

**Checklist of Documents to be submitted by the Parents before sending the
Child(ren) to School for New Admission**

Name of Student: _____

Computer No _____

1. Information Record Form (To be filled in duplicate which is also available on school website)
2. Two joint photograph of parents(passport size)
3. Two photograph of student (passport size)
4. Agreement by parent to be submitted **duly notarized on stamp paper** (Format available on school website)
5. Anti Ragging undertaking by parent **duly notarized on stamp paper** (Format available on school website)
6. Anti Ragging undertaking by Student (Format available on school website)
7. School Leaving Certificate(Other than the CBSE School, Transfer Certificate has to be signed by the Head of Institution and countersigned by the Education Officer of the State/Union Territory or the Board concerned)
8. Birth Certificate(if not submitted earlier)
9. Pan Card and Aadhaar Card copy of father
10. Pan Card and Aadhar Card copy of mother
11. Aadhar Card copy of Child
12. Caste Certificate, if not in General Category, issued by competent authority of the area
13. Medical Proforma (Format available on school website)
14. Defence Serving Certificate, in case of Defence Personnel (Format available on school website)
15. Bank Account will be opened (In case of Class VII student) in the School campus SBI Branch, on the day of admission (Please bring spare copy of photo and identity proof)



The Lawrence School, Sanawar

REQUISITE NOTES FOR NEW ADMISSIONS—2022

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 India Sanawar (Code 50199) or On Line. RTGS/NEFT. For details pl. refer point no. 3. of this Note. Payment in cash or by cheque 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 2022 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/Latest by 10 Feb. 2022 and the second instalment by the 30th of June 2022. 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.

New Admission

Particulars	Standard Rs.	Active Defence (Rs)	
		25% Concession (First Child)	15% Concession (Siblings)
Caution Money (Refundable) (Payable with 1st Instalment)	4,26,000	3,19,500	3,62,000
Personal Account (Payable with 1st Instalment)	50,000	50,000	50,000
1st Instalment School Fee (Payable at the time of admission/ Latest by 10 Feb. 2022)	4,25,600	3,19,300	3,61,800
2nd Instalment School Fee (Payable by 30-06-2022)	2,83,800	2,12,900	2,41,200
Total	11,85,400	9,01,700	10,15,000

- (i) **The above fees does not include the Admission Fees as the same is supposed to be deposited with the Admission acceptance letter.**

- 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 India, Sanawar (Branch code 50199) or any other bank/branch by adding the collection charges as given below:

- (i) Up to ... Rs. 10,000/- ... Rs. 50/-
(ii) Above ... Rs. 10,000/- ... Rs. 5/- per thousand

OR

ON-LINE

- b. Fees can also be deposited across the counter at any branch of the State Bank of India through On Line. Current Account no. 65004200377, Headmaster, The Lawrence School, Sanawar, State Bank of India, Sanawar (50199). Two copies of the pay-in-slip of SBI 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 Current Account No. 65004200377, Headmaster, The Lawrence School, Sanawar. IFSC code : SBIN0050199, State Bank of India, 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.

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) **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.**
- (f) **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.**
- (g) Even if children return late or do not attend the School because of illness or any other reason full fees has to be paid.
- (h) 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 three Passport size photographs alongwith copy of Aadhaar Card of child and Father/Mother (duly signed), DoB certificate for opening of Bank Account. 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 refrain from providing their children with additional money or to open credit accounts for them in local shops and restaurants.

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 **20th June 2022** under Registered Cover as per School rules. **Failure to give withdrawal notice will make them liable to pay penalty based on pro-rata, equivalent to one twelfth of the annual fee. The penalty will be equal to 1/12 of annual fees multiplied by the number of months delay in informing the school for the withdrawal. 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) 150 pcs of size 5cmx3cm		Haversack for Hikes (85 litres)	1
Slippers— V-Shaped	1	Vests Woollen Full Sleeves (all students)	3
Sleeping Suits (2 woollen & 2 cotton)	4	Long Johns	3 pairs
Dressing Gown	2	Vest Cotton (Boys & Girls)	6
Handkerchief (only PD)	12	Undergarments	6 sets
Spectacles (if required)	3	Cycling Shorts black	6
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	2 Sets Black Hair pins, TIC-TAC Pins & Black	
Suitcase (Size 27"x15"x10")	1	2 pairs Black Rubber bands/Serunch for girls	
Home Clothes	2 Sets	2 pairs Small Size Bag	1
Home Socks (woollen)	2 pairs	Hand Towel Medium Size	1
Home Socks (cotton)	2 pairs	School Grey Trousers	2 pair
Locks	2	(Dolce Vita)	
Small table dustbin	1		

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	... 6	17. Comb	... 1
8. Tooth Paste	... 1 Tube	18. Hair Brush	... 1
9. Hair Oil	... 1 bottle	19. Talcum Powder	... 1
10. Shampoo	200 ml	20. Lip Guard	... 2
	... 2 bottles		

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

Items available at QM Stores

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

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 labelled 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/SPD 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 jewelry 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 resentment among other children. 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 into the School routine. If there are any difficulties, House Masters/Mistresses will contact the parents directly.
 - (b) All leave of absence is sanctioned by the Housemaster/Housemistresses, 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 4 days through email 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 the 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

Nature of Leave	Duration
(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 only. The duration will be specified on the certificate. Medical Leave SHOULD NOT BE MISUSED under any circumstances whatsoever.

20. All leaves 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 by 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 Kasauli 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 accepted.

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 complete 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.

(iv) The instructions from Sr. No. 17 to 26 are meant for normal situation. Separate instructions will be intimated for COVID-19 pandemic.

Himmat S. Dhillon

Headmaster

**Agreement to be Executed by the Parent/Guardian of the
Child due for Admission to The Lawrence School Sanawar
on non-judicial stamp paper worth Rs. 10/- duly notarized**

1. This agreement is made between Mrs.& Mr.
(hereinafter called the 'Guarantor' which expression shall unless excluded by
on text or the meaning thereof be deemed to include his heirs, executors, adminis-
trators and legal representatives) of the one part and the Headmaster of The
Lawrence School, SANAWAR, hereinafter called "Headmaster" of the other part.

2. Whereas Master/Miss
son/daughter of.....(hereinafter called the student) son/daughter/
ward of the guarantor has at the request of the guarantor been selected for admis-
sion to The Lawrence School, Sanawar, for the purpose of receiving education inter
alia, on the terms and conditions hereinafter appearing.

3. Now it is hereby agreed by and between the parties hereto as follows :—

- (a) That in consideration of the student being admitted to The Lawrence School, Sanawar, by the Headmaster, for the purpose of the afore-
said education at the request of the guarantor, he, the guarantor,
covenants with the Headmaster that the student will attend the
School, regularly and will observe and comply with all
the rules and regulations thereof for the prescribed period
and that he, the guarantor shall pay to the Headmaster regularly
and promptly and whenever called upon to do so all the fees and
other costs as prescribed/applicable from time to time.
- (b) That the said student has been admitted on the understanding that
his first year is probationary and that he/she will be required to leave
the School at the end of the first term or first year if the Headmaster
is of the opinion that his/her capability and attainment do not reach
the standard specified as requisite for admission.
- (c) That the placing of students in different Forms and Houses will be at
the sole discretion of the Headmaster.
- (d) That the Headmaster can, at any time, in the interest of the School,
have the student removed if in the Headmaster's sole discretion the
student has failed to accept the discipline of the school and his/her
continued presence is detrimental to the interest of the other students
and/or the student fails to come up to the academic standard of
his/her class and when detention in the same class would make the
student overage for his/her class.
- (e) That no fees, partial or full, will be refunded if the said student is
required to leave the School during term time for any reasons.
- (f) That the Headmaster will not be liable for any damages/charges of
Anaphylactic reaction of a drug on account of injuries, including
animals bites fatal or otherwise, which may be sustained by the
student, at any time during his/her stay in the School, while taking
part in studies, sports and extra curricular or any other form of
activities of the School, within or outside the School premises. All
expenses that may be incurred in the treatment of such injuries
including animal bites will be borne by the parent / guardian as
provided in the rules of The Lawrence School, Sanawar.
- (g) That if contrary to declaration, either parent of the child is an
N.R.I. or is earning abroad, he/she be liable to be penalised and the
child will be removed from the school.
- (h) And that if there is any dispute as to the effect or meaning of these
agreement or in any way touching or arising out of these agreemnt, the
same shall be referred to the sole arbitration of the Board of Gover-
nors, The Lawrence School, Sanawar, whose decision shall be final.
- (i) The School provides a resident doctor on campus. The School however
does not take any responsibility for Anaphylactic reaction of a drug
which child sustains in case of treatment administered by the school
Resident Medical Officer/any referral hospital out side the school
Campus, unless the school has been informed of such allergy by the
parents in writing in the medical form supplied by the school.
- (j) The School does not take any responsibility of animal bite sustained
by the child on the campus.

4. In witness whereof.....has set his hand and the Headmaster by order and direction of the Board of Governors has set his/her hand the day and the year written below.

5. In case of any dispute, the Court at Solan will be the Jurisdiction of all legal matters.

'I agreed to the conditions that Notice of withdrawal of child(ren) must reach the School Office by 15th January by registered post. Penalty for not doing so will be charged. If the child(ren) is/are withdrawn during the term for whatever reason(s), no fee for the term will be refunded.'

6. (I/We) understand that the school has the right to terminate enrollment of any student for cause if at the discretion of the school's administration (1) the student's academic progress is unsatisfactory, (2) the student's conduct at school or away therefrom is unsatisfactory or is detrimental to good order and discipline, (3) the student and/or student's parents/guardians fail to abide by the school's policies, rules, regulations or otherwise interfere with the school's accomplishment of its educational purpose or (4) the student and/or the student's parents/guardians behavior is disruptive or injurious to the school or its reputation. No refund of tuition and or any fee will be made in case of termination of enrollment. These conditions are in addition to and supplemental to any other rights of the school's administration.

and that he, the guarantor shall pay to the Headmaster regularly and promptly and whenever called upon to do so all the fees and other costs as prescribed/applicable from time to time.

(2) That the said student has been admitted on the understanding that

.....

the School at the end of the first term or first year if the Headmaster

the standard specified as requisite for admission

Headmaster The Lawrence School,

Address..... SANAWAR-173202 (Distt. Solan) H.P.

(4) That the Headmaster can, at any time, in the interest of the School,

have the student removed if in the Headmaster's sole discretion the

student has failed to accept the discipline of the school and/or

continued presence is detrimental to the interest of the other students

and/or the student fails to come up to the academic standard of

his/her class and retention in the same class would make

student wastes his class

Witness (Name).....

Witness (Name).....

At..... on.....

At..... on.....

(1) That the Headmaster will not be liable for any damages/charges of

Anaphylactic reaction of a drug on account of injuries, including

animal bites fatal or otherwise, which may be sustained by the

student, at any time during his/her stay in the School, while taking

part in studies, sports and extra curricular or any other form of

activities of the School, within or outside the School premises. All

expenses that may be incurred in the treatment of such injuries

including animal bites will be borne by the parent/guardian as

provided in the rules of The Lawrence School, Sanawar.

(2) That if contrary to declaration, either parent of the child is an

N.R.I. or is earning abroad, he/she be liable to be penalized and the

child will be removed from the school.

(3) And that if there is any dispute as to the effect or meaning of these

agreement or in any way touching or arising out of these agreement, the

same shall be referred to the sole arbitration of the Board of Gover-

ners, The Lawrence School, Sanawar, whose decision shall be final.

(i) The School provides a resident doctor on campus. The School however

does not take any responsibility for Anaphylactic reaction of a drug


which child sustains in case of treatment administered by the school

Resident Medical Officer/any referral hospital outside the school

Campus, unless the school has been informed of such allergy by the

Information Record Form
(New Admission)

[To be filled in by parent/legal guardian in duplicate]

1. Name of the child being admitted (with full name (surname) & correct spellings as recorded in the previous School) } Master/Miss
.....
.....
2. Aadhaar Card No. of the child.....(Attach Photocopy)
3. Details of Father of the child :
 - (a) Name (with Surname & correct spellings).....(with 4 spare copies)
.....
 - (b) Son of
.....
 - (c) Date of Birth.....
 - (d) PAN No.....(Attach Photocopy)
 - (e) Occupation/Profession with designation, Office/Business address and Tel./mobile No. }
.....
.....
 - (f) Father's permanent address (with tel./mobile No. residence) }
.....
.....
 - (g) Email Id*
.....
 - (h) Bank A/c details of father :
.....
4. Details of Mother of the child :
 - (a) Name
.....
 - (b) Daughter of/wife of
.....
 - (c) Date of Birth
.....
 - (d) PAN No.(Attach Photocopy)
 - (e) Housemaker or Occupation/Profession with designation, Office/Business address and Tel./mobile No. }
.....
.....
 - (f) Mother's permanent address (with tel./mobile No. residence) }
.....
.....
 - (g) Email Id*
.....
 - (h) Bank A/c detail of Mother :
.....
5. If Father/Mother O.S., please mention batch and House(s) }
.....
.....
6. Joint Photograph of Parents. 
(with 2 spare copies)
7. Brother(s)/Sister(s) studied or studying currently at Sanawar, with name(s) & House(s) }
.....
.....

Passport Size
Photograph of
the child

8. Parent's address for correspondence (with telephone/mobile No. off. & residence)

City District
State..... Pin Code..... Mobile No.....

9. E-mail Id*.....

10. Caste :— Gen/SC/ST/OBC.....

(If do not belong to General Category, please attach the Caste Certificate issued by the Competent authority of respective area.)

11. Belong to Minority Section : Yes/No.

12. Name(s) & address(es) of local guardians with tel./mobile No(s).
(No member of Staff is permitted to be a Local guardian)

1.
2.

13. Any special disability from which the child is suffering

14. Any specific Information about the Family/ Parents' Governing the child

DECLARATION

We have read the rules and regulations of the school, as provided to me which are subject to change without notice, and we agree to abide by them at all times.

We also certify that the above given information is correct.

Signature of the Father & Mother/
legal guardian responsible
for filling this form

Full name and address of
Father & Mother/legal Guardian

STATE.....

Date

Note:-* Under normal circumstances the correspondence address and Email id given in this form shall not be changed. However request for change shall only be entertained if made in writing under the signatures of Father/Mother. Any message sent by School on the given email id shall be treated as conveyed to parents.

[To be filled in by parent/legal guardian in duplicate]

- P.T.O.

8. Parent's address for correspondence (with telephone/mobile No. off. & residence)

City ... District ...
State... Pin Code... Mobile No ...

9. E-mail Id*...

10. Caste :- Gen/SC/ST/OBC...

(If do not belong to General Category, please attach the Caste Certificate issued by the Competent authority of respective area).

11. Belong to Minority Section: Yes/No. ...

12. Name(s) & address(es) of local guardians with tel./mobile No(s).
(No member of Staff is permitted to be a Local guardian)

1.

2.

13. Any special disability from which the child is suffering

14. Any specific Information about the Family/ Parents' Governing the child

DECLARATION

We have read the rules and regulations of the school, as provided to me which are subject to change without notice, and we agree to abide by them at all times.

We also certify that the above given information is correct.

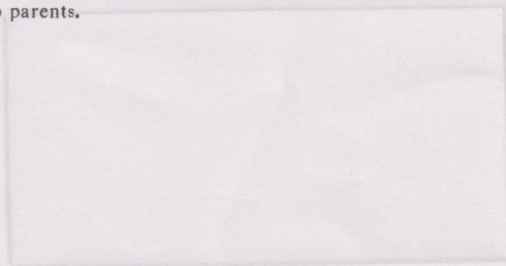
Signature of the Father & Mother/ legal guardian responsible for filling this form

Full name and address of Father & Mother/legal Guardian

STATE...

Date ...

Note:-* Under normal circumstances the correspondence address and Email id given in this form shall not be changed. However request for change shall only be entertained if made in writing under the signatures of Father/Mother. Any message sent by School on the given email id shall be treated as conveyed to parents.



ANTI RAGGING AFFIDAVIT BY PARENT/GUARDIAN
(ON NON-JUDICIAL STAMP PAPER WORTH Rs. 10/-)

- 1 I/ We, Dr/Mrs _____ and Dr./ Mr. _____ Father/Mother /Guardian of _____ having been admitted to/studying in The Lawrence School, Sanawar, District Solan, HP-173202 , have received a copy of the H.P. Educational Institutions (Prohibition of Ragging) - Act-2009 (hereinafter called the Act), carefully read and fully understood the provisions contained in the said Act.
- 2 I/ We have, in particular, perused clauses 2 (c) i to iv of the Act and am/ are aware as to what constitutes ragging.
- 3 I/ We have also, in particular, perused clauses 6,7(1) & (2) and 8 (1) of the Act and am/ are fully aware of the penal and administrative action that is liable to be taken against my/ our ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4 I/ We hereby solemnly aver and undertake that my/ our ward will not indulge in any behavior or act that may be constituted as ragging under clauses 2 (c) i to iv of the Act. My/ Our ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clauses 2 (c) i to iv of the Act.
- 5 I/ We hereby affirm that, if found guilty of ragging, my/ our ward is liable for punishment according to clauses 6,7(1) & (2) and 8 (1) of the Act, without prejudice to any other criminal action that may be taken against my/ our ward under any penal law or any law for the time being in force.
- 6 I/ We hereby declare that my/ our ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my/ our ward is liable to be cancelled.

Declared on _____

Signature of Father
Name: _____

Signature of Mother
Name _____

Address: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my/ our knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on _____

Signature of Father

Signature of Mother

NOTE: TO BE ATTESTED BY NOTARY OR EXECUTIVE MAGISTRATE

ANTI RAGGING UNDERTAKING BY THE STUDENT
(ON PLAIN PAPER)

1. I, _____ S/O /D/O _____ and _____, having been admitted to/studying in The Lawrence School, Sanawar, District, Solan, HP, have received a copy of the H.P. Educational Institutions (Prohibition of Ragging) - Act-2009 (hereinafter called the Act) carefully read and fully understood the provisions contained in the said Act.
1. I have, in particular, perused clauses 2 (c) i to iv of the Act and am aware as to what constitutes ragging.
2. I have also, in particular, perused clauses 6, 7 (1) & (2) and 8 (1) of the Act and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty for abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that I will not indulge in any behaviour or act that may be constituted as ragging under clauses 2 (c) i to iv of the Act. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clauses 2 (c) i to iv of the Act.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clauses 6, 7 (1) & (2) and 8 (1) of the Act, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared on _____

Signature of Student

Name: _____

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ on _____

Signature of Student

(Name of the student)

.....
Signature of the Parent/Guardian.

.....
Name of the Parent/Guardian

The Lawrence School, Sanawar
MEDICAL PROFORMA
(FOR NEW ADMISSIONS ONLY)

All new admissions to hand over the proforma to the RMO on the day of admission.
It is in the interest of the child and the School that a true and detailed picture is given of the child's health.

Part-I to be completed by the Parent / Guardian.

P A R T – I

Name.....AgeDefence Personal / Civil.....

House.....BD/GD/PD-G/B. Blood Group.....

Computer No.....Any known allergies.....

1. Known case of/diagnosed as- { if required kindly tick mark or enter any other diagnosis in No .viii }

(i) Asthma (ii) Bronchitis (iii) Tonsillitis (iv) Sinusitis (v) Urticaria (vi) Anemia (vii) Epilepsy (viii) Syncope (ix) Migraine (x) Kidney stones (xi) Anemia (xii) Chr. Orthopedic conditions (xiii) History of any surgery (xiv) Skin related conditions (xv) Thyroid disorder (xvi) Any other.....

The above part information, if relevant, to be documented [including the prescribed medication] by the concerned specialist in Part - II / Part – III

2. A through dental check - up / treatment must be completed during the vacation. However the School has a fully functional Dental OPD with state of the art equipment capable of handling all dental procedures by specialists in the field of Paedodontics , Orthodontics, Endodontics and Prosthodontics.

3. Only one Orthodontic visit per term is permitted for children who have got their orthodontic treatment from elsewhere. This information about Orthodontic visit must be given in the beginning of each term, duly signed by the Orthodontist.

Orthodontic follow-up required: YES / NO

Name and contact number of Orthodontist:

4. In case your child uses glasses / contact lenses it is imperative that she / he brings 3 pair of glasses / lenses to School along with the prescription. Two of these are to be duly deposited with the Matron.

5. Has your child had any of the following childhood infections?

Mumps - Yes / No, Measles - Yes / No, German measles -Yes / No, Chicken Pox – Yes / No

6. Any family history of Allergic Disorder, Depression, Tuberculosis, Epilepsy, Diabetes and Hypertension.

7. Any family matters or domestic circumstances that you feel we should know about, to give your ward the support or care he/she may need at School.

8. In the recent past did your child suffer from any illness/ undergo any surgery/ sustain any injury/ fracture.....

9. All students must have the normal set of vaccinations against Tetanus, Diptheria, Pertusis, Typhoid, Chicken Pox, Meningitis, Hepatitis A, Hepatitis B, MMR, Seasonal Flu. **Kindly get your ward vaccinated before admission as these are mandatory and provide details along with prescription and batch number. Non Vaccinated students pose a health risk to others, hence parents may not exempt their wards from the School Vaccination Program**

Vaccination administered dates :

MMR I.....MMR II.....

Chickenpox I: -Chickenpox II.....

Hepatitis 'A'I : -Hepatitis A II.....

Hepatitis 'B'I: - Hepatitis 'B'II..... Hepatitis 'B'III.....

Typhoid: -

Td / Tdap at 10 Year -..... Td/ Tdap -.Booster at 16 year-.....

Meningitis;

Influenza (SH/NH)

HPV(Optional) I: HPV II:HPV III.....

10. Fitness

The child is fit for extra curricular activities mentioned below :

[Tick mark the activity for which the child is not fit, to be supported by the concerned specialist in part-II/ Part III]

PT / Games / Swimming / Hikes / Camps / Treks/ Athletics / Long Distance Runs / Boxing / Gymnastics/ Any others.

PART - II

TO be filled by the Family Physician or General Practitioner or Medical Specialist

General Examination:

Heightcm. Weight.....kg . Identification marks:

Respiration Rate/min.

Pulse / min..... Blood Pressuremm Hg, Anemia / Pallor, Icterus.....

Systemic Examination:

Respiratory system:

Cardio Vascular system:.....

Central Nervous system:.....

Abdomen..... Skin.....

For Girls- Menstrual history.....

Pathological Examination:

Hb :.....TLCDLC :.....ESR :.....

Blood Sugar [R]:.....S.Bilirubin, Blood group :.....

Vitamin D Level.....Urine RE.....

Stool RE..... X-Ray chest:.....

Signature, Registration No. and Official stamp of Examining Doctor

To be filled and completed by the Ophthalmologist:

Date of last Eye Test :

	Distant Vision		Near Vision	
	Left	Right	Left	Right
With Glasses				
Without Glasses				
Color Vision				
Any H/O eye surgery				

Complete ENT Examination with Pure Tone Audiometry test report

Wax.....Tympanic membrane.....Nose & PNS.....

Adenoids.....Throat and Larynx..... Any other findings.....

Signature Registration No. Official stamp of Examining Doctor

Any other Specialist Opinion

Signature, Regd. No. Stamp

Date

PART - III

REMARKS OF SCHOOL MEDICAL OFFICER:

Medical Category:

Signature of RMO:

Signature of Parent/ Guardian