



लक्ष्य एवं उपलब्धी के बीच का सेतू

**TAGORE**  
**PUBLIC SCHOOL**  
A Synonym to Discipline

**SECTOR-50,  
GURUGRAM**

## SCHOOL POLICY 2025-26

Date of Review: 2<sup>nd</sup> April 2025

Next Date of Review: 31<sup>st</sup> March 2026

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- B. INTERNAL EXAMINATIONS
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### A. HOMEWORK

**TPSG DOES NOT APPROVE OF HOMEWORK FOR HOMEWORK'S SAKE.**

**AS AN EXTENSION AND REINFORCEMENT OF CLASS WORK, HOME-WORK IS DESIGNED TO ENCOURAGE:**

1. Extensive coverage of the curriculum.
2. Adequate preparation that makes the time in the classroom more effective.
3. Opportunities to develop responsibility and independence.
4. Development of organisational and study skills.
5. Exploration and identification of useful resources other than those provided by the school.

**HOMEWORK MAY BE SET IN A VARIETY OF WAYS:**

1. As completion of classwork.
2. Provide a quiet place, a desk or table for homework.
3. Check that homework has been completed properly.
4. Help your child with difficult homework (but not do it for her/him!).

5. Collaborate with teachers through the school almanac, informing them if your child has had difficulty with homework.

#### **HOMEWORK PER PROGRAMME:**

1. Primary Grades' students carry homework only to reinforce concepts taught in class.
2. Grade 6 and above have a homework timetable which ensures that no more than 3 subjects are set per day. Part of this work can also be done in school.
3. It is not possible to meet the demanding standards of the CBSE without homework. Therefore, students in Grade 9 to Grade 12 will have a substantial amount of homework. However, we ensure that the Middle, Secondary and Senior Secondary School students have at least one day without homework during the weekend.

#### **B. INTERNAL EXAMINATIONS**

1. Internal examinations provide an invaluable opportunity to prepare students for the CBSE examinations and TPSG is dedicated to the task of making this preparation as effective and realistic as possible.
2. Internal Examinations take place at the end of each term. Students must appear for all school examinations.
3. No student will be allowed to leave before the end of an examination.
4. In the event of postponement of an examination due to unavoidable circumstances, the examination will be conducted on the first working day after the last examination was held, unless otherwise intimated.
5. Strict action will be taken against any student detected or even suspected of cheating or disobeying the examination instructions in any way.
6. Parents will get two exam reports of the student in a year i.e., after each term.

#### **C. ASSESSMENT & REPORTING**

1. The purpose of assessment is to transmit structured information about the student's progress to the student, the teacher and the parents.
2. TPSG evaluates students' work in a variety of ways, including continuous assessment, course work and examinations.
3. Primary School Reports are comment-based, with a detailed Profile at the end of the term in Grade.
4. Reports for Grades 6 to 12 relate directly to the grading systems used by the respective Boards. The Middle, Secondary & Senior Secondary School Reports include an achievement and an effort grade, together with a detailed comment on the student's performance in each subject, as well as in co-curricular activities.
5. A student who fails to pass a Grade twice in three years will not be permitted to continue his /her education at TPSG.
6. The TPSG reporting system is designed to provide this information on a regular and systematic basis. We are also committed to informing parents immediately, if problems arise.

#### **D. MEDICAL HISTORY FORMS**

1. Please fill the Medical History Form carefully for treatment in case of emergency and proper health care of the student. (Given in the school almanac)
2. We request that students receiving transient or long-term medical treatment discuss this with the school doctor and the Principal prior to starting school. Please ensure that appropriate information is documented on the medical form.
3. Students returning to school after an absence, including vacation, must provide details of any illness or accident during this period

#### **E. TRANSPORTATION POLICIES, PARK AND RIDE POLICIES**

For parents who pick up their children please park in the areas designated for pick up and drop.

#### **F. CHANGE OF BUS / SCHOOL TRANSPORT**

1. Students are not allowed to ride in different buses.
2. Students may only ride a different bus than the one to which they are assigned IF: They have made a request via email a day prior to changing buses and a route has been provided. There is room on the bus which they wish to ride, and It is a school related reason, i.e. an activity, assignment, project which is verified through the teacher.
3. Students are not permitted to ride a different bus because of activities unrelated to the school.

#### **G. VISITOR PARKING GUIDELINES**

1. Visitor Parking may only be used for specific appointments with school Administrators or teachers between the hours of school.
2. Parents picking up students following athletic practices or after school activities may park in designated parking spaces, if space is available. Parking is not permitted in front of the school gate.

#### **H. PARENT CONSENT FORMS**

1. The Parental Consent Form enables the school to make informed decisions on behalf of the student.
2. As part of the Parental Consent Form, parents are requested to give permission to their wards to join school-organised trips within and outside Haryana. Since the student's safety is our foremost concern students will always be chaperoned by members of the teaching and boarding-staff. However, the school cannot be held responsible for any injury caused due to any accident during school trips, adventure activities, excursions, field visits etc. on or outside the school campus.
3. The form will be provided by the school, when required.

#### **I. BIRTHDAYS**

1. Students up to Grade 5 are allowed to attend school in home/casual clothes on their birthday, but they must be formally attired.
2. Permission will not be granted to any student to leave the school unaccompanied to attend birthday celebrations of their classmates or friend, nor will students be given access to the address and telephone numbers of any student in order to send an invitation.

3. Only simple toffees can be distributed in the class. No other ways of celebrations are allowed.

**J. WITHDRAWAL PROCEDURE**

1. Parents/Guardians are required to notify the Principal well in advance and in writing regarding the withdrawal of a student during the academic session.
2. A minimum notice of one month is required.
3. All leavers must obtain a Clearance Form from the Accounts Department. Until this has been completed and signed, ensuring the return of all school property in good condition, no examination results, reports, recommendations and transfer certificates to future schools/colleges will be issued to the student or parent.

**K. UNIFORM**

- Students should come to school in complete summer uniform from the first day itself. Please ensure that your ward comes to school neatly dressed.
- Please ensure that your ward comes in a neat and sober haircut. Girls with long hair should tie their hair in a ponytail or a pleat. Students must cut their nails regularly and nail polish is not allowed for students. In case of a student defaulting, after a verbal and written warning, she/he will not be allowed to attend classes.
- No other accessories, smart watches or jewellery shall be allowed in school. If found, the article will be confiscated.

**SUMMER:**

<b>GIRLS:</b>	<b>BOYS:</b>
<b>Formals:</b> <ul style="list-style-type: none"><li>• School Skirt / Pant</li><li>• Formal Shirt</li><li>• Belt</li><li>• School Blue Socks</li><li>• Black Formal Shoes</li></ul>	<b>Formals:</b> <ul style="list-style-type: none"><li>• School Pant</li><li>• Formal Shirt</li><li>• Belt</li><li>• School Blue Socks</li><li>• Black Formal Shoes</li></ul>
<b>Sports:</b> <ul style="list-style-type: none"><li>• House T-Shirt</li><li>• House Lower</li><li>• White School Socks</li><li>• White Shoes</li></ul>	<b>Sports:</b> <ul style="list-style-type: none"><li>• House T-Shirt</li><li>• House Lower</li><li>• White School Socks</li><li>• White Shoes</li></ul>

## WINTERS

<b>GIRLS:</b>	<b>BOYS:</b>
<p><b>Formals:</b></p> <ul style="list-style-type: none"><li>• School Blazer</li><li>• School Tie</li><li>• School Skirt / Pant</li><li>• School Half Sweater</li><li>• Formal Shirt</li><li>• Belt</li><li>• School Blue Socks</li><li>• Black Formal Shoes</li><li>• Blue Cap</li></ul>	<p><b>Formals:</b></p> <ul style="list-style-type: none"><li>• School Blazer</li><li>• School Tie</li><li>• School Skirt / Pant</li><li>• School Half Sweater</li><li>• Formal Shirt</li><li>• Belt</li><li>• School Blue Socks</li><li>• Black Formal Shoes</li><li>• Blue Cap</li></ul>
<p><b>Sports:</b></p> <ul style="list-style-type: none"><li>• House T-Shirt</li><li>• House Lower</li><li>• White School Socks</li><li>• White Shoes</li><li>• House Sports Jacket</li></ul>	<p><b>Sports:</b></p> <ul style="list-style-type: none"><li>• House T-Shirt</li><li>• House Lower</li><li>• White School Socks</li><li>• White Shoes</li><li>• House Sports Jacket</li></ul>

### L. ATTENDANCE

- Application for leave of absence for up to three days has to be sent in the almanac through the Parents-Teachers Remark page.
- For leave of more than three days, permission from the Principal is mandatory. Absence from the school of four or more days without prior permission will result in strict action by the school.
- ATTENDANCE IS COMPULSORY FOR ALL WEEKLY TESTS, MID-TERM EXAMINATIONS AND END-TERM EXAMINATIONS. No student will be allowed to leave school after a weekly test, for any reason. If a student is unwell, she/ he should not come to school on that day and a medical certificate should be emailed to the school or the Class teacher on the same day.
- It is imperative for a student to have 75% attendance in an academic session as per the CBSE guidelines.

### M. PARENT'S AND STUDENT'S, I-CARD

- Students must continue to carry the I- cards. New I-cards will be issued in March.
- Parents must carry the Escort I-card issued to them whenever they come to school.
- At any point in time, students will be handed over only to the person whose photograph is affixed on the I-card.

#### **N. LATE FEES**

1. For all the students, fees must be paid by the 10th of the month in each of the four quarters i.e. April, July, October and January.
2. Should the 10th be a holiday, then payment is to be made on the last working day before the 10th of the relevant month.
3. Late fee charges are @ INR 50 per day. This shall be levied from the 11th of the month (the date by which school dues are to be paid), till the end of the month. If the dues are not cleared even by that date, the name of the student will be struck off the rolls. Re-admission may be allowed at the discretion of the Principal, only after the payment of the complete pending fee and the re-admission fee.
4. No student, whose fee remains unpaid either in full or in part, will be allowed to sit for the examinations.
5. Until the outstanding fee is received, no internal examination results, reports or recommendations to other schools/colleges will be issued to the student or parent.
6. If the fee is not paid continuously for two months, the school will take action as per the rules of HSER 2003.
7. All fee dues have to be cleared by the end of March every year for the student to be promoted to the next class.
8. The fees cover all expenses, including teaching expenses, for the academic year. It is therefore of utmost importance that all fees be paid promptly.
9. Parents are requested to make all payments by draft or cheques drawn in favour of 'Tagore Public School, Gurugram', payable in Gurugram
10. Wire transfer is available for parents residing overseas. Further details can be obtained from the Accounts Office. The transaction charges levied by the bank must be paid by the parent.
11. There is also a facility of submitting the school fee online through plastic money or UPI.

**Fee Payment Circular - [View](#)**