



BOARDING HOUSE HANDBOOK 2023-2024





Boarding Life at Birla Public School

Manish Saraswat
Dean (Pastoral Care)

It is a great honour to be part of the boarding community at Birla Public School. Our boarders are offered more than just a home away from home; they are nurtured and guided as they embark on their journey of academic, social and character development.

- ❖ We believe that boarding should be an enjoyable and memorable experience, and our dedicated boarding staff are instrumental in providing care and support for each boarder.
- ❖ It is our goal to compliment the world-class education provided by BPSK with a caring and homely environment for our boarders.
- ❖ In addition to the extensive co-curricular program offered at BPSK, our students can enjoy a wide variety of activities to maximize their boarding experience. The strong bonds which are forged among the students are reinforced through weekend recreational activities, boarding house competitions and a range of inter-school opportunities.
- ❖ BPSK maintains a modern boarding environment where every child is nurtured and can flourish.
- ❖ We invest in all boarders' individual pursuits and are committed to supporting them to achieve their dreams.
- ❖ The information included within this handbook provides a snapshot of boarding at BPSK.

I am always available to talk about boarding in BPSK on 9251028310 or dop@bisk.edu.in





Our Vision & Mission

Our Vision

"Providing wholesome school experience by fostering Future-Ready Education in a Safe and Nurturing Environment."

Our Mission

"Our mission is to empower students with a Future-Ready Education, nurturing their growth in a Safe and Supportive Environment."

We are committed to fostering holistic development, academic excellence, and character-building, preparing students for a successful and fulfilling life beyond our doors."







Our Staff

Children are supported by qualified and dedicated boarding staff who provide the necessary support to the students in their care.

Boarding house staff has clear approach about the management and leadership of the practice and development of boarding in the school, and effective links are also set between academic and residential staff.

Boarding staff possess adequate level of experience, competence and/or training as well as personal character qualities. They maintain all those records that are mandatorily required to be maintained and monitored by the school and action is taken as appropriate. Boarding staff and Academic staff are trained in Pastoral Care and observe Child Protection norms. They are friendly, positive and proactive.

As a fully residential school, BPSK maintains a substantial building of hostels for students, both for boys and girls. These are grouped, for administrative convenience, into four houses comprising up to four hostels, namely-

- a) Shekhawati Bhawan (For boys from classes XI and XII)
- b) Mewar Bhawan (For boys from classes V to X)
- c) Marwar Bhawan
- d) Hadoti Bhawan (For all girls' students)

The Dean (Pastoral Care) is the Head of the Department and looks after the general welfare of Students and advises the Housemasters on matters concerning their functions. The Dean is assisted by Housemasters and Hostel Superintendents of these boarding houses. The Dean (Pastoral Care) is also assisted and advised on matters concerning general administration by the Administrative Office and Head of the Institution.

The Housemasters look after the affairs of their respective Houses and advise hostel superintendents on matters concerning their functions.

The Housemaster in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostel. The Housemaster is assisted by the Hostel Superintendents and house attendants.

At the hostel level, there is a Hostel Committee consisting of a Dean (Pastoral Care) and six teacher members elected directly by the General Body of the hostel concerned. The Committee will actively participate in (or collaborate with) the Housemasters in the routine functioning and organizing of all activities of the Hostel to ensure smooth running of the Hostel activities.



Boarders' health

- ❖ A medical examination is carried out on every boarder at the time of admission by the Doctor/Hospital assigned by the school.
- ❖ Parents are appropriately informed about medical conditions of their wards by the Doctor and or by the school. Adequate record of medical conditions and treatments given are maintained.
- ❖ The school has appropriate policies for the care of boarders who are unwell. These include first aid, care of those with chronic conditions and disabilities, dealing with medical emergencies and the use of household remedies.
- ❖ In addition to the above provision on site, boarders have access to local medical, dental, optometric and other specialist services or provision as deemed necessary as recommended by the Residential Medical Advisor/Doctor.
- ❖ Prescribed medicines are given only to the boarder to whom they are prescribed. Boarders are not allowed to self-medicate themselves unless assessed and recommended by the Residential Medical Advisor/Doctor.
- ❖ The confidentiality and rights of boarders as patients are appropriately respected.
- ❖ The health Card entry is initiated on the day of induction of the hostel ward and an Immunization Card of the boarders to be procured from the parents.
- ❖ Periodical medical checkup for dental and optic health are also conducted and the records to be maintained in the health card.
- ❖ The fumigation and fogging are done periodically to control insects and mosquitoes.
- ❖ The disinfectants, pesticides and insecticides are kept under the lock and key in the safe custody of some in charge.





Expectations from the Boarders

All residents are required to maintain standards of behavior expected of students of a prestigious institution of national repute. They are expected to behave courteously and fairly with everyone inside and outside the BPSK campus.

All residents are required to always carry their valid Identity Cards issued to them by the Institute.

The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.

The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be charged from his/her account. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.

In the hostel premises following are strictly prohibited –

- ❖ Intimidation or violence.
- ❖ Willful damage to property.
- ❖ Shouting and using abusive language in their own hostel or in another hostel premises and campus.
- ❖ Using abusive language.
- ❖ Any kind of physical harassment.

When the students go out of their room, they should switch off all the electrical appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.

Apart from all the above-mentioned points a boarder should take care of school property as his own.



Dress and Appearance

Before breakfast and during School hours, boarding students are required to follow the school's dress code. After school and on weekends, boarders are able to change into neat casual clothing. All boarders must have appropriate footwear with toes covered when leaving the Boarding House and attending meals. Casual clothes and school uniform must not be mixed, and children are encouraged to wear neat casual clothing when on local or weekend leave.

Boys must take responsibility for their personal grooming which includes being clean shaven, a neat haircut with no colored or dyed hair, and no shorter than a number three. School expectations on dress and personal grooming are also expected within the House. Girls must also follow the same, no imitation/real jewellery/fancy items must be worn. They must also tie their hairs with bands and wear proper school uniform/casuals wherever applicable.





Starting the Boarding journey

Boarding Life

To best prepare for the boarding journey we believe the following skills and habits are important:

Personal skills

1. Being neat and tidy and respecting your personal area.
2. Making bed and putting items away.
3. Being organized and using time wisely.
4. An understanding of study time and working effectively and independently.
5. A strong set of social skills to ensure positive interactions with boys across a range of ages and backgrounds based on honesty, respect and kindness.
6. Understanding the importance of goal setting.
7. Willingness to try new things and making the most of opportunities presented, specifically with managing study and leisure time.

Hygiene

1. Showering daily with soap.
2. Using deodorant.
3. Brushing teeth twice daily.
4. Putting dirty clothes into the laundry daily.

Communication

1. Communicating any concerns and asking for help in a timely manner.
2. Ensuring regular communication with parents and staff to keep them up to date and informed.

Mobile phones

1. Mobile phones are not permitted to be kept with the students.
2. Students travelling to school may bring it but needs to be submitted with the housemaster.
3. Mobile phones are given only once a week/on any specific occasion for limited hours.
4. These should not be misused/kept in hidden custody.

Academic expectations

All boarders at BPSK can access academic support outside of the classroom in consultation with their classroom teacher, through regular sessions being run for core subjects as well as the extra academic support offered to boarders.



The Boarding House

We understand the importance of the lead up to your ward attending BPSK as a boarder. The following checklist provides a guide for what needs to be packed the very first time. Please ensure all personal items and clothing are named.

School Uniform Requirements

School uniform requirement is fulfilled by the school store. The Child is taken to the store for measurement and then provided the uniform. For senior boys/girls trouser/skirt and blazer measurement is arranged from outside.

Children require the following School uniform clothing:

1. 1 x Belt
2. 1 x Blazer
3. 2 x School shorts/Skirts (For Junior boys/girls)
4. 3 x Grey pants
5. 1 x School shoes
6. 3 x Shirt – long sleeved
7. 3 x Shirt – short sleeved
8. 4 x Socks – grey cotton
9. 4 x Socks – grey wool
10. 1 x Tie – school
11. 4 x House T-shirts
12. 4 x House shorts
13. 2 x Track suits

Room

Please note we do not permit any electronic item in the room.

1. Alarm clock
2. Coat hangers
3. Personal Bedhseet-01
4. Casual cloths – 02 Pairs
5. Personal Jackets- 02
6. Vests & Briefs- 06 pairs
7. Personal sports shoes-01 pair
8. Sports accessories – 01 as per requirement
9. Spare blanket – named (optional)
10. A pair of sandals

Bathroom and Toiletries

1. Bar soap and/or body wash
2. Deodorant (roll-on preferred)
3. Hairbrush
4. Hair gel/Hair Oil
5. Moisturizer
6. Telcom Powder

Other additions if any

[illegible]

1. Insect repellent
2. Multivitamins
3. Prescription medicine
4. (to be given to Health Centre on arrival)
5. Retainer/mouthguard



What not to bring

In BPSK, we have a fully functional Mess with bakery. Also, there is A provision of a sound system, a projector with screen and Computers with internet connection. Apart from that weekly magazine and daily newspaper is also provided. All boarding houses have badminton courts and facilities for indoor games.

The Boarding House is fitted with heating and cooling throughout, so no pedestal fans or portable heaters are required. Dangerous items including knives, heating rods and laser pointers are strictly forbidden and must not be brought to the School and Boarding House. We provide very nutritious and scrumptious meals in the school, so any kind of eatable is not allowed. Although, ½ kg mixed dry fruits can be brought by the student.

A Day in the Life of a Boarder

One of the strengths of the BPSK boarding Houses is to encourage a safe and homely environment where students and staff live and work together as an extended family. Boarders rise at approximately 6:00 am for morning PT and Yoga. After doing the exercises, they are provided milk and Biscuits in the dining hall. Scrumptious breakfast is served at the CDH after the student reach in proper school uniform with the respective house in charges.

After the breakfast is over everyone assembles at the Multi-Purpose Hall For the assembly which is arranged by the students. This is the place where all important announcement of the day related to the students Are made. After the assembly, students move to their classrooms for study.

There is a fruit break at about 11:00 am where fresh and seasonal fruits are served to the students.

Classes continue after the fruits break and ends at 1:40 pm. It is followed by a buffet Lunch. After the rest hours, children proceed for PREP classes in the school Building and from there they go for games. After the games, evening snack is Provided at the dining hall. Dinner is served at 7:50 pm in the dining hall.

On weekends, they have leisure time, wherein a movie is shown on the projector. Sometimes, they are also taken on short excursion to the nearby town. SUPW is also an integral part of their boarding life which is timely conducted for the children.



General Routine

Time	Classes (V to XII)
5:45 am	Rouser
6:00 am to 6:30 am	Morning PT
6:40 am to 7:45 am	Bath and Change
7:50 am to 8:10 am	Breakfast
8:20 am to 8:35 am	Assembly
8:40 am to 9:20 am	1 st Lesson
9:20 am to 10:00 am	2 nd Lesson
10:00 am to 10:40 am	3 rd Lesson
10:40 am to 11:00 am	Fruit Break
11:00 am to 11:40 am	4 th Lesson
11:40 am to 12:20 pm	5 th Lesson
12:20 pm to 12:55 pm	6 th Lesson
12:55 pm to 1:30 pm	7 th Lesson
1:35 pm to 2:00 pm	Lunch
2:05 pm to 3:30 pm	Rest
3:40 pm to 4:30 pm	Hobby classes
4:40 pm to 6:00 pm	Sports
6:05 pm to 6:25 pm	Evening snacks
6:30 pm to 6:50 pm	Bath and change
6:55 pm to 7:55 pm	Prep
8:05 pm to 8:25 pm	Dinner
8:35 pm to 9:45 pm	Me Time/Self Study Time
9:45 pm	Lights Off

Note: - For Sunday and Holidays routine is changed. Students remain in the boarding houses, do many leisure activities as well as sports/Movie show/excursion/house parties are also organized on weekends.





Meals

Students are provided with all main meals and snacks at the Central Dining Hall. Food is prepared with utmost cleanliness and care and the nutritive values are also checked by the RMO. We ensure that every child in BPSK gets enough and balanced diet. This is checked and supervised by the house staff whether a child's food intake is adequate.

If any student is admitted in the wellness center, he/she is provided All meals there only by the nursing staff. Apart from regular food served in CDH, special menu is also made for various occasions as per the taste and requirement of the children.

Laundry

Wearing the school uniform is a privilege that all students understand and value. Our laundry system is designed to be convenient and effective. Children can place their School uniform and personal clothes in the laundry on alternate basis as per the schedule.

The washed and ironed clothes are placed in each student designated area made in the laundry room.

All children are required to have their Scholar No. tags sewn/written onto each item of clothing (above the garment tag) to ensure these are not misplaced.

Security

It is the boy's responsibility to take care of their valuables and ensure they are kept in secure locations with the housemasters.

No child is permitted to keep any valuable with him/her. In case these items are kept secretly, item may be confiscated and returned to the parents only. School will not be responsible for any loss/damage.

Passports and other small valuables which are not required during term time should be handed to the respective housemaster.

The school premises, accommodation and facilities provided therein are maintained to ensure a standard that is reasonably practicable in ensuring the health, safety and welfare of pupils.

The periodical pruning and trimming of trees and clearing of grasses and bushes around the hostel accommodation to be carried out for the safety of the boarders from reptiles and rodents.



Caring for all students

Boarders' Induction and Support:

There is an appropriate process of induction and guidance for new boarders. As SOP on this will be written by the school and notified for information of staff and students. Each boarder shall be provided with a staff in charge who is also a mentor, to whom she/he can turn for personal guidance or for help with a personal problem.

The school reserves the right in identifying the staff in charge within the boarding and teaching staff of the school, whom boarders may contact directly about personal problems or concerns at school. The school ensures the boarders to know who this person is, and how to contact them.

The code of conduct and the rules and regulations of hostels are communicated to parents and new boarders through prospectus, websites and other official documents.

An anti-ragging policy is handed over to the students & parents. An agreement form is also filled up & signed by the students and parents. An indemnity bond and hostel form are to be duly filled by the parents on the day of induction of the new boarder in hostel.

Homesickness

Homesickness is perfectly normal and reflects the strong bonds children have with their families and home communities.

Here are some signs of homesickness to be aware of:

1. Anxiety
2. Low mood
3. Intense feelings of missing familiar settings and routines Intense feelings of loneliness or disloyalty to people back home feelings of not belonging feeling unwell more often than usual.
4. Feeling overwhelmed by things that used to be easy pre-occupation with minor negatives that wouldn't normally be an issue.
5. Though there is not one clear solution for homesickness the following strategies can help to minimize the effects.



For children

1. Understand that homesickness is normal and experienced by all students at some stage. Don't feel afraid to acknowledge that you are struggling with the new setting. Homesickness does not last forever.
2. Talking to fellow boarders, House prefects and boarding staff can provide support.
3. Get involved! Participating in the many cultural, sporting and academic opportunities offered by the school can help in distracting from homesickness and improving the connection with the school.
4. Keep a journal of your new experiences to help process everything you are discovering and learning.
5. Help yourself to become more familiar with the School and Boarding House by setting yourself a task to find out one new thing every day.
6. Bring something from home to help make the Boarding House more familiar.
7. If you're missing home, write down in your calendar when you'll next be going back, and make some plans for what you can do when you're next there to give yourself.
8. something to look forward to.





Promoting Positive Behaviour and Relationships:

For students & staff

BPSK consistently implement a written policy to promote good behavior amongst pupils. This policy includes:

- ❖ Measures to combat bullying and to promote positive behaviour. school rules; disciplinary sanctions; when restraint is to be used; and arrangements for searching pupils and their possessions.
- ❖ The policy complies with relevant legislation and guidance and is understood by staff and pupils.
- ❖ An “Honor Code” and “Anti Ragging Rules” are be framed by the school.

Child Protection:

The school ensures that:

- ❖ Arrangements are made to safeguard and promote the welfare of pupils at the school; and Such arrangements have regard to relevant statutory legislation and guidance.
- ❖ All adults residing in the boarding area and others meeting the boarders will be cleared and authorized by the school for that purpose.





Opportunities and sanctions

Equal Opportunities:

In BPSK we ensure that all boarders are treated equal and do not experience inappropriate discrimination because of differences arising out of gender, caste, disability, race, religion or belief, cultural background, linguistic background, special educational need, academic or sporting ability. These factors are considered in the care of boarders, so that care is sensitive to different needs.

Securing Boarders' Views:

Boarders have an opportunity to contribute views to the operation of boarding provision, can raise concerns and make complaints, and their reasonable views are given appropriate weight in decisions about the running of the school. Pupils are not penalized for raising a concern or making a complaint in good faith.

Complaints:

The school have, and follows, an appropriate policy on responding to complaints that is compliant with the relevant regulatory standards.

The students can register their suggestion in the suggestion box or suggestion register.





Boarding Accommodation:

Suitable and reasonably comfortable and standard accommodation is provided for boarders. The accommodation is provided for boarders for the purposes of organized and private study outside school hours, for social purposes and for a comfortable sleeping. The accommodation is with toilet and washing facilities, which are reasonably accessible from the sleeping accommodation and provide appropriate privacy for boarders.

1. Boarding houses and other accommodation provided for boarders in BPSK are appropriately lit, heated and ventilated, cleaned and maintained, and reasonable adjustments are made to provide adequate accessible accommodation for any boarders with restricted mobility.
2. Accommodation is suitably furnished and of enough size for the number, needs and age of boarders accommodated, with appropriate protection and separation between genders, age groups and accommodation for adults. Bedding is clean and comfortable to meet the climatic requirements. Boarders may personalize a small area of their accommodation with suitable posters and personal items if they wish.
3. Boarding accommodation is reserved for the use of those children designated to use it and is protected from access by unauthorized persons. Any use of school facilities by individuals or groups does not allow members of the public (including members of organized groups using school facilities) substantial and unsupervised access to children, or to boarding accommodation while occupied by children.
4. Any use of surveillance equipment (e.g., CCTV cameras) or patrolling of schoolbuildings or grounds for security purposes does not intrude unreasonably on children's privacy. Parents'/Guardians'/visitors' access to boarding house are regulated and allowed only in emergencies in case-to-case basis.

Sports at BPSK

Sports lays the foundation stone for a strong character. They help imbibe the ability to win with honour, to lose with grace, to respect authority and their decision, to work as a team, to manage time and to stay disciplined. BIS provides a varied range of indoor and outdoor sports like Football, Basketball, Badminton, Cricket, Lawn Tennis, Volleyball, Cycling, Horse Riding, Table Tennis, Rifle/Pistol Shooting and Boxing for students' development, both physical and mental. All sports activities have the qualified coaches along with necessary playing infrastructure and equipment's that make it an overwhelming experience.





Holidays & Excursions

Day/Night outing with parents

- ❖ Boarders can go for a day/night outing on special occasion such as a birthday/any event at home.
- ❖ During the festival time all are expected to remain in the school and celebrate the same with other Boarders.
- ❖ In case of a day/night outing is required an email should be sent by the parent on info@bisk.edu.in seven days in advance. These leaves may not be accepted During the examination time/any function happening in the school.
- ❖ Parent should also know that boarding schools have many activities planned for the students hence taking them on frequent outing will disturb the entire Annual Calendar.
- ❖ In case of any medical emergency, if the school doctor advises to take the child home, it will be accepted irrespective any event/occasion.
- ❖ School provides two batches of long holidays in the year i.e., Mid December to first week of January (Winter Break) and First week of May to end of June (Summer break).
- ❖ Although there is a mention of holidays in the school calendar, but these are only the indications for special celebration, and it is expected from the parents not to take their children out.





Excursions and Tours

We plan regular excursions and tours for the boarders. As per the planner they are taken for town outing/movie outing/food court depending on the situation. Not only this, but subject teachers Also plan educational tours to historical monuments, factories or any place of their interest and subject.

At the end of an academic year, an annual excursion is planned for all the boarders. Parents need to send their consent before sending the children on such tours. These tours are a weeklong and supervised by the boarding staff.

Apart from that school also organizes International Educational tour for the boarders to give them freedom to explore various traditions and culture.



Social Service Tours

In alignment with Education Tours and other excursions, school also organizes Social Service Tour for the students. They go to the nearby villages/NGOs and contribute with exchange of ideas and in form of some donation.



Communication with parents

Phone calls facility

In Each boarding house there are Five fixed line telephone connections. While registering their ward with the school, parents are required to give any 5 numbers which are saved in the child's SPAC Account. He is provided a password to use telephone facility. This facility is given thrice a week.

Cell Phones

On some special occasions/ for discussion with the parents official mobile phone from the housemaster can be requested. These phones are not given as an alternate to the SPAC facility. In case parents wants to speak to the housemaster on any concern of their ward, they may speak on these numbers.

Children are given their cell phones on Sundays for 4 hours, wherein they can contact other friends and relatives.

SKYPE Calls

Skype call facility is available to the junior students on weekends. They can speak to their parents on video calls during the stipulated time decided by the housemaster.





Other provisions

Hair cut facility

In each boarding house there is a barber shop where students can get their beard shaved as well as haircut. Hostel superintendents provide coupons to them for every service.

Weekly Canteen

School also provides weekly canteen wherein students can purchase soft drinks and other eatables as per their choice. For availing this facility canteen coupons are issued to them.

Birthday celebration

Birthday is a special day for each child, and we also understand the importance of this day for a child. School prepares a cake for the child which he cuts in presence of his friends. He is also given a greeting card by the Principal.

If parents desire, they can come to meet with their ward and celebrate his/her birthday with the family. In such case, we require a mail from parents' side in advance.

Taxi service

Those who travel alone during long holidays and require a cab facility from school, are provided the same only on parents' request. Parent needs to put this request on at least 10 days in advance so that proper arrangements can be done. We provide the contact details of the cab service provider to the parents with whom they can tie up and make the payments online.



Key Contacts in the Boarding House

Manish Saraswat

Dean(Pastoral Care)

9251028310

Ashok Maru

Housemaster

(Shekhawati Bhawan FF)

8875027961

K P Mishra

Housemaster

(Shekhawati Bhawan SF)

9251028306

Pankaj Kumar

Housemaster

(Mewar Bhawan-GF)

9251028314

Anil Kumar Sharma

Housemaster

(Mewar Bhawan-FF)

9251028320

D.K Mishra

Housemaster

(Mewar Bhawan-SF)

8875027957

Bobby Kaushal

Housemaster

(Hadoti Bhawan-Girls)

9251028328

Hostel Superintendents

1. Mr. Ram Laxman Sen– 8875027960
2. Mr. B.S Rathore- 7300001924
3. Mr. Kamal Kant Sain- 7976861706
4. Mr. Alok Jaiswal – 9251028329
5. Mr. Mahendra Singh – 8307369172
6. Ms. Momita - 9460934070



Birla Public School

82 KM, NH-8, Bandersindri, Kishangarh, Ajmer-305801