



## **NORTH POINT SENIOR SECONDARY BOARDING SCHOOL (RAJARHAT BRANCH)**

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

North Point Sr. Sec. Boarding Schools under North Point Education Trust, are Co-Educational English medium Schools affiliated to C.B.S.E, New Delhi.

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

##### **RAJARHAT BRANCH**

<b><u>CLASSES</u></b>	<b><u>DAYS</u></b>	<b><u>TIMING</u></b>	<b><u>REPORTING TIME</u></b>	<b><u>ASSEMBLY TIME</u></b>
T.T, NURSERY, K.G.	MONDAY TO FRIDAY	8:45a.m. to 1 p.m.	08:45 am	09:00 am
Class - I & II	MONDAY TO FRIDAY	8:45a.m. to 1 p.m.	08:45 am	09:00 am
Class - III to XII	MONDAY TO FRIDAY	8:45a.m. to 3:15 p.m.	08:45 am	09:00 am
Class - I to XII	SATURDAY (2 <sup>nd</sup> & 4 <sup>th</sup> Saturday)	8:45a.m. to 1 p.m.	08:45 am	09:00 am

**NO STUDENTS WILL BE ALLOWED INSIDE THE SCHOOL AFTER ASSEMBLY TIME.**

**\* REPORTING LATE MORE THAN THREE (03) TIMES IN A MONTH SHALL ATTRACT DISCIPLINARY ACTION.**

**All Sundays & 1<sup>st</sup> & 3<sup>rd</sup> Saturdays are Holiday for all students.**

***Note: Students may be called on any non-working day for examinations or any specific purpose pertaining to school.***

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

1. Parents/Guardians are to ensure that their ward **report to school minimum 15 minutes before the scheduled time**, and that their wards are regular in attendance.
2. **Availing private tuitions from school teachers of NPSSBS is strictly prohibited. Any student found to violate this rule, shall be liable to strict disciplinary action as deemed fit by school authorities.**
3. Parents/Guardians must check their wards' school bag before sending to school so that no unwanted/unsafe items **are** brought to school. It is also to be ensured that their wards bring their books/copies according to the time table.
4. Students are not allowed to come to School in self-driven vehicles. We are not to compromise on Safety & Security of the students.
5. Parents/Guardians must ensure that their wards are wearing neat, clean School uniform and proper grooming done before sending them to the school.
6. Parents/Guardians are requested to take active interest in the progress of their wards.

7. **In order to ensure smooth communication between Parents & Schools, Parents/Guardians must check the School Diary, School mobile app, school website, official email of the student every day for any Notice, Homework, instructions, etc.**
8. 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.
9. Day Scholars should not call up the parents/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.
10. Day Scholars should not accept any cash from Hostel Students to purchase any items for them from the market.
11. While seeing off the wards at the school gate, parents/guardians are requested to check the school notice board for any latest development.
12. Parents must notify the school authorities whenever there is any change in their Address, Phone no., email id, etc. for due updation in the school records, as in case of any emergency the contact mobile **no.** or email ids becomes most useful for emergency call/text messages. In case of any lapse in this regard, School will not be held responsible for failure in any official communication from the school to the parent(s)/Guardians.
13. Parents are advised to follow the School's website [www.npsbs.org.in](http://www.npsbs.org.in) on daily basis for any latest updates.
14. **Mobile phones, smart watches, cameras, electronic gadgets, sharp objects, inflammable items or any prohibited material which are detrimental to the school and its students, employees, etc are strictly banned unless explicitly permitted for academic reasons.**
15. **Any form of cyber-misconduct, bullying, harassment, or impersonation shall invite strict disciplinary action.**
16. **a) Parents are to ensure availability of proper internet connection, electronic device to enable their child to attend Online Classes in case of partial/complete lockdown due to force majeure situations.**  
**b) Parents shall ensure that their ward maintains appropriate behavior during online classes including punctuality, uniform compliance, and academic honesty.**  
**c) Recording, sharing, or circulating online class content without written permission of the school is strictly prohibited.**
17. Parents are to ensure their ward possess complete set of Books/Copies from beginning of the session as defined by the school to enable the child attend subject classes without any hindrance to their wards academic progress.
18. No student is permitted to attend school if he/she is suffering from any infectious or contagious disease even if exams have been announced or is being conducted. **Parents/Guardians are requested not to send their ailing children to school especially during exams.** A student resuming school after any illness should produce 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 the quarantine period as the case may be.
19. School shall not be entering into any legal proceedings related to family disputes concerning the child, however school shall ensure good education to the child without any hindrance.
20. In the event of any unfortunate demise of one/both parents, the responsibility of the concerned child shall be given temporarily only to the local guardian who will have to

be duly **nominated** and authorized by the parents of the child during admission or ongoing session. The relatives or local guardian should ensure submission of proper legal documents for guardianship at the earliest in such cases.

21. In case of partial/complete lockdown due to force majeure situations or any other emergency conditions, if the child is outstation during examinations or during the online classes, the child must attend the online examinations and/or online classes in School uniform only using school designated stationeries.
22. **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 may even have to stay back beyond normal time schedule of the School.**
23. **Parents acknowledge that participation in tours, excursions, NCC activities, sports and events involves managed risk, and consent is implied unless otherwise communicated in writing.**
24. The School authorities will have the sole discretion to change or add any rule for better and smooth running of the school.
25. A Parent-Teacher meeting is a regular phenomenon of School to have a direct communication with the parent regarding the student's progress. It is imperative on the part of the parent to attend the same so as the school and parent contribute together to the holistic development of the student. The parents/guardians would be given prior information regarding the PTM.
26. **The school shall not be responsible for loss of personal belongings brought by students.**

#### **C) GENERAL RULES FOR BOARDING**

- a. **No Transfer of Hostel 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 throughout 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 same 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 schedule. **Those living outstation are advised to book their tickets as per the School's Calendar.**  
**\*(However School's Schedule are subject to change).**
- i. Parents are advised not to make any request 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.
- j. Since 1<sup>st</sup> and 3<sup>rd</sup> Saturdays is Holiday for all, hence Hostel Students may be released only on those Fridays after school working hours at 3:30 pm (applicable only for classes upto class VIII), and that students shall be received back to Hostel on immediate Sunday evening between 6 pm – 8 pm.
- a) In case a student fails to return on the immediate Sunday, then he/she shall not be allowed in school/hostel for that entire week, and only they shall be accepted on the upcoming next Sunday. Negative Attendance in this regard shall be marked strictly in student's Annual report card under discipline column.
- b) No Students having self-guardianship shall be allowed to leave hostel on the aforementioned weekends.

**Note:** Candidates for the board examinations (X / XII) 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 Ward's 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.
- Without Identity Card, a child shall not be allowed for Offline/Online Classes and school conducted exams.
- **Loss of Identity/Escort Card must be reported immediately along with a copy of General Diary at the local Police Station**
- **Replacement of ID card with a new one shall be issued on payment of prescribed charges.**
- **Misuse of Identity Card shall be treated as a disciplinary offence.**

#### **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 that 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 in case their ward misses his/her school due to sickness or any other specific reason.

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 & record under intimation to the concerned parent(s).

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 and the Early Dispersal Form stating valid reason and duly signed by the parent and Principal/Vice Principal.

**6) Attendance calculation shall be final and binding as per school records.**

**7) Medical certificates are subject to verification.**

**8) Leave during examinations shall be granted only in exceptional circumstances at the sole discretion of the Principal or appropriate authority.**

#### **G) SCHOOL UNIFORM RULES:**

1.	<b>SCHOOL UNIFORM (BOYS) :</b>	SPECIFIED COLOURED SHIRT & TROUSERS (REGULAR FIT), MAROON TIE, BLACK SHOES, WHITE SOCKS
	<b>P.T. UNIFORM (BOYS) :</b>	SPECIFIED HOUSE COLOURED T-SHIRT, TRACK PANT, WHITE KEDS, WHITE SOCKS.
2.	<b>SCHOOL UNIFORM (GIRLS):</b>	SPECIFIED COLOURED SHIRT & SKIRT(KNEE LENGTH), MAROON TIE, BLACK SHOES, WHITE SOCKS, MAROON RIBBON
	<b>P.T. UNIFORM (GIRLS) :</b>	SPECIFIED HOUSE COLOURED T-SHIRT, TRACK PANT, WHITE KEDS, WHITE SOCKS, WHITE RIBBON.
3.	<b>NCC UNIFORM : (Mandatory for class VI and above)</b>	SPECIFIED NCC UNIFORM BY NCC HEADQUARTERS (FORT WILLIAM) ALONG WITH CAP, EPAULETTES, ETC.

#### **WINTER UNIFORM RULES**

1.	<b>WINTER UNIFORM (BOYS):</b>	School Uniform/P.T Uniform & School Blazer (T.T to Class-12) (Students can use maroon coloured mufflers and woolen cap and body warmers).
2.	<b>WINTER UNIFORM (GIRLS):</b>	School Uniform/P.T Uniform with Long White Socks & School Blazer (T.T to Class-12) (Students can use maroon coloured mufflers, woolen cap, body warmer, Only White coloured Stockings/Leggings shall be allowed).

- a) **NCC Uniform:** NCC uniform guidelines must be complied to 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 to enable the students to wear applicable uniforms.
- d) Parents are requested to ensure that their ward possess New/Proper School & P.T uniform (i.e. Summer & Winter uniform) every New Session. In case, it is found that the student's Uniform Colour & Shade has faded/worned out or does not suit the specifications of the School's uniform code, the parents are to ensure replacement with a new set of uniform adhering to the laid down specification viz. pattern, Colour and other specifications. Not meeting the set uniform criteria, student shall not be allowed in the school under any

circumstances. Details of authorized vendors for procurement of school uniform is available at school office.

- e) Parents are to ensure that their ward wears Trousers/Skirts as per the **prescribed measurement only (i.e. Regular Fit)**. In case a student wears inappropriate trouser (i.e. tapered/slim fit trouser) or short skirts (i.e. shortened than Knee Length), then he/she shall not be allowed to attend classes unless the same is rectified to the school's satisfaction.
- f) **Lab Practical Uniform:** Keeping safety as priority, students of Class IX to XII must bring their own Laboratory safety accessories as mentioned below for respective Laboratory classes:

**i) White Apron; ii) Safety goggles; iii) Safety Gloves; iv) Mask; v) Chef Cap; vi) Chef Apron, any other item if deemed necessary for practical classes.**

Without the above accessories the student shall not be allowed for the laboratory Classes.

- g) **Uniform inspections may be conducted periodically.**
- h) **Hair style, Accessories, Jewellery, Cosmetics, Tattoos or alterations inconsistent with school decorum are strictly prohibited.**
- i) **The decision of the school regarding uniform compliance shall be final.**

## **2. SCHOOL FEES RULES**

### **a) For Day Scholar 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 fees structure and cannot dispute any enhancement made therein.
- Fees once paid including Provisional admission fees will not be refunded under any circumstances, and no communication in this regard shall be entertained.
- **School Fees including transport fees are applicable for the entire session i.e. April to March without any exemptions whatsoever.**
- Fees are subject to change according to the decision of the school governing body.
- All fees must be paid through School mobile app for smooth receipt generation. However, other mode of payment of fees are Cash, Debit Card, Credit Card, UPI Pay, NEFT/IMPS or by Demand Draft (**in favour of "North Point Senior Secondary Boarding School", payable at Kolkata**) only. Applicable service charge may be levied by the Bank/Payment Gateway on Debit Card/Credit Card/NEFT/IMPS for any transactions.
- **All fees must be paid on or before 10th of every current month**, failing which fees from the defaulters will be accepted upto 20<sup>th</sup> of every current month on payment of **late fine** 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 school register under intimation to the parents. The pupil may at the discretion of the Secretary or appropriate authority, be readmitted on payment of re-admission fees, if not otherwise condoned.**
- Fees may be paid on Monthly, Quarterly, Half-yearly & Yearly basis.

- Fees obligations are binding irrespective of attendance, mode of instruction, or participation.
- Non-payment due to personal, financial, or logistical reasons shall not exempt fee liability.
- Fees receipts generated digitally shall be treated as final proof of payment.

**b) For Boarding School Students:**

- Parents enrolling their ward in the School & Hostel 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 interruption 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 either through School mobile app, 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 (01<sup>st</sup> Sunday of Every month), failing which fees from the defaulters will be accepted only upto 20<sup>th</sup> of every current month on payment of **Late Fine** 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 school register under intimation to the parents. The pupil may at the discretion of the Secretary, be readmitted on payment of re-admission 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.

**C) FEES FOR VACATIONS:**

- a. **Parents are required** to clear fees for the month of May and June together before commencement of **Summer Vacation**.
- b. Fees for **September & October for all classes must** be cleared prior to commencement of **Puja Vacations**.
- c. Fees for **January, February and March for all classes** are to be cleared together before **commencement of Annual Examinations**, for enabling the school to issue Admit Card(s) promptly.

***MOST IMPORTANT:*** Parents/Guardians of students appearing Board Exams (X & XII), are required to clear the fees & any other dues in respect of their ward 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**

a) Parents/Guardians may meet the Principal personally (**with prior appointment only**) between **12:00 hrs and 13:30 hrs every Monday to Friday.**

b) Parents/Guardians can meet the class teacher or subject **teacher(s)** for any clarification (only with the prior appointment) on **working Saturdays from 09:00 am to 10:30 am.**

C) 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):**

- If any guardian wishes to discontinue his/her ward from School in the mid-session or end of session, three (03) Calendar months' notice must be given in writing by the parents/guardians before the withdrawal of their ward/wards, and they are required to clear the fees for the next quarter.
- Security deposit of School and/or Hostel will only be adjusted with last month's School and/or Hostel Fees at the time of discontinuation. In order to get the security money adjusted, entire academic sessions fees of the school and/or hostel have to be cleared with a three (03) Calendar months' advance notice to School authority which is mandatory for discontinuation of the child from next academic session.
- No School leaving (Transfer Certificate) will be issued until entire sessions' school and/or hostel fees are cleared along with the T.C Charge.
- **Parents who wish to withdraw their ward from next session, must give withdrawal notice to school by 28<sup>th</sup> of February of the current session. Any notice for withdrawal later than that shall attract entire session fees for the upcoming New Session.**
- **Any kind of Oral communication shall not be treated as withdrawal notice.**
- **Transfer Certificate issuance timelines depend on full compliance with rules.**

### **6. PENALTY**

- Any damage of school and/or hostel 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.

Annual exam admit card shall be issued only after due clearance of any such pending payments from parents.

- **Repeated damage of any school property or misconduct may invite under disciplinary action including enhanced penalties or expulsion from school.**

## **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.
- d) There is a channel in place for Grievance redressal, Suggestions, etc. setup by the School Administration. In case of any issue, Parents/Guardians can approach the School administrative dept. individually. However, any Parent found misbehaving/creating nuisance with the school Principal/Teachers/Staff/student 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, and/or discontinue the concerned child from school from upcoming session depending upon merit of the case.
- e) **The School strictly follows Anti-Bullying/Ragging Policy. Any sort of Bullying, Ragging, Intimidation, Discrimination based on caste, creed or sex, abuse including but not limited to Possession or Circulation of objectionable content in any form, are strictly prohibited and shall attract appropriate disciplinary actions.**
- f) **Student Counselling & Welfare - In the interest of students' safety, emotional well-being, and holistic development, the School may conduct counselling sessions on a case-to-case basis. In exceptional or emergency situations, where immediate intervention is deemed necessary, such counselling may be conducted without prior parental consent. Parents/Guardians will be informed at the earliest possible time**
- g) **Disciplinary committee decisions shall be final in any Disciplinary cases.**

## **8. DISCLAIMERS:**

- The Schedule (Exam, Holidays, etc.) may be changed due to unavoidable circumstances.
- School administration reserves the right to add, amend any rules in the interest of its students and operation of the school.
- **Students Enrollment in school signifies unconditional acceptance of all rules herein.**