



# **SOUTH POINT SCHOOL**

***An ISO 45001 : 2018 CERTIFIED INSTITUTION***

**2023 - 2024**

## **INFORMATION BOOKLET**

16, Mandeville Gardens, Kolkata - 700 019  
Phone Numbers : 24405213 / 6208 / 7209 / 6385  
E-mail ID : [sps@southpoint.edu.in](mailto:sps@southpoint.edu.in)  
[www.southpoint.edu.in](http://www.southpoint.edu.in)



## **Our Motto**

The school's emblem, showing a bird in flight with the motto 'Courage to Know', symbolizes Man's undaunted quest for knowledge. Our students feel proud of their Alma Mater; the school feels equally proud of them.

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## **MANAGEMENT STAFF**

**Dr. (Sm.) Madhu Kohli**  
Director

**Sm. Dalbir Kaur Chadda**  
Principal

**Shri Vinay Sureka**  
Chief Finance Officer

**Sm. Reena Sharda**  
Vice Principal

**Sm. Nilanjana Sarkar**  
Additional Vice Principal

**Shri Rajnish Tripathi**  
Manager (Administration)

## **CO-ORDINATORS**

**Sm. Monalisa Singhania**  
Nursery – Class I

**Sm. Mahua Goswami**  
Classes II – III

**Sm. S. Rajalakshmi**  
Classes IV – V

**Sm. Gargi Banerjee**  
Coordinator

**Sm. Tamali Ghosh**  
Coordinator  
(ECA & ED Tech)

## **SUPERINTENDING TEACHERS**

Sm. Sriparna Mukherjee

Sm. Papia Das Dutta

Sm. Sonali Chakraborty

Sm. Mome Bandyopadhyay

Sm. Arpita Dasgupta

Sm. Nivedita Gupta

## **HEAD OF THE DEPARTMENT (BENGALI)**

Sm. Mausumi Pal

## **HEAD OF THE DEPARTMENT (HINDI)**

Sm. Sudha Mishra

**TEACHING STAFF**  
**(as on 01.04.2023)**

Sm. Addrija Nanda	Sm. Ila Das
Sm. Adwitia Basu	Sm. Indrani Saha
Sm. Alakananda Dassarma	Sm. Ipsita Pal
Sm. Ambareen Ashraf	Sm. Jhimli Som
Sm. Amrita Srinivas	Sm. Joydeepa Sarkhel Verma
Sm. Angelina Das	Sm. Julie Das
Sm. Anju Chirimar (Counsellor)	Sm. Kanchanlata Pathak
Sm. Anunita Ghosh	Sm. Koyeli Chatterjee
Sm. Anwesha Jana	Sm. Lily Khawas (Special Educator)
(Assistant Superintending Teacher)	Sm. Madhumita Haldar
Sm. Aparajita Mitra	Sm. Madhusree Bhattacharya
Sm. Arpita Bhattacharyya	Sm. Malini Mitra
(Assistant Superintending Teacher)	Sm. Malyashree Das
Sm. Arunima Chaudhuri	Sm. Mandar Sengupta
Sm. Arunima Pal	Sm. Martha Khusbu Gomes
Sm. Atreyi Bandyopadhyay	Sm. Meenakshi Chatterjee
Sm. Bhaswati Dey	Sm. Mohini Bose
(Teacher Consultant-Bengali)	Sm. Mohua Mukherjee
Sm. Bidyutparna Gupta	(Assistant Superintending Teacher)
Sm. Bipasha Sengupta	Sm. Monalisa Biswas
Sm. Chhanda Saha	Sm. Monika Ghosh
Sm. Debangshi Dutta	Sm. Monira Haque
Sm. Debarati Roy	Sm. Namrata Biswas
Sm. Debasmita Dutta	Sm. Nandita Singha
Sm. Debasree Paul	(Assistant Superintending Teacher)
Sm. Debjani Basak	Sm. Nazneen Ulfath Sircar
Sm. Debosmita Raha	Sm. Neelanjana Dasgupta
(Assistant Superintending Teacher)	Sm. Nehashree Mimani
Sm. Debrina Patra	(Assistant Superintending Teacher)
(Assistant Superintending Teacher)	Sm. Nilanjana Chatterjee
Sm. Debsathi Saha	Sm. Nilanjana Ghosh
Sm. Deepti Nair	(Special Educator)
(Assistant Superintending Teacher)	Sm. Olibarna Ghosh
Sm. Devasruti Mukherjee	Sm. Pallavi Sikder
Sm. Doyel Mukherjee	Sm. Paroma Banerjee
Sm. Fatema Moiz Deesawala	Sm. Paromita Chaudhury
Sm. Gargi Das	Sm. Paromita Gupta
Sm. Gorima Chakraborty	Sm. Payal Malik

Sm. Payel Saha Bhattacharyya  
 Sm. Phalguni Paul  
 Sm. Piyali Basu Chatterjee  
 Sm. Piyali Mukherjee  
 Sm. Pooja Lakhotia  
 Shri Prasenjit Kumar Saha  
 Sm. Preetha Chakraborty  
 Sm. Prema Ghose  
 Sm. Priyadarshini Burman  
 Sm. Priyanka Dutta Gupta  
 Sm. Priyanka Gupta Altaf  
 Sm. Ramita Ghosh  
 Sm. Ranu Ghosh  
 Shri Raunak Dutta  
 Sm. Rekha Kanojia  
 Sm. Ritu Das  
 Sm. Rituparna Chanda  
 Sm. Roshni Chakraborty  
 Sm. Rudrani Majumdar  
 Sm. Rumpa Dutta  
 Sm. Runali Choudhury  
 Sm. Samita Basu  
 Sm. Samita Ghosh  
 Sm. Sanchita Bysakh  
 Shri Sandip Dawn  
 Sm. Sangeeta Chakraborti  
 Sm. Sangeeta Lahoti  
 Sm. Sangita Ghosh  
 Sm. Sanjana Chaudhury  
 Sm. Sanjukta Chatterjee  
 Sm. Sarbani Mitra  
 Sm. Sarmishtha Biswas  
 Sm. Sarmistha Hazra  
 Sm. Saswati Banerjee  
 Sm. Sayani Chandra  
 Sm. Seema Goswami  
 (Teacher Consultant-Arithmetic)  
 Sm. Shahjabeen Shakoor  
 Sm. Shalini Mukherjee  
 Sm. Shamim Ara Hasan  
 Sm. Sharmila Hazra Choudhury

Sm. Shatabdi Deb  
 Sm. Showli Chakraborty  
 Sm. Shrinwanti Sinha  
 Sm. Shyamashri Chandra  
 Sm. Smita Pal  
 Sm. Soma Bhowmick  
 Sm. Soma Ghosh Dastidar  
 Sm. Soma Singh  
 Sm. Somani Saha  
 Sm. Sonea Arora Mehra  
 Sm. Sourav Paul  
 Shri Souvik Dey  
 Shri Souvik Ghosh  
 Sm. Sreyoshi Sengupta  
 Sm. Sripurna Ghosh  
 Sm. Subarna Mitra  
 Sm. Subhasree Mukherjee  
 Sm. Sucharita Majumdar  
 Sm. Suchetana Sen  
 Sm. Sudeshna Khastgir  
 Sm. Sudipta Ganguly  
 Sm. Sugandha Mazumdar Roy  
 Sm. Suhani Kaushik Ghosh  
 Sm. Sujata Khastgir  
 Sm. Sukanya Biswas Mitra  
 Sm. Sulagna Mukhopadhyay  
 Sm. Sumana Chatterjee  
 Sm. Sumita Pyne  
 Sm. Sumita Roy Das  
 Sm. Suruchi Soni  
 (Assistant Superintending Teacher)  
 Sm. Sushmii Basu  
 Sm. Sushmita Dey  
 Sm. Susmita Ukil  
 Sm. Swagata Gangopadhyay  
 Sm. Swarnali Chaudhuri  
 Sm. Swastika Basu  
 Sm. Swati Mitra (Teacher Consultant  
 Discipline & Extra-Curricular Activities)  
 Sm. Tanushree Bhattacharya  
 Sm. Tanushree Mukherjee

## PROVISIONAL LIST OF HOLIDAYS

APRIL 2023 TO MARCH, 2024

*The holiday list is subject to change by the authorities  
depending upon the requirement of School*

April 01, 2023	Saturday	Foundation Day
April 07, 2023	Friday	Good Friday
April 14, 2023	Friday	Dr. B. R. Ambedkar Jayanti
April 15, 2023	Saturday	Bengali New Year's Day
April 21, 2023	Friday	Id-UI-Fitre *
May 01, 2023	Monday	May Day / Labour Day
May 09, 2023	Tuesday	Rabindra Jayanti
May 15, 2023 to	Monday to	Summer Vacation**
June 13, 2023	Tuesday	
June 29, 2023	Thursday	
July 29, 2023	Saturday	Bakrid / Id-Uz-Zoha *
August 15, 2023	Tuesday	Muharram*
September 06, 2023	Wednesday	Independence Day
October 02, 2023	Monday	Janmashtami
October 14, 2023	Saturday	Gandhi Jayanti
October 18, 2023 to	Wednesday to	Puja Vacation**
October 29, 2023	Sunday	
November 11, 2023 to	Saturday to	
November 14, 2023	Tuesday	Kali Puja & Diwali Break **
November 27, 2023	Monday	
December 24, 2023 to	Sunday to	Guru Nanak's Birthday
January 04, 2024	Thursday	
January 23, 2024	Tuesday	
January 26, 2024	Friday	Winter Recess **
February 14, 2024	Wednesday	
March 25, 2024	Monday	

Holidays for Durga Puja (October 21 to October 24), Lakshmi Puja (October 28) fall within Puja Vacation. Holiday for Christmas (December 25) falls within winter recess.

\* Dates are subject to change as per the announcement of State Govt. (Id-UI-Fitre / Id-Uz-Zoha / Muharram)

\*\* Both days inclusive.

## **GENERAL INFORMATION**

### **HISTORY**

South Point School was founded by the Late Satikanta Guha on April 1, 1954 at 16 Mandeville Gardens, Kolkata - 700 019, with Smt. Pritylata Guha as Associate Founder. It started with only 20 children and soon made legendary progress in the field of education. South Point School is run and managed by the South Point Education Society, which is a part of the M P Birla Group of Companies and Institutions. The M. P. Birla Group is one of the leading industrial Groups in India. It owns a number of factories producing a wide range of products, including cement, jute, cables and auto interiors. The Group is well-known for its philanthropic and educational activities. It supports a number of technical and management institutions, hospitals and schools. It has set up some of the most prominent educational institutions and hospitals in the country.

South Point High School, where your children will study from Class VI onwards, is also run by the same Society. It officially obtained its affiliation with the Central Board of Secondary Education in the year 2011.

South Point, as it is today, is a large family comprising about 12000 students, 400 teachers and 200 members of non-teaching staff. It has the distinction of being mentioned as the world's largest school in the 'Guinness Book of World Records' in the editions from 1984 to 1992.

### **AIMS & OBJECTIVES**

The aims and objectives of the Institution are not only to promote education by encouraging academic excellence, but also to provide ample opportunities to nurture all-round development of the pupils and to stimulate and develop creativity in them. The ultimate aim is development of personality so that they become worthy citizens, caring for others, and having a sense of duty and responsibility to society.

### **SCHOOL WEBSITE - [www.southpoint.edu.in](http://www.southpoint.edu.in)**

It is a most effective tool of quick communication as all important notices and announcements are posted here. The site answers all queries on admissions, facilities, co-curricular activities, fees, awards and scholarships meant for Pointers . Through the "Parents' Zone", guardians can log in to the School portal – Skolaro, where they can view their ward's profile. Guardians can also see examination results and follow their wards' progress.

## **ENHANCEMENT OF DIGITIZATION**

The School has evolved with time and has tried to keep pace with the need of the hour on use of technology. Certain new features of technology have been introduced and existing ones further enhanced.

### **School Portal - Skolaro**

The School Portal - Skolaro platform is available both on PC and the mobile phone (via browser and App) and the student as well as both the parents have their own log-in credentials. Skolaro is used for multiple purposes, including the ones listed below:

- a. School notices
- b. One to one communication between the school and parents
- c. Fee payment and receipts
- d. Student profile view
- e. Report cards
- f. Helpdesk

The School app “Skolaro” can be downloaded from Google Play/Apple store. The parent portal can be accessed by visiting [www.skolaro.com](http://www.skolaro.com) and clicking on “Login”. Parents can log in with their user name being the prime Email ID / Mobile number (10-digit number without +91) as is provided in the school records. For first time login a generalised password “parent 123” is to be used, which must be reset by the parents after the first login.

Students can log in to the app/portal with their user name in the form of xx-xxxx.spk where xx-xxxx stands for the Student ID.

For example, if the Student ID is 10-1234, then the User ID will be 10-1234.spk

For the first time log ins, the default password has been set as date of birth in ddmmmyyyy format preceded by a “s”.

For example, if date of birth of a student is April 10, 2008, then the password will be s10042008. The password MUST be reset after the first login.

### **Helpdesk Feature on School Portal**

This feature has been developed and integrated with the school portal “Skolaro” which allows guardians to communicate with the School in a more effective and efficient manner on various issues. This module is known as “Help Desk” through which guardians will be able to raise their tickets on various issues pertaining to their wards. The issue raised by the guardians will directly reach the concerned department which

is required to deal with the same and address the issue in a timely and effective manner. Escalation matrix is automatically built into the solution, in case timely response is not sent to the guardians. This is available only through the parent log in credentials and not through the student credentials. The module can be accessed on the School's web portal "www.skolaro.com" on a PC or mobile phone and cannot be accessed on the Mobile App.

The issues for which the tickets can be raised by the guardians along with the possible cases (for illustrative purpose only) under each issue are given below.

<b><u>Ticket Type (Pre-defined)</u></b>	<b><u>Possible Cases (for illustrative purpose only)</u></b>
Student Profile Updation	Change in address, contact details etc.
Academics (Requests)	Change in CCA, vernacular, early release etc.
Academics (Issues & Suggestions)	Discipline, assignments/homework, assessment, etc.
Application for Certificates & Documents	Application for different types of certificates
Administration-Issues & Suggestions	Housekeeping, facilities etc.
Fee & Other Related Issues	Any issues related to school fees
School Transport Service	Any issues related to school bus service
IT-Services	Related to Skolaro, Mindspark, Office 365 etc.
Books, Uniform & Other Supplies	Related to book shop, uniform etc.
Suggestions & Feedbacks	General suggestions

The module comes with the following additional features:

- In case more than one child is studying in South Point, the guardian can raise separate tickets for each ward
- A unique ticket number gets generated for every ticket which can be used for future reference
- Documents in various formats can be attached along with the tickets raised as supporting
- Notification will be sent to guardians whenever there is any activity on the tickets raised by them
- Tickets can be reopened in case the guardian is not satisfied with the resolution

This feature has been specially developed in the Skolaro platform to enable parents to raise issues pertaining to their own wards. This should be taken as a replacement of the requirement to visit/mail the school office for any clarification/requisition etc. and not as a platform to post matters not related to their wards. The module is available only on the browser version of the portal.

In case of any issue, please send an email to [ithelpdesk.sps@southpoint.edu.in](mailto:ithelpdesk.sps@southpoint.edu.in)

## **Online Class**

Online classes for students may be conducted on a virtual platform as and when required. The link for these classes will be shared on the School Portal.

## **Microsoft Office 365**

The School has deployed the Office 365 solution for its students and is using its various offerings, especially MS Teams. The objective is to enable students and teachers with the features and powers of this product from Microsoft and to enhance digital teaching-learning process.

MS Teams platform is utilised presently for the purpose of delivery of asynchronous online education, including assignments, quizzes, uploading of other academic content etc. The School will also try to utilise the various offerings by Microsoft and other providers which are linked to MS Teams for a further enriched learning experience of our students.

Each student is allotted an institutional email ID under the domain southpoint.edu.in to be used for school related purposes only.

## **Student Office 365 & Email Usage Policy and Cyber Security**

This policy applies to guardians of students and the students themselves, who have been assigned (or given access to) South Point Education Society's licensed Microsoft Office 365 account and an institutional email ID with the domain name @southpoint.edu.in

The Microsoft Office 365 account and its apps including Exchange (the email application) are tools that help students get a better learning experience. Their accounts must always without fail be monitored by their guardians and should not be left completely on students to handle. In case any guardian has any problem undertaking this responsibility, please inform the school immediately and we will severely restrict the usage rights on the account.

For students of South Point up to Class VIII, the emails are configured to be used internally within the organisation only and not for sending/receiving emails from outside our domain. Nevertheless, we provide below a list of what constitutes appropriate and inappropriate use of the same:

### **Appropriate use of institutional email**

Students are allowed to use their institutional email ID for school work-related purposes without limitations. For example, their email can be used to:

- a. Communicate with teachers, other students etc.(subject to school policy), related to their work.
- b. Log in to official software and applications they have legitimate access to.

- c. Provide their email address to other students of South Point and teachers for official purposes.

### **Inappropriate use of institutional email**

Students represent the School whenever their institutional email ID is used. Therefore they must not use the ID to:

- a. Sign up for illegal, unreliable, disreputable or suspect websites and services.
- b. Send unauthorized marketing content or solicitation emails.
- c. Send insulting or discriminatory messages and content.
- d. Intentionally spam other people's emails, including their teachers and other students.
- e. Conduct personal e-commerce transactions.
- f. Share their ID with persons external to the School. The School has the right to monitor and archive institutional email boxes.

### **Cyber Security**

Email is often a mode of confidentiality breaches, hacker attacks, viruses and other malware. These can compromise the School's reputation, legality and security of our equipment as well as safety of students and staff.

#### **Students and their guardians must:**

- a. Select strong passwords with at least eight characters (capital and lower-case letters, symbols and numbers) without using personal information (e.g. birthdays.)
- b. Remember passwords instead of writing them down and keep them secret.
- c. Change passwords every two months.
- d. Not share account credentials with any person under any circumstances, including teachers and other students.
- e. Keep the operating system as well as the downloaded applications on computer as well as mobile devices updated and also install reputed anti-virus applications.
- f. Always be vigilant and identify emails that carry malware or phishing attempts.
  - Avoid opening attachments and clicking on links when content is not adequately explained (e.g. "Watch this video, it's amazing.")
  - Be suspicious of clickbait titles or headlines used to psychologically compel readers to crave the information beyond the click.
  - Check properly, email ID and names of unknown senders to ensure they are legitimate.
  - Look for inconsistencies or style red flags (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)

If a parent/student is not sure that an email received is safe, or in case of any breach of security please send an email to [ithelpdesk.sps@southpoint.edu.in](mailto:ithelpdesk.sps@southpoint.edu.in)

## **Indiscipline**

Students and their guardians should take all steps to ensure adherence to the above policy. The following, in particular, may attract strict action:

- a. Using the institutional email address to send confidential data without authorization.
- b. Sending offensive or inappropriate emails to other students, teachers or anyone else.
- c. Using institutional email for an illegal activity

## **Mindspark**

The school uses Mindspark, a computer based self learning tool that helps a child to improve his/her skills in Mathematics. It is a medium which provides an active and adaptive learning environment for the pupils of Classes II to IV. Mathematical concepts are taught through gamification and the modules activated are in sync with the School's curriculum. This programme allows each student to follow a learning path that is based on the learner's need and pace. Under this programme, each child is provided with a tablet inside the classroom and is also allowed access to the programme online while at home.

## **ADMISSION AND WITHDRAWAL**

### **Nursery I, Nursery II and Transition**

Minimum age of a child for admission to Nursery I, Nursery II and Transition is 3+, 4+ and 5+ respectively.

The general public is informed through advertisement/ notification in the newspapers/ school notice board / school website about the commencement of the admission process. Registration forms for Nursery I & II are sold online through the School website against a stipulated amount for a period of around 10 days during the months of June / July.

Registration forms for Transition are sold online through the school website in the month of January. The school shortlists candidates as per its own criteria and parents of such short-listed children will be required to come to the school along with their wards for an interaction with the Principal/Vice-Principal.

### **Classes I to V**

In the month of December, a notice is put up for admission from Class I to Class V depending upon the vacancies. Registration Forms are sold online in the month of January.

After receiving the registration forms, computer generated random selection is done for the seats available.

## Class VI onwards

Pupils join South Point High School from Class VI and continue till Class X. However, admission to Class XI is solely on the basis of merit. Due to limitations, the School cannot admit all its students to Senior Secondary classes. So an important condition of admission to South Point School is that it carries with it no guarantee, that after passing the Secondary Examination, a pupil will automatically get a seat in South Point High School for the two-year Senior Secondary Course.

**A one month notice is to be given if a pupil is to be withdrawn from the School.**

## SCHOOL TIMINGS

The School runs in two sessions - morning & afternoon

CLASSES	MORNING	AFTERNOON
Nursery I	9 a.m. to 11.15 a.m.	12.30 p.m. to 2.45 p.m.
Nursery II	9 a.m. to 11.30 a.m.	12.30 p.m. to 3.00 p.m.
Transition	8.45 a.m. to 11.45 a.m.	12.20 p.m. to 3.20 p.m.
Class I	7.00 a.m. to 11.15 a.m.	12.20 p.m. to 4.35 p.m.
Classes II to V	7.00 a.m. to 11.30 a.m.	12.15 p.m. to 4.45 p.m.

## VISITING HOURS

Guardians wishing to meet school authorities may please follow the given visiting hours :-

MONDAY – FRIDAY	
Principal / Vice Principal	2.15 pm – 3.15 pm
Chief Finance Officer	2.15 pm – 3.15 pm
Manager (Administration)	2.15 pm – 3.15 pm

MONDAY – FRIDAY		
Superintending Teachers	Nursery I, Nursery II & Transition	9.00 am – 9.30 am
	Classes II, IV & V	10.00 am – 10.30 am
	Classes I & III	1.00 pm – 1.30 pm

### MONDAY – FRIDAY

Book Counter	9.00 am - 11.00 am & 12.30 - 3.30 pm
Cash Counter	9.15 am - 3.30 pm
Accounts Department	11.00 am - 1.00 pm
Transport Department	11.00 am - 1.00 pm & 2.00 pm – 3.30 pm

### IDENTITY CARD

The School has a system of Identity Cards for pupils, the use of which is subject to the following rules:

One Identity card is to be worn by the student everyday. Pupils must wear Identity Cards with specified coloured cords as mentioned below:

Morning	Pupils availing school bus	Yellow
	All other pupils	Red
Afternoon	Pupils availing school bus	Orange
	All other pupils	Blue

If the pupil is escorted by a guardian/ representative, the escort must carry the other card to ensure proper identification.

Loss of this card must be reported in writing immediately to the School, accompanied by a stamp size photograph and Rs 100/-for replacement of the card.

**Before obtaining the transfer certificate or refund of caution money deposit, this card has to be surrendered.**

### UNIFORM

It is compulsory for pupils to wear the School uniform, particulars of which are given below:

**Details of the uniform are:**

Summer Uniform (February 16 to November15)

<b>CLASSES</b>	<b>BOYS</b>	<b>GIRLS</b>
<b>Nursery I and II</b>	Yellow half-sleeved T-shirt, blue denim shorts	Yellow half-sleeved T-shirt, blue denim bib pinafore
<b>Transition-Class I</b>	White half-sleeved shirt with blue stripes, blue collar and blue band on sleeves and pocket. The pocket has the school logo on it. Navy blue shorts and school belt.	White half-sleeved shirt with blue stripes, blue collar and blue band on sleeves and pocket. The pocket has the school logo on it. Navy blue A line skirt with a front pocket on each side and school belt.
<b>CLASSES</b>	<b>BOYS</b>	<b>GIRLS</b>
<b>Classes II – III</b>	White half-sleeved shirt with blue stripes, blue collar, blue band on sleeves and the school logo on the pocket. Navy blue shorts and school belt.	White half-sleeved shirt with blue stripes, blue collar, blue band on sleeves and the school logo on the pocket. Navy blue A line skirt with a front pocket on each side and school belt.
<b>Classes IV – V</b>	White half-sleeved shirt with blue stripes, with a blue collar and the school logo on the pocket. Navy blue shorts and school belt.	White half-sleeved shirt with blue stripes, with a blue collar and the school logo on the pocket. Navy blue A line skirt with a front pocket on each side and school belt.

Winter Uniform (November 16 to February 15)

<b>CLASSES</b>	<b>BOYS</b>	<b>GIRLS</b>
<b>Nursery I and II</b>	Yellow full-sleeved T-Shirt, denim trousers	Yellow full sleeved T-shirt, blue denim bib pinafore.
<b>Transition - Class I</b>	White full-sleeved shirt with blue stripes, blue collar and blue band on sleeves and pocket. The pocket has the school logo on it. Navy blue shorts / trousers and school belt.	White full-sleeved shirt with blue stripes, blue collar and blue band on sleeves and pocket. The pocket has the school logo on it. Navy blue A line skirt with a front pocket on each side.

CLASSES	BOYS	GIRLS
<b>Classes II – III</b>	White full-sleeved shirt with blue stripes, blue collar, blue band on sleeves and the school logo on the pocket. Navy blue shorts / trousers and school belt.	White full-sleeved shirt with blue stripes, blue collar, blue band on sleeves and the school logo on the pocket. Navy blue A line skirt with a front pocket on each side.
<b>Classes IV – V</b>	White full-sleeved shirt with blue stripes, with a blue collar and the school logo on the pocket. Navy blue shorts / trousers and school belt.	White full-sleeved shirt with blue stripes, with a blue collar and the school logo on the pocket. Navy blue A line skirt with a front pocket on each side.

- A navy blue sweater with knitted yellow bands on the collar and sleeves.
- In case required, a navy blue muffler, a navy blue scarf or a navy blue cap may be used. These are also available at the authorized outlets.
- A School tie must be worn by both boys and girls of Transition to Class V.

**Socks & Belt :** Prescribed white socks with blue stripes and the school belt are available at the Book Counter of the School. Kindly note that only white stockings may be worn by the girls in winter.

**No leggings of any colour are allowed.**

**A pair of navy blue bloomers must be worn by all girls from Nursery to Class V.**

**A pupil not wearing proper uniform, will not be allowed to attend classes.**

The School has authorised the following outlets/shops to manufacture and sell the standardised School uniforms, and karate uniforms at prices determined by the School. These outlets are :

OUTLET NAME	ADDRESS & PHONE
<b>New Amrita Bastralaya</b>	155B Rashbehari Avenue, Gariahat, Kolkata-29 (Phone : 9836363058)

<b>Pragya</b>	37A Garcha Road, adjacent to Gariahat Tram Depot., Kolkata - 19 (Phone : 033 3551 8195),
	134 Mahatma Gandhi Road, Kolkata - 7 (Phone : 033 2269 3875),
	AE 332, Sector - 1, Salt Lake City, Kolkata - 64 (Phone : 033 2337 8556)
<b>Jharna Stores</b>	10 Station Road, near JU, Kolkata - 32 (Phone : 033 2414 2629)
<b>Mercury Point</b>	82/7 N Ballygunge Place, Kolkata - 19 (Phone : 87770 14012)
<b>Amrita Bastralaya</b>	157C, Rashbehari Avenue, Kolkata - 29 (Phone : 033 2464 2217)

**School Ties, Belts, Socks & Stockings** are available at the Book Counter of the School on direct cash payment.

Guardians must ensure that their wards attend classes attired in proper school uniform bought at the authorised outlets only.

### **Shoes**

The school has prescribed the Khadim shoes for both boys and girls. These are available at the Khadim Stores :

- |   |  |
|---|--|
| 1. 159/1C Rashbehari Avenue,<br>Near Hindustan Club<br>Kolkata - 700 029, Ph.No. 24617409 | 2. 43 Rashbehari Avenue<br>Kolkata 700 026,<br>Ph. No.- 24196004       |
| 3. G-42 Dakshinapan, Shopping Complex,<br>Kolkata - 700 068, Ph. No. 24237728             | 4. 433 Diamond Harbour Road<br>Kolkata 700 034, Ph. 23973157           |
| 5. 7A Lindsay Street, Kolkata 700 087<br>Ph. No. 9073348139                               | 6. 80 Bidhan Sarani, Kolkata 700004<br>Ph. No. 25540139                |
| 7. Unit No. E-103, City Centre<br>Salt Lake, Kolkata 700064<br>Ph. No. 23589911           | 8. 18 G. T. Road, Howrah<br>Maidan, Howrah 711 101<br>Ph. No. 26373334 |

### **PURCHASE OF SCHOOL SUPPLIES**

The guardians can buy different School supplies like text books, exercise books, stationery etc. from the Book Counter of the School. The Book Counter remains open from 9.00 am to 11.30 am and again from 12.30 pm to 3.30 pm from Monday to Friday. It remains closed on Saturday.

### **School Bags and pencil cases:**

Though not compulsory, the guardians are advised to consider buying school bag and pencil cases from the School which are of good quality and available at a reasonable price.

### **LIBRARY FACILITIES**

The School Library has a collection of about 32,000 volumes, most of which are issued to the students. To inculcate a healthy reading habit, the pupils of Classes II to V are encouraged to borrow a book for a period of seven days. There are several reference books including encyclopaedias, encyclopaedic dictionaries and other informative picture books; there are some comics and cartoon books also. These are not allowed out of the library but the pupils can browse through them in the library. The library hours are from 9.00 a.m. to 5:00 p.m. on weekdays. Classroom library facilities are available for pupils of Classes I, II & III and they are also allowed to borrow books from their respective classroom libraries.

If any library book is lost or damaged, the pupil is required to replace the concerned book.

### **POINTER (SCHOOL MAGAZINE)**

Every year the School comes out with two issues of the School magazine, Pointer – the summer and winter issues, which feature a kaleidoscope of articles, artwork and School events.

### **CANTEEN FACILITIES**

At present, the canteen facility is available to the pupils of Classes II to V during the break time only. **No cash transaction is allowed.** The guardians or authorised persons may buy coupons in bulk from the cash counter on **Tuesdays & Thursdays** between **11.00 am and 1.00 pm**. The pupils may obtain items available at the canteen against such coupons.

### **CO-CURRICULAR ACTIVITIES**

Special emphasis is laid on attaining excellence in co-curricular activities. Karate is part of the regular curriculum from Class II onwards. In addition; other areas of co-curricular activities continue to inspire and motivate pupils to attain special skills - the areas being Music, Art & Craft. Computer Education Programmes are held for all pupils from Nursery II to Class V. CCA Classes (Co curricular Activities), are also a part of the CBSE curriculum for the pupils of Class V.

### **EXTRA CURRICULAR ACTIVITIES**

Special arrangements are made for regular cricket matches. Pupils interested in registering themselves for the same are to contact the P.T. teachers. Pupils take part in different Intra-School competitions like Painting, Singing, Quiz, Debate & Sports and also in Inter-school events. In addition to this, events like Sports, Exhibitions, Inter-school Festivals, picnics etc., are arranged.

Activity classes which are optional are held on Saturdays. The activities are Music - Instrumental & Vocal, Classical and Western Dance, Elocution & Drama, Roller Skating, Chess etc. These classes are conducted by eminent personalities.

For the little ones of Nursery, an area of about 1200 sq. ft. equipped with the latest educational toys and accessories, has been developed for indoor playtime activities.

### **SCHOOL HOUSES**

The pupils of Class IV onwards are divided into six Houses to inculcate a spirit of healthy competition in extra-curricular activities. The Houses are

1. Rabindranath Tagore House (Colour Red)
2. David Hare House (Colour Orange)
3. Derozio House (Colour Yellow)
4. Ashutosh Mukherjee House (Colour White)
5. Iswar Chandra Vidyasagar House (Colour Green)
6. Sister Nivedita House (Colour Blue)

Each House, under the charge of a House Mistress and an Assistant House Mistress aims to instil pride and competitiveness in its members.

Throughout the year, inter-house competitions are arranged and prizes are awarded to the winners.

### **EVALUATION PATTERN**

The school follows the system of continuous and comprehensive evaluation (CCE).

#### **Nursery I and Nursery II**

Evaluation of the pupils' class performance is on a regular basis. Report Cards indicating the grades attained, as well as a general report pertaining to the pupil's progress are issued twice a year, tentatively in the months of September / October and March. A Parent-Teacher Meeting is held after the First Term. An orientation programme is held at the beginning of the new session for the parents of the new pupils.

#### **Transition to Class III**

The pupils are evaluated on the basis of regular class work and no examinations are held. Class tests are held throughout each term. Report Cards indicating the grades attained as well as a general report pertaining to the pupil's progress is issued twice a year, tentatively in the months of September/October and then in March. The grades in Report Cards reflect a pupil's performance in the class. A Parent Teacher Meeting is held tentatively in the month of July for the children who need special guidance and once again after the First Term, to review the interim progress of all the pupils.

#### **Classes IV - V**

Pupils of Classes IV and V are evaluated on the basis of regular class work. They also need to appear for Block tests in all the subjects at the end of each term. They are assessed on the daily performance. Report Cards are issued at the end of each term. A

Parent -Teacher Meeting is held after the First Term to review the interim progress of all the pupils. .

The progress of pupils is evaluated according to the following Grade system:

Marks are divided into six Grades, namely A+, A, B, C, D, E.

**Numerical equivalents (Percentage) are as follows:**

A +	:	90 – 100
A	:	82 – 89
B	:	74 – 81
C	:	66 – 73
D	:	58 – 65
E	:	50 – 57
F	:	Below 50

The 'F' grade denotes that the pupil has to work hard to come up to the desired standard of the class.

Wilful absenteeism before any test/examination without grant of leave is strictly discouraged as the absentees miss valuable revision lessons and helpful suggestions. Such pupils may be debarred from taking the respective examination.

In case of ailment during Block Tests, the guardians are to see the Principal (during visiting hours only) with the leave applications and necessary medical certificates etc.

**Promotion criteria for Class V**

Parents are hereby apprised that pursuant to the Right of Children to Free and Compulsory Education (Amendment) Act 2019, schools have been allowed to hold back a pupil in Classes V & VIII, in case of failure to obtain the desired academic standard. Detailed modalities in this regard will be intimated in due course of time.

**DISCIPLINE**

Pupils belonging to the junior age groups are required to be handled with considerable tact and patience. At South Point, friendly advice and admonitions coupled with firmness, take the place of corporal punishment.

**Guardians are to note that:**

- Special emphasis is laid on inculcating a high degree of discipline amongst the pupils. **Any kind of disobedience or objectionable behaviour may result in strict disciplinary action.**
- Strict action may be taken if School property, including library books, is wilfully damaged or destroyed. In such cases, a heavy fine may also be imposed.
- Use of unfair means in any test / exam will result in the annulment of one's entire term result. A pupil, who renders unfair assistance to another, will be equally liable for punishment.
- A friendly attitude is to be maintained with classmates.** Strict disciplinary action; like suspension, may be taken against any pupil who fights with other pupils

and causes injury to them. Pupils injurious to the moral tone of the School may have to be withdrawn.

- e. Guardians are requested not to permit their wards to be absent from the School except for illness or other equally valid reasons.

## **COUNSELLING**

In order to assist pupils tide over learning difficulties as well as help in the development of their personality, the school has appointed counsellors.

The School also has two trained **Special Educators** who offer extra academic support to those pupils who need it.

## **ABSENCE**

If any pupil is absent for one or two days, an entry in the Regularity Record of the School diary by the guardian explaining the cause of absence, is to be made. A formal letter, accompanied by a medical certificate is necessary in case of sickness for three or more days. If there is an appointment with a doctor, the pupil must not be sent to the School on that day.

**Pupils afflicted by infectious diseases or exposed to such diseases must complete the QUARANTINE PERIOD of fifteen days before rejoining School. A medical fitness certificate by the attending physician must be handed over to the Class Teacher at the time of rejoining the classes.**

All leave applications, addressed to the Principal, Clearly stating the name of the pupil class, section and session, should be handed over at the Reception desk or to the Class Teacher.

Minimum attendance must be 80% of the number of School days.

## **GENERAL RULES**

**The following rules are to be strictly adhered to :**

1. Pupils must attend the School regularly and punctually. **Late-comers will be sent back home if they come in late more than three times.**
2. A neat and clean uniform must be worn at all times. Pupils in dirty or untidy uniforms may not be allowed to attend classes. It is compulsory for pupils of Classes II to V to wear the Karate uniform on the days they have Karate. If they don't, they will be sent back home.
3. **Pupils are not allowed to attend School when sick and/or suffering from an infectious disease. Any pupil found appearing for a class work/test when sick will have his/her class work/test cancelled.**
4. Pupils must complete their homework regularly.
5. Pupils are required to address their teachers and all other members of teaching and non-teaching staff with due respect and politeness. They are expected to behave always in a proper manner, befitting the dignity of the School.

6. Pupils who do not use the School bus will be allowed to leave only with their guardians or escorts, on production of their identity cards. **No pupil will be allowed to leave alone.**
7. No pupil will be allowed to leave the School premises earlier than the scheduled hour of dispersal.
8. No book, periodical or newspaper of any objectionable nature shall be brought to School.
9. Pupils are not permitted to wear watches / gold jewellery or to carry with them any expensive objects to School.
10. Any change in the pupil's profile, including change of address, phone number etc. should immediately be informed in writing. For change in address, the application must be signed by both parents/guardian. **A form is available for this purpose in the school as well as on the school website.**
11. Pupils are to bring their own tiffin or obtain it from the Canteen in permissible cases.
12. **Guardians are requested not to send any birthday gifts, other than two toffees per child. Any other gifts will be returned by the school.**
13. No programme or party is to be arranged in the School without prior permission of the authorities.
14. It is not possible for the School personnel to deliver individual articles (water bottle, tiffin box, sweater, etc.) to the classroom of the concerned pupil if for any reason he/she has forgotten to bring it. Kindly ensure that the student is carrying the required articles.
15. Girls must wear only BLACK rubber bands or hair bands. Use of no other colour will be allowed.
16. Plastic water bottles without straps and metallic water bottles are not allowed.

## **PRIVATE TUITIONS**

Private tuitions do not always help the child to develop into a better student as it induces a sense of lethargy in the child's study habits. In particular, we discourage the practice of private tuitions imparted by teachers of our School to our pupils, as it may at times generate an unhealthy atmosphere. The Code of Conduct applicable to teachers of affiliated schools issued by the State Government as well as the Right to Education Act 2009, bar any sort of private tuition.

Conforming to the directives of the government and in continuation of our internal policies, we declare that private tuition by the teachers of South Point School/ South Point High School is not allowed at all. We hope to achieve the minimum academic standard required for all our pupils during the school hours. With this end in view, we request all guardians to submit an annual declaration to the School, the format of which will be given at the commencement of the new session.

## TRANSPORT

The School has ten buses which may be utilised by the pupils for conveyance to and from the school. The buses have their fixed routes and cannot go into narrow roads and in such cases the pupil must board the bus at the given location on the main road. A brief outline of the routes is given below :-

### Route No.

### Route

<b>Route No.1</b>		Haltu Bazar, Ramlal Bazar, Paul Bazar, Santoshpur Lake, Santoshpur Mini Bus Stand, Survey Park
<b>Route No.2</b>		Lake Gardens Dhaka Kali Bari (Only Morn), Lords Bakery, Golf Green TV Station, 234 Bus Stand, Bijoygarh Mini Stand, Pallyshree More, Loyalka, Baghajatin, Raja S.C.Mallick Road, Sukanta Setu, 8B Bus Stand, Dhakuria, Jodhpur Park
<b>Route No.3</b>	<b>Morning</b>	Behala Chowrasta, Shimultola Telephone Exch, Behala Police Station, Behala 14 no.Bus Stand, Taratala, New Alipore (Park), New Alipore (Block-E), Mahabirtala, Tollygunge Circular Road, Mudiali, Southern Avenue (Swimming Pool)
<b>Route No.3</b>	<b>Afternoon</b>	Sakher Bazar Petrol Pump, Behala Chowrasta, Shimultola Telephone Exchange, Behala 14 no. Bus Stand, Taratala, New Alipore (Park), New Alipore (Block-E), Tollygunge Circular Road, Mahabirtala, Menoka Cinema
<b>Route No.4</b>		Pepsi Factory, Kamalgazi Crossing, Mohamayatala, Hindstan More, Sitala Mandir, Garia State Bus Terminus, Ramgarh, Gangulybagan, Military Road
<b>Route No.5</b>		Peerless Hospital, Coal India Housing, Panchsayar Post Office, Srinagar More, Garia Station Road, Balia More, CMDA Godown, Dhalai Bridge, Patuli Fire Station, Ruby Hospital, Siemens, Nilachal Apartment, Kasba Bosepukur
<b>Route No.6</b>	<b>Morning</b>	CR Av.& BB Ganguly St Crossing, Mahajati Sadan, Girish Park, Vivekananda Road, Manicktola, Raja Bazar, Sealdah, Moulali, CIT Road, Park Circus, Methai, Samsul Huda Road
<b>Route No.6</b>	<b>Afternoon</b>	Ghosh Para (Metro Rail Crossing), Kudghat Wireless, Kudghat Mini Bus Stand, Tollygunge

Metro Station, Tollygunge Tram Depot., Bangur Hospital, Mudialy, Swimming Pool, Lake Gardens, Jodhpur Park

- Route No.7** Lakshminarayan Tala, Bataitala, Kona Expressway, Bele Pool, Mandirtala, Toll plaza, Race Course, Ichhapur Water Tank, Anandamoyee Ashram, Natun Rasta
- Route No.8** Hiland Park, Santoshpur Crossing, Bengal Ambuja, Kalikapur, Anandapur, Hussain Pur, Ruby Hospital, Avisikta Building, Ganguly Pukur, Sahid Nagar, Selimpur Fly over
- Route No.9** Jaya Cinema (Lake Town), Jessore Road, Green Park, Bangur Avenue, VIP Road, Ultadanaga, Kankurgachi, Phoolbagan, Beliaghata CIT More, Joramandir, Jalvayu Vihar/Beleghata Crossing, Chingrighata, Metropolitan, Science City (Nursery I to Transition – Bangur Aft pick up only)
- Route No.10** Patuli Police Station, Palki Restaurant, Kendua Road, Rathtala, Naktala, Bansdrani, Ranikuthi, Tollygunge Tram Depot, Ghoshpara Metro Crossing (pick-up only) (only Morn), Charu Market, Menoka Cinema

At the beginning of every session, the School takes online applications for the enrolment of bus service from the parents who are interested in availing the bus service for their wards. Please refer to the notice shared on the School Portal regarding bus facility.

The buses are fitted with vehicle tracking devices using GPS. This is helpful in monitoring the movement of the buses in case of any unforeseen circumstances. To look into the safety of the children each bus has female wardens, Panic Buttons Fire Extinguishers and CCTV Cameras.

The School does not accept responsibility for the safety of the children before the bus picks them up or after it drops them or for any unforeseen accidents enroute. The school also encourages availing of one way bus services on a regular basis (for the morning session for coming to school only and for the afternoon session for returning from school only).

### **Rules and Conditions of School Bus Service**

1. Besides the I.D. Cards, the pupils must carry distinctive display badges, to be purchased from the School counter, showing their bus number. Distinctive badges, particularly for one-way trips (Arrival or Departure), must be carried by pupils taking such trips.

2. When home escorts bring pupils to and from the bus pick up point, they should be introduced beforehand to the bus escort for identification.
3. All pupils availing the bus services are required to behave in an orderly fashion· at all times to avoid accidents and injuries. The School reserves the right to take strict disciplinary action against any errant pupil.
4. Pupils must turn up at the pick up points on time. In no case will the bus wait for late-comers.
5. If any home escort fails to turn up on time to receive a pupil, the pupil will be brought back to School and the guardian will have to collect the pupil from the School.
6. Guardians are expected to co-operate and bear with situations like delay in or disruption of bus service for unforeseen reasons, viz. road congestion, demonstrations and accidents and also absenteeism of drivers and escorts. They are requested to make their own transport arrangements in the event of such delay or disruption, particularly during the period of examinations. For the convenience of guardians, school buses have been provided with mobile phones. In case of an emergency these numbers may be used :

Bus No.	Escort's Mobile No.	Bus No.	Escort's Mobile No.
1	97489 71836	6	97489 71841
2	90621 76181	7	97489 71842
3	90621 78586	8	97489 71843
4	97489 71848	9	97489 71844
5	97489 71840	10	99038 46926

7. Any change in the permanent address should be notified to the Transport Department in writing, a fortnight in advance for alternative allotment of bus wherever possible.
8. If discontinuation of bus service is not indicated at the commencement of a new academic year, the school will presume that the guardian is interested in continuation of the bus service during the new academic year.
9. Notice for discontinuation of bus service must be given one month in advance or one month bus fees paid in lieu thereof. Temporary discontinuation during an academic year is not ordinarily permitted except under special circumstances. No discontinuation will be permitted after the month of December and no application in this regard will be accepted after November. Any intimation regarding discontinuation, change of service etc. should be given to the Transport Department only.

10. If there be any complaint regarding the bus service or the conduct of drivers, escorts or other children using the bus, the same should be promptly brought, to the notice of the Manager Administration for appropriate action.
11. Pupils availing of the School bus service normally will not be allowed to go home with their guardian. In case of an emergency, a letter addressed to the Principal should be submitted to the Class Teacher. The child will be allowed to go home with the guardian only after necessary permission has been granted. **A recurrent pattern will not be entertained.**

### **Dispersal (Classes II - V)**

Keeping the security of our pupils in mind and to ensure an orderly dispersal, children collected by guardians are dispersed first, followed by those collected by the pool car escorts.

### **Carpool**

The School does not normally encourage use of car pool as a means of transport due to the inherent risks involved including possibility of the child getting lost. As car pool attendants take charge of the child on the basis of authorisation by the guardians, the guardians will have to submit a written declaration exempting the School from all accompanying hazards.

It is often noticed that persons authorised to collect pupils for car pools do not collect them on time. As a result these children unnecessarily loiter in the school and sometimes tend to slip out of the school gate along with other children. In view of the grave consequence of such incidents, the school will be compelled to detain the concerned children if they are not collected within fifteen minutes of the scheduled time and ask their guardians to collect them instead.

### **MEDICAL CARE**

The School employs two matrons who are fully trained to look after ailing children. Guardians must inform the school about any chronic-ailment of their wards, through a letter addressed to the Principal. The letter must contain all relevant details including names of medicines administered regularly.

### **STUDENT'S SAFETY INSURANCE SCHEME**

There is a beneficial student welfare scheme in the form of "Students' Safety Insurance" for all students (Nursery I to Class XII) of South Point. The insurance cover is provided by the **National Insurance Co. Ltd. : Kolkata Regional Office – XV, 1<sup>st</sup> Floor, National Insurance Building; 8 India Exchange Place, Kolkata 700 001 (Ph.No. 8335081443, 8335080177, 033-22253509)** Guardians are not required to pay any premium for the "Student's Safety Insurance". The charges on account of premium (for students of South Point School and South Point High School) are met by the M. P. Birla Smarak Kosh (South Point). The salient features of the scheme are :

- a) All students are covered against Death, Total Disablement and Permanent/Partial Disablement caused by an accident. The maximum benefit may be Rs. 1,00,000 per year per student.

- b) The students are covered for any accident for 24 hours of the day anywhere in India (i.e., inside and outside the School premises).
- c) Medical expenses upto Rs. 10,000 per student per accident, for treatment at Hospital/Nursing Home or by a Physician in a clinic as in-patient and out-patient, are reimbursed subject to the production of necessary documents as required by the National Insurance Co. Ltd.

#### **Guidelines for Claim Procedure for the Guardians:**

1. They will have to inform the **National Insurance Co. Ltd. : Kolkata Regional Office – XV, 1<sup>st</sup> Floor, National Insurance Building; 8 India Exchange Place, Kolkata 700 001 (Ph.No. 8335081443, 8335080177, 033-22253509)** about the accident in writing, quoting policy No. **150100422310000022**.
2. They have to keep all relevant medical documents / expense records and name and address of witness, if any, for scrutiny by the Insurance Company.
3. Claim Forms may be obtained from the School office or the National Insurance Co. Ltd.
4. Proper endorsement from the School on the Claim Form (to show that the injured person is a bonafide student of the School) will have to be obtained before filling up the form.
5. The claim form will have to be signed and submitted by the guardian directly to the National Insurance Co. Ltd., along with the relevant documents and receipted photocopy of the 1<sup>st</sup> information sent by the guardian to the National Insurance Co. Ltd. in respect of his ward's accident report as required by the National Insurance Co. Ltd.
6. In the absence of a photocopy of the 1<sup>st</sup> information report, problems are being faced in pursuing claim with the Insurance Company, as it is a compulsory document for settling the claim.
7. The School will co-operate in every way to ensure that there be no delay in the settlement of a claim except the usual time taken by the Insurance Company to verify and process a claim before final settlement. The cheque issued by the Insurance Company in settlement of the claim as and when received, will be handed over to the Guardian in question.

#### **SPECIAL DISCOUNT AT BELLE VUE CLINIC**

South Point has always endeavoured to provide the best of facilities to its pupils, both in the field of academics and co-curricular activities. It is felt that the physical well being of the pupils is of utmost importance as it is this area which eventually determines excellence. Keeping this in view, the School has made an arrangement with Belle Vue Clinic (9, Dr. U. N. Brahmachari Street, Kolkata 700 016), a constituent of the M. P. Birla Group, whereby all pupils of South Point School are eligible to receive a special discount of 30% on the prevailing rates

for a number of diagnostic tests covering Pathology, Radiology, (X-Ray, CT Scan, MRI, Sonography), Cardiology (except Angiography, Angioplasty etc.), Neurology, Physiotherapy and mammography that the pupil may have to undergo as an out-door patient.

In order to avail of the discount, the following steps have to be followed:

1. Guardians must approach the concerned Diagnostic Department, most of which are on the first floor, with the prescription.
2. After the advice from the said department, bill for the diagnostic test has to be obtained by the guardian from the Central Billing Counter on the first floor.
3. Before making payment for the bill, the guardian must go to the Matron's Office, also on the first floor of the Clinic and produce the bill along with the valid ID Card of the pupil, issued by the School along with a photocopy of the said ID Card.
4. The Matron's Office will certify by signing on the photocopy of the ID Card, the genuineness of the claim for discount.
5. Thereafter, the guardian must make the payment at the Central Cash counter next to the Billing Counter, on the first floor, where the appropriate discount amount will be deducted from the billed amount. The Billing/Cash Section will also retain the photocopy of the ID Card for record purposes.
6. The guardian may then proceed with the test for the pupil. In case any support/assistance is required, the Reception or the Matron's Office may be contacted.

### **SPECIAL DISCOUNT AT RUBY GENERAL HOSPITAL**

South Point Ex-Students Association (ASPEXS) has made arrangements with Ruby General Hospital (located on E.M. Bye Pass) to provide discounts to the students of South Point School and their parents as follows:

1. Outdoor Patients will get 15% discount on all investigations and diagnostic services.
2. For Admitted Patients
  - a. 15% discount on Investigations and diagnostic services.
  - b. 15% discount on bed charges.
  - c. 15% discount on O. T. Charges

In order to avail of the discount, guardians are to produce the Identity Card of their ward issued by the School at the Billing Section or the OPD Counter of the hospital, as applicable. A photocopy of the said Card will also be required to be deposited with the hospital. For parents to avail of the discount, a copy of the Birth Certificate of the child showing the name of the patient has to be submitted to the hospital.

However, the discount will not be available:

- a. if the parents are working in any organisation which already has a tie-up with the Ruby General Hospital.

- b. if the parent wants to avail of the “Cashless” Benefit under an existing Medical Insurance Policy.

Please note that the management of Ruby General Hospital may frame further rules to streamline the process and the scheme may be modified or stopped at any point of time at their discretion.

### **M. P. BIRLA SMARAK KOSH (SOUTH POINT)**

The M. P. Birla Foundation, a Charitable Trust, instituted on January 23, 1986 by Late M. P. Birla, has formed the M. P. Birla Smarak Kosh (South Point) to commemorate and perpetuate the memory of Late M. P. Birla by encouraging the pupils of South Point to achieve higher standards of excellence in academic; and extra academic spheres, and try attracting pupils of exceptional merit to South Point. In order to achieve its aims & objectives, the M. P. Birla Smarak Kosh (South Point) has instituted various Awards and Schemes including the following:

1. The Founder’s Medal (Satikanta Guha Memorial Award) is awarded for best all-round performance on the basis of excellence shown at academic and extra academic levels. Pupils of Classes I to V, VI to X and XI to XII are considered for this award which carries a prize worth Rs 6000/-, a medal and a certificate.
2. All toppers in the School from Class III onwards get the M. P. Birla Award in the form of a medal and a certificate. In addition, the topper in the Annual Examination of Class V also gets a prize worth Rs 9000/-. The topper must secure a minimum of 75% marks in the aggregate to be eligible for the Award.
3. The M. P. Birla Special Talent Award is given to a pupil who is exceptionally talented in any sphere. The award carries a prize worth Rs 9000/- , a medal and a certificate.
4. The M. P. Birla Award for Excellence in Co-curricular activities is given to a pupil for outstanding performance in Co-curricular activities. The award carries a prize of Rs 6000/-, a medal and a certificate.
5. The Priyamvada Birla Brave Hearts Award is given to a differently abled pupil who copes with academics despite the challenges he/she faces. The award carries a prize of Rs 9000/- and a certificate.
6. The M. P. Birla Scholarship is given to deserving pupils of Classes III to V. The top performers, thus identified, from each class are interviewed for the Scholarship for the following academic session. The Scholarship includes their monthly fees and expenses for text books and exercise books.  
The Scholarship is granted on a year to year basis.
7. The M. P. Birla Memorial Trophies are awarded for excellence in each of the following events organised every year.
  - i) An Inter-School Quiz Competition. (Q-Point)
  - ii) An Inter-School Singing Competition. ( Satrangi)
  - iii) An Inter-School One-Act Play Competition. (Masquerade)
  - iv) An Inter-School Open Essay Competition. ( Perceptum)

- v) An Inter-School Chess Competition. (Chessmate)
  - vi) An Inter - School Debate Competition ( Cerebrate)
8. The M. P. Birla Memorial Award, consisting of a medal, certificate and prizes worth Rs 9000 is given to students who are School Toppers every year.
  9. To encourage students of South Point to pursue higher studies abroad, the Kosh selects one / two students every year who intend to do so and sponsors part of their expenses with an amount not exceeding Rs 50,000/-. The selection is subject to certain eligibility criteria.

## **OCCUPATIONAL HEALTH & SAFETY POLICY**

We, at South Point Education Society, operating our two schools namely South Point School and South Point High School are involved in operation of educational institutions for primary, middle, secondary and higher secondary students. We are proud to share that we have received the certification for OHSAS (Occupational Health and Safety Assessment Systems) in the year 2017. We have successfully migrated to ISO 45001:2018 and received the ISO 45001:2018 Occupational Health and Safety Management System Certification from British Standards Institute (BSI) in August, 2020.

We pledge to carry out our activities with the aim of reducing Occupational Health & Safety risks to the minimum in the following manner:

- \* Ensuring compliance with applicable Occupational Health & Safety related legal requirements
- \* Planning and performing our work safely to maintain a safe Institution and achieving zero accident targets. We take responsibility for the safety of ourselves, employees, students and also our visitors.
- \* Protecting human health within our boundaries and while performing any school related activities outside the school premises.
- \* Committing to continual improvement in Occupational Health &. Safety Management Systems through periodic verifications and reviews.

**YOUR HELP** is required as we monitor the effectiveness of our policies and guidance and make available appropriate training and information. We need you to draw our attention to any failings or weaknesses in our systems or procedures so that together we can continually improve our performance. We believe that success in our health and safety performances is reliant on an effective partnership approach. We expect every Teacher, Student, Staff Member, Contractor and Guest to take personal responsibility for adhering to the above policies.

**IN ADDITION** we shall have a representative committee, able to address health and safety issues at all levels. Full details of all our policies and procedures are available, to all employees, by contacting the Management Appointee.

## **SCHOOL SAFETY RULES TO BE FOLLOWED BY STUDENTS AND SUPPORTED BY PARENTS**

We at South Point School and South Point High School have embarked on a journey to ensure and promote safety at school, both within the boundaries and beyond it. The

following rules need to be adhered to at all times by all students and duly supported by the parents concerned.

1. The pupils should know and follow the school's safety policies at all times. They will be guided by their teachers and school staff members regarding safety norms.
2. Pupils should be familiar with the general layout of the school buildings, the corridors, walkways and the emergency exits. They should take the help of teachers if needed.
3. All students should participate in safety drills conducted by the school and follow instructions at all times.
4. **Guardians should make sure that their emergency number is always updated and at least two alternative contact numbers are available. These numbers should be reachable at all times.**
5. Pupils should never damage school property. Strict disciplinary action would be taken against any student found violating and damaging school property.
6. Students should report all accidents involving their personal safety and school property to their Class Teacher / Support Staff / Front Desk. They should also report all first-aid cases involving any accident within the school premises.
7. Pupils should report all near-miss cases to their Class Teacher / Support Staff / Front Desk.
8. Students should refrain from teasing, bullying and harassing other students and be tolerant of their differences. Strict disciplinary action would be taken against any student found violating any rule.
9. Students should always be in possession of their ID card.
10. Students travelling by school bus must inform the concerned school staff in advance in case they are not availing of the bus service while returning home from school on any given day.
11. Students should always tell their parents about their whereabouts before and after school. They should have a knowledge of both primary and alternative routes. A backup plan is important.
12. Only parents of students or someone duly assigned with a letter of authority would be allowed to collect students from the school. Strict action would, otherwise, be taken.
13. Guardians should inform the school about health issues and emotional concerns of their wards and keep their teachers informed regarding the same.
14. Guardians may use the suggestion box to offer their valuable suggestions or write an email to – [principal.sps@southpoint.edu.in](mailto:principal.sps@southpoint.edu.in)

## **FEE STRUCTURE FOR ACADEMIC SESSION 2023-24**

For continuing students

(Amount in Rs.)

### **Payments collected on bi-monthly basis**

#### **Compulsory Elements**

Tuition Fee per month

Class	Nursery I	5600
	Nursery II	5800
	Transition	5800
	I	5950
	II	6100
	III	6100
	IV	6100
	V	6350

Mindspark Program Fees per month (For Classes II to IV)	440
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#### **Optional Elements**

##### **Bus Fees per month (Upto Class V)**

Both Ways

Upto	10 km	2300
Beyond	10 km	2500
Howrah Route		2700

One Way

Upto	10 km	1925
Beyond	10 km	2075
Howrah Route		2200

## **TERMS & CONDITIONS FOR FEES COLLECTION**

1. **FEE WILL NOT BE ACCEPTED IN CASH OR CHEQUE. It is collected only through National Automated Clearing House** by way of mandates already given by all guardians.
2. Fees collected by NACH will include both compulsory and optional elements as applicable for each pupil.
3. The applicable amount will automatically be debited from the guardian's account on the 15th of the first 'month of every bi-monthly payment cycle as mentioned in the fee schedule. It is the guardian's responsibility to keep the bank account sufficiently funded.
4. In case the NACH transaction fails for any reason whatsoever, guardians are required to make the payment only through Skolaro Platform or at the School office by pay order/ credit or debit card along with the applicable late fine and other charges, if any.
5. In case of failure of NACH instruction, a NACH failure fine of Rs.100/- will be charged if payment is made by the guardian by the end of the first month of the concerned bi-monthly payment cycle.  
For continuing default, a late fine of Rs 500/- will also be charged for default of every 15 days on a cumulative basis, till the dues are fully paid. It may be noted that the fee of any block is to be paid with late fee before the last day of that particular block, after which the name of the pupil will be struck off from the rolls and the pupil will not be allowed to attend classes. Results of pupils whose fees have not been paid will be withheld.
6. Once the fee is paid for any block, a receipt of the fees received under various heads during that particular block will be available on the Skolaro Platform.
7. In case of any change in the bank account through which a guardian wants to pay the fees, a fresh NACH mandate needs to be provided to the school which will need a processing time of at least 60 days.
8. One full calendar month's notice must be given or fees paid before the pupil is withdrawn from the School. A Transfer Certificate will not be issued till all dues are fully paid. A fee of Rs 100 is to be paid for issuing Transfer Certificate.
9. No deduction in fees payable will be made for holidays and/or broken periods. Fees once paid will not be refunded.
10. It has sometimes been noticed that though a guardian pays fees in advance, the pupil does not attend School at all or remains absent without leave for a prolonged period. This is not permissible and the School reserves the right to strike off the name of such pupils from the rolls. In any case, the name of a pupil, who is absent for a month without notice and prior permission, may be struck off the rolls.

11. Once the name of the pupil is struck off the rolls due to any reason, the pupil concerned may be re-admitted, if permitted at the sole discretion of the School Authority, on payment of all outstanding dues.
12. The above rules are not exhaustive and in no way limit the right of the School to alter or introduce any other rule to regulate collection of fees and other charges.

### **Due Date for Payment of Fees**

<b>Fees for the months of</b>	<b>To be paid by</b>
April & May, 2023	15th April, 2023
June & July, 2023	15th June, 2023
August & September, 2023	15th August, 2023
October & November, 2023	15th October, 2023
December, 2023 & January, 2024	15th December, 2023
February & March, 2024	15th February, 2024

### **Terms & Conditions for Caution Money Deposit & Refund:**

1. This Deposit shall be treated as accepted only after encashment of the cheque/ pay order and confirmation of admission of the pupil concerned.
2. This deposit is non-interest-bearing and is fully refundable on application when the pupil passes out from Class X/XII or on earlier withdrawal of the pupil from the School.
3. This deposit will be transferred to South Point High School when the pupil concerned is admitted there in due course. Once transferred the deposit will be refundable by South Point High School.
4. This Deposit shall be refunded only when an application is made for refund and / or application for TC is made, signed by both the parents, who have signed the admission form or their authorised representative, giving the full particulars of the concerned pupil and the reasons for withdrawal of student. In case no claim is received within a period of three years from the date the student leaves the School, the deposit is liable to be forfeited.
5. Such application is to be submitted to the School office, during working hours on any weekday excepting holidays, along with the following:
  - a. The Caution Money Deposit Card / Receipt in original.
  - b. Evidence, in original, of all fees and other charges paid till date.
  - c. An Indemnity Bond, if the Caution Money Deposit Card/Receipt has been lost.
6. Prior to making an application for refund, all dues to the School including regular fees and notice fees must be deposited and cleared in full and the evidence thereof has to be submitted along with the application. The regular fees, notice fees and other charges shall be chargeable in the following manner:
  - a. If a pupil, except in case of a newly admitted pupil, is not to continue with the School from the beginning of an academic session, a written intimation for the

same must be given to the School before the beginning of the said session. In such case, no further payment of fees for the ensuing session is required be made by the guardian apart from the amount already paid. However, evidence of such timely intimation must be attached with the application for refund.

- b. If a pupil is withdrawn at any time after the commencement of the academic session, tuition and other fees up to the month of intimation of such withdrawal together with the applicable one months' notice fees shall have to be paid.
  - c. If a pupil fails to attend classes from the beginning of an academic session and/or the fees remain unpaid for 2 consecutive months, his/her name shall be struck off from the rolls at the end of these two months and Caution Money Deposit shall be refunded after deducting tuition and other fees for those two months.
  - d. If the name of a pupil is struck off from the rolls by the School at any time for any reason, tuition and other fees upto the month in which the name is struck off is to be paid.
7. If due fees and other charges as mentioned above are not paid in time, the same may be deducted from the Caution Money held as Deposit and only the balance amount shall be refunded in full and final settlement of the claim for refund.
  8. In the event of a Depositor's demise, refund will be made only to his/ her legal heir on production of relevant, valid and certified Court documents, attested copies of which must be submitted along with the application for refund.
  9. Refund will be made through NEFT in the name of the depositor or his/her legal heir.