



SOUTH POINT SCHOOL

An ISO 45001 : 2018 Certified Institution

NOTICE: ALL GUARDIANS OF CLASSES I TO V (ACADEMIC YEAR 2023-24)

SUB: HOME DELIVERY OF BOOK SETS

For the convenience of the guardians, the School has this year also arranged for home delivery of packs containing books, exercise books, stationery etc. Guardians are required to place an order for the same and make payment online. The feature is available on the School's web portal "www.skolaro.com", where you can login either from a PC or from your mobile phone browser using your credentials (this feature cannot be accessed on the App) and place orders. The School has made arrangements with reputed courier companies who will deliver the materials. An additional amount for packing, handling and delivery charges will be collected from guardians online along with the amount for the book set.

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

- a) Login to the web portal "www.skolaro.com" through browser using your credentials;
- b) Click on 'Fee Management' tab;
- c) Click on 'Select Miscellaneous Category' button under 'Payment' tab;
- d) The Text Books Set of the appropriate class of your ward (for 2023-24 session) 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 Charges' button and a window will pop up where the details of the students will be displayed and you will mandatorily be required to enter the delivery address and mobile number in the space provided, where the materials are to be delivered;
- g) Click on 'Pay' button; and 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 exercise and text books set, few items of stationery and laminated brown paper covers for text books etc., 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 set shall be despatched by courier to the address mentioned by you while placing the order.

The facility to place order for delivery of books etc. will be available on the Skolaro platform from **16.03.2023 to 18.03.2023**. 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.

The delivery will be done within 10 working days after the last date of receiving the orders. If you do not receive the materials by 28.03.2023, 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 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 bookshop@southpoint.edu.in

Thank you

Director

11.03.2023