

BOS FRONTALIS SCHOOL

UPPER POLO COLONY NAHARLAGUN-791110

Affiliation No.: EDN/ICR/PVT-SCN-02/2021-22/197-99



THE ALMANAC

Students should bring this ALMANAC everyday to the School

TIME TABLE						
Day	1 st Period	2 nd Period	3 rd Period	4 th Period	5 th Period	6 th Period
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

BOS FRONTALIS SCHOOL

UPPER POLO COLONY NAHARLAGUN-791110

Affiliation No.: EDN/ICR/PVT-SCN-02/2021-22/197-99

UDISE Code: 12230101403



Name: _____

Class: _____ Sec. _____ Roll No. _____

Admission No.: _____

SCHOOL HOURS

08.30 am to 01.00 pm

OFFICE HOURS

09.00 am to 01.00 pm

STUDENT PROFILES

Photo

Name: (In block Letters)

Class:..... Sec.: Roll No.:.....

Date of Birth:..... Gender: M/F

Cast: Gen./ST/SC/OBC Religion:.....

Aadhar No.:..... Blood Group:.....

Mother's Name:..... Mo. No.:.....

Father's Name:..... Mo. No.:.....

Local Guardian's Name (If any):.....Mo. No.:.....

Permanent Address:.....

Correspondence Address:.....

If the students avail school bus facility, then:

Bus No.:..... Boarding Point:.....

Any siblings studying in this school:

Name:..... Class:..... Roll No.:.....

I have gone through the rules and regulations of the school and I agree to abide by them whole heartedly.

.....
Signature of Father/ Mother

NATIONAL ANTHEM

Jana – gana - mana - adhinayaka jaya he

Bharata Bhagya Vidhata

Punjab Sindh Gujarata Maratha

Dravida Utkala Banga

Vindhya Himachala .yamuna Ganga

Uchchala jaladhi Taranga

Tava subha name jage

Tava subha ashisha mage

Gahe tava jaya gatha

Jana gana mangala dayaka jaya he

Bharata bhagya vidhata

Jaya he, jaya he, jaya he

Jaya jaya jaya jaya he.

(Rabindranath Tagore)

NATIONAL SONG

Vande mataram

Sujalam Suphalam

Malayajasitalam

Sasya syamalam

Mataram

Vande mataram

Subhra Jyotsna

Pulakita Yaminim

Phulla kusumita

Drumadallasobhinim

Suhasinim

Sumadhura bhasinim

Sukhadam varadam

Mataram

Vande mataram

(Bankim Chandra Chatterjee)

THE PLEDGE

INDIA is my country all Indians are my brothers and sisters.
I love my country/ and I am /proud of its rich / and varied heritage.
I shall always strive to be worthy of it.
I shall give my parents/teachers / and all elders/respect /and treat
everyone with courtesy.
To my country / and my people, / I pledge my devotion. / In their
well-being / and prosperity / alone lies my happiness.

MORNING PRAYER

O God, source of all truth and wisdom,
bless our work and study which we offer
you, enlighten our mind, strengthen our
memories and direct our wills towards
what is right enable us always seek the
truth and make us truly wise.

Amen

EVENING PRAYER

God our Father,
I've come to say,
Thank you for your love today.
Thank you for my family and all the
friends you give to me.
Guard me in the dark of night,
And in the morning send your light.

Amen

BED TIME PRAYER

I Pray To You, Holy Spirit
I Pray To You, Holy Spirit And
Lord Of My Soul
And Thank You For Our Rest,
Food And Loving Care
It's Because You Are My Dear
Best Friend
That I Know You'll Always Be There.
Help Me Be Kind And Good And
Help Me Sleep I Pray.
Then Sweetly Wake Me With
The Morning Light And Stay
With Me All Day.

Amen

GENERAL RULES & REGULATIONS

1. Speak correct and decent English as the medium of communications.
2. Never enter office rooms and restricted areas without permission.
3. Always respect and care for the property of your school Destructive behaviours to people or things will not be tolerated.
4. Those who cause damage to the property of the school will be fined accordingly.
5. Violence and fights of any kind invite stern action including suspension and expulsion from the school.
6. Arguments, disrespect of impolite behaviours with the teaching or non-teaching staffs will not be tolerated.
7. Usage of any intoxicants (alcohol, tobacco, tamul pan or any addictive substance) is totally banned. Offenders shall be terminated from the institution.
8. Students are not permitted to bring use any electronic gadgets, money, costly jewellery, cosmetics and un-educated articles.
9. No day scholars will help the boarders for transaction of things or messages.
10. Parents are allowed to visit their wards only on the days of parents visit and should produce their wards identity card issued by the school.
11. Late comers to the hostel after vacations would be fined Rs 500/- per day.
12. Except for unavoidable emergency and health reasons kindly do not disturbed the students any other time.
13. The school will not be responsible for students who cause accidental harm upon themselves by themselves and those who run away from the school. Parents/ Police will be notified immediately for joint cooperation.
14. Meeting with or complaints against any staff of the institution should done through the Principal. Any physical assault on the staff will be dealt legally by the school management committee as per the law of the land.
15. School office time is from 8:30 AM to 1:00 PM.
16. Visitor are not allowed in the school premises during school hours.
17. No vehicles are permitted inside school campus.
18. Fees should be cleared as per instalment basis and the office instructions.

19. Any offer of extra incentive in private to the staffs of the institution shall not be entertained. Donation of general betterment is welcome.
20. Parents and students are expected to know the rules and regulations of the school. Follow the instructions in the prospectus and give your full cooperation's and suggestions to create an excellent atmosphere and progress for all.

I have read all the rules of the School as contained in the School diary and agree to abide by them the decision of the School.

CODE OF CONDUCT FOR STUDENTS

1. Student must abide by the rules and regulations of the school at all times.
2. The school diary should be brought to school every day.
3. The student's personal record page must have all the required information regarding him/her.
4. Leave from school should be applied in advance by the parents. It should be written in the "Notes from parents" page in the school diary. Exceptions are there only in case of emergency.
5. Students are not allowed to leave the school premises before due time without the prior permission of the principal.
6. Record of absence from school should be written in the "Absence Record" page along with the reason.
7. Students should wear the prescribed school uniform without any changes in colour and design. The uniform should always be neat and tidy.
8. Students are asked not to bring any gadget or valuable item to the school.
9. They should maintain a kind, gentle and helpful attitude towards everyone and at all time.
10. Everyone must reflect high moral values and high standard of behaviour inside and outside the school premises.
11. Use of abusive language, bullying and torturing fellow students etc is strictly prohibited. Strict action will be taken against anyone found involved in such activities.

12. Maintenance of cleanliness in and around the school premises is every student's responsibility. Thus, throwing of litters, pieces of paper, etc anywhere else except the dustbin provided, must be avoided.
13. All students must reach school on time and participate in the morning assembly.
14. All students must actively participate in the co-curricular activities of the school.
15. Maintain proper discipline and decorum in the school.
16. Loitering here and there and running or playing in the corridor is strictly prohibited.
17. Students are expected to handle the school property with utmost care. Theft or damage to the school property will be punishable.
18. Use of unfair means in the classroom or during examinations is strictly prohibited.
19. Homework should be completed and submitted on time.
20. Bring textbooks and notebooks as per the daily time table or as instructed by the respective subject teacher.
21. Overall performance of the student will be judge and the message will be given to the respective guardian during PTMs.

NOTE TO PARENTS/GUARDIANS

1. Parent's/guardian's co-operation with the school authority is very vital.
2. Parents must take care of their child's study at home and keep a constant check on his/her progress.
3. Parents must regularly refer the homework diary to be in touch with their child's performance at school.
4. Parents should check that their child does his/her homework regularly. Also, they should counter sign the remarks made the school authority.

5. Students should be encouraged to do their homework on their own.
6. Students should be regular at school. Unnecessary absence from school should be discouraged.
7. Parents are not allowed to meet their child during school hours.
8. Parents should regularly check that their ward carries his/her textbooks and notebooks according to the time table.
9. Leave from school should be applied in advance by parents. It should be written in the "Notes from Parents" page in the school diary. Exceptions are made only in the case of an emergency.
10. If student is absent for a long time due to illness, parents asked to provide a medical certificate along with the reason of absence.
11. Students should be present in all the tests and examinations held in school. Leave for illness during an exam will be granted only after providing medical certificates for the same.
12. All students must bring proper Tiffin/lunch box to school. Unhealthy and junk food should be avoided.
13. Parents should attend all the meetings held by the school to keep themselves updated with their child's progress.
14. Parents can meet the principal only at the office hours.
15. Parents must inform the school authority about any changes in their address or phone number immediately.

NORMS FOR PAYMENT OF SCHOOL DUES

1. FEES IS PAYABLE IN ADVANCE EITHER BY CASH OR CHEQUE, on Quarterly basis, by 1st week of every first month of Quarterly. No letter or remainder will be issued by the school in this respect, unless there is some specific reason or change in the schedule.
2. If fee for a month in respect or any student is not paid in fully by 1st week of every first month of Quarter, a fine of Rs. 25/- per day will be charged up to the end of second month. After the end of the second month for which the fee is not paid, the students name will be struck off from school rolls and on payment of all arrears as fresh admission the student may be-admitted only at the discretion of the Principal.

3. Fees can be deposited in advance for any number of months or for the full session if so desired.
4. The date of presentation of the cheque will be treated as date of payment, provided the cheque is not dishonoured.
5. Any cheque returned by the bank will be treated under the category of non-payment of fees.
6. In case of doubts regarding the payments of any dues, parents/guardians are advised to make the payment first and then clarify the matter.
7. Parents are requested to keep the cash receipts in safe custody and produce these at the school as proof of their payment or else they may quote the cash Receipt No. in the Almanac of the student for ready reference.
8. In case of any refund of extra charges levied by the school, parents are requested to contact the office directly.
9. Parents are requested to give correct particulars such as Admission No., Name, Class and Section of the student while depositing the fee.

RULES FOR SCHOOL BUS

INSTRUCTIONS FOR PARENTS

1. Students can avail the School Transport subject to the availability of Seats.
2. Parents should consult the School Transport & In-charge for necessary details.
3. All Payments by Account Payee Cheque to be Drawn in Favour of Bos Frontalis School.

BUS RULES

1. All students using the school bus are expected to be at their respective bus stops at least five minutes before the arrival time of the bus.
2. Buses will not wait for the late comers.
3. Children should always stay away from the main road until the bus arrives.
4. No student should board the bus until it comes to a complete halt.
5. The students must occupy vacant seats after boarding their buses.

6. Students who come to school by bus should return by Bus only, and in case of failure the Bus/Transport Incharge must be informed.
7. The Drivers are authorized to stop buses at the designated stops only, unless otherwise directed by the Transport In-Charge/Teachers In-Charge. The list of stops is prepared keeping in view the convenience of all and is subject to change.
8. When the bus is in motion, students must not move in the bus. They should not expose any part of their body out of the bus.

RULES FOR WITHDRAWAL

1. One clear month's notice in writing or a month's fee in lieu of notice, should be given before a pupil can be withdrawn.
2. Transfer Certificate will be issued after the settlement of all school dues.
3. The Caution Money, if not claimed in the same calendar year, shall be treated as donation to the school for its development and any right to the refund of this amount stands relinquished.
4. Students can be asked to leave the school on either disciplinary grounds or on account of non payment of school fees by the due date.
5. Any student who fails twice in the same class will not be permitted to continue his/her studies at school.
6. When a withdrawal takes place due to the above reasons, the question of charging a month's fee in lieu of notice does not arise.

MY TEACHERS

Class Teacher:.....

SUBJECT	TEACHERS
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.

Regularity Record:

Month	Attendance	Class Teacher	Parents
April			
May			
June			
July			
August			
September			

Parents are requested to check the regularity record of your wards timely with a Proper Signature.

Regularity Record:

Month	Attendance	Class Teacher	Parents
October			
November			
December			
January			
February			
March			

Parents are requested to check the regularity record of your wards timely with a Proper Signature.

ABSENCE RECORD

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LESSON AND HOME ASSIGNMENT RECORD

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