

THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 19th February, 2001

3—32

No. 3. WELCOME

The Headmaster, Mr. Andrew Gray, welcomes all children, members of the staff and their families to Sanawar, and wishes them a very happy New Year and a fruitful term at the School.

No. 4. PROGRAMME

February

Tue. 20th	... School re-opens		
	Head of Faculties Meeting	...	6-30 p.m.
	Supper P.D.	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Kit issued		
Wed. 21st	... Rouser	...	7-30 a.m.
	Breakfast P.D.	...	8-05 a.m.
	Breakfast Sr. School	...	9-05 a.m.
	Opening of the Term Assembly & Oath taking by the Prefectorial Body 2001 (Barne Hall)	...	9-35 a.m.
	Normal classes resumed after Assembly.		
	General Staff Meeting (Barne Hall)	...	3-30 p.m.
	Dormitories tidied.		
	Evening Prep commences	...	6-25 p.m.
Thu. 22nd	... Normal routine commences.		
	XIth class Final Exam. commence.		
	Cricket & Hobbies sets made	...	3-30 p.m.
	Weighing & Measuring G.D. :—		
	Siwalik	2-30—3-00	p.m.
	Nilagiri	3-00—3-30	p.m.
	Himalaya	3-30—4-00	p.m.
	Vindhya	4-00—4-30	p.m.
	House Staff Meeting (A.V. Room)	...	6-30 p.m.
Fri. 23rd	... Afternoon activities cancelled.		
	Weighing & Measuring B D. :—		
	Siwalik	3-30—3-00	p.m.

	Nilagiri	3-00—3-30 p.m.
	Himalaya	3-30—4-00 p.m.
	Vindhya	4-00—4-30 p.m.
	Prefects Meeting & Supper	
	H.M.'s Residence	... 7-45 p.m.
Sat. 24th	... Class XII C.B.S.E. Geography	
	Practical Exam.	... 10-00 a.m.
	Staff Club AGM & Dinner (Art Room)	... 7-45 p.m.
Sun. 25th	... Festival Cricket Match (Barne Field)	... 10-00 a.m.
	English Film	

No. 5. DAILY ROUTINE FROM 21st FEBRUARY, 2001

FOR SENIOR SCHOOL

Rouser/Chhota Hazari	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-20 a.m.
1st School	7-40—8-20 a.m.
2nd School	8-20—9-00 a.m.
Breakfast	... 9 05 a.m.
3rd School (Assembly on Mon. & Thu.)	9-35—10-15 a.m.
4th School	10-15—10-55 a.m.
5th School	10-55—11-35 a.m.
Milk Break	11-35—11-55 a.m.
M.I. B.D. & G.D. (Piano Cells)	11-35—11-55 a.m.
6th School	11-55—12-35 p.m.
7th School	12-35—1-15 p.m.
8th School	1-15—1-55 p.m.
Lunch	... 2-00 p.m.
Games Sessions as per Games time-table.	
Tea	4-00—4-15 p.m.
B.D. Baths	... 5-20 p.m.
Marching for Prep	... 6-10 p.m.
Evening Prep	6-20—7-40 p.m.
Supper P.D.	... 6-45 p.m.
Supper Senior School	... 7-45 p.m.
House Inspection	... 8-45 p.m.

Study Hour	8-55—9-40 p.m.
Lights out	... 10-00 p.m.

FOR PREP SCHOOL

Rouser / Chhota Hazari	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-20 a.m.
Breakfast	7-40—8-00 a.m.
1st School (Assembly on Mon. & Thu.)	8-10—8-45 a.m.
2nd School	8-45—9-20 a.m.
3rd School	9-20—9-55 a.m.
4th School	9-55-10-30 a.m.
Milk Break	10-30-10-50 a.m.
M.I. P.D. (Hospital)	10-30-10-50 a.m.
5th School	10-50-11-25 a.m.
6th School	11-25-12-00 noon
7th School	12-00-12-35 p.m.
Lunch	... 12-45 p.m.
Games Sessions, Hobbies and Tutorials as per afternoon time-table.	
Tea	3-40—4-00 p.m.
Evening Prep	5-15—6-30 p.m.
Supper	... 6-45 p.m.
Baths / Washes	7-10—7-40 p.m.
House Inspection	... 8-05 p.m.
Study hour	8-15—9-00 p.m.
Lights Out	... 9-30 p.m.

FOR HOLDING HOUSE BOYS & GIRLS

Rouser/Chhota Hazari	... 6-00 a.m.
P.T.	6-30—7-00 a.m.
House Inspection	... 7-20 a.m.
Breakfast	... 7-40 a.m.
1st School	8-20—9-00 a.m.
2nd School	9-00—9-35 a.m.
3rd School (Assembly on Mon. & Thu.)	9-35-10-15 a.m.
4th School	10-15-10-55 a.m.
5th School	10-55-11-35 a.m.
Milk Break	11-35-11-55 a.m.
M.I. (Piano Cells)	11-35-11-55 a.m.

6th School	11-55-12-35 p.m.
Lunch	... 12-45 p.m.
7th School	1-15-1-55 p.m.
8th School	1-55-2-35 p.m.
Games Sessions, Hobbies and Tutorials as per afternoon time-table.	
Tea	4-00-4-20 p.m.
Baths	... 5-30 p.m.
Study hour in Dorms.	6-00-6-40 p.m.
Supper (including VIII & IX Class girls)	... 6-45 p.m.
Evening Prep in Dorms.	7 20-8-40 p.m.
Lights out	... 9-30 p.m.

Sunday Timings :

Rouser Sr. School	... 7-30 a.m.
Rouser Prep School	... 7-00 a.m.
Headbaths Prep School	... 7-30 a.m.
B.D. Headbaths	... 8-00 a.m.
Breakfast Prep School & Holding House	... 8-15 a.m.
Breakfast Senior School	... 9-15 a.m.
Sunday Detention	10-00-11-00 a.m.
Dorms. Roll Call	... 12-30 p.m.
Lunch P.D. & Holding House	... 12-30 p.m.
Lunch Senior School	... 1-30 p.m.
English Movies	... 3-00 p.m.
Hindi Movies	... 2-30 p.m.
Tea P.D. & Sr. School	... 4-45 p.m.
Tutorial Meetings P.D. & Holding House	5-00-6-00 p.m.
Tutorial Meetings Sr. School	6-00-7-00 p.m.
Supper P.D. & Holding House	... 6-15 p.m.
Supper Sr. School	... 7-15 p.m.
House Inspection	... 8-45 p.m.
Study hour (Sr. School)	8-55-9-40 p.m.
Study hour (Prep School)	8-20-9-00 p.m.
Lights out Prep School & Holding House	... 9-30 p.m.
Lights out	... 10-00 p.m.

No. 6. DATE SHEET CLASS XI FINAL EXAMINATION 2001.**February**

10-30 a.m.—1-30 p.m.

Thu. 22nd	...	English
Fri. 23rd	...	Geography/Home Science/Accounts/Physics
Sat. 24th	...	Mathematics/Sculpture/Art/Hindi
Mon. 26th	...	Economics/Political Science
Tue. 27th	...	Computers/Biology
Wed. 28th	...	B. Studies/Psychology/History/Chemistry

No. 7. DATE SHEET FOR CLASS VII SANSKRIT EXAMINATION 2001.**February**

10-30 a.m.—1-30 p.m.

Thu. 22nd	...	Sanskrit
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No. 8. DATE SHEET FOR CLASS IX COMPARTMENT EXAMINATION 2001.**February**

10-30 a.m.—1-30 p.m.

Thu. 22nd	...	Hindi, Social Science and Science
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No. 9. NEW APPOINTMENTS

Mr. Praveen Vasisht	...	Sr. Master
Mr. Sanjeev Seth	...	House Master (Himalaya)
Col. Ranjit	...	House Master (Nilagiri)
Mr. Asit Mukherji	...	House Master (Siwalik)
Mr. Daljinder	...	Jr. Master (SBD)
Lt. Col. S.K. Nautial	...	Estate Manager
Mr. Gaurav Sood	...	Asstt. Master Business Studies
Mr. Raja Sen	...	Foreign Languages

**No. 10. HOUSE STAFF MEETING HELD ON DEC. 10th 2000.
ALL HOUSE STAFF WERE PRESENT**

This meeting was specially convened to appoint the Prefectorial Body for the year—2001.

Head Boy	...	Prabodh Shahi
Head Girl	...	Shayari Singh
Deputy Head Boy	...	Kunal Dadwal
Deputy Head Girl	...	Malvika Singh

	M.I. Prefect (Boy)	...	Mayank Jain
	M.I. Prefect (Girl)	...	Iknam Gill
	Academics Prefect (Boy)	...	Mankaran Grewal
	Academics Prefect (Girl)	...	Surabhi Sarda
	Sports Prefect (Boy)	...	Mahender Rathore
	Sports Prefect (Girl)	...	Natasha Das
H.B.D.	House Captain	...	Arjun Mehta
	School Prefect	...	Vishal Mehta
	House Prefects (Sr. Dorm.)	...	Kunal Soni
	(Jr. Dorm.)	...	Simar Bhumbra
N.B.D.	House Captain	...	Kunal Dadwal
	School Prefect	...	Mankaran Grewal
	House Prefects (Sr. Dorm.)	...	Adniraj Singh
	(Jr. Dorm.)	...	Karandeep Singh
S.B.D.	House Captain	...	Rajit Kapoor
	School Prefect	...	Ishu Kohli
	House Prefects (Sr. Dorm.)	...	Amber Mahajan
	(Jr. Dorm.)	...	Sunny Kochar
V.B.D.	House Captain	...	Ashish Sahay
	School Prefect	...	Anupam Pandey
	House Prefects (Sr. Dorm.)	...	Babarak Goni
	(Jr. Dorm.)	...	Varun Singh
 Holding House B.D.			
	House Captain	...	Gagan Anand
	School Prefect	...	Gagandeep Bagga
	House Prefect	...	Mayank Jain
H.G.D.	House Captain	...	Malvika Singh
	School Prefect	...	Sohini Chaudhary
N.G.D.	House Captain	...	Iknam Gill
	School Prefect	...	Surabhi Sarda
S.G.D.	House Captain	...	Ayesha Thapur
	School Prefect	...	Natasha Das
V.G.D.	House Captain	...	Nayantara Sahgal
	School Prefect	...	Tamiksha Singh
 Holding House G.D.			
	House Captain	...	Aman Mahel
	School Prefect	...	Priyanka Mittal

No. 11. DISTRIBUTION OF HOUSE STAFF IN BD 2001.**Himalaya :**

Sr. Housemaster	...	Mr. Sanjiv Seth
Jr. Housemaster	...	Mr. Lonapan
Tutor	...	Dr. Khan

Nilagiri

Sr. Housemaster	...	Col. Ranjit
Jr. Housemaster	...	Mr. PK Lal
Tutor	...	Mr. N. Sharma

Siwalik :

Sr. Housemaster	...	Mr. Mukherji
Jr. Housemaster	...	Mr. Daljinder Singh
Tutors	...	Mr. Mukeşh, Mr. RD Francis

Vindhya :

Sr. Housemaster	...	Mr. R.T. Williams
Jr. Housemaster	...	Mr. R.P. Gautam
Tutors	...	Mr. Dehloo, Mr. R. Kumar

Holding House :

Sr. Housemaster	...	Dr. Sharma
Jr. Housemaster	...	Mr. D. Saha
Tutors	...	Mr. D. Pant, Mr. Sinhababu

No. 12. WATER CONTROL IN SCHOOL

There has been no rain or snow during this winter. As a result of which draught conditions are prevailing. Our spring at Garden City has already dried up and there is little water in MES reservoirs in Kasauli and to make matters worse the Gambhar river is also drying up. All this has resulted in a water shortage never experienced in many decades. As a result of this, water will be rationed at the scale of 50 litres per individual. In order to conserve water the following restrictions have been imposed.

1. There will be no baths in GD, BD and PD on Wednesday and Thursday. The students will have baths twice a week only.
2. All storages tanks of staff will be filled on alternate days i.e. on Tuesday, Thursday and Saturday till 28th February 2001, Thereafter it will be twice a week.

3. The class IV employees will be given water in morning for 50 minutes only.
4. Main lines will be open for minimum duration required.
5. All staff members should have some water stored with them in their houses as it will not be possible to open the main lines for individual member of staff.

No. 13. LATE ARRIVALS

Names of the children who arrive late that is to say after 5-30 p.m. on 20th Feb. 2001 will be forwarded to the Main Office by 3-00 p.m. on 21st Feb. 2001.

No. 14. STRENGTH RETURN

Housemasters/Mistress will send the number of children who have reported to the following by 9-00 a.m. on 21st Feb. 2001.

- (a) PA to HM
- (b) DHM
- (c) Bursar
- (d) Sr. Master/Mistress/I/c PD
- (e) I/c CDH

No. 15. DAILY STRENGTH RETURN

From 22nd February the Daily Strength will be sent by the Matrons to all concerned after getting it counter signed from the Housemaster/Mistress.

No. 16. CLOTHING

February 20th & 21st will be devoted to issuing clothing to the children according to the scale laid down. All clothes will bear either the names or the House numbers of the child, and the initials of the House in the case of B.D., and initials of the Departments in the case of G.D. & P.D. All this work of marking clothes must be completed by the evening of 25th February, 2001.

All House Matrons will please ensure that children are in possession of and do, in fact, wear warm woollen vests during the winter season.

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

No. 17. TUCK SHOP TIMINGS

With effect from Spring Term 2001 the Tuck Shop will be opened from 09-30 a.m. to 05-30 p.m. on all days less Wednesday. The detailed timings are as follows :—

Monday to Friday :

(a)	Tuck Shop Office Work	9-30-10-45 a.m.
(b)	Jr. Staff Mon., Thu., & Fri.	10-45-1-00 p.m.
(c)	Sr Staff	10-45-1-00 p.m.
(d)	Lunch Break	1-00-2-00 p.m.
(e)	Sr. Staff	2-00-3-00 p.m.
(f)	HPD & HPG Mon. & Thu.	2-00-3-00 p.m.
	NPD & NPG —do—	—do—
	SPD & SPG Tue. & Fri.	—do—
	VPD & VPG —do—	—do—
(g)	HGD & HHG Mon. & Thu.	3-00-4-00 p.m.
	NGD & NHG —do—	—do—
	SGD & SHG Tue. & Fri.	—do—
	VGD & VHG —do—	—do—
(h)	HBD & HHB Mon. & Thu.	4-00-5-00 p.m.
	NBD & NHB —do—	—do—
	SBD & SHB Tue & Fri.	—do—
	VBD & VHB —do—	—do—
(i)	Tuck Shop Office Work	5-00-5-30 p.m.
(j)	Tuck Shop Close	— 5-30 p.m.

On the above given days (Mon to Fri) sale will be on Tuck Shop Slips and Withdrawal Slips (cheques).

Saturday Timings :

(a)	P.D.	2-00-3-00 p.m.
(b)	G.D.	3-00-4-00 p.m.
(c)	B.D.	4-00-5-00 p.m.

Sale will be on Withdrawal Slips (cheques) only.

Sundays & Holidays :

(a)	Tuck Shop Office Work	9-30-10-00 a.m.
(b)	GD & PD	10-00-12-00 noon
(c)	Office Work	12-00-1-00 p.m.
(d)	Lunch Break	1-00-2-00 p.m.
(e)	B.D.	2-00-5-00 p.m.
(f)	Tuck Shop Office Work	5-00-5-30 p.m.

Sale will be on Withdrawal Slips only.

Timings for the Matrons for Clothing (Indents)

(a)	GD Holding/GDL/GDU	Mon.	...	11-00-1-00 p.m.
(b)	PDL/PDU/PD Girls	Tue.	...	11-00-1-00 p.m.

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|----------------|--------|-----------------------|
| (c) SBD/VBD | Thurs. | ... 11-00-12-30 p.m. |
| (d) HBD/NBD | Fri. | ... 11-00-12-30 p.m. |
| (e) BD Holding | Sat. | ... 11-00- 12-00 noon |

No. 18. MEDICAL CERTIFICATES

The School Office will be sending all medical certificates received, to the R.M.O., who will scrutinise these and take necessary action. In spite of our clear instructions to parents some of them continue to send these along with their children. All House Matrons, however, are requested to collect such Medical Certificates from these children and send them to the R.M.O. latest by 10-00 a.m. on 23rd February, 2001.

Children who appear to be unwell on arrival, especially those who have coughs and colds should be sent to the R.M.O.

No. 19 STAFF VISIT TO BURSAR

All staff are requested to reduce their visits to the minimum, and observe the following timings :—

Mondays to Saturdays ... 12-00 to 1-00 p.m.

No. 20. STAFF VISITS TO SCHOOL OFFICE

For administrative reasons, it is essential that staff should keep their visits to the School Office to the minimum; should they need information urgently they must contact the Bursar / Assistant Manager Admin. first. For better management of the office service window have been provided to the undermentioned who can be contacted without entering the school office :—

Cashier ... Window will be functional by
28th February, 2001.

I/c Establishment Section ... -do-

I/c Fee Incharge ... -do-

Despatcher ... -do-

Recorder ... -do-

**No. 21. ADMINISTRATIVE ARRANGEMENTS FOR TEAMS/
GROUPS GOING TO OTHERS SCHOOLS AND TEAMS/
GROUPS VISITING OUR SCHOOL**

In order to take timely action and ensure arrangements for teams / groups going from our school / visiting our school are made in time the Staff Members incharge of the teams / groups are requested to fill up the prescribed form.

- (a) Collect form from Despatcher.
- (b) Form to indicate para of School Order / reference of School Calendar or any other letter which authorises activity/event.
- (c) The form to be recommended by the HOF, HOCA, DHM.

- (d) Handover form to Assistant Manager Admn. at least ONE WEEK prior to event/activity.

No. 22. SUBMISSION OF ACCTS TO SCHOOL OFFICE

1. It has been noticed that advance for purchase of items/ travel expenses are taken from the Accts. Section and details of expenditure submitted after considerable delay.
2. In order to ensure that the Accts. are kept reasonably upto date those taking advance are requested to ensure that the details of expenditure are submitted within one week of the withdrawal. *Failing which the amount will be deducted from the salary of the individual.*

No. 23. LEAVE APPLICATION BY STAFF MEMBERS

All staff members are reminded that except in emergent and unforeseen circumstances where this is not possible, applications for leave for all kinds must be submitted so as to reach the DHM / Bursar / Headmaster not less than four clear working days before the day from which the leave applied for will start. Will all heads of Departments please explain these orders to all employees serving under 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. 24. EARNED LEAVE APPLICATION

Earned leave is now sanctioned, if due, for a minimum period of 8 days.

All applications for Earned Leave should therefore be submitted for scrutiny at least 7 days in advance, so that the office is able to look through full details regarding Earned Leave account of the staff concerned.

All concerned are requested to note the details given above. Heads of Departments will kindly explain the details of this to the employees working under them.

No. 25. STAFF SICK-IN-QUARTERS

All staff, who are sick, and are likely to be placed on sick list, are requested to report to the R.M.O. daily (or as per her instructions, if already on 'sick-list'), anytime between 8-30 a.m. to 9-00 a.m. (Sundays and other holidays 10-00 to 10-30 a.m.). The

R.M.O. on medical check-up, will forward 'sick-in-quarters-slip' to the Head of the Department concerned with a copy to School Office. Staff on sick-in-quarters-list when discharged, will be issued 'Fitness Certificate' by the R.M.O., which the employee concerned, will submit to the Head of the Department before rejoining duty.

Will all heads of Deptts. kindly explain the details given in this order, to Staff working under them, especially to those who cannot read School Orders.

No. 26. FURNITURE—STAFF QUARTERS & DEPARTMENTS

Details of Furniture inventory is provided in all school departments and quarters of Staff members. It is the personal responsibility of 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 Q.M.

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 will not be removed from there 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 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. 27. ISSUE OF INDENTS BY QUARTERMASTER

Members of staff 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 consultation with the Quartermaster. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only by mutual agreement. The time so fixed should not be between 3-00 p.m. and 4-00 p.m. on full working days nor between 12-00 noon and 1-00 p.m. on Saturdays.

The Quartermaster should ensure that all items to be issued are ready for immediate issue 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.

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

No. 28 STAFF VISIT TO Q.M. STORES

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

No. 29. STAFF RATION AND FUEL

All staff concerned are requested to note the following details regarding issue of dry ration and fuel :

1. For staff drawing pay through Jr. Staff Pay Register
 - (a) 1st & 2nd of each month (2-00 p.m. to 5-00 p.m.) { K. oil, Sott coke, Steam coal, fuel wood.
 - (b) 3rd, 4th & 5th of each month (2-00 p.m. to 5-00 p.m.) { Dry Rations
2. For staff drawing pay through Sr. Staff Pay Register
 - (a) 6th, 7th & 8th of each month (3-00 p.m. to 5-00 p.m.) { Dry Rations
 - (b) 9th & 10th of each month (3-00 p.m. to 5-00 p.m.) { K. oil, Soft coke, Steam coal, fuel wood.

Staff should send the list of items to be purchased, to Q.M., by 10-00 a.m. on the dates, given above. The Q.M.'s office will remain open on these dates except if it is a holiday.

It is regretted that the Q.M. Stores will not be able to cater for issue of any items after the 10th of the month.

Staff permitted to purchase rations/fuel on cash payment will also kindly do so as per programme given above.

The Quartermaster has the authority to reduce the quantities demanded, if he considers it necessary.

No. 30. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS COMMON ROOM (MCR)

All those entitled to meals in the CDH & MCR will comply with the following :—

- (a) Conform to the meals timing as published in the School Orders.

- (b) Conform to the dress code if laid down.
- (c) Enter name(s) of guest(s) in the register provided for this purpose in the CDH/MCR.
- (d) Permission of the Bursar will be taken if the guest(s) are to dine for more than 3 days.
- (e) Guest Children below 8 years are NOT entitled to dine in the CDH/MCR.
- (f) Only Spouse is entitled to meals in the CDH/MCR.
- (g) Children of Staff are NOT entitled to meal in the CDH/MCR.

No. 31. THE SCHOOL'S CLEANLINESS

The co-operation of all is requested to keep the School neat and clean in every way. At a residential school like ours it is necessary that we inculcate the habit of keeping everything tidy. Therefore, we all should set an example not only by NOT throwing litter everywhere but drawing the attention of others from doing so and also picking up litter lying around. Proper receptacles have been provided, where more are required, they will be provided on request.

No. 32. HOLIDAYS—ADMINISTRATIVE STAFF.

The following holidays will be observed during 2001 by the Administrative Staff of the School.

These are as per the Himachal Pradesh Govt. holiday list.

1.	New Year's Day	...	Jan.	1st	Monday
2.	Guru Gobind Singh's Birthday	...	Jan.	2nd	Tuesday
3.	Himachal State Hood Day	...	Jan.	25th	Thursday
4.	Republic Day	...	Jan.	26th	Friday
5.	Id-ul-Zuha (Bakrid)	...	Mar.	6th	Tuesday
6.	Holi	...	Mar.	9th	Friday
7.	Ram Naumi	...	April	2nd	Monday
8.	Moharram	...	April	5th	Thursday
9.	Mahavir Jayanti	...	April	6th	Friday
10.	Good Friday	...	April	13th	Friday
11.	Dr. Ambedkar's Birthday	...	April	14th	Saturday
12.	Himachal Day	...	April	15th	Sunday
13.	Budh Purnima	...	May	7th	Monday
14.	Milad-un-Navi (Id-e-Milad)	...	June	5th	Tuesday
15.	Raksha Bandhan	...	Aug.	4th	Saturday

16.	Janam Ashtmi	...	Aug.	12th	Sunday
17.	Independence Day	...	Aug.	15th	Wednesday
18.	Vishvkarma Jayanti	...	Sep.	17th	Monday
19.	Mahatma Gandhi's Birthday	...	Oct.	2nd	Tuesday
20.	After Founder's Holiday	...	Oct.		
21.	Maha Ashtami (Addl. Day for Dussehra)	...	Oct.	24th	Wednesday
22.	Dussehra	...	Oct.	26th	Friday
23.	Balmiki Jayanti	...	Nov.	1st	Thursday
24.	Diwali	...	Nov.	14th	Wednesday
25.	Guru Nanak's Birthday	...	Nov.	30th	Friday
26.	Id-ul-Fitr	...	Dec.	17th	Monday
27.	Christmas Day	...	Dec.	25th	Tuesday

The Tuck Shop, however, will remain open on all of the above holidays except those falling on Wednesdays (Tuck Shop's weekly holiday), 15th of every month as stock-taking day, and also on the following holidays :-

New Year's Day
 Republic Day
 Independence Day
 Founder's (After Founder's)

With effect from 1 Jan. 2001 all administrative Non-vacational staff who cannot avail administrative holidays due to their employment will be given the same number of holidays during the break following the term. These holidays will not be accumulated/ carried forward. Procedure for sanction of these holidays will be the same as for casual leave.

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

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd February, 2001

33—57

February

No. 33. PROGRAMME

Fri. 23rd	... Afternoon activities cancelled. Weighing & Measuring B.D. :— Siwalik Nilagiri Himalaya Vindhya Prefects Meeting & Supper H.M.'s Residence postponed due to Class XI Examination.	3-30—3-00 p.m. 3-00—3-30 p.m. 3-30—4-00 p.m. 4-00—4-30 p.m.
Sat. 24th	... Class XII C.B.S.E. Geography Practical Exam.	... 10-00 a.m.
Sun. 25th	... Festival Cricket Match postponed to Sun. March 4th Shifting within the Parent and Holding House to Parent House 10-00 a.m. onwards. English Film	... 3-00 p.m.
Mon. 26th	... Mess Committee Meeting's (A.V. Room) Head of Faculties Meeting	... 4-00 p.m. ... 5-30 p.m.
Wed. 28th	... XIth Class Final Exam. conclude	
March		
Thu. 1st	... Housestaff Meeting Senior English Debating Society Meeting after supper	... 6-30 p.m.
Fri. 2nd	... Prefects Meeting & Supper (H.M.'s Residence)	... 7-45 p.m.
Sat. 3rd	... Morning Prep in Birdwood cancelled till further notice. Normal P.T. Staff Club AGM & Dinner (Art Room)	... 7-45 p.m.

	Sr. & Jr. Hindi Debating Society Meeting	... 8-15 p.m.
Sun. 4th ...	Festival Cricket Match (Barne Field)	... 10-00 a.m.
	Hindi Film	... 2-30 p.m.
	Study hour (dorms.) for Board Exam. Classes & Tutorial	
	Meetings for the rest	6-00—7-00 p.m.
	Supper	... 7-15 p.m.
	Lights out (School)	... 10-00 p.m.
	Lights out (Board classes)	... 11-30 p.m.

No. 34 CHILDREN'S BATHS

In order to conserve water, baths will be as per the following schedule till further orders :

- | | | |
|---------------|-------------|-------------------------------|
| B.D. include | (Monday) | } ... Senior |
| Holding House | (Friday) | |
| | (Tuesday) | } ... Juniors & Holding House |
| | (Saturday) | |
| | SUNDAYS | ... Head Baths (Sikh Boys) |
| | (Wednesday) | } ... NO BATHS |
| | (Thursday) | |
- | | | |
|---------------|-------------|---|
| G.D. include | (Monday) | } ... Vindhya/Siwalik and Holding House |
| Holding House | (Friday) | |
| | (Tuesday) | } ... Himalaya/Nilagiri and Holding House |
| | (Saturday) | |
| | SUNDAY | ... Head washes 8 00 a.m. to 9-00 a.m. (alternately between Upper and Lower Dormitory). |
| | (Wednesday) | } ... NO BATHS |
| | (Thursday) | |
- | | | |
|--------------|-------------|-------------------------|
| P.D. Boys | (Wednesday) | } ... Himalaya/Nilagiri |
| | (Sunday) | |
| P.D. Boys | (Tuesday) | } ... Siwalik/Vindhya |
| | (Friday) | |
| P.D. Sparrow | (Wednesday) | } ... NO BATHS |
| | (Saturday) | |
| | (Monday) | |
| | (Thursday) | |

No. 35. SHIFTING U-V STUDENTS BOYS FROM Jr. DORMITORY TO Sr. DORMITORY

In order to make space in the Jr. Dormitory for boys moving in from Holding House all students of U-V will shift from Jr. Dormitory.

No. 36. ACCOMMODATION FOR U-VI BOYS APPEARING IN CBSE EXAM.

All the boys appearing in the plus II C.B.S.E. examination will be accommodated in Holding House Boys for their duration of stay in School.

List of such boys will be handed over to Housemaster Holding House immediately, indicating when the child is arriving and his examination details. During the period of their stay the children will be under the control of Housemaster Holding House Boys.

School kit will be issued on loan by Sr. Dormitory Matron to Holding House Matron for use by the children.

No. 37. SHIFTING HOLDING HOUSE BOYS TO PARENT HOUSE IN Sr. SCHOOL

Boys of Holding House will shift to their parent House Jr. Dormitory on 25th February, 2001. The movement will start at 10-00 a.m. and will be completed by 4-00 p.m. in all respects.

Q.M. will provide necessary transport and manpower.

No. 38. HOSPITAL TIMINGS

M I timings	...	Monday to Saturday
B D and G D	...	11-35—11-55 a.m. at piano cell No. 7
P D	...	during milk break at the Hospital
O P D hours	...	Monday to Friday
		9-00 a.m.—12-00 noon & 4-00 p.m.—5-00 p.m.
		Saturday ... 9-00 a.m.—12-00 noon.

If the teaching staff is unfit they should inform the DHM/Dean of Studies/In-charge PD before the 1st. School starts and then report to the hospital between 9-00 a.m.—9-30 a.m. on all working days

All administrative staff and class IV employees reporting unfit for the day must do so between 9-00 a.m. and 9-30 p.m. on all working days,

No OPD on Sunday.

Routine cases will be seen during OPD hours. Only emergencies will be seen by the RMO outside OPD hours.

Special sick report for children requiring specialist reference—4-00 p.m.—5-00 p.m.

Eye	Tuesday.
Dental	Wednesday
Any other	Wednesday
Visiting hours	Monday to Saturday	...	4-00 p.m.—5-00 p.m. (BD, GD, PD)
Sunday/Holidays—PD	9-00 a.m. — 10-00 a.m.,	BD and GD	10-00 a.m.—11-00 a.m.

No. 39. LOCKER CHECK UP FOR MEDICINES

The house staff/matrons are requested to check the lockers regularly for any medicines including homeopathic medicines. No one is allowed to keep any kind of medication in the lockers without the prior permission of the RMO.

No. 40. MEDICAL CATEGORY OF SCHOOL CHILDREN

Fresh Medical categories of all school children are being made, and the R.M.O. will send information to this effect to all House Staff and the P.T.I. A Special School Order will soon be published in this connection for information of all others.

No. 41. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to **restrict to TWO Tuckshop Slips per child per month.**
- (ii) The number / quantity of articles required should be written against each item (e.g. **one pr. P.T. shoes; two pencils**). This number / quantity should be written *before* the name of the item concerned.
- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. **one pr. P.T. shoes, size 6; one bottle ink, small**). The size should be written *after* the name of the item concerned.
- (iv) After completing the slip one straight line should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip.

- (v) The slip should be signed and dated **in ink** or with ball point pen.
- (vi) Children must sign **their full signatures, not merely initials or first names.**
- (vii) Housemasters / Housemistresses should also *date their signatures.*
- (viii) Housemasters/Housemistresses must initial any corrections/ amendments in Tuck Shop Slips.

Tuck Shop Slips are not required to be sent to Bursar; they may directly be presented to I/c Tuck Shop by the children duly examined and passed by Housemasters/Housemistresses under their signatures and date.

All House Staff are also hereby informed that children of their Houses are not permitted to buy any eatable or tonics from Tuck Shop on Tuck Shop Slips, unless especially recommended by the School R.M.O., for which she will issue written recommendations to the House Staff concerned.

No. 42. BIRTHDAY PARTIES

The expenditure on these parties will under no circumstance, exceed the sum of Rs. 200/-; House Staff and Mess Manager are requested kindly to ensure this.

No. 43. REIMBURSEMENT OF TRAVEL EXPENDITURE

To ensure speedy clearance of TA / DA bills the following procedure will be ensured.

- (a) Claim will be made on the form available with the Establishment Section.
- (b) Instructions on the form to be read and complied with.
- (c) Claim to be submitted to Establishment Section within SEVEN DAYS of completion of journey.
- (d) Proof of travel and expenditure to be supported with bills duly signed.
- (e) Letter/note sanctioning the move to be attached with the claim as authority for proce.
- (f) Photocopy of form and bills to be maintained for personal record.

- (g) The claimant will be entitled to 'A' Class City for the duration of his stay in the city. For the period of travel to & back from the 'A' Class City the claimant will be entitled to normal DA.

No. 44. CLAIM OF ALLOWANCE

For better financial managements allowance if any due, will be claimed before the end of the financial year (31st March) in which entitled.

If for some reason the claim can not be made within the stipulated period, a letter stating the reasons for the lapse will be attached with the claim.

No. 45. REQUISITION OF MONEY FROM SCHOOL OFFICE

Since the accounting procedures are elaborate and it is not desirable to upset routine work of the Accts. Branch Staff Members desirous of taking monitor advance for official purpose will comply with the following procedure :—

- (a) Requisition for advance to be made on the prescribed form available with Cashier.
- (b) Form to be filled and submitted for Accts Manager.
- (c) Letter/Order which sanctions the duty/purchase to be attached.
- (d) The form to be submitted a minimum of THREE DAYL prior to the requirement of money. This laid period is required for the following actions :—
 - (i) Sanction by Bursar.
 - (ii) Preparation of voucher.
 - (iii) Signature of voucher by Bursar.
 - (iv) Preparation of Cheque.
 - (v) Signature of cheque by Bursar.
 - (vi) Signature of cheque by HM.

No. 46. CASH FROM SCHOOL OFFICE (Cashier's Counter)

When receiving or taking cash from the School Office, all concerned are advised in their own interest to count the cash carefully immediately after signing the receipt, at the School Cashier's Counter itself. This is necessary, because it is not possible, once the person concerned leaves the counter, to verify the validity of any discrepancy. The School Office cannot make good any subsequent alleged deficiencies.

No. 47. HANDLING OF CORRESPONDENCE

A Considerable amount of paper work goes on in the school and to ensure timely and smooth functioning it is essential that every one knows which Section to contact for work. The distribution of work in the School Office is as follows :

(a) Establishment Section :—

- (i) Pay and Allowance of the employees.
- (ii) Travelling arrangement of staff and students.
- (iii) Handling of TA/DA claims.
- (iv) Matters relating to service conditions.
- (v) Leave
- (vi) Staff Benefit Fund Applications.
- (vii) Gratuity.
- (viii) Appointment below teacher grade.
- (ix) All retirements.

(b) Accts. Section :—

- (i) Release of funds.
- (ii) Clearance of bill.
- (iii) Preparation of vouchers and cheques for payment.
- (iv) Details of expenditure under various budget heads.
- (v) Medical Reimbursement.
- (vi) P.F.
- (vii) Annuity.

(c) Students Section :—

- (i) Students Strenghth.
- (ii) Correspondence relating to withdrawals.
- (iii) General correspondence pertaining to students.
- (iv) Mattres relating to fee.
- (v) Matters relating to Examination.
- (vi) Students Tours & visits.
- (vii) Matter relating to students personal A/cs.
- (viii) Miscellaneous deductions pertaining to Students.

(d) General correspondence Section :—

- (i) All matters not covered by any of the above sub paras.

In order to ensure speedy disposal of your correspondence it is recommended to hand over the correspondence to the I/c of the relevant section.

Submission of Personal Applications/Letters : These should be prepared in duplicate, first copy given to the Section Incharge and second copy to be retained after taking signature of Section Incharge as proof of submission of application/letter.

No. 48. POWER FAILURE

This year with the commencement of the term we have had frequent power failure, this is attributed to over loading of our electrical distribution system. The capacity and the over loading is as follows :

	Capacity	Overloading
(a) Main distribution system ...	240 Amps	285 Amps
(b) Sub distribution system ...	100 Amps	185 Amps

From the above it will be seen that the power failure is due to over loading of the system. In order to ensure uninterrupted power supply and life of our equipment in the Power House, the following actions will be taken.

- (a) Switch off all electrical appliances prior to switching on the geyser.
- (b) Use minimum light points during the peak hours which are :
 - (i) 6-00 a.m. to 9-00 a.m.
 - (ii) 6-00 p.m. to 9-00 p.m.

No. 49. PERFORMANCE OF PRIVATE CEREMONEY ON THE CAMPUS

In order to avoid disturbance to the children and ensure that the school activities are not disrupted in any ways, prior sanction must be taken for functions entailing the use of fireworks, bands or loudspeakers. This school order will be explained to the staff of your department.

Applications for holding such ceremonies on the campus must be made in writing to the Bursar. Failure to comply will lead to the initiation of disciplinary action.

No. 50. USE OF SCHOOL ACCOMMODATION

Please also note that school accommodation cannot be provided to Staff for any celebration during term time which includes ten days prior to the commencement and five days on conclusion of the term. This school order will be explained to the staff of your department.

No. 51. PRIVATE TRADING

There must be no private trading by members of the school staff (including their family members residing with them) unless prior permission to do so has been obtained from the Headmaster.

No. 52. SAVE SCHOOL ENVIRONMENT : BAN ON POLY BAGS

It has been decided to ban use of polythene bags in the School Complex. All are advised not to carry or bring polythene bags on to the school premises. Security Guards at the gates have been instructed to check your vehicle and belongings for any poly bags and the guard on duty can ask you to deposit the poly bags in the bin placed outside the security post. Your co-operation to make the School Environment polybag free will be highly appreciated.

No. 53. HAWKERS A SECURITY RISK

Ours is an open campus and all entry points cannot be manned as a result of which Hawkers, especially those purchasing salvage items (Kabaadias) are coming on to the campus. They are a risk because they could survey the various softtargets, collect private property and school property and walk off the campus.

With immediate effect Staff members are requested not to call any hawker on the campus without the prior knowledge of the Security Staff. It would be more appropriate if you took your salvage items off the campus and sold them at the various 'Kabaadia' shops in Garkhal/Dharampur.

Your co-operation in this matter will go a long way in ensuring security of the School.

No. 54. VEHICLE PASSES

In order to control the vehicular traffic in the school campus, vehicle passes will be issued to the employees owning vehicles (Car/Scooter).

All those who do not have passes are requested to collect the same from the Asstt. Manager (Admin.) on all working days less Saturday between 4-00 p m to 5-00 p.m.

No vehicle without a pass will be allowed in to the school campus after 28th Feb. 2001.

Department Heads are requested to explain the above order to all employees of their department.

No. 55. IDENTITY CARDS SCHOOL EMPLOYEES

In order to control entry into the school, identity cards will be issued to all by 28th Feb. 2001.

In case of new appointments they are requested to hand over one stamp size coloured photograph to Asstt. Manager (Admin.) by 27th Feb. 2001 for preparation of the identity card.

Since we have changed our security personnel, it may so happen that entry is denied to some of the permanent employees. In order to avoid such an embarrassment every-one is well advised to carry the identity card on him/herself.

No. 56. IDENTITY CARDS DEPENDENTS

It has been decided to issue identity cards to all the family members/dependents of the employees.

In order to make the identity cards, all employees are requested to fill up the dependency forms which are available with the Department Heads. The forms will be submitted to Asstt. Manager (Admin.) along with two stamp size photographs by Heads of Department by 05th Mar. 2001.

No. 57. STAFF CLUB AGM AND DINNER

Staff Club AGM and dinner has been postponed from 24th Feb. 2001 to 03rd Mar. 2001. The time and venue remain the same.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd March, 2001

58—74

February

No. 58. PROGRAMME

March

Sat.	3rd	...	Sr. & Jr. Hindi Debating Society Meeting	...	6-00 p.m.
Sun.	4th	...	Festival Cricket Match (Barne Field)	...	10-00 a.m.
			Hindi Film	...	2-30 p.m.
			Study hour (dorms.) for Board Exam. Classes & Tutorial		
			Meetings for the rest	6-00—7-00	p.m.
			Supper	...	7-15 p.m.
			Lights out (School)	...	10-00 p.m.
Mon.	5th	...	Head of Faculty Meeting	...	5-30 p.m.
			Prefects Meeting with H.M.	...	7-45 p.m.
Tue.	6th	...	Id-Ul-Zoha—School & Admin. holiday.		
Wed.	7th	...	CBSE Exams. commence		
Thu.	8th	...	House Staff Meeting	...	6-30 p.m.
Fri.	9th	...	Holi—Admin. Holiday.		
Sat.	10th	...	P.D. Quiz Competition		
			Cricket : First XI Welham Boys Dehradun Vs. Sanawar (home)	...	3-00 p.m.
			(To be continued on Sun. 11th)		
			Squash : Welham boys Vs. Sanawar U—17 & U—19 (Home)		
			Staff Club AGM & Dinner (Art Room)	...	7-45 p.m.
Sun.	11th	...	Cricket : First XI Welham Boys Dehradun Vs. Sanawar (home)	...	10-00 p.m.
			English Film	...	2-30 p.m.

No. 59. CBSE EXAMINATION SCHEDULE

Class XII :	Wed. 7th	...	001	English Elective
			301	English Core
Class X :	Thu. 8th	...	087	Social Science

No. 60. BOUNDS FOR BD STUDENTS

Children to remain strictly in bounds and breach of them will be dealt with seriously. The following are out of bounds :

- (1) The 'Mall' between Green Gate & the path to the pool.
- (2) The road going towards "Moti Corner" from where one walks up to the Hospital after the "Horse Shoe Bend".
- (3) Area beyond Hospital and Moti's Corner.
- (4) Short back from CDH to Bakery.
- (5) Beyond SSC going towards "Peacestead" and GD from the "Main Tar Road" and besides the School Swimming Pool unless for classes. Also the road going to leisure from the swimming pool. This means the entire GD area and old Stores below it and Bakery/Charlie are out of bounds.
- (6) Birdwood School in front and behind after lunch unless attending a class or a hobby session.
- (7) Boys not to hang around the Chapel and Tuck Shop after lunch as they will be expected to change and go for hobbies/games. Tuck Shop is to be visited by boys only on their allotted days and timings.
- (8) Visits to various teachers houses only with the permission of their Housemaster
- (9) Visits to Prep School restricted to Sundays with Housemaster's permission.
- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M.I., during the visiting hour, or any emergency with due written permission from the relevant staff.
- (12) **Moti Corner, Dharampur including Giani Ka Dhaba, Shaane Himachal and other eating places.**
- (13) All Shops in Garkhal.
- (14) Area Around Sunnyside School.

No. 61. DRESS B.D.

The following dresses will be worn by B.D. children till further orders.

- | | |
|----------|-----------------|
| (a) P.T. | (i) Track suit. |
|----------|-----------------|

- | | |
|---------------------------|--|
| (b) Classes | (ii) Winter kit, Home jackets/jersey will not be worn. |
| | (iii) Sikh boys Upper IV and above will tie turbans, Black Patkas will be worn by other sikh boys. |
| (c) Games | (i) Tracks Suits/Games dress (After Lunch) |
| (d) SOP/WOP | (i) School uniform. |
| (e) Socials/House Parties | Home Clothes. |

Boys are not allowed to wear jewelry of any kind, like bracelet, chains, earrings etc.

No. 62. NEW APPOINTMENTS

Please note the following new appointments :—

Head of English	... Mrs. Ashima Bath
Exchange & Placement Coordinator	... Mrs. Saisha Khanna
Careers Coordinator	... Mrs. Leena Francis

No. 63. SCHOOL ORDERS

It has been emphasised that School Orders are intended to be read and strictly adhered to by all. Heads of Departments should ensure that these Orders are explained fully to all concerned staff working under them who either do not receive these Orders or who cannot read them.

No. 64 TUTORIAL MEETINGS

There will be regular Tutorial meetings at 5-00 p.m. for P.D. and 6-00 p.m. for Sr. School every Sunday unless indicated otherwise.

No. 65. SCHOOL SONG BOOKS

The policy with regard to purchase of Song Books by School children is as follow :—

1. All new admissions in the Senior School (B.D. & G.D.) and also those transferred from P.D. are permitted to buy one copy of the School Song Book on their Tuck Shop Slip.
2. All children who were already in the Senior School B.D. & G.D. in 2000 are to be in possession of the Song Book. In case they have lost it, they will have to buy a new one from the Tuck Shop on their own, and not on Tuck Shop Slip.

All Housemasters & Housemistresses are requested to take necessary action.

No. 66. 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 Dept. This is necessary in order to avoid confusion, since the initial letters of the names of many children are the same

No. 67. USE OF STATIONERY

The cost of different kinds of paper, pencil, ink and all other stationery articles has risen. It has, therefore, become necessary that we exercise the maximum possible economy in the use of all stationery items. Will all heads of Departments, Librarian and all teaching staff kindly bear this in mind before indenting / asking for issue of any stationery items.

No. 68. DEPOSIT/RECEIPT OF CASH

Following timings have been fixed with respect to deposit/receipt of cash in School Office (Cashier's Counter).

Monday to Friday	... 10-30 a.m.—12-30 p.m.
Saturday	... 10-00 a.m.—12-00 noon

All categories of staff are requested to strictly comply with these timings.

No. 69. MEDICAL REIMBURSEMENT

All staff members applying for Medical reimbursement are requested to submit the following documents :—

Original Bills.

Photostat copies of the prescription and investigation reports.

RMO's referral and prescriptions.

These documents must be attached with the reimbursement form.

The medicines purchased must be done so within 15 days of the date of prescription.

Long term medication requiring regular purchase of medicines must be approved by the RMO every month.

Original prescription and original investigation reports must be shown to the RMO.

The Reimbursement Form and other documents should be handed over to Medical Assistant and not to the RMO.

No. 70. SCHOOL MEDICAL SCHEME

As per the school order No. 87 dated 10th March 2000 with the corrected version of point (vi) published in the school order No. 96 dated 16th March 2000.

Only three days medicines will be purchased from outside in case of medicines prescribed by a doctor on referral by the RMO. The balance of the medication will be collected from the School Hospital or purchased on non-availability of those in the School Hospital.

No. 71. PATIENTS REPORTING TO HOSPITAL OUTSIDE OPD TIMING :

1. All patients will report to the Nursing Staff on duty outside OPD hours. After examination and first aid the RMO will be informed by the Nursing Staff on duty. All serious cases will be seen immediately by the RMO. Other cases will be seen during routine rounds/OPD.

Information about patients will be given to the RMO by the Nursing Staff on duty during outside OPD hours.

2. It is mandatory for those who are given the Unfit Medical Certificate, that they report again to get their fit Medical Certificate. The office will continue marking for Unfit Medical leave unless informed otherwise.

No. 72. SCHOOL PREFECTS

Anupam Pandey	...	M.I. Prefect
Babarak Goni	...	Vindhya House Captain

No. 73. ACCESS TO BARNE FIELD AND POINTS BELOW LEISURE ROAD VIA STAFF TENNIS COURTS / SUNNYSIDE LEARNING CENTRE

With effect from 1st March 2001, the area surrounding Sunnyside Learning Centre specifically the front facing verandah and back garden area should not be used as a through fare / short cut to areas below Leisure road. In order to ensure the safety and security of the small children attending Sunnyside, gates have been

installed at the tops of stairway leading to the lower paved road tennis courts. The gates will be locked for the duration of the school term. Staff and Students are requested to make use of the paved path leading down from B.D. Quad. and to consider the area specified earlier as out of bounds to persons not having business at Sunnyside Learning Centre.

No. 74. POSPONEMENT OF STAFF CLUB AGM & DINNER

The Staff Club AGM & Dinner has been further postponed to 10th of March at the same time and place.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Saturday 10th March, 2001

75—85

February

No. 75. PROGRAMME

March

Sat. 10th	...	Cricket : First XI Vs. Welham Boys (home) P.D. Quiz Competition Staff Club AGM & Dinner (Art Room)	... 7-45 p.m.
Sun. 11th	...	Cricket : First XI Vs. Welham Boys (continued) English Film	... 2-30 p.m.
Mon. 12th	...	Class XII Board Exam. Mathematics Head of Facultics Meeting	... 5-30 p.m.
Tue. 13th	...	Class X Board Examination Science with practical.	
Wed. 14th	...	Class XII Board Exam. Hindi Core.	
Thu. 15th	...	Class X Board Exam. Hindi Course B House Staff Meeting Sr. English Debating Society Meeting (after supper)	... 6-30 p.m.
Fri. 16th	...	Class XII Board Exam. Accountancy. Vindhya House Show First Performance H.M. Meeting & Supper with Prefects (HM's Residence)	... 4-30 p.m. ... 7-45 p.m.
Sat. 17th	...	Vindhya House Show Final Performance Basketball : Electrons (Boys & Girls) Vs, Pinegrove (away). Class XII Examination. Physical Education.	... 6-00 p.m.
Sun. 18th	...	Cricket : Colts & Electron Vs. Pinegrove (away) Hindi Film.	

No. 76. HOUSE PARTIES

A House can have a maximum of two parties per term inclusive of the Green Room and the Sixth Form Farewell parties. Housestaff may withdraw at the rate of Rs. 45/- per child for an

ordinary party and Rs. 60/- per child for the Green Room and the SFP from the House Fund. This will not include the expenditure for any gift that may need to be given for which an additional withdrawal from the Housefund can be made.

No. 77. UNIFORM FOR TEAMS

It is being reiterated that the coaches must hand in their requirements for various uniforms for the teams to the Matrons at least 24 hours in advance. Last moment requests may not be entertained

No. 78. ELECTRICAL INSTALLATIONS

All children are reminded that they are strictly forbidden to tamper with or alter the electrical installations in all School buildings including the dormitories. It is also brought to their notice that they are not permitted to use any kind of electrical gadgets. Where use of electric table lamps are permitted, such as for Prefects, etc., provision of plug-points/extension wire etc., has already been made by the Engineer. Will all Housemasters/Housemistresses please immediately check up on this, and ensure that this order is complied with. The Engineer is requested to inspect all the dormitories and report to the Bursar, if he observes any violations of this order. This inspection may please be completed latest by 25th March 2001.

No. 79. STAFF GUEST—MESSING IN SCHOOL KITCHEN

Staff members, entitled to have their messing in school kitchen who wish to bring their guests for meals in the C.D.H., are required to give at least four hours notice in advance to the I/c C.D.H., failing which it will not be possible to arrange for extra meals for guests. It is the responsibility of the staff concerned to enter, in the register provided, the names of their personal guests.

No. 80. BANK WORKING HOURS

The State Bank of Patiala Sanawar will be observing the following system for their working hours.

Working hours Mon.—Fri. : 10-00 a.m.—2-00 p.m.
Sat. : 10-00 a.m.—12-00 noon

No. 81. SPORTS ITEM FROM TUCK SHOP

Squash, Tennis, Badminton and Table Tennis rackets can be purchased by the children on Tuck Shop Slips, duly signed and

dated by Housemasters / Housemistresses after having carefully assessed that the need is genuine. A copy of the Tuck Shop Slip *must* be sent by the House Staff to the parent concerned.

No. 82. BURSAR'S VISIT OF DEPARTMENTS

1. The Bursar will be visiting various departments once a month as per programme given below :
 - (a) P.D. ... 1st Monday of the month
 - (b) G.D. ... 2nd Monday of the month
 - (c) B.D. ... 3rd Monday of the month
 - (d) Hospital & C.D.H. ... 4th Monday of the month
2. The following will accompany the Bursar :
 - (a) Q.M.
 - (b) Engineer
 - (c) I/c Hygiene & Sanitation.
3. The following are requested to be present in their areas of responsibilities.
 - (a) Matrons.
 - (b) R.M.O.
 - (c) I/c C.D.H.
4. The visit will be scheduled for 10-00 o'clock.

No. 83. SECURITY OF SCHOOL COMPLEX

The road from Green Gate to C.D.H. (Shortback) will remain closed for all vehicles traffic except for the following :

- (a) Vehicles on duty and bringing staff for C.D.H.
- (b) Mr. James Roberts
- (c) Mr. Francis
- (d) Hospital Ambulance
- (e) "Dhobi" vehicle for C.D.H. linar.

No. 84. ENTRY OF CIVIL LABOUR

All Labourers of civil contractors working with the various Departments of the School will be issued tokens by the Security Staff at the Moti Corner Gate on daily basis. Entry to this effect will be made in the registers and token will be returned once the labour returns to their camp outside the school Complex. Any Labour staying within the Complex will have permission and security clearance in writing from the School Administration. All

daily wages labour working with Q.M. Stores, Sports Dept., Electrical Dept., C.D.H. etc. will use **Moti Corner Gate** for their entry and exit.

No. 85. ISSUE OF IDENTITY CARDS

All residents of the School will be issued identity cards shortly for which suitable instructions will be issued separately.

All are requested to co-operate in implementation of these procedures, which will go a longway in ensuring safety & security of school premises.

These instructions may please be disseminated to all the staff under you.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th March, 2001

86—99

No. 86. PROGRAMME

March

Sat. 17th	...	Vindhya House Show Final Performance	...	6-00 p.m.
		Basketball : Electrons (Boys & Girls) Vs, Pinegrove (away).		
Sun. 18th	...	Cricket : Colts & Electrons, Sanawar Vs. Pinegrove (Home)	...	10-00 a.m.
		Cricket : Atoms Sna. Vs. Pinegrove (Away) Hindi Film.	...	2-30 p.m.
Mon. 19th	...	H O F Meeting	...	5-30 p.m.
		Jr. Hindi Debating Society Meeting	...	8-15 p.m.
Thu. 22nd	...	House Staff Meeting	...	6-30 p.m.
Sat. 24th	...	Basketball : Colts (Boys & Girls) Sanawar Vs. Pinegrove (Home)	...	10-00 a.m.
		Inter House Quiz	...	6-15 p.m.
Sun. 25th	...	Cricket : Colts Sanawar Vs. YPS Mohali (Away)		
		Basketball : Sanawar (Boys) Vs. YPS Mohali (Away)		
		Cricket : Atoms & Electrons Sanawar Vs. YPS Mohali (Home)	...	10-00 a.m.

No. 87. CBSE EXAMINATION SCHEDULE

Class XII :	Sat.	17th	...	048	Physical Education
	Mon.	19th	...	028	Political Science
	Tue.	20th	...	043	Chemistry
	Wed.	21st	...	054	Business Studies
	Sat.	24th	...	030	Economics

No. 88. CHILDREN ON MEDICAL CATEGORIES

Housestaff and coaches are required to consult the Medical Category list and to follow it strictly for all School and House level sporting activities.

No. 89. MILK BREAK

Teachers are requested to visit the MCR at Milk Break to facilitate the circulation of notices etc.

No. 90. DORMITORY DUTIES

Tutorial Meetings and Dormitory Duties must be taken as seriously as class time or afternoon duties by staff. These duties cannot be missed without prior permission of Housemaster/mistress who are requested to inform the D.H.M. / Senior Master / Senior Mistress / I/c P.D. if this is not followed, within 24 hours.

No. 91. FORWARDING OF LOSS SLIPS, DEBIT NOTES/ VOUCHERS ETC.

All staff holding school stock, are once again reminded that all loss slips, debit notes / vouchers, etc., in respect of staff, children and others must be sent to the office, as soon as the losses, breakages, etc., have occurred. In any case these must come to the school office by 10th of the following month duly priced by the Q.M. This is necessary for the purpose of bringing the school accounts up to date.

No. 92. USE OF PRIVATE TRANSPORT FOR OFFICIAL PURPOSE

(1) It is brought to the notice of all concerned that the use of private transport for School work is not to be taken for granted for purposes of claiming reimbursement of travelling expenses.

(2) Where the circumstances necessitate use of private transport for school work formal permission from the Bursar is required to be obtained prior to such movement.

No. 93. ELECTRICITY CONSUMPTION

The load on the Sub-Station is excessive, going beyond the capacity of the transformer and this may result in damage to the transformer.

All Staff and children are again requested to switch off lights/electrical equipment that are not in use. Staff, in particular, are requested to reduce the use of electrical Equipment.

No. 94. CLOSING OF ALL SCHOOL ACCOUNTS AS ON 31-3-2001.

- | | |
|------------------|-----------------------|
| (a) Tuck Shop | ... 22nd March, 2001. |
| (b) Grocery Shop | ... 24th March, 2001. |

No. 95. PRIVATE TRADING

There will be no private trading by members of the school staff (including their family members, residing with them on the campus) or by contractors who are provided with school accommodation unless prior permission to do so has been obtained from the Headmaster.

Will all heads of Deptts. please explain this order to those working under them.

No. 96. TUCK SHOP

The Tuck-Shop will remain closed for Annual Stock Taking on Wednesday 22nd March, 2001.

All staff members are requested to return empty bottles of cold drinks lying with them. Rs. 5/- will be charged per bottle if not returned by 21st March, 2001.

No. 97. PCO TIMINGS

1. The PCO will function from 9-00 a.m. to 5-00 p.m. with a lunch break from 1-00 p.m. to 2-00 p.m.
2. Children may use PCO service from 2-00 p.m. to 5-00 p.m. as per the schedule given below :

Girls Department and Prep School (Boys & Girls)

Wednesdays	From 2-00 p.m. to 5-00 p.m.
Fridays	————do————
Sundays	From 10-00 a.m. to 5-00 p.m.

Boys Department

Tuesdays	From 2-00 p.m. to 5-00 p.m.
Thursdays	————do————
Saturdays	————do————
Sundays	————do————

3. Maximum time allowed for a call will be 6 minutes. For a call beyond 6 minutes, Housemasters/Honsemistresses are required to indicate the time on the PCO slip.
4. The PCO will remain closed for children on Mondays.

No. 98. PHOTOCOPY WORK

Photocopy work pertaining to Test Papers/Office work will only be done in the School Office. For any other photocopy work, staff are requested to contact I/c School Library.

No. 99. SCHOOL DETENTION

Henceforth for indiscipline during class hours or for not submitting any work on time in Senior School a teacher may choose to put a student on Sunday School Detention as a sanction. The Detention Book is available with the H.C.A., Mr. R. Puri. The teacher should state the following : (i) Full name, (ii) Class and Section, (iii) House of the child concerned, (iv) Reason for the Punishment, (v) Work set for the Detention. The teacher should also state his / her own Full name, Date and put his / her signature in the book. The Detention Book will be scrutinised by the Headmaster every Saturday. Detention will be held in Room No. 15 in Birdwood from 10-00 a.m. to 11-00 a.m. the following Sunday and will be supervised by a teacher on duty. The duration may be, in special cases, extended up to 12-00 noon. The H.C.A., Mr. R. Puri will keep a roster of teachers on duty for this purpose. School detention will take precedence over all other activities including school matches and other functions.

The Prep' School will follow their existing system.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd March, 2001

100—106

No. 100. PROGRAMME**March**

Sat. 24th	...	Basketball : Colts (Boys & Girls) Sanawar Vs. Pinegrove (Home)	...	3-30 p.m.
		Inter House Quiz	...	6-15 p.m.
Sun. 25th	...	Cricket : Colts Sanawar Vs. YPS Mohali (Away) Sanawar 1st XI Vs. A.P.S. Dagshai (Away) Atoms & Electrons Sanawar Vs. Y.P.S. Mohali (Home)	...	10-00 a.m.
		Basketball : Sanawar (Boys) Vs. YPS Mohali (Away) English Film		
Mon. 26th	...	Head of Faculties Meeting	...	5-30 p.m.
Wed. 28th	...	Lower VI Classes Commence		
Thu. 29th	...	House Staff Meeting Sr. English Debating Society Meeting	...	6-30 p.m. 8-15 p.m.
Fri. 30th	...	Prep School Show First Performance Jr. Hindi Debating Society Meeting H.M.'s Meeting & Supper with Prefects (H.M.'s Residence)	...	4-30 p.m. 8-15 p.m. 7-45 p.m.
Sat. 31st	...	Class XI New Entrants Interviews Prep School Show Final Performance Cricket Tournament at B.C.S. Commences	...	6-00 p.m.

April

Sun. 1st	...	Class VIII, IX & X Entrance Examination Basketball : Atoms (Boys & Girls) Vs. Pinegrove (Away) I—H Jr. Hindi Debate Hindi Film	...	6-15 p.m.
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No. 101. CBSE EXAMINATION SCHEDULE

Class XII :	Tue.	27th	...	029	Geography
	Wed.	28th	...	042	Physics
	Thu.	29th	...	027	History
	Fri.	30th	...	083	Computer Science
	Sat.	31st	...	044	Biology
Class X :	Tue.	27th	...	001	English Course—A

No. 102. T.A./D.A. CLAIM FOR THE STAFF

- (a) The Claimant will be entitled to claim D.A. for 'A' Class City for the duration of his stay in the 'A' Class city only.
- (b) During the journey period the entitlement of D.A. will be at normal rates.

No. 103. VISITING HOURS HOSPITAL

Visiting hours in school hospital are as follows :

Weekdays	PD 4-00 p.m.—4-45 p.m.
	BD/GD 4-00 p.m.—5-00 p.m.
Sundays/School holidays	BD, GD 10-00 a.m.—11-00 a.m.

These hours will be followed strictly by all children as well as staff and that too after taking prior permission of the staff on duty in the Duty Room. The H.O.Ds and the Housestaff of course can visit their children outside these hours but an information to the hospital staff on duty before entering the wards will be appreciated.

No. 104. RABIES

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

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

No. 105. SUBMISSION OF ACCOUNT TO SCHOOL OFFICE

Expense voucher, re-imbursments/claims of any kind related to the financial year 2000-2001 need to be submitted by 15th of April, 2001 in order to debit the account in the current financial year (2000-2001). Please make sure that these bills/accounts are submitted by the stipulated date failing which they will not be

accepted and the person concerned will be responsible for its clearance. This may be explained to all the individuals of your department.

It has been noticed that advance for purchase of items/ travel expenses are taken from the Accts. Section and the details of expenditure submitted after considerable delay.

In order to ensure that the accounts are kept reasonably upto date those taking advance are requested to ensure that the details of expenditure are submitted within one week of the withdrawal, failing which the amount will be deducted from the salary of the individual. It may also be understood that the 2nd advance to the person concerned will only be given after clearing the previous advance.

No. 106, TUCK SHOP DAYS FOR G.D.

All concerned to note the following change :

Mon. & Thu.	...	V.G.D. & N.G.D.
Tue. & Fri.	...	S.G.D. & H.G.D.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 30th March, 2001

107—118

No. 107. PROGRAMME

March

Sat. 31st ... Class XI New Entrants Interviews
 Cricket Tournament at B.C.S. Commences
 Basketball : Atoms (Boys & Girls) Sanawar Vs.
 Pinegrove Subathu (Away)
 Prep School Show
 Final Performance ... 6-00 p.m.

April

Sun. 1st ... Class VIII, IX & X Entrance Examination
 I—H Jr. Hindi Debate ... 10-15 a.m.
 Hindi Film

Mon. 2nd ... Ram Naumi—Administrative holiday
 I—H Cricket Commences ... 2-30 p.m.
 Head of Faculties Meeting ... 5-30 p.m.

Thu. 5th ... House Staff Meeting ... 6-30 p.m.
 Cricket Tournament at B.C.S. concludes.
 Moharram—Admin. Holiday.

Fri. 6th ... Himalaya House Show First
 Performance ... 4-30 p.m.
 Mahavir Jayanti—Admin. Holiday

Sat. 7th ... Himalaya House Show
 Final Performance ... 6-00 p.m.

Sun. 8th ... Cricket : 1st XI & Atoms Vs.
 P.P.S. Nabha (Away)
 Colts & Electrons Vs. P.P.S. Nabha (Home)
 Basketball : Boys Vs. P.P.S. Nabha (Home)
 English Film

No 108. CBSE EXAMINATION SCHEDULE

Class XII : Sat. 31st ... 044 Biology
April Wed. 4th ... 064 Home Science
 Sat. 7th ... 037 Psychology
 Mon. 9th ... 049 Painting
 051 Sculpture

No. 109. HODSON RUNS**April**

Wed. 11th ... Qualifying Runs P.D. & F.D. ... 3-30 p.m.

Thu. 12th ... Qualifying Runs B.D. ... 3-30 p.m.

No. 110. DO NOT TOUCH STRAY DOGS—DANGER OF RABIES

This is the season when rabies-infected dogs stray into the School from outside. Rabies can be caught by human beings by touching dogs already though not visibly or apparently infected by the disease. Rabies is 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 should be brought to the *immediate* notice of the Bursar.

Housemasters and Housemistresses should explain the above very clearly to all children. Heads of Departments should explain it to all Class IV staff working under them.

No. 111. MEDICAL REIMBURSEMENT FACILITIES

Members of the staff of the School and dependent members of their families are entitled for the reimbursement of the following preventive vaccination :—

- (a) Typhoid Vaccine & Booster
- (b) Hepatitis 'B'—3 doses and booster
- (c) Chicken Pox vaccine—to be reimbursed after the RMO's approval
- (d) Anti-Rabies vaccine (in case of monkey / Dog bite) after RMO' approval.
- (e) Hepatitis 'A'—NOT REIMBURSABLE

All Heads of Departments are requested to kindly explain the above clearly to all staff working under them and to whom School Order are not issued.

No. 112. EDUCATION ALLOWANCE

As per existing School Rules the Education Allowance is admissible for three children only who are studying in schools other than The Lawrence School, Sanawar. To claim the Education Allowance in excess of Rs. 70/- per month per child, employees will have to submit the Tuition Fee proof attached by the school

authorities where the child is studying and submit the same to the Establishment Section by 20th April, 2001 alongwith with the form.

The blank forms for claiming Education Allowance can be collected from the Departments.

The Heads of Departments under whom supporting staff works are requested to explain the contents of this order to them so that all employees are aware of the procedure of claiming Education Allowance.

No. 113. PRIVATE TRADING

School Order No. 95 is hereby cancelled and new para is instituted.

There will be no private trading by members of the school staff, school contractors including their family members residing with them on the school campus unless prior permission to do so have been obtained from the Headmaster.

All Heads of Departments are requested to explain this order to those working in your Department.

No. 114. OUT STATION VISITS BY STAFF ONLY

Staff members proceeding on outstation duty other than when accompanying students are required to fill in the proforma which is available with all HOF's. The form to be filled minimum one week in advance and submitted to the Main Office. However, in case of late submission reason to be indicated on the form.

No. 115. CENSORSHIP OF DOG AND ANTI RABIES INOCULATION

Owner of dogs are required to register their dogs in the Main Office with Asstt. Manager Admin. by 15th April, 2001.

While registering the dogs the following details will be entered : Owners name, name of pet, breed, colour, sex, age when inoculated for rabies and when inoculation due. Proof of last inoculation will be shown to the Asstt. Manager Admin.

This order will be explained to all the employees working in the department.

No. 116. 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 supporting staff, play frequently and in some cases daily on the School's games grounds and do considerable damage thereto, especially to the cricket pitches.

Articles of clothing and games equipment of the school and students have also disappeared when lying on these grounds.

In this connection, therefore, the following orders are issued :

- (i) During the cricket season all the school games grounds are reserved at all times for exclusive use of students of the School. Other children of all categories are forbidden to use any of these grounds except after obtaining permission from the Bursar through HOF Sports.
- (ii) During the term time other than cricket season the following grounds are available to the children of employees if not being used by the students P.D., Lower Barne and Garden City field.
- (iii) During the holidays the employees children can play on Lower Barne, P.D. and Garden City field.
- (iv) Upper Barne ground, the New field and Peacestead will not be used at any time by children who are not students of the school.

The heads of staff families will be held responsible for any contravention of this order or damage done 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 are found in the possession of their children or family members.

Will heads of Departments please explain this clearly to all staff including supporting staff, working under them.

No. 117. STAFF MEALS DURING COMMON ENTRANCE TEST

The Common Entrance Test is being conducted at Sanawar for classes VIII, IX, X and XI on 31st Mar. and 01st Apr. 2001. Since the MCR is being used for dining facilities for the prospective parents and children the staff will dine in the CDH as per details given below :—

31-3-2001 : The Staff Tea/Milk break will be served in C.D.H.

01-4-2001 : The Staff Tea/Milk break and lunch will be served in C.D.H.

No. 118. NEW APPOINTMENTS

The following new appointments have been made :—

Staff

Mr. R.P. Gautam ... Sr. Housemaster VBD
Mr. Deepak Pant ... Jr. Housemaster VBD
Mr. Suresh Saklani ... Tutor HHBD

Student

Muizz Khan ... House Prefect VBD

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Saturday 7th April, 2001

119—123

No. 119. PROGRAMME

April

Sat.	7th	...	Himalaya House Show Final Performance	...	6-00 p.m.
Sun.	8th	...	Cricket : 1st XI & Electrons Vs. P.P.S. Nabha (Home) Colts & Atom Vs. P.P.S. Nabha (Away) Basketball : Boys Vs. P.P.S. Nabha (Home) English Film	...	10-00 a.m. 8-00 a.m.
Mon.	9th	...	CBSE Examination conclude H.O.F. Meeting	...	5-30 p.m.
Tue.	10th	...	L-IV move from Prep School to Holding House, 2-15 p.m. onwards. Last school for L-IV cancelled.		
Wed.	11th	...	Hodson Run Qualifying P.D. and G.D.	...	3-30 p.m.
Thu.	12th	...	Hodson Run Qualifying B.D. House Staff Meeting	...	3-30 p.m. 6-30 P.m.
Fri.	13th	...	Baisakhi & Good Friday School & Admin. holiday. Cricket : Sna. 1st XI Vs. British High Commission (Home)	...	10-00 a.m.
Sat.	14th	...	Cricket : Staff Vs. British High Commission P,D. Inter Section Recitation Inter-House Sr. English Debate Dr. Ambedkar's Birthday—Admin. holiday British High Commission Reception (H.M.'s Residence)	...	3-00 p.m. 6-15 p.m. 7-45 p.m.
Sun.	15th	...	FOUNDATION DAY Hodson Run Finals Foundation Day Special Dinner Himachal Day—Admin. holiday.	...	3-00 p.m.

No. 120. NOTE : CHANGE IN DAILY ROUTINE

Classes will be cut short by minutes from 3rd school onwards on 9th, 10th, 11th, 16th, 17th and 18th April, 2001. Timings will be as follows :

9-35 a.m. to 10-10 a.m.	...	Third School
10-10 a.m. to 10-45 a.m.	...	Fourth School
10-45 a.m. to 11-20 a.m.	...	Fifth School
11-20 a.m. to 11-40 a.m.	...	Milk Break
11-40 a.m. to 12-15 p.m.	...	Sixth School
12-15 p.m. to 12-50 p.m.	...	Seventh School
12-50 p.m. to 01-25 p.m.	...	Eighth School
01-30 p.m.	...	Lunch
12-15 p.m.	...	Lunch P.D.

No. 121. TUCK SHOP

Egg, Chicken and Paneer can be purchased from the Tuck Shop between 10-00 a.m. and 1 00 p.m. and between 3-00 p.m. and 4-00 p.m. with immediate effect.

No. 122. HOUSE GAMES

It is to remind the Housestaff that the special Housewise games sessions immediately before an Inter House competition should also be supervised by the staff attached to the various Houses.

No. 123. PARENTS / GUARDIANS / GUESTS VISITING THE SCHOOL

It has been noticed that the School Staff is encouraging parents / guardians and personal guests to enter from the Moti's Corner Gate. It may be appreciated that to ensure proper security, visitor's entry should be channelised through one gate and as per school rules, it is the main gate near Engg. deptt. The security staff on duty at Moti's corner gate have been instructed to refuse entry to all except the school staff and employees.

You are requested to co-operate.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 12th April, 2001

124—129

No. 124. PROGRAMME

April

Sat. 14th	...	Cricket : Staff Vs. British High Commission	... 2-30 p.m.
		P,D. Inter Section Recitation Inter-House Sr. English Debate	... 6-15 p.m.
		Dr. Ambedkar's Birthday—Admin. holiday British High Commission Reception (H.M.'s Residence)	... 7-45 p.m.
Sun. 15th	...	FOUNDATION DAY Hodson Run Finals	... 3-00 p.m.
		Foundation Day Special Dinner Himachal Day—Admin. holiday.	
Mon. 16th	...	New Admissions to Prep School & Holding House Commence HM's Lunch for parents of new pupils in MCR	12-30—2-00 p.m.
		Head of Faculties Meeting	... 5-30 p.m.
Tue. 17th	...	New Admissions to Prep School & Holding House conclude. HM's Lunch for parents of new pupils in MCR	12-30—2-00 p.m.
Wed. 18th	...	I—H Cricket conclude	
Thu. 19th	...	Unit Test Commences	
Sat. 21st	...	Unit Test concludes New Admission class VIII to XI. HM's Lunch for parents of new pupils in MCR	12-30—2-00 p.m.
Sun. 22nd	...	Cricket : Atoms Electrons Vs. B.C.S. (Home) Cricket : Colts Vs. B.C.S. (Away) Hindi Film	

No. 125. DAILY ROUTINE DURING 1st UNIT TEST ON 19th, 20th, AND 21st APRIL 2001.

Rouser	... 6-00 a.m.
Prep (Dorms.)	6-30—7-15 a.m.
Breakfast Holding House	... 7-00 a.m.
1st Session	7-30—9-00 a.m.
Breakfast Sr. School	... 9-05 a.m.
Prep (Birdwood)	9-40—10-40 a.m.
Milk Break	10-40—10-55 a.m.
2nd Session	11-00—12-30 p.m.
Lunch Prep School & Holding House	... 12-45 p.m.
Prep (Birdwood)	12-55—1-55 p.m.
Lunch Sr. School	... 2-00 p.m.
3rd Session	3-00—4-30 p.m.
Tea	... 4-35 p.m.
Baths	... 5-20 p.m.
Prep	6-20—7-40 p.m.
Supper P.D.	... 6-45 p.m.
Supper Sr. School	... 7-45 p.m.

Note : If L-6 & U-6's are free in the 1st Session they will come up to Birdwood for Prep. Mr. Seth and Col. Ranjit will supervise.

No. 126. COLLECTION OF SPORTS GEARS

All sports gears should be collected from Mr. A. C. Chauhan between 2-30 p.m. and 3-00 p.m., from Gaskel Hall and only on weekdays. The gear for the Inter-School matches must be collected at least a day in advance Mr. A.C. Chauhan will be present to take care of any unforeseen situation.

No. 127. SCHOOL LEDGERS

All staff members who have School property on their charge and, therefore, maintain stock ledgers, condemnation books, etc., are requested, to make all the necessary entries latest by 11th May, 2001. These ledgers will be called for, for inspection and check-up by School Office, and also by school auditors during the audit.

No. 128. S.B.F. LOANS

It is notified for the information of all concerned that applications for S.B.F. loans except in emergencies, should be submitted at least 4 weeks in advance.

No. 129. NOTICES

Teachers are requested to visit MCR regularly during Milk Break to check Notices and the House Staff should see the register of defaulters.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 20th April, 2001

130—137

No. 130. PROGRAMME

April

- Sat. 21st ... Unit Test concludes
 New Admission class VIII to XI.
 HM's Lunch for parents of new pupils in MCR 12-30—2-00 p.m.
- Sun. 22nd ... Cricket : Atoms Electrons Vs. B.C.S. (Home)
 Cricket : Colts Vs. B.C.S. (Away)
 Squash : Sanawar Boys team Vs. B.C.S. (Away)
 Hindi Film ... 2-30 p.m.
- Mon. 23rd ... Head of Faculties Meeting ... 5-30 p.m.
 L-6 & U-6 River Rafting group leaves ... 8-00 a.m.
- Tue. 24th ... The Basketball Team 24 players (Boys & Girls) and 2 staff members leave for Dehra Dun ... 10-00 a.m.
- Wed. 25th ... Basketball : I.P.S.C. Girls team leaves for Welham's Girls, Dehra Dun.
 Marks to be entered in the Computer by Supper time.
- Thu. 26th ... Boys Basketball team leaves for Afzal Khan Tournament at Dehra Dun.
- Fri. 27th ... Assessment Meeting ... 6-00 p.m.
- Sat. 28th ... Cricket : Staff Vs. Old Sanawarians ... 3-00 p.m.
 Old Sanawarian Reception (H.M.'s Residence) ... 7-45 p.m.
 I.P.S.C. Girl's team returns from Dehra Dun
 Nilagiri House Show Rehearsals Commence
 River Rafting group returns ... 6-00 p.m.
- Sun. 29th ... Cricket : 1st XI Vs. Old Sanawarian ... 10-00 a.m.
 Boys Basketball team returns from Dehra Dun.
 English Film ... 3-00 p.m.

No. 131. HEADMASTER'S MEETING AND SUPPER WITH PREFECTS

The Headmaster's meeting and supper with Prefects on 27th Apr. 2001 is cancelled due to IPSC Girls Afzal Khan Tournament and River Rafting. New date to be fixed.

No. 132. STUDENTS GOING HOME ON MEDICAL GROUNDS

- (1) All Students going home on medical grounds whether sent from the dormitories direct, or from School Hospital, *must* report to the R.M.O. with all documents/certificates, etc. immediately on their return. House Staff and House Matrons/V/arden are requested to kindly ensure that this procedure is followed in every case.
- (2) In the event of a child going home direct from the dormitory with due permission, and then falling ill, and hence being delayed in his/her return, House staff will kindly inform the RMO accordingly. Similarly, the RMO will kindly inform House Staff concerned of any child going home from the Hospital.
- (3) The Headmaster is to be informed by the House Staff and the RMO, if any child is moved out/sent home on medical grounds.
- (4) Medical leave can only be given by the R.M.O. (H.M. in special cases).

No. 133. LEAVE OF ABSENCE—SR. SCHOOL CHILDREN

In the event of children proceeding on medical or any other kind of leave during the course of the week, House Masters/Mistresses are requested to keep the D.H.M./Sr. Master/Sr. Mistress H.C.A. informed.

No. 134. HISTORY SHEET

History Sheet of all students who have been withdrawn from the School during 2001 as on 1-5-2001 will be sent to House Staff, fairly soon. These should be completed in all respects, and returned to the Bursar by Thursday 17-5-2001 (1-30 p.m.)

No. 135. NOMINATION FORMS FOR GRATUITY, ANNUITY AND PROVIDENT FUND

The staff members who have not completed the formalities of filling nomination forms till date or require to amend

the details in respect of Gratuity, Annuity and Provident Fund are requested to complete the formalities and submit the same immediately. The blank forms can be collected from the Establishment Section on any working days from 11-00 a. m. to 4-00 pm.

Head of departments are requested to inform the staff working under them.

No. 136. ABSENCE FROM DUTY

It has been noticed that employees are still absenting themselves from duty without taking prior sanction for leave of absence. All heads of departments are requested to educate the employees of their department regarding the necessity to attend work daily and if absence of leave is to be availed then the procedure mentioned in Order No. 23 and 24 dated 19th February, 2001 be explained to them.

No. 137. REVISED ELECTRIC TARIFF : SCHOOL EMPLOYEES

1. School Staff members are authorised certain units of free electricity and for the balance consumption, a flat rate tariff of Rs. 2-25 as the tariff and Rs. 0-05 as the Electricity Duty is being levied by the School Electrical Department.
2. A decision has been taken to revise the tariff rate and w.e.f. 01 April 2001 the tariff rate will be Rs. 1-50 plus Electricity Duty as applicable per unit across the board. There is no change for the free electricity units authorised.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th April, 2001

138—151

No. 138. PROGRAMME

April

Sat. 28th	... Cricket : Staff Vs. Old Sanawarians ...	3-00 p.m.
	Old Sanawarians Reception (H.M.'s Residence) ...	7-45 p.m.
	Nilagiri House Show Rehearsals Commence	
	River Rafting group returns ...	6-00 p.m.
Sun. 29th	... Cricket : 1st XI Vs. Old Sanawarians ...	10-00 a.m.
	English Film ...	3-00 p.m.
Mon. 30th	... Boys & Girls Basketball team returns from Dehra Dun Head of Faculties Meeting ...	5-30 p.m.

May

Tue. 1st	... Summer Kit comes into effect Soccer Festival Match ...	4-15 p.m.
	Jr. English Debating Society Meeting ...	8-15 p.m.
Wed 2nd	... N C C. Commences Mess Committee Meeting ...	4-00 p.m.
Fri. 4th	... Honoria Lawrence Basketball Tournament cancelled	
Sat. 5th	... Cricket : Staff Vs. OBC Club English Recitation Class L-V & U-V	
Sun. 6th	... Cricket : 1st XI Vs. OBC Club ...	10-00 a.m.

No. 139. SUPERVISION OF ACTIVITIES :

Staff, supervising activities involving the children, are requested to work out with the DHM how to keep the children occupied when they cannot supervise an activity personally because of school work or personal leave.

No. 140. RECOMMENDATION FORMS :

Staff are requested to use the official proforma available with the **D.H.M. or P.A. to the Headmaster** while recommending students for admission to foreign institutions.

No. 141. SCHEDULING OF ACTIVITIES :

If any school activity is scheduled at a time and venue for which any of the HOD well in advance before finalising any plan. This must be strictly adhered to. It is pointed out in this connection that such activities may NOT cut across academic time unless prior arrangement has been made with the H.M.

No. 142. HOUSE FUND ACCOUNTS

Will all Housemasters and Housemistresses please note that all accounts of their House Funds, duly completed, should be prepared and submitted to the Bursar by 10th June, 2001.

No. 143. LIVE STOCK

Rearing of Live stock such as buffaloes, cow, goat, sheep, pig etc., within the school premises is completely forbidden. Severe disciplinary action including heavy fine or termination of service will be imposed on those who disobey this order. Owners of live-stock are warned that their animal must remain outside the school premises and should never be found grazing on school land. Heads of Department are requested to explain this to all staff working under them.

No. 144. STUDENTS PERSONAL ACCOUNTS

Personal accounts of all students who have left the school, are being closed.

Any loss slips, debit notes, expenses vouchers, etc., involving these students must be sent to school office latest by 20-5-2001. After this date, no such debit notes will be accepted, and staff concerned will have to make good the recoveries outstanding from such students.

No. 145. INDENTS FOR NEXT TERM

Will all concerned, please submit their indents for their requirements for the Founders Term to the Bursar not later than 15th June 2001.

Nn. 146. TRAVELLING ARRANGEMENTS MID—SESSION BREAK : LUGGAGE

In order to keep the luggage being taken by children for the short summer break to the minimum, a small attache case and a holdall will be allowed except for Sixth Form students and children going to hill stations. Small travelling bags are available in the

Tuck Shop and may be obtained on the Tuck Shop Slip. Warm clothes or bedding need not be packed unless they are in need of repair. This applies to all children travelling by school parties.

No. 147. STAFF SICK-IN-QUARTERS

All staff, who are sick, and are likely to be placed on sick-list, are requested to report to the R.M.O., daily for as per her instructions, if already on 'sick-list', anytime between 8-30 a.m. and 9-00 a.m. (Sundays and other holidays 10-00 to 10-30 a.m.). The RMO on medical check-up, will forward 'Sick-in-quarters-slip' to the Head of the Department concerned with a copy to School Office. Staff on sick-in-quarters-list when discharged, will be issued 'Fitness Certificate' by the R.M.O., which the employee concerned, will submit to the Head of the Department before rejoining duty.

Will all heads of the Deptts. kindly explain the details given in this order, to Staff working under them, especially to those who cannot read School Orders.

No. 148. MATERNITY CASES

It is again notified to all categories of Staff that maternity cases cannot be undertaken in staff quarters or in school hospital; the employee concerned is, therefore, requested to contact, and fix up all relevant details well in time, as also for pre-natal and post-natal care, with any of the following medical authorities :

1. Cantonment Hospital, Kasauli.
2. Primary Health Centre, Dharampur (H.P.)
3. District Hospital, Solan (H.P.)

No. 149. ECONOMY IN WATER CONSUMPTION

The School water consumption is still exceeding the supply. All concerned, and in particular C.D.H. and House Matrons, are requested kindly to exercise the greatest possible economy in water consumption and also to report leakages in taps, pipes, tanks, flushes, etc., etc, to the Engineer *immediately* that come to their notice. *Particular attention should also be paid to taps being turned off in CDH., bath houses and wash house.* Engineer on his own should also arrange for periodic inspection of the taps to keep the leakages to a minimum.

No. 150. LAUNDRY SERVICES ON SCHOOL CAMPUS

1. The laundry services on the school campus is being run by Matrix Laundry Services w.e f. 01 Apr. 2001 till 31 Dec.

Tuck Shop and may be obtained on the Tuck Shop Slip. Warm clothes or bedding need not be packed unless they are in need of repair. This applies to all children travelling by school parties.

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Will all heads of the Deptts. kindly explain the details given in this order, to Staff working under them, especially to those who cannot read School Orders.

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No. 150. LAUNDRY SERVICES ON SCHOOL CAMPUS

1. The laundry services on the school campus is being run by Matrix Laundry Services w.e.f. 01 Apr. 2001 till 31 Dec.

2001. Although the school clothing is being washed at Chandigarh but Matrix has located a detachment at the Dhobi Ghat for providing laundry facilities to the staff and in case of adhoc requirement.

2. The rates are as follows :—
 - (a) Washing & Ironing ... Rs. 2-50 per piece
 - (b) Ironing ... Rs. 1-00 per piece
 - (c) Dry Cleaning ... Rs. 30-00 per piece
3. The items will be collected and delivered at the residence as per a time fixed mutually between Matrix Laundry Service and the staff member.

No. 151. WEARING OF SCHOOL CHILDREN'S UNIFORM BY THE SCHOOL EMPLOYEES AND THEIR WARDS

It has been noticed that the certain school employees and their wards who are not studying in the school are wearing school children's uniform. This is not proper and against the existing orders.

All employees are advised not to wear items of school uniform themselves or allow their wards to do the same. Any employee of the school or their ward seen with school uniform items will be deemed to have acquired it by unfair means and hence liable to disciplinary action as deemed fit by the school.

House Staff are requested to apprise school children not to give items of school kit (including track suits/jersey) to school employees.

This order may please be explained by Department Heads to all those working with them.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 4th May, 2001

152—157

No. 152. PROGRAMME

May

Sat.	5th	...	Cricket : Staff Vs. OBC	...	2-00 p.m.
			English Recitation Class L-V & U-V		
Sun.	6th	...	Cricket : 1st XI Vs. OBC	...	10-00 a.m.
			Hindi Movie	...	2-30 p.m.
Mon.	7th	...	Head of Faculties Meeting	...	5-30 p.m.
			Budh Purnima—Admin. Holiday		
Wed.	9th	...	Nilagiri House Show First		
			Performance	...	4-30 p.m.
Thu.	10th	...	Nilagiri House Show Final		
			Performance	...	6-00 p.m.
Fri.	11th	...	Parent Teacher Meeting		
			(Birdwood)	...	2-30 p.m.
			SOP may be issued from 2-30 p.m. onwards.		
Sun.	13th	...	Children return from SOP by 6-00 p.m.		
			Cricket : B C S. Staff Vs.		
			Sanawar Staff (Home)	...	10-00 a.m.

No. 153. STAYING ARRANGEMENTS FOR VISITING TEAMS:

If in case of an absolute necessity the dormitories are used for putting up visiting teams etc. the concerned Housemaster/Housemistrees must be informed in advance. Housestaff will co-operate with the organising authority keeping in mind the needs of the school. The Quartermaster will arrange for the night stay for at least three drivers/helpers every time a team visits the school for any purpose. A makeshift arrangement can be made in Gaskel Hall for this purpose.

No. 154. STOCK REQUIREMENTS—SECOND TERM 2001

All stock-holders will please send in their requirements for the **Second Term** of 2001 [1st August to 10th Dec. 2001], by filling in their expendable and non-expendable indent books and send these indent books to the Bursar latest by 14th June, 2001. They are requested to please give the details of proper sizes, weight, etc., along with their indent books.

Only in very exceptional circumstances a second indent during the second term will be considered.

No. 155. DRESS CODE FOR GAMES

Teachers are requested to follow the Dress Code suggested by D.H.M when they turn up for their games duties. The Dress Code for G.D. is Salwar-Kameez/ Track suit with Games Shoes and for B D. it is Ducks/Track suit/shorts with Games Shoes.

No. 156. LOSS/PURCHASE OF BOOKS

With immediate effect 20% more than the cost of book/books lost/purchased from Library will be charged to the borrowers/buyers All are requested to make a note of this. The increase from 10% to 20% is in order to cover the overhead charges.

No 157. TUCKSHOP

From 07 May 2001 onwards the Tuckshop will cease to stock cigarettes. However the existing stock will be sold and the stock position as on 20 May will be intimated to the Bursar by the Q M.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 11th May, 2001

158—164

No. 158. PROGRAMME

May

Fri. 11th	...	SOP may be issued from 2-30 p.m. onwards.	
Sun. 13th	...	Children return from SOP by 6-00 p.m.	
		Cricket : B.C.S. Staff Vs. Sanawar Staff (Home)	... 10-00 a.m.
Mon. 14th	...	Inter House Chess BD & GD commences I—H (B.D.) Basketball commences	
		Head of Faculties Meeting	... 5-30 p.m.
Thu. 17th	...	House Staff Meeting	... 6-30 p.m.
		Jr. English Debating Society Meeting	... 8-15 p.m.
Fri. 18th	...	HM's Meeting & Supper with Prefects (HM's residence)	... 7-45 p.m.
Sat. 19th	...	P.D. Inter-Section Hindi Recitation Nature Club : Talk and Slide Show by Mrs. Vandana Thaplyal— Programme Officer WWF—India	... 2-30 p.m.

No. 159. MEDICAL LEAVE

All teaching and hobbies staff are required to inform HCA/I/c PD of the likelihood of medical leave at the **earliest possible opportunity**. Adherence to this guidance will be much appreciated since the intention is to minimize the number of classes which are left unsupervised.

No. 160. CURTAINS ISSUE TO STAFF FROM Q.M. STORES

Staff members on probation are issued curtains if required for their use till their confirmation.

It has been noticed that curtains are **not** being returned to the Q.M. Stores thus causing inconvenience to newly appointed staff members.

All staff members in possession of curtains issued from the Q.M. Store are requested to return them by 31 May 2001.

Failing which they will be charged for the curtains and the amount deducted from their salary in one installment.

Q.M. is requested to co-ordinate the collection of the curtains and submit details by 07 June 2001 to the Bursar.

No. 161. WATERING OF GARDENS / VEGETABLE PLOTS

It has been seen that inspite of extreme water shortage the residents of the campus are maintaining private gardens and vegetable plots.

It is requested that due to extreme water shortage only potted plants be watered and all other arboriculture activity be stopped in and around residences.

No. 162. SUBMISSION OF EDUCATIONAL QUALIFICATIONS AND OTHER DETAILS BY THE TEACHING STAFF

All members of teaching staff including Matrons are requested to furnish their latest details of Educational qualifications and other diplomas/degrees to the Establishment Section to enable the School Office to bring the service records up to date.

Please note that while submitting the same, photocopies of documents must be attached and submitted to I/c Establishment in the school office by 31st May, 2001.

No. 163. MEDICAL CATEGORIES

The following children are in Category D1 (post surgery excused all activities till end of term).

Deepika Minhas (SGD)	Sunandita (NGD)
Ritika Kaushik (VGD)	Alep Dhillon (HGD)
Ankit Nanda (HBD)	Divya Maghan (SGD)
Sameer Sehgal (NBD)	A. Changkija (VBD)
Ayesha Singh (VGD)	Rahat Mahajan (SBD)
Ayush Singla (NBD)	Dushyant Malik (SBD)
Mrinalini Singh (HGD)	

The Housestaff is requested to see that the children in Cat. D1 do not take part in any extra-curricular activities and that they also do not pick up any heavy items etc.

No. 164. SICK REPORT OUTSIDE OPD HOURS/TIMINGS

It has been observed that there is a steady increase in the number of people reporting sick to the nursing staff on duty in the duty room after OPD hours. This interferes with the ward work. It is therefore requested that all routine cases must report during the regular OPD hours. Only emergencies will be attended to outside OPD hours.

OPD hours are as follows :

Monday to Friday—9 a.m. to 12 noon and 4 p.m. to 5 p.m.

Saturday—9 a.m. to 12 noon.

No OPD on Saturday evening, Sundays and Admn Holidays.

Hospital will work on Admn holidays but there will be no OPD

MI timings on all days except Sundays and School Holidays are as follows :

PD—10-40 a.m. to 10-55 a.m. (during milk break)

Senior School—11-35 a.m. to 11-55 a.m. (during milk break)

General OPD sick report will not be taken during MI timings.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 18th May, 2001

165—170

No. 165. PROGRAMME**May**

Sat. 19th	...	P.D. Inter-Section Hindi Recitation	
		Nature Club : Talk and Slide Show by	
		Mrs. Vandana Thaplyal—	
		Programme Officer WWF—India	.. 2-30 p.m.
Sun. 20th	...	Basketball Boys : Sanawar	
		1st XI & Atoms Vs. BCS (Away)	
Mon. 21st	...	Individual Boxing commences	
		Head of Faculties Meeting	... 5-30 p.m.
Thu. 24th	...	House Staff Meeting	... 6-30 p.m.
Fri. 25th	...	Siwalik House Show First	
		Performance	... 4-30 p.m.
Sat. 26th	...	Siwalik House Show Final	
		Performance	... 6-00 p.m.

No. 166. PARENTS' VISITS TO THE HOSPITAL

This is to remind all staff that **ONLY** the Headmaster & RMO are authorised to allow parents to meet children in the hospital. I would like to mention in this connection that any information regarding a child being admitted to the hospital must **NOT** be conveyed directly to the parents without prior consultation with the RMO.

Everybody concerned must respect this rule.

No. 167. STAFF WITH BUSINESS IN THE SCHOOL OFFICE

Would all staff please note that they should not enter any part of the School Office other than when they have specific business to transact. When they do enter, they should complete business that as quickly and efficiently as possible and then leave. Please note that the School Office is neither a coffee shop nor a gossip parlour and needs to increase the efficiency with which it operates.

No. 168. BUSINESS WITH THE HEADMASTER

Staff wishing to see the Headmaster will enter their name in the register maintained by the PA to Headmaster (Mr. R. Benson).

This register will be put up to the Headmaster by the PA and time taken for the appointment. The PA will then inform the staff concerned regarding date and time when the staff can meet the Headmaster. This procedure will ensure that the request of the staff has been recorded and that firm time communicate to the individual concerned.

No. 169. ECONOMY IN WATER CONSUMPTION

School water supply is far less than the consumption. All concerned and, in particular, C.D.H. and House matrons, are requested to exercise the greatest possible economy in water consumption, and also to report leakages in taps, tanks, pipes flushes etc. that come to their notice *immediately* to the Engineer. *Particular attention should also be paid to taps being turned off in C.D.H. bath houses and wash houses.* Engineer on his own to also arrange for periodic inspection of the taps to keep the leakage to the minimum.

No. 170. CHANGE OF HOUSE

The House of Anshula Chaudhry, Holding Girls (Class VII) has been changed from Vindhya to Himalaya.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS
Sanawar Friday 25th May, 2001

171—176

No. 171. PROGRAMME

May

Sat. 26th	...	Siwalik House Show Final Performance	...	6-00 p.m.
Mon. 28th	...	Head of Faculties Meeting I—H Soccer (B.D.) commences I—H Basketball (G.D.) commences	...	5-30 p.m.
Thu. 31st	...	House Staff Meeting	...	6-30 p.m.

June

Fri. 1st	...	H.M. Meeting & Supper with Prefects (H.M.'s Residence) Jr. English Debating Society Meeting	...	7-45 p.m. 8-15 p.m.
Sat. 2nd	...	I—H Soccer (B.D.) concludes I—H Basketball (G.D.) concludes.		

No. 172. CONDEMNATION—JUNE, 2001

All the store holders are requested to confirm to the Quartermaster by 31st May, 2001 whether they would like to get their stores condemned at the end of the 1st term (between 16th to 19th June).

No. 173. RETENTION OF SCHOOL ACCOMMODATION AFTER RETIREMENT/RESIGNATION/DISMISSAL

School accommodation will be vacated within a week after retirement/resignation and within 48 hours in dismissal cases.

No. 174. RESIGNATION

Mr. Sanjiv Seth, Senior Housemaster, HBD, has resigned from the school service with effect 13th May, 2001.

No. 175. APPOINTMENT

Mr. S.R. Radhakrishan has joined as New Maths Teacher w.e.f. 8th May, 2001.

Mr. Sukhbir Singh H. O. F. (Sports), is appointment officiating Sr. House Master Himalaya House w.e.f. May, 2001.

No. 176. PARKING OF STAFF VEHICLES AT SCHOOL PERMISES

1. It is proposed to have parking sheds erected at various places in the school to facilities organised parking of the staff vehicles (car/scooter).

2. As a beginning, three sheds have already come up and few more are in the pipe line. The allotment of the three sheds is made as under :—

(a) Shed Near "Gharlie"

- | | | | |
|-------|-----------|-------------------|----------------------|
| (i) | Bay No. 1 | Mr. Subhash Gupta | Bay Numbers are |
| (ii) | Bay No. 2 | Mrs. Anju Suri | starting from left |
| (iii) | Bay No. 3 | Mr. O.P. Patial | to right as you face |
| | | | the sheds i.e. from |
| | | | Charlie side to- |
| | | | wards C.D.H. |

(b) Shed Behind C.D.H.

- | | | | |
|-------|-----------|-----------------------|-----------------------|
| (i) | Bay No. 1 | Mr. R.D. Francis | Bay Number are |
| (ii) | Bay No. 2 | Mrs. M. Bhalla | starting from left |
| | | (temporarily allotted | to right as you face |
| | | to Mr. G. Ahlawat) | it i.e. from Security |
| (iii) | Bay No. 3 | Mr. C.S. Matharu | Post side towards |
| | | (temporarily allotted | Basket Ball Court, |
| | | to Mrs. S. Gupta) | |

(iv) Bay No. 4 Mr. J. Roberts

(c) Shed Near "Arch" on the Mall

- | | | | |
|-------|-----------|-----------------------|---------------------|
| (i) | Bay No. 1 | Mr. P.K. Lal | Bay Number are |
| (ii) | Bay No. 2 | Vacant | starting from left |
| (iii) | Bay No. 3 | Mr. P. Vashisht | to right as we face |
| (iv) | Bay No. 4 | Lt. Col. (Retd.) S.K. | the shed i. e. from |
| | | Nautiyal | H. No. 32 towards |
| (v) | Bay No. 5 | Mr. R. Puri | "Arch" |
| (vi) | Bay No. 6 | Miss Natasha Mehta | |

3. All are requested to park their vehicles in the allotted bays/sheds to avoid congestion on the road. The allotment will stand till such time that the occupants reside in their present accommodation.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 1st June, 2001

177—178

No. 177. PROGRAMME

June

Sat.	2nd	...	I—H Soccer (B.D.) concludes	
			I—H Basketball (G.D.) concludes.	
			Inter-House Quiz	... 6-00 p.m.
Sun.	3rd	...	English Film	... 3-00 p.m.
Mon.	4th	...	Head of Faculties Meeting	... 5-30 p.m.
Tue.	5th	...	Milad-UI-Nabi—Admin. Holiday	
Sat.	9th	...	Half Yearly Examination commences	
			Farewell Lunch for Mrs. R. A.	
			Solomon	... 2-00 p.m.
Wed.	13th	...	Founder's Meeting (Barne Hall)	
Thu.	14th	...	Half Yearly Examination conclude	
			Annual Prize Giving Ceremony	... 4-00 p.m.
			Escorts Meeting	... 2-30 p.m.
Fri.	15th	...	HOME DAY	
Mon.	18th	...	Marks to be entered into the	
			Computer System	... 9-00 a.m.
			Assessment Meeting (Barne Hall)	... 3-00 p.m.
			Staff Club Dinner	... 7-30 p.m.
Tue.	19th	...	Folders to be handed in to H.M.	

No. 178. CABLE OPERATING INSTRUCTION

1. The cable man will be available on phone, in the cable control room, from 1930 to 2230 hours, every day of the week.
2. Staff members are requested to call the cable control room between the above mention hours to lodge complaints. A complaint will be looked into and rectified as soon as possible, but positively within 24 hours.
3. The cable man will maintain a register, where the complaints will be noted down.
4. The complaine is requested to ask for and to note down the complaint number. They will sign the complaints register after the rectification of the fault.

5. The complaints register will be put up to the I/c cable on every Tuesday and will be put up to the Bursar on the last working day of the month.
6. In addition to this, a weekly round will be taken by the cable man to look into problems, if any, in the cable lines.
7. It is requested that the cable rent may, 'please' be paid by the 3rd of every month as the 'channel rent' has to be deposited by the cable man by the 5th of every month.
8. From Monday to Friday, at 1930 hours, a film will be screened on the cable.
9. In case of any difficulty, which cannot be sorted with the cable man, the Staff member may approach the I/c cable.

Andrew S. Gray
Headmaster

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9. In case of any difficulty, which cannot be sorted with the cable man, the Staff member may approach the I/c cable.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Monday 4th June, 2001

179—180

SPECIAL ORDER**No. 179. DAILY ROUTINE**

Daily routine during the Half Yearly Examinations,
from 9th June to 14th June 2001.

SENIOR SCHOOL

Rouser	... 6-00 a.m.
House Inspection	... 6-45 a.m.
Prep (In the Dorms. Under the supervision of House-Staff	7-00—8-30 a.m.
Breakfast	... 8-45 a.m.
1st Session of Examination	10-00—1-00 p.m.
Prep (in the Birdwood, for those who do not have a paper)	10-30-12-00 noon
LUNCH	... 1-15 p.m.
2nd Session of Examination	2-00—5-00 p.m.
2nd Session of Prep (in the Dormitories)	2-30—4-00 p.m.
Tea	... 4-15 p.m.
Baths	... 5-20 p.m.
Prep	6-20—7-40 p.m.
Inspection	... 8-30 p.m.
Study hour in dorms.	8-40—9-40 p.m.
Lights out	... 10-15 p.m.

PREP SCHOOL

Rouser	... 6-00 a.m.
Morning Prep	6-40—7-40 a.m.
Breakfast	... 8-00 a.m.
Supervised Study hour in the School	8-45—9-30 a.m.
Milk Break	9-30—9-50 a.m.
Examination	10-00-12-00 noon
Lunch	... 12-15 p.m.
Rest hours	2-00—2-45 p.m.
Study hours in the dorms.	3-00—4-00 p.m.

Tea	... 4-05 p.m.
Baths/washes	4-15—5-00 p.m.
Evening Prep	5-15—6-25 p.m.
Supper	... 6-45 p.m.
Study hour in Dorms,	7-45—8-45 p.m.
Lights out	... 9-00 p.m.

No. 180. AMENDMENT

Amendment to School Order dated 1st June, 2001 para 177.

Farewell Lunch for Mrs. R.A. Solomon is postponed to 13th June at 1-15 p.m.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 8th June, 2001

181—192

No. 181. PROGRAMME

June

Fri. 15th ... HOME DAY

Mon. 18th ... Marks to be entered into the

Computer System ... 9-00 a.m.

Assessment Meeting (Barne Hall) ... 3-00 p.m.

Staff Club Dinner ... 7-30 p.m.

Tue. 19th .. Folders to be handed in to H.M.

No. 182. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school clothes, etc., to the House Matrons after 6-30 p.m. on 15th June, 2001. Housemasters and Housemistresses will kindly assist in ensuring the presence of children and that the handing over of clothes, etc., is done in an orderly manner.

No. 183. SEALING OF BOX ROOMS

House Staff and Matrons are requested to ensure that children put all their personal belonging in the box room and the room is sealed.

Concerned Staff are to ensure that boxes are stacked properly in the Box Room to avoid damage to personal belongings. The box rooms will be inspected by the Bursar during stock taking of clothing after school closes.

No. 184. DORMITORY LOCKERS

House Staff are requested to impress upon all children in their respective Houses that they will empty their lockers, and leave them open, for repairs, polishing etc.

No. 185. TRAVEL ARRANGEMENTS DURING VACATIONS : LUGGAGE

In order to keep the luggage being taken by children for the vacations to minimum, one suitcase (size 24") and one Air Bag will be permitted.

No. 186. SUMMER VACATION

The school will close on Friday, 15th June, 2001 for the summer vacation and will reopen on Wednesday 25th July, 2001 on which date all children must be back to School by 5-00 p.m.

A detailed **Special Order** in connection with Summer Vacation School parties' arrangements will be published separately.

No. 187. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Saturday, 16th June, 2001 the following arrangements have been made to meet the requirements of eggs, vegetables, fruit, dry rations and fuel for staff families who will be at Sanawar during the vacation :-

Tuck shop and Vegetables & Fruit shop

The Tuck shop and the vegetable and fruit shop will be open throughout the vacation from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays.

Dry Rations & Fuel

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

No. 188. HOSPITAL O.P.D. TIMINGS DURING SUMMER VACATIONS

Monday to Friday	...	10-00 a.m.-12-00 noon 4-00 p.m.—4-30 p.m.
Saturday	...	10-00 a.m.-12-00 noon

No O.P.D. on Sundays and Admn. Holidays.

Routine cases will be seen only during O.P.D. hours. The nursing staff on duty will attend to all the emergencies after O.P.D. hours and inform the R.M.O. In the absence of the R.M.O. the patients will be given first aid and referred.

No. 189. SICK REPORT OUTSIDE O.P.D. HOURS DURING SUMMER VACATION

All patients will please report to the Class IV on duty in the Hospital who will then inform the Nursing staff on duty during the non O.P.D. hours. After examination and first aid the nursing staff will inform the RMO. All serious cases will be seen immediately by the RMO and all other cases will be seen in routine during OPD hours.

No. 190. IN THE ABSENCE OF RMO

All patients will be given first aid and in routine referred to the PHC Dharampur/Kasauli Cantt./Military Hospital, Kasauli. For routine referral the ambulance will take the patients during week days at 11-30 a.m. to the P.H C. or M.H. Kasauli at the discretion of the nursing staff on duty. All emergencies will sent to either Govt. Hospital Kalka or Govt. Hospital Solan.


No 191. RETIREMENT

1. Shri Jagdish Chand is retiring on 30th June, 2001 as Head Peon, Birdwood School after serving the school for more than three decades.
2. Shri Budh Ram is also retiring on 30th June, 2001 as Mazdoor, Engineering Department after serving the school for many years.

No. 192. APPOINTMENT

Shri Devinder Kumar, A.V.R. Assistant is appointed as S.S.C. Attendant under H.O.F. Sports with effect 1st June, 2001.

Andrew S. Gray
Headmaster



THE LAWRENCE SCHOOL SANAWAR

SANAWAR, MONDAY, 11TH JUNE, 2001

Part I

193—205

SPECIAL ORDER

Summer Vacation Arrangements—2001.

No. 193. GENERAL.

Special note for all Housemasters, Housemistresses, Matrons & Party Escorts.

Immediately on receipt of this Special Order please check that children not included in any school party will be travelling under their own arrangements. If 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 the child in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar from 8-00 a.m. on Friday, 15th June, 2001. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them.

(ii) All children travelling in school parties will leave on 15th June, 2001, as per details 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 under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property except text-books if permitted by subject teachers will 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) All Housemasters/Housemistresses are requested to instruct children in their Houses not to leave their personal

belongings in the dormitory lockers. **Trunks/Holdalls will NOT be taken home** by children travelling by school parties, these will be kept with the Matrons. Only one small suitcase and one air bag will be permitted to be taken home.

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the child concerned) must be sent to the Bursar well in advance, and **in no case later than Wednesday 13th June, 2001**. Requests for travel money required by individual children **will not be entertained by office after that day**.

(vii) The normal travelling money for school parties will be issued to escorts I/c on Thursday, 14th June, 2001 by the School Office.

(viii) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. The detailed accounts of expenditure and all refundable balances should be submitted to the School Office **immediately on the termination of escorts' journey**.

No. 194. SECURITY OF PROPERTY

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 water taps are turned off in their quarters and departments before they lock them.

No. 195. LEAVE ADDRESS OF STAFF

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.

No. 196. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the School Visitors Room on Thursday, 14th, June, 2001 at 11-30 a.m. All Escorts are required to attend.

No. 197. DISCIPLINE

(i) All children travelling in school parties are subject to school discipline until handed over to their parents/guardians. All escorts will personally see that the children under their charge maintain discipline at Delhi/Chandigarh 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 in-charge of 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.

No. 198. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 199. 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, and they are printed **partywise** on the luggage labels which should be obtained from the School Office by all Staff concerned personally :—

Srl. No.	School Party
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2	Bombay Central
9	Calcutta (Howrah) Enroute
10	Calcutta (Howrah)
11	Delhi 'A'
12	Delhi 'B'
13	Delhi 'C'
14	Chandigarh
16	Guwahati

}	Special note :
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}	Quite a few of these serial numbers have been changed and are not the same as previously. Please note the changes carefully.
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(ii) Party labels will be available in the School Office on 13th June 2001. House Matrons should *personally* collect these from there as per their requirements.

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

(iii) Staff members and their families travelling with school parties are requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Wednesday, 13th June, 2001 of the number of packages (luggage) to be collected from their quarter.

(iv) House Staff/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.**

(v) **BOMBAY, CALCUTTA AND GUWAHATI PARTIES**

Luggage of all children travelling in these parties must be ready in PD, GD and Holding House by 7-00 p.m. on 14th June, 2001. The QM's representative will collect the same from the Matrons by 7-30 p.m. and deposited in the Gaskel Hall with Mr. Ranjit Singh. Luggage of children from BD will be deposited in the Gaskel Hall with Mr. Ranjit Singh by 7-30 p.m. on 14th June, 2001 under arrangements of respective House Staff. Mr. Ranjit Singh will ensure that the loading of luggage is completed by 3-45 a.m. on 15th June, 2001.

(vi) **DELHI AND CHANDIGARH PARTIES**

Luggage of all children travelling in these parties must be ready in P.D., G.D. and Holding House by 5-30 a.m. on 15th June, 2001. The QM's representative will collect the same from the Matrons by 6-00 a.m. and deposit the luggage in the Gaskel Hall with Mr. Ranjit Singh who will ensure that the loading commence at 7-30 a.m. The luggage of children from BD will be deposited in the Gaskel Hall with Mr. Ranjit Singh by 7-00 a.m. under arrangements of respective House Staff.

Mr. Ranjit Singh assisted by Mr. Dev Dutt will ensure that the luggage is loaded in the Chartered Buses/Telco Bus/DCM Toyota by 8-30 a.m.

(vii) **Light luggage such as handbags, small suit cases, etc., will be carried by the child in the party bus.**

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

(ix) Children are warned not to give any money to the school employees for carrying their luggage to Gaskell Hall or to porters at the Chandigarh Railway Station.

No. 200 ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. L.D. Attri of the School Office will be present at Chandigarh 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.

No. 201 BREAKFAST.

(a) **Breakfast:**—P.D. will have breakfast at 7-00 a.m., and the Senior School at 8-00 a.m.

No. 202. ROLL - CALL AT SANAWAR & CHANDIGARH FOR DELHI & CHANDIGARH PARTIES

Staff I/c escorting the school parties are requested to arrange a roll-call of children to be escorted on the BD Quad and on the platform at Chandigarh Railway Station, half an hour before the departure time of the bus/train. 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.

No. 203. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the Escorts from the School office after the escorts meeting.

No. 204. SANAWAR KALKA / CHANDIGARH DEPARTURE ARRANGEMENTS

1. Attached with this Order are detailed lists of all School Parties, a copy of the party programme, and, for escorts only, a copy of the *instructions for escorts*.

2. The School parties will leave from B.D. Quadrangle, in the following order, on Friday, 15th June, 2001 :—

<i>School party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of party (including escorts)</i>	<i>Transport</i>
Bombay	3-30 a.m.	4-00 a.m.	16	Telco Bus
Calcutta	—do—	—do—	12	„ „
Guwahati	—do—	—do—	05	„ „
Delhi 'A'	9-00 a.m.	9-30 a.m.	40	Chartered Bus
Delhi 'B'	—do—	—do—	40	„ „
Delhi 'C'	—do—	—do—	40	„ „
Chandigarh	—do—	—do—	10	Telco Bus

3. **Bombay Central, Guwahati & Calcutta parties** will leave Sanawar at 4-00 a.m. on 15-6-2001 in Telco Bus to Kalka Railway Station. The parties will travel by Rajdhani Express leaving from New Delhi Railway Station at 4-00 p.m. 12-40 p.m. and 5-15 p.m. respectively on 15-6-2001.
- (a) **The children going in Bombay Central, Calcutta & Guwahati parties spend the night of 14th June, 2001 in their dormitories. House Staff/Matrons will be responsible to ensure that the children reach the BD Quad as per para above.**
4. **Delhi A, B, C, parties** will leave Sanawar at 9-30 a.m. on 15-6-2001 in Chartered Buses/Telco Bus to Chandigarh. From there they will catch Shatabadi Express, leaving at 1220 hrs. in AC Chair Car Coaches.
5. **Chandigarh party** will travel by Telco Bus to Chandigarh alongwith Delhi parties leaving B.D. Quad. at 9-30 a.m. sharp on 15-6-2001.
6. All parties, including Escorts concerned, will assemble in the B.D. Quad., partywise (or in Gaskell Hall if it is raining), under the relevant party placards at the assembly time specified above, and will remain there—including the Escorts—until they are requested to move.
7. **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.**

8. The Asstt. Managrs (Admn.) assisted by Mr. Ranjit Singh Jr. Clerk will supervise generally departure arrangements. The latter will also please note down the numbers of staff members, their families (aged over three years) and servants if any travelling in party buses and who are not included as Escorts in school parties, in order to enable recovery of bus fares.

No. 205. NEXT TERM

The next term will begin on Wednesday, 25th July 2001, and all children must be back by 5-30 p.m. on that day.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 20th July, 2001

206—232

No. 206. WELCOME

The Chairman, Board of Governors & Headmaster extends a warm welcome to Staff on their return to School for the Founder's Term, 2001.

No. 207. PROGRAMME

July

Sun. 22nd	...	Staff return for In-service Training	
		Supper	7-00—9-00 p.m.
Mon. 23rd	...	Breakfast	8-30—9-30 a.m.
		Staff Meeting Barne Hall	... 10-00 a.m.
		Tea Break	... 11-00 a.m.
		Head of Faculty Meeting	... 11-30 a.m.
		Lunch	... 1-00 p.m.
		All the Staff Members are requested to note down their time table after lunch and clarify all their doubts by Tuesday lunch time.	
		Supper	7-00—9-00 p.m.
Tue. 24th	...	Breakfast	8-30—9-30 a.m.
		Faculty meetings	... 10-00 a.m.
		Tea Break	... 11-00 a.m.
		Lunch	... 1-00 p.m.
		PD Staff Meeting (PD Staff Room)	... 2-30 p.m.
		House Staff Meeting BD (Sr. Master's Residence)	... 6-30 p.m.
		Drinks & Dinner	7-00—9-30 p.m.

No 208. WELCOME

Wed. 25th	...	The Chairman, Board of Governors & Headmaster extends a warm welcome to all pupils on their return to School for the Founder's term, 2001.	
		Supper for Class V, VI & Holding	
		House	... 6-15 p.m.
		Senior School Supper	... 7-15 p.m.
		Kit issued	... 8-00 p.m.

Thu. 26th	...	P.T. & Normal routine comes into effect Re-Examination for Classes X, XI & XII commences Athletics set made ... 4-30 p.m. NCC Commences ... 5-20 p.m. Evening Prep Commences 6-20—7-40 p.m.
Fri. 27th	..	Re-Examination for Classes X, XI & XII conclude Hobbies & Games commences
Sat. 28th	...	'Sanawarian Newsletter' Editorial Board Meeting in Room No. 8 ... 2-30 p.m.
Sun. 29th	...	Hindi Film for the entire school ... 2-30 p.m.

No. 209 DAILY ROUTINE FROM 26th July 2001

FOR THE ENTIRE SCHOOL

Rouser/Chhota Hazri	...	6-00 a.m.
P.T.		6-30—7-00 a.m.
House Inspection	...	7-20 a.m.

1st School Classes V, VI & VII Breakfast

Rest of the School will have classes 7-40—8-20 a.m.

2nd School (for the entire School) 8-20—9-00 a.m.

3rd School Classes V, VI & VIII will have classes

Rest of the School will have

Breakfast 9-00-9-35 a.m.

4th School (Classes for the entire

School) 9-35-10-15 a.m.

(Tuesday, Wednesday & Friday)

ASSEMBLY FOR THE ENTIRE SCHOOL

(Monday & Thursday) 9-35-10-15 a.m.

SINGING PRACTICE (for the entire

school except Class XI & XII)

Saturday 9-35-10-15 a.m.

5th School 10-15-10-55 a.m.

6th School 10-55-11-35 a.m.

MILK BREAK 11-35-11-55 a.m.

M.I. 11-35-11-55 a.m.

7th School 11-55-12-35 p.m.

8th School Lunch for V, VI & VIII

Classes 12-35-12-55 p.m.

(Classes for rest of the School)

9th School 1-15—1-55 p.m.
 10th School Classes for V, VI & VII 1-55—2-35 p.m.
 (Lunch for rest of the School)

Games and Hobbies for the entire School

1st Session 3-15—4-00 p.m.
 TEA BREAK 4-00—4-15 p.m.
 2nd Session 4-15—5-00 p.m.
 N.C.C. 5-20—5-50 p.m.
 Marching up for evening Prep ... 6-05 p.m.

EVENING PREP

For Classes VIII to XII in
 Birdwood 6-20—7-40 p.m.
 For Classes V & VI in their
 respective rooms 7-20—8-40 p.m.
 For Holding Houses BD & GD in their
 respective Dormitories 7-20—8-40 p.m.

SUPPER

For Classes V, VI & Holding house
 BD & GD ... 6-45 p.m.
 For rest of the School ... 7-45 p.m.
 Baths for Classes V & VI ... 5-30 p.m.
 B D. Baths ... 8-10 p.m.
 House Inspection BD & GD ... 8-30 p.m.
 House Inspection Classes V & VI ... 8-00 p.m.
 Study Hour BD & GD 8-45—9-45 p.m.
 Study Hour for Classes V & VI 8-15—9-00 p.m.

Lights out

BD & GD ... 10-15 p.m.
 Classes V & VI ... 9-30 p.m.

No. 210. THE SCHOOL CLEANLINESS

The co-operation of all is requested to keep the School neat and clean in every way. At a residential school like ours it is necessary that we inculcate the habit of keeping everything tidy. Therefore, we all should set an example not only by NOT throwing litter but drawing the attention of others from doing so and also picking up litter lying around. Receptacles have been provided, where more are required, they will be provided on request.

No. 211. STAFF VISITS TO THE HEADMASTER, BURSAR & OTHER SCHOOL OFFICES

All staff are requested to reduce their visits to the School Offices to the minimum. In the case of the Bursar only, these should be within the following timings **only** :

Monday to Saturday ... 12-00--1-00 p.m.

No. 212. RETURN OF CHILDREN

All Housemasters / Housemistresses will please send the lists of children in their Houses who have not yet reported back to School with reasons if known by 9-00 a.m on 26th July 2001 to Asst. Manager Admin.

No. 213. RETURN SCHOOL PARTIES JULY, 2001

Escorts Incharge of all Return School parties are requested to communicate in writing, to the Establishment Section by 26th July 2001, any unusual situations or problems faced by them in connection with the School return parties. They are also requested to submit the list of children who did not turn up to join the party or were included in the party even though their names were not mentioned in the party list.

No. 214. DAILY STRENGTH RETURN

From 26th July the Daily Strength will be sent by the Matrons to all concerned after getting it counter signed from the Housemaster/ Mistress.

No. 215. SUBMISSION OF ACCOUNTS SCHOOL PARTIES

The School Party Escorts who have taken advance from School Office are requested to submit the accounts by 1st August, 2001 failing which the amount will be deducted from the salary of the individual.

No. 216. WITHDRAWAL OF MONEY FROM SCHOOL OFFICE

1. Very often staff members have come to the office to withdraw money as advance for various activities at a short notice which has resulted in disruption of routine office procedures. The reason for this could be either short notice given to the staff members or lack of knowledge of office actions that have to be taken in the office prior to the release of funds.

2. In order to avoid crisis management the complete procedure to draw money is enumerated below :

- (a) Requisition is put up to the Bursar through Accounts Manager for sanction.
 - (b) The requisition is then cleared alongwith routine paper work to the Acct. Section
 - (c) The Accts. Section prepares the necessary voucher which is then forwarded to the Bursar for signature.
 - (d) Thereafter the voucher goes back to the Accts. Section alongwith routine paper work for handing over of the cash/preparation of the cheque.
 - (e) The cheque is then put up to the Bursar for signature.
 - (f) Thereafter the cheque is signed by the H.M.
3. You will appreciate that it will take two days to go through all the actions in the normal course of routine work.
4. In order to ensure that office work is not disrupted staff members are required to give a minimum of three days' notice for withdrawal of money.

No. 217. SUBMISSION OF ACCTS TO SCHOOL OFFICE

- 1. It has been noticed that advance for purchase of items/ travel expenses are taken form the Accts. Section and details of expenditure submitted after considerable delay.
- 2. In order to ensure that the accts. are kept reasonably upto date those taking advance are requested to ensure that the details of expenditure are submitted within one week of the withdrawal. *Failing which the amount will be deducted from the salary of the individual.*

No. 218. ADMINISTRATIVE ARRANGEMENTS FOR TEAMS/ GROUPS GOING TO OTHER SCHOOL AND TEAMS/GROUPS VISITING OUR SCHOOL

In order to take timely action and ensure arrangements for teams/ groups going from our school / visiting our school are made in time the Staff Members incharge of the teams / groups are requested to fill up the prescribed form :

- (a) Collect form from Despatcher/Asst. Manager (Admin.)
- (b) Form to indicate para of School Order/reference of School Calender or any other letter which authorises the activity/ event.

- (c) The form to be recommended by the HOF, HCA, HM.
- (d) Handover form to Asst. Manager Admin. at least ONE WEEK prior to event/activity.

No. 219. LEAVE APPLICATIONS BY STAFF MEMBERS

All staff members are reminded that except in emergency/unforeseen circumstances applications for leave of all kinds must be submitted so as to reach the DHM / Bursar / Headmaster not less than four clear working days before the day from which the leave applied for starts. Will all heads of Departments please explain these orders to all employees serving under 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. 220. LEAVE PASS-EARNED LEAVE (NON VACATION STAFF)

With immediate effect the issue of Leave Passes will be applicable to all employees of Non-Vacation staff. No individual will proceed on Earned Leave till such time that the Leave Pass has been received by the Department's Head. The following procedure will be observed in respect of sanction of Earned Leave.

- (a) The applications for Earned Leave must be submitted to Head of Department not less than eight clear working days before the day from which the leave applied for will start. The Head of Departments will forward the same with his/her remarks to the School Office the same day.
- (b) On receipt of the leave application the School Office will prepare a Leave Pass and issue to department.
- (c) On receipt of his / her Leave Pass from the School Office the Head of Department will inform the individual as to the date from and to which the leave has been sanctioned.
- (d) The Head of Department will keep the Leave Pass in his/her own possession until the return of the individual concerned from leave. He will then complete the spare provided in the Leave Pass regarding the individual's return to duty and thereafter send the same back to the School Office Establishment Section for necessary action and record.

All Heads of Departments who have subordinate staff working under them, are requested to kindly explain this order to the employees so that no one proceeds on leave prior to issue of Leave Pass.

No. 221. HOSPITAL TIMINGS

The timings—will be as per following details :—

M.I. Timings—Monday to Saturday

BD & GD 11-35 to 11-55 at piano cells No. 7

P.D. Milk break at Hospital

OPD hours—Monday to Friday

9-00 a.m.-12-00 noon & 4-00 p.m.—5-00 p.m.

Saturday

9-00—12-00 noon

No. 222. STAFF SICK-IN-QUARTERS

All staff, who are sick, and are likely to be placed on sick list are requested to report to the R.M.O. any time between 8-30 a.m. to 9-00 a.m. (Sundays and other holidays 10-00 to 10-30 a.m.). If teaching staff are unfit they should inform the DHM, HCA, Sr. Master/Sr. Mistress/I/c PD as relevant, Housemaster/mistress concerned and HOF concerned before the 1st School starts and then report to the hospital.

All administrative staff and class IV employees reporting unfit for the day must do so between 9-00 a.m. and 9-30 a.m.

The RMO on medical check-up, will forward 'sick-in-quarters-slip' to the Head of the Department concerned with a copy to School Office. Staff sick-in-quarters list when discharged, will be issued 'Fitness Certificate' by the RMO, which the employee concerned will submit to the Head of the Department and School Office before rejoining duty.

No OPD on Sundays

Routine cases will be seen during OPD hours. Only emergencies will be seen by the RMO outside OPD hours.

Special sick report for children requiring specialist reference—4-00 p.m. to 5-00 p.m.

Eye	...	Tuesday
Dental	...	Wednesday
Any other	...	Wednesday

Visiting Hours :

Monday to Sunday—4.00 pm to 5.00 pm (BD, GD, PD)
 Sunday/Holidays—PD 9.00 am—10.00 am, BD and GD
 10.00 am—11.00 am.

Will all Heads of Deptts. kindly explain the details given in this order, to Staff working under them, especially to those whom cannot read School Orders.

No. 223. CONFINEMENT TO QUARTERS WHILE PLACED SICK IN QUARTERS BY RMO

It has come to notice that staff members are taking sick in quarters on one pretext or the other and then proceeding out of station to do their private work.

This practice is not only against medical advise but is morally incorrect.

With immediate effect staff members placed sick in quarter will remain confined to their residence unless referred by the R.M.O. for specialist treatment. Violation of this order will draw disciplinary action against the concerned staff member.

No. 224 IDENTITY CARDS FOR DEPENDENTS

In spite of repeated instructions names for making Identity Cards of dependents have not been submitted to the Main Office through the Head of Departments. With effect 01 August all individuals without Identity Cards will be treated as casual visitors to the school campus.

In order to avoid inconvenience to your departments you are requested to get Identity Cards made immediately by submitting the forms available in the Department/School Office alongwith two passport size photographs.

No. 225. MEALS IN CENTRAL DINING HALL (CDH) AND MASTERS COMMON ROOM (MCR)

All those entitled to meals in the C.D.H. & M.C.R. will comply with the following :—

- (a) Conform to the meals timing as published in the School Orders.
- (b) Conform to the dress code if laid down.
- (c) Enter name(s) of guest(s) in the register provided for this purpose in the CDH/MCR.

- (d) Permission of the Bursar will taken if the guest(s) are to dine for more than 3 days.
- (e) Guest Children below 8 years are NOT entitled to dine in the CDH/MCR.
- (f) Only Spouse is entitled to meals in the CDH/MCR.
- (g) Children of Staff are NOT entitled to meal in the CDH/MCR.

No. 226. TUCK SHOP TIMINGS

There is no change in Tuck Shop timings, however the timings are repeated for the benefit of all.

Monday to Friday :

(a) Tuck Shop	Office Work	...	9-30-10-45 a.m.
(b) Jr. Staff	Mon., Thu. & Sat.	...	11-00-1-00 p.m.
(c) Sr. Staff		...	10-45-1-00 p.m.
(d) Lunch Break		...	1-00-2-00 p.m.
(e) Sr. Staff		...	2-00-3-00 p.m.
(f) HPD & HPG	Mon.	...	3-00-4-00 p.m.
(g) HGD & HHG	—do—	...	3-00-4-00 p.m.
(h) HBD & NBD	Mon. & Thu.	..	4-00-5-00 p.m.
(i) NPD & NPD	Tue.	...	3-00-4-00 p.m.
(j) NGD & NHG	—do—	...	3-00-4-00 p.m.
(k) SBD & VBD	Tue. & Fri.	...	4-00-5-00 p.m.
(l) SPD & SPG	Thurs.	...	3-00-4-00 p.m.
(m) SGD & SHG	—do—	...	3-00-4-00 p.m.
(n) VPD & VPG	Fri.	...	3-00-4-00 p.m.
(o) VGD & VHG	—do—	...	3-00-4-00 p.m.
(p) Tuck Shop Office Work		...	5-00-5-30 p.m.
(q) Tuck Shop Close		...	— 5-30 p.m.

On the above given days (Mon. to Fri.) the items would issued against the Tuck Shop Slips and Withdrawal Slips.

Saturday Timings :

(a) PD	2-00-3-00 p.m.
(b) GD	3-00-4-00 p.m.
(c) BD	4-00-5-00 p.m.

Sundays & Holidays :

(a) Tuck Shop Office Work	...	9-30-10-00 a.m.
(b) GD & PD	...	10-00-12-00 noon

(c) Office Work	12-00—1-00 p.m.
(d) Lunch Break	1-00—2-00 p.m.
(e) BD	2-00—5-00 p.m.
(f) Tuck Shop Office Work	5-00—5-30 p.m.

Items will be issued against Withdrawal Slips only.

Timings For the Matrons For Clothing (Indents)

(a) GD Holding/GDL/GDU	Mon.	...	11-00—1-00 p.m.
(b) PDL/PDU/PD Girls	Tue.	...	11-00—1-00 p.m.
(c) SBD/VBD	Thurs.	...	11-00—12-30 p.m.
(d) HBD/NBD	Fri.	...	11-00—12-30 p.m.
(e) BD Holding	Sat.	...	11-00—12-00 noon

No. 227. TUCK SHOP SLIPS

Housemaster / mistress are requested to ensure that Tuck Shop Slips are filled in capital letters, there should be no over writing and where there is cutting it should be initialled by the Housemaster/mistress.

No. 228. NIKE SHOES

The Nike Shoes are available in the School Tuck Shop. Housemasters/Housemistress are requested to ensure that every child is in position of one pair of Nike Shoes.

No. 229. BATHS

Baths will be as per following schedule till further order :

B.D.

Monday	}	...	Seniors
Wednesday			
Friday			
Tuesday	}	...	Juniors & Holding House
Thursday			
Saturday			
Sunday		...	Head Baths (Sikh Boys)

G.D.

Tuesday	}	...	Himalaya/Nilagiri
Thursday			
Saturday			
Monday	}	...	Vindhya/Siwalik & Holding House
Wednesday			
Friday			

Sunday } ... Head washes 8-00 a.m. to 9-00 a.m.
 (alternately between Upper and
 Lower dormitory)

P.D.

Tuesday }
 Thursday } ... Siwalik and Vindhya
 Friday }

Monday }
 Wednesday } ... Himalaya and Nilagiri
 Sunday }

Monday }
 Wednesday } ... Sparrow
 Saturday }

No. 230. RETIREMENT

The following have retired from the school service in June, 2001.

- (a) Mrs. R A. Solomon, Ex. DHM on 15th June, 2001.
- (b) Mr. Jagdish, Ex. Head Peon on 30th June, 2001.
- (c) Mr. Budh Ram, Mazdoor, Engineering Department on 30th June, 2001.

No. 231. NEW EMPLOYEE APPOINTMENTS

We welcome the following members in our team.

- (a) Mrs. S. Chauhan H.O.F. Humanities (attached to Siwalik G.D.
- (b) Mr. R. Sharma, Science Department.
- (c) Mrs. K. Baduni, Executive Officer to H.M.
- (d) Ms. S. Brar, Commerce Department. (attached to Sparrows in PD)

No. 232. NEW INTERNAL APPOINTMENTS

Mr. Sukhbir Singh will carry on looking after HBD (Sr. Dorms).

Mr. Ravi Kumar is appointed HBD (Jr. Dorms) Housemaster.

Apart from the other Tutor's existing, Mr. A. Chandel is attached to VBD, and Mr. R. Krishnan to NBD. Mr. Anil Chouhan is attached as tutor to HBD.

Andrew S. Gray
 Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 27th July, 2001

233—240

No. 233. PROGRAMME

July

Fri. 27th	...	Afternoon activities commences.	
Sat. 28th	...	'Sanawarian Newsletter' Editorial Board	
		Meeting in Room No. 8	... 2-20 p.m.
		Career Counseling talk	... 2-30 p.m.
Sun. 29th	..	Hindi Film	... 2-30 p.m.
Mon. 30th	...	Career Counseling, Class X	... 4-30 p.m.
		Heads of Faculty Meeting, HM's Office	... 5-30 p.m.

August

Wed. 1st	...	Career Counseling, Class X Teaching Staff Appraisal (First Meetings Commence)	
Thu. 2nd	...	House Staff Meeting (BD) Sr. Master's Residence	... 6-30 p.m.
Sat. 4th	...	Raksha Bhandhan— Administration Holiday "Cinematique" (Fear Eats The Soul) Senior Hindi Debating Society Meeting after Supper	... 4-00 p.m.
Sun. 5th	...	Movie for students.	

No. 234. DAILY ROUTINE

Ref. : School order No. 209 dated 20th July 2001

Study Hour for classes V, VI & VII 6-00—6-30 p.m.

Study Hour for Classes V & VI 8-15—9-00 p.m.

No. 235. LOCKER CHECK UP FOR MEDICINES

The house staff/matrons are requested to check the lockers regularly for any medicines including homeopathic medicines. No one is allowed to keep any kind of medication in the lockers without the prior permission of the RMO.

No. 236. MEDICAL CATEGORY OF SCHOOL CHILDREN

Fresh Medical categories of all school children are being made, and the RMO will send information to this effect to all House Staff and

the P.T.I. A Special School Order will soon be published in this connection for information of all others.

No. 237. PREPARATION OF TUCK SHOP SLIPS

- (i) All Housemasters & Housemistresses are requested to **restrict to TWO Tuckshop Slips per child per month.**
- (ii) The number / quantity of articles required should be written against each item (e.g. **one pr. P.T. shoes; two pencils**). This number / quantity should be written after the name of the item concerned.
- (iii) Wherever applicable and possible, the size of the item required should be written (e.g. **one pr. P.T. shoes, size 6; one bottle ink, small**). The size should be written *after* the name of the item concerned.
- (iv) After completing the slip **one straight line** should be scored vertically down the middle of the slip through the remaining (blank) item to the bottom of the slip.
- (v) The slip should be signed and dated **in ink** or with ball point pen.
- (vi) Children must **sign their full signatures, not merely initials or first names.**
- (vii) Housemasters / Housemistresses should also *date their signatures.*
- (viii) Housemasters/Housemistresses must initial any corrections/ amendments **in Tuck Shop Slips.**

Tuck Shop Slips are not required to be sent to Bursar; they may directly be presented to I/c Tuck Shop by the children duly examined and passed by Housemasters / Housemistresses under their signatures and date.

All House Staff are also hereby informed that children of their Houses are not permitted to buy any eatable or tonics from Tuck Shop on Tuck Shop Slips, unless especially recommended by the School RMO, for which she will issue written recommendations to the House Staff concerned.

No. 238. BATHS

Please refer to Sr. No. 229 of the school order dated 20th July 2001. The following amendments may please be made.

G.D. BATHS

Monday	}	... Himalaya/Nilagiri & Holding House
Wednesday		
Friday		
Tuesday	}	... Vindhya/Siwalik
Thursday		
Saturday		

No. 239. OUT OF BOUND

The Vegetable Shop, Charlie Shop at the Bakery and all the shops at Moti Corner are out of bound for all the children of the School.

No. 240. ADMINISTRATIVE HOLIDAY

Saturday, 4th August 2001, will be a holiday on account of Raksha Bandhan for Administrative Staff. The School Office will remain closed.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 3rd August, 2001

241—256

No. 241. PROGRAMME

August

Sat.	4th	...	Raksha Bhandhan—Administration Holiday School Office Closed Faculty of Science (Faculty Meeting) Science Department ... 2-30 p.m. “Cinematique” presents ‘Fear Eats The Soul’ (Art Room) ... 4-00 p.m. Senior Hindi Debating Society Meeting (R. N. 5) ... 8-15 p.m. Shooting : Himachal State Championship (Dharamshala)
Sun.	5th	...	Soccer : Sanawar Vs. APS Dagshai 1st XI (Home) Colts & Atoms (Away) Tutorial Meetings for Classes V, VI & VII 5-00—6-00 p.m. Tutorial Meetings for rest of the School 6-00—7-00 p.m.
Mon.	6th	...	Heads of Faculty Meeting, HM’s Office ... 4-30 p.m.
Tue.	7th	...	Faculty Meeting : ICT (HoF’ Office) ... 2-30 p.m. Faculty Meeting : Physical Education & Sports (HoF’s Office) ... 6-00 p.m. House Staff Meeting GD (Parker Hall Complex) ... 6-30 p.m.
Wed.	8th	...	Faculty Meeting : Fine Art (Art Room) ... 4-05 p.m. Nature Club Meeting (Geography Lab) ... 8-15 p.m.
Thu.	9th	...	House Staff Meeting BD (Senior Master’s Residence) ... 6-30 p.m.
Fri.	10th	...	Faculty Meeting English & Culture Development (R. No. 8) ... 2-30 p.m.

		Himalaya House Show 1st Performance (Barne Hall) L-V & below to attend	... 4-00 p.m.
		Prefects Meeting & Supper (HM's Residence)	... 7-45 p.m.
Sat. 11th	...	PD Staff Meeting (PD Staff Room)	... 2-30 p.m.
		Editorial Newsletter Board Meeting	... 2-30 p.m.
		Himalaya House Show Final Performance	... 6-00 p.m.
		Senior Hindi Debating Society Meeting (Room No. 15)	... 8-15 p.m.
Sun. 12th	...	Inter School Soccer : Sanawar Vs. BCS Colts (Home), Atoms & Electrons (Away)	
		Inter School Squash : Sanawar Vs. BCS (Away)	
		Tutorial Meetings for Classes V, VI & VII	5-00—6-00 p.m.
		Tutorial Meetings for rest of the School	6-00—7-00 p.m.

No. 242. DAILY ROUTINE

Breakfast for classes V, VI & VII (Except on Sundays & Holidays)	7-50—8-10 a.m.
Evening study hour	6-00—6-35 p.m.
Prep	7-20—8-40 p.m.

No. 243. SOUND EQUIPMENT

Mr. A. Mukherjee is in charge of school sound equipment and should be contacted at least 24 hours in advance of any requirement.

No. 244. OUT STATION MATCHES

Coaches are required to inform concerned House staff in advance of any students chosen for off site matches.

No. 245. FOUNDER'S—STAFF GUESTS

Members of staff are aware of the limitations of school resources. Much as we would like to extend help it is regretted that it will not be possible to spare any beds or accommodation for staff guests and visitors in school.

While extending any invitations or accepting the requests of guests, staff may, if it helps them, plead school policy in refusing requests for accommodation.

No. 246. TRESSPASSING

It has been noted that some staff and their families use the hospital as a thoroughfare for going to Moti Corner. This is not permitted. All staff and their families should use the circular pathway above/below the hospital for this purpose.

No. 247. MEDICAL TREATMENT AT THE SCHOOL HOSPITAL

Medical treatment at the school hospital is available to staff, their families and dependants. However, all dependents must be identified on a permanent basis. It is regretted that the school cannot extend this facility to non-entitled relatives although emergency cases will be seen, given first aid and referred.

No. 248. SCHOOL CHILDREN REFERRED TO SPECIALISTS

Students being sent for specialist opinion outside the campus will be informed by the concerned house-staff. The house staff will be sent intimation to this effect by the medical staff on duty duly signed by the RMO. In case house-staff are not available at the time and there is an emergency, it will be the responsibility of the MI Prefects to do the needful. The M.I. Prefects will inform Housestaff at the earliest opportunity.

No. 249. HOSPITAL KIT

The paramedical staff will send the slip for the hospital kit required by students to the matrons / house staff through the Class IV staff, who will collect the kit. In case kit is not available, the hospital kit slip will be left with matrons/house staff. They are requested to please send kit the same day and at the earliest.

No. 250. MEDICINES IN DORMS/LOCKERS

Children keeping any medicines in their dorms/lockers are requested to get prior permission from the RMO. Housestaff/matrons are requested to see that no child keeps any medicine without the RMO's permission slip.

No. 251. PUBLICATION OF SCHOOL ORDER

School order gets delayed because contributions do not reach in time. All concerned staff members are requested to give their contribution either to Mr. Puri (regarding Academics) or to the Bursar (regarding administration) by Tuesday evening every week.

No. 252. DRESS CODE FOR SENIOR STAFF

The traditional dress code in Sanawar for senior staff, and certainly

for teaching staff, has always been saree/salwar kameeze for ladies and combination/blazer/lounge suits (during winter) and collar and tie/neck tie for gentleman (during summer). This dress code applies during classes (i.e. up to and including lunch) and thereafter for any formal proceedings or events.

All senior staff are respectfully reminded that no change to this code has been made and you are therefore asked to continue to comply during duty hours.

No. 253. POTABLE WATER MANAGEMENT IN THE SCHOOL

1. Potable Water still remains in short supply and as such it is the duty of all concerned to ensure its correct and justified use.
2. However it is noticed with concern that enough control is not being exercised on Safaiwalas and Ayahs in the Dormitories and they are being allowed to let water be over used. This extravagant use of water is telling on the reserves of water held with the School which augment the routine supply during the dry season from Oct onwards.
3. It is therefore imperative that we all must ensure that adequate check and restrictions are applied and wastage of potable water is contained immediately.

No. 254. SECURITY CHECK PROCEDURES OF THE SCHOOL

1. All staff members are required to acquaint themselves with the security order as published vide school circular No M1/298(a) dated 05 May 2001. However, following procedures are reiterated for the information of all (except the procedure in case of the visit by OS, which has slight variation) :
 - (a) **Visitors to meet Students** : All visitors will come with prior appointment from the Housemaster/mistress, who in turn will enter the name of parents/guardians in the register to be kept with Asst Manager Admin at the Main Office one day prior to the visit. Name of all the parents/guardians will then be forwarded to the security personnel at the Main Gate, such visitors will be permitted into the school campus after completing other formalities at the Main Gate. In case of visitors without prior appointment, Security staff will get in touch with the duty

Housemaster/mistress/tutor. If duty Housemaster/mistress/tutor is not available, security staff will inform the Head of the Department i.e. Senior Master for Boys school or Senior Mistress for Girls and Incharge P.D. for Prep School. If none of the above are available, visitors will not be permitted to enter the school premises.

- (b) **Visitors to meet Students in Hospital :** In case of visitors who have come to meet students admitted in Hospital prior permission of the R.M.O. in addition to the above mentioned in para 2 (a) will also be taken by the visitor and only then the Security Staff will permit the visitor into the School campus. R.M.O. will also enter the names in the register as given in para above.
- (c) **Visiting O.S. :** O.S. will be allowed to enter the school premises once they have been cleared by either of the following appointment :-
- (i) Housemaster/mistress
 - (ii) Sr. Master/mistress
 - (iii) Estate Manager
 - (iv) Bursar
 - (v) HM

2. All staff members are required to be vigilant on security in the campus, specially in case of undesirable OS, who have been denied entry into the School. Also any untoward incident should be brought to the notice of the authorities concerned.

No. 255. INDEPENDENCE-DAY COMMUNITY LUNCH

A Community Lunch will be held in the Central Dining Hall on Wednesday, 15th August, 2001. Following details are given for necessary action by all concerned :—

(1) The entire community, that is all employees of the School, their families and children, including daily wages employees, School contractors and their staff, are invited to this lunch.

(2) Lunch will be served in C.D.H. The food will be served on patal or paper plates.

(3) The first shift from 10-00 to 12-45 p.m. will consist of P.D. children, and staff and families of Engineering Deptt., and Q.M.

stores employees and their families. P.D. Staff under arrangement of I/c P.D. are requested to kindly supervise the serving during this shift.

(4) The second shift from 12-45 to 1-30 p.m. will be for classes L-IV to U-V, and employees and their families working in hospital. all ayas, printing office staff and sanitary staff. G.D. staff under supervision of Mrs. B. Matharu are requested to supervise this shift.

(5) The third shift from 1-30 to 3-15 p.m. will consist of classes Lower VI and Upper VI, and other staff. This shift will be supervised by B.D. staff under arrangements of Sr. Master B.D.

(6) Mess Manager is requested to hold a meeting with the staff responsible for each shift, Head Boy and Head Girls to organise the services.

(7) All heads of Deptt. are requested to inform all staff working under them of the details regularise community lunch given above.

(8) There will be many inconveniences but staff are kindly overlook the same and lend a helping hand to make the occasion a success.

(9) The supper on 15-8-2001 will be in the form of supper packets, and will be served in the CDH at 6-30 p.m.

No. 256. INDEPENDENCE DAY SPORTS

Supporting Staff Sports are scheduled for 3-00 p.m.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th August, 2001

257

SPECIAL ORDER

No. 257. LIST OF SCHOOL AND P. & T. TELEPHONE NUMBERS

SENIOR STAFF		Office	Resi.	P&T
Mr. Andrew S. Gray	Headmaster	... 120	118	61207 sanawar@glide.net.in
Vacant	D.H.M.	... —	—	—
Col. NJS Pannu, (Retd.)	Bursar	... 122	132	61174
OFFICE AND ADMINISTRATIVE STAFF				
Mr. Basant Sharma	Asstt. Manager Admin	... 170	187	61179
Mrs. Esther Tewari	Nursing Sister	... 125	—	61389
Mr. Harish Pal	Cashier	... —	—	61154
Mr. H.S. Romana	Engineer	... 126	155	61393
Mrs. K. Baduni	E.O. to H.M.	... 121	110	— Snaoffice@glide.net.in
Mr. Kuldeep Minhas	Sr. Asstt.	... 126	—	61137
Mr. Kan Singh	Sr. Asstt.	... —	—	61360
Mr. L.D. Attri	Sr. Asstt.	... 188	—	61155
Mr. Nand Kishore	Sr. Asstt.	... 127	—	72254
Mrs. Nirmal Sharma	Sr. Asstt.	... —	—	61302
Mr. O.P. Patial	Sr. Supdt. Electrical	... 138	138	—
Mr. Pran Nath	A/c Manager	... 123	—	61146
Mr. R. Benson	P.A. to H.M.	... 128	—	61400 Snaoffice@glide.net.in
Mrs. R. Dhillon	R.M.O.	... 124	134	61231 rummy@i91.net.in
Mr. R. P. Pahil	I/c Sanitation	... —	106	61240
Mr. R.S. Nathaniel	Mess Manager	... 136	137	61312 rajannathaniel@usa.net
Mr. S. Gupta	Quartermaster	... 127	154	61182
Lt Col S.K. Nautiyal	Estate Manager	... 181	184	61414

HOUSE STAFF (B.D.)

Mr. Praveen Vashisht	Senior Master	...	—	144	61204
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HIMALAYA HOUSE

Mr. Sukhbir Singh	Sr. Housemaster	...	112	182	61226
Mr. Ravi Kumar	Jr. Housemaster	...	117	—	61356
Dr. Saddiq Khan	House Tutor	...	—	—	61375
Mrs. R. Dwivedi	Matron	..	—	147	61191

NILAGIRI HOUSE

Col Ranjit Singh	Sr. Housemaster	...	—	145	61413
Mr. P.K. Lal	Jr. Housemaster	...	—	152	61128
					lalpk@Satyam net.in
Mr. Narinder Sharma	House Tutor	...	—	—	61178
Mrs. Sunita Singh	Matron	...	—	163	61130

SIWALIK HOUSE

Mr. Asit. Mukherji	Sr. Housemaster	...	—	108	61131
Mr. Daljinder Singh	Jr. Housemaster	...	—	176	61197
Mr. R.D. Francis	House Tutor	...	—	—	61347
Mr. Mukesh Chand	„ „	...	—	—	61139
Mrs. M.D. Sequeira	Matron	...	—	107	61192

VINDHYA HOUSE

Mr. R.P. Gautam	Sr. Housemaster	...	—	173	61331
Mr. Deepak Pant	Jr. Housemaster	...	—	—	61305
					deepakpant.sna@usa.net
Mr. Ravi Kumar	House Tutor	...	—	—	61356
Mr. Amit Dehloo	„ „	...	—	—	61306
Mrs. D. Sikand	Matron	...	—	146	61134

HOLDING HOUSE (BOYS)

Dr. V.K. Sharma	Sr. Housemaster	...	166	142	61206
Mr. D. Saha	Jr. Housemaster	..	—	114	61315
Mr. S. Sinhababu	House Tutor	...	—	—	61310
Mr. Suresh Saklani	„ „	...	—	—	61339
Mrs. B. Singh	Matron	...	—	165	61112

HOUSE STAFF (G.D.)

Vacant	Sr. Mistress	...	—	—	—
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HIMALAYA HOUSE

Mrs. Anita Sharma	Housemistress	...	—	142	61206
Mrs. R. Vashisht	House Tutor	...	—	144	61204
Mrs. S. Roberts	„ „	...	—	157	61187
Miss A. Priya	„ „	...	—	—	61250
Mrs. K. Rawat	Matron	...	—	150	61136

NILAGIRI HOUSE

Miss Shonu Mukherji	Housemistress	...	—	130	61180
Miss A. Solomon	House Tutor	...	—	—	61196
Miss Anjana Arora	„ „	...	—	—	61132
Mrs. P. Bhardwaj	„ „	...	—	—	61116
Mrs. K. Rawat	Matron	...	—	150	61136

SIWALIK HOUSE

Miss K. Bakhshi	Housemistress	...	—	153	61205
Mrs. R. Bhargwa	„ „	...	—	—	61127
Mrs. S. Cheema	Matron	...	—	151	61409

VINDHYA HOUSE

Mrs. Anju Suri	Housemistress	...	—	164	61111
Mrs. Anita Singh	House Tutor	...	—	—	61193
Mrs. Ashima Bath	„ „	...	143	—	61398
					ashimabath@sancharnet.com
Mrs. Neelam Tehlan	„ „	...	—	—	61185
Mrs. S. Cheema	Matron	...	—	151	61409

HOLDING HOUSE (G.D.)

Mrs. B. Matharu	Sr. Housemistress	...	—	175	61234
Mrs. Shobha Gupta	Jr. Housemistress	...	—	131	61165
Mrs. Leena Francis	House Tutor	...	—	—	61347
Mrs. Neelamjit Kaur	„ „	...	—	—	61251
Mrs. Malika Nanda	„ „	...	—	—	61421
					malikananda@hotmail.com
Mrs. V. Cheema	Matron	...	—	111	—

PREP DEPARTMENT

Mr. James Roberts	I/c Prep School	...	140	157	61187
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HIMALAYA/NILAGIRI (BOYS)

Mr. G. Ahlawat	Housemaster	...	—	160	61170
					ahlawats@hotmail.com.
Mrs. A. Lal	House Tutor	...	—	152	61128
Mrs. S. Nathaniel	„ „	...	—	137	61312
Mrs. I. Kumar	Matron	...	—	174	61159

SIWALIK/VINDHYA P.D. (BOYS)

Mrs. M. L. Batish	Housemistress	...	—	158	61203
Mrs. S. Khanna	Tutor	...	—	—	61113
					Saisha@glide.net.in
Mr. Deepak Sharma	„ „	...	—	—	—
Mrs. S. Ahlawat	Matron	...	—	160	61170

PREP SCHOOL (GIRLS)

Mrs. K. Puri	Housemistress	...	—	167	61108
Mrs. M. Bhalla	House Tutor	...	—	—	61168
Mrs. A. Malaviya	Matron	...	—	161	61173

SENIOR ACADEMIC STAFF

Mr. Rajesh Puri	HCA/HOF Maths.	... 133 167	61108	rajeshpuril@satyam.net.in.
Miss Natasha Mehta	HCD	... 171 105	61411	
Mr. K.J. Parel	HOF, Science	... — —	61171	
Mr. C.S. Matharu	HOF, Fine Arts	... 148 —	61234	
Mrs. Malika Nanda	HOF, I. C. T.	... — 183	61321	malikananda@hotmail.com.
Mrs. Ashima Bath	HOF, English and Cultural Development	... 143 —	61398	ashimabath@sancharnet.com
Dr. V.K. Sharma	HOF, Oriental Language	— 142	61206	
Mr. Sukhbir Singh	HOF, Sports & Physical Education	... 112 182	61226	
Mrs. Anita Sharma	HOF, Commerce	... — 142	61206	
Mr. Raja Sen	Librarian	... 166 — —		transkript@vsnl.com

OTHER ACADEMIC STAFF

Mrs. A. Lal	English Teacher	... — —	61128	
Mr. A.K. Bhargwa	Accounts Teacher	... — —	61127	
Mr. A.C. Chauhan	P. T. I.	... 178 —	61126	
Mr. A. K. Chandel	P. T. I.	... — —	61355	
Mr. Anil Chauhan	Instructor	... — —	61124	
Mr. Deepak Sharma	Maths. Teacher	... — —	—	
Mr. D.C. Jangra	Wood Craft Teacher	... — —	61138	
Mr. J.S. Rawat	Band Master	... — —	61355	
Mrs. Leena Francis	Career Counsellor	... — —	61347	
Mr. Mukesh Chand	Craft Teacher	... — —	61139	
Mrs. Meena Bhalla	Computer Teacher	... — —	61168	
Mrs. N. Tehlan	English Teacher	... — —	61185	
Mr. Narinder Sharma	Hindi Teacher	... — —	61178	
Mrs. Saisha Khanna	Exchange Co-ordinator	... — —	61113	Saisha@glide.net.in
Mrs. S. Nathaniel	Science Teacher	... — —	61312	
Mrs. S.W. Attri	Weaving Teacher	... — —	72434	
Mr. S. Sinhababu	Economics	... — —	61310	
Mr. Tarun Dass	Tabla Teacher	... — —	61376	

MISCELLANEOUS SCHOOL NUMBERS

Barne Field	...	103	—	—
Cable T.V. Control Room	...	102	—	72157
Complaint Office P. & T. Moti Corner	...	—	—	61198 61199
Fax	...	—	—	61210
Guard Room (Main Gate)	...	172	—	—
Moti's Corner Gate	...	104	—	—
M.C.R.	...	116	—	—
Printing Office	...	180	—	—
P.C.O. (in coming)	...	169	—	61208 61209
P.C.O. Operator	...	—	—	61195
Post Office, Sanawar	...	—	—	61202
Sunny Side School	...	156	—	—
State Bank of Patiala, Sanawar	...	—	—	61219
Tuck Shop	...	162	—	—

Other Important**Local Number (Place)**

Complaint Office P. & T. Kasauli	...	—	—	72198
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HOSPITALS

Military Hospital	Kasauli	...	—	72091 to 93
Cantonment Hospital	Kasauli	...	—	— 72036
District Hospital	Solan	..	—	— 23638
Primary Health Centre	Dharampur	...	—	— 64025

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 10th August, 2001

258—274

No. 258. PROGRAMME

August

- | | |
|---------------|--|
| Fri. 10th ... | Faculty Meeting English & Cultural Development (R. No. 8) ... 2-30 p.m.
Himalaya House Show 1st Performance (Barne Hall) L-V & below to attend ... 4-00 p.m.
Prefects Meeting & Supper (HM's Residence) ... 7-45 p.m. |
| Sat. 11th ... | PD Staff Meeting (PD Staff Room) ... 2-30 p.m.
Editorial Newsletter Board Meeting ... 2-30 p.m.
Himalaya House Show Final Performance ... 6-00 p.m.
Senior Hindi Debating Society Meeting (Room No. 15) ... 8-15 p.m. |
| Sun. 12th ... | Inter School Soccer : Sanawar Vs. BCS Colts (Home), Atoms & Electrons (Away)
Inter School Squash : Sanawar Vs. BCS (Away)
Tutorial Meetings for Classes V, VI & VII 5-00—6-00 p.m.
Tutorial Meetings for rest of the School 6-00—7-00 p.m. |
| Tue. 14th ... | Faculty Meeting : ICT (HoF's Office) ... 2-30 p.m.
Career Counselling : 'The admission in Delhi Colleges'
Parker Hall Complex ... 2-30 p.m.
Staff Club Dinner (Art Room) ... 7-30 p.m.
HOUSE STAFF ARE REQUESTED TO TAKE ROUNDS OF THE DORMITORIES DURING THE CLUB DINNER |
| Wed. 15th ... | INDEPENDENCE DAY
School & Administrative Holiday.
Sunday timings will be followed till breakfast |

Flag Hoisting followed by Special Assembly in
Barne Hall ... 10-30 a.m.

**ORDER OF THE EVENTS FOR THE SPECIAL
ASSEMBLY :**

	Song	... Vande Mataram-School Choir	
	Prayer	... Headmaster	
	Sanskrit Prayer	... Mr. Narender Sharma	
	Speech	... Head Girl	
	Song	... School Choir	
	Speech	... Head Boy	
	Speech	... Headmaster	
	Community lunch		
	CDH	... 12-00—2-15 p.m.	
	Support Staff Sports (Peacestead)	... 3-30 p.m.	
	Support Staff Football match		
	Barne field	... 3-30 p.m.	
	Tea	... 4-15 p.m.	
	Packed Supper for the entire school	... 6-30 p.m.	
Thu. 16th	... Founder's activity Meeting		
	Computer Room	... 2-30 p.m.	
	House Staff Meeting BD (Sr. Master's Residence)	... 6-30 p.m.	
Fri. 17th	... Faculty Meeting : Mathematics (HoF's Office)	... 2-45 p.m.	
	House Staff Meeting PD (I/c PD Residence)	... 6-00 p.m.	
Sat. 18th	... Nature Club Outdoor Activity Day		
	Faculty Meeting : Science (Faculty Room)	... 2-30 p.m.	
	Hindi Handwriting Competition for Class V, VI & VII Birdwood	... 4-00 p.m.	
	'Cinematique' presents "Bebette's Feast" (Art Room)	... 4-00 p.m.	
Sun. 19th	... Class V Picnic to 'Eagle's Nest'		
	Soccer : Sanawar Vs. PPS Nabha 1st XI (Away), Colts & Atoms (Home)		

No. 259. TUCK SHOP TIMINGS FOR PREP SCHOOL

Tuck shop timings for Prep School are from 3-00-4-00 p.m.

No. 260. FOREIGN POSTAGE

Some students are sending letters to foreign countries without fixing adequate postage stamps. As a result of this, letters are being returned to school office without reaching the desired destination. The foreign postage values are mentioned below for the convenience of those students.

Inland Postage Ord. Letter

Upto 20 gm.	... Rs. 4/-
For every 20 gms. or fraction thereof exceeding 20 gms.	... Rs. 4/-

No. 261. SCHOOL PROPERTY ON LOAN FROM QM STORES

It has been brought to my notice that some Staff do not always return various things received by them on loan from Quartermaster's Stores. For obvious reasons it is necessary that these should be returned immediately the purpose for which they were borrowed, is over. With regard to items of furniture, such as beds, mattresses, etc., it will now be necessary for Staff to specify on their requisition slips to Q.M. the dates during which these items are required.

No. 262. ISSUE OF INDENTS BY QUARTERMASTER

Members of staff 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 consultation with the Quartermaster. Furthermore, such time once fixed shall not be changed unilaterally by either the member concerned or the Quartermaster, but only by mutual agreement. The time so fixed should not be between 3-00 p.m. and 4-00 p.m. on full working days or between 12-00 noon and 1-00 p.m. on Saturdays.

The Quartermaster should ensure that all items to be issued are ready for issue 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.

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

No. 263. STAFF VISIT TO Q.M. STORES

All staff members are reminded that except for taking indents and also as provided below, staff members 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 Wednesday,

Friday. On Saturday the visiting hour will be between 12-00 noon to 1-00 p.m.

Members of the staff will NOT visit the Quartermaster or the Q.M. store at other times, except by prior arrangement with the Quartermaster.

No. 264. STAFF RATION AND FUEL

All staff concerned are requested to note the following details regarding issue of dry ration and fuel :

1. For staff drawing pay through Jr. Staff Pay Register

(a) 1st & 2nd of each month (2-00 p.m. to 5-00 p.m.)	{	K. oil, Soft coke, Steam coal. fuel wood.
(b) 3rd, 4th & 5th of each month (2-00 p.m. to 5-00 p.m.)	{	Dry Rations
2. For staff drawing pay through Sr. Staff Pay Register

(a) 6th, 7th & 8th of each month (3-00 p.m. to 5-00 p.m.)	{	Dry Ration
(b) 9th & 10th of each month (3-00 to 5-00 p.m.)	{	K. oil, Soft coke, Steam coal, fuel wood.

Staff should send the list of items to be purchased, to Q.M., by 10-00 a m. on the dates, given above. The Q.M.'s office will remain open on these dates except if it is a holiday.

It is regretted that the Q.M.; Stores will not be able to cater for issue of any items after the 10th of the month.

Staff permitted to purchase ration/fuel on cash payment will also kindly do so per programme given above.

The Quartermaster has the authority to reduce the quantities demanded, if he considers it necessary.

No. 265. CHANGE OF HOUSE (STUDENT)

The House of Chanakya Mahajan Holding House (Boys) has been changed from Siwalik to Himalaya Holding House (Boys).

No. 266. STUDENTS INDENTITY CARDS

Students who wish to have an Indentity Card should purchase the blank Indentity Card (costing Re. 1/- only) from Tuck Shop, and send the same to the Bursar through their Housemaster / Housemistress alongwith a passport size photograph, with his/her full name and House, written on the back of the photograph. House Staff are requested to take necessary action in this connection.

No. 267. CREDIT PURCHASE BY STAFF

Heavy credit purchase are being made by staff who are eligible for doing so, resulting in overdrawal of their salary. This is not permissible. Will all staff concerned, take care to see that this does not happen. In those case where this has occurred will they deposit the excess salary drawn immediately, in the School Office. Failure to do so, will result in withdrawal of the credit purchase facility in future, and the outstanding amount being recovered from their salary.

No. 268. HOLDING OF MONEY BY STAFF ON BEHALF OF SCHOOL CHILDREN

All members of the staff are reminded that under no circumstance are they to retain any money in their possession which a parent or guardian of friend may give to spent on behalf of the child. All such money must forthwith be deposited in the School Office and will be credited to the Personal Account of the child. This rule must be strictly adhered to at all times.

No. 269. SUBMISSION OF REGISTRATION FORM--STAFF CHILDREN

Staff, whose children are entitled to be considered for admission to the school without or after appearing for the entrance test for classes V and VII for the season commencing April, 2002, must submit completed registration forms of their children to PA to HM latest by the 14th October, 2001. It may not be possible to accept registration forms received after this date.

No. 270. ISSUE OF DRY RATION TO STAFF

It has been seen that demands from staff for dry ration on the days other than the actual issue days are on the increase. It is regretted that for administrative reasons it is not possible to entertain such demands in future.

All staff are requested to draw dry ration on the days fixed for them.

No. 271. AMENDMENTS TO SCHOOL ORDER

Reference to School Order No. 255 & 256 INDEPENDENCE DAY COMMUNITY LUNCH para 3 and 5 (on page 103-104) dated 3rd August, 2001.

Please read as : **The first Shift from 12-00 to 12-45 p.m. and third shift from 1-30 to 2-15 p.m.** Supporting Staff Sports scheduled from 3-30 p.m. to 4-30 p.m.

No. 272. SCHOOL VEHICLES

Unauthorised persons (who are not employees of the school/or do not have prior permission) are not permitted to travel in school vehicle. In case any unauthorized person is found to have travelled in a school vehicle, strict action will be taken against the Driver and Conductor. This applies to all vehicles owned by the School.

No. 273. BATHS

The following amendment is made to School Order No. 238 :—

G.D. Baths

Monday	}	... Vindhya/Siwalik & Holding House.
Wednesday		
Friday		

Tuesday	}	... Himalaya/Nilagiri
Thursday		
Saturday		

No. 274. SCHOOL AND ADMINISTRATIVE HOLIDAY

Sunday 12th August, 2001 & Wednesday 15th August, 2001 will be holidays on account of Janmashtami & Independence day.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 17th August, 2001

275—277

No. 275. PROGRAMME

August

Fri. 17th	... Faculty Meeting : Mathematics (HoF's Office) ... 2-45 p.m. Inter School Soccer : Pine Grove Vs. Sanawar Atoms & Colts (Home) ... 3-10 p.m. House Staff Meeting PD (I/c PD Residence) ... 6-00 p.m.
Sat. 18th	... Nature Club Outdoor Activity Day Faculty Meeting : Science (Faculty Room) ... 2-30 p.m. School Soccer First XI and Atoms Team departure for Nabha ... 3-00 p.m. Hindi Handwriting Competition for Class V, VI & VII (Birdwood) ... 4-00 p.m. 'Cinematique' presents "Bebette's Feast" (Art Room) ... 4-00 p.m.
Sun. 19th	... Class V Picnic to 'Eagle's Nest' Soccer : Sanawar Vs. PPS Nabha 1st XI (Away), Colts & Atoms (Home)
Mon. 20th	... Inter-House Public Speaking Competition Commences Career Counseling—"Education in the UK" Parker Hall Complex ... 2-30 p.m. Heads of Faculty Meeting (HM's Office) ... 4-30 p.m.
Tue. 21st	... Faculty Meeting : ICT (HOF's Office) ... 2-30 p.m. Commerce (room No. 15) ... 2-30 p.m. House Staff Meeting GD (Parker Hall Complex) ... 6-30 p.m.
Wed. 22nd	... Faculty Meeting : Humanities (Room No. 13) ... 2-30 p.m. Fine Art (Art Room) ... 4-05 p.m.
Thu. 23rd	... House Staff Meeting BD (Senior Masters residence) ... 6-30 p.m.

Fri.	24th	...	Senior School Workshop 'Effective Study Skills'	...	2-30 p.m.
			Faculty Meeting : Oriental Languages (HOF's Office)	...	2-30 p.m.
			English & Cultural Development	...	2-30 p.m.
			Prefects Meeting & Supper (HM's residence)	...	7-45 p.m.
Sat.	25th	...	PD Staff Meeting (PD Staff Room)	...	2-30 p.m.
			Inter-House Quiz (Class V & VI) (PD Assembly Hall)	...	5-00 p.m.
			Inter-House Quiz IIIrd Round Seniors (Barne Hall)	...	6-15 p.m.
			Hindi Debating Society Meeting (Room No. 15)	...	8-15 p.m.
Sun.	26th	...	Bhupinder Singh Memorial Soccer Tournament Commences		

No. 276. SCHOOL CHILDREN ON MEDICAL LEAVE

Currently when a child is sent home on medical leave he / she is issued a pink slip by the RMO. A copy of this slip is sent to the Headmaster and the House staff for information. Sometimes, however, these children return to school without the knowledge of the RMO and their treatment/restriction is overlooked. Therefore, when a child returns from medical leave he / she should report directly to the hospital with all his / her papers. He / she will, after a check-up by the RMO, be issued a green slip for the House staff confirming termination of medical leave and other details regarding activities etc. House staff will kindly observe this procedure and not accept a child back in the dormitory unless he/she produces this green slip.

No. 277. CHILDREN DISCHARGED FROM THE HOSPITAL

All children on being discharged from the hospital are given discharge slips. Those who are recovering from fractures, sprains or or convalescing after illness, get pulled, pushed around or are involved in playing games, thereby resulting in re-admission, as the injury/weakness gets aggravated.

House staff / matrons are requested to ensure that they check these discharge slips and that concerned children follow the instructions.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 24th August, 2001

279—287

No. 279. PROGRAMME

August

Fri. 24th	... Senior School Workshop 'Effective Study Skills' ... 2-30 p.m. Faculty Meeting : Oriental Languages (HOF's Office) ... 2-30 p.m. English & Cultural Development ... 2-30 p.m. Prefects Meeting & Supper (HM's residence) ... 7-45 p.m.
Sat. 25th	... PD Staff Meeting (PD Staff Room) ... 2-30 p.m. Inter-House Quiz (Class V & VI) (PD Assembly Hall) ... 5-00 p.m. Inter-House Quiz IIIrd Round Seniors (Barne Hall) ... 6-15 p.m. Hindi Debating Society Meeting (Room No. 15) ... 8-15 p.m. Teams for Bhupinder Singh Memorial Tournament arrive
Sun. 26th	... Bhupinder Singh Memorial Soccer Tournament Commences Opening Ceremony ... 8-00 a.m. Breakfast for Senior School ... 9-45 a.m.
Mon. 27th	... 1st Sanawar Squash Training Camp Commences HOF's Meeting (HM's Office) ... 4-30 p.m.
Tue. 28th	... House Staff Meeting GD (Parker Hall Complex) ... 6-30 p.m.
Wed. 29th	... Bhupinder Singh Memorial Soccer Tournament Concludes ... 2-30 p.m.
Thu. 30th	... House Staff Meeting (BD), (Senior Master's residence) ... 6-30 p.m.

September

Sat. 1st ...	Faculty Meeting Science (Faculty Room)	... 2-30 p.m.
	Paint Brush Competition for Class VI	... 3-00 p.m.
	Inter-House Story Telling Competition for Classes V & VI	... 5-00 p.m.
	Senior Inter-House Hindi Debate (Barne Hall)	... 6-15 p.m.

No. 280. EXTRA DIET

The student members of any team preparing for an Inter-School tournament may be given extra diet for a maximum period of one month before the tournament. The coaches will specify the duration and numbers to the Mess Manager at least three days in advance. Concerned students will collect the extra items from the main counter in C.D.H.

No. 281. CLOSING OF ACCOUNTS OF STUDENTS WITHDRAWN FROM SCHOOL

Through this order all concerned are requested to forward to the Bursar any Debit Note, Loss Slips, Credit Tuck Shop Slips etc., latest by 2nd September, 2001 connected with all students who have been withdrawn from the School. The accounts of these children will be closed by 9-9-2001 whereafter no further adjustments will be possible.

No. 282. MISUSE OF SCHOOL STATIONERY ITEMS

It has been brought to my notice that staff are issuing exercise books and other stationery items to school children without verifying whether or not a student genuinely needs them. In future unless a child produces the previously issued exercise book for inspection by the staff concerned, no new exercise book or stationery items will be issued to any student.

Staff must use Requisition Slips for drawing stationery items from the Librarian.

No. 283. CHILDREN FALLING SICK AT HOME DURING SCHOOL TERM

House-staff will kindly inform the RMO in the event of a child falling sick after going home from the dormitory with due permission. On return this must report to the RMO and collect the green slip to be shown to the House staff.

No. 284. EXCUSE SLIPS FROM R.M.O.

Children recovering from sprains/fractures/viral fever or any other medical problem which requires exemption from PT/Games etc. for a limited period are given excuse slips duly signed by the RMO.

The Housestaff / HOF (Sports) / PFI's are requested to ensure that these excuse slips are not misused by the students by way of forged signatures or overwriting for extension of the Stipulated excused period.

No. 285. MEDICAL CATEGORIES

The following names are to be added to the Medical Category list published on 20-8-2001.

Arjun Mundy ... HBD Cat. 'C1'

Rishab Khanna ... HBD Cat. 'C2'

No. 286. BOUNDS FOR BD STUDENTS

Children to remain strictly in bounds and breach of them will be dealt with seriously. The following are out of bounds :

- (1) The 'Mall' between Green Gate & the path to the pool.
- (2) The road going towards "Moti Corner" from where one walks up to Hospital after the "Horse Shoe Bend".
- (3) Area beyond Hospital and Moti's Corner.
- (4) Short back from CDH to Bakery.
- (5) Beyond SSC going towards "Peacestead" and GD from the "Main Tar Road" and besides the School Swimming Pool unless for classes. Also the road going to leisure from the swimming pool. This means the entire GD area and old Stores below it and Bakery/Charlie are out of bounds.
- (6) Birdwood School in front and behind after lunch unless attending a class or a hobby session.
- (7) Boys not to hang around the Chapel and Tuck Shop after lunch as they will be expected to change and go for hobbies/games. Tuck Shop is to be visited by boys only on their allotted days and timings.
- (8) Visits to various teachers houses only with the permission of their Housemaster.

- (9) Visits to Prep School restricted to Sundays with the House-master's permission.
- (10) School Office only with due permission from the relevant staff.
- (11) Hospital unless for evening M.I., during the visiting hours or any emergency with due written permission from the relevant staff.
- (12) **Moti Corner, Dharampur including Giani Ka Dhaba, Shaane Himachal and other eating places.**
- (13) All Shops in Garkhal.
- (14) Area Around Sunnyside.

No. 287. PROVIDENT FUND

Any permanent employee including probation staff can contribute a maximum of 15% of the basic salary towards their Provident Fund (PF) account as voluntary contribution. This is in addition to compulsory contribution of 12% of basic salary.

Those who want to make a voluntary contribution to PF may do so by writing a letter addressed to the Establishment Section mentioning the percentage of voluntary contribution.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 31st August, 2001**

288—292

No. 288. PROGRAMME**September**

Sat.	1st	...	Faculty Meeting Science (Faculty Room)	...	2-30 p.m.
			Inter-House Story Telling Competition for Classes V & VI (PD Assembly Hall)	...	5-00 p.m.
			Senior Inter-House Hindi Debate (Barne Hall)	...	6-15 p.m.
Mon.	3rd	...	Inter-House Athletics Commences Head of Faculty Meeting (HM's Office)	...	4-30 p.m.
Tue.	4th	...	Faculty Meeting : Physical Education & Sports (HoF's Office)	...	2-30 p.m.
			ICT (HoF's Office)	...	2-30 p.m.
			House Staff Meeting GD (Parker Hall Complex)	...	6-30 p.m.
Wed.	5th	...	Teachers Day Inter Section Hindi Essay Competition for Classes VII & VIII (Birdwood Classrooms)	...	4-00 p.m.
			Faculty Meeting Fine Arts (Arts Room)	...	4-05 p.m.
			Staff Entertainment for School (Barne Hall)	...	6-00 p.m.
			Staff Dinner hosted by Class XII children (Barne Hall)	...	8-00 p.m.
Thu.	6th	...	House Staff Meeting BD (Senior Master's residence)	...	6-30 p.m.

Fri.	7th	...	Faculty Meeting :	
			English & Cultural Development	
			(Room No. 8)	... 2-30 p.m.
			Humanities (Room No. 13)	... 2-30 p.m.
			House Staff Meeting PD (I/c Prep	
			School's residence)	... 6-00 p.m.
			Prefects Meeting & Supper with	
			HM (HM's residence)	... 7-45 p.m.
Sat.	8th	...	PD Staff Meeting (PD Staff Room)	... 2-30 p.m.
			'Cinematique' presents "Life is Beautiful"	
			(Art Room)	... 4-00 p.m.
			English Inter-Section handwriting	
			Competition for Classes V, VI & VII	
			(Birdwood School)	... 4-00 p.m.

No. 289. FOUNDERS RESPONSIBILITIES OF STAFF, 2001

The incharges will oversee the items and co-ordinate the various items being put up in each of the events. Detailed instructions will be issued shortly.

Security	...	I/c. Lt. Col S.K. Nautiyal, Estate Magager. Mr. Basant Sharma, Mr. Subash Gupta, Security Supervisor, Nova.
Athletics	...	I/c Mr. Sukhbir Singh, HoF Sports & Physical Education. Mr. Daljinder Singh, Mr. R.D. Francis, Mr. Asit Mukherjee, Mr. A. Dehloo, Miss A.P. Chauhan, Mr. Anil Chauhan, Mr. G. Sood, Mrs. A. Lal, Mr. Deepak Sharma.
3rd Oct. Governors Meeting	...	I/c. Mrs. K. Baduni, Executive Officer to the Headmaster
3rd Oct. Lunch HM's Residence	...	I/c. Mr. Nathaniai, I/c CDH
Swimming Gala	...	I/c Mr. Gill Mrs. Neelamjit Singh
Basketball	...	I/c. Mr. Daljinder Singh

Tattoo	...	I/c. Mr. R. Vasisht, Senior Master (Assisted by Mrs. A. Suri, House- mistress, VGD)
Announcements	...	Mrs. P. Bhardwaj
PT & Gym	...	Mr. A. C. Chauhan, Mr. A.K. Chandel.
Bugle Band	...	Mr. J.S. Rawat
Folk Dance	...	Mrs. S. Roberts, Mrs. R. Bhargava, Mr. T. Dass.
Figure Marching	...	Mr. J. Roberts, PD Staff.
Arena Party	...	I/c Mr. Sukhbir Singh, Dr. S. Khan, Mr. N. Sharma, Mr. Deepak Pant, Mr. S.R. Krishnan.
Seating	...	Mr. A.K. Bhargava, Mr. P.K. Lal, Mrs. A. Suri.
Lighting	...	Mr. O.P. Patial
HM's Dinner at Staff Courts	...	I/c. Col. N.J S. Pannu, Bursar (Assisted by Mr. Basant Sharma)
Invitation Card Checking	...	Mr. Pran Nath, Mr. H.P. Sharma, Mr. S. Gupta, Mr. Saju Ram.
Founder's Assembly	...	I/c. Mr. James Roberts, Senior Master, PD Mr. L. Francis, Mrs. A Bath.
Trooping of Colours	...	I/c. Col. Ranjit Singh, (Retd.)
Parade	...	Mr. A. C. Chauhan, Mr. R. P. Gautam, Mr. A. K. Chandel, Mrs. Neelanjit Singh
Band	...	Mr. J.S. Rawat
Preparation of Ground	...	Lt. Col. S. K. Nautiyal, Estate Manager & Mr. R. Pahil.
Security Arrangements	...	Lt. Col. S. K. Nautiyal, Estate Manager.
Sanitation	...	Mr. R. Pahil.
Tea arrangements for HM Speeches	...	Mr. Nathaniel, I/c CHD
Prize Distribution	...	Mr. R. Puri & Mrs. R. Vasisht.

Seating (to include VIP dias for Parade & Speeches)	...	Mr. R. Puri, Miss A. Arora, Mrs. S. Chauhan, Mr. S. Gupta.
4th Oct. Lunch HM's		
Residence	...	I/c. Mr. Nathaniel I/c CDH.
School Concert	...	I/c. Dr. V.K. Sharma
English Play	...	Miss N. Mehta, Mrs. A. Suri & Mr. Ravi Kumar.
Ballet	...	Mrs. S. Roberts, Mr. D. Saha & Mr. Dehloo.
Orchestra	...	Mrs. R. Bhargava, Mr. Tarun Das
Prep School Item	...	Mrs. M. Batish, Mrs. K. Puri & Dr. S. Khan.
Ushering & Seating Checking Invitation Cards	...	Mrs. R. Vasisht & GD Staff. I/c. Mr. G. Ahlawat, Mr. Amit Dehloo, Mr. N. Sharma, Ms. A. Arora.
Other Events		
Street Play	...	I/c. Mrs. A. Bath, Mr. R. Sen, Mrs. R. Vasisht, Mrs. S. Khanna, Mr. P. Bhardwaj
All O.S. Events	...	Col. N.J.S. Pannu, Miss Sonu Mukherjee, Mr. G. Ahlawat, Mr. P. Vasisht, Miss A. Solomon, Mrs. S. Khanna, Mr. H. Rawat, Mr. H. Romana.
Art Exhibitions	...	Mr. C. Matharu, Fine Arts Faculty
Computer Exhibition	...	Mrs. Malika Nanda, Mr. D. Saha, Mr. R.D. Francis, Mrs. M. Bnalla.
Classroom Exhibitions	...	I/c. Mr. R. Puri, Concerned Staff from various Faculties.
Miscellaneous		
Visitor Meals	...	Col. N. J. S. Pannu, Miss Sonu Mukherjee.
Parking	...	Lt Col. S.K. Nautial, Mr. Basant Kumar, Mr. H. Romana, Security Supervisor, Nova.

Souvenir Counter	...	Mrs. S. Nathaniel, Mrs. R. Vasisht, Miss K. Bakhshi.
Photography	...	Mr. S. Sinhababu, Miss Sonu Mukherjee.
Acoustics & Recording at all Functions	...	Mr. A. Mukherjee, Mr. S. Saklani.
Registration Parents	...	Mr. R. Benson, Mr O.P. Sharma, Mr. Gurmit.
Old Sanawarians	...	Mr. H. Romana, Mr. L.D. Attri, Mrs. N. Sharma.
Lighting at all Functions	...	Mr. O.P. Patial.

No. 290. TRANSPORT FOR FOUNDER'S

It is regretted that the school vehicles may not be available as transport from Kasauli to the school and back, for the functions during Founder's.

No 291. NON-ATTENDANCE OF SUPPORTING STAFF AT FOUNDER'S EVENTS

It is regretted that, for administrative reason, it will not be possible for supporting staff and their family members to watch or be present at the following events during Founders's :—

Tattoo (final performance)	Parade (final performance)
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Supporting staff and their family members are also NOT permitted in Barne Hall or near and around Birdwood School or in the Upper School area except for purposes of their normal official duties there. Will all heads of departments kindly explain the above very clearly to all such 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.

No. 292. STAFF SICK IN QUARTERS/UNFIT/FIT

It is mandatory for all staff to report sick to the RMO before he or she is placed on sick-in-quarter/unfit list. They must report again for review to be taken off the SIQ/Unfit list. The office will continue making them SIQ/Unfit medical leave unless informed otherwise.

Those falling sick during school term when away from the school should inform the concerned authorities and the RMO. The necessary medical papers to be given/shown to the RMO on return/recovery, so that the fitness can be sent to the office.

If the teaching staff is unfit they should inform the HCA, Incharge PD before the 1st school starts and then report to the hospital between 9-00 a.m. and 9-30 a.m. on all working days.

All Administrative staff and class IV employees reporting unfit for the day must do so between 9-00 a.m. and 9-30 a.m. on all working days.

Heads of departments are requested to explain the details of this to the staff working under them and to those who do not get the school order.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Monday 3rd September, 2001**

293—295

SPECIAL ORDER**No. 293. BOILING OF POTABLE WATER**

1. This refers to Office Letter No. B1/3/MES dated 25th Aug. 2001.
2. The school is although adding required chemicals at the source/ storage areas, the current rainy season may affect the potability of water.
3. However, it is advised that the water be boiled before drinking and stored if not found fit for drinking.

No. 294. MISUSE OF POTABLE WATER

1. Further to School Order Serial No. 253 dated 03rd Aug. 2001.
2. I have noted that the misuse of potable water continues inspite of the clear instructions issued vide above School Order. Even certain staff is using potable water for washing their personal vehicles.
3. It is reiterated that the use of potable water be restricted and used with utmost care.

No. 295. LIVE STOCK

1. This refers to School Order Serial No. 143 dated 27th Apr. 2001.
2. Rearing of Live stock such as buffaloes, cow, goat, sheep, pig, fowls etc. within the school permises is completely forbidden. Severe disciplinary action including heavy fine or termination of service can be imposed on those who disobey this order. Owners of live stock are warned that their animal must remain outside the school permises and should never be found grazing on school land.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Friday 7th September, 2001**

296—302

No. 296. PROGRAMME

September

Fri.	7th	...	Faculty Meeting :		
			English & Cultural Development		
			(Room No. 8)	...	2-30 p.m.
			Humanities (Room No. 13)	...	2-30 p.m.
			House Staff Meeting PD (I/c Prep		
			School's residence)	...	6-00 p.m.
			Prefects Meeting & Supper with		
			HM (HM's residence)	...	7-45 p.m.
Sat.	8th	...	PD Staff Meeting (PD Staff Room)	...	2-30 p.m.
			'Cinematique' presents "Life is Beautiful"		
			(Art Room)	...	4-00 p.m.
			English Inter-Section handwriting		
			Competition for Classes V, VI & VII		
			(Birdwood School)	...	4-00 p.m.
Sun.	9th	..	Movie for the whole school (Hindi)	...	2-30 p.m.
Mon.	10th	...	Career Counseling—'Education in		
			Australia' (Parker Hall Complex)	...	2-30 p.m.
			Head of Faculty Meeting (HM's		
			Office)	...	4-30 p.m.
Tue.	11th	...	Faculty Meeting : ICT (HoF's Office)	...	2-30 p.m.
			House Staff Meeting GD (Parker		
			Hall Complex)	...	6-30 p.m.
			A recital by Shri Vishva Mohan Bhatt		
			on Mohanveena (in Barne Hall)	...	8-30 p.m.
			(It is optional for class X, XI & XII children.		
			Staff is welcome to attend)		
Wed.	12th	...	Nature Club Meeting		
			(Geography Lab.)	...	8-15 p.m.
Thu.	13th	...	House Staff Meeting BD		
			(Sr. Master's Residence)	...	6-30 p.m.

Fri. 14th	...	Faculty Meeting :		
		Mathematics (HoF's Office)	...	2-30 p.m.
		English & Cultural Development		
		R. No. 8	...	2-30 p.m.
		Junior English Debating Society		
		Meeting R. No. 9	...	2-30 p.m.
		IPSC Badminton for girls at Mayo		
		College girls commences.		
		Old Sanawarian Fund Raising Dinner (Mumbai)		
		Peace Day Celebration (War		
		Memorial)	...	8-15 p.m.
Sat. 15th	...	'Sanawarian Newsletter' Editorial		
		Board Meeting (Room No. 8)	...	2-30 p.m.
		Faculty Meeting :		
		Science (Faculty Room)	...	2-30 p.m.
Sun. 16th	...	Movie for the whole school (English)	...	3-00 p.m.

No. 297. FOUNDER'S RESPONSIBILITIES

1. Miss S. Brar will help Miss A. Priya in Girls Athletics
2. Miss A. Solomon & Mrs. N. Tehlan will help Mrs. S. Roberts in her Ballet.
3. Mrs. N. Tehlan will help the Street Play.

No. 298. STAFF FAMILY RATIONS

In view of Founders and associated activities fuel and dry rations will be issued from 8th October to 17th October 2001, instead of from 1st October to 10th October 2001, following the same schedule laid down earlier.

No. 299. BLOCKING OF SEWERAGE LINES

Repeated reports are coming from the sanitary wing of the school that cellophane bags, cotton rags, kitchen waste, etc. are being pushed into the water closets of the kitchen/bath rooms in staff quarters resulting in blockage of sewerage lines causing great inconvenience to the inhabitants, it is also very difficult for the sanitary staff to clear up such blockages.

I expect all concerned to take greater care while using water closets.

No. 300. CLAIM FOR ALLOWANCES

Claim for various allowances are not submitted regularly by staff members. In future any allowances not claimed within the financial year (financial year ends on 31st March) **will not be paid.**

No. 301. STATIONERY DEMAND/INDENTS

All heads of Deptts. and Faculties are requested to note that the stationery store has been shifted to the Library and will be operated under the control of the Librarian. In view of this all indents for stationery will be placed with the Librarian through the Bursar. For this purpose separate Indent Book will be put into use by the Deptt./Faculty. All concerned are requested to plan out their term-wise requirements of stationery items and limit their indent/indents to once a term only. This should be submitted to the Librarian at the end of the term for the coming term. Supplementary indents should be discouraged.

The Librarian is requested to inform all concerned of the Stationery issue timings.

No. 302. EXPENDITURE FOUNDER'S—2001

In order to regulate the expenditure for the Founder's celebration 2001. I/cs of the various events / activities will put up their requirements to the Bursar duly approved by the HODs concerned.

Andrew S. Gray
Headmaster

- ^{PCI} VGA card
 - CD Rom Drive
 - Sound card has been dug
-

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 14th September, 2001

303—311

No. 303. PROGRAMME

September

Fri. 14th	... Special Assembly for Sr. School (Chapel) ... 9-50 a.m. Faculty Meeting : Mathematics (HoF's Office) ... 2-30 p.m. English & Cultural Development (R. No. 8) ... 2-30 p.m. Junior English Debating Society Meeting (R. No. 9) ... 2-30 p.m. IPSC Badminton for girls at Mayo College girls commences. Old Sanawarian Fund Raising Dinner (Mumbai) Peace Day Celebration (War Memorial) ... 8-15 p.m.
Sat. 15th	... 'Sanawarian Newsletter' Editorial Board Meeting (Room No. 8) ... 2-30 p.m. Faculty Meeting : Science (Faculty Room) ... 2-30 p.m. A workshop for Academic Staff on "Changing Student's Perceptions to-wards positive thinking" (Prep School Assembly Hall) ... 5-30 p.m.
Sun. 16th	... Movie for the whole school (English) ... 3-00 p.m.
Mon. 17th	... Vishkarma Jayanti—Administrative Holiday. School Offices Close.
Tue. 18th	... Faculty Meeting : Oriental Language (HoF's Office) ... 4-30 p.m.
Wed. 19th	... Inter-House P.T. Postponed to 22nd September Faculty Meeting : Fine Arts (Art Room) ... 4-05 p.m.
Thu. 20th	... House Staff Meeting BD (Senior Master's Residence) ... 6-30 p.m.

Fri. 21st	...	Faculty Meeting : English & Cultural Development (Room No. 8)	...	2-30 p.m.
		Faculty Meeting : Commerce (Room No. 15)	...	2-30 p.m.
		House Staff Meeting PD (I/c PD's Residence)	...	6-00 p.m.
Sat. 22nd	...	Last three schools will be cut short by 5 minutes		
		Lunch for Classes V, VI & VII	...	12-30 p.m.
		Lunch for rest of the School	...	1-40 p.m.
		Inter-House PT Competition Peacestead	...	3-00 p.m.
		Individual Gymnastics Competition (Gaskel Hall) after PT		
Sun. 23rd	...	School Representatives attend 'Round Square International Conference' at St. Phillips College, Alice Springs, Australia		
		School Film (Hindi)	...	2-30 p.m.

No. 304. NOTICE TO STAFF

Teachers are required to visit the MCR regularly during or after Milk Break to check notices.

No. 305. FOUNDER'S HOLIDAYS

Members of the academic staff wishing to take Founder's holidays are requested to kindly inform their department heads, Sr. Master BD, Sr. Master PD, Housemistresses GD, in writing stating the dates on which they will be away from the campus. House Staff if they wish to leave the campus will kindly depute someone to look after those children of their Houses who happen to stay back for the Founder's holidays. It is regretted that in view of the nature of work, House Matrons, will not be able to go out of station during these holidays.

The department heads and Housemistress GD to inform I/c CDH regarding the reduction in strength in respect of those going out of station.

No. 306. POST FOUNDER'S BREAK

The School has offered to arrange a School party from Sanawar to Delhi and Delhi to Sanawar as under :—

(a) Sanawar to Delhi on 5-10-2001 by Kalka—New Delhi Shatabadi

- (b) Delhi to Sanawar on 8-10-2001 by New Delhi—Chandigarh Shatabadi leaving New Delhi Railway Station at 7-30 a.m.

Staff wishing to escort the school party to Delhi and back to give their names to Establishment Officer.

No. 307. EXTRA DIET

Extra diet at parents cost will be arranged in CDH., for those only who have been unwell and are now recuperating from the illness they suffered earlier provided there is a written recommendatory note to I/c CDH from RMO to this effect, specifying the diet composition and its duration.

No. 308. ADMISSION OF CHILDREN OF STAFF WHO ARE NOT COVERED UNDER RULE 14 (e).

- (i) Admission of children of staff cited above : such staff will have to fill in registration forms which can be obtained from school office, and submit them latest by 15th October, 2001 in the Admission Office of the School.
- (2) Further, such children will have to appear for the Entrance Test which is scheduled to be held on Sunday 11th November, 2001 (10-00 a.m.)

No. 309. EMPTY SOFT DRINK BOTTLES

It has come to my notice that Staff who buy and carry Soft Drinks/ Soda home from Tuck Shop do not always return the empty bottles regularly. This causes financial loss and inconvenience to Tuck Shop.

In future if empty bottles are not returned within a fortnight the defaulter will be charged cost of these bottles with no further notice.

No. 310. SCHOOL CURTAIN IN STAFF QUARTERS

School has formulated a policy regarding issue of curtains to the staff for use in their residential quarters. Salient features of the policy are as under :

1. Curtain will be issued by the Quartermaster Stores on request to those staff members who are on probation only. (Staff who are in the scale from IV B up wards are entitled to avail this facility).
2. Curtains would be withdrawn within three months of confirmation of the staff member.

3. It would be the responsibility of the individual to return the curtains duly washed/dry cleaned to Quartermaster Stores.
4. Cost of damaged / disfigured curtains will recovered from the Individuals.
5. A rent of Rs. 50-00 per month would be charged for the curtains.

No. 311. INTERNAL APPOINTMENTS :

Mr. Sinhababu will be a tutor in Siwalik House from 10-9-2001, relieving Mr. R.D. Francis.

Mr. Tarun Das will be a tutor in Holding House from 10-9-2001, replacing Mr. Sinhababu.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 21st September, 2001

312—319

No. 312. PROGRAMME

September

Fri. 21st ...	Faculty Meeting :		
	English & Cultural Development	(Room No. 8)	... 2-30 p.m.
	Faculty Meeting :		
	Commerce (Room No. 15)		... 2-30 p.m.
	House Staff Meeting PD	(I/c PD's Residence)	... 6-00 p.m.
Sat. 22nd ...	Last three schools will be cut short by 5 minutes		
	Lunch for Classes V, VI & VII		... 12-30 p.m.
	Lunch for rest of the School		... 1-40 p.m.
	Inter-House PT Competition	Peacestead	... 3-00 p.m.
	Individual Gymnastics Competition	(Gaskel Hall) after PT	
	IPSC Quiz		6-00—7-00 p.m.
Sun. 23rd ...	School Representatives attend 'Round Square International Conference' at St. Phillips College, Alice Springs, Australia		
	School Film (Hindi)		... 2-30 p.m.
Mon. 24th ...	Heads of Faculty Meeting (HM's Office)		
			... 4-30 p.m.
Tue. 25th ...	Unit Test Commence		
Thu. 27th ...	Unit Test Conclude		
	Founder's Preparation Programme Commences from 6-00 p.m. onwards.		

No. 313. DAILY ROUTINE

Routine for the II Unit Tests from 25th September to 27th September

FOR CLASSES VIII—XII

Rouser	... 6-00 a.m.
Chota Hazari	... 6-00 a.m.

House Inspection	... 6-45 a.m.
First Session	7-15 a.m.—9-15 a.m.
Breakfast	... 9-20 a.m.
Prep in the Dorms.	10-00 a.m.—11-00 a.m.
Milk Break	11-10-11-30 a.m.
Second Session	11-45 a.m.—1-45 p.m.
Lunch	... 1-50 p.m.
Third Session	3-00—5-00 p.m.
Baths	... 5-20 p.m.
Marching up for Prep	... 6-05 p.m.
Evening Prep (Birdwood)	6-20 p.m.—7-40 p.m.
Supper	... 7-45 p.m.
Study hour	8-40-10-00 p.m.

FOR CLASSES V—VII

Rouser	... 6-00 a.m.
Chota Hazari	... 6-00 a.m.
House Inspection	... 7 00 a.m.
Breakfast	... 7-15 a.m.
First Session	7-45—9-45 a.m.
Prep in the Dorms	10-00-11-00 a.m.
Milk Break	11-00-11-10 a.m.
Second Session	11-05—1-05 p.m.
Lunch	... 1-10 p.m.
Prep in the dorms.	1-45—2-45 p.m.
Third Session	3-00—5-00 p.m.
Study hour in dorms.	6-00—6-40 p.m.
Supper	... 6-50 p.m.
Evening Prep	7-20—8-40 p.m.

No. 314. BOILED DRINKING WATER

There is a steady increase in the cases of gastro-enteritis. Till further notice, everyone is requested to have boiled drinking water so as to avoid acute stomach infections.

No. 315. TUCKSHOP TIMINGS

Due to the Founders' activities the Tuckshop timings for G.D. will now be from 2-30 p.m. 3-00 p.m. with effect from 20th September, to 4th October, 2001.

All concerned are requested to note the above change.

No. 316. RETIREMENT

Shri Lekh Ram, Carpenter (Engineering Department) has retired from the school services on 31st August, 2001 after serving the school for 18 years.

No. 317. POCKET MONEY FOR THE CHILDREN, WHOSE PARENTS ARE NOT ATTENDING FOUNDERS

Students, whose parents are not attending Founder will be issued Rs. 200/- per day for two days i.e. for 3rd & 4th October. The house staff will collect the money from the office, on submitting the list of names to Bursar or Fees Incharge on 2nd October.

No. 318. POST-FOUNDER'S POCKET MONEY

Extra pocket money in cash will be issued to the children who will be on the campus during the Post-Founder's Holidays at the rate of Rs. 100/- per day i.e. total Rs. 400/- this year. The house staff will collect the money from the office, on submitting the list of names to Bursar or Fees Incharge on 3rd October. A copy of the list should also be given to the Mess Manager by 8-00 a.m. on 3rd October.

No. 319. REVISION OF TA/DA

The school has enhanced the existing rates of TA / DA. The new rates will come into effect from 20th September, 2001. The TA/DA bill form has also been changed and the new forms are available with the Establishment Section.

Heads of Departments are requested to explain the above to the staff working under them and to those who do not get the School Order.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 28th September, 2001

320—323

No. 320. PROGRAMME

September

Fri. 28th ... Founder's Preparation Programme Commences
from 6-00 p.m. onwards.
*It is essential for staff to be present for Breakfast
and Lunch with the children as normal.*

October

Tue. 2nd ... Winter kit comes into effect
Gandhi Jayanti Flag hoisting followed by
Special Assembly In Barne Hall ... 9-30 a.m.
Order of items :
Hindi Song ... Choir
Prayer ... Headmaster
Speech ... Head girl
Speech ... Head boy
Hindi Song ... Choir
Speech ... Headmaster
Sanskrit Prayer
Hindi Song ... School
School Concert : First Performance ... 4-30 p.m.
(The whole school will watch except
U-VI Children)
Tattoo : First Performance ... 7-30 p.m.

Wed. 3rd ... Rouser ... 6-00 a.m.
BD Baths ... 6-30 a.m.
Breakfast Sr. School ... 7-30 a.m.
Breakfast V, VI & VII ... 8 20 a.m.
Annual Athletics Meet (Barne Field) ... 9-00 a.m.
Lunch for Classes V, VI & VII ... 12-45 p.m.
Lunch for rest of the school ... 1-45 p.m.
Exhibitions ... 2-30 p.m.
Swimming Gala ... 3-00 p.m.
Basketball Competition ... 3-00 p.m.

	Tea for the whole school	...	4-15 p.m.
	Supper for Classes V, VI & VII	...	6-00 p.m.
	Tattoo : Final Performance	...	7-00 p.m.
	Headmaster's Dinner Staff Courts	...	8-30 p.m.
	Supper Senior School	...	8-45 p.m.
	Lights out	...	9-45 p.m.
Thu. 4th ...	FOUNDER'S DAY		
	Rouser	...	6-00 a.m.
	Breakfast Sr. School	...	7-00 a.m.
	Breakfast for Classes V, VI & VII	...	8-00 a.m.
	Founder's Day Assembly (Chapel)	...	8-00 a.m.
	Trooping of colour (Peacestead)	...	10-00 a.m.
	Speeches and Prize giving (Peacestead)	...	10-55 a.m.
	Exhibitions	...	12-00 noon
	Founder's Day Lunch for Classes V, VI & VII	...	12-30 p.m.
	Founder's Day Lunch for rest of the school	...	1-30 p.m.
	School Concert Final Performance	...	5-00 p.m.
	SOP's issued after the school concert		
NOTE :			
1. Dormitory roll call timings :			
	Wed. 3rd	...	2-15 p.m. & 5-15 p.m.
	Thu. 4th	...	2-15 p.m. & 4-50 p.m.
2. Post Founder's Holiday Routine :			
	Rouser	...	8-00 a.m.
	B.D. Baths	...	8-30 p.m.
	Breakfast	...	9-15 p.m.
	Lunch	...	1-15 p.m.
	Tea	...	4-00 p.m.
	Supper	...	7-15 p.m.
	Lights Out	...	9-30 p.m.
Mon. 8th ...	Children on SOP return	...	6-00 p.m.
	Supper PD	...	6-15 p.m.
	Supper Sr. School	...	7-15 p.m.
	Dormitories tidied		
	Lights Out	...	10-30 p.m.

Tue. 9th ... Rouser ... 6-00 a.m.
 P.T. & Morning Routine comes into effect
 Afternoon activities cancelled
 Faculty Meeting ICT (HoF's) Office ... 2-30 p.m.
 Hockey sets made ... 4-30 p.m.
 Items borrowed for Founder's returned

No. 321. HOLIDAYS IN LIEU OF 30TH SEP. AND 2ND OCT. 2001 FOR NON VACATION STAFF

In view of the preparation For Founders 30th Sep. and 2nd Oct. will be working days for all the departments.

In lieu of the two full holidays lost, 6th Oct. (Sat.) half day, 8th Oct. (Mon.) full day and 13th Oct. (Sat.) half day will be observed as holidays. The main office and all the departments will remain closed

No. 322. REQUISITION OF MONEY FROM SCHOOL OFFICE

In spite of clear instructions regarding the method for requisition of money from the School Office given out in para 45 of the school order dated 23rd February 2001, staff desirous of drawing money in advance are not submitting the requisition slip to the Accounts Manager and infact are submitting it to the Bursar. In order to help the School Office process your requisition slip speedily the endorsement of the Accounts Manager on the requisition slip is a must. Hence you are requested to please follow the instructions laid down in the school order.

No. 323. APPOINTMENT

Simar Bhumbra has been promoted from a House Prefect in HBD to a School Prefect in HBD.

Andrew S. Gray
 Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 12th October, 2001

324—330

No. 324. PROGRAMME**October**

Thu. 11th	...	House Staff Meeting (Senior Master's Residence)	...	6-30 p.m.
Fri. 12th	...	IPSC Basketball (boys) at Nabha Faculty Meeting : English & Cultural Development (Room No. 8)	...	2-30 p.m.
Sat. 13th	...	Faculty Meeting : Sciences (Faculty Room) PD Staff Meeting (PD Staff Room) 'Cinematique' presents 'Thorne of Blood' (Art Room) Drawing & Painting competition for Classes V, VI & VII	...	2-30 p.m. 2-45 p.m. 4-00 p.m. 4-30 p.m.
Sun. 14th	...	Hindi film for the whole School	...	2-30 p.m.
Mon. 15th	...	Heads of Faculties Meeting (HM's Office)	...	4-30 p.m.
Tue. 16th	...	Faculty Meetings : Oriental Languages (HOF's Office) ICT (HOF's Office) Physical Education & Sports (HOF's Office) House Staff Meeting GD (Parker Hall Complex) Nature Club Meeting (Geography Lab.)	...	2-30 p.m. 2-30 p.m. 6-00 p.m. 6-30 p.m. 8-15 p.m.
Wed. 17th	...	Faculty Meeting : Fine Art (Art Room)	...	4-05 p.m.
Thu. 18th	...	Junior Hockey Tournament at Pingrove Commences House Staff Meeting (Senior Master's Residence)	...	6-30 p.m.

Fri. 19th ...	Faculty Meeting : Mathematics (HOF's Office)	... 2-30 p.m.
Sat. 20th ...	Newsletter Editorial Meeting (Room No. 8)	... 2-30 p.m.
	Inter House Hindi Recitation for Classes V, VI & VII (Barne Hall)	... 5-00 p.m.
	Class XII (Economics Group) visit to Purewal's Maxima Watch Factory	
Sun. 21st ...	Junior Hockey Tournament at Pingrove Concludes	
	English Film for the whole School	... 3-00 p.m.

No. 325. ARTICLES LOANED BY STORES

Articles taken on loan for Founder's may please be returned to various stores/department by 13th Oct. 2001 if not already done. Store and department incharge will forward list of defaulters by 15th October.

No. 326. STAFF SICK IN QUARTERS

Will all staff please report to the R.M.O. before being placed on sick-in-quarters list, and also before being discharged from the Sick-in-Quarters list so that proper account of the number of days (date-wise) one has remained on Sick-in-Quarters list, could be maintained in School Office.

Head of Deptts. are requested to explain the details of this S.O., to staff who are working under them and to whom the School Order do not go.

No. 327. DISCIPLINE

Following is again brought to the notice of all employees of the School, especially to the subordinate staff for strict compliance :—

1. It is not permissible to open any fund or ask for subscription/contribution to any fund or collection, or send or circulate notice to this effect; without prior written sanction from the Headmaster.
2. Lending and borrowing money between the employees of the school is prohibited.

Contravention of these orders will lead to disciplinary action against the employee concerned.

Heads of departments are requested to explain the above details

once again to all those, working under them soon after the issue of this order.

No. 328. INTERNATIONAL HEALTH CERTIFICATES

School children who are likely to go abroad during vacation are required to have International Health Certificates brought upto date and in this connection Housemasters/Housemistresses are requested to kindly forward to the R.M.O. lists of such children of their Houses so that the R M.O. could get necessary inoculations/vaccinations done well in time.

These lists must reach the R.M.O. latest by 26th October, 2001, failing which it will not be possible for the R.M.O. to arrange for International Health Certificates. This advance information is needed by the R M.O. for the reason that International Health Certificates now have to be brought upto date by the Distt. Medical authorities as per ministry of Health Govt. of India regulations.

Some children may be having I.H. Certificates with them; House staff may please arrange to send these to the R.M.O.

All concerned are requested to take prompt action.

No. 329. STAFF PROCEEDING ON LEAVE

All staff are hereby informed that they must obtain proper sanction of leave, before they proceed on such leave. This also includes station leave.

No. 330. ADMINISTRATIVE HOLIDAY

In lieu of a working day on 2nd October, 13th Oct. (Saturday) half day will be observed as Admin. holiday.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 19th October, 2001

331—340

No. 331. PROGRAMME

October

Fri. 19th ...	Faculty Meeting : Mathematics (HOF's Office) ...	2-30 p.m.
Sat. 20th ...	Newsletter Editorial Meeting (Room No. 8) ...	2-30 p.m.
	Inter House Hindi Recitation for Classes V, VI & VII (Barne Hall) ...	5-00 p.m.
	Class XII (Economics Group) visit to Purewal's Maxima Watch Factory	
Sun. 21st ...	Junior Hockey Tournament at Pingrove Concludes English Film for the whole School ...	3-00 p.m.
Mon. 22nd ...	Career Counseling for class X & XII (Parker Hall) ...	2-30 p.m.
	Heads of Faculty Meeting (HM's Office) ...	4-30 p.m.
Tue. 23rd ...	Faculty Meeting : ICT (HoF's Office) ...	2-30 p.m.
	House Staff Meeting GD (Parker Hall) ...	6-30 p.m.
Wed. 24th ...	Ashtami—Admin. Holiday, School Office closed	
Thu. 25th ...	House Staff Meeting PD (Incharge Prep School's residence) ...	6-00 p.m.
	House Staff Meeting BD (Senior Master's Residence) ...	6-30 p.m.
Fri. 26th ...	Dusehra—Admin. Holiday, School Office closed. Faculty Meeting : English & Cultural Development (Room No. 8) ...	2-30 p.m.
	Workshop on Time Management for Class XI & XII Children (PD Assembly Hall) ...	2-45 p.m.
Sat. 27th ...	PD Staff Meeting (PD Staff Room) ...	2-45 p.m.

Faculty Meeting :		
Science (Faculty Room)	...	2-30 p.m.
"Cinematique" presents "Shadow Warrior" (Art Room)		
	...	4-00 p.m.
Creative writing in English Workshop for Class VI (PD Assembly Hall)		
	...	5-00 p.m.
Inter-House Junior Debate (Barne Hall)		
	...	6-15 p.m.
Sun. 28th	...	School Film in Hindi ... 2-30 p.m.

No. 332. SOUND EQUIPMENT

If Microphones and other sound equipments are required for any school programme, written information must be given to Mr. A. Mukherjee at least 24 hours in advance, otherwise it will not be possible to provide the equipment.

No. 333. CHILDREN VISITING RESIDENTIAL AREAS

Children are once again reminded that they are not permitted to visit the residential areas of subordinate staff or buy anything from unauthorised vendors. Strict disciplinary action will be taken against offenders.

No. 334. SCHOOL HALWAI (CHARLIE)

It has come to notice that school children are going to School Halwai Shop for making purchases. This is not permitted.

Will all House Staff kindly note that School Halwai Shop is out of bounds for all school children at all times. Children may please be told that they are allowed to make purchases from the School Halwai only on days and timings and at the place fixed for this purpose in different departments.

The School Halwai contractor has also been warned not to entertain school children at his shop at the Bakery.

No. 335. SUBORDINATE STAFF CHILDREN

It has come to my notice that children of Subordinate Staff are seen roaming / playing around the residential area of school children, and also, on B.D. pavement, B D. Quadrangle, Peacestead, Indoor Sports Centre area, etc. This is not permissible, Employees concerned are hereby advised in their own interests, to ensure that their children do not visit any such place. Consequences following from

disobedience of this order will result in disciplinary measures against the parents of such children.

Will all heads of Departments, under whom subordinate staff works kindly explain the contents of this order, so that they are made aware of the implications and thus realise the urgent need to observe the instructions given in this order.

No. 336. C.D.H. PANTRY

The C.D.H. Pantry is **Out of Bounds** for all children.

Staff members are requested not to enter the pantry area during meals.

The Mess Manager in his capacity as I/c C.D.H. is solely in charge of service of meals and all problems regarding shortages, non-availability of items, etc., should be brought to his notice for necessary action.

No. 337. RETURN OF EMPTY BOTTLES TO TUCK SHOP

It has been brought to notice that staff seems to be rather casual with regard to return of empty bottles of soft drink/soda/juice to Tuckshop, which is causing considerable difficulty in the Tuckshop.

All concerned are requested to kindly arrange to return empty bottles by 25th Oct. to Tuckshop, the tuckshop will forward a list to the Bursar giving details of outstanding bottles. Rs. 5/- per bottle will be charged.

No. 338. SCHOOL CHILDREN ON MEDICAL LEAVE

Currently when a child is sent home on medical leave he/she is issued a pink slip by the R.M.O. for the House Staff.

Some times, however, these children return to school without the knowledge of the R.M.O. and their treatment (or restrictions) is overlooked. Therefore, now whenever a child returns from Medical Leave he/she should report *directly* to the hospital with all his/her papers. He/She will, after a check-up by the RMO, be issued a green slip for the House Staff confirming termination of medical leave and other details regarding activities, etc. House Staff will kindly observe this procedure and not accept a child back in the dormitory unless he/she produces this green slip. This procedure is also applicable to children who report back late from vacations/holidays on reasons of medical grounds.

No. 339. SPORTS GEAR

All outstanding sports gear will be returned to the respective department by 25th October, 2001 by 2-30 p.m. Failure to do so will result in treating the gear as lost and will be charged for accordingly. All the coaches are responsible for the return of gear of teams.

No. 340. ADMINISTRATIVE HOLIDAY

1. Wednesday, 24th October 2001, will be a holiday on account of Maha Ashtami.
2. Friday, 26th October 2001, will be a holiday on account of Dussehra.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS**Sanawar Thursday 25th October, 2001****341—349****No. 341. PROGRAMME****October**

- Fri. 26th ... Dusehra—Admin. Holiday, School Office closed.**
Faculty Meeting : English & Cultural
Development (Room No. 8) ... 2-30 p.m.
Workshop on Time Management for
Class XI & XII Children
(PD Assembly Hall) ... 2-45 p.m.
- Sat. 27th ... Faculty Meeting :**
Science (Faculty Room) ... 2-30 p.m.
PD Staff Meeting (PD Staff Room) ... 2-45 p.m.
“Cinematique” presents “Shadow
Warrior” (Art Room) ... 4-00 p.m.
Creative writing in English Workshop
for Class VI (PD Assembly Hall) ... 5-00 p.m.
Inter-House Junior Debate
(Barne Hall) ... 6-15 p.m.
- Sun. 28th ... School Film in Hindi ... 2-30 p.m.**
- Mon. 29th ... Head of Faculty Meeting**
(HM’s Office) ... 5-00 p.m.
- Tue. 30th ... Faculty Meeting :**
ICT (HoF’s Office) ... 2-30 p.m.
Physical Education & Sports ... 6-00 p.m.
- Wed. 31st ... Faculty Meeting :**
Fine Arts (Art Room) ... 4-05 p.m.
Humanity (Birdwood) ... 5-00 p.m.
Commerce (Birdwood) ... 5 30 p.m.
2nd Sanawar Squash Training Camp Conclude

November

- Thu. 1st ... Balmiki Jayanti—Administrative Holiday**
School Office Close

			House Staff Meeting BD (Senior Master's Residence)	...	6-00 p.m.
Fri.	2nd	...	Hockey Tournament at BCS Commence		
Sat.	3rd	...	Creative Writing in English—Work shop for class VIII (Barne Hall)	...	2-30 p.m.
			Work shop for VI form students in PD Assembly Hall	...	2-45 p.m.
			Teaching Staff Appraisal 2nd. Meeting Commences (HCD's Office)		
Sun.	4th	...	Hockey Tournament at BCS Concludes School Film	...	3-00 p.m.

No. 342. LOSSES SUFFERED BY STAFF MEMBERS

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 etc. of their personal property.

No. 343. SCHOOL PURCHASE BY STAFF MEMBERS

Staff members are reminded that in order to exercise a proper control and regulation of the school finances, no purchases of whatever nature may be made against school account without the permission *in writing* of the Headmaster or the Bursar. Failure to observe this procedure will render the person concerned liable to make good the sum involved.

No. 344. ENCASHMENT OF STAFF CHEQUES AT S.B.O.P. SANAWAR

All staff are requested not to send school children to State Bank of Patiala, Sanawar, with their personal cheques / withdrawal form or any other documents involving handling of cash.

No. 345. ELECTRICITY CONSUMPTION

The electricity consumption has gone very high, resulting in the overloading of the sub-station, and this may lead to a breakdown/damage to the sub-station.

Staff and I/c C.D.H., House Matrons and House Staff, I/c S.S.C. Hall etc. are requested to pay particular attention to switching off the lights, when these are NOT needed.

No. 346. WATER CONSUMPTION

Water consumption on the campus has far exceeded the in-coming water supply from the MES Kasauli.

Every unit living on the campus is requested to make efforts to reduce water consumption and eliminate wastage.

All taps in night rooms, bath houses, wash houses, CDH, various school depts, staff quarters, etc., be please checked and if found leaking, the staff concerned is requested to report to the Engineer immediately.

If water consumption does not come down to a reasonable level, it would then become necessary to impose water rationing.

No. 347. DEMAND OF MEDICINES

The paramedical staff has strict instructions not to give certain medicines. The school staff is requested to observe this rule strictly and not demand medicines of their choice verbally or on the telephone.

No. 348. MEDICINES TO BE COLLECTED FROM THE HOSPITAL

It is mandatory for all sick / unwell staff members to report to the hospital and take the necessary treatment. No medicines will be sent by the hospital to anyone's residence unless there is an emergency requiring treatment authorized by the RMO.

No. 349. POWER CUT BY HPSEB

HPSEB has scheduled power cut with immediate effect as per the timings below :—

(a) 8-00 a.m. to 9-00 a.m.	... One hour
(b) 11-00 a.m. to 1-00 p.m.	... Two hour
(c) 3-00 p.m. to 5-00 p.m.	... Two hour

Total	... Five hours
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This cut is likely to continue for the entire duration of the winter. All the staff is therefore requested to plan and organise events as per the availability of the power. However, stand by power arrangements for Birdwood, Main Office, CDH, Hospital etc will continue to be catered by the school electrical department.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 2nd November, 2001

350—354

No. 350. PROGRAMME

November

Fri.	2nd	...	Hockey Tournament at BCS Commence	
Sat.	3rd	...	Creative Writing in English—Work shop for class VIII (Barne Hall)	... 2-30 p.m.
			Work shop for VI form students in PD Assembly Hall	... 2-45 p.m.
			Teaching Staff Appraisal 2nd. Meeting Commences (HCD's Office)	
Sun.	4th	...	Hockey Tournament at BCS Concludes School Film	... 3-00 p.m.
Mon.	5th	...	Pre-Mock Examinations for Classes X & XII commence (SSC) Head of Faculty Meeting (HM's Office)	... 4-30 p.m.
			Faculty Meeting : Physical Education & Sports (HoF's Office)	... 6-00 p.m.
Tue.	6th	...	Faculty Meeting : ICT (HoF's Office)	... 2-00 p.m.
			Humanities (Birdwood)	... 2-30 p.m.
			House Staff Meeting GD (Parker Hall Complex)	... 6-30 p.m.
Wed.	7th	...	Nature Club Meeting (Geography Lab)	... 8-15 p.m.
Thu.	8th	...	Pre-mock Examination for Classes X & XII Conclude. Faculty Meeting : English and Cultural Development (R. No. 8)	... 2-30 p.m.
			House Staff Meeting BD (Senior Master's Residence)	... 6-30 p.m.
Fri.	9th	...	P.D. Staff Meeting	... 2-45 p.m.
			'Cinematique' presents 'Cinema Paradiso' (Art room)	... 4 00 p.m.

Sat. 10th	...	Faculty Meeting :	
		Science (Faculty Room)	... 2-30 p.m.
		English Literature Quiz (Barne Hall)	... 5-30 p.m.
Sun. 11th	...	Entrance Test for Class V and VII	... 10-00 a.m.
Mon. 12th	...	Class VIII visit to Bonn Monestry, Solan	
		Dewali Dinner and Social	
Tue. 13th	...	Dewali break commences after lunch	
Sun. 18th	...	Students return after Dewali break	... 5-00 p.m.

All Parents are Requested to Ensure that they have left School site by 6-00 p.m. at the least.

SCHEDULE FOR PRE-MOCK EXAMINATION FOR CLASSES X & XII

Prep in the Dorms. from 7-40 to 8-55 a.m.

1st Session from 10-00 a.m. to 1-00 p.m.

2nd Session from 2-30 to 5-30 p.m.

No. 351. UNIFORMS FOR OUTSTATION FIXTURES

The I/cs of various activities must give the requirements of uniforms needed by the children to the matrons in advance so that they can ensure children are properly dressed. Only U-VI and L-VI students will wear Blazer, White Shirt & Tie as formals, others will be in school kit.

No. 352. BORROWING OF ITEMS FROM THE MATRONS

It is absolutely essential to submit a written request to matrons should any member of staff need to take any article on loan. The borrowed article must be returned within 48 hours of completion of the purpose.

No. 353. PROCUREMENT OF FOOD FOR SCHOOL CHILDREN

It has come to my notice that some staff members are purchasing food from local restaurants on behalf of children or allowing their telephones to be used by children for the purpose of ordering food. Please note that this practice should cease forthwith.

Would the Heads of various Departments please also explain this to all support staff working for them and make it clear that any violation of this instruction could lead to serious disciplinary action.

No. 354. COMMON ENTRANCE TEST FOR ADMISSION TO CLASS V & VII ON SUNDAY 11TH NOV. 2001.

(a) Turnout of children : The House staff and matrons will ensure that children are turned out nearly on 11th Nov. 2001.

- (b) **Fallen for lunch** : The school children will be fallen for lunch on 11th Nov. 2001 at the following places :
 - (i) **Boys** ... **Holding House BD**
 - (ii) **Girls** ... **Educational Resource Centre (Parker Hall)**
- (c) **Out of bound for school children** : The Birdwood school and SSC will be out of bound for school children from 9-00 a.m. to 3-00 p.m. on 11th Nov. 2001.
- (d) **Cinema** : There will be no film on Sunday 11th Nov. 2001.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 9th November, 2001

355—364

No. 355. PROGRAMME

November

Fri.	9th	...	P.D. Staff Meeting	...	2-45 p.m.
			'Cinematique' presents 'Cinema Paradiso' (Art room)	...	4 00 p.m.
Sat.	10th	...	Faculty Meeting :		
			Science (Faculty Room)	...	2-30 p.m.
			English Literature Quiz (Barne Hall)	...	5-30 p.m.
Sun.	11th	...	Entrance Test for Class V and VII	...	10-00 a.m.
Mon.	12th	...	Class VIII visit to Bonn Moncstry, Solan		
			Dewali Dinner and Social		
Tue.	13th	...	Dewali break commences after lunch		
Sun.	18th	...	Students return after Dewali break	...	5-00 p.m.

All Parents are Requested to Ensure that they have left School site by 6-00 p.m. at the least.

No. 356. VACATION STAFF LEAVING CAMPUS

Please note that SOP weekends are not intended as holidays for staff. Any staff member wishing to leave the campus on these weekends should follow the normal procedures.

No. 357. C.D.H. ITEMS

Any C.D.H. items lying in dormitories and in other places around the school should be returned to C.D.H. as soon as possible.

No. 358. MILK BREAK

Teachers are requested to return the Cups, Mugs and Saucers to MCR after having their tea. Please do not leave them outside.

No. 359. REIMBURSEMENT OF TRAVEL EXPENDITURE

Expenditure incurred on travel while on duty will only be reimbursed if tickets are submitted along with the TA/DA claim.

No. 360. STAFF CHILDREN

Every staff child studying in school will make an annual contribution of Rs. 400/- to the House Fund. Housemasters/Mistress and Fee I/c to ensure.

No. 361. SUBMISSION OF LEAVE APPLICATIONS TO SCHOOL OFFICE

1. It would appear that some Heads of Departments are forwarding leave applications for staff working under them after availing the leave.

2. Heads of Departments are requested to kindly explain the following instructions to the staff working under them :—

(a) No Leave Applications will be considered without submission of a printed leave form.

(b) Applications for Earned Leave must be forwarded to the School Office with Head of Departments remarks at least four clear days in advance before proceeding on leave.

(c) Casual Leave applications must reach the School Office duly recommended by the Head of Department at least three days in advance before proceeding on leave. In case of any emergency the procedure mentioned can be avoided.

(d) Extension of leave, if any, granted by the Head of Department must be submitted on the printed form to the School Office along with Leave Pass on rejoining duty.

No. 362. ROUTINE INSPECTION OF DEPARTMENTS

1. The Bursar will be visiting various departments once a month as programme given below :—

- | | | |
|------------------------------------|-----|-------------------------|
| (a) GD | ... | 1st Monday of the month |
| (b) BD | ... | 2nd Monday of the month |
| (c) PD | ... | 3rd Monday of the month |
| (d) C.D.H., Hospital & Parkar Hall | ... | 4th Monday of the month |

2. The following will accompany the Bursar :—

- | | |
|--------------------|------------------------------|
| (a) Estate Manager | (b) Engineer |
| (c) QM | (d) I/c Hygiene & Sanitation |

3. The followings are requested to be present at their areas of responsibilities :—

- (a) Department Heads of BD, GD & PD if available
- (b) R.M.O. for Hospital
- (c) I/c C.D.H. for CDH
- (d) Mr. Raja Sen for Parker Hall
- (e) Matrons for their respective dormitories

4. The visit will be scheduled for 10-00 o'clock onwards.

No. 363. FORMAL DRESS CODE FOR FEMALE PROFESSIONAL STAFF

Agreement on standards of acceptable dress and appearance in the work place is an issue which frequently causes contention between employers and employees in a variety of institutions. Views often vary dramatically depending upon the nature, size and cultural norms of the organisation and the broader cultural expectations of the society within which it is situated. In a school such as Sanawar, the way in which we dress is part of the outward expression of our professionalism. To an interested observer, it offers the first indication of what they may expect from us at a deeper level. The way in which we dress is, therefore, of great significance.

However, it is also important that in an institution with increasingly global aspirations, we should also recognise the need to offer professional staff the opportunity to express their own personality and creativity through the manner in which they dress—provided that such expression is not in conflict with the best interests of the institution. We should also recognise, in general, the need to reflect the society we seek to serve, i.e. the global community, and in particular, to take cognizance of the need to create a level of equality between the genders.

Therefore, with effect from the date of this order, it will be acceptable for female members of the professional staff to dress in 'western professional attire' when fulfilling their professional commitments in school. Rather than provide guidance through a potentially long list of 'do's' and 'don'ts', any female member of staff wishing to dress in this manner, should bear in mind the following : (i) the professional, formal, and generally conservative nature of their employment, (ii) the need to provide an appropriate role model for female pupils within the school; (iii) that the school reserves the absolute right to indicate the inappropriate nature of any particular manner of dress presented by an individual and to take such action as it sees fit under these circumstances.

This change in dress code for female staff does not in any way impact upon the current code for men other than to establish a level of equality between the two, it having been accepted for some time that male members of staff may dress in 'western professional attire'.

Neither does it impact on the 'Dress Code for Games' published as Order No. 184 on the 12th of May, 2000. For the sake of completeness, this Order is re-published below for ease of reference.

No. 364. DRESS CODE FOR GAMES

Teachers are requested to follow the following dress code for their games duties. The dress code for GD is Salwar-Kameez / track Suit with appropriate games shoes or trainers and for BD is ducks / track suit / shorts with appropriate games shoes or trainers.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 16th November, 2001

365—375

No. 365. PROGRAMME**November**

Sun. 18th	...	Students return after Dewali break	...	5-00 p.m.
		ALL PARENTS ARE REQUESTED TO ENSURE THAT THEY HAVE LEFT THE SCHOOL SITE BY 6-00 P.M. AT THE LATEST		
Mon. 19th	...	Entrance Interviews for Classes V and VII Commence		
		Head of Faculty Meeting (HM's Office)	...	4-30 p.m.
Tue. 20th	...	Faculty Meeting :		
		ICT (HOF's Office)	...	2-30 p.m.
		House Staff Meeting PD (I/c P.D. Residence)	...	2-45 p.m.
Wed. 21st	...	Faculty Meeting Fine Arts (Art Room)	...	4-05 p.m.
		Inter House Hockey Commences		
Thu. 22nd	...	Faculty Meeting : English & Cultural Development (Room No. 8)	...	2-30 p.m.
		House Staff Meeting BD (Senior Master's Residence)	...	6-30 p.m.
Fri. 23rd	...	PD Staff Meeting (PD Staff Room)	...	2-40 p.m.
Sat. 24th	...	Faculty Meeting :		
		Science (Faculty Room)	...	2-30 p.m.
		Faculty Meeting : Mathematics ! (HOF's Room)	...	2-40 p.m.
		'Cinematique' presents " The Thin Red Line" (Art Room)	...	4-00 p.m.
		Junior English Recitation for Class VII & VIII (Barne Hall)	...	6-15 p.m.
Sun. 25th	...	Career Counseling talk (Parker Hall)		
		School Film (Barne Hall)	...	3-00 p.m.
		House & Staff Photographs	...	5-00 p.m.

No. 366. LIBRARY BOOKS

All books borrowed from Parker Hall by staff should be returned by 27-11-2001 if it is felt that the books need repair/binding.

No. 367. EDUCATION ALLOWANCE

1. As per existing School Rules Education Allowance is admissible for up to three children only who are studying in schools other than the Lawrence School, Sanawar in class I to XII.
2. The school has extended this facility to those whose children are studying in KG and also for Plus-I and Plus-II level in colleges.
3. To claim the allowance employees are required to submit the Tution Fee proof attested by the school/college authorities to the Establishment Section by 20th Nov. 2001. The claim is applicable w.e.f. the academic session of the year 2002.

No. 368. CONDEMNATION OF STORES

All stock holders are requested to confirm to the Quartermaster by the 16th November, 2001 if they want a condemnation of stocks to be held for stores before the end of the term.

The Quartermaster will work out a condemnation schedule and issue to all the concerned after taking the approval of the Bursar.

No. 369. BRINGING EATABLES TO SCHOOL

Student are not allowed to bring perishable food items to the campus. This applies to any outstation visit—Medical, Teams or any other purpose and also to visits by people from home. All Escorts, House-staff and Matrons are requested to ensure strict implimentation.

No. 370. CAMPUS SECURITY

It has been observed that a number of individuals not belonging to the school are finding access into the campus late at night by giving false references. In order to curb this, all staff members whose wards/relatives are doing late night shifts outside the school campus are requested to apply for late night entry passes. The applications to be submitted to Asst. Manager Admin. by 26th Nov. 2001. The application to contain the following :—

- | | |
|--|---------------------------------|
| (a) Name of individual | (b) Relationship with the staff |
| (c) Age | (d) Place of working |
| (e) Time of return/time of leaving the campus. | |

No. 371. USE OF ELECTRICAL APPLIANCES

With the onset of winters, it is important that we use electrical gadgets judiciously as the increased electric load can harm the electrical distribution net work. Increased electric load can lead to short

circuits thereby causing accidental fire. All staff members are requested to ensure that room heaters are used only while they are present in that particular room and are switched off once they leave the room. House staff are requested to ensure that no heating appliances are used in the dormitories. Also avoid using heavy electrical appliances at the peak load time i.e. between 6-00 a.m. to 9-00 a.m. and 6-00 p.m. to 9-00 p.m.

No. 372. USE OF FIRE PLACES/BUKHARIS/SIGRIS

It is imperative that we take care of the surroundings while using fire places. No fire should be lit in the open as it may lead to accidental fire. All staff members working in the night are advised to take extra care while using heaters, bukharis, sigris etc. so that the fire risk is reduced to the minimum. It will also be ensured that proper ventilation is catered for to avoid suffocation due to smoke. All Department Heads are requested to for read and explain the above orders to their staff.

No. 373. ROUTINE INSPECTION OF DEPARTMENTS

1. Further to the School Order No. 362 dated 09 Nov. 2001.
2. Following departments will be included for inspection in addition to the ones already mentioned in the school order :—
 - (a) Gaskel Hall including Stores, Armoury & Barber's Shop—
3rd Thursday of the month.
 - (b) Engg. Dept.—1st Monday of the month (i.e. alongwith GD).
 - (c) Birdwood including Barne Hall & Office Complex—3rd Monday of the month (i.e. alongwith PD).
 - (d) QM Stores Dept. including Charlie shop and Tuck shop
4th Thursday of the month.
3. The following are requested to be present at their areas of responsibilities :—
 - (a) HOF Sports, Store ... Gaskel Hall including stores &
I/c & Armour I/c ... Barber's Shop.
 - (b) Engineer ... for Engineering Dept.
 - (c) HC 'A' ... for Birdwood.
 - (d) Asst. Manager Admin. ... for School Office.
 - (e) QM ... for Stores & Tuck Shop.
 - (f) Asst. Manager Admin. ... Charlie Shop.

4. No change in the timing of the visit and the appointments who have to accompany the Bursar as per order under reference.

No. 374. RETIREMENT

Shri Norata Ram, Head Cook, CDH, Retired from the school services on 31st October, 2001.

No. 375. APPOINTMENT

Shri Rajinder Kumar, son of Late Shri Pream Lal, Ex Bearer has been appointed as Bearer in the CDH with effect from 12th Nov., 2001.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 23rd November, 2001

376—379

No. 376. PROGRAMME

November

- Fri. 23rd ... PD Staff Meeting (PD Staff Room) ... 2-40 p.m.
- Sat. 24th ... Faculty Meeting :
 Science (Faculty Room) ... 2-30 p.m.
 Faculty Meeting : Mathematics
 (HOF's Room) ... 2-40 p.m.
 'Cinematique' presents " The Thin
 Red Line" (Art Room) ... 4-00 p.m.
 Junior English Recitation for
 Class VII & VIII (Barne Hall) ... 6-15 p.m.
- Sun. 25th ... Career Counseling talk (Parker Hall)
 School Film ... 2-15 p.m.
 House & Staff Photographs
- Mon. 26th ... Practical Examinations for Classes
 X and XII commences
 Inter-House Hockey concludes
 "Weighing Measuring" PD (School Hospital)
 Faculty Meeting : Physical Education and
 Sports (HoF's Office) ... 6-00 p.m.
- Tue. 27th ... Faculty Meeting : ICT (HoF's Office) ... 2-30 p.m.
 House Staff Meeting GD
 (Parker Hall Complex) ... 6-30 p.m.
- Wed. 28th ... "Weighing Measuring" GD (School Hospital)
- Thu. 29th ... "Weighing Measuring" BD (School Hospital)
 House Staff Meeting (BD),
 (Senior Master's residence) ... 6-30 p.m.
- Fri. 30th ... Guru Nanak's Birthday—
 School & Adm. Holiday

December

- Sat. 1st ... Teaching Staff Appraisal (2nd Round) Conclude

Faculty Meeting English & Cultural
 Development (Room No. 8) ... 2-30 p.m.
 Entrance Interviews for classes V & VII Conclude.

Sun. 2nd ... School Film

No. 377. SCHOOL AND ADMINISTRATIVE HOLIDAY

Friday 30th November, 2001 will be a holiday on account of Guru Nanak's Birthday. The House staff will inform Mr. C.S. Matharu by 25th Nov. 4-00 p.m. the number of children desirous of attending the prayer at the Garkhal Gurudwara and those who will stay back for the langar. The timings of langar has been fixed tentatively at 1 00 p.m. Mr. C.S. Matharu is requested to confirm the detailed timings of the function to the House Staff by 28th Nov. in writing.

No. 378. SIGRI CUM COAL BUKHARI ON SALE

1. School Engg. Dept. has Sigri cum Coal Bukhari on sale at the rate of Rs. 100/- per unit (including vent pipes).
2. All Staff members desirous of purchasing these, are requested to contact Engineer.

No. 379. M.I. TIMINGS

M.I. for Senior School and P.D. will be during milk break in the M.I. Room (old Piano Cell No. 7) next to the Bank w.e.f. 26 Nov. 2001.

Andrew S. Gray
 Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Thursday 29th November, 2001

380—382

No. 380. PROGRAMME**November**

Fri. 30th ... Guru Nanak's Birthday—School & Adm. Holiday

December

- Sat. 1st ... Teaching Staff Appraisal (2nd Round) Conclude
Faculty Meeting English & Cultural
Development (Room No. 8) ... 2-30 p.m.
- Mon. 3rd ... Computers examination for Classes V,
VI, VII and VIII 3-30—4-30 p.m.
Heads of Faculty Meeting
(HM's Office) ... 4-30 p.m.
- Tue. 4th ... Mock examinations for Classes X and
XII Commences (SSC)
Final Examination Commences
- Wed. 5th ... Entrance Interviews for classes V & VII Conclude.
- Thu. 6th ... House Staff Meeting BD
(Senior Master's Residence) ... 6-30 p.m.
- Mon. 10th ... Mock Examination for Classes X and
XII conclude
Final Examination Conclude.
End Term Assembly ... 4-00 p.m.
Break ups ... 8-00 p.m.
- Tue. 11th ... Home Day
- Thu. 13th ... Marks to be entered into the
computer by 2-00 p.m.
- Fri. 14th ... Promotion Meeting (Staff Room) ... 2-30 p.m.
Staff Club Dinner and GM
(Kasauli Resorts) ... 7-30 p.m.
- Daily Routine for Classes VIII to XII from 4th December, 2001.**
Rouser ... 6-30 a.m.
Study hour in Dorms. 7-15—8-45 a.m.
Breakfast ... 9-05 a.m.

Examination	10.00—1.00 p.m.
Study hour in Dorms.	3-00—4-15 p.m.
Tea	... 4-15 p.m.

Rest of the routine will be as usual.

Daily Routine for Class VII

Rouser	... 6-30 a.m.
Study hour in Dorms.	7-00—8-00 a.m.
Breakfast	... 8-10 a.m.
Examination	9-00—12-00 noon
Lunch	... 12-15 p.m.
Study hour in Dorms.	3-00—4-30 p.m.

Rest of the routine will be as usual.

Daily Routine for Classes V and VI

Rouser	... 7-00 a.m.
Breakfast	... 8-10 a.m.
Study hour in Dorms.	8-45—9-45 a.m.
Examination	10-00—12-00 noon
Lunch	... 12-15 p.m.

No. 381. STAFF—VACATION ADDRESSES

All staff going on vacation, are also requested to leave their addresses with Post-Master, Sanawar, so that their in-coming mail may be re-directed to them by the Post Office.

No. 382. STAFF VACATION ADDRESS AND QUARTERS' KEYS

Before leaving Sanawar all members of staff must enter their names and vacation address 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 quarters may be labelled and handed over to Q.M. All keys of residence and departments, stock rooms, night-rooms, wash and bath houses and box-room, etc., should be clearly labelled as such with strong labels before being handed over.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL SANAWARSANAWAR, THURSDAY, 6TH DECEMBER, 2001

Part I

383—396

SPECIAL ORDER**Winter Vacation Arrangements—2001.****No. 383. GENERAL.***Special note for all Housemasters, Housemistresses, Matrons & Party Escorts.*

Immediately on receipt of this Special Order please check that children not included in any school party will be travelling under their own arrangements. If 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 the child in any school party.

(i) Children going home with their parents will be allowed to leave Sanawar from 8-30 a.m. on Tuesday, 11th December, 2001. Such children must in no circumstances be permitted to leave Sanawar unless their parents/guardians, or their duly authorised representatives, call for them and collect the vacation slip from the Matron.

(ii) All children travelling in school parties will leave on 11th December, 2001, as per details 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 under arrangements of their parents/guardians and will not be allowed to travel with school parties.

(iv) No school bedding, clothing or other school property except text-books if permitted by subject teachers will 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) All Housemasters/Housemistresses are requested to instruct children in their Houses not to leave their personal

belongings in the dormitory lockers. **Trunks/Holdalls will NOT be taken home** by children travelling by school parties, these will be kept with the Matrons. Only one small suitcase and one air bag will be permitted to be taken home.

(vi) House Staff will please note that all demands in respect of individual children requiring travel money (subject to parents permission to be obtained, in writing by the child concerned) must be sent to the Bursar well in advance, and **in no case later than Friday 8th December, 2001**. Requests for travel money required by individual children **will not be entertained by office after that day**.

(vii) The normal travelling money for school parties will be issued to escorts I/c on Monday, 10th December, 2001 by the School Office.

(viii) Members of staff entrusted with sums of money for children in school parties must keep detailed accounts of all expenditure incurred. The detailed accounts of expenditure and all refundable balances should be submitted to the School Office **immediately on the termination of escorts' journey**.

No. 384. SECURITY OF PROPERTY

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

No. 385. LEAVE ADDRESS OF STAFF

HOF will compile the leave addresses and telephone numbers of staff in their Faculty and submit the same to Assistant Manager (Admn.) by 13th December, 2001. Matrons will submit their addresses and telephone numbers direct to the Assistant Manager (Admn.)

No. 386. ESCORTS' MEETING.

A meeting of all staff members escorting school parties will be held in the School Visitors Room on Monday, 10th December, 2001 at 2-15 p.m. All Escorts are required to attend. In case any escorts is on examination duty he/she will ensure relief through HC 'A' or H.O.F.

No. 387. DISCIPLINE

(i) All children travelling in school parties are subject to school discipline until handed over to their parents/guardians. All escorts will personally see that the children under their charge maintain discipline at Delhi/Chandigarh 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 in-charge of school parties will report to the Bursar in writing the names of 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.

No. 388. TRAVELLING DRESS.

Children travelling in school parties will dress respectably.

No. 389. 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, and they are printed **partywise** on the luggage labels which should be obtained from the School Office by all Staff concerned personally :—

Srl. No.	School Party	
2	Bombay (Bandra)	} Special note : A few of these serial numbers have been changed and <i>are not the same as previously.</i> Please note the changes carefully.
9	Calcutta Enroute	
11	Delhi 'A' Girls)	
12	Delhi 'B' (Boys)	
16	Chandigarh	
16	Guwahati and enroute	

(ii) Party labels will be available in the School Office on Saturday 8th December 2001. House Matrons should *personally* collect these from here as per their requirements.

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

(iii) Staff members and their families travelling with school parties are requested to label their own luggage with these serial numbered labels. Such staff members must inform the Quartermaster by the evening of Saturday, 8th December, 2001 of the number of packages (luggage) to be collected from their quarter.

(iv) House Staff & 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 removed.**

(v) **CALCUTTA, GUWAHATI & BOMBAY PARTIES**

Luggage of all children travelling in these parties must be ready in PD, GD and BD by 7-00 p.m. on 10th December, 2001. The QM's representative will collect the same from the Matrons by 7-30 p.m. and deposited in the QM Stores with Mr. Ranjit Singh on 10th December, 2001. Mr. Ranjit Singh will ensure that the loading of luggage is completed by 3-45 a.m. on 11th December, 2001.

(vi) **DELHI, CHANDIGARH PARTIES**

Luggage of all children travelling in these parties must be ready in PD, GD and Holding House by 5-30 a.m. on 11th December, 2001. The QM's representative will collect the same from the Matrons by 6-00 a.m. and deposit the luggage in the QM's Stores in respect of GD & PD girls (Delhi 'A' & Chandigarh Girls party) with Mr. Ranjit Singh and in Gaskel Hall in respect of PD boys and Holding House with Mr. Dev Dutt. The loading to commence at 7-30 a.m. The luggage of children from BD will be loaded direct on to the vehicles commencing 7-00 a.m. under arrangements of the Escort, children and House Staff. Mr. Dev Dutt will co-ordinate the loading at BD Quad.

Mr. Ranjit Singh and Mr. Dev Dutt will ensure that the luggage is loaded in the Chartered Buses/DCM Toyota by 8-00 a.m.

(vii) **Light luggage such as handbags, small suit cases, etc.,** will be carried by the child in the party bus.

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

(ix) Children are warned not to give any money to the school employees for carrying their luggage to Gaskell Hall or to porters at the Chandigarh Railway Station.

No. 390 ALLOTMENT OF ACCOMMODATION IN TRAINS.

Mr. L.D. Attri of the School Office will be present at Chandigarh railway station and will be in charge of the allotment of seats in coaches to Delhi party. Escorts are requested to contact him there in this connection.

No. 391. BREAKFAST.

(a) **Breakfast:**—P.D. will have breakfast at 7-00 a.m., and the Senior School at 8-00 a.m.

No. 392. ROLL - CALL AT SANAWAR & CHANDIGARH FOR DELHI & CHANDIGARH PARTIES

Staff I/c escorting the school parties are requested to arrange a roll-call of children to be escorted on the BD Quad/QM Stores and on the platform at Chandigarh Railway Station, half an hour before the departure time of the bus/train. 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.

No. 393. HANDING OVER OF CHILDREN TO PARTY ESCORTS

Housemasters/Mistresses will detail a House staff member to ensure that the children of their house are handed over to the Party Escort and that the staff member leaves the location of school party departure only after the party has left for Kalka/Chandigarh.

Matrons will not be detailed for this duty since they are required to be present in the dormitories and attend to other children.

No. 394. RAIL TICKETS FOR SCHOOL PARTIES.

Tickets for the school parties will be collected by the Escorts from the School office after the escorts meeting.

No. 395. SANAWAR KALKA / CHANDIGARH DEPARTURE ARRANGEMENTS

1. Attached with this Order are detailed lists of all School Parties, a copy of the party programme, and, for escorts only, a copy of the *instructions for escorts*.

2. The School parties will leave from QM Stores and B.D. Quadrangle, in the following order, on Tuesday, 11th Dec., 2001 :—

<i>School party</i>	<i>Assemble at QM Store</i>	<i>Departure from QM Store</i>	<i>Size of party (including escorts)</i>	<i>Transport</i>
Calcutta	3-30 a.m.	4-00 a.m.	} 25	Telco Bus
Guwahati	3-30 a.m.	4-00 a.m.		Telco Bus
Bombay	8-00 a.m.	8-30 a.m.	6	Tata Sumo
Delhi 'A' (Girls)	8-00 a.m.	8-30 a.m.	40	Chartered Bus
Chandigarh (Girls)	8-00 a.m.	8-30 a.m.	05	" "
<i>School Party</i>	<i>Assemble at B.D. Quad.</i>	<i>Departure from B.D. Quad.</i>	<i>Size of Party (including Escorts)</i>	<i>Transport</i>
Delhi 'B' (Boys)	8-00 a.m.	8-30 a.m.	40	Chartered Bus
Chandigarh (Boys)	8-00 a.m.	8-30 a.m.	05	" "

3. **Guwahati & Calcutta parties** will leave Sanawar at 4-00 a.m. on 11-12-2001 in Telco Bus for Kalka Railway Station. The parties will travel by Rajdhani Express leaving from New Delhi Railway Station at 2-00 p.m. and 5-00 p.m. respectively on 11-12-2001.
4. **Delhi A (Girls) and Delhi B (Boys) parties** will leave Sanawar at 8-30 a.m. on 11-12-2001 in Chartered Buses / Bus to Chandigarh. From there they will catch Shatabadi Express, leaving at 1220 hrs. in AC Chair Car Coaches.
5. **Chandigarh party** will travel by Chartered Buses to Chandigarh alongwith Delhi parties.
6. All parties, including Escorts concerned, will assemble in the B.D. Quad./QM Stores partywise under the relevant party placards at the assembly time specified above, and will remain there—including the Escorts—until they are requested to move.
7. **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.**
8. The Asstt. Managrs (Admn.) assisted by Mr. Ranjit Singh Jr. Clerk and Mr. Dev Dutt will supervise departure arrangements. The latter will also please note down the numbers of

2. The School parties will leave from QM Stores and B.D. Quadrangle, in the following order, on Tuesday, 11th Dec., 2001 :—

<i>School party</i>	<i>Assemble at QM Store</i>	<i>Departure from QM Store</i>	<i>Size of party (including escorts)</i>	<i>Transport</i>
Calcutta	3-30 a.m.	4-00 a.m.	} 25	Telco Bus
Guwahati	3-30 a.m.	4-00 a.m.		Telco Bus
Bombay	8-00 a.m.	8-30 a.m.	6	Tata Sumo
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Chandigarh (Girls)	8-00 a.m.	8-30 a.m.	05	„ „
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Delhi 'B' (Boys)	8-00 a.m.	8-30 a.m.	40	Chartered Bus
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7. **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.**
8. The Asstt. Manager (Admn.) assisted by Mr. Ranjit Singh Jr. Clerk and Mr. Dev Dutt will supervise departure arrangements. The latter will also please note down the numbers of

staff members, their families (aged over three years) and servants if any travelling in party buses and who are not included as Escorts in school parties, in order to enable recovery of bus fares.

No. 396. NEXT TERM

The children are required to be back in school on Wednesday 20th February, 2002 by 4-30 p.m.

Andrew S. Gray
Headmaster

THE LAWRENCE SCHOOL ORDERS

Sanawar Friday 7th December, 2001

397—407

No. 397. PROGRAMME

Mon. 10th	...	Mock Examination for Classes X and XII conclude Final Examination Conclude. School farewell lunch for Mrs. M.L. Batish	... 1-15 p.m.
		End Term Assembly	... 4-00 p.m.
		Break ups	... 8-00 p.m.
Tue. 11th	...	Home Day	
Thu. 13th	...	Marks to be entered into the computer by 2-00 p.m.	
Fri. 14th	...	Promotion Meeting (Staff Room) Staff Club Dinner and GM (Kasauli Resorts)	... 2-30 p.m. ... 7-30 p.m.

No. 398. HANDING IN OF SCHOOL CLOTHING

Children of all Departments will hand in their school clothes, etc., to the House Matrons after 5-00 p.m. 10th December, 2001. House-masters and Housemistresses will kindly assist in ensuring the presence of children and that the handing over of clothes, etc., is done in an orderly manner.

No. 399. SEALING OF BOX ROOMS

House Staff and Matrons are requested to ensure that children put all their personal belonging in the box room and the room is sealed.

Concerned Staff has to ensure that boxes are stacked properly in the Box Room to avoid damage to the personal belongings. The box rooms will be inspected by the Bursar during stocktaking of clothing after school closes.

No. 400. DORMITORY LOCKERS

House Staff are requested to impress upon all children in their respective Houses that they will empty their lockers, and leave them open, for repairs, polishing etc.

No. 401. STAFF FAMILIES' RATIONS ETC., DURING VACATION

With effect from Tuesday, 11th December, 2001 the following arrangements have been made to meet the requirements of eggs, vegetables, fruit dry rations and fuel for staff families who will be at Sanawar during the vacation :—

Tuck shop and Vegetables & Fruit shop

The Tuck shop and the vegetable shop will be open throughout the vacation from 10-00 a.m. to 2-00 p.m. on Mondays, Wednesdays and Saturdays.

Dry Rations & Fuel

Will continue to be issued from the Q.M. stores on the same days and at the same timings as usual.

No. 402. HOSPITAL OPD TIMINGS—DURING VACATIONS

Hospital OPD Timings during winter vacation :

Mon.—Fri.	... 10-00 a.m.—12-00 noon 4-00 p.m.—4-30 p.m.
Sat.	... 10-00 a.m.—12-00 noon
Sundays/Holidays	... Closed (on call)

No. 403. SICK REPORT OUTSIDE O.P.D. HOURS DURING WINTER VACATION

All patients will please report to the Class IV on duty in the Hospital who will then inform the Nursing staff on duty during the non OPD hours. After examination and first aid the nursing staff will inform the RMO. All serious cases will be seen immediately by the RMO and all other cases will be seen in routine during OPD hours.

No. 404. IN THE ABSENCE OF THE RMO

All patients will be given first aid and in routine referred to the PHC Dharampur/Kasauli Cantt./Military Hospital, Kasauli. For routine referral the ambulance will take the patients during week days at 11-30 a.m. to the PHC or MH Kasauli at the discretion of the nursing staff on duty. All emergencies will be sent to either Govt. Hospital Kalka or Govt. Hospital Solan.

No. 405. ELECTRIC CONSUMPTION

The Electric load on the Power house has increased and our system is overloaded. To get uninterrupted power supply it is advised to

switch off all other appliances before switching on the geyser or water heating rods, avoid decoration electric lights etc., specially during peak load hrs. i.e. (6-00 a.m. to 9-00 a.m. and 6-00 p.m. to 9-00 p.m.).

No. 406. SCHOOL SECURITY DURING WINTER BREAK

1. As majority of the staff will be away during the winter break, it is imperative that we have restricted openings available for entering the school.
2. It has therefore been decided to lock the Moti Corner gate permanently and keep one entry of the Main Gate available with effect from 15 Dec. 2001 to 17 Feb. 2002. Hospital Ambulance will also use Main Gate for its movement.
3. All staff member are requested to co-operate in this regards.

No. 407. RETIREMENT

Mrs. ML Batish, Housemistress (Siwalik-Vindhya Prep Boys) is retiring w.e.f. 15th Dec. 2001 after putting 24 years of services.

Andrew S. Gray
Headmaster