



ST PAUL'S BOARDING & DAY SCHOOL

Prospectus for Class KG

General Information

St. Paul's Boarding and Day School (to be hereinafter referred to as the School), founded in Calcutta in 1912, is run by the Religious Congregation of the Daughters of the Cross. This Congregation was founded by Mother Marie Therese in 1833, and since its formation, it has been active in the sphere of spread of education throughout the world. School is affiliated to the Council for Indian School Certificate Examinations, New Delhi (School Code. WB 034) for the Indian Certificate of Secondary Education (ICSE) and Indian School Certificate Examination (ISC).

This School presently admits only female students; priority is given to admission of students belonging to the Christian community, and, thereafter others, irrespective of religion or caste.

Our School aims at providing quality education in lieu of payment of reasonable fees. Our School provides for all-round development of a student, so that at the end of reaching the tenth/ twelfth standard, she becomes a complete woman, adept at presenting herself in the right mould before the outside world. Instilling a proper spiritual, intellectual, and cultural content in the development of one's persona is our prime objective. In keeping with our objective, students of our School are exposed to many extra-curricular activities, and also orientation programme/s, which helps build the students personality in its entirety.

We aim to mould a student in a manner so that she could easily integrate herself in society, work place and the like with ease and confidence, and shall also be able to lead her peer group and also elders with poise, confidence, and right direction.

Rules and Regulations

I. Definitions: In the text below, the reference of the following terms and/or words, shall, unless repugnant to the context, mean and include the definitions as stated therein, and in case such words have a plural/feminine connotation, it shall also mean and include both:

a) **Academic year** – The word “academic year” referred to in the text below shall be deemed to mean and include the period between the month of April of an English Almanac to the month of March (inclusive of both months), of the subsequent English Almanac.



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- b) **Guardians** – The word guardian, whether in singular/plural, shall be deemed to mean and include the biological father and/or biological mother and/or both, adoptive father and/or adoptive mother and/or both, single biological father (in case the spouse is dead/divorced/separated/estranged and such father has the custody of the child admitted to our School), single biological mother (in case the spouse is dead / divorced / separated / estranged and such mother has the custody of the child admitted to our School), single adoptive father (in case he has chosen to remain single on his own volition), single adoptive mother (in case she has chosen to remain single on her own volition), legal guardian/custodian or a minor child, either decreed by a Court of competent jurisdiction or without the decree, foster father, foster mother.
- c) **Governing Body/Managing Committee** – The reference to any of the word “Governing Body” and “Managing Committee” shall mean and include the Committee which is in charge of the overseeing the entire administrative functions of the School, and it may be referred to by any nomenclature, but its meaning and purport shall remain the same.
- d) **Minor** – The word ‘minor’ with all its connotation, and including its plural form shall mean a female child not beyond 18 years of age, and such age is to be calculated according to English Almanac.
- e) **Management** – The reference to the word “management” shall mean and include, as would be evident from the context, either the Principal of the School, and/or the members of the Governing Body/Managing Committee(along with the Principal of the School), but whatever nomenclature it shall be referred to.
- f) **Pupil/student** – The words “pupil/student” referred to shall mean and include, a pupil and/or student of St. Paul’s Boarding and Day School, and shall also mean and include its plural connotation.
- g) **School** – The word “School” referred to hereinafter shall mean and include St. Paul’s Boarding and Days’ School.
- h) **Staff** – The word “staff” shall mean and include the teaching and non-teaching staff employed by the management of the School and working in any capacity therein.
- i) **Teaching Staff/Non-Teaching Staff** – Any reference to the word “Teaching Staff” and/or “Non-teaching staff” shall mean and include, in case of “Teaching Staff” the teacher employed by the management of the School and shall include permanent teachers, temporary teachers, contractual teachers, contractual full-time teachers, part-time teachers, helper teachers, trainee teachers, and such teaching staff may, if necessary, perform certain administrative functions of the School as well, subject to the exigency of the same; in case of “Non-teaching Staff” such staff employed by the management of the School, and shall include the permanent non-teaching staff, temporary non-teaching staff, contractual non-teaching staff, contractual full time



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non-teaching staff, part time non-teaching staff performing various functions pertaining to the running of the School, but shall not perform any teaching duty at any time.

II. Rules for filling up the Application Form

- a) It shall be the duty of every guardian who wishes to admit his/her ward in the School, to obtain a copy of the Application Form containing the Prospectus and other particulars and relevant information about the School, and to read, understand and make himself/herself acquainted with the provisions of the same and also conversant with the meaning and purport of the rules, regulations and other guidelines as enumerated therein and only, upon being in agreement of the contents of the same in its entirety, shall submit the application form duly filled.
- b) All entries in the Application Form shall be in capital letters. Incomplete and illegibly filled up application forms may be rejected in limini without assigning any reason and/or making any further reference to it. The guardians are requested to be careful while filling up the application forms.
- c) In case the guardian is not a biological parent, then such information in details shall have to be filled in, in the designated space/s.
- d) In case at the time of admission of the student, there is a subsistence of any litigation between the parents, be it matrimonial and/or related to any matter concerning the parent/guardian and which concerns the custody and/or the future of the ward to be admitted, and the same be under any nomenclature, then such information shall have to be filled in, in the designated spaces.
- e) In case the parents are divorced, such details shall have to be filled in, in the designated space, and a photocopy of the certified copy of such decree must be annexed to the application form. It is also mandatory that in case a guardian has obtained custody of the ward through lawful means, a photocopy of the certified copy of such order must be annexed to the application form. In case there is any estrangement and the couples are staying apart, then the custodian of the child, who is to be admitted, shall have to make such declaration relating to such estrangement and the subsistence of litigation/s, if any. In case any litigations are pending, then such particulars relating to case numbers and the place of its pendency shall have to be filled in. Upon the conclusion of such cases, the details as to the outcome of the same shall have to be intimated to the School authorities at the earliest, annexing a photocopy of the certified copy of such orders.



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- f) The designation/occupation of both the guardians shall have to be filled in, along with the name and address of the office/chamber.
- g) The application form must contain the signature of both the parents at all designated places, and if such signatures are found to be missing, the application form would be liable to be rejected forthwith without assigning any reason and no further reference to it in future, which please note.
- h) Submission of the application form shall entail that the guardian has understood the meaning and purport of the rules and regulations, currently in force, and which shall come into force in future, and has fully agreed to abide by such rules and regulations, should their ward/s is/are selected for admission.
- i) Those filling up the application form shall mandatorily fill up the designated fields where it is required to be informed in writing of the blood group and also if such ward is suffering from any ailments, and in case of occurrence of ailments, the mode of urgent medical assistance that might be required. In case such students require any special medicine, the names of such medicine/s, both the generic names and the marketable names shall have to be filled-in, in the designated places.
- j) All required spaces must be filled in, and if any of such vacant space is not required to be filled in by the applicant, then such spaces shall be marked as "NA" meaning (Not Applicable). No space shall remain absolutely blank.
- k) Admission shall ordinarily be taken for KG Class, however, if vacancy for admission of students arise in any particular class/es, then such vacancy shall be in the School Notice Board and such notification shall also contain the details of the admission calendar and all relevant instructions relating to the process of admission. Mode of selection may vary from the previous years and it shall be the prerogative of the management of the School to adopt any means that it deems fit and proper, and the prospective and/or existing parents/guardians shall have no role to play in the matter.
- l) No rights with accrue in favour of any ward/student/guardian for mere purchasing of prospectus and/or submission of application form (duly filled in) and/or name/s appearing in the Final Selection List.
- m) Those being selected shall be allowed to enter the classes only upon payment of full fees and completion of other admission formalities which shall be notified by the School.
- n) Admission Payment shall be made by Demand Draft in favour of the "DAUGHTERS OF THE CROSS, ST.PAUL'S BOARDING & DAY SCHOOL"



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- o) The candidates will be selected based on the interaction/interview with the parents and the candidate by the Principal or the one delegated by her. Date and time for the interview of the child will be informed by SMS. Please note after the interview, the Committee responsible for the Admission will scrutinize the application form and the documents asked for. Thereafter, the name of the eligible candidates will be communicated by SMS. It shall be the discretion of the school authorities to accept and/or reject any application without assigning any reason. All parents/guardians shall only follow all the instruction as stated, and anyone dealing with any tout/middlemen/intermediary and/or entering into any financial transactions with them shall do so at their own risk and the School authority shall not be responsible in any manner whatsoever. Canvassing in any form will disqualify a candidate.
- p) Lack of infrastructural instructional facilities restrains us from admitting children with any sort of learning, listening, and/or visual debilities, or children suffering from any form of autism, dementia and/or if the children is deaf and dumb. Hence, guardians of such wards are discouraged to fill the application form.
- q) After the admission, if your ward does not join the school or is withdrawn, no money will be refunded or it cannot be transferred to anyone.
- r) Withholding of any information/suppression of material information/misleading information/statement containing wrong information, even if found at a later stage, would make the student liable for severe penal measures, which includes rustication from School. However, such penal measure shall be preceded by a letter of show cause to the either one or both the signatories of the application form, which shall have to be replied to within a period of a fortnight of the receipt of such letter. In case no reply is received, the contents of such letter shall be presumed to be admitted. Such letter containing show-cause shall be issued in the name of any one of the signatories of the application form, and will be delivered through the postal mode of "registered with A/D" upon the address appearing at the School register. For the purpose of service if such letter, if such letter is not returned within a month of such posting it shall be deemed to be good service, and the management of the School shall wait for a period of only a fortnight from the date of expiry of one month from the date of posting of such letter of show cause. If no reply is received within such time, it shall be deemed that such guardian who have filled up the application form have admitted to the charges contained in such letter, and the management shall proceed to rusticate such student summarily. In case, the letter so posted is returned, the same letter will be sent through the student concerned, with an endorsement made in the School diary duly signed by the class teacher/principal of the School, and if no reply is received within a fortnight from the date of sending of such letter, it shall be presumed that the applicants have admitted to the charges as



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aforesaid and the management shall summarily rusticate such student. In case the guardian/applicant replies to such letter of show cause, and the management of the School is satisfied with such reply, no steps would be taken against his/her ward on this count alone, but if such reply is found to be vague/evasive/inadequate, then the management will initiate penal measures as stated hereinbefore. The decision of the principal would be final and binding in such cases, and the guardians shall have to accept and honour such decision of the School without any protest and/or demur.

III. General Instructions for Guardians and/or Students

a) The details of the School hours, the School dress and other relevant guidelines shall be stated in the School Diary which will be supplied to all the students of the School, subject to clearance of all necessary fees at the commencement of each academic year. The guardians and the students are directed to follow each of the instructions as stated in the School Diary.

b) Students of the School are not allowed to bring in anything unauthorized objects, which shall include any cosmetics, CDs(unless duly asked for to be brought in by any teachers in writing), story books, magazines, pornographic material, any material containing explicitly adult themes/content unsuitable for students aged less than 18, fancy watches, cell phones, astrological rings and the like. Students are to be allowed in with only text books, as prescribed by the school authorities, art works, as prescribed by the school authorities, art and craft materials (as prescribed by the School authorities), physical instructions dresses/shoes, pencil box containing eraser, sufficient number of pens and/or pencils, sharpeners, rulers, and other paraphernalia required for furtherance of academics, exercise books (duly covered by the covers supplied by the school authorities). Students found in possession of any of the items not stated to be permitted herein shall be confiscated and the School shall not be liable for return of any of the confiscated items, which please note, and no complaints shall be entertained on this count by the School authorities. Students are responsible for the safety of their books and belongings. Any damage to school property will be repaired at the expense of the persons/s responsible for the damage.

c) The guardians and students are directed to follow the rules and regulations currently in force (which appears in the prospectus/diary) at the time of issuance of the instant prospectus/diary and also those which shall come into existence later, and which will be notified either in the School Notice Board and/or the extract of the same would be supplied to the students individually. For the purpose of validity of such newly



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introduced amendments of the rules and/or regulations, mere pasting of such notice in the School Notice Board would suffice, and after such notice is duly pasted, no benefit, if any can be claimed on account of any ignorance of such newly introduced amendments of such rules and regulations shall be entertained in any manner by the School authorities. Guardians are requested not to take their children for holidays before the said date nor to extent the vacation.

d) All students are required to go through the contents of all Notice Boards affixed at various points within the School campus, and are also required to act on such notice/s, if any proactive actions are required on the part of the teachers/students/guardians.

e) No guardians would be allowed to enter the School premises at the beginning of School hour. Only the teaching staff, non-teaching staff, guests of the School authorities, and the students are allowed to enter the School premises at the time when the School begins.

f) No guardians and/or the students would be allowed to loiter within the School premises during regular school hours. Students would be allowed to play and/or loiter only during recesses, and barring such hours, if any student is found loitering, penal measures may be initiated against such student.

g) All students are required to speak in English during School hours and beyond. Any student found speaking in any language other than English, strict action will be taken.

h) Students are allowed to use their lingua franca only during their language classes, and not beyond that.

i) All students must come to the school with all her required books, exercise books, and other paraphernalia and no student shall be allowed to borrow from their fellow students, any implements and/or books, which were required of such students to be brought to School. All students are required to bring in their own food/tiffin/snacks, which should be light and non-sticky, and no parents/guardians are allowed to bring such food-stuff for their wards during the school hours and make an attempt to deposit them either at the school office or with the gate-keeper in order to deliver the same to their wards concerned. Guardians are strictly prohibited from entering the School premises during lunch recess.

j) Students wear a school uniform. To ensure uniformity, all orders must be placed with the School Tailor.

k) All students are required to come to School with neatly pleated dress, shoes polished, nails duly cut, and hairs knit tightly. Minimalism is the hallmark of our School dress, and students are not allowed to wear any make-up, gold ornaments, silver ornaments, imitation jewellery, save and except, adorning of those for



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religious purposes. However, the school authority will not responsible for any loss of any jewellery purportedly worn for religious purposes. If a piece of jewellery is to be worn for religious purposes, then such information shall have to be conveyed to the class teacher in writing by any one of the guardians who have signed the application form. (We do not want to give any exceptions)

- l) Students are strictly debarred from using mobile phones or any electronic goods of any variety for any reasons whatsoever.
- m) Students are required to come to School by completing all their homework. All are expected to take part in the activities of the school.
- n) Students are required to be polite, obedient, and diligent, both within and outside the school campus as well.
- o) It is expected that the students of this School will behave properly outside the school campus as well thereby glorifying the image of the School in front of all and sundry.
- p) It is mandatory for all students to participate in orientation programmes, symposia, seminars, discussions, debates, elocution, and other School functions and celebrations, should such programmes are organized by the School authorities, and for such participation, students may be required to stay longer hours in our School. Intimation of the requirement to stay longer hours than usual shall be notified either in the School Notice Board and/or through individual circulars, at least two working days prior to such requirement and the guardians are requested to make adequate arrangements for taking their wards away from school as and when such programme gets over. It would be also pertinent to mention that the School authorities may organize orientation programmes for the guardians as well and it is expected that the guardians shall turn out in large numbers if such an effort is made by the School. This is necessary because for a child's future growth, the cooperation of the guardians is absolutely necessary.
- q) Students would not be granted leave, save and except only on account of illness, and the news of such illness, accompanied by original medical certificate issued by a competent medical practitioner, with his/her registration number duly displayed in such certificate would be sufficient proof of illness and photocopies of all such records are to be submitted along with a forwarding letter written by parents/guardians.
- r) It is mandatory that a student should attend at least 85% of the classes of a particular academic year, in addition to attending at least 90% of the class tests held throughout the year, to make herself eligible for sitting the final term-end examination.



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- s) The pass mark for all tests shall be 40% of the total marks to be allocated for such examination.
- t) A student will not be allowed to repeat a particular class for more than two consecutive academic years, in case she fails for the second time. If a student fails for the second time, transfer certificate will be handed over to the said student. It needs to be further noted, that no student would be allowed more than two such repetitions during her School life.
- u) Half day leave would not be granted ordinarily to any student, save and except on some exceptional circumstances, and such grant of half day's leave shall be at the sole discretion of the management of the School. The guardian of the student seeking half day's leave shall have to intimate the school authorities in writing, at least at the beginning of School hour and upon receipt of such intimation, the authorities may grant half days leave subject to its discretion. Emergency cases, such as major accident of the kin of the student, death and/or illness at the house of such student, would be treated as an exceptional circumstance, and only on such cases, leave would be granted to students.
- v) Guardians willing to speak to a particular teacher of our School would be required to send a written request in the School Diary and get signed by the teacher concerned and the Principal. Thereafter, the date and timing of meeting would be conveyed in writing to the guardian concerned.
- w) Guardians may be asked to donate or arrange for funds for charities and/or special programmes to be organized by the School from time to time.
- x) The Principal shall be available for consultation and/or hearing any complaints, on **Mondays, Wednesdays and Fridays**, between **9.00 to 11.00 A.M** and for which parents/ guardians need to enter the details of their ward in the register available in the School office.
- y) Students once admitted are not allowed to take private tuitions from any of the teaching and/or non-teaching staff of this School. If, in the opinion of the school authority, a student is found to be weak in some subject/s, she will be provided with the assistance of tutorial classes, free of charge, by the teachers of such school, and such classes shall be held at least twice a week, after school hours. In such cases, students shall be required to stay back and attend such classes. Students requiring such tutorial classes would be intimated of the need and modalities of the same either through a letter or through email. Any student found taking tuitions from any of the staff of our School, will be severely penalized which may even extend to rustication from School.



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- z) Guardians are requested to cooperate with the teachers in all respect and also maintain decorum of the school. Parents/Guardians are requested to meet the school authority with a positive frame of mind, and shall not use any insulting and or/or derogatory and/or abusive language while interacting with them. The parents/guardians form a part of the process of mutual cooperation through which the future of their wards are shaped, and, hence such cooperation is essential for their child's growth. The parents/guardians are directed to come to school in a decent formal dress. If they wish to enter the school premises, and none would be allowed to enter the school premises in their casual wear. Smoking, chewing of paan, tobacco, entering the school in an inebriated state, entering the school premises with smell of alcohol is strictly prohibited.
- aa) Guardians, if called to meet any teacher/ principal of the School, shall have to abide by such requests, and if such guardians, without any valid reason fails to meet the teachers/ principal as the case may be, within a fortnight from the date of the issuance of such request, please note that under such circumstances their ward/s shall not be allowed to enter the School campus beyond a period of a fortnight from the receipt of such notice. In such cases, the School authorities will not be responsible in any manner as regards their wards after a lapse of a period of a fortnight from the date of receipt of such notice.
- bb) Oral correspondence/s in any manner will not be entertained, communication with the school authorities shall only be in writing and such correspondence/s shall always be addressed to the "The Principal, St. Paul's Boarding and Day School". In case of any dispute / complaints / dissatisfaction / consultation / interaction with any authorities of the school, the Principal is the competent authority with whom the parents/guardian is required to interact. It is also made clear that in case of requirement of any consultation relating to any matter concerning the student of our school, the school authority will only interact with the parent/guardian, as defined herein, of the student, and not anyone else.
- cc) Any students found to have forged the signature of their parents, will be summarily issued a transfer certificate.
- dd) Students would be punished for discipline, misdemeanor, misbehavior, for telling lies, acting on the sly, not bringing to school the essential materials and the like, which, in the opinion of the School, might be beneficial for the greater growth of the child, and if such punishments are inflicted, then the guardians shall not be allowed to raise any protest the same.



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IV. Curriculum:

This is a minority school recognized by the education department of the Government of West Bengal and affiliated to the Council for the **Indian School Certificate Examinations, New Delhi.**

The programme of studies and the syllabus are laid down by the Council.

V. Payment of Fees

- a) School Fees (Tuition fees & Yearly Extras) for the Academic Year will be paid on **Installment Basis** - four times in a year. **Mode of payment is Online.**
- b) Tuition Fees need to be paid prior to the last date mentioned in the school diary, failing which your ward may not be permitted to attend classes.
- c) **Yearly Extras** – once in a year need to be cleared in the beginning of each academic year, failure to clear such dues may entail your ward not being allowed to attend classes, which please note.
- d) **The school Fees are to be paid twelve calendar months (from April to March).** No deduction is made for holidays or broken periods.
- e) Please also take a note that there shall be an increment of school fees at any point of time during the year and the **parents/guardians are to bear with such increment of fees as and when imposed.**

VI. Penalties

- a) Notwithstanding the express penal measures as stated hereinbefore, a student may be subjected to the following punishments for contravention for any one and/or more and/or all of the rules and regulations as stated hereinbefore:-
 - i) Suspension from attending classes, and during such period of suspension if a test is held, no credits will be given for such tests, while making final assessment;
 - ii) Calling of guardian, and till such time the guardian comes to meet, the student whose guardian has been called will not be allowed to attend classes, and it shall have all necessary implications as stated hereinbefore;
 - iii) Issuance of transfer certificate from our School.
- b) A student may be subjected to counseling session, should she commits an offence which requires such counseling.



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VII. Appellate Authorities

a) Complaints, if any, may be stated in writing on a A-4 Size paper, duly addressed to “The Principal, St. Paul’s Boarding and Days School, 68, Diamond Harbour Road, Kidderpore, Kolkata – 700023”, and dropped in the school office. Such complaint shall contain, inter alia, the signature of the complainant, the name of your ward, the roll no., the class and the session where she is studying, and the specific charges/reasons for grievances against any staff/ facilities of our school. Such letters shall be opened only by the Principal of our School, and the contents of such letters of complaints shall be kept fully confidential. Upon reading the contents of such letters, necessary steps, if tenable and necessary, will be initiated by the management of our School.

b) Complaints may be directly referred to the principal in writing, seeking redress, against any staff of our School. This process may be also be applied to prefer an appeal against any decision and/or any action taken against any student by any staff of our school, and also by any staff of our school against any action within the school premises by any student and/or guardian of the school. However, in such case, efforts would be made to hear the accused, and efforts would be made to hear the accused also, and if found guilty, the staff of the school would be penalized pursuant to the provisions of the service rules, and if the guardian/or the student is found guilty, actions would be taken in terms of the provisions of the rules and regulations as stated herein.

VIII. Transfer Certificate

a) Barring issuing of a transfer certificate on account of any of the grounds as stated hereinbefore, a transfer certificate may be issued to a student, during any time of the year, if such a transfer certificate is sought for by the guardian in writing, and such transfer certificate would be issued, subject to clearance of all necessary fees, within seven working days from the date of clearance of such fees post filing of the application seeking transfer certificate.

b) A Transfer Certificate may be issued to students who are regular defaulters in payment of fees, and/or are regular absentees in a particular academic year. Failure to make payment in time for two consecutive months will be considered as default, and continuous absence for over 40 working days, either continuously or in phases, would be considered to be habitual absenteeism, unfit for attending a regular school.

c) A student who has been issued a transfer certificate once will not be readmitted under any circumstances.



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IX. Mode of communication of any subsequent changes in any of the entries made in the Application form.

In case of any of the entries made in the application form needs to be changed/alterd at any subsequent date, any one of the parent shall have to write a letter addressed to “The Principal, St. Paul’s Boarding and Day School” stating inter alia, existing entry and the changes to be made thereon, and all such communication must be duly signed by the parent/guardian.

Please note that all subsequent changes in entries made in the application form must be done immediately from the time such changes are physically effected.

(Signature of Father/Guardian)

(Signature of Mother /Guardian)

N.B: Please note that a Hard Copy of this Prospectus to be submitted in the office at the time of Parent’s interaction with the Principal.