

REGENCY PUBLIC SCHOOL

SITAPUR

(A MINORITY INSTITUTION)

PROSPECTUS



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RAFI-KANEEZ MEMORIAL EDUCATION SOCIETY



Syed Mohammad Rafi and Kaneez Begum

Rafi-Kaneez Memorial Education Society was founded in memory of Mr. Syed Mohammad Rafi and his wife Mrs. Kaneez Begum in 1996 to render service to humanity, in all spheres of life, educational, social and philanthropic.

The Society is registered under the Societies Registration Act 1860, along with the registration under Sec. 12A and 80G of the Income Tax Act. It is a non political, non profiting, voluntary organization who believe in the motto, 'Teacheth man that which he knew not'. The Founder President, Mr. M.F. Zaidi, eminent educationists, scientists, engineers, doctors, industrialists and social workers form the panel.

After the establishment of Regency Public School, affiliated to CISCE, New Delhi, the Society has fulfilled its promise to offer education from KG to PG, with the establishment of Regency Teachers Training College, and Regency Institute of Management and Technology. Regency Public School, Vijay Laxmi Nagar, is a specialized pre-school for tiny tots from Playgroup to KG where they are molded and given the primary form. Regency can proudly claim of well lit, airy, spacious classrooms, with eco friendly environment. Monitoring each and every student through closed circuit cameras heightens the academic performances of the nascent learners who come to seek education. Homely environment encompassed by highly experienced, dedicated and loving teachers cossets the children and adds the desired features to the classroom session. In brief it is a home away from home.

From the President



A warm welcome to Regency family that explores the hidden qualities of its students and redefines their personalities. Regency emphasises on independent and creative thinking exploring both humane and aesthetic side of a child keeping the practical approach towards life intact.

Latest equipments, current teaching technique, and equal emphasis on sports make a child's experience a memorable one.

So step in and fly to the horizon.

Welcome aboard.

Regards

M.F. Zaidi



VISION

Our vision is to take Regency to the status of a deemed university through quality and skill driven education producing benevolent, capable, and success oriented students who will be dutiful, truthful, courageous, futuristic, human beings and nation builders.

MISSION

The Society has taken up the task of making her vision come true by giving the Nation and the World a contingent of young citizens who can take the world in their stride. It certainly aims to fulfil its mission to see a complete revolution amongst the Muslim community by offering the best and by opening up the world before them. At the same time imbibing in them great theological values along with ample opportunities in modern methods. It endeavours to bring about a radical change especially amongst the members of the Muslim community.

Though an Islamic Society and Islamic in essence, it has the broad mindedness of reaching out to all and sundry. The fabric is essentially secular. Its doors are open to all. A highly congenial social ambience is created wherein a pleasant and delightful symbiosis prevails. This is where it outshines and outwits other academies.

FROM THE PRINCIPAL

I am delighted that you propose to seek admission to our school, which is known for its academic excellence, innovative teaching and value-oriented education.

We welcome all candidates who share in our endeavour to create a community, where we nurture an intellectual vigour that reflects a fusion of our heritage and contemporary insights.

Ours is a school, which like all great schools, have a sense of purpose which binds all its members and gives it, its corporate identity. The overriding concern, thus, at Regency Public School is preparation for life. Students prepare for the tasks and challenges so as to arrive at an accurate judgement in developing correct values, which make them self-reliant, through the spirit of co-operation, which is fostered here.

The new millennium has opened new vistas which need to be tackled using imagination and intuition. With this in view the faculty here is forever striving to reach new heights in the academic tradition of teaching, research, learning and community service.

We are certain that the well regulated years of schooling at Regency will provide you the freedom to discover yourself and prepare for the great world beyond the one you have here, so that you are able to shape yourself to become anything you wish and in the process develop a humane approach transforming you into a wholesome human being.

When you enroll at Regency Public School, you become a part of this heritage and this will be a right place for you to grow and excel. Remember, the importance of these formative years for a young mind like you, cannot be over emphasized.

I invite you to Regency Public School, where our imagination will enable you to achieve the impossible.



PROCESS OF ADMISSION & TEACHING METHODOLOGY

The approach for teaching at Regency Public School is vested on the belief that 'children thrive in the right environment. We know children are willing to learn if learning is fun.

PLAYGROUP: ROLLING ADMISSION AFTER REGISTRATION:

Children barely out of their infancy at 2+ age are granted admission to Playgroup. Here learning involves adjusting to their peer group and imitating a teacher who substitutes for mother. There is no restriction and they are allowed to do as they wish. They pick up some oral and stroke making skills through rhymes, stories and play way activities.

NURSERY: ROLLING ADMISSION AFTER REGISTRATION:

At 3+ children are auto promoted to Nursery following an upgraded version of what they completed earlier on, enabling a gross and fine motor co-ordination as well as oral skills. The fundamentals of learning values, such as patience, cooperation, and responsibilities and opening up the senses to differentiate colours, shapes, sizes, and the necessary signs, required for the learning of three R's, reading, writing and arithmetic are encouraged

KINDERGARTEN: ADMISSION GRANTED AFTER REGISTRATION:

Children are admitted to Kindergarten at 4+. Self study is fostered through a slightly more formal pattern of textbooks, and notebooks and through teacher-student interaction. Learning takes place through, plays, puzzles and other co- curricular pursuits This enables them to understand better principles of sociability, unity and self activity.

SCHOOL TERMS

The academic year is from April, to March of the following year, divided into three terms:

Term I: April to August

Term II: September to November

Term III: December to March

VACATION

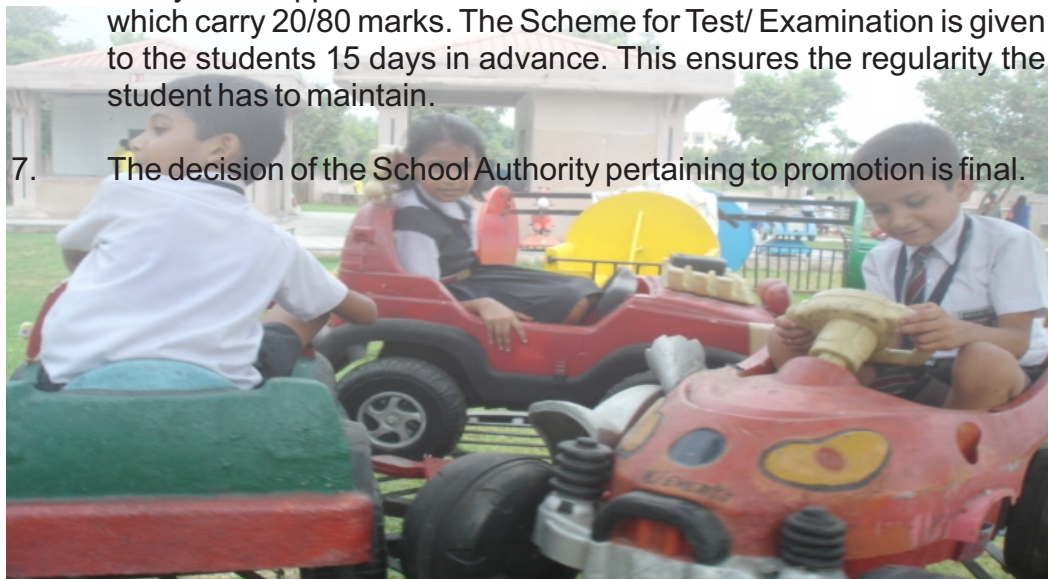
Summer: Mid of May to end of June

Winter: End of December to 1st week of January

SCHOOL ASSESSMENT

Unit Test, Assignment, Classroom Activities and Examinations

1. Every activity related to academics, class work, home work, and project work are marked or graded and is considered to determine promotion.
2. Every child has to submit an authentic certificate to support the leave requested during Unit tests or examination for consideration.
3. The submission of leave application and authentic certificate will help to determine the type of leave to be granted, such as, urgent leave (UL) or medical leave (ML). Note that no test or examination will be conducted beyond the date and time for the student even after submission of the above testimonials.
4. A student who avails of ML or UL during an Examination or Unit Test shall not be awarded any rank.
5. Every student is given a report card wherein the child's performance in the Unit Tests and examination are recorded. Parents have to collect the report cards on dates specified, and return them duly signed on date specified. A fine of Rs. 100/- will be imposed for a damage caused or loss of the report card for a duplicate report card.
6. Every child appears for the Unit Tests and Terminal Examinations which carry 20/80 marks. The Scheme for Test/ Examination is given to the students 15 days in advance. This ensures the regularity the student has to maintain.
7. The decision of the School Authority pertaining to promotion is final.



STUDENT BEHAVIOUR CODE

Discipline is the foremost factor. Any slackness, disobedience, and disregard of rules are not tolerated. Any breach of trust or of good manners, or any word or action likely to lower the good name of the School is a breach of the School discipline. The School reserves the right to expel the student whose diligence or progress in studies is consistently unsteady or unsatisfactory / or whose conduct is harmful to other students without any liability on the part of the Institution and the dues paid will not be refundable. Immorality, grave insubordination, or contempt of authority, or breaking bounds are always sufficient reasons for immediate expulsion/rustication.

SCHOLARSHIPS

Meritorious students who are economically weak are offered scholarship. Such candidates from the minority community are given scholarship, and even deserving students from the general category are considered.

The selection of the recipient is at the discretion of the School Authorities.

PRIVATE TUITION

1. The School disapproves of private tuitions. No parent should enter into any agreement with any teaching member for private tuition without the prior permission of the Principal.
2. The School is alert of its responsibility towards weaker students who need greater attention, and so has provisions of special remedial teaching.

WITHDRAWALS

Notice of withdrawals must be given in writing at least a month in advance before the commencement of new academic session. In case a child is withdrawn after commencement of the academic session, full fees for the rest of the academic year have to be paid to procure a transfer certificate.

WITHDRAWAL NOTICE

1. Student not returning to school in the next academic year should notify the Principal before March 1st.. Failing to do so will impose the payment of full fees for the first term of the ensuing academic year.
2. A parent may be asked to withdraw his child / children if there is a debit balance in the Imprest Account or if any other dues of the school are not paid within one month of a demand, made by the School.
3. The Principal reserves the right to ask parent/ guardian to withdraw his/her ward without furnishing any reason, if the same is considered in the interest of the school.
4. A pupil suffering from any disease or infirmity which in the opinion of the Principal, renders him/her incapable of participating in the total life of the school will not be eligible for admission and should the Principal discover such a disease or infirmity to exist, subsequent to the admission of a pupil, he/she will be subject to immediate withdrawal.
5. In the event of withdrawal, the student will need a transfer certificate. Transfer Certificate will be withheld unless all dues to the school are paid in full.

DETENTION

Students failing to secure promotion to the next class for two consecutive years have to be withdrawn with a Transfer Certificate, notifying 'failed'

TRANSFER CERTIFICATE

Transfer Certificate is issued by the Principal on application for the same accompanied with a transfer fee of Rs. 250/-





ADMISSION RULES

1. Children are admitted at the age of two plus.
2. Prospectus is issued for the particular academic year and cannot be used in the following academic year.
3. A child's name on the waiting list does not guarantee his/her admission to school.
4. Admission is granted after a written test by the candidate and a personal interview of the candidate and the parents.
5. On considering the child capable for admission, the School extends the provisional offer for admission and this should be accepted within a week of the receipt of the offer.
6. The School reserves the right to grant or deny admission without specifying any reason.

Note : That the School/School Society/Any of its Employees/Office Bearers will not be liable for any damages/charges on account of injuries, fatal or otherwise, which may be sustained by the student at any time during his/her stay in the School, while taking part in studies, sports, extra-curricular activities and while in transit using personal transport/school transport or any other form of activities of the School, within or outside School premises. All expenses that may be incurred in the treatment of such injuries will be borne by the Parents/ guardians.



ATTENDANCE, ABSENCE, FINE AND RE-ADMISSION

1. A minimum attendance of 75% of the total working days in an academic year is a must, failing which a student is barred from writing examination.
2. A student whose name is struck off on account of absence from school for continued 15 days, and is habitually late, indisciplined, and careless may not be re-admitted to school.
3. Students must be back on the re-opening day after each vacation. Parents may not disturb their wards during school hours/examination period on account of family functions.
4. Students are not allowed to leave school during school hours without the permission of the Principal.
5. The Principal has the right to suspend a student without any prior explanation. The Principal may also ask parents/guardians to withdraw the child from the School if his/her conduct or academic progress is not satisfactory.

Salient Features

The school is divided into four Houses, so that students may have a deeper sense of belonging and inculcate a spirit of healthy competition. They also learn to uphold the mottos of their respective houses as guiding force for life. The students compete for curricular, co-curricular and extra-curricular activities through inter-house competitions. This helps to inculcate confidence, initiative and competition through a systematic, professional and customized upbringing.



House	Colour	Motto
Rabindra Nath Tagore	Red	'Success through Perseverance'



Mother Teresa	Blue	'Service to mankind is service to God'
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Sir Syed	Green	'Always alert, defeat avert'
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Guru Nanak	Yellow	'Strive for excellence'
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The school has always held the belief that the academic qualifications alone do not make an individual truly educated. Through its curricular, co-curricular, and extra-curricular programmes, the school, therefore encourages its students to avail themselves of many opportunities for total growth. Besides, Regency Public School has enshrined in its customs and traditions an unwritten law of personal integrity to service and respect for mankind.

DAILY ROUTINE : The daily routine includes assembly, teaching periods, P.T., games and preparation periods.

FACILITIES

Class Rooms

The class rooms are spacious, airy and naturally lighted. The use of modern teaching aids as OHPs and LCDs are used all the time along with the theorizing classes. So a study session is seldom a monotony, as the class rooms themselves are a welcome grace.



Science Resource Centre

The school provides modern state-of-the-art science resource centre. It is well equipped with ultra modern gadgets and instruments and is very well maintained. Laboratory is the ideal place for the cultivation of a scientific mind that questions, delves and divulges and infers.



Mathematics Resource Centre

A separate resource centre for mathematics is provided, so that students can develop their acumen to think and work logically even as they get deft with the handling of numericals, their usage, and various simple and complicated problems related to it. Books and aids assist the students to think deep, research, and work out more systematically.



Computer Laboratory

This is a technotronic age wherein every individual has to be not only computer literate but computer savvy. Each student sits at a system and works out individually under the able guidance of the instructor.



Library

School is a place to acquire knowledge and furnish one's spirituality and attune mental faculty, so books play a role most important in the student's life.

Scholars and books are an integral part. For this the school has a spacious, well lighted airy store house of books on all subjects that are part of the academics and even several other books ancillary to these. A fully computerized library provides digital and audio visual facilities which greatly help to assimilate textual matters that they draw from.



Library Rules

1. Books are issued for a period of 7 days at a time.
2. Only one Book is issued at a time.
3. Failing to return a borrowed book on time calls for a fine of Rs. 10/- per day.
4. If the book is damaged , borrower has to pay three times the price of the Book, and a fine of Rs. 100/-
5. Borrower must point out any damage to the book before issuing; otherwise the liability of the damage will fall on the incumbent.
6. Tearing, dog ears, folding of pages, and scribbling will tantamount to damaging the book.
7. Borrowed books have to be returned before the commencement of the Annual Examination.



Horse Riding

Regency has been peerless in the arena of introducing novel and futuristic opportunities in its curriculum the latest being the incorporation of Equestrian sport aka horse riding for its Regents. The School believes in the disciplining of body, mind and soul clubbed with entertainment and fun, and hence was resolved to make horse riding available to every Regent willing to go for it as well as create awareness about this fantastic outdoor activity.



Pottery Workshop

Pottery making is another activity. Beautiful clay models are made by students under the aegis of their teacher and able artisan.

GAMES AND CO-CURRICULAR ACTIVITIES

Students are expected to participate in the major games organised by the school and to take part in routine physical training, gymnastics, athletics, marathons, Judo, Karate and Taekwando, unless they are exempted on medical grounds.

The school offers a variety of hobbies and it encourages children to spend his or her leisure in pursuing a hobby. The school also encourages students to take an intelligent interest, if not an active part, in the co-curricular activities in the school, such as music and dances, embroidery, painting, S.U.P.W. (Socially Useful Productive Work) various crafts, debating, dramatics, elocution and writing articles for the school magazine and other publications. These activities provide a creative outlet for the energy and talent of growing children and apart from broadening the interests of children, they also help in the creation of a more balanced and fully educated individual, which is the aim of our system of education.

SCHOOL TRANSPORT

1. Guardians are requested to arrange transport for their children's commute as far as possible.
2. Bus facility is available to a limited number of students.
3. If guardians want to discontinue the school transport facility after availing it for some time, they must either serve two months' notice or pay transport charge for two months.
4. Transport charges are payable for all twelve months.
5. Parents will make their own transport arrangement in the event of transport breakdown until the vehicle is road ready.
6. The School buses will pick up students from certain specified points. Under no condition will they provide door to door services.
7. The School takes utmost care to ensure safety and security of students on transit. In the event of any accident, it will not be liable for any damages/charges on account of injuries, fatal or otherwise, which may be sustained by the student while utilizing school transport. All expenses that may be incurred in the treatment of such injuries will be borne by the Parents/Guardians.



SCHOOL TIMING

Class	Summer	Recess	Winter	Recess
Play Group & Nursery	8:50 a.m. to 12:00 am	10:30 a.m. to 11:00 am	09:30 am to 12:30 pm	11:00 am to 11:30 am
L.K.G/U.K.G.	8:50 a.m. to 01:00 pm	11:30 a.m. to 11:55 am	09:30 am to 1:00 pm	12:00 noon to 12:25 pm

Summer Timing Would be followed from April 1 to November 10

Winter Timing Would be followed from November 11 to February 28

Summer Timing From March 1 to March 31

VISITING HOURS : PRINCIPAL : 10.00 a.m. to 12.00 noon

OFFICE HOURS

Monday to Saturday : 10.00 a.m. to 12.30 p.m. and 1.30 p.m. to 3.30 p.m.

SCHOOL UNIFORM

Category - A

Category –A

1- Approved Summer Uniform Play Group onward

BOYS

1. White shirt (half sleeves)
2. House shirt (half sleeves)
3. White shirt (half sleeves, with green and maroon bands on the sleeves and collar)
4. Half pants (grey)
5. Half pants (white)
6. School tie
7. School badge
8. School belt
9. Grey socks
10. White socks
11. Black shoes
12. White canvas shoes
13. House shoes
14. Turbans white (PT) and maroon

Girls

1. White shirt (half sleeves)
2. House shirt (half sleeves)
3. White shirt (half sleeves, with green and maroon bands on the sleeves and collar)
4. Tunic (grey, knife pleated, knee length).
5. Divided skirt-white
6. School tie
7. School badge
8. School belt
9. Grey socks
10. White socks

11. Black shoes
12. White canvas shoes
13. House shoes
14. Nylon ribbon (maroon), white for PT and color of the house



SCHOOL UNIFORM

Category - B

2- Approved Winter Uniform: Play Group onward

BOYS

1. White shirt (full sleeves)
2. House shirt
3. House sweat shirt (full sleeves)
4. White shirt (full sleeves, with green and maroon bands on the sleeves and collar)
5. Trousers (grey)
6. Trousers (white)
7. Grey , V necked pullover with monogram
8. Blazer (bottle green, single breasted)
9. School tie
10. School badge
11. School belt
12. Grey socks
13. White socks
14. Black shoes
15. White canvas shoes for PT
16. House shoes
17. Turbans white (PT) and maroon

GIRLS

1. White shirt (full sleeves)
2. House shirt
3. House sweat shirt full sleeves

4. White shirt full sleeves with maroon and green bands on sleeves and collar
5. Tunic (grey)knife pleated knee length
6. Divided skirt-white
7. Grey pullover V necked with monogram
8. Blazer (bottle green), single breasted
9. School tie
10. School badge
11. School belt
12. Grey Socks
13. White Socks
14. Black shoes
15. White canvas shoes for PT
16. House Shoes
17. Nylon ribbon(maroon), white for PT and color of the house



FEE RULES :

1. Fee must be deposited by the 10th of every month at the Head Office of the School at 64, Station Road, Sitapur. If the 10th falls on a Sunday or a holiday payment should be made the day before the due date.
2. Late payment will impose a fine of Rs.50/- for School Fees and Rs.25/- for Bus fee after 10th till the end of the month.
3. If fees remain unpaid for two consecutive months, the name of the student will be struck off the roll, and a fee of Rs.200/- will be charged for re-admission.
4. Annual Fee is charged in two installments.
5. Examination Fees is charged three times a year.
6. School Fees and all other dues must be cleared before terminal and final examination.
7. Children against whom dues are outstanding will not be permitted to attend class or write examination.
8. Fees may be deposited in advance.
9. Cheques are not accepted.
10. Any fee once paid to the School, is not refundable/adjustable under any circumstances.

RECOMMENDATIONS & PARENTAL CO-OPERATION

1. Parents should check the school diary of their wards every day and guide him/her to complete assignments.
2. Remarks in the School Diary should be acknowledged and countersigned regularly.
3. Parents should restrain from criticizing teachers in the presence of the child as this diminishes the child's respect for the teacher and the School.
4. Parents need to seek prior permission of the Principal to meet their children during school hours.
5. Parents should be present for the functions they are invited to. Presence of at least one parent is compulsory at the Open House Session.
6. Teachers of the School are forbidden to give private tuitions so please do not approach them.
7. Change of address and phone numbers have to be informed.
8. Parents need to encourage and ensure the participation of their wards in school activities.
9. Children should not have ornaments on their person or bring mobiles to school. They should wear no makeup, kajal or mehndi and keep their nails and hair trim. Flouting the rule will cause the imposition of fine.
10. The school is not responsible for loss of books, money, clothes or any other item of the children.
11. Any damage done to property or the premise will have to be compensated.
12. Children commuting should be escorted by authorized persons.
13. Meet the Principal for any grievance/complain, and not the class teacher. You may not meet teachers during class hours without the permission of the Principal.
14. Complaints should be made in writing in the School diary.
15. Take care to send your wards to school neatly dressed and in proper/prescribed uniform.
16. Observe the fee schedule strictly.
17. Parents' cooperation is needed during functions to maintain punctuality, regularity and discipline.
18. Participation of selected students in school functions is compulsory.
19. Celebrations of birthdays are not allowed. Parents please take note that they are not permitted to distribute candies or gifts by way of celebration during the School hours.
20. Students should be regular and punctual. Latecomers will not be allowed to attend class without the permission of the Principal.
21. All absences must be accompanied by a written leave application. If the child suffered from infectious diseases a recovery and fitness certificate by an authorized medical practitioner should be produced.
22. Students have to maintain ethical values through their manners, discipline and commitment.
23. All communication is to be addressed to the Principal.

Note:

1. Regency Public School reserves the right to delete /alter/ revise /change the contents as mentioned in this prospectus at any time without giving any prior notice.
2. The rules and regulations mentioned in the previous prospectus stand repealed.
3. In case of any dispute whatsoever will be referred to the arbitrator duly appointed by a committee nominated by the Society who will adjudicate upon the matter and give Award in this regard according to the provisions of the Indian Arbitration and Conciliation Act and the award so pronounced shall be final and binding upon the parties.
4. All disputes are subject to the territorial limits of jurisdiction of Sitapur Court.



REGENCY SEASONS
Festive 2011



REGENCY PUBLIC SCHOOL, SITAPUR
Festive 2011



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Festive 2011

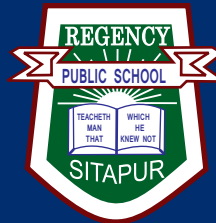


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towards excellence.....

<http://www.regencypublicschool.net>



REGENCY PUBLIC SCHOOL

**30/3, Vijay Laxmi Nagar, Sitapur-261 001
Uttar Pradesh, India**

Phone : 05862-273092, 9335624957, Fax : 05862-270296

E-mail : regencyps@hotmail.com