



# **SOUTH POINT SCHOOL**

**An OHSAS 18001 : 2007 Certified Institution**

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

This is with reference to our notice dated 03.06.2020 regarding placing orders online for delivery of book set to guardians. The facility was initially made available till 07.06.2020, which on request of guardians was extended finally till 13.06.2020. The School is still receiving requests from a good number of guardians who missed the earlier deadline for delivering book sets to them or making the same available for collection from the School.

Considering the risks associated with physical transactions to make payment and collect the books, the School has decided to make the facility for placing online order for delivery of book sets available once again. The facility will be available on the School portal from 11.07.2020 to 13.07.2020 and guardians may place the order in this period.

The School has made arrangements with DTDC, a reputed courier company 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 as mentioned in notice dated 03.06.2020 are given below once again for your ready reference:

- a) Login to the web portal “www.skolaro.com” using your credentials;
- b) Click on ‘Fee Management’ tab and then select ‘Payments’ 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.

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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.

Those guardians who have already paid for and received the home delivery of books sets may please ignore this notice.

Thank you.

**Director**

10.07.2020