



Camellia School

DARJEELING

Affiliated to the Council for the INDIAN SCHOOL, New Delhi
Certificate Examination, New Delhi (WB/262)

83, Dr Zakhir Hussain Road, Darjeeling,
West Bengal, India - 734101
Landmark: Youth Hostel Darjeeling.

76022 15515 / 62961 00169

camelliaschool1980@gmail.com

www.camelliaschool.org

ADMISSION FORM

Date

Full Name of Child (in BLOCK letters)

Sex: ☐ Boy ☐ Girl Date of Birth

Mother's Name Occupation Mobile No.

Father's Name Occupation Mobile No.

Full Address

Local Guardian Name and Address / Mobile No

Email ID

Aadhar Card No. (If Applicable)

Passport No. (for foreign students)

Last School attended

Reason for leaving

Last Class attended Class to which admission is being sought for

Second Language opted ☐ Nepali / Gorkhali ☐ Bengali ☐ Hindi

Name of immediate relative studying at Camellia School (Mention Class & Year also)

Click
Right
in
above
box

SELF DECLARATION

I confirm that the information provided above is true and correct to the best of my knowledge.

I also confirm that if at any stage, this information submitted by me is found to be false/ invalid, the admission of my child would be cancelled.

NOTE :

Affix Recent Passport Size Color Photo.

Filled up form should be submitted at School Office by..... from.....

Further Notice on admission will be notified through Mobile No. / Email.

For any Admission Assistance, please contact the number mentioned above.

ENCLOSE :

2 Passport Size Photos

Photocopy of Birth Certificate.

Transfer Certificate in original.

Signature of Parent/Guardian

RULES & REGULATIONS

- Alcohol, Tobacco, Gutka, Chewing gum, Cigarettes, Pan, Pan-parag and/or any narcotic is strictly forbidden.
- Mobile phones and Expensive items are not allowed during school days, if found with the child they will be confiscated and will not be returned. Mobile phones will be allowed only during school functions with prior notice from the school.
- Proper prescribed uniform from outfitters Kaluram at Chowk bazar is to be worn to school. Fancy clothes belts and clothing items are not allowed. Black shoes are compulsory with ties and canvas shoes with games and track suit. Boys will maintain short hair, shaving of the head is not allowed. Girls need to tie their hair if their hair falls below the ears with only black or green hair bands in a single or two neat plaits. Make up, nail polish, fancy clips, earrings and rings, bangles are not allowed.
- English must be spoken at all times inside the school premises.
- Camellians are to maintain a respectable and honorable demeanor at all times inside as well as outside school.
- No child is to be seen at questionable public places in the school uniform. If a child fails to follow the rules he/she will face suspension for three days, followed by 15 days. If It is repeated and finally will be expelled.
- Harassment of any kind towards faculty or peers strictly forbidden. (physical, verbal, sexual etc) Camellia School has a zero tolerance policy towards any form of harassment or bullying.
- Fighting or any physical harm brought upon a student or staff member is strictly prohibited inside as well as outside the school premises.
The breaking of the above two rules will result in **Immediate Expulsion**.
- **Leave letter:** not to be written by students; parents or guardian who is an adult must write the letter of absence. All medical absence will need a copy of the doctor's certificate or a parent is to accompany the child so as to be allowed back in class.
- **Furniture and Fixtures:** Any damage to school property will be billed directly to the student concerned.
- Attendance has to be **85% to be eligible** to sit for examinations. Attendance at all school functions is compulsory.
- No one is to be absent during examinations or weekly tests.
- **Stationery:** All students are expected to bring their own stationery to school i.e. pens, rulers, pencils etc. Gel or ink pens to be used. Stationery (exercise books) will be provided by the school. Seniors can get their stationery on Wednesday of every week and Juniors on Thursday during recess on cash payment.
- Only Students who live close by can go home for lunch after an application is placed at the office.
- **Timings :** Schools starts at 8:30 am all students are expected to be in school by 8:20 am, school closes for the day at 3:30 pm . Late comers will be fined. During school days. **No student will leave the school premises without written permission.**
- **Fees:** All fees are to be paid by the 15th of every month by 12:00 pm on weekdays, at the Accounts office In the Junior wing. Parents and guardians are requested to come and pay the fees. Fees sent In the hands of the students will not be accepted. Fines will be applicable once the due date is passed. **ALL FEES SHOULD BE CLEARED BEFORE EXAMINATIONS FAILING WHICH STUDENTS WILL NOT BE ALLOWED TO SIT FOR EXAMS.**
- All report cards are to be returned within a week after the half yearly reports are sent out
- It Is mandatory to attend the First day of school as well as last day before any long weekend or holiday. Students who do not attend the mentioned days will be fined Rs 500 for each day that they are absent.
- We are attempting to maintain a plastic free and healthy food habit school, please refrain from sending packaged food and drinks for the children
- Parents are urged to check the school diaries of the children for home work and other information regularly. We encourage parents to keep in touch with the class teachers and the school so that a clear line of communication can be maintained.
- Please seek an appointment with the **Principal during school** hours in case of queries.