Sunrise Public School

Parent Handbook, Session 2026-27
Classes Nursery to XII · Affiliated to CBSE (fictional affiliation no. 2100000)

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1. About the school

Sunrise Public School is a co-educational English-medium school in Gomti Nagar, Lucknow. The school has smart classrooms, a science lab, a computer lab, a library with 8,000 books, and a playground with basketball and cricket practice nets.

2. Contact details

Office	Contact	Time
Front office	0522-4000000	Monday to Saturday, 8:00 AM to 2:00 PM
Accounts (fees)	accounts@sunrise-sample.in	Monday to Friday, 9:00 AM to 1:00 PM
Transport in-charge	Mr. R. K. Verma, 90000 11111	School days, 7:00 AM to 3:00 PM
Principal	Mrs. Anjali Mehra (meeting by appointment)	Wednesday and Friday, 11:00 AM to 12:30 PM

Address: Plot 12, Vibhuti Khand, Gomti Nagar, Lucknow 226010.

3. School timings

Classes	Summer (1 April to 30 September)	Winter (1 October to 31 March)
Nursery to UKG	8:00 AM to 12:00 PM	8:30 AM to 12:30 PM
Classes I to V	7:45 AM to 1:15 PM	8:15 AM to 1:45 PM
Classes VI to XII	7:30 AM to 1:45 PM	8:00 AM to 2:15 PM

The school gate opens 20 minutes before the first bell. Second and fourth Saturdays are holidays. On other Saturdays, classes end at 11:30 AM for all students.

4. Admissions

- Admission forms for the new session are available from 1 December to 31 January, at the front office or on the school website. The form costs Rs 500.
- Age for Nursery: the child must be 3 years old on 31 March of the admission year. For Class I, the child must be 6 years old on 31 March.
- Documents needed: birth certificate, Aadhaar card of the child, 4 passport-size photos, address proof, and the transfer certificate (TC) and last report card for Class II and above.
- There is no written test for Nursery to Class I. From Class II onwards, there is a simple test in English, Hindi and Maths.
- 25% of seats in Nursery are reserved under the RTE Act, through the government online lottery.

5. Fee structure 2026-27

Classes	Admission fee (one time)	Tuition fee per quarter	Annual charges
Nursery to UKG	Rs 15,000	Rs 9,000	Rs 6,000
Classes I to V	Rs 15,000	Rs 10,500	Rs 7,000
Classes VI to VIII	Rs 15,000	Rs 12,000	Rs 7,500
Classes IX to X	Rs 15,000	Rs 13,500	Rs 8,000
Classes XI to XII (all streams)	Rs 15,000	Rs 15,000	Rs 9,000

Annual charges cover the library, labs, sports, the student diary and the ID card. They are paid once a year, with the first quarter fee.

6. Paying fees

- Tuition fee is paid every quarter: by 10 April, 10 July, 10 October and 10 January.
- Fees can be paid online through the parent app (UPI, net banking, card) or by cheque at the accounts office. Cash is not accepted.
- A late fee of Rs 50 per day is charged after the due date, up to a maximum of Rs 1,500 per quarter.
- If fees are not paid for two quarters, the student's report card is held until the dues are cleared.

7. Fee concessions

- **Sibling concession:** the younger child gets 10% off the tuition fee when an elder brother or sister also studies in the school.
- **Staff ward:** children of school staff get 50% off the tuition fee.
- **Merit scholarship:** students who score 95% or more in Class X board exams get 25% off the tuition fee in Class XI.
- Only one concession is given per child, whichever is higher. Concessions do not apply to the admission fee or annual charges.

8. Refund and withdrawal

- The admission fee is not refundable.
- If a student leaves before 30 April, the tuition fee for the first quarter is refunded in full, and the annual charges are refunded after deducting Rs 2,000.
- If a student leaves after 30 April, fees already paid are not refunded.
- To withdraw, parents must give one month's written notice to the principal. The transfer certificate (TC) is issued within 7 working days after all dues are cleared.
- A duplicate TC costs Rs 200.

9. Uniform

- Summer uniform: white shirt with the school logo, navy blue trousers or skirt, black shoes and white socks.
- Winter uniform: navy blue blazer or sweater over the summer uniform. Students may wear a navy blue jacket, but no other colour.
- Wednesday is house-colour T-shirt day. Saturday is sports uniform day (white T-shirt, navy track pants, white sports shoes).
- Uniforms are sold only at Sunrise Uniform Store, Patrakarpuram (fictional), Monday to Saturday, 10 AM to 7 PM.

10. Attendance and leave

- Students need at least 75% attendance to sit for the final exams. This is also a CBSE rule for Classes X and XII.
- For leave of up to 2 days, parents should write a note in the student diary. For 3 days or more, send a leave application to the class teacher in advance.
- For sick leave of more than 3 days, a medical certificate from a registered doctor is needed when the child returns.
- Students who arrive more than 10 minutes late must get a late slip from the front office. Three late slips in a month mean a note to parents.
- Students may leave early only if a parent or a person named on the ID card picks them up and signs the gate register.

11. Transport

- School buses run on 14 routes covering Gomti Nagar, Indira Nagar, Chinhat, Faizabad Road, Aliganj and Kapoorthala.
- Bus fee depends on distance: up to 5 km Rs 2,200 per month, 5 to 10 km Rs 2,800 per month, above 10 km Rs 3,400 per month. Bus fee is paid with the quarterly tuition fee.
- Every bus has a GPS tracker, a CCTV camera, a lady attendant and a first-aid box. Parents can see the bus location live in the parent app.
- To start or stop the bus service, inform the transport in-charge at least 15 days before the next month. Bus fee for May and June (summer break) is charged at half rate.

12. Mobile phones and gadgets

Students may not bring mobile phones, smart watches or other gadgets to school. If a phone is found, it is kept by the school and returned only to a parent after one week. Students can call home from the front office phone in an emergency.

13. Exams and report cards

- Classes I to VIII have two terms. Term 1 exams are in the last week of September and Term 2 exams in the first two weeks of March.
- Classes IX to XII have periodic tests in July, November and January, a half-yearly exam in September, and a pre-board exam in January for Classes X and XII.
- Report cards are given at the parent-teacher meeting (PTM). PTMs are held on the second Saturday after each exam, from 9 AM to 12 PM.
- A student who misses an exam because of illness can take a re-test only with a medical certificate, within 7 days of returning.
- Answer sheets can be seen at the PTM. For re-checking, apply to the exam in-charge within 3 days of the PTM. There is no fee for re-checking.

14. Discipline

- Bullying, ragging, fighting and using bad language are serious offences. The first offence leads to a meeting with parents. Repeated offences can lead to suspension.
- Damage to school property must be paid for by the student's parents.
- Parents can report bullying in confidence to the school counsellor, Ms. Priya Nair, by email at counsellor@sunrise-sample.in.

15. Lunch and canteen

Students should bring a healthy home-cooked lunch. Junk food, soft drinks and chewing gum are not allowed. The school canteen sells fruit, sandwiches, poha and milk. Canteen prices are between Rs 20 and Rs 60, paid by the student smart card. The smart card can be recharged in the parent app.

16. Holidays and important dates 2026-27

Event	Dates
New session begins	1 April 2026
Summer break	20 May to 30 June 2026
Annual sports day	14 November 2026
Diwali break	7 November to 11 November 2026
Winter break	25 December 2026 to 5 January 2027
Annual day	20 December 2026
Results for Classes I to IX and XI	28 March 2027

The full holiday list is in the student diary. If the school must close because of bad weather or an emergency, parents will get an SMS and an app notice by 6:30 AM.

17. Health and safety

- The school has a nurse in the medical room from 7:30 AM to 2:30 PM. For anything serious, parents are called and the child is taken to Lifeline Hospital, Gomti Nagar (fictional).
- Parents must tell the class teacher about any allergy or long-term illness at the start of the session.
- Fire drills are held every quarter. All buildings have fire extinguishers and CCTV cameras.

18. Complaints and feedback

For any concern, first speak to the class teacher. If it is not solved within a week, write to the coordinator of your child's section. If it is still not solved, ask for a meeting with the principal. Feedback can also be given in the parent app under "Feedback".