

Rajghat Besant School

Krishnamurti Foundation India
Rajghat Fort, Varanasi

General Information and Guidelines



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INDEX

Introduction

Section 1 - Life at RBS

- Preparation for living in a hostel
- Balanced Vegetarian Diet
- Snacks/ Junk Food
- Money Matters
- Books, Stationery, Clothing and other Articles
- Cellular phones and Sports Equipment
- Boy-girl Relationship
- Communication with Parents
- Birthday, Festival and Celebration
- School term
- Medical Facilities and Requirements

Section 2 - Parental visit and Student travel

- Parent Visit during the Term
- Using the Study Centre Guest House
- Using the Dining Facility
- Travel and Transport

Section 3 - Administrative information

- Payment of fees
- Withdrawal of students and refund of fees

Appendix

Dear Parents and Students,

This handbook has been compiled to give parents and students a detailed idea of various practical aspects of school life. It communicates basic information and administrative procedures and also appraises parents and students of some issues that are important in a boarding school. The handbook states and explains various norms and guidelines as well as a few important rules which have evolved in order to facilitate a certain atmosphere and culture in the school. Parents/guardians are expected to become completely familiar with the handbook's contents.

After a brief introduction to Rajghat Education Centre, Rajghat Besant School and the intent of the school, the handbook dwells on the norms and guidelines through three main sections:

Section 1 – Life at school

This section contains: preparations for a boarding school; a balanced vegetarian diet; snack foods; money matters; clothing and other articles; articles not to be sent with students; communication with parents; birthday and other celebrations; entertainment; school terms and vacation period; leave during the term; medical facilities and requirements.

Section 2 – Parents' visits and students' travel

This section contains parents' visits during the term; using the Guest House; using the Dining Hall; using transport facilities; vacation travel; journeys; foreign passports.

Section 3 – Administrative information

This section concerns payment of fees; mode of payment; change in fees due to change in resident status; deposit expenses; withdrawal of students; school office.

Appendix - Lists of clothing and other articles for boys and girls

If you have any questions, need more information or would like to discuss the guidelines stated within, please feel free to contact the Principal.

Please retain this handbook all through the stay of your child(ren) in the school. Whenever it is updated you will be informed.

Principal

INTRODUCTION

The river curves majestically as it flows east past the villages, town and deep woods. But here just below the town and the bridge, the river and its opposite bank is the essence of all river banks: every river has its own song, its own delight and mischief. But here out of the very silence, it contains the earth and the heavens. It is a sacred river, as all rivers are, but again here, a part of the long, winding river, there is a gentleness of immense depth and destruction.

—J.Krishnamurt

The **Rajghat Education Centre**, Krishnamurti Foundation India is situated on a beautiful 300-acre campus overlooking the confluence of the rivers Varuna and Ganga in the holy city of Varanasi. It was founded by the well-known seer and world teacher J. Krishnamurti in the year 1928. It was in 1927 that J. Krishnamurti expressed his vision to set up an education center on the banks of the Ganges and asked Mr. Sanjiva Rao, Principal of Queens College, Varanasi and a member of the Theosophical society to buy 400 acres of land. Rishi Valley Trust purchased the 150-acre Rajghat fort land located in village Saraitabad on the banks of river Ganga from the Director of Military Lands in the year 1928 after a prolonged negotiation. The Sarai Mohana village land is a sacred land as according to legend, the Buddha walked from Rajghat to Sarnath through thos land. The construction of the school building at Rajghat began in 1934. Rabindranath Tagore's personal architect Surendranath Kar designed

the Assembly Hall and the primary school building. In December 1934 the school was inaugurated and the children's Hostel (I&II) started functioning on Vasanta Panchami day in its new building.

The Centre functions in the light of Krishnamurti's teachings and his vision of education. It consists of the following units:

- **Rajghat Besant School:** It is a mainly residential, co-educational, English-medium, senior secondary school with about 325 students ranging from 7 to 18 years.
- **The Vasanta College for Women:** It is a day-college with over 2,000 girl and offers undergraduate and postgraduate courses in Art, Commerce and Humanities. Of these, about 225 students stay at a dedicated hostel called 'Vasanta Ashram' on both sides of the Varuna.
- **The Krishnamurti Study Centre and Retreat:** It offers facilities to adults for the study of Krishnamurti's teachings, and accommodation for visitors who wish to take a retreat for self-inquiry.
- **Rural Centre:** This offers education through **Achyut Patwardhan School**, health care through **Sanjivan Hospital** and vocational training through **Unit for Women Empowerment** to the rural community living in the neighbouring villages.

RAJGHAT BESANT SCHOOL

The school is residential, co-educational and non-sectarian, with English as the medium of instruction. It is affiliated to the Central Board of Secondary Education (CBSE), New Delhi. Students and staff are drawn from all parts of the country and occasionally from abroad. The school aims at the holistic development of each child. It has about 325 students ranging in age from 7 to 18 years, residing in eleven houses spread over the campus. There are more than fifty teachers, of whom twenty-five also function as House-Parents and live with the students in the houses.

The academic programme is divided into two levels: Junior School (class III to VIII) and Senior School (Class IX to XII). The overall ratio of staff to students in the school is 1:7, and there is one house parent for every fifteen children. A nursery section is being run for staff children between 4 to 6 years of age.

Core values/ intent of the school

The school is committed to maintaining an atmosphere where teachers and students relate to each other in a spirit of empathy and respect. The relationship between teachers and students is open and friendly and forms the ground from where learning takes place. There is a sense of eternity, of blessed peace in the entire place. The Ganga and its flowing waters are visible from most parts of the school. Generations of children have played, danced and worked in this school and its grounds.

The intent of the school is to inculcate :

- An ability to listen, look and observe and to reflect on the deeper questions of life.
- A sense of integrity, dignity and the confidence to face life's challenges.
- The ability to learn from one's experiences and take responsibility for one's learning.
- A respect for all life forms. An aesthetic sensibility.
- A desire to excel in whatever one takes up, including academics.
- A quality of attention to the body through an active lifestyle and a wholesome diet.
- An ability to live simply, valuing, cooperation over self-promotion.

Section 1

LIFE AT RBS

Education was central to Krishnamurti's aim of 'setting man unconditionally free' and learning about life was essential to this process. The challenge posed by him, of creating a new generation of youth capable of asking fundamental questions, of freeing themselves from anger and envy, of setting aside the burdens of traditions, dogma and belief, was unique. The challenge was as much for the educator as for the educated. And it contained within itself the seeds for the regeneration of humankind and society.

It being a boarding school, a close intimate relationship between teachers and students is enabled at RBS. The growth of the child is not restricted to the academic programme only and equal importance is given to the individual's holistic development.

The school offers a range of extra-curricular activities, like games and sports, yoga, gymnastics, art, music, dance, gardening, computers and literary skills, in all of which students participate according to their aptitude. In order to nurture sensitivity and respect towards life and nature, students are encouraged to care for plants, do manual work and keep their environment clean and beautiful. The campus is a rich ground for bird watching and nature study. Students participate in inter-school tournaments in various sports but are encouraged to play for the joy of playing. An attempt is made to create an atmosphere of affection, without undue dependence on reward or punishments,

comparisons and competition.

Preparation for living in a hostel

The student hostels are so constructed and designed that they may not offer some of the comforts children may be accustomed to at home. Children joining the boarding house for the first time need to be specially prepared for handling a new kind of life. Parents' co-operation is solicited in preparing children for this.

Children new to a boarding life take some time to settle down; they tend to miss their parents and home-life. House parents and teachers try their best to give them all possible emotional and practical support. It is important at this stage that parents become aware of their children's feeling and help their child establish a connection with the new school. For instance, one way could be for parents to encourage the child to rely on his or her own ability to adjust to a new environment rather than promising to find alternatives back home if things don't work out. In our experience, almost all children settle down over a period of a few weeks or so and begin enjoying life in school.

There are a few practical areas that are of particular relevance to parents of younger children. Young children (ages 8-10 years) often need some training in looking after themselves. This includes daily chores like keeping their clothes and other belongings in place, bathing well, brushing their teeth, sleep timings, using Indian / western style toilets, and so on. Parents should prepare children for these and other areas that they may feel are relevant for such a life.

Children from class 6 onwards are expected to wash small articles themselves such as their plates, glasses,

bowls, undergarments, socks etc. Although there are house-parents who guide students in these areas and house helpers to take care of the physical upkeep of their rooms and hostel, it will be easier for them to settle into hostel life if children come well-prepared.

A Balanced Vegetarian Diet

Parents and children should be aware that the food served at the school is vegetarian. The students are provided with a wholesome and balanced vegetarian diet that includes wheat, rice, pulses, seasonal vegetables and fruits, dairy products and eggs. Milk is supplied from the dairy farm run by the Centre. The Centre grows rice and wheat on our farms and has also started growing seasonal organic vegetables that are supplied to the school. House parents, in order to ensure that children eat properly, supervise the meals. Parents are requested to prepare their children to eat regularly and in sufficient quantities, as it is important for their growth. It is worth noting that children do tend to take for granted the somewhat repetitive nature of food plans and avoid eating properly. The house parents along with the Kitchen Manager do their best, for instance by bringing in surprise items and changing the menu from time to time.

Please note that since non-vegetarian food as a matter of policy is not served in the school, parents should not bring any non-vegetarian items to the campus while visiting the school. This would violate the policy of the school.

Snacks / Junk food

Apart from the meals served in the dining hall,

students have a strong urge to eat snacks like biscuits, chocolates, ice creams, namkeens etc. There have been several guidelines from reputed international organizations about the need to reduce salt and sugar content in children's food intake. At RBS, several steps have been taken to manage the flow of junk food but education in this matter starts at home. It is very important that parents educate children about the hazards of eating excessive junk food. When they are available children often end up consuming these items excessively resulting in a lot of food wastage in the dining hall. Also, regular inflow of such items into the campus has created a serious problem of waste disposal.

However, we do understand that the children crave for different kinds of food. The school has a 'Tuck Shop', which supplies chocolates, biscuits, *namkeens* etc. besides stationery and toilet items. The students are allowed to purchase these items within a certain budget from their Boarders' Personal (BP) Account every month. The purchases are on credit and tracked by the house parents.

In order to address this craving to a certain extent, the school permits hostel cooking as well as eat-outs once every term along with the house parents. We are also contemplating preparing snacks in-house in the near future.

We request your understanding of our concerns regarding junk food consumption. Accordingly, the following rules will apply. No food parcels are to be sent with/to students. Parents should not leave behind any extra food items with their children during their term visits. If at all there are some homemade items or fruits that have been brought, these must be left with the

house parent to be shared among other students of the house. If food items are found with students, these will be returned to the parents or disposed of by the house parents. We are looking forward to your cooperation in these matters.

Money Matters

It's the responsibility of the school to take care of children as long as they are with us and this includes the time spent on excursions and short trips. All purchases, be it in the campus or during the trips, are made by them on a credit basis. Hence there is no need for students to keep any cash with them. Parents are requested to ensure that children do not carry any cash when they report to the school.

Possession of money in a residential set up promotes temptation to spend it. Children may leave campus without the knowledge of house parent for various purposes– eating out, watching movies, smoking, drinking etc. We strongly feel that awareness among parents and alertness on the part of the teachers and house parents can easily check these problems associated with keeping cash.

Students found with cash or those known to have spent money in the Tuck Shop or during excursion/short trips, will face disciplinary action.

Books, Stationery, Clothing and other Articles

The school undertakes the responsibility of providing all the required textbooks and stationery items to students.

The school prescribes a specific uniform. There are some clear guidelines for the clothes to be brought to the school, and a complete list of clothes plus other articles

is given at the end of this Handbook. Students who wish to get their clothes stitched from the Women Empowerment Unit of the Centre may inform the school office immediately at the time of joining. The rates charged are reasonable and comparable to those charged elsewhere.

Please go through the list carefully and send only clothes that are suitable for wearing at school. Make-up items and perfumes are inappropriate for school life and should not be sent. Hairstyles and footwear that call undue attention to themselves should also be avoided. Students will be guided about what kind of dress (and footwear) is suitable for various occasions at school. For instance, a more formal dress is expected to be worn for classes, while casual wear such as T-shirts are to be worn for games or on weekends. We request that T-shirts with prominent product advertisements displayed on them not be sent with students.

We would like parents to ensure that the number of dress items sent is in keeping with the guidelines. Both too few and too many clothes create problems for the student. It is also important that all garments belonging to your child have the admission number stitched on or are marked with indelible ink. Students send their used clothes to the laundry services twice a week. The admission number enables easy identification of the students' clothes, minimizing mix-ups and losses.

Apart from clothes, the list of other articles to be sent along with students is a comprehensive one, covering all the basic needs that a student will have at school. Parents should ensure that all these items have been purchased and also duly labeled with the student's admission number.

Please do not send other items in excess of the listed requirements. This would make it more difficult for students to take care of their belongings. Moreover, certain fancy or expensive items may have higher risks of loss. In general, we want our students to develop an appreciation for a simple lifestyle.

Students of class 8 and above are permitted simple wrist watches. However, cameras and music systems, expensive rings and fancy wrist watches are not allowed. The primary reason for this is the difficulty that many students have in taking care of their belongings. For children of class 8 and below, the house-parents have greater responsibility for monitoring and reminding children to look after their things and this becomes difficult if expensive items are involved. The school has a set of digital cameras that will be made available to students under the supervision of teachers for specific purposes. Typically they will be issued to students who are members of the Photography Club to learn the basics of photography and to take photos during special events. They will not be permitted for personal use. Please note that students are not permitted to bring their own digital cameras to school.

Cellular phones

We would like to reiterate the policy that students are not permitted to have personal electronic equipment such as music systems, I-Pods and especially mobile phones with them. These items have no place in the lifestyle we envisage for students here. Any breach of this policy will be viewed very seriously. Such items are liable to be confiscated and not returned.

All the hostels are provided with common music

systems that can be used by students under the supervision of the house parents. In the past, we have found possession of personal music systems to be a source of serious distraction. Hence parents should not send any CD players, I-pods etc. with students.

Personal musical instruments – such as a keyboard or guitar – may, however, be brought, though the school reserves the right to ask that they are taken home if they are not being used or looked after properly.

Sports equipment

Sports equipment for all the games played at school is available from the Games Department. However, students may bring a tennis racket, badminton racket or a cricket bat, if they so wish. Students should not bring their own footballs, volleyballs or basketballs to school.

Articles not to be sent with students

It is useful at this point to make a checklist of items that are strictly **not to be brought** to school. This is a ready reckoner for parents.

1. Cash
2. Mobile phone, radio, cassette players, walkmans, iPods or similar music devices
3. Video games or expensive toys
4. Electrical appliances including heaters, irons etc.
5. Video camera, digital camera, and wristwatches (see details above)
6. Gold ornaments, heavy/ elaborate/gaudy costume jewelry

7. Perfumes and make-up items
8. High-heeled or other kinds of fancy footwear
9. Any kind of food items except select items like dry fruits in limited quantity (up to 250 gms.).

Note: An exception may be (in case of cash, for a reasonable sum and mobile phone) made for children making their own travel arrangements. These need to be handed over to house parents immediately on return.

Boy-girl relationships

After a great deal of discussion, we have decided to reaffirm in writing our position with respect to what, in school parlance, is referred to as 'pairing' or exclusive relations forming between boys and girls. While we encourage boys and girls to interact freely, we discourage the formation of one-to-one relationships. The reasons why we have consistently discouraged exclusive relations are as follows:

- We are not in a position to monitor exclusive relationships.
- We realize that it is impossible to set limits to these relationships.

Violation of this policy will be viewed seriously and may entail disciplinary action.

Communication with parents

1. Letters

In order to keep in touch with your child, it is imperative that parents write regular letters. Children living away from home really look forward to receiving letters from their parents and this enables connections with home to be maintained. We also encourage children

to write letters home once a week. In the Junior and Middle houses, house-parents hand out letter forms on the weekends and ensure that the students write to their parents. These letters are posted on Mondays. If the postal service in your area is slow or unreliable, arrangements can be made to have them sent and received by Speed post or by courier.

2. E-mail

We provide limited email facility to senior students of the school. We expect students to use the facility responsibly including to communicate with parents.

3. Phone calls

We have made arrangements for parents to have periodic telephone calls with their children.

Please also note the following :

- A letter addressed to your child must have the name of his or her house written on the envelope. Please do ensure that the PIN code (221001) is written.
- For ensuring smooth communication with the school office, parents are requested to inform the office about any change of address, phone or fax numbers, and e-mail address at the earliest.
- We would also appreciate your prompt acknowledgment of any circular or letter sent from the school.

Birthdays

For children – especially younger ones – their birthdays are important occasions and they would like

to make it a special day. They look forward to receiving a letter and birthday card from home. Friends and teachers are around to greet them and the house parent normally arranges to purchase sweets from the Tuck Shop for the child to distribute. Your child may celebrate his/her birthday by distributing these to their house-mates, classmates and teachers. This has been a common practice here for several years but is not mandatory. Your letter and a birthday card, the attention of friends and teachers, and the gesture of distributing sweets would help your child feel special on his/her birthday. We also allow children to make or receive phone-calls on their birthday; in addition, e-mail messages sent to the office will be passed on to the child.

If you happen to visit on your child's birthday, you may be permitted to have a small get-together with your child's housemates. The celebrations should, however, be short and simple, and arranged in the house common room, with the prior knowledge and permission of (and in the presence of) the house parent. (Elaborate decorations, video filming, soft drinks of any kind and the distribution of more than two items of eatables or distribution of any kind of gifts are not permitted). One of our concerns is that birthday celebrations do not become overly elaborate or ostentatious putting some kind of pressure on others to follow suit. Taking a few select children to the Guest House for a private celebration is strictly not allowed. Also please do not order cakes or other food items remotely and ask for them to be delivered to the school.

Festivals, celebration and gift articles

There are no religious holidays or institutionalized celebration of any of the religious festivals in the school

as the school does not subscribe to any particular religion.

Though festivals are not officially celebrated, some festivals through the year – such as Holi, Raksha Bandhan etc – often give rise to cultural programmes or spontaneous initiatives from students and teachers (such as decorating houses, presenting assembly programmes, taking part in community dancing and singing). Such initiatives are encouraged to keep alive a flavor of the cultural richness that our land is endowed with.

In keeping with this policy and the emphasis on simplicity, students are not allowed to bring purchased gifts for distribution on the occasion of festivals. On the other hand, we do encourage children to make cards or small craft gifts for each other on various special occasions.

Entertainment

On weekends the students are shown feature films—a choice of suitable films being made according to the age group. As a matter of policy, we do not have any television programmes being shown to students except for key events like world cup finals etc.; we feel that sometimes there are several other engaging and stimulating activities that students can spend time on. However, we do record as well as purchase audio-visual programmes and students get to view these at suitable times during the school day.

We also invite over to the school a variety of musicians, dancers and other performing artists for programmes and organize workshops in the school. In addition, we organize our own entertainment programmes, dramas and musical evenings involving

children of all age groups.

School term

There are two school terms. We expect students to attend school on all the working days and parents should not seek permission for late arrival (or early departure) unless there is a serious health problem. Please see the school calendar on our website for key dates in the coming academic years.

Leave during the term

Students are usually not given permission to take leave during the school term unless the reasons are extremely pressing and unavoidable. Children may not generally leave the campus during term time to attend festivals, family functions or religious ceremonies.

In the case of weddings, children may be given permission to go home for the marriage of their own siblings or a very close relative. The parents are required to write well in advance to seek such a leave of absence. The number of days away from the campus should be kept to a maximum of three days only. This is in the child's best interest since a mid-term absence from school disturbs their rhythm as well as classroom learning.

Medical facilities and Personal Medication:

Rajghat Besant School is committed to looking after the health of the children left in our care. In a residential school at any point of time it is likely that some students will require medical attention. Most often this will be due to minor issues such as sports injuries, upper respiratory flu and flu-like viral illnesses, or indigestion. The school has qualified physicians, living on campus and available for consultation around the clock. We also have facilities for preliminary laboratory investigations to aid

with diagnosis. The school has established procedures to diagnose and treat minor illnesses on an out-patient basis, as well as, should the need arise, to admit patients in the wellness center.

In addition, the school maintains close relations with specialist medical practitioners and hospitals in the city where children with more serious ailments may be referred. Whenever this becomes necessary, we try to inform the parents at the earliest.

All medication for children is made available through the school dispensary. We have noticed that children sometimes bring a lot of personal medication with them. We strongly discourage this practice. Self-diagnosis and taking of medicines can be dangerous in the hands of children. The risks extend to all children in the hostel since they may be tempted to give or take medication from one another, and there is the possibility of taking the wrong medicines, or of overdose.

Therefore please do not provide your child with personal medication.

In the case of children with certain chronic illnesses, notably bronchial asthma, it may be necessary for their long-term medication to be readily available. In such instances please inform the school of the medical condition, and details of the medication prescribed, including dosages and schedules. Both the medication and its prescription should be left with the house parent, who will ensure that medicines are administered promptly and safely. We request you to follow this procedure strictly and to ensure that the school is fully informed of any medical condition that your child might have. This will help us in looking after your child and maintaining a safe environment in the hostel.

Please also note the following:

- **All students returning to the school after**

summer holidays and new students must complete a mandatory annual medical examination with their Doctor. At the minimum, the following must be investigated and reported to the school on return: Blood Count, Faeces, Urine, Hb%, R.B.C Count, T.C, D.C, E.S.R Ova, Cyst, Albumin and Sugar.

- Please consult your Doctor on the vaccination schedule for your child. BCG, DPT, OPV, Hepatitis B and Measles are mandatory while MMR, Chicken pox, Meningitis, Pneumonia, Influenza and Hepatitis A are optional as per Universal Immunization Program, Ministry of Health and Family Welfare, Government of India.
- All students using spectacles are required to bring an extra pair with them.
- All students are expected to go through a vision test from an ophthalmologist before they come to the school.

Section 2

Parental visits and student travel

Parents' Visits to the School

Day Visits and Stay Visits

We encourage all parents to visit the school during the academic year, once to *stay* on campus for upto two nights and another time to make a *day* visit on a Sunday (without accommodation). Because we have limited accommodation available and because we do not permit children to be taken away from the campus when their parents visit, we have worked out the following schedule.

1st Term

Parents of children in classes 8-12 should make their stay visit from Monday July 29 to Saturday October 5 inclusive. The guest house may be booked on a first come first served basis in two-day slots (Monday-Tuesday, Wednesday-Thursday, or Friday-Saturday). Please note that the guest house will not be available on Sunday. You may book your slot using the online reservation system at <https://www.rajghatbesantschool.org/scbooking>. If you decide to cancel your stay visit please inform us at least one week prior, so that your slot becomes available for others to book.

Parents of classes 3-7 are permitted to make day visits on Sundays during the same period (July 28 to October 6 inclusive). Please inform the school office at least three days in advance if you are planning to make a day visit.

2nd term

Parents of children in classes 3-7 should make their stay visit from Monday December 30 to Saturday March 7 inclusive. The guest house may be booked on a first come first served basis in two-day slots (Monday-Tuesday, Wednesday-Thursday, or Friday-Saturday). Please note that the guest house will not be available on Sunday. You may book your slot using the online reservation system at <https://www.rajghatbesantschool.org/scbooking>. If you decide to cancel your stay visit please inform us at least one week prior, so that your slot becomes available for others to book.

Parents of classes 8-12 are permitted to make day visits on Sundays during the same period (December 29 to March 8

inclusive). Please inform the school office at least three days in advance if you are planning to make a day visit.

Kindly note that only *one* visit of each kind may be made during an academic year.

During Stay Visits

Your room will be available from 2 PM on the day you arrive until 10 AM on the day you leave. Thus if you have booked a Wednesday-Thursday slot, you can occupy your room from 2 PM on Wednesday and should vacate the room before 10 AM on Friday.

During your stay your child is permitted to spend the nights with you in the guest house. Please meet the house parent before taking the child to the guest house. Except for morning games, he or she should attend all school classes and activities as usual. You and your children may have breakfast and dinner in the Study Centre guest house, and lunch and evening tea in the school dining hall.

Please meet your child's class teacher, house parent and other teachers during your visit. You could attend the morning assembly (8.25 AM in the assembly hall) and immediately afterwards fix appointments with the teachers since they will all be present at the assembly. Another time that you could meet the teachers is immediately before or after the morning recess (11-11.20 AM) in the Social Studies Field across the lawn from the assembly hall.

Please also note the following:

- **The Guest House is in the premises of the Krishnamurti Study Centre which is a place for serious enquiry into the teachings of Shri J Krishnamurti.** Parents are requested to avoid the following: bringing in security guards/policemen with arms, using cell phones in common areas, allowing children to use gadgets of any kind inside or outside the Guest House, engaging in noisy activities in the lawns or common areas, smoking/drinking, cooking/consuming non-vegetarian food or engaging in photography in the Study Centre premises.
- The visit is an opportunity for parents to engage in a serious enquiry about the educational vision of J. Krishnamurti. You may spend time at the library, engage in a dialogue with the Study Centre staff or participate in the regular dialogues being held in the Centre during your stay.
- You are also invited to visit the Rural Centre across the Varuna bridge, to see our community activities in health, education and livelihoods, including women's empowerment.
- You are of course invited to be present at school activities such as sports and cultural events, and, where possible, to take part in them.
- **Please do not tip the guest house staff individually.** We do not want to encourage a culture where the service will become dependent on tips. If you would like contribute to the welfare of the service staff you could leave a donation with the Manager Accounts, REC or the Officer (Admin & HR) in the Admin office, who will see to its fair

distribution. Please ensure that you are given a receipt for your donation.

During Day Visits

Please confine your visit to the time period between 8AM and 5PM on Sundays. Your child may spend any free time with you but kindly do not request for him/her to be exempted from or any school activities. You are welcome to have meals in the school dining hall along with your child. Do try to briefly meet the class teacher and house parent during your visit. If there is time you could meet other teachers as well.

Please note that children are not permitted to be taken out of the campus at any time, whether it is a stay visit or a day visit. Parents are asked not to make requests to take their children out for recreational trips nor, unless absolutely essential, for purchase trips. In case of the latter it is mandatory to take permission from the Principal.

There are certain other guidelines to be kept in mind regarding visits to the school:

- Students are permitted to visit only their own parents in the guest house. Therefore kindly do not ask your child to bring his or her friends to spend time with you in the guest house.

- Separate visits by family friends and relatives of students are not encouraged since frequent visitors have a disturbing effect on the student's normal routine.
- Please avoid bringing pets to the school on your visits.
- Please do not take cars into areas where they are not allowed, such as the vicinity of the school, dining hall or hostels. If absolutely necessary please take prior permission from any of the authorities in the school office.
- When you are on campus kindly keep your cell phones on silent mode at all times, and use them discretely. They should not be used in public spaces such as the dining hall, the auditorium or the school buildings. Under no circumstances should they be given for use to children other than your own. If you provide your phone to your child for a call, it should be under your strict supervision. We strongly discourage providing mobile phones, tablets, laptops or other devices unsupervised or for frivolous purpose like watching movies or playing video games when in the campus.
- **Taking photographs, with a camera or a phone, of individual children other than your own is strictly prohibited, even if their parents have requested you to do so.**

Section 3

Administrative information

Payment of fees

- For existing students, the school fees is paid in three installments while for new students the fees are paid in two installments. The details of the fee are available on our website.
- If the School fees are not paid on the date notified a fine of Rs. 200/- per day is charged till the school fee is paid.
- The school maintains a separate ledger account of personal expenses of students and a statement is sent to parents at the end of the academic year. Balances are adjusted against deposits for the next year or refunded to parents if the student is leaving the school.
- The annual fee does not cover expenses on hobbies, special trips or study trips and other miscellaneous expenses; these will be charged at actuals to the Personal Account. Hence, at no time should the Student's Personal Deposit show a negative balance.

- Caution Deposits are refunded when the student leaves the school, after settlement of accounts.
- Payments are to be made to the school only by Bank transfer or Cheque, in favour of “KFI Rajghat Besant School”, payable at Varanasi. Please specify the details of the student– Name, Class, and Admission Number– on the reverse of the cheque or in the transfer message. For remittances through Bank Transfer, please inform the school by email giving the above details of the student and bank.
- Payment can also made **online** on the school website under ‘Important Resources for Parents’ page.
- Please note our updated Bank Account details either of which can be used to pay the fees. Deposits should only be made by Cheque/RTGS/NEFT.

A/c Name: KFI Rajghat Besant School

A/c No.: 383502010135641

Type of account: Current

Union Bank Of India,

Rajghat branch IFSC Code: UBIN 0538353

A/c Name: KFI Rajghat Besant School

A/c No.: 287010100094072

Type of account: Current

Axis Bank Ltd, Sigra Branch, Varanasi

IFSC Code: UTIB 0000287

- The School Accounts Office is open on all working

weekdays 9.30 a.m – 1.00 p.m, 2.30 p.m – 4.00 p.m and Saturdays 9.30 a.m – 1.00 p.m. Parents are advised to keep receipts of all payments made to the school.

- The School Managing Committee reserves the right to revise the fee structure from time to time in line with the fee regulations in force.

Withdrawal of students and refund of fees

The school reserves the right to require the withdrawal of a student:

- Who, in the judgment of the Principal in consultation with the School Committee is not likely to benefit from continuing his or her education at the School.
- Who, by his or her conduct has, in the judgment of the Principal in consultation with the School Committee forfeited his or her right to belong to the student body of the school.
- Whose fees are not paid within the stipulated time.

Alternately, the parent may choose to withdraw the student before completing the full admission process or after admission. In all the above cases, the procedure for the refund of fees shall be as specified in the fee schedule online. The same can be seen under the 'Important Resources for Parents' page.

APPENDIX

List of Clothing and Other Articles

Dressing appropriately is a necessary part of education. Students are encouraged to wear simple and practical clothes; clothes in which they can participate in all the school activities and sit comfortably, cross-legged, on the floor. Our stress is on simple clothes, suitable for all occasions. We do expect students to conform to prescribed uniforms in school, at physical training games and in the evenings.

The school is a place of learning. Contemporary fashion dictates, be it tight revealing clothes, use of gels, deodorants and make-up or long hair for boys, fashionable hairstyles such as crew cuts, Mohawk cut etc., earrings for boys etc. are not considered suitable in the school environment and are discouraged. Skirts and shorts should cover the knee.

Students are not allowed:

- to wear sleeveless dresses in school
- to wear tight or revealing clothes in school
- to wear dresses made of transparent material in school
- to bring any kind of electronic items including mobile phones, music players, cameras, costly watches, etc to school
- to bring any cash to school
- to bring any food items from home to school.

Parents are requested to ensure that all the items as per the list prescribed are provided, as it has been drawn up after careful scrutiny of the needs of the students. It is also essential that the student's admission number and initial be marked on each and every item on the list, preferably by embroidering.

Conclusion

At Rajghat Besant School, we are attempting the holistic development of a child in line with the educational philosophy of J. Krishnamurti. Parents are key stakeholders in this effort and we sincerely hope that these general guidelines help you play an enabling role. If you need more information or clarification, feel free to write to us at:

office@rajghatbesantschool.org