



# M. P. Birla Foundation H. S. School

(Affiliated to the Council for the ISCE, New Delhi, School Code : WB 143)

(1<sup>st</sup> school in India to be awarded ISO-45001:2018)

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Ref: MPBFHSS/GC/0001/2023-24

March 15, 2023

## **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 2023-24.

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 3, 2023 (Monday) for classes LKG to X & XII
- April 6, 2023 (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 stands highlighted in the school diary may be strictly adhered to.

The School timings (for summer & winter) 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 UKG : 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 are advised to be in school at least 10 minutes before the school timings mentioned above. Last entry for students 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 AS SUCH.

3. **Safety and security:**

M. P. BIRLA FOUNDATION HIGHER SECONDARY SCHOOL IS THE FIRST SCHOOL IN INDIA TO BE AWARDED THE ISO 45001:2018 CERTIFICATION BY BRITISH STANDARDS INSTITUTION (U.K.) AND FOLLOWS THE GUIDELINES OF OHSAS (OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM).

It is our endeavour to continuously upgrade and take adequate measures for the safety & security of all students and staff members. 130 Closed Circuit cameras monitor the entire campus.

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 (POCSO) 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.

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.

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

ECA classes will be conducted on Saturdays, free of charge, from 8.00 am to 11.00 am for classes II to IX (limited students) on first come first serve basis for Basket Ball, Foot Ball, Cricket, Yoga, Vocal Light Music, Western Dance, Synthesizer, Karate, Painting, Drama, Guitar, Chess, Quiz & Table tennis by professionals/experts.

5. **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.

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

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

7. **School bus:**

The bus service is safe and secure and has GPS & CCTV surveillance. Lady attendants take care of students during their journey to and from school.

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 (2023-2024):**

Promotion to Class-X (March 2023) 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 (2023-2024):**

Provisional admission to Class-XI (March 2024) will be on the basis of the student's performance in the pre-selection examination to be held in September 2023. **THE ADMISSION PROCESS FOR CLASS-XI (2024-25) WILL BEGIN IN NOVEMBER 2023.**

**Eligibility criteria:**

- i) Science stream: A minimum of 65% overall aggregate in pre-selection examination 2023.
- ii) Commerce stream: A minimum of 60% overall aggregate in pre-selection examination 2023.
- iii) Humanities stream: A minimum of 60% overall aggregate in pre-selection examination 2023.
- iv) 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 SCHOOL AUTHORITIES WILL BE FINAL AND BINDING ON ALL.**

D. **For parents/guardians of class-XI students (2023-24):**

Promotion to Class-XII (March 2024) 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 & 2<sup>nd</sup> Language.  
**Commerce Stream:** Maths, Accounts, Economics, Commerce/Computer Science & 2<sup>nd</sup> Language.  
**Humanities Stream:** Economics, Psychology, Geography/Computer Science & 2<sup>nd</sup> Language.

9. **School Tuition Fee:**

The NACH (ECS) system is in operation as the only means for payment of the school tuition fee for the convenience of parents and guardians.

In the NACH (ECS) system, the said fees amount will get debited from the parent/ guardian's declared bank account on the 10<sup>th</sup> 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 (ECS). 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.

**Tuition fee for the months of April & May 2023 is payable within 3<sup>rd</sup> April 2023** after which a penalty of Rupees one thousand five hundred only will be levied. Payment of fees will not be accepted after the 15<sup>th</sup> of April 2023 and the enrollment of the student for session 2023-24 may stand cancelled. Please note that acceptance of school fees after 15<sup>th</sup> April 2023 will be at the sole and absolute discretion of the Management. On such contingency, the defaulting parents/guardians will be required to meet Shri S. K. Singh, the Chief Executive Officer of the school whose decision in this respect will be final and binding.

As school tuition fee payment is through NACH (ECS), therefore, the fee-book stands redundant.

The school fee structure for classes LKG to XII is available on the school website: [www.mpbhssschool.com](http://www.mpbhssschool.com)



10. **Parent-teacher contact programme:**

Parent-teacher contact programme for all the classes will be conducted thrice once before summer vacation, then after the half-yearly examination & finally before the annual examinations. IT IS MANDATORY FOR BOTH PARENTS TO ATTEND THE PARENT/TEACHER CONTACT PROGRAMME. Parents are requested to give their feedback using the prescribed mode.

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.

11. **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 2023-24. Vendor chart is given below:

Classes	Name, address & telephone nos. of the authorised tailoring shop for 2023-24 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/XI/XII	M/s. Goodwill Tailors 25 Ekbalpur Lane, Kolkata-700023 (Near Calcutta Hospital). Mobile nos. 9831359531 /9831905351
School Uniform, Tie, Belt & School Bag	20 <sup>th</sup> to 31 <sup>st</sup> March 2023 from school premises (11 am to 5 pm)

**\*UNIFORM FOR BOTH BOYS AND GIRLS OF CLASSES IX TO XII COMPRISE TROUSERS WITH SHIRT/ TOP**

12. **Other essentials:**

Parents are requested to go through the contents of the School Diary thoroughly. The examination dates as well as other rules and regulations may please be noted and adhered to. **Specimen signatures of both parents are 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.**

13. **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 31<sup>st</sup> March 2023. Parents/Guardians, who apply for the transfer certificate after the said date will be required to pay the fee as per the school rules.

14. **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 of this rule will lead to prompt & strict disciplinary action against the errant students leading to dismissal. **ANY SUCH GOODS CONFISCATED WILL NOT BE RETURNED.**

15. **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, thus avoiding unauthorized entry by outsiders.

16. **School canteen:**

The school canteen will provide sumptuous food under hygienic conditions to our students in the school during tiffin hours.

17. **Summer holidays:**

Summer holidays will be for the period from May 22 (Monday), 2023 to June 18 (Sunday), 2023 (both days inclusive) for the session 2023-24. **ATTENDANCE IS COMPULSORY FOR ALL STUDENTS ON THE LAST DAY BEFORE AND THE OPENING DAY AFTER ALL VACATIONS.**

18. **Study materials:**

The full set of textbooks together with exercise books will be home delivered only by booking on the vendor's website as per following dates:

**ONLINE SCHEDULE ([www.myschoolbookstore.in](http://www.myschoolbookstore.in)) / mob: 7595953384**

Class	Booking Period	Delivery Period
LKG, KG, UKG, I, II, III & IV	18.03.2023 - 21.03.2023	20.03.2023 - 26.03.2023
V, VI, VII, VIII, IX, X	24.03.2023 - 27.03.2023	27.03.2023 - 02.04.2023

### Important Note

- Only Full Sets [Text Books + Exercise Books + Covers] can be purchased online.
- Delivery of orders will be done within 5 to 6 working days from the order date.

Classwise distribution schedule of only selective text/ exercise books (FULL SET WILL NOT BE AVAILABLE)

In case you need only certain textbooks & exercise books for your wards, the same will be issued on the dates as mentioned below, from the school premises (near Basketball Court).

Classes	Distribution dates	Distribution timings	Only selected books
KG & I	04.04.2023	9.00 am to 1.30 pm.	
II & III	04.04.2023	2.00 pm to 5.00 pm.	
IV & V	05.04.2023	9.00 am to 1.30 pm	
VI & VII	05.04.2023	2.00 pm to 5.00 pm.	
VIII	06.04.2023	9.00 am to 1.30 pm.	
IX & X	06.04.2023	2.00 pm to 5.00 pm.	

The list of holidays as well as list of events for the session 2023-24 including duration of unit tests, half yearly and annual examination will be available on the school website: [www.mpbhsschool.com](http://www.mpbhsschool.com) as the new session begins.

We welcome your valuable suggestions for the betterment of your wards and the institution and also solicit your kind co-operation and continued support for the academic session 2023-24.

Warm Regards,  
Yours sincerely,

*P. Chatterji*

(PRINCIPAL)

School Contact Numbers: (033) 2407 0000 / 2407 0001 / 7964 0101. A) For General Administration/ any grievance/ suggestions Extn. 14 B) For School Fee Extn. No. 24 & 36.  
C) Admission Help line no.:9831212200, D) Main Gate Security Extn. No. 33