



COORG PUBLIC SCHOOL
(Affiliated to Council for the Indian School Certificate Examination, New Delhi)

&
COORG PRE-UNIVERSITY COLLEGE

(Affiliated to Karnataka State Pre-University Board)

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Ref. No.: COPS/1405/2010-11

12th May, 2010

CIRCULAR FOR THE ATTENTION OF ALL PARENTS

Dear Parents,

I extend warm greetings and best wishes on behalf of COPS family. We look forward for the new academic year with a novel plan of action designed to engage your wards in academic pursuits.

I am happy that this institution has succeeded in establishing itself as a conducive learning environment for your wards. The commitment & dedication of the Management and the staff have helped us scale greater heights. But this is not the end, we have a lot more to achieve. We need your constant support to groom your children with the desired quality of mind to face the challenges of life. We are of the strong conviction that education is for living and also for life.

Academic Excellence:

II PUC Board Examination, 2010:

Academics has always been our forte. Our teachers are in constant pursuit of upgrading students to put up their best performance in academics. This year too our students have maintained the stupendous success of 100% passes in the II PUC Board Examination with 26 distinction (85% and above) and 43 first class. We are proud to mention the unique distinction achieved by the following students:

Mst. Balaji M.R. -100 in Mathematics and Computer Science
Ms. Kshama Balakrishna -100 in Chemistry
Ms. Souparnika H.P. -100 in Economics

Mst. Balaji M.R. has topped the district with 97% overall and 99% in PCMC. He is placed 6th in the State whereas Ms.Souparnika H.P. has topped the State in Economics. Well done children. Keep it up.

ICSE (Std. X) Board Examination, 2010:

Creditable performance with 100% result in ICSE for the 12th successive year.

Mst.Aashik V. with 95% and Ms.Meghavarshini K.R. with 93% have achieved the unique distinction of scoring one point in all the subjects, there by securing top one tenth position at All India Level.

Total number appeared	-	69
Above 90%	-	11
Above 80%	-	42
Above 72%	-	16

New Appointments:

To strengthen further our academic area, the following appointments have been made:

Major (Retd.) C.U. Monnappa has joined as Principal. He has come with lots of experience having worked in reputed institutions.

The Vice-Principals have been allotted the following areas:

- Mrs. Bollamma. N.A – Vice-Principal PUC Section
- Mrs. Vijayalakshmi – Vice-Principal Std VI to X (ICSE)

Parents can meet the respective Vice-Principals for any counselling or guidance regarding their wards.

Reopening of school for the academic year 2010-2011:

The school formally reopens on Friday, the 4th June, 2010. Boarders can arrive at school from 8.00 a.m. onwards on that day. Room allocation chart will be put up on the notice board at 10 a.m. on 3rd June 2010. Parents will be allowed to go to their ward's rooms to help them in settling down. No request for change of rooms will be entertained for any reason. All boarders should report at school before 4.00 p.m. on the reopening day.

Day Boarders:

All day-boarders should report to school on 5th June, 2010. There will be an orientation programme for freshers on the same day to brief them on the school system with emphasis on conduct, discipline and need to maintain academic excellence.

They should strictly avoid bringing tucks, letters, articles or any other prohibited items for their relatives, siblings or friends in the hostels. Any attempt to bring in such prohibited items will certainly invite strict disciplinary action including expulsion from school without notice. Parents are warned to make sure that their children do not carry such items to school. Leave of absence for day-boarders should be availed only on health grounds or on unavoidable circumstances. In such situations, a leave letter should be sent by the parent/guardian to the Principal for his explicit permission.

Discipline:

Self discipline is the key word in COPS. We are very reasonable about standards of discipline. We never give up or give in on this. Though we have been highlighting it often, once again we reinforce the important aspects. This is important not only for the good of your ward but also necessary to create a healthy academic environment for all in the campus.

1. No Tucks and money:

The School caters to all the basic needs of the children and as such there is no need for them to keep any money with them. This is applicable not only to boarders, but also to day-boarders.

2. Costly items and instruments:

Make sure that your child does not carry expensive pens, watches, cameras, music systems and other electrical gadgets, mobile phones, Jewellery, objectionable magazines and CDs etc. to school. The school is not responsible for any consequences that may follow on bringing such items. In most cases the negligence of parents leads to such situation. If mobile phone is found in the possession of a child, parents cannot wash-off their hands. Any student found in possession of such items will be sent home without notice. However, as a source of entertainment at leisure hours on Sundays, we permit walkman or handy audio-CD player.

I-Pods are strictly banned. If any student is found using these items, except during leisure hours on Sundays, such items will be confiscated and destroyed.

3. Medicines:

The school provides very good medical facilities to all students under the supervision of a qualified and trained nurse. We also have visiting dentists for dental corrections and treatments. Self medication is strictly prohibited. Any medicine prescribed by external doctors should be taken only after consulting the nurse. Since the school provides a well-balanced diet, students are not permitted to bring Chyavanaprash, honey, calcium tablets or any other food supplements.

Any chronic medical problems requiring special / specific medical care such as asthma, epilepsy, allergic conditions or any problem of concern should be brought to the notice of Principal / Nurse at the time of admission in writing.

4. Parcels:

The school store provides all the basic items such as soap, talcum powder, sanitary pads and all stationery items. You are advised not to send any parcels to the school. Any toiletry item that you want to give your child, may be provided when you come for parent visits on permitted occasions.

5. Dress Code:

Strictly adhere to the shade and pattern of uniform prescribed by the school. Students should use the track suit, house T-shirt, shorts, swim suit, kurtha-pyjamas and trunks supplied by the school as they have particular shade and pattern. Girls are strictly advised to wear cycling shorts under their skirt. Colour dress can be worn on special days or on birthdays. Children can bring three sets of colour dress. The school does not permit trendy, tight-fitting, indecent clothes, tattoos and colouring of hair.

6. Marking on Clothes:

Marking of clothes with roll numbers in the form of stitched labels or with indelible ink is a must as it helps in sorting out clothes at the laundry. Any loss or damage should be brought to the notice of the warden / matron. The school does not take responsibility for the loss of unmarked clothes. The school has a system of conducting inventory check of each student's belongings and keeping a record of them when he/she checks-in. However, we have noticed certain children bringing additional clothes during parent visits and adding to their stock. Please advise your ward to inform the parent-teacher, of any such items added to the stock.

7. Gifts:

We appreciate if you do not send gifts to your child or any other children on any occasion. Giving gifts to staff at all levels is strictly prohibited and any such act will be treated as a serious breach of discipline.

8. Telephone Calls / Letters:

Parents are allowed to make telephone calls to their wards only on birthdays and not on any other occasion. Communication with your wards should only be through letters. E-mail facility is allowed only for NRI students. However, they are also advised to write letters since transmission of e-mails is not always guaranteed. In case of any emergency, you may telephone the office and leave a message which will be transmitted to your ward immediately, or you may take permission from Principal / Vice-Principal for further assistance. Parents are not allowed to meet or communicate with other children at school. Do not make telephone calls to teachers in the school or at their residence to discuss about your child. In case of any such necessity, you may take prior permission of the Principal and seek appointment. Alternatively, you may meet teachers during parent-teacher meetings arranged by the school on specific days mentioned in the calendar.

9. Visitors:

You are permitted to visit your wards only on the days fixed by the school. Friends and relatives are not allowed to visit children in the school in the best interest and safety of your ward.

10. School Tuck Shop (Store):

As mentioned earlier, the school shop provides all basic items required by students. For this, they have to fill-in a requisition slip and get it signed by the Principal or designated authority. This helps us to keep track of things purchased by your ward. Please advise your ward against unnecessary purchase of items.

11. Transport Arrangement for Outstation Students:

The school arranges transport to important towns during short break or vacation. If parents want to avail this facility, they should inform the Principal in writing, 10 days in advance. Avoid calling school office at the last minute for such facility. We do not send children out of the campus without being accompanied by his/her parent / guardian. In the event of a parent finding it difficult to collect his / her ward, or if you want your child to be sent along with other parents, an authorization letter should be sent to the school, sufficiently in advance.

12. Parent-Teacher Meeting:

After each Assessment Examination, there will be a Parent-Teacher meeting on specific dates as mentioned in the School Calendar. Use this opportunity to meet and interact with the teachers to know your ward's academic performance and behavioural problem if any.

13. Chewing Gum:

Chewing gum is strictly banned in school and the same is considered as an indecent habit.

14. School Calendar 2010-2011:

Please go through and follow the Calendar of Events 2010-2011 given to you. You will be informed well in advance, of any changes in the Calendar.

15. Home Sickness:

It is quite natural for students, particularly new students to feel homesick. In such cases there is a general tendency among children to exaggerate situations and complain about room-mates, food etc. to win their parents' sympathy. You are requested to handle such situations reasonably. Please do not get emotional or over-react to such complaints. Advise your ward to report all such problems to the parent-teacher/warden or class teacher.

16. Common Sickness:

It has already been mentioned that the school provides the best possible medical attention to all students. Myriad activities like morning jogging, swimming, yoga, sports, games etc. are arranged to keep children physically fit. There is no exemption from any such activities, except on medical grounds. It is mandatory for parents to inform us in advance any allergic problems, asthma, epilepsy etc. that

your child may be suffering from. This is essential and helpful to us in monitoring the child during any sickness.

In case of any ailment, such children will be referred to local doctors. On their advice, if necessary, they will be referred to specialists. In case of any serious or complicated problems, parents are informed and they are required to visit the school immediately.

17. Extra-curricular / Co-curricular Activities / Inter-house Meet / Overseas cultural exchange programmes:

The school aims at all round development of the students. Hence, participation in all the activities of the school becomes absolutely necessary. Every Saturday afternoon is devoted to the development of soft skills in children. Advise your child to actively participate in all school activities such as NCC, Scouts and Guides, Martial Arts, Dance, Music, Quiz, Debates, Elocution etc. These are designed to groom the personality of your ward and he / she will stand a chance of representing the school in various competitions or cultural exchange programmes with other schools in India and abroad.

18. Change of Address:

Please inform the school office promptly, any change of address, telephone numbers, mobile numbers etc. for updating our records.

19. Second Instalment of Annual Fee:

Please note that the second instalment of annual fee should be paid **on or before 6th October, 2010**. If the fee is not paid on time, a fine of Rs. 100/- per day will be levied for the next 10 days. Any further delay, would subject their ward's name to be struck off from the school roll.

Our Concern:

We have come to realize in most cases of parents, search for a good school for their child has ended at COPS. If you have selected this school for your child, it is for important and valid reasons. The school has obviously met the standards you sought for in an ideal educational institution in terms of geographical location and educational values. You certainly have a responsibility to make sure that your actions do not cause any dilution of our standards. This school is free of the usual juvenile delinquencies that are a part of many schools, especially in metros. Kindly realize that we put a lot of effort to maintain it this way and we require your sincere support and involvement as parents in maintaining the congenial learning atmosphere that we maintain here.

We do expect your unstinting support and cooperation.

With regards and best wishes,

Do's and Don'ts for Students:

Do's

- √ Adhere to school rules, strictly.
- √ Reach the school in time after parent visits.
- √ Approach parent teachers or class teachers to get personal problems solved.
- √ Wash and change personal clothes like socks, under wears, etc. daily.
- √ Living rooms must be kept neat and organized. Shoes and other foot wears must be kept in the shoe rack only.
- √ Be punctual in reaching roll calls, dining hall, assemblies, etc.
- √ Live amicably with friends and classmates.
- √ Participate in games during games time. Don't stay isolated and inactive.
- √ Wash hands before eating food.
- √ Record complaints on water, electricity etc. in the complaint register kept in the office.
- √ Switch off lights and fans, while leaving rooms.
- √ Make use of opportunities to come on stage during morning assembly or house competitions.

Don'ts

- x Don't bring tucks and money after parent visit.
- x Don't store chocolates or birthday toffees in the almirahs.
- x Don't take any medicine on your own, without informing the nurse.
- x Don't fight with roommates, or classmates. Solve problems with the help of parent teachers.
- x Don't meddle with electrical switches or try to repair electrical gadgets.
- x Don't meet visitors or even parents without permission when they come to school.
- x Don't use personal stereos on week days.
- x Don't bring speakers or transistors to the school.
- x Don't leave electric iron plugged when not in use.
- x Don't climb on the lofts in the room or swing from the mosquito net frame.
- x Don't waste food in the dining hall.

- x Don't borrow or use others' articles.
- x Don't copy or help others in the exams. It is better to fail than to cheat.
- x Don't waste water, by leaving taps running, unnecessarily.
- x Don't act selfishly in the dining hall or play fields in utilizing the privileges.
- x Don't indulge in mischief while swimming in the pool.

(Prof.M.D.Nanjunda)
Sr.Principal