

RAM RATNA VIDYA MANDIR

We shape global minds, Indian souls

RRVM/1/6/GEN/2018-19

Date: _____

Dear Parent,

SUB: JOINING INSTRUCTIONS FOR NEW ADMISSION.

I am pleased to inform you that your son/Daughter _____ has been admitted to Std. _____ and the General Register No. allotted to him/her is _____.

1. REPORTING INSTRUCTIONS:

The students will report to the school on (refer the table below) to complete the formalities of admission and meet the concerned wardens. Parents are welcome to have lunch with the students in the school mess on payment basis on the date of reporting **provided prior intimation has been given to the Vidyalaya.**

Std	Type	Reporting Date & Time		Type	Reporting Date & Time	
9,10 & 12	Res & WB	30-Apr-18	10am to 4pm	Day Boarder	1-May-18	Before 8:00am
4 to 8	Res & WB	30-May-18	10am to 4pm	Day Boarder	1-Jun-18	Before 8:00am
11	Res & WB	1-Jun-18	10am to 4pm	Day Boarder	1-Jun-18	Before 8:00am

2. DOCUMENTS REQUIRED FOR SUBMISSION :

- 1) School Leaving Certificate in Original
- 2) Attested Photo copy of the Progress Report from the previous school where the student has studied.
- 3) Caste Certificate if belonging to SC/ST/OBC (Attested Photo copy) in the name of the student.
- 4) Photo copy of date of birth certificate.
- 5) Twenty Photographs of the child in school uniform(RRVM)
- 6) One-passport size photograph of both the parents.
- 7) a) Medical Certificate
b) Information regarding medicines to which the child is allergic
c) Medical History Sheet.
- 8) Photocopy of Photo Identity: Aadhar Card.(mandatory)
- 9) Photo copy of parents Pan Card.

3. CLOTHING ITEMS:

The set of uniform cloth along with pattern and logo will be supplied to the student after admission confirmation; uniform stitching is the responsibility of the parents. For Uniform Cloth Amount, will be debited from his BOP (Boarder's personal deposit).

LIST OF TOILETRIES (for Residential/Weekly Boarders)

Tooth Brush	Hair Oil	Tooth Paste
Talcum Powder	Soap	Shoe Polish (Black)
Soap Case	Shoe Brush	Shampoo
Nail Cutter	Comb	

FOLLOWING LIST OF CLOTHING & OTHER ARTICLES MUST BE BROUGHT FROM HOME (CLOTHING MUST BEAR G.R. NO.) (for Residential/Weekly Boarders)

Bath Towels :	2 Nos.
Swimming Costume:	1 No.

Rain Coat (bigger size) which would cover his school bag as well :	1 No.
Paragon Slippers	1 Pair
Black Sandal for rainy season:	1 Pair
Blanket / Thin Razai(Quilt) for winter :	1 No.
Travelling suitcase – 24” (If required) :	1 No.
Pencil & Pens :	2 Nos.
Self addressed inland letters:	12 Nos. each
(Students from abroad must bring self-addressed aerogram)	
Lock with three keys :	1 No.
Handkerchiefs	6
Sandow Vests	6
Underwears	6

THE FOLLOWING ITEMS WOULD BE PROVIDED BY THE VIDYALAYA :

1. School Belt with metal buckle	:	1 No.
2. Grey Socks	:	4 prs.
3. Socks for Sports	:	4 prs.
4. School Bag	:	1 Nos.
5. Swimming Bag	:	1 Nos.
6. Water Bottle	:	1 Nos
7. Sports Shoes	:	2 No.
8. School Shoes	:	1

SCHOOL UNIFORM ACCORDING TO GIVEN PATTERN

Unstiched

1. Blue Check Shirt Half Sleeves with Pocket Monogram	:	4
2. Full Pant Cloth Dark Blue	:	3
3. Blazer Cloth with pocket monogram	:	1
4. White Payjama Kurta (Modi Style)	:	1

Stiched

5. Full Track Pant	:	3
6. Half Pants Bermuda type for sports	:	2
7. House T- Shirts (color as per house)	:	5
8. Jackets	:	2
9. Night dress T-shirts + full track pant	:	3

4. NO CASH / VALUABLES / EATABLE / ELECTRONICS GADGETS

Students are not permitted to have any cash or valuables or electronic gadgets with them. Parents are therefore advised not to give any of these things to their wards. Toilet requisites or other items of student's requirements are made available to them through the school Tuck-shop which is adjusted against personal pocket money A/c of the student. If any eatable is found with child it will be confiscated. Moreover, a fine of Rs. 2000/- (Rupees Two Thousand Only) would be imposed for violation of this rule. The money confiscated would be credited in miscellaneous income of the school and receipt issued. A fine of Rs. 1000/- (Rupees One Thousand Only) would be imposed for any electronic gadgets caught such as FM Radio, Walkman etc. etc. and a fine of Rs. 10,000/- (Rupees Ten Thousand Only) would be imposed for a mobile/laptop. Confiscated items would not be returned back to the child in any condition.

5. BIRTHDAY CELEBRATIONS:

Parents are permitted to celebrate the Birthday of their ward in the school from 4:00 pm to 5:00 pm.

If out of station **parents are unable to come to the school to celebrate their ward's b'day**, they can send a request to the Principal through mail one-week prior for B'day celebration. It will be celebrated as per the school policy. No special requests will be considered for the celebration apart from those mentioned in the policy.

6. **MEDI-CLAIM**

Parents are requested to go in for Medi-claim Policy in respect of their wards so that the hospitalization charges could be claimed in case of any unfortunate accident.

7. **VISITS**

Parents and authorized guardians will be allowed to visit the Vidyalaya only on specified days as mentioned in the School Calendar. They are not permitted to go to the student's dormitories. Prior appointment must be taken through mail/phone to meet the Principal.

8. **LEAVE:**

☰ To bring down the study pressure and to motivate social quotient of the child, school has started giving leave on fourth Saturday of every month. Parents can take their ward on fourth Saturday of every month and must drop their ward back to the school campus on Sunday before 5 p.m. No request for extension of leave will be entertained. If delay in reporting is observed, the child will be fined Rs. 500/- per day and also his leave for next month's fourth Saturday will be automatically cancelled. During exams fourth Saturday leaves may be cancelled. (school will share the info via message/mail)

☰ **WEEKEND:** Weekend students have leave on Saturday of every week.

If Parents have opted for Self transport then, they should come to pick up their ward from school on Saturday after 2.00 p.m and must drop their ward back to the school campus on Monday before 8 a.m in school uniform.

If Parents have opted for School transport then, the ward will be dropped by School Vehicle on Saturday as per the schedule and Monday morning will be picked from the given destination point.

Children should reach on time, if delay is observed school vehicle will not hang around at any case.

Note: In case if a parent decides not to use school transport on a particular day the same should be informed to school authorities by Friday within school hours.

☰ No request for extension of leave will be entertained. If delay in reporting is observed, Rs. 500/- penalty will be charged per day and also his leave for next week will be automatically cancelled. On exceptional cases school as the right to cancel the weekend leave.

☰ No leaves will be granted during the school days/hours.

☰ Leave in case of any emergency will be granted only on request by parents in written.

☰ In any case the child will not be sent alone from school

9. All queries related to any matter should be reported to PRO. You may contact telephonically to the PRO between the following hours.(If unanswered kindly call on the landline no's)

PRO : 10:00 a.m to 12:00 p.m

We look forward to have your son/daughter with us.

Yours truly,

**PRINCIPAL
RAM RATNA VIDYA MANDIR**