



The Lawrence School, Sanawar

REQUISITE NOTES FOR NEW ADMISSIONS—2017

Enquiries with regard to these notes can be addressed in the first instance to the Executive Assistant to the Headmaster, on Tele : 01792—261208/261209 Fax : 01792—261210 or by E-mail at office@sanawar.edu.in

Admission Procedure & Documentation

1. Parents are requested to complete the following admission procedure & documents.
 - (a) **Payment of Dues** : All dues must be paid by Demand Draft in the name of 'The Headmaster, The Lawrence School Sanawar' payable at the State Bank of Patiala Sanawar (Code 50199) or On Line. RTGS/NEFT For details pl. refer point no. 3. of this Note. Payment in cash will **not** be accepted.
 - (b) **Personal Information Record Form** : To be completed in duplicate and submitted to the School Office on or before the date of admission as requested in the Forwarding letter (Form enclosed).
 - (c) **Medical Proforma** : To be completed in duplicate. One copy is to be retained by the parent after having it countersigned by the School Resident Medical Officer (RMO), and another copy will be retained by the School RMO at the time of admission. Admission will be subject to the child being declared medically fit by the school RMO.
 - (d) **Indemnity Bond** : This must be executed on Rs. 10/- Non Judicial Stamp Paper between the School and the Parent (Format enclosed) and will be signed in the School Office on the day of admission. No child will be admitted without producing the Indemnity Bond.
 - (e) **Anti Ragging Affidavit by Parent/Guardian** on Rs. 10/- Non Judicial Stamp paper duly attested by Notary.
 - (f) **Anti Ragging Undertaking by the Student** taking admission.
 - (g) **Armed Forces Personnel Serving Certificate** : To be filled in by all Serving Defence Armed Forces Personnel and to be submitted to the office on or before the date of admission as requested in the Forwarding letter (Form enclosed).
 - (h) **Transfer Certificate** : Other than the CBSE School the School Leaving Certificate/ Transfer Certificate has to be submitted duly signed by the Head of the Institution last attended and countersigned by Education Officer of Education Deptt. of the State/Union Territory or the Board concerned. In case of a student studying in CBSE affiliated school, the transfer certificate signed by Head of the school shall be accepted.

- (i) **Date of Birth Certificate** : Attested copy of the Date of Birth Certificate issued by the Registrar of Birth and Death, be submitted as proof of date of birth. **The date of Birth Informed/submitted at the time of admission shall be final & no request for change of Date of Birth shall be entertained under any circumstances by the school.**

School Fee

2. The School Fees for 2017 is given below :

Fees is payable in lump sum at the beginning of the year or in two instalments. The amount of the first instalment along with Caution Money and Personal Account must be paid at the time of admission and the second instalment by the 15th of July 2017. Should the parent wish to pay the school fees in lump sum, this should be paid by at the time of admission. Mode of payment is given in para 3 below.

The School reserves the right to revise fees without prior notice.

	General Category Rs.	Active Defence Personnel Rs.	NRI's & Foreign Nationals (Rs.)
(a) 1 ST INSTALMENT			
(i) School Fees	... 1,93,500	1,16,100	3,87,000
(ii) Infrastructure Fund	... 5,000	5,000	10,000
(iii) Caution Money (Refundable)	50,000	50,000	100,000
(iv) Personal A/c.	... 50,000	50,000	50,000
	... 2,98,500	2,21,100	5,47,000
(b) 2 ND INSTALMENT			
School Fees	... 1,28,900	77,400	2,57,800
Total	{ ... 4,27,400	2,98,500	8,04,800

- (i) **The above fees does not include the Admission Fees and Development Fees as the same is supposed to be deposited with the Admission acceptance letter.**
- (ii) **The School Fees is under revision & the difference, if any, shall be charged during the year.**

3. Mode of Payment of School Fees : The School fees can be deposited through following mode :

By Bank Draft :

- a. Bank Draft favouring Headmaster, The Lawrence School, Sanawar (H.P.) payable at State Bank of Patiala, Sanawar (Branch code 50199) or any other bank/branch by adding the collection charges as given below:

- (i) Up to ... Rs. 10000/- ... Rs. 50/-
- (ii) Above ... Rs. 10000/- ... Rs. 5/- per thousand

OR

ON-LINE

- b. Fees can also be deposited across the counter at any branch of the State Bank of Patiala through OnLine. Account no 65004200377, Headmaster, The Lawrence School, Sanawar, State Bank of Patiala, Sanawar (50199). Two copies of the pay-in-slip of SBOP are enclosed for this purpose. Kindly incorporate all the information to enable the school to issue the Fees Receipt. OR
- c. Fees can also be deposited ONLINE through any Nationalized/ Scheduled Bank, the detail for which is as under :
Online Account No 65004200377, Headmaster, The Lawrence School, Sanawar. IFSC code : STBP0000199, State Bank of Patiala, Sanawar (50199).

While sending fees Online kindly do mention the name & computer number of the child as given in the forwarding letter and inform the school about the detail of remittance immediately through e mail enclosing the scanned copy of the pay in slip in order to credit the amount in the name of the correct child Any penalty arising due to non supply of the remittance detail shall be the sole responsibility of the parent concerned.

Payment of school fees by Cheques and Cash is not accepted

Penalty for late payment of School Fees

4. The following penalty is levied for late payment.
- If the fees as above is not deposited by due date, the child forfeits the right of admission and the seat so offered shall be given to the next candidate on waiting list
 - If the 2nd installment of school fees does not reach the school in time, a penalty of 5% for each month or part thereof is levied on the arrears payable. Please note that if the fees, together with the penalty is not paid within 15 days of the last date of depositing the fees of the respective instalment as given in Para 2, the name of the child will be struck off from the school rolls.
 - A child may be asked to be withdrawn if a debit balance in the Personal Account or any other dues of the School are not paid within the stipulated time raised by the School.
 - The penalty for late payment of fees cannot be waived under any circumstances, and is automatically levied when the fee does not reach the School on due dates. The School is not responsible for any postal delay.
 - The school does not hold itself responsible for sending, reminders for fees, or other dues. Therefore parents are requested to make all payments in time to avoid penalties.**
 - In case of doubt regarding the payment of dues, parents are advised to make payments and then ask for a refund instead of waiting for the final decision on dues. This will avoid fines being levied for late payments.**
 - Even if children return late or does not attend the School because of illness or any other reason full fees has to be paid.
 - Parents should note that the School, cannot entertain requests to furnish statements of accounts for dues paid during the year. Complete detail of remittance received by the School is always given on the School's official receipt, which should be studied in case of any doubt.

Personal Bank Account

5. Parents of the students who have been admitted in Class VII onwards are requested to make sure that their child carries his/her two Passport size photographs along with his/her any one Identification document such as copy of Passport, Ration Cards or Adhar Card especially for opening of Bank Account, which he/she should give to his/her Housemaster/Mistress, the next day of the admission. Deposits will be made by the School into this account from the Personal Account of the child.

Withdrawals from Bank account are regulated by the child's Housemaster/mistress. Expenses incurred by the child such as Tuck Shop purchases through slips, pocket money and other routine expenses are debited to this account. If the child's birthday falls within the term the Housemaster/mistress will sanction a 2 kg. cake for the child.

6. The closing position of Credit/Debit balance of this account as on 31st December is intimated to every parent by the middle of January in the following year.

Pocket Money

7. The School has a system of giving pocket money every week to the children. Tuck Shop slips are also given once a month for the purpose of buying toiletry and stationary items etc. which are debited to the child's personal account.
8. Parents are requested to desist from providing their children with additional money or to open credit accounts for them in local shops and restaurants. Such practices are likely to lead to bullying of your child and a request from the School for his/her withdrawal is inevitable.

Withdrawal Notice

9. Notice of withdrawal at the end of 1st term of the child studying in the school, should reach the Headmaster, latest by **10th July 2017** under Registered Cover as per school rules. The Penalty for not doing so is Rs. 10,000/- **If children are withdrawn from the school anytime subsequent to their admission and then readmission is sought, they will be charged fees and other dues for the full term. If the child is withdrawn during the term for whatsoever reasons, no fees for the term will be refunded.**

Items to be provided by Parents

10. Children must be in possession of the following items at the time of admission:

All Pupils

Name Tags (All clothes to be name tagged)	50 pcs	Haversack for Hikes (85 litres)	1
Slippers— V-Shaped	1	Woollen Trousers (Raymonds Dolce Vita No. 72094 Shade No. 7)	2 pairs
Sleeping Suits (2 woollen & 2 cotton)	4	Vests Woollen Full Sleeves (all students)	3
Dressing Gown	2	Long Johns	3 pairs
Handkerchief (only PD)	12	Vest Cotton (Boys & Girls)	6
Spectacles (if required)	3	Undergarments	6 sets
Pillow	1	Black Turbans (Sikh Boys Class VII and above)	4
Pillow Covers (White)	3	Mini Turbans (Sikh Boys)	6
Quilt	1	Swimming costume	1
Quilt covers	2	Black Hair pins, TIC-TAC Pins & Black Rubber bands/Scrunch for girls	1
Trunk/Suitcase (Size 27"x15"x10")	1	Small Size Bag	1
Home Clothes	2 Sets		
Home Socks (woollen)	2 pairs		
Home Socks (cotton)	2 pairs		
Locks	2		

Personal Items —

1. Black Polish (wax)	... 2	11. Pens	... 6
2. Shoe Brush	... 1	12. Pencils	... 6
3. White Polish	... 2	13. Sketch Pens/Colour Pencils	1 packet
4. Bathing Soaps	... 2	14. Cold Cream	1
5. Coconut Hair Oil	... 1	15. Vaseline	... 1
6. Liquid Soap	... 1	16. Sunscreen lotion	... 1
7. Tooth Brush	... 1+1	17. Comb	... 1
8. Tooth Paste	... 1 Tube	18. Hair Brush	... 1
9. Hair Oil	... 1 bottle	19. Talcum Powder	... 1
10 Shampoo	...	20 Lip Guard	... 2
200 ml	... 2 bottles	21. Boroline	... 1

22. Floaters (No Crocs)	... 1 pair	29. Torch with cells	... 1
23. Plastic Toilet Mug	... 1	30. Nail Cutter	... 1
24. Plastic Mug/Glass	... 2	31. Rain Coat (Duck Back)Big Siz	1
25. Water Bottle	... 1	32. Swimming Cap	1
26. Toilet Paper	Two Rolls	33. Glycerine & Rose water	... 1 bottle each (500ml)
27. Extra Shoes Laces for Black Shoes		34. Home Cardigan/Jacket	... 2/1
28. Umbrella	... 1	35. Body Lotion (Vaseline)	... 2 bottles
		36. Name Plate (Plastic) Class V students	

Items available at QM Stores

1. Cardigan full sleeves	... 02	11. Muffler	... 1
2. Sleeveless Cardigan	... 1	12. Gloves	... 1 pair
3. School Bag	... 1	13. White Full Sleeves Shirts	... 3
4. House colour T-Shirt	... 4	14. Blazer (with Crest to be stitched on measurement)	... 1
5. T. Shirt (Round Neck)	... 1	15. Red Coat (for girls only) to be stitched on measurement	... 1
6. Towel (House Colour)	... 2	16. Overcoat (for boys only) to be stitched on measurement	
7. Shoes (P.T.) Power-Bata	... 1 pair	17. Cricket Lower (White) for boys only from QM Store on measurement.	
8. Shoes-Sports	... 1 pair		
9. Black Leather Shoes	... 1 pair		
10. Track Suit	... 2		

Items to be purchased from Tuckshop

1. Assembly Book	... 1	3. School Tie	... 1
2. Garters	... 2 Pairs		

Clothing Items to be Provided by School (through House Matron)

11. The following will be provided by the School :

Shorts/Skirts—Grey	Shorts/Skirts—Navy Blue
Cotton Shirts, Blouses—Sky Blue	Nylon Socks—White, Grey
Woollen Socks/Stocking—Grey	Uniform for NCC (as applicable)
	Mattress Bed Sheets & Bed Covers

Uniform for school matches as applicable (on payment)

Marking of Private Clothes

12. All articles of clothing supplied by parents should be marked with the child's name. The clothing number will be issued by the Matron at the time of admission. In addition to all this kindly provide 150 additional Name tags of size 5cmx5cm with only Name mentioned. In addition to the specified items the child may be provided with two sets of "home clothes" to be worn on special occasions. The clothing will be marked with the initials of house followed by number as given below :—

Prep School Boys (Class V & VI)

PUD.....(Applicable to Himalaya & Nilagiri) SP(H,N,S,V, as applicable)

PLD.....(Applicable to Siwalik & Vindhya)

50 Extra Name Tags with PLD/PUD/SP to be supplied

Holding House Boys (Class VII)

HHB.....

NHB.....

SHB.....

VHB.....

Sr. School Boys (Class VIII to XII)

HBD.....

NBD.....

SBD.....

VBD.....

Prep School Girls (Class V & VI)

Holding House Girls Class VII & VIII

HHG.....

NHG.....

SHG.....

VHG.....

Sr. School Girls (Class IX to XII)

HGD.....

NGD.....

SGD.....

VGD.....

13. A list in duplicate, of personal clothes should be sent with each child. If the clothes are not marked and a duplicate list is not submitted, the School will not be responsible for any losses.

Personal Luggage

14. This should be limited to one hard suitcase (27"x15"x10") and one hand bag for travel. Excessive luggage is discouraged and will be returned.
15. The child's name, house, department and name of School must be painted on all personal luggage. (PD—Prep Department, GD—Girls Department and BD—Boys Department).

Valuables

16. Valuables such as expensive watches, cameras, mobiles/cell-phones, i-pods, etc, and jewelery are not permitted and the school accepts no responsibility whatsoever for their loss. The school also discourages such items in order to encourage a spirit of equality amongst pupils.

Tuck & Eatables from Home

17. No Tuck is permitted into the school from home or other outside sources. Parents should be aware that such items can easily lead to jealousy and instances of bullying within a boarding school.

Visits to the School & Leave of Absence

18. Parents are required to read these rules carefully. We are frequently asked to make exceptions as special cases but this cannot be done without causing heart-burning among other children and making ourselves open to charges of favouritism. Therefore no exceptions will be made.

- (a) *New Admissions* : In the best interest of the child, parents are not permitted to visit the school for a month. This is to give the child an opportunity to settle in to the school routine. If there are any difficulties, House Master/Mistresses will contact the parents directly.
- (b) All leave of absence is sanctioned by the Housemaster/Housemistress, as per school rules, who may refuse permission for reasons, like any school function, a previously arranged excursion, inter-school fixture or for reasons of discipline or poor performance in academics.
- (c) Permission from the Housemaster/Housemistress must be sought at least 24 hours in advance for any visit by the parents or any other relative on any day other than the days specified in the school calendar.
- (d) Please send your child back to the school within the specified time (not later than 5-00 p.m.) and date after availing the leave of absence.
- (e) A family ceremony leave can NOT be prefixed or suffixed with any of the holidays, Sleeping Out Passes or Founder's Break.
- (f) It is in the interest of a child that the parents do not encourage extra outings over and above the regular ones allowed by the school.

Leave of Absence for Children

19. Leave will be sanctioned only for the following reasons

<i>Nature of Leave</i>	<i>Duration</i>
(a) Family Ceremony leave	4 days inclusive of travel time. Will be granted for wedding of sibling or real aunt/uncle.
(b) Condolence of immediate relation	1 day + travel time
(c) Medical Leave	Medical leave will be considered only on the production of a medical certificate duly endorsed by the School RMO. The duration will be specified on the certificate. Medical Leave SHOULD NOT BE MISUSED under any circumstances whatsoever.

20. All leave will be sanctioned by your child's Housemaster / Housemistress on receipt of a written request stating clearly reasons for leave. A pass will be issued to the child which will have to be returned to the House Master/ Mistress at the conclusion of the leave period. Please note that the leave is sanctioned by the House Staff and NOT the Headmaster. Any request to Headmaster will merely be passed on to the concerned House staff thus delaying the granting of any sanction required.

21. No child will be allowed to leave alone or with friends or servants without the written authority of the parent.

Sleeping Out Passes (SOPs)

22. (a) The child will be issued an out pass as per date and time scheduled in the School Calendar.
 (b) Pass for SOP will be collected from the Housemaster/Housemistress.
 (c) To avail an SOP the parents must inform the Housemaster/Housemistress in writing well in advance.
 (d) In case of a student going with any one else other than the parent two letters are required—one from the child's parent clearly specifying the name of the person authorised to take the child and another from the person taking responsibility of the child.

Note: These rules apply equally to parents residing or holidaying at Ka-auli or nearby stations.

23. Parents are requested not to ask the Headmaster or Housemasters/Housemistresses to sanction deviations from these rules as these requests would amount to deviations from school policy.

Medical

24. Parents or friends coming from an infected area must inform the R. M. O. of this fact. Serious view will be taken of any breach of this rule intentional or otherwise.

25. Parents visiting Sanawar when the child is in quarantine will do so at their own risk. They will observe quarantine restrictions as laid down from time to time by the R.M.O.
26. **On return from any Medical Leave the child must first report to the RMO and take her permission to enter the School.**
27. Children who are found to be a known case of bed wetting may have to be denied admission/to be withdrawn even at a later stage.
28. No orthodontic leave will be permitted during term time. Such treatments must be scheduled during the SOP. Emergency treatment may be undertaken with the permission of the RMO.

Change of Address

29. Any change of address must be notified in writing without delay to the School Office. Verbal request for change of address will NOT be acted upon.

Driving of Vehicles by Students

30. No student is permitted to drive motorised transport. This applies even if he/she is on a SOP with parents.

Please Note : (i) A child is liable to be expelled if full and correct information is not provided by parents at the time of admission, in particular, with regard to medical history, details of residence and family.

(ii) All rules etc. are subject to change by the Headmaster and the Board of Governors (iii) **Parents are requested to keep this 'Requisite Notes for New Admission' in their safe custody for reference at a later date, as and when required.**

Vinay Pande
Headmaster