



SOUTH POINT HIGH SCHOOL
Affiliated to Central Board of Secondary Education
An OHSAS 18001:2007 Certified Institution

Circular No.04/P&G/2020-21

June 04, 2020

CIRCULAR TO ALL PARENTS /GUARDIAN OF THE PUPILS OF CLASSES IX & X

You are aware that we have been trying to carry on the teaching learning process during the lockdown period imposed due to the outbreak of Covid-19, and wish to thank you for all your patience and cooperation. We have been sharing study material with your wards in PDF or links, but now that the shops have been allowed to reopen we are sending you the list of books required by your ward as text-books or reference books, annexed to this notice. You may make the purchase of the same at your convenience. As you are aware, the School does not arrange for distribution of text books for classes IX and X, however using the prescribed exercise books is compulsory.

Due to various restrictions imposed so far, it was not possible for the School to arrange for the distribution of exercise books as scheduled earlier. However, the restrictions have now been eased to some extent and we are in a position to arrange for delivery of exercise books set at the address required by the guardians, within Kolkata and Howrah only.

Those of you who are interested in getting the same delivered to you are required to place an order for the same and make payment online. A feature has been built on the School's webportal "www.skolaro.com", where you can login either on a PC or on your Mobile Phone browser using your credential (this feature cannot be accessed on the APP) and place order for exercise books set as well as for other add-on optional items such as school bags. The School has made arrangements with courier companies who will deliver the materials and packing, handling and delivery charges (Rs. 130 per consignment) will be collected from guardians online along with the amount for exercise books set.

The steps for placing order and making payment are as follows:

- a) Login to the web portal, "www.skolaro.com" using your credentials;
- b) Click on 'Fee Management' tab;
- c) Click on 'Select Miscellaneous Category' tab;
- d) The Exercise Books Set of the appropriate class in which your ward is studying in will be displayed. Please select the same;
- e) Select the school bag, in case you are interested to buy one (please note that only school bags without exercise books set will not be delivered);
- f) Click on 'Save' button; and you will be redirected to Fee Payment page;
- g) Click on 'Pay Miscellaneous Fee' button and a window will pop up where the details of the guardians will be displayed and they will mandatorily be required to enter the delivery address and mobile number in the space provided where the materials are to be sent;
- h) Then you will be directed to the payment gateway where the amount can be paid online through the available modes;
- i) A receipt will be generated which you may save for future reference.

Please note that the total amount charged will include the amount towards exercise books set, school bag (if bought), packing, handling & delivery charges and convenience charges, as applicable for online payment. Once the payment is made and the order is received, the same will be processed and the complete exercise books set, which includes exercise books and calendar shall be despatched by courier to the address mentioned by you while placing the order.

The facility to place order for delivery of exercise books set will be available on the Skolaro platform from 04.06.2020 to 07.06.2020. Please note that it is not mandatory to order for home delivery and those who do not need the facility, the exercise books set will be available for them at the School, once we reopen, about which information will be shared at the appropriate time.

Please note that every effort will be taken to deliver the materials within 5 working days after last date of receiving the orders i.e., 07.06.2020, however, considering the changing scenario, delivery time may get extended and you are requested to bear with us. If you do not receive the materials till 17.06.2020, you may write back to us. Also please note that this facility is available for delivery of materials within the city of Kolkata and Howrah only. While receiving the exercise books set from the courier delivery person, please write the Student ID no. in the acknowledgement so that we can be sure that the books have been delivered to the right person.

In case you require any clarification, please send us a mail at spes@southpoint.org.in

Stay safe, stay healthy.

Thank you

Principal