



The Lawrence School, Sanawar

REQUISITE NOTES FOR NEW ADMISSIONS—'24

Enquiries with regard to these notes can be addressed in the first instance to the In-Charge Students' Section on Tele : 01792—261208/261209/261229 or by E-mail at studentsection@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 online by 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: Schools other than CBSE Schools, 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 Fees

2. The School Fees for 2024 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 10th Feb. 2024 and the second instalment by the 30th of June 2024. 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 (For Classes 5th to 8th)

| Particulars | Standard Rs. | Active Defence (Rs) | |
|--|------------------|--|-------------------------------------|
| | | 25% Fee Concession (First Child) | 15% Fee Concession (Siblings) |
| Caution Money (Refundable) (Payable with 1st Installment) | 5,15,000 | 5,15,000 | 5,15,000 |
| Personal Account (Payable with 1st Installment) | 50,000 | 50,000 | 50,000 |
| 1st Installment School Fee (Payable by 10-02-2024) | 5,15,100 | 3,86,500 | 4,37,800 |
| 2nd Installment School Fee (Payable by 30-06-2024) | 3,43,500 | 2,57,700 | 2,92,000 |
| Total | 14,23,600 | 12,09,200 | 12,94,800 |

New Admission (For Classes 9th to 12th)

| | | | |
|---|------------------|------------------|------------------|
| Caution Money (Refundable) Payable with 1st Installment) | 5,34,000 | 5,34,000 | 5,34,000 |
| Personal Account (Payable with 1st Installment) | 50,000 | 50,000 | 50,000 |
| 1st Installment School Fee (Payable by 10-02-2024) | 5,33,500 | 4,00,300 | 4,53,600 |
| 2nd Installment School Fee Payable by 30-06-2024) | 3,55,800 | 2,66,900 | 3,02,500 |
| Total | 14,73,300 | 12,51,200 | 13,40,100 |

Note: The fee structure of the School is subject to revision and any change in fees will be payable/refundable later.

(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 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), OR Saving Account No. 99900000001847, The

Headmaster, The Lawrence School, Sanawar RTGS/NEFT IFSC code HDFC0002900, HDFC Bank Ltd. Dharampur HP Branch Code 2900.

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 the 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 referred in case of any doubt.

Personal Bank Account

5. Parents of students who have been admitted to class VII onwards are requested to make sure that their wards Account is opened with SBI-Sanawar Branch and all formalities related to it are done before the child joins the School.

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 4 pound 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 stationery 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 2024** 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 (All clothing items must be name tagged)

Name Tags 150pcs of size 5cm x 3cm

| | | | |
|-------------------------------------|---------|--|---------|
| (Radha Garments—9315825688) | | Haversack for Hikes (85 litres) | 1 |
| Slippers—V-Shaped (No crocs) | 1 | Vests Woollen Full Sleeves (all students) | 3 |
| Kurta Pyjama (2 woollen & 2 cotton) | 4 | Long Johns | 3 pairs |
| Dressing Gown | 2 | Vest Cotton (Boys & Girls) | 6 |
| Handkerchief (only PD) | 12 | Undergarments (neutral colour) | 6sets |
| Spectacles (if required) | 3 | Cycling Shorts black (only for girls) | 6 |
| Pillow | 1 | Black Turbans (Sikh Boys Class VII and above) | 4 |
| Pillow Covers (White) | 4 | Mini Turbans (Sikh Boys) | 6 |
| Quilt (thick) and 1 blanket | 1 | Swimming costume (full sleeves with shorts) | 1 |
| Quilt covers | 2 | Black Hair pins, TIC-TAC Pins & Black Rubber bands/Scrunch for girls | |
| Suitcase (Size 27"x15"x10") | 1 | Small Size Bag | 1 |
| Home Clothes | 2 Sets | Hand Towel Medium Size | 1 |
| Home Socks (woollen) | 2 pairs | School Grey Trousers (Dolce Vita) | 3 pair |
| Home Socks (cotton) | 2 pairs | | |
| Locks | 2 | | |
| Small table dustbin | 1 | | |

Pillow, Quilt/Blanket should be tagged from home.

Comforter (for Feb., March, Nov. & Dec.)—2

Personal Items—

- | | |
|--|--|
| 1. Black Polish (wax) ... 2 | 21. Sketch Pens/Colour Pencils ... 1 packet |
| 2. Shoe Brush ... 1 | 22. Cold Cream ... 1 |
| 3. White Polish ... 2 | 23. Vaseline ... 1 |
| 4. Bathing Soaps ... 2 | 24. Sunscreen lotion ... 1 |
| 5. Coconut Hair Oil ... 1 | 25. Comb ... 1 |
| 6. Liquid Soap ... 1 | 26. Hair Brush ... 1 |
| 7. Tooth Brush ... 6 | 27. Talcum Powder ... 1 |
| 8. Tooth Paste ... 1 Tube | 28. Lip Guard ... 2 |
| 9. Hair Oil ... 1 bottle | 29. Nail Cutter ... 1 |
| 10. Shampoo 200 ml ... 2 bottles | 30. Swimming Cap ... 1 |
| 11. Floaters (No Crocs) ... 1 pair | 31. Glycerine & Rose water ... 1 bottle each (500ml) |
| 12. Plastic Toilet Mug ... 1 | 32. Home Cardigan ... 2 |
| 13. Mug/Steel ... 2 | 33. Home Jacket Black/Navy Blue ... 1 |
| 14. Water Bottle ... 1 | 34. Body Lotion (Vaseline) ... 2 bottle |
| 15. Toilet Paper Two Rolls | 35. Name Plate (Plastic) class V & VI students |
| 16. Extra Shoes Laces for Black Shoes (not very expensive) | 36. 2 pairs of white cotton Kurta Pyjama (for boys) LIV to UVI |
| 17. Umbrella ... 1 | 37. Steel bowl (small) & spoon (for PD) |
| 18. Torch with cells ... 1 | |
| 19. Pens ... 6 | |
| 20. Pencils ... 6 | |

Items available at QM Stores

- | | |
|---------------------------------------|---|
| 1. Cardigan full sleeves ... 02 | 14. Blazer (with Crest to be stitched on measurement) ... 1 |
| 2. Sleeveless Cardigan ... 1 | 15. Grey skirts (to be stitched on measurement) |
| 3. School Bag ... 1 | 16. Woolen skirt (to be stitched on measurement) |
| 4. House colour T-Shirt ... 3 | 17. Cotton blouses (to be stitched on measurement) |
| 5. T. Shirt (Round Neck) ... 1 | 18. Blue Shorts |
| 6. Towel (House Colour) ... 2 | 19. Red Coat (for girls only) to be stitched on measurement ... 1 |
| 7. Shoes (P.T.) Power-Bata ... 1 pair | 20. 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 | |
| 11. Muffler ... 1 | |
| 12. Gloves ... 1 pair | |
| 13. White Full Sleeves Shirts ... 3 | |

Note: Name Tags (Embroidered. You may get in touch with Radha Garments-9315825688)
Size—5 cmx3 cm.

| |
|-----------|
| _____ |
| FULL NAME |
| _____ |
| HOUSE |

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—Grey | Nylon Socks—White/Grey |
| Cotton Shirts, Blouses—Sky Blue | Uniform for NCC (as applicable) |
| Woollen Socks/Stocking—Grey | 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 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 the e rules carefully. We are frequently asked to make exceptions as special cases but this cannot be done without causing re-entfulness 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

| <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) Demise 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 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 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 SCP 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.

(i) *Please Note* : 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 Singh Dhillon,

Headmaster.