



NATIONAL CENTRE FOR EXCELLENCE
Inspire Excellence

CODE OF CONDUCT – PARENTS & VISITORS

GUIDELINES FOR PARENTS

- Kindly quote your ward's full name, class and section with Admission Number whenever you correspond with the school.
- All communication should be addressed to the Principal.
- Parents are requested to read the contents of the Student Handbook carefully and in the interest of the child, abide by the rules laid down by the school.

- Parents should bring their ID card during the visit to school. Parents must be dressed formally whenever they visit the school.
- Mobile phones are to be surrendered at the Main gate while coming to school to interact with teachers.
- For dispersal before the scheduled time, parents are expected to send an application or note with a valid reason addressed to the Principal. All such cases will be duly recorded in the reception. Children will not be allowed to leave the campus with anyone other than the parent.

CODE OF CONDUCT STUDENTS

- It is compulsory for the students to be in School by 8.15am.
- The students will move in a single line on the left side in the corridors and maintain silence. Students are not allowed to play in and around the washrooms.
- We expect and encourage our students to maintain high standards of personal conduct. These include personal honesty, discipline, integrity, ethics & values.
- All students are expected to come to School in full school uniform on Mondays, Tuesdays, Thursday & Fridays with black shoes. They must wear house uniform, and white canvas shoes on Wednesday.
- Personal hygiene and neatness should be given importance.
- Boys are not permitted to have long hair, fancy hair cuts or wear jewellery, Girls are not permitted to have fancy hair style, leave shoulder length or long hair untied, adorn their hair with flowers or colourful clips. Only simple black & white clips are allowed. They are not permitted to paint their nails or apply mehendi.
- The School library will be open to all students during working hours. Students are required to maintain silence while in the Library.
- Students should take good care of the school property. Writing, scratching, etching on desks, chairs, walls or doors of the school is prohibited. Such actions will be dealt with seriously.

ADMISSION PROCEDURE

- Age factor For - I Std: 5 years 10 months as of the AY
- Application form
- orientation
- Interaction
- Entrance Test (Grade III onwards)
- Completion of Admission

SCHOOL FEE PAYMENT

- I Term Payable - 1st April to 10th April
- II Term Payable - 1st October to 10th October

SUGGESTIONS FOR PARENTS

- Website: www.ncfe.ac.in
- www.facebook.com/nationalcentreforexcellence

Daily reference: School Policies

- Attendance & absence from school
- Test & Examinations
- Transfer certificate / withdrawals
- General Rules
- PTM
- Fee Payment

VISITORS

- Visitors should collect ID cards from the security person: before entering the school.
- Visitors are requested to deposit the electronic gadgets at the front desk.
- Visitors must be formally dressed.

Vision

To be an excellent forerunner in empowering students to be successful self learners, who will use their acquired values, skills and knowledge to full potential and contribute to the larger community,

Mission

NCFE strives to develop active, empathetic and lifelong learners who contribute to the larger community through a global mindset. In this regard, the school collaborates with local, national and international entities to provide:

- A judicious combination of academic excellence which is challenging and rigorous
- An environment that nurtures personality development and character building through 21st century skills
- A timely improvisation in the school curriculum keeping pace with the new advances in the field of education



154/1, Vijay Kiran Knowledge Park, 5th Main, Malleshpalaya, New Thippasandra (PO),
Bengaluru – 560075, Ph: 080 47185857