

Pocket Money

1. Pocket Money to be deposited with the Hostel Administrator or deposited online in the bank account provided by the Hostel Administrator
2. In the bank account provided by the Hostel Administrator, ONLY the POCKET MONEY to be deposited. School and Hostel Fees are NOT to be deposited in this account.
3. Pocket Money will be given to your child / ward as per the rules of the Hostel only during outings.
4. Parents / Guardians are to refrain from giving money directly to their child / ward. Any money so given is entirely the responsibility of your child / ward and the Hostel Authorities will not be responsible in case of it theft.
5. The balance pocket money will not be refunded and will be adjusted against the dues of the school / hostel.

Mobile Phones

1. Boarders studying in class 6 and below are not permitted to be in possession of a mobile phone.
2. The Hostel Authorities would prefer that the parent / guardian avoid providing a mobile phone to their child / ward. However, if the parent / guardian is keen on providing a mobile phone, it should preferably be a basic mobile phone for making voice call and SMS.
3. If the parents provide their child with a smart mobile phone, the parent / guardian to take permission from the Hostel Administrator and register the mobile phone only for the purpose to be aware that the child / ward is in possession of a smart mobile phone.
4. The hostel authorities do not take responsibility for the security and safety of any mobile phone in possession of a boarder.

Registered mobile number

1. To ensure safety and security of the child, the parents must communicate through their registered mobile number so that the call log is recorded in the mobile phone of the Hostel Administrator / Superintendent whenever any request is made for the release of the boarder from the hostel to any other persons who is not the authorized persons (parent / guardian / legal guardian / relatives)
2. The mobile number that is entered in SMS mobile number field in the admission form is the registered mobile number.

Outings

1. One paid monthly outing will be allowed to a boarder.
2. The pocket money will be provided as per the rate chart decided by the Hostel Administrator which is according to the standard in which the child is studying and the needs of the child.

Declaration of Medical conditions

1. The parents must declare at the time of admission in the admission form the medical issues that the child is facing in terms of medical history, disability / injury, allergy etc.
2. The Hostel Authorities is not responsible for the death / injury / disability arising out of genuine medical treatment afforded by a medical practitioner without prior knowledge of the child's previous medical history.

BANK DETAILS

HDFC BANK (Main bank)	STATE BANK OF INDIA (Alternate bank)
A/c 221 214 500 00033	A/c 112 839 30826
IFSC HDFC0002212	IFSC SBIN0000105
SWIFT HDFCINBBICAL	SWIFT SBININBB335
SWIFT SBININBB336AXIS BANK (Alternate bank)	
A/c 594 010 100 004053	
IFSC UTIB0000594	
SWIFT AXISINBB035	

Note: Before coming to collect you child / ward to take them from the hostel for any holidays, please call the Accounts Department and find out if there are any dues to be paid and come prepared accordingly.

Compulsory items to be brought by the boarders

- a) Pajama Set/Night Gown -2
- b) Bath Towel -3
- c) Face Towel -3
- d) Slipper -1
- e) Undergarments (Vest+Briefs) -12 sets
- f) Socks (Private) -6
- g) Handkerchief -6
- h) Canvas Shoe (White) -1 (for PT class)
- i) Bucket and mug
- j) Blanket -1
- k) Cloth Hangers -6
- l) Water bottle

Optional items to be brought by the boarders.

- a) Umbrella/Raincoat -1
- b) Shoe/Casual -1
- c) Jacket -1
- d) Pullover (Private) -2
- e) Quilt -1
- f) Woolen Cap -2

Compulsory toiletry items to be brought by the boarders:

- a) Shampoo (Big size) -2
- b) Hair Oil -2
- c) Toothpaste/Toothbrush -6
- d) Talcum powder -2
- e) Mediker anti-lice shampoo -2
- f) Scrubber / loofah for bath -2
- g) Toilet paper -12
- h) Shoe polish (black) -4
- i) Shoe polish (white) -2
- j) Hair Pins (black)
- j) Hair band (white)
- k) Ribbons (White) & House colour ribbons
- l) Comb/Hair brush -1
- m) Name tags 20 pcs

Optional toiletry items to be brought by the boarders:

- a) Bath Soap -8
- b) Face Cream/Vaseline -2
- c) Washing soap -6

Contact Numbers (Accounts Department)

+91- 7908010407 (Bursar - Accounts Head)

+91-9434878580 (Accounts Assistant)

Contact Numbers (Hostel Department)

+91-7063535111 (Hostel Superintendent)

+91-8670059133 (Hostel Administrator)

Contact information

Postal Address:

Rockvale Academy,

9 Mile Rishi Road,

Opp. Kalimpong Fire Station,

P. O. & District Kalimpong,

West Bengal PIN 734301

Email : principal@rockvaleacademy.com

Web : www.rockvaleacademy.com

SCHOOL HOSTEL INFORMATION



ROCKVALE ACADEMY

Introduction: The hostel is located within the school campus and is well connected by road. It is a kilometer short of the main town.

Eligibility: 1. Accommodation in this hostel is open to both boys and girls up to classes 12. Preference will be given to those students who are not resident of Kalimpong or residents of Kalimpong whose parents are posted out of town.
2. Admission to the hostel will be strictly on first come first serve basis.

Documents:

1. Accommodation in this hostel is open to both boys and girls up to classes 12. Preference will be given to those students who are not resident of Kalimpong or residents of Kalimpong whose parents are posted out of town.
2. Admission to the hostel will be strictly on first come first serve basis.
3. Parents of the applicant will be required to submit an undertaking (attached in the back page of the prospectus).
4. The application will obtain the declaration from the local guardian as per format attached in the prospectus.
5. Copies of latest photograph of the applicant.
6. Specimen signature of Local guardian and all approved visitors (not more than three) on plain paper.

Permission system for boarders leave the hostel for holiday

1. The parents of boarders must call the Hostel Superintendent well in advance if they intend to take the boarder away from the hostel premises for a day or for overnight stay(s).
2. Parent / Guardian to refrain from dropping in the hostel at any time without prior information.

Parents calling hours

1. Parents of boarders can call on the Hostel Superintendent mobile phone on any day (Monday through Sunday) and anytime between 9.00 am to 8.00 pm

Basic facilities:

1. Hot water - Solar water heating system for bathing.
2. Telephone - Parents to call the Hostel Superintendent mobile phone to book a call to talk to their child / ward.
3. Laundry - Services of resident washer men are available in the hostel
4. Cobbler - Services are available on need basis.
5. Tailor - Services are available on need basis.
6. Barber - Once a month.
7. Medical - Two resident trained nurses available. The school Doctor makes a weekly visit and during emergency.
8. Security - Arrangements round the clock.
9. Meals - Hygienic meals provided.

Local Guardian and Visitors:

1. Every resident's local guardian will be introduced to the Hostel Administrator / Hostel Superintendent by the parents at the time of admission.
2. Parents are also required to introduce other relations in Kalimpong to the hostel management at the time of admission, who may be permitted to visit the applicant. It is essential that the particulars of such relatives are available with the wardens.
3. Those who are accepted as residents to the hostel will report to the Hostel Administrator / Hostel Superintendent at the Hostel Office on the date intimated to them.
4. Hostel remains closed only during winter holidays. Firm dates of closure will be intimated in advance vide circular/school calendar, which will be available on the school website also.
5. The hostel administration reserves the right to deny entry to any visitors into the hostel.
6. Not more than three persons shall be allowed as approved visitors. Parents can send a notice directly to the Hostel Administrator / Hostel Superintendent if they desire any change in the list of approved visitors.
7. No guests are permitted to stay in the hostel.

Discipline:

1. Boarders who return late after holidays should inform the Hostel Administrator / Hostel Superintendent by phone / email or in writing before the school resumes otherwise a fine per day will be imposed.
2. During outing, visiting out of bound area is strictly prohibited. This may result in suspensions or any other disciplinary action.
3. Use of possession of lighters, cigarette holders, pipes, cigarettes, tobacco, alcoholic drinks, drugs, etc are strictly prohibited. Defaulters will be removed from the hostel without any hearing.
4. Misconduct will be dealt with appropriately.
5. Residents who forge parents/local guardian's signature will be expelled from the hostel and the school without any hearing

Hostel Timetable

Sl.No.	Particulars	Winter
1	Ablution	5.30 - 6.10 am
2	Morning Prep.	6.10 - 7.10 am
3	Breakfast	7.15 - 7.30 am
4	Lunch	12.10 - 12.30 pm
5	Tea	3.15 - 3.30 pm
6	Games/activities	3.30 - 4.45 pm
7	Evening Prep.	4.45 - 7.15 pm
8	Dinner	7.00 - 7.30 pm
9	Leisure time	7.30 - 8.00 pm
10	Night Study	8.00 - 9.00 pm
11	Lights off	9.15 pm

Parents timing for talking to their children and the procedure to be followed

1. Parents can call the Hostel Superintendent as the time specified and place a request to call back for talking to their children.
2. This request to be noted in a Parents Call Request Register and the same to be used to check off the successful calls made.
3. The names of the students who are to talk to their parents is to be announced during the breakfast, lunch, tea and dinner time.

a. During school days:

- i. Calls requests made by parents after breakfast and before tea time will be scheduled for call back after tea time.
- ii. Call requests made after tea and before dinner will be scheduled for call back after dinner.

b. During holidays

- i. Calls request made after breakfast will be scheduled after lunch.
- ii. Calls request made after lunch will be scheduled after tea.
- iii. Calls request made after tea will be scheduled after dinner.
- iv. Calls request made after dinner will be scheduled after breakfast, if the next day is a holiday otherwise it will be scheduled after tea if it happens to be a school day.

Lodging norms:

1. Common dormitories are provided with following facilities:
 - a) Television
 - B) Attached Bathroom/Toilet
 - c) Solar water heating.

2. Each Resident is provided with following items of bedding:

- a) Bed
- b) Mattress
- c) Pillow with cover
- d) Bed sheets
- e) Blanket 1
- f) Lockers