



M. P. Birla Foundation H. S. School

(ISO-45001:2018 Certified Institution)

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Ref: MPBFHSS/G/0001/2020-21

March 11, 2020

GENERAL CIRCULAR **For Information of all Parents/Guardians**

Dear Parents/ Guardians,

We take this opportunity to welcome all our students to the forthcoming academic session 2020-21.

We have always received your full support and encouragement, which has been the reason for our achievements in academic excellence and extra-curricular activities. We expect similar support from you for further improvement in all spheres. We are confident that your association with us as hitherto will be a wonderful experience.

For your information and record, the school management would like to bring to your notice the following points:

1. **The new session begins on and from:**

- April 2, 2020 (Thursday) for classes KG to X & XII
- April 9, 2020 (Thursday) for class XI

2. **Attendance & punctuality:**

You are requested to ensure that your child attends school on time and is punctual in his/her attendance, which is important to inculcate discipline in his/her life. 90% attendance is a must for your ward's promotion, over and above the marks obtained, which may please be noted. The school timing as declared in the school diary may strictly be adhered to.

The School timings are as follows:

(a) **Morning Section:**

Class LKG : 07.30 am to 10.30 am
Class KG : 07.30 am to 10.45 am
Class I : 06.45 am to 11.00 am
Classes II-V : 06.45 am to 11.15 am

(b) **Day Section:**

Classes VI - XII: 11.15 am to 5.15 pm

Students should try to be in school at least 10 minutes before the school timings as mentioned above. The last entry for students in school is 6.45 am for the Morning section and 11.20 am for the Day section. NO CHILD WILL BE ALLOWED IN AFTER THIS. OUR SUPPORT STAFF HAVE BEEN INSTRUCTED TO FOLLOW THIS STRICTLY.

3. **Safety and security:**

M. P. BIRLA FOUNDATION HIGHER SECONDARY SCHOOL IS THE FIRST IN INDIA TO BE AWARDED THE ISO 45001:2018 CERTIFICATION BY BRITISH STANDARD INSTITUTE (U. K.) AND CONFORMS TO THE OHSAS (OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM) REGULATIONS.

It is our endeavour to continuously upgrade and take adequate measures for the safety & security of all students and staff members. The details of the measures undertaken are published in the school diary. The school will continue to take effective measures for security and safety of all concerned.

Accordingly the following committees have been constituted by the school management:

- Safety Advisory Committee for safety & security of the students.
- Complaint Committee under Protection of Children from Sexual Offence Act.
- Committee for Protection of Women from Sexual Harassment at Work Place.
- Internal Complaint Committee for redressing students' indisciplinary actions.

The names of the members of aforesaid committees have been put upon the school notice board.

Apart from the above, the school has arranged GPS, CCTV surveillance and lady attendants in school contract buses. A total of 130 Closed Circuit cameras have been installed in the school campus. Special care is taken to maintain cleanliness and proper hygienic conditions within the school premises. All electrical panels have been modified with RCCB (Residual Current Circuit Breaker), the earthing has been renovated, complete barbed wire fencing all along on the school boundary has been done, emergency lights have been arranged & a new modern water filtration plant has been installed. To comply further with OHSAS requirements, proper signage regarding safety & security has also been put up.

4. **Free health check up:**

Free general health check up is arranged for all students (LKG to XII) and staff members of the school every academic session.

5. **ECA classes free of charge:**

ECA classes are conducted on Saturdays, free of charge, from 8.00 am to 11.00 am for classes I to XI (limited students) on first come first serve basis for Basketball, Football, Cricket, Yoga, Vocal Light Music, Western Dance, Synthesizer, Karate, Painting, Guitar & Chess by professionals/experts. You are requested to fill in the ECA enrollment form and arrange to submit to the class teacher in case your ward is interested in joining any of the above classes.

6. **Special care for weak students (free of charge):**

Arrangements have been made to help and assist the academically weak students and their progress will be monitored regularly. Parents are requested to extend their cooperation.

SINCE NO TEACHING STAFF OF THE SCHOOL IS ALLOWED TO TAKE PRIVATE TUITION/S, YOU ARE REQUESTED **NOT** TO APPROACH ANY TEACHER OF OUR SCHOOL FOR THE SAME. STRICT ACTION WILL BE TAKEN AGAINST THE OFFENDERS.

7. **A school with a difference:**

In order to help the academically weak students, the school has appointed MENTOR-TEACHERS to visit the student's residence and suggest ways and means to improve their academic performance in a congenial way. Each student, under the care of the Mentor, is monitored & guided.

8. **Pass percentage (%) (for classes-I to XII):**

A. **For all subjects: (a) In Classes-I to VIII is 50% (b) In Classes-IX to XII is 40%**

B. **For parents/guardians of class-IX students (2020-2021):**

Promotion to Class-X (March 2021) will be on the basis of the final results, which is computed on the performance of the student in Unit Test, Half yearly as well as the Annual examinations. The student is required to fulfill the following criteria:

- i) Score 40% and above overall aggregate marks in the Final result.
- ii) Score 40% and above in English
- iii) Score 40% and above in each of any 4 of the following subjects:

Maths, Hindi/Bengali, HCG (Average of History & Geography), Science (Average of Physics, Chemistry & Biology) & Computer Application.

C. **For parents/guardians of class-X students (2020-2021):**

Provisional admission to Class-XI (March 2021) will be on the basis of the student's performance in the pre-selection examination to be held in September 2020. **THE ADMISSION PROCESS FOR CLASS – XI (2021-22) WILL BEGIN IN NOVEMBER 2020.**

Eligibility criteria:

- i) A minimum of 65% overall aggregate in pre-selection examination 2020 for science stream.
- ii) A minimum of 60% overall aggregate in pre-selection examination 2020 for commerce stream.
- iii) The student's overall performance as well as his/ her behaviour with his/ her fellow students and with the teachers will be taken into account for admission to class - XI.

THE DECISION OF THE PRINCIPAL WILL BE FINAL AND BINDING ON ALL.

D. **For parents/guardians of class-XI students (2020-21):**

Promotion to Class-XII (March 2021) will be on the basis of the final results, which is computed on the performance of the students in Unit Test, Half yearly as well as the annual examinations. The student is required to fulfill the following criteria:

- i) Score 40% and above overall aggregate marks in the Final result.
- ii) Score 40% and above in English
- iii) Score 40% and above in each of any 3 of the following subjects:

Science Stream: Maths, Physics, Chemistry, Biology/Computer Science & 2nd Language.

Commerce Stream: Maths, Accounts, Economics, Commerce & 2nd Language.

Parents are to note that your ward's poor performance in units and/or half yearly with subsequent improvement in the Annual examination is no guarantee for promotion, unless the above criteria are met.

9. **School Tuition Fee:**

The NACH system is in operation as the only means for payment of the school fees for the convenience of parents and guardians. Parents, who are yet to comply are to get in touch with the school office immediately for further procedure. Under this dispensation the parents/ guardians having to visit the bank to deposit the school fees for their wards stands eliminated. Instead the amount of the school fees that the parents/ guardians need to pay will, automatically get debited from their respective bank account, with any bank through the RBI clearing system, on a scheduled date.

In the NACH system, the said fees amount will get debited from the parent/ guardian's declared bank account on the 10th of the first month of the bimonthly payment cycle (or the next working day if it is a bank holiday) through the RBI National Clearing House. The amount of fees so debited from the said account will subsequently be transferred to the school's account. Thus student's school fees will stand paid and simultaneously the school will update its record. The parent will accordingly be informed to that effect. In case the fees amount could not be debited from the said account for want of adequate fund or any other reason, the parent will be informed likewise.

Fees for the months of April & May 2020 is payable within April 10th, 2020, after which a penalty of Rs.1500/- only will be levied. Payment of fees will not be accepted after the 20th of April 2020 and the enrollment of the student name for session 2020-21 will stand cancelled.

As school fee payment is through NACH, therefore, the fee-book stands redundant with effect from session 2020-21.

The school fee structure for classes LKG to XII is available on the school website: mpbfhsschool.com

10. Parent-teacher contact programme:

We will conduct parent-teacher contact programme (thrice) for all the classes once before summer vacation, then after the half-yearly examination & finally before the annual examinations, which will enable the parents/guardians to interact with the teachers towards their wards' improvement, progress etc. It is mandatory for both parents to attend the parent/teacher contact programme. Parents are requested to give their feedback in the register kept with the class teacher, at the end of each PTM.

In case a parent/guardian wishes to meet a teacher on regular school days, prior appointment through the school diary is mandatory, and the timings mentioned in the school diary should be adhered to. The teacher may meet the parent with the Principal's approval in case of any exigency and the same is found justified by the Principal

11. Study materials:

The full set of textbooks together with exercise books as well as stationery for art & craft for the session 2020-21 will be available at the school premises for the convenience of the parent/ guardian as per the schedule given below:

CLASS-WISE DISTRIBUTION SCHEDULE OF TEXT BOOKS & EXERCISE BOOKS (FULL SET)

Classes	Distribution dates	Distribution timings	Cost per set (Approx.)
KG	21.03.2020	9.00 am to 1.30 pm.	3800/-
X	21.03.2020	2.30 pm to 5.00 pm.	6000/-
I	22.03.2020	9.00 am to 1.30 pm.	5000/-
II	22.03.2020	2.30 pm to 5.00 pm.	5000/-
III	23.03.2020	9.00 am to 1.30 pm.	7200/-
IV	23.03.2020	2.30 pm to 5.00 pm.	7200/-
V	24.03.2020	2.30 pm to 5.00 pm.	7800/-
VI	25.03.2020	9.00 am to 1.30 pm.	8800/-
VII	25.03.2020	2.30 pm to 5.00 pm.	8400/-
VIII	26.03.2020	9.00 am to 1.30 pm.	8400/-
IX	26.03.2020	2.30 pm to 5.00 pm.	6200/-

CLASSWISE DISTRIBUTION SCHEDULE OF SELECTIVE TEXTBOOKS/EXERCISE BOOKS

In case you need only certain textbooks & exercise books for your ward/s the same will be issued on the date mentioned below, from the school premises (beside the basketball court):

Classes	Distribution Dates	Distribution Timings
KG & I	27.03.2020	9.00 am to 1.00 pm.
II & III	27.03.2020	2.00 pm to 4.30 pm.
IV & V	28.03.2020	9.00 am to 1.00 pm
VI&VII	28.03.2020	2.00 pm to 4.30 pm.
VIII	29.03.2020	9.00 am to 1.00 pm.
IX& X	29.03.2020	2.00 pm to 4.30 pm.

12. School uniform:

In order to maintain uniformity of colour, texture, materials, etc., the school has made it mandatory for all students to purchase the school uniform only from the undernoted and approved tailors for the session 2020-21. **Parents are requested to verify the rates approved by the school before making the payment:**

Classes	Name, address & telephone nos. of the authorised tailoring shop for 2020-21 only
I to X	M/S PRATAP DRESSES (JAGDISH PRASAD GYANCHAND) New Alipore Centre: PRATAP BHAWAN (Near IndusInd Bank Ltd., New Alipore) 388/1 Block-G, 1st Floor, New Alipore, Kolkata 700053, Phones: 033-23979052/ 9038967890
LKG/KG	M/S Jaishree Shyam Enterprise Behala, Kolkata 700034, Mob: 8820555869
XI/XII	M/s. Goodwill Tailors 25 Ekbalpur Lane, Kolkata-700023 (Near Calcutta Hospital). Mobile nos. 9831359531 /9831905351

- NB:** i) Parents are requested to ensure that their wards come to school regularly, neatly dressed and in clean uniform, with polished shoes, a clean white pair of socks, proper hair cut and neatly cut nails to maintain a smart turnout. No costly watches or gold ornaments are allowed to be worn by students while in school.
- ii) The vendor for bus services and uniform will be available at the school premises (ground floor) from 20/03/2020 to 29/03/2020 (both days inclusive) to facilitate the parents/ guardians for utilizing their services.
- iii) School bag, tie& belt will be available for purchase from 20/03/2020 to 29/03/2020 (both days inclusive) within the school premises (ground floor).

13. **Other essentials:**

- a) The School Diary for session 2020-21 will be handed over to the student within the 2nd week of April 2020. Parents are requested to go through the contents thoroughly. The examination dates as well as other rules and regulations may please be noted and adhered to. **Specimen signatures of both parents is mandatory on the page assigned for the same. STRICT ACTION WILL BE TAKEN AGAINST ANY STUDENT WHO MISPLACES OR LOSES THE SCHOOL DIARY DURING THE ACADEMIC SESSION.**
- b) The students' ID card (in duplicate) made as per our school records will be handed over to the student within the month of April 2020. Thereafter, producing the duplicate I.D. Card of the session 2020-21 at the school main gate is MANDATORY while collecting the student/ ward.

14. **To and from school (school bus for classes LKG to XII)**

We recommend the school bus service available for the safety and security of the student. Parents/ Guardians sending their ward by carpool or any other private arrangement will do so at their own risk and the school will not be responsible for their safety & security.

In order to avail the school bus service, please contact the authorized transporter, M/S Urban Paribahan Services Pvt. Ltd, 32, Jatin Das Road, (Near Deshapriya Park), Kolkata – 700 029, (Tel. No.2464 4530 /5794/ 2463 7898, 24197416/7417(Off), Mobile No.9831562110. Our school buses are equipped with GPS & CCTV surveillance. Every bus is provided with a lady attendant. Transporters will also be available at the ground floor of the school on all days from March 20, 2020 to March 29, 2020 between 9.00 am & 1.30 pm. Please note that no student will be allowed to board the school bus without the bus ID card provided to him from the school.

Parents of students commuting in car pools will need to submit all details of the same.

15. **Transfer certificate:**

NO SCHOOL FEE WILL BE CHARGED FROM THE PARENTS/ GUARDIANS, WHO APPLY FOR THE TRANSFER CERTIFICATE FOR THEIR WARD(S) ON OR BEFORE APRIL 01, 2020. Parents/Guardians, who apply for the transfer certificate after the said date will be required to pay the fee as per the school rules.

16. **Ban on mobile phones & other gadgets:**

Bringing mobile phones, cameras, laptops & music systems to school by the students under any pretext is strictly prohibited. Any violation to this rule will lead to prompt & strict disciplinary action against the errant students leading to dismissal. ANY SUCH GOODS CONFISCATED WILL NOT BE RETURNED.

17. **Dispersal:**

To ensure the safety of our students, during dispersal, parents/escorts are to produce the duplicate I.D. Card of the particular student at the gate during their dispersal, thus avoiding unauthorized entry by outsiders.

18. **School canteen:**

The school provides sumptuous food under hygienic conditions to our students in the school during tiffin hours. Students may buy food items from the school canteen only with coupons. The coupon booklets may be purchased by the parent/ guardian from the counter set up on the ground floor from 21st March to 29th March 2020.

19. **Summer holidays:**

Summer holidays will be for the period from May 18 (Monday), 2020 to June 14 (Sunday), 2020 (both days inclusive) for the session 2020-21. Attendance is compulsory for all students on the last day before and the opening day after all vacations.

The list of holidays as well as list of events for the session 2020-21 including duration of unit tests, half yearly and annual examination is available on the school website: www.mpbhsschool.com.

20. **Joining hands:**

Since the overall development of the students is a joint responsibility of parents and teachers, the school endeavors to bring parents and teachers together for this objective. Bearing this in mind, interactive workshops and orientations (for different class levels) for parents will be organized shortly for which, the parents' wholehearted participation is solicited.

We welcome your valuable suggestions for the betterment of your wards and the institution and also seek your kind co-operation and continued support as we have received in the past.

Thanking you,
Yours sincerely,



(H. GEORGE)
PRINCIPAL

School Contact Numbers: 033-2407 0000 / 2407 0001. A. For School Fee Extn. No. 36.
Main Gate Security Extn. No. 33, C. For General Administration Extn. 14,