



HEALTH RECORD

Name of the student:.....

Class:..... Section:..... Roll No.

Gender:..... Date of birth:.....

Height:..... Weight:.....

Blood Group:.....

Suffering from any disease / deformity:.....

Disease suffered in the past:.....

The child is on regular medication for

Surgery undergone (specify):.....

Allergies, if any:.....

Eyesight : Right Left.....

Immunization:

Polio :	Yes / No.
DPT :	Yes / No.
Measles :	Yes / No.
DT :	Yes / No.

Name of Family Physician :.....

Phone No.

(Kindly do not send an ailing child to school. First the child needs to be healthy to attend classes. Exit during class hours is highly discouraged.)



March 2025

Date	Day		Fee Deposit / Collection
1	Saturday	Class (Class VI to IX)	
2	Sunday	Holiday	
3	Monday	Class (Tentative Starting of Annual Exam. & Term-V)	
4	Tuesday	Class	
5	Wednesday	Class	
6	Thursday	Class	
7	Friday	Class	
8	Saturday	Class (Class VI to IX)	
9	Sunday	Holiday	
10	Monday	Class	
11	Tuesday	Class	
12	Wednesday	Class	
13	Thursday	Class (Basanta Utsab)	
14	Friday	Holiday (Dol Yatra)	
15	Saturday	Holiday (Holi)	
16	Sunday	Holiday	
17	Monday	(Office Open)	
18	Tuesday	(Office Open)	
19	Wednesday	(Office Open)	
20	Thursday	(Office Open)	
21	Friday	(Office Open) World Water Day	
22	Saturday	(Office Open)	
23	Sunday	Holiday	
24	Monday	(Office Open)	
25	Tuesday	(Office Open)	
26	Wednesday	(Office Open)	
27	Thursday	(Office Open)	
28	Friday	(Office Open)	
29	Saturday	(Office Open)	
30	Sunday	Holiday	
31	Monday	(Office Open)	
No. of working days:		No. of days Student Present:	



Date	Day		Fee Deposit / Collection
1	Saturday	Class (Class VI to IX Decoration for Saraswati Puja)	
2	Sunday	Holiday (Saraswati Puja)	
3	Monday	Holiday (Immersion of Idol)	
4	Tuesday	Class	
5	Wednesday	Class	
6	Thursday	Class	
7	Friday	Class	
8	Saturday	Class (Class VI to IX)	
9	Sunday	Holiday	
10	Monday	Class	
11	Tuesday	Class	
12	Wednesday	Class	
13	Thursday	Class	
14	Friday	Holiday (Shab-e-Barat)	
15	Saturday	Class (Class VI to IX)	
16	Sunday	Holiday	
17	Monday	Class	
18	Tuesday	Class	
19	Wednesday	Class	
20	Thursday	Class	
21	Friday	Class (Celebration on International Mother Language Day)	
22	Saturday	Class (Class VI to IX)	
23	Sunday	Holiday	
24	Monday	Class	
25	Tuesday	Class	
26	Wednesday	Holiday (Shivaratri)	
27	Thursday	Class	
28	Friday	Class	
29	Saturday	Class (Class VI to IX)	
No. of working days:		No. of days Student Present:	



IMPORTANT INFORMATION FOR PARENTS

1. School Timings:

Regular Schedule: **9:20 a.m. to 11:30 a.m.** [PG/Toddler]
9:20 a.m. to 01:15 p.m. [Nursery, Jr. KG & Sr. KG]
9:20 a.m. to 01:15 p.m. [Nursery, LKG & UKG]
8:20 a.m. to 01:15 p.m. [I & II]
8:20 a.m. to 02:00 p.m. [III, IV & V]
8:20 a.m. to 03:00 p.m. [VI & onwards]

Note: The School timing may change at the School's sole decision according to the seasonal weather and climate condition.

- The parents and the students should carefully go through the Academic Schedule to understand the school's rules and regulations.
- The parents should check the almanac and school's App everyday to know the class work and home work given to the students as well as if any message is transmitted by the teachers.
- Every communication from the teachers must be brought to the notice of the parents and vice-versa.
- Parents may meet the Head of the Institution either on Wednesday or Friday with **prior appointment**. Parents are welcome to send E-mails to the school at santipurpublicschool@gmail.com for any suggestion and queries along with the student's details.
- Students are not allowed to bring mobile phones, ipods, music systems or any other form of electronic gadgets, valuable things or any large amount of money to school. If such items are found, they will be confiscated.
- Guardians who are coming to drop their children, should be on time. No student shall be allowed to enter the school after their schedule time. Late comers may be penalised by detention/suspension from classes. Students who are late despite repeated warnings and reminders will be sent home.



8. Guardians / Escorts should carry the Escort Card or parent pass whenever they will come to collect their ward from school or the bus stop. This is compulsory for students of classes PG/Toddler to IV, for their security.
9. Please note that no child may be taken home during school hours unless there is an emergency, in that case the Head of the Institution may be approached for permission. Authority's decision will be considered as final.
10. Any change in the residential address, telephone number and other details given at the time of admission / mid session should be intimated by written application to the Office / the Class Teacher. This is very important for child's security and for us to contact Parents/ Guardian in case of an emergency.
11. Every student is expected to take part in all school activities. This regulation also applies to such activities that take place beyond normal school hours and outside the school.
12. The following are not permitted in school with NO EXCEPTIONS-hair colouring, perming, mehendi, nail polish, body tattoos, kajal, eyeliner, perfumes, deodorants, hair-gel, nose-rings, bangles, expensive watches, fancy accessories etc.
13. You are also requested to be vigilant and keep a check on the kind of literature, CD/DVD, website being read and viewed by your child.
14. Students are to address their teachers and all members of the school staff with due respect and politeness.
15. Chewing gum, "Pan Masala" or any other form of addiction, irregular attendance, disobedience, misconduct, any form of verbal/ written demonstration of obscenity, using unfair means in examination, damage school's/other's property, use of foul language, causing physical harm to others, bullying, rowdiness, misconduct in the school bus etc. will lead to stern disciplinary action. Repeated misconduct may call for suspension from school or a TC may be served.



January 2025

Date	Day		Fee Deposit / Collection
1	Wednesday	Holiday (New Year's Day)	
2	Thursday	Class	
3	Friday	Class	
4	Saturday	Class (Class VI to IX)	
5	Sunday	Holiday	
6	Monday	Class	
7	Tuesday	Class	
8	Wednesday	Class	
9	Thursday	Class	
10	Friday	Class (Celebration of Vivekananda's Birthday)	
11	Saturday	Class (Class VI to IX)	
12	Sunday	Holiday (Birthday of Swami Vivekananda)	
13	Monday	Class	
14	Tuesday	Class	
15	Wednesday	Class (Foundation Day & Annual Programme)	
16	Thursday	Class	
17	Friday	Class	
18	Saturday	Class (Class VI to IX)	
19	Sunday	Holiday	
20	Monday	Class	
21	Tuesday	Class	
22	Wednesday	Class	
23	Thursday	Holiday (Netaji's Birthday Celebration)	
24	Friday	Class	
25	Saturday	Class (Class VI to IX)	
26	Sunday	Holiday (Republic Day Celebration)	
27	Monday	Class	
28	Tuesday	Class	
29	Wednesday	Class	
30	Thursday	Class	
31	Friday	Class	
No. of working days:		No. of days Student Present:	



Date	Day		Fee Deposit / Collection
1	Sunday	Holiday	
2	Monday	Class (Tentative starting date of 2nd Periodic Assessment) (Class-III-IX)	
3	Tuesday	Class	
4	Wednesday	Class	
5	Thursday	Class	
6	Friday	Class	
7	Saturday	Class (Class VI to IX)	
8	Sunday	Holiday	
9	Monday	Class	
10	Tuesday	Class	
11	Wednesday	Class	
12	Thursday	Class	
13	Friday	Class	
14	Saturday	Class (Class VI to IX)	
15	Sunday	Holiday	
16	Monday	Class (Tentative starting of Term-IV, Pre-Primary to Class-II)	
17	Tuesday	Class	
18	Wednesday	Class	
19	Thursday	Class	
20	Friday	Class	
21	Saturday	Class (Class VI to IX)	
22	Sunday	Holiday	
23	Monday	Class (Selection day for Annual Sports)	
24	Tuesday	Class (Annual Sports Meet)	
25	Wednesday	Holiday (Christmas)	
26	Thursday	Holiday	Winter Vacation
27	Friday	Holiday	
28	Saturday	Holiday	
29	Sunday	Holiday	
30	Monday	Holiday	
31	Tuesday	Holiday	
No. of working days:		No. of days Student Present:	



16. Students are responsible for the safe custody of their books and belongings. Each article should be labeled with the student's name.
17. **It is compulsory for all students to speak only in English within the school campus.**
18. It is mandatory for each and every student to bring the school Academic Schedule and wear the ID-Card to school daily. In case of loss of the Academic Schedule Rs. 300/- and ID-Card Rs. 200/- have to be deposited at the Front Office along with an application for issuing a new one.
19. Sundays are holidays. Parents are advised to fix their prior appointments with teachers over telephone before meeting. Telephonic conversation with teachers during school hours is NOT ALLOWED. Saturdays will be treated as a full 'working days' to compensate for unforeseen situations.
20. Only transparent water bottles to be allowed in campus for all classes.

Guidelines to Parents / Guardians

- ▼ The last date for payment of fees is 10th of the month. In case, the fees are not paid by 10th a fine of 10% per student will be levied till the end of the month and thereafter a fine of 20% will be levied. In case, the fees are not paid for consecutive three months the name of the student will be omitted from the School Register.
- ▼ The due Admission or Re-admission fee to be cleared in two (2) instalments. In the 1st instalment around half of the due to be cleared by 30th of April, 2024 and in the 2nd instalment the rest to be cleared by 30th of May, 2024, otherwise **10% fine** will be added.
- ▼ Monthly Payments of fees are to be paid for all twelve months of the year.



- ▼ Examination results will be withheld, if the fees are not cleared within the stipulated dates.

**Fees will be received in the office on all working days.
Monday to Friday from 10:30 a.m. to 2:00 p.m.
Saturday 10:30 a.m. to 12:00 p.m.**

RULES AND REGULATION: ABSENCE

- Attendance on the first and last working day of every term is compulsory. Parents are requested to plan their vacations in accordance with the Academic Schedule or Notice served in related matter.
- Parents should submit application to the class teachers for absence up to 2 days. If the student is absent from school for a longer period, a leave application, addressed to the Head of the Institution, is to be submitted to the respective Class Teacher. Medical Certificate is necessary, in case of illness for three days or more. Please note that if a student joins school after his/her absence, without a proper leave note duly signed by his/her parent, he/she will not be allowed to resume classes.
- Leave for going out of station during the normal school session, will not be allowed.
- All the parents are requested to check the "Teacher's Notes" - pages in Academic Schedule on a regular basis.
- Students, suffering from the following and other such contagious diseases, must observe the mandatory quarantine period before returning to school:
 - Chicken pox
 - Measles and Mumps
 - Conjunctivitis.
 They will be allowed to attend their classes only after the doctor certifies that they are fit to do so.
- Frequent absence without leave or unexplained absence for long duration renders the student liable to have his/her name struck off the rolls. Re-admission may be granted at the discretion of the school authority. In that case Re-admission charges will be charged.

November 2024

Date	Day		Fee Deposit / Collection
1	Friday	Holiday (Diwali)	
2	Saturday	Holiday (Diwali)	
3	Sunday	Holiday ((Bhai Dooj)	
4	Monday	Class	
5	Tuesday	Class	
6	Wednesday	Class	
7	Thursday	Holiday (Chhat Puja)	
8	Friday	Class	
9	Saturday	Class (Class VI to IX)	
10	Sunday	Holiday	
11	Monday	Class	
12	Tuesday	Holiday (Jagadhatri Puja)	
13	Wednesday	Class	
14	Thursday	Class (Celebration for Children's Day)	
15	Friday	Holiday	Guru Nanak Birthday + Rash Yatra
16	Saturday	Holiday	
17	Sunday	Holiday	
18	Monday	Holiday	
19	Tuesday	Class	
20	Wednesday	Class	
21	Thursday	Class	
22	Friday	Class	
23	Saturday	Class (Class VI to IX)	
24	Sunday	Holiday	
25	Monday	Class	
26	Tuesday	Class	
27	Wednesday	Class	
28	Thursday	Class	
29	Friday	Class	
30	Saturday	Class (Class VI to IX)	
No. of working days:		No. of days Student Present:	



Date	Day		Fee Deposit / Collection
1	Tuesday	Class (Value Day for Gandhiji's Birthday)	
2	Wednesday	Holiday (Gandhiji's Birthday & Mahalaya)	
3	Thursday	Class	
4	Friday	Class	
5	Saturday	Class (Class VI to IX)	
6	Sunday	Class	
7	Monday	Class (Celebration of Sarad Utsab)	
8	Tuesday	Holiday	
9	Wednesday	Holiday	
10	Thursday	Holiday	
11	Friday	Holiday	
12	Saturday	Holiday	
13	Sunday	Holiday	
14	Monday	Holiday	
15	Tuesday	Holiday	
16	Wednesday	Holiday (Laxmi Puja)	
17	Thursday	Holiday	
18	Friday	Class (School Re-opens)	
19	Saturday	Class (Class VI to IX)	
20	Sunday	Holiday	
21	Monday	Class (Tentative starting of Term-III, Pre-Primary to Class-II) World Police Day	
22	Tuesday	Class	
23	Wednesday	Class	
24	Thursday	Class	
25	Friday	Class	
26	Saturday	Class (Class VI to IX)	
27	Sunday	Holiday	
28	Monday	Class	
29	Tuesday	Class	
30	Wednesday	Class (Celebration of Diwali in Pre-Primary)	
31	Thursday	Holiday (Kali Puja)	
No. of working days:		No. of days Student Present:	



- It is compulsory for every student to complete at least 75% of the attendance in the academic session, to make them eligible for the final examination and also for promotion to the next class. The percentage, however, could be relaxed on medical grounds, at the Head of the Institution's sole discretion.
- Attendance is compulsory on certain days of the academic year, viz:-
 - Non-instructional activity days; like Teacher's Day, Children's day etc.
 - A fortnight before the Terminal examinations, before the end of a term and at the start of a new term.
 - A School working day amidst several public holidays.
 - Absence on these compulsory attendance days will be dealt with sternly.
- As per the Board rules, it is mandatory for students of classes I to IV to have a minimum of 75% attendance for the entire year.
- A minimum of 75% attendance is COMPULSORY for students of class X to be eligible for the board examination. They will not be issued the admit card if they fall short of attendance.

SCHOOL UNIFORM

- All students must wear the following school uniform while in school. Please note that it is mandatory for all students to come to school in neat and proper uniform; failing which, he/she may be sent back home.
- All School Uniforms of both Boys & Girls will be provided by the school.
- Winter Uniforms in the following manner will be supplied by the school on payment of concerned charges.

**BOYS**

- ▶ **For Pre-Primary:** Yellow T-shirt with Gallis Pants, Sweater and Nevy Blue trousers (For Winter Season).

For I & onwards: Lemon Yellow Half Shirt with Nevy Blue Half Pants (for I & II), Lemon Yellow Half Shirt with Nevy Blue Full Pants (For III & onwards), for all classes Lemon Yellow Full Shirt, Nevy Blue Blazer (For Winter season)

GIRLS

- ▶ For Pre-Primary: Yellow T-shirt with Gallis Skirt, Sweater and Nevy Blue Slacks (For Winter Season).

For I & onwards: Lemon Yellow Half Shirt with Nevy Blue Skirt, Lemon Yellow Full Shirt, Nevy Blue Skirt, Nevy Blue slacks, Blazer (For Winter season)

* Shoes: Black formal shoes.

House Uniform

- House Uniforms in the following manner will be supplied by the school on payment of concerned charges.

- ▶ Agni - Orange Shirt / Nevy Blue Pants
- ▶ Jal - Sky Blue Shirt / Nevy Blue Pants
- ▶ Vayu - White Shirt / Nevy Blue Pants
- ▶ Prithvi - Green Shirt / Nevy Blue Pants

* For winter season grey coloured sweater

is mandatory with House Dress.

* Shoes: White keds.

- Parents are requested to ensure that their wards are in proper, neat and correct uniform before leaving their homes. Defaulters will not be allowed to attend classes and will be sent back home with a warning letter.

**September 2024**

Date	Day		Fee Deposit / Collection
1	Sunday	Holiday	
2	Monday	Class	
3	Tuesday	Class	
4	Wednesday	Class	
5	Thursday	Class (Celebration of Teachers' Day)	
6	Friday	Class	
7	Saturday	Class (Class VI to IX)	
8	Sunday	Holiday	
9	Monday	Class (Tentative Starting of Half Yearly in Class-III-IX)	
10	Tuesday	Class	
11	Wednesday	Class	
12	Thursday	Class (Celebration of Grand Parent's Day in Pre-Primary)	
13	Friday	Class	
14	Saturday	Class (Class VI to IX)	
15	Sunday	Holiday	
16	Monday	Holiday (Fateha-Doaz-Daham)	
17	Tuesday	Holiday (Biswakarma Puja)	
18	Wednesday	Class	
19	Thursday	Class	
20	Friday	Class	
21	Saturday	Class (Class VI to IX)	
22	Sunday	Holiday	
23	Monday	Class	
24	Tuesday	Class	
25	Wednesday	Class	
26	Thursday	Class (Birthday of Vidyasagar as value day)	
27	Friday	Class	
28	Saturday	Class (Class VI to IX)	
29	Sunday	Holiday	
30	Monday	Class	
No. of working days:		No. of days Student Present:	



Date	Day		Fee Deposit / Collection
1	Thursday	Class	
2	Friday	Class (Tentative starting of Term-II, Pre-Primary to Class-II)	
3	Saturday	Class (Class VI to IX)	
4	Sunday	Holiday	
5	Monday	Class	
6	Tuesday	Class (Celebration of Friendship Day in Pre-Primary to Class II)	
7	Wednesday	Class	
8	Thursday	Class	
9	Friday	Class	
10	Saturday	Class (Class VI to IX)	
11	Sunday	Holiday	
12	Monday	Class	
13	Tuesday	Class	
14	Wednesday	Class	
15	Thursday	Holiday (Celebration of Independence Day)	
16	Friday	Class	
17	Saturday	Class (Class VI to IX)	
18	Sunday	Holiday	
19	Monday	Class (Celebration of Raksha Bandhan in Pre-Primary)	
20	Tuesday	Class	
21	Wednesday	Class	
22	Thursday	Class	
23	Friday	Class (Celebration of Janmastami in Pre-Primary)	
24	Saturday	Class (Class VI to IX)	
25	Sunday	Holiday	
26	Monday	Holiday (Jasmastami)	
27	Tuesday	Class (Value Day for Mother Teresa's Birthday)	
28	Wednesday	Class	
29	Thursday	Class	
30	Friday	Class	
31	Saturday	Class (Class VI to IX)	
No. of working days:		No. of days Student Present:	



- Girls with short hair are to wear a white hair band and those with long hair are to tie their hair neatly with white rubber band. Boys must get their hair trimmed regularly (above the ears) otherwise stern action will be taken by the school.
- Please note that the student Identity Card is a part of the School uniform and must be worn to school daily and at all times when in school or when representing the school. Wearing a damaged ID-Card is not permitted.

DISCIPLINARY MEASURES

In cases of indiscipline, the following measures will be adopted by the school:

- Verbal warning and counselling for first time defaulters by the concerned teachers along-with a written note in the Academic Schedule.
- Written warning for repetitive misbehaviour will be issued from the Head of the Institution's Office. Record of the student's conduct of serious to grave nature and of repetitive misbehaviour, will be maintained and the Head of the Institution shall have the right to suspend or expel a student without any explanation.
- Fines will be imposed on students concerned if found responsible for causing damage to school property.
- Late comers (private vehicles) may be penalised by suspension from classes. Students who are late despite repeated warnings and reminders will be sent home/detained after school.
- Coming to school in improper and untidy uniform will be dealt sternly.
- An application should be given to the School Authority, in case of loss or damage caused to the identity / Escort Card.

VEHICLE RULES

- All students availing the school transport are expected to be at the vehicle stop at least 5 minutes prior to the scheduled time of arrival of the vehicle.
- A fine will be imposed on any student found responsible for causing damage in the vehicle.
- Vehicle facilities will be withdrawn in case of repeated misconduct while travelling in the school vehicle.
- Students are prohibited from moving inside the bus and distracting the driver's attention while driving.



5. Transport related matters including complain must be lodged / intimated through an application to the Head of the Institution.
6. If any parent, whose child avails the school transport, wishes to collect the child from school for any particular reason, he/she must obtain the permission slip from the school office, well in advance.
7. Children should conduct themselves with dignity while inside the vehicle. They must NOT misbehave with the vehicle staff and outsiders on the road.
8. Students are NOT allowed to make purchases of anything while they are in the vehicle.
9. Information regarding change of route if any, whether temporary or permanent must be sent through the written note to the front office at least seven days in advance.

SCHEME FOR EXAMINATION AND EVALUATION

Evaluation is a comprehensive and continuous process as it focuses on the daily and consistent progress made by the child. The procedure is based on the child's daily interactions in the class, his/her level of general awareness, the quality of work produced by him/her and assimilation of the concepts taught. Equal importance will be given to participation in co-curricular activities.

EXAMINATION STRUCTURE (Pre-Primary to Class-II)

- Term-I** Written (M.A + S.E only for Class-I & II)
- Term-II** Written (M.A + S.E only for Class-I & II)
- Term-III** Written (M.A + S.E only for Class-I & II)
- Term-IV** Written (M.A + S.E only for Class-I & II)
- Term-V** Written (M.A + S.E only for Class-I & II)

EXAMINATION STRUCTURE (III & onwards)

▼ Periodic Assessment - I

- Multiple Assessment (M.A)
- Subject Enrichment (S.E)
- Portfolio
- Mid Term

▼ Periodic Assessment - II

- Multiple Assessment (M.A)
- Subject Enrichment (S.E)
- Portfolio
- Annual Exam.



July 2024

Date	Day	Class	
1	Monday	Class (Value day for Dr. Bidhan Ch. Roy's Birthday)	Fee Deposit / Collection
2	Tuesday	Class	
3	Wednesday	Class	
4	Thursday	Class	
5	Friday	Class (Celebration of Rath Yatra in Pre-Primary)	
6	Saturday	Class (Class VI to IX)	
7	Sunday	Holiday	
8	Monday	Class (Tentative starting date of 1st Periodic Assessment) (Class-III-X)	
9	Tuesday	Class (Celebration of Yellow Day in Pre-Primary-PG & Nur.)	
10	Wednesday	Class	
11	Thursday	Class (Observation Day for Death Anniversary of Sir Nityananda Banerjee)	
12	Friday	Class	
13	Saturday	Class (Class VI to IX)	
14	Sunday	Holiday	
15	Monday	Class	
16	Tuesday	Class	
17	Wednesday	Holiday (Muharram)	
18	Thursday	Class	
19	Friday	Class	
20	Saturday	Class (Class VI to IX)	
21	Sunday	Holiday	
22	Monday	Class	
23	Tuesday	Class	
24	Wednesday	Class	
25	Thursday	Class	
26	Friday	Class (Celebration of Rainy Day in Pre-Primary)	
27	Saturday	Class (Class VI to IX)	
28	Sunday	Holiday	
29	Monday	Class	
30	Tuesday	Class	
31	Wednesday	Class	
No. of working days:		No. of days Student Present:	



Date	Day			Summer Vacation	Fee Deposit / Collection
1	Saturday	Holiday	Office Open		
2	Sunday	Holiday			
3	Monday	Holiday			
4	Tuesday	Holiday			
5	Wednesday	Holiday			
6	Thursday	Holiday			
7	Friday	Holiday			
8	Saturday	Holiday	Office Open		
9	Sunday	Holiday			
10	Monday	Class (School Re-opens)			
11	Tuesday	Class Tentative starting of Term-I (Pre-Primary to Class-II)			
12	Wednesday	Class			
13	Thursday	Class			
14	Friday	Class			
15	Saturday	Holiday (Class VI to IX)			
16	Sunday	Holiday (Father's Day)			
17	Monday	Holiday (EID-UZ-ZUHA)			
18	Tuesday	Class			
19	Wednesday	Class			
20	Thursday	Class			
21	Friday	Class (Celebration of World Music Day in Pre-Primary)			
22	Saturday	Class (Class VI to IX)			
23	Sunday	Holiday			
24	Monday	Class			
25	Tuesday	Class			
26	Wednesday	Class			
27	Thursday	Class			
28	Friday	Class			
29	Saturday	Class (Class VI to IX)			
30	Sunday	Holiday			
No. of working days:		No. of days Student Present:			



- Students will not be allowed to sit for terminal exams in case they are sick with any form of contagious disease. Medical Certificate needs to be submitted.
- During examination, students will be allowed to leave school only at the usual dispersal time. Private dispersal will have to be intimated at last two days before the examination commences.
- Any students, failing two years in succession, in the same class, will have his / her name struck off the rolls and Transfer Certificate will be issued. The Authority's decision will be final in all cases of dismissal or withdrawal.
- Promotion at the end of the year will be based on attendance, continuous assessment in every subject, work done during the year and the overall conduct record.
- A Student caught using unfair means during the examination, or even if discovered subsequently, will have to face very stern disciplinary action including expulsion.
- The Report Card must be collected by parents only on the stipulated day (for classes I to V).
- In all questions of promotion or failure, the School Authority's decision is final.



April 2024

Date	Day		Fee Deposit / Collection
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday		
8	Monday	Class (Session Begins for Class I to IX, Celebration World Health Day)	
9	Tuesday	Class (Session Begins for Pre-Primary)	
10	Wednesday	Class (Celebration for Eid)	
11	Thursday	Holiday (EID-UL-Fitr)	
12	Friday	Class (Value Day for Dr. Ambedkar's Birthday)	
13	Saturday	Holiday (Charak)	
14	Sunday	Holiday (Dr. Ambedkar's Birthday and Bengali New Year)	
15	Monday	Class (Celebration of Bengali New Year in Pre-Primary)	
16	Tuesday	Class (House Open)	
17	Wednesday	Class	
18	Thursday	Class	
19	Friday	Class	
20	Saturday	Class (Class VI to IX)	
21	Sunday	Holiday	
22	Monday	Class (Celebration of International Earth Day)	
23	Tuesday	Class (House Election)	
24	Wednesday	Class	
25	Thursday	Class	
26	Friday	Class	
27	Saturday	Class (Class VI to IX)	
28	Sunday	Holiday	
29	Monday	Class (Celebration of World Dance Day Pre-Primary to Class-II)	
30	Tuesday	Class	
No. of working days:		No. of days Student Present:	



Communication from Teacher (s)

Date	Communication	Signature of the Teacher	Signature of the Parent