



SOUTH POINT HIGH SCHOOL

**An ISO 45001:2018 Certified Institution
Affiliated to Central Board of Secondary Education**

Circular No.100/P&G/2021-22

March 25, 2022

For Parents / Guardian of the pupils of Class VI (2022-23)

Sub: Distribution of Text Books, Exercise Books, etc.

Keeping in mind the safety of all concerned the School, like last year, has decided to arrange for delivery of books etc. at the address given by the guardians. Guardians are required to place an order for the same and make payment online. A feature is available 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. The School has made arrangements with courier companies who will deliver the materials and packing, handling and delivery charges (Rs.150/- 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) Click on 'Save' button; and you will be redirected to Fee Payment page;
- f) 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;
- g) Then you will be directed to the payment gateway where the amount can be paid online through the available modes;
- h) 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, 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.

Contd. to page 2

Page 2

The facility to place order for delivery of books etc. will be available on the Skolaro platform from 26.03.2022 to 28.03.2022. Please note that the distribution of the book sets will be done through home delivery mode only and no delivery will be made from the School except in exceptional circumstances for which a request mail can be send to the School at bookshop@southpoint.edu.in. The final decision will then be taken by the School Authorities in this matter on case to case basis.

Please note that every effort will be taken to deliver the materials within seven working days after last date of receiving the orders i.e., 28.03.2022, however, delivery time may get extended in a few cases and you are requested to bear with us. If you do not receive the materials by 04.04.2022, you may write back to us. Also please note that this facility is available for delivery of materials within the state of West Bengal only. While receiving the books etc. from the courier delivery person, please write the Student ID Number 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 bookshop@southpoint.edu.in

Stay safe, stay healthy.

Thank you

Principal