

## NORTH POINT SR. SEC. BOARDING SCHOOL, ARJUNPUR BRANCH

- \* AS PER SECULAR PRINCIPLES, NO DISCRIMINATION IS MADE BASED UPON CASTE, CREED OR ANY SORT OF SOCIAL OR ECONOMIC STATUS.
- \* IT WILL BE APPRECIATED IF THE GUARDIANS/PARENTS ALSO CONDEMN THIS DISCRIMINATION AND ENCOURAGE SECULARISM.
- \* NO MOBILE PHONE WILL BE ALLOWED IN THE SCHOOL.

**NEW SESSION STARTS 6<sup>TH</sup> APRIL 2020.**

### **PARENTS/GUARDIANS ORIENTATION PROGRAM AT SCHOOL (DAY SCHOLAR'S) – 11<sup>th</sup> April '20**

**Note: Attendance is Mandatory for Parents/Guardians during Orientation Program**

#### **1. GENERAL RULES FOR THE SCHOOL'S ACADEMIC SESSION**

North Point Sr. Sec. Boarding School is a Co-Ed English medium School affiliated to C.B.S.E, New Delhi.

##### **A) SCHOOL TIMINGS :**

<u>SHIFT</u>	<u>CLASSES</u>	<u>DAYS</u>	<u>TIMING</u>
MORNING SHIFT	NURSERY	MONDAY TO FRIDAY	08 a.m. to 11:15 am
	K.G to VII	MONDAY TO FRIDAY	07 a.m. to 11:30 am
MORNING SHIFT	1 to VII	MONDAY TO FRIDAY	07 a.m. to 11:30 am
		SATURDAY	07 a.m. to 10:30 am
DAY SHIFT	Class VIII to XII	MONDAY TO FRIDAY	11:20 a.m. to 5:15 p.m
		SATURDAY	11:20 a.m. to 2:15 p.m

**Reporting time at School: Morning Shift: 07:45 am (For Nursery)**

**Morning Shift: 07:00 am (for K.G to VII)**

**Assembly Time: 07:00 am (No Students will be allowed inside the school after 7 am)**

**Reporting time at School: Day Shift: 11:15 a.m. (for Class VII to XII)**

**Assembly time: 11:30 am (No Students will be allowed inside the school after 11:15 am)**

##### **B) IMPORTANT NOTES TO THE DAY-SCHOLAR PARENTS/GUARDIANS & STUDENTS:**

- Parents/Guardians are to ensure that their ward report to school minimum 15 minutes before the schedule time, and that their wards are regular in attendance.
- Parents/Guardians must check their wards school bag before sending to school so that no unwanted items is brought to school. It is also to be ensured that their wards are bringing their books/copies according to the time table.
- Parents/Guardians must ensure that their wards are wearing neat and clean proper uniform and proper grooming done before sending them to the school.
- Parents/Guardians are requested to take active interest in the progress of their wards.

- In order to ensure proper 2 ways communication between Parents & Schools, Parents/Guardians must check the School Diary every day for any Notice, Home works, etc.
- While dropping wards at the school gate, parents/guardians are requested to check the school notice board and confirm with the gate keeper regarding any exigencies like excess rain, strike, etc. that might lead to the school being closed for that particular day, or any other sort of last minute information due circumstances. The School authorities will not be responsible for any untoward circumstances arising from such emergency like situations. Parents are also advised to follow the website [www.npsbs.org.in](http://www.npsbs.org.in) on daily basis for any updates.
- No student is permitted to attend school if he/she is suffering from infectious or contagious disease even if exams have been announced. In which case, Parents/Guardians are requested not to send their ailing children during exams. A student returning to school after any illness should bring a certificate from a registered medical practitioner stating that he/she is fit to resume normal activities. However, the school authorities may ask a student to stay away from school if he/she returns to school before the completion of quarantine period.
- Parents must notify the school authorities whenever there is any change in their Address, Phone no., email id, etc, for updation in the school records.
- **Students are required to attend all the NCC Camps, tours, Excursions, Sports, Annual functions, Exhibitions, Seminars/conference, etc. within and outside state on compulsory basis. Students may be called on Sundays, Holidays and even beyond normal timing of the school.**
- The School authorities will have the sole discretion to change or add any rule for better and smooth running of the school.

#### **C) IDENTITY CARD**

- Identity Card is compulsory for all the students. Previous year's identity card will not be valid for the current academic year 2020-21.
- Parents must bring their Wards School Identity Card while coming to school to pick them up.
- Identity Cards will be given to all the students and their parents after the summer vacation.

#### **D) MANDATORY INTEGRATED COURSES:**

**1) COMPUTER:** Compulsory subject from **Class - - K.G to X.**

**2) NCC:** Compulsory from Class VII onwards. Students are required to attend all the programs, tours, excursions camps, Sports, functions, outside trainings, NCC, etc. on compulsory basis. Students may be called on Sundays, Holidays and even beyond normal timing of the school also.

#### **E) ABSENTEEISM RULES:**

1) **Absence on Medical Ground:** Medical certificates along with prescriptions must be submitted along with a written application by the Guardians stating reason and date (period) of the absence and details of the student.

2) Parents are requested to collect daily Class works/home works from the class teachers incase their ward misses his/her school due to sickness or any other specific reasons.

**Note: Attendance Required:** Minimum **80%** attendance is compulsory for all students. Students who will have attendance below **80%** will not be allowed to appear in Examinations.

## **F) SCHOOL UNIFORM RULES:**

1.	<b>SCHOOL UNIFORM (BOYS) :</b>	SPECIFIED COLOURED SHIRTS & TROUSERS, MAROON TIE, BLACK SHOES, WHITE SOCKS
	<b>P.T. UNIFORM (BOYS) :</b>	SPECIFIED COLOURED SHIRTS, TROUSERS & SCARF, WHITE KEDS & WHITE SOCKS.
2.	<b>SCHOOL UNIFORM (GIRLS):</b>	SPECIFIED COLOURED SHIRTS & SKIRT, MAROON TIE WITH SCHOOL BADGE, BLACK SHOES, WHITE SOCKS, MAROON RIBBON
	<b>P.T. UNIFORM (GIRLS) :</b>	SPECIFIED COLOURED SHIRTS, SKIRTS & SCARF, WHITE KEDS & WHITE SOCKS, WHITE RIBBON.
3.	<b>NCC UNIFORM : (Mandatory for class VII and above)</b>	SPECIFIED NCC UNIFORM BY NCC HEADQUARTERS (FORTWILLIAM) ALONG WITH CAP, APPLETS, ETC.

## **WINTER UNIFORM RULES**

1.	<b>WINTER UNIFORM (BOYS):</b>	School Uniform/P.T Uniform & School Blazer (NURSERY and above) (Students can use maroon coloured mufflers only).
2.	<b>WINTER UNIFORM (GIRLS):</b>	School Uniform/P.T Uniform with Long White Socks & School Blazer (Students can use maroon coloured mufflers only).

a) School Uniform & P.T Uniform should be purchased from School only, to ensure uniformity in dress code of the school.

b) NCC Uniform: NCC uniform guidelines must be complied strictly.

c) A pupil who does not wear the prescribed uniform or one who is shabbily dressed shall not be allowed inside the class.

d) Different uniforms are prescribed for General Class, Activity, P.T. & Yoga. Days will be marked in the school routine for P.T. & Yoga separately to enable the students to wear suitable uniforms.

e) Parents are requested to ensure that their ward possesses New/Proper School & P.T uniform every New Session. In case it is found that the student's Uniform Colour Shade has faded or is not as per the prescribed norms of the School, the parents would be required to buy a Set of New Uniform.

## **2. FEES RULES**

### **For Day Scholars Students:**

- Fees once paid will not be refunded under any circumstances, and no communication in this regard shall be entertained.
- Fees are subject to change according to the decision of the school authority.
- All fees must be paid either in Cash, Debit Card, Credit Card, UPI Pay, NEFT/IMPS or by Demand Draft (**in favour of "North Point Senior Secondary Boarding School Hostel", payable at Kolkata**) only, on or before 10th of every current month, failing which fees from the defaulters will be accepted only upto 20th of every current month on payment of Rs. 30 per day.
- Only those who have paid all school fees will be given admit card and shall be allowed to sit for the examinations. No pending fees shall be accepted on the day of the examination.

- If the fees are not paid for more than **Two (02)** months, the name of the pupil will be removed from the register. The Pupil may at the discretion of the Secretary, be readmitted on payment of readmission fees, if not otherwise condoned.
- Fees, may be paid on Monthly, Quarterly, Half-yearly & Yearly basis.

#### **FEES FOR VACATIONS:**

- Parents must clear fees for the month of **June 2020** before commencement of **Summer Vacation**.
- Fees for **October, 2020** must be cleared before commencement of **Puja Vacation**.
- Fees for **January to March, 2021** must be cleared on or before **10<sup>th</sup> February 2021**.

#### **3. WEEKLY MEETING WITH PRINCIPAL**

- **Any queries and discussions:** Parents may contact the principal personally between 10:00 hrs and 11:00 hrs on any working day (Monday to Friday). Parents/Guardians can meet the teacher for any clarification only with the prior permission of the principal/vice-principal. Other than Father and/or Mother or authorized guardian, school authority will not communicate with any other type of guardians.

#### **4. CRITERIA FOR PROMOTION**

- To qualify for promotion a student must pass in all the subjects.
- He/She must have 80% attendance.
- If a student cannot clear the final assessment, he/she will be administered improvement tests. If the student cannot qualify even in the improvement tests, he/she will not be promoted and have to repeat the class.
- A pupil repeating twice in the same class must be withdrawn.

#### **5. WITHDRAWAL RULES:**

- One Calendar months' notice must be given in writing by the parents / guardians before the withdrawal of their ward/wards or else the fees for the period will be charged.
- No School leaving (Transfer Certificate) will be issued until all dues are cleared along with the T.C Charge.
- If any guardian wishes to discontinue in the mid-session, in that case whole year's fees have to be cleared.

#### **6. PENALTY**

- Any damage of school property by the students is liable to replace the entire/portion/set/ area with a new one by the parent or equivalent damage charges will be levied.
- Any misbehavior with the Teachers/Staff/Management by the students is liable to be suspended from the school or T.C will be issued depending on merit of the case.

## **7. DISCIPLINE**

- There is a channel in place for Grievance redressal, Suggestions, etc. setup by the School Administration. In case of any issues, Parents/Guardians can approach the School administrative dept. However, any Parents found misbehaving/creating nuisance with the school Principal/Teachers/Staff with an intention to disturb the school's working system thereby hampering the ongoing classes, School shall take strict measure against the concerned parent/s in order to protect the interest of the students residing/studying in the school. In which case the school administration reserves the right to bar the entry of such parent/s inside the school premise.

## **8. DISCLAIMERS:**

- 1) The Schedule (Exam, Holidays, etc.) may be changed due to unavoidable circumstances.