



Student Handbook

Future Bhuvaneshwar School
36 Industrial Estate
Patia, Bhuvaneshwar
Odisha – 751024

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INDEX

Sl.No	Content	Page No
1	Our Vision	01
2	Our Mission	01
3	Our Principles	01
4	School Timing	01
5	School Uniform	02
6	Attendance	02
7	Transfer Certificate (TC)	03
8	Payment of Fees	03
9	Library Rules	03
10	Transport	04
11	Examinations	05
12	Open Days	06
13	Other Rules and Regulations	06

1. Our Vision

We envision becoming a school of eminence, creating future leaders.

2. Our Mission

We strive to provide the skills, values and experiences that will empower our children to achieve their highest potential as students and members of society.

3. Our Principles

- Choose Your Path.

We nurture the unique capabilities of every student, encouraging them to pursue their ambitions courageously.

- Entrepreneurial Thinking.

We teach children to harness their ideas, skills and knowledge to embrace problem-solving.

- Collaborate to Create.

We encourage peer learning for children to value collaboration, community and collective growth.

- Lead with Empathy.

We develop children's ability to be curious, aware and respectful of others' needs, emotions and aspirations.

4. School Timing

Class	School Timing
LKG to Class 4	08:00AM to 12:40 PM
Class 5 to Class 12	09:00AM to 02:30 PM

5. School Uniform

Regular Uniform:

Boys - Beige shorts (up to Std-V)/ trousers and chestnut half-sleeved shirt checked with white and black slender stripes with one pocket on the left and school logo. Black shoes, light brown socks, tie and school belt.

Girls - Beige pinafore with school logo and chestnut half-sleeved shirt checked with white and black slender stripes with one pocket. Black shoes, light brown socks, tie and school belt.

PT Uniform:

White shorts/trousers/skirts with coloured house T-shirts and white shoes on Fridays/Saturdays.

All the students should come in full prescribed uniform; otherwise they will not be allowed to attend the classes. The uniform should be neat and pressed.

6. Attendance

It is compulsory for all the students to attend the opening and closing day of the school.

75% of attendance of total number of working days of the school in a year is mandatory. The promotion to the next higher class depends on **the student's performance as well as attendance.**

In case of continuous absence of a student for more than 15 days without prior permission, the name of the concerned pupil will be struck off the rolls without any notice, even if fees are regularly paid.

Shortage of attendance up to 10% may be condoned by the Principal on medical grounds subject to admission of the medical certificate from a registered medical officer. A leave application signed by the parents must be submitted on the day of joining after absence.

7. Transfer Certificate (TC)

The intended withdrawal of a student should be intimated to the Principal through in writing. Application for TLC should be submitted at least 30 days before the date on which the TLC is required.

A fee of Rs. 500/- will be charged for the issue of a Transfer Certificate (TC).

8. Payment of Fees

The fees are to be paid quarterly latest by the 10th day in the months of April, July, October and January of the academic year in the reckoning.

Payments should be made online.

If, for any reason, the collection counter is closed on the scheduled date for payment of fees, the fees should be paid on the following working day.

Fees once deposited are not refundable.

The fee may be revised at any time during the year if the need arises.

Parents have the option to deposit fees for the whole year in advance for which they will be given a discount of 5%.

Parents are advised to keep “Parents Copy” of the fees paid with them and produce whenever required by the school.

If the fee is not paid within the due date, a Late Fee of Rs. 5/- per day will be charged.

A student’s name will be struck off the rolls in case of non-payment of fees after 30 days of the due date.

Students will not be allowed to sit for any of the examination unless all the dues of the school are paid up-to-date.

9. Library Rules

There is a well-stacked library in the school with a vast number of books on various subjects which help the children to widen their

intellectual horizon. Books being the best companions, students can be in the company of books during their leisure hours.

Students from Class 6 to 10 can read books in the library during the library period. Students from Class 5 onwards are allowed to borrow books which they should return within 7 days. Silence is a must in the library.

- Books issued are to be properly cared and returned within 7 days of the date of issue.
- A fine of Rs.1/- per day will be charged after the due date, if the book is not returned.
- If the date of return happens to be a holiday, the books should be returned on the next working day.
- Absence is not an excuse for delay in returning of the book.
- In case of loss or damage of books, double the cost of the book will be charged from the borrower.
- Any sort of marking on the book is strongly forbidden and violation in this regard will be fined.
- The borrower should examine the books carefully at the time of issue of books and report to the librarian if there is any mark or damage.

10. Transport

All important routes in the city within a radius of 20 km are covered by an efficient, comfortable fleet of buses, making the school reachable from anywhere in Bhubaneswar.

This facility is optional for the students. Transport will be provided on request. Conveyance charges are fixed.

- It is the responsibility of the parents to ensure that their children reach the pick-up points well in time.

- Similarly parents are to make sure that they pick-up their children at the notified time from the specified bus stop failing which the child will be taken back to the school office. Once returned to school, the parents are responsible for picking up their ward on their own. Any person other than the parents has to be properly authorized.
- Any change of route is not entertained unless it is essential.
- In case of any problems regarding buses, the transport-in-charge may be contacted.
- Buses may reach the pick-up point 5 minutes earlier or 5 minutes later. School buses are managed with utmost care but school takes no responsibility for any mishap in transit.
- Conveyance fee defaulters will not be picked up by the school transport.
- For discontinuing the transport facility parents should fill up the requisite form available in the fee counter well in advance.

11. Examinations

Three evaluations for students from Nursery to UKG during the academic year. The evaluation schedule shall be intimated to the parents through school diary or notice, 14 days prior to the commencement of the examination.

Two Periodic Assessments and Two Terminal Examinations (Half Yearly and Annual Examinations) shall be conducted for the students from Classes 1 to XII.

The final results of all classes will be decided on average mean basis. Detailed marks will be intimated through progress report, which has to be returned within 3 days duly signed by the parents.

In case of loss of the progress report, parents should immediately intimate the principal and deposit Rs.50/- for a fresh report card.

A student should secure minimum 40% marks in aggregate for promotion to the next higher class.

If a student is detained in the same class twice, compulsory TC shall be issued to him/ her. Parents who intend to see the answer scripts of their children are free to do so on specified days.

In order to make the results more transparent, the photocopies of the answer scripts from Nursery to Std-X are made available to parents, if they so desire, on payment. This will be useful for the reference of **parents, guardians and home tutors to keep a track of the child's progress.**

12. Open Days

A minimum of three to five parent-teacher meetings are conducted in an academic year. However, parents of wards in junior classes (Nursery to Std-IV) are free to meet the class teachers on all Saturdays (except second Saturdays and Saturdays which are holidays) from 9:00 a.m. to 11:30 a.m.

Both the parents must visit the school along with their wards on open days.

Do keep in touch with your ward's teachers at other times via school diary.

Parents may meet the Principal with prior appointment.

13. Other Rules and Regulations

1. Students are required to attend school in the prescribed uniform. They should be neatly dressed. Improperly dressed students will not be allowed to enter the class. Students who are habitually untidily dressed and improperly shod will be fined.
2. Students are expected to maintain a high standard in the general behavior and manner of speech. Bad and improper language will not be accepted.

3. Students are not allowed to leave the school premises within the school hours **without the Principal's / Vice Principal's permission.**
4. Parents are requested not to send their child to school if he/she is sick.
5. Parents should ensure that their ward returns home immediately after the school gets over.
6. Parents/Guardians should ensure that only reading material connected with classroom academics should be brought to school by their wards.
7. A child must communicate in English at all times in the school premises.
8. The student(s) responsible for any kind of damage done to school property will be held accountable and will have to reimburse the cost for repairing/replacing the same.-
9. The school is not responsible for any article lost by a student. Parents are requested not to allow their children to wear jewellery and bring expensive articles or money to school.
10. Students are strictly forbidden to bring any eatables to be distributed among other students.
11. Students must return to school promptly after holidays.
12. Irregular attendance, habitual idleness, disobedience and conduct injurious to the moral tone of the school are reasons for dismissal of a student.
13. Parents and guardians are requested to enforce regularity and discipline and see that their children prepare their lessons and do their home tasks.
14. Students who have been absent, for any reason, from the class must bring a leave letter from their parents stating the cause of absence. The letter should be given to the Principal/ Vice Principal.
15. If the child is not feeling well, parents should keep the child at home. In case, a child suffers from any sickness for a long period, it should be intimated to the Principal within one week. If parents

- are intimated to take home a sick child they should come as soon as possible.
16. When the school is in session, no student or teacher should be **visited except with the Principal's/Vice Principal's permission.**
 17. Parents/ Guardians are requested to examine the notice board when they come to school.
 18. Any pupil, who resorts to malpractice in the examination will be detained, suspended or dismissed depending on the seriousness of the offence.
 19. Attendance on all school days up to the commencement of examination is mandatory. Students who remain absent during the week preceding the examination may not be allowed to appear at the examination or may be otherwise penalized.
 20. School authorities and office personnel may be contacted over telephone only between 8.00 a.m. and 5.00 p.m.
 21. For promotion to the next higher class, the required minimum percentage for each subject is as given below.
 - a. For all classes 40% in aggregate
 22. Parents/ Guardians are advised to check the school diary daily for any notice or instruction from the school.
 23. Parents should not contact teachers directly regarding the progress of the pupils. The Principal may be contacted for any such matter.
 24. Parents/ Guardians are required to make themselves available for parent-teacher meeting as and when notified. Parents are also free to meet the teachers on Saturdays other than second Saturdays or Saturdays which are holidays as per school calendar.