

ALL SAINTS' COLLEGE, NAINI TAL
Circular to Parents - 2010

1. The new academic year begins as follows:

FOR BOARDERS :

Classes III to XII : Friday, 5th March, 2010 - Check-in from 10:00 a.m. to 3:00 p.m.

Classes I & II : Saturday, 6th March, 2010 - Check-in from 10:00 a.m. to 3:00 p.m.

Students who have sisters in Classes I & II may report on Saturday, 6th March, 2010.

CLASSES BEGIN ON Monday, 8th March, 2010

2. A i) On arrival at the College kindly check if the student's name is on the college roll for 2010. If the College Fee (First installment plus the Private Account) has not been paid in time i.e. by 31st January, 2010 the students' name will not be included in the College Rolls (for information regarding mode of payment please refer to the Annual Bill).
- (ii) Pupils are required to be present in College for the full academic year. Vacancies will not be reserved for late comers neither will leave be granted before the official closing date. No reduction in fees will be made for any period or periods of absence during the year.
- B. If a student's name is on the defaulter's list collect a CLEARANCE SLIP FROM THE ACCOUNTS OFFICE.
- C. Deposit the HEALTH FORM WITH THE INFIRMARY SISTER or her helper and collect the MEDICAL CLEARANCE SLIP. It is very important and in your child's own interest that this form is filled correctly and completely. **It should be sent along with your child.** No child will be accepted into the college without the completed form.
- D. (i) For Senior School Students - The Students then proceed to the HOUSEMISTRESS and deposit the VISITORS' FORM, the DIET FORM and the MEDICAL CLEARANCE SLIP
- (ii) The students will proceed to their Dormitories with THE FINAL CLEARANCE SLIP, which will be given by the House Mistress.

VERY IMPORTANT: If your daughter belongs to any of the following, kindly submit an attested photocopy of the certificate to this effect.

1. Schedule Cast, 2. Schedule Tribe, 3. Other backward class.

- E. JUNIOR SCHOOL STUDENTS - After acquiring the Accounts Clearance, Medical Clearance, Diet form Clearance and Visitors Form Clearance, all the clearance slips will be deposited with the Hostel co-ordinator. They will then be issued the Final CLEARANCE SLIP to enter into the dormitory.

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F. PLEASE DO NOT LEAVE WITHOUT SIGNING IN THE REGISTER OF THE HOUSE-MISTRESS(Senior School)/ MATRON (Junior School)

3. **IMPORTANT**

In case of shortages in the clothing list, the order will have to be placed with the College Supplier by the school and the amount will be deducted from the private account of the student concerned.

4. VISITORS' FORM, DIET AND HEALTH FORMS attached to this circular should be duly completed, signed and returned with the pupil in March.

5. TEXT BOOKS AND STATIONERY:

(a) Classes I to V will be supplied with text books, note books and stationery.

(b) Classes VI to XII will be supplied with text books and note books only. Students must bring their own pens, pencils, erasers etc.

6. LIST OF HOLIDAY: This will be sent in the beginning of the new term. Kindly adhere to it.

7. Senior School Students will be expected to bring their **own material** for S.U.P.W.

8. Students of Classes VIII to XII will hand over a photocopy of their passport to their House Mistresses.

9. **NEW STUDENTS** : (Very Important)

a. **Transfer Certificates** - Failure to submit the Original Passed Transfer Certificate will result in cancellation of the Provisional offer of Admission given to your child. If the school is outside Uttarakhand, the local Inspector of Schools or the District Education Officer should countersign the Transfer Certificate. The date of birth on the Transfer Certificate, Municipal Birth Certificate and the Admission Form should co-ordinate. The date of birth once submitted will not be changed under any circumstances.

b. **Withdrawal** - Should a parent of his own accord decide against sending his daughter to the College, after he has deposited the admission fee and security deposit with the College, he will not be entitled to a refund of either the admission fee or the security deposit, and would be liable to pay one month's boarding fee and three month's tuition fees.

IMPORTANT : SHOULD ANY STUDENT, DAY-SCHOLAR OR BOARDER, FAIL TO RETURN TO COLLEGE AFTER THE WINTER VACATION WITHIN THREE DAYS OF THE OFFICIAL DATE OF OPENING WITHOUT CERTIFIED INTIMATION TO AND THE WRITTEN PERMISSION OF THE PRINCIPAL, HER NAME WILL BE STRUCK OFF FROM THE COLLEGE REGISTER AND HER SEAT MAY BE GIVEN TO A CANDIDATE ON THE WAITING LIST.

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VERY IMPORTANT :

1. Parents are requested to cooperate with college authorities and keep strictly to the holiday fixture list regarding home leave and visiting hours, check - in and check - out time.
2. PARENTS PLEASE NOTE: Mobile phones are strictly prohibited on the College campus. In case any child is found in possession of a mobile phone she will have to be withdrawn from the college with immediate effect. Parents are hereby warned not to allow other children to call up anyone from their mobile phones, nor should any parent give his/her mobile to any child for the same.
3. No packets/parcels/bags will be accepted by any of the Security Guards posted at the College gates. All items have to be sent directly to the Principal's Office.
4. Medical Leave : Leave will be granted only if the prior appointment with the doctor has been taken. The appointment letter should be sent with the application in advance.
5. Important : Information regarding any on-going medical treatment should be submitted in the office with authentic documents.
6. Special leave : In case of marriage of a close relative (own brother/sister) leave will be granted only for four days (far destination) and two days for close destination. The Invitation card should be sent well in advance along with the application of the parents. No Fax will be accepted, applications for leave should be sent well in advance, no leave will be granted at the last minute.
7. Parents under matrimonial dispute with each other are advised not to admit their child in the boarding, as it is a traumatic experience for both, the authorities and the child, as well as the other boarders. If the parents find themselves in a matrimonial dispute after admitting their child in the Boarding, they must inform the college authorities immediately.
Should the college discover any deliberate concealment of such information, the child will be asked to become a day scholar.
8. The school does not allow any student to fast, especially in the boarding as no special arrangements can be made for the same.
9. Birthday visiting / phone calls are allowed only on the Birthday date mentioned in the Admission Form submitted by the Parents.
10. Parents are requested to inform the school in advance if their daughter / ward falls ill during holidays and cannot come back to school on the checking date, otherwise they will be asked to pay a fine.

NOTE : No leave will be granted during the time of the Examinations; specially before the final check-out date as last minute formalities have to be completed.

Mrs. K. E. Jeremiah
Principal