

NORTH POINT SR. SEC. BOARDING SCHOOL, RAJARHAT 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 6TH APRIL 2020.

ALL "BOARDING STUDENTS" TO REPORT BACK TO HOSTEL ON 4TH APRIL '2020 (TIME-10 am to 2 pm)

PARENTS/GUARDIANS ORIENTATION PROGRAM AT SCHOOL (BOARDING) – 3rd May '2020

PARENTS/GUARDIANS ORIENTATION PROGRAM AT SCHOOL (DAY SCHOLAR'S) – 11th April '2020

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

1. GENERAL RULES FOR THE SCHOOL'S ACADEMIC SESSION

A) SCHOOL TIMINGS:

<u>CLASSES</u>	<u>DAYS</u>	<u>TIMING</u>
T.T. , NURSERY, K.G.	MONDAY TO FRIDAY	9 a.m. to 1 p.m
I to III	MONDAY TO FRIDAY SATURDAY	9 a.m. to 1 p.m
IV & above	MONDAY TO FRIDAY SATURDAY	9 a.m. to 3:15 p.m 9 a.m. to 1 p.m

Reporting time at School: 08:45 am

Assembly Time: 09:00 am

No Students will be allowed inside the school after 8:55 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.

- Day Scholars should not bring any items (Food, Stationeries, Mobile, Sim Card, Medicines, etc.) for the Hostel Students. If found, for which strict action against the student will be taken.
- Day Scholars should not ring up the guardians of the Hostel Students and should not pass any information which may lead to unwanted confusion, for which strict action against the student will be taken.
- Day Scholars should not accept any cash from Hostel Students to purchase any items from the market.
- 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 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. In case of any lapse in this regard, School will not be held responsible for failure in communication.
- **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) GENERAL RULES FOR BOARDING

- a. **No Transfer of students is allowed from Rajarhat School to Arjunpur School.**
- b. Parents / Guardians will not be allowed to meet their wards other than the visiting day. Students will not be released on **Visiting Sundays**.
- c. Parents / Guardians are not allowed to give any food items on any Day other than Visiting Day. No outside cooked food is allowed inside the hostel. Guardians may only give dry foods and fruits.
- d. **Hostel belonging list** must be followed strictly by all Parents/Guardians/Students through the session. This also includes School Uniform, P.T. & Games Uniform, NCC Uniform, Umbrella, Rain Coats, Stationeries, etc.
- e. Parents / Guardians must give their Address, Contact numbers, Email properly, in case of any change of the same, it must immediately be intimated to the School admin department for updation in School records.
- f. In case Parents / Guardians wish to discontinue their wards from the hostel, then under any circumstances these students will not be allowed to continue in the school as Day Scholars. In that case guardians may apply for T.C.
- g. Parents / Guardians are requested not to give Mobile, Money or any valuable items to their wards. They are requested to ensure that their ward should not bring any unwanted item like mobile/electrical/electronic items/cd/chip/Sim cards/Gold items/etc. from

home. Any boarder found having the above items or any restricted items, it will be seized and destroyed immediately. School & Hostel Authority will not be responsible for loss of any valuable items if given to their wards. Strict Disciplinary action as deemed fit may also be taken on case to case basis against the erring student.

- h. Parents / Guardians are requested not to request for early release of their wards during vacations. They should adhere to the school's schedules mandatorily. Those living outstations are advised to book their tickets as per the School's Calendar.
- i. Parents are advised not to make any requests to meet their wards other than "Visiting Sundays". Any Such requests shall not be entertained on any others days especially during Annual Functions, Annual Sports, any other events, etc. of the school. This is in the interest of the Students.

Note: *Candidates for the board examinations (10/12) may leave the hostel only after the board conducted practical examinations will be over.*

D) 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 Escort Card while coming to school to pick them up.
- Identity Cards/Escort Cards will be given to all the students and their parents after the summer vacation.

E) 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 NCC Camps, tours, within and outside states as applicable and all the functions as per governed by NCC Unit.

F) 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.

G) SCHOOL UNIFORM RULES:

1.	SCHOOL UNIFORM (BOYS) :	SPECIFIED COLOURED SHIRTS & TROUSERS, MAROON TIE, BLACK SHOES, WHITE SOCKS
	P.T. UNIFORM (BOYS) :	SPECIFIED COLOURED SHIRTS, TROUSERS & SCARF, WHITE KEDS & WHITE SOCKS.
2.	SCHOOL UNIFORM (GIRLS):	SPECIFIED COLOURED SHIRTS & SKIRT, MAROON TIE , BLACK SHOES, WHITE SOCKS, MARRON RIBBON
	P.T. UNIFORM (GIRLS) :	SPECIFIED COLOURED SHIRTS, SKIRTS & SCARF, WHITE KEDS & WHITE SOCKS, WHITE RIBBON.
3.	NCC UNIFORM :	SPECIFIED NCC UNIFORM BY NCC HEADQUARTERS (FORT WILLIAM) along with Cap, applets, etc.

	(Mandatory for class VII and above)	
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WINTER UNIFORM RULES

1.	WINTER UNIFORM (BOYS):	School Uniform/P.T Uniform & School Blazer (NURSERY and above) (Students can use maroon coloured mufflers only).
2.	WINTER UNIFORM (GIRLS):	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.

For Boarding School 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 Visiting Sundays (1st Sunday of Every month), failing which fees from the defaulters will be accepted only upto 20th of every current month on payment of Rs. 500/-.
- 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.

- Note:**
- a. School does not accept “**CHEQUES**” for any kind of payment.
 - b. For Debit/Credit Cards - Applicable Bank Service Charges to be paid extra.
 - c. Any fees paid through CDM (Cash deposit machine), applicable service charge shall be recovered during generation of fees receipt.

Fees for Vacations:

- a. Parents must clear fees for the month of **June 2020** before the **Summer Vacation**.
- b. Fees for **October, 2020** must be cleared before **Puja Vacation**.
- c. Fees for **January to March, 2021** must be cleared on or before **10th February 2021**.

MOST IMPORTANT: Parents/Guardians are required to clear the fees & all other dues for the entire academic session by month of January '2021 positively in order to collect the board (X & XII) Admit cards.

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 only one improvement test. If the student cannot qualify even in the improvement test, 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 (for Day Scholar & Boarding Students):

- 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.
- Security deposit of Hostel will not be refunded in any case. Only will be adjusted with last one month Hostel Fees at the time of discontinue. If any student discontinues in the Mid-Session then the guardian will have to pay the Hostel & School Fees for the entire session.
- In order to get the security money adjusted, one month advance notice to School authority is mandatory for discontinuing from the hostel in the end of the session or else the money will not be refunded.

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.

7. DISCIPLINE

- 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.
- 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 at large 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 premises.

8. DISCLAIMERS:

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