

PAILAN
GROUP
EDUCATION DIVISION
From **KG to PG** & beyond
For the 1st time in India

 UNIVERSITY of CAMBRIDGE
International Examinations
CAMBRIDGE INTERNATIONAL CENTRE



Campus : Plot # B187-206, Phase III, Bengal Pailan Park, Joka, Kolkata - 700104,
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PAILAN WORLD SCHOOL
EASTERN INDIA'S 1st GLOBAL STANDARD SCHOOL

Dear Parents

We congratulate you for choosing Pailan World School as the Education Provider for your child. For the all round development of the child, a parent should know all the rules and regulations laid down by the school. Hence we are pleased to publish the Parents Guide Book 2009-2010, which will be beneficial to both the Parents and the School.

General Rules and Regulations

- 1) Parents / Guardians are discouraged from bringing any cash, expensive gifts or jewellery for the resident students. Students are not permitted to hold such items, and they will be confiscated and a fine of Rs. 500 will be imposed for the same. Parents are advised not to give cash (pocket money) to the students. If needed by residential students cash should be deposited with the school accounts
- 2) Students are not allowed to bring cell phones to school. If cell phones are confiscated from any students a fine of Rs. 500/- will be imposed. If the offence is repeated a fine of Rs. 1000/- will be imposed.
- 3) Students are expected to preserve school property (including electronic gadgets, equipments, furniture & fixture), hence any destruction of school property will attract a fine of Rs. 500/- along-with the price of the item broken/destroyed.
- 4) Students will be fined for destroying the property of other students. The fine imposed will be decided on the type of destruction made. The Principal's discretion will be final and binding.
- 5) All residential students should return on the scheduled date after vacations or month-ends. Undue delay in bringing the ward back to school may attract a fine of Rs. 500/ per day.
- 6) All uniforms and casual dresses of residential students should be marked with the name and class of the student.
- 7) Residential students are allowed to leave only on the last weekend of the month. Students are not permitted to go home during the weekdays for any occasion such as marriage, birthdays etc. (except in an emergency after receiving prior approval from the Principal).
- 8) Residential students should report to school within 6:00 pm when returning from month-ends and vacations. Students arriving later than the scheduled time will not be allowed entry in the school premises.
- 9) In case of a student leaving the campus for month ends/ medical leave/ vacation or any other reason a gate pass duly signed by the Principal, Administrative Head and Residential Head should be obtained before departure.
- 10) Management deserves the right to open any letter / parcel coming to the student from the Parents or Guardians before its delivery.
- 11) Only parents / guardians may send parcels for the children. Any parcel coming from any unknown person, (whose records are not available in the Admission form) will not be delivered to the student.
- 12) Parents/ Guardians may meet resident students only on the last Saturdays and Sundays of the month between 3:00 p.m. and 5:45 p.m. Parents will not be allowed to enter the school premises after 6:00 pm.
- 13) While visiting the school parents are requested to bring their Escort Cards along with them, which helps the management make proper identification of the Guardians / parents.
- 14) Parents / Guardians are strictly requested not to send any gifts, cash or valuables for the staff of the school.
- 15) Parents / Guardians are requested not to come on weekdays to meet their wards. Permission from the school authorities may be taken in case of any emergencies.
- 16) Residential students will be sent for field trips, movies etc on weekends. The applicable charges of the same would be deducted from the imprest deposit. It would not be possible for us to take consent for every outing.
- 17) Students are responsible for the safe custody of their books and belongings. Each article should be labeled with the students' name and class.

18) You are requested to be vigilant and keep a check on the kind of literature, CD/ DVD being read and viewed by your ward.

19) School is not a place for fashion, therefore the following are not permitted in school hair colour, mehndi, nail polish, kajal, eye-liner, hair gel, nose rings, bangles and collyrium.

20) Residential students will not be allowed to go home on weekdays apart from emergencies. The Principal may be approached for permission.

21) Any form of addiction, irregular attendance, disobedience, misconduct, using unfair means in examination will lead to stern disciplinary action.

Meals

1) Parents are advised to refer to the weekly menu being hosted in the internet at the beginning of every week.

2) Parents are requested to consult the catering in charge regarding any dietary queries of the ward. Foreign students have the facility to choose the continental menu for their meals.

3) Parents of day boarders are requested not to feed their ward in the morning as the school provides a heavy breakfast to all the students.

4) Students are given multi-cuisine meals, which consist of Continental, Oriental & Indian varieties. Included are cuisine variations of North-Indian, South-Indian, and Bengali foods. The Catering Division also conveys information about various types of food and their accompaniments and insists on good table manners.

5) Management will not entertain any request for changing any of meal, unless being prescribed by a medical practitioner or dietician.

6) Parents of residential students are requested not to bring in junk food as tuck. The tucks brought in for students will be vetted by the R.M.O through a Tuck Form. Excess Tuck will be returned to the parents to avoid students from skipping meals and surviving on tuck.

Transportation

1) Parents / Guardians are requested to consult the front office regarding any queries related to the transport of the child.

2) Students traveling by personal conveyance should reach school within 8:10 am. Students will not be allowed to enter the school premises after 8:10 am. Late comers will be sent back home on the second default.

3) Fine will be imposed on the student found responsible for causing damage in the bus.

4) Bus facility will be withdrawn in case of repeated misconduct while traveling in the school bus.

5) If any parent, whose child avails the school transport, wishes to collect their wards from the school in their private vehicle, need to take permission from the school office.

6) Students should report to the bus pick-up point 5 minutes prior to the scheduled time to avoid any inconvenience. The bus will not stop at any particular stop for more than a minute.

7) In case of any delay with the bus service parents are requested to contact the bus attendant directly as every bus has a mobile connection.

8) The bus will pick-up and drop the students at the designated locations. No requests will be entertained regarding a change to the route or collection locations. In case of any inconvenience, the matter can be reported to the administrative unit and necessary changes will be done at the earliest.

9) Parents are requested to carry the escort card while collecting their children from the pick-up points.

10) Residential students are not allowed to use school transport.

11) Parents of day-boarders may have to change their pick-up point temporarily in case of road blockage or road repair. Parents' are requested to co-operate with the school to overcome these unforeseen circumstances.

Health

- 1) Parents are requested to inform the school through a written application about any specific medication to be given to their children. The application should be addressed to the Principal, who in turn shall organize an appointment with the Resident Medical Officer.
- 2) We have striven to create an environment conducive to the well being of resident students. Dr I. B Pal Chowdhury and Dr. Rashmi Sharma (R.M.O) along with a team of experienced specialists, together with full time nurses head the Medical Board. Those willing to discuss the health or dietary requirements of their children are free to contact Dr. I. B. Pal Chowdhury / Dr Rashmi Sharma on all days between 9:00 am to 12:00 noon.
- 3) Parents of residential students may also meet the R.M.O - Dr. Rashmi Sharma on weekends.
- 4) Parents are also requested to intimate the Doctor regarding any particular allergies / adverse reactions in relation to food through a written application. Accordingly, the medication used for these should be mentioned.
- 5) Medical appointments for residential students should be taken only on the last weekends of the month.

Academic Matters

- 1) Parents are requested to contact the front office for meeting the Principal, Academic Co-ordinator or Class Teacher. For meeting subject teacher they can go via the class teacher. Once parents send a request for meeting the academicians either through a phone call, via mail or coming personally, they will be intimated about a specific time for the meeting.

- 2) Parents can meet the academic staff only on the 1st & 3rd Friday of a month, between 3:00 pm to 4:30pm am for discussing their children's academic progress.
- 3) The notice for Parent-Teachers' Meeting will be circulated by the school authorities to confirm the schedule of the parent-teacher meeting. The date and the timing of the PTM is mentioned in the students Diary.
- 4) Participation of Parents in the Open House is essential hence they are requested to ensure their availability on the said date.
- 5) Parents are requested to kindly adhere to the calendar dates, especially with respect to holiday periods. They are strictly discouraged from pre-phoning the holiday schedule for personal benefit. Moreover they should ensure that the boarders report back to school on time and that the holiday is not extended.

Communication

- 1) Parents / Guardians can provide suggestions / comments by dropping their suggested ideas in the school suggestion box, kept in the reception.
- 2) Since we wish to be transparent in order to enhance the bond between the parents and the school, parents / guardians can also maintain their confidentially by mailing in their suggestions or grievances to the following E-mail IDs,
admission@pailanworldschool.com
frontoffice@pailanworldschool.com
- 3) Parents/Guardians willing to meet the school authorities should contact the front office on weekdays between 10.00 am to 4.00 pm, Monday to Saturday.
- 4) Parents can also approach the governing Body in the corporate office if they are unsatisfied with the outcome of their discussions in the campus.
- 5) Parents are requested to initiate any discussion with the school authorities only through a written application.

- 6) Parents are requested to inform the school authorities regarding any change in address / e-mail IDs / telephone numbers (if any) because we need to communicate on a regular basis regarding various issue coming up from time to time.
- 7) Telephonic conversation with teachers during school hours is not permitted.
- 8) Parents willing to contact their children over the phone may call only on the specific calling days assigned for their ward.

Calling Days for the boarder students

| | |
|-----------|----------------|
| Monday | Class 1& II |
| Tuesday | Class III & IV |
| Wednesday | Class V & VI |
| Thursday | Class VII |
| Friday | Class VIII |
| Saturday | Class IX & X |
| Sunday | Class XI & XII |

The calling time is from 8:15 p.m to 9:30 p.m every day. Following are the contact numbers:

Boys Hostel : 033-32431159
 033 2497-8605 (Extension 236)
 9836573503
 9836654801

Girls Hostel : 9836654710
 033-32431158
 033-2497-8827 (Extension - 234)

Withdrawal of Students

- 1) If parents / guardians wish to withdraw their children in the middle of a session then it is mandatory for them to pay the Monthly Charges for the

balance of the academic session ending in March. (Academic session - April to March / May - June). Imprest and Security Deposit will also be with-held in case of mid-session withdrawals and non-payment of fees for one whole session.

- 2) Parents / Guardians are requested to send the withdrawal application to the Principal.
- 3) Transfer Certificate will not be granted to students who wish to withdraw mid-session without clearing the fee of one whole academic session.
- 4) If a parent wants to withdraw his children as a result of any dissatisfaction related to the school, the complaint should first reach the School Administration and Principal. If the problem is still not resolved, the matter would go to the Governing Body, which would discuss the same with the parents before the latter takes their final decision.

Fees

- 1) The academic session for AS/A levels will be 12 months x 2 sessions = 24 months. Fees have to be paid for two academic sessions irrespective of the examination schedule.
- 2) Parents are requested to pay their monthly fee within the 30th/31st of the previous month. Those failing to do so will be eligible to pay the fine as prescribed in the fee book.
- 3) Fees once paid, will not be refunded under any circumstances.
- 4) The Imprest deposit should be maintained on a half -yearly basis.
- 5) Parents will have to pay a fine of Rs. 1000/- for dishonoured cheques.
- 6) Parents are requested to kindly make payments of the monthly fees on time. Defaulters for 6 months will be charged a fine of Rs. 1000/- along-with the normal fine of Rs. 5.00 per day.

- 7) Sibling concession of 15% will be forwarded to biological siblings on a ratio of 1:1.
- 8) Scholarship will be offered to students only on management discretion. It is not mandatory for the school to extend the scholarship in the consecutive years.

This guide book is made for informing the rules and regulations to the Parents / Guardians. The school management reserves the right to change any rule for the benefit of the organization. Necessary changes will always be intimated to the guardians via mail or notice in due course of time.

With best wishes

Management
Pailan World School

PAILAN WORLD SCHOOL
Plot B, 187-206, Phase III,
Bengal Pailan Park, Joka,
Kolkata - 700104

ACKNOWLEDGEMENT

Myself Mr./Mrs. _____

parent / guardian of Ms. / Master _____ of

class _____ acknowledge the receipt of the parents' guidebook. We agree

to abide by the rules and regulations laid down in the booklet.

Thanking you,

(Signature of the Parent/ Guardian)

Seal of the school & signature of the Administrative Head

Date : _____