

## Annexures for DS (C6 – C10) Campus

### ANNEXURE I – ADMISSION PROCEDURE

**PARENT'S SIGN** \_\_\_\_\_

1. The age requirement for admission is: Nursery 3y, PPI 4y, PP2 5y...C10 15y as on 30 June of the academic year.
2. Both parents must be present along with the child during the interaction.
3. Admission tests are diagnostic, to help us understand the child's concepts, skills, and parents' involvement; they are not based on any particular syllabus.
4. Students are given admission for one year at a time. Continuation depends on student's performance, conduct and parents' level of engagement.
5. If admitted, parents must collect **Orientation Letter by 2 May 2026** for details on uniforms, books, stationery, reopening date, timings, & orientation meetings.

Your interaction is on  
DATE \_\_\_\_\_  
TIME \_\_\_\_\_

### ANNEXURE 2 – FEE STRUCTURE for DS Campus

**PARENT'S SIGN** \_\_\_\_\_

Curriculum	Annual Tuition Fee	Affiliation Fee	Caution Deposit	Imprest Deposit
<b>MYP Grade 6 to Grade 10</b>	<b>Rs. 76,000/yr</b>	<b>Rs. 4,000/yr</b>	<b>Rs. 5,000</b>	<b>Rs. 1,000</b>
<b>Discounts</b>	<ul style="list-style-type: none"> <li>• Rs 3800 discount on full payment of annual tuition fee on or before 5 June.</li> <li>• Rs 633 discount for <u>on-time</u> payment of annual tuition fee in three instalments (<b>5 Jun, 5 Sep, 5 Dec</b>)</li> <li>• There is no discount for payment in 10 monthly instalments.</li> </ul>			

1. For new admissions, affiliation fee, caution deposit, and imprest deposit must be paid at the time of registration.
2. For continuing students, affiliation fee must be paid on or before 5 June.
3. Tuition fee instalment must be paid on or before the 5th of the month in which it is due.
4. If annual tuition fees are past due, the school will not issue bonafide certificate, examination hall tickets, or performance reports. If past due for two months, the child may not attend classes.
5. Parents are liable for annual tuition fee even if the student withdraws or joins in the middle of the year.
6. Payment may be made through cash, cheque, or online transfer of funds. Bank details are:  
FOCUS HIGH SCHOOL FEES A/c No. 6108625917, INDIAN BANK, DARUL SHAFA BRANCH IFSC: IDIB000D032 (please submit acknowledgement to accounts office and specify the child's name, ID number, and instalment number)

### ANNEXURE 3 – EXPECTATIONS FOR PARENT ENGAGEMENT

**PARENT'S SIGN** \_\_\_\_\_

1. **Attendance & punctuality** Children must have 85% attendance. Three late arrivals equal one absence. Children with low attendance will be conditionally promoted in the first instance and withdrawn on the second instance.
2. **Diet** Parents must ensure their child eats a nutritious breakfast before school, and that they provide healthy snacks/lunch.
3. **Homework** Parents are expected to establish daily routines, a quiet space for study, and support so that children can do their homework regularly.
4. **Social interaction** Children learn a great deal from their peers and friends circle. Parents must supervise social interactions.
5. **Use of social media** Parents must regularly and carefully supervise their child's access to mobile phone and social media. The school provides a secure Gmail account for online learning to which parents also have access.
6. **Grooming** Parents must ensure their child is well groomed, clean, and dressed in school uniform.
7. **Signing of diary** Parents are required to check, discuss, and sign their child's diary every day.
8. **Meetings** Attendance at parent-teacher-student meetings, student-led conferences, parent counseling sessions, and other such programmes is compulsory. Parents may meet teachers and school leaders without an appointment during Open House days; or they may request an appointment through the school office.
9. **Interaction with school staff** Parents must speak with decorum and respect; school staff shall do likewise.
10. **Birthdays** To celebrate birthdays, students may donate a book to the library. Only students up to class 3 may wear casual dress. Parents must NOT send food/cake or gifts for classmates.
11. **Media policy** By signing, parents give consent to the school to photograph and videograph their child during educational activities. Such images may be published on the school website and through electronic and print media.
12. **Vehicle driving** By signing, parents commit NOT to allow their minor child to drive a vehicle to and from the school. The school is not responsible for any accident, damage or theft.
13. **Emergency medical treatment** By signing, parents give consent, in case of any emergency, for their child to be treated by a doctor or hospital if parents cannot be contacted.