

Rules & Regulations for Boarders

Discipline

- ❖ It is expected that each student displays his best and maintains cleanliness of his room and his surroundings.
- ❖ It is expected that every boarder follows the specific schedule of timings of the boarding house, especially rising up and lights out.
- ❖ Matters like bullying, harassing, ragging or hurting physically / mentally is dealt seriously and disciplinary action would be taken against the defaulter.
- ❖ Destruction or damage to school / boarding house property due to breakage or graffiti shall lead to penalization.
- ❖ Stealing, smoking, consuming drugs, alcohol, possession of objectionable and obscene material are offenses that would lead to direct expulsion of the student from the boarding house.
- ❖ Once admitted as a boarder, the student is not permitted to become a day scholar.
- ❖ Principal's decision is final in all matters.
- ❖ Articles to be brought from home (Find the list) .
- ❖ Boarders would be allowed to call up home once in a week for 10 minutes.
- ❖ Parents are not allowed to call the child. If they wish to take the feedback from Housemaster/Tutors/ Teachers, it should not be more than once a month.
- ❖ No electronic gadgets, PSP, Gameboy are allowed in the possession of the students. The school will not be responsible for loss of such items.
- ❖ Students are not allowed to keep spray deodorants, correction fluids and hair styling gels.
- ❖ Boarders are not allowed to leave during the school term except in the case of family medical emergency relating to any member of the immediate family (brother, sister, uncle, aunt).
- ❖ Medical leave will be granted by the Principal. On return to the school, the student should deposit with the school infirmary all supporting medical documents and medical certificates including prescriptions.

For Dressing & Appearance

- ❖ Boarders are expected to be presentable at all times.
 - ❖ Uniforms are to be worn as per the expectation of the school.
 - ❖ Coloring of hair, inappropriate hair styling and body tattoos are not permissible.
 - ❖ Students are not allowed to keep spray deodorants, correction fluids and hair styling gels.
 - ❖ Hipster style trousers are not allowed.
 - ❖ Fancy belts, rings, trinkets, make-up sets, nail polish, hair dyes will be confiscated if brought to school.
 - ❖ All the belongings of every student must be listed and clearly marked.
- Boarders are expected to adhere to linen room timings given by the Housemaster.

Instructions for Parents

- ❖ Parents and guardians who come to visit their wards must contact the Housemaster who will then summon the child to his study and hand him to the visitor.
- ❖ Parents may not stay in school past 6.00 p.m. If they wish to see the Housemaster/Tutors or other any teacher, they should take prior appointment from the concerned person.
- ❖ Parents need to understand that their frequent visit to school will only disturb the schedule of the child and teachers. The best time to meet the teachers is at the beginning of the term and at the end of the term when all the teachers will be available to meet the parents or during the parent-teacher meeting after each assessment.
- ❖ Parents are not allowed to bring any eatables to school.
- ❖ Rules may be changed time to time without prior intimation.

ARTICLES LIST

TO BE BROUGHT BY THE BOARDERS

The Hostel Store In charge will provide the following items to the students at the time of Admission
(Free of Charge)

- 1) A bed
- 2) A mattress
- 3) A pillow
- 4) A cupboard
- 5) A locker for books
- 6) A study table and chair
- 7) A Bucket and Mug in Bathing area

1. Following essential clothing and other items for the hostel will also be arranged

- 1) Text Books and Note Books 1 set each
- 2) Stationery Items as per requirement
- 3) School Uniform (Summers/Winter) 2 sets
- 4) Track Suit 1 set

The students will bring with them the following items at the time of admission: All articles of clothing and other items belonging to the students –must have their names and admission number clearly marked.

- 1) Bed-Sheet Single Bed 2 pieces
- 2) Pillow Cover 2 pieces
- 3) Black or Blue Jeans / Shorts (non-stretchable) 2 pieces
- 4) Night Suit 2 sets / T-Shirt , Lower 2 sets
- 5) Slippers 1 pair
- 6) Undergarments 4 sets
- 7) Handkerchiefs 4 pieces
- 8) Bathing Towels 2 pieces
- 9) Hand Towels 2 pieces
- 10) Hangers 12 pieces
- 11) Laundry Bag 1 piece
- 12) Party dress 1 set
- 13) Black Leather School Shoes 1 set
- 14) Shoe Polish / Shoe Brush (Black) 1 set
- 15) White PT Shoes 1 set
- 16) Sports Shoes 1 set
- 17) Light cotton blanket 1 piece
- 18) Small locks with duplicate keys set
- 19) Torch 1 piece
- 20) School Bag

The students will bring with them the following items for winters only:

- 1) Woollen blanket 1 piece
- 2) Quilt 1 piece
- 3) Muffler, Gloves 1 piece
- 4) Woollen Socks 1 pair
- 5) Woollen cap 1 piece
- 6) Thermals (inner wear) 2 sets

Toiletries required

Soaps (Bathing and Washing), Soap Case, Liquid Hand wash, Tooth Brush, Tooth Paste, Nail Cutter, Shampoo, Comb, Hair Oil, Body Lotion, Cold Cream.

PLEASE NOTE:

1. Parents are requested not to give any **cash, costly items, Audio System, Electric or Electronic Items, Perfume, Hair Gel, Video Games, Expensive Wrist Watches, Immersion Heater, Iron, Cell Phones etc.**
2. **No eatables are allowed** inside the hostel.
3. Please **label** each of your child's **belongings** with his/her **admission number**, written with **permanent marker**.
4. **ANY ITEMS OTHER THAN THE PRESCRIBED ONES, IF BROUGHT TO THE HOSTEL, WILL BE CONFISCATED AND DESTROYED.**
5. **IF ANY OBJECTIONABLE MATERIAL / ARTICLE IS FOUND WITH THE STUDENT, THE SCHOOL AUTHORITIES WILL BE FORCED TO TAKE STRICT DISCIPLINARY ACTION AGAINST THAT STUDENT. IF**
6. **ANY DAMAGE IS DONE TO THE SCHOOL PROPERTY, IT WILL BE BORNE BY THE STUDENT INCLUDING THE FINE IMPOSED.**



INDUS

NATIONAL SCHOOL

INDUS EDUCATIONAL PARK , SADHUNAGAR, SITARGANJ

Withdrawal Rules: **Procedure for Withdrawal:**

Application for withdrawal should reach the School Office latest by the Date 30 April to say that the child will not be returning to the school in this academic year.

Ordinarily no withdrawal should be made during the academic session, if the need arises withdrawal of a child from school has to be notified to the School Office, in writing, through registered post or by hand, by the parent or by the person who had got the admission formalities done. The date of receipt of the letter/application for withdrawal shall be treated as the date of withdrawal.

According to School Rules, the Headmaster has the right to ask for the withdrawal of a child from the school, if he feels the situation so warrants and in his best judgement, he may not assign any reason for doing so. No fees shall be refunded in such cases.

Refund of Fees: **(Applicable for the new Admissions)**

Refund of fees is not applicable *in the first academic year* of the child's stay in the school hostel more than 15 days.

If any child leave school hostel within 15 days, in that case school will charge $\frac{1}{4}$ yearly fees.

The balance of fees will be refunded, excluding admission fee, within four months after the application by parents.

(Applicable for the existing students or those already enrolled)

Refund of fees will be applicable in the second or subsequent year of the child's education.

Tuition fees will be charged for the full year and is not refundable under any circumstances. Refund will only be applicable for boarding and lodging fees and miscellaneous charges of the hostel in the second or subsequent year of the child's stay in the school.

Refund of Security Deposit:

Refund of security deposit should be requested for, in writing, to the school office within six months of the withdrawal of the child. No request will be entertained thereafter.