





Galaxy
Public School
Providing innovative education for decades

Gyaneshwor, Kathmandu, Nepal
Tel: 4510076, 4511362, 4544325, 4511635, 4516060, 4542447
http://www.galaxy.edu.np
e-mail: admin@galaxy.edu.np

Year Planner 2083

2026/027

वार DAY	वेलास APR/MAY	अठ MAY/JUNE	असार JUNE/JULY	साउन JULY/AUG	भादो AUG/SEP	असोज SEP/OCT	कात्तिक OCT/NOV	मंसिर NOV/DEC	पुस DEC/JAN	चैते JAN/FEB	फाल्गुन FEB/MARCH	चैत MARCH/APRIL
आइतवार		३१	१४	३१	१६		१				३०	१२
सोमवार			१	१५			२					१
मङ्गलवार	१	१४	२	१६	१		३					२
बुधवार	२	१५	३	१७	२		४		१७			३
बिहीवार	३	१६	४	१८	३		५		१८	१६		४
शुक्रवार	४	१७	५	१९	४	१७	६		१९	१७		५
शनिवार	५	१८	६	२०	५	१८	७		२०	१८	१५	६
आइतवार	६	१९	७	२१	६	१९	८		२१	१९	१६	७
सोमवार	७	२०	८	२२	७	२०	९		२२	२०	१७	८
मङ्गलवार	८	२१	९	२३	८	२१	१०		२३	२१	१८	९
बुधवार	९	२२	१०	२४	९	२२	११		२४	२२	१९	१०
बिहीवार	१०	२३	११	२५	१०	२३	१२		२५	२३	२०	११
शुक्रवार	११	२४	१२	२६	११	२४	१३		२६	२४	२१	१२
शनिवार	१२	२५	१३	२७	१२	२५	१४		२७	२५	२२	१३
आइतवार	१३	२६	१४	२८	१३	२६	१५		२८	२६	२३	१४
सोमवार	१४	२७	१५	२९	१४	२७	१६		२९	२७	२४	१५
मङ्गलवार	१५	२८	१६	३०	१५	२८	१७		३०	२८	२५	१६
बुधवार	१६	२९	१७	३१	१६	२९	१८		३१	२९	२६	१७
बिहीवार	१७	३०	१८	३१	१७	३०	१९		३१	३०	२७	१८
शुक्रवार	१८	३१	१९	३१	१८	३१	२०		३१	३१	२८	१९
शनिवार	१९	३१	२०	३१	१९	३१	२१		३१	३१	२९	२०
आइतवार	२०	३१	२१	३१	२०	३१	२२		३१	३१	३०	२१
सोमवार	२१	३१	२२	३१	२१	३१	२३		३१	३१	३१	२२
मङ्गलवार	२२	३१	२३	३१	२२	३१	२४		३१	३१	३१	२३
बुधवार	२३	३१	२४	३१	२३	३१	२५		३१	३१	३१	२४
बिहीवार	२४	३१	२५	३१	२४	३१	२६		३१	३१	३१	२५
शुक्रवार	२५	३१	२६	३१	२५	३१	२७		३१	३१	३१	२६
शनिवार	२६	३१	२७	३१	२६	३१	२८		३१	३१	३१	२७
आइतवार	२७	३१	२८	३१	२७	३१	२९		३१	३१	३१	२८
सोमवार	२८	३१	२९	३१	२८	३१	३०		३१	३१	३१	२९
मङ्गलवार	२९	३१	३०	३१	२९	३१	३१		३१	३१	३१	३०
बुधवार	३०	३१	३१	३१	३०	३१	३१		३१	३१	३१	३१
बिहीवार	३१	३१	३१	३१	३१	३१	३१		३१	३१	३१	३१
शुक्रवार	३१	३१	३१	३१	३१	३१	३१		३१	३१	३१	३१
शनिवार	३१	३१	३१	३१	३१	३१	३१		३१	३१	३१	३१

Note: This is a tentative schedule, this schedule is subject to change as and when required.

ADMISSION PROCEDURE

- STEP I : ENQUIRY & REGISTRATION
STEP II : ABILITY TESTS & INTERVIEW
STEP III : DOCUMENTS SUBMISSION
STEP IV : ADMISSION

STEP I

ENQUIRY & REGISTRATION

1. The duly filled registration form along with the admit card must be submitted to the school office at least two days before taking the tests.
2. The signed and stamped admit card should be collected from the school office on the same day.
3. Registration Fee for each student is Rs.500/-. This includes the fee for evaluation, interview, tests and registration form and the admit card.
4. The tests are aimed at making an assessment of a child's aptitude on the basis of which, teaching activities can be modified by the teachers concerned, should the child be selected.
5. Parents/Guardians of students seeking admission to class Nursery do not need to appear for tests. They can directly fill up the admission form and get their children admitted w.e.f. 1st Chaitra 2082.
6. Tests will be conducted on 7, 14, 21 & 28 Chaitra 2082 & 5 Baisakh 2083 Candidates may take tests on any of these days.
7. The timing for the tests: 11:00 a.m. to 2:00 p.m.
8. Mode of selection:
 - i. Parents/Guardians seeking admission to Nursery and Kindergarten may visit the classrooms on 1 Chaitra 2082 between 1:15pm to 2:00pm.
 - ii. There will be ability test and an interview for classes LKG to 6.
 - iii. Tests will be taken on English, Nepali and Mathematics.
 - iv. Questions will be based on the level of the class in which the child is presently studying.

STEP II

NECESSARY INFORMATION ON ABILITY TESTS & INTERVIEW

1. The candidates should report at the school reception at least fifteen minutes before the tests begin.
2. Students coming for the test should bring the following with them:
 - i. Admit Card
 - ii. Stationery (pen, pencil, eraser, sharpener, instrument box, ruler, colours etc.) for Classes 1 to 6 only.
 - iii. Water and tiffin (optional)
3.
 - i. Parents/Guardians of children seeking admission to **Lower KG & Upper KG** are expected to accompany their children. The children should not be left unattended.
 - ii. Parents/Guardians of children seeking admission to **classes one to three** are expected to wait near the reception till their children finish their test and interview. They are not allowed to accompany their wards into the exam centre. However, concessions will be made in exceptional cases.
 - iii. Parents/Guardians of children seeking admission to classes (4 to 6) are expected to collect their wards at 1:00pm from the reception.
4. The results of the tests will be put up on the school notice board or website on the same day by 4:00 p.m.
5. The admission procedure begins on the day the result of the tests are published. Admission formalities must be completed within a week of the publication of the result.
6. Once the admission is done, parents can collect child school App login information from the administrative office before the school begins.

STEP III

DOCUMENT SUBMISSION

Submit the completed application form along with necessary documents such as:

- * Birth Certificate issued from Local Government Office
- * Integrated Educational Management Information System (IEMIS) - if applicable
- * Previous school's Grade Sheet, Character Certificate & Transfer Certificate (If applicable)
- * Passport sized photographs (2 copies)

STEP IV

ADMISSION

1. Fees & other charges for 2083 B.S. (DAY-SCHOLARS)

- a. Admission Fee & other: **Rs. 7500/-**
(This is paid only once during a student's association with the school and is paid at the time of Admission only).
- b. Monthly Fees include tuition fee and bus fee.
 - Bus Fee: **Rs. 2500/-** which is charged for 11 months. (optional)
 - Tuition Fee & Others are charged for 12 months

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 10500/-	Rs. 11000/-	Rs. 12000/-

- c. Annual Fees are paid once a year for the following facilities & services provided by the school: Library, Science lab, games, first-aid & maintenance.

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 9000/-	Rs. 9000/-	Rs. 9000/-

- d. The following fees are also paid once a year for the following services provided by the school: Examination(internal), Computer applications, field trip, community service, Inter class and Intra school competitions, curriculum support, publication, worksheet, clay materials for productive art and school projects.

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 28000/-	Rs. 30000/-	Rs. 31000/-	Rs. 31000/-

- e. i) Food for the students of classes Pre-school to 10 are charged as follows

	Baisakh	Jestha	Asad	Shrawan	Bhadra	Asoj	Kartik	Mangshir	Poush	Magh	Falgun	Chaitra
Pre-6	5250	6250	7000	6500	5500	6000	-	6250	4250	4750	5250	4000
7-10	4410	5250	5880	5460	4620	5040	-	5250	3570	3990	4410	3360

- ii) Students of classes (Pre-school to 6) are provided lunch and tiffin and students of classes (7 to 10) are provided lunch only.
iii) This service is optional.

2. Fees & Other charges for 2083 B.S. (RESIDENTIAL STUDENTS)

- a. Admission Fee & others: **Rs. 7500/-**

(This is paid only once during a student's association with the school and is paid at the time of Admission only).

- b. Tuition fee and others are charged for 12 months:

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 10500/-	Rs. 11000/-	Rs. 12000/-

- c. Annual Fees are paid once a year for the following facilities & services provided by the school:

Library, Science lab, games, first-aid & maintenance.

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 9000/-	Rs. 9000/-	Rs. 9000/-

- d. Hostel fees include lodging, food and morning & evening study classes. These are charged for twelve months:

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 15000/-	Rs. 16000/-	Rs. 17000/-	Rs. 18000/-

- e. Annual Charges are **Rs. 55000/-** which include:

Exercise Note Books	Co-curricular Activities
Examination (internal)	Inter-school and Intra-school competitions
Computer applications	Bedding Maintenance
Field Trip	

- f. Hostel facilities are available only to the students from class 4 onwards.

3. The school implements the following activities for all round development and safety of students:

- Conduct various Sports activities
- Organize Educational Tours/Excursions/Field trips at Inter School, National and International levels
- Organize Community Service and Environmental related programs
- Organize Theatrical activities
- Organize Club activities
- Promote the use of e-library
- Publish school newsletters
- Organize Annual Sports Day Program
- Organize Parents' Day Program
- Organize Science Exhibition
- Organize Education Fair
- Celebrate festivals and other important days

- m. Conduct training and development programs for students, teachers and non-teaching staff
 - n. Conduct activities to enhance the innate creativity of students
 - o. Conduct classes on Life Skills
 - p. Upgrade the School Security System and the School Information Center
 - q. Maintain cleanliness of the school premises and add greenery to the school environment
 - r. Strengthen human resources
 - s. Provide clean drinking water
 - t. Utilize generators to maintain constant electricity
 - u. Promote the use of latest communication technologies
 - v. Establish Departments for various disciplines
 - w. Provide counselling services to students and members of the staff
 - x. Distribute awards and prizes
 - y. Arrange extra classes for students
 - z. Conduct special classes on vocational subjects
 - aa. Organize Interaction Programs/Workshops/Seminars on various subjects/issues
 - bb. Conduct Awareness Programs on Safety Measures including Earthquake Drill and knowledge of First Aid etc.
 - cc. Conduct Literacy programme for parents/guardians
 - dd. Introduce multi-media system in classroom teaching
 - ee. Conduct model making and teamwork building classes
 - ff. Arrange parents teachers interaction programme
 - gg. Case study classes to bring positive changes through critical thinking
 - hh. Screen documentary for students
 - ii. Various school projects throughout the year for individual development
4. As we give equal importance to academics, extra and co-curricular activities, we are constantly trying to upgrade our infrastructure. We provide a cricket pitch that meets international standard. Our badminton, table tennis hall, basketball court, gymnastic hall, auditorium hall and futsal ground are used to hold intra- and inter school competitions. Our younger students have access to our playground which has many playing facilities.
 5. Teaching and learning process is the heart of education. It is the most powerful instrument of education to bring about desired changes in the students. Trainers have been hired to train and monitor their classes on the regular basis. Regular trainings have been imparted to the school teachers every year. The main objective of this training is to make the teacher, the curriculum and other variables child friendly.
 6. The school was established in 1986 with a sole purpose of providing education. The school policy, academic planning and teaching-learning techniques are unique. The school provides help and access to students to excel in life through concrete steps.
 7. Projects are a detailed study of the subject through research, observation, activities and field visits. Students are assigned projects for a detailed study and to prepare a report on the given project. They have to follow different steps to prepare the project.
 - a. Students should collect information.
 - b. They should go for field visits for observation.
 - c. During field visits pictures, materials and information should be collected.
 - d. Final report should be prepared using collected materials etc.
 - e. It should be presented along with graphical representation, diagram of the facts and figures to support the project.
 - f. Sources and references should be mentioned.

Project work are necessary as students will acquire the ability to make links across different areas of knowledge and to generate, develop and evaluate ideas and information so as to apply these skills in their life.
 8. **Cambridge English:** In this programme students of classes (2-4) appear for Cambridge English Language Assessment, which is a part of reputed University of Cambridge (UK). This builds confidence in students and provides a firm foundation in English for their future studies.

9. **Coding:** This programme improves problem solving skills in a logical and creative way. It enhances the student's math skills, writing skills and decision-making ability. These classes are provided to classes (5 to 9). This program introduces the students to the world of AI (Artificial Intelligence).

The students will be able to understand how computer programs work with the given set of instructions and eventually will be able to develop apps, video games, websites and apply AI to solve the problem.

10. **Chinese Language:** This programme is provided to the students of classes (3-5)

11. **Robotics:** Robotics is a branch of engineering that involves the conception, design, manufacture and operation of robots. The objective of the robotics field is to create intelligent machines that can assist humans in a variety of ways.

Robotics provides students with exposure to other essential STEM (Science, Technology, Engineering and Math.) experiences. Many robotics require some basic coding knowledge and computer programming skills so students can utilize these skills to have robots complete specific tasks. These classes are provided to the students of classes (5 to 8).

12. The school provides certain nature oriented learning as well. To provide experience in farming related activities, the school has a nursery and a small vegetable garden in order to provide student with a complete education.

13. The school focuses more in the Information Technology. This enable parents keep in touch with school's plan. Please check:

Website: www.galaxy.edu.np

e-mail: admin@galaxy.edu.np

Facebook Page: <https://www.facebook.com/OfficialPageGalaxy>

14. Please call any of the official school number to contact the school. The numbers are:

4510076, 4511362, 4544325, 4511635, 4516060, 4542447

IMPORTANT INFORMATION

1. The school timings are: 8:40am - 4:00pm

2. The classes will begin from 7 Baisakh, 2083 (20 April, 2026).

3. i. All residential students must report to school by 6 Baisakh, 2083 (19 April, 2026).

ii. They must report to school on 6 Baisakh, 2083 (19 April, 2026) before 5pm. Any delay in reporting will cause inconvenience both to the student and the staff.

4. i. Books prescribed by the school may be bought from any book store in Nepal. For the convenience of students, the school may make special arrangement to provide books to those students, if they place an order and pay for the books in advance. Book Lists will be provided to the parents on the following days according to the following schedule. Orders for books and the necessary payment should be made on the days mentioned below.

Class	Date	Day	Time
Pre - 3	29 Chaitra, 2082	Sunday	10:00am - 5:00p.m.
4 & 5	30 Chaitra, 2082	Monday	10:00am - 5:00p.m.
6 & 7	2 Baisakh, 2083	Wednesday	10:00am - 5:00p.m.
8 & 9	3 Basaikh, 2083	Thursday	10:00am - 5:00p.m.
10 & Bdr.	6 Baisakh, 2083	Sunday	10:00am - 5:00p.m.

There will be a tea break between 2:00pm-2:30pm.

ii. Annual & monthly charges (returning students) to be paid on the same day as the book distribution.

iii. Students of classes Nursery need to bring their books to school after 15 Baisakh 2083.

iv. The students of classes Nursery to UKG must deposit the books to their class teachers. These books will be kept in the classrooms throughout the year. This is to reduce student's burden of carrying many books to school. The books will, however, be returned at the end of the year.

v. Students of classes (1-10) must bring their books to school according to the school routine provided to them in their classes.

5.
 - i. Exercise books (copies) are provided to students by the school.
 - ii. All stationery items required by the students of classes Nursery to UKG are provided by the school. However, the students of classes (1-10) must bring their own stationery.
 - iii. All text and exercise books must be covered with brown paper. They should be labelled providing essential information about a student.
 - iv. Pages should not be torn from the exercise books issued to students. A heavy fine will be imposed on students who tear pages from exercise books. Loss of exercise books invites a similar fine.
 - v. The students of classes (7 - 10) must maintain their own files in Physics, Chemistry and Biology Practicals. The files have to be brought by the students themselves.
 - vi. The students of classes (9 - 10) must maintain their own register in mathematics, Opt. Maths and social studies. The registers have to be bought by themselves.
 - vii. The students of classes (1 - 10) should bring their own crayons, pencil colours or water colours for drawing and colouring classes.
 - viii. Please sign your child's diary every day. This will make your child do his/her work regularly. Please ask your child to follow the rules mentioned in the school diary and in the school prospectus.
 - ix. For their badminton and table tennis classes, students must bring their own racquet and bat respectively.
 - x. For flute class, students must bring their own flute. Flute must be of D scale that the teacher has given.
6. School uniforms can be bought from the outlet situated on the ground floor of the GEF building.

SCHOOL UNIFORM

Pre - School	No	1, 2, 3 & 4	No	5 & 6	No	7 - 10	
Navy Blue Shorts (Half pant)	3	Grey Trousers (boys) Grey Tunic (girls)	3	Grey Trousers	3	Grey trousers	3
School Grey T-shirt	3	Sky Blue Shirt (Full sleeves or half) Depending on the season	3	Sky Blue Shirt (Full sleeves or half) Depending on the season	3	Sky Blue Shirt (Full sleeves or half) Depending on the season	3
		Tie & Belt	1	Tie & Belt	1	Tie & Belt	1
Navy Blue Canvas & navy blue socks	2	Black leather shoes & Grey socks	2	Black leather shoes & Grey socks	2	Black leather shoes & Grey socks	2
Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m
Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2
Navy Blue Jackets with school monogram	1	Navy Blue Jackets with school monogram	1	Navy Blue Jackets with school monogram	1	Navy Blue coat with school monogram	1
Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each
		Grey Stocking for girls	3				
School tracksuit, Blue shorts, White T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set	School tracksuit, Blue shorts, White T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set	School tracksuit, Blue shorts, White T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set	School tracksuit, Blue shorts, White T-shirt, navy blue canvas shoes & navy blue socks for gymnastic / badminton	1 set

Kit list for residential students (Old clothes will not be accepted)

4	No	5 & 6	No	7 - 10	
Grey Trousers (boys) Grey Tunic (girls)	3	Grey Trousers	3	Grey trousers	3
Sky Blue Shirt (Full sleeves or half) Depending on the season	5	Sky Blue Shirt (Full sleeves or half) Depending on the season	5	Sky Blue Shirt (Full sleeves or half) Depending on the season	5
Tie & Belt	1	Tie & Belt	1	Tie & Belt	1
Black leather shoes & Grey socks	1 pair	Black leather shoes & Grey socks	1 pair	Black leather shoes & Grey socks	1 pair
Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m
Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2
Navy Blue Jackets with school monogram	1	Navy Blue Jackets with school monogram	1	Navy Blue coat with school monogram	1
Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each
Grey Stocking for girls	3				1 set
School tracksuit, Blue shorts, White -T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set each	School tracksuit, Blue shorts, White -T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set each	School tracksuit, Blue shorts, White -T-shirt, navy blue canvas shoes & navy blue socks for gymnastic / badminton	1 set each
White chemise (girls) & bloomers (girls), Grey socks, navy blue socks, Out socks, handkerchief	6 no each	Vest, underwear, Grey socks, navy blue socks, Out socks, handkerchief	6 no each	Vest, Undergarments, Grey socks, navy blue socks, Out socks, handkerchief	6 no each
Hostel Tracksuit	2	Hostel Tracksuit	2	Hostel Tracksuit	2
Hostel T-shirt	2	Hostel T-shirt	2	Hostel T-shirt	2
Jacket, Sport shoes, blue jeans, sweater (thick)	1 each	Jacket, Sport shoes, blue jeans, sweater (thick)	1 each	Jacket, Sport shoes, blue jeans, sweater (thick)	1 each
Mosquito net	1	Mosquito net	1	Mosquito net	1
Bed sheet (any colour/design)	3	Bed sheet (any colour/design)	3	Bed sheet (any colour/design)	3
Blanket	1	Blanket	1	Blanket	1
Night suit	2	Night suit	2	Night suit	2
Towel (big) bath	2	Towel (big) bath	2	Towel (big) bath	2
Towel (small) face	1	Towel (small) face	1	Towel (small) face	1
Slippers	1	Slippers	1	Slippers	1
Steel trunk with lock & key	1	Steel trunk with lock & key	1	Steel trunk with lock & key	1
Badminton racquet	1	Badminton racquet	1	Badminton racquet	1
Table Tennis bat	1	Table Tennis bat	1	Table Tennis bat	1
Futsal shoes	1	Futsal shoes	1	Futsal shoes	1
Flute	1	Flute	1	Flute	1
Water bottle	1	Water bottle	1	Water bottle	1
Raincoat / umbrella	1	Raincoat / umbrella	1	Raincoat / umbrella	1

The following items must be provided regularly by the parents/guardians to the residential students

- a. Shoe laces, polish (white & black) shoe brush, plastic comb, wooden comb, tooth brush, soap (washing & bathing), hair oil, cold cream, nailcutter, glycerine, tooth-paste, scrubber, sanitary towels (for girls), shampoo and talcum powder.
- b. Classes (4-10) are provided exercise books. Other stationery items have to be provided regularly by the parents.

7. The school canteen serves tiffin to students on request. Students are charged extra for this facility.

8. If a parent/guardian wants to withdraw his/her child from school hostel or discontinue the school transport in the middle of an academic session he/she must either pay the relevant fee for the whole academic session or pay **2 month's fees** in addition to the fees for the period his/her ward has used the services provided by the school. The school strongly discourages parents/guardians from withdrawing their wards from a service provided by the school after the session has started. This is because the school calculates all its expenses on the basis of the total number of students using a particular service. When students are withdrawn from any service, the overhead costs remain the same. The school, therefore, incurs losses. Fees are calculated on the basis of the expenses on a service for the entire year. The expenses on a service per student for the whole year is divided into 10 or 12 installments. If a student wants to discontinue a service, the school is unable to cover the expenses for the rest of the session. We, therefore, urge you to keep the school's compulsions in mind while opting for any service. Every academic session is a package of about 240 days.
9. Parents of children studying in Nursery are requested to provide their children with an extra pair of underpants and trousers that is to be brought to school everyday.
10. Water bottles, tiffin boxes, school bags must be labelled.
11. Please provide your child with healthy, nutritious tiffin and safe drinking water. They can, however, have lunch at the school mess. In order to have lunch at the school mess, the school must be informed in advance. An additional charge must be paid before availing this facility.
12. Students of all classes, especially classes Nursery to 6 must develop good toilet habits. They should go to the toilets before coming to school.
13.
 - i. If the normal functioning of the school is hampered by bandhs, demonstrations and strikes, we expect you to understand our difficulties and co-operate with us. The actions taken by the school are in the interest of all its students.
 - ii. Don't send your child to school if he/she is suffering from any infectious disease. This is to prevent the disease from spreading among other students. You must, however, inform the school about your child's absence.
14. The school publishes a newsletter at regular intervals. Students are encouraged to submit their articles, poems etc to the relevant person.
15.
 - i. The school offers club activities on request to students of classes (1-7). The classes are held from 4:15pm to 5:40pm on working days. The fee for these classes is Rs.3000/- per student for 12 classes in a month.
 - ii. The evening classes for classes (8-10) may start from the beginning of the session. The classes get over at 5:40pm. The fee for these classes is Rs.3500/- for each student per month, or for 24 classes.
16.
 - i. Students of classes 1 to 10 will have to take six examinations in a year.
 - ii. Report Cards will only be issued on the Report Card Distribution Day.
 - iii. Parents/Guardians must collect their ward's report card and meet the concerned subject teachers, class teachers as well as school administration for the academic performance of the student.
17. Please download our School App which has the logo of school. Parents are required to take username and password from the concerned class teachers or from administration to login.
18.
 - i. The school has a fleet of 17 buses and 2 vans which cover the entire valley. This service is optional. Students are charged extra for this facility. Tentative routes are given below, these routes are subjected to change as and when required. The details of bus routes are given below:

BUS ROUTE

	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4	ROUTE 5	ROUTE 6
1	tfxfn	afF;af/L	afnfh'' u+ufxn	a;'Gw/f k'n	r'Rr]kf6L	sflndf6L
2	s'df/L dIGb/	a'9flgns07 dIGb/	df5fkf]v/L	wfkf;L xfO6 - jf/L_	/fdlx6L	s'n]Zj/
3	afkmnrf]s	a'9flgns07 -goff rf]s_	afnfh' afO;wf/f	wfkf;L xfO6 - kf/L_	ltgr'nL	s'n]Zj/ cfjf;
4	:o'rf6f/ rj mky	a'9flgns07 - rknL_	h/+v'	6f]vf a;kfs{	cf?af/L	s'n]Zj/ uOf]zyfg
5	l;tfkfonf rj mky	rknL xfO6	z]ifdtL k'n	6f]vf k'n	uf]sO{	d]6«f] xfplhª
6	:joDe'' rj mky	:k]zn rf]s	nfdau/	wfkf;L -	cQ/v]n	aNv'

				lu gNof08_		
7	7'nf] eʏof ^a rj mky	kfl;sf]6	km'6'Ē gfukf]v/L	;L cf/ P;	d]l8sn sn]h	wf]aL3f6
8	9'a\u]wf/f	O6nL6f/	km'6'Ē a;kfs{	u f08L xl:k6n	a];ufpF	gVv' bf]af6f]
9	;fgf] eʏof ^a rj mky	uNk'm6f/	n}grf}/	lu gNof08	5xf/L Sna	gVv' k'n
10	ag:ynL :s'n rj mky	dl08vf6f/	:s'n	;fdfv';L rf]sL	hf]/kf6L	PsfGts'gf
11	afnfh' rj mky	uf]Nk'm6f/ - kfl;sf]6_		a;'Gw/f k'n÷rf]sL	a/fn k]6«f]n kDk	;Ltf kDk
12	n}grf}/	w'Daf/fxL		a;'Gw/f k ltlffno	af}4 lkknaf]6	sn+sL dfnkf]t
13	:s'n	e+ufn		dx/fhu~h	af}4	afaf k]6«f]n kDk
14		r'gb]jL		tf]nds]Gb - dx/fhu~h_	rfalxn	sn ^a \sL
15		r08f]n rKkn sf/vfgf		/fi6«klt ejg	rf]lxn u0f]zyfg	sn+sL dlGb/
16		dx/fhu~h rj mky		kfgL kf]v/L	eTs]sf] k'n psfnf]	nfdkf6L
17		:s'n		afn'jf6f/	:s'n	/lje]g
18				uf]df k]6«f]n kDk		6]s'
19				kljq js{zk		ef]6]axfn
20				gS;fn -gf/fo0f rf]/_		lqk'/Zj/
21				:s'n		rfOgf 6fpg cfdL{ Aof]/s
22						z+s/b]j SofDk;
23						:s'n
	ROUTE 7	ROUTE 8	ROUTE 9	ROUTE 10	ROUTE 11	ROUTE 12
1	; 'o{l]gfos	blif0f9f]sf	wkfk;L ->L6f]n_	;~rosf]if 7d]n	uf]kLs[i0f	lzjdlGb/ -vf]nf_
2	wnfltrf]s	dfsnaF/L	; "o{ bz{g -xf06_	lf]qkf6L rf]s	;/:jtLgu/ vf]nfsf] af6f]	gofF a;kfs{
3	;Nnf3f/L eStk'/	gf/fo0f6f/	algof6f/ - wg]Zj/L_	wf]aLwf/f	;fttn]	uf]Fua' -ljz dlGb/_
4	dWok'/ l7dL	gofF a:tL	u+ua' -u0f]z dlGb/_	9Nsf]	ldngrf]s	;fdfv';L rf]s
5	eStk'/	s'df/Lufn	u+ua' rf]s	8Nn' k'n	cfsfz]wf/f	blif0fsfln dlGb/
6	gofF l7dL	hDaf]8fF8f	;fdfv';L -6fpg Knflg ^a _	sfnwf/f	lgnf]k'n	/flgaf/L
7	rf/bf]af6f] eStk'/	gofF a:tL - kf6L6f/_	/]8g sn]h	7d]n ;f]x«v'6\6]	Pstfj:tL skg	;fFu Lnf
8	u7\6f3/	c?l0fdf gofF a:tL	:s'n	ksgfhf]n	w'Djf/fxL	hfkfgLh PDa];L
9	sf]zn6f/	d}h'axfn		z]ef eujtL	w'Djf/fxL dlGb/	ʏofl8;g
10	nf]sGynL	ldqkfs{		v';a'	r08f]n	pQ/ 9f]sf
11	hl8a'6L	ho afu]Zj/L		;/sf/L wf/f	xfF8L ufpF	:s'n
12	sf]6]Zj/	:s'n		sk'/wf/f	dfnLufpF	
13	ltgs'g]			uNsf]kfvf	6+unf	
14	gofF afg]Zj/			u+ua' afh]sf] ;]s'jf	:s'n	
15	kfgL 6\of ^a \sL			:s'n		
16	/Tg/fHo					
17	dWo afg]Zj/					
18	e]g; x;lK6n					
19	k'/fgf] afg]Zj/					
20	k'/fgf] afg]Zj/ kLknaf]6					
21	k'/fgf] afg]Zj/ rf]s					

22	k'/fgf] afg]Zj/ cf]/fnf]					
23	;]tf] k'n					
24	d}l}tb}j}L rf]s					
25	d}l}tb}j}L dIGb/ - a]n'sf_					
26	:s'n					

	ROUTE 13	ROUTE 14	ROUTE 15	ROUTE 16	ROUTE 17	ROUTE 18
1	;fg]kf	nugv]n	yfkfufpF	rfalxn uOf]zyfg	;/:jtLgu/	k'/fgf] l7dL &
2	s';'GtL	s'kG8f]n	Go"afg]Zj/ aL=cfO{;L;L	;'Gwf/f	e[s'6Lrf]s	6fpgKnflg ^a
3	;ftb]af6f]	;fg]kf	zflGtgu/	PgP;L	km}sf rf]s	uf]7f6f/ &
4	Ujfsf]{	yfkfynL	eLd;]guf]nf	Go'/f]8	t]GhL ^a rf]s	vx/] &
5	afns'df/L	lah'nL ahf/	l;gfd+un eTs]sf] k'n	6]axfn	/fwfs[iOfdIGb/ skg	lj/]Gb rf]s &
6	sf]6]Zj/ ef6e6]gL	dbg e08f/L sn]h	l;gfd ^a \un	lj/ x:ktfn	k'ln; lj6 rf]sL	sfF8f3f/L &
7	sf]6]Zj/ - dxfb]j:yfg_	aa/dxn	k'/fgf] afg]Zj/	dxfaf}4 -jL/ xl:k6n_	b'uf{ dIGb/	;gl;6L &
8	sf]6]Zj/-e"ldsf :s"n_	cgfdgu/	aQL;k'tnL ÷ uf]zfnf	ef]6flx6L	afn'jf vfgL	kx]Fnf]k'n *
9	sf]6]Zj/ leqL af6f] tLgs'g]	j}Bvfgf -kfgL 6\of ^a \sL_	uf]zfnf	/fgLkf]v/L	skg Pstf j:tL jf/L	uf]/L3f6 *
10	ltgs'g]	sflnsf:yfg	/ftf]k'n	hdn	;'s]wf/f	l;kmn rf]/ *
11	lk ^a unf:yfg	l8NnL ahf/	:s'n	b/af/dfu{	w'Djf/fxL lkknaf]6	l;kmn rf]s *
12	:s'n	:s'n		sdnfbL	ef6e6]gL gSzf	lx/f/Tg jf/L *
13				306f3/	:s'n	eTs]sf] k'n *
14				afuahf/		a'na'n]
15				k'tnL;8s		lx/f/Tg kf/L *
16				:s'n		
	ROUTE 19					
1	dgd}h' - nf]stGqrf]s_ !@					
2	z'esfdgf !@					
3	dgd}h' !@					
4	g]kfn6f/ #					
5	afOkf; cfdL{ Aof/]s #					
6	gofFahf/ !					
7	cd[t;fOG; SofDk; !					

- ii. Students using the school transport service must board the bus assigned to him/her. Under no circumstances can a student change a bus or a bus route. This is to ensure the safety of your child.
- iii. You are requested to confirm the bus routes if you want your children to use the school transport facility (New Admission).
- iv. If your child uses the school bus and does not reach home within one hour after the school gets over, please inform the school office immediately. The school can then take instant action. Normally, school buses bring the children back to school if they are held up in traffic jams.
- v. Please ask your child not to board another school bus to visit friends and relatives. This could cause a lot of anxiety to you and the school.
- vi. Students who use the school bus service must board and alight from the assigned school buses only at the points mentioned on the Bus Pass. Any student flouting the bus rules will be severely penalised.

- vii. Students who violate bus rules will be compelled to discontinue using the school transport service. In such a case, their bus fee has to be paid for the whole year.
19. Plantation is one of the school activities that help students to understand the process of growing vegetables and fruits. In today's world, children are moving farther away from nature. As such they are familiar only with the end products and are ignorant about how they are grown or where they come from. Plantation will help them to understand such things to a great extent.
For plantation, parents are requested to help their wards to sow the seeds of any one plant in their kitchen garden from the list provided. This kitchen garden may vary from a small plot of land in a corner to thermacol boxes. Once the saplings appear, some of them should be planted in a plastic cup and students must bring it to school. They should be following the growth of remaining saplings at home. This will help them to get first hand knowledge of the different stages of the plant and understand how every part of the plant is useful to us.
20. Incharges will be available in their respective offices as per the following schedule.

Department	Time
Pre - School	9:00am - 10:00am
Classes (1 - 4)	9:00am - 10:00am
Classes 5 & 6	9:00am - 10:00am
Classes 7 & 8	10:00am - 11:00am
Classes 9 & 10	10:00am - 11:00am
Operator	6:00am - 6:00pm
Classes 11 & 12	8:00am - 12:30pm
Administration	9:00am - 5:00pm
Transportation	7:00am - 7:00pm
Account (Cash Counter)	8:00am - 5:00pm
Hostel	4:30pm - 8:30pm

21. Parents are requested to contact the school in case of emergency at any time.
22. The Principal may be contacted between 9:30 am to 11:00 am on all working days to discuss matters concerning the academic performance of students. Prior appointment with the concerned person is always advisable.
23. i. The Academic Year for classes Nursery - 10 begins on from 1st week of Baisakh (3rd week of April) and ends on 3rd week of Chaitra (1st week of April.).
ii. The school office is open on all working days from 8:00 a.m. to 5:00 p.m. The school office is closed on all Saturdays and all public holidays.
24. Students must go home immediately after their classes get over.
25. i. The school is very serious about discipline, uniform, dress code, personal hygiene, absenteeism etc. Stern action is taken against students who breach school rules.
ii. The school puts a lot of emphasis on personal cleanliness and on uniform. As such, ties, belts, bags should be washed once a week. Shirts, skirts and trousers must be ironed. Clothes should be clean. Undergarments should be changed every day. Boys of classes Nursery to 10 must wear white vests, girls of classes 2, 3 & 4 must wear chemise and bloomers.
iii. Both boys and girls of classes 5 - 10 must wear white vests inside. In addition to white vests, girls of these classes must wear appropriate undergarments. All students (2-10) must wear tie and belt. Shirts should be buttoned, tie knots should be in the proper place and shoes should be polished. Socks should be grey. They must be clean. Trousers must be worn properly. Students are not allowed to wear trousers below their waists. Hipsters, hiphops, skin tight, etc. styles are not allowed.
iv. Students must strictly follow the school dress code. Their uniform should be clean and ironed. Girls must wear their hair in two plaits with sky blue ribbon, hair(boys) should be trimmed and school bags should be used. Fashionable bags worn across the

chest is not allowed. Only girls are allowed to wear simple earrings. Fashionable earrings are not acceptable.

- v. Students should not put their hands inside their pockets or on another student's shoulders.
 - vi. Students are strictly forbidden to apply nail polish, wear jewellery, carry video games, indecent literature, electronic gadgets, CDs etc. Students of classes Nursery to 3 need not wear watches to school.
 - vii. Students found bullying others or fighting with others will be immediately expelled from school.
 - viii. Fines will be imposed on students who do not speak English inside the school premises.
 - ix. Students who provide wrong information to their parents/guardians regarding matters relating to the school will be severely punished.
 - x. Strong action will be taken against students who remain absent from school without a valid reason.
26. Students promoted on trial must be very serious about their studies. If their academic performance does not improve, there will be severe consequences.
27. Please treat complaint letters very seriously. A letter of complaint is issued only when a student has done something wrong. The purpose of issuing these letters is corrective. These letters provide information about a student's drawbacks or conduct. Parents / Guardians are expected to treat them seriously and take appropriate steps to correct the student's shortcomings and conduct.
28. Residential students have to follow a fixed routine in school. So, they are allowed to go home only on days fixed by the school.
- a. Residential students who go home must report to school in the morning before the classes begin. Parents/Guardians must ensure that they have bath and a haircut during their stay at home and have all the necessary stationery when they report to school.
 - b. Hostel students may go home on the days marked on the school calendar.
 - c. Students who violate hostel rules will be compelled to discontinue using the school hostel service. In such a case, their hostel fees has to be paid for the whole year.

29. School timings at a glance

Classes	Bell rings at	Attendance & Checking	Classes begin at	Lunch break & Assembly	Tiffin Break	Diary Signings	Classes get over at	Buses leave at
Nur-4	8:40 am	8:40am-8:45am	8:45am	10:15am-11:00am	2:45pm-3:00pm	3:45pm-3:50pm	3:50pm	4:00pm
5 & 6	8:40 am	8:40am-8:45am	8:45am	11:00am-11:45am	2:45pm-3:00pm	3:45pm-3:50pm	3:50pm	4:00pm
7 & 8	8:40 am	8:40am-8:45am	8:45am	12:30pm-1:15pm	-	3:35pm-3:45pm	3:45pm	4:00pm
9 - 10	8:40 am	8:40am-8:45am	8:45am	11:45am-12:30pm	-	3:35pm-3:45pm	3:50pm	4:00pm

30. School has made special arrangement for students of class Nursery for few weeks in the beginning if their parents/guardians wish to take them home earlier. Please contact the incharges concerned.
31. The school has various types of tests to evaluate a student. They are as follows:
- i. Performance Tests
In these tests, students are graded on the basis of their performance in various activities which are primarily non-academic in nature such as dramatics, art & craft, elocution, sports, dance, music, etc. as well as practicals.
 - ii. Continuous Assessment Tests
In this kind of evaluation, a student's performance in different academic activities throughout the year is graded. The performance of students in all class activities, home assignments, tests in subsidiary subjects, oral examinations etc. are taken into account. The aim of this assessment is to make students perform consistently throughout the year.
 - iii. Formation Evaluation

In this kind of evaluation, the aim is to assess whether the students have understood their lessons and meet the objectives of the lessons taught to them. Classwork, homework, quiz etc. are taken into account.

iv. **Summative Evaluation**

In this kind of evaluation, decisions are taken on whether a student meets the requirements to be promoted to the next class. The performance of terminal exams are taken into account.

v. **Criteria for Promoting a Student**

Besides the marks obtained in the exams and tests, the final decision for promotion also rests on the following considerations:

- a. The ability of a student to overcome his/her shortcomings.
- b. A student's behaviour in class and attitude towards his/her studies.
- c. Consistency in his/her performance in curricular, co-curricular activities and performance tests.

vi. **Detention**

- a. If a student fails in any major subject in the final result.
- b. If a student secures less than the pass percentage for a particular class at the end of a session.
 - * Students will not be permitted to repeat a class for the second time.
 - * No rank will be awarded to a student who fails in any subject.

vii. **Attendance Policies**

- a. Any student who is absent for more than 5% of the total number of working days in a Term may not be allowed to take tests / exams during that term. These include excused as well as unexcused absence.
- b. Regardless of the reason, separate tests / exams will not be conducted for students failing to sit for the scheduled exams or tests.

viii. **Policies Regarding Assignments**

- a. Assignments/Homework that are not completed or submitted within the stipulated date will receive the lowest grade.

MENU

The hostel catering service serves wholesome nutritious food to residential students. Students can choose vegetarian or non-vegetarian food. The food is cooked in hygienic conditions. The school ensures that they get a healthy balanced diet. Fresh and green vegetables like cabbage, brinjal, beans, green gourds, leafy vegetable, cauliflower and yellow pumpkin are provided in their meals.

Days	Breakfast	Lunch	Tiffin	Dinner
Sunday	Egg Fried Rice, crf/, Tea	Rice, bfn, d:of}/f cfn', aGbf (St), crf/	French Fries, Tea/Juice/Chocolate Milk	Rice, bfn, - sfFj mf], ltn, Kofh / uf]ne]8fsf] crf/_
Monday	Bread, Jam, Fried Egg & Tea	Rice, bfn, Chicken Curry, u]8fu'8L, tf]km' (st), crf/	Cornflake with Milk	Rice, bfn, ;AhL, (Seasonal) - d"nfsf] crf/_
Tuesday	Fried Rice, cfn' k mfO{, crf/, Tea	Rice, bfn, cfn' d6/ Curry, u'Gb 's e6df; (St) crf/	Chocolate Muffin, Tea/Juice/Chocolate Milk	Rice, bfn, Egg Curry,
Wednesday	Bread, Jam, Fried Egg & Tea	Rice, bfn, Chicken Curry d:of}/f, bxL, crf/	5f]n] -s]/fpm ÷rgf_, Tea/Juice/Chocolate Milk	Rice, bfn, ;AhL, (Seasonal) - d"nfsf] crf/_
Thursday	Fried rice, hL/fcfn' Tea	Rice, bfn, Vegetable Curry (Seasonal), crf/, tfdaf]8L (St)	Cream Doughnut, Tea/Juice/Chocolate Milk	Rice, bfn, -d'nf, tLn, Kofh, uf]ne]8fsf] crf/_
Friday	Bread, Jam, Fried Egg & Tea	Rice, bfn, /fhdf, Eggfried (St), u'Gb 's e6df;(St)	Chowmein, Tea/Juice/Chocolate Milk	Rice, bfn, d:of}/f Chilli -d"nfsf] crf/_
Saturday	Optional	Rice, bfn, crf/ Chicken Chilli, crf/, Veg (St)	Thukpa, Tea/Juice/Chocolate Milk	Rice, bfn, ;fu -d"nfsf] crf/_

Note: The menu given above is tentative. It is subject to change whenever necessary.

Club Activities & Coaching classes (8 - 10)

- i. Club Activities which starts from 4:15pm to 5:40pm include Badminton, Cricket, Futsal & Karate. Students get 12 classes in every phase or round.
 - 1st Round : 8 Jestha - 12 Asadh 2083
 - 2nd Round : 14 Asadh - 15 Shrawan 2083
 - 3rd Round : 17 Shrawan - 14 Bhadra 2083
 - 4th Round : 15 Bhadra - 23 Asoj 2083
 - 5th Round : 3 Mangsir - 8 Poush 2083
 - 6th Round : 10 Magh - 19 Falgun 2083
- ii. Coaching classes for the students of classes (8 - 10) can also be conducted in the above schedule between 4:00pm - 5:40pm. There will be 24 classes in one phase or round.
- iii. Duration: Classes will be conducted maximum for 6 months only.

iv. Transport: Bus services are provided to students who use school transport service after the coaching classes and other additional activity at 5:40pm.

ROUTE 5A (Bus 3990)	ROUTE 5B (Bus)	ROUTE 6 (Bus No. 3991)	ROUTE 10 (Bus)
r'Rr]kf6L	uf]kLs[iOf kf/L	s'n]Zj/	;f]x v'S]
af}4	;s]wf/f	s'n]Zj/ ln+s dfu{	afnfh' k'n
af}4 kLknaf]6	;/:jtL gu/	sfnlDf6L	g]kfn6f/
hf]/kf6L	ltgr'nL	afkmn leq	nfdfau/
a]F;LufpF	l;dn6f/	/ljejg	dgd}h'
d]8Lsn sn]h	b'uf{ dIGb/	sn+sL	k'm6'a
uf}sOf{ -blIfOf9f]sf_	skg /fwfs[iOf	;LtfkfOnf	tf/s]Zj/
gf]ln{a	eTs]sf]k'n rf]lxn	:joDe"	6f]vf ÷wg]Zj/
u Lglxn l;6L	h]leo/ sn]h	7'nf' e¥ofa	6f]vf l;=cf/=P;=
uf]7f6f/	lx/f/Tg	9'a\uf]wf/f	z]ifdtL k'n
kx]Fnf] k'n	cf?af/L	jg:ynL -vl/af]6_	r08]Zj/L dIGb/
uf}/L3f6	uf]kLs[iOf skg	afnfh'	b/af/dfu{
d'nkfgL	;s]wf/f	;f]x«v'6\6]	gofFahf/
gf/fo0f6f/	cfsfz] wf/f	afuahf/	DoxkL
s'df/Lufn	lzj dIGb/	Go'/f]8	afOkf;
rf]lxn		6]s'	:s'n
l;kmn		:s'n	
sfnf]k'n			

Route 14 (Winger 3741)	ROUTE 15 A (Winger 3885)	ROUTE 16 (Bus)	ROUTE 18 (Bus)
;]tf]k'n	nf]sgynL	gf/fo0fyfg	dx/fhu+h cfdL{ Jo=
dbge08f/L sn]h	sf]zn6f/	uNkm'6f/	dx/fhu+h rj mky
cgfdgu/	u6\7f3/	dG8Lv6f/	a;'Gw/f
ykf ufP	gofF lydL	rknL 3'DtL	u+ua' ldqgu/
ld8 afg]Zj/	;o{lagfos	Pstfa:tL	u+ua' uOf]zyfg
la=cfO=;L;L=	;Nnf3f/L	r08f]n	jflgof6f/
z^vd'n	k'/fgf] lydL	r'gb]jL dIGb/	6fpg Knflg ^a
ltgs'g]	;gl;6L	w'da/fxL	;sf/Lwf/f
sf]6]Zj/	sfF8f3f/L	gf/fo0fuf]]kfn rf]s	sk'/wf/f
s';'GtL	hl8a'6L	afn'jf6f/	u+ua'
tf]N5v]n	led;]guf]nf	r08f]n	pQ/9f]sf
rfkufP bf]af6f]	alQ;k'tnL	xf8LufP	;fdfv';L
9f]nflx6L	/ftf]k'n	r'gb]jL dIGb/	wfkf;L
Od8f]n	:s'n	w'Daf/fxL	nflhDkf6
wf]jL3f6		;s]wf/f	DxokL
;g/fOh 6fj/		afF;af/L	:s'n
:s'n		:s'n	