

# BIRLA BALIKA VIDYAPEETH

(GIRLS' PUBLIC SCHOOL)

PILANI (RAJASTHAN)

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Ref: BBV/2017-18/Boarders/2

Dated: 3.2.2017

Dear Parents,

This circular is an attempt to reach you, to express my gratitude for the unstinted support you have extended and also to mention some important dates, rules and regulations with your abiding, which will help in the smooth functioning of the school.

I request you to spare some of your valuable time in going through this circular. Constructive suggestions, if any, from your end are most welcome.

During the holidays, inspite of your busy schedule, do find time to enjoy quality life with your children, expose them to vibrant colours of life giving expression to your warmth and love for them. We wish you Very Happy Summer Holidays.

## Important Dates:

<b>Summer Vacation</b>	-	<b>08<sup>th</sup> May 2017(Mon) to 29<sup>th</sup>(Thu) June 2017</b>
Delhi & Jaipur Party	-	07 <sup>th</sup> May 2017
Personal Party	-	6 <sup>th</sup> May 2017 after 2 p.m.
<b>Winter Vacation</b>	-	<b>18<sup>th</sup> Dec. 2017 to 14<sup>th</sup> Jan. 2018</b>
Last Date for Payment of Second Installment of fee	-	01 <sup>st</sup> Oct. 2017

### I. TRANSFER CERTIFICATE: -

- No student will be allowed to repeat the same class for a second time. In such case parents will have to withdraw their ward.
- In case of gross indiscipline/misconduct, T.C. will be issued by the school.

### II. ESCORT ARRANGEMENTS

#### 1. DELHI PARTY: -

- The School has made escort arrangement upto and from Delhi. The Delhi Party will leave Pilani at 6.00 a.m. on 07<sup>th</sup> May 2017 and reach Delhi at 1 p.m. on the same day. You are requested to collect your ward at Delhi in front of Birla Mandir (Near CNG Petrol Pump) between 12 noon and 1 p.m. If the parent/escort is not there to collect the ward on specified time she will be brought back to Pilani, wherefrom you are expected to take her home.
- The School has made escort arrangement from Delhi in front of Birla Mandir (Near CNG Petrol Pump) upto Pilani. The bus will leave Birla Mandir, New Delhi at 1.00



p.m. on 29<sup>th</sup> June 2017 and your ward must board the bus in time. If you want to avail this facility fill in the proforma (both for onward and return) and mail to school before 15<sup>th</sup> April 2017.

## 2. JAIPUR PARTY

- i) The School has made escort arrangement up to and from Jaipur. The Jaipur Party will leave Pilani at 6.00 a.m. on 07<sup>th</sup> May 2017 and reach Jaipur at 1 p.m. on the same day. You are requested to collect your ward at Jaipur in front of Bhawani Singh Niketan School, Near Chomu Pulia, Jaipur-Sikar Road, Jaipur between 12 noon. and 1 p.m. If the parents/escort is not there to collect the ward on specified time she will be brought back to Pilani, wherefrom you are expected to take her home.
- ii) The school has made escort arrangement from Jaipur in front of Bhawani Singh Niketan School, Near Chomu Pulia, Jaipur-Sikar Road, Jaipur upto Pilani. The bus will leave Bhawani Singh Niketan School, Near Chomu Pulia, Jaipur-Sikar Road, Jaipur at 1.00 p.m. on 29<sup>th</sup> June 2017 and your ward must board the bus in time. If you want to avail this facility fill in the proforma (both for onward and return) and mail to school before 15<sup>th</sup> April 2017.

## III. PERSONAL ESCORT :-

- i) The students can be picked up from the school after 2 p.m. on 06<sup>th</sup> May 2017 either by parents or by an escort authorized by parents.
- ii) If your ward is to be picked up by an escort either from Pilani or Delhi or Jaipur, you are requested to send a proper authority letter containing the name of the escort and his/her signature attested by the parent/guardian. The ward will not be permitted to go with any one on telephonic or Fax messages.

Parents are requested to co-operate and not to insist on anything that becomes an obstacle in maintaining the safety and security of their children.

## IV. REOPENING OF THE SCHOOL: -

- a. School reopens after summer vacation on 30<sup>th</sup> June 2017. The school has made escort arrangements from Delhi in front of Birla Mandir (Near CNG Petrol Pump) and Jaipur in front of Bhawani Singh Niketan School, Near Chomu Pulia, Jaipur-Sikar Road, Jaipur up to Pilani on 29<sup>th</sup> June 2017.
- b. Whatsoever may be the reason, do not come during late hours and demand entry to the hostel. Students will be permitted to enter the hostel till 6.30 p.m. only. If they are late they should be prepared to stay overnight and bring them in the morning after 6.30 a.m.

## V. LEAVE RULES: -

No leave is granted to any student during the term- period, except on the following special grounds: -

- a. Students may be allowed a maximum leave of five days for the wedding of a real brother or sister. This leave will not be granted during examination days or during a camp.
- b. Leave may be granted for some particular treatment of the student provided it is recommended by the Medical Officer of the school.
- c. Leave may be granted for demise of a close relative of the ward.



- d. Any other leave if necessary has to be approved by school Disciplinary Committee / Principal.
- e. No leave will be granted for religious functions or religious trips.

For leave, written request should be made to the Principal mentioning the Account number and name of the House. No leave shall be granted on the request made by the ward herself or by the parents through Fax/Telephone. Also travel arrangement should be specified. An authority letter with the attested signature of the escort must be sent along with escort. Parent should mention the date and the time, when the student is to return after the leave. If a student is in the habit of availing excess leave, the request for leave in future will not be entertained.

#### IV. VISITS:-

1. In order to help the Boarders adjust themselves in the new and changed environment, parents are requested not to visit the Boarders before one month after their admission.
2. During the school terms, the parents are normally allowed two visits per term. In no case parents should directly meet their wards. They should meet them through the Principal/Chief Warden/ Housemother.
3. Parents are requested not to meet their wards in their hostels/dormitories/study hall. They should meet them only in the Parents Plaza, after seeking permission from the Housemother / Chief Warden.
4. No relatives or friends are allowed to meet the Boarders unless they bring an authority letter from the parents.
5. Parents are not expected to visit the Boarders during the school hours, as they are not allowed to miss classes. Parents can visit their wards preferably on Sundays/holidays only.
6. Parents are requested not to provide cooked food to their ward or to her hostel mates.

#### V. DRESS CODE:-

1. School hours :- Summer/Winter Uniform
2. Prep time/games :- Games Uniform / Track suit
3. Mess time / After games hour :- Hostel Uniform
4. Your daughter(s) can bring only four sets of decent personal dress. Short/tight skirts/tops are strictly prohibited in the school. Please ensure that they don't bring such dresses.

#### VI. GENERAL RULES: -

1. PARENTS / GUARDIANS ARE REQUESTED TO CAREFULLY & THOROUGHLY GO THROUGH THE SCHOOL CALENDAR ON SCHOOL WEBSITE. IT WILL ALSO BE MAILED TO YOU.
2. IT IS MANDATORY FOR PARENTS / GUARDIANS TO MEET THE PRINCIPAL, CLASS TEACHER, SUBJECT TEACHERS FOR MINIMUM THRICE A YEAR TO DISCUSS THE ACADEMIC PROGRESS OF THE WARD.
3. PARENTS / GUARDIANS ARE REQUESTED TO STRICTLY ADHERE TO THE INSTRUCTIONS / RULES DESIGNED KEEPING IN MIND THE WELFARE OF THEIR WARD.
4. No student is allowed to keep any medicine with her. If she is under treatment of any doctor, medicines should be handed over to the Health Care Centre Doctor and are to be taken under her supervision only.

5. Students are not permitted to keep any electronic / electrical appliances, mobile phones, cash & valuable jewellery.
6. No boarder is allowed to move beyond the school premises without an escort and without permission.
7. Please send one set of NYLON SKATES, kneepads, elbow pads and helmet for skating practice.
8. FOR ANY CORRESPONDENCE RELATED TO YOUR DAUGHTER WITH THE PRINCIPAL, THE NAME OF YOUR DAUGHTER, HOUSE, CLASS AND HER ACCOUNT NO. MUST BE MENTIONED.

**NOTE:**

1. Please send the consent for Delhi / Jaipur Party by Speed Post before 15<sup>th</sup> April 2017.
2. For XII students - kindly arrange to give some extra help during summer vacation to prepare for their Board exams in March 2018.

*H. Kastur*  
PRINCIPAL 3/2/2017

Encl: Delhi / Jaipur party consent proforma.

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Dear Parent,

Please fill in the following entries and send by Speed Post if you are willing to send your daughter by Delhi / Jaipur Party for Summer Vacation.

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**CONSENT FOR DELHI / JAIPUR PARTY**

1. Student's name .....  
Class ..... House name ..... A/c No. ....
2. Father's name .....  
Address .....  
Phone no. Res. .... Office ..... STD Code .....
3. Escort's name ..... Phone No. ....  
Relation with daughter ..... Phone No. ....
4. Escort's signature    1. ....  
   2. ....  
   3. ....

I am permitting my daughter to be escorted by the above-mentioned person.

Date: .....

Name & Signature of the Father

Name & Signature of Mother