

FORT WILLIAM ARMY PRE PRIMARY SCHOOL (FWAPPS) **KOLKATA**

1. General

Fort William Army Pre Primary School was founded in the premises of Eastern Command Sports Stadium on 07 June 1974.

2. Aim of the School

The aim of Fort William APPS is to impart the best possible pre- primary education to the children of service personnel so that they grow up happy, healthy, creative, independent and confident children, ready for formal schooling.

3. School Management

The functional aspects of management shall primarily revolve around Chairman, Patron and Principal, FWAPPS.

4. Admission Rule

Application for admission to be made only on the admission form attached with prospectus. Photocopy or typed copy of the form will not be accepted.

5. Priority for Admission

Priority for admission will be given in the following order:-

- (a) Children of service personnel.
- (b) Ex- Serviceman.
- (c) Civilians paid out of defence budget employed at HQ, Eastern Command.
- (d) Other Civilians (depending upon availability of seats).

6. Admissions are open throughout the year.

7. Age Group

(a) On the 1st April of the year in which admission is sought, the child should be of the age group as under:-

SI No	Class	Age
(i)	Nursery	Completed 03 Yrs
(ii)	LKG	Completed 04 Yrs
(iii)	UKG	Completed 05 Yrs

(b) At the time of admission, parents will be required to submit the following documents:-

- (i) **Photo copy of Birth Certificate.**
- (ii) **Immunization Certificate against DTP.**
- (iii) **Medical Certificate.**
- (iv) **Serving Certificate (for Defence person).**
- (v) **Part II Order of the birth of the child (for Defence person).**
- (vi) **Quarter allotment letter (for Defence person).**
- (vii) **Passport Size Recent colour photo of child (Three Copies).**

8. Academic Session

The academic session of the school is from 01st April to 31st March.

9. School Timings

- (a) **Summer** : 0830 hr to 1230 hr.
- (b) **Winter** : 0900 hr to 1300hr.

10. School Functions

School functions from Monday to Friday, remains closed on Saturday and Sunday.

11. Vacations & Holidays

The schedule of vacations and holidays is displayed on School Notice Board and also in the School Diary.

12. Books and Stationery

- (a) Text books are supplied by AWES at the rates decided by them.
- (b) Stationery are supplied to the children on payment at cost price by the book seller in the school premises.

13. Uniform

All students will be neatly dressed in the prescribed school uniform while attending school. The prescribed uniform is under:-

SUMMER UNIFORM/ PT UNIFORM

BOYS	GIRLS
White Shirt (Half Sleeve)	White Shirt (Half Sleeve)
Grey Shorts	Grey Skirt
Grey Socks	Grey Socks
Black Shoes	Black Shoes
Belt	Red Hair Band/ Red Clip/ Belt

BOYS	GIRLS
White Shirt (Half Sleeve)	White Shirt (Half Sleeve)
White Shorts	White Skirt
White Socks	White Socks
White PT Shoes	White PT Shoes
Belt	White Bloomer
---	Belt

WINTER UNIFORM/ PT UNIFORM

BOYS	GIRLS
White Shirt (Full Sleeve)	White Shirt (Full Sleeve)
Grey Trousers	Grey Trousers
Navy Blue V-neck full sleeve sweater	Navy Blue V-neck full sleeve sweater
Navy Blue Cap	Navy Blue Cap
Grey Socks	Grey Socks
Black Shoes	Black Shoes
Belt	Belt
BOYS	GIRLS
White Shirt (Full Sleeve)	White Shirt (Full Sleeve)
White Trousers	White Trousers
White Socks	White Socks
White PT Shoes	White PT Shoes
Belt	Belt
## Friday treated as 'Activity Day' - Comfortable Colour Dress.	

Note: Uniform supplied to the children on payment at cost price by the uniform seller in the school premises.

14. School Discipline

All students should reach school in the time and be regular in attendance. Continuous absence for 10 days without prior permission may lead to striking off the student's name from the school rolls.

15. Visiting Hours

Parents are not permitted to meet the class teacher directly. They will have to go through the Principal. The visiting hours are mentioned in school Diary.

16. Fees and other Charges (Category Wise)

SI No	Fee/ Charges	Army Ward			Civilian Ward (Rs.)
		OFFR (Rs.)	JCO (Rs.)	OR (Rs.)	
(a)	<u>Onetime fee/ charges</u>				
	(i) Registration	600/-	600/-	600/-	600/-
	(ii) Admission	2,000/-	2,000/-	2,000/-	2,600/-
	Total	2,600/-	2,600/-	2,600/-	3,200/-
(b)	<u>Annual Charges</u>	2,000/-	2,000/-	2,000/-	2,800/-
(c)	(i) <u>Tuition Fee</u>				
	Per month	2,200/-	2,200/-	2,200/-	2,500/-
	(ii) Caution Money/ Security Deposit (Refundable) for new admission only.	5,000/-	4,500/-	4,000/-	5,000/-
(d)	<u>Admission Form Charges</u>	Rs 50/-			
(e)	<u>Insurance Cover charges</u> Yearly	Rs 135/-			
(f)	<u>School Diary</u>	Rs 65/-			
(g)	<u>Identity Card</u>	Rs 90/-			

17. Payment Schedule

- (a) Admission fee : At the time of admission.
- (b) Caution Money/ Security Deposit : At the time of admission.
- (c) Tuition fee : Quarterly.

SI No	Month	Date
(i)	April to June	By 15 th April
(ii)	July to September	By 15 th July
(iii)	October to December	By 15 th October
(iv)	January to March	By 15 th January

18. Late Fee Late fee will be charged as per details given below:-

S No	Delay Period	Amount(Rs)
a.	1 to 15 days	NIL
b.	Up to 20 days of the current month	100/-
c.	Up to First month	200/-
d.	From First to Second month	400/-
f.	From Second to Third month	700/-

Note:-

If fees and fine are not paid for three consecutive months, the name of the student will be struck off the rolls. Thereafter, if the student requires re-admission he/ she will have to pay all the admission charges (Excluding Security Deposit)

ARMY PRE PRIMARY SCHOOL

FORT WILLIAM, KOLKATA

Offr/JCO/ OR/ Def Civ/ Civ

ADMISSION FORM

(To be filled in by the Parent/ Guardian)

Admission No:
Registration No:
(For Office Use)

1. Full Name of the Pupil: _____
(As per Birth Certificate)
2. Date of Birth: _____
 - (a) In words: _____
 - (b) In figures: _____
 - (c) Age as on 31st March 2024: _____
 - (d) Gender (Male/ Female): _____
3. Name of the Father: _____
4. Name of the Mother: _____
5. Mother Tongue: _____
6. Father's/ Mother's Occupation:
 - (a) Army/ Air Force/ Navy: _____
 - (b) Rank: _____
 - (c) Serving/ Retired/ War Widow/ Army Widow, if serving place of posting, Unit name and Army No: _____
 - (d) Civilian: _____
7. Address:
 - (a) Office: _____
 - (b) Permanent: _____
 - (c) Present: _____
8. Mobile No: _____, What's app No: _____, Alternate No: _____
9. Class for which admission is sought: _____
10. Class and school previously attended: _____

**Paste
recent
passport
size
Colour
photo of
the
student**

DECLARATION

The information given above is true and I am responsible for accuracy. I agree to confirm to the rules and regulations of the Army Pre Primary School, Kolkata-700021.

Date: _____

(Signature of Parent/ Guardian)

Name of the Pupil: _____

Admitted in Class: _____, Section: _____

Date: _____

(Principal, FWAPPS)

MEDICAL CERTIFICATE

Certified that _____ S/o, D/o of _____, serving at _____ medically examined and found FIT/ UNFIT to admission to NUR/ LKG/ UKG at FW Army Pre- Primary School, Fort William. His/ Her date of Birth is _____.

Station :-

Dated :-

(Signature of Medical Officer)

FORT WILLIAM ARMY PRE-PRIMARY SCHOOL
PARENT CARD

Name of the Student (Capital Letter):-

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Class: -....., Section: -, Admission No : -

Full Address with Pin Code: -

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Father's Recent Colour Passport Size Photo		Student's Recent Colour Passport Size Photo		Mother's Recent Colour Passport Size Photo
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Father's Name: -

Mobile Number: -

Mother's Name: -

Mobile Number: -.....