



HOSTEL HANDBOOK

The information furnished in the handbook is for the convenience of the parents and students. The school management reserves the right to change or amend any part of the contents without prior information from time to time and as and when required.

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1. INTRODUCTION

Our mission is to work together to build a safe, respectful and nurturing environment focused on maximizing each child's intellectual, social, physical, moral development in an academic-rich environment and acquisition of skills and mindset to thrive. We intend that all the children should enjoy their learning, participate in a child-centered, research based program that addresses unique learning style and become independent life-long learners.

2. CAMPUS & ATMOSPHERE

When one enters the gates of Green Valley School for Children, a sense of calm and tranquility is felt. The beautifully maintained gardens with their blooming flowers and the untypical school building come as a pleasant surprise to the uninitiated visitor. There is hardly any noise that one usually encounters in the area. It is this pleasant feeling that makes up the climate of the school. There are over 1200 trees on the campus. They include fruit trees such as mango, jamun, amla, lemon, guava, pomegranate and ornamental trees such as laburnum, drooping ashok, palm, bottlebrush, and many others.

The most pleasant physical environment of the School, the beautiful garden, and general air of order and organized functioning adds in no small measure to the value of a conducive environment in which to grow up in and from which to learn. **There is an atmosphere of freedom, fun and learning.** Teachers have fairly high academic freedom and a lot of experimentation and varying implementation takes place in the classrooms.

GSFC Hostel is a home away from home. Love, care, and sympathy from teachers ensure that children are happy and contented at school.

Staying in a Boarding School is a unique experience. The student experiences what it is like to live in a community where learning, personal growth and exploration are top priority; where programs and activities are abundant; where making friends is paramount; and where success is celebrated. To inculcate a sense of responsibility among the students, suggestions regarding the planning of the menu are invited from them, on a regular basis. Teachers work with students, share meals and often live on campus, making it a difficult environment to duplicate anywhere else. While the educational experience at Hostel is important to personal and educational growth and development, it's also a precursor to life after school.

Parents sending their children to a Boarding School will have many queries and anxieties. Hence, GSFC ensures that a child on becoming a part of our hostel is provided all the facilities he would have had at home. It can't be denied that improper Hostel facilities affect a child's concentration and involvement in his/her daily activities in school. Keeping this in mind, the school endeavours to provide Hostel facilities of optimum standard and quality.

3. HOSTEL

Spacious Air-conditioned rooms are shared between six students. Every student has an independent cupboard. Education at GSFC goes beyond the four walls of the classroom. All students, without exception participate in co- curricular activities. Weekend activities include in-house and out of campus activities. GSFC hostellers experience a well-structured sports program including training programmes in Swimming, Taekwondo, Table Tennis, Badminton and Skating. The students are also exposed to various forms of dance as well as Art & Craft, which forms an integral part of learning. All students have to compulsory attend these events unless exceptional circumstances. Extra classes / remedial is the USP of the hostel facility, where only hostel boarders are getting day to day basis revision, remedial and extra support with the respective subject teachers. Attending extra classes is compulsory for all the boarders, the tuition timings to be followed strictly, late comers may result in cancellation of recreation or sports duration.

4. POCKET MONEY

- 4.1** Boarders are issued with a fixed amount of pocket money. This will be deducted from the student's Imprest Account and disbursed by the Manager.
- 4.2** Please note that we do not allow students to carry large sums of money. It is the house parent's responsibility to maintain the account of each individual boarder in his/her care and to inform the accounts department of such expenditure.
- 4.3** Parents would be required to replenish the imprest account as and when required. Instructions for the same would be given by the house parent.

5. LAUNDRY

- 5.1** All laundry of boarders is taken care of under the direction of the supervisory staff.
- 5.2** Students are to hand over their clothes to the supervisory staff as instructed according to the roster.
- 5.3** All clothing and articles sent for laundry are tagged for identification purpose.

6. DINING

GSFC is proud of its state of the art Canteen. Five meals a day, which includes three full meals including breakfast, lunch and dinner, as well as mid-morning and evening snacks are served. The menus are varied and offer a mixed and several cultural styles. The catering department, along with a qualified nutritionist ensures a well-balanced diet of vegetarian Indian, Chinese, Continental. The elaborate menu is changed regularly in consultation with the staff and students. Parents are requested to notify the school in writing if the child suffers from any specific allergies in order for us to take adequate precautions as and when required. Members of the staff eat along with the students to ensure that children learn correct eating habits; to see that children eat enough of the right things to keep them healthy and fit and also to get to know the students better in a different and informal setting.

7. HEALTH SERVICE

- 7.1** Parents/ Guardians must provide all significant details of the student's health at the time of admission.
- 7.2** All students must have childhood inoculations as required by the Government of India.
- 7.3** Parents must inform the Principal/Manager in writing if their child has any known medical condition/disability or health problem or is unable to take part in physical education or sporting activities or has been in contact with a person with infectious disease. The student must not be sent to school if unfit to attend or is suffering from a serious contagious disease.
- 7.4** Regular medical checkups are undertaken for all boarders, and their records include height/weight information which is recorded.
- 7.5** Parents are expected to fill in a comprehensive medical fitness form before admission. These form the base of each boarder's medical record. We require

detailed instructions from parents on how to deal with any special medical problems e.g. diabetes, asthma or allergies. We request that students receiving transient or long term medical treatment discuss this with the Manager/Principal, prior to starting school and that the appropriate medical information be documented on such students' medical forms.

7.6 The School provides first aid facilities only at school. Emergency medical treatment (including general anesthetic) at a recognized hospital will be provided if a parent cannot be contacted in time as per the consent given in the medical form at the time of admission. Every effort would be made to contact the parent in such circumstances. In the event of a medical emergency we shall do our very best to contact parents/guardians immediately.

7.7 The school will endeavour to look after the student in the event of any emergency health problem, during school hours, however the school will not be responsible for any consequences. Students returning to school after absence, including vacation, must provide details of any illness contracted or accident met with during the absence.

8. PASTORAL CARE

Pastoral care is an active demonstration of concern for the growth and wellbeing of every each student in particular. It is a commitment to the broader school community in general. It focuses on cultivating an environment and culture that supports the physical, social, intellectual, emotional and spiritual development of every student.

At GSFC, Pastoral Care includes proactive elements such as:

- a) Developing skills that build resilience
- b) Promoting a school culture that emphasizes respect, teamwork and participation.
- c) And reactive elements like;
- d) Providing comfort in response to hurt
- e) Encouragement in the face of disappointment.

9. SAFETY AND SECURITY

GSFC takes all necessary steps to enhance overall security management in the campus. GSFC strives to focus on protecting all students and staff. A security policy has been developed to enable GSFC security staff to adhere with all fairness and consistency. Our security staff abide strictly by the security policy and demonstrate fairness and consistency.

The Security monitors and responds to all emergencies 24×7. The CCTV network is in operation on campus and is monitored and recorded for the purposes of prevention of untoward incidents from bullying, for the safety of our staff and students and for the protection of school property. This system is in operation round the clock, every day. GSFC also takes a strong stand against drug and alcohol abuse, along with a zero tolerance policy towards bullying.

10. COMMUNICATION WITH CHILD/SCHOOL

Parents can communicate with the House Parent between 4:00 p.m. to 5:00 p.m. on all the working days.

Child can call parents on every Sunday. Only one call will be allowed per week, unless exceptional circumstances. On emergency occasions students may use the school phones with the permission of the house parent.

School Telephone numbers are 9510405055 and 9510405054 (Call between 9:00 a.m. to 3:00 p.m.)

In case of any emergency parents can call 8980594222 or 9560520878.

11. PARENT MENTOR MEETINGS

The PMM shall be scheduled at regular intervals of time all through the year to address specific concerns and progress of child. PMM at regular intervals helps the staff, students and parents to share information. The personal profiles, achievements, attendance records, academic progress, report cards, discipline and sanctions, school communications for your child are shared in the PMM.

Report card will be issued twice a year - in September/October end for Mid Term exams and final report card in March end of each academic year.

12. MEDICAL

At GSFC we are always extra careful about the health of the children and staff. The School Medical Room is open 24 hours to look after the medical needs of the children. A qualified and prominent doctor provides the basis for immediate concerns. The school has its own vehicles for medical emergencies. Further, the school shall also arrange for visiting doctors on campus like dentists, eye specialists, skin specialists and general physicians from time to time.

13. GENERAL RULES FOR THE HOSTELLERS

To engender and enhance discipline among our boarders we request you to adhere to the following hostel rules:

- 13.1** Hostellers will follow the daily routine of the hostel and school unless exempted on medical grounds or recommendation of the Hostel Warden.
- 13.2** No student will be allowed to enter the hostel during school hours without an escort.
- 13.3** Hostellers will not be allowed to keep more than Rs. 1000/- or any valuables in their possession.
- 13.4** Hostellers will not be allowed to take medicines without the prior knowledge of the Hostel Warden/ Medical Officer.
- 13.5** Electrical gadgets like heaters, kettles, irons or any other such appliances will not be allowed in the hostel.
- 13.6** Cupboards will be arranged neatly. Surprise checks will be made by the Hostel Warden. Any extra items, other than those specified in the hostel kit will be confiscated.
- 13.7** Results of school tests and examinations will be sent to the parents through the Hostel Wardens within 10 days after every exam.
- 13.8** Any hosteller falling sick, will report to the school medical room. Emergency cases will report immediately to any staff member escorted by the School Manager.
- 13.9** Hostel Attendance Timings: 1:30 p.m. & 8:30 p.m.
Light off Timings (subjective): 10:30 p.m.
- 13.10** Leave Rules: Students are allowed to visit local guardians through the system of gate passes issued to them by the Hostel Wardens. Authority letters will not be accepted. Local guardians or parents must collect their wards personally.
- 13.11** Entry after weekend outings will be before 8.00 p.m. on Sunday. No student will be allowed to enter the hostel after 8.00 p.m. without prior intimation.
 - 13.11.1.** All students must report on the given date after any vacation.
 - 13.11.2** Any application for attending marriages, functions or any other eventuality during the school term will not be entertained unless it pertains to immediate family members. Written permission for the above should be obtained well on time.

- 13.12** Visiting Hours: Parents and local guardians may visit their wards any time, however, duly informing the School beforehand.
- 13.13** Visitors and parents are not allowed to visit the hostel/ dorms. They will meet their wards in the visitor's room. Parents are required to leave a telephone number and address with the warden for immediate contact in case of any emergency. If a student returns after any illness, he/ she should bring a fitness certificate, get it signed by the doctor and show it to the warden before rejoining the hostel.
- 13.14** Compulsory Study Hours: 9:30 p.m. to 10:15 p.m. in respective rooms under supervision of floor wardens /attendants/ teachers. On the examination days the study timings can be extended for study in the common hall on their respective floors. However all lights in the rooms must be switched off at 11:30 p.m. All students must maintain silence during these hours.
- 13.15.** The hostellers will remain on their respective floors after the night roll call for self study. The study hour supervision will be done on their respective floors by their respective floor wardens.
- 13.16.** Meal Timings:
- | | |
|-------------|-------------------------|
| Breakfast | 7:30 a.m. - 7:45 a.m. |
| Lunch | 10:30 a.m. - 10:50 a.m. |
| Evening Tea | 5:00 p.m.- 5:20 p.m. |
| Dinner | 8:00 p.m. - 8.30 p.m. |
- 13.17.** Holidays breakfast timing will be 9.00 a.m.to 9.30 a.m. No breakfast will be served after 9.30 a.m.
- 13.18.** PE is compulsory for all hostellers unless they are exempted by the school clinic doctor. Students will wear the comfortable sportswear for PE activities.
- 13.19.** Parents and Local Guardians can contact their wards over the school Telephone no.9510405053.
- 13.20.** Students will be punished for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors or any other form of vandalism.
- 13.21.** Serious offences like cheating in examinations, stealing, physical violence or damaging school property will be dealt with severely and could mean suspension/expulsion from the hostel depending on the severity of the offence.

13.21.1 Students wanting to bring mobile phones, have to deposit their phones with the warden. Strict disciplinary actions will be taken on defaulters and the mobile phone will be confiscated.

13.21.2 The students will be allowed to use their phones once a week for an hour on stipulated times provided by the warden.

14. GENERAL RULES FOR THE PARENTS / GUARDIANS

- 14.1** Parents/guardians are not permitted to meet the boarders, without the permission of the Principal. They will be allowed to meet the students only on prescribed days. During school hours, parents/guardians are not allowed to visit their wards.
- 14.2** Parents are requested to hand over their and guardian's photographs, details with phone numbers of theirs to the school office.
- 14.3** If during the course of a session a student needs to go home, he/she must obtain permission from the Principal in the form of a Leave Request and provide a written request sent by the concerned parents to the administration, giving the valid reason. In this regard, the school's leave policy will be observed. Local Parents can take their wards on weekends and send them back on Sunday evening. Avoid taking them on all the weekends. They can find difficulty in adjusting in the hostel.
- 14.4** No permissions will be granted to any student living in hostel for spending night out on weekends unless the parent themselves are available in the town and the student living in hostel stays with them.
- 14.5** Parents are advised not to contact the students during mandatory study hours.
- 14.6** Parents should not supply medicines to the students, unless, specially advised by the family doctor. These must be handed over to the house parent along with instruction/prescription regarding its administration. Such medicines are to be administered entirely at the responsibility of the parents.
- 14.7** The parents are advised to meet their wards on second Saturdays of the month. In case of emergency, the parents or guardian may be allowed to meet with the prior written permission of the Principal.
- 14.8** On school holidays (Summer Vacation , Winter Vacation, Durga Puja etc) students are not allowed to remain in the hostel without a genuine reason, however, in special cases a student may remain in the hostel if he/she has the written consent of the competent authority. This privilege could be revoked any time.
- 14.9** Parents desiring to send any item to their ward should either deliver the same to the Warden or his/her nominee personally.

15. LAPTOP AND TABLET

Students wishing to use their personal digital devices, both at school and in their Hostel house are to follow the guidelines below:

- 15.1** They are to be used for academic purpose only.
- 15.2** A student is not permitted to lend or borrow his/her device from any other student.
- 15.3** The playing of computer games, music and movies are prohibited at all times.
- 15.4** The House Parent can check all devices used by the boarders at any time.

16. PERSONAL BELONGINGS

In order to identify the garments of individual students we have allotted each child a specific number.

- 16.1** The garments & shoes of your ward should be labelled with embroidery tag.
- 16.2** To have a common length and thickness, the students should purchase school socks from the consumer store.
- 16.3** The trunk / suitcase must have name and address of the student on it.

17. ABSENCE FROM CAMPUS

No Hostel student may leave the campus without the proper Campus Exit Slip duly, completed and signed by the local guardian.

18. RULES FOR EXIT/OUTINGS

- 18.1** Parents are not allowed to meet their ward(s) in school/hostel without the prior consent of the School.
- 18.2** Children will be allowed to go for an outing only on the last day of the month. Parents are requested to pick their child on the second last day of the month after 2.00 p.m. for the outing.
- 18.3** Gate pass for day/night out or to meet your ward (s) can be issued by the concerned Warden.
- 18.4** In case of emergency, the Warden may issue the gate pass on instruction of the Principal
- 18.5** When students are unable to return on time after weekends/holidays, a leave should be sent to the Warden by local guardians within 24 hours.

19. REQUESTS FOR LEAVE

Please do not make requests for school leave during the ongoing term unless it is for:

- 19.1** Serious ill health concerns or the death of a close family member.
- 19.2** To attend a public exam i.e. SAT, TOEFL, interview/exam for University / college entry.
- 19.3** To attend a marriage in the family, restricted to that of a direct sister or brother, and a direct aunt or uncle. In such cases the student will be permitted 3 days leave only which includes travel.
- 19.4** To attend extra-curricular activities paid for by the parents/local guardians held outside the School campus
- 19.5** Should extraordinary leave be granted by the Principal for the above, the parent/guardian is responsible for all conveyance arrangements which can be made available by the School, however that shall include chaperoning their charges.

20. FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

Before a student joins the hostel, the following documents / formalities must be completed.

- 20.1** An undertaking by parent regarding having gone through the norms mentioned in the Hostel Handbook. (Appendix I)
- 20.2** An undertaking letter from the parent, indicating atleast one name and corresponding address (with photograph and telephone number), who would act as the local guardians. Parents' contact numbers to be available in school in case of any emergency. (Appendix II)
- 20.3** A certificate certifying that no costly belongings are retained by the student. (Appendix III)
- 20.4** Medical fitness form to be submitted at the time of admission. (Appendix IV)
- 20.5** Indemnifying the School against any damage, sickness, accident or death caused during the normal functioning of school activities and medical consent. (Appendix V)
- 20.6** A certificate authorizing the School to make arrangements for school activities, such as swimming, excursions, computers, sports, music, dance etc. (Appendix VI)
- 20.7** A certificate of acknowledgement regarding the refund of fees (Appendix VII)

Appendix I (Undertaking by Parent/Guardian)

I/We, Mr & Mrs..... Parent/Guardian of Master/Miss..... Student of class..... and a boarder of Green Valley School for Children, Gandhinagar from the session 2024-25, hereby declare that I / we have carefully gone through the rules and regulations as enumerated in the Hostel Handbook 2024-25 and undertake to abide by the norms and procedures of the same. I / We, also assure my / our full co-operation with the school authority and the hostel staff.

I/We, am/are aware that the escalation in the school and hostel fees is linked with the rise in the price index and may be increased by about 10 to 15% at the beginning of a subsequent session without any prior intimation, as determined by the School Board of Management.

I/We, fully understand that absolute care will be taken of my / our ward(s) by the hostel authority for his/her safety and security during his/her stay in the hostel. However, the element of risk is always involved and understandable. Under any circumstances I/we shall not hold the school hostel authority responsible for any untoward incident that might occur during my/our ward(s) stay.

I/We hereby undertake that if at any stage my/our ward(s) violate school and hostel norms the appropriate authority can take any action as deemed fit.

Name of the Father	Signature & Date
Name of the Mother	Signature & Date
Name of the Local Guardian	Signature & Date

Appendix II (Guardian and Emergency Contact)

I..... hereby declare
that is my ward. I
nominate the below mentioned guardian’s for my child, relevant information for which
is furnished herewith. (Please mention atleast one Guardian)

<p>Guardian’s Name</p> <p>.....</p> <p>Guardian’s Office Address:</p> <p>.....</p> <p>.....</p> <p>Guardian’s Residence:</p> <p>.....</p> <p>.....</p> <p>Guardian Phone No:</p>	<p>(Please paste photograph of the guardian here)</p>
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(Signature of Guardian)

Guardian's Name Guardian's Office Address: Guardian's Residence: Guardian Phone No:	 (Please paste photograph of the guardian here)
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(Signature of Guardian)

Contact Address in Case of Emergency:

.....

.....

Emergency Contact Name:

Emergency Mobile No:

Date:

(Signature of Parents)

Appendix III (Belongings)

To whomsoever it may concern

This is to certify that
son/daughter of student of
class in Green Valley School for Children, Gandhinagar, is not carrying
nor retaining costly belongings as per the norms and regulations of the School, and I
hereby certify that the School shall not be deemed responsible for any loss/ theft/
accidental damage of costly belongings.

Date:

(Signature of Parents)

Appendix IV

MEDICAL FITNESS FORM

(to be submitted at the time of Admission)

Name of Student

Date of Birth Age Gender Blood Group

Visible Mark of Identification

Permanent Residence

.....

.....

Name, Address and Phone No. of Family Doctor

.....

.....

.....

Has the child ever been diagnose with Diabetes/ Hypertension/ Sleeping Disorder/
Anorexia/ Tuberculosis/ Asthma/ Epilepsy or any Psychiatric Illness (Yes / No)

If yes, provide details of treatment taken and Name and Address of the Doctor

.....

.....

.....

Is the student suffering from any heart disease? (Yes / No)

Is the student suffering from any disease which may require sudden emergency
treatment? (Yes / No)

If yes, please mention the line of treatment it may require

Is the child suffering from any fear / phobia. If yes, please specify

Other than above any other medical information you want to give

.....
.....
.....

I certify that I have carefully examined

Daughter/Son of Mr/Ms/Mrs

whose signature is given below. Based on the examination, I certify that he/she is in good mental and physical health and is free from any physical defects, which may interfere with his/her studies including the active outdoor activities.

Date

(Parent's Sign)

(Name and Signature of the Medical Officer)

Appendix V (Medical Consent)

Name of the student

(Parents/Guardian) I, (We), agree to give consent to Green Valley School for Children, Gandhinagar for or to provide health services for the child such as Health care including medical examinations, Dental care including dental examinations and in case of emergency health care for accidents or illness, the child will be taken to the emergency Hospital/Clinic, and parent or guardian will be notified immediately. The parents and/or school, as needed, will provide transportation of the child to and/or from another facility for these services. I/We hereby indemnify the School against any damage, sickness, accident or death caused during the normal functioning of school activities and medical consent.

Date:

(Signature of Parent/Guardian)

Appendix VI (Parental Consent)

Date:

To,

Green Valley School for Children

Gandhinagar

I agree to my son/daughter participating in educational visits and other off-site activities including: all school organised off-site activities before, during and after the school day; all visits which take place during the holidays or a weekend; adventure and sporting activities at any time. I hereby undertake to authorize and indemnify the school and the staff accompanying the group against any costs and expenses reasonably incurred by them on behalf of my child during the visit, and indemnity shall extend to claims, damages, costs or expenses against the risk of which Green Valley School for Children member of staff are entitled to be indemnified.

In exceptional circumstances a further consent may be requested but the school will send parents information about each trip or off-site activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular visit or activity.

This consent will apply for the duration of my son/daughter enrolment at the above school or until withdrawn in writing.

(Signature of Parent/Guardian)

Appendix VII (Refund)

Date:

To,

Green Valley School for Children

Gandhinagar

I have carefully reviewed and understand the rules and regulations of the School, and the School/Hostel Fees of my son/daughter _____ shall unequivocally and without exception be deemed non-refundable in the event of their withdrawal from Green Valley School for Children, Gandhinagar.

(Signature of Parent/Guardian)