



The
Boarding
School

Kimberley



UNIVERSITY *of* CAMBRIDGE
International Examinations
Cambridge International School

PROSPECTUS
2014-2015

Kimberley

THE BOARDING SCHOOL

Affiliation

Kimberley offers exposure to an exclusive international curriculum. The school believes that this system of instruction stimulates the desire for knowledge through enquiry, ensures serious application of the mind and trains young minds to think, enquire, research and respond. It ensures responsible adolescents and mature adults. We are affiliated to CIE (University of Cambridge International Examinations).

Curriculum

The curriculum allows students to equip themselves in such a manner that they can adapt to university education anywhere in the world. The school takes into its fold the young and transforms them into confident, well-read and informed young adults capable of taking on the world.

School Year

The school offers admissions for classes from I to IX & XI.

The school year comprises of two terms:

Term 1: April to September

Term 2: October to March

The school closes for vacations:

Summer : From 16th May to 27th July

Winter : From 20th December to 31st January

* All dates are tentative

Rules For Registration

Registration is open to all candidates irrespective of their caste, creed, sex, colour, religion or nationality. Admission will be granted in each class depending upon the number of seats available when admission is sought. Applicants can obtain the official registration form from the school, fill up the same and send it to the Admissions Office along with the appropriate Registration Fee. (please refer to the Fee Structure section).

Registered students will be notified in writing about the date for the entrance examination and the subsequent interview by the Principal. The student will be admitted to the class suitable for the child, based on the assessment and interview.

The recommended age requirements for the classes (in years):

Class	Age	Class	Age
Class I	+5 ½	Class VI	+10 ½
Class II	+6 ½	Class VII	+11 ½
Class III	+7 ½	Class VIII	+12 ½
Class IV	+8 ½	Class IX	+13 ½
Class V	+9 ½	Class XI	+15 ½

Documents Required

1.	Application form (signed by both parents).
2.	Health report of the child signed by his regular medical practitioner.
3.	Original transfer certificate from the school last attended.
4.	Photocopy of the birth certificate attested by an appropriate authority.
5.	Six (6) passport size photographs of the student.
6.	Two (2) passport size photographs each of both parents.
7.	One (1) post card size photograph of the family.
8.	One (1) passport size photograph of the student's local guardian.
9.	Indemnity Bond signed by both parents.
10.	Medical release form (as enclosed in the admission docket.)
11.	A photocopy of the student's mark sheet from the previous school (attested by a suitable authority).

For all the above documents, details must be submitted in the prescribed formats and forms supplied by the school office. All the required forms are part of the admission docket. Documents submitted in any other manner may make the student liable to be rejected for admission by the school.

Fee Structure	Term Boarding & Weekly Boarding	International
Registration Fee (one time)	₹25,000	\$500
Admission Fee (one time)	₹50,000	\$1000
Security Deposit (Refundable)	₹25,000	\$500
Composite Fee (includes boarding, academic & activity fee)	₹4,95,000	\$10500
Imprest (on actual bills)	₹50,000	\$1000

NOTE: Boarding fee includes boarding and lodging, internet and e-mails, class field trips (not excursions) and most social activities. Imprest amount to be paid in advance against the purchase of uniforms, books, treks, pocket money, town outings, horse riding and specialized medical care for which the actual bills/account will be sent to the parent by the school office. Meal includes breakfast, lunch, dinner, morning and evening refreshments. Money will be deducted from the imprest account in the cases of special events/occasions/celebrations.

Mode of Payment

School fee and all dues are payable in person or by remittance to: **Kimberley - School Office: Samanwa, P.O. Hangola, NH-73, District Panchkula, Haryana 134203, India.** Payment will be accepted by bank draft drawn on any bank in Chandigarh in favour of **"Sagar Educational Trust A/C"**, payable at Chandigarh. No cheques will be accepted.

Account Name	Sagar Educational Trust
Bank Name	Yes Bank Limited
A/C No.	048994600000010
IFSC Code	YESB0000489
Swift Code	YESBINBB
Bank Address	SCO12-13, Sector 27, Chandigarh UT

Fee Rules

Please note that the Registration Fee and the Admission Fee are one time payments and are non-refundable. The fee amounts as indicated presently are subject to revision and the same will be intimated to the parents by the management from time to time. At the time admission full fee will be paid in advance.

The school has indicated that the annual school fee is payable in two installments every year. The first installment is to be paid before 1st March and the second before 1st August. However, if the child joins after 1st August, then the full fee will be paid in advance and no installments will be valid. **Reminders for school fee will not be sent; it is expected to be paid every year, well before the due date.**

The following and any additional issues constitute separate costs and will be charged extra: Special medicines, books & stationery, uniforms, linen, blankets, quilts, sports gear and toilet requisites etc.

Any damage to the school property by the student will be debited to the student. No reduction in fee is made to the student who joins late, leaves early or for any broken periods.

www.kimberley.co.in

A fine will be levied on accounts not cleared on time. If fee and other dues are not cleared before the stipulated dates, a fine of Rs. 1000 per week will be levied on the arrears payable. If the arrears of fee and the fine are not paid within one month, the parent will be asked to withdraw his/her child or alternatively and regrettably, the child may be sent home for non-payment of fee.

The school wishes to encourage a wide cross-section of student intake and scholarships may be considered on merit on a case-to-case basis after the child has been admitted. An application may be made stating proficiency in academics or sports to the Principal. This will be considered on merit and the child may be awarded a scholarship by the management. All decisions taken will be final and not subject to appeal and/or review. In any case, any scholarship or bursary cannot exceed 20 percent of the academic fee in any category.

Withdrawals/Expulsion

New admissions who have completed their admission formalities, paid their fee and then decide not to avail their seat or decide to withdraw, will forfeit all non-refundable amounts including one term fee paid till then.

For existing students who decide to withdraw from the school:

- For withdrawal of a student the whole fee will be charged. Only the security and balance imprest will be refunded.
- Also, before the student's withdrawal is accepted and the student is permitted to leave, all dues up to the date of withdrawal must be cleared with the school finance department.
- Only on completion of this and all other school leaving formalities (as prescribed by the school) will the student be permitted to leave the school premises.
- If any student is found misbehaving/not following instructions, he will be expelled from the school, after being given 3 warnings well documented.
- During that tenure the concerned student can be put under suspension too.
- No money shall be refunded in such events.

Educational Trips

As part of the students' education, first-hand experience and the adage "seeing-is-believing" is an important experience of the school educational and instructional system.

Students will be taken on field trips, visits to sites and places that will give them the relevant exposure.

The students will be accompanied by responsible, adult teachers who will guide, teach and care for them.

Accommodation & Food

The housing facilities have fully furnished air conditioned rooms, on a twin/triple sharing basis, that are spacious and well lit ensuring a comfortable stay. There are attached bathrooms with round the clock hot/cold water supply.

The dining hall and the kitchen are housed in a separate building, kept extremely clean and the atmosphere is inviting and comfortable. Mixed cuisine is served to cater to the palate of all students. Food served is supervised and monitored by a nutritionist.

Non Permitted Items

The following are prohibited on campus:

Weapons (of any kind), pets, mobile phones, music systems (only portable hand-helds are permitted with earphones), jewellery (except simple ear-rings for girls), cash, credit and/or debit cards, food items and exercise equipment.

However, students are allowed to bring reasonable amount of table additives (like sauces, chutneys, bread spread, etc.) which will be kept safely on their behalf in the central Dining Hall for daily use.

Outings & Leave

The general rule for outings is that students will be permitted to go out with either their parents or with their local guardian twice a term. The students are taken on an outing, twice a month on chargeable basis.

They can leave school after lunch on a Saturday and return on Sunday evening before 5.00 p.m. In addition to this, the other outings permitted and rules governing these will be mentioned in the school calendar. However, the school reserves the right to make changes and alterations in the "Night Out" rules and will ensure that parents are informed well in time about such changes.

If students report to the campus later than the scheduled time without prior permission from the Principal, a fine of Rs.1000 per day will be levied. If vacation is extended without prior notice/permission of the Principal, a fine of Rs.1000 per day will be levied.

Weekly Boarding

Please note that this facility is extended to parents who intend to take their wards home on weekends.

The ward can be picked up by 2 PM on Saturday and has to be dropped back on Sunday by 6 PM (Summers) and by 5 PM (Winters).

School Uniform

All school uniforms (Academic, PT and Sports) will be made available by the school, payment of which is not included in the given fee structure.

General Rules

- All correspondence to and from the student is subject to review, if required, by the Principal/Management.
- School policy ensures that a student must write once a week, at least, to his/her parents and guardians.
- A full report on health, conduct, application and progress of each student is sent home after each assessment (6 reports in a year).
- We understand that parents take the responsibility of all kinds of misdemeanour.

Any student whose application, progress or conduct is unsatisfactory, may, at the discretion of the Principal, be dismissed from the school and sent home with an escort at the expense of the student's parents.

NOTE:

The school takes every precaution to ensure the safety of all the children. However, the school will not be liable for any damages, charges, costs on account of accidents in school, or while the student is on treks, hikes, excursions or any other activities.

Contact Information

For information of any kind, please contact the Admissions Department on any week day between 10:00 a.m. to 5:00 p.m. on +91 9888 00 55 28.

For campus visits, please call the Admissions Department. Letters, emails and phone calls concerning students may please be addressed to the Housemaster in-charge of your child.

If specially required, mail addressed to the principal should be addressed to "The Principal" and not by his name, as letters in his/her name will not be opened by the school staff. The address is: **"The Principal, Kimberley, Samanwa, P.O. Hangola, NH-73, District Panchkula, Haryana, India"**.

If writing about your child/ward, please mention his name and roll number in the "Subject" column. Emails to students should be addressed to their respective email id which would be created specially for them. C o u r i e r s / p o s t a l mails/parcels sent to students may please be sent only to the School Office address: **Kimberley, Samanwa, P.O. Hangola, NH-73, District Panchkula, Haryana 134203, India**.

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