



NORTH POINT SENIOR SECONDARY BOARDING SCHOOL (ARJUNPUR BRANCH)

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 SATURDAY	07 a.m. to 11:30 am 07 a.m. to 10:30 am
DAY SHIFT	Class VIII to XII	MONDAY TO FRIDAY	11:30 a.m. to 5:15 p.m
		SATURDAY	11:30 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 may 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 may 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.
- 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.
- 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.npsbs.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) 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.

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 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.

E) 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 in case 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.

F) 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, MAROON RIBBON
	P.T. UNIFORM (GIRLS) :	SPECIFIED COLOURED SHIRTS, SKIRTS & SCARF, WHITE KEDS & WHITE SOCKS, WHITE RIBBON.
3.	NCC UNIFORM : (Mandatory for class VII and above)	SPECIFIED NCC UNIFORM BY NCC HEADQUARTERS (FORT WILLIAM) along with Cap, applets, etc.

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) **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. FEE 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.

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 **10th February**.

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:

- 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 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:

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