



# THANE POLICE SCHOOL

Late Air Marshal Hemant Chitnis Marg, Kharkar Ali,  
Thane (West) - 400 601 Tel: 022 49766403  
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**School Information Manual 2024-2025**

Our vision and mission



*Within the tiny acorn  
lies the mighty oak.*



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## About us

### THANE POLICE SCHOOL

is managed by,



### Goenka & Associates Educational Trust

Day to day affairs of running the School are being managed by the Principal assisted by appropriate staff under overall supervision of the School Committee comprising of 3 or 4 representatives of the Trust, the Principal and a representative of the teaching and non-teaching staff.

The School Building is spacious with all modern facilities and is designed to accommodate students of Nursery & Kindergarten (Jr. & Sr.) working in two shifts: "विद्या विनयेन शोभते"

The motto of the school reads **"Modesty adorns knowledge."** which means

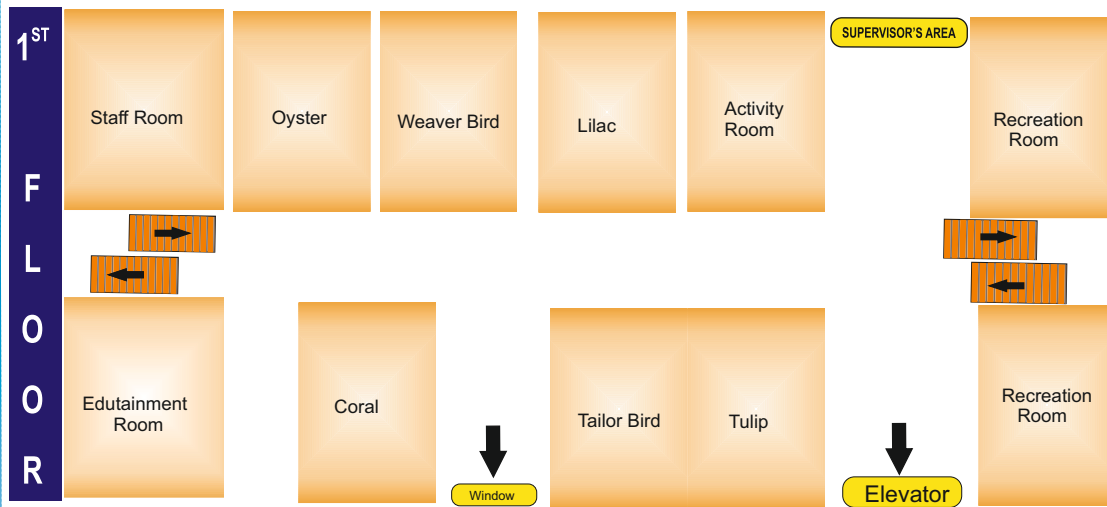
The School does not receive any Grant-in-Aid from the Government and the only source of income is the amount of fees collected from the students.

The Trust holds exemption u/s 80G of the Income Tax Act and is registered with the Charity Commissioner under Registration No.E8297 (BOM) dated 17- 8-1981 as a Public Charitable Trust with the object to establish and/or run educational institutions.

Any constructive suggestion from the parents whose children are being admitted to the Pre-School shall always be welcome. The Trust Office is housed in the Yashodham High School Building, Goregaon (E), Mumbai - 400 063, where such constructive suggestions can be recorded with the Trustee-in-charge.



## Pre Primary Section Floor Map



*Little children when nurtured well, grow up into happy adults.*



## School visiting hours

**SCHOOL HOURS**  
(Monday to Friday)

**VISITING HOURS**  
(Monday to Friday)

**MORNING GLORY (Batch I)**  
09.00 a.m. to 12.00 noon

**PRINCIPAL**  
11.00 a.m. to 12.30 p.m.

**DAFFODILS (Batch II)**  
12.45 p.m. to 03.45 p.m.

**SCHOOL OFFICE**  
08.30 a.m. to 12.30 p.m.

**SATURDAY IS A HOLIDAY**



## Prayer

### गुरुस्तोत्रम्

गुरुर्ब्रम्हा गुरुर्विष्णुः गुरुर्देवो महेश्वरः।  
गुरुः साक्षात् परब्रम्ह तस्मै श्रीगुरवे नमः ॥

### सरस्वती वन्दना

या कुन्देन्दु तुषारहार धवला या शुभ्र वस्त्रावृता  
या वीणा वर दण्ड मण्डितकरा या श्वेतपद्मासना ।  
या ब्रम्हाच्युत शंकर प्रभृतिभिः देवैः सदा वन्दिता ।  
सा मां पातु सरस्वती भगवती निः शेष जाडयापहा॥

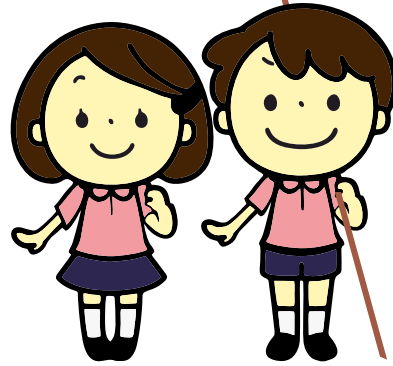
### गायत्री मन्त्रम्

ॐ भूर्भुवः स्वः तत्सवितुर्वरेण्यम् ।  
भर्गो देवस्य धीमहि धियो यो नः प्रचोदयात् ॥



## National Anthem

जन गण मन अधिनायक जय हे  
भारत भाग्य विधाता  
पंजाब सिधगुजरात मराठा  
द्राविड उत्कल बंगा  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग  
तव शुभ नामे जागे  
तव शुभ आशीष मागे  
गाहे तव जयगाथा  
जन गण मंगलदायक जय हे  
भारत भाग्यविधाता  
जय हे, जय हे, जय हे  
जय जय जय जय हे!





## School song

I have got the spirit of Thane Police School in me.  
T stands for talent,  
P for proficient,  
S for success,  
It's an amalgamation.

I have got the spirit of Thane Police School in me.

You give me wings to fly  
And the reason I smile  
You swell my heart with pride  
You will be cherished all my life.

Because I have got the spirit of Thane Police School in me.

You imbibe the values in me  
You propel the best out of me  
You mould my future, my destiny  
You are my identity.

Because I have got the spirit of Thane Police School in me.





# Academic Year 2024-2025

## TERM SCHEDULE

<b>FIRST TERM</b>	Commences on Concludes on	6 <sup>th</sup> June 25 <sup>th</sup> October	2024 2024	Thursday Friday
<b>SECOND TERM</b>	Commences on Concludes on	11 <sup>th</sup> November 1 <sup>st</sup> May	2024 2025	Monday Thursday

## VACATIONS

<b>GANPATI FESTIVAL BREAK</b>	Begins on School Re-opens on	7 <sup>th</sup> September 2024 12 <sup>th</sup> September 2024	Saturday Thursday
<b>DIWALI VACATION</b>	Begins on School Re-opens on	28 <sup>th</sup> October 2024 11 <sup>th</sup> November 2024	Monday Monday
<b>CHRISTMAS BREAK</b>	Begins on School Re-opens on	26 <sup>th</sup> December 2024 2 <sup>nd</sup> January 2025	Thursday Thursday
<b>SUMMER VACATION</b>	Begins on School Re-opens on	2 <sup>nd</sup> May 2025 9 <sup>th</sup> June 2025	Friday Monday

*Note: Attendance on re-opening days and last working days will be appreciated.*



## List of Holidays 2024-2025

DATE	MONTH	YEAR	DAY	OCCASION / FESTIVAL
17 <sup>TH</sup>	JUNE	2024	MONDAY	BAKRI EID
02 <sup>ND</sup>	JULY	2024	TUESDAY	FOUNDER'S DAY
17 <sup>TH</sup>	JULY	2024	WEDNESDAY	MOHARRAM
15 <sup>TH</sup>	AUGUST	2024	THURSDAY	INDEPENDENCE DAY / PARSİ NEW YEAR
19 <sup>TH</sup>	AUGUST	2024	MONDAY	RAKSHA BANDHAN
27 <sup>TH</sup>	AUGUST	2024	TUESDAY	GOKULASHTAMI
16 <sup>TH</sup>	SEPTEMBER	2024	MONDAY	EID - E- MILAD
17 <sup>TH</sup>	SEPTEMBER	2024	TUESDAY	ANANT CHATURDASHI
02 <sup>ND</sup>	OCTOBER	2024	WEDNESDAY	GANDHI JAYANTI
01 <sup>ST</sup>	NOVEMBER	2024	FRIDAY	DIWALI - LAKSHMI PUJAN
15 <sup>TH</sup>	NOVEMBER	2024	FRIDAY	GURUNANAK JAYANTI
25 <sup>TH</sup>	DECEMBER	2024	WEDNESDAY	CHRISTMAS
01 <sup>ST</sup>	JANUARY	2025	WEDNESDAY	NEW YEAR
14 <sup>TH</sup>	JANUARY	2025	TUESDAY	MAKAR SANKRANTI
19 <sup>TH</sup>	FEBRUARY	2025	WEDNESDAY	SHIVAJI JAYANTI
26 <sup>TH</sup>	FEBRUARY	2025	WEDNESDAY	MAHASHIVRATRI
14 <sup>TH</sup>	MARCH	2025	FRIDAY	HOLI
31 <sup>ST</sup>	MARCH	2025	MONDAY	RAMZAN EID
10 <sup>TH</sup>	APRIL	2025	THURSDAY	MAHAVIR JAYANTI
14 <sup>TH</sup>	APRIL	2025	MONDAY	DR. AMBEDKAR JAYANTI
18 <sup>TH</sup>	APRIL	2025	FRIDAY	GOOD FRIDAY
01 <sup>ST</sup>	MAY	2025	THURSDAY	MAHARASHTRA DAY
<b>HOLIDAYS FALLING ON SATURDAY / SUNDAY</b>				
07 <sup>TH</sup>	SEPTEMBER	2024	SATURDAY	GANESH CHATURTHI
12 <sup>TH</sup>	OCTOBER	2024	SATURDAY	DUSSERA
02 <sup>ND</sup>	NOVEMBER	2024	SATURDAY	DIWALI - BALI PRATIPADA
03 <sup>RD</sup>	NOVEMBER	2024	SUNDAY	DIWALI - BHAUBEEJ
26 <sup>TH</sup>	JANUARY	2025	SUNDAY	REPUBLIC DAY
30 <sup>TH</sup>	MARCH	2025	SUNDAY	GUDI PADAWA
06 <sup>TH</sup>	APRIL	2025	SUNDAY	RAMNAVAMI
<b>NON INSTRUCTIONAL DAYS</b>				
05 <sup>TH</sup>	SEPTEMBER	2024	THURSDAY	TEACHERS' DAY
14 <sup>TH</sup>	NOVEMBER	2024	THURSDAY	CHILDREN'S DAY



## Our Objective

- ▲ To provide educational opportunities appropriate to the child's age.
- ▲ To cater to the individual needs of children, covering all domains of development like Language including Music, Cognitive, Social, Emotional, Creative, Physical & Spiritual.
- ▲ To expose children to stimulating activities by providing interactive educational materials that will nurture their Audio Visual perceptions; Linguistic, Mathematical and Logical skills; Interpersonal and Intrapersonal relations and Spatial abilities.
- ▲ To give every child opportunities to listen and speak, explore and experiment, observe and question, read and write.
- ▲ To encourage family interaction by holding informative sessions, involving parents, teachers and the Child Counsellor.
- ▲ To inculcate healthy habits and noble virtues.
- ▲ To groom children to grow up into well-adjusted members of the society, by giving ample opportunity to create, innovate and discover.
- ▲ To cultivate love & respect for their Country.



## Facilities in School

- ✦ Relaxed and unpressured atmosphere for utmost stimulation.
  - ✦ Spacious well-planned, well-lit, well-ventilated aesthetically designed school building with a colourful interior and conducive and congenial learning atmosphere.
  - ✦ Experienced, efficient, well-trained, caring and patient staff, who shall be mother substitutes.
  - ✦ Appropriate teacher-pupil ratio.
  - ✦ Highly individualized child-centred learning experiences.
  - ✦ Environment rich in learning resources.
  - ✦ Modern Edutainment material for the development of self confidence, language and expression.
  - ✦ Abundant fascinating concrete play equipment for the over-all development of the child.
  - ✦ Decentralized, open, flexible space divided into functional areas.
  - ✦ A well-stacked class library, with open shelves, easily and independently accessible.
  - ✦ Provision to handle educational equipment in a user-friendly atmosphere.
  - ✦ A well-equipped Counselling and Guidance Centre with a team of Professionals are always available for guidance and help.
  - ✦ Safe, clean, cool Aquaguard filtered drinking water.
  - ✦ A health drink and nutritious, tasty snacks hygienically cooked & served.
- 12 ✦ Circulars, weekly rhyme and portion sheets are sent to the parents through e-mail / Google class room.

*Be positively involved in your child's activities.*



## Safety measures in school

### NOTE THE SAFETY PRACTICES FOLLOWED IN SCHOOL

- + Entry of visitors and parents coming for inquiry in the school is logged clearly with time-in and time-out specified.
- + For Visitors, Pass is given for entry and is handed back at the gate on exit
- + A parent has to produce the Parent I-card issued by the school, at the gate to enter the school premises.
- + Gates are closed after children enter.
- + No male member enters the pre-primary foyers.
- + CCTV cameras are placed in strategic position on both the floors.
- + Maid is present in all the washrooms.
- + Students are always accompanied by the class teacher.
- + Attendance is marked immediately after prayer and also after any outdoor activity.

**Good touch-safe touch sessions are conducted by teachers for students through stories, role play and through audio visual shows.**

In case a child is hurt in school-

- + First aid is given.
- + Parent is informed.
- + In case of any emergency, the child is taken to Pramila hospital.

**Parents who come to collect the bus students from the school need to fill in the Bus form which is signed by the Principal before handing over the child to the parent.**

### SAFETY RELATED TO SCHOOL STAFF:

- + All staff members have submitted police verification certificates.
- + 16PF at the time of appointment.

### SAFETY IN THE SCHOOL BUS

- + All staff members have submitted police verification certificates.
- + 2 CCTV cameras in each bus.



## Our recommendation to parents

- ✦ Allow your child to enjoy his/her childhood.
- ✦ Spend quality time with your child - Observe, Listen and Communicate.
- ✦ Encourage your child to speak in English.
- ✦ Inculcate in your child the importance of personal hygiene. Cut and trim your child's hair and nails periodically.
- ✦ Send your child to school regularly on time in perfect and clean uniform.
- ✦ Encourage good, healthy and hygienic eating habits.
- ✦ Take prior appointment to meet the Principal or the teachers.
- ✦ Confidently discuss with the teacher / Principal, any problem faced by your child in the school.
- ✦ Take an appointment immediately with the child counsellor, if you observe any change in his / her behaviour.
- ✦ Ensure that you attend every open house and interact with the class teacher to know your child's progress.
- ✦ If your child is suffering from infectious conditions like viral fever, conjunctivitis, acute cough and cold, chicken-pox, mumps, etc, kindly refrain from sending him / her to school as it leads to rapid spread of infection. All parents are advised to take this as a moral responsibility in preventing the spread of infection among students as well as staff and care givers in school. Children suffering from any such infectious conditions will be allowed to attend school **only on producing the fitness certificate.**
- ✦ Any medicine to be orally administered to be given in writing.
- ✦ Take prior permission from the Principal, in case leave is essential.
- ✦ Please send a written note conveying reason/s for the absence.
- ✦ Abstain from giving flowers or presents to teachers.
- ✦ To celebrate your child's birthday, you may donate a book to the library or a Sapling.



## Counselling centre

Guidance and Counselling is offered by a professional team of Psychologists, Counsellors, Remedial educators, Special educators, Occupational therapist and Shadow teacher.

The facilities which will be made available as and when required are:

- ✦ Child, parent and teacher counselling.
- ✦ Psycho - educational assessment.
- ✦ Aptitude Testing and Career Guidance.
- ✦ Remedial education for children having Learning Difficulties.
- ✦ Occupational therapy.
- ✦ Special education services for children having Developmental Lag/Delay/Disorder.
- ✦ Individual and specialized attention in classroom by shadow teacher.
- ✦ Referral to other medical/Para-medical professionals if needed.

★ *Subsidised charges for these services*



## Instructions regarding school fees

- ✦ Term Fees must be paid in the month of June along with June month's Tuition Fee and in December along with 2nd term Tuition Fee. Fees can be paid monthly, quarterly, half yearly or yearly only.
- ✦ Admission fee will be charged for admission in **Nursery and all new admissions.**
- ✦ Fees for the months of April and May must be paid along with March fees and this holds good even for those who wish to leave the School in April / May.
- ✦ The delay of payment beyond 3 months renders a pupil liable to be struck off the roll.  
If the pupil is re-admitted the Admission Fee must be paid again.
- ✦ **If a student is to be withdrawn, one calendar month's notice should be given in writing by the Parent / Guardian to the Principal of the School to arrange for the refund of the balance of tuition fees.**  
In exceptional circumstances of withdrawal, one month's tuition fee in lieu of one calendar month's notice will have to be paid.  
Amount collected as Term Fee or Tuition Fee will not be refunded.
- ✦ Students whose fees are not paid will be considered as defaulters.
- ✦ Unless all dues are paid, the progress of the child will not be communicated to the parent. School Leaving Certificate will not be issued till all the outstanding dues from the student at the time of leaving the school are paid and clearance certificate from the concerned authority is obtained.
- ✦ Students who leave the School in the month previous to any vacation must pay the fees for the vacation.
- ✦ No deduction in fees will be allowed for vacations or for broken period of the month.





## Fees 2024-2025

School fees will be accepted by DD / My Camu App only.

(Monthly, Quarterly, half yearly or annually)

### Fee Payment Schedule

Police Category.

**Nursery**

Fee payment schedule in case of yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2024 + I Term Fee + Admission fees	$1730 \times 3 = 5,190/-$	Payable at the time of admission

### Nursery, Jr. K.G. & Sr. K.G.

Fee payment schedule in case of quarterly payment:

MONTHS DUE	AMOUNT	DUE DATE
I - Quarter - June 2024 to August 2024 (Tuition Fee + I Term fee)	$1730 \times 4 = \text{Rs. } 6,920/-$	Payable on or before 1st June '2024
II - Quarter - September 2024 to November 2024 (Tuition Fee)	$1730 \times 3 = \text{Rs. } 5,190/-$	Payable on or before 10th
III - Quarter - December 2024 to February 2025 (Tuition Fee + II Term fee)	$1730 \times 4 = \text{Rs. } 6,920/-$	Payable on or before 10th December '2024
IV - Quarter - March 2025 to May 2025	$1730 \times 3 = \text{Rs. } 5,190/-$	Payable on or before 10th March

Fee payment schedule in case of half yearly payment:

June 2024 to November 2024	$1730 \times 7 = \text{Rs. } 12,110/-$	Payable on or before 1st June '2024
December 2024 to May 2025 (Tuition Fee + II Term Fee)	$1730 \times 7 = \text{Rs. } 12,110/-$	Payable on or before 10th December '2024

Fee payment schedule in case of yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2024 to May 2025 + I Term	$1730 \times 14 = \text{Rs. } 24,220/-$	Payable on or before 1st June

Note : Payment made after the 12th of the due month shall be received with a surcharge

of Rs. 100/- per month or part thereof . Bus fees is applicable for those who are availing school bus service.



## Fees 2024-2025

School fees will be accepted by DD / My Camu App only.

(Monthly, Quarterly, half yearly or annually)

### Fee Payment Schedule

General Category.

**Nursery**

Fee payment schedule in case of yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2024 + I Term Fee + Admission fees	5760 x 3 = 17,280/-	Payable at the time of admission

**Nursery, Jr. K.G. & Sr. K.G.**

Fee payment schedule in case of quarterly payment:

MONTHS DUE	AMOUNT	DUE DATE
I - Quarter - June 2024 to August 2024	5760 x 4 = Rs. 23,040/-	Payable on or before 1st June
II - Quarter - September 2024 to November 2024 (Tuition)	5760 x 3 = Rs. 17,280/-	Payable on or before 10th
III - Quarter - December 2024 to February 2025	5760 x 4 = Rs. 23,040/-	Payable on or before 10th
IV - Quarter - March 2025 to May 2025	5760 x 3 = Rs. 17,280/-	Payable on or before 10th March

Fee payment schedule in case of half yearly payment:

June 2024 to November 2024	5760 x 7 = Rs. 40,320/-	Payable on or before 1st June
December 2024 to May 2025 (Tuition Fee + II Term Fee)	5760 x 7 = Rs.40,320/-	Payable on or before 10th

Fee payment schedule in case of yearly payment:

MONTHS DUE	AMOUNT	DUE DATE
June 2024 to May 2025 + I Term	5760 x 14 = Rs. 80,640/-	Payable on or before 1st June

Note : Payment made after the 12th of the due month shall be received with a surcharge

of Rs. 200/- per month or part thereof . Bus fees is applicable for those who are availing school bus service.



## Bus Facility

- ✦ The School provides bus service to the students of Thane Police School under the aegis of G.A.E.T.

### INSTRUCTIONS :

- ✦ The bus facility is extended to students only when there is an availability of seat and is offered at the Principal's discretion. This offer can be withdrawn any time.
  - ✦ **Students will board and alight only at fixed bus stops.** Parents and children are requested not to ask the driver or attendant to stop the buses at unauthorized bus stops.
  - ✦ Parents are not permitted to change the bus stops without prior permission. In case there is a change in the bus stop, the parents must inform the school in writing.
  - ✦ Children must obey and must be courteous to the bus-in-charge. Children found misbehaving in the bus will not be allowed to continue availing the bus facility.
  - ✦ **In the event of the child not being at the stop at the scheduled time the bus will proceed without the child.** It will be the responsibility of the parent / guardian to reach the child to school. In the event of there being no one to receive the child at the stop of the return journey, the child will be brought to the school and the parents will have to collect their child from the school authorities on presentation of their identity card.
  - ✦ If the parent doesn't want their ward to avail the bus facility for some reason on a particular day, the school must be informed about it in writing.
  - ✦ In case of any grievance, parents must inform the school authorities in writing for appropriate action. Parents must
- NOTE :**
- Rs. 2500 is payable as Admission fee ( non - refundable ) at the time of enrollment.



## Bus Fees

**Bus fees will be accepted by through MyCamu App only.**

### Procedure for cheque payment :

- ✦ Cheque to be drawn in favour of **Goenka & Associates Educational Trust.**
- ✦ Bus Fees will be charged for all the twelve months of the year.
- ✦ Fees will be collected in two installments.

Installment	Period	Payable
I	June to November	in April through <b>MyCamu App</b> by <b>15<sup>th</sup> May 2024</b>
II	December to May	in October through <b>MyCamu App</b> by <b>15<sup>th</sup> November 2024</b>

- ✦ Students will not be allowed to avail the bus facility if the fee is not received as per the payment schedule mentioned above.

*Children need a little help, a little hope and someone who believes in them.*



## Uniform

- ✦ School identity card must be worn on all days.
- ✦ Uniform and shoes other than the pattern recommended by the school will not be permitted.
- ✦ Students should not come to school, wearing, slippers or sports shoes.
- ✦ Girls must wear black elastic hair band. Those with long hair must tie two ponies or plaits.
- ✦ Hairstyle for boys: Crew cut (No fancy hair cuts)
- ✦ Wearing of the following is not permitted :-
  - I) Jewellery
  - ii) Cosmetics of any kind

### **Monday - Wednesday - Friday**

Purple T-Shirt & Khaki shorts.

Socks : Plain white and purple tipping.

Shoes : White velcro sneakers.

### **Tuesday & Thursday**

Navy Blue T-Shirt & Khaki shorts.

Socks : Plain white with navy blue tipping.

Shoes : White velcro sneakers.

**NOTE : Students are expected to come in full uniform  
on all working days of the week.**



## Rules for the students

### EXPECTED BEHAVIOUR :

- ✦ Treat everyone with respect and honesty.
- ✦ Arrive on time to School.
- ✦ Wear proper School Uniform.
- ✦ Wear the School Identity Card.
- ✦ Maintain good conduct, discipline and good behaviour in School Transport.
- ✦ Handle toys and library books with care.



## Admission and Withdrawals

- ✦ Registration for Admission will be done online.
- ✦ Announcement for registration will be notified through school website.
- ✦ For online registrations log on to [www.tps.ac.in](http://www.tps.ac.in)

### ELIGIBILITY FOR THE ACADEMIC YEAR 2024 – 2025

- ✦ Nursery - Children born between 1st July 2020 & 31st Dec 2021
- ✦ Admission will be granted to those who comply with the eligibility criteria. No relaxation in age limit will be given.

### DOCUMENTS TO BE BROUGHT AT THE TIME OF VERIFICATION :

- ✦ Original Birth Certificate (for verification only)
- ✦ Photo copy of the birth certificate.
- ✦ Aadhar Card of the child.
- ✦ One passport size photograph of the child.
- ✦ 2 sets of stamp size recent photographs of both the parents and the child.
- ✦ Proof of residence
- ✦ **All withdrawals** from the school can be made only on the written request for the same giving one calendar month's notice or paying fees equivalent to one month in lieu of the notice period by the parent / guardian of the child to the Principal. Application for a leaving certificate, should be made by the parent / guardian on the prescribed form provided in the school calendar. Signatures of both the parents is mandatory on the application form.



## Open house

1.	Friday	14th June 2024
2.	Friday	19th July 2024
3.	Wednesday	4th September 2024
4.	Friday	25th October 2024
5.	Friday	20th December 2024
6.	Friday	7th February 2025
7.	Saturday	22nd March 2025 (For Sr KG)
8.	Friday	17th April 2025 (For Nursery & Jr KG)

**Note: Subject to change under unforeseen circumstances or Public Holidays.**

- ✦ Parents must carry the parent I-card on all open house days.
- ✦ **Children must wear the school uniform incase they accompany the parent.**





## School events

Celebrations

Grand day with Grand Parents

Fun - n - Fiesta

Edutainment

Children on stage

Camping in the school

Project

Edu sports

Outings

Field Trips



Speak to your children  
as if they are the wisest, kindest,  
most beautiful and magical humans  
on the Earth,  
for what they believe is  
what they will BECOME !