



# Chelsea International Academy

*College and School*

School from Play Group to Eight and Cambridge GCE A-Levels  
College

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Code of Conduct

*for*

**School**

## 1. UNIFORM AND PERSONAL APPEARANCE

It is mandatory for all students to be in proper school uniform during school hours.

(Play group students don't have to wear school uniform)

Items	Pre-Primary Students	Primary Students
Pants/Shorts/Tunic	Red Check	Blue Check
Shirt	Off White	Sky Blue
Shoes	Black Leather	Black Leather
Belt	As provided by the school	As provided by the school
Sweater	Red	Blue
Blazer	Maroon	Maroon
Socks/ Stockings	White	

- Students should be in sports uniform provided by the school while taking part in sports activities.
- Students should be neat and clean and should have desirable length of hair. Use of fancy items, jewelries, watch, cosmetics, expensive items and gaudy items is strictly prohibited.

## 2. PUNCTUALITY AND BUS FACILITY

- Students should be punctual for the school.
- Students should enter the school campus by 8:55am.
- Students repeatedly coming late will be penalized.
- Students shall leave the school only after their last lesson is over.
- Students using the school transport should strictly follow the pick up and drop station and time given by the school administration. School will not be responsible for the delays from the side of the student.
- Any changes in transport system should be submitted in written to the administration.
- No abrupt changes will be entertained in the transport facility.
- Pick up and drop station will be determined by the school to the nearest possible point from the child's home.

## 3. EXAMINATION

- It is mandatory for all the students to sit for all kinds of examinations and tests conducted by the school.
- Students missing examination for trifle reasons will be penalized.
- Performances of the student in all kind of examination and test will be recorded and will be taken into account while upgrading the student.

- Parents/Guardians of the student should compulsorily come to the school to collect the progress report of their wards on the date and time mentioned by the school. Reports will not be handed over to the students at any cost.
- Students should maintain minimum of 90% attendance to be upgraded.
- Name of the student absent for a long interval without any information to the school-administration can be removed from the register.

#### 4. MISCELLANEOUS

- Fighting, bullying and any kind of discrimination and harassment are strictly prohibited. Anyone caught doing so will be seriously dealt with.
- Breaking, vandalizing and misuse of school property will lead to severe action.
- Parents/Guardians should first take an appointment to meet the Principal, Coordinator and Teachers during the school hours.
- Parents/Guardians are requested to relay the information through their wards' diary not through the telephone calls.
- No student will be handed over to any parents/guardians until and unless they produce the parent's ID card at the school gate.

#### 5. FEES

- Admission fee or any other fee is not refundable
- Students should pay the fees on time. (as mentioned by the account office).
- If the account dues of a student are not cleared the student will be barred from sitting in the class.
- Security deposit can be refunded at the end of the academic session if the student wants to leave the school.
- Fees can be increased according to the increase in the market price.

All the parents/guardians are requested to give their valuable suggestions and ideas to make school better.

\_\_\_\_\_  
Name of the student

\_\_\_\_\_  
Name of the parents/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**\*Note:** Your child needs to undergo different processes in order to get admission. Please see the details in the evaluation sheet attached below.

# EVALUATION FORMAT

Name of the Student: .....

Grade applied for: .....

Age: .....

Exam Type	Mode of marking	Total Marks
<b>A. Written Exam</b>	<b>Correct Answers</b>	
		<b>50</b>
	<b>Good Handwriting</b>	
<b>B. Activities</b>	<b>Behavior</b>	
	<b>Attitude</b>	
	<b>Cooperation</b>	<b>25</b>
	<b>Creativity</b>	
<b>C. Interview</b>	<b>Confidence</b>	
	<b>Answers</b>	<b>25</b>
	<b>Queries</b>	
	<b>Clarity</b>	
<b>Total</b>		<b>100</b>

# **Selection Process**

**For play group and Nursery:** Activities and Interview

For Others: Written Exam, Activities and Interview

## **Activities for Pre-Primary**

- Block Play
- Sand Play
- Group Activities
- Hand Free Drawing
- Singing Dancing
- Rhymes

## **Activities for 1-5**

- Drawing
- Pleistocene Play
- Group Interaction
- Talent Show

## **Activities for 6-8**

- Short Speech
- Art
- Self Introduction in group