



# NORTH POINT SENIOR SECONDARY 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.

## 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 may 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.
- Students are not allowed to come to School in self-driven vehicles. We are not to compromise on Safety & Security of the students.
- 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 smooth communication between Parents & Schools, Parents/Guardians must check the School Diary every day for any Notice, Homework, etc.
- Day Scholars should not bring any items (Food, Stationery, Mobile, Sim Card, Medicines, etc.) for the Hostel Students. If found, 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, strict action against the faltering student will be taken.
- Day Scholars should not accept any cash from Hostel Students to purchase any items from the market.

- While alighting wards at the school gate, parents/guardians are requested to check the school notice board for any latest development. Ensure the phone number given in the contact for the child is not changed without information and in case of any emergency the school will send text message over that number. Parents are advised to follow the website [www.npssbs.org.in](http://www.npssbs.org.in) on daily basis for any latest updates.
- No student is permitted to attend school if he/she is suffering from infectious or contagious disease even if exams have been announced. 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 need basis. Students may be called on Sundays, Holidays and even beyond normal timing of the school and may have to stay back beyond normal time schedule 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 Branch to Arjunpur Branch.**
- 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 food 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, Stationery, 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 administration 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 in possession of the said items or any other restricted items, the same 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 mandatorily adhere to the school's schedules. Those living outstation 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, 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 get over.*

#### **D) IDENTITY CARD**

- Identity Card is compulsory for all the students.
- Parents must bring their Wards School Escort Card while coming to school to pick them up. The Escort Card is also to be used to collect students from the designated Bus Stop.
- 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. N.C.C. authorities do not entertain Medical Certificate other than of the Govt. Hospitals in case of Absenteeism from N.C.C. Class / Camps.

#### **F) ABSENTEEISM:**

**1) Absence on Medical Ground:** If the leave is due to illness, medical certificates along with prescriptions must be submitted along with a written application by the Parents/Guardians stating reason and date (period) of the absence and details of the student. If a student is absent for more than a week due to illness, the principal must be informed promptly.

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

3) Students will not be granted leave unless a written request from Parents or from Guardians is received in advance. Absence will not be condoned during examinations and on the day of re-opening of the school holidays.

4) If a student is absent for fifteen (15) calendar days without permission/intimation, his/her name is liable to be removed from the school register.

5) Half day leave is generally discouraged. Appointments with doctors, dentists and opticians if necessary should be arranged after school hours. However if necessary, the student will be released on submission of a letter from the parent.

**Note: Attendance Required:** Minimum 75% attendance is compulsory for all students. Students who will have attendance below **75%** will not be allowed to appear in Examinations.

## G) 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 , 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 (FORT WILLIAM) 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) **NCC Uniform:** NCC uniform guidelines must be complied with strictly.
- b) A pupil who does not wear the prescribed uniform or one who is shabbily dressed shall not be allowed inside the School Premises.
- c) 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 applicable uniforms.
- d) 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:

- Parents enrolling their ward in the School for current session should be able to extend required financial support to enable their ward to complete his/her education in the school without being exposed to any interruptions whatsoever. Parents need to undertake to comply and adhere to the school fee structure and cannot dispute any enhancement made therein.
- 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 governing body.
- 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:**

- Parents enrolling their ward in the School for current session should be able to extend required financial support to enable their ward to complete his/her education in the school without being exposed to any interruptions whatsoever. Parents need to undertake to comply and adhere to the school fee structure and cannot dispute any enhancement made therein.
- 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 governing board.
- All fees must be paid 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 (1<sup>st</sup> 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 though CDM (Cash deposit machine), applicable service charge shall be recovered during generation of fees receipt.

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

- a. Parents to clear fees for the month of May and June before commencement of **Summer Vacation.**
- b. Fees for **October** to be cleared prior to the month **Puja Vacation.**
- c. Fees for **January, February and March** to be cleared on or before **10<sup>th</sup> February**

***MOST IMPORTANT: Parents/Guardians are required to clear the fees & all other dues for the entire academic session by month of January 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 person.

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

- To qualify for promotion a student must score a minimum of 33% in all the subjects.
- Minimum **75%** attendance is compulsory for all students. Students who will have attendance below **75%** will not be allowed to appear in the Annual Examinations.
- 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 will have to repeat the class.
- ***A pupil who has not been able to qualify for promotion twice in the same class is required to leave the school.***

### **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 required to be replaced totally or in portion as the case may be or equivalent damage charges will be levied.

## **7. DISCIPLINE**

- A student may be suspended from the School or a Transfer Certificate may be issued if,
  - a) He/she has not been able to qualify to 75% attendance criteria and the same has not been substantiated by any medical documents or letters from parents.
  - b) Any misbehavior with the Teachers/Staff/Management by the students, Under such circumstances the school will utmostly depend on the parents/guardians involvement with the behaviour of the child to take necessary corrective actions in order to help the school to maintain the desired level of attachment and discipline.
  - c) Repetitive misbehavior from the concerned student may lead to suspension from the school or Transfer Certificate being 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 and the general milieu of the School, strict measures shall be taken in order to protect the interest of the students/teachers/staff at large residing/studying/working 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