



# SOUTH POINT SCHOOL

An OHSAS 18001 : 2007 Certified Institution

## **NOTICE: ALL GUARDIANS OF CLASSES NURSERY I TO V**

You are aware that due to the outbreak of COVID-19 pandemic and the lockdown declared by the government, distribution of text and exercise books etc. could not take place in the month of March as was scheduled. While the School has started online classes for all students, due to various restrictions imposed it was not possible for the School to arrange for the distribution of books so far.

However, the restrictions have now been eased to some extent and we are in a position to arrange for delivery of books etc. at the address given 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 web portal "www.skolaro.com", where you can login either on a PC or on your mobile phone browser using your credentials (this feature cannot be accessed on the App) and place order for packs of books, exercise books etc. 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 books etc.

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 Text Books Set of the appropriate class in which your ward is studying in will be displayed. Please select the Vernacular i.e., Bengali or Hindi;
- e) Select the school bag of required size, in case you are interested to buy one (please note that only school bags without text 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 text 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 book set, which includes text books, exercise books, few items of stationery and laminated brown paper covers for text books shall be despatched by courier to the address mentioned by you while placing the order.

The guardians of pupils of classes Nursery I & Nursery II (new admissions for the year 2020-21) have already made payment of a provisional amount at the time of admission for a complete set which includes text books, exercise books, stationery, laminated brown paper covers and school bags. They are now required to pay the balance amount including packing and delivery charges. These guardians are required to follow the steps as mentioned above and the balance amount payable by them including the delivery and packing charges will be displayed under Pay Miscellaneous Fee tab.

The facility to place order for delivery of books etc. 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 now, the book sets will be made available for them once the School reopens, information for which 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 by 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 books etc. 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](mailto:spes@southpoint.org.in)

Stay safe, stay healthy.

Thank you

Director

03.06.2020