



SRM

PUBLIC SCHOOL

A SENIOR SECONDARY SCHOOL



Academic Calendar

2026-27





Dr. T. R. Paarivendhar
Chancellor, SRM University

SRM in Education

Every child has a genius within, that is waiting to blossom. A school is more than just a nursery. Love, Care, Affection and Attention to detail in an inspiring atmosphere will ensure the realization of the very best in every individual student. Learners, teachers, management and parents—all strive together to form a distinct family that demonstrates excellence in academics, art, culture and sports.



Dr. P. Sathyanarayanan
 President, SRM Trust

I believe that each child is special – with unique strength and passion. At SRM, we have created an environment where every child can sharpen their unique skills through a clear and focussed nurturing of their abilities. We bring to the fore front their talents and scaffold them to success.

I'm confident that our students will become intelligent, confident and well-rounded individuals who can hold their own in any situation. They will learn to think and be leaders in their chosen field. Our students will aim for the stars but will also remember their roots and give back to the society.

We will achieve this by recruiting and training world-class teachers who approach education as a collaborative, hands-on effort. Our infrastructure will provide teachers and students with the best resources available to explore and learn.

We are dedicated to shape individuals who will embody our motto – Educating Minds. Enriching Lives.

We define our success by the qualities of the students who will graduate, because we realize that the children in our school are our responsibility. Our foremost concern is their happiness and success.

Our success is when they grow into individuals who value kindness, are caring, are able to empathize and become good citizens.

I embrace one and all in walking this journey and wish you luck.

Dr. P. Sathyanarayanan., B.E., M.S., D.B.A.,
 President, SRM Trust

It is my firm belief that a joyful learner will learn with passion and be a meaningful contributor to society. In the race after the mundane, we often forget to focus on happiness which should ideally be the ultimate goal of a human being. At SRMPS, we reinforce the need for students to be happy school goers who will one day stand to positively impact society. To this effect, our enlightened team of educators work hard to nurture the children under their care. They strive to create a safe, positive and vibrant environment which is conducive to learning. Our student community is highly motivated and they learn with a view to retain for life. We impart holistic education with a strong inclination towards values and life skills. Our students are given the space and time to think, innovate and discover. They are facilitated in such a way that their creativity finds unrestricted expression. SRMPS is a temple of learning where minds are inspired and lives are enriched.

Mr. M. Subramanian
Correspondent

From The Desk Of
CORRESPONDENT



Mr. M. Subramanian
Correspondent

From The Desk Of
DIRECTOR



Ms. Manimangai Sathyanarayanan
Director

In a result-oriented and performance-driven world, we tend to overlook the importance of caring for the environment. With climate change becoming the topic sentence of every nation around the world, it is only fitting that education focuses on the need to preserve the environment. At SRMPS, our students are taught to be considerate of their surroundings. Social responsibility is a part of their curriculum starting from Kindergarten. As a school, we boast of an ecofriendly design with space for plants and gardens all around. The campus is kept neat and clean at any given time and we are a plastic-free community of educators and learners. We are moving towards minimizing the use of paper as well. Our students are encouraged to participate in green rallies and adopt an eco-positive way of life. In every way, we instill the values of being meaningful citizens of India and the world.

Ms. Manimangai Sathyanarayanan
Director

Dear Parents & Students,

Welcome to SRM Public School!!

In the demanding scenario of education, especially school education as a whole, needs a re-look and a re-thinking.

Schools are no longer considered as a knowledge gathering Center and teachers are no longer looked as Gurus.

To meet this ever changing trend, we at SRM Public School focus on bringing out global citizens who are nurtured spiritually, physically, morally and emotionally balanced individuals.

While SRM has a distinguished record of service in the field of education and in the overall development of individuals through its devoted and dedicated work force, it is our responsibility to maintain this momentum and sustain the quality to ignite the younger generation with zeal to achieve their goals.

The invasion of technology has left a paradigm shift in children from mere subject learners to building skills—both hard and soft—that would support them as life-long learners. To meet this dynamic trend, teachers have to be tech-savvy with a human touch.

We invest an equal amount of time in our teachers too who in turn shape our students' future. We equip them with the latest technological tools, guide their professional development and ensure a productive and positive work environment for them to be able to exercise the full measure of their experience and knowledge for the benefit of the students and their own selves.

We also acknowledge that parents are crucial partners in our children's development. Maintaining a system of constant collaboration and open dialogue with them augments a meaningful educational journey that we collectively work towards setting our students on.

I encourage students, teachers and parents to seize every opportunity that pervades and permeates our campus, to discover their talents and potentials and map not just your career, but your life path too.

Dr. K. R. Maalathi

Advisor

From The Desk Of

ADVISOR



Dr. K. R. Maalathi

Advisor

From The Desk Of
PRINCIPAL



Mrs. Vijayalakshmi Raja
Principal

Dear Students,

As we embark on another academic year filled with possibilities and opportunities, I extend a warm welcome to each and every one of you to SRM Public School. It is my utmost pleasure to address you through our school's student almanac, a vital tool that guides us through our educational journey.

Our mission at SRMPS is to foster a nurturing environment that encourages academic excellence, personal growth, and character development. As you flip through the pages of this almanac, you will find essential information, guidelines, and the yearly schedule for your assessments, activities to support your academic pursuits and extracurricular engagements.

As your principal, I am here to support you in every step of the way. My door is always open to listen, guide, and celebrate your achievements. Together, let us make this academic year a journey filled with joy, learning, and memorable experiences.

Wishing you all a successful and enriching year ahead!

Warm regards,

Mrs. Vijayalakshmi Raja
Principal

VISION

SRM Public School aims to offer a nurturing learning environment where the social, emotional and intellectual needs of the children are fulfilled, enabling them to grow holistically in every sense.

MISSION

To impart world-class academic excellence, fully understanding the contemporary expectations of a 21st century educational institution.

To nurture diverse talents in the varied forms of art, dance and sports in addition to excellent academic prowess, thus promoting the all-round development of each child.

To inculcate the art of kindness in all forms of life as well as the values of truth, honesty, transparency and straight forwardness in thoughts and actions through consistent practice every day in study and play.

To motivate educators to be well informed, employ innovative teaching methodologies and create meaningful learning experience for the students.

BIO DATA OF THE PUPIL

(To be filled by the parent)

Name ▶ _____

Class ▶ _____ Section ▶ _____ Admn. No. ▶ _____

Blood group ▶ _____ Date of Birth ▶ _____ Age ▶ _____

Religion ▶ _____ Community ▶ ☐OC ☐BC ☐MBC ☐SC ☐ST ☐OBC

EMIS ▶ _____ Adhaar No ▶ _____

Recent Photo

Identification Marks:

Parent Details :

PARTICULARS	FATHER	MOTHER
Name		
Occupation		
Organisation/Institution		
Designation		
Office Contact Number		
Personal Contact Number/ Landline		
Special Interest of self		
E-mail		
Office Address		

Contact Details :

Residential Address	Address in case of emergency
Mobile No.:	Mobile No.:

 Staying with parents ☐ Only Mother ☐ Only Father ☐ Guardian ☐

 Mode of transport ▶ School Bus ☐ Van ☐ Car ☐ Auto ☐
 Two wheeler ☐ Cycle ☐ Others ☐ Private Van ☐

If private, specify the Travel's Name _____

Contact Number Tel ▶ _____ Mobile ▶ _____

Sibling Details :

Name of the brother (s) and sister (s) studying in SRMPS (if any)	Class and Section

The information given above is true to the best of our knowledge. We shall abide by all the rules and regulations of the school.

▼ Signature of the Father / Guardian ▼

▼ Signature of the Student ▼

▼ Signature of the Mother ▼

▼ Signature of the Class Teacher ▼

Note : To be duly filled and submitted on the re-opening day.

"The time is always right to do what is right".

BIO DATA OF THE PUPIL

(To be filled by the parent)

Name ▶ _____

Class ▶ _____ Section ▶ _____ Admn. No. ▶ _____

Blood group ▶ _____ Date of Birth ▶ _____ Age ▶ _____

Religion ▶ _____ Community ▶ ☐OC ☐BC ☐MBC ☐SC ☐ST ☐OBC

EMIS ▶ _____ Adhaar No ▶ _____

Recent Photo

Identification Marks:

Parent Details :

PARTICULARS	FATHER	MOTHER
Name		
Occupation		
Organisation/Institution		
Designation		
Office Contact Number		
Personal Contact Number/ Landline		
Special Interest of self		
E-mail		
Office Address		

Contact Details :

Residential Address	Address in case of emergency
Mobile No.:	Mobile No.:

 Staying with parents ☐ Only Mother ☐ Only Father ☐ Guardian ☐

 Mode of transport ▶ School Bus ☐ Van ☐ Car ☐ Auto ☐
 Two wheeler ☐ Cycle ☐ Others ☐ Private Van ☐

If private, specify the Travel's Name _____

Contact Number Tel ▶ _____ Mobile ▶ _____

Sibling Details :

Name of the brother (s) and sister (s) studying in SRMPS (if any)	Class and Section

The information given above is true to the best of our knowledge. We shall abide by all the rules and regulations of the school.

▼ Signature of the Father / Guardian ▼

▼ Signature of the Student ▼

▼ Signature of the Mother ▼

▼ Signature of the Class Teacher ▼

Note : To be duly filled and submitted on the re-opening day.

"The time is always right to do what is right".

BIO DATA OF THE PUPIL

(To be filled by the parent)

Name ▶ _____

Class ▶ _____ Section ▶ _____ Admn. No. ▶ _____

Blood group ▶ _____ Date of Birth ▶ _____ Age ▶ _____

Religion ▶ _____ Community ▶ ☐ OC ☐ BC ☐ MBC ☐ SC ☐ ST ☐ OBC

EMIS ▶ _____ Adhaar No ▶ _____

Recent Photo

Identification Marks:

Parent Details :

PARTICULARS	FATHER	MOTHER
Name		
Occupation		
Organisation/Institution		
Designation		
Office Contact Number		
Personal Contact Number/ Landline		
Special Interest of self		
E-mail		
Office Address		

Contact Details :

Residential Address	Address in case of emergency
Mobile No.:	Mobile No.:

Staying with parents ☐
 Only Mother ☐
 Only Father ☐
 Guardian ☐

Mode of transport ▶ School Bus ☐
 Van ☐
 Car ☐
 Auto ☐

 Two wheeler ☐
 Cycle ☐
 Others ☐
 Private Van ☐

If private, specify the Travel's Name _____

Contact Number Tel ▶ _____ Mobile ▶ _____

Sibling Details :

Name of the brother (s) and sister (s) studying in SRMPS (if any)	Class and Section

The information given above is true to the best of our knowledge. We shall abide by all the rules and regulations of the school.

▼ Signature of the Father / Guardian ▼

▼ Signature of the Student ▼

▼ Signature of the Mother ▼

▼ Signature of the Class Teacher ▼

Note : To be duly filled and submitted on the re-opening day.

Student's General Medical Details

(To be filled in by the parents in the beginning of the year)

Date of Covid Vaccination :

Dose 1 ▶

Dose 2 ▶

Booster ▶

Allergic to any food, adhesive tape, bee sting etc. ,

Allergy	What happens	How severe	Medication taken at the time of Allergy

Does your child suffer from : Asthma

☐ Yes ☐ No

Congenital Heart Disease

☐ Yes ☐ No

Convulsions

☐ Yes ☐ No

Any other: _____

Does the child have any problem during physical activity?

Medical history :

▼ Signature of the Father / Guardian ▼

▼ Signature of the Student ▼

▼ Signature of the Mother ▼

THE PLEDGE

India is my country
 All Indians are my brothers and sisters
 I love my country and I am proud of its rich and varied heritage
 I shall always strive to be worthy of it
 I shall give my parents, teachers and elders respect
 and treat everyone with courtesy
 To my country and to my people I pledge my devotion
 In their well being and prosperity alone, lies my happiness
 Jai Hind!

NATIONAL INTEGRATION SONG

Sare Jahan se Achha Hindustan Hamara, Hamara
 Sare Jahan se achha.
 Hum bul bule hain iski, Yeh gulsitan Hamara,
 Hamara
 Sare Jahan se achha.
 Gurbath mey ho agar hum rahata hai dil Vatan mey
 Samjho bahi hamey bhi, dil ho jahan Hamara,
 Hamara
 Sare Jahan se achha Hindustan Hamara, Hamara
 Sare Jahan se achha
 Paravat voh sabse ooncha humsaya aasaman ka
 Voh santari Hamara, voh Pasban Hamara, Hamara
 Sare Jahan se achha Hindustan Hamara, Hamara
 Sare Jahan se achha.
 Majahab Nahin sikhata aapas mey bair rakhana
 Hindi hain humvatan hai, Hindustan Hamara,
 Hamara
 Sare Jahan se achha Hindustan Hamara, Hamara
 Sare Jahan se achha.
 Sare Jahan se achha Hindustan Hamara, Hamara

- Dr. Muhammed Iqbal

NATIONAL ANTHEM

Jana-Gan-Mana-Adhinaayaka
Jaya He,
Bharata-Bhagya-Vidhata
Panjab-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchhala-Jaladtha Taranga
Tava Subha Name Jage
Tava Subha Ashisa Mange
Gahe Tava Jaya Gatha.
Jan-Gana-Mangala-Dayaka, Jaya He
Bharata-Bhagya-vidhata
Jaya He, Jaya He, Jaya He
Jaya, Jaya, Jaya, Jaya He

கொடி பாடல்

தாயின் மணிக்கொடி பாரீர் - அதைத்
தாழ்ந்து பணிந்து புகழ்ந்திட வாரீர்
தாயின் மணிக்கொடி பாரீர்
ஓங்கி வளர்ந்ததோர் கம்பம் - அதன்
உச்சியின் மேல் வந்தே மாதர - மென்ற
பாங்கி னேழுத்தக்கமும் - செய்
பட்டுள்ள வீசிப் பறந்தது பாரீர் !
தாயின் மணிக்கொடி பாரீர் - அதைத்
தாழ்ந்து பணிந்து புகழ்ந்திட வாரீர்
தாயின் மணிக்கொடி பாரீர்

- மகாகவி, பாரதியார்

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுருத்த நிலைந்கைக் கெழிவெழுதும்
சீராரும் வதனமெனத் திகழ் பரதக் கண்டயிதில்
தெக்கணமும் அதிர்சிறந்த திராவிட நல் திருநாடும்
தக்கசிறு பிறைநுகலும் தரித்தநறந் தலைமுமே
அத்தலைக வாசனைபோல் அனைத்துலகும் கின்பமுற
எத்திசையும் புகழ்மணக்க கிருந்தவெருந்
தமிழணங்கே !
தமிழணங்கே !
உன் சீரளமைத் திறம் விபரந்து செயல்மறந்து
வாழ்க்குவதுமே !
வாழ்க்குவதுமே !
வாழ்க்குவதுமே !

- மனோன் மணிபம் சுந்தரம் பிள்ளை

SCHOOL ANTHEM

Come together let us learn at
S R M Public School
Let our mind blossom; hone the
Best skills in us.
We always look ahead our
Future so bright!
We always reach our goals
We scale greater heights!
Every day we learn how to
Sharpen our minds!
We have fun and we are
Smart, sweet and kind!
Emerald.... Topaz
Sapphire...Ruby
All as strong as can be!
Come together let us learn at
S R M Public School
We are proud to be at *SRM Public School* .

SCHOOL PRAYER

ஒருவனுடைய நினைவு திரு மலரடி
நனைக்கின்ற உத்தமர் தம் உறவு வேண்டும்
உன் ஒன்று வைத்து புறவொன்று
பேசுவார் உறவு கலவாமை வேண்டும்
பெருமை பெறும் நினைவு புகழ் பேச வேண்டும்
வெய்யமை பேசாதிருத்தல் வேண்டும்
மருவு பெண்ணாசை மறக்க வேண்டும்
தர்ப்பம் நிலைத்திருத்தல் வேண்டும்
நோயற்ற வாழ்வு நான் வாறு வேண்டும்
தருமமிகு சென்னையிற் கந்த கோபுரத்தின்
வளர் தலையோங்கு கந்தவேளே
தன் முகத் சூரிய மணி உன் முகச் சைவமணி
சன்முகத் தெய்வமணியே !

- வள்ளலார்

நல்லாள் காண்பதும் நன்றே !
நலம் மிக்க நல்லார் சொல்
கேட்பதும் நன்றே !
நல்லார் குணங்கள்
உரைப்பதும் நன்றே !
அவரோடு இணங்கி
கிருப்பதும் நன்றே !

- ஓவையார்

அருளாரமுதே சரணம் சரணம்
அருளாரமுதே சரணம் சரணம்
அழகா அமலா சரணம் சரணம்
அழகா அமலா சரணம் சரணம்
வெருளா எவையாள் புனித சரணம்
வெள்ளே மனியே சரணம் சரணம்
- கிராமலிங்க அடிகளார்

LUNCH PRAYER

அன்ன பூர்ணை சதா பூர்ணை சங்கர ப்ராண வல்லபே
ஞான வலைய சித்யந்தம் பிஷாசு தேஹிச பார்வதி
மாதாச பார்வதி தேவி பீதா தேவோ மஹேஷ்வரஹ
பாந்தவா சிவ பத்தாக்ஷ எல்லாதேவோ புஷ்பதர்ப்பம்

மனதில் உறுதி வேண்டும்
வாக்கிலே கிவீமை வேண்டும்
நினைவு நல்லது வேண்டும்
நெருங்கிப் பொருள் கைப்பட வேண்டும்
மனதில் உறுதி வேண்டும்
கண் திறந்திட வேண்டும்
காரியத்தில் உறுதி வேண்டும்
பெண் விடுதலை வேண்டும்
பெரிய கடவுள் காக்க வேண்டும்
வானகமங்கு தென்பட வேண்டும்
உண்மை நின்றிட வேண்டும்
ஓம் ! ஓம் ! ஓம் !

- மகாகவி பாரதியார்

ஓதாமல் ஒருநாளும் கிருக்க வேண்டாம்
ஒருவனையும் வொல்லாங்கு சொல்ல வேண்டாம்
மாதாவை ஒருநாளும் மறக்க வேண்டாம்
வஞ்சனைகள் செவ்வாரோடு கிணங்க வேண்டாம்
போகாத கிடந்தனிலே போக வேண்டாம்
போகவிட்டு புறஞ்சொல்லி திரிய வேண்டாம்
நெஞ்சார வொய்தன்னை சொல்ல வேண்டாம்
நஞ்சுடனே ஒருநாளும் புக வேண்டாம்
அடுத்தவரை ஒருநாளும் கெடுக்க வேண்டாம்

- உலகநாதர்

ஆய கலைகள் அறுபத்தி நான்கினையும்
ஏய உணர் விக்ரும் என் அம்மை - ஞாய
உருப் பளிங்கு போல் வானென் உள்ளத்தின்
உள்ளேயிருப்பான் கிங்கு வாரா திப்
புக நிறமும் பணர்ச் செவ்வாயும்
கடிகாழ் பூந்தாமரைப்போல் கையும் சூடி கிடைபுழ்
அல்லும் பசுவும் சிவையுதரும் சூதித்தால்
கல்லும் சொல்லாதோ கவி...

- கவிச்சுரவந்தி கம்பர்

DISPERSAL PRAYER

ஓம் பூர்ணமத பூர்ணமதம் பூர்ணாத்
பூர்ண முதஷ்யதே
பூர்ணஸ்ய பூர்ண மாதாய
பூர்ணமேவ அவசஷ்யதே
ஓம் சாந்தி சாந்தி சாந்தி

SCHOOL HOURS

PRE-KG & LKG

(9.00 a.m. to 12.00 Noon)

Classes UKG To 5

(8.20 a.m. to 3.30 p.m)

Classes 6 To 12

(8.20 a.m. to 03.30 p.m)

FIRST BELL	08.20 A.M.
ASSEMBLY	08.30 A.M. TO 08.50 A.M.
SNACK BREAK	08.50 A.M. TO 09.00 A.M.
SESSION 1	09.00 A.M. TO 09.45 A.M.
SESSION 2	09.45 A.M. TO 10.30 A.M.
WATER BREAK	10.30 A.M. TO 10.35 A.M.
SESSION 3	10.35 A.M. TO 11.20 A.M.
SESSION 4	11.20 A.M. TO 12.05 P.M.
LUNCH BREAK	12.05 P.M. TO 12.45 P.M.
SESSION 5	12.45 P.M. TO 01.25 P.M.
SESSION 6	01.25 P.M. TO 02.05 P.M.
WATER BREAK	02.05 P.M. TO 02.10 P.M.
SESSION 7	02.10 P.M. TO 02.50 P.M.
SESSION 8	02.50 P.M. TO 03.30 P.M.
DISPERSAL	03.30 P.M. TO 03.45 P.M.

FIRST BELL	08.20 A.M.
ASSEMBLY	08.30 A.M. TO 08.50 A.M.
SNACK BREAK	08.50 A.M. TO 09.00 A.M.
SESSION 1	09.00 A.M. TO 10.00 A.M.
SESSION 2	10.00 A.M. TO 11.00 A.M.
WATER BREAK	11.00 A.M. TO 11.05 A.M.
SESSION 3	11.05 A.M. TO 12.05 P.M.
LUNCH BREAK	12.05 P.M. TO 12.45 P.M.
SESSION 4	12.45 P.M. TO 01.40 P.M.
SESSION 5	01.40 P.M. TO 02.35 P.M.
WATER BREAK	02.35 P.M. TO 02.40 P.M.
SESSION 6	02.40 P.M. TO 03.30 P.M.
DISPERSAL	03.30 P.M. TO 03.45 P.M.

SCHOOL HOURS - SATURDAY

Classes 6 To 12
(8.20 a.m. to 02.00 p.m)

FIRST BELL	08.20 A.M.
ASSEMBLY	08.30 A.M. TO 08.40 A.M.
SNACK BREAK	08.40 A.M. TO 08.50 A.M.
SESSION 1	08.50 A.M. TO 09.35 A.M.
SESSION 2	09.35 A.M. TO 10.20 A.M.
WATER BREAK	10.20 A.M. TO 10.25 A.M.
SESSION 3	10.25 A.M. TO 11.10 A.M.
SESSION 4	11.10 A.M. TO 11.55 A.M.
SESSION 5	11.55 A.M. TO 12.30 P.M.
LUNCH BREAK	12.30 P.M TO 01.10 P.M.
SKILL HOUR	01.10 P.M TO 02.00 P.M.
DISPERSAL	02.00 P.M TO 02.15 P.M.

Note:

On the Saturdays when only Grades IX to XII work, school timings will be till 03:30 p.m.

TEACHERS AND PARENTS COMMUNICATION

Date	Remarks	Signature	Acknowledgement

UNIFORM

Grade	Boys	Girls
Kindergarten (LKG & UKG)	(i) Burberry shorts (ii) Half white shirt with Burberry collar (iii) Black socks with school name & black shoes (velcro)	(i) White and Burberry checked pinafore (ii) Black socks with school name & black shoes (velcro)
Primary (I - V)	(i) Burberry shorts (ii) Half white shirt with Burberry collar (iii) Black socks with school name & black shoes (velcro)	(i) Burberry checked skirt (ii) Half white shirt with Burberry collar (iii) Black socks with school name & black shoes (velcro)
Middle (VI - VIII)	(i) Grey trousers (ii) Burberry checked shirt (iii) Black socks with school name & black shoes (lace)	(i) Grey trousers (ii) Burberry checked shirt (iii) Black socks with school name & black shoes (lace)
Secondary (IX - XII)	(i) Grey trousers (ii) Burberry checked shirt (iii) Black socks with school name & black shoes (lace)	(i) Grey trousers (ii) Burberry checked shirt (iii) Black socks with school name & black shoes (lace)
PE Uniform To be worn on the days the PE / Yoga classes	(i) House colour T-shirt (ii) Blue tracks (iii) Black socks with school name & black shoes (lace)	(i) House colour T-shirt (ii) Blue tracks (iii) Black socks with school name & black shoes (lace)

School Fees

The fees can be paid in full or in three instalments.

1st Instalment 21st March to 4th April 2026

2nd Instalment 1st August to 17th August 2026

3rd Instalment 1st December to 15th December 2026

Mode of Payment

1. Mobile App
2. Credit / Debit card
3. DD in the name of SRM Public School Payable at Chennai
4. NEFT

a. Name : SRM PUBLIC SCHOOL b. Bank & Branch: ICICI BANK, WEST MAMBALAM
 c. Account No : 602301193089 d. IFSC Code : ICIC0006023

or

a. Name : SRM PUBLIC SCHOOL b. Bank & Branch: CITY UNION BANK, WEST TAMBARAM
 c. Account No : 500101012956074 d. IFSC Code : CIUB0000117

Withdrawals

1. Application for Transfer Certificate should be given in writing to the Principal by the parent of the student. A minimum of 3 working days are required for issue of the Transfer Certificate.
2. Pupil who intends to leave the school should clear all the dues to the school before taking T.C.
3. Once the TC is issued to a student his/her name would be struck off the rolls. If he/she wishes to re-join it would be treated as a fresh application and would have to go through the admission process.

Attendance and Punctuality

Parents are requested to ensure 100% regularity of their children and minimum of 80% attendance to avoid review of enrolment.

- ♦ To avail leave, the leave application form provided in the almanac to be duly filled and submitted to the class teacher in advance, failing which your child will be marked as absent.
- ♦ In case of absence due to sickness, a medical certificate must be produced on the day of re-joining the school.
- ♦ The school will not stand responsible for the loss of leave letters sent through friends, relatives, drivers and conductors.
- ♦ If a student is absent for 7 days—consecutively without prior intimation, he/she is entitled to pay Rs. 5000/- as re-admission fee
- ♦ Attendance will be taken by 8.45 a.m for the morning session and by 12.45 p.m for the afternoon session. Students reporting later will be marked absent.
- ♦ Students with 100% attendance will be rewarded. 75% attendance is mandatory for promotion. Valid reason with supporting document must be produced for the balance 25%.
- ♦ Late Attendance will be marked in the almanac and the parents are expected to sign without fail. Further late, the parent will asked to come and pick the student from school.

RULES AND RESPONSIBILITIES

Instructions to Students

- ❖ All students should come in prescribed and neat uniform every day during the school hours and to all school functions.
- ❖ All students are responsible for the neatness and tidiness of their classrooms.
- ❖ Ornaments or valuable articles should not be worn or carried.
- ❖ Students are responsible for the safe custody of their books and belongings.
- ❖ Stick to the campus language to acquire better facility in the study of language.
- ❖ Children are strictly forbidden to scribble on the wall and desk.
- ❖ Attendance on the first and last working day of the term is mandatory.
- ❖ Students will be eligible to sit for examination only if they achieve 75% of attendance.
- ❖ Students should bring prescribed books according to their timetable only.
- ❖ No student shall go out of the class without the out-pass.
- ❖ No student shall loiter and disturb the teaching of the other classes. Free time is to be properly utilized in the Reading Room and Library.
- ❖ Leave letter should be produced indicating the reason if a student is forced to take leave.
- ❖ Any wilful damage caused by the pupil to the building, furniture, apparatus or any other school property is liable to be made good by the parent/guardian.
- ❖ Littering in the campus is prohibited.
- ❖ Avoid wastage of food and material.
- ❖ Be courteous and responsible towards elders, peer group and younger children in the campus.
- ❖ Bullying, ragging physical and verbal abuse may end up in dismissal from school.

Note to Parents

- ❖ Parents are welcome to visit the school. They can meet Principal, Vice - Principal and Co-ordinator only with an appointment through front desk. They can meet the teachers during dispersal with prior intimation or during the PTM.
- ❖ Parents are requested to check the DAILY LOG of their child and ensure that instructions are being followed.
- ❖ Students must not be sent to school when they are unwell.
- ❖ Any kind of gift or money to the teachers by the parents or student will not be entertained.
- ❖ Updating mobile number and e-mail id with the office is essential.
- ❖ Health check-up is held once in a year by the school.
- ❖ The school will strictly adhere to the schedule of working days and holidays as mentioned in the almanac. Only in unforeseen circumstances, if there is a government announcement of a holiday for educational institutions the school will not function.
- ❖ The School does not entertain Private tuition. Hence, Parents should not approach our school teachers for the same.

Dispersal Policy

- ❖ It is mandatory for the parents to produce the **GATE PASS** to pick their children during school hours.
- ❖ Half-day permissions will not be granted unless under exceptional circumstances

“You are what you eat”

- ❖ A napkin, spoon and water bottle should be sent with the child every day.
- ❖ We encourage children to follow good table manners.
- ❖ Parents should also train the children for the same at the home front.
- ❖ Healthy, fresh and nutritious food, should be sent. Junk food is strictly prohibited.
- ❖ Kindly do not make/force your child to have milk/food in the morning before the arrival of the van, but ensure they have food half an hour before boarding the van.

Electronic Equipments and Mobile Phones

Students are not allowed to carry any digital or electronic devices to the school. Any student found with the device will have them confiscated and will be returned only to parents or guardians. If we suspect that there is any inappropriate material on a device, we reserve the right to open and check the device. Students must give the password to unlock the device when asked by the Principal.

Nurturing Right Attitude

We foster positive attitude towards learning and such attitudes are rewarded at the school. Every month students and staff who have contributed positively to the school in some manner are honoured by displaying their photograph along with their contribution in 'Honour wall'.

Curriculum

The syllabus and curriculum followed are the same as those of Central schools. Students will have to learn a second language from Grade 1 to 10, the choices are:

Grade	Languages Offered	Description
1 to 5	Tamil & Hindi	Students can choose any one as II language and the other will become III language.
6 to 8	Tamil/Hindi/Sanskrit	Students can opt any one as II & III language, Tamil should be one of them
9 & 10	Tamil/Hindi/Sanskrit	Students can opt any one as II Language, Tamil should be one of them

PROMOTION POLICY

- A student must secure a minimum of 40% marks in each subject to be considered for promotion to the next grade.
- Students who fail in one subject shall be expected to appear for a retest within a reasonable period of time, as decided by the school academic committee.
- Students failing to pass in **two or more** subjects will be retained in the same class. Students retained in the same class will be given additional academic support.
- 75% attendance is mandatory for promotion.
- The final promotion will be decided based on the student's cumulative performance across the academic year.

Grade XI Admission Criteria

For admission to Grade XI, students must have scored:

- A minimum of 70% and above in the aggregate of all subjects in Grade X throughout the year, to be offered the subjects of their choice in Grade XI.

YEAR PLANNER

April 2026

Date	Day		Working Days
1	Wednesday	Working day for Grades X & XII	1
2	Thursday	Working day for Grades X & XII	2
3	Friday	Good Friday	Holiday
4	Saturday		Holiday
5	Sunday		Holiday
6	Monday	School Reopens (Senior KG to IX) for New Academic Year	3
7	Tuesday	World Health Day	4
8	Wednesday		5
9	Thursday		6
10	Friday		7
11	Saturday	Working day for Grades VI to X & XII (till 02:00 p.m.)	8
12	Sunday		Holiday
13	Monday		9
14	Tuesday	Tamil New Year / Ambedkar Jayanthi	Holiday
15	Wednesday	PT1 begins for Grades X & XII / Reopening for Grade XI	10
16	Thursday		11
17	Friday		12
18	Saturday	Working day for Grades IX to XII (till 03:30 p.m.)	13
19	Sunday		Holiday
20	Monday		14
21	Tuesday		15
22	Wednesday	Earth Day / PT1 ends for Grades X & XII	16
23	Thursday		17
24	Friday	Club Inauguration	18
25	Saturday	Working day for Grades VI to XII (till 02:00 p.m.)	19
26	Sunday		Holiday
27	Monday		20
28	Tuesday		21
29	Wednesday	Summer break begins for Senior KG to Grade XII	Holiday
30	Thursday		Holiday

Total No. of Working Days ▶ 21

May 2026

Date	Day		Working Days
1	Friday	May Day	Holiday
2	Saturday		Holiday
3	Sunday		Holiday
4	Monday		Holiday
5	Tuesday		Holiday
6	Wednesday		Holiday
7	Thursday		Holiday
8	Friday	World Red Cross Day	Holiday
9	Saturday		Holiday
10	Sunday	Mother's Day	Holiday
11	Monday		Holiday
12	Tuesday		Holiday
13	Wednesday		Holiday
14	Thursday		Holiday
15	Friday		Holiday
16	Saturday		Holiday
17	Sunday		Holiday
18	Monday		Holiday
19	Tuesday		Holiday
20	Wednesday		Holiday
21	Thursday		Holiday
22	Friday		Holiday
23	Saturday		Holiday
24	Sunday		Holiday
25	Monday		Holiday
26	Tuesday		Holiday
27	Wednesday		Holiday
28	Thursday	Bakrid	Holiday
29	Friday		Holiday
30	Saturday		Holiday
31	Sunday		Holiday

Total No. of Working Days ▶ 0

June 2026

Date	Day		Working Days
1	Monday		Holiday
2	Tuesday		Holiday
3	Wednesday	World Bicycle Day	Holiday
4	Thursday		Holiday
5	Friday	World Environment Day / PTM for Grades X & XII	Holiday
6	Saturday	Parent Orientation for Pre-KG & Junior KG	Holiday
7	Sunday		Holiday
8	Monday	School Reopens after Summer break for Senior KG to Grade XII / World Ocean Day	1
9	Tuesday		2
10	Wednesday	Nomination opens for Student Council	3
11	Thursday		4
12	Friday	Anti-Child Labour Day / Nomination acceptance & announcement	5
13	Saturday	Working Day for Grades IX to XII (till 03:30 p.m.)	6
14	Sunday	World Blood Donor's Day	Holiday
15	Monday	Student Council Campaign begins / School reopens for Pre-KG & Junior KG	7
16	Tuesday		8
17	Wednesday		9
18	Thursday	Student Council Campaign ends	10
19	Friday	Election & Results	11
20	Saturday	Working Day for Grades VI to XII (till 02:00 p.m.)	12
21	Sunday	International Yoga Day / Father's Day	Holiday
22	Monday		13
23	Tuesday	International Olympic Day	14
24	Wednesday		15
25	Thursday		16
26	Friday	Muharram	17
27	Saturday	Investiture Ceremony	18
28	Sunday		Holiday
29	Monday	National Camera Day	19
30	Tuesday	World Social Media Day	20

Total No. of Working Days ▶ 20

July 2026

Date	Day		Working Days
1	Wednesday	Doctor's Day	1
2	Thursday		2
3	Friday		3
4	Saturday		Holiday
5	Sunday		Holiday
6	Monday	PT1 begins for Grades I to IX & XI / PT2 begins for Grades X & XII	4
7	Tuesday		5
8	Wednesday		6
9	Thursday		7
10	Friday	PT1 ends for Grades I to V	8
11	Saturday	PT1 ends for Grades VI to IX & PT-2 ends for Grade X (till 02:00 p.m.)	9
12	Sunday		Holiday
13	Monday		10
14	Tuesday	PT1 ends for Grade XI / PT2 ends for Grade XII	11
15	Wednesday		12
16	Thursday		13
17	Friday		14
18	Saturday	PTM for Grades I to V / Working Day for Grades VI to XII (till 02:00 p.m.)	15
19	Sunday		Holiday
20	Monday		16
21	Tuesday		17
22	Wednesday		18
23	Thursday		19
24	Friday		20
25	Saturday	PTM for Grades VI to XII	21
26	Sunday		Holiday
27	Monday		22
28	Tuesday		23
29	Wednesday	Inter-School cultural for Grades VI to XII	24
30	Thursday	Inter-School cultural for Grades VI to XII	25
31	Friday	Inter-School cultural for Grades VI to XII	26

Total No. of Working Days ▶ 26

August 2026

Date	Day		Working Days
1	Saturday		Holiday
2	Sunday	National Friendship Day	Holiday
3	Monday		1
4	Tuesday		2
5	Wednesday		3
6	Thursday		4
7	Friday		5
8	Saturday	Working day for Grades VI to XII (till 02:00 p.m.)	6
9	Sunday		Holiday
10	Monday		7
11	Tuesday		8
12	Wednesday	International Youth Day	9
13	Thursday		10
14	Friday		11
15	Saturday	Independence Day Celebration	Holiday
16	Sunday		Holiday
17	Monday	PT2 begins for Grades I to IX & XI	12
18	Tuesday		13
19	Wednesday	World Photography Day	14
20	Thursday		15
21	Friday	World Senior Citizen Day / PT2 ends for Grades I to V	16
22	Saturday	Working day for Grades VI to XII (till 02:00 p.m.) / PT2 ends for Grades VI to IX	17
23	Sunday		Holiday
24	Monday	Founder's Day / PT2 ends for Grade XI	18
25	Tuesday		19
26	Wednesday	Milad un Nabi	Holiday
27	Thursday		20
28	Friday	Sanskrit Day / Junior Sports Day for Grades I to V	21
29	Saturday	National Sports Day / Senior Sports Day for Grades VI to XII	22
30	Sunday		Holiday
31	Monday		23

Total No. of Working Days ▶ 23

September 2026

Date	Day		Working Days
1	Tuesday		1
2	Wednesday		2
3	Thursday	Teachers' day celebration	3
4	Friday	Krishna Janmashtami	Holiday
5	Saturday	Teachers' day	Holiday
6	Sunday		Holiday
7	Monday		4
8	Tuesday	International Literacy Day	5
9	Wednesday		6
10	Thursday		7
11	Friday	Bharathiyar Remembrance Day	8
12	Saturday	Working Day for Grades VI to XII (till 02:00 p.m.)	9
13	Sunday		Holiday
14	Monday	Hindi Diwas / Ganesh Chaturthi	Holiday
15	Tuesday		10
16	Wednesday	World Ozone Day	11
17	Thursday		12
18	Friday		13
19	Saturday	Working Day for Grades IX to XII (till 03:30 p.m.)	14
20	Sunday		Holiday
21	Monday	International Day of Peace	15
22	Tuesday		16
23	Wednesday		17
24	Thursday		18
25	Friday		19
26	Saturday	Working Day for Grades VI to XII (till 02:00 p.m.)	20
27	Sunday	World Tourism Day	Holiday
28	Monday		21
29	Tuesday		22
30	Wednesday		23

Total No. of Working Days ▶ 23

October 2026

Date	Day		Working Days
1	Thursday	Term I Exam begins for Grade XII (first 50% portion)	1
2	Friday	Gandhi Jayanthi	Holiday
3	Saturday	Term I Exam begins for Grades VI to XI (first 50% portion for Grade X)	2
4	Sunday	World Animal Day	Holiday
5	Monday	Term I Exam begins for Grades I to V	3
6	Tuesday		4
7	Wednesday		5
8	Thursday		6
9	Friday	World Post Day / Term I Exam ends for Grades I to V & XII	7
10	Saturday	Term I Exam ends for Grades VI to XI / PTM for KG / Term-1 Practicals for Grade XII	8
11	Sunday		Holiday
12	Monday	Dussehra Break-begins for KG to Grades IX & XI / Term-1 Practicals for Grade XII	9
13	Tuesday	Term-1 Practicals for Grade XII	10
14	Wednesday	Term-1 Practicals for Grade XII	11
15	Thursday	Dussehra Break begins for Grades X & XI	Holiday
16	Friday	World Food Day	Holiday
17	Saturday		Holiday
18	Sunday		Holiday
19	Monday	Ayutha Pooja	Holiday
20	Tuesday	Vijaydashami	Holiday
21	Wednesday	School reopens for all classes	12
22	Thursday		13
23	Friday		14
24	Saturday	PTM for Grades I to V / Working Day for Grades VI to XI (till 02:00 p.m.) / World UN Day	15
25	Sunday		Holiday
26	Monday		16
27	Tuesday		17
28	Wednesday		18
29	Thursday		19
30	Friday	Portion completion for Grades X & XI	20
31	Saturday	PTM for Grades VI to XII	21

Total No. of Working Days ▶ 21

November 2026

Date	Day		Working Days
1	Sunday		Holiday
2	Monday		1
3	Tuesday		2
4	Wednesday		3
5	Thursday		4
6	Friday	Deepawali Celebration	5
7	Saturday	Deepawali Holiday	Holiday
8	Sunday	Deepawali	Holiday
9	Monday	Deepawali Holiday	Holiday
10	Tuesday		6
11	Wednesday		7
12	Thursday		8
13	Friday	Children's Day celebration for Pre-KG to Grade V	9
14	Saturday	Working day for Grades VI to XII (till to 02:00 p.m.) / Children's Day celebration	10
15	Sunday		Holiday
16	Monday	Revision I begins for Grades X & XII (remaining 50% portion)	11
17	Tuesday		12
18	Wednesday		13
19	Thursday		14
20	Friday		15
21	Saturday	Working Day for Grades IX to XII (till 03:30 p.m.) / Revision I ends for Grades X & XII	16
22	Sunday		Holiday
23	Monday		17
24	Tuesday		18
25	Wednesday		19
26	Thursday		20
27	Friday		21
28	Saturday	Working Day for Grades VI to XII (till 02:00 p.m.)	22
29	Sunday		Holiday
30	Monday		23

Total No. of Working Days ▶ 23

December 2026

Date	Day		Working Days
1	Tuesday	Pre Board-1 begins for Grades X & XII	1
2	Wednesday	PT3 begins for Grades I to IX & XI	2
3	Thursday		3
4	Friday		4
5	Saturday		Holiday
6	Sunday		Holiday
7	Monday		5
8	Tuesday	PT3 ends for Grades I to V	6
9	Wednesday	PT3 ends for Grades VI to IX & XI	7
10	Thursday		8
11	Friday	Mahakavi Bharathiyar Birthday / Pre Board-1 ends for Grades X & XII	9
12	Saturday	Working Day for Grades VI to XII (till 02:00 p.m.) / Mock Practicals for Grade XII	10
13	Sunday		Holiday
14	Monday	Mock Practicals for Grade XII	11
15	Tuesday	Mock Practicals for Grade XII	12
16	Wednesday	Mock Practicals for Grade XII	13
17	Thursday		14
18	Friday		15
19	Saturday	Term-2 Practicals for Grade XI / Margazhi Mahotsavam Working Day for Grades VI to XII (till 02:00 p.m.)	16
20	Sunday		Holiday
21	Monday		17
22	Tuesday	National Mathematics Day	18
23	Wednesday		19
24	Thursday	Christmas Celebration	20
25	Friday	Christmas	Holiday
26	Saturday	Christmas / Winter break begins for Pre-KG to Grade VIII	Holiday
27	Sunday		Holiday
28	Monday	Working day for Grades IX to XII	21
29	Tuesday	Working day for Grades IX to XII	22
30	Wednesday	Working day for Grades IX to XII	23
31	Thursday		Holiday

Total No. of Working Days ► 23

January 2027

Date	Day		Working Days
1	Friday	New Year	Holiday
2	Saturday		Holiday
3	Sunday		Holiday
4	Monday	School reopens after Winter break for all classes / Pre-Board 2 begins for Grades X & XII	1
5	Tuesday		2
6	Wednesday		3
7	Thursday	Club Culmination	4
8	Friday		5
9	Saturday	Working Day for Grades VI to XII (till 02:00 p.m.)	6
10	Sunday		Holiday
11	Monday		7
12	Tuesday		8
13	Wednesday	Pongal Celebration	9
14	Thursday	Bhogi	Holiday
15	Friday	Pongal	Holiday
16	Saturday	Thiruvalluvar Day	Holiday
17	Sunday	Uzhavar Thirunaal	Holiday
18	Monday	Annual Day Rehearsal	10
19	Tuesday	Annual Day Rehearsal	11
20	Wednesday	Annual Day Rehearsal	12
21	Thursday	Annual Day Rehearsal	13
22	Friday	Annual Day Rehearsal	14
23	Saturday	Annual Day	15
24	Sunday		Holiday
25	Monday		16
26	Tuesday	Republic Day Celebration / Alumni Meet	Holiday
27	Wednesday		17
28	Thursday		18
29	Friday		19
30	Saturday	Martyr's Day / Working Day for Grades VI to XII (till 02:00 p.m.)	20
31	Sunday		Holiday

Total No. of Working Days ▶ 20

February 2027

Date	Day		Working Days
1	Monday		1
2	Tuesday		2
3	Wednesday		3
4	Thursday		4
5	Friday		5
6	Saturday		Holiday
7	Sunday		Holiday
8	Monday		6
9	Tuesday		7
10	Wednesday		8
11	Thursday		9
12	Friday		10
13	Saturday	Working day for Grades VI to IX & XI ((till 02:00 p.m.))	11
14	Sunday		Holiday
15	Monday		12
16	Tuesday		13
17	Wednesday		14
18	Thursday		15
19	Friday		16
20	Saturday	Working day for Grades IX & XI (till 03:30 p.m.)	17
21	Sunday		Holiday
22	Monday		18
23	Tuesday		19
24	Wednesday		20
25	Thursday		21
26	Friday		22
27	Saturday		23
28	Sunday	National Science Day	Holiday

Total No. of Working Days ▶ 23

Note: * Dates & Exam / Reopening are subject to changes as per CBSE Board Exams

March 2027

Date	Day		Working Days
1	Monday		1
2	Tuesday		2
3	Wednesday		3
4	Thursday	Term-II Exam begins for Grades I to IX & XI*	4
5	Friday		5
6	Saturday		Holiday
7	Sunday		Holiday
8	Monday		6
9	Tuesday		7
10	Wednesday	Ramzan	Holiday
11	Thursday		8
12	Friday		9
13	Saturday		10
14	Sunday		Holiday
15	Monday		11
16	Tuesday		12
17	Wednesday		13
18	Thursday		14
19	Friday		15
20	Saturday	Result Declaration – Pre KG to Grade IX & XI*	Holiday
21	Sunday		Holiday
22	Monday		16
23	Tuesday		17
24	Wednesday		18
25	Thursday		19
26	Friday	Good Friday	Holiday
27	Saturday		20
28	Sunday		Holiday
29	Monday		21
30	Tuesday		22
31	Wednesday		23

Total No. of Working Days ▶ 23

Note: *Dates & Exam / Reopening are subject to changes as per CBSE Board Exams

Date	Uniform	Shoes / Socks	ID Card	Nails	Hair	Teacher's Signature	Parent's Signature

UNIFORM AND PERSONAL HYGIENE

Date	Uniform	Shoes / Socks	ID Card	Nails	Hair	Teacher's Signature	Parent's Signature

RECORD OF BOOKS READ IN LIBRARY

Date	Title & Author of the book	Signature of the Librarian

RECORD OF BOOKS READ IN LIBRARY

[illegible]

RECORD OF BOOKS READ IN LIBRARY

Date	Title & Author of the book	Signature of the Librarian

LATE ATTENDANCE RECORD

Date	By Minutes	Reason	Teacher's Signature	Parent's Signature

LATE ATTENDANCE RECORD

Date	By Minutes	Reason	Teacher's Signature	Parent's Signature

TIME - TABLE FOR GRADES PRE-KG TO 5

TIME	PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08.30 A.M. TO 08.50 A.M.		ASSEMBLY					
08.50 A.M. TO 09.00 A.M.		BREAK					
09.00 A.M. TO 09.45 A.M.	1						
09.45 A.M. TO 10.30 A.M.	2						
10.30 A.M. TO 10.35 A.M.		WATER BREAK					
10.35 A.M. TO 11.20 A.M.	3						
11.20 A.M. TO 12.05 P.M.	4						
12.05 P.M. TO 12.45 P.M.		LUNCH					
12.45 P.M. TO 01.25 P.M.	5						
01.25 P.M. TO 02.05 P.M.	6						
02.05 P.M. TO 02.10 P.M.		WATER BREAK					
02.10 P.M. TO 02.50 P.M.	7						
02.50 P.M. TO 03.30 P.M.	8						
03.30 P.M. TO 03.45 P.M.		DISPERSAL					

TIME - TABLE FOR GRADES 6 TO 12

TIME	PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
08:30 A.M. TO 08:50 A.M.		ASSEMBLY					
08:50 A.M. TO 09:00 A.M.		SNACK BREAK					
09:00 A.M. TO 10:00 A.M.	1						
10:00 A.M. TO 11:00 A.M.	2						
11:00 A.M. TO 11:05 P.M.		WATER BREAK					
11:05 A.M. TO 12:05 P.M.	3						
12:05 P.M. TO 12:45 P.M.		LUNCH BREAK					
12:45 P.M. TO 01:40 P.M.	4						
01:40 P.M. TO 02:35 P.M.	5						
02:35 P.M. TO 02:40 P.M.		WATER BREAK					
02:40 P.M. TO 03:30 P.M.	6						
03:30 P.M. TO 03:45 P.M.		DISPERSAL					



LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal



LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal



LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal



LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

Signature of the Parent

Signature of the Class Teacher

Signature of the Principal





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