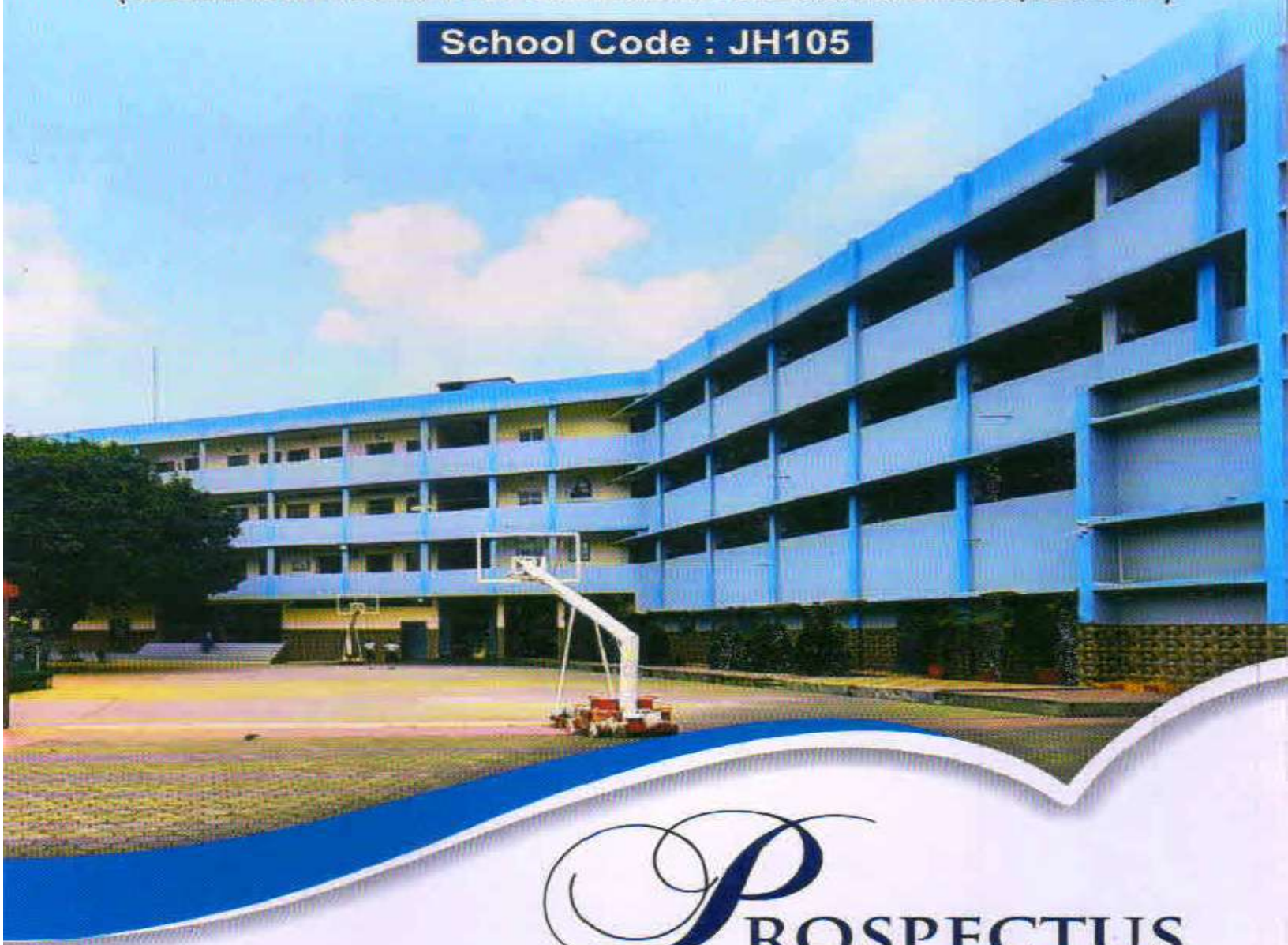




CLUNY CONVENT SCHOOL

(Affiliated to the Council for the Indian School Certificate Examination, New Delhi)

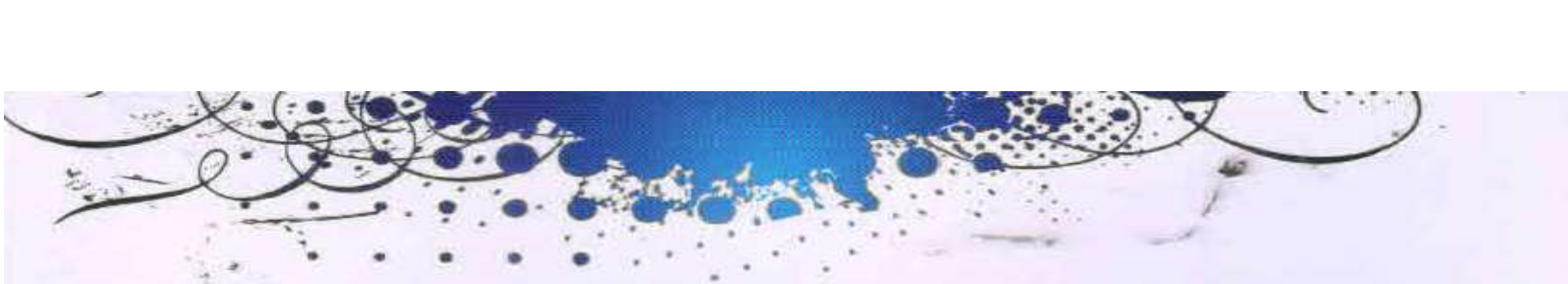
School Code : JH105



P
ROSPECTUS

8, H.B Road, Kokar, Dipatoli, Ranchi - 834009 (Jharkhand)
Website : [http : //clunyschoolranchi.com](http://clunyschoolranchi.com) | Contact : 7632079045





CLUNY CONVENT SCHOOL RANCHI, is run by the Congregation of the Sisters of St Joseph of Cluny which is an international Congregation working in all five Continents of the world in the field of Education. Cluny Convent School, Ranchi, was established in January 1989, under the registered Society of the Sisters of St. Joseph of Cluny in the Arch Diocese of Ranchi. The school is mainly for Christian Students but it is opened for all irrespective of religion, caste or community. The aim of the school is all round development of the pupils. Care is given to help each one to grow intellectually, spiritually, morally and physically in homely atmosphere and in close collaboration with parents. No effort is spared to inculcate values and habits of honesty, politeness, respect, neatness and regularity. Character formation, physical and academic excellence are the aim of the school. Pupils are expected to do their best to attain harmonious development which will make worthy citizens of a great nation, sincerely committed to God, nation, himself / herself.

RULES OF THE SCHOOL

- ♦ Enrollment in Cluny Convent School implies, on the parents willingness to comply with rules and regulation of the school specially about payment of school fee, and punctuality.
 - ♦ The academic year begins in April and ends in March.
 - ♦ Excuse for absence and late attendance should be made in the diary and submitted to the office. Punctuality will be strictly enforced and the school gate will be locked five minutes before school starts. Late comers will be allowed to attend class only with permission from the Principal.
 - ♦ Parents are requested to co-operate with school by enforcing regularity, observing only holidays indicated in the diary, regularly checking the academic progress, behavior and neglect of Home work.
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- The school uniform is compulsory on all class days. Pupil should be **clean and tidy**. Pupils who come to school shabbily dressed and unkempt are liable to be kept out of class. Jewellery and ornaments should not be worn.
 - Pupils are asked to be punctual for class every day. No absentee or late comer should enter the class without the written permission of the Principal. A pupil absenting himself / herself from school **5 days** in succession fee of **Rs. 5000 will be charged** if application is not submitted within **2 days**.
 - Irregular attendance, habitual idleness, neglect of homework, colouring hair, long nails with polish, disobedience and disrespect towards teachers and members of the staff or bad moral influence will justify dismissal. Pupils are responsible to the school authorities for their conduct and dress both in and outside school. Students who are careless about application, study, behavior etc. even after correction are given demerits slips. Three demerits slips result in suspension and dismissal..
 - **Absentees from examination/tests for any reason whatsoever will not be re - examined. Marks obtained in the Weekly, Terminal and Final Examinations will determine promotion.**
 - Students are not allowed to go home after attending few periods. However, in case of an emergency they will be allowed to go home with a written application by the parents or the written permission by the Principal. The child will be sent home only with the parents.
 - Pupils must be encouraged to develop a spirit of generosity and gratitude. Hence they should be made to take an active part in Charity Drives in aid of good causes.
 - The school is not responsible for any pupil before or after school hours.
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- The school fees cover twelve months, no reduction is made for holidays and broken periods. Monthly fees should be paid within the 15th of each month failing to which **fine of Rs.100/-** will be charged. Pupils whose fees are arrears may not be permitted to give examination. The founder Body reserves the right to increase fees at any time of the scholastic year, if an increment is deemed necessary.
- Parents are expected to refrain from blaming and abusing school authorities in case the ward becomes a victim of unavoidable mishap during school hours.
- **In case of late admission the fees from the beginning of the session will be charged.**

IMPORTANT INSTRUCTIONS

1. Filling up the form does not guarantee admission of your child.
2. Once the Form is filled no changes can be made later on.
3. Date of birth and name once recorded in Admission Form cannot be changed later.
4. All the decisions taken by the management concerning admissions will be final, binding and indisputable.
5. The applicants should strictly adhere to the age norms set by the school.
6. The application form should be submitted before the scheduled date/time. Late submission of the application form will not be accepted / considered. Incomplete forms will not be accepted / considered.
7. Parent should carefully read about the pedagogy, values and regulations of the school before taking admission.
8. **For Class K.G. to VII, T.C. of previous school is a must. It should be submitted before the starting of the session.**



The last Semester Marks Sheet has to be submitted of the ward studying in the previous school while submitting the application.

9. Admission is strictly as per the policy formulated based on merit. No donations are expected or accepted.
10. Once the application form has been successfully filled, it needs to be submitted in the school office, as per the dates that will be given to you.

• DOCUMENTS REQUIRED (HARD COPY)

1. BIRTH REGISTRATION CERTIFICATE WITH THE MUNICIPALITY/PANCHAYAT
2. AADHARCARD
3. BLOOD GROUP CERTIFICATE (ORIGINAL)
4. TRANSFER CERTIFICATE IN ORIGINAL FOR CLASSES KG to VII (BEFORE THE STARTING OF NEW SESSION)
5. FOR CHRISTIANS -BAPTISM CERTIFICATE AND A LETTER OF INTRODUCTION FROM THE PARISH PRIEST
6. RECENT PASSPORT SIZE PHOTOGRAPH OF THE CHILD IN WHITE BACKGROUND
7. RECENT PASSPORT SIZE PHOTOGRAPH OF THE CHILD WITH PARENTS IN WHITE BACKGROUND
8. NAME OF THE CHILD, PARENTS AND D.O.B SHOULD BE SAME IN ALL THE DOCUMENTS.

NOTE - ALL DOCUMENTS MUST BE PRESENT AND AVAILABLE DURING SUBMISSION OTHERWISE APPLICATION WILL BE REJECTED.

NOTE - ONLY ONE PERSON WILL BE ALLOWED TO ENTER IN THE SCHOOL FOR THE SUBMISSION OF THE APPLICATION FORM AND THE RELEVANT DOCUMENTS.



- **DATE, TIME AND MODE OF INTERACTION WITH THE PARENTS AND THE CHILD WILL BE NOTIFIED IN THE NOTICE BOARD or WEBSITE or THROUGH TELEPHONIC CALL, AFTER THE VERIFICATION OF THE HARD COPIES OF THE APPLICATION FORMS AND DOCUMENTS.**
- **SUBMISSION OF APPLICATION FORM DOES NOT GUARANTEE THE ADMISSION OF YOUR WARD.**

It is **compulsory** for both father and mother to be present on the day of interview. For Nursery there will be no written test. Girl child will be given preference to encourage the education of the girls.

Information regarding books, copies and stationary will be given later.

THANK YOU. GOD BLESS YOU.



