

Possession of this Prospectus does not guarantee admission to Sri Aurobindo Bal Mandir.

THE SCHOOL - SRI AUROBINDO BAL MANDIR

Sri Aurobindo Bal Mandir was established in January 1977 inspired by the unparallel methodology of child education based on the ideals and ideas of education of Sri Aurobindo and The Mother.

It is a co-educational Pre-primary school with Nursery and Kindergarten sections.

The aim of child education is to help a student of the School to discover his/her natural abilities, grow up progressively into an ideal child who having harmonious relation with other members of the community, will be useful to the society as a future citizen of the country.

The practice of prayer and observation of silence is a part of the education system followed here. The students begin their classes every day by offering a prayer to Sri Aurobindo and The Mother and observing a period of silence. As instructed by The Mother herself, punctuality, cleanliness and healthy habits are imparted in the students from the very beginning. Teachers are always aware to keep the light of curiosity about knowledge and interest to learn kindled in the tender minds.

The School programme is designed to give the students a good foundation in academic discipline, as well as cultural heritage of their Motherland as envisaged by Sri Aurobindo and The Mother. This is done by continuous exercise of the creative faculty and knowledge imparted to the student through the arts relating to the development of creative experience.

Apart from studies, extra – curricular activities appropriate for the students as per their age and ability are an integral part of the regular curriculum.

THE MANAGEMENT

The School is under the management of Sri Aurobindo Sakti Centre Trust, which looks after the institution on behalf of Sri Aurobindo Ashram, Pondicherry. The School affairs are looked after by the Board of Trustees of Sri Aurobindo Sakti Centre Trust. The Management and employees of the institution believe that if the spirit of service is maintained the institution shall be able to keep up the high standards with the blessings of the guiding lights - Sri Aurobindo and The Mother.

SCHOOL HOURS:

Nursery A	: 9.00 a.m. - 11.00 a.m.
Nursery B	: 9.00 a.m. - 12.00 noon.
KG -I	: 9.00 a.m. - 12.00 noon.
KG-II	: 9.00 a.m. - 12.00 noon.

The hours may be changed during the session if situation arises generating the need for such change.

- The School Office operates on working days from : 9.00 a.m. to 1.00 p.m.
- The Cash Counter operates on working days from : 9.10 a.m. to 12.00 noon
- There is a tiffin break from : 10.30 a.m. to 11.00 a.m

The hours may be changed during the session if situation arises generating the need for such change.

SESSION

The academic session of the School is from January to December of a calendar year.

HOLIDAYS AND VACATIONS

The School usually remains closed on Saturdays, Sundays and on Holidays (including Special Holidays) as per the list of holidays decided every year. There are three vacations during the year viz. Summer Vacation in May - June, Puja Vacation during Durga Puja and Christmas Vacation during the week of Christmas. The exact dates of commencement of vacations and re-opening of the School thereafter are announced every year before the respective vacations.

Apart from the above, following Special Days are observed :

Sri Aurobindo's Birthday	on 15 th August
The Mother's Birthday	on 21 st February
Other Darshan Days	on 24 th April and 24 th November

ABSENCE

1. Regular attendance in class for students is stressed upon.
2. Absence for birthdays, marriages, feasts, excursions, in view of anticipating or extending school vacations, in order to study at home are strongly objected to. In case the student is forced to take such leave permission must be obtained from the Principal beforehand.
3. Students should not be sent to the School when they have fever or other physical ailments even if tests or examinations have been announced.
4. A medical certificate must be produced for absence owing to illness for more than seven days. A certificate of medical fitness must be produced for joining school after recovery from any prolonged illness.
5. Continuous absence for 14 consecutive days without intimation, will be considered equivalent to the withdrawal of the student from the school and his/her name shall be struck off the rolls. In case of such prolonged absence, parents or guardians are to give intimation in writing.
6. In case of any contagious or infectious disease, the student will be allowed to re-join school only after he/she is given a fit certificate by a registered medical practitioner about his/her complete recovery and that there is no danger of spreading the disease.

DISCIPLINE AND GENERAL RULES

1. During normal school days, the School Gate opens at 8.40 a.m. on school days. Every student must be in School campus well in time so as to attend the Prayer every day. No student shall be allowed after 9.00 a.m. LATE ARRIVAL IS BREACH OF DISCIPLINE. The School reserves the right to allow a student to enter after 9.00 a.m. on normal School days and after the reporting time given by notice on occasions.
2. Parents / Guardians / Escorts are requested to send their wards on time and take them back immediately after the School gives over.
3. School begins with a Prayer every day. Every student must be present in their respective classes for the Prayer. During the change of teachers, or when going from one class to another, silence must be observed.
4. Every student attending School is expected to take part in School Activities.
5. Students are liable to make good the damage made by them to furniture, books and any other assets of the School.
6. Students will not be allowed to leave the School during School hours. If a student is to leave School for some emergency reason before School is over, Parents are requested to seek prior permission of the Principal through a written application.
7. Parents are requested to refrain from giving their children any expensive items for carrying to School. The School shall not be responsible for the loss of such items. No expensive jewellery or gadgets are to be brought to School.
8. No student is ordinarily permitted to carry large amount of cash to School. The School shall not be responsible for the loss of such money.
9. No books, periodicals or items of any objectionable nature are to be brought to School. Such items, if found, shall be confiscated and disciplinary action initiated against the student.
10. Students who have either copied from others or have given opportunity to other candidates to copy or communicated dishonestly with other candidates or found guilty of bringing answer sheets or substituting answer scripts, will have their results in the evaluations concerned withheld and will not be permitted to attend the remaining evaluations. This will also go against them while considering their advance to upper classes.
11. Students whose conduct is injurious to the moral tune of the School or who fail to observe the School discipline are liable to be removed from the rolls. The decision of the Principal is final in such cases.
12. Parents are not allowed to interact with the students in their respective classrooms during the school hours. Parents are asked to advise their children/wards never to leave the School premises without escort well known to him/her. He/she should consult his/her teachers in case of any difficulty.

13. **Parents and guardians are asked not to keep their purses, wallets, mobile phones or any other such items in the bags of their wards. Such items, if found shall be confiscated.**
14. **The Identity Card issued by the School to the parents/guardian of the student must be with the escort for identification. No student shall be allowed to leave with the escort (even if his/her own parents) if the escort comes without the specified Identity Card. The Identity Card issued to the student must be worn by him/her whenever the student is in the School.**
15. Children must be trained in the use of toilet, in the importance of self-control and of informing his/her teacher about his/her difficulties.
16. All communications must be addressed to the Principal. In all such correspondence, parents are requested to kindly mention the students Full Name, Class, Section and ID Number [the ID Number is printed below the student's photo in the ID Card].
17. **Any change of address, phone number or any other particulars maintained as information in the school records is to be intimated to the School authorities immediately.**
18. Parents are asked to keep in touch with the teachers and co-operate with them in the education of their ward.
19. The system followed here does not call for private tuition from any teacher. Therefore this is discouraged. In case any special help is required from any teacher of the school it should not be done without intimating the Principal.

SCHOOL UNIFORM

School uniform adhering strictly to the following specifications is compulsory for all students during all school days.

- For Boys**
- : White shirt with School Symbol
 - : White shorts, White socks, White canvas shoes
 - : Navy Blue pullover for winter
 - : White trousers for winter
- For Girls**
- : White Frock with School Symbol
 - : Navy Blue belt
 - : White socks
 - : White canvas shoes
 - : Navy Blue pullover with School Symbol for winter
 - : White trousers for winter

Cleanliness and neatness is stressed upon. Parents are requested to ensure that their ward inculcates such habits while attending school and school functions as well as any public place.

SCHOOL FEES

1. The school fees cover the calendar months from the beginning of the session 2024 to the end of the session.
2. Following are the Fees and Other Charges for the session 2024

Fee Components	Amount (₹)	Payment time
Admission Fees	12,000.00	to be paid at the time of Admission of the student in the School
Session Fees For Nursery –A For Nursery –B For KG- I For K.G.-II	5,500.00 6,500.00 6,500.00 7,500.00	to be paid at the beginning of the session
Monthly Tuition Fees	800.00	to be paid every month
Fine	20.00	to be paid for every month of default
Identity Card Fees [TWO cards]	100.00	to be paid at the time of issue of Identity Cards [new or duplicate]
Identity Card Fees [SINGLE card]	50.00	to be paid at the time of issue of Identity Cards [new or duplicate]
Transfer Certificate Fees	100.00	to be paid for obtaining a Transfer Certificate

3. Payment of monthly fees should be made by the 20th of every month. After the 20th, a Late Fine of ₹ 20/- per month is charged per month.
4. No reduction is made for holidays or broken periods.
5. Fees must be paid at the School Counter in cash only.
6. Twice in a year, the School fees are to be paid at a time as indicated below :
For May & June - in the month of May
For September & October - in the month of September
7. Students whose fees are due for three months or more are liable to have their names struck off the rolls.
8. Parents are requested to keep the receipts issued to them and produce them as proof of payment if needed.
9. All fees due must be cleared before a student is withdrawn from School.
10. The School Authorities reserve the right to revise the fees as and when required. In case of such change in any fee component, it shall be intimated through notice.

EVALUATION / ASSESSMENT

The school shall follow a method of continuous and comprehensive evaluation throughout the academic session taking into account all aspects of the child's personality development following the integral approach to education as advocated by the Mother and Sri Aurobindo.

The students shall be given progress report cards after a set of evaluations, to be returned to the school after perusal and signature of parents. At the end of each session, the progress report cards are given to the student for his / her keeping.

PRIZES

With the primary objective of encouraging students, certain prizes may be awarded based on their performance during the academic session. It is to be noted that awarding of a prize is the sole discretion of the Managing Committee of the School.

ADMISSION AND WITHDRAWAL

1. Dates for distribution of Admission Forms shall be intimated through Notice in the School Notice Board.
2. Age limits for Admission for the session 2024 (as on January 1, 2024) :
 - Nursery A – minimum 2 years 6 months
 - Nursery B – minimum 3 years
 - KG I – minimum 4 years
 - KG II – minimum 5 years

The above age limits are subject to change as per Government rules and regulations.

3. Parents/Guardians are to collect Admission Forms from the specified counters at the School during the specified dates and time.
4. When filling the form of application for admission, the guardians are requested to enter all particulars, with the greatest possible accuracy.
5. For fresh admission, a birth certificate should accompany the application with other enclosures. No change in the name and date of birth is permitted later.
6. Before withdrawing a student from the School, a calendar month's notice in writing is to be given and fees upto the month of withdrawal is to be paid.
7. No Transfer Certificate will be issued until all dues have been cleared in full. Duplicate copies of Transfer Certificates are not issued.

The rules as above are subject to amendment from time to time if deemed necessary by the School Authorities. Any change / modification in rules and regulations or any information or notice of importance shall be put up on the School notice board(s).

Parents / Guardians are asked to study the School Regulations carefully and follow these faithfully.

Parents / Guardians are advised to check the School Notice Boards regularly for any information or intimation.

In case of all matters pertaining to the school, the decision of the Principal (and in his absence, the Vice Principal) is final and binding.

As you are aware, subsequent to the COVID- 19 pandemic, changes are being brought in the way and process of holding classes. An example is holding of classes on remote access basis. Different situations over the new-normal are evolving and the School is trying its best within its means and resources to cope with it to carry on the responsibility of imparting education to its students. Procedures and rules may be amended from time to time, as deemed necessary by the School Authorities. Parents and guardians are requested to follow the same faithfully. In case of such matters the decision of the Principal (and in his/ her absence, the Vice Principal) is final and binding.

"The business of both parents and teacher is to enable and to help the child to educate himself, to develop his own intellectual, moral, aesthetic and practical capacities and to grow freely as an organic being, not to be kneaded and pressured into form like an inert plastic material."

Sri Aurobindo

Some thoughts of The Mother on Education

"Children have everything to learn. This should be their main preoccupation in order to prepare themselves for a useful and productive life."

"At the same time, as they grow up, they must discover in themselves the thing or things which interest them most and which they are capable of doing well. There are latent faculties to be developed. There are also faculties to be discovered."

"children must be taught to like to overcome difficulties, and also that gives a special value to life; when one knows how to do it, it destroys boredom for ever and gives an altogether new interest in life."

"We are on earth to progress and we have everything to learn."

"School is just a preparation to make the students capable of thinking, studying, progressing and becoming intelligent if they can – all that must be done during the *entire life* and not only in school."

"The children must be happy to go to school, happy to learn, and the teacher must be their best friend who gives them the example of the qualities they must acquire."