



**BIRLA
PUBLIC
SCHOOL
KISHANGARH**

(A Birla Education Trust Pilani Institution)

A LEGACY OF EXCELLENCE, A FUTURE OF PROMISE

BOARDING HOUSE HANDBOOK 2026-2027



Value-driven education rooted in a century-old legacy



Boarding Life at Birla Public School

A Home Away from Home

It is a privilege to be part of the boarding community at Birla Public School, Kishangarh. At BPSK, boarding is much more than a place to stay—it is a nurturing environment where students are cared for, guided and encouraged as they grow academically, socially and personally.

We believe that boarding should be a joyful, enriching and memorable experience. Our dedicated boarding team provides individual care, guidance and support, ensuring that every student feels secure, valued and at home.

Our aim is to complement BPSK's world-class education with a warm, caring and homely boarding environment where every child has the opportunity to discover their strengths, develop independence and flourish.

Beyond the classroom, students experience a vibrant boarding life through a wide range of recreational, cultural and sporting activities. Weekend programmes, inter-house competitions, celebrations and inter-school opportunities encourage teamwork, friendship, leadership and a strong sense of community. These shared experiences create lasting bonds and cherished memories.

BPSK offers a modern, safe and supportive boarding environment where every student is encouraged to pursue their interests and aspirations. We value individual talents and are committed to providing the guidance and opportunities needed for each boarder to pursue their dreams with confidence.

This handbook offers a glimpse into the enriching boarding experience at BPSK. We look forward to welcoming you to our boarding community.

For further information about boarding at BPSK:

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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

The health and well-being of every boarder is a priority at Birla Public School, Kishangarh. The school follows a structured system of medical care, preventive health practices and emergency support to ensure that students receive appropriate attention and care throughout their boarding life.

- A medical examination is conducted for every boarder at the time of admission by the school-appointed doctor/hospital.
- Parents are appropriately informed by the doctor and/or the school about any identified medical conditions or health concerns. Proper records of medical conditions, treatments and medical interventions are maintained.
- The school has appropriate procedures for the care of boarders who are unwell. These include first aid, management of chronic medical conditions and disabilities, medical emergencies, and the use of basic household remedies, wherever appropriate.
- In addition to on-campus medical support, boarders have access to local medical, dental, optical and other specialist healthcare services, as recommended by the Residential Medical Advisor/Doctor.
- Prescribed medicines are administered only to the boarder for whom they have been prescribed. Self-medication is not permitted unless specifically assessed and recommended by the Residential Medical Advisor/Doctor.
- The confidentiality, dignity and rights of boarders as patients are appropriately respected at all times.
- A Health Card is initiated on the day of hostel induction. Parents are required to provide the boarder's Immunization Card/records for maintaining complete health information.
- Periodic dental and eye examinations are conducted, wherever applicable, and relevant records are maintained in the student's Health Card.
- Fumigation and fogging are carried out periodically as part of the school's preventive measures for controlling insects and mosquitoes.
- Disinfectants, pesticides and insecticides are securely stored under lock and key and remain in the safe custody of the designated staff member.





Expectations from the Boarders

As members of the Birla Public School, Kishangarh boarding community, all boarders are expected to uphold the high standards of conduct, discipline and courtesy associated with a prestigious institution. Every boarder is expected to behave respectfully, responsibly and fairly towards everyone, both within and beyond the school campus.

Personal Responsibility & Conduct

- Boarders must carry their valid school Identity Card at all times and present it whenever required.
- Boarders are expected to maintain courtesy, discipline and respectful behaviour in all interactions with students, staff and visitors.
- Ragging is strictly prohibited. Any form of ragging, bullying, intimidation or harassment will be dealt with in accordance with the school's rules and applicable guidelines.
- Physical or verbal harassment, intimidation, violence, threatening behaviour or abusive language is strictly prohibited.
- Boarders are expected to respect the privacy, dignity, rights and personal belongings of others.

Cleanliness & Care of the Hostel

- Boarders are responsible for keeping their rooms, common areas and hostel surroundings clean, orderly and hygienic.
- Walls, doors and other surfaces must not be scribbled on, damaged or used for unauthorised notices/posters.
- Each boarder is responsible for the proper upkeep of the room allotted to them and for maintaining it in good condition.
- Any damage to hostel property during a boarder's occupancy may be assessed and the cost of repair or replacement may be recovered from the responsible boarder.
- Boarders must not remove, exchange or relocate fittings, fixtures or other property from another room or common area for personal use.
- All school and hostel property should be treated with the same care and respect as one's own belongings.

Safety & Responsible Use of Facilities

- When leaving a room, boarders must switch off lights, fans, electrical appliances and other equipment and ensure that the room is properly secured.
- Any unsafe or inappropriate use of electrical appliances or hostel facilities is prohibited.
- Boarders are expected to report any damage, malfunction, safety concern or maintenance issue promptly to the appropriate boarding staff.

Prohibited Conduct

The following are strictly prohibited within the hostel premises and elsewhere on the school campus:

- Intimidation, threats or violence
- Ragging, bullying or any form of harassment
- Willful damage to school or hostel property
- Physical or verbal abuse
- Use of abusive, threatening or offensive language
- Any conduct that compromises the safety, dignity or well-being of another member of the school community

Failure to comply with these expectations may result in appropriate disciplinary action in accordance with BPSK's rules, policies and applicable guidelines.



Dress and Appearance

Boarders are expected to maintain a neat, well-groomed and presentable appearance at all times.

- School uniform is compulsory before breakfast and during school hours. After school and on weekends, neat casual clothing may be worn.
- Uniform and casual wear must not be mixed. Closed-toe footwear is required when leaving the Boarding House and for meals.
- Boys: Clean-shaven, with a neat natural-coloured haircut (not shorter than No. 3). Coloured or dyed hair is not permitted.
- Girls: Hair should be neatly tied with bands. Jewellery, imitation jewellery and fancy accessories are not permitted.
- The school's dress and grooming standards apply both within the Boarding House and on campus.





Starting the Boarding Journey

Boarding Life

To make the transition to boarding smooth and rewarding, boarders are encouraged to develop the following habits and skills:

Personal Skills

- Keep personal spaces clean and organised.
- Make the bed and keep belongings in place.
- Manage time effectively and maintain a healthy study–leisure balance.
- Develop independent study habits and take responsibility for learning.
- Build positive relationships based on respect, honesty and kindness.
- Set personal goals and work towards achieving them.
- Be open to new experiences and make the most of opportunities.

Personal Hygiene

- Bathe daily and use deodorant.
- Brush teeth twice a day.
- Place used clothes in the laundry regularly.

Communication

- Share concerns promptly and seek help when needed.
- Maintain regular communication with parents and boarding staff.

Mobile Phones

- Mobile phones are not permitted to be kept with boarders.
- Students travelling to school may carry a phone, which must be deposited with the Housemaster upon arrival.
- Phones may be issued once a week or on designated occasions for a limited period.
- Phones must not be misused or kept in unauthorised/hidden custody.

Academic Support

Boarders can access additional academic support through subject teachers, regular support sessions and dedicated boarding study time.



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 Bedsheet-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

- ## 2. Sports equipment

- ### 3. Umbrella

- #### 4. Sleeping bag

- ## 5. Slippers

- ## 6. Water bottle

- ## 7. Coffee Mug

- ## 8. Pen stand

- ## 9. Hangers

Medical

- ### 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	1st Lesson
9:20 am to 10:00 am	2nd Lesson
10:00 am to 10:40 am	3rd Lesson
10:40 am to 11:00 am	Fruit Break
11:00 am to 11:40 am	4th Lesson
11:40 am to 12:20 pm	5th Lesson
12:20 pm to 12:55 pm	6th Lesson
12:55 pm to 1:30 pm	7th 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 the laundry on alternate basis as per 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 & Support

At BPSK, every boarder is welcomed through a structured induction process that helps them settle comfortably into boarding life. New boarders receive guidance on hostel routines, rules, expectations and available support.

Each boarder is assigned a staff mentor who provides personal guidance and support and can be approached whenever a student has a concern or needs assistance. Students are informed about their mentor and how to contact them.

The Hostel Rules, Code of Conduct and Anti-Ragging Policy are shared with students and parents. Required hostel forms, agreements and declarations are completed during induction.

Homesickness

Homesickness is a natural part of adjusting to boarding life. Students may experience:

- Anxiety or low mood
- Missing family, home and familiar routines
- Loneliness or difficulty settling in
- Feeling overwhelmed or out of place
- Frequent minor health complaints
- Focusing excessively on small difficulties

With care, communication, reassurance and a supportive boarding environment, most students gradually adjust and develop confidence and a sense of belonging.



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 school buildings 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.

Team Calls

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

ACADEMIC SESSION

1st April – 31st March

1ST TERM

1st April – 30th September

2ND TERM

1st October – 31st March

SUMMER BREAK

DEEPAVALI BREAK

WINTER BREAK

ADMISSION PROCEDURE

- At Birla Public School, Kishangarh, admission is open to all irrespective of caste, creed, colour or religion.

AGE REQUIREMENT:

- For Class V, the age should be 10 years as on 1st April of the year of admission.
- Admissions, where vacancies exist, are made on the basis of a written aptitude test and subsequent interaction with the Principal. A school tour and 'meet the teachers' session are encouraged prior to Registration. The written assessment is conducted to check the suitability of the child for the class.
- The Principal reserves the right to admit the child into the class deemed suitable for him or her.

All enquiries can be made through the Admission Desk.

Email ID: admission@bisk.edu.in

Mobile no: +91 9251028311

Online application form available on our website:

www.bisk.edu.in



**BIRLA
PUBLIC
SCHOOL
KISHANGARH**

(A Birla Education Trust Pilani Institution)

TRADITION • DISCIPLINE • KNOWLEDGE

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