



*Education for a step ahead.....*

# **SUN SHINE**

## **SECONDARY BOARDING SCHOOL**

**Sangam Chowk, New Baneshwor, Kathmandu**

### **Introduction**

SUN SHINE Secondary Boarding School is a glory of the children established in 2042 B. S located at Sangam Chowk, New Baneshwor, Kathmandu. SUN SHINE has an integrated education system from Play Group / Nursery to Secondary level providing level based amenities. SUN SHINE is itself a shine for education at excellence with a focus harnessing inherent natural skill and potentialities in the children.

Hence, SUN SHINE always invites the parents from all socio-economic, cultural and geographical strata to trace the path for their children to mould their future career. Comfortable classroom, library with video equipment, a playground with verities of playing material, homely environment, project based teaching and a good supply of Montessori learning materials specially for the pre-primary kids are the specialties of the school which help the children in exploring and elevating their hidden potentialities.

### **We assure**

- Quality in academics.
- All-round development of children.
- Best possible exposure for students.
- Incultation discipline and good habits.
- Creative and leadership quality for the current era.

### **We have**

- Highly caring and loving atmosphere.
- Dedicated and qualified teaching staff.
- A well-equipped Computer / Science Lab.
- Sports and extra-curricular activities.
- Audio-Visual Aids.
- Regular Exam System.
- Montessori based teaching-learning system with Thematic approach and Play-way method for Pre-Primary level.

## ***Academics Evaluations***

The evaluation system comprises of regular assignments and term examination, Students performance in academics and co-curricular activities, attendance, aptitude, discipline and behavior. For a student to qualify for the next level, she/he must have minimum 90% attendance and pass grades in all subjects. All exams are obligatory. Failure to attend the exams will be entertained only on medical ground and exceptional circumstances. The students' evaluation comprises of written and practical tests. The students' grade will be determined on following guidelines.

### **Details of Grade Sheet**

S.N.	Achievement in Percent	Grade	Description	Grade Point
1	90 to 100	A+	Outstanding	4.0
2	80 to below 90	A	Excellent	3.6
3	70 to below 80	B+	Very Good	3.2
4	60 to below 70	B	Good	2.8
5	50 to below 60	C+	Satisfactory	2.4
6	40 to below 50	C	Acceptable	2.0
7	35 to below 40	D	Basic	1.6
8	0 to below 35	NG	Not Graded	

## **School Uniform**

School uniform is completely for all the students. The detailed Information is as follows:

### **A. For Grade 1-10**

*Sunday, Monday,*

Grey pants/ Red Check Skirts, White shirt, Tie, Gray Shocks and Black Leather Shoes. Girls White ribbon.

*Wednesday and Thursday*

Grey pants/ Red Check Skirts, Check shirt, Tie, Blue Shocks and Black Leather Shoes. Girls White ribbon.

*Tuesday and Friday*

*House Dress (Track) of respective house, White Shocks and White canvas Shoes. Girls: Respective house ribbon*

**Dear Parents/Guardians,**

You are hereby earnestly requested to help your Ward/s to maintain the school diary with very carefully. Please check his/her work performance with the help of this diary and make sure that they note the lesson and exercise which the teachers have given as homework. And please look at their diary and if found unsatisfactory in studies, test, discipline etc; do visit to the school and have a talk with the principal and vice principal. Together with him you may be able to find a solution to make your child do better.

**Please check:**

Whether they do their homework carefully.  
Whether they willingly come to school in time,  
Whether they study not less than two hours a day at home,

Whether they behave in good manner with everyone,

Whether their hands, face and clothes are clean,  
Whether they are polite, disciplined, humble and respectful to the elders.

**Note:** *This diary is made specially for the student's "daily work performance" so far other required reference of school's rules and regulation. Please get the "Broachers" which can be obtained from the school office.*

**SUN SHINE Secondary Boarding  
School**

Sangam Chowk, New Baneshwor, Kathmandu

## नियम नियमावलीहरु

१) यो विधालय नैतिक, महत्व र अनुशासनको सुव्यस्थित शैक्षिक अध्यापन प्रणालीमा मुख्य भूमिका रहन्छ भन्ने यथार्थमा विश्वास गर्दछ। यसलाई बिगार्ने वा हानि नोक्सानी गर्ने कुनै पनि गतिविधि स्कुल प्रशासनले गम्भीर रूपले लिनेछ।

२) विद्यार्थीले सफा शरीरमा चिटिक्क मिलेको स्कुलले निर्देश गरे अनुसारको पुरा पोसाक ( युनिफर्म) लगाएर आउनु पर्नेछ। अन्यथा स्कुलभित्र प्रवेश दिइने छैन।

३) छात्राहरु सफा चुल्हा कपाल बाटी अनिवार्य रिबन लगाएको हुनु पर्ने छ। यसै गरी छात्रहरुले कपाल सही तरिकाले छोटो काटेको हुनु पर्ने छ। कपाललाई अनावश्यक ढाँचा र रङ्गीन गर्न पाइने छैन।

४) प्रत्येक विद्यार्थी बिहान स्कुलको घण्टी लाग्नुभन्दा अगाडि (९:०० बजेदेखि ९:३० बजेभित्र) विधालय आइ सक्नु पर्नेछ। ढिलो आएमा सम्बन्धित इन्चार्ज, कक्षा शिक्षकलाई ठिक बयान दिनु पर्ने छ, अन्यथा ढोका बन्द भएपछि स्कुलमा प्रवेश गर्न पाइने छैन।

५) विद्यार्थी स्कुल आउँदा (विशेष कार्यक्रमका दिन बाहेक) कक्षामा चाहिने आवश्यक सबै पाठ्य सामाग्रीहरु लिएर आउनु पर्ने छ। जस्तै किताब, कापी (तलिका अनुसारको) कलम, पेन्सिल, रबर, ज्यामिती बाक्स इत्यादि किताब र कापीमा अनिवार्य रुपामा गाता राखेको हुनु पर्ने छ।

६) अभिभावकहरुले आफ्ना बाल बालिकालाई घरमा पठनपाठनमा निर्देशन दिनु पर्ने छ। साथै विभालयले तोकेको समयमा विधालयलाई आफ्ना बाल बालिकाको पढाइको बारेमा विवरण लिएर अर्थात् छलफल गरेर विधालयलाई सहयोग गर्नु पर्ने छ।

७) सल्लाह, सुझाव र गुनासाहरु औपचारिक रुपमा प्रधानध्यापक वा व्यवस्थापन समितिको जिम्मेवार सदस्य समक्ष आएर राख्नु पर्ने छ। कुनै पनि शिक्षक शिक्षिका अथवा कर्मचारीसँग सोझै व्यवहार गर्न पाइने छैन।

८) विद्यार्थीले विद्यालयका कुनै पनि सानो ठूलो सम्पत्तिलाई भत्काउन, बिगार्न अथवा नोक्सान गर्न पाइने छैन। यदि यसो गरेको खण्डमा विद्यार्थीको सम्बन्धित अभिभावकले जिम्मा लिई सोको शोध भर्ना वा खर्च तिर्नु पर्ने छ।

९) विद्यार्थी विशेष कारण बाहेक गयल बस्न पाउने छैन। कुनै जानकारीविना लगातार रुपमा १५ दिन भन्दा बढी कुनै पनि विद्यार्थी आफ्नो कक्षामा हाजिर नभएमा हाजिर कापीबाट नाम काटिने छ र पुनः भर्ना गरेर मात्र सो विद्यार्थीको नाम हाजिर कापीमा लेखिने छ।

१०) हरेक विधार्थीको मासिक शुल्क प्रत्येक चालु महिनाको ७ गतेभित्र तिरी सक्नु पर्ने छ। अन्यथा सो मितिदेखि दिनको रु.२०/- को दरले जरिवाना लाग्ने छ।

११) कुनै पनि विधार्थीले विद्यालय हाताभित्र नेपाली विषयको कक्षामा बाहेक नेपाली वा अन्य कुनै जतीय(लोकल) भाषा प्रयोग गर्न पाउने छैन। विधार्थीहरूले अनिवार्य रूपले अङ्ग्रेजी भाषा मात्र प्रयो गर्नु पर्ने छ।

१२) प्रत्येक विधार्थीले अनशासन र नैतिक चरित्रलाई गहन रूपमा लिनु पर्ने छ, साथै यसलाई भङ्ग गर्ने अथवा बिगार्ने कुनै पनि किसिमका क्रियाकलापहरू गर्न पाउने छैन। ( जस्तै: भ्रगडा, लागु पदार्थ सेवन, धुम्रपान, सुर्ती सेवन, फोहर भाषाको प्रयोग आदि)। यस्ता क्रियाकलापमा कुनै पनि विधार्थीलाई संलग्न भएको भेटाइएमा विधार्थीलाई तुरन्त निष्काशन समेत गर्ने छ।

१३) देशमा (आइ पर्ने) उत्पन्न हुने सयसामयिक बाधाहरू र समस्याहरूको कारणले कार्यक्रममा परिवर्तन ल्याउनु परेको अवस्थामा वा ल्याएको खण्डमा कुनै विधार्थी वा अभिभावकले विरोध जनाउन वा कुनै प्रकारको नकरात्मक प्रतिक्रिया जनाउन पाइने छैन।

१४) माथि उल्लेखित कुनै पनि नियम नियमावलीहरूमा थपघट गर्ने वा परिवर्तन गर्ने धिकार व्यवस्थापनसँग हुने छ।

१५) कुनै पनि विषयको निर्णयमा व्यवस्थापन समिति नै अन्तिम निर्ण हुने छ।

### ***General Rules and Regulations***

1. The school believes in high moral values and discipline that plays an important role in the smooth functioning of the school system . Any attempt to upsets the system will be seriously dealt by the school administration.
2. All students must come to school in clean and proper school uniform. Failing which the students may not be allowed to attend classes.
3. Girls with long hair must plait their hair on two sides with ribbon. girls with short hair must be well groomed. Boy's hair must be simple & short and must look smart. Unnatural dying of hair and outrageous hairstyle will not be allowed.
4. Students should arrive at school before the assembly bell (9:00-9:30), Those who came late may not be allowed to attend classes unless satisfactory explanation of reason is forwarded to the concerned person.
5. Students must come to school with all prescribed books and exercise books according to the days' time table. They must also bring necessary stationery items e.g. pen, pencil, rubber, geometry box etc. Sharing of such items is not advisable. All the books are to be covered compulsorily with brown cover.
6. Co-operation from parents and guardians is necessary. They are expected to help the students by giving proper and regular guidance. The school would appreciate the feedback from them from time to time.
7. Complaints and suggestions must be officially addressed to the concerned person or put in in the suggestion box. Teachers or member of staff should not be addressed directly in this regard.
8. No student is allowed to damage/destroy any big/small properties of the school, In case of such fault by any student, the guardian of the concerning students will be **responsible for the payment or necessary compensation.**

9. No student is allowed to take leave unless it is very urgent matter or ill health case. Any student absent for more than 15 days at school without any notice or sufficient reason, can be considered dismissed, His / Her name can be removed from the register. For re-continuation the student is to be re-admitted.
10. All fees and charge must be paid on or before 7th of every current Nepali month. Defaulters will be charged fine as per the rate of Rs. 20 per day after 10th onwards.
11. Every student is required to have discipline and moral conduct very importantly and seriously. Any kind of mischievous activities which may violate them are strictly prohibited e.g. fighting, abuse of drug, smoking, chewing tobacco, abuse of language, etc. school may restrict such student instantly if found to be involved in such activities.
12. Considering the special circumstances occurring in the country, there may occur certain interruptions and cancellation of scheduled programmer and activities. in case of such a situation, students/parents/guardians must not make any demand for resumption of such activities
13. The Board of Management reverses the right to add, remove and amend the above mentioned clauses of the rules and regulations of the school.
14. The decision of the Board Management in any matter will be final.

