report card (if applicable)
- 4 passport-size photographs
- Proof of address (electricity bill, water bill, rental agreement)



ACADEMIC STRUCTURE & CURRICULUM

CBSE Curriculum Framework

Our school follows the Central Board of Secondary Education (CBSE) curriculum as prescribed by the National Council of Educational Research and Training (NCERT). This curriculum promotes balanced development across all domains of learning.

Subjects by Class

Classes 1-2 (Primary): English, Hindi, Mathematics, Environmental Studies, Physical Education, Computer, Art, Music, General Knowledge.

Classes 3-5 (Upper Primary): English, Hindi, Mathematics, Science, Social Studies, Physical Education, Computer, Art, Music.

Classes 6-8 (Middle School): English, Hindi, Mathematics, Science, Social Studies, Physical Education, Computer, Information Technology, Art, Music.

Classes 9-10 (Secondary): English (Core), Hindi (Core), Mathematics, Science (Physics, Chemistry, Biology), Social Studies, Physical Education, Computer Science, Information Technology.

Teaching Methodology

Student-Centered Learning: Focus on understanding rather than rote memorization

- Activity-Based Learning: Hands-on projects and experiments (Classes 1-8)
- Peer Learning: Group discussions and collaborative projects
- Technology Integration: Digital resources and interactive learning platforms
- Personalized Attention: Small class sizes enabling individual focus
- Concept Clarity: Regular assessments to ensure understanding



ASSESSMENT & EVALUATION SYSTEM

Continuous Comprehensive Evaluation (CCE) Our assessment system is based on CCE, which evaluates students across academic and co-curricular domains throughout the year.

Assessment Components

Formative Assessments (FA): 40% weightage

- FA1 (May): 10%
- FA2 (July): 10%
- FA3 (October): 10%
- FA4 (December): 10%

Summative Assessments (SA): 60% weightage

- SA1 (August-September): 30%
- SA2 (February-March): 30%

Each FA includes: Class tests, projects, presentations, assignments, participation

Grading Scale

GRADE	PERCENTAGE RANGE	DESCRIPTOR
A+	90-100	Excellent
A	80-89	Very Good
B+	70-79	Good
B	60-69	Satisfactory
C+	50-59	Acceptable
C	Below 50	Needs Improvement

Report Card & Parent-Teacher Meet

- Quarterly Report Cards: Issued after SA1 and SA2
- Parent-Teacher Meetings (PTM): Conducted 4 times per year
- Progress Reports: Monthly updates via SMS and WhatsApp
- Academic Counseling: Individual meetings for struggling students



FEE STRUCTURE & PAYMENT POLICY

Late Fee:

- Payment after the 10th of due month: ₹50 late fee applies p/d.
- Payment after 30 days: ₹100 late fee p/d + notice to parents .

Non-Refundable Charges:

- Admission fee: Non-refundable
- Annual charges: Non-refundable (once session begins)
- Books, uniforms, identity cards: Non-refundable

Refund Policy:

- Student Withdrawal within 15 days of admission: 50% of monthly fee refund
- Withdrawal after 15 days but before June 30: No refund of fees
- Mid-session withdrawal: No refund; fees for full session are due
- Absence due to holidays: Fees are not deducted; no refund claims accepted

Fee Concessions

Students scoring 90% or above in previous examination receive 5% fee concession in the next year.

IMPORTANT FEE POLICY NOTES

- ✓ Dues are critical for school operations: A student who has accumulated dues exceeding 2 months will have their School Transport access restricted. They will be allowed to attend school only when accompanied by a guardian, and will be returned to guardian care until fees are cleared.
- ✓ No fees charged during official holidays: School fees include all scheduled holidays (winter break, summer break, festival holidays, etc.) and then is divided by the number of months.
- ✓ Books and materials: Parents are free to purchase books, uniforms, and stationery from vendors of their choice. School does not mandate purchases from specific vendors or "bundled kits."
- ✓ CBSE Compliance: All fee structures comply with CBSE guidelines and do not include hidden charges.
- ✓ Any government-declared holiday will not be adjusted or deducted from the school or transport fees, as such holidays are already considered while finalizing the fee structure.
- ✓ A fine of ₹500 will be imposed for any damage. If the damage cost exceeds ₹500, the parents will be liable to pay the additional amount.



FEE STRUCTURE & PAYMENT POLICY

CLASS	MONTHLY FEE (₹)
Little B & PreNursery	1500
Nursery	1000
LKG,UKG & 1	1200
Class 2 - 4	1500
Class 5 - 8	1800
Class 9&10	2000

Annual Charges – 3000 (Once per year)

- Examination Charges
(6 periodic assessments including printing, answer sheets, evaluation & supervision)
- Co-curricular Activities
(sports, competitions, cultural programs)
- Event & Function Charges
(Independence Day, Republic Day, Saraswati Puja, Children's Day etc.)
- Computer lab usage, maintenance, electricity & digital learning support

ONLY FOR NEW STUDENTS

- ADMISSION FEE (ONE-TIME) ₹1500/-
- REGISTRATION FEE (ONE-TIME) ₹1100/-



TRANSPORT & TRAVEL POLICY

The school provides safe, reliable transport service with experienced drivers and trained attendants. Transport is optional; parents may arrange their own transportation.

DISTANCE	FEE (₹)
1-3 KM	1000
4-7 KM	1200
7-12 KM	1500

Transport Safety Rules

- ID Cards Mandatory: Every student must carry their school ID card while traveling.
- Assigned Seat Policy: Each student has an assigned seat for safety; change of seats only with attendant permission.
- Behaviour Standards: Students must maintain discipline and respect in the bus. Misbehaviour may result in suspension of transport privileges.
- No Eating/Drinking: Food and drinks are not allowed in the bus (except water).
- Emergency Contact: Parents must provide updated emergency contact numbers for the bus attendant.
- Medical Requirements: Parents must inform the school of any medical conditions (allergies, seizures, anxiety) that staff should be aware of.
- Punctuality: Students must be ready at the designated pickup point 5 minutes before scheduled time.
- Weather Policy: In case of extreme weather, the school will notify parents via SMS/WhatsApp about transport delays or cancellations/ or any foreseen circumstances.



SCHOOL RULES & CODE OF CONDUCT

Uniform & Appearance

- School Uniform: Must be worn on all school days (Monday-Friday).
- Condition: Uniform must be clean, properly ironed, and in good condition.
- Physical Education Dress: Special PE uniform required on designated days.
- Hair: Should be clean, neatly combed, and of natural colour.
- Shoes: Black or white shoes with socks (as per uniform code).
- No Nail Polish/Makeup: Not allowed in school.
- Identity Card :Must be worn at all times during school hours.

Attendance Policy

- Minimum Attendance: 75% attendance is mandatory to appear in examinations
- Exemptions: Medical absence (with medical certificate), official absences (court cases, family emergencies) as approved by principal.
- Chronic Absenteeism: If attendance falls below 60%, parent meeting will be conducted. Below 50%, the student may be asked to withdraw.

Leave Applications

- Advance notice required (5 days minimum).
- Formal written application to principal.
- Medical certificate required for medical absences exceeding 2 days.
- Casual leave: Maximum 5 days per term.

Arrival & Departure

- Late arrival requires principal's permission.
- Unauthorized early departure not allowed.
- Student can only be handed over to authorized guardians.
- Identity verification required at pickup time.

Academic Integrity & Honesty

- Plagiarism: Copying from any source without attribution is strictly prohibited.
- Cheating in Exams: Using unfair means during assessments will result in zero marks for that exam and disciplinary action.
- Assignment Originality: All assignments must be student's own work. Parents must guide, not do the work.
- Honest Reporting: Students must report truthfully on school communications and documents.



Behaviour & Discipline

- Respect: Show respect to teachers, staff, and senior students at all times.
- No Violence: Physical aggression, bullying, or harassment of any kind is not tolerated.
- Classroom Behaviour: Disruption, disrespect, or refusal to follow instructions leads to disciplinary action.
- Bullying: Any form of bullying (physical, verbal, or cyber) is strictly prohibited and will result in immediate action.
- Language: Use of abusive, vulgar, or disrespectful language is unacceptable.
- Mobile Phones: Not allowed in school premises for students (emergency contact via office only).

School Facilities & Property

- Safekeeping: The school is not responsible for lost or damaged personal items. Keep valuables in lockers.
- School Property: Damage to school property will be charged to parents; wilful damage may lead to expulsion.
- Cleanliness: Keep classrooms, corridors, and grounds clean. Use dustbins provided.
- Graffiti: Writing on walls, desks, or any property is prohibited.

Prohibited Items

The following items are strictly prohibited in school:

- Mobile phones.
- Video games, toys, or entertainment devices.
- Weapons of any kind (knives, guns, fire crackers, etc.).
- Tobacco, alcohol, or drugs.
- Inappropriate magazines or materials.
- Expensive jewellery or accessories.

Disciplinary Action

Level 1 - Minor Misconduct:

Verbal warning, note in student file, parent communication

Level 2 - Repeated Offense:

Written warning, detention, reduced break time, special assignment

Level 3 - Serious Misconduct:

Suspension from school (1-7 days), mandatory parent meeting

Level 4 - Severe Misconduct:

Expulsion from school (for violence, weapons, theft, academic dishonesty, bullying)



— ADMISSIONS (CONTINUED), COMMUNICATION & PARENT INVOLVEMENT

Upon admission confirmation and fee payment, the following records are maintained:

- Student Information Register: Student's name, parents' names, DOB, address, contact numbers, medical history, and emergency contacts are recorded and securely maintained.
- Student Dismissal & Handover Register: Student name is added to ensure safe dismissal protocol—only authorized guardians can pick up the student; identity verification is mandatory.
- WhatsApp Group Addition: Parents/guardians are added to the class WhatsApp group for daily communication about school activities, homework, announcements, and emergencies.
- Digital Records: All student data is digitally stored in the school management system for quick access during emergencies.

— PARENT-SCHOOL COMMUNICATION

- Regular Updates: SMS and WhatsApp messages sent daily with information about class activities, homework, assignments.
- Parent-Teacher Meetings (PTM): Conducted 4 times per year (September, November, January, March). Attendance is mandatory.
- Report Cards: Issued after each SA exam with detailed grade card and teacher comments.
- Email Communication: Important notices, circulars, and official updates sent via email.
- School Website: Updates posted regularly for parent information.
- Grievance Redressal: Parents can raise concerns with class teacher, followed by principal if needed.

— CO-CURRICULAR ACTIVITIES

The school believes in holistic development. Students are encouraged to participate in:

- Sports: Cricket, volleyball, badminton, athletics, chess.
- Arts & Culture: Dance, music, drama, art exhibitions.
- Competitions: Inter-school competitions, science exhibitions, spelling bees.
- Clubs: Debate club, photography club, environmental club, robotics club.
- Field Trips: Educational tours to historical sites, museums, scientific institutions.
- Social Service: Cleanliness drives, tree plantation, charity events.



PARENT INVOLVEMENT & RESPONSIBILITIES

- Fee Payment: Pay school fees on time; late fees attract penalties.
- Attendance: Ensure regular school attendance and punctuality.
- Homework Support: Guide child with homework (do not do the work for them).
- Communication: Check WhatsApp messages and SMS daily; respond to school communications.
- Feedback: Attend PTM meetings and provide feedback on child's progress.
- Discipline: Reinforce school rules at home; support school in maintaining discipline.
- Involvement: Participate in school events, festivals, and parent volunteer opportunities.

HEALTH, SAFETY & SPECIAL SERVICES

- Health Examination: Annual health check-up conducted by school doctor; vision and hearing tests.
- Medical Room: Equipped with first aid supplies for minor injuries and medical emergencies.
- Immunization: Students must be fully vaccinated as per government immunization schedule.
- Health Records: Maintain updated health records; medical prescriptions must be submitted to school.
- Epidemic/Disease Prevention: In case of any epidemic, school will take preventive measures as per government guidelines.

SAFETY & SECURITY

- CCTV Surveillance: Campus equipped with CCTV cameras for security monitoring 24/7.
- Visitor Management: All visitors are logged in; visitor ID cards issued; restricted access to classrooms.
- Fire Safety: Fire extinguishers, emergency exits, and safety signage installed. Regular fire drills conducted.
- Security Staff: Trained security personnel present during school hours.
- Emergency Protocols: Earthquake drills, lockdown drills, and disaster management training conducted termly.
- First Aid Training: Senior student and staff trained in basic first aid.

SPECIAL EDUCATION SUPPORT

- Learning Difficulties: Special support for students with dyslexia, dyscalculia, or attention disorders.
- Academic Support: Remedial classes and tutoring for struggling students.
- Gifted Programs: Enrichment programs for academically advanced students.



DIETARY & ALLERGY MANAGEMENT

- Tiffin/Packed Lunch: Students bring packed lunch from home; no canteen provided.
- Hydration: Safe drinking water available throughout school premises.
- Food Allergies: Parents must declare food allergies; precautions are taken during school events.

POLICIES, IMPORTANT NOTICES & CONTACT INFORMATION

- Withdrawal Policy- 1 month written notice required; fees for remaining term are due TC (Transfer Certificate) Policy- Issued only after fee clearance and return of school property.
- Promotion Policy- Based on overall performance (academics + co-curricular); review in case of poor performance.
- Re-admission Policy - Re-admission of withdrawn students subject to vacancy and principal's approval.
- Complaint Redressal- Complaints addressed within 7 days; escalation to principal if unresolved.

DATA PRIVACY & RIGHTS

- Student Data: School maintains confidentiality of student and family data as per privacy laws.
- Photography/Recording: School may photograph/record students for official documentation (parents can opt-out in writing).
- GDPR Compliance: Parent contact information is used only for school communication.

EXAMINATION & PROMOTION RULES

- Eligibility to Appear: Minimum 75% attendance required to appear in SA exams.
- Promotion Criteria: Promotion based on overall performance (academics + behaviour + participation).
- Retention Policy: Students scoring below 40% in FA+SA combined may be required to repeat the class.
- Class 10 Board Exams: Only students with 75% attendance are eligible for CBSE Board Examinations.



SPECIAL CIRCUMSTANCES & EXCEPTIONS

The school reserves the right to:

- Modify rules and policies with prior notice to parents.
- Suspend or expel students for severe misconduct.
- Adjust academic calendar due to unforeseen circumstances (natural disasters, emergencies).
- Increase fees with one term's advance notice.

SCHOOL OFFICE

- Telephone: [Your Phone Number]
- Email: [Your Email Address]
- Website: [Your Website]
- Address: [School]

Office Hours: Monday-Friday, 9:00 AM - 4:00 PM

Saturday-Sunday: Closed

Principal's Office- For serious concerns, grievances, and formal meetings

Admission Office- For admission-related queries

Finance Office- For fee payment and financial queries

PRINCIPAL'S MESSAGE

Education is not merely the transfer of knowledge; it is the development of the complete personality of the student. At our school, we create an environment where every child feels valued, supported, and inspired to achieve their best. We believe in partnership with parents to ensure each child's success. We look forward to welcoming your child into our school family.



ACKNOWLEDGMENT

I/We acknowledge that the school endeavours to maintain a safe, disciplined, and supportive environment for all students, staff, and visitors within the school premises. The school shall provide all reasonable assistance, guidance, and support in matters relating to any incident of misbehaviour or misconduct involving students, teachers, staff, or any other individuals associated with the school.

However, I/We understand and agree that the school management shall not be held liable or responsible for any act of misbehaviour, misconduct, or untoward incident occurring within the school premises that is committed without the knowledge, consent, or authorization of the school management.

I/We further acknowledge that any such act carried out in violation of the school's rules, policies, or applicable laws shall be the sole responsibility of the individual(s) involved, and the school management shall not be held accountable for the same.

This acknowledgement is provided with full understanding and acceptance of the above terms.

I/We have gone through all the rules and regulations of the school and agree to abide by them. I/We assure that I/We will maintain the dignity of the school and will fully co-operate with the school management.

(Pages 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, & 16)

I hereby (Parents/Guardians) sign this document confirming that I have read and understood all the policies, rules, and procedures outlined herein.

Document Valid for: Academic Year 2026–2027

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School Admin
Signature

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Father's Signature

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Mother's Signature