GD Goenka School, Begusarai, Bihar
Parents Handbook



Preface

Welcome to the GD Goenka School family!

This handbook has been thoughtfully prepared as a useful guide for parents, providing essential information about the school's philosophy, policies, procedures, and day-to-day functioning. It is designed to help you understand the school's expectations, support your child's learning and development, and stay connected with their educational journey.

At GD Goenka School, we believe that a strong partnership between the school and parents is essential for the holistic growth of every child. We encourage you to refer to this handbook regularly and work closely with us to make your child's school experience meaningful and enriching.

Together, let us create a safe, caring, and inspiring environment where every child feels valued, confident, and empowered to reach their full potential.

Warm regards,

School Leadership Team
GD Goenka School

About Us

At GD Goenka School, Begusarai, Bihar, we believe that a strong school-home partnership is essential to every child's journey of growth, learning, and self-discovery. Guided by our motto—**"Thrive for Life"**—we are deeply committed to nurturing well-rounded individuals who are academically proficient, emotionally resilient, socially conscious, and globally aware.

Our learning ecosystem seamlessly blends tradition with innovation. From **smart classrooms and cutting-edge STEM and Design Thinking labs** to vibrant performing arts studios and world-class sports infrastructure, every space is thoughtfully designed to stimulate curiosity, creativity, and excellence.

The safety and well-being of our students are paramount. Our secure campus is supported by vigilant supervision, a well-equipped medical room, trained personnel, air conditioned transportation—ensuring peace of mind for every parent.

We follow a progressive, student-centered curriculum that integrates academic rigour with values-based education, life skills, and digital fluency. Technology is not just a tool but an enabler of deeper learning. Our students consistently perform at the highest levels.

Our commitment to holistic education extends far beyond academics. Students actively participate in **leadership programs, clubs and societies, international exchanges, performing arts, and community outreach initiatives.** These experiences foster confidence, collaboration, and a strong sense of social responsibility.

The **Career Guidance Office (CGO)** plays a pivotal role in mentoring students, conducting aptitude and psychometric assessments, facilitating internship opportunities, and supporting university applications—both within India and abroad.

We take pride in cultivating not only high achievers but also compassionate, mindful individuals prepared to thrive in a complex, ever-changing world.

Regular communication, interactive sessions, and collaborative events with parents are integral to our approach.

We value our parent community as trusted partners in shaping a joyful, meaningful, and future-ready educational journey for every Goenkan.

Vision and Mission

Vision:

To inspire each student to shape their ambition with excellence, critical thinking, and global awareness—guided by values of honesty, compassion, perseverance, and integrity.

Mission:

Guided by our motto—Thrive For Life —we foster an environment that nurtures creativity, character, and courage. As the flagship school of the GD Goenka Group, we are committed to preparing future-ready individuals who are academically proficient and socially responsible.

School Rules and Regulations

Dear Parents and Guardians,

Warm greetings to you and your family as we begin the new academic year 2026–27. At GD Goenka School, Begusarai we remain committed to provide a safe, disciplined, and nurturing environment for every child. We request that you read the following information carefully and adhere strictly to the school's guidelines and expectations.

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1. Arrival and Departure: Safety, Security, and Timeliness

- **School Timings**
  Classes III to VII run from **7:50 a.m. to 2:50 p.m.**, unless otherwise communicated via official circular.
  Punctuality is essential. Late arrivals disrupt learning and will not be permitted entry.

- **School Gate Closure**
  The school gate will close *promptly at 7:50 a.m.* Students arriving after this time will not be allowed to enter, and no exceptions will be made. Parents are requested to support this policy and refrain from engaging in disputes with security personnel.

- **School Transport**
  Bus routes and timings will be provided by the Transport Department.
  Please ensure your child is ready at the designated stop at the assigned time. Buses will not wait for late arrivals.

- **Personal Vehicles**
  Students must not drive or ride any motorised vehicle to school. This is illegal and strictly prohibited. Disciplinary action will be taken against violators.
  Parents using private transport must park safely, without obstructing traffic or causing inconvenience to others. Unattended vehicles are not permitted on school premises.

- **Identification and Safety**
  The school-issued ID card must be carried by any individual (parent, guardian, driver) responsible for dropping off or collecting a student from school or the bus stop.

2. Conduct on Campus and Beyond

- **Behavioural Expectations**
  Courteous and respectful behaviour is expected from all adults interacting with students, staff, and support personnel, including transport staff. Aggression or rudeness will not be tolerated.

- **Dress Code for Visitors**
  Parents entering school premises must be appropriately dressed, reflecting the decorum and formality of an educational institution.

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3. Uniforms, Books, and Materials

- **Availability**
  Books and uniforms are available on all working days at shop for students only.

- **Parent Access**
  Parents may visit the shop only on the **1st and 3rd Saturdays of each month** between **10:30 a.m. and 2:00 p.m.**, or after school hours between **2:30 p.m. and 4:00 p.m.**

- **Student Preparedness**
  Ensure your child brings all required items—books, notebooks, lunch box, stationery—at the start of the day.
  Items will not be accepted for delivery to students during school hours.

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4. Communication and Parental Engagement

- **Parent Portal**
  All academic information, circulars, notices, timetables, attendance records, and assignments will be available via the Parent Portal. Kindly ensure regular access.

- **Website Updates**
  Please also refer to the school website: gdgoenkabegusarai.com for updates.

- **Parent-Teacher Meetings (PTMs)**
  Attendance at all PTMs is compulsory. These meetings provide valuable insights into your child's academic and social development.

- **Appointments and Access**
  Parents are not permitted to visit classrooms, or student areas during school hours.
  For meetings with the Principal or teachers, prior appointments must be scheduled.

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5. Attendance and Leave Policy

- **Mandatory Attendance**
  A minimum of **75% attendance** is compulsory to be eligible for examinations, as per CBSE guidelines. Medical or sports-related absences are not exempt.

- **Leave of Absence**
  - Submit a written leave request to the class teacher on the same or next day of absence.
  - Medical leave exceeding two days must be supported by a medical certificate.
  - Sick students should remain at home; upon return, a medical certificate must be submitted.
  - Outstation leave during school days requires **prior written approval** from the Principal.
  - Early departure during the school day is not permitted except in a medical emergency and must be approved by the Principal.

- **Identification for Pick-Up**
  The designated person collecting a student must carry the school-issued ID card.
  For safety reasons, students will not be released to the parents of other students or family friends.

- **Morning Drop-Off**
  Non-bus students should not be dropped off **before 7:45 a.m.**, as staff and safety personnel are only available after that time.

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6. Prohibited Items

- **Electronic Devices**
  Students are strictly prohibited from bringing mobile phones, tablets, laptops, smartwatches, cameras, or any similar devices to school.
  Any such item found will be confiscated, not returned, and a **fine of ₹10,000** may be imposed. Confiscated devices may be donated.

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7. Student Conduct and Discipline

We aim to foster a disciplined and respectful learning environment. Students are expected to:

- Follow the school's code of conduct at all times (available on the Parent Portal).
- Maintain discipline in school and on school transport.
- Keep all school areas clean and treat facilities with care.
- Use respectful and appropriate language.
- Avoid conflict; seek help from teachers when needed.
- Respect others' property and not take items without permission.
- Conserve electricity and water; report wastage.
- Refrain from bringing large sums of cash or valuables. The school is not liable for loss or theft.
- Stay within class unless permitted otherwise.
- Avoid any possession of banned or inappropriate materials.

Consequences for serious violations may include **suspension**, **expulsion**, or **rustication**.

8. Fee Payment Policy

- All fees—tuition and transport (if applicable)—must be paid **according to the school's schedule**.
  Non-payment may result in late fees, restricted access to school services, and possible removal from the school rolls.

- Transport fees are payable for the entire year, even if a student joins midway through the year. Requests to withdraw from the transport facility will not be accepted after October.
- Bus service is optional. It is a facility provided for the safety and convenience of students and parents, and may be withdrawn at any time with short notice, at the management's sole discretion.

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9. Assessments and Examinations

- **Attendance**
  Students must be present for all scheduled assessments. **No retests** will be conducted for absentees.
- **Medical Absence**
  In the event of illness, a valid medical certificate must be submitted promptly.

- **Academic Integrity**
  Cheating or use of unfair means during assessments will result in disciplinary consequences.

- **Schedules and Results**

    - Exam date sheets and syllabi will be shared via the Parent Portal well in advance.

    - Results will be available online. Parents are encouraged to discuss these with their children constructively.

- **Promotion**
  Will be based strictly on the school's Promotion Policy (available on the Parent Portal) and CBSE regulations.

10. Emergency Protocols and Parent Contact Information

- In emergencies, parents will be contacted by the school and may be required to report to the Principal.

- Please inform the school office in writing of **any changes** to your address, telephone number, or email to ensure communication is not disrupted.

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11. Withdrawal Policy

Notice Period:

Parents or guardians must provide written notice at least one month before the desired withdrawal date. For immediate withdrawals, a fee equivalent to one month's notice will be charged.

Fees:

All outstanding financial obligations must be fulfilled prior to the issuance of a Transfer Certificate (TC). Refunds are generally limited, especially for mid-term withdrawals.

Transfer Certificates (TCs):

Transfer Certificates will be issued only after settling all financial commitments and other dues. Processing time may take up to one week from the date of application submission.

Consent Form for the Use of Images on School Social Media

I, hereby grant permission to GD Goenka School, Begusarai, Bihar to use images of my ward, _____ of class _____, to post on the school's official social media pages and other such accounts/platforms. These images may include but are not limited to, photographs, videos, and other visual media. By signing below, I voluntarily give consent to the school.

Signature: _____ _____ _____
Mother Father Guardian

Name: _____ _____ _____

Date:

Anti-Bullying Undertaking

I, parent/guardian of _____ of class _____recognize the importance of creating a safe and respectful environment for all children. Bullying is a serious issue that can have lasting effects on individuals and communities. Therefore, I pledge to actively contribute to efforts to prevent bullying and promote positive behaviors among our children. By signing this undertaking, I commit to the following:

1. **Education and Awareness**: I will educate myself and my ward about the impact of bullying and the importance of kindness, empathy, and inclusivity.
2. **Promotion of Positive Behavior**: I will encourage and model positive behaviors within my family, emphasizing the value of treating others with respect and dignity.
3. **Communication and Support**: I will maintain open communication with my ward, creating a safe space for sharing experiences and concerns. I will provide support and guidance in case my ward is involved in bullying situations, either as a victim or a perpetrator.
4. **Setting Boundaries**: I will set clear expectations for my ward's behavior, emphasizing the importance of rejecting bullying in all its forms and promoting a culture of acceptance and understanding.
5. **Collaboration with School**: I will work collaboratively with the school and other stakeholders to address bullying effectively. I will support anti-bullying initiatives and adhere to school policies and procedures.
6. **Intervention and Accountability**: I will intervene promptly if my ward engages in bullying behavior, taking appropriate disciplinary action and providing guidance to help them understand the impact of their actions. I will hold my ward accountable for behavior and work towards promoting positive change.

By signing below, I affirm my commitment to creating a culture of kindness and respect within my family and community and to actively combating bullying in all its forms.

Signature:	_____	_____	_____
	Mother	Father	Guardian
Name:	_____	_____	_____
Date:			

Student Information Form

1. Students Full Name: _____
2. Class: _____
3. Primary Person of contact: _____
4. Relation with the Student: _____
5. Occupation & Employer: _____
6. Phone Number: _____
7. Secondary Person of contact: _____
8. Relation with the Student: _____
9. Occupation & Employer: _____
10. Phone Number: _____

Medical History:

1. Does your ward have any allergies? If yes, please specify (e.g., food, medication, insect bites, etc.): _____
2. Has your ward ever experienced any serious allergic reactions? If yes, please describe the reaction and treatment received: _____
3. Does your ward have any chronic medical conditions (e.g., asthma, diabetes, epilepsy, etc.)? If yes, please specify and provide details: _____
4. Is your ward currently taking any medication? If yes, please list the medication(s) and the reason for use: _____
5. Has your ward undergone any surgeries or medical procedures in the past? If yes, please provide details: _____
6. Does your ward have any dietary restrictions or special dietary needs? If yes, please specify: _____
7. Is there any other medical information or health concerns about your ward that you would like to share with us? _____

Additional Information:

1. Is there anything specific you would like us to know about your child or your family that could help us provide better support? _____
2. Does your ward have any special needs? _____

By signing below, I confirm that the information provided is accurate and complete to the best of my knowledge. I understand that it is my responsibility to inform the school of any changes to this information.

Signature:	_____	_____	_____
	Mother	Father	Guardian
Name:	_____	_____	_____
Date			