

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 20TH FEBRUARY, 1970.

Part II

No. 1. APPOINTMENTS.

Mr. T.C. Kemp, Deputy Headmaster, is appointed Officiating Headmaster with effect from the forenoon of 10th February, 1970, vice Major R. Som Dutt who has proceeded on six months' earned leave, as sanctioned by the Board of Governors, with effect from the 10th February.

This has the concurrence of the chairman of the Board of Governors conveyed to Major R. Som Dutt in Delhi on 31st January 1970.

Mr. Sat Pal Verma, is appointed Tuck Shop Junior Clerk with effect from 19-1-70.

Mr. Joti Singh, Tailor is promoted to the post of Head Tailor on one year's probation with effect from 22-1-70 vice Mr. Madho Ram expired.

No. 2. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names:—

Mr. F.B. Manley	Bursar	27- 1-70—11- 2-70—16 days
„ R.N. Sethi	Quartermaster	19-11-69—20-12-69—32 „
„ M.N. Kohli	Sr. Clerk	6-12-69—31-12-69—26 „
„ G.S. Rawat	Electrician	20-12-69—31- 1-70—43 „
„ P.R.V. Nair	Compounder	4-12-69—22- 1-70—50 „
„ Sunder Lal	Comp.-cum-inkman	26-12-69—27-12-69— 2 „
		2- 1-70—17- 1-70—16 „
„ Nek Ram Sharma	Book Binder	22-12-69—24-12-69— 3 „
„ Madan Singh	W/cum-Driver	22-12-69—23-12-69— 2 „
		29-12-69—30-12-69— 2 „
„ Jagat Ram	Peon	15-12-69—17- 1-70—34 „
„ Sobha Ram	„	26-12-69—10- 1-70—16 „
„ Bansi	„	22-12-69—24-12-69— 3 „

Mr. Bhuri Singh	Mali	26-12-69—24- 1-70—30 days
„ Ram Autar	Mazdoor	12- 1-70—11- 2-70—31 „
„ Mansa Ram	„	22-12-69—21- 1-70—31 „
„ Bansi	„	22-12-69—21- 1-70—31 „
Smt. Mary	Ayah	5- 1-70— 4- 2-70—31 „
„ Krishana	„	5- 1-70— 4- 2-70—31 „
Mr. Babban	Sweeper	9-12-69— 8- 1-70—31 „
„ Sadhu No. 1	„	2- 1-70— 5- 2-70—35 „
„ Bachna	„	10-12-69—29-12-69—20 „
„ Kanshi	„	8- 1-70—17- 1-70—10 „
„ Ram Kishan	„	12-12-69— 7- 1-70—27 „
„ Sadhu No. II	„	7-12-69— 6- 1-70—31 „
„ Shankar	„	12-12-69—11- 1-70—31 „
„ Rulda	„	8- 1-70—17- 1-70—10 „
„ Taroo	„	13- 1-70— 1- 2-70—20 „
„ Kishan No. 1	„	12- 1-70—26- 1-70—15 „
„ Kishan No. II	„	10-12-69— 9- 1-70—31 „
„ Tulsi	„	10-12-69— 9- 1-70—31 „
„ Gangoo	„	13-12-69—12- 1-70—31 „
„ Baboo	„	12-12-69—11- 1-70—31 „
„ Parkash	„	13- 1-70— 1- 2-70—20 „
„ Gurnam	„	5- 1-70—25- 1-70—21 „
Smt. Ishari	Sweepress	10- 1-70— 6- 2-70—28 „
Mr. Battoo	Head Cook	2- 1-70— 1- 2-70—31 „
„ Mansa Ram	Cook	2- 1-70— 1- 2-70—31 „
„ Chet Ram	„	5- 1-70—24- 1-70—20 „
„ Mool Chand	„	19- 1-70—28- 1-70—10 „
„ Braphtu	„	5- 1-70— 4- 2-70—31 „
„ Roop Ram	„	9-12-69— 7- 1-70—30 „
„ Paras Ram	Bearer	5- 1-70— 4- 2-70—31 „
„ Sant Ram	„	2- 1-70— 1- 2-70—31 „
„ Bishan Dass	„	15-12-69—21-12-69— 6 „
		5- 1-70— 4- 2-70—31 „
„ Gorkhu Ram	„	2- 1-70— 1- 2-70—31 „
„ Ronki Ram	„	5- 1-70— 4- 2-70—31 „
„ Lajyya Ram	Baker	2- 1-70—29- 1-70—28 „
„ Hari Singh	Bearer	9-12-69—14- 1-70—37 „

2. Mr. Kundan, Peon was granted 25 day's earned leave with effect from 15-12-69 to 8-1-70 and 16 day's leave on without pay with effect from 9-1-70 to 24-1-70.

No. 3. TERMINATION OF SERVICES.

The services of the following members of the staff were terminated with effect from the dates shown against their names :—

Mrs. R. Sehgal	Temp. Mistress	4-12-69
Mrs. J. Jalota	Temp. House Matron	12-12-69
Mr. Bhangoo Ram	Temp. Cook	4-12-69
Mr. Beli Ram	Temp. Bearer	4-12-69
Smt. Tara Wati	Temp. Nurse Dai	4-12-69
Mr. Hari Singh	Bearer	14- 1-70

No. 4. RESIGNATION.

Mr. C.H. Massey, Master on probation vacated his appointment with effect from 26-1-70 having resigned.

4. Mr. Tulsi Ram, Cook on probation vacated his appointment with effect from 23-5-69 having resigned.

No. 5. REVERSION OF SERVICE.

Mr. Ishar, Head Sweeper on probation was reverted to his substantive post of Sweeper with effect from 2-1-70.

R. Som Dutt,
Major,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 27TH FEBRUARY, 1970.

No. 1. WELCOME.

The Headmaster would like to welcome to Sanawar all members of the staff and the children, and would like to wish them a very happy and successful term in school.

No. 2. THE SCHOOL'S CLEANLINESS.

Our School starts the term very clean; let us all, every one of us, keep it that way. This involves not only ourselves not throwing down litter, sweets papers, silver paper etc., etc., and dissuading others from doing so, but also involves our actively picking up litter etc., ourselves wherever we find it and putting it into a proper receptacle.

No. 3. SCHOOL PROGRAMME.

Sat.	28th Feb.	...	School Parties arrive
Sun.	1st March	...	Issue of jersies at Q. M. Stores as per separate circular to House Staff:—
			HBD 9-00 a.m.
			NDB 10-00 a.m.
			SBD 11-00 a.m.
			VBD 12-00 noon
			H & NGD 2-00 p.m.
			S & VGD 3-00 p.m.
			Film 5-00 p. m.
			Supper 6-30 p. m.
Mon.	2nd	„	...
			Sunday Timings
			GD/BD meeting; Teaching Staff—9-30 a.m.
			Issue of jersies at Q.M. Stores:—
			H & NPD (Boys) 10-00 a.m.
			S & VPD („) 11-00 a.m.
			Sparrows 12-00 noon
			House Letters under House Organisation
Tue.	3rd	„	...
			Sunday Timings
			Assembly 9-30 a. m.
			Forms to Form Rooms under
			Form Staff 9-45 a. m.

Tue.	3rd March	...	Stationery issued	
			Text books issued	
			Games Sets (BD) after lunch	
Wed.	4th	„	Rouser	... 7-00 a.m.
			Breakfast	... 7-45 a.m.
			Assembly Singing	8-45— 9-15 a.m.
			Classes ($\frac{1}{2}$ hr Schools)	9-15—12-35 p.m.
			Lunch	... 1-00 p.m.
			Hobbies groups after lunch	
			Film	... 5-00 p.m.
Thu.	5th	„	Rouser	... 7-00 a.m.
			Bkfst. B.D.	... 7-55 a.m.
			„ G.D.	... 8-10 a.m.
			M. I. G.D.	... 7-50 a.m.
			„ B.D.	... 8-10 a.m.
			Assembly	... 8-40 a.m.
			Classes (35 mts.)	9-00—12-50 p.m.
			Lunch	... 1-00 p.m.
			Tea	... 4-00 p.m.
			Supper	... 6-30 p.m.
			Lights out	... 8-30 p.m.
Fri.	6th	„	As for Thu. 5th	
Sat.	7th	„	„ „	
			Film	... 5-00 p.m.
			Supper	... 6-30 p.m.
Sun.	8th	„	Festival Cricket	

No. 4. DAY SCHOLARS—ATTENDANCE IN KITCHENS.

Will all staff members concerned, *immediately* on their return to school, please inform the Bursar in writing as to which of their children, being day scholars, will be taking meals in the school kitchens, and state in respect of each child :—

- (a) the Kitchen in which he/she will be taking meals.
- (b) which meals he/she will be taking.

No. 5. MEDICAL.

On return to school on February 28th, children must report first to their House Matrons. Leave Slips, which incorporate Medical Certificates, will be handed over to the Matron concerned, who will

forward them to the R.M.O. on Sunday, 1st March. **In no case will a child be accepted in a Department without a medical certificate.** Any child without this certificate, as also any child who appears unwell on arrival, will be sent **immediately** to the R.M.O. This applies in particular to children who have coughs and colds. Any case of unfitness for admission on medical ground will be reported **immediately** to the Bursar by the R.M.O. for orders.

No. 6. NEW ADMISSION—RECEPTION.

New admissions will be made as follows:—Senior School 2nd March, Prep. School 3rd—5th March. All new parents on their arrival will be guided to the Parents' Rooms, where the Quartermaster will arrange for fires, hot water, towels, soap etc., to be available. B.D. Kitchen Matron will arrange for tea and biscuits to be available for parents at the School Office from 10-00 a. m. till 12-30 p. m. and from 3-00 p. m. to 4-00 p. m daily.

The Quartermaster will also please arrange for the garden umbrellas etc., to be put up in the garden opposite the Mistresses Common Room.

Messrs Jagdish Ram and Katoch will be on duty from 9-00 a. m. to 4-00 p.m. at the Bakery to guide parents on the reception dates.

From the Parents' Rooms, parents and the children, together with their luggage, will be taken to the Office. From there children will be directed to the Deputy Headmaster in the case of Senior School, and to the Mistress I/c Prep School in the case of children for admission to L-III and the Prep School, for an interview and test. When a number of children are waiting while others are being tested, they should first be taken along with their parents to the hospital for medical examination by the R. M. O. Miss Rudra will arrange for children to be tested at the School Office. After having tested them the Deputy Headmaster/Mistress I/c Prep School will return the children to the School Office along with their reports. All financial and others formalities will then be completed there by parents in the School Office. Thereafter the children will proceed to their respective dormitories along with their Admission Slips, duly signed by the Bursar, which will be handed over to the House Matrons concerned. House Matrons will NOT admit new children to their dormitories except on the presentation to them of an Admission Slip signed by the Headmaster or the Bursar.

No. 7. LATE ARRIVALS.

All Housemasters/Housemistresses are requested to report to the Headmaster late arrivals among the older children, i. e. of L-IV and upwards, together with their explanations for late arrival. If children arrive late for reasons which are not covered by a Medical Certificate or the Headmaster's sanction disciplinary action will be taken against them as under :—

- (1) They will be denied WOPs for the whole of March.
- (2) They will be denied pocket money till the 10th March.
- (3) They will not be permitted to attend any cinema shows till the 10th March.

No. 8. NEW ADMISSIONS—RATIONS.

New children will be arriving as below, and in every likelihood parents accompanying them will require lunch or, in some cases, tea. Would Matrons I/c Kitchens please indent for three extra rations per new admission from the Quartermaster to enable parents to lunch/tea in the respective departments :—

		B.S.	G.S.	P.S.B.	P.S.G.
2nd	March	5	7	4	2
3rd	,,	1	1	12	7
4th	,,	—	1	12	2
5th	,,	—	—	9	5

No. 9. CLOTHING.

March 1st and 2nd will be devoted to issuing clothes to the children according to the scales laid down. All clothes will bear either the names or the numbers of the children, and initials of the House in the case of B. D. and initials of the Departments in the cases of G.D. and P.D. All this work of marking clothes must be completed by the evening of Saturday, 7th March.

Clothes will be issued to **Day Scholars** in all Deptts. at 2-00 p. m. on Sunday, 1st March.

All Matrons will please try to provide new children with new clothes as far as possible.

All Matrons will please ensure that children are in possession of and do, in fact, wear warm woollen vests in order to prevent children taking chills and colds.

Long grey flannel trousers will be worn by all boys until further notice.

No. 10. STRENGTH RETURNS.

House Matrons will send numbers of children present, and the names of the children on leave or absent, to the office **every day by 3-00 p.m.** If there is no change a slip saying no change will be sent.

No. 11. CRICKET.

The festival match will take place on Sunday, 8th March.

No. 12. NETS.

The Head Boy will ensure that none of the prepared pitches is used without permission. Nets for the 1st XI and the Staff will be arranged by Mr. Jagdish Ram.

No. 13. WEIGHING & MEASURING.

Dates will be intimated later.

No. 14. WALKING OUT PASS—NEW ADMISSIONS.

No newly admitted children will be granted WOPs, nor will their parents or relatives be permitted to visit them before the first Sunday of April, namely Sunday, the 5th April. This will give these children time in which to settle down. This must be explained by House Staff and House Matrons to parents or guardians of newly admitted children when they arrive.

No. 15. HOUSE FUND ACCOUNTS.

Will all Housemasters and Housemistresses please obtain an advance of Rs. 100/- each from the Cashier and arrange payments of the bills for the purchases made by them for their House. When the advance is exhausted will they kindly submit the statement of the expenditure along with receipted bills to the Bursar, who will arrange for the recoupment of the advance.

No. 16. HOSPITAL TIMINGS.

10-00 a. m.—10-30 a. m. }	...	Members of the Staff
4-30 p. m.— 5-30 p. m. }		
9-00 a. m.— 1-00 p. m. }	...	Children of the school
4-30 p. m.— 5-30 p. m. }		

Staff are requested that, *except in emergencies*, children should not be sent to the hospital except during working hours.

The R. M. O. will not visit sick members of Staff in their quarters except when such members are too ill to report to the hospital at the timings given above.

No. 17. ISSUE OF INDENTS BY QUARTERMASTER.

Will all members of staff concerned and the Quartermaster kindly note that, when an indent is to be issued to the person making the indent, the actual time of the issue is to be fixed in personal

consultation between the indenting member concerned and the Quartermaster, according to the mutual convenience of both and not merely according to the convenience of the one or the other. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only after mutual consultation. Such changes should not ordinarily be necessary at all but only in emergent and unforeseeable circumstances. The time so fixed should **not** be between 3-00 and 4-00 p.m. on full working days nor between 12-00 noon and 1-00 p.m. on Saturdays.

It is the duty of the Quartermaster to have all items to be issued ready for immediate issue punctually at the time fixed, thus ensuring that no unnecessary delay occurs and that indenting staff members are not held up at the Stores for more than the minimum time necessary actually to receive the articles indented for.

Any difficulties in implementing this order should be brought to the notice of the Bursar immediately.

No. 18. STAFF VISITS TO Q.M. STORES.

All staff members are reminded that except for taking indents, and also as provided below, any staff member wishing to see the Quartermaster on business should see him in his office between 3-00 and 4-00 p. m. *only* on all working days of the week except Saturdays when they should see him between 12-00 noon and 1-00 p. m.

Members of the staff will please *not* visit the Quartermaster or the Q.M. Stores at other times, except by prior mutual arrangement with the Quartermaster (for receiving indents, for example), or in really emergent circumstances, or where, by reason of routine school duty, it is not possible for them to visit the Stores at the specified times.

The three Kitchen Matrons will continue to go to Stores daily from 10-00 a.m. as usual.

No. 19. STAFF SUPPER TIMINGS.

Those members of the Staff who take their supper in departments are reminded that they are required to sit down to supper not later than 7-30 p. m. at the very latest. This timing, which is very necessary for administrative reasons, may please be strictly observed.

No. 20. STAFF CLUB : BADMINTON.

Gaskell Hall will be available for badminton from 5-30 p.m. to 8-00 p.m. daily for all members of the Staff Club.

It is requested that members playing badminton will kindly bring their own badminton rackets. Shuttlecocks will be provided by the Staff Club.

No. 21. STAFF RATIONS AND FUEL.

On return to school on Saturday, 28th February, Staff members' families in need of milk, suger, atta etc. may, if necessary, obtain small quantities on loan from Kitchen Matrons for their immediate use. The equivalent amounts must be returned to Kitchen Matrons as soon as possible and Kitchen Matrons will ensure that this is done. For wood and coal Staff members' families will send chits to the Quartermaster giving their minimum requirements for their immediate needs. The Quartermaster will arrange for the fuel to be delivered to the quarters of the persons concerned not later than the same evening, i.e. Saturday, 28th, evening.

Wood fuel, coal and K. oil on payment will be issued between 3-00 and 4-00 p. m. on the first and third Wednesday, of each month.

Rations on payment will normally be issued to staff between 3-00 p. m. and 4-30 p. m. on the first and third Thursdays of each month.

Rations etc. will not be issued on administrative holidays officially notified as such. Where an issue day falls on an administrative holiday the Quartermaster shall arrange to issue these rations etc. on the very next working day following the administrative holiday.

Staff are requested to send their requirements slips to the Quartermaster by 11-00 a.m. ON ISSUE DAYS. They should also send necessary packing material to collect items from Stores as no packing will be issued from Stores.

The Quartermaster has authority to reduce quantities demanded, if he considers it necessary. It is always advisable to submit full monthly requirements in the first week of each month.

Staff families may obtain their private requirements of eggs, vegetables and fruit from the contractors. Servants may not be sent to the Q.M. Stores for these items as it interferes with official routine. Meat requirements can, however, be obtained at the Ration Stand at 11-30 a.m. on the days when meat is supplied.

No. 22. FURNITURE—STAFF QUARTERS & DEPARTMENTS.

Detailed furniture inventory boards are provided in all school departments and quarters of Staff members. It is the personal responsibility of all concerned to ensure that these inventories are kept carefully and made available when required. All concerned are requested to check these inventories carefully on return to school and to report any discrepancies immediately to the Quartermaster.

In this connection it is also specifically brought to the notice of all concerned that articles of school furniture provided in departments and Staff quarters may not be removed therefrom or exchanged or interchanged without the written permission of the Bursar. Nor may any additional articles of furniture be issued to or provided in staff quarters without the written permission of the Bursar. When any such changes are permitted, they shall be noted in the furniture inventory of the department/quarter concerned under the joint signatures of the staff members concerned and the Quartermaster. Departments and Staff members are held responsible for the proper maintenance of all school furniture on issue with them.

No. 23. STAFF VACATION PAY.

Staff members who are to draw their pay and arrears of vacation pay on their return to school may do so from the School Office between 11-00 a.m. and 1-00 p.m. on Monday, the 2nd March.

No. 24. TUCK SHOP TIMINGS.

The Tuck Shop will open daily from 11-00 a.m. to 1-30 p.m. from Wednesday, 25th February, and observe the normal timings from Saturday, 28th February.

No. 25. VEGETABLE AND FRUIT CONTRACTOR'S SHOP.

The contract for the supply of vegetables and fruit has this year been given to M/s Himachal Traders of Garkhal.

Their shop at the Bakery will remain open daily from 8-00 a.m. to 5-00 p.m.

The contract rates for all items of supply are displayed prominently in the shop itself.

No. 26 SUPPLY OF EGGS FOR STAFF FAMILIES.

The eggs contract for the year has been given to M/s Devinder Singh Chaudhury of Rajpura.

The minimum weight per egg has been fixed at 45 gms.

The rate fixed is Rs. 27-00 per 100 eggs, i.e. Rs. 3-24 per dozen.

Eggs will be available for sale to staff families at the Fruit and vegetable shop at the Bakery daily from 12-00 noon 2-00 p.m. Bad eggs will only be replaced by the contractor free of charge provided they are returned to him on the very next day following the day on which the supply was made.

No contracts for fowls and fish have been entered into this year due to high prices.

No. 27. ACADEMIC STAFF MEETING, & HOUSE LISTS.

A full meeting of the academic staff of B.D. and G.D. will be held in the M.C.R. at 9-30 a.m. on Monday, 2nd March.

House lists are almost ready, but are subject to finalisation. Will Housemasters and Housemistresses G.D. kindly also come prepared to finalise these lists.

No. 28. PRIVATE PURCHASES FROM THE SCHOOL STORES.

It is notified for the information of all members of the staff that no private purchases of any items whatsoever, except those specified below, are permitted to be made from the school Stores without the written permission in every case of the Headmaster or the Bursar. The Quartermaster has instructions accordingly.

The following items only may be purchased from the Stores without the permission mentioned above :—

- (1) Blue blazer cloth
- (2) Grey flannel cloth (for trousers and skirts)
- (3) Black brogue shoes (for Day Scholars only)
- (4) Night-suits (both new and old—existing stock only)

This order does not in any way effect the sale of fuel and dry rations etc., from the school Grocery shop.

No. 29. TRANSFER.

Mrs. R. Joseph is transferred to the Prep. Dept. from the Senior School with effect from the opening of term.

No. 30. WATER SHORTAGE EMERGENCY.

The winter rains have again failed almost totally. Consequently there is a very serious water shortage throughout these hills. Our water supplies from Kasauli have already been drastically reduced and will probably be reduced even further as the weather gets warmer.

As a result, extremely strict water rationing has had to be imposed throughout the school with effect from Monday, 2nd March and the consumption of water for all purposes whatever has to be restricted to the *absolute minimum* by all children and all categories of staff whatsoever. Staff quarters will receive water only as follows :—

Mornings	...	For 1½ hours between 6-30 a.m. and 9-00 a.m.
(Sunday & holiday mornings	}	For 1½ hours between 7-15 a.m. and 9-15 a.m.)
Evenings	...	For 45 minutes between 4-30 p.m. and 6-00 p.m.

All concerned are also reminded that the sanitary flushes will not refill themselves except during those hours when the water supply is turned on. Indiscriminate use of the chain is to be avoided.

Due to the water shortage it will not be possible to wash any durries until further notice. The dhobis have strict instructions not to accept durries from any source for washing.

THE USE OF FRESH TAP WATER FOR WATERING PLANTS AND GARDENS IS COMPLETELY PROHIBITED.

It must be emphasised once again that the water position is extremely serious and precarious and that it is *absolutely essential* that every one at the school, including all children and all categories of staff, do everything in their power all the time to ensure the minimum consumption of water. This includes, among other things, the proper closing of all taps and the *immediate* reporting to the Engineer of all leaking taps, pipes, tanks, flushes etc., etc.

Since some storage of water will be necessary, the Engineer has prepared—and has ready for sale—empty kerosene oil tins, which may be drawn from him on payment.

THE ENGINEER HAS EXPLICIT INSTRUCTIONS TO DISREGARD ABSOLUTELY REQUESTS FOR RELEASE OF WATER OUTSIDE THE HOURS MENTIONED ABOVE.

Any unauthorised disregard of these instructions or tampering with water pipe connections or taps will be viewed very seriously indeed and will automatically incur disciplinary action.

No. 31. CINEMA.

The following films will be shown in Barne Hall at 5-00 p.m.

- Sun. 1st March ... **LOOKING FOR LOVE**, starring Connie Francis, Jim Hutton and Susan Oliver. The film is a story of a youthful singer torn between two careers, show business and marriage.
- Wed. 4th ,, ... **MARK OF THE RENEGADE**, starring Ricardo Montalban and Cyd Charisse. It is an adventure set in the West.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, THURSDAY, 5TH MARCH, 1970.

SPECIAL ORDER

No. 32. SCHOOL CALENDAR 1970.

February

Sat. 28th School reopens

March

Sun. 1st Kit fittings
 Film: 5-00 p.m.
 Supper: 6-15 p.m.

Mon. 2nd Kit fitting
 New admissions
 Staff meeting
 Letters (House organisation)

Tue. 3rd Sunday timings
 Assembly: 9-00 a.m.
 Forms to Form Rooms 9-45 a.m.
 Stationery
 Games sets after lunch

Wed. 4th Rouser: 7-00 a.m.
 Assembly singing
 $\frac{1}{2}$ hour schools
 Text books issued
 Hobbies groups made up

Thu. 5th Normal timings
 Assembly singing
 Normal classes
 Normal Hobbies

Fri. 6th Rouser: 7-00 a.m.
 Assembly singing

Sat. 7th Rouser: 7-00 a.m.
 Assembly singing
 Film: 5-00 p.m.
 Supper: 6-45 p.m.

Sun. 8th Festival Cricket

March

- Mon. 9th Normal timings
Normal games/hobbies
Medical inspection: 4-00—5-00 p.m.
(one set each day)
- Sat. 14th Film: 5-30 p.m.
Supper: 7-15 p.m.
- Sun. 15th Staff Club meeting: 11-00 a.m.
- Mon. 16th Prep. starts
P.T.
Hodson Runs start
- Thu. 19th Dental inspection
- Sat. 21st Film: 5-30 p.m.
Supper: 7-15 p.m.
- Fri. 27th Good Friday : Holiday
- Sat. 28th Holiday
- Sun. 29th Easter Sunday
Film: 5-30 p.m.
Supper: 7-15 p.m.

April

- Thu. 2nd Vind. Sat. Club Dress Rehearsal
- Sat. 4th Vindhya Sat. Club
Supper: 5-45 p.m.
- Sun. 5th New P.D. admissions permitted WOPs
Film: 5-30 p.m.
Supper: 7-15 p.m.
- Mon. 6th New timings
Morning Prep
Hodson Heats
- Tue. 7th " "
- Wed. 8th " "
- Fri. 10th Hodson Finals
- Sat. 11th Staff Club Dinner
- Sun. 12th Film: 6-00 p.m.
Supper: 7-30 p.m.
- Wed. 15th Foundation Day
- Sun. 19th Film: 6-00 p.m.
Supper: 7-30 p.m.

April

Thu. 23rd Nil. Dress Rehearsal
 Fri. 24th P.D. vs. L-III (Cricket)
 Sat. 25th Nil. Sat. Club: 6-30 p.m.
 Sun. 26th Film: 5-30 p.m.
 Supper: 7-15 p.m.
 Thu. 30th I.H. Cricket

May

Fri. 1st I.H. Cricket
 Sat. 2nd Staff Club Dinner
 Sun. 3rd Film: 6-00 p.m.
 Supper: 7-30 p.m.
 Mon. 4th I.H. Cricket
 Tue. 5th I.H. Cricket
 Wed. 6th Bishop Barne's Birthday
 Marks to Form Staff: 1-00 p.m.
 I.H. Cricket
 Thu. 7th P.D. Dress Rehearsal
 Mark Books to Sr. Mistress: 1-00 p.m.
 I.H. Cricket
 Fri. 8th 1st Mark Reading (Sr. School)
 Teams leave for Simla
 Sat. 9th House letters
 P.D. Sat. Club
 B.C.S. Cricket
 Sun. 10th B.C.S. Cricket
 Film: 6-00 p.m.
 Supper: 7-30 p.m.
 Mon. 11th Leave for camp
 Wed. 13th Board Meeting in Lovedale
 Sat. 16th Return from camp
 Sun. 17th Film: 6-00 p.m.
 Supper: 7-30 p.m.
 Mon. 18th Prep. cancelled
 Gowns discarded
 Soccer Sets made up
 Tue. 19th Festival soccer
 Prep. normal

May

- Sat. 23rd Staff Club Dinner
 Sun. 24th Film: 6-00 p.m.
 Supper: 7-30 p.m.
 Sun. 31st Film: 6-00 p.m.
 Supper: 7-30 p.m.

June

- Sun. 7th Film: 6-00 p.m.
 Supper: 7-30 p.m.
 Thu. 11th Himalaya Dress Rehearsal
 Sat. 13th Himalaya Sat. Club
 Sun. 14th Film 6-00 p.m.
 Supper 7-30 p.m.
 Sat. 20th Staff Club Dinner
 Soccer Minor League
 Sun. 21st Film 6-00 p.m.
 Supper 7-30 p.m.
 Mon. 22nd Soccer Minor League
 Tue. 23rd —do—
 Wed. 24th —do—
 Thu. 25th —do—
 Fri. 26th —do—
 Sat. 27th P.D. vs. L-III (Soccer)
 Sun. 28th Soccer vs. B.C.S.
 Film 6-00 p.m.
 Supper 7-30 p.m.

July

- Thu. 2nd Siwalik Sat. Club Dress Rehearsal
 Sat. 4th Prep cancelled
 Marks to Form Staff 1-00 p.m.
 Siwalik Sat. Club 6-30 p.m.
 Sun. 5th I. H. Matches B.D. a.m.
 I. H. Matches B.D. p.m.
 Film 6-00 p.m.
 Supper 7-00 p.m.
 Mon. 6th $\frac{1}{2}$ hr. schools 9-00—11-00 a.m.
 Wg. & Mg. Himalaya 11-15; Nilagiri 12-00 noon
 Mark Books to Sr. Mistress 1-00 p.m.
 I. H. Matches B.D.
 Wg. & Mg. G.D. 2-00 p.m.

July

- Tue. 7th Prep cancelled
 Sunday timings
 Assembly 10-00 a.m.
 2nd Mark Reading 10-15 a.m.
 Escorts meeting 9-30 a.m.
 Wg. & Mg. Siwalik B.D. 12-15; Vind. B.D. 2-00 p.m.
 Form-Staff in Form Rooms
 Supper 5-45 p.m.
 Social 6-30—9-00 p.m.
- Wed. 8th Home Day

August

- Sat. 8th School parties return
 Sun. 9th Film 5-30 p.m.
 Mon. 10th Prep cancelled
 Tue. 11th Prep cancelled
 Wed. 12th Normal time-table
 Sat. 15th Independence Day Holiday
 Sun. 16th Film 6-00 p.m.
 Sun. 23rd Film 6-00 p.m.
 Sat. 29th Swimming Sports
 Sun. 30th Film 6-00 p.m.

September ✓

- Sat. 5th Staff Club Dinner
 Sun. 6th Film 6-00 p.m.
 Sun. 13th Film 6-00 p.m.
 Sun. 20th Film 6-00 p.m.
 Sat. 26th Marks to Form Staff 1-00 p.m.
 Sun. 27th Mark Books to Sr. Mistress 1-00 p.m.
 Mon. 28th 3rd Mark Reading
 Wed. 30th School Concert (For all Forms)
 P. D. Concert (For all Forms)

October

- Thu. 1st A.D.S. (For L-V and below)
 Fri. 2nd Athletics 9-30—11-30 a.m.
 Parents' Coffee Gym. 12-00 noon
 A. D. S. 5-00 p.m.

Sat.	3rd	O. S. matches 10-15 a.m. Board meeting 11-00 a.m. Founder's Lunch 1-15 p.m. P. D. Concert 4-30 ,, Tattoo 7-00 ,,
Sun.	4th	Founder's Day Assembly Troop 10-00 a.m. Arts & Crafts Display 11-00 a.m. Speeches, Crafts, etc. 12-00 noon (L-V and above) School Concert 5-00 p.m.
Mon.	5th	Fete 11-00 a.m. O. S. meeting 2-30 p.m. O. S. dinner 7-00 ,, O. S. dance 8-30 ,,
Tue.	6th	Holiday
Wed.	7th	Holiday Film 6-00 p.m.
Thu.	8th	Prep cancelled
Sun.	11th	Film 6-00 p.m.
Mon.	12th	Inter-House P.T. Competition
Tue.	13th	Boxing Training starts
Fri.	16th	Team leaves for Patiala
Sat.	17th	Athletics in Patiala
Sun.	18th	Athletics in Patiala Film 6-00 p.m.
Sat.	24th	Teams leave for Simla
Sun.	25th	Hockey vs. B.C.S. Film 6-00 p.m.
Thu.	29th	Deepawali Holiday

November

		Film 6-00 p.m.
Mon.	2nd	Morning Prep
Wed.	4th	I. S. C. Dict. & Aural
Thu.	5th	I. S. C. Oral
Fri.	6th	I. S. C. Oral
Sat.	7th	Film 5-30 p.m.
Mon.	9th	I. S. C. Examination commences

November

- Fri. 13th Guru Nanak's Birthday Holiday
 Sat. 14th Children's Day
 Film 5-30 p.m.
 Sun. 15th I. H. Shooting
 Staff Club Tea 4-00 p.m.
 Staff Photograph 5-15 p.m.
 Staff Club Meeting 5-30 p.m.
 Mon. 16th Boxing Tournament starts
 Sat. 21st Boxing Finals
 Film 5-30 p.m.
 Sat. 28th Film 5-30 p.m.
 Mon. 30th Mark Reading in Form rooms 9-00 a.m.
 Promotion meeting 11-00 a.m.

December

- Tue. 1st I. S. C. ends
 Assembly 10-00 a.m.
 Prize-giving 12-00 noon
 P.D. Christmas Tree 6-30 p.m.
 House-Break-up Parties 6-00 p.m.
 Wed. 2nd Home Day

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 6TH MARCH, 1970.

No. 33. STAFF GUESTS.

The Board of Governors at its meeting held on 11th December, 1962, decided that, with the prior permission of the Headmaster, members of the staff may accommodate only very close relations, and feed them in the children's messes at a cost of Rs. 5/- per day per head. This order applies to staff who have not the facilities to run their own kitchens.

No. 34. INDENTS.

Indents for the period ending 31st July, 1970, should be submitted to the Bursar by stock holders by the 20th March next.

No. 35. DISCIPLINE : DAY SCHOLARS.

Day Scholars will not go into Assembly in their own time, but will fall in with the other children.

No. 36. WEEKLY SHOE INSPECTION.

In order to ensure that children's shoes are sent to the mochi for repair in good time and before their condition becomes too unsatisfactory, all Housemasters and Housemistresses are reminded to personally conduct a shoe inspection parade of all their children once a week on any day convenient to themselves. House Matrons will also be present at such inspections.

All Housemasters and Housemistresses will also please furnish a report every Saturday morning to the Bursar, certifying that they have conducted their shoe inspection parade during the past week.

No. 37. TENNIS.

Trafford House tennis court will be reserved for use by the girls on Sunday between 10-00 a.m. and 1-00 p.m.

No. 38. BIRTHDAY PARTIES.

The expenditure on these parties will under no circumstances, except with the special permission of the Headmaster, exceed the sum of Rs. 15/-. House Staff and Kitchen Matrons are requested kindly to ensure this.

No. 39 HOUSE LISTS,

House Lists are not yet complete and will not be completed until all admissions have been made. These lists will be sent to House staff as soon as ready.

No. 40. CRICKET.

The festival match will take place on Sunday next, 8th March.

Timings :—

Sunday, 8th March	...	{ 10-00 a. m.—12-30 p.m.
		{ 1-15 p.m.— 3-45 p.m.

Staff and their wives/husbands are cordially invited to witness the match and to stay on for tea, which will be in B.D.K.

No. 41. LOSSES OF SCHOOL CLOTHING AND OTHER ARTICLES.

All Kitchen Matrons and House Matrons are requested to ensure that losses on account of theft and dhobi shortages, as also damage done to clothing by dhobis, **are reported immediately to the Bursar. Such reports should be in writing and dated.** A Loss Slip duly signed by the dhobi must also be sent along with the report. The signature of the dhobi should also be obtained in the dhobi-account book.

In this connection the attention of all Matrons is also invited to the circular instructions No. E2/A1 dated 1st June, 1966, on the subject.

No. 42. SANITATION.

Members of the staff are reminded to ensure that their private sweepers do NOT throw rubbish, etc., down the khud side or into drains. Should any private sweeper be found doing so, he will be liable to a fine, and should there be any difficulty in the recovery of the fine, the sum will be recovered from the employer; failing this the sweeper will be removed from the School premises.

Members of the Staff are requested to make this quite clear to their servants and to explain to them that this rule is a condition of employment.

No. 43. MATERNITY CASES.

Maternity cases will be undertaken by the School Hospital subject to the following provisions :—

(1) The R. M. O. must be informed of all pending maternity cases within the first three months of pregnancy. This is most necessary in the interests of the expectant mothers themselves, and Staff in charge of Deptts. are requested to emphasize the importance of this on all their Class IV staff.

(2) Attendance at the hospital for ante-natal care as instructed by the R.M.O. or the Nursing Sister.

(3) Admission to the School hospital at the time of confinement or when instructed by the R.M.O.

Neither the R.M.O. nor the Nursing Sister will take cases except on these conditions, and Staff are advised in their own interest to abide by them.

Subject to the conditions mentioned above Rs. 10/- per case will be charged for a maternity case if conducted in the hospital, and Rs. 25/- if conduct at the residence of the person concerned.

This order applies particularly to Class IV employees.

A Dai is available for conducting maternity cases of Class IV employees only, and when not so engaged, for assistance in the School hospital. It is regretted that her services are not available except for these purposes.

No. 44. ELECTRICITY CONSUMPTION.

Will all concerned kindly take special pains to affect the greatest possible economy in the use of electricity? House Matrons i/c of dormitories in particular are requested to exercise effective supervision in this matter.

No. 45. LOSSES SUFFERED BY STAFF.

All members of the Staff are informed that the School is unable to accept responsibility for the investigation of any losses suffered by them on account of theft resulting from their own negligence with regard to their personal property left lying about unprotected.

No. 46. SCHOOL PURCHASES BY STAFF MEMBERS.

It has been found that, from time to time, certain staff members have made purchases of various items for the School on their own initiative without first obtaining permission to incur such expenditure. In order to enable a proper control and regulation of the School finances it is emphasized that no purchases of whatever

nature may be made against the School account without the express permission in writing of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

No. 47. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 1970 by the Administrative Staff of the School :—

1. New Year's Day	...	Jan.	1st	Thursday
2. Republic Day	...	Jan.	26th	Monday
3. Holi	...	Mar.	23rd	Monday
4. Good Friday	...	Mar.	27th	Friday
5. Baisakhi	...	April	13th	Monday
6. Foundation Day	...	April	15th	Wednesday
7. Barne Memorial	...	May	6th	Wednesday
8. Independence Day	...	Aug.	15th	Saturday
9. Raksha Bandhan	...	Aug.	17th	Monday
10. Janam Ashtmi	...	Aug.	24th	Monday
11. Mahatma Gandhi's Birthday	...	Oct.	2nd	Friday
12. Founder's (After Founder's)	...	Oct.	7th	Wednesday
13. Dussehra	...	Oct.	10th	Saturday
14. Diwali (except Eng. Deptt.)	...	Oct.	29th	Thursday
15. Balraj (Eng. Deptt. only)	...	Oct.	30th	Friday
16. Guru Nanak's Birthday	...	Nov.	13th	Friday
17. Christmas Day	...	Dec.	25th	Friday

The Tuck Shop, however, will remain open on all of the above holidays except those falling on Wednesdays (the Tuck Shop's normal closed day) and also except the following holidays, viz :—

New Year's Day	Republic Day
Independence Day	Christmas Day

on which days it will remain closed.

Persons in-charge of various departments may recall any members of the staff to duty on any holiday if need arises.

No. 48. SCHOOL BUS.

Thursday has been fixed as the 'off day' for the School bus driver. It is therefore notified for the information of all concerned that, except for emergent reasons, the bus will not be available for any purpose on Thursdays. Nor will the bus ordinarily be available before 8-00 a.m. and after 6-30 p.m. for private purposes of staff members on any day.

No. 49. CLEANLINESS & SANITATION.

As already pointed out in School Order No. 2 of 27th February, 1970, particular efforts have been made to start the school term with the whole school area really clean. It is requested that staff and children will please ensure that the school remains clean.

Staff are particularly requested to make an occasional inspection of the areas surrounding their kitchens and bungalows, particularly khudsides, to ensure that their kitchen and sanitary staff do not create a sanitary nuisance by dumping rubbish.

No. 50. RABIES.

It has been found that the month of March usually finds a great many rabid dogs in the area. All staff and children are advised in their own interests not to have anything to do with stray dogs which wander about the school estate.

Children in particular, will avoid contact with all dogs including pet dogs.

No. 51. HEALTH INSURANCE SCHEME.

Increase with effect from 1st March, 1970.

Mr. Sanjay Joshi	...	1
Miss E. Charles	...	1
Mr. P. C. Gupta	...	1

No. 52. GAMES.

The following will be effective for 1970:—

Cricket	...	Mr. U. A. Mundkur	I/c	XI
		Mr. K. L. K. Solomon	,,	Colts
		Mr. C. B Abraham	,,	Atoms
Soccer	...	Mr. S. C. Jalota	,,	XI
		Mr. D. V. Dahiya	,,	Colts
		Mr. B. P. Joshi	,,	Atoms
Hockey	...	Mr. D. C. Gupta	,,	XI
		Mr. S. C. Arora	,,	Colts
Hodson	...	Mr. M. V. Gore	I/c	
Boxing	...	Mr. Jagdish Ram	I/c	
Swimming	...	Mr. S. C. Jalota	I/c	
		Mr. B. P. Joshi	,,	
Athletics	...	Mr. U. A. Mundkur	I/c	

No. 53. TUTORS.

The following attachments will come into effect from the date of this order :—

Himalaya	... Mr. R. S. Randhawa
Nilagiri	... Mr. M. Benedict
„	... Mr. D. Cairncross
Vindhya	... Mr. D.V. Dahiya

No. 54. CALENDAR CORRECTION.

Prep., P. T. and Hodson training will start from Monday, the 9th, and not Monday the 16th March.

No. 55. INVITATION.

The Headmaster, Staff & Students of The Punjab Public School, Nabha, request the pleasure of the company of The Headmaster & Staff, The Lawrence School, Sanawar, at the 10th Founder's Day Celebrations on the 14th March, 1970. Shri Dharma Vira, Governor of Mysore, has very kindly agreed to preside.

No. 56. APPOINTMENT : PREFECT.

Pradeep Singhal has been appointed House Prefect NBD.

No. 57. MEDICAL

Rajinder Singh Sen (V.B.S.) is excused Gym. work and House work till the end of the year.

No. 58. EXTRA POSTAGE MONEY FOR FOREIGN LETTERS

As usual extra money to meet the cost of foreign postage will be issued with monthly normal pocket money. Therefore, House staff are requested to send their lists of such children to the Office by 7th March at the latest.

No. 59. CINEMA.

The film **NOBODY'S PERFECT**, starring Doug McClure and Nancy Kwan, will be shown in Barne Hall at 5-00 p.m. on Saturday, 7th March, 1970.

The film is "a whacky comedy about a nutty submarine crew and their zany adventures".

Part II**No. 6. DUTY**

Mr. T. C. Kemp, Deputy Headmaster was recalled to duty as under :—

22-12-69 to 23-12-69— 2 day's
22- 1-70 to 9- 2-70— 10 „

No. 7. HOUSE APPOINTMENTS.

Mr. S.C. Jalota, was appointed Housemaster Nilagiri House, Juniors with effect from 28-12-70.

2. Mrs. K.U. Mundkur, was appointed Housemistress, Vindhya House Girls Department with effect from 28-2-70.

3. Mrs. J. Jalota was appointed Housemistress, Himalaya, House Girls' Department with effect from 28-2-70.

No. 8. EXTENSION OF SERVICE.

The following members of the staff have been granted extension of service for one year each from the dates shown against their names :—

Mr. Sukh Ram	Barber	...	15-2-70
„ Mastu	Male N. Orderly	...	15-2-70
„ Ram Autar	Mazdoor	...	18-2-70
Smt. Mary	Ayah	...	18-2-70
Mr. Sadhu No. 1	Sweeper	...	16-2-70

No. 9 RESIGNATIONS

The following members of the staff vacated their appointments, having resigned, on the dates shown against their names :—

Mr. Atma Ram	Master	...	27-2-70
„ H Sikund	„	...	—do—
Mrs. T. Sikund	Mistress	...	—do—
„ S. Singh	„	...	—do—
Mr. Jagat Ram	Carpentry Instructor	...	—do—
Mrs. K. Sinha	House Matron	...	—do—
Miss J.D'Costa	„	...	—do—

No. 10. RETIREMENT

Miss D. Sinclair, Kitchen Matron G D. retired from service with effect from 27-2-70.

No. 11. APPOINTMENTS

The following members of the staff are appointed, each on one year's probation, with effect from the dates shown against their names :—

Mr. Dilla Ram	Armoury Guard	...	19-2-70
Mrs. R. Nair	Kitchen Matron G.D.	...	25-2-70
Mrs. S. Bhalla	House Matron	...	25-2-70

Mr. Gita Ram	Bearer	... 25-2-70
„ Anant Ram	Cook	... 25-2-70
„ Manphool Chand	Bearer	... 28-2-70
„ D.V. Dahiya	Master	... 28-2-70
„ M. Benedict	Master	... 28-2-70
Mrs. J. Jalota	Mistress	... 28-2-70
Mr. Pritam Chand	Carpentry Instructor	... 28-2-70

2. The following members of the staff are appointed temporarily with effect from the dates shown against their names :—

Mr. Deela Ram	Bearer	... 25-2-70
„ Vikson	„	... —do—
„ Madhoo Ram	„	... —do—
„ Roshan Lal	„	... —do—
Mrs. R.A. Solomon	Mistress	... 28-2-70
Mrs. A. Marcus	Ayah	... 28-2-70

3. Mrs. W. Phillips is re-appointed House Matron with effect from 25-2-70 and is confirmed in the post from the same date.

No. 12. PROMOTION.

Mr. Ratti Ram, Bearer is promoted to the post of cook on one year's probation with effect from 1-3-70.

No. 13. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Dr. J. C. Sakhuja	R. M. O.	27-1-70—23-2-70—28 days
Mr. A. S. Saklani	Jr. Clerk	11-2-70 — 7-3-70—25 „
„ Gobind Ram	Store Keeper	16-2-70—28-2-70—13 „
„ Sukh Ram	Barber	12-1-70—16-2-70—36 „
„ Mastu	Male N. Orderly	2-2-70— 2-3-70—29 „
„ Hem Singh	Peon	12-1-70—14-2-70—34 „
„ Pran Nath	„	12-1-70—16-2-70—36 „
„ Gian Singh	Mali	2-2-70—25-2-70—24 „
„ Harji Ram	Mazdoor	12-1-70—14-2-70—34 „
„ Ganga Ram	„	16-2-70—27-2-70—12 „
„ Shamsher Singh	Groundman	2-2-70—14-2-70—13 „
Smt. Mariam	Ayah	19-1-70—17-2-70—30 „
„ Savitri	„	2-2-70—18-2-70—17 „
„ Durgi	„	2-2-70—21-2-70—20 „

Mr. Ishar	Sweeper	2-2-70—16-2-70—15 days
„ Mangta	„	27-1-70—15-2-70—20 „
„ Taroo	„	13-2-70—21-2-70— 9 „
„ Nankoo	Head Cook	2-2-70—21-2-70—20 „
„ Rattan Singh	„	2-2-70—25-2-70—24 „
„ Lal Singh	Cook	12-1-70—14-2-70—34 „
„ Gurditta	Bearer	2-2-70—21-2-70—20 „
„ Robin	„	19-1-70—18-2-70—31 „
„ Arjan Dass	„	2-2-70—21-2-70—20 „
„ Jhandoo Ram	„	2-2-70—21-2-70—20 „
„ Ratti Ram	„	17-2-70—25-2-70— 9 „
„ Dhani Ram	„	2-2-70—21-2-70—20 „
„ Norata Ram	„	23-2-70— 3-3-70— 9 „
„ Chhote Lal	„	5-2-70—21-2-70—17 „
„ Shiv Ram	„	2-2-70—14-2-70—13 „

2. Mr. Sarwan Singh, Watchman, was granted 39 day's earned leave with effect from 15-12-69 to 22-1-70 and 7 day's leave without pay with effect from 23-1-70 to 29-1-70.

3. Mr. Kanshi, Sweeper, was granted 3 day's leave without pay with effect from 17-2-70 to 19-2-70 being absent from duty without permission.

4. Mr. Jagat Ram, Sweeper was granted 51 day's earned leave with effect from 6-1-70 to 25-2-70

No. 14. DEATH.

Mr. Madho Ram, Head Tailor, died on 12-1-70 while on earned leave with effect from 8-12-69. The earned leave to his credit i.e. 118 day's was granted to his next of kin Smt. Pooni Devi with effect from 13-1-70 vide School Rule No. 12 (9).

No. 15. TERMINATION OF SERVICES.

The services of Mrs. P. Arora House Matron were terminated with effect from 27-2-70, vide School Rule 10 (xi).

2. The services of Mr. Jagat Ram, Sweeper, were terminated with effect from 25-2-70 vide School Rule 10 (xi).

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 13TH MARCH, 1970.

No. 60 EASTER BREAK.

Children will be permitted to go out with their parents from Thursday, the 26th March 2-30 p.m. to Sunday, the 29th March 5-00 p.m. This includes newly-admitted children who previously were not permitted to go out till Sunday, the 5th April.

No. 61. COMMUNICATIONS TO OFFICE REGARDING CHILDREN.

When addressing any communication to the School office regarding children will all Staff members kindly write the names of children *in full* and also mention the House and Deptt. This is necessary in order to avoid confusion, since the initial letters of the names of many children are the same.

No. 62. CASH FROM SCHOOL OFFICE.

When receiving or taking cash from the School Office all staff members are advised in their own interests to count the cash carefully before signing the receipt. This is necessary because it is not possible, once the receipt has been signed in token of the correctness of the amount, for the office to make good any subsequent alleged deficiencies.

No. 63. LEAVE APPLICATIONS BY STAFF MEMBERS.

It has been seen that applications for leave are frequently submitted, particularly by Class IV staff, the day before that on which the leave applied for is to commence. Will all Staff members please note that, except in emergent and unforeseen circumstances where this is not possible, applications for leave of all kinds must be submitted so as to reach the Bursar/Headmaster not less than four clear days before the day from which the leave applied for will start. Will all heads of Departments please explain this Order to all employees serving with them who do not receive Orders or cannot read them, particularly all categories of class IV staff, and also ensure that these instructions are complied with by all concerned.

No. 64. CALENDAR CORRECTION.

The Staff Club Meeting programmed for 11-00 a. m. on Sunday, the 15th March, will now take place at 5-00 p. m. instead. Tea will be served to the members of the Club at 4-00 p. m.

No. 65. STAFF CLUB ANNUAL GENERAL MEETING.

The Annual General Meeting of the Staff Club will be held at 5-00 p. m on Sunday, 15th March, at the Club. All members are requested kindly to attend.

No. 66. MEDICAL.

The following children are exempted from the activities noted against their names till the end of the year.

Karanjit Sondhi (B.S.V.)	... Hodsons
Vivek Ahluwalia (B.S.V.)	... Gym. work

No. 67. ARMY MEDICAL CORPS (KASALI) RAFFLE.

As part of the celebration of the 27th A. M. C. Anniversary Day on 3rd April 1970 a raffle is being conducted by the A. M. C., Kasauli, proceeds of which will be utilized to provide amenities to the patients of the Military hospital.

Prizes will be :—

Usha sewing machine	Agfa camera
Philips transistor radio	Electric kettle
Hawkin pressure cooker	Electric iron Bajaj
Electric room heater	HES clock
Mixi	Whiskey bottle

Tickets are available, at Re. 1/- each, with Housemasters and Housemistresses. The last day for sale of tickets is 31st March, and the draw will be made on 4th April.

No. 68. CHANGE OF NAME.

The name of S. Rajiv Kumar, B. D. Siwalik Sr., is changed to Rajiv Kumar Aggarwal. The necessary change may kindly be made by all concerned.

No. 69. CINEMA.

The film THREE SMART GIRLS GROW UP, starring Deanna Durbin and Robert Cummings, will be shown in Barne Hall at 5-30 p.m. on Saturday, 14th March, 1970.

The film is a school comedy.

Part II

No. 16. STRENGTH.

Decrease with effect from 4th December, 1969 :—

Hemant Singh Pathania	H.B.S.	Gurpartap Singh Dhillon	V.B.S.
Inderjit Sharma	„	Gurpreet Singh Bala	„
Kr. Vijay Singh Lalotra	„	Neil Puri	„
Maninder Pratap Sahi (D.S.)	„	Praveen Kumar	„
Rajan Syal	„	Vinod Bhandari	„
Rakesh Khosla	„	Vikram Wala	„
Satinderjit Frar	„	Ashok Khanna	V.B.J.
Dilbagh Singh Sidhu	H.B.J.	Amarbir Singh Pannu	„
Niraj Sinha (D.S.)	„	Birinder Singh Arora	„
Raman Saggi	„	Indu Ahluwalia	H.G.
Sumarinder Singh Mangat	„	Jatinder Kaur Marwah	„
Deepak Tewari	N.B.S.	Kavita Padda	„
Karanjit Rajput	„	Kiran Sikund (D.S.)	„
Keshav Bhagat	„	Mandeep Kaur Sidhu	„
Manjit Singh	„	Neera Bhattal	„
Nripdev Singh Gill	„	Nandini Duggal	„
Pushpinder Mohan Singh	„	Pinky Sikand	„
Shiv Nath	„	Sunaina Chauhan	„
Sandeep Kumar Ahuja	„	Inderjit Kaur Gill	N.G.
Digvijay Mann	N.B.J.	Jaspreet Kaur Mann	„
Kamaljit Singh	„	Meera Gupta (D.S.)	„
Vinod Thakur	„	Rupinder Kaur	„
Ajit Singh Grewal	S.B.S.	T. Ngaizaching	„
Arun Wadhawan	„	Anumeha Rai	S.G.
Naveen Chander Chauhan	„	Ashali Bhagat	„
Rajiv Chanchani	„	Bharti Sinha (D.S.)	„
Rakesh Mohan	„	Madhu Bhim Singh	„
Ravinder Kumar Raizada	„	Pamela Hira	„
Rajendra Y. Desai	„	Anita Premlal	V.G.
Vikaram Singh Kadan	„	Havovi Sethna	„
Arjun Rastogi	S.B.J.	Jagvinder Kaur Dhaliwal	„
Nirmaljit Singh	„	Kalpna Johry	„
Avanish Zaveri	V.B.S.	Karbanoo Sethna	„
Ajaipal Singh Gill	„	Navdeep Singh Atwal	HPSB
Anil Auluck	„	Arti Seth	HPSG
Arun Malhotra	„	Nisha Sikund (DS)	„

Sanjay Gupta	HPSG	Rahul Behl	SPSB
Sharda Singh	NPSG	Vikram Tewathia	„
Sukhjit Kaur	„		

2. Decrease with effect from 19th January, 1970:—
Aruna Wala ... V.G.
3. Decrease with effect from 24th February, 1970:—
Rahul Kumar Hundal ... S.B.J.

No. 17. CORRECTION.

Reference S. O. Part II No. 6 dated 6-3-70, for 10 day's against 22-1-70 to 9-2-70 please read 19 day's.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 20TH MARCH, 1970.

No. 70. PROGRAMME.

Sat. 21st	...	Supper	5-45 p.m.
		Social in Hall	6-30—9-30 ,,
Sun. 22nd	...	Film	5-30 ,,
		Supper	7-15 ,,

No. 71. SCHOOL ORDERS.

These are the orders of the Headmaster and will be treated and adhered to as such. They are intended to be read by all and explained by Heads of Depts. to those under them, who are unable to read them, namely Class IV Staff.

No. 72. PEN-FRIENDS.

Children are urgently advised not to fill in any application forms for enrolment as volunteers for Pen Friends.

There is real danger of children or parents (through their children) finding themselves exposed to blackmail.

No. 73. BICYCLES.

No child on the strength of the School will ride a cycle anywhere in these hills.

The danger to life is far too great to permit any laxity in this behalf.

Housemasters will cane any boy who disobeys this order.

A repetition of the offence will involve immediate expulsion from the school.

No. 74. DOGS AT SANAWAR.

1. All dog owners at the School are reminded of the requirements of School Order No. 204 of 19th August, 1966, regarding the annual inoculation of all dogs against rabies, and the payment of a fee of Rs. 5/- for each dog. The salient extracts of that Order are repeated below for the information and necessary action of all concerned.

2. All owners of dogs will, in April annually (and in any case before the 1st May) :—

- (i) register with the School Office all dogs owned by them, and
- (ii) produce to the School Office a certificate from the R.M.O. of inoculation against rabies in respect of each dog owned by them.

Note: (1) When dogs are acquired after 1st May, the above action will be completed by owners within one month of the acquisition of the dogs [but also see the Note under para : 5 (d) (i) below].

(2) The term "dog" includes bitches and puppies of all ages.

(3) The annual dog fee of Rs. 5/- and the inoculation fees will be recovered from the pay bills of owners after production of the inoculation certificates in the School Office.

3. (a) On fulfilling the requirements of para 2 above the owner will be issued by the School Office a dog token valid for one year i.e. from the 1st May to the 30th April next. The year for which it is valid will be found stamped on it, e.g. 1970/71.

(b) If a dog token is lost during its period of validity a new one must be obtained immediately by the owner. This will cost him Rs. 2/- per token.

4. Owners failing to comply with the provisions of para 2 and 3 (b) above will be fined Rs. 5/- per month per dog until those requirements have been fulfilled. In addition, of course, their dogs will meanwhile be liable to be destroyed if found within the school limits.

5. Inoculation against rabies.

- (a) The R.M.O. will arrange for the inoculation at the School hospital of all dogs brought to him for inoculation.
- (b) Rs. 2/- will be charged per inoculation. This will be recovered from the pay of the owner.
- (c) Having inoculated a dog the RMO will give the owner a dated and signed certificate of inoculation. This certificate will be given by the owner to the School Office. When a dog has been immunized by someone other than the RMO a certificate from the RMO must still be obtained by the owner. This the RMO will furnish only

after having satisfied himself from proper documentary evidence that the dog has in fact been satisfactorily immunized.

- (d) (i) Dogs which have not previously been protected against rabies will in the first year be inoculated twice, the second inoculation being given six months after the first one. The RMO will issue the appropriate inoculation certificate in respect of each such inoculation and each certificate must be given to the School Office by the owner immediately after the inoculation.

Note: Puppies must receive their first inoculation at the age of four months.

- (ii) Dogs which have been protected against rabies previously will be re-inoculated once annually.
- (e) All dogs owners must contact the RMO in good time in April annually and ascertain from him the date and time when they should bring their dogs to him at the School hospital for inoculation.

6. All heads of departments will please collect all members of staff and employees working under them to whom copies of School Orders do not go and/or those who cannot read these instructions themselves, and will explain the instructions to them in detail and satisfy themselves that they have understood them. The responsibility for the observance of and compliance with the requirements of this order is entirely that of the owners of dogs and **not** that of the RMO, the School Office or anyone else.

No. 75. TUTORS.

The following attachment will come into immediate effect :-
Vindhya ... Mr. Pritam Chand

No. 76. ADMINISTRATIVE HOLIDAY.

Monday, 23rd March, will be observed as a holiday by the administrative staff on account of Holi.

No. 77 SCHOOL HALWAI'S RATES.

With effect from the beginning of this term the School halwai contract has ben given to Shri Bawa B. Dass.

The undermentioned rates for sweets etc., sold at the School Halwai's shop have been fixed with effect from 15th February,

1970, and will remain effective unless and until this School Order is changed or amended by a further School Order.

The School Halwai has categorical instructions that he will supply all or any of the items mentioned below as required. He is strictly forbidden from supplying anything not included in the list below.

Any complaints regarding supplies or non-supply of items should be brought to the immediate notice of the Bursar by members of the staff.

These rates apply to all categories whatsoever of School children, staff and School visitors who make purchases from the School Halwai, and are not variable under any circumstances.

Copies of these rates will be hung prominently at the places in B.D., G.D. and P.D. where sales are conducted, and also at the Halwai's shop.

All sales to School children will be for cash only.

Name of article	Rate		No. of pieces	Rate per piece
	per kg.	per kg.	per kg.	
	Rs.	Ps.		Paisas
Amrati	...	5-10	34	15
Badana	...	5-00	—	—
Balu shahi	...	5-10	34	14
Barfi, green	...	7-00	50	14
Barfi, white	...	7-00	50	14
Bhatoora, kachori with vegetable	—	—	—	20 each
Cham Cham	...	6-00	30	20
Dahi Bhalla	...	—	—	15 each
Dil Bahar	...	6-00	30	20
Gulab Jaman	...	6-00	30	20
Gulab Jaman, black	...	6-00	30	20
Gur toffee (with moong-phali)	...	4-00	16 pkts. of 63 gms. each	25 per pkt.
Jalebi	...	4-00	40	10
Kalakand Sindhi	...	7-00	35	20
Karachi Halwa	...	6-00	30	20
Khajoor	...	5-10	34	15
Laddoo Motichoor (2½ kg. sugar	...	4-50	30	15
Mathi namkin	...	4-50	30	15
Mesupak	...	5-10	34	15

<i>Name of article</i>	<i>Rate per kg.</i>		<i>No. of pieces per kg.</i>	<i>Rate per pieces Paisas</i>
	<i>Rs</i>	<i>Ps.</i>		
Moongphali, fried	...	5-00	25 pkts. of 40 gms. each	20 per pkt.
Pakora	...	4-00	40	10
Patisa	...	5-00	—	—
Poori with vegetable	...	—	—	20 each
Potatoe chips	...	5-00	25 pkts. of 40 gms. each	20 per pkt.
Rasgulla	...	6-00	30	20
Rasmalai	...	7-00	35	20
Samosa	...	—	—	15 each
Sewian, Moongra and Dal (Moong & Masar) Barik quality.	...	5-00	34 pkts. of 30 gms. each	15 per pkt.
Tea, glass or cup (with sugar)	—	—	20 each

No. 78. CINEMA.

The film WAKE ISLAND, starring Brian Donlevy and Robert Preston, will be shown in Barne Hall at 5-30 p.m. on Sunday, 22nd March, 1970.

The film is about the heroic exploits of the Marines during World War II.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, THURSDAY, 26TH MARCH, 1970.

No. 79. PROGRAMME.

Mon.	30th	...	Welham arrive	...	4-00 p.m.
Tue.	31st	...	Half hour schools		
			Lunch	...	12-40 p.m.
			Cricket	...	2-00—6-00 p.m.
			Supper	...	7-00 p.m.
			Prep.	...	Cancelled
Wed.	1st	...	Welham leave.		

No. 80. CRICKET.

There will be a cricket match against Welham Preparatory School, under 11s, on Tuesday, the 31st March, on Barnes, starting at 2-00 p.m.

No. 81. TUCK SHOP SLIPS.

All Housemaster and Housemistresses are reminded :—

a) ordinarily to restrict to twice, and in any case not more than three times a month, the sending of Tuckshop Slips to the School Office for passing.

b) that where the total value of the items required on any one Tuckshop Slip does not exceed Rs. 15/-, such Tuckshop Slips should not be sent to the School Office but should be presented directly to the Tuckshop. The restriction mentioned at (a) above will apply equally to Tuckshop Slips presented directly to the Tuckshop.

No. 82. MESSING—STAFF WIVES.

The Board of Governors at its meeting held on 21st March, 1968, has agreed to permit wives of Masters, who are not themselves on the Staff, to mess in the B. D. Mess, on payment of Rs 75/- per mensem during the currency of a term.

They will comply with all the conditions, which apply to Masters, with regard to meal timings and messing with the children themselves and not separately at breakfast and lunch.

No rebate will be allowed in account of meals missed or for fractions of a month.

Will those who wish to avail of this facility kindly intimate their wishes to the Bursar.

No. 83. DISCIPLINE : HAIR.

Would Housemasters please ensure that boys who keep short hair do so neatly and in accordance with what is acceptable in Sanawar.

No. 84. PRIVATE TRADING.

There will be no private trading by members of the school staff (including their family members residing with them) unless permission to do so has been obtained from the Headmaster previously. The reasons for this order are that :—

- (1) This private trading is bound to interfere with the effective discharge of an employee's duties.
- (2) It cannot but lead to an imputation of undue pressure on subordinate members of the staff when a more senior member of the staff, in a position to exercise authority, indulges in such trade.
- (3) A measure of indebtedness is always bound to arise, which is to be avoided.

Will Heads of Deptts. please explain this order to those under them.

No. 85. ELECTRICITY—REDUCING EVENING LOAD.

The electricity load in the evenings has recently been excessive on occasion, with consequent breakdowns. Would everyone please assist in reducing the load, therefore, particularly in the evenings, by ensuring that all unnecessary lights are turned off.

No. 86. A. M. C. RAFFLE.

All concerned are reminded :—

- i) that the last day for sale of Raffle tickets is Tuesday next, 31st March, and
- ii) that all ticket books, complete with duly filled in counterfoils (in respect of sold tickets) and unsold tickets, along with the cash realized in respect of sold tickets, must be handed over to the Bursar *not later than Wednesday next, 1st April, without fail.*

No. 87. ADMINISTRATIVE HOLIDAY.

The administrative staff will observe Friday, 27th March, as a holiday on account of Good Friday.

The Tuck Shop, however, will remain open.

No. 88. CINEMA.

The film *IN ENEMY COUNTRY*, starring Tony Franciosa, Anjanette Comer and Guy Stockwell, will be shown in Barne Hall at 5-30 p.m on Sunday, 29th March, 1970.

The film is about the grim suspenseful actionpacked exploits of French Intelligence Service during the Nazi occupation.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 3RD APRIL, 1970.

No. 89. PROGRAMME.

Sat.	4th	Supper	5-45 p.m.
		Vindhya Sat. Club	6-30 p.m.
Sun.	5th	Film	5-30 p.m.
		Supper	7-15 p.m.
Mon.	6th	New timings	
		Morning Prep	
		Hodson Heats	
Fri.	10th	Hodson Finals	4-30 p.m.
		Hobbies/Games for B. D. cancelled	
		Saturday's Teaching Time Table	
Sat.	11th	Friday's Teaching Time Table	
		Sanawar vs. Jullundur Cr. Club	
		Film	5-30 p.m.
		Supper	7-15 p.m.
Sun.	12th	Sanawar vs. Jullundur	
Mon.	13th	Time Table	
		P. T. B. D.	5-00—5-30 p.m.
		G. D.	5-40—6-10 p.m.
		N.C.C. (Mon. Wed. Fri.)	5-15—6-15 p.m.

No. 90. TIME TABLE.

With effect from Monday, 6th April.

Rouser	5-30 a.m.
Chota	6-10 a.m.
Prep.	6-30—7-50 a.m.
			(4 twenty minute periods)
M.I. G.D.	7-55 a.m.
Bkfst G.D.	8-00 a.m.
Bkfst B.D.	7-55 „
M.I. B.D.	8-15 „
Assembly	8-40 „
Classes	8-50—10-50 a.m.
			11-10— 1-10 p.m.

Lunch	1-15 p.m.
Afternoons as programmed.			
Tea	4-30 p.m.
Hodson Heats	5-10— 6-30 p.m.
Baths B.D.	6-00 p.m.
Supper	7-15 „
Lights out	8-15 „
Private Study Vith	7-45— 9-15 p.m.

No. 91. RESULTS.

The Indian School Certificate examination results are given below. The Headmaster would like to take this opportunity of conveying his sincere congratulations to members of the staff on the excellent results obtained. He is fully aware of the immense labour, patience and devotion which these results reflect :—

FIRST DIVISION

		<i>Boys</i>			
		Aggregates		Aggregates	
1.	Ajaipal Singh Gill	13	15.	Nirmaljit Singh	9
2.	Arjun Rastogi	11	16.	Nripdev Singh Gill	17
3.	Arun Wadhawan	13	17.	Praveen Kumar	14
4.	Avanish Zaveri	12	18.	Pushpinder M.S. Grewal	11
5.	Deepak Tewari	16	19.	Rajan Syal	16
6.	Gurpartap Singh Dhillon	14	20.	Rajiv Chanchani	11
7.	Hemant Singh Pathania	13	21.	Rakesh Mohan	16
8.	Inderjit Sharma	12	22.	Ravinder Raizada	15
9.	Kamaljit Singh	14	23.	Sandeep Kumar Ahuja	14
10.	Kr. Vijay Singh Lalotra	14	24.	Satinderjit S. Frar	16
11.	Maninder Pratap Sahi	15	25.	Shiv Nath	11
12.	Manjit Singh	14	26.	Vikram Singh Kadan	10
13.	Naveen Chauhan	18	27.	Vinod Thakur	14
14.	Nejl Puri	14			
		<i>Girls</i>			
1.	Anita Premlal	14	7.	Mandeep Kaur Sidhu	15
2.	Ashali Bhagat	8	8.	Meera Chandra Gupta	16
3.	Jaspreet Kaur Mann	7	9.	Pinky Sikand	16
4.	Jatinder Marwah	13	10.	Rupinder Kaur	14
5.	Kalpna Johry	9	11.	Sunaiyna Chauhan	12
6.	Kavita Padda	14			

SECOND DIVISION*Boys*

1. Ajit Singh Grewal	21	6. Gurpreet Singh Bala	23
2. Amarbir Singh Pannu	28	7. Karanjit Rajput	24
3. Anil K. Auluck	23	8. Keshav Bhagat	21
4. Arun Malhotra	24	9. Rakesh Khosla	21
5. Dilbagh Singh Sidhu	21	10. Vinod Bhandari	23

Girls

1. Anumeha Rai	27	5. Neera Bhattal	25
2. Indu Ahluwalia	21	6. Pamela Hira	22
3. Jagvinder Kaur	21	7. Tonsing Ngaizaching	23
4. Nandini Duggal	24		

No. 92. ICE-CREAM.

Ice-cream cups and cones will be on sale between 9-30 a. m. and 12-00 noon in the B. D. Kitchen on Sundays only and will be available from Sunday, 5th April next on coupons which can be purchased from the Tuck Shop on Saturday at the following prices :—

Cups	60 Paise each
Cones	55 „ „

No. 93. A.M.C. RAFFLE

Due to unvoidable circumstances the date for the draw of the Raffle has been postponed by the Military Hospital, Kasauli, till 5 p.m. on Monday, 20th April.

No. 94. DO NOT TOUCH STRAY DOGS—DANGER OF RABIES.

During the last ten days, TWO MAD DOGS have been shot in the School, one near the B. D. Kitchen and one outside the G.D. Kitchen. They may both have infected other stray dogs around the School, which will inevitably also become rabid, i.e. mad. Rabies can be caught by human beings by touching dogs already, though not visibly or apparently, infected by the disease. And rabies, once caught, is completely incurable. **DO NOT THEREFORE, ON ANY ACCOUNT TOUCH, FEED, PET, ENCOURAGE, ANNOY OR GO ANYWHERE NEAR STRAY DOGS, EVEN IF THEY ARE WEARING COLLARS. THEY CONSTITUTE A VERY REAL DANGER.**

The presence of stray dogs anywhere in the School may please be brought to the *immediate* notice of the Bursar, preferably on the telephone, otherwise through a messenger.

Would Housemasters and Housemistresses kindly explain the above very clearly to all children, once again and would Heads of Departments please explain it to all Class IV staff working under them

No. 95. CRICKET.

The School XI will play a two-day cricket match against the Jullundur Cricket Club on Saturday, the 11th April, and Sunday, the 12th April. The team will arrive on Friday, the 10th April.

The hours of play will be arranged by Mr. Mundkur.

No. 96. HEALTH INSURANCE SCHEME.

The following have joined the Health Insurance Scheme of the school with effect from 1st April, 1970.

Mr. D.V Dahiya	Master Rajeev Dahiya
Mrs. Susheela Dahiya	Boy Baby Dahiya (Aged 7 months)
Mr. Pritam Chand	

No. 97. CINEMA.

The film TAGGART, starring Dan Duryea and Tony Young, will be shown in Barne Hall at 5-30 p.m. on Sunday, 5th April, 1970.

The film is an action western.

Part II

No. 18. LEAVE

The following members of the staff were granted earned leave for the period shown against their names:—

Mr. Mansu	Smithymate-cum-fitter	13-2-70—16-3-70—32 days
„ Man Singh	Watchman	19-2-70—21-3-70—31
„ Brephtu	Cook	7-3-70—14-3-70— 8

2. Mr. Praja Pati, Technical Instructor, was sanctioned 8 days leave on half pay with effect from 28-2-70 to 7-3-70 for private affairs.

3. Miss Shree Gouri Sahi, Asstt. Music Mistress, was sanctioned 32 days leave without pay with effect from 28-2-70 to 31-3-70 on medical grounds.

No. 19. APPOINTMENTS.

The following members of the staff are appointed, each on one year's probation with effect from the dates shown against their names :—

Mrs. F. Wheeler	House Matron	...	20-3-70
Mrs. J. Thomas	Piano Mistress	...	25-3-70
Mr. E. Sequeira	Master	...	1-4-70

No. 20. EXTENSION OF SERVICE.

Mr. K.D. Atri, Jr. Clerk is granted one year's extension of service with effect from 9-4-70.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 10TH APRIL, 1970.

No. 99. PROGRAMME.

Thu.	16th	...	Saturday's teaching time-table			
Sat.	18th	...	Tribune Cricket Club arrive			
			Thursday's teaching time-table			
			Sanawar vs. Tribune Cricket Club			
			Film	5-30 p.m.
			Supper	7-15 p.m.
Sun.	19th	...	Sanawar vs. Tribune Cricket Club			

No. 99. CRICKET.

The School XI will play a two-days cricket match against the Tribune Cricket Club, Chandigarh, on Saturday, the 18th, and Sunday, the 19th April. The team will arrive on Friday, the 17th April.

The hours of play will be arranged by Mr. Mundkur.

No. 100. MONEY, RATIONS, ETC., FOR HIKES/EXCURSIONS DURING CAMP.

Lists of participants, and special hike/excursions money.

Will all House Staff organising hikes and excursions during the camp period please forward to the Bursar, *not later than Tuesday, 5th May, next*, complete and final lists of staff members and children going on each hike or excursion. The full name of children, their Houses and Departments may please be clearly shown. Against each name should also be shown the amount of special money to be issued for the purpose of financing a hike or excursion. Also please indicate to which staff member it is to be issued. Diet money should NOT be included in these lists by staff (it will be calculated separately by the School Office) but the date and time of departure from and return to Sanawar of each hike/excursion party should be clearly stated in each list.

Note: Special hike/excursion money will only be issued by Office in respect of those children for whom remittances in full have already been received in the school. *It will not be possible for children in respect of whom no remittances in full have been received to proceed on hikes/excursions.*

Diet money and dry rations.

In addition to the above-mentioned special hike/excursion money, diet money will be issued at the rate of Rs. 3/50 per day per staff member and child going on hikes/excursions. The staff members concerned may, from within this amount, make cash purchases of dry rations from the grocery shop at the Q.M's. stores. Cash purchases may also, of course, be made from the tuckshop.

Both special hike/excursion money and diet money will be sent by the school office to staff members concerned on Thursday, 7th May.

No. 101. CAMP: 11th to 16th May.

All children of BD and GD, except L-III and U-III and except those proceeding on hikes and excursions, will attend the Camp at Gaurah.

P.D., less those proceeding home and Lower III and U-III (BD and GD), will attend the Camp at Anand Bhavan, Sadhupul.

No. 102. ADMINISTRATIVE HOLIDAYS.

Monday, 13th April and Wednesday, 15th April will be observed as holidays by the administrative staff on account of Paisakhi and Foundation Day respectively.

The Tuck Shop will remain open on Monday, 13th April.

No. 103. MEDICAL.

Vivek Sehgal (V.B.S) is excused from Gym. work till the end of the year.

No. 104. STAFF CLUB.

There will be a Club dinner in the Art Room on Saturday, 11th April, at 8-00 p.m. Members' husbands/wives and Old Sanawarians are cordially invited.

No. 105. CINEMA.

The film BLINDFOLD, starring Rock Hudson, Claudia Cardinale and Guy Stockwell, will be shown in Barne Hall at 5-30 p.m. on Saturday, 11th April, 1970.

The film is a high-voltage drama involving a doctor taken blindfold into a breath-taking adventure in which he meets spies and counter-spies

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 17TH APRIL, 1970.

No. 106. PROGRAMME.

Thu.	23rd	...	Nil. House Dress Rehearsal (L-IV & below)	...	4-30 p.m.
Fri.	24th	...	P.D. vs. L-III cricket. Mr. Abraham I/c.		3-00—5-00 p.m.
			The teams, and Staff wives attending are invited to stay on for tea after the match.		
			Games & Hobbies—Normal		
Sat.	25th	...	Nil. House Sat. Club	...	6-30 p.m.
Sun.	26th	...	Film	...	5-30 p.m.
			Supper	...	7-15 p.m.

No. 107. HOUSE TUTORS/ATTACHMENTS.

Re-arrangement.

	<i>Him.</i>	<i>Nil.</i>	<i>Siw.</i>	<i>Vind.</i>
Mr. Bhalerao	Mr. Jalota	Mr. D.C. Gupta	Mr. Mundkur	
„ S.C. Arora	„ Sequeira	„ Solomon	„ B.P. Joshi	
„ Bhupinder Singh	„ Mukherji	„ Jagdish Ram	„ Gore	
„ Randhawa	„ Benedict	„ Abraham	„ Dahiya	
„ Cairncross	„ S.S. Dutt	„ Pritam Chand	„ J. Pratap	
„ Brajamani	„ G.C. Arora	„ L. Narayan	„ Katoch	
		(S. Gupta for games)		

No. 108. CINEMA.

The film **YOUNG WARRIORS**, starring James Drury and Steve Carlson, will be shown in Barne Hall at 5-30 p.m. on Sunday, 19th April.

The film is a human story involving a U.S. sergeant in World War II.

Part II

No. 21. APPOINTMENTS.

The following are appointed, each on one year's probation, with effect from the dates shown against their names :—

Mr. Hari Ram	Sweeper	...	1-4-70
„ Lala Ram	„	...	—do—
„ Mani Ram	„	...	—do—
„ Gurdev Singh	Tailor	...	—do—

No. 22. RESIGNATIONS.

Mrs. J. Thomas, Piano Mistress, resigned her appointment with effect from the forenoon of Wednesday, the 15th April, 1970.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 24TH APRIL, 1970.

No. 109. PROGRAMME.

The G. D. I-H Netball tournament will be from April 29th to May 6th.

No. 110. SCHOOL UNIFORM—SUMMER.

Summer kit will be worn with effect from Monday, 27th April.

The compulsory wearing of warm vests will be discontinued in all Departments with immediate effect, i.e. from today. Children may, however, at their *own* discretion, wear warm vests under their shirts if they so wish.

Long-sleeved navy-blue jerseys and cardigans will not be withdrawn from children, who may, at their own individual discretion, wear them or not as they please, except with games kit.

No. 111. CRICKET.

The I-H cricket Tournament will start on Wed. 29th April. During the cricket, Hobbies will be by Houses and not by Groups.

No. 112. WATER RATIONING.

Until further notice water supply will remain on for two hours longer on Sunday mornings (but not on other holidays) in senior staff quarters only.

If, however, consumption should be found to increase inordinately as a result of this relaxation, the existing restriction will have to be reverted to.

No. 113. SCHOOL PLAYING FIELDS—USE BY CHILDREN OF SCHOOL EMPLOYEES.

It has been seen that many children of employees of the School, in particular the children of Class IV staff, are playing frequently and in some cases daily on the Schools' games grounds and have been doing considerable damage thereto, especially to the cricket pitches. Articles of clothing and games equipment of the School and students have also been disappearing when left lying on these grounds.

In this connection the following orders are issued therefore :—

- i) During the cricket season *all* the School games grounds are reserved at all times for the exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds at any time at all during the cricket season (which normally ends in the beginning of May).
- ii) During the rest of the year children of School employees may play on Lower Barnes ground and the Helipad (the new field below Stoneview), but *only* when they are not being used for any purpose by students of the School.
- iii) Upper Barnes ground, the P.D. playing fields and Peacestead will not be used at any time by children who are not students of the School.

The heads of Class IV families will be held responsible for any contravention of this order, or damage to School playing grounds or School equipment, by their children or the children of relatives living with them. They will also be held responsible if any articles of clothing and games equipment etc. belonging to the School and to School students is found in the possession of their children or family members.

Will Heads of Departments please explain this clearly to all staff, including Class IV staff, working under them.

No. 114. ICE - CREAM.

It is regretted that due to the strike of the electricity workers there will be no sale of ice-cream on Sunday, 26th April.

No. 115. RAFFLE.

Tickets are being distributed to House Staff for a Raffle organised by the Lady Linlithgow Sanatorium. The proceeds of the Raffle will be used for buying blankets, etc., for the poorer patients of the Lady Linlithgow Sanatorium. House Staff are asked to do their best in disposing of as many tickets as possible for this very worthwhile objective.

The last date for sale of tickets is Friday, the 15th May. Since the school will be in camp on that date, all monies and unsold tickets should be handed in to the office on Friday the 8th May.

The tickets cost Re. 1/- each and there will be three prizes :
A Murphy transistor, a time-piece and an electric iron.

Increase with effect from 4-3-70 :—

Dev Amrita Surjit Singh	V.G.	Ranbir Singh	S.P.S.B.
Jitendra S. Ahluwalia	H.P.S.B.	Sanjay Mehta	V.P.S.B.
Rohit Singh Negi	N.P.S.B.	Prithpal Singh	„
Inder Singh Sodhi	„	Karanjit Singh Virk	„
Reet Mohinder Singh	„	Sumanjit Mann	H.P.S.G.
Atul Kapur	S.P.S.B.	Ulka Puri	N.P.S.G.
Tarun Vohra	„		

Increase with effect from 5-3-70 :—

Amit Whig	V.B.J.	Harbinder S. Purewal	V.P.S.B.
Sandeep Nurpuri	N.P.S.B.	Eerindira Jasbeer Singh	H.P.S.G.
Rohit Gulati	S.P.S.B.	Neena Sahai	„
Jaideep Singh	„	Jasdeep Kaur Mann	N.P.S.G.
Sanjay Thakran	„	Mandeep Kaur Mann	„
Puneet Mohan Wig	„	Jaya Khurana	S.P.S.G.
Arvind Chatrath	„	Renuka Aggarwal	„
Rajnish Mehra	V.P.S.B.	Angleen Malik	„
Srikar Baba	„	Sunit Barthwal	V.P.S.G.

Increase with effect from 6-3-70 :—

Jatinder Singh Ahluwalia ... S.P.S.B.

Increase with effect from 7-3-70 :—

Surjit Kaur Gill ... V.G.

Increase with effect from 9-3-70 :—

Anjali Jacqueline Ewing ... N.G.

Amar Jang Singh ... H.P.S.B.

Increase with effect from 13-3-70 :—

Shelley Kapil ... V.P.S.G.

Decrease with effect from 13-3-70 :—

Ravi Nandan Nath ... N.B.S.

Increase with effect from 14-3-70 :—

Gurinder Singh Dhillon ... H.P.S.B.

Arvinder Mohan Singh ... V.B.J.

Increase with effect from 16-3-70 :—

Himmat Singh Sandhu ... V.B.J.

Increase with effect from 17-3-70 :—

Mohan Bir Singh ... N.P.S.B.

No. 116. DOGS AT SANAWAR.

All dogs owners are reminded of the requirements of School Order No. 74 of the 20th March, 1970, requiring the payment of a dog fee of Rs. 5/- per dog and also the inoculation of all dogs against rabies by the 1st of May next at the latest.

Will Heads of Departments kindly remind all Class IV staff about this ?

No. 117. CINEMA.

The film, KING RICHARD AND THE CRUSADERS, starring Rex Harrison, George Sanders and Virginia Mayo, will be shown in Barne Hall at 5-00 p.m. on Sunday the 26th April.

In this film pageantry, chivalry and history come alive on the screen in this 12th century adventure drama from Sir Walter Scott's epic adventure "The Talisman".

Part II**No. 23. STRENGTH.**

Increase with effect from 2-3-70 :—

Vivek Sehgal	H.B.J.	Geeti Khanna	V.G.
Vikram Puri	V.B.J.	Sunil Verma	H.P.S.B.
Sanjiv Chandra	,,	Neeraj Sethi	N.P.S.B.
Shivinder Pal Singh	,,	Ronald Eugene Kerr	,,
Deepa Rani	H.G.	Rajni Parmar	N.P.S.G.
Anuradha Verma	,,	Anita Chandra	V.P.S.G.
Savita Lalotra	,,	Serena Brar	,,
Meera Sethi	,,	Anita Bhalla	,,
Maneka Anand	S.G.	Amita Bhalla	,,

Increase with effect from 3-3-70 :—

Gurmit Rajinder Singh	H.G.	Rajeev Pabley	N.P.S.B.
Sarabdayal Singh	H.P.S.B.	Gunit Singh Rana	S.P.S.B.
Sandeep Singh	,,	Rupinder Singh	V.P.S.B.
Rajbir Singh Sandhu	,,	Praneet Rajinder Singh	H.P.S.G.
Tejinder S. Chaudhry	N.P.S.B.	Samiksha Khanna	,,
Vivek Bali	,,	Shalini Bakshi	,,
Vivek Abrol	,,	Rama Subba	N.P.S.G.

Increase with effect from 25-3-70 :—

Nirmal H. Thomas ... V.B.J.

Increase with effect from 30-3-70 :—

Pawan Puri ... H.P.S.B.

Sanjiv Bajaj ... S.B.J.

Increase with effect from 2-4-70 :—

Nripender Singh Negi ... N.P.S.B.

Increase with effect from 6-4-70 :—

Atul Malhotra ... V.B.J.

Ashim Jaidka ... V.P.S.B.

Decrease with effect from 15-4-70 :—

Nirmal H. Thomas (DS) ... V.B.J.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 1ST MAY, 1970.

No. 118. PROGRAMME.

Sat.	2nd	May ...	Wednesday's Teaching T.T. Cricket vs. A.C.C., Delhi Supper	7-15 p.m.
Sun.	3rd	,, ...	Cricket vs. A.C.C. Film	5-30 p.m.
Mon.	4th	,, ...	I.H. Cricket			
Wed.	6th	,, ...				
Tue.	5th	,, ...	$\frac{1}{2}$ hr. schools Full Staff meeting in the M.C.R.			12-15 p.m.
Wed.	6th	,, ...	Bishop Barne's Birthday Marks to Form Staff	1-00 p.m.
Thu	7th	,, ...	Marks Books to S.M. P.D. Dress Rehearsal (L-IV & below + Atoms and Colts) Supper	1-00 p.m. 5-00 p.m. 7-00 p.m.
Fri.	8th	,, ...	1st Mark Reading Sr. School Prep. School Teams leave for Simla B.C.S. arrive	9-00 a.m. 11-30 a.m. 11-30 a.m. 4-15 p.m.
Sat.	9th	,, ...	Prep. cancelled Bkfst. House letters Cllasses cancelled Cricket vs. B.C.S. Supper P.D. Sat. Club	8-00 a.m. 8-50 a.m. 9-30—12-30 p.m. 1-15— 3-45 p.m. 4-05— 5-05 p.m. 5-45 p.m. 6-30 p.m.

Sun. 10th May ...	Breakfast	8-45 a.m.
	Cricket	...	10-00—12-30 p.m.	
			1-15— 3-45 p.m.	
			4-05— 5-35 p.m.	

(A half-hour extra on call)

Mon. 11th ,, ... Sr. School leaves for camp

Tue. 12th ,, ... Prep. School, L-III U-III, leave for camp.

(2) There will be a full staff meeting on Tuesday 5th May at 12-15 p.m. in the M.C.R. to discuss matters pertaining to Camp.

No. 119. ADVANCES AND LOANS PROVIDENT FUND AND STAFF BENEFIT FUND.

1. It has been found that there is considerable ignorance and confusion, particularly among Class IV Staff, as to the purposes of, and the circumstances in which, loans/advances can be obtained from the above two funds. The position is therefore clarified below.

Provident Fund

- (a) Advances are ordinarily limited to a maximum of three month's pay (i. e. basic pay **only**) or half the subscriber's own contribution to the Fund, whichever is less. Advances are not given to staff who are on probation.
- (b) Interest at 6% per annum is levied on all advances.
- (c) Recovery of advances has ordinarily to be made in not less than 12 and in no circumstances more than 24 equal monthly instalments from pay bills.
- (d) Advances may be sanctioned for the following purposes **ONLY, and for no other purpose :—**
 - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;
 - (ii) to pay for the overseas passage for reason of health or education of the applicant or any person actually dependent on him.
 - (iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funerals and ceremonies which by customary usage it is incumbent on him to perform.

- (e) A second advance cannot ordinarily be granted until at least twelve months after the final repayment of all previous advances together with the interest thereon.

Note :— The above is a brief, general explanation of the Rules re. advances. Anyone wishing to see the Rules for himself is very welcome to do so at any time. Copies are available in the School Office. The Bursar will also be happy to give any advice, clarification or assistance in the matter.

Staff Benefit Fund

- (a) Loans are limited to a maximum of two months' pay, including Dearness Allowance. Loans are not given to staff who are on probation or who are temporary.
- (b) Loans are completely free of interest.
- (c) Recovery of loans is made in twenty equal monthly instalments from pay bills.
- (d) The purpose of the Fund is " to provide for cases of distress among the staff ", and loans, therefore, *can only be granted for the relief of distress, and not for any other purpose.*

The Staff Benefit Fund Committee has to consider every application on its merits and decide whether or not it constitutes a case of distress. One general criterion applied in this connection is that the cause of distress should ordinarily be such that it is beyond the control of the applicant. Illness, necessary expenditure on marriages, deaths and other ceremonies required by customary usage; serious damage to houses by rain, flood etc. could, for example, fall within this category. Examples of circumstances which would NOT ordinarily fall in the category of distress are indebtedness due to living beyond one's means or to extravagance; purchase of land, houses or moveable property with the object not of relieving one's distress, but of acquiring, without being able to afford it, further possessions. These are merely some examples of both categories and they do not purport to cover all cases of distress or otherwise.

- (e) A second loan will not ordinarily be granted until at least 3 months after the final repayment of all previous loans.

2. (a) It is most strongly advised that in the cases of both the Provident Fund and the Staff Benefit Fund staff members *should not incur foreseeable expenditure in anticipation of the grant of an advance/loan*, since it is possible that no advance/loan can be sanctioned for that particular purpose. Applications for advances/loans should be put in well before hand and orders thereon should be awaited.

(b) Ignorance of rules will not be accepted as a reason for having incurred expenditure in anticipation of the grant of an advance/loan.

3. Will all Heads of Departments please collect all Class IV Staff members working under their control and explain the above to them **very clearly**? It is important that they fully understand the matter, in particular, para 2 above.

No. 120. MONEY, RATIONS, ETC., FOR HIKES/EXCURSIONS

All staff concerned are reminded of School Order No. 100 of 10th April last, and are requested to submit the required complete and final lists, as detailed therein, to the Bursar not later than Tuesday, 5th May next, without fail.

No. 121. CRICKET.

The following will represent the School Colts in the match to be played in Simla against B. C. S. on 10th May, 1970.

- | | | |
|-------------------------|-----------|------------------------|
| 1. Neeraj Madhok | (Captain) | 7. Shivinder Bir Singh |
| 2. R. S. Kadyan | | 8. Suneel Kaul |
| 3. Vasant Kumar Dhar | | 9. Sumit Bagchi |
| 4. Rakesh Khanna | | 10. Mukul Chopra |
| 5. Malvinder Singh Brar | | 11. Jagjot Singh Kalra |
| 6. Jayant Nanda | | 12. Pankaj Bhartwal |

Reserves :—

Asohk Kaushik, Sarabjit Singh Chattwal & Pankaj Madhok.

No. 122. STAFF CLUB.

The Club Dinner arranged for Sat. 2nd May, is cancelled.

No. 123. ICE-CREAM.

It is regretted that, due to the uncertainty of the electricity supply, there will be no sale of ice-cream on Sunday, 3rd May.

No 124. CINEMA.

The film **AGENT FOR H. A. R. M.**, starring Mark Richman and Barbara Bouchet, will be shown in Barne Hall at 5-30 p.m. on Sunday, 3rd May, 1970.

The film is a thrilling spy-adventure.

Part II

No. 24. PUNISHMENT.

The increment of Mr. Ram Kishan, Sweeper, is withheld for a period of six months with effect from 1st May, 1970, for indiscipline and insubordination towards his superior officers.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

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SANAWAR, FRIDAY, 8TH MAY, 1970.

No. 125. PROGRAMME.

Wed.	13th May	...	Board meeting in Lovedale		
Fri.	15th	,,	Sadhupul camp breaks up		
Sat.	16th	,,	Sr. School return from camp		
Sun.	17th	,,	Film	...	6-00 p.m.
			Supper	...	7-30 p.m.
Mon.	18th	,,	Prep. cancelled		
			Gowns discarded		
			Soccer sets made up		
Tue.	19th	,,	Prep. normal		
			Festival Soccer	...	5-00 p.m.

No. 126. CRICKET.

The following will represent the School Atoms in the match to be played in Simla against B.C.S. on 9th May, 1970 :—

1. Deepak Khosla (Capt.)	7. Bikram Seth
2. Anil Dogra	8. Sanjay Dutt
3. Hemant Singh	9. H.S. Siddhu
4. Vipin Sondhi	10. Pratap Hoon
5. S. Bhandari	11. Jagmohan Bakshi
6. Sanjiv Bhalerao	12. Jasjit Nalva
	(twelfth man)

Reserves.

Ram C. Grewal, Rahul Bhargava & Gurpreet Sikand.

2. The following will represent the School 1st XI in the match to be played in Sanawar against B. C. S. on 9th and 10th May, 1970.

1. S. Prabhakar (Capt.)	7. N. Kohli
2. B. N. Kaul	8. J. S. Sandhu
3. B. S. Pathania	9. A. Kalia
4. A. Sobti	10. S. Bagchi
5. Manjit Singh	11. R. S. Kadan
6. Ranbir Singh	12. B. P. S. Bhasin
	(Twelfth-man)

Reserves :—S. Hira and N. S. Goshal

No. 127. APPOINTMENTS PREFECTS.

Bhupinder Nath Kaul (HBD Jr.) is promoted to School Prefect.

No. 128. CINEMA.

The film **CORRUPT ONES**, starring Robert Stack, Elke Sommer and Nancy Kwan, will be shown in Barne Hall on Sunday the 10th May after supper. If the B.C.S. vs. School Cricket match ends by 5-00 p.m. or earlier, supper will be at 5-45 p.m., and the film at 6-30 p.m. If the match is prolonged till 6-00 p.m., supper will be at 6-40 p.m. and the film at 7-15 p.m. P.D. will not attend the film, unless M.I.C. P.D. rules otherwise.

The film is a fast packed thriller about hidden treasures in the heart of Red China.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 22ND MAY, 1970.

No. 129. PROGRAMME.

Sat.	23rd May	...	Staff Club Dinner	8-00 p.m.
			(Staff Club).			
Sun.	24th	,,	Supper	5-45 p.m.
			Film	6-30 p.m.
Mon.	25th	,,	Festival Soccer match			6-00—7-00 p.m.

No. 130 WATER RATIONING – SENIOR STAFF QUARTERS.

In partial revision of School Orders Nos. 30 dt. 27-2-70 and 112 dt. 24-4-70, senior staff quarters will receive water as follows, with effect from Sunday, 24th May :—

Mornings	...	For 1½ hours between 6-15 a.m. and 8-45 a.m.	
Sun. mornings	...	For 3½ hours between 6-50 a.m. and 10-50 a.m.	
Other holiday mornings	}	For 1½ hours between 6-50 a.m. and 8-50 a.m.	
Evenings (as before)			

No. 131. INVITATION.

The Principal, Staff & Students of The Dagshai Public School, Dagshai, request the pleasure of the company of The Headmaster & Staff, at their Founder's Day Celebrations on Thursday, the 28th May, 1970. Lieut. General Harbakhsh Singh, Padam Vibhushan, Vr. C., has kindly consented to preside.

No. 132. HEALTH INSURANCE SCHEME.

Increase with effect from 1st May, 1970 :—

Mrs. R. Joseph	1
Vivek Joseph	1

No. 133. MEDICAL.

The following children are exempted from P.T. and games till 8-7-70 :—

- (1) R. Dhawan (N.B.S.) (2) Ajaipal S. Randhawa (H.B.S.)

No. 134. STAFF CLUB.

There will be a Staff Club dinner in the staff club on Saturday, 23rd May, at 8-00 p.m. Staff husbands/wives and Old Sanawarians are cordially invited.

No. 135. HOLIDAYS.

The long week-end promised for the I. S. C. results and the Inter-School Cricket victory will be from after lunch on Thursday 4th June to 5-00 p.m. on Sunday 7th June.

No. 136. CINEMA.

The film SWEET NOVEMBER, starring Sandy Dennis, Anthony Newley and Theodore Nikel, will be shown in Barne Hall at 6-30 p.m. on Sunday, 24th May.

This is a really heart-tugging, warm and humorous picture.

Part II**No. 25. LEAVE.**

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. Surendra Nath Kochhar	Engineer	30-3-70—18-4-70—20 day's
„ Subhash Gupta	Lab. Asstt.	20-4-70— 2-5-70—13 „
„ Nek Ram Sharma	B/Binder	16-4-70—23-4-70— 8 „
„ Murli	Jr. Carpenter	14-4-70— 9-5-70—26 „
„ Surjoo	Mazdoor	14-4-70— 3-5-70—20 „
„ Chaudhary	Bak. Mazdoor	20-4-70—29-4-70—10 „

2. Miss Shree Gouri Sahi, Asstt. Music Mistress, was sanctioned extension of 30 day's leave without pay with effect from 1-4-70 to 30-4-70 on medical grounds.

No. 26. APPOINTMENTS.

Mr. R.S. Randhawa is appointed Master, on one year's probation, with effect from 28th April, 1970.

2. Mr. C. Smith is appointed Piano Master, on one year's probation, with effect from 5th May, 1970.

No. 27. TERMINATION OF SERVICE

The services of Mr. Het Ram Verma, Tuck Shop Jr. Clerk, were terminated with effect from 2nd April, 1970.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 29TH MAY, 1970.

No. 137. PROGRAMME.

Sat. 30th May ...	Tea	3-30 p.m.
	Hobbies	4-00—5-30 p.m.
	Entertainment	6 00—7-00 p.m.
Sun. 31st ,, ...	Supper	5-45 p.m.
	Film	6-30 p.m.

No. 138. ENTERTAINMENT.

Shri Shiv Anand Swami will give a programme of dances and sketches on Sat. 30th at 6-00 p. m.

No. 139. TUTORS.

Mr. C. Smith is attached to Siw. B.D.

No. 140. USE OF ELECTRICAL GADGETS.

Since the N. G. O's. strike has been called off the normal use of electrical gadgets may be safely resumed.

No. 141. ICE-CREAM.

Ice-cream will be on sale again from Sunday, 31st May next, as usual.

No. 142. INVITATION.

The Headmaster, Staff and Boys of Bishop Cotton School, Simla, request the pleasure of the company of The Staff, The Lawrence School, Sanawar, at Speech day Saturday, the 30th May, 1970, at 2-30 p. m. Dr. Niharranjan Ray, Director, Institute of Advanced Study, Simla, has kindly consented to be the Chief Guest Speaker.

No. 143. ADMINISTRATIVE HOLIDAYS.

Friday, 5th June and Saturday, 6th June will be observed as holidays by the administrative staff in lieu of Barne Memorial Day etc.,.

No. 144. THE LADY LINLITHGOW SAN. RAFFLE.

Result of the Draw held on 21-5-70 :—

1st Prize	No. 636
2nd Prize	No. 85
3rd Prize	No. 1468

(Sanawar Tickets did not claim any of the prizes).

No. 145. FOUND.

(a) A "gold" brooch studded with "precious" stones.

(b) A wrist watch (nostrap).

Please apply to Mr. Kemp.

No. 146. CINEMA.

The film **THE HEART IS A LONELY HUNTER**, starring Alan Arkin, Sandra Locke and Laurinda Barrett, will be shown in Barne Hall at 6.30 p.m. on Sunday, 31st May, 1970.

The film is a searching and sensitive story of a lonely young girl who heard many things from a man who could not speak or hear.

T. A. C. Kemp,
Offg. Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, THURSDAY, 4TH JUNE, 1970.

No. 147. PROGRAMME.

Sun. 7th	June	...	Supper	5-45 p.m.
			Film	6-30 p.m.
Mon. 8th	,,	...	Prep cancelled			
Thu. 11th	,,	...	Himalaya House Dress Rehearsal			5-00 p.m.
(L-IV & below will attend)						

No. 148. CONGRATULATORY.

The Chairman and the Board of Governors of The Lawrence School, Sanawar, at their meeting held in New Delhi on 20th May, 1970, have put on record their congratulations to the Headmaster and the Staff of the Lawrence School, Sanawar, in appreciation of the excellent results obtained in the I. S. C. examination of 1969.

No. 149. CINEMA.

The film BLOOD ON THE ARROW, starring Dale Robertson, Martha Hyer and Wannell Corey, will be shown in Barne Hall at 6-30 p.m. on Sunday, 7th June, 1970.

It shows : Their justice was the arrow, their vendetta the white man.

Part II

No. 28. APPOINTMENTS.

The Board of Governors, at their meeting held in New Delhi on 20th May, 1970, have approved the appointment of Mr. T. C. Kemp as Acting Headmaster with effect from 10th February, 1970, until further orders.

T. A. C. Kemp,
Acting Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:
 SANAWAR, FRIDAY, 12TH JUNE, 1970.

No. 150. PROGRAMME.

Sat. 13th June ...	Himalaya House Sat. Club show	6-30 p.m.
Sun. 14th ,, ...	Supper	5-45 p.m.
	Film	6-30 p.m.
Mon. 15th ,, ...	Full Staff Founder's meeting	2-15 p.m.
	Games and Hobbies cancelled.	

No. 151. FOUNDER'S.

There will be a full meeting of the staff in the M. C. R. at 2-15 p. m. on Monday, 15th June. At this meeting the detailed final programme will be decided and duties will be allotted.

Will all members of the staff kindly come prepared with any suggestions and ideas they may like to make, and also with names of the children they would like to retain for any particular Founder's items.

It is also proposed that all requirements of members of the Staff for Founder's will be intimated to both the Engineer and the Q. M. not later than 30th June next. This will enable the Bursar to decide what articles may be purchased during the vacation by those staff members who may wish to purchase such items from outside, and also to decide the financial limits for such purchases.

Where appropriate, two lists should be prepared, the first being of those items which the staff members concerned would like to purchase personally during the mid-term vacation, and the second list being of all other requirements which are to be arranged by Q.M.

No. 152. TRAVELLING ARRANGEMENTS MID-TERM BREAK: LUGGAGE.

In order to reduce the amount of luggage being taken down during the short summer break, it will be restricted to an attache case and a hold-all, and in cases where children possess no hold-alls to a small tin box per child except in the case of children proceeding to hill stations.

For those children who prefer to dispense with a hold-all or a tin box, small travelling bags, large enough to include all that a

child could possibly require for the move down and for the holidays themselves, are being arranged on payment. These be available in the Tuck Shop from June 25th next.

There is obviously no purpose in taking down warm bedding or warm clothes, during the summer break. The co-operation of all children and Staff is requested in this behalf.

No. 153. CONDEMNATIONS.

The Bursar will conduct condemnations of items considered by Matrons to be beyond repair in B.D., G.D. & P.D. commencing Monday, 22nd June, with the object that all condemnations be completed before the end of this term and replacements arranged by the Quartermaster during the mid-term break.

Matrons I/c dormitories and kitchens are requested to go through their stores and stocks in hand and to prepare in advance, in their condemnation Books, lists of items they wish to have condemned, so that there is no delay in conducting condemnation proceedings. No item will be inspected for condemnation unless it is washed and clean.

The condemnations will be conducted according to the following programme :—

Mon.	22nd June	12-30 p.m.	B. D. Kitchen
Tue.	23rd „	—do—	G. D. (both dormitories)
Wed.	24th „	—do—	G. D. Kitchen
Thu.	25th „	—do—	P.D. (all three dormitories)
Fri.	26th „	—do—	P. D. Kitchen
Mon.	29th „	—do—	B. D. Vindhya & Siwalik
Tue.	30th „	—do—	B. D. Himalaya & Nilagiri

Q M. will please arrange to have condemned articles duly stamped at the time of condemnation, and will also provide two mazdoors to be present at each of the above places at the times and on the dates specified.

No. 154. SWIMMING POOL.

No boy or girl will enter the swimming pool, except when he/she is programmed to swim. They will not enter the pool unless they are allocated by name to a part of the pool to which they will confine themselves, namely the shallow end in the case of those who

are non-swimmers and weak swimmers, and the whole pool in the case of those who are good swimmers. **The term non-swimmers and weak swimmers will include those children who are unable to swim a length of the pool without distress.** No child will be permitted to dive into the pool unless his/her name is included in a list of those permitted to dive.

The Deputy Headmaster and the Senior Mistress will kindly supervise the immediate preparation by House Staff of lists of those who are non-swimmers and weak swimmers and those who are permitted to dive, by sets. A copy of these lists will always be in the possession of the Master/Mistress I/c on duty at the swimming pool.

The Master/Mistress on duty at the swimming pool will NOT permit swimming to commence unless :—

- (a) He/She has taken a roll call of the non-swimmers and weak swimmers present according to the list prepared. **ALL THESE CHILDREN WILL WEAR WHITE DISTINGUISHING CAPS.** (House Staff will please arrange for the purchase of these caps by children from the tuckshop. Children who are good swimmers and are in possession of white caps will arrange either to change these caps for coloured ones or to have them painted with a colour, to distinguish them from white caps).
- (b) He/She has checked that all swimming apparatus and personnel as detailed below is present at the side of the pool :—
 - (i) A long bamboo with a blunt hook attached at the end.
 - (ii) Floats (Life belts);
 - (iii) Rope ;
 - (iv) Krishen, Mali, present near the pool.

No. 155. CINEMA.

The film **TOBRUK**, starring Rock Hudson, George Peppard and Guy Stockwell, will be shown in Barne Hall at 6-30 p.m. on Sunday, the 14th June, 1970.

It shows the filmization, on a grand scale, of an heroic chapter of World War II in the African desert.

Part II

No. 29. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. Jiwnoo Ram	Sr. Mason	10-4-70 to 30-5-70—51 days
„ Sunder	Watchman	26-3-70 to 14-5-70—50 „
„ Bachna	Sweeper	17-5-70 to 29-5-70—13 „

2. Mr. Deep Ram, Jr. Carpenter, was sanctioned 58 days earned leave with effect from 2-2-70 to 31-3-70 and 34 days leave on half pay with effect from 1-4-70 to 4-5-70 on medical grounds.

No. 30. RESIGNATIONS.

Mr. Lalit Narayan, Asstt. to Music Master, vacated his appointment with effect from 1-6-70, having resigned.

2. Mr. Anant Ram, Cook, vacated his appointment with effect from 15-4-70 having resigned.

No. 31. APPOINTMENTS.

Mr. Deela Ram is appointed Bearer on one year's probation with effect from 21-5-70.

2. Mr. Prem Chand is appointed Mazdoor on one year's probation with effect from 8-6-70 and is posted to the newly created post of mazdoor in the Engineer's Department.

No. 32. PROMOTION

Mr. Ronki Ram, Bearer, is promoted to the post of Cook on one year's probation with effect from 21-5-70.

T. A. C. Kemp,
Acting Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 19TH JUNE, 1970.

No. 156. PROGRAMME.

Sat.	20th June	...	Staff Club Dinner postponed.	
			Minor League (Soccer) commences.	
Sun.	21st	,, ...	Supper	5-45 p.m.
			Film	6-30 p.m.
Mon.	22nd	} ,, ...	Minor League (Soccer).	
Fri.	26th			
Sat.	27th	,, ...	B.C.S. Teams arrive.	
			XI leaves for Simla	... 2-30 p.m.

No. 157. MEDICAL.

Dr. Sharma, Dental Specialist, will visit the school from 10-00 a.m. on June 20th to 1-00 p.m. on June 21st.

No. 158. HOUSE FUNDS ACCOUNTS.

Will all Housemasters and Housemistresses please note that complete accounts of their House Funds, completed upto 30th June next should be prepared and submitted to the Bursar to reach him not later than Saturday, 4th July next.

No. 159. INDENTS FOR NEXT TERM.

Will all concerned, and in particular Kitchen Matrons and House Matrons, please submit their indents for the requirements for the period 8th August—2nd December next to the Bursar not later than Wednesday, 1st July next.

No. 160. APPOINTMENT: PREFECT.

Gita Tandon, S.G.D., is appointed House Prefect.

No. 161. DISCIPLINARY.

Shri Satish Sharma, Photographer, Kasauli, is debarred from Sanawar, till further orders.

No. 162. CINEMA.

The film SIGN OF THE CROSS, starring Frederic March, Charles Laughton and Claudette Colbert, will be shown in Barne Hall at 6-30 p.m. on Sunday, 21st June, 1970.

The film is a spectacular drama of Nero's Rome and persecution of the early Christians.

Part II

No. 33. SERVICES TERMINATED.

Mr. C. Smith, Piano Teacher, vacated his appointment with effect from the afternoon of Monday, the 15th June, 1970.

T. A. C. Kemp,
Acting Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 26TH JUNE, 1970.

No. 163. PROGRAMME.

Sat.	27th June ...	Supper	5-45 p.m.
		Film	6-30 p.m.
Sun.	28th ,, ...	Soccer : Sanawar vs. B. C. S. New Field : Atoms match 10-00 a. m. Barnes : Colts match 11-15 a. m. The BCS Teams will leave for Simla after lunch		
Thu.	2nd July ...	Siwalik House Sat. Club. First Showing 5-00 p. m. (L-IV & below will attend)		
Sat.	4th ,, ...	Prep cancelled Marks to Form Staff ... 10-35 a. m. Supper 5-45 p. m. Siw. Sat. Club 6-30 p. m.		

No. 164. FOUNDER'S AND FETE REQUIREMENTS.

All staff members concerned are reminded of School Order No. 151 dated 12th June last and are requested to submit their list(s) of their requirements for Founder's and the Fête to the Engineer and Q. M. not later than Friday, 3rd July next.

No. 165. MID-TERM VACATION.

The School will close on Wednesday 8th July next for the mid-term vacation, and will reopen on Saturday, 8th August, next on which date all children must be back in the School by 4-00 p. m.

A detailed Special Order in connection with the Mid-term Vacation School parties' arrangements will issue shortly.

No. 166. MATRONS—MID-TERM VACATION.

Should Matrons wish to proceed with School parties or otherwise on the 8th July, they will make a personal stock taking, reporting any losses by the dhobi to the Bursar, before they leave. These reports will be duly signed by the dhobi concerned. They will continue to be held responsible for losses which might subsequently be found at the annual stock-taking in December. In case any shortages are discovered during this check now, these should also be reported, with explanations where necessary.

No. 167. SOCCER.

The following will represent the School XI at Soccer against B.C.S. in the match to be played on Sunday, 28th June 1970, at Simla.

- | | |
|------------------------|-------------------------|
| 1. Ranbir Singh | 7. Manjit Singh |
| 2. Vasu Dev Pathania | 8. Geetish K. Lall |
| 3. Bhupinder N. Kaul | 9. Bhagwati S. Pathania |
| 4. Jagdeep S. Chaudhry | 10. Sanjiv Nair |
| 5. Anil Kalia | 11. Bhupinder S. Bhasin |
| 6. Sanjay Prabhakar | |

Reserves

- | | |
|----------------|---------------------|
| 1. Rakesh Bhan | 2. Anil P.S. Lamba. |
|----------------|---------------------|

2. The following will represent the School Soccer Colts at Sanawar against B.C.S. in the match to be played on 28th June, 1970.

- | | |
|------------------------------|----------------------------|
| 1. Pankaj Barthwal (Captain) | 7. Vasant Kumar Dhar |
| 2. Neeraj Madhok | 8. Mahendra Mohan P. Singh |
| 3. Rajbir Singh Kadyan | 9. Sanjiv Kumar Tandon |
| 4. Gaurav Shumsher | 10. Rakesh Khanna |
| 5. Sarabjit Singh Chattwal | 11. Digvijay Singh Jhina |
| 6. Sumit Bagchi | |

Reserves :

Deepak Pandit, Amardeep Singh Sandhu & Sanjiv Bery.

3. The following will represent the School Soccer Atoms at Sanwar against B.C.S. in the match to be played on 28th June 1970.

- | | |
|-----------------------------|------------------------|
| 1. Ram Chander (Capt.) | 7. Sanjay Dutt |
| 2. Bikram Seth (Vice Capt.) | 8. Jasdeep Singh Sethi |
| 3. Sunil Malhotra | 9. Vineet Kapoor |
| 4. Anil Dogra | 10. Gurcharan Singh |
| 5. Sanjeev Bhalerao | 11. Hemant Singh |
| 6. Pratap Hoon | |

Reserves

Vipin Sondhi and Bhupinder Singh

No. 168. STAFF CLUB.

The Club will be reserved for the exclusive use of the Staff after 4-00 p. m. daily.

Staff children who are O. S. are welcome to use the Club facilities (excluding the billiard table), upto 4-00 p. m. on any week day.

No. 169. SPARTAN/OZARKIN CLUB.

At the Spartan/Ozarkin Club meeting held in the Headmaster's house at 7-45 p. m. on Friday, the 28th November, 1969, the following elections were made :—

Spartan Club	1. Arjun Rastogi	2. K. S. Rajput
Ozarkin Club	1. K.V.S. Lalotra	2. Dilbag Singh Sidhu.

No. 170. FOUNDER'S DUTIES.

Athletics (B.D.)	...	Mr. Mundkur I/c, & Others
„ (G.D.)	...	Miss Kavery
Colours Parade	...	M/s B. Singh & Jagdish Ram
School Concert	...	Mr. Kemp
Music/Band	...	M/s Pratap & Katoch
Dancing	...	Mr. Brajamani
P.D. Concert	...	Miss Rudra & P.D. staff
Tattoo	...	Mr. Bhalerao I/c
P.T. & Gym. work	...	Mr. Jagdish Ram
Art/Crafts etc.	...	Hobbies' Staff
Seating	...	P.D. Concert : B.D. Staff
		School „ : P.D. „
		Staff Play : G.D. „
		Speeches : P.D. „
		Parade } : M/s Gore & Mundkur
		Tattoo }
Decorations	...	G.D. Staff
O.S. Hockey	...	Dr. D.C. Gupta
„ Net-ball	...	Mrs. Atma Ram
„ Dinner	...	Miss R. Chatterji I/c
„ Dance	...	Mr. A. Jaya Ram
Elevenuses (Barnes)	...	Mrs. Sehgal
Tea (O.S. Meeting)	...	Mrs. Sehgal
Staff Play	...	Mr. Bhupinder Singh I/c
Stage & Sound } Equipment }	...	Mr. Mukherji
Visitors' Cloak Rooms	...	Mrs. Atma Ram (Ladies)
„ „ „	...	Mr. Benedict (Men)
Checking Invitation } Cards }	...	M/s B. Singh & Gore
Nursery	...	Miss Singh & 2 P.D. Ayahs
I/c Barne Hall	...	Mr. Mundkur

No. 171. FETE.

Stalls will be organised by the following :—

Name of Stall	Name of Persons	Place Allotted
Art, Carpentry ... and other Crafts	M/s Bhalerao, Shiv Dutt, Pritam Chand & Prajapati	VI A
Sweets Stall ...	Organised by the P.D. (Mrs. Sidhu)	U-V A
Eats Stall ...	Mrs. Nair	Behind Birdwood
Ice-cream Stall ...	Organised by the B.D. (Mrs. Sehgal & 2 stores clerks)	Birdwood
Needle-work & Embroidery ...	Mrs. Mundkur & two GD Staff	Geography Room
Fortune Teller ...	Mr. Joshi	In a tent
Lucky Dip I ...	Mr. & Mrs. Mukherji & Miss Ayling	L-V A
„ „ II ...	Mr. & Mrs. Solomon	VI B
O.S. Stall ...	Mr. Kemp & Miss Chatterji	L-V B
Lottery ...	Mrs. Joseph &	U-IV A
Ringing of articles ..	M/s Jagdish Ram & Gore	L-IV B
Coins in Squares ...	Mr. Randhawa	L-IV A
Treasure Hunt ...	M/s Brajamani & Katoch	L-IV B
Roulette I ...	Mr. Pratap & Miss Sahi	In front of Birdwood
„ II ...	Mr. Jaya Ram & Miss Naidu	
Cocoonut Shy ...	M/s B. Singh & Abraham	Behind Birdwood
Roundabout ...	Dr. Sakhuja & Mr. Surendra Nath	In open space near the H.M's. House
Darts ...	M/s Mundkur & Sequeira	Birdwood Darkroom
“ Guess What? ” ...	M/s Gupta & S.C. Arora	
Coffee, tea & drinks	Staff wives	Behind Birdwood
O.S. Raffle ...	Mr. Kemp	
Ring the Bell ...	M/s G. C. Arora & Dahiya	
Whic h ? ...	Mr. & Mrs. Jalota	

No. 172. CHILDRENS' LONG-SLEEVED NAVY BLUE JERSEYS/CARDIGANS.

All children of BD, GD and PD, (except *Merit* scholars) will take their long-sleeved navy blue uniform jerseys/cardigans home with them during the forthcoming Vacation. They must ask their parents/guardians to have these jerseys/cardigans cleaned/repaired, whatever is necessary, at home.

All children **MUST BRING BACK THESE VERY JERSEYS/CARDIGANS**, duly cleaned/repared, **WITH THEM WHEN RETURNING TO SCHOOL AT THE END OF THE VACATION**, as they will require to wear them immediately they return.

Children will **NOT** be permitted to wear with School uniform jerseys/cardigans which are not exactly of the pattern and colour of those issued to them by the School.

Will all Housemasters, Housemistresses and House Matrons please note the above and take necessary action accordingly.

No. 173. WATER RATIONING—SENIOR STAFF QUARTERS.

Water rationing for senior staff quarters is discontinued with immediate effect.

No. 174. CINEMA.

The film **A MAN WITHOUT A STAR**, starring Kirk Douglas and Jeanne Crain, will be shown in Barne Hall at 6-30 p. m. on Saturday, 27th June.

The film is an action-drama about cattle ranchers.

T. A. C. Kemp,
Acting Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:O:—

SANAWAR, SATURDAY, 4TH JULY, 1970.

SPECIAL ORDER

Mid-term Vacation Arrangements—1970.

GENERAL.

Special note for all Housemasters & Housemistresses.

Immediately on receipt of this Special Order please check up that children not included in any school party will definitely be travelling in a privately arranged home party. Where the position in respect of any child is uncertain please inform the Bursar *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include children in any party.

(i) Children going home with their parents will be allowed to leave Sanawar after 9-00 a. m. on Wednesday, 8th July, 1970 (home day). Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. The only exceptions to this rule will be senior children who go home to Kasauli.

(ii) Children travelling in school parties will also leave on the same day, as detailed later in this order.

(iii) Children in hospital on home day will not be allowed to go home unless certified fit to travel by the R.M.O. Such children will only be permitted to go home with their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property may be taken away from Sanawar. House Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

(v) House Staff will please note that all demands in respect of individual children requiring travel money must be put in to the Bursar well in advance, and **in no case later than Monday, 6th July**. Travel money required by individual children will not be issued by office after that day.

The normal travelling money for school parties will be sent to escorts on Monday, 6th July, by the School Office.

(vi) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. These details must show the exact amount of money handed over on the completion of the journey. The best course would be to hand money over direct to the parent or guardian meeting the child or to refund balances to the office. These detailed accounts of expenditure and all refundable balances should be submitted to the School Office immediately on the termination of escorts' journeys.

(vii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off and all taps are turned off in their quarters and departments before they lock them.

(viii) **Before leaving Sanawar all staff members must enter their leave addresses in the address book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.**

ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the Biology Lab. at 9-30 a.m. on Tuesday, 7th July. All such staff members are required to attend.

DISCIPLINE—and INDISCIPLINE.

(i) All children travelling in school parties are subject to school discipline until handed over to their parents/guardians. All escorts will please personally see that the children under their charge maintain discipline at Kalka and during the journey. Senior boys and girls, particularly prefects, are expected to assist escorts in this matter.

(ii) Immediately after reaching their party destinations members of staff acting as escorts to school parties will report to the Bursar in writing the names of any children who acted in an indisciplined manner or failed to behave themselves properly during the journey. Such children will not be accepted in school parties in future and their parents will be informed accordingly.

TRAVELLING DRESS.

Children travelling in school parties will dress as follows:-

Girls : Salwar, qamiz and dupatta, or skirt and blouse.

Boys : Shirt or bush-shirt with trousers or shorts and stockings.

Jeans will **not** be worn by either girls or boys.

SANAWAR DEPARTURE ARRANGEMENTS.

Details are given in the Annexure to this Order. Also attached with this Order are detailed lists of school parties, and (for escorts only) a copy of the Instructions for escorts.

LUGGAGE ARRANGEMENTS.

(i) All luggage must be labelled with the owner's name, Department, House, home address and station of destination. For this purpose all school parties have been allotted the serial numbers given below, which serial numbers are printed **partywise** on the luggage labels (which should be obtained from the School Office by all concerned):—

Srl. No.	School Party
1	Kalka
3	Bombay Central
4	Bombay V.T.
5	Dehra Dun
6	Lucknow
7	Ferozepore
8	Amritsar
10	Calcutta
11	New Delhi 'A'
12	New Delhi 'B'
13	New Delhi 'C'
14	New Delhi 'D'
15	* New Delhi 'E'
19	Pathankot

*(includes Chandigarh, Ambala, Karnal and other stations enroute)

Special note : Stick-on labels must be pasted *on the sides or fronts* of tin trunks and **NOT ON TOP**. It will be the personal responsibility of House Matrons to ensure this.

(ii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Monday, 6th July, of the number of packages (luggage) to be collected from their quarters.

(iii) House Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. They must first ensure that *all* old labels are completely removed.

(iv) Luggage of all children travelling in school parties must be ready by 8-00 a.m. on home day. Such luggage will be collected by school mazdoors and taken to Gaskell Hall. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in accordance with the serial numbers printed on their labels. The Engineer will further arrange to paint the appropriate serial numbers on all holdalls after they have been brought down to Gaskell Hall. He will also please ensure very carefully that all previously painted serial numbers are thoroughly erased or defaced where they differ from the serial numbers on this occasion.

(v) Luggage of all children going to Simla must be ready at the Bakery at 7-30 a.m. on home day. The Quartermaster will arrange for this luggage to be transported to the Bakery from departments by mazdoors and loaded onto the Himachal Transport bus for Simla, **which will come up to the Bakery itself** at 8-00 a.m.

(vi) All luggage whatsoever, including boxes, hold-alls etc., will travel with school parties on the parties buses. The Quartermaster will arrange for the loading of all parties' luggage onto the buses at the Quad. immediately they arrive. Luggage should be loaded according to the order of departure of parties as given in the Annexure. The luggage of the Amritsar and Calcutta parties will be loaded onto the buses of these very parties and will *not* be loaded onto the buses of other parties departing earlier. The Quartermaster will also ensure that the two sets of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) are sent with Mr. Jalota. Mr. Jalota will be i/c of all luggage arrangements at Kalka and all problems and enquiries should be referred to him. It is specially pointed

out that although Mr. Jalota is in general charge of all luggage arrangements at Kalka, escorts on arrival there are required to assist him in supervising the sorting out at Kalka of the luggage which travels with them in school party buses to Kalka. Children must not be permitted to touch any of their luggage at Kalka railway station or to put it into trains until permitted to do so by Mr. Jalota. *Escorts and children will supervise the loading of their luggage into their compartments by station mazdoors* after having been permitted to do so by Mr. Jalota.

(vii) The school accepts no responsibility for losses, and staff and children alike must supervise the loading of luggage.

(viii) Children are warned not to give any money to the school servants for carrying their luggage to Gaskell Hall or the Bakery or to porters at the Kalka railway station.

ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. S.R. Sharma and Mr. Achhar Singh of the School Office will be present at Kalka railway station and will be incharge of the allotment of seats in coaches to all school parties. Escorts are requested to contact them there in this connection.

LUNCH, TEA, SUPPER PACKETS.

(i) **Lunch.** Lunch will be at 1-00 p. m. in all departments on home day.

(ii) **Tea.** Bread/Sandwiches and tea will be served in the B. D. Kitchen at 5-00 p.m. for all members of the Calcutta and Amritsar school parties.

(iii) **Supper Packets.** Supper packets (all of which will be vegetarian) for all school parties (except the Simla and Kalka parties) will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka. They will be issued in baskets. Given below is a statement naming the member of staff who will be responsible for collecting the supper packets for the school party indicated. Also shown is the number of packets for the various school parties (includes packets for escorts and their family members). It will be the personal responsibility of each staff member mentioned below to collect from Gaskell Hall the correct number of supper packets half an hour before the party is due to leave Sanawar, have them loaded on to the bus in which they travel to Kalka, and have them unloaded at

Kalka, and to ensure their safe custody at Kalka and their subsequent proper distribution to all members of the party. They will also arrange, if possible, to have the empty baskets handed over to Mr. Jalota at Kalka after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of supper packets
Bombay Central	Mr. Sequeira	28
Bombay V.T.	Mr. Jayaram	28
Calcutta	Mrs. Mundkur	47
Lucknow	Mrs. Phillips	24
Dehra Dun	Miss Singh	14
Pathankot	Mrs. Atma Ram	36
Amritsar	Mr. S. S. Dutt	37
Ferozepore	Mr. S. C. Arora	33
New Delhi 'A'	Mr. Bhalerao	36
New Delhi 'B'	Mr. G. C. Arora	34
New Delhi 'C'	Miss G. Sahi	37
New Delhi 'D'	Mrs. Nair	35
New Delh 'E'	Mr. Dahiya	39

The Quartermaster will arrange the necessary number of clean baskets of appropriate size to be in Gaskell Hall at 1-00 p. m. on home day.

The three Kitchen Matrons will arrange for the requisite number of supper packets to be ready in Gaskell Hall forty-five minutes before the departure of the parties in question.

At least one of the three Kitchen Matrons must be present in Gaskell Hall half an hour before the departure of each school party in order to supervise the distribution of supper packets to the escorts concerned. The three Kitchen Matrons will please arrange among themselves as to which of them will be present on each such occasion.

(iv) **Drinking Water for Parties.**

The Quartermaster will please arrange for a sufficient number of "surahis", for drinking water purposes during rail journies, to be taken with them from Kalka by the following parties :—

Bombay Central, Bombay V.T., Calcutta, Lucknow.

ROLL - CALL AT KALKA.

Staff escorting the special train school parties are requested to arrange a roll-call of children to be escorted by them at 5-30 p.m. on the platform at Kalka Railway Station. Children of each party should be present at the roll-call. No excuse for absence will be accepted. Children will stand in rows quietly as required by the escorts.

WALKING PARTIES.

(i) Boys who have been permitted to walk down to Kalka will not leave B.D. before 1-30 p.m. Housemasters will take a roll-call of all such boys at 1-30 p.m. The names of any boys not present will be reported immediately to the Headmaster/Bursar in writing.

(ii) Housemasters will only permit those boys to walk down whose names they have already intimated to Office on the House lists sent in by them. Last minute permission to walk down will *on no account* be given to other boys by anyone, including escorts.

(iii) The boys who have been permitted to walk down to Kalka will not choose any other way except by the Kasauli bridle-path. These boys will have to walk down whatever the weather conditions, and will not travel by school party buses under any circumstances.

(iv) These boys will not be charged bus fare. They are required to report their presence at Kalka station to their escorts immediately the latter arrive there.

(v) Girls will NOT walk down to Kalka.

RAIL TICKETS FOR SCHCOL PARTIES.

Tickets for the School parties will be collected by the escorts from the School office on Tuesday, 7th July, after the escorts' meeting.

NEXT TERM.

The next term will begin on Saturday, 8th August, 1970, and all children must be back by 4-00 p.m. on that day.

T. A. C. Kemp,
Acting Headmaster.

ANNEXURE

(i) The school parties will leave the school by bus from the Quad. in the following order, starting at 3-30 p.m. on Wednesday, 8th July, as per programme below (boys who have been permitted to waik down to Kalka are **not** included below) :—

School party	Assemble at Quad.	Departure from Quad.	Size of party (including escorts & their families)		Total	Train from Kalka
			Over 12 years	Under 12 years		
Bombay V.T.	3-00 p.m.	3-30 p.m.	9	6	15	Special train dep. Kalka at 6-10 p. m.
Lucknow	—do—	—do—	8	7	15	
Dehra Dun	—do—	—do—	3	3	6	
Delhi 'A'	—do—	—do—	5	1	6	
„ 'B'	—do—	—do—	2	24	26	
„ 'C'	—do—	—do—	26	7	33	
„ 'D'	—do—	—do—	4	11	15	
„ 'E'	—do—	—do—	14	15	29	
Pathankot	—do—	—do—	5	10	15	
Kalka	—do—	—do—	4	2	6	
					166	

The above will travel in four buses and will embus, when requested to do so by the Bursar, strictly in the order in which the parties are listed above, i.e. the Bombay V. T. party first, the Lucknow party next, then the Dehra Dun party and so on. No party will move from its assembly point until the preceding party has completely embussed. Escorts will be responsible for ensuring the necessary control over their parties from the time of their assembly in the Quad., and also for putting them into the buses.

Bombay Central	4-30 p.m.	5-00 p.m.	3	12	15	87 Dn. Chg Express dep. Kalka 7-15 p. m.
Ferozepore	—do—	—do—	7	7	14	
					29	

The above two parties will travel in one bus.

Amritsar	7-00 p.m.	7-30 p.m.	6	21	27	*
Calcutta	—do—	—do—	15	14	29	†
					<hr/>	
					56	
					<hr/>	

* 35 Dn. Simla Mail dep. Kalka at 9-50 p. m.

† 2 Dn. Howrah Mail dep. Kalka at 11-35 p. m.

The above two parties will travel in two buses.

The school bus will be held in reserve and will not be used for any purpose without the express permission of the Bursar.

(ii) All parties, including all escorts concerned, will assemble in the Quad partywise under the relevant party placards at the assembly time specified above, **and will remain there—especially the escorts**—until the departure. Party placards will be posted prominently in the Quad, and will be arranged in the order in which the school parties will embus. No party will embus until requested to do so by the Bursar.

(iii) Children in a particular party will on no account be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.

(iv) The Bursar, assisted by Mr. B. P. Joshi, will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

THE LAWRENCE SCHOOL ORDERS

—:0:—

SANAWAR, FRIDAY, 3RD JULY, 1970.

No. 175. PROGRAMME.

Sat.	4th July	...	Prep cancelled				
			Marks to Form Staff	...	9-30 a. m.		
			Mr. Pasricha arrives (approx)	...	10-00 a. m.		
			Siw. Sat. Club	...	6-30 p. m.		
Sun.	5th	„	...	G. D. Badminton	...	11-00 a. m.	
				I-H Soccer Siw. vs. Him.	...	10-00 a. m.	
				Staff Club Dinner (Art Room)	...	7-30 p. m.	
Mon.	6th	„	...	Prep cancelled			
				$\frac{1}{2}$ hr. Schools	...	9-00—11-00 a. m.	
				Mark Books to S.M.	...	1-00 p. m.	
				G.D. Badminton	...	11-15 a. m.	
				Wg. & Mg.	B. D. H	...	11-15 a. m.
				„	„	N	...
				Wg. & Mg.	G.D.	...	2-00 p. m.
				I-H matches	B. D.	2-30—	3-35 p. m.
				(Tea	3-45) p.m.		
				„	„	4-00—	5-05 p. m.
				Supper	...	5-45 p. m.	
				Film	...	6-30 p. m.	
Tue.	7th	„	...	Prep cancelled			
				Sunday timings			
				Assembly	...	10-00 a. m.	
				2nd Mark Reading	...	10-15 a. m.	
				Escorts meeting	...	9-30 a. m.	
				Form Staff in Form Rooms after M.R.			
				Wg. & Mg.	B. D. Siw.	...	12-15 p. m.
				„	„	Vind	...
				Supper	...	5-45 p. m.	
				Social	...	6-30—9-30 p. m.	
Wed.	8th	„	...	Home Day			

No. 176. MID-TERM VACATION.

The School will close on Wednesday, 8th July, next for the mid-term vacation, and will reopen on Saturday, 8th August, next on which date all children must be back in the School by 4-00 p. m.

A detailed Special Order in connection with the Mid-term Vacation School parties' arrangements is being issued tomorrow.

No. 177. STAFF FAMILIES' RATIONS ETC., DURING VACATION.

(1) With effect from Thursday, 9th July, the following arrangements have been made to meet the requirements of bread, eggs, meat, vegetables, fruit, dry rations and fuel of staff families who will be remaining at Sanawar during this vacation:—

Bread

Bread will be available at the Q. M. Stores between 10-00 a.m. and 11-00 a.m. on Wednesdays and Saturdays.

Meat

Meat will be available at the Q. M. Stores between 10-00 a. m. and 11-00 a. m. on Wednesdays and Saturdays.

Eggs

Eggs will be available at the Bakery from 9-00 a. m. to 11-00 a. m. on Mondays, Wednesdays and Saturdays.

Vegetables & Fruit

The vegetable and fruit shop at the Bakery will be open on Mondays, Wednesdays and Saturdays from 9-00 a. m. to 11-00 a.m.

Dry Rations & Fuel

These will continue to be issued from the Q. M. stores on the same days and at the same times as usual.

(2) The Bursar particularly requests that any complaints or difficulties of staff families in respect of supplies of the above articles by contractors should be brought to his notice immediately, or in his absence to the notice of the Q. M., in order to enable him to take corrective and, if necessary, deterrent action against the contractor concerned. He would like to point out that unless such complaints are brought to his notice, he is unaware of them and can take no action to improve matters.

No. 178. TUCKSHOP HOURS DURING VACATION.

The Tuckshop will remain open from 11-00 a. m. to 1-00 p. m. on Mondays, Wednesdays and Saturdays throughout the vacation.

No. 179. NELLIE LOVELL PRIZE.

Nirmaljit Singh has been awarded the Nellie Lovell Prize for 1969.

No. 180. ICE-CREAM

Ice-cream will not be on sale on Sunday, 5th July.

No. 181. CINEMA.

The film **BULLET FOR A BADMAN**, starring Audie Murphy, Darren McGavin and Ruta Lee, will be shown in Barne Hall at 6-30 p. m. on Monday, the 6th July.

The film is a colourful western.

T. A. C. Kemp,
Acting Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 31ST JULY, 1970.

Part I
No. 182 only.

Part II
34—38.

No. 182. HEALTH INSURANCE SCHEME.

The following have joined the Health Insurance Scheme of the School with effect from 11th July, 1970 :—

- | | |
|----------------------|-----------------------|
| 1. Mr. B.R. Pasricha | 2. Mrs. B.R. Pasricha |
|----------------------|-----------------------|

Part II

No. 34. STRENGTH.

Increase with effect from 30-4-70 :—

Navin Ansal	... S.B.S.
-------------	------------

Increase with effect from 18-5-70 :—

Nikul Malvi	... N.B.J.
-------------	------------

Bindu Talwar	... S.G.
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Atul Mittal	... S.P.
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Sanjiv Aggarwal	... V.P.
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No. 35. APPOINTMENTS.

Mr. B.R. Pasricha is appointed Headmaster on probation with effect from 4th July, 1970, vice Maj. R. Som Datt retired.

2. Mr. T.C. Kemp, Acting Headmaster resumed as Deputy Headmaster with effect from 4th July, 1970.

3. Mr. Hari Kishan is appointed Valveman on one year's probation with effect from 15th June, 1970.

4. Mr. Vijay Sood is appointed Ty. Junior Tuck Shop Clerk with effect from 15th June, 1970.

5. Mr. Jhanker Singh is appointed Mali on one year's probation with effect from 3rd July, 1970 vice Mr. Krishen transferred to the post of mazdoor.

No. 36. RESIGNATIONS.

The resignations of the following members of the staff have been accepted and they have been sanctioned earned leave due to them as shown against their names, they will vacate their appointments on expiry of their leave :—

Mr. Harji Ram	Mazdoor	20-6-70—14-10-70—117 days
Mr. Sadhu No. I	Sweeper	14-5-70— 8- 8-70— 87 days.

No. 37. TRANSFER.

Mr. Krishen Mali is transferred to the post of mazdoor with effect from 3rd July, 1970 vice Mr. Harji Ram resigned.

No. 38. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. S.N. Kochhar	Engineer	19-6-70—29-6-70—11 days
„ Sunder Lal	Compositor-cum-inkman	17-6-70—20-6-70— 4 „
„ Sahej Ram	Sr. Carpenter	1-6-70— 30-6-70—30 „
„ Hari Ram	Tin Smith	8-6-70— 4-7-70—27 „
„ Keshab Ram	Mazdoor	25-5-70—24-6-70—31 „
„ Naranjan	„	8-6-70—27-6-70—20 „
„ Kanshi	Sweeper	13-6-70—24-6-70—12 „

2. Mr. C. Smith Piano Teacher was sanctioned 8 days leave without pay with effect from 8-6-70 to 15-6-70.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, FRIDAY, 7TH AUGUST, 1970.

Part I

No. 183—193

Part II

39 only.

No. 183. WELCOME.

The Headmaster welcomes all staff and children to the Founder's term.

No. 184. PROGRAMME.

Sun.	9th Aug.	...	Film	5-30 p.m.
			Supper	7-15 p.m.
Mon.	10th Aug.	...	Rouser	}	... Sunday Timings	
			Breakfast			
			M.I. G.D.			
			M.I. B.D.			
			Assembly	9-40 a.m.
			Classes (25 mts.)	...	10-00—12-50	p.m.
			Lunch	1-00 p.m.
			Full Staff meeting	2-15 p.m.
Tue.	11th Aug.	...	School to assemble in Hall	2-15 p.m.
2. Programme for Saturdays.						
	N.C.C.	cancelled
	Assembly Singing	cancelled
	Classes	8-40—10-25	a.m.
	Break	10-25—10-45	a.m.
	Classes	10-45—12-30	p.m.
	Letters	12-30—1-10	p.m.
	Hobbies etc.	} as programmed	
	P.T. B.D./G.D.					
	Tea B.D./G.D.					
	Baths	after tea
	Swimming	cancelled
	Athletics	cancelled
	Film	5-45 p.m.
	Supper	7-30 p.m.

No. 185. FOUNDER'S TERM 1970.

With effect from Tuesday, 11th August, 1970 :—

Rouser	5-30 a.m.
Chota	6-10 „
Prep. Girls	6-30—7-55 „
Prep. Boys	6-30—8-00 „
M.I. G.D.	8-00 „
Bkfst. B.D.	8-05 „
Bkfst. G.D.	8-10 „
M.I. B.D.	(NCC boys first)	8-25 „
NCC Boys	8-35—9-05 „
NCC Girls	8-40—9-00 „
Assembly	9-20 „
Classes (35 mts)	9-35—11-20 „
Break	11-20—11-40 „
Classes (35 mts)	11-40— 1-25 p.m.
Lunch	1-30 „
Play Rehearsals	2-30— 3-30 „
Hobbies Groups	2-30— 3-30 „
Orchestra	2-30— 3-30 „
Dancing	2-30— 3-30 „
Gym. Work	2-30— 3-30 „
Band	2-30— 3-30 „
P.T. Boys	3-40— 4-10 „
P.T. Girls	4-30— 5-00 „
Tea Boys	4-15 „
Tea Girls	4-20 „
Swimming				
P.D.	2-30— 3-00 „
Girls	3-00— 4-10 „
Boys U 11	4-30— 5-00 „
U 13	5-00— 5-30 „
U 15	5-30— 6-00 „
Opens	6-00— 6-30 „
Athletics				
Girls	5-15— 6-15 „
Boys U 15	4-30—4-50— 5-10 „
Opens	4-50—5-10— 5-30 „
U 11	5-15—5-35— 5-55 „
U 13	5-45—6-05— 6-25 „
Supper	6-45 „

Baths	7-15 p.m.
Lights Out	8-15 (VI 9-30) ,,
Barne Hall				
School Play	2-30— 3-30 ,,
P.D.	4-30— 6-30 ,,
A.D.S.	6-30 ,,
Swimming (Sundays)				
G.D.	9-30—10-20 a.m.
Him. B.D.	10-25—11-05 ,,
Nil.	11-05—11-45 ,,
Siw.	11-45—12-25 p.m.
Vind.	12-25— 1-05 ,,
Lunch B.D. (Sundays)	1-15 ,,

No. 186. DAY SCHOLARS—ATTENDANCE IN KITCHENS.

Will all staff members concerned, *immediately* on their return to school, please inform the Bursar in writing as to which of their children, being day scholars, will be taking meals in the school kitchens, and state in respect of each child :—

- (a) the Kitchen in which he/she will be taking meals.
- (b) which meals he/she will be taking.

No. 187. SWIMMING POOL

Attention of the staff is drawn to School Order No. 154 of the 12th June, 1970.

No. 188. HAIR - CUT B.D.

Will Housemasters please take steps to ensure that, except for Sikh boys who wear turbans, all others get their hair cut as early as possible.

Side-burns will NOT be worn.

No. 189. INDEPENDENCE DAY.

The following programme will be observed in connection with the Independence Day :—

14th August.

Independence Day eve Staff Club Dinner in
the Art Room ... 8-30 p.m.

15th August.

Sunday timings.

Flag hoisting (for School including P.D.) } ... 9-30 a.m.
followed by Assembly in Barne Hall

Distribution of Sweets Class IV Staff } ... 3-45 p.m.
and families

*Hindi Film ROAD TO SIKKIM in Barne Hall 4-15 p.m.

*The Hindi film is intended essentially for Class III and Class IV Staff. School children will not attend.

Quartermaster will make arrangement for sweets as usual.

No. 190. ADMINISTRATIVE HOLIDAYS.

Saturday, 15th August, 1970, will be observed as a holiday by both the school and the administrative staff on account of Independence Day. The Tuckshop will remain closed on this day.

2. Monday, 17th August, 1970, will be observed as a holiday by the administrative staff on account of Raksha Bandhan.

No. 191. STAFF RATIONS AND FUEL.

Fuel and Rations to Staff members returning from vacation will be issued on Monday, the 10th August, 1970 as under :—

K. Oil/Fuel ... 2-30 p.m.—3-30 p.m.

Dry Rations ... 3-30 p.m.—5-00 p.m.

Staff are requested to send their requirement slips to the Quartermaster by 11-00 a.m. on 10th August, 1970.

No. 192. FETE FUND.

The following committee is appointed for the utilisation of the Fete Fund:—

Headmaster	...	Chairman
Bursar	...	Secretary
Dupty Headmaster	}	... Members
Senior Mistress		
Mistress I/c P. S. R. M. O.		
Head Boy	}	... Co-opted Members
Head Girl		

No. 193. CINEMA.

The film JUMBO, starring Doris Day, Stephen Boyd and Jimmy Durante, will be shown in Barne Hall at 5-30 p.m. on Sunday, 9th August, 1970.

The film is a romantic comedy with circus background.

Part II

No. 39. APPOINTMENT.

Mrs. Leela Joshi is appointed Temporary House Matron with effect from the forenoon of 7th August, 1970.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 14TH AUGUST, 1970.

Part I	Part II
<i>No. 194—203</i>	<i>40—42.</i>
No. 194. PROGRAMME.	
Sun. 16th August	... Film ... 5-30 p. m. ... Supper ... 7-15 p. m.
Mon. 17th ,,	... Prep cancelled ... Breakfast ... 7-45 a. m. Raksha Bandhan—Brothers from B. D./ P.D. may visit their sisters in G.D./P.D. immediately after breakfast.

No. 195. FINAL EXAMINATIONS.

Boys and Girls in L-V and U-V will appear for the I.S.C. examination in the years 1972 and 1971 respectively.

Pupils in U-IV will appear for the Higher Secondary Examination of the Central Board in Nov. 1973. Students sitting for the I.S.C. in 1972 will be expected to sit for and pass in papers set in "core level" subjects. The following note refers to the students who are now in L-V.

Core Subjects In And After 1971

Promotion Criteria

"As already announced in the Council Record of November and December 1969, the Council will undertake the setting of papers in the Core Subjects in and after 1971. All candidates for the Indian School Certificate Examination will have to sit and pass in all the four Core Subjects before they can be admitted for the I.S.C. Examination. Schools may allow candidates to offer *two* of the core subjects at the end of Standard IX and the other *two* at the end of Standard X.

It has been decided that the following promotion criteria should be adopted by schools in regard to the performance of candidates in the core subjects examinations :

- (a) Candidates will be required to obtain 30% marks in each of the core subjects. The assessment will be made as follows :

Results in the examination : 75%

Course work to be assessed by the School : 25%

- (b) Candidates who fail in *one* of the subjects at the end of Standard IX may be promoted to Standard X. Such candidates will, however, be required to *reappear* for the subject in which they fail, in addition to the two subjects they will offer, at the end of Standard X.
- (c) Candidates who fail in *one* of the core subjects at the end of Standard X may be promoted to Standard XI but will not be eligible for admission to the I.S.C. Examination in that year, unless such candidates pass a supplementary examination to be conducted by the school before the entry forms for the Indian School Certificate Examination are submitted to the Council.

Heads of Schools will have to complete a special form, provided by the Council, certifying that such candidates have passed in the subject in which they failed at the supplementary examination held in that year by the School.

- (d) Candidates who for special reasons are admitted to Class X or XI without having passed the Core subjects examination will be required to pass an examination based on the core subjects, set by the Council. The Council will have the power to grant exemption from such an examination, in special circumstances”.

No. 196. DUTIES FOUNDER'S TERM.

The following Duties have been allotted for the Founder's

Term.

SWIMMING

Mr. Jalota I/c & M/s Dahiya, Joshi and Shiv Dutt.

ATHLETICS

Mr. Mundkur I/c & M/s Gore, Randhawa, Dahiya (Swim.), Solomon, S. C. Arora, Sequeira (A.D.S.) Pritam Chand and Praja Pati.

SCHOOL CONCERT	Mr. D.C. Gupta I/c & M/s Jalota, Pratap, Brajamani & Malaviya
FIGURE MARCHING	Mr. Joshi I/c & Mr. Abraham
CLUB DRILL	Mr Kemp & Mr. Jaya Ram
A. D. S.	Mr. Kemp I/c & Mrs. Kemp, Mr. B. Singh, Mr. Bhalerao, Mrs. P. Dhami, Mr. Benedict, Mr. Sequeira, Mr. Jaya Ram, Miss G. Sahi, Mrs. Sawney & Mr. Abraham

No. 197. APPOINTMENTS : SCHOOL PREFECTS.

The following demotion, etc., in Siwalik House B. D. have been made :—

1. Abhimanyu Ansal, School Prefect, is demoted.
2. Ganga Sharan is appointed School Prefect and is transferred from Jr. to Sr. House,
3. Suren Hira is appointed House Prefect in place of Ganga Sharan and is transferred from Sr. to Jr. House.

No. 198. MEDICAL.

The following are exempted from Swimming till the end of the term :—

Virinder Malhotra (B.S.V.)	Sanjiv Tandan (B.S.N.)
Tehmina Satarawala (G.S.V.)	

No. 199. LIBRARY.

The Central Library will remain open from 2-30—4-00 p.m. daily.

No. 200. ICE-CREAM.

Ice-Cream will be on sale again from Sunday, 16th August, 1970, as usual.

No. 201. HEALTH INSURANCE SCHEME.

Decrease with effect from 1st August, 1970.
Mrs. S. C. Arora ... 1

No. 202. LOST

On 7th July, at the Social in Barne Hall a book : “ The Story of Philosophy ” by Will Durant.

If found please return to the Dy. Headmaster’s office.

No. 203. CINEMA.

The film SCORPIO LETTERS, starring Alex Cord and Shirley Esten, will be shown in Barne Hall at 5-30 p. m. on Sunday, 16th August, 1970.

The film is a mystery-thriller concerning a notorious black-mail ring.

Part II

No. 40. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Shri K. D. Atri	Jr. Clerk	27-7-70 to 29-7-70—	3 days
„ Mathra Dass	—do—	27-7-70 to 1-8-70—	6 „
„ D. R. Sharma	Head Printer	9-7-70 to 18-7-70—	10 „
„ Mastu	Male Nursing Orderly	20-7-70 to 2-8-70—	14 „
„ Tanna Ram	Peon	9-7-70 to 1-8-70—	24 „
„ Kundan	—do—	{ 13-7-70 to 27-7-70—	15 „
		{ 28-7-70 to 1-8-70	5 half pay
„ Pran Nath	—do—	13-7-70 to 21-7-70—	9 days
„ Mansa Ram	Mazdoor	24-6-70 to 11-7-70—	18 „
„ Shamsher Singh	Ground Man	13-7-70 to 25-7-70—	13 „
Smt. Ishari	Sweeppress	9-7-70 to 14-7-70—	6 „
Shri Lala Ram	Sweeper	20-7-70 to 25-7-70—	6 „
„ Brephtu	Cook	27-7-70 to 1-8-70—	6 „
„ Bahadur Singh	—do—	27-7-70 to 1-8-70—	6 „
„ Ronki	—do—	15-7-70 to 24-7-70—	10 „
„ Bishan Dass	Bearer	16-7-70 to 1-8-70—	17 „
„ Gorkhu	—do—	3-8-70 to 7-8-70—	5 „
„ Norata Ram	—do—	18-7-70 to 31-8-70—	14 „
„ Balam Ram	—do—	15-6-70 to 14-7-70—	30 „

No. 41. RESIGNATION

The resignation of Shri Mansu, Smithy Mate-cum-fitter, has been accepted and he has been sanctioned 141 days earned leave due to him with effect from 1-8-70. He will vacate his appointment on expiry of his leave.

2. Mrs. F. Wheeler, House Matron, vacated her appointment with effect from 29-7-70 having resigned.

No. 42. APPOINTMENTS.

Mrs. Josephine W. Sawney is appointed Ty. Piano Mistress with effect from 8th August, 1970.

2. Mr. R. K. Malaviya is appointed Asstt. to Music Master (Tabla) on one year's probation with effect from 10th August, 1970, vice Mr. Lalit Narayan resigned.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:0:—

SANAWAR, FRIDAY, 21ST AUGUST, 1970.

Part I	Part II
<i>No. 204—212</i>	<i>43 only.</i>
No. 204. PROGRAMME.	
Sat. 29th Aug. ... Hobbies, etc. ...	2-15—3-15 p. m.
Tea ...	3-30 „
Swimming Sport ...	4-00 „
Supper ...	6-45 „
Sun. 30th Aug. ... Film ...	5-45 „
Supper ...	7-30 „

No. 205. SWIMMING.

The Swimming Sports will be held on Saturday 29th August.

No. 206. ACADEMIC—HEADMASTER'S SPECIAL LIST.

The following children are placed on the Headmaster's Special List :—

Siwalik B. D. (Jr.)			
Narinder S. Brar	U-III A	Anil Dogra	U-III B
Maninder S. Dusang	U-III A	Pratap Hoon	L-III B
Nilagiri B. D. (Jr.)			
Jogesh Sawhney	L-III B	Nikul Malvi	L-III A
Nilagiri B. D. (Sr.)			
Jugbirinder S. Gill	L-V A	Sukhkaran S. Tanwar	L-V B
Vindhya B. D. (Jr.)			
Himmat Singh Sandhu	L-III A	Baljit Singh Hundal	U-III B
Suresh K. Oswal	L-III A		
Vindhya B. D. (Sr.)			
Nupinder Brar	L-V B	Balvinder Brar	VI-A
Sanjiv Bery	L-V B	Vivek Pradhan	VI-B
Karanjit Sandhu	U-V B		

Himalaya B. D. (Jr.)

Jagmohan S. Bakshi	L-III B	Pawan K. Mutneja	U-III A
Gautam S. Rana	U-III B	Deepak K. Singha	U-III A
Navin Puri	U-III B	Pankaj Gupta	L-IV B

Himalaya G. D.

Ameeta Mohan	U-IV A	Neelam Sirkeck	U-III B
Anuradha Maira	L-IV A		

Vindhya G. D.

Geeti Khanna	L-IVB	Amreeta S. Singh	L-V A
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The above children will report to the Headmaster as under :—

L-V & upwards ... Every week on Saturdays at 2-00 p.m.

U-IV & downwards ... Every fortnight on Saturdays at 2-15 p.m.

No. 207. INCOME - TAX REBATE.

Income-tax rebate is admissible on account of C.T.D. (10 years or more), life insurance premia and wholly dependent parents/grand-parents. Would all staff members who wish these to be taken into account for their income-tax calculations please inform the Accountant by 25th Aug., '70, of the total amount of premia etc. paid by them annually from their own resources other than amounts deducted from their school salary bills, and also of the number, if any, of their parents/grand-parents totally dependent on them.

No. 208. STATIONERY—EXERCISE BOOKS, ETC.

The need for exercising strict economy in the use of exercise books, etc., continues and the co-operation of the staff is requested.

No. 209. HOUSE TUTORS.

The following attachments are made in Himalaya B.D. :—

Mr. Prajapati

Mr. R.K. Malaviya

No. 210. MEDICAL.

Pradeep Saran (BSS) is exempted from swimming till the end of the term.

No. 211. ADMINISTRATIVE HOLIDAY.

Monday, 24th August, 1970, will be observed as a holiday by the administrative staff on account of Janam Ashtmi.

The Tuck Shop will, however, remain open as usual.

No. 212. CINEMA.

The film **LIGHT IN THE PIAZZA**, starring Olivia de Havilland, Rossano Brazzi, Yvette Mimieux and George Hamilton, will be shown in Barne Hall at 5-45 p.m. on Saturday, 22nd August, 1970.

The film is a drama.

Part II**No. 43. STRENGTH.**

Decrease with effect from 8-7-70:—

Arti Subramanian ... V.G.

Increase with effect from 8-8-70 :—

Ravi Suri ... S.B. Jr.

Rahul Malhotra ... V.P.B.

Increase with effect from 10-8-70 :—

Sunil Sawney ... S.P.B.

Decrease with effect from 12-8-70 :—

Shyam Mohan Saigal ... S.B.S.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 28TH AUGUST, 1970.

Part I	Part II
<i>No. 213—218</i>	<i>Nil.</i>
No. 213. PROGRAMME.	
Sat. 29th Aug. ... Swimming Sports ...	4-00 p. m.
Sun. 30th „ ... Film ...	5-45 p. m.
Sat. 5th Sept. ... “ Teachers’ Day ”	

2. Programme for Saturdays.

In partial modification of School Order No. 184 (2), dated the 7th August, 1970, the classes will begin at 8-45 a. m. instead of 8-40 a.m., and the other timings will be adjusted accordingly. Lunch will be at 1-25 p. m.

3. Programme with effect from Monday, 31st August, 1970:-

Founder’s Practices	2-30— 3-50 p.m.
Tea	4-00 „
P.T. Boys	4-15— 4-50 „
P.T. Girls	5-30— 6-15 „
Athletics B.D.	
Helipad U 11	5-10— 5-55 „
U 13	6-00— 6-45 „
Barnes U 15	5-10— 5-55 „
Opens	6-00— 6-45 „
Athletics G.D.	4-15— 5-15 „
Supper	7-00 „
Baths	7-20 „
Lights Out	8-15 (VI 9-30) „

No. 214. HOLIDAYS FOLLOWING FOUNDER’S.

Children will be allowed out of the school with their parents and guardians, from 12-30 p.m. on 5th October, till 5-00 p.m. on 7th October. Children will not be permitted to leave the school before 12-30 p.m. on the 5th, as attendance at the Fête is compulsory.

All enquiries from parents may please be replied to in the light of the above.

No. 215. SENIOR STAFF FAMILIES' RATIONS.

Due to Founder's, fuel and rations will be issued on 8th and 9th October, respectively.

All staff concerned are therefore advised to keep this in mind when they draw their ration in September.

No. 216. PROVIDENT FUND.

All staff are requested to confirm the balances in their P.F. accounts as on 31st December, 1969, and sign the P.F. register on Monday, the 7th September, 1970.

No. 217. COMMUNICATIONS TO OFFICE REGARDING CHILDREN.

While inviting attention to School Order No. 61, dated the 13th March, 1970, it is requested that when addressing any communication to the School office regarding children will all Staff members kindly write the names of children *in full* and also mention the House and Deptt. This is necessary in order to avoid confusion, since the initial letters of the names of many children are the same.

No. 218. CINEMA.

The film **THE HOOK**, starring Kirk Douglas, Nick Adams and Robert Walker, will be shown in Barne Hall at 5-45 p.m. on Sunday, the 30th August.

The film is an adventure drama.

B. R. Pasricha,
Headmaster

THE LAWRENCE SCHOOL ORDERS.

:o:
 SANAWAR, FRIDAY, 4TH SEPTEMBER, 1970.

Part I		Part II
<i>No. 219—223</i>		<i>Nil.</i>
No. 219. PROGRAMME.		
Sat. 5th Sept. ...	“ Teachers’ Day ”	
	Assembly	8-45 a. m.
	(Class timings will be adjusted after Assembly)	
	Tea at 3-45 p. m. instead of 4-00 p. m.	
	Games for Staff (Peacestead)	4-30 p. m.
	Sixth Form Party for Staff	
	(Barne Hall)	7-30 p. m.
Sun. 6th ,, ...	Film	5-45 p. m.
	Supper	7-30 p. m.

No. 220. STAFF CLUB.

Sat. 5th Sept. ...	Dinner postponed	
Sun. 6th ,, ...	Tennis Finals	3-30 p. m.
	Tea	4-00 p. m.
	Tombola	after Tea

No. 221. DISCIPLINE - SCHOOL - HOSPITAL.

Students are reminded not to enter a ward to visit a friend or relation, admitted to the School Hospital, without the permission of the R. M. O. or the Nursing Sister, in the absence of the R. M. O. NOR tuck or any food is to be given to a patient without the express permission of the R. M. O.

Breach of this order will be reported by or to the R. M. O. who will report the offender to the House Master/Mistress for disciplinary action.

No. 222. ACADEMIC - HEADMASTER'S SPECIAL LIST.

In partial modification of School Order No. 206, dated the 21st August, 1970, the boys of Lower IV and downwards will report to the Headmaster as under:—

Nilagiri & Siwalik Houses	...	2-05 p.m. on alternate Thursdays, starting from Thursday, the 10th Sept.
---------------------------	-----	--

Him. & Vindhya Houses ... { 2-05 p.m. on alternate
 Fridays, starting from
 Friday, the 11th Sept.

The other students will report as per previous order.

No. 223. CINEMA.

The film MURDER AHOY, starring Margret Rutherford and Lionel Jeffries, will be shown in Barne Hall at 5-45 p.m. on Sunday, the 6th September, 1970.

The film is a mystery thriller with Miss Marple doing smart sleuthing.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:—

SANAWAR, FRIDAY, 11TH SEPTEMBER, 1970.

	Part I		Part II
	<i>No. 224—231</i>		44.
	No. 224. PROGRAMME.		
	Sept.		
Sat. 12th	...	Inter-House Debate (Barne Hall)	5-30 p. m.
		Supper	7-30 p. m.
Sun. 13th	...	Film	5-30 p. m.
		Supper	7-15 p. m.
Mon. 14th		}	Assembly cancelled
Sat. 26th	...		
Tue. 15th		}	Mass. P. T. (Peacestead) 4-15—5-00 p. m.
Sat. 26th	...		
	No. 225. FOUNDER'S.		
	Sept.		
Wed. 30th	...	1st Performance A.D.S.	5-00—7-30 p. m.
	Oct.		
Thu. 1st	...	1st Performance P.D. Concert ..	10-45 a.m.
		1st Performance School Concert	4-00—6-00 p. m.

No. 226. FOUNDER'S DUTIES.

Founder's is drawing near and it is requested that all concerned staff members take timely action to avoid, as far as possible, any last-minute rush. In this connection kind attention is invited to School Orders Nos. 170 and 171, dated the 26th June, 1970, and 196 dated 14th August, 1970, wherein the details of the duties have been given.

No. 227. FOUNDER'S—STAFF GUESTS.

Members of the staff are well aware of the limitation of the school's resources. Much that we would like to extend help, it is regretted that it will not be possible to spare any beds or accommodate guests and visitors in school kitchens for meals.

While extending any invitations or accepting the requests of guests and parents, staff may keep these limitations in view.

Members of the staff may, if it helps them, plead school policy in refusing requests for accommodation.

No. 228. POST-FOUNDER'S WOPs/SOPs.

WOPs and SOPs may be granted by the Housemasters/Housemistresses at their own discretion after 12-30 p.m. on Monday, 5th October, till 5-00 p.m. on Wednesday, 7th October.

No. 229. PROVIDENT FUND.

Attention of the staff is invited to S.O. Part I, No. 216, dated 28-8-70, and those members who have not yet signed the P.F. register are reminded to sign it as early as possible.

No. 230. HEALTH INSURANCE SCHEME.

The following members of the staff have joined the Health Insurance Scheme of the School with effect from 1st September, 1970 :—

1. Mr. K.L.K. Solomon	1	4. Mr. A.S. Saklani	1
2. Mrs. R.A. Solomon	1	5. Mrs. A.S. Saklani	1
3. Baby A.M. Solomon	1	6. Mr. P.R.V. Nair	1

No. 231. CINEMA.

The film MORITURI, starring Marlon Brando, Yul Brynner, Janet Margolin and Trevor Howard, will be shown in Barne Hall at 5-30 p. m. on Sunday, 13th Sept., 1970.

In the story of this film blood and thunder of World War II, espionage and adventure are explosively combined to show how British intelligence blackmails a German Army Officer into scuttling a German Cargo ship carrying vital war material from Japan to Europe.

Part II

No. 44. RETIREMENT.

Maj. R. Som Dutt, Headmaster, retired from service with effect from 8th August, 1970.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 18TH SEPTEMBER, 1970.

Part I	Part II
No. 232—239	45.
No. 232. PROGRAMME.	
Sat. 19th September.	
P.D. Rehearsal	4-00— 6-30 p.m.
Figure marching	5-00— 6-00 „
Stage Dances on stage	6-00— 7-20 „
Supper	7-30 „
Sun. 20th September.	
Hindi Play rehearsal	9-30—12-30 „
Lunch	1-00 „
Gandhi Jayanti singing practice on stage }	2-00— 3-30 „
Stage Dances	2-30— 4-00 „
Club Drill on Peacestead (with Band)	6-00 „
Figure marching	6-30 „
Supper	7-30 „

No. 233. FOUNDER'S ARRANGEMENTS.

A detailed time-table for Founder's and O.S. Day is given below for the information and necessary action of all concerned :—

Friday, 2nd October

8-00 a.m.	Flag Hoisting & Special Assembly (for G. Jayanti) Birdwood
9-30 a.m.	Athletics
12-00 noon	Coffee for Parents—Gaskel Hall
1-00 p.m.	P.D.—Founder's lunch
5-00 p.m.	Staff Play

Saturday 3rd October

10-00 a.m.	O.S. Netball—Barnes
11-00 a.m.	O.S. Hockey—Barnes
1-00 p.m.	B.D. & G.D.—Founder's lunch
3-15 „	Tea
7-00 „	Prep School Concert

6-15	„	Light Supper
7-15	„	Tattoo
8-45	„	Cocoa & Biscuits for all children

Sunday 4th October

7-45 a.m.	G.D. & B.D.	Breakfast
8-30	„	Assembly
10-00	„	School Colour Parade
12-00 noon		Speeches
1-15 p.m.		Light Lunch
4-00 p.m.		Tea
5-00 p.m.		School Concert
7-15 p.m.		Supper

Monday, 5th October

8-00 a.m.		Breakfast
10-30 a.m.		Fête
1-15 p.m.		Lunch
2-30	„	O.S. Meeting—Club
4-00	„	O.S. Tea—Club
4-00	„	Tea (School children)
5-45	„	Cold supper (School children)
7-00	„	O.S. Dinner—Parker Hall
8-15	„	Cocoa (School children)
8-30	„	O.S. Dance—Barne Hall

N. B.—Arts and Crafts exhibition will be open from 2-00 to 4-00 p.m. on 2nd, 3rd and 4th October.

2. Founder's lunch at 1-00 p.m. on 2nd (P.D.) and 3rd (B.D./G.D.) October will be arranged Department-wise. Husbands and wives of the staff are very cordially invited. Staff will please inform Matrons I/c Kitchens before Friday, 25th September as to where they will be lunching.

3. **O.S. Dinner** : A charge of Rs. 2/- per head is fixed for this dinner. It is hoped that as many staff members and their wives and husbands as possible will attend. Staff will please notify the Bursar in writing before Friday, 25th September, giving the number of suppers required.

4. **Meals** : Arrangements are being made to enable guests and visitors to buy, fruits, pastries, and meat and vegetable patties at the Tuck Shop on the 4th and 5th October. Sweetmeats, snacks &

will also be available from the school halwai near the swimming pool on all days. School kitchens will **not** be able to cater for visitors or staff guests in dining halls.

5. **Transport :** It has been arranged that the school bus will be available for transporting from Kasauli (near SSO's Office) to the school bakery and back, for the functions given below, those parents who do not have their own transport with them. The bus will normally leave Kasauli about $1\frac{1}{4}$ hours before the scheduled time of the school function concerned and will leave the bakery on the return journey half an hour after the end of the function in question (except where otherwise stated). Each of the following functions only will be covered :—

- | | |
|---------------------------|--|
| (i) Athletics | (Bus will leave for Kasauli again at 1-00 p.m.) |
| (ii) Staff play | |
| (iii) Prep School Concert | (Bus will leave for Kasauli again after the Tattoo). |
| (iv) School Colour Parade | (Bus will leave for Kasauli again after the Speeches) |
| (v) School Concert. | |
| (vi) Fete | (School children will not be allowed in the bus after the Fete, even with their parents). |

(6). **First performances/Dress Rehearsals**

	<i>Dress Rehearsal</i>	<i>First performance.</i>
	<i>Tue. 29th Sept.</i>	<i>Thu. 1st Oct.</i>
P.D. Play	9-00 a.m.—12-00 noon	10-45 a.m.—12-15 p.m.
School Concert	2-00—4-00 p.m.	4-00—6-00 p.m.
Tattoo	7-15—8-30 p.m.	7-15—8-30 p.m. Full Dress
	<i>Mon. 28th Sept</i>	<i>Wed. 30th Sept.</i>
Staff Paly	4-00—6-30 p.m.	5-00—7-30 p.m.

Staff members are well aware of the limited accommodation which we have, and it is requested that they kindly give preference on the final days of the various indoor functions, to School guests and invitee as far as possible.

No. 234 WINTER KIT.

Winter kit will be taken into use from Tuesday, 29th September.

House Staff will please check up that children in their Houses have got woollen vests to wear when necessary.

No. 235. POCKET MONEY.

Pocket money at Rs. 20/- per child, plus the usual extra amount for foreign postage, will be issued for October to the House Staff to allow children to meet expenses for the fete as well.

No. 236. WOPs & SOPs.

House Staff are asked to curtail WOPs and SOPs till after Founder's for those children who are needed for practices.

No. 237. SCHOOL PREFECT.

Harisimran S. Sandhu is appointed School Prefect V.B.D.

No. 238. ADMINISTRATIVE HOLIDAYS.

In lieu of the holidays missed on account of Founder's the administrative staff will observe 6th and 7th October as holidays.

The Tuckshop will, however, observe a holiday on 12th October.

No. 239. CINEMA.

There will be no film on Sunday, 20th September.

Part II**No. 45. LEAVE.**

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. K.D. Atri	Jr. clerk	3-9-70— 5-9-70—	3 days
„ Dev Raj Bansal	„	20-8-70—21-8-70—	2 „
„ Sehaj Ram	Sr. Carpenter	1-7-70—31-8-70—	62 „
„ Bala Ram	Blacksmith	12-8-70 —	1 „
„ Madan Singh	W/cum-driver	8-9-70 —	1 „
„ Khiali Ram	Khalasi	18-8-70 —	1 „
„ Sarwan Singh	Watchman	3-8-70— 5-9-70—	34 „
„ Gurnam Singh	Sweeper	7-8-70— 8-8-70—	2 „
„ Dhani Ram	Bearer	22-8-70—23-8-70—	2 „
„ Chaudhary	Bakery mazdoor	17-8-70—26-8-70—	10 „

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 25TH SEPTEMBER, 1970.

Part I

No. 240—242

Part II

Nil.

No. 240. FOUNDER'S ARRANGEMENTS.

(1) The following changes may kindly be noted in School Order No. 233, dated 18th September, 1970 :—

Saturday 3rd October

1-00 p.m. ... Lunch—(and not B.D. & G.D. Founder's Lunch, as published).

Sunday 4th October

7-40 a.m. ... G.D. & B.D. Breakfast

1-15 p.m. ... B.D. & G.D. Founder's Lunch

7-30 p.m. Supper.

(2) Para 2 of the above Order may please be amended as far as Founder's Lunch BD & GD is concerned.

(3) **Transport** : In addition to the transport being arranged for the final performances of the various functions, the School Bus will also be available to visitors who do not have their own transport with them, from Kasauli (near SSO's Office) to the School Bakery and back for the First Performances of the following functions :—

Staff Play Wed. 30th Sept.

School Concert Thu. 1st Oct.

The Bus will leave Kasauli 45 minutes before the scheduled time of the First Performance, and will leave for Kasauli half an hour after the function ends. It will also make a final trip to Kasauli after the Tattoo is over, should this be necessary.

No. 241. ATTENDANCES AT THE FINAL PERFORMANCES

Staff Play	}	L-V & above (U-IV in reserve)
P.D. Concert		
Speeches		
School concert		U-V & above (LV in reserve)

Seating for the School children will be provided in the Gallery. Staff and visitors will be accommodated in the body of the Hall.

Staff are advised to attend the First Performances rather than the Second Performances.

No. 242. NON - ATTENDANCE OF CLASS IV STAFF AT FOUNDER'S EVENTS.

It is regretted that, for administrative reasons, it will not be possible for Class IV servants and their family members to watch or be present at the following events during Founder's :—

Athletics	Tattoo (final performance)
Fete	Parade (—do—)

Class IV Staff and their family members may, however, attend both the dress rehearsal of the Tattoo at 7-15 p.m. on Peacestead on Tuesday 29th September and the first performance thereof on Thursday, 1st October.

Class IV staff and their family members are also NOT permitted in Barne Hall or near and around Birdwood School or in the upper School area at any time except for purposes of their normal official duties there.

Will the heads of all departments kindly explain the above very clearly to all Class IV staff working under them, and impress upon them that these instructions have to be strictly complied with by all concerned, and that they must pass them on to their own family members, for whom they will be held responsible.

B. R. Pasricha,
Headmaster

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, FRIDAY, 9TH OCTOBER, 1970.

Part I

No. 243—251

Part II

Nil.

No. 243 FOUNDER'S.

The Headmaster would like to convey his deep appreciation for all that was arranged in connection with Founder's Day. He is well aware that to make these functions such a success has meant weeks and weeks of hard toil and extra work by all concerned, staff and students alike—some working behind the scenes. Well done, and keep it up. He would, however, welcome any suggestions from all quarters for any improvements.

No. 244. PROGRAMME.

Sat. 10th	October	Film	5-00 p. m.
Tue. 13th	,,	Inter-House	P. T.		
Wed. 14th	,,	Boxing Training	starts.	(Sixth Form excluded)	
Sat. 17th	,,	Patiala Athletics	postponed	to Sat. 24th.	
Fri. 23rd	,,	Teams leave	for Patiala	...	2-30 p. m.
Mon. 26th	,,	Sanawar vs. B.C.S.	Hockey	(Home)	

No. 245. TIME - TABLE.

Daily Time-Table with effect from Monday, 12th Oct. :—

Rouser	5-45 a.m.
Chota	6-15 ,,
Prep.	6-30—7-30 ,,
Boxing Trg.	6-30—7-30 ,,
VI B Eng. Tutorials	6-30—7-30 ,,
Breakfast	7-45 ,,
M.I. B.D./G.D.	8-10/7-45 ,,
Assembly	8-40 ,,
Classes	8-50—10-50 ,,
			...	11-10—1-10 p.m.
Lunch	1-15 ,,
Games B.D./G.D.	2-00—3-30 ,,
Hobbies	2-15—3-15 ,,
Boxing	3-20—4-00 ,,

Shooting	2-15—3-45	p.m.
Athletics (till Oct. 22nd)	3-35—4-15	„
Tea B.D./G.D.	4-00/3-50	„
Baths	4-00—4-45	„
VI Form Tutorials	5-30—6-15—7-05	„
Evening Prep.	5-30—7-10	„
Supper	7-15	„
Lights out	8-30	„
					(VI: 10-30).

Note: Tutorials and Evening Prep. will be cancelled on SATURDAY'S.

No. 246. ARTICLES LOANED BY STORES.

Articles taken on loan for Founder's may please be returned to Stores immediately, if not already done.

No. 247. FETE MONEY.

All cash takings at the Fete should be deposited with the Cashier immediately, if not already done. Would all concerned please do this now ?

No. 248. HOCKEY.

The Festival match will take place on Saturday 10th Oct. at 3-00 p. m.

Staff and guests attending are invited to tea in the B. D. after the match.

No. 249. ADMINISTRATIVE HOLIDAY.

The administrative staff will observe Saturday, 10th Oct., as a holiday on account of Dussehra.

The Tuck Shop, however, will remain open.

No. 250. TUCK SHOP HOLIDAY.

All concerned are reminded that the Tuck Shop will observe a holiday on Monday next, 12th Oct., and will remain closed on that day.

No. 251. CINEMA.

The Hindi Film AKHRI KHAT, starring Rajesh Khanna, Indrani Mukherji and Nana Palsikar, will be shown in Barne Hall at 5-00 p. m. on Saturday, 10th October, 1970.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 16TH OCTOBER, 1970.

Part I	Part II
<i>No. 252—263</i>	<i>46—47</i>
No. 252. PROGRAMME.	
October	
Sat. 17th ... Film	5-30 p. m.
Sun. 18th ... Team leaves for Patiala (Pkt. lunches)	—10-30 a. m.
Mon. 19th ... } Inter-Public School Athletics, Northern Zone	
Tue. 20th ... }	
Tue. 20th ... Team returns	10-30 p. m.
Sat. 24th ... B.C.S. arrive	
Colts/Atoms leave for Simla	2-30 p. m.

No. 253. TIME - TABLE.

Time-Table with effect from Monday, 19th Oct. :—

Breakfast	7-40 a.m.
M.I. B.D./G.D.	8-05/7-45 ,,
Assembly	8-30 ,,
Classes	8-40—1-00 p.m.
Lunch	1-05 ,,
Games	2-15—3-15—4-15 ,,
(B.D. Games : Peacestead)	2-15—3-00—3-45 ,,
Tea B.D.	4-25 ,,

(The rest of the Time-Table will be as previously published).

No. 254. HOME DAY— CHANGE OF DATE.

Due to alteration in the I.S.C. examination programme, the School will now close on Sunday, 29th November, and NOT on Wednesday, 2nd December as previously notified. All School parties and home parties will therefore now leave the School on Sunday, 29th November.

All parents/guardians are being informed accordingly by the School separately

No. 255. ATHLETICS.

The following will represent the School in the Inter-Public-School Athletics meet to be held at Patiala on 19th & 20th Oct. 70:-

Geetish Lal (Capt),	Luv Gadiok
S. Prabbakar	V.S. Pathania
Balvinder S. Brar	P. Saran
Ranbir Singh	J.S. Sandhu
K.S. Bala	A. Kalia
Atul Sobti	B.P.S. Bhasin
R. Mehra	

No. 256. P. T.

The results of the Inter-House P.T. competition held on Tuesday, 13th October are published for the Record.

<i>Girls</i>	<i>Boys</i>
Cock House Siwalik	Himalaya
Vindhya	Siwalik
Himalaya	Nilagiri
Nilagiri	Vindhya
Best Gymnast 1970	... { Gurinder S. Randhawa Suren Hira

The following boys have been awarded Proficiency Certificates for Gymnastics :—

Ganga Sharan	S.	G.S. Randhawa	H.
V.S. Pathania	H.	D. Singha	H.
B.S. Pathania	H.	Manjit Singh	V.

No. 257. RAFFLE IN AID OF THE RED CROSS SOCIETY ORGANISED BY THE MILITARY HOSPITAL KASAULI.

Indian Red Cross Society raffle tickets, in books of 50 tickets each, are available from the Cashier in the School office. Tickets cost Re. 1/- each.

Will Housemasters/Housemistresses, R.M.O., Engineer, Q.M. and Kitchen Matrons kindly collect from the Cashier any books of the tickets which they may require ?

There are a number of prizes to be won, ranging from a Toilet Case, to pressure cookers, transistor radios and a sewing machine (First Prize).

The Red Cross Fete will be held on Sunday, 8th November from 10-00 a.m. onwards, on the Brigade Parade ground, Kasauli, and the draw for this Raffle will take place of 5-00 p.m. that same day.

Would those who take ticket books from the Cashier please note that the ticket books must be returned to the Cashier on no account later than Tuesday, 3rd November, along with :—

- i) the cash collected in respect of all sold tickets ,
- ii) all unsold tickets in original.

No. 258. MEDICAL.

Robinder Chadha (N.B.S.) is exempted from Boxing till the end of the term.

No. 259. ECONOMY IN ELECTRICITY CONSUMPTION.

The consumption of electricity in school buildings after Founder's has increased unduly. It has been found that due care has not been taken by those concerned to switch off lights when they are no longer required in, for example, class-rooms, dining halls, bath-rooms and other school buildings.

Will all concerned kindly ensure at all times that lights are switched off when not actually required, and also take all of her necessary action to ensure economy in the consumption of electricity ?

No. 260. ACADEMIC—REVISED HEADMASTER'S SPECIAL LIST.

In supersession of School Order No. 206 dated 21st August, 1970, the following children are placed on the Headmaster's Special List. They will report to the Headmaster in his office every week, as under :—

LIIIB Pratap Hoon	SBD (Jr.)	} At 1-50 p.m. on Wednesdays
LIVB Ravi Suri	SBD (Jr.)	
LIIE Parminder Kaur	HGD	} At 2-00 p.m. on Wednesdays
LIVB Geeti Khanna	VGD	
LVA Radhika Duggal	HGD	
LVB Savita Lalotra	HGD	
LVA Amreeta S. Singh	VGD	
I IIIA Himmat S. Sandhu	VBD (Jr.)	} At 1-50 p.m. on Thursdays
LIIIB G. S. Gundhoo	„ (Jr.)	
UIIB Baljit S. Hundal	„ (Jr.)	
LVB Nupinder Brar	„ (Sr.)	
LVB Sanjiv Bery	„ (Sr.)	
VIA Balvinder Brar	„ (Sr.)	
VIB Vivek Pradhan	„ (Sr.)	

LIIIB Jagmohan S. Bakshi	HBD (Jr.)	} At 1-50 p.m. on Fridays
LIIIA Nikul Malvi	NBD (Jr.)	
LIIIB Jogesh Sawhney	„ (Jr.)	
UIIIA Pawan K. Mutneja	HBD (Jr.)	
LIVB Pankaj Gupta	„ (Jr.)	
LVA Jugbirinder S. Gill	NBD (Sr.)	
LVB Sukhkaran S. Tanwar	„ (Sr.)	

No. 261. ECONOMY IN WATER CONSUMPTION.

Water consumption has become excessive. Will all concerned, both staff and students, kindly do all that is possible to ensure that consumption is minimized and that water is nowhere and at no time wasted?

No. 262. CATAPULTS.

In past years the use of catapults was both a disgrace and a source of considerable damage to school property. These were misused, particularly at the bonfire during Diwali. It is regretted that for this reason any boy found in possession of a catapult will render himself liable to serve disciplinary action.

No. 263. CINEMA.

The film ONE OF OUR SPIES IS MISSING, starring Robert Vaughan, David McCallum and Vera Miles, will be shown in Barne Hall at 5-30 p.m. on Saturday, 17th October, 1970.

The film is an action-an-thrill packed Napoleon Solo spy adventure.

Part II

No. 46. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. F.B. Manley	Bursar	13- 7-70—19- 9-70—69 days
„ R.N. Sethi	Quartermaster	10- 9-70—17- 9-70— 8 „
„ Mathra Dass	Jr. Clerk	{ 12- 8-70—14- 8-70— 3 „ { 11- 9-70—12- 9-70— 2 „
„ Bala Ram	Blacksmith	8-10-70— 9-10-70— 2 „
„ Khiali Ram	Khalasi	24- 9-70 — — 1 „
„ Sobha Ram	Peon	21- 9-70— 9-10-70—19 „
„ Bansi Ram	„	{ 9- 9-70—12- 9-70— 4 „ { 15- 9-70—19- 9-70— 5 „

Mr. Bansi	Mazdoor	9- 9-70—12- 9-70—	4 days
„ Babban	Sweeper	6-10-70— 8-10-70—	3 „
„ Chet Ram	Cook	8-10-70 — —	1 „
„ Dhoom Singh	Bearer	20- 9-70—22- 9-70—	3 „
„ Chotte Lal	„	6-10-70—12-10-70—	7 „

No. 47. RESIGNATION.

Mr. S.S. Datt, Master, vacated his appointment with effect from 10-9-70 (A.N.) having resigned.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 23RD OCTOBER, 1970.

Part I	Part II
<i>No. 264—274</i>	<i>Nil.</i>
No. 264. PROGRAMME.	
October	
Sat. 24th ... B.C.S. arrive ...	3-30 p. m.
Team leaves for Simla ...	2-30 p. m.
Film ...	5-30 p. m.
Sun. 25th ... Sanawar vs. B.C.S. Hockey ...	10-30 a. m.
Wed. 28th ... Holiday (Athletics)	
Thu. 29th ... Holiday : Dewali	

No. 265. INTER-PUBLIC SCHOOL ATHLETIC MEET.

The School having obtained the creditable second position in the 12th Inter-Public School North Zonal Athletic Meet at Patiala, the Headmaster is pleased to declare Wednesday, the 28th October, 1970, as a holiday.

The results of the Meet were : B.C.S. 234; Sanawar 193; Y. P. S. 187½; Punjab Public School Nabha 174; Air Force Central School, New Delhi 164½; Kunjpura 129.

The 1971 Meet will be held on 9th and 10th October.

No. 266. DIWALI.

Diwali falls on Thursday, 29th October next, and will be observed as a holiday by both the School and the administrative staff except the Engineering Department (which will instead observe Fri. 30th October as a holiday on account of Vishwakarma).

Extra pocket money Rs. 2/- per child has already been issued to Housemasters/Housemistresses along with the pocket money for October.

There will be a bonfire from 6-30—7-30 p.m. on Peacestead. P. D. will attend the main bonfire but will confine themselves to the Honoria Court end of Peacestead. Senior children will keep away from this end of the field and will leave punctually at 7-30 p. m.

Girls will wear skirts for the bonfire.

There will a dinner at 8-00 p.m. departmentwise. Husbands/wives of the Staff are cordially invited. Staff should inform the Kitchen Matrons by lunch time on Tuesday, 27th October, which department they wish to attend.

Fireworks will be on sale for each in the three departments as detailed below :—

Tuesday 27th October.

P.D. ... P.D. Assembly Hall from 2-00 p.m. to 5-00 p.m.

Thursday 29th October.

B.D. ... Gaskell Hall from 9-00 a.m. to 12-00 noon.

G.D. ... Honoria Court from 2-00 p.m. to 4-00 p.m.

The Tuck Shop will remain open on Thursday, 29th Oct.

No. 267. LENDING AND BORROWING : CLASS IV STAFF.

It has become necessary to reiterate School Order No. 268 dated 3rd November, 1967. It is therefore repeated below.

It has been seen that a number of Class IV staff have been lending money to or borrowing money from other Class IV staff, particularly in respect of marriages and other religious ceremonies. Those concerned have been experiencing great difficulty in obtaining repayment of or refunding such amounts.

All members of the Class IV staff are most strongly advised not to lend money to other members of the staff for any purpose whatsoever. They are also very clearly informed that the School will in no way assist in the recovery of such loans.

Will all Heads of Departments please explain this Order clearly once again to all Class IV staff working under them.

No. 268. CONDEMNATIONS.

Condemnations, except of Kitchen Matrons and House Matrons. will be arranged by the Bursar as soon as stock-holders request him in writing to do so.

Condemnations of Matrons and Assistant Matrons of all the three Departments will be conducted between the 15th and 22nd November, according to a programme that will be issued to them separately. They should therefore start to take necessary action in the matter now.

No. 269. HOCKEY.

The following will represent the School Colts at Hockey against B.C.S. in the match to be played on 25-10-70.

Gaurav Shamsher Rana (Capt.)	Pankaj Barthwal
Rajbir Kadyan (Vice Capt.)	Sanjiv Bery
Jayant Nanda	Karandeep Bhullar
Malvinder Brar	Jai Singh Pathania
Sumit Bagchi	Navin Ansal
Gurdeep Scra	

Reserves : Sarabjit Singh Chatwal and Ashok Kaushik

2. The following will represent the School Atoms at Hockey against B.C.S. in the match to be played on 25-10-70.

Harpreet Singh Sidhu	Jagdeep Singh Sethi
Neeraj Kapur	Sanjeev Bhalerao
Deepak Khosla	Anil Dogra (Capt.)
Pratap Hoon	Pasha S. Dhillon
Bikram Seth	Hemant Singh
Ashok Bhagat	

Reserves : Vineet Kapur and Ravinder S. Tak

No. 270. APPOINTMENTS BAND 1970.

The following appointments have been made:—

<i>C. S. M.</i>	... Abhimanyu Ansal
<i>Sergent</i>	... Shekhar D. Kadan

Corporals

Virinder Malhotra	Rajiv Bhalla
Neel R. Kohli	Sanjeev Nair
Harisimran S. Sandhu	

Lance Corporals

Manjeet Singh	Anil Dass
Balvinder S. Brar	Gaurav S. Rana
Suren Hira	Vasant K. Dhar

No. 271. APPOINTMENTS : N.C.C. 1970.

The following appointments have been made :—

C. S. M.

Rakesh Bhan	Ranbir Singh
<i>Sergents</i>	... Sanjay Prabhakar

Corporals

Vasudev Singh Pathania	Jitinderpal Singh Dutta
Atul Sobti	Pradeep Singhal
J. S. Chowdhry	Bhupinder Nath Kaul
Anilprit Singh Lamba	

Lance Corporals

Gurinder Singh Randhawa	Rajiv Mehra
Hamir Singh Yadav	Geetish K. Lal
Luv Gadhiok	Vivek Pradhan
Dinesh Singha	Pushpdev Singh Gill
Ganga Saran Sharma	Chetan Singh
Parámvir Singh Kadan	

No. 272. FETE—Collections.

The Headmaster has great pleasure in publishing a statement of the gross receipts from the Fete Stalls held on the 5th October, 1970, and congratulates everyone concerned :—

Sr. No.	Name of Fete Stall	Gross Receipts	
		Rs.	Ps.
1.	Ringing the articles	...	70—00
2.	Needlework	...	598—05*
3.	Carpentry	...	419—00*
4.	Eats Stall	...	437—00
5.	Crafts	...	433—50*
6.	Lucky Dip	...	1106—25
7.	Cocoanut Shy	...	168—50
8.	Art	...	141—00
9.	Tea, Coffee and Drinks	...	966—63
10.	Darts	...	102—00
11.	Fortune Teller	...	36—50
12.	Roulette	...	120—00
13.	Roundabouts	...	124—75
14.	Guess ?	...	99—40
15.	Treasure Hunt	...	33—25
16.	Ice-cream	...	1394—35
17.	Lottery (Hamper)	...	130—50
18.	Tuck Shop snacks	...	485—70
19.	Coins in Squares	...	146—00
20.	Ringing the Bottles	...	62—25
21.	Tombola	...	119—00
22.	Shooting Stall	...	80—00
23.	O. S. Stall & Raffle	...	170—00
Total Rs.			<u>7,443—63</u>

*Excludes sales to be adjusted from children's private A/c and staff salaries.

No. 273. MEDICAL

The following are excused Boxing till the end of the term :

Jagjeevan S. Sokhey	B.S.S.
Nevin Anand	B.S.H.
Santinder Singh Dutta	B.S.H.
Sandeep Bagchi	B.S.H.
Ravi Dhawan	B.S.N.

No. 274. CINEMA.

The film THE GLASS BOTTOM BOAT, starring Doris Day and Rod Taylor, will be shown in Barne Hall at 5-30 p.m. on Saturday, 24th October, 1970.

The film is comedy involving a girl suspected of being a spy.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

SANAWAR, TUESDAY, 27TH OCTOBER, 1970.

SPECIAL ORDER

Part I		Part II
<i>No. 275.</i>		<i>Nil.</i>
No. 275. CALENDAR.		
October		
Sat. 24th	Colts/Atoms leave for Simla B.C.S. arrive Film	2-30 p.m. 5-30 p.m.
Sun. 25th	Sanawar vs. B.C.S. Hockey B.C.S. XI leaves after lunch	11-00 a.m.
Wed. 28th	Holiday	
Thu. 29th	Diwali Holiday Bonfire	6-30—7-30 p.m.
	Diwali Dinner	8-00 p.m.
Sat. 31st	Staff Club Badminton Finals Staff Club Dinner (Art Room)	4-00 p.m. 7-30 p.m.
November		
Sun. 1st	Team Photographs B.D. Hockey Atoms Colts XI Soccer Atoms Colts XI Cricket Atoms Colts XI Athletics Team Band Bugle Brass Film	7-00 a.m. 7-10 " 7-20 " 7-30 " 7-40 " 7-50 " 8-00 " 8-10 " 8-20 " 8-30 " 9-30 " 9 45 " 5-30 p.m.
Mon. 2nd	Sixth Form Teaching ends I—H T.T. G.D. in Hall	2-30 p.m.

		Eye Specialist arrives	
		Normal Hobbies B.D.	
Tue.	3rd	I—H T.T. G.D.	2-30 p.m.
		Eye specialist	
Wed.	4th	I.S.C. Dict.	9-00 a.m.
		I.S.C. Aural Comprehension	11-30 a.m.
		I—H T.T. G.D.	2-30 p.m.
		Eye specialist	
Thu.	5th	I.S.C. Oral	9-00 a.m.
		Eye Specialist's inspection ends	
Fri.	6th	I.S.C. Oral (if necessary)	9-00 a.m.
		I—H Debate in Hall (Engl.)	6-00 p.m.
			(Prep. cancelled)
Sat.	7th	Film	5-30 p.m.
		I.S.C. Art "Plant Life"	9-00—11-30 a.m.
		(Hobbies block not to be used before 11-45 a.m.)	
Sun.	8th	House Photographs	H 7-00 a.m.
			N 7-20 "
			S 7-40 "
			V 8-00 "
		G.D. Breakfast	8-00 "
		House Photographs G.D.	H 9-00 "
			N 9-15 "
			S 9-30 "
			V 9-45 "
Mon.	9th	I.S.C. Chem. Pr.	9-00—11-00 a.m.
		I.S.C. Art "Object Drawing"	9-00—11-30 a.m.
		VI Form Wg. & Mg BD	12-00 noon
Tue.	10th	I.S.C. Bio. Pract.	9-00—11-30 a.m.
		I.S.C. Art "Imaginative Comp."	9-00—12-00 noon
		I—H Hockey BD XIs	2-15—4-30 p.m.
		B.D. Hobbies cancelled from today	
		G.D. Hobbies normal	
Wed.	11th	I.S.C. Physics Pract.	9-00—11-15 a.m.
		I—H Hockey XIs	2-15—4-30 p.m.
		G.D. Hockey	
Thu.	12th	Assembly in Chapel from today	
		I.S.C. Hindi I	9-00—10-00 a.m.
		I.S.C. Hindi II	10-15—10-45 a.m.

		I—H Hockey XIs	2-15—4-30 p.m.
		G.D. Hockey	
Fri.	13th	I.S.C. Art "Plant Life"	9-00—11-30 a.m.
		Guru Nanak's Birthday Holiday	
		Film	5-30 p.m.
		P.D. Picnic	
		Boxing Tournament (2 sessions)	10-30—12-30 p.m.
			2-30— 4-30 ..
		G.D. Hockey	
Sat.	14th	I.S.C. Art Object Drawing	9-00—11-30 a.m.
		Children's Day	
		Prep. cancelled	
		Classes normal (35 mts.)	
		Special Assembly	8-00 a.m.
		Pagal Gymkhana (Peacestead)	2-30 p.m.
Sun.	15th	I—H Shooting	10-00 a.m.
		Boxing Tournament	11-30—1-00 p.m.
		Staff Club Tea	4-00 p.m.
		Staff Photograph	5-15 p.m.
		Staff Club Meeting	5-30 p.m.
Mon.	16th	I.S.C. Physics II	1-30—4-00 p.m.
		(Lunch for Phys. 12-30 p.m.)	
		P.D. House matches	
		Boxing Tournament	2-15—4-00 p.m.
		G.D. Hockey	
Sat.	17th	I.S.C. Hist.	9-00—11-30 a.m.
		Boxing Tournament	2-15—4-00 p.m.
		P.D. House matches	
		G.D. Hockey	
Wed	18th	I.S.C. Eng. Lang. I	9-00—10-30 a.m.
		I.S.C. Eng. Lang II	10-45—12-15 p.m.
		I.S.C. Geog. I	2-00—4-15 p.m.
		(Lunch for Geo. 1-00 p.m.)	
		P.D. House matches (Finals)	
		Boxing Tournament	
		G.D. Hockey	
Thu.	19th	I.S.C. Arith.	9-00—10-30 a.m.

Thu.	19th	I.S.C. Ad. Maths. I	9-00—11-30 p.m.
		I.S.C. Bio. I	1-30—4-00 p.m.
		(Lunch for Bio. 12-30 p.m.)	
		I—H Hockey (5 teams)	2-15—4-15 p.m.
		I—H Debate (Hall) Hindi	6-00 p.m. Prep. cancelled
Fri.	20th	I.S.C. Eng. Lit.	9-00—11-30 a.m.
		Boxing Finals :	3-00—4-30 p.m.
		Spartan/Ozarkian Club meeting HM's	house 8-00 p.m.
		I.S.C. Books handed in	12-00 noon
Sat.	21st	I.S.C. Art Imaginative Comp.	9-00—12-00 noon
		I—H Hockey (5 teams)	2-15—4-15 p.m.
Sun.	22nd	I—H Hockey a.m. (5 teams)	10-30—12-30 p.m.
		I—H Hockey p.m. (5 teams)	2-15—4-15 p.m.
		Library Books handed in	9-30 a.m.
		Film 5-30 p.m.
Mon.	23rd	I.S.C. Geom.	9-00—11-00 a.m.
		I.S.C. Geog. II	11-45—1-45 p.m.
		(Cocoa for Geo. 11-00 a.m.)	
		(Lunch for Geo. 2-00 p.m.)	
		I.S.C. Health Sc. I	3-00—4-00 p.m.
		I—H Hockey (5 teams)	2-15—4-15 p.m.
Tue.	24th	I.S.C. Alg.	9-00—10-30 a.m.
		I—H Hockey (5 teams)	2-15—4-15 p.m.
Wed.	25th	I.S.C. Health Sc. II	10-45—1-15 p.m.
		(Cocoa for H. Sc. 10-00 a.m.)	
		Lunch for H. Sc. 1-20 p.m.)	
		I—H Hockey Colts/Atoms	2-15—4-15 p.m.
		Evening Prep. cancelled	
		Wg. & Mg. B.D.	Him. 5-00—5-45 p.m.
			Nil. 5-45—6-15 p.m.
			Siw. 6-15—7-00 p.m.
		I.S.C. books handed in	2-30 p.m.
Thu.	26th	Prep. cancelled from today	
		I.S.C. Chem. I	9-00—10-00 a.m.
		I.S.C. Chem. II	10-15—12-45 p.m.
		I.S.C. Ad. Maths. II	2-30—4-30 p.m.
		(Tea : 4-45 p.m.)	
		I—H Hockey Colts/Atoms	2-15—4-15 p.m.

		Marks handed in	9-00 a.m.
		Sr. School Staff meeting M.C.R.	9-00 a.m.
		Books handed in	10-00 a.m.
		P.D. vs. L-III	2-15 p.m.
		Wg. & Mg. G.D.	2-00—3-30 p.m.
		Wg. & Mg. B.D. Vindhya	4-15—5-00 p.m.
		Nativity Play (Chapel)	5-30—6-30 p.m.
Fri.	27th	Sunday timings (Bkfst. Phys 8-00 a.m.)	
		I.S.C. Phys. I	9-00—10-30 a.m.
		I.S.C. Ad. Maths. III (Lunch Adm. 12-30 p.m.)	1-30—3-30 p.m.
		I.S.C. Books handed in	3-45 p.m.
		Mark-slips to House Staff	9-20 a.m.
		Mark Reading in Form rooms by Form Staff 9-30 a.m.	
		(Rooms to be tidied and locked)	
		Promotion Meeting	11-30 a.m.
		I—H Hockey Colts/Atoms	2-15—4-15 p.m.
		S.F.P.	6-30 p.m.
Sat.	28th	Sunday Timings	
		Spl. Assembly	10-00 a.m.
		Prize Giving	11-00 a.m.
		Escorts Meeting	9-30 a.m.
		Reports House/Form to H.M.	12-00 noon
		Record Books } to D.H.M.	12-00 noon
		Personal mark books }	
		History Sheets to Office	12-00 noon
		House Break-up Parties	6-00 p.m.
		P.D. Christmas Tree	6-30 p.m.
Sun.	29th	Home Day.	

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—————:o:—————
SANAWAR, FRIDAY, 30TH OCTOBER, 1970.

Part I

No. 276—281

Part II

48—49.

No. 276. DIWALI GREETINGS.

Mrs. Pasricha and the Headmaster convey their Diwali Greetings to all the students, staff and their families.

No. 277. CALENDAR : CORRECTIONS.

Fri. 13th Nov. ... Delete I.S.C. Art

Sat. 14th „ ... „ „ „

Thu. 19th „ ... I—H Debate (Hall)

English (not Hindi) 6-00 p.m.

Sat. 21st „ ... Delete I.S.C. Art

No. 278. INDIAN SCHOOL CERTIFICATE EXAMINATIONS : 1970.

(1) Mrs. Pasricha joins the Headmaster in wishing all the best to all the students of Form VI in the coming I.S.C. Examination. While the prayers and good wishes of all staff and the families of the staff are with them, they are urged to concentrate fully on their studies.

(2) The Upper Chemistry, Physics & Biology labs. will not be used for Science lessons from Mon. 9th to Wed. 11th Nov. The Art Room will not be used for Art Hobbies on Nov. 7th, 9th, 10th.

Barne Hall will be 'out of bounds' from Wed. 11th to Fri. 27th. Nov. except for CINEMA Shows. While Barne Hall is in use for the I.S.C. examinations, staff and pupils are requested to make every effort to keep noise down to a minimum. U-V B and Geog. Room lessons will be conducted in VI-B and VI-A respectively.

No. 279. DISCIPLINE SIXTH FORM.

There will be no formal teaching classes with effect from Monday, 2nd November. Teachers will however, be available in the Common Room to meet requests for assistance.

Sixth Formers will attend Assembly in the morning and Prep in the evening.

Boys will confine themselves from the swimming pool to their own area, and the girls will confine themselves to Peacestead, Holiday House and below. If Sixth Formers are in the vicinity of Birdwood, they will confine themselves to class-rooms and will not sit outside in the sun, to avoid causing a disturbance to other classes.

Radios will not be turned on before lunch.

All boys and girls will be neatly dressed in school uniform at all times. Sixth Form boys may wear long trousers if they wish.

No. 280. EYE SPECIALISTS—STAFF TIMINGS.

Any staff members wishing to consult the eye specialists may please see him between 4-30 p.m. and 5-00 p.m. on Monday 2nd and Tuesday 3rd November in the School Hospital.

No. 281. CINEMA.

The film *THE SOLDIER*, starring Frayer McIntosh and Rade Markovie, will be shown in Barne Hall at 5-30 p.m. on Sunday, 1st November, 1970.

The film is a story of a young boy's heroism during World War II.

Part II

No. 48. EXTENSION OF SERVICE.

The following members of the staff have been granted extension of service for one year each from the dates shown against their names :—

Mr. T.C. Kemp	Deputy Headmaster	...	18-7- 70.
Mrs. A. Daniel	House Matron	...	20-9- 70
Mrs. Harbakhsh Kaur	Mistress	...	7-10-70
Mr. Jagdish Ram	P.T.I.	...	10-11-70
Mr. Bhagat Reon	Peon	...	24-12-70

No. 49. APPOINTMENTS.

Smt. Durga Vati is appointed Dai, temporarily, with effect from 5-10-70 (F.N.).

2. The following temporary Bearers vacated their appointments with effect from 16-10-70 (F.N.) :—

Mr. Roshan Lal	Mr. Ranveer Singh	Mr. Prem Singh.
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B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

—:o:—

SANAWAR, FRIDAY, 6TH NOVEMBER, 1970.

Part I	Part II
<i>No. 282—296</i>	<i>Nil</i>
No. 282. CALENDAR AMENDMENT.	
Sun. 15th Nov. ... Wg. & Mg. Nil. B.D.	2-00—2-40 p.m.
" " " Siw. "	2-40—3-20 p.m.
Wed. 25th Nov. ... Delete Wg. & Mg. Nil. & Siw. B.D.	
No. 283. PROGRAMME.	
Assembly on Wednesdays will be replaced by Singing Practice.	
With effect from Sat. 7th, Classes will commence at 8-45 a.m. All post-assembly timings will be put back five minutes upto and including lunch.	
No. 284. I.S.C. EXAMINATION.	
Tue. 17th Nov. ... Tea (VI Form)	3-30 p.m.
Hindi Dict.	4-00 p.m.
Hindi Comprehension	5-00 p.m.

No. 285. STOCK REQUIREMENTS FOR 1971.

Stock-holders, except Kitchen Matrons and House Matrons, are requested to give a list of their requirements for the year 1971 to the Bursar by the 20th November, next. List of requirements of Kitchen Matrons and House Matrons will be prepared by them and given to the Bursar after condemnations of their stocks have been conducted. Details regarding sizes of socks, stockings, shorts, shirts, games pullovers etc. etc., should be mentioned against all items.

No. 286. LEAVE ENTITLEMENTS TO VACATION DEPARTMENT STAFF.

A file containing entitlements to vacation leave and to leave other than vacation leave, and particularly entitlements to such leave on giving or receiving notice in writing, is available in the School Office.

Will those members of the Vacation Department who have not already signed the file as having been seen and studied and understood please do so immediately, but not later than the 20th of this month.

No. 287. RESIGNATION OF MEMBERS OF THE VACATION STAFF.

School Rule 10 (x) and (xii) requires that if a member of the Vacation Staff, whether permanent (i.e. confirmed), temporary or an probation, wishes to resign with effect from the end of this term he must, in order to secure his full entitlement to winter vacation pay, submit his resignation in writing to the Headmaster by the end of the term.

In this connection it is clarified that a staff member resigning with effect from the end of this term will receive his full entitlement to winter vacation pay irrespective of the actual date of his notice of resignation, provided that the notice reaches the Headmaster by the end of the term. For the purpose of winter vacation pay the notice will then be deemed to take effect from the day immediately following this last day of the term.

Staff members wishing to resign are therefore requested to submit their notice of resignation to the Headmaster as soon as possible, and in no case later than ten days before the end of this term, in order to enable all necessary administrative arrangements to be made in good time.

No. 288. IMPROVEMENTS, ALTERATIONS, SPECIAL REPAIRS TO SCHOOL BUILDINGS DURING THE WINTER VACATION.

Would anyone, including House Staff, Kitchen Matrons, House Matrons, Heads of Departments etc., wishing to suggest any improvements, alterations, additions or special (as opposed to routine) repairs to School buildings during the forthcoming winter Vacation please send in their suggestions in writing to reach the Bursar not later than 14th November next. This will enable such suggestions to be given proper consideration, including discussion on the spot with the sponsor and other persons concerned.

No. 289. BUILDINGS.

The Engineer will arrange to inspect all the doors and windows of dormitories and residences etc., and ensure that they close properly and that each has a bolt. Staff concerned should see that this work is done before the 22nd November next.

No. 290. HOCKEY.

The following boys have been awarded School Colours for Hockey for 1970 :—

Geetish Lal	J.S. Sandhu
Ranbir Singh	Anil Kalia
Atul Sobti	Bhagwati Pathania
Manjit Singh	Bhupinderpal S. Bhasin
Bhupindra N. Kaul	Pushp Dev Gill
Sanjay Prabhakar	

2. The following boys have been awarded Certificates of Merit for Hockey for 1970 :—

Geetish Lal (Capt.)	Atul Sobti
Ranbir Singh	Manjit Singh
Bhupindra Nath Kaul	Sanjay Prabhakar
Bhagwati S. Pathania	

No. 291. SCHOOL MAGAZINE 1970.

Will all House Staff and Staff I/c games and other activities please ensure that full reports are submitted into the School office before the end of term to enable the printing office to proceed with the preparation of material for the Magazine.

Articles of outstanding merit will be suitably rewarded.

Please treat this as urgent.

No. 292. RED CROSS FETE, KASALI—SUNDAY, 8TH NOVEMBER.

The opening ceremony of the Fete will take place at 9-00 a.m. at Kasali Parade Ground. Staff members and their families are cordially invited to attend. The School bus will be available to take staff and their family members to and from Kasali for the Fete as follows :—

Dep. Bakery	Dep. Kasali
8-30 a.m.	—
—	12-30 p.m.
2-30 p.m.	about 5-00 p.m.

The School is arranging an ice-cream stall at the Fete.

No. 293. MEDICAL.

Sandeep Behl (H.B.S.) is exempted from Boxing till the end of the term.

No. 294. ICE - CREAM.

There will be no sale of ice-cream on Sunday, 8th Nov.

No. 295. ADMINISTRATIVE HOLIDAY.

Friday, 13th November, will be observed as a holiday by the Administrative staff on account of Guru Nanak's birthday.

No. 296. CINEMA.

The film RHINO, starring Harry Guardino, Shirley Eaton and Robert Culp, will be shown in Barne Hall at 5-30 p.m. on Saturday, 7th November, 1970.

The film is a jungle drama about catching rhinos.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, THURSDAY, 12TH NOVEMBER, 1970.

Part I	Part II
<i>No. 297—310</i>	<i>No. 50</i>
No. 297. CALENDAR AMENDMENTS.	
Sat. 14th Nov. ... Spl. Assembly	8-30 a.m.
	Classes : 30 minute sessions
Sun. 15th Nov. ... Staff Club Tea	4-30 p.m.
	,, Photo. 5-00 ,,
	,, Club meeting 5-15 ,,

No. 298. EXAMINATIONS.

The I.S.C. Hindi Comprehension Examination will be held on Tuesday, 17th at 4-45 p.m. in Birdwood School.

No. 299. SCHOOL STOCK BOOKS.

Form Staff should see that all books, teaching aids, etc. are returned to the Librarian. If anything is left in the cupboards the cupboards must be locked and the keys labelled and handed over to the Librarian by 28th November next.

No. 300. STOCK LEDGERS, ETC.

All Staff members must send their Stock Ledgers, Condemnation Books and Indent Books to the Office before they leave Sanawar. Each staff member concerned will please tie up these ledgers, etc. in one bundle, and put on the top of the bundle an open note giving details of the ledgers etc. which are contained in the bundle, and also the name of the Department.

No. 301. RECORDS.

History Sheets must be completed and returned to the Office before Staff leave Sanawar. They must show, *inter alia*, whether or not a child has been promoted.

No. 302. WHITEWASHING OF STAFF QUARTERS.

The annual whitewashing of staff quarters, both married and single, will be carried out during the coming winter vacation. Before leaving Sanawar, therefore, all staff members should label the keys of their quarters and hand them over to the Quartermaster.

Quarters of which the keys are not left with the Q.M. will not be whitewashed either during the vacation or on the return of the staff members concerned next year.

Married staff members are also requested to lock up their valuables etc. in one room in their quarters, which will not be opened during the vacation for white-washing purposes. Such rooms only will be white-washed during the following term.

If there are any special repairs to furniture and house fittings etc. which need to be done in quarters, these may please be intimated in writing to the Bursar before the school closes. This will facilitate the work being done during the vacation.

No. 303. LONG VACATION ARRANGEMENTS.

(1) Children going with their parents/guardians will be allowed to leave Sanawar after 9-00 a.m. on Sunday, 29th November next. They may write to parents accordingly.

(2) Children travelling in the school parties will leave Sanawar on the afternoon/evening of Sunday, 29th November next (except the Bombay V.T. party, which will leave Sanawar on the early morning of Monday, 30th November). A Special School Order giving details of all departure arrangements etc. will be issued in due course.

(3) The Delhi party this time will go to Delhi **Main** railway station and NOT to New Delhi railway station as it normally does.

No. 304. GRATUITIES : CLASS IV STAFF.

Staff members, Houses and Departments are reminded that gratuities should **not** be paid direct to Class IV staff for the reason that this leads to deprivation to some and excess payment to others. The school will debit each child's account with Rs. 2/-, which will then be distributed evenly from the office.

Should any House or Deptt. or member of the staff care to make individual contributions, would they please deposit these sums with the office to ensure even distributions and **not** make any payments direct to class IV staff?

Small gifts, not monetary, given at a Christmas Tree are not affected by this School Order.

Part II

No. 50. LEAVE.

The following members of the staff were granted earned leave for the period shown against their names :—

Mr. Gian Singh	P.A. to H.M.	2-11-70	—	1 days
„ Chet Ram	Asstt. Printer	12-10-70—17-10-70	} 6	„
		6-11-70— 7-11-70		
„ Nek Ram	Book Binder	19-10-70—22-10-70—4		„
„ Hiri Ram	Tin Smith	19-10-70—20-10-70—2		„
„ Madan Singh	W/cum-Driver	17-10-70	—	1 „
„ Joti Singh	Head Tailor	19-10-70—21-10-70—3		„
„ Gangoo Ram	Sweeper	21-10-70—28-10-70—8		„

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS

:o:

SANAWAR, FRIDAY, 20TH NOVEMBER, 1970.

Part I	Part II
<i>No. 311—329</i>	<i>Nil</i>
No. 311. CALENDAR AMENDMENTS.	
Tue. 17th Nov.	I.S.C. Comprehension Hindi ... 4-00 p.m. (not 5-00 p. m.)
	Tea for Sixth Form ... 3-30 p.m.
Thu. 19th „	Boxing Finals ... 3-00 p.m.
	I-H. Debate postponed
	I-H. Hockey postponed
	I.S.C. Biology (in art room) ... 1-30—4-00 p.m.
	Tea ... 4-45 p.m.
	Prep. ... 5-45—7-00 p.m.
	Spartan/Ozarkian Club Meeting at H. M's. House } ... 5-30 p.m.
Fri. 20th „	I—H Debate ... 5-30 p.m.
	I.S.C. Books handed in ... 12-00 noon
	Prep. cancelled
	I-H. (5 teams) ... 2-15 p.m.
Sat. 21st „	N.C.C. Examination. U-V and VI (Boys) will attend after Break.
	Film ... 5-30 p.m.
Tue. 24th „	House Staff B.D./G.D. Meeting at H. M's. House (D.H.M. & Sr. Mistress should attend) } 5-30 p.m.
Thu. 26th „	A 'Carol Service' will replace the 'Nativity Play at 5-30 p.m., in the Chapel.

No. 312. PROGRAMME SAT. 21st.

The N. C. C. Part I & Part II examination will be held at 11-00 a. m. on Sat. 21st Nov.

U-V A&B (Boys) will leave Birdwood after Break, & will return to Birdwood for Letter writing.

(2) Morning Prep. will be cancelled with effect from Saturday 21st Nov. Evening Prep. cancelled with effect from Wed. 25th Nov.

No. 313. ACADEMIC-HEADMASTER'S SPECIAL LIST.

Reference School Order No. 260, dated the 16th October, 1970.

The students on the Headmaster's special list are not to report to him during the week ending 28th November, 1970.

No. 314. CHILDREN'S BLUE JERSEYS/CARDIGANS.

Children and House Staff are reminded that **all** children (except *Merit* scholars) must take home with them their now privately owned school uniform pattern long-sleeved navy blue jerseys/cardigans in order to enable them to be repaired and washed or dry-cleaned at home during the Vacation. Children must bring these jerseys back with them when they return to School in February next, failing which new ones will be issued to them then at their parents' cost.

No. 315. HOCKEY. (Thu. 26th—2-45 p. m.)

Staff and staff husbands/wives attending the P.D. vs L-III hockey match are cordially invited to tea in the P.D. after the match.

Oo. 316. INDIAN SCHOOL CERTIFICATE EXAMINATION.

The I. S. C. examination will continue to be held in Barne Hall.

Staff and children are asked to keep disturbances outside Birdwood School to a minimum.

No. 317. LIBRARY BOOKS.

All library books are to be handed in at the library on Sunday 22nd November, by both students and the members of the staff.

No. 318. SCHOOL PURCHASES BY STAFF MEMBERS.

Staff members are reminded that in order to enable a proper control and regulation of the school finances, no purchases of whatever nature may be made against the school account without the express permission **in writing** of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good from his own pocket the sum involved.

No. 319. PRIZE CUPS AND TROPHIES.

Prize Cups and Trophies must be returned to the School Office as soon as possible and in no case later than Friday, 27th Nov.

When returning cups and trophies House Staff will kindly ensure that a label or slip is attached with each individual cup/trophy

indicating the event or prize to which a particular cup/trophy relates. Cup/trophies will not be accepted by the Office unless those labels/slips are attached.

No. 320. WINTER VACATION.

The School will close on Sunday, 29th November next for the winter vacation, and will reopen on Saturday, 27th February, 1971, on which date all children must be back in the School by 4-00 p. m.

A detailed Special Order in connection with the winter vacation School Parties arrangements will be issued shortly.

No. 321. STAFF - VACATION ADDRESSES AND QUARTERS' KEYS.

Before leaving Sanawar all members of the staff must enter their names and their vacation address(es) in the Address Book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.

Keys of all staff quarters must be labelled and handed over to Q. M. All keys of residences and departments, stock-rooms, night-rooms, wash and bath houses and box-rooms etc. should be clearly labelled as such with strong labels before being handed over to the Q.M.

No. 322. HANDING IN OF SCHOOL CLOTHING.

Children of all Departments will hand in their school clothes etc., to the House Matrons incharge of their dormitories immediately after lunch on Saturday, 28th November. The handing in of clothes etc., must be completed in good time before the House Break-up parties take place.

Will all Housemasters and Housemistresses kindly assist in ensuring the presence of children and that the handing over of the clothes etc., is done in an orderly manner?

No. 323. SEALING OF CLOTHING ROOMS.

House Matrons are requested to put all the belongings of the children and the school in the clothing rooms before they seal the locks.

No. 324. LOSSES SUFFERED BY STAFF.

All members of the staff are informed that the school is unable to accept responsibility for the investigation of any losses suffered by them on account of theft resulting from their own negligence with regard to their personal property left lying about unprotected.

No. 325. BREAK-UP PARTIES : DECORATIONS.

If any floral and other decorative hedges or trees are required, demands must be placed on the Bursar who will arrange for these to be provided. Under no circumstances, repeat NO circumstances, will any hedges or branches of trees be cut without his permission.

No. 326. STAFF PAY.

i) Staff Pay for November, will be issued in the School Office from 2-00 p.m. on Friday, 27th November, ONLY to those members of the senior staff (including those escorting school parties) who will be leaving Sanawar before 1st December.

ii) Pay for November for all other members of the staff will be issued in the School Office on Tuesday, 1st December, in the usual way.

iii) Staff are warned that failure to return pay receipts to the office promptly during the Vacation will result in delay in payments. Before leaving Sanawar, they will please inform the Bursar in writing whether they wish their pay to be sent to them by money order or by Bank Draft.

No. 327. SPARTAN CLUB.

The following elections were made at the meeting held on Nov. 19th :—

Bhagwati S. Pathania	Sanjay Prabhakar
Gurinder S. Randhawa	Rita Bansal
Ranbir Singh	

No. 328. SHOOTING.

The results of the I—H Shooting held on Sun. 15th Nov. are published for the record :—

Siw.	... 115 points	Nil.	... 85 points
Vind.	... 90 points	Him.	... 82 points
Best Shot	Neel Kohli

No. 329. CINEMA.

The film JACK OF DIAMONDS, starring George Hamilton, Joseph Cotten, Zsa Zsa Gabor and Lilli Palmer, will be shown in Barne Hall at 5-30 p.m. on Saturday, 21st November, 1970.

The film is an adventure-drama of a gentleman thief who plots to steal 5 million dollars in jewels.

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:O:
 SANAWAR, MONDAY, 23RD NOVEMBER, 1970.

SPECIAL ORDER

Long Vacation Arrangements—1970.

GENERAL.

Special note for all Housemasters & Housemistresses.

Immediately on receipt of this Special Order please check up that children not included in any school party will definitely be travelling in a privately arranged home party. Where the position in respect of any child is uncertain please inform the Bursar *immediately* as nothing can be done at the last minute either to inform or enquire from parents or to include children in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar after 9.00 a. m. on Sunday, 29th November, next (home day). Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them. The only exceptions to this rule will be senior children who go home to Kasauli.

(ii) Children travelling in school parties will also leave on the same day, as detailed later in this order (except the Bombay V.T. party which will leave Sanawar on the early morning of Monday, 30th November).

(iii) Children in hospital on home day will not be allowed to go home unless certified fit to travel by the R.M.O. Such children will only be permitted to go home with their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property may be taken away from Sanawar. House Matrons must be careful about school clothes and ensure that they are not exchanged with home clothes. This rule must be strictly enforced.

(v) House Staff will please note that all demands in respect of individual children requiring travel money must be put in to the Bursar well in advance, and **in no case later than Wednesday, 25th November**. Travel money required by individual children **will not be issued by office after that day**.

The normal travelling money for school parties will be issued to escorts on the afternoon of Friday, 27th November by the School Office when escorts go there to collect their pay.

(vi) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. These details must show the exact amount of money handed over on the completion of the journey. The best course would be to hand money over direct to the parent or guardian meeting the child or to refund balances to the office. These detailed accounts of expenditure and all refundable balances should be submitted to the School Office immediately on the termination of escorts' journeys.

(vii) Staff must ensure that all doors and windows are properly bolted before they lock their residences and departments. Broken window panes must be replaced before they leave. They will also please ensure that all electric lights are switched off and all taps are turned off in their quarters and departments before they lock them.

(viii) Before leaving Sanawar all staff members must enter their leave addresses in the address book at the School Office, and during the vacation must keep the School Office up-to-date with changes of address.

ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the Biology Lab. at 9-30 a.m. on Saturday, 28th November. All such staff members are required to attend.

DISCIPLINE—and INDISCIPLINE.

(i) All children travelling in school parties are subject to school discipline until handed over to their parents/guardians. All escorts will please personally see that the children under their charge maintain discipline at Kalka and during the journey. Senior boys and girls, particularly prefects, are expected to assist escorts in this matter.

(ii) Immediately after reaching their party destinations members of staff acting as escorts to school parties will report to the Bursar in writing the names of any children who acted in an indisciplined manner or failed to behave themselves properly during the journey. Such children will not be accepted in school parties in future and their parents will be informed accordingly.

TRAVELLING DRESS.

Children travelling in school parties will dress as follows:-

Girls : Salwar, qamiz and dupatta, or skirt and blouse.

Boys : Shirt or bush-shirt with trousers or shorts and stockings.

Jeans will **not** be worn by either girls or boys.

SANAWAR DEPARTURE ARRANGEMENTS.

Details are given in the Annexure to this Order. Also attached with this Order are detailed lists of school parties, and (for escorts only) a copy of the Instructions for escorts.

LUGGAGE ARRANGEMENTS.

(i) All luggage must be labelled with the owner's name, Department, House, home address and station of destination. For this purpose all school parties have been allotted the serial numbers given below, which serial numbers are printed **partywise** on the luggage labels (which should be obtained from the School Office by all concerned):-

Srl. No.	School Party
1	Kalka
3	† Bombay Central
4	Bombay V.T.
5	Dehra Dun
6	Lucknow
7	Ferozepore
8	Amritsar
10	Calcutta
11	Delhi 'A'
12	Delhi 'B'
13	* Delhi 'C'
14	Delhi 'D'
15	Delhi 'E'
16	Madras
17	Delhi 'F'
19	Pathankot

† (includes Karnal and Panipat).

*(includes Chandigarh and Ambala).

Special note : Stick-on labels must be pasted *on the sides or fronts* of tin trunks and **NOT ON TOP**. It will be the personal responsibility of House Matrons to ensure this.

(ii) Staff members and their families travelling with school parties are expressly requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Friday, 27th November, of the number of packages (luggage) to be collected from their quarters.

(iii) House Matrons are responsible for the correct labelling of the luggage of all children. They will please see that labels are firmly pasted on. They must first ensure that *all* old labels are completely removed.

(iv) Luggage of all children going to Simla must be ready at the Bakery by 7-45 a.m. on home day. The Quartermaster will arrange for this luggage to be transported to the Bakery from departments by the mazdoors and loaded on the Simla bus, **which will come up to the Bakery itself at 8-15 a.m.**

(iv—a) **Bombay V.T. party**—This party will NOT leave Sanawar with the other parties on 29th November, but will leave on the early morning of Monday, 30th November. A separate cyclostyled order is issuing to all concerned detailing arrangements for this party.

(v) Luggage of all children travelling in school parties (except the Simla party and the Bombay V.T. party) must be ready by 8-00 a. m. on home day. Such luggage will be collected by school mazdoors from G. D. and E. D. and taken to Gaskell Hall. The Quartermaster will please ensure that *first of all* only tin trunks/boxes are taken down by mazdoors from all Deptts. to Gaskell Hall—bistras etc. should only be taken down by mazdoors *after* all tin trunks/boxes have been taken from Departments. Boys of B.D. (except of the Simla party and the Bombay V.T. party) will carry their own luggage out of their dormitories. SBD and VBD boys will stack their luggage on the pavement outside B. D. Kitchen (or in the case of rain in Gaskell Hall verandah on the **B.D.K. side**, i.e. next to the covered water tank). Boys of HBD will stack their luggage in the Gaskell Hall verandah at the top of the steps opposite their dormitory. Boys of NBD will stack their luggage in the Nilagiri dormitory lower verandah. House staff will please ensure that this is done in an orderly manner. Mazdoors will then carry it into Gaskell Hall. In Gaskell Hall luggage will be stacked according to school parties as shown above, i.e. in accordance with the serial numbers printed on their labels. The Engineer will further arrange to paint the appropriate serial numbers on all holdalls after they have been brought

down to Gaskell Hall. He will please ensure very carefully that all previous painted serial numbers are thoroughly erased or defaced where they differ from the serial numbers of this occasion.

(vi) The Quartermaster will arrange for the luggage truck(s) to be present at the Quad *not later than 9-30 a.m.* Heavy luggage, i.e. boxes, hold-alls, etc., will be despatched by the Quartermaster to Kalka by truck not later than 11-00 a. m. However, in the cases of those parties which leave Sanawar last at about 7-00 p.m. (ordinarily the Amritsar and Calcutta parties) although their trunks should be despatched by truck by 11-00 a.m., their hold-alls and hand luggage should accompany them on the buses in which the parties themselves travel. The Quartermaster will please ensure this. The Quartermaster will also ensure that the two sets of serially numbered poles (used for sorting out and stacking luggage at Kalka railway station) are sent in the first truck. Mr. Mukherji will be i/c of all luggage arrangements at Kalka and all problems and enquiries should be referred to him. It is specially pointed out that although Mr. Mukherji is in general charge of all luggage arrangements at Kalka, escorts on arrival there are required to assist him in supervising the sorting out at Kalka of the luggage which travels with them in school party buses to Kalka. Children must **not** be permitted to touch any of their luggage at Kalka railway station or to put it into trains until permitted to do so by Mr. Mukherji. *Escorts and children will supervise the loading of their luggage into their compartments by station mazdoors after having been permitted to do so by Mr. Mukherji.*

(vii) The school accepts no responsibility for losses, and staff and children alike must supervise the loading of luggage.

(viii) Children are warned not to give any money to the school servants for carrying their luggage to Gaskell Hall or the Bakery or to porters at the Kalka railway station.

ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. Achhar Singh of the School Office will be present at Kalka railway station and will be incharge of the allotment of seats in coaches to all school parties. Escorts are requested to contact him there in this connection.

LUNCH, TEA, SUPPER PACKETS.

(i) **Lunch.** Lunch will be at 1-00 p. m. in all departments on home day.

(ii) **Tea.** Bread/Sandwiches and tea will be served in the B. D. Kitchen at 5-00 p.m. for all members of the Calcutta, Amritsar and Bombay V.T. school parties.

(iii) **Supper Packets.** Supper packets (all of which will be vegetarian) for all school parties (except the Simla, Kalka and Bombay V.T. parties) will be issued in Gaskell Hall half an hour before parties leave Sanawar for Kalka. They will be issued in baskets. Given below is a statement naming the member of staff who will be responsible for collecting the supper packets for the school party indicated. Also shown is the number of packets for the various school parties (includes packets for escorts and their family members). It will be the personal responsibility of each staff member mentioned below to collect from Gaskell Hall the correct number of supper packets half an hour before the party is due to leave Sanawar, have them loaded on to the bus in which they travel to Kalka, and have them unloaded at Kalka, and to ensure their safe custody at Kalka and their subsequent proper distribution to all members of the party. They will also arrange, if possible, to have the empty baskets handed over to Mr. Mukherji at Kalka after having distributed the supper packets and before the train leaves :—

School Party	Escort	No. of supper packets
Bombay Central	Mr. Sequeira	40
Calcutta	Mr. Malaviya	55
Lucknow	Mr. Benedict	26
Dehra Dun	Miss Chatterji	12
Pathankot	Mrs. Atma Ram	35
Amritsar	Mr. P. C. Gupta	40
Ferozepore	Mrs. Harbakhsh Kaur	35
Delhi 'A'	Mr. Gore	27
Delhi 'B'	Mr. Y. B. Singh	28
Delhi 'C'	Mrs. Sawhney	40
Delhi 'D'	Mr. S. C. Arora	44
Delhi 'E'	Mr. Jalota	27
Delhi 'F'	—	—
Madras	—	—

The Quartermaster will arrange the necessary number of clean baskets of appropriate size to be in Gaskell Hall at 12-30 p. m. on home day.

The three Kitchen Matrons will arrange for the requisite number of supper packets to be ready in Gaskell Hall forty-five minutes before the departure of the parties in question.

At least one of the three Kitchen Matrons must be present in Gaskell Hall half an hour before the departure of each school party in order to supervise the distribution of supper packets to the escorts concerned. The three Kitchen Matrons will please arrange among themselves as to which of them will be present on each such occasion.

(iv) **Drinking Water for Parties.**

The Quartermaster will please arrange for a sufficient number of "surahis", for drinking water purposes during rail journeys; to be taken with them from Kalka by the following parties :—

Bombay Central, Bombay V.T., Calcutta, Lucknow.

ROLL - CALL AT KALKA.

Staff escorting the school parties travelling by 87 Down Chandigarh express are requested to arrange a roll-call, of children to be escorted by them, at 6-00 p.m. on the platform at Kalka Railway Station. Children of each party should be present at the roll-call. No excuse for absence will be accepted. Children will stand in rows quietly as required by the escorts.

WALKING PARTIES.

(i) Boys who have been permitted to walk down to Kalka will not leave B.D. before 2-00 p.m. Housemasters will take a roll-call of all such boys at 2-00 p.m. The names of any boys not present will be reported immediately to the Headmaster/Bursar in writing.

(ii) Housemasters will only permit those boys to walk down whose names they have already intimated to Office on the House lists sent in by them. Last minute permission to walk down will *on no account* be given to other boys by anyone, including escorts.

(iii) The boys who have been permitted to walk down to Kalka will not choose any other way except by the Kasauli bridle-path. These boys will have to walk down whatever the weather conditions, and will not travel by school party buses under any circumstances.

(iv) These boys will not be charged bus fare. They are required to report their presence at Kalka station to their escorts immediately the latter arrive there.

(v) Girls will NOT walk down to Kalka.

RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the escorts from the School office on the afternoon of Friday, 27th November, along with their pay for November.

NEXT TERM.

The next term will begin on Saturday, 27th February, 1971, and all children must be back by 4-00 p.m. on that day.

PAY FOR NOVEMBER.

(i) Pay for November will be issued in the School Office from 2-00 p.m. on Friday, 27th November, ONLY to those members of the staff, including those escorting school parties, who will be leaving Sanawar before 1st December.

(ii) Pay for November for all other members of the staff will be issued in the School Office on Tuesday, 1st December as usual.

B. R. Pasricha,
Headmaster.

ANNEXURE

(i) The school parties will leave the school by bus from the Quad. in the following order, starting at 3-00 p.m. on Sunday, 29th November, as per programme below (boys who have been permitted to walk down to Kalka are not included below) :—

<i>School party</i>	<i>Assemble at Quad.</i>	<i>Departure from Quad.</i>	<i>Size of party (including escorts & their families)</i>	<i>Train from Kalka</i>
Bombay Central	2-30 p.m.	3-00 p.m.	26	} 87 Dn. Chandigarh Express dep. Kalka 7-15 p. m.
Lucknow	—do—	—do—	17	
Dehra Dun	—do—	—do—	5	
Delhi 'A'	—do—	—do—	2	
„ 'B'	—do—	—do—	16	
„ 'C'	—do—	—do—	37	
„ 'D'	—do—	—do—	18	
„ 'E'	—do—	—do—	27	
Pathankot	—do—	—do—	16	
Ferozepore	—do—	—do—	15	
Kalka	—do—	—do—	8	
Total			187	

The above will travel in buses five and will embus, when requested to do so by the Bursar, strictly in the order in which the parties are listed above, i.e. the Bombay Central party first, the Lucknow party next, then the Dehra Dun party and so on. No party will move from its assembly point until the preceding party has completely embussed. Escorts will be responsible for ensuring the necessary control over their parties from the time of their assembly in the Quad., and also for putting them into the buses.

Amritsar	6-30 p.m.	7-00 p.m.	20	*
Calcutta	—do—	—do—	35	†
			<u>55</u>	

* 35 Dn. Simla Mail dep. Kalka at 9-50 p. m.

† 2 Dn. Howrah Mail dep. Kalka at 11-35 p. m.

The above two parties will travel in two buses.

The school bus will be held in reserve and will not be used for any purpose without the express permission of the Bursar.

(ii) All parties, including all escorts concerned, will assemble in the Quad partywise under the relevant party placards at the assembly time specified above, and will remain there—especially the escorts—until the departure. Party placards will be posted prominently in the Quad, and will be arranged in the order in which the school parties will embus. No party will embus until requested to do so by the Bursar.

(iii) Children in a particular party will on no account be permitted by their escorts or anyone else to travel from Sanawar with any other party or bus.

(iv) The Bursar, assisted by Mr. B. P. Joshi, will generally supervise departure arrangements. The latter will also please note down the numbers of staff members' families (aged over three years) travelling in party buses and who are not included as escorts in school parties, in order to enable recovery of bus fares.

(v) **Bombay V.T. party** This party will assemble at the Quad. at 5-30 a.m. on Monday, 30th November, and will depart from the Quad. in the school bus at 5-45 a. m. for Kalka. At Kalka it will catch the 2 U. K. Passenger train which departs Kalka at 7-50 a.m.

THE LAWRENCE SCHOOL ORDERS.

:o:

SANAWAR, FRIDAY, 27TH NOVEMBER, 1970.

Part I	Part II
<i>No. 330—337</i>	51

No. 330. APPOINTMENTS PREFECTS.

The following appointments are made with effect from the term commencing February, 1971 :—

G. D.

Head Girl	... Deeksha Hoon
Games Prefect	... Indira Prem Lal
M.I. Prefect	... Neelam Rastogi

Himalaya

School Prefect	... Neeta Bhattal
House Prefect	... Harinder Bains

Nilagiri

School Prefect	... Balbir Kaur Bhasin
House Prefect	... Gouri Gangulee

Siwalik

School Prefect	... Tosh Tanuja Chauhan
House Prefect	... Anjali Daphtary

Vindhya

School Prefect	... Ravinder Kaur Bala
House Prefect	... Deepti Tewari

B. D.

Head Boy	... Suren Hira
M.I. Prefect	... Jagrup Singh Khara

Himalaya

School Prefect	... Gurinder Singh Brar
House Prefects	... Sandeep Bagchi Vivek Mehra

Nilagiri

School Prefect	... Anil Kalia
House Prefects	... Jatinder Singh Pannu Krishan Gopal

Siwalik

House Prefects ... Jaspal Singh Sandhu
Pradeep Saran

Vindhya

House Prefects ... Rupinder Singh Sidhu
Harshmohan Tanwar
Kulbhushan Oswal

No. 331. NELLIE LOVELL PRIZE.

Ref. School Order No. 179 of 3rd July 1970. The order should be amended to read "Nirmaljit Singh has been awarded the Nellie Lovell prize for 1970 on the basis of the 1969 I.S.C. result".

No. 332. SPARTAN CLUB *Correction.*

With ref. to School Order No. 327 of Nov. 20th 1970 :—

Delete Ranbir Singh

No. 333. OZARKIAN CLUB.

Rakesh Bhan was elected to the Club at the meeting held on Thursday, 19th Nov. 1970.

No. 334. BOXING.

Boys awarded Boxing Colours, 1970 :—

1. Atoms Weight	...	S. Suri	(N)
2. Gossamer Weight	...	R. Saggi	(S)
3. Paper Weight	...	S. Kapoor	(S)
4. Midget Weight	...	Ajay Mahajan	(S)
5. Mosquito Weight	...	Anil Sood	(H)
6. Gnat Weight	...	K.S. Bhullar	(V)
7. Fly Weight	...	H.M.S. Tanwar	(V)
8. Bantam Weight	...	Ashwani Khanna	(H)
8. Feather Weight	...	S.S. Sekhon	(N)
10. Light Weight	...	B.P.S. Bhasin	(H)
11. Welter Weight	...	Sukhwant Singh	(H)

No. 335. CHILDREN'S BLUE JERSEYS/CARDIGANS.

All concerned are reminded of School Order No. 314 of 20-11-70 (last Friday) and that all children (except *Merit* Scholars) are to take their privately owned long-sleeved blue jerseys/cardigans home with them.

No. 336. STAFF FAMILIES' RATIONS ETC., DURING VACATION

(1) With effect from Monday, 30th November, the following arrangements have been made to meet the requirements of bread, eggs, meat, vegetables, fruit, dry rations and fuel of staff families who will be at Sanawar during this vacation :—

Vegetables & Fruit

The vegetable and fruit shop at the Bakery will be open throughout the vacation on Mondays, Wednesdays and Saturdays from 9-00 a. m. to 11-00 a.m.

Eggs

Eggs will be available from the egg contractor at the vegetable and fruit shop at the Bakery throughout the vacation every Mondays, Wednesdays and Saturdays from 9-00 a.m. to 11-00 a. m.

Bread

Bread will be available at the Q. M. Stores upto Monday, 7th December, only. Thereafter no arrangement for bread can be made by the school during the vacation.

Meat

No arrangements for meat can be made by the school during the vacation.

Dry Rations & Fuel

These will continue to be issued from the Q. M. stores on the same days and at the same times as usual.

(2) The Bursar particularly requests that any complaints or difficulties of staff families in respect of supplies of the above articles by contractors should be brought to his notice immediately, or in his absence to the notice of the Q. M., in order to enable him to take corrective and, if necessary, deterrent action against the contractor concerned. He would like to point out that unless such complaints are brought to his notice, he is unaware of them and can take no action to improve matters.

No. 337. TUCKSHOP HOURS DURING VACATION.

The Tuckshop will remain open from 11-00 a. m. to 1-00 p. m. on Wednesdays and Saturdays throughout the vacation.

Part II

No. 51. EXTENSION OF SERVICE.

The following members of the staff have been granted one year's extension in service with effect from the dates shown against their names :—

Shri Battoo	Head Cook	...	21-12-70
Miss E.M. Ling	House Matron G.D.	...	13-2- 71
Shri Sukh Ram	Barber	...	15-2- 71
Shri Mastu	M/Nursing Orderly	...	15-2- 71
Smt. Mary	Ayah	...	18-2- 71
Shri Ram Autar	Mazdoor	...	18-2- 71

B. R. Pasricha,
Headmaster.

THE LAWRENCE SCHOOL ORDERS.

:o:
SANAWAR, FRIDAY, 18TH DECEMBER, 1970.

Part I

No. 338

Part II

52—53

No. 338. GREETING.

Mrs Pasricha and the Headmaster convey the season's greeting and their best wishes for merry Christmas and Happy New Year to all staff and their families. May 1971 bring happiness and joy to all of you.

Part II**No. 52. LEAVE.**

The following members of the staff were granted earned leave for the period shown against their names :—

Shri Mathra Dass	Jr. Clerk	25-11-70	1 days
„ D. R. Bansal	„	25-11-70 to 26-11-70—	2 „
„ B. L. Sharma	Work Mistri	8-10-70 to 7-11-70—	31 „
„ Nek Ram Sharma	Book Binder	30-11-70 to 2-12-70—	3 „
„ Bala Ram	Blacksmith	27-11-70	1 „
„ Madan Singh	W/-cum-driver	14-11-70	1 „
„ Khiali Ram	Khalasi	12-10-70 to 7-11-70—	27 „
„	„	17-11-70	1 „
„ Joti Singh	H/Tailor	9-11-70	1 „
„ Pran Nath	Peon	23-11-70 to 5-12-70—	13 „
„ Thakar	Mazdoor	8-10-70 to 26-11-70—	50 „
„ Ganga Ram	„	12-10-70 to 11-11-70—	31 „
„ Bhuri Singh	Mali	12-10-70 to 7-11-70—	27 „
„ Kanshi	Sweeper	15-11-70 to 16-11-70—	2 „
„ Sadhu No. 2	„	13-11-70 to 17-11-70—	5 „
„ Chet Ram	Cook	4-11-70 to 7-11-70—	4 „
„	„	12-11-70 to 14-11-70—	3 „
„ Narata Ram	Bearer	4-11-70 to 13-11-70—	10 „

2. Shri Ashok Bhalerao, Master, was sanctioned one day's leave on half pay on 28-11-70 for private affairs with permission to affix the winter vacations.

3. Miss S. T. Kavary, Mistress, was sanctioned 13 day's leave on half pay with effect from 16-11-70 to 28-11-70 for private affairs with permission to affix the winter vacations.

4. Mrs. L. Thomas, Mistress, was sanctioned 59 day's leave on half pay with effect from 3-9-70 to 31-10-70 on medical grounds.

No. 53. DEATH.

Shir Sehaj Ram, Sr. Carpenter, died on 26-11-70 (A.N.) while on 88 day's earned leave with effect from 1-9-70 to 28-11-70.

B. R. Pasricha,
Headmaster

THE LAWRENCE SCHOOL ORDERS.

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