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PROSPECTUS



**HARTLEY**  
HIGHER SECONDARY SCHOOL

(Under the Aegis of Hartley Higher Educational Trust)

## About us

Hartley Higher Secondary Schools at 56C, Garcha Road, Kolkata 700 019, 57/1 Garcha and 60A Garcha Road are co-educational schools under the aegis of Hartley Higher Educational Trust. The schools are affiliated to the West Bengal Board of Secondary Education and West Bengal Council of Higher Secondary Education.

The Trustees at Hartley always think that the object of education is to prepare the young in such a way that can educate themselves throughout their lives. Since long the Hartley Trust has kept this philosophy alive and running.

### Mission

Ensure that students at all ability levels are well equipped to meet the challenge of education and life. Provide experiences that will stimulate the student's growth so that he/she can contribute towards society.

### Vision

Create an institution with strong academic environment laying equal stress on creative expressions and social adaptability.

### Features

- Qualified and trained teachers with a student - teacher ratio 20:1.
- Regular Evaluation & Assessment is carried out to tune the progress of each child, including co-curricular activities and aptitude test.

- Computerized progress report sheets are distributed bi-annually.
- Marking system includes class test, project work and class assignment.
- Appreciation certificates are given for full attendance, academics, general progress, diligence, co-curricular activities, etc.
- Promotion is based on subject wise clearance and overall percentage.
- Individual attention.
- The classrooms are airy and spacious.
- The schools have a well stocked library with books on variety of subjects. Along with the books on general awareness and story books, magazines and journals are available for reading to students of all standards.
- Well equipped Physics, Chemistry, Biology, Computer and Geography laboratory is an important feature of the schools.

### Disciplinary Rules & Regulation:

- All the newly admitted students will have to deposit the tuition fees along with the other charges as mentioned in the Fee-Chart.
- All applications for any purpose must be made in writing to the Principal.
- Bringing cell phones to school is strictly prohibited.
- Students must be properly dressed in school uniform.
- Students must always carry his/her identity card.
- Students should obey the instructions of the faculty members and should always interact with them with due respect.
- Each student should behave and respect each others feelings in order to maintain and create a congenial and pleasant atmosphere.
- 100% attendance is expected from every student. In case of illness, medical certificate should be attached along with the leave application.
- Students who have attended other schools will be admitted only on submitting a transfer certificate.



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### Withdrawal

One calendar month's notice in writing or one month's fee in lieu is to be paid before the withdrawal of a pupil from the school. If a candidate fails to join or leaves the school after admission, fees so paid is not refundable. No transfer certificate will be issued unless all the outstanding dues are cleared.

### Within the walls

- Hartleys reputation is built not only on the quality of education delivered but also on the teacher-student relationship.
- Career counselling for students and parents.
- Close knit parent-teacher relationship.
- Development of self-discipline.
- Reward for class toppers.

### Beyond the Walls

The School has many activities that are integral to a secure and stimulating environment and a successful educational journey enabling the students to succeed in a diverse and ever changing society.

### Saturday Club Activities

Eastern & Western Dance, Singing, Synthesizer, Guitar, Chess, Art and Craft, Calligraphy, Abacus, Football, Cricket, Yoga & Meditation, Karate, etc.

### Celebration of important festivals and occasions

Saraswati Puja, Rabindra Jayanti, Independence Day, Teacher's Day, Childrens Day, Christmas, Republic Day.

### Annual Programs

Exhibitions, Sports, Excursions, Annual-Day, Inter-School Fest, Interactive sessions for Teachers.

### Activities

Quiz, Debate, Elocution, Singing & Dancing, Drawing, Painting & Craft, Environmental Projects, School Choir and Scouts.

### Environment Awareness Programme

Children are the citizens of the future and the custodians of the world. That is the school inculcates in them an awareness of the daily hazard of life, like pollution, dengue etc. and teaches them how to eradicate them.

### Medical Care

There is a provision for treatment in case of emergency and for minor ailments. A doctor is also associated with school as and when required.

### Streams of H.S.

Science, Commerce & Arts (Refer the registration form for subject combinations).

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(Under the Aegis of Hartley Higher Educational Trust)

56C, Garcha Road, Kolkata 700 019, Phone: ~~70445 89943 / 99033 15691~~

## REGISTRATION FORM

SESSION : 20 \_\_\_\_\_ Application NO. : \_\_\_\_\_

Student's Name (Block Letter) : \_\_\_\_\_

First name	Middle name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth :        
(DD / MM / Y Y Y Y)

Gender : M  F



Nationality : \_\_\_\_\_ Religion : \_\_\_\_\_ SC/ST/OBC/Gen. (Documents to be submitted)

Father's Name : \_\_\_\_\_

Educational Qualification : \_\_\_\_\_ Occupation : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Educational Qualification : \_\_\_\_\_ Occupation : \_\_\_\_\_

Residence Address : \_\_\_\_\_

Phone No. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Office Address : \_\_\_\_\_

Phone No. : \_\_\_\_\_

Hobbies of the Student : \_\_\_\_\_

Last School Attended : \_\_\_\_\_ Medium of Instruction : \_\_\_\_\_ Board : \_\_\_\_\_

Class in which admission is sought \_\_\_\_\_ Vernacular : \_\_\_\_\_

Details of other Child if studying in this school

Name \_\_\_\_\_ Class \_\_\_\_\_ Sec. \_\_\_\_\_

I DECLARE THAT THE ABOVE PARTICULARS ARE CORRECT.

Parents/ Guardian's Signature \_\_\_\_\_ Date : \_\_\_\_\_

### For those who do not stay with their parents :

Local Guardian's Name : \_\_\_\_\_

Relationship with the candidate : \_\_\_\_\_

Local Guardian's Address : \_\_\_\_\_

Phone No. : \_\_\_\_\_



Student's Name : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Interview / Written Test for Class \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

Please produce this card at the time of interview / admission test. This card does not necessarily ensure admission.

## FOR ADMISSION IN CLASS XI ONLY

Subject taken at the last Madhyamik Pariksha / I.C.S.E. / C.B.S.E. (in the year : \_\_\_\_\_ )  
with marks in each. \_\_\_\_\_

Subject	Marks	%	Grade	Co-Curricular Activities
1. 1st Language (            )				
2. 2nd Language (            )				
3.				
4.				
5.				
6.				
7.				
8.				
9. Addl. (                    )				
10. Grand Total				

### SUBJECT COMBINATION SELECTED

First Language: Bengali/Hindi

Second Language: English

**Three compulsory elective subject and one additional elective Subject to be selected:**

SCIENCE	COMMERCE	ARTS
Physics / Geography	Accountancy	History / Geography
Chemistry / Economics	Business Studies	Political Science / Sociology
Biological / Computer Science	Cost & Tax / Math / Computer Application	Education / Economics
Math / Environmental Science	Economics / Commercial law	Math / Environment Science / Computer Application

### Documents to be submitted at the time of Admission :

1. Attested photocopy of the Madhyamik / I.C.S.E. / C.B.S.E. Marksheet
2. Attested photocopy of Admit Card.
3. Attested photocopy of School Leaving & Conduct Certificate.