

BIRLA BALIKA VIDYAPEETH

(GIRLS' PUBLIC SCHOOL)



PILANI - 333031(RAJASTHAN)

Off. 242124, 242548

Tele Fax 245484

STD Code 01596

e-mail : principal@bbvpilani.edu.in

website : www.bbvpilani.edu.in

Ref: BBV/2019-20/Boarders/2

Dated: 22.2.2019

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, 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:

Summer Vacation	-	12th May 2019(Sun) to 07th July 2019 (Sun)
Delhi & Jaipur Party	-	12th May 2019 (Sun)
Personal Party	-	11th May 2019 after 2 p.m.
Winter Vacation	-	22nd Dec. 2019 (Sat) to 14th Jan. 2020 (Tue)
Last Date for Payment of	-	01st Oct. 2019
Second Installment of fee		

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 12th May 2019 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 07th July 2019 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 15th April 2019.

2. JAIPUR PARTY

1. The School has made escort arrangement up to and from Jaipur. The Jaipur Party will leave Pilani at 6.00 a.m. on 12th May 2019 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.
2. 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 7th July 2019 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 15th April 2019.

III. PERSONAL ESCORT :-

The students can be picked up from the school after 2 p.m. on 11th May 2019 by parents.

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 8th July 2019. 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 7th July 2019.
- 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 trips during the session.

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. 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 to 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 have been duly authorized by submission of their identification documents at the beginning of the session
5. Parents are not expected to visit the Boarders during the school hours, as they are not allowed to miss classes. Parents may visit their wards preferably on Sundays/holidays only.
6. Parents are requested not to provide tuck or 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. Shorts/tight clothes/tops are strictly prohibited in the hostel & 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 Medical Infirmary /School 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. Parents are not supposed to provide mobile phones to their wards or any other student.
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 before 15th April 2019.
2. For XII students - kindly arrange to give some extra help during summer vacation to prepare for their Board exams in March 2020.
3. In view of embracing technology and promoting adequate use of Information & Communication Technology (ICT) in teaching learning process we wish to introduce mandatory educational tablets equipped with class adequate learning modules for the students. The cost for the tabs & learning material would be debited from the personal account of the students.

M. Kasturi

PRINCIPAL

Encl: Delhi / Jaipur party consent proforma.

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Date:.....

The Principal
Birla Balika Vidyapeeth
Pilani (Rajasthan)

Subject: Consent to avail School Escort Party facility.

Dear Madam,

I F/o, M/o, G/o Miss..... class
..... Scholar No..... give my consent to escort my ward during **Summer** vacations by **Delhi**
/ Jaipur (Please tick) escort party (to and fro Pilani).

I am authorizing following person to escort my daughter:

Name of the escort:

AADHAR Card No. of the escort:

Relationship with the student:

Contact Nos. of the escort:

Specimen Signature of the escort:.....

Kindly make escort arrangements for my ward.

With regards,

(Full name and signature)

Note: Students availing the escort party will be charged for both way journey i.e. to and fro Pilani.)