

## DOSSIER 2023-2024

(Rules & Regulations of CMS)

### Record Breaking success of CMS students in ISC and ICSE Board Examinations 2022

**4336** CMS students of classes X & XII out of a total of **6824 (63.6%)** students secured **90% to 99.75%** aggregate mark

### 5 CMS Students secured All India Rank 1 in ISC & ICSE-2022 Board Exams



**FAHEEM AHMED**  
Rajajipuram Campus I

**ISC 99.75%**

**All India Rank 1**



**SIMRAN SINGH**  
Aliganj Campus I

**ISC 99.75%**

**All India Rank 1**



**AAKASH SRIVASTAVA**  
Gomti Nagar Campus I

**ISC 99.75%**

**All India Rank 1**



**ADITYA JHIWANIA**  
Rajajipuram Campus I

**ISC 99.75%**

**All India Rank 1**



**KANISHKA MITTAL**  
Kanpur Road Campus

**ICSE 99.80%**

**All India Rank 1**

#### CMS Position holders in India of ISC Class XII

- 1<sup>st</sup> Position in India – 99.75%–4 CMS students
- 2<sup>nd</sup> Position in India – 99.50%–5 CMS students
- 3<sup>rd</sup> Position in India – 99.25%–4 CMS students
- 4<sup>th</sup> Position in India – 99.00%–11 CMS students

#### CMS Position holders in India of ICSE Class X

- 1<sup>st</sup> Position in India – 99.80%–1 CMS student
- 2<sup>nd</sup> Position in India – 99.60%–4 CMS students
- 3<sup>rd</sup> Position in India – 99.40%–3 CMS students
- 4<sup>th</sup> Position in India – 99.20%–8 CMS students
- 5<sup>th</sup> Position in India – 99.00%–19 CMS students

**These CMS toppers of 2022 were awarded Rs. 64 Lakh as prizes by CMS!** ₹ 2 Lakh each to 5 CMS students who secured **All India Rank 1**, and ₹ 1 Lakh each to 54 other CMS position holders of India with 99% to 99.6% aggregate mark (i.e. who secured **All India Ranks 2 to 5**)

**CMS also prepares students for outstanding success in the CUET and other competitive exams and olympiads.**

### Contact Us

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### HELPLINE FOR PARENTS

We welcome queries regarding class work and studies.  
Please call: Ms. Susmita Ghose, Superior Principal & Head,  
Quality Assurance and Innovations Department  
Tel: 2638301, Ext.-228 or 214 2638733, 2638533, 9415015029

CMS  
is:



NGO of  
United Nations



Recipient of  
2002 UNESCO Prize  
for Peace Education

**GUINNESS**  
WORLD RECORD HOLDER  
WORLD'S LARGEST SCHOOL

# Rules and Regulations



## ADMISSION

- 1) Application for admission is made to the Principal of the concerned campus on a prescribed application form. Admission form is available at the campus and also online on [www.cmseducation.org](http://www.cmseducation.org).
- 2) Admission to the Pre-Primary classes and Playgroup is made according to the age of the child. A child is required to be 3 years of age for Montessori; 4 years of age for Nursery and 5 years for Kindergarten. A child's ability is also taken into consideration. Birth certificate issued by the hospital or the Municipal Corporation in the year in which the child was born, is required.
- 3) Submission of T.C. is mandatory.

## GENERAL RULES

### For Students

- 1) Classwork, which includes oral work, written work and class tests, is taken into consideration for promotion, and added to the half yearly and Annual Examination performance.
- 2) The school does not accept any responsibility for misplacement of books, money, clothes, stationery or any other items belonging to the student. Every student is responsible for their own belongings.
- 3) Any damage to the school property by any student is to be replaced/borne by him/her.
- 4) No child should be absent without a prior written leave application. In case of contagious illness, the child is not allowed to attend school without a fitness certificate from an authorised medical practitioner.
- 5) Parents are required to submit a written application along with the vehicle fees if their wards come to school on two wheelers, gearless scooters or bicycles. Helmet is mandatory for safety of children.
- 6) As per the government rules students who come by two wheelers are required to have a valid driving license and wear a helmet while driving. Permission to enter the premises will be denied if they fail to do so.
- 7) Students are supposed to keep their bicycles locked at the school bicycle stand. School authorities will not be responsible for any loss, damage or theft of any unlocked bicycles.
- 8) Participation in annual school functions, sports and other cultural activities is mandatory for every child. For at least one function per year, the child will have to get a costume made as per requirement.

### For Parents

- 1) Parents, servants or other attendants are not allowed to enter the classrooms.
- 2) Parents and Grandparents are required to look into their child's school diary everyday and see that the lessons and homework assigned to them are duly completed.
- 3) In the Primary, Junior, ICSE and ISC classes, homework in English, Hindi, Mathematics, Science and other optional subjects is given regularly. Guardians are requested to see that their children complete their homework regularly.
- 4) Remarks made in the school diary should be acknowledged and countersigned regularly by the parents.
- 5) If you feel that your child is not making the desired progress, please make it a point to discuss it with the Principal, the class teacher and the subject teacher. At CMS we encourage transparency and parent-teacher communication.
- 6) Criticism of a teacher or the school, in the presence of the student must be avoided.
- 7) Every campus periodically organizes parent-teacher meetings, where the progress of the child is discussed. Attendance of all the parents at such meetings is compulsory.
- 8) Parents are not allowed to meet their children or teachers during the school hours without the prior permission of the Principal.
- 9) Parents are requested to inform the school of any change of address or phone number.

- 10) It is advisable to ensure that a student is not disturbed during examination days and not made to attend any social functions during the normal working days of the school.
- 11) Parents, visitors, servants, or any other acquaintance of the children are not allowed to meet them within school hours.
- 12) Please make sure to encourage your child to take part in all the school activities.
- 13) Children may be transferred from one campus of the school to another (subject to the availability of seats). A withdrawal form must be filled and signed by the parents and submitted along with a transfer fees of Rs 700 to the Principal of the concerned campus.
- 14) Parents' cooperation is solicited in maintaining punctuality, regularity and discipline in all school functions and activities.
- 15) Parents are requested to collect the progress reports of their wards regularly on the dates announced by the school after every examination.
- 16) In case a duplicate report card is asked for, it will be issued against a payment of Rs 600.
- 17) Please make it a point not to give any sort of extravagant or expensive items to your children such as Electronic gadgets, expensive clothing items or any other goods of conspicuous consumption. The school does not accept responsibility for loss of valuable, books, money, clothes or other items belonging to the student.
- 18) Students are not allowed to bring any battery operated or electronic devices to the school. Such items include mobile phones, laptops, smart watches, E-Readers or tablets. The school has a right to confiscate such items if found on them.
- 19) Personality development is an integral part of CMS education. Both personality development and progress in academic performance form the basis of evaluation for the overall assessment. Teachers observe their students' personality traits throughout the year and award points accordingly. Students showing outstanding personality traits and good performance in studies are awarded merit certificates and stars from Montessori to class 2. Children at the primary level must acquire distinction in English, Hindi, Science, Mathematics and must be well versed in Computers. These subjects have been considered as core subjects and are evaluated monthly. This gives the teachers and parents a regular feedback of the children's performance in the core subjects and gives children an opportunity to improve their performance gradually. Other subjects such as Art and Moral Education are taught in correlation with the core subjects and are evaluated through project work.
- 20) At CMS we encourage the participation of the parents in every aspect of the school activities. Hence, please feel free to contact us in case of emergencies.
- 21) Caution Money will be refunded only if TC fee has been paid and TC has been taken.

## DISCIPLINE RULES

### For Students

- 1) All students must attend the morning school assembly. Students reaching late to the school may not be allowed to enter the class without the Principal's permission.
- 2) Regular attendance is an important requirement for successful results. Minimum attendance requirement is 90% of the total working days during an academic year. Failing to do so, a student will not be permitted to take the examination that academic year. However, in case of absence, a written application duly signed by the parents must be submitted to the school well in advance. In case of sudden illness or any unforeseen circumstances, the guardian must inform the Principal in writing as soon as possible. In case of contagious illness, the child is not allowed to attend school without a fitness certificate from an authorized medical practitioner. A 100% attendance is advisable for good performance.

# Rules and Regulations

- 3) School fees has to be paid in advance by the 10th of every month (or by 9th if 10th is a holiday or Sunday). Only after the full payment of fees in advance every month, a child can attend classes at the school.
- 4) A student may not be re-admitted to the school, in case they are absent without permission, persistently late or indisciplined.
- 5) The Principal reserves the right to suspend or rusticate a student in case of disciplinary issues. The Principal may also ask the parent/guardian to withdraw their child from school in case of their improper behavior, conduct and also in case their educational progress is not satisfactory.
- 6) No student can leave the school premises during school hours without the written permission of the Principal, which may be granted under exceptional circumstances, based on the written request of the parents . .
- 7) All entries of absence, late coming or half day leave should be written or mentioned in the school diary.
- 8) Attendance of each student is mandatory on the first day of the school after a vacation.
- 9) No jewellery or makeup is to be worn by the students (except wrist-watch and earrings). Application of nail paints and Henna is strictly prohibited.
- 10) All students are required to dress up properly in their school uniform. Unkempt or untied hair is highly discouraged. Nails are supposed to be kept short.

## For Parents

- 1) Parents are expected to participate regularly in school functions especially when they are invited.
- 2) Our teachers have been prohibited from providing any type of home or private tuitions. Therefore, do not approach them to teach your wards privately.
- 3) Parents are required to send their child to the school in time for morning assembly. Failing to do so or late arrival may result in sending their children back home.
- 4) Parents are required to seek permission from the school by submitting a duly signed application to the Principal, in case they have to take their ward out of station during the school days.
- 5) Please refrain from sending your children to the school in case of any sickness or any other medical conditions, even with necessary medicines. However, exceptions can be made for children with asthma. Parents must submit a written application to the class teacher informing them about the same.
- 6) Tiffin box and water bottle must be sent along with the students. Please do not send it later to the campus.
- 7) Parents are requested not to indulge or use any sort of harsh language, verbally or through gestures with either the teachers, administrative staff, clerical staff, support staff or any other member of the school. A polite yet honest interaction is always welcomed by our school.
- 8) In case of a single parent, the Head of the institution should be duly informed about the rightful guardianship of the child. Copy of the concerned document should be submitted in accordance for school records.
- 9) The Principal reserves the right to suspend or rusticate a student in case of disciplinary issues. The Principal may also ask the parent/guardian to withdraw their child from school in case of their improper behavior, conduct and also in case their educational progress is not satisfactory.
- 10) At CMS we believe in the freedom of choice. However, we request all the parents to dress up in formal or modest clothing while entering the premise of our campuses.

## SCHOOL EXAMINATION AND CONTINUOUS EVALUATION

- 1) Progress of the students will be assessed on the basis of continuous assessments, half yearly and annual examinations. The marks obtained in these tests will be taken into consideration at the time of annual promotion.
- 2) Promotion will be granted on the basis of the performance of the student for the whole year.
- 3) Continuous evaluation is an integral part of the education process and the child is appreciated for the following four aspects: attitude, behavior, effort and improvement. There are no 'examinations' in the pre-school years, only continuous evaluation.
- 4) Students will be graded for their behavior and conduct based on the observation made by the teachers, throughout the year. Students will also be graded on subjects such as Moral Education, Physical Education, Art and Personality Development.

## LIBRARY RULES

- 1) Books from the library will be issued and returned as per the rules framed by the concerned campus.
- 2) Only one book to be issued at a time.
- 3) Books will be issued only for a stipulated period.
- 4) A late fine of Rs 2 will be levied per day until the book has been returned.
- 5) A student must point out any damage done to the books prior to getting them issued in their name; otherwise they may be charged for the damage.
- 6) Tearing, writing, scribbling or folding of pages in the books will also be considered damaging of the books.
- 7) A full payment of the books will be charged on the students in case of any damage or loss.
- 8) All the library books issued to the students must be returned before the commencement of the annual examination and clearance slips must be obtained from the librarian.

## LABORATORY RULES

- 1) The school is well equipped with Science and Computer Laboratories to facilitate practical work. Hence, equipment for use in the laboratories will be issued to the students as per rules laid down by each campus.
- 2) No equipment is to be taken out of the laboratory without written permission.
- 3) Any damage to the equipment during practical lessons will be borne by the student.
- 4) Any item issued from the laboratories must be returned before the commencement of the annual examinations and a clearance certificate obtained from science teachers to allow the students to appear for their annual examinations.

## GRADING SYSTEM

In the junior section, subjects such as Moral Education, Sanskrit, German, Physical Education, Art and Personality Development are graded rather than given marks on the basis of tests. This grading gives teachers an opportunity to assess the child's development regularly twice a year. Teachers observe the students' behaviour throughout the year and then grade them. This helps students to concentrate more on the core subjects for which they are marked.

This step has reduced the stress of examinations and has also reduced the number of examination days.



## MONTESSORI TO KINDERGARTEN

### GIRLS

1. Light blue 'A-Line' frock of Phagwara Terrycot JCT Mills: APS 108, white yoke and light blue baby collar, half – sleeved with white border in the end and one box – pleat in the centre (2" above the knee).
2. On the left side of the white yoke, CMS to be written with light blue thread.
3. Pocket on the right side with white border on top.
4. White mid-length socks with 3 sky blue stripes. White hairband/Ribbon
5. Black leather shoes with buckles.
6. Light blue hair band.

### BOYS

1. White half-sleeve shirt and pocket on the left side with CMS written in light blue color on the pocket.
2. Light blue half pants with suspenders.
3. White mid-length socks with 3 sky blue stripes.
4. Black leather shoes with laces.

## PRIMARY, JUNIOR AND SENIOR SECTIONS

### Primary (Class I to V) GIRLS

1. Navy Blue Gaberdine half-sleeves pinafore with a box pleat and a light blue sailor collar.
2. Navy blue mid-length socks with CMS logo.
3. Black leather shoes with buckle.
4. Light blue hair band with dark blue stripes/light blue ribbon.

### Primary (Class I to V) BOYS

1. Light blue stripe half sleeves shirt with pocket on right side with CMS logo.
2. Navy blue half pants with CMS logo near the pocket.
3. School belt – navy blue with metal CMS logo buckle.
4. Navy blue mid length socks with CMS logo.
5. Black leather shoes with laces.

### Junior (Class VI to VIII) GIRLS

1. Light blue stripe, half sleeve shirt with sailor collar.
2. Box pleat navy blue skirt with attached navy blue undershorts.
3. Navy blue mid length cotton socks with CMS logo.
4. Black leather strap shoes.
5. Light blue hair band/with dark blue stripes/light blue ribbon.

### Junior (Class VI to VIII) BOYS

1. Half sleeve light blue stripe shirt with open collar + CMS logo on left pocket.
2. Navy blue full length straight trousers with CMS logo near the pockets.
3. School belt – navy blue with metal CMS logo buckle.
4. Navy blue mid-length cotton socks with CMS logo.
5. Black leather laced shoes.

### Senior (Class IX to XII) GIRLS

1. T-Shirt collar, half-sleeve, light blue stripe kurti. CMS logo on left.
2. Navy blue straight trousers full length – side slant pockets.
3. Navy blue mid-length cotton socks with CMS Logo.
4. Black leather strap shoes.

### Senior (Class IX to XII) BOYS

1. Half sleeve light blue stripe shirt with open collar + CMS logo on left pocket.
2. Navy blue full length straight trousers with CMS logo near the pockets.
3. School belt – navy blue with metal CMS logo buckle.
4. Navy blue mid-length cotton socks with CMS logo.
5. Black leather laced shoes.

### Primary: Girls

1. House coloured T-shirt with navy blue stripes.
2. Navy blue skirt-wrap around with attached shorts. (4 inches above the knees) and CMS logo.
3. White canvas shoes with laces, white mid-length socks, Navy blue ribbons / hairband.

### Primary: Boys

1. House coloured Half sleeves T-shirt with navy blue stripes.
2. Navy blue shorts with CMS logo.
3. White canvas shoes with laces and white mid-length socks

### Junior & Senior: Girls

1. House coloured Half sleeves T-shirt with navy blue stripes.
2. Navy blue Track suit lowers with CMS logo.
3. White canvas shoes with laces and white mid-length socks
4. Navy blue Hairband/Ribbon.

### Junior & Senior: Boys

1. House coloured half sleeves T-shirt with navy blue stripes.
2. Navy blue track suit lowers with CMS logo.
3. White canvas shoes with laces and white mid-length socks

## MONTESSORI TO KINDERGARTEN

### GIRLS

1. Red T-shirt-with CMS logo - round neck, full sleeves
2. Red sweat shirt with CMS logo
3. Steel grey track pants with red stripes.
4. Steel grey jacket with red fleece inner lining and attached hood, with CMS logo.
5. Red/grey striped hair band /red ribbons.
6. Steel grey woolen socks.
7. Black leather shoes with buckles.

### BOYS

1. Red T-shirt-with CMS logo - round neck, full sleeves
2. Red sweat shirt with CMS logo.
3. Steel grey track pants with red stripes.
4. Steel grey jacket with red fleece inner lining and attached hood, with CMS logo.
5. Steel grey woolen socks.
6. Black leather shoes with laces.

## PRIMARY, JUNIOR AND SENIOR SECTIONS

### Primary (Class I to V) GIRLS

1. Light blue T- Shirt with CMS logo - round neck, Full sleeves
2. Navy blue sweat shirt with CMS logo.
3. Navy blue track Pant with blue stripes.
4. Navy blue Jacket with fleece lining and detachable hood, with CMS logo.
5. Light blue hair band with dark blue stripes /Light blue ribbons.
6. Navy blue socks with CMS logo.
7. Black leather shoes with buckle.

### Primary (Class I to V) BOYS

1. Light blue T- Shirt with CMS logo round-neck, full sleeves
2. Navy blue sweat shirt with CMS logo.
3. Navy blue track pant with blue stripes.
4. Navy blue Jacket with fleece lining and detachable hood, with CMS logo.
5. Navy blue socks with CMS logo.
6. Black leather shoes with laces.

### Junior (Class VI to VIII) GIRLS

1. Light blue stripe shirt-full sleeves.
2. Box pleated navy blue skirt with attached navy blue undershorts.
3. Navy blue sleeveless V neck ribbed pullover.
4. Single breasted navy blue mélange tweed blazer with CMS logo.
5. Navy blue ribbed leggings.
6. Light blue hairband with dark blue stripe/light blue ribbons.
7. Black leather shoes with buckle.

### Junior (Class VI to VIII) BOYS

1. Light blue stripe shirt with CMS Logo Full sleeves
2. Navy blue full length straight trousers with CMS logo near the left pocket.
3. Navy blue sleeveless V neck ribbed pullover .
4. Single breasted navy blue mélange tweed blazer with CMS logo.
5. Navy blue tie with white stripe and CMS logo.
6. Navy blue socks with CMS logo.
7. Black leather laced shoes.

### Senior (Class IX to XII) GIRLS

1. Light blue stripe shirt - full sleeve – with CMS Logo
2. Navy blue sleeveless V neck ribbed pullover.
3. Navy blue straight trousers full length side slant pockets- with CMS Logo
4. Single breasted navy blue mélange tweed blazer with CMS logo.
5. Light blue hairband with dark blue stripes/light blue ribbons.
6. Black leather strap shoes.

### Senior (Class IX to XII) BOYS

1. Light blue stripe shirt - full sleeve - with CMS Logo
2. Navy blue full length straight trousers with CMS logo near the pockets.
3. Navy blue sleeveless V neck ribbed pullover.
4. Single breasted navy blue mélange tweed blazer with CMS logo.
5. Navy blue tie with white stripe and CMS logo.
6. Navy blue socks with CMS logo.
7. Black leather laced shoes.

**NOTE :** Parents are requested to purchase the School Uniform from any of the authorized shops so that uniformity of quality, colour and shade may be maintained. Students must not wear any items of clothing or covering inside the school other than the uniform prescribed above.

# Award of Merit Scholarships & Titles to Mothers



## Titles to Mothers, School Merit Scholarships & prizes

City Montessori School awards Merit Scholarships in cash (from ₹ 20/- to ₹ 200/-), to the first ten position holders in each section of every class from class III to ISC (XII) on the basis of Half Yearly and

Annual examinations. The mothers of position holders are also honoured with various encouraging titles and certificates of honour. The details of awards are mentioned below.

Position	Titles Awarded to Mothers	Scholarship money for Class XI	Scholarship money for Class IX	Scholarship money for Classes VI to VIII	Scholarship money for Classes III to V
1st	Mother Queen	₹ 200	₹ 150	₹ 120	₹ 100
2nd	Mother Glory	₹ 150	₹ 120	₹ 100	₹ 80
3rd	Mother Majesty	₹ 120	₹ 100	₹ 80	₹ 60
4th	Mother Exalted	₹ 100	₹ 80	₹ 60	₹ 40
5th	Mother Magnificent	₹ 80	₹ 60	₹ 50	₹ 30
6th	Mother Excellent	₹ 60	₹ 50	₹ 40	₹ 20
7th	Mother Eminent	₹ 40	₹ 40	₹ 30	₹ 20
8th	Mother Splendid	₹ 30	₹ 30	₹ 20	₹ 20
9th	Mother Dignity	₹ 30	₹ 20	₹ 20	₹ 20
10th	Mother Great	₹ 30	₹ 20	₹ 20	₹ 20

## Mode & process of fee payment

- Fee is payable by crossed and account payee cheque/bank draft of a Lucknow Bank at the school bank/school fee counter by the 10th (or if the 10th is a Sunday or public holiday, then by the 9th) of every month without any fine. **After that ₹ 300/- will be charged as Late Payment fine.** Parents can also pay the fees online via CMS Parent App. Please visit the CMS website for guidelines on online Fee Payment.
- All existing parents are required to pay fee for their wards for July 2023 in advance in March or April to secure the child's seat for the next academic session of 2023-2024. If however, the fee for July 2023 is not paid in advance in March or April 2023, it can be deposited latest by 10th (or if 10th is a holiday, then by 9th) July 2023, to ensure that the child will study in CMS in session 2023-2024.  
But if the fee is not deposited even by 10th (or if the 10th is a Sunday or public holiday, then by the 9th) July 2023, the child's name will be struck off from the rolls on the evening of 10th July so that the seat may be given to a new aspirant for admission. However, if there is any vacancy left, the child can be re-admitted on payment of **re-admission fee of ₹ 700/-**.
- From the 11<sup>th</sup> till the end of the month, fee will be accepted only by Bank Draft. **If fee is not paid by last date of the month, the child's name will be struck off from the register and child will not be allowed to sit in class.** The child will be re-admitted only on payment of ₹ 700/- as re-admission fee and the payment of previous month's unpaid fee by Bank Draft only. Parents can also pay the fee through ERP online, via CMS Parent App.
- Children against whom any school dues are outstanding will not be allowed to attend classes or take examination. **All fee till 10th of the month will be accepted only by Account Payee crossed cheque of a Lucknow Bank, or by Bank Draft in favour of "City Montessori School, Lucknow".**
- No fee will be accepted in cash under any circumstances.** Parents must have a Bank Account in Lucknow.
- No outstation cheque will be accepted. The child's name, Class, Section, CMS Branch and Mobile No. are to be written on the reverse of Cheque/Draft.** No cheque or draft will be accepted on the last working day of the month. Late payment fine and re-admission charges will not be excused. For Class X and XII fee from December onwards will be accepted only by Bank Draft.
- All school fees and other dues must be cleared within the prescribed period, failing which students will not be allowed to attend classes and may be sent back home.
  - No student will be allowed to appear for the mid-term assessments and half-yearly or annual examinations unless all the school dues are cleared well before the commencement of the examination.
- Please note, that in case a cheque bounces, the bank will charge a fine for the 'bounced cheque' from the school. Therefore an amount of ₹ 400/- will be charged by the school. In case fee is paid later than 10th of the month and the cheque bounces, then Late Payment Fine of ₹ 300/- will be taken as well as cheque bounce fine of ₹ 400/- i.e ₹ 700/- shall be payable. In case cheque bounce fee has been paid after 30th of the month, the parent will have to pay ₹ 700/- as readmission fee & ₹ 400/- as cheque bounce charge i.e. a total of ₹ 1,100/- has to be paid by the Parent along with the monthly fees.
- A student who attends school even for one day in July and is later withdrawn during mid-session for any reason, has to pay full fees for the First Term i.e. upto December, regardless of whether he/she takes the T.C. or not (Full fees inclusive of Composite fee).**
- A student withdrawn from the institution after the month of December will have to pay the full fees for the Second Term i.e. upto 30th June whether he/she takes T.C. or not.**
- If a child is admitted mid-session, between 1st August and 31st December, fee will be payable from 1st July.
- TC fees will be ₹ 700/-, and this payable only by bank draft, or TC will be given only after cheque clears.
- When a child leaves the school, the parent must apply for refund of Caution Money along with original receipt of Caution Money within a period of 8 years from the date of leaving the school. In case the Caution Money is not claimed within 8 years, the same will stand lapsed and will be used for the development of the school.
- The fees for a duplicate fee bill will be ₹ 100/-.

## School Transport

- The number of school Buses, Vans and Rickshaws are limited and guardians are, therefore, requested to make their own conveyance arrangements as far as possible.
  - School Bus, Van or Rickshaw facility, if availed by guardians, will be for the entire session (12 months) i.e. from July 2023 to June 2024. In exceptional cases, a guardian may discontinue it by giving one month's notice or one month's transport fee. Transport fee will not be refunded but it can be adjusted in other fee that's unpaid.
  - In case the school Bus, Van or Rickshaw does not reach on time due to mechanical breakdown or due to the illness of the driver/puller, guardians are requested to make their own alternative arrangements.
- The school tries its best to provide satisfactory transport service.
- One way Bus, Van or Rickshaw service is not allowed. However if a child wants to avail one way service, he/she will have to pay full (both ways) applicable transportation fee.
  - In case of road construction or long term diversions the actual distance travelled by the Bus/Van/Rickshaw will be charged.
  - Children in a given van will have to stay in school till all other children on their van route have finished school.
  - If any newly admitted child wants to avail school transport, he/she must pay his/her Bus/Van/Rickshaw fees from the same month.

# Fee Structure 2023-2024

Class	For New Admissions			Monthly Composite Fee ₹	School Exam Fee		Optional Subjects Fee**	
	Prospectus & Form Fee ₹	Admission Fee ₹	Security Money ₹		Half Yearly Exam ₹ (Aug - 2023)	Annual/ Pre-Board Exam ₹ (Dec - 2023)	Computer Fee ₹ (per month)	Science Fee ₹ (annual)
Mont. - K.G.	1000	7000	5000	3700	510	510	No Fees	No Fees
Class I	1000	8000	5000	5620	830	830	No Fees	No Fees
Class II - V	1000	8000	5000	5850	830	830	No Fees	No Fees
Class VI - VIII	1000	9000	5000	7750	1160	1160	No Fees	No Fees
Class IX - X	1000	10000	5000	9680	1420	1420	900	1050
Class XI - XII	1000	12000	5000	9960	1800	1800	1020	1200

**Note:** \*\*In classes IX to XII, computer and science subjects are optional, taken only by pupils who wish to sit the Board Exam in these subjects.

## Other optional subjects are also offered:

### NOTE:

- Pre Board Examination fees for class X and XII will be realized in December 2023 in place of Annual Exam Fees.
- Examination fees for Pre-Primary and for classes I & II will be realised as fees for continuous assessment.
- Board exam fee will be extra and will be realised as declared by the ICSE/ISC Exam Board (CISCE).

### OTHER FEES:

- Re-Admission Fee ₹ 700/-.
- Bounce Cheque Fee ₹ 400/-.
- Late Payment Fine ₹ 300/-.
- Duplicate fee bill ₹ 100/-.
- T.C. Fee ₹ 700/-.

### OPTIONAL FEE

Foreign language lessons (monthly)	₹ 500 pm
Swimming (for 6 months)	₹ 1500 pa

### Music Course Fee\* (Optional)

#### Individual (one to one) lessons

Grade 1 - 2	₹ 2000 pm
Grade 3 - 4	₹ 2500 pm
Grade 5 - 6	₹ 3000 pm
Grade 7 - 8	₹ 4000 pm

#### Small Group lessons ₹ 1200 pm

\*Leading to Graded ABRSM international exams in Classical Violin, Piano and Vocal. (Available in certain campuses only). Also in Prayagraj Board Exams in classical Tabla, Sitar, Flute, Spanish Guitar, and Hindi classical singing in different campuses.

### School Transport (Optional)

	Distance	Fare
	Rickshaw	Upto 1 km
1 km to 2 km		₹ 960 pm
2 km to 4 km		₹ 1100 pm
Bicycle Stand		₹ 190 pm
	2-wheeler Stand*	₹ 240 pm
Bus / Van	Upto 2 Kms	₹ 1850 pm
	Upto 4 Kms	₹ 2150 pm
	Upto 7 Kms	₹ 2900 pm
	Upto 10 Kms	₹ 3700 pm
	11-14 Kms	₹ 4100 pm
	15-18 Kms	₹ 4200 pm
	19-22 Kms	₹ 4400 pm
	₹ 400 per km beyond 22 km	

\*Note: 2-wheeler will be allowed only with valid driving licence.

**BUS, VAN, RICKSHAW, CYCLE-STAND(\*)** fees will be realised for the entire session of 12 months. If a child leaves the school before completion of the first term i.e. July to December, he/she must give one month notice in advance or pay one month's conveyance charges in lieu of one month notice. But if he leaves school after attending part of the second term (Jan 2023 to June 2023), he will be required to pay for the remainder of the term too. **If a child is admitted in any month from January 2023 to June 2023 and avails school conveyance, he will be charged for the conveyance from the month that conveyance is used, and for only one month for the summer months of May and June. If a child newly opts for optional Foreign Language course, shall be payable for all the 12 months from July 2023 to June 2024.**

### PLEASE NOTE

- The financial session is divided into two terms. The first term is from July to December and the second term is from January to June. Once a student has attended the school even for one day in any of the above two terms, and if he/she wants to leave the school, then he/she is liable to pay fees for the entire remainder of that term too.
- All students are required to pay fees for all the 12 months of the academic session 2023-2024, that is, from July 2023 to June 2024.
- Regular classes are held in March 2023, April 2023 and May 2023. Newly admitted students in 2023 do not have to pay any fees for the classes held in March 2023, April 2023 and May 2023 which are free for them to help bring them up to the CMS standards. The fee realised

from these students at the time of admission will be applicable from the month of July 2023. But if any newly admitted child wants to use school Bus, Van or Rickshaw for Jan, Feb, March, April or May 2023 he has to pay conveyance fees for these months. The financial session of the School starts from 1st July 2023 to 30th June 2024. Regular fees for the 12 months of the session 2023-2024 will be charged in 8 instalments.

- All fees till 10th of the month will be accepted only through Account Payee crossed cheque/Bank Draft in favour of "City Montessori School, Lucknow". No fee will be accepted in cash in any circumstances. Parents must open a Bank Account in Lucknow, if they do not have one. After the 10th of a month ₹ 300/- will be charged as late fee fine. From 11th till the end of month, fee will be accepted only through Bank Draft. If fees is not paid by the last date of the month, the name of the student will be struck off from the attendance register.
- Online fee payment facility is available in CMS. Parents can pay fees through ERP online via the CMS Parent App.
- Please note, that in case a cheque bounces, the banks will charge a fee for the 'bounced cheque' therefore an amount of ₹ 400/- will be charged by the school.
- To ensure a place for the next session, parents should pay monthly composite fee for July 2023 as advance by the end of April 2023.
- An International Function Fee of ₹ 400/- will be charged in the year in which the campus holds an international event.

## CMS gives some extra benefits FREE OF COST to its students

- ✓ Free psychological counselling service by qualified psychologists.
- ✓ Free enrichment classes for students weak in any subject.
- ✓ Free training for national and international Mathematics, Physics, Chemistry, Astronomy, Robotics and other olympiads and competitions.
- ✓ Free preparation for scholarships such as NTSE (National Talent Search Scholarship Examination), Singapore Airlines Scholarship and other scholarship examinations.
- ✓ Free home-visits by teacher-guardians.
- ✓ Free exposure to informative lectures by Quality experts of the Quality Circle movement, Quiz Competitions by eminent Quiz Masters of India.
- ✓ Free attendance in all CMS international events and competitions, mini-CISV camps, National and International sports meets, for unparalleled global exposure of children.
- ✓ Free in-house study abroad and career counselling.
- ✓ Prizes and cash awards to students for a vast range of accomplishments.

## Free Education for all New Admissions

For all new admissions that join school in March 2023 to June 2023, no Monthly Composite Fee will be charged for the months of March 2023, April 2023, May 2023 and June 2023, and only Optional Fees and conveyance fee will be charged (if options or conveyance are used). However, full fee payable for July 2023 must be paid in advance at the time of admission. The financial session of the School is from 1st July 2023 to 30th June 2024.

Existing parents need to deposit July 2023 fee by the end of April 2023 to ensure their child's seat for the next academic session of 2023-2024






# Fee Collection Schedule 2023-2024

Fee will be realised as per the following schedule:

<b>12 months fee for all classes from Pre-Primary to Class XII (ISC) will be realized as per the following schedule in 8 instalments as follows:</b>	<b>Fee for 12 months to be paid in 8 instalments</b>
<b>Fee for July 2023 will be realized in advance in the months of March or April 2023 from existing students. Students who take new admission in July 2023 will pay the fee for July 2023 latest by 10th July 2023.</b> <b>Note - Full 12 months fee of the entire session of 2023-2024 can also be accepted in advance if the parents so desire.</b> <b>Note - To avoid a late-fee fine, please deposit the month's fee by 10th of the month or by 9th, if 10th is a Sunday/holiday.</b>	
<b>1. In July 2023 For new admissions &amp; existing students (1st Instalment) latest by 10th July 2023</b> (i) Monthly composite fee for July 2023 (ii) Bus/Van/Rickshaw/Cycle stand fee for July 2023 (iii) Security money (1st Instalment)	<b>(1st Instalment)</b> <b>One Month fee</b> for July 2023
<b>2. In August 2023 (2nd Instalment) latest by 10th August, 2023</b> (i) Monthly composite fee for August 2023 and March 2024 (ii) Half-yearly examination fee from Montessori to Class XII (iii) Bus/Van/Rickshaw/Cycle stand fees for August 2023 and March 2024 (2nd Instalment)	<b>(2nd Instalment)</b> <b>Two Months fee</b> for (i) August 2023 & for (ii) March 2024
<b>3. In September 2023 (3rd Instalment) latest by 10th September 2023</b> (i) Monthly composite fee for two months for September 2023 and April 2024 (ii) Bus/Van/Rickshaw/Cycle stand fee for September 2023 and April 2024 (3rd Instalment)	<b>(3rd Instalment)</b> <b>Two Months fee</b> for (i) Sep 2023 & for (ii) April 2024
<b>4. In October 2023 (4th Instalment) latest by 10th October 2023</b> (i) Monthly composite fee for October 2023 (ii) Bus/Van/Rickshaw/Cycle stand fee for October 2023 (4th Instalment)	<b>(4th Instalment)</b> <b>One Month fee</b> for October 2023
<b>5. In November 2023 (5th Instalment) latest by 10th November 2023</b> (i) Monthly composite fee for 2 months i.e. for November 2023 and May 2024 (ii) Bus/Van/Rickshaw/Cycle stand fee for two months i.e. November 2023 and May 2024 (5th Instalment)	<b>(5th Instalment)</b> <b>Two Months fee</b> for (i) Nov. 2023 & for (ii) May 2024
<b>6. In December 2023 (6th Instalment) latest by 10th December 2023</b> (i) Monthly composite fee for one month of December 2023 (ii) Bus/Van/Rickshaw/Cycle stand fee for December 2023 (iii) Annual examinations fee from Mont to Class XII (Note — students of Classes X & XII will pay this fee for Pre-Board Exams & Mont to class II will pay this fee as continuous Assessment fee. <b>Note:</b> Monthly composite fee for Dec-2023 to be paid before the commencement of winter Break (6th Instalment)	<b>(6th Instalment)</b> <b>One Month fee</b> for December 2023
<b>7a. In January 2024 (7th A Instalment) latest by 10th January 2024 (for all classes except X &amp; XII)</b> (i) Monthly composite fee for two months i.e. January 2024 and June 2024 (ii) Bus/Van/Rickshaw/Cycle stand fees for January 2024 and June 2024 (7th Instalment)	<b>(7th Instalment, A)</b> <b>Two Months fee</b> for (i) January 2024 & for (ii) June 2024
<b>7b. In January 2024 latest by 10th January 2024 (7th B Instalment for only classes X and XII)</b> Students of Board classes i.e. classes X & XII have to pay three months composite fee i.e. for January, February and June 2024, as well as Transfer Certificate Fee (TC) (of class XII and of Class X for campus where Class X is the last class) before their Board Exams. <b>This 7th instalment (payable only by Demand Draft) is only for students appearing in the ICSE &amp; ISC Board exam fee of classes X &amp; XII (Board will declare the fee)</b> Bus/Van/Rickshaw/Cycle stand fees for January, February and June 2024 (7th Instalment)	<b>(7th instalment, B)</b> <b>Three Months fee</b> for (i) January 2024, for (ii) February 2024 & for (iii) June 2024
<b>8. In February 2024 (8th Instalment for all classes except X &amp; XII) latest by 10th February 2024</b> (i) Monthly composite fee for February 2024 (ii) Bus/Van/Rickshaw/Cycle stand fee for February 2024 (iii) T.C. fee if in the last class of the school i.e. class VIII or class X <b>Note:</b> This 8th instalment is for all classes except for class X & XII (8th instalment)	<b>(8th instalment)</b> <b>One Month fee</b> for February 2024
<b>Students will not be allowed to sit in the Annual Exam unless all 12 months fee for session 2023-24 is paid by February 2024.</b>	
<b>Total Twelve Months fee for the session 2023-2024</b>	<b>Total for 12 Months</b>

# Some of CMS's recent best selections in the top universities in USA, UK, Australia, Canada, Singapore, etc. on Scholarship

(Approximately 100 CMS students get foreign university admission offers each year)

<p>1 \$ 3,26,000</p>  <p><b>Prakriti Tandon</b> Mahanagar Campus Cornell University, USA ₹ 2.4 Crore</p>	<p>2 \$ 3,25,452</p>  <p><b>Afsheen Alvi</b> Aliganj Campus I Cornell University, USA ₹ 2.4 Crore</p>	<p>3 \$ 2,77,360</p>  <p><b>Lakshay Sharma</b> Gomti Nagar Campus I University of Pennsylvania, USA ₹ 2.08 Crore</p>	<p>4 \$ 2,68,000</p>  <p><b>Aamish Ahmad Beg</b> Gomti Nagar Campus I Dartmouth College, USA ₹ 2 Crore</p>	<p>5 \$ 2,65,000</p>  <p><b>Alia Abdul Rahim</b> Mahanagar Campus University of Rochester, USA ₹ 1.99 Crore</p>	<p>6 \$ 2,51,932</p>  <p><b>Deepika Gupta</b> Aliganj Campus I Cornell University, USA ₹ 1.86 Crore</p>	<p>7 \$ 2,35,000</p>  <p><b>Aditya Dwivedi</b> Gomti Nagar Campus I Cornell University, USA ₹ 1.76 Crore</p>	<p>8 \$ 2,25,120</p>  <p><b>Manan Bhatia</b> Gomti Nagar Campus I MIT, USA ₹ 1.67 Crore</p>
<p>9 \$ 2,16,000</p>  <p><b>Sakshi Pradhyumn</b> Kanpur Road Campus National University of Singapore (NUS) ₹ 1.62 Crore</p>	<p>10 \$ 2,16,000</p>  <p><b>Shubh Agarwal</b> Gomti Nagar Campus I California Institute of Technology (CalTech) ₹ 1.62 Crore</p>	<p>11 \$ 1,80,000</p>  <p><b>Suryansh Kushwaha</b> Kanpur Road Campus National University of Singapore (NUS) ₹ 1.35 Crore</p>	<p>12 \$ 75,000</p>  <p><b>Rahul Trivedi</b> Gomti Nagar Campus I Stanford University USA ₹ 56 Lakhs</p>	<p>13 \$ 75,000</p>  <p><b>Saubhagya Vardhan</b> Gomti Nagar Campus I Stanford University USA ₹ 56 Lakhs</p>	<p>14 \$ 52,525</p>  <p><b>Rishabh Dheer</b> Station Road Campus University of Cambridge, UK ₹ 39 Lakhs</p>	<p>15 \$ 45,437</p>  <p><b>Shinjini Kacker</b> Mahanagar Campus Nanyang Technological University, Singapore ₹ 34 Lakhs</p>	<p>16 \$ 2,09,640</p>  <p><b>Sumit Tripathi</b> Gomti Nagar Campus I Miami University, USA ₹ 1.47 Crore</p>
<p>17 \$ 2,02,540</p>  <p><b>Vaibhav Pratap Singh</b> Gomti Nagar Campus I University of Rochester, USA ₹ 1.52 Crore</p>	<p>18 \$ 1,99,420</p>  <p><b>Ilika Tripathi</b> Gomti Nagar Campus I Mount Holyoke College, USA ₹ 1.50 Crore</p>	<p>19 \$ 1,97,000</p>  <p><b>Anand Krishna Mishra</b> Kanpur Road Campus Texas Christian University, USA ₹ 1.38 Crore</p>	<p>20 \$ 1,92,000</p>  <p><b>Radhika Chandra</b> Mahanagar Campus Earlham College, USA ₹ 1.44 Crore</p>	<p>21 \$ 1,84,000</p>  <p><b>Stephen Madan</b> Kanpur Road Campus Beloit College, USA ₹ 1.29 Crore</p>	<p>22 \$ 1,84,000</p>  <p><b>Abhirup Gunakar</b> Kanpur Road Campus Beloit College, USA ₹ 1.29 Crore</p>	<p>23 \$ 1,72,000</p>  <p><b>Krishnanshu Pandey</b> Kanpur Road Campus Knox College, USA ₹ 1.20 Crore</p>	<p>24 \$ 1,69,840</p>  <p><b>Yash Agarwal</b> Gomti Nagar Campus I Trinity College Dublin, Ireland ₹ 1.19 Crore</p>
<p>25 \$ 1,65,600</p>  <p><b>Khushi Verma</b> Gomti Nagar Campus I Drexel University, USA ₹ 1.15 Crore</p>	<p>26 \$ 1,63,200</p>  <p><b>Kaustubh Singh</b> Gomti Nagar Campus I Drexel University, USA ₹ 1.14 Crore</p>	<p>27 \$ 1,63,000</p>  <p><b>Eklavya Agarwal</b> Station Road Campus Drexel University, USA ₹ 1.14 Crore</p>	<p>28 \$ 1,62,000</p>  <p><b>Anahita Singh</b> Cambridge Section Centre College, USA ₹ 1.13 Crore</p>	<p>29 \$ 1,60,000</p>  <p><b>Shreyash Sharma</b> Kanpur Road Campus Hong Kong University, Hong Kong. ₹ 1.12 Crore</p>	<p>30 \$ 1,59,200</p>  <p><b>Kanishka Kumar Singh</b> Gomti Nagar Campus I Drexel University USA ₹ 1.11 Crore</p>	<p>31 \$1,57,900</p>  <p><b>Mallica Saxena</b> Kanpur Road Campus University of Cincinnati, USA ₹ 1.10 Crore</p>	<p>32 \$ 1,57,000</p>  <p><b>Snehil Sparsh</b> Maha Nagar Campus University of Queensland, Australia ₹ 1.09 Crore</p>
<p>33 \$ 1,53,600</p>  <p><b>Ekagra Gupta</b> Station Road Campus Drexel University, USA ₹ 1.07 Crore</p>	<p>34 \$ 1,50,000</p>  <p><b>Pratham Singh</b> Kanpur Road Campus Knox University, USA ₹ 1.05 Crore</p>	<p>35 \$ 1,48,000</p>  <p><b>Anjali Tiwari</b> Gomti Nagar Campus I University of Colorado Boulder, USA ₹ 1.04 Crore</p>	<p>36 \$ 1,46,000</p>  <p><b>Tanya Samyak</b> Gomti Nagar Campus I University of Evansville ₹ 1.02 Crore</p>	<p>37 \$ 1,46,000</p>  <p><b>Aditya Surbhit</b> Gomti Nagar Campus I Arizona State University, USA ₹ 1.02 Crore</p>	<p>38 \$1,44,372</p>  <p><b>Kshitij Jain</b> Gomti Nagar Campus I University of Rochester, USA ₹ 1.01 Crore</p>	<p>39 \$ 1,44,000</p>  <p><b>Divyam Chaudhary</b> Cambridge Campus Pennsylvania State University, USA ₹ 1 Crore</p>	<p>40 \$1,41,600</p>  <p><b>Shivansh Tiwari</b> Gomti Nagar Campus I The Univ. of Kansas, USA ₹ 99 Lakh</p>
<p>41 \$ 1,40,000</p>  <p><b>Adarsh Dubey</b> Rajajipuram Campus I Hartwick College, USA ₹ 98 Lakh</p>	<p>42 \$ 1,40,000</p>  <p><b>Jia Kapoor</b> Rajajipuram Campus I University of Adelaide, Australia ₹ 98 Lakh</p>	<p>43 \$ 1,40,000</p>  <p><b>Arav Pratap Singh</b> RDSO Campus Ohio Wesleyan University, USA ₹ 98 Lakh</p>	<p>44 \$ 1,40,000</p>  <p><b>Aditi Singh</b> Gomti Nagar Campus I University of Arizona, USA ₹ 98 Lakh</p>	<p>45 \$ 1,37,600</p>  <p><b>Prabal Agarwal</b> Cambridge Campus Deakin University USA ₹ 96 Lakh</p>	<p>46 \$ 1,36,000</p>  <p><b>Yash Ballabh</b> Kanpur Road Campus Junaita University, USA ₹ 95 Lakh</p>	<p>47 \$ 1,35,326</p>  <p><b>Eshu Singh</b> Kanpur Road Campus Ithaca College USA ₹ 95 Lakh</p>	<p>48 \$ 1,32,000</p>  <p><b>Anshika Srivastava</b> Gomti Nagar Campus I Drexel University, USA ₹ 92 Lakh</p>