

INFORMATION ON NAVAL KG SCHOOL, MUMBAI

AIM. The primary aim of the Naval KG School, Mumbai is to give children necessary basic pre-school education to guide physical, social, emotional, intellectual development of the children and to prepare them for primary school education.

LOCATION.

(a) The school is housed in Old Navy Nagar, Colaba in a permanent building constructed out of the non-public grants sanctioned by:-

- (i) **Naval Headquarters from the IN Amenities Fund.**
- (ii) **HQWNC from suitable Non-public Fund.**
- (iii) **Naval KG school fund.**

(b) The school consists of two classes namely, Lower KG & Upper KG and accommodates approximately 1200 children. The school runs as per the timings promulgated from time to time by the School Management Committee (SMC).

(c) Handed over to MES for maintenance purpose.

SCHOOL TERM AND THE CURRICULUM.

(a) The academic year of the school commences in 01 April and ends in 31 March of the following year. The academic year is divided into two terms as given below:-

- (i) **First Term : April to September**
- (ii) **Second Term : October to March**

(b) Modern teaching methods are used to prepare children to graduate to primary school.

(c) **Progress Report.** Progress Report on conduct and progress of children are furnished to parents at the end of each term.

TIMINGS. Timings for school staff and children on all working days will be as follows:-

<u>SNo</u>	<u>Category</u>	<u>Remarks</u>
i	Headmistress	0800h-1700h

ii	Accountant	0900h-1730h
iii	Supervisors	0800h-1400h
iv	Teacher	0800h-1300h
v	LDC(Office Staff)	0900h-1730h
vi	Maintenance-in-charge (Retired Senior Sailor)	0745h-1730h
vii	Peon	0800h-1730h
viii	Watchman	As per roster
xi	Helper / Gardener	0745h-1400h
x	Children	0830h-1230h

* **Lunch Break from 1330h to 1400h (for Non Teaching Staff).**

* **Non Teaching Staff will be working half day on 1st and 3rd Saturday of every month.**

ADMISSION RULES.

(a) **Registration.** Registration of students for admission will be done at the beginning of the academic session. Firm dates for registration and admission will be promulgated by the school. Mere registration does not guarantee admission.

(b) **Category for Admission.** For the purpose of admission fee in NKG the children will be placed in the following categories, as amended by IHQ MoD(N) from time to time:-

(i) Category I : Children of serving/retired Officers

(ii) Category II : Children of serving/retired Senior Sailors
(CPO's and Above)

(iii) Category III : Children of serving/retired Junior Sailors
(PO's and Below)

(iv) Category IV : Others/Civilian

(c) All applications for admission are to be submitted to the Headmistress, Naval KG School on a prescribed form available with the office on payment. Original Birth Certificate should be produced at the time of admission. The Original Birth Certificate

will be returned immediately after checking and will not be kept by the school. Only xerox copy to be retained.

(d) For admission to Lower KG Class, a child must be between 03 and 04 years old as on 31st Mar of the year of admission. In exceptional cases waiver may be given by Chairman/Secretary subject to availability of the seats.

(e) For admission to Upper KG a child should be between 04 and 05 years old as on 31st Mar of the year of admission.

(f) Admission to the academic year normally begins in the last week of February of the previous academic year.

(g) **No admission test would be conducted for the admission in NKG.** All applications received would be divided into the categories mentioned at **article (b)**. All applications will be considered on first come first serve basis in respect of Category I, II and III. In case of Category IV, list to be prepared for Category IV and put up to SMC for approval, subject to vacancy.

(h) While deciding admissions to the school, no discrimination shall be made on the basis of religion, caste, status, race or place of birth.

(j) Admissions during the session will be generally restricted only to those naval personnel who come to the station on transfer in the middle of an academic year.

(k) New admissions for the current academic year will be restricted to 30th September.

(m) Newly admitted student shall have his/her name entered on the roll of the school on the date which he/she first attends classes after making payment of all specified dues.

(n) All cases involving deviation from the aforesaid rules are to be referred by the Headmistress to the Chairman, SMC for specific orders.

(p) Admission of a child to the Naval KG School does not confer any right of admission to the 1st standard at the Naval Children School/ KendriyaVidyalayas.

(q) All admissions will be subject to the approval of the SMC and subject to availability of seats and verification of relevant documents.

FEE STRUCTURE. The Naval KG School shall charge the fees as decided by SMC from time to time. However, the different categories and heads under which the fees will be charged are given below:-

<u>S.NO.</u>	<u>Category</u>	<u>Caution Deposit</u>	<u>Admn. Fee</u>	<u>Activity Fee</u>	<u>Development Fees</u>	<u>Tution Fee (Quarterly)</u>
1.	Officers	3,000.00	800.00	800.00	800.00	3,750.00
2.	Sr. Sailors	3,000.00	700.00	800.00	800.00	3,375.00
3.	Jr. Sailors	3,000.00	600.00	800.00	800.00	3,075.00
4.	Civilian	3,000.00	1,150.00	800.00	800.00	6,900.00

SCHOOL BOOKS. Books to the children are supplied by the school on payment.

SCHOOL UNIFORM.

- (a) All children are to wear school uniform as promulgated from time to time. Uniform should be neat and well ironed.
- (b) Children are not allowed to wear any ornament other than small ear studs in the school.
- (c) No child will be allowed to attend school bare footed.

BUS FACILITY.

- (a) Regular transport arrangements (school buses) to pick up and drop the children are made by the NT Pool, Mumbai. Parents are advised to send the child to the bus stop and take them back home from bus stop under their personal care and/or proper escort.
- (b) Walking parents are advised to send their children to the school and take them back home under their personal care & proper escort.

HOLIDAYS/ VACATIONS.

- (a) The School will function from Monday to Friday as per timings promulgated by management from time to time. There will be no classes on Saturdays, Sundays and other declared holidays.
- (b) All holidays of the School will generally coincide with those of HQWNC except for the midterm breaks and long vacation. A list of holidays will be promulgated at the beginning of the academic year by Headmistress as approved by SMC. The total closed holidays including RH is not to exceed **20 days**.

(c) The following vacations / breaks will be observed by the school during an academic year.

<u>SNo</u>	<u>Type of Vacation / Break</u>	<u>Month</u>	<u>Remarks</u>
i	Summer Vacation	May / Jun	As per NCS
ii	Autumn Break	Oct / Nov	As per NCS
iii	Winter Break	Dec / Jan	As per NCS

TEACHER's VACANCIES. School advertises for teacher's vacancies in the months of March and May every year depending on the requirements. Details on the same may be obtained from the school.