

MARY IMMACULATE SCHOOL

BIDHAN NAGAR

PROSPECTUS

Mary Immaculate School, Bidhan Nagar is established and administered by the Registered society of Kolkata Province of Catechist Sisters of Mary Immaculate help of Christians. It is a minority educational institution belonging to the Catholic Church. Provision is also made for admission of students of other faiths.

AIM OF INSTITUTION:

1. The aim of this institution is to impart a sound value based education to the students by forming in them habits of virtue, discipline and self efficiency to become useful and dutiful citizens of our motherland, India.
2. A student must strive to attain qualities of mind and heart and integrate into his/her values such as honesty, sincerity, piety, compassion, generosity, love for nature and self reliance.
3. Special attention is given to ensure a high standard of morality and discipline in the school. Guardians are requested to collaborate with the school authorities. The school insists on regular attendance and punctuality.

SCHOOL FEES:

4. The school fees covered 12 months of the year calendar and may be paid monthly or in advance. No reduction is made for holidays or broken periods. Pupils are liable to be charged full fees as long as their names are officially on the roll. Fees once paid are not refunded.
5. 7% annual increase in the Tuition fee is normal.
6. The receipted counter-foils in the Fee book should be kept by the students carefully and produced before the office counter at the time of next payment of fees.

7. A duplicate copy of fee book may be obtained from the office counter on a written petition stating the reason and on payment of Rs. 25/-.
8. A fine of Rs. 25/- per month will be charged to the students who fail to pay the fees before or on 10th of every month, as indicated in the school diary.
9. All fees due must be cleared before the commencement of each test or assessment. Anyone who has not cleared the dues will not be allowed to sit for the test or examination.
10. Pupils, whose fees are overdue for 2 months, at any time, their names will be taken off from the register of the school without any warning whatsoever. In such a case readmission is possible only on payment of all dues with admission fee.
11. There are three vacations during the year, the Summer vacation in May to June, the Autumnal vacation in October to November and the Winter vacation in December to January. These holidays may not be extended or anticipated. Students who do not abide by these rules exposed themselves to disciplinary action.
12. Students suffering from the following must observe the prescribed period of Quarantine.
Chicken Pox: Six days after the disappearance of the crop of vesicles
Measles: 7 days from rash.
Mumps: Until swelling of gland has subsided which may take 9 days from appearance of symptoms.
13. Students returning to school after suffering from infectious or contagious disease should produce a Doctor's certificate permitting him/her to rejoin class, and stating that the infectious period of the disease is over.
14. Tiffin is to be sent with the students as they come to school.
15. Care must be taken of all property and no students should spoil the desk or chairs or damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Damage done, even by accident should be reported at once to the appropriate authority. Any damage done to the school property should be made good by the student concerned.

16. Parents are not allowed to see or interview teachers during school hours unless explicitly allowed by the Principal. Parents will leave their wards at the gate without entering the premises. Teachers may communicate with the parents or guardians through the school diary.
17. School staff are not authorised to answer the queries of the parents directly or over the telephone. For any misinformation received by the parents through unauthorised persons, the principal cannot be held responsible.
18. A record of the address of parents is maintained in the school office and they are requested to communicate any change without delay.
19. Those pupils promoted from, U.K.G may seek admission to Class 1 of St Paul's School.
20. Absence, unless truly excusable and proved so, is strongly objected to. Regular absentees may not be allowed to sit for the entering tests. Parents must not send a sick child to school, not even for tests. Students may not be allowed to sit for the ensuing test, if they remain absent to study at home before tests.
 - a. Staying away from school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances.
 - b. No leave of absence is given, nor is a student allowed to leave the school during school hours, without a previous written application from the parents stating the reason, which must be a serious one.

FOR PARENTS:

We earnestly recommend that parents or guardians look into their children's school diary and notebooks, in order to help children in their lessons and homework daily. The children should be encouraged to be neat and tidy in their work and in their personal belongings. Remarks made in the diary should be seen and countersigned regularly. If you feel that your child is not making the desired progress, kindly contact the Sister-in-charge.