

**AIR FOR SCHOOL
AIR FORCE STATION, HINDAN**

1. INTRODUCTION

Air Force School Hindan has a long tradition of serving in the field of education. It was started in 1979 with an aim of imparting pre-primary education of children. Gradually the school was expanded to primary and middle section to meet the growing needs. At present the school is imparting education up to XII standard with a total strength of 1200 Students. The school is affiliated to CBSE. All the three streams Science, Commerce and Humanities are being offered to students at XI and XII level.

2. VISION

The school provides education to the children of service personnel as per syllabus prescribed by CBSE

(a) To strengthen the potential of the students by constructive and creative activities.

(b) To provide a strong foundation and congenial environment to its students to grow into successful professionals.

(c) To uplift the moral values of the students by inculcating the sense of duty, devotion, sincerity, and punctuality.

3. ADMISSION PRIORITY

Admission to Air Force Schools will be in the following priority:-

(a) **Priority I**-Children of serving and deceased (whilst on active service) IAF Officers, Airmen and Ncs (E).

(b) **Priority II**

(i) Children of serving Air Force School staff (whose spouse is not a serving Air Force Officer, Airman or Ncs (E)).

(ii) Children of serving DSC personnel posted to Air Force units.

(iii) Children of serving civilian staff of Air Force units paid out of Defence Services Estimates.

(iv) Children of serving NPF employees.

(v) Children of serving civilian MES personnel.

(c) **Priority III**-Children of Air Force Officers, Airmen and Ncs (E) who have superannuated from service.

(d) **Priority IV**-Children of Air Force Officers, Airmen and Ncs (E) who have left service on Premature Separation from Service (PSS) or on completion of period of Regular Engagement (RE), before the age of superannuation.

(e) **Priority V** – Biological/legal grand-children of serving and retired (both superannuate as well as those who have gone out on PSS/completion of RE) Air Force Officers, Airmen and Ncs (E).

(f) **Priority VI**-Children of serving Army/Navy/Para Military Forces personnel, GREF and TA.

(g) **Priority VII**-All other children, including children of foreign nationals/NRIs. 119.

(Note : Children of Foreign Nationals/NRIs may be admitted only after seeking the prior written concurrence of the Executive Vice-Chairman, after due scrutiny and recommendation of the Secretary CSMC.)

4. AGE LIMIT

A child should have completed the following age as on 01 April of the academic year in which admission is sought to the classes mentioned below:-

(a) LKG - 03 years

(b) UKG – 04 years

(c) Class I – 05 years

(d) Minimum age at the time of admission to other classes will accordingly be calculated as per the above stipulation. Children born on or before 01 April would be deemed as having attained the requisite age. No age waiver will be granted.

5. PROOF OF AGE

Any of the following documents are to be accepted in original as

- (a) Birth certificate issued by Military/Civil Hospitals as well as by Municipalities/ Village
- (b) In case of Defense personnel, POR extract duly signed by Unit Adjutant is also required.

6. WITHDRAWAL

Intimation of withdrawal of a child should be given in writing to the principal at least two weeks in advance. Transfer certificates on withdrawal will be issued only when all the dues to the school have been cleared. The management reserves the right to dismiss any pupil whose presence in the school is considered undesirable. In the event, no refund of fee will be made.

7. MEDIUM OF INSTRUCTION

The medium of instruction in the school in English, however, Hindi is taught as a compulsory language.

8. ACADEMIC SESSION

The academic session is from 1st April to 31st March. There will be two terms as follows:-

I-Term – April to Sep

II-Term – Oct to March

There will be short vacations during AF Day Parade and Diwali. The Summer Vacation will be from the second week to May to last week of June.

9. SCHOOL TIMINGS

Summer: LKG & UKG
Monday to Friday 0730 hrs to 1200 hrs
I to XII
Monday to Saturday 0730 hrs to 1340 hrs
Winter : LKG & UKG
Monday to Friday 0800 hrs to 1230 hrs
I to XII
Monday to Saturday 0800 hrs to 1410 hrs

10. SCHOOL UNIFORM

It is compulsory for students to wear the following approved uniform.

SUMMER

ITEM	BOYS
Shirts	AF Blue poplin Terrycot (DCM binny or tata) half sleeves shirt with pointed collars, pocket on left side and nylon buttons with monogram.
Shorts	Navy blue shorts terrycot (DCM binny or tata) 4.5” above the knee medium with
Trousers	Navy blue cotton/Terrycot trousers, with the lower pockets.
Shoes	Action brand pattern shoes with laces.
Socks	Nylon/cotton of sky blue colour with two navy blue stripes on top rim.
Belt	Approved school pattern, waist belt with prescribed Monogram.
Headgear	Navy blue headgear for Sikh boys.

ITEM GIRLS (Class VI to VIII)

Shirts	AF Blue poplin Ferrycot (DCM binny or tata) half sleeves shirt with pointed collars, Pocket on left side and nylon buttons.
Skirt	A divided skirt of navy blue colour cotton or terrycot, Skirt, (DCM binny or tata) knife pleat side open or closed-2” wide waist band: 3” knee length.
Salwar/Kameez	Navy blue half sleeves Collar neck kameez and white Salwar duppatta for class IX

Shoes	Black with side buckle (Action brand pattern shoes with laces.)
Socks	Nylon/cotton of sky blue colour with two navy blue stripes on top rim.
Belt	Approved school pattern, waist belt with prescribed Monogram.
Ribbon	Light Blue nylon, 1” inch wide.

WINTERS

ITEM

BOYS

Shirts	AF Blue poplin/Terrycot (DCM binny or tata) half sleeves shirt with pointed collars, Pocket on left side and nylon buttons.
Trousers	Steel grey woollen /worsted trouser with side pockets. Parallel/flares permitted at lower end of Trousers is between 16 to 18 inches.
Shoes	Action brand pattern shoes with laces.
Socks	Nylon/cotton of steel grey colour with two sky blue stripes on top rim.
Tie	Approved school pattern background Navy blue with slanting stripes of sky blue
Pullover	Navy Blue V neck Pullover
Blazer	Dhariwal or equivalent navy blue material single. (Optional) Breasted school crest on left pocket 3 flat brass buttons.

ITEM

GIRLS (Class VI to VIII)

Shirts	AF Blue poplin I Terrycot (DCM binny or tata) half sleeves shirt with pointed collars, Pocket on left side and nylon buttons.
Skirt	A divided skirt of steel grey woolen / worsted knife pleat side open or closed-2” wide waist band: 3” knee length of the skirt. For Class IX onwards. Steel grey woolen / Worsted full sleeves collar neck Kameez and white salwar, dupatta.
Shoes	Action brand pattern shoes with laces.
Shocks	Nylon/cotton of sky blue colour with two navy blue stripes on top rim.
Tie	Approved school pattern background Navy blue with slanting stripes of sky blue colour.
Pullover	Navy Blue V neck pullover.
Blazer	Dhariwal or equivalent navy blue material single. (Optional) Breasted school crest on left pocket 3 flat brass buttons.

- The following pattern of uniform is to be worn on all mass PT days and on occasions like Independence day, Republic Day, Sports day etc.
- Parents are requested to ensure that children come to school in time, clean and proper uniform. Defaulters shall be fined.

13. LEAVE APPLICATION

Normally leave of absence of the pupil from the school should be applied for, in writing prior to the occurrences. However, if due to unforeseen reasons this is not feasible then of returning to the school pupil should be in possession of a note from the parent guardian stating the reason for absence. If the child is absent from the school without notice for more than fourteen working days, his/her name will be struck off from rolls of the school. Readmission fee shall be charged in case the re-admission is ranted.

14. BOOKS & STATIONERY

The list of books/stationery required for all classes will be notified at the time of admission and before commencement of summer vacation. All the text books and note books are to be covered blue florescent sheet properly, labeled and the names written on the cover and inside. Parents are requested to ensure that the child brings school diary everyday.

15. PROGRESS REPORT

Progress reports will be issued to every child at the end of each term and (FA's & UT's). This should be duly signed by parents and returned to class teacher. Parents are requested to check the progress reports of their children and take necessary and timely action.

16. MEDICAL CARE

A medical record is maintained for each child from the time he/she joins the school. Each child is given annual medical examination. Any physical ailment that needs special attention or a course of treatment is brought to the notice of parent/guardian. On admission, parents are to certify that their children have not been suffering from any infectious disease for the past six weeks. As soon as it is known that a child is suffering from an infectious disease the school authorities should be notified. Such a child will not be allowed to the school unless adequate quarantine period has been observed and a certificate to this effect is produced from a competent medical authority. In case of accident or emergency during school hours the child will be taken to AF hospital for treatment. If a parent wishes to follow any other procedure, the same is to be given to the Principal in writing. The parent will be informed immediately, if the situation warrants.

17. ORIENTATION PROGRAMME

At the starting of new session A orientation programme is being conducted with parents :- Teachers guide and instruct parents how to look after their students and help them.

18. DIGITAL LEARNING

School provides smart class facility and boards are fixed in each class.

FACILITIES

19. PHYSICAL EDUCATION

The school provides regular games and mass PT to the children. Coaching for Basket ball

20. CO-CURRICULAR ACTIVITIES

Air Force School Hindan has activities taking place all through the year including festival and sporting events. Students participate in all types of co-curricular activities like Declamations, Speeches, Games, Debates, Dance, Music, Arts and craft, conduct competition, exams, quiz, Theaters, fireworks etc. The scientific club, a part of cultural activities, portrays the creative scientific activities of students and academic staff.

21. COMPUTER EDUCATION

The school has three well equipped computer labs and competent computer staff and provides compulsory computer education to all the children (LKG to XII).

22. AV ROOM

Audio visuals form an integral part of the education system. The school has two Audio-Visual Rooms. (Primary & Secondary) with well equipped audio & video CD. The school has the latest computer technology. It provides multimedia based educational software. Internet facility is also available.

23. SICK BAY

School is well equipped with first aid rooms providing emergency medical aid to the children during school hours.

24. SCHOOL LIBRARY

The school has a well organized and computerized library. It subscribes to more than 25 periodicals. Library contains more than seven thousand books, including fictions, text books and valuable reference books on English, Hindi, Mathematics, Physics, Chemistry, Biology, Computer Science, Political Science, Economics, Business Studies, Accountancy, Geography, History & Sanskrit.

25. ATTENDANCE

A pupil must have attended at least 75% of the working days of the school to be eligible for promotion to the next class in addition to passing the prescribed examination. In exceptional cases, relaxation may be granted to 65%.

26. PARENT-TEACHER MEETING

Parent Teacher Association meeting will be held at least four times in a year so as to promote mutual cooperation and better understanding between parent and school staff to discuss the progress and problems, if any. The parents can also meet the class teachers on the last working day of every month between 11:30-12:30.

The Principal may be seen by appointment from 10:00 hrs to 11:00 hrs on all school days. Parents are requested **NOT TO ENTER THE CLASSROOM AND SEE INDIVIDUAL TEACHER DURING CLASS HOURS** as this will disturb the teaching work. Parents can see the desired teacher during school break with prior permission from the Principal on every last working day of each month after 12:00 hrs.

27. EXAMINATION

No unit test is conducted for students of LKG to UKG. There is a regular assessment system from I to X, children of these classes are assessed on the basis of two terminal examinations & Periodical Unit Test/class Tests. XI & XII UT's and half and final terminal Examination.

28. Letters to Principal regarding school matters should be properly addressed. Stray slips will motorcycles within or outside the school.