

THE BGES SCHOOL (ICSE)
12B HEYSHAM ROAD, KOLKATA 12

School Diary Addendum No 3

24 June 2015

DELETE

- 1) Dear Parent page to be deleted.
- 2) Telephone Index to be deleted
- 3) Page 32 Line 4 delete word year
- 4) Page 36
Line 6 Delete words Attested copy of
Line 22&23 Admission forms..... Accepted. To be deleted.
- 5) Page 37 Line 12 to 21 Admission in Pre..... Prospective candidates. To be deleted.
- 6) Page 46 Line 8 delete "(student)"
- 7) Page 52
Line 9 Delete "Dates to..... Year"
- 8) Page 78 Figure for year delete and leave blank to be filled by hand 14 and 15 just read 20.....
- 9) Page 85 & 86 & 87 Delete Session 2015-16/ from both the charts

ADD

- 1) Page 31 After Introduction, add-

School Management System (School Soft 13.1{SS13.1})

The BGES School (ICSE) is run through fully automated management system commonly known as SS 13.1 in conjunction with its website thebgesschool. Com.

Each student has an individual profile which can be accessed through personalised ID and password issued to each student at the time of admission. All information with student's records is available. The student is able to interact with the school through this personal portal, be it for paying fees and various other charges, request for absence from school, request for participation in various activities, request for transfer Certificate, apology letter and various other functions. Also through a special tab Contact Us the parents can send their

queries to the school. Combined with this is the Notice Board on the school Web site which is kept updated at all times. The school has integrated Email sending and SMS messaging to the SS 13.1 facilitating a smooth flow of information to the students and guardians. All this has been done in view to minimise the requirement of parents and guardians to visit school for small administrative problems.

2) Page 36

Line 7 At the end add Hard Copy to be submitted to school

3) Page 39 Add (English) after First language.

Add 7 in both groups SUPW

4) Page 42 Line 4 Add after (for girls only) when the ear or nose has been pierced (No clip-on's allowed)

5) Page 42 Line 7 add after "on hair" "/kajol/liner in the eyes"

6) Page 45. To be added before "FEES DEFAULT"

Instructions for Payments

Payments to school has been divided into three groups

1. Select Tuition Fees Quarterly
2. Select Council Related Fees
3. Select Other Charges

At any one time, challan from only one group can be generated.

Multiple choice from any one group is possible by ticking the relevant box of the payment required to be made.

More than one quarter fees can be paid together by multi clicking the relevant check boxes.

On payment of the same and confirmation in the system by school you will be able to generate and print the next challan from any group.

In case of wrongly generated challan contact school through contact us. Challan once generated has to be paid or deleted for you to be able to proceed with further payment. Challan can be deleted by the school authority only.

Last date of payment of challan is always printed at the bottom of the challan. The system automatically gives a date 15 days from the date of generation of challan. In case you do not intend to make payment in next 15 days please do not generate the challan.

In case you're unable to generate challan please intimate the school through contact us tab for necessary advice.

LATE FEES

Late fees will be automatically reflected after the payment of quarterly fee in the relevant field on this page.

Total Late fees of the year will have to be paid between 15 Mar and 25 Mar of the Academic year closing.

Generation of late fees challan before 15 Mar is blocked by the system. The printing facility will be made available from 15 March of the Academic year closing.

ESTABLISHMENT FEES

All students enrolled in School from 01 Apr 2014 onwards are required to pay establishment charges of Rs 800/- per month in addition to other fees payable. Before paying fees in the bank please ensure that fees challan generated includes the establishment charges. If it is not reflected contact school for rectification of the challan.

7) Page 45 Line 8 from bottom add "and/" after examination

8) Page 46 Add Para" after have been paid in full"

Transfer Certificates required for admission to schools located in towns and cities other than Kolkata/different States than West Bengal and also if the school is affiliated to other education board than CISCE Irrespective of the location, have to be got countersigned from CISCE office New Delhi. This can take up to 15 days from the time the Transfer Certificate is dispatched for countersignature.

9) Page 67 Line 10 after "Refundable security" add "/subsidised cost

10) Page 71 line 7 add after" of your ward" "as uploaded through School Soft 13.1 line 4&5 from bottom for" to the Deputy Headmistress/Headmaster" read " through School Soft 13.1"

11) Page 72 Line 15 add t the end" through School Soft 13.1"

12) Page 73 Add After 3rd last paragraph

While appreciating the religious sentiments of all students and parents, it is requested that a balance be maintained between the absence from school and the need and necessity to attend/partake religious events during the working days of the school, specially the need to extend the students absence before and after the vacation in continuity. The vacation dates are announced well in advance and it will be in the interest of your ward's education if the functions can be so coordinated and scheduled that the student does not miss his classes.

13) Page 96 Add paragraph at the bottom of the page.

Informed absence can be so treated if the student informs before being absent from the school. However it may not be possible at all times in reality, therefore it is advised that students inform the school of their absence within 3 working days of the absence. Failing which the absence will be treated as uninformed absence and liable to fine.

The tendency to apply for all absence at one time at the end of the month is detrimental to school discipline and not permitted. All absence not informed within 3 working days of the absence will be converted into uninformed absence and liable for fine.

EDIT

- 1) Page 43 Book Distribution Schedule to be replaced

TIMINGS FOR DISTRIBUTION OF TEXT BOOKS, EXERCISE BOOKS AND STATIONERY ITEMS FROM SCHOOL

Non Free ship students

Date	Class	Timings
Third Monday March	Nursery, KG	0930h-1130h
	3	1130h-1330h
	6	1330h-1500h
Third Tuesday March	1	0930h-1130h
	4	1130h-1330h
	7	1330h-1500h
Third Wednesday March	2	0930h-1130h
	5	1130h-1330h
	8	1330h-1500h
Third Thursday March	9	1000h-1300h
Third Friday March	10	1000h-1300h

Free ship students

Date	Class	Timings
Fourth Monday March	Nursery,KG,1,2	0930h-1130h
	3,4,5	1130h-1330h
	6,7,8	1330h-1500h
Fourth Tuesday March	9,10	1000h-1300h

- 2) Page 31 Line 5 S caps in society

- 3) Page 36

Line 4 replace submitted by uploaded

Line 27 to read Click on "Application form Nursery to Class 8" Link

- 4) Page 38 Para 2 & 3 First word alignment.
- 5) Page 39
GROUP A (Science) to read GROUP (Commerce) and GROUP B (Commerce) to read GROUP (Science)
Remove "." from 5. & 6.
- 6) Page 40 Nursery class capitalise c "Class"
- 7) Page 45 Fees Default first two lines to read. In case of default in paying fees as per laid down Schedule, late fees as applicable will be charged and has to be paid as laid down in afore said paragraphs. However.....
- 8) Page 47 Para 6 " It is an..... Circumstances" to be in Bold.
- 9) Page 47 Para 9 "The Academic..... After Annual Examination insert" /ICSE (Board)
- 10) Page 48 replace 2009 in two places with "of the examination year"
- 11) Page 48 Second last paragraph For "primary section" read "Classes Nursery to 1"
- 12) Page 50 Line 6 from bottom space between Budget and can required
- 13) Page 56 Line 16 Space require between 6 and shall
- 14) Page 57 Line 8 spelling until Line 9 space of. After (25 Marks) Line 10 ace and. After (50 Marks)
- 15) Page 58 Line 5 For 1ST read 1st
- 16) Page 69 Line 3 For" not. 12 and 13" read "above" Line 4 NO to be in capitals NO
- 17) Page 70 Para 6 to be reconstructed as follows "All absence to be treated as informed absence has to be applied through School Soft 13.1 Student profile as per procedure laid out on page" Regularity Record of Absence". Informed absence can be so treated if the student informs before being absent from the school. However it may not be possible at all times in reality, therefore it is advised that students inform the school of their absence within 3 working days of the absence. Failing which the absence will be treated as uninformed absence and liable to fine.

The tendency to apply for all absence at one time at the end of the month is detrimental to school discipline and not permitted. All absence not informed within 3 working days of the absence will be converted into uninformed absence and liable for fine.
- 18) Page 70 Para 8 Line 3 for "Deputy Headmistress/Headmaster" read "through School Soft 13.1"