1. GENERAL INFORMATION.

1. Don Bosco School, is an English medium school run by the ‘ Infant Jesus Education Trust’ Public Regn. No. E-3009 ( Thane).

2. The School is open to all , irrespective of religion, caste or creed.

3. The School aims at providing an all- round education to its students by promoting various fields of interest, such as games and sports, music and singing, elocution and dramatics, outing and excursions, scouting and social service , road safety patrol, science club and literary club and so on.

4. Parents are expected to co-operate fully in the task of education by seeing to the regular studies of the child and by encouraging him/her to participate in the activities of the school. Attendance at school functions such as Prize Distribution Day, Sports Day and Annual Day & the days of the National importance is compulsory.

5. Great Stress is laid on punctuality, regular attendance and discipline. Absence without prior permission on the first day of the class after any vacation is considered a serious offence.

6. The school will conduct certain drives for funds for charitable/educational causes during the year. Kindly note that no child or parents will ever be compelled to denote towards these funds. Any contribution should be made out of sheer goodwill and bearing in mind the purpose of the collection which will be always clearly announced before hand and will duly carries out afterwards.

7. The school will follow the curriculum laid by the education Department of the Maharashtra State Govt.

2. ADMISSIONS & WITHDRAWALS

1. New Admission will be made subject to there being vacancies. No correspondence will be entered in to regarding admissions.

2. Parents or guardians are given to understand that they cannot dictate to the management and that the management has the right to say on what conditions it will admit or retain pupils in the school.

3. Every new pupil must bring:-

a) A transfer (leaving) certificate if he comes from a recognized school.

b) A Birth Certificate issued by the competent Govt. authority.

4. The parent will fill in the admission form and he/she will be responsible for the conduct and fees of the pupil.

5. If admitted, Entrance fee equal to one month’s fee of the class is to be paid.

6. New admission are liable to loose their seats if they fail to report within a week after the school reopens in June or after the date of admission if the admission is granted after the school reopens.

7. Notice of the withdrawal should be given in writing a month beforehand. Such notice should be given by PARENTS or by the person responsible for the pupil. Those who leave in April must pay their fees for May also.

8. No leaving Certificate will be granted unless all school dues are paid.

3. SCHOOL TIME TO GUIDE:-

|  |  |  |
| --- | --- | --- |
|  School Hours | Monday to Friday | Saturday |
| Secondary  | VI to X  | 6:55 am to 12:15 pm | 6:55 am to 11:00 am |
| Pre-primary | Sr. Kg | 7:30 am to 11:00 am | Holiday |
|  | Jr. Kg | 11:30 am to 3:00 pm | Holiday |
| Primary  | I to V | 12:25 pm to 5:55 pm | 11:15 am to 3:30 pm |
| Jr. College | Science & Commerce | 6:55 am to 12:15 pm |
| Office Hours | - | 9:00 am to 2:00 pm | - |
| Headmistress Office Timing | - | 10:00 am to 11:30 am | - |

4. Parents may seek interviews with teachers.

For Sr. K.G. – after 11:00am & Jr K.G – after 3:00pm

(Only on Tuesday)

For Std. I & Std II after - 5:55pm

(Only on Wednesday )

For Std.III, IV & Std V after - 5:55pm

(Only on Thursday )

For Std. VI & Std VII after – 12:15pm

(Only on Wednesday)

For Std. IX & Std X after – 12:15pm

(Only on Thursday)

School Business will not be transacted during holidays