





BAISAKH, 2082

ADMISSION PROCEDURE

STEP I : REGISTRATION

STEP II : ABILITY TESTS

STEP III : IMPORTANT INFORMATION

STEP I

IMPORTANT INFORMATION ON REGISTRATION

1. The duly filled registration form along with the admit card must be submitted to the school office at least two days before taking the tests.
2. The signed and stamped admit card should be collected from the school office on the same day.
3. Registration Fee for each student is Rs.500/-. This includes the fee for evaluation, interview, tests and registration form and the admit card.
4. The tests are aimed at making an assessment of a child's aptitude on the basis of which, teaching activities can be modified by the teachers concerned, should the child be selected.
5. Parents/Guardians of students seeking admission to class Nursery do not need to appear for tests. They can directly fill up the admission form and get their children admitted w.e.f. **1st Chaitra 2081**.
6. Tests will be conducted on **2, 9, 19 & 23 Chaitra 2081**. Candidates may take tests on any of these days.
7. The timing for the tests: 10:00 a.m. to 1:00 p.m.
8. Mode of selection:
 - i. Parents/Guardians seeking admission to Nursery and Kindergarten may visit the classrooms on **1 Chaitra 2081** between **12:45pm to 2:00pm**.
 - ii. There will be ability test and an interview for classes **LKG to 6**.
 - iii. Tests will be taken on English, Nepali and Mathematics.
 - iv. Questions will be based on the level of the class in which the child is presently studying.

STEP II

NECESSARY INFORMATION ON ABILITY TESTS

1. The candidates should report at the school reception at least fifteen minutes before the tests begin.
2. Students coming for the test should bring the following with them:
 - i. Admit Card
 - ii. Stationery (pen, pencil, eraser, sharpener, instrument box, ruler, colours etc.) for Classes 1 to 6 only.
 - iii. Water and tiffin (optional)
3.
 - i. Parents/Guardians of children seeking admission to **Lower KG & Upper KG** are expected to accompany their children. The children should not be left unattended.
 - ii. Parents/Guardians of children seeking admission to **classes one to three** are expected to wait near the reception till their children finish their test and interview. They are not allowed to accompany their wards into the exam centre. However, concessions will be made in exceptional cases.
 - iii. Parents/Guardians of children seeking admission to classes (4 to 6) are expected to collect their wards at 1:00pm from the reception.
4. The results of the tests will be put up on the school notice board one day after the day of tests at 2:00 p.m.
5. The admission procedure begins on the day the result of the tests are published. Admission formalities must be completed within a week of the publication of the result.
6. Once the admission is done, parents collect login information from the administrative office before the school begins.

STEP III

ADMISSION

1. Fees & other charges for 2082 B.S. (DAY-SCHOLARS)

- a. Admission Fee & other: **Rs. 5000/-**
(This is paid only once during a student's association with the school and is paid at the time of Admission only).
- b. Monthly Fees include tuition fee and bus fee (optional)
 - Bus Fee: **Rs. 2500/-** which is charged for 11 months.
 - Tuition Fee & Others

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 9000/-	Rs. 9500/-	Rs. 10500/-

- c. Annual Fees are paid once a year for the following facilities & services provided by the school: Library, Science lab, games, first-aid & maintenance.

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 9000/-	Rs. 9000/-	Rs. 9000/-

- d. The following fees are also paid once a year for the following services provided by the school: Examination(internal), Computer applications, field trip, community service, Inter class, Inter school competitions, curriculum support, publication and education materials.

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 28000/-	Rs. 29000/-	Rs. 30000/-	Rs. 31000/-

- e.
 - i) Students of classes (Pre-school - 6) are charged Rs. 6000/- per month for lunch and tiffin provided to them at school. Students of classes (7 & 8) are charged Rs. 5000/- per month for lunch provided to them at school. These are charged for ten months only.
 - ii) Food for classes 9 & 10 will be charged as follows:

	Baisakh	Jestha	Asad	Shrawan	Bhadra	Asoj	Kartik	Mangshir	Poush	Magh	Falgun	Chaitra
Cl 9	5500	6250	7000	6250	6250	2000	4250	6250	4250	4750	4750	4000
Cl 10	5500	6250	7000	6250	6250	2000	4250	6250	4250	4750	4750	-

2. Fees & Other charges for 2082 B.S. (RESIDENTIAL STUDENTS)

- a. Admission Fee & others: **Rs. 5000/-**
(This is paid only once during a student's association with the school and is paid at the time of Admission only).

- b. Tuition fee is charged for 12 months:

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 9000/-	Rs. 9500/-	Rs. 10500/-

- c. Annual Fees are paid once a year for the following facilities & services provided by the school:

Library, Science lab, games, first-aid & maintenance.

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 9000/-	Rs. 9000/-	Rs. 9000/-	Rs. 9000/-

- d. Hostel fees include lodging, food and morning & evening study classes. These are charged for twelve months:

Pre-school	1 - 5	6 - 8	9 - 10
Rs. 15000/-	Rs. 16000/-	Rs. 17000/-	Rs. 18000/-

- e. Annual Charges are **Rs. 55000/-** which include:

Exercise Books	Education materials
Examination (internal)	Co-curricular Activities
Computer applications	Inter-house and Inter-school competitions
Field Trip, Toiletries	Bedding Maintenance

- f. Hostel facilities are available only to the students of class 4 onward.

3. The school implements the following activities for all round development and safety of students:

- a. Conduct various Sports activities
- b. Organize Educational Tours/Excursions/Field trips at National, International and Inter-school level
- c. Organize Community Service Environment related programs
- d. Organize Theatrical activities
- e. Organize Club activities
- f. Promote the use of e-library
- g. Publish school newsletters
- h. Organize Annual Sports Day Program
- i. Organize Parents' Day Program
- j. Organize Science Exhibition
- k. Organize Education Fair
- l. Celebrate important days and festivals
- m. Conduct training programs for students, trainers, teaching and non-teaching staff
- n. Conduct activities to enhance the innate creativity of students
- o. Conduct classes on Life Skills
- p. Upgrade of the School Security System and the School Information Center
- q. Maintain cleanliness of the school premises and add greenery to the school environment
- r. Strengthen human resources
- s. Provide clean drinking water
- t. Provide electricity with the help of generators occasionally
- u. Promote the use of latest communication technology in school
- v. Establish Departments for various disciplines
- w. Provide counselling services to students and members of the staff
- x. Distribute awards and prizes
- y. Arrange extra classes for students
- z. Conduct special classes on vocational subjects

- aa. Organize Interaction Programs/Workshops/Seminars on various subjects/issues
- bb. Conduct Awareness Programs on Safety Measures. This would include Earthquake Drill and knowledge of First Aid etc.
- cc. Conduct Literacy programme for parents/guardians
- dd. Introduce multi-media system in classroom teaching.
- ee. Arrange model making classes
- ff. Arrange parents teachers interaction programme.
- gg. Bring positive changes through case study.
- hh. Screen documentary for students.
- ii. Make the students do various projects.

- 4. As we give equal importance to academics, extra and co-curricular activities, we are constantly trying to upgrade our infra-structure. We provide a cricket pitch that meets international standard. Our badminton, table tennis hall, basketball court, gymnastic hall, auditorium hall and futsal ground are used to hold intra- and inter school competitions. Our younger students have access to our playground which has many playing facilities.
- 5. Teaching and learning process is the heart of education. It is the most powerful instrument of education to bring about desired changes in the students. Trainers have been hired to train and monitor their classes on the regular basis. Regular trainings have been imparted to the school teachers every year. The main objective of this training is to make the teacher, the curriculum and other variables child friendly.
- 6. The school was established in 1986 with a sole purpose of providing education. The school policy, academic planning and teaching-learning techniques are unique. The school provides help and access to students to excel in life through concrete steps.

excel
 sportsmanship
 responsible
 culture
 innovative
 vocational skill
 science & technology
 nature & resource
 creativity
 sports & game
 language
 health

- 7. Projects are a detailed study of the subject through research, observation, activities and field visits. Students are assigned projects for a detailed study and to prepare a report on the given project. They have to follow different steps to prepare the project.
 - a. Students should collect information.
 - b. They should go for field visits for observation.
 - c. During field visits pictures, materials and information should be collected.
 - d. Final report should be prepared using collected materials etc.
 - e. It should be presented along with graphical representation, diagram of the facts and figures to support the project.
 - f. Sources and references should be mentioned.

Project work are necessary as students will acquire the ability to make links across different areas of knowledge and to generate, develop and evaluate ideas and information so as to apply these skills in their life.
- 8. **Cambridge English:** In this programme students of classes (2-5) appear for Cambridge English Language Assessment, which is a part of reputed University of Cambridge (UK). This builds confidence in students and provides a firm foundation in English for their future studies.
- 9. **Coding:** This programme improves problem solving skills in a logical and creative way. It enhances the student's math skills, writing skills and decision-making ability.

The students of classes (6 to 8) will be able to understand how computer programs work with the given set of instructions and eventually will be able to develop apps, video games, websites and much more.

10. **Robotics:** Robotics is a branch of engineering that involves the conception, design, manufacture and operation of robots. The objective of the robotics field is to create intelligent machines that can assist humans in a variety of ways.

Robotics provides students with exposure to other essential STEM (Science, Technology, Engineering and Math.) experiences. Many robotics require some basic coding knowledge and computer programming skills so students can utilize these skills to have robots complete specific tasks.

11. The school provides certain nature oriented learning as well. To provide experience in farming related activities, the school has a nursery and a small vegetable garden in order to provide student with a complete education.

12. The school focuses more in the Information Technology. This enable parents keep in touch with school's plan. Please check:

Website: www.galaxy.edu.np

e-mail: admin@galaxy.edu.np

Facebook Page: <https://www.facebook.com/OfficialPageGalaxy>

13. Please call any of the official school number to contact the school. The numbers are: 4510076, 4511362, 4544325, 4511635, 4516060, 4542447

IMPORTANT INFORMATION

1. The school timings are: 8:40am - 4:00pm
2. The classes will begin from 3 Baisakh, 2082 (16 April, 2025).
3.
 - i. All residential students must report to school by 2 Baisakh, 2082 (15 April, 2025).
 - ii. They must report to school on 2 Baisakh, 2082 (15 April, 2025) before 5pm. Any delay in reporting will cause inconvenience both to the student and the staff.
4.
 - i. Books prescribed by the school may be bought from any book store in Nepal. For the convenience of students, the school may make special arrangement to provide books to those students, if they place an order and pay for the books in advance. Book Lists will be provided to the parents on the following days according to the following schedule. Orders for books and the necessary payment should be made on the days mentioned below.

Class	Date	Day	Time
Pre - 4	24 Chaitra, 2081	Sunday	10:00am - 5:00p.m.
5	25 Chaitra, 2081	Monday	10:00am - 5:00p.m.
6	26 Chaitra, 2081	Tuesday	10:00am - 5:00p.m.
7	27 Chaitra, 2081	Wednesday	10:00am - 5:00p.m.
8	28 Chaitra, 2081	Thursday	10:00am - 5:00p.m.
9	29 Chaitra, 2081	Friday	10:00am - 5:00p.m.
10	31 Chaitra, 2081	Sunday	10:00am - 5:00p.m.
Boarders	2 Baisakh, 2082	Tuesday	10:00am - 5:00p.m.

There will be a tea break between 2:00pm-2:30pm.

- ii. Annual & monthly charges (returning students) to be paid on the same day as the book distribution.
- iii. Students of classes Nursery need to bring their books to school after 15 Baisakh 2082.
- iv. The students of classes Nursery to UKG must deposit the books to their class teachers. These books will be kept in the classrooms throughout the year. This is to reduce student's burden of carrying many books to school. The books will, however, be returned at the end of the year.
- v. Students of classes (1-10) must bring their books to school according to the time tables provided to them in their classes.

5.
 - i. Exercise books (copies) are provided to students by the school.
 - ii. All stationery items required by the students of classes Nursery to UKG are provided by the school. However, the students of classes (1-10) must bring their own stationery.
 - iii. All text and exercise books must be covered with brown paper. They should be labelled providing essential information about a student.
 - iv. Pages should not be torn from the exercise books issued to students. A heavy fine will be imposed on students who tear pages from exercise books. Loss of exercise books invites a similar fine.
 - v. The students of classes (7 - 10) must maintain their own files in Physics, Chemistry and Biology Practicals. The files have to be brought by the students themselves.
 - vi. The students of classes (9 - 10) must maintain their own register in mathematics, Opt. Maths and social studies. The registers have to be bought by themselves.
 - vii. The students of classes (1 - 10) will bring their own crayons, pencil colours or water colours for drawing and colouring.
 - viii. Please sign your child's diary every day. This will make your child do his/her work regularly. Please ask your child to follow the rules mentioned in the school diary and in the school prospectus.
 - ix. For their badminton and table tennis classes, students must bring their own racquet and bat respectively.
 - x. For flute class, students must bring their own flute. Flute must be of D scale that the teacher has given.
6. School uniforms can be bought from the outlet situated on the ground floor of the GEF building.

SCHOOL UNIFORM

Pre - School	No	1, 2, 3 & 4	No	5 & 6	No	7 - 10	
Navy Blue Shorts (Half pant)	3	Grey Trousers (boys) Grey Tunic (girls)	3	Grey Trousers	3	Grey trousers	3
School Grey T-shirt	3	Sky Blue Shirt (Full sleeves or half) Depending on the season	3	Sky Blue Shirt (Full sleeves or half) Depending on the season	3	Sky Blue Shirt (Full sleeves or half) Depending on the season	3
		Tie & Belt	1	Tie & Belt	1	Tie & Belt	1
Navy Blue Canvas & navy blue socks	2	Black leather shoes & Grey socks	2	Black leather shoes & Grey socks	2	Black leather shoes & Grey socks	2
Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m
Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2
Navy Blue Jackets with school monogram	1	Navy Blue Jackets with school monogram	1	Navy Blue Jackets with school monogram	1	Navy Blue coat with school monogram	1
Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each
		Grey Stocking for girls	3				
School tracksuit, Blue shorts, Grey-T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set	School tracksuit, Blue shorts, Grey-T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set	School tracksuit, Blue shorts, Grey-T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set	School tracksuit, Blue shorts, Grey-T-shirt, navy blue canvas shoes & navy blue socks for gymnastic / badminton	1 set

Kit list for residential students (Old clothes will not be accepted)

4	No	5 & 6	No	7 - 10	
Grey Trousers (boys) Grey Tunic (girls)	3	Grey Trousers	3	Grey trousers	3
Sky Blue Shirt (Full sleeves or half) Depending on the season	5	Sky Blue Shirt (Full sleeves or half) Depending on the season	5	Sky Blue Shirt (Full sleeves or half) Depending on the season	5
Tie & Belt	1	Tie & Belt	1	Tie & Belt	1
Black leather shoes & Grey socks	1 pair	Black leather shoes & Grey socks	1 pair	Black leather shoes & Grey socks	1 pair
Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m	Sky Blue Ribbon (girls)	2m
Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2	Grey Pullover with school monogram (V-neck) (Full or sleeveless) depending on the season	2
Navy Blue Jackets with school monogram	1	Navy Blue Jackets with school monogram	1	Navy Blue coat with school monogram	1
Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each	Grey muffler, cap, gloves in winter only	1 each
Grey Stocking for girls	3				1 set
School tracksuit, Blue shorts, Grey-T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set each	School tracksuit, Blue shorts, Grey-T-shirt, navy blue canvas shoes & navy blue socks for gymnastic class	1 set each	School tracksuit, Blue shorts, Grey-T-shirt, navy blue canvas shoes & navy blue socks for gymnastic / badminton	1 set each
White chemise (girls) & bloomers (girls), Grey socks, navy blue socks, Out socks, handkerchief	6 no each	Vest, underwear, Grey socks, navy blue socks, Out socks, handkerchief	6 no each	Vest, Undergarments, Grey socks, navy blue socks, Out socks, handkerchief	6 no each
Hostel Tracksuit	2	Hostel Tracksuit	2	Hostel Tracksuit	2
Hostel T-shirt	2	Hostel T-shirt	2	Hostel T-shirt	2
Jacket, Sport shoes, blue jeans, sweater (thick)	1 each	Jacket, Sport shoes, blue jeans, sweater (thick)	1 each	Jacket, Sport shoes, blue jeans, sweater (thick)	1 each
Mosquito net	1	Mosquito net	1	Mosquito net	1
Bed sheet (any colour/design)	3	Bed sheet (any colour/design)	3	Bed sheet (any colour/design)	3
Blanket	1	Blanket	1	Blanket	1
Night suit	2	Night suit	2	Night suit	2
Towel (big) bath	2	Towel (big) bath	2	Towel (big) bath	2
Towel (small) face	1	Towel (small) face	1	Towel (small) face	1
Slippers	1	Slippers	1	Slippers	1
Steel trunk with lock & key	1	Steel trunk with lock & key	1	Steel trunk with lock & key	1
Badminton racquet	1	Badminton racquet	1	Badminton racquet	1
Table Tennis bat	1	Table Tennis bat	1	Table Tennis bat	1
Futsal shoes	1	Futsal shoes	1	Futsal shoes	1
Flute	1	Flute	1	Flute	1
Water bottle	1	Water bottle	1	Water bottle	1
Raincoat / umbrella	1	Raincoat / umbrella	1	Raincoat / umbrella	1

The following items must be provided regularly by the parents/guardians to the residential students

- a. Shoe laces, polish (white & black) shoe brush, plastic comb, wooden comb, tooth brush, soap (washing & bathing), hair oil, cold cream, nailcutter, glycerine, tooth-paste, scrubber, sanitary towels (for girls), shampoo and talcum powder.

- b. Classes (4-10) are provided exercise books. Other stationery items have to be provided regularly by the parents.
7. The school canteen serves tiffin to students on request. Students are charged extra for this facility.
 8. If a parent/guardian wants to withdraw his/her child from school hostel or discontinue the school transport in the middle of an academic session he/she must either pay the relevant fee for the whole academic session or pay **2 month's fees** in addition to the fees for the period his/her ward has used the services provided by the school. The school strongly discourages parents/guardians from withdrawing their wards from a service provided by the school after the session has started. This is because the school calculates all its expenses on the basis of the total number of students using a particular service. When students are withdrawn from any service, the overhead costs remain the same. The school, therefore, incurs losses. Fees are calculated on the basis of the expenses on a service for the entire year. The expenses on a service per student for the whole year is divided into 10 or 12 installments. If a student wants to discontinue a service, the school is unable to cover the expenses for the rest of the session. We, therefore, urge you to keep the school's compulsions in mind while opting for any service. Every academic session is a package of about 240 days.
 9. Parents of children studying in Nursery are requested to provide their children with an extra pair of underpants and trousers that is to be brought to school everyday.
 10. Water bottles, tiffin boxes, school bags must be labelled.
 11. Please provide your child with healthy, nutritious tiffin and safe drinking water. They can, however, have lunch at the school mess. In order to have lunch at the school mess, the school must be informed in advance. An additional charge must be paid before availing this facility.
 12. Students of all classes, especially classes Nursery to 6 must develop good toilet habits. They should go to the toilets before coming to school.
 13.
 - i. If the normal functioning of the school is hampered by bandhs, demonstrations and strikes, we expect you to understand our difficulties and co-operate with us. The actions taken by the school are in the interest of all its students.
 - ii. Don't send your child to school if he/she is suffering from any infectious disease. This is to prevent the disease from spreading among other students. You must, however, inform the school about your child's absence.
 14. The school publishes a newsletter at regular intervals. Students are encouraged to submit their articles, poems etc to the relevant person.
 15.
 - i. The school offers club activities on request to students of classes (1-7). The classes are held from 4:15pm to 5:30pm on working days. The fee for these classes is Rs.3000/- per student for 12 classes in a month.
 - ii. The evening classes for class 8 & 10 may start from the beginning of the session. The classes get over at 5:30pm. The fee for these classes is Rs.3500/- for each student per month.
 16.
 - i. Students of classes 1 to 10 will have to take six examinations in a year.
 - ii. Report Cards will only be issued on the Report Card Distribution Day.
 - iii. Parents/Guardians must collect their ward's report card and meet the concerned subject teachers, class teachers as well as school administration for the academic performance of the student.
 17. Please download our School App which has the logo of school. Parents are required to take username and password from the concerned class teachers or from administration to login.

18. i. The school has a fleet of 16 buses and 2 vans which cover the entire valley. This service is optional. Students are charged extra for this facility. Tentative routes are given below, these routes are subjected to change as and when required. The details of bus routes are given below:

BUS ROUTE

	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4	ROUTE 5	ROUTE 6
1	ज्ञानोदय स्कूल	बाँसवारी	बालाजु गंगाहल	बसुन्धरा पुल	चुच्चेपाटी	कालिमाटी
2	कुमारी मन्दिर	बृहानिलकण्ठ मन्दिर	माछापौखरी	धापासी हाइट (वारी)	रामहिटी	कुलेश्वर
3	बाफलचोक	बृहानिलकण्ठ (नयाँ चोक)	बालाजु बाइसधारा	धापासी हाइट (पारी)	तिनचुली	कुलेश्वर आवास
4	स्युचाटार चक्रपथ	बृहानिलकण्ठ (चपली)	जरंखु	टोखा बसपार्क	आरुवारी	कुलेश्वर गणेशथान
5	सितापाइला चक्रपथ	चपली हाइट	शेषमती पुल	टोखा पुल	गोकर्ण	मेट्रो हाउजिङ
6	स्वयम्भू चक्रपथ	स्पेशल चोक	लामबगर	धापासी (ग्रिनल्याण्ड)	अत्तरखेल	बल्खु
7	ठुलो भन्याङ चक्रपथ	पासिकोट	फुटुङ्ग नागपौखरी	सी आर एस	मैडिकल कलेज	सीता पम्प
8	हुङ्गेधारा	इटलीटार	फुटुङ्ग बसपार्क	ग्राण्ड हस्पिटल	बैसगाउँ	कलंकी मालपोत
9	सानो भन्याङ चक्रपथ	गल्फुटार	लैनचौर	ग्रिनल्याण्ड	छहारी क्लब	बाबा पेट्रोल पम्प
10	बनस्थली स्कूल चक्रपथ	मण्डिखाटार	स्कूल	सामाखुसी चौकी	जोरपाटी	कलङ्की
11	बालाजु चक्रपथ	गोल्फुटार (पासिकोट)		बसुन्धरा पुल/चौकी	बराल पेट्रोल पम्प	कलंकी मन्दिर
12	लैनचौर	धुम्बाराही		बसुन्धरा प्रतिकालय	बौद्ध पिपलबोट	लामपाटी
13	स्कूल	भंगाल		महाराजगञ्ज	बौद्ध	रविभवन
14		कामीटार		तालिमकेन्द्र (महाराजगञ्ज)	चावाहिल	टेकु
15		चुनदेवी		राष्ट्रपति भवन	चावाहिल गणेशथान	भोटेबहाल
16		चण्डोल		पानी पौखरी	भत्केको पुल उकालो	त्रिपुरेश्वर
17		चण्डोल चप्पल कारखाना		बालुवाटार	स्कूल	चाइना टाउन आर्मी ब्यारक
18		महाराजगञ्ज चक्रपथ		गोमा पेट्रोल पम्प		शंकरदेव क्याम्पस
19		स्कूल		पवित्र बर्कशप		स्कूल
20				नक्साल (नारायण चौर)		
21				स्कूल		
	ROUTE 7	ROUTE 8	ROUTE 9	ROUTE 10	ROUTE 11	ROUTE 12
1	सुर्यविनायक	मुलपानी बसपार्क	धापासी (श्रीटोल)	सञ्चयकोष भवन ठमेल	गोपीकृष्ण	शिवमन्दिर (खोला)
2	धलातिचोक	दक्षिणढोका	सूर्य दर्शन (हाइट)	क्षेत्रपाटी चोक	सरस्वतीनगर खोलाको बाटो	नयाँ बसपार्क
3	सल्लाघारी भक्तपुर	माकलवारी	बनियाटार (धनेश्वरी)	धोवीधारा	साततले	गौंगबु (शिव मन्दिर)
4	मध्यपुर ठिमी	नारायणटार	गंगबु (गणेश मन्दिर)	ढल्को	मिलनचोक	सामाखुसी चोक
5	भक्तपुर	नयाँ बस्ती	गंगबु चोक	डल्लु पुल	आकाशेधारा	दक्षिणकालि मन्दिर
6	नयाँ ठिमी	कुमारीगाल	सामाखुसी (टाउन प्लानिङ)	कालधारा	निलोपुल	रानिवारी
7	चारदोबाटो भक्तपुर	जम्बोडाँडा	रेडन कलेज	ठमेल सोह्रखुट्टे	एकतावस्ती कपन	साँगीला
8	गठ्ठाघर	नयाँ बस्ती (पाटीटार)	स्कूल	पकनाजोल	धुम्बाराही	जापानीज एम्बेसी
9	कौशलटार	अरुणिमा नयाँ बस्ती		शोभा भगवती	धुम्बाराही मन्दिर	न्याडिसन
10	लोकन्थली	मैजुबहाल		खुसिबु	चण्डोल	उत्तर ढोका
11	जडिवुटी	मित्रपार्क		सरकारी धारा	हाँडी गाउँ	स्कूल
12	कोटेश्वर	जय बागेश्वरी		कपुरधारा	मालीगाउँ	
13	तिनकुने	स्कूल		गल्कोपाखा	टंगला	
14	नयाँ बानेश्वर			स्कूल	स्कूल	
15	पानी ट्याङ्की					
16	रत्नराज्य					
17	मध्य बानेश्वर					
18	भेनस हसपिटल					
19	पुरानो बानेश्वर					
20	पुरानो बानेश्वर पीपलबोट					
21	पुरानो बानेश्वर चोक					
22	पुरानो बानेश्वर ओरालो					
23	सेतो पुल					
24	मैतिदेवी चोक					
25	मैतिदेवी मन्दिर (बेलुका)					
26	स्कूल					

	ROUTE 13	ROUTE 14	ROUTE 15	ROUTE 16	ROUTE 17	ROUTE 18
1	पुल्चोक	थापाथली	थापागाउँ	सुन्धारा	सरस्वतीनगर	पुरानो ठिमी ७
2	सानेपा	बिजुली बजार	न्यूबानेश्वर बी.आईसीसी	एनएसी	भृकुटीचोक	गोठाटार ७
3	धोबीघाट	मदन भण्डारी कलेज	शान्तिनगर	न्युरोड	फैका चोक	खहरे ७
4	नख्खु दोवाटो	बबरमहल	भीमसेनगोला	टेवहाल	तेन्जीङचोक	विरेन्द्रचोक ७
5	नख्खु पुल	अनामनगर	सिनामंगल भत्केको पुल	विर हस्पताल	राधाकृष्णमन्दिर कपन	काँडाघारी ७
6	एकान्तकुना	वैद्यखाना (पानी टयाङ्की)	सिनामङ्गल	महाबौद्ध (वीर हस्पिटल)	पुलिस विट चौकी	सर्नासटी ७
7	कुसुन्ती	कारिकास्थान	के.एम.सी. हस्पिटल	भोर्ताहिटी	दुर्गा मन्दिर	पहेंलोपुल ८
8	सातदोवाटो	डिल्ली बजार	पुरानो बानेश्वर	रानीपोखरी	बालुवा खानी	गौरीघाट ८
9	ग्वाको	स्कूल	बत्तीसपुतली / गौशाला	जमल	कपन एकता बस्ती बारी	सिफल चौर ८
10	बालकुमारी		गौशाला	दरबारमार्ग	सुकेधारा	सिफल चोक ८
11	कोटेश्वर भाटभटेनी		रातोपुल	कमलादी	धुम्बाराही पिपलवोट	हिरारत्न बारी ८
12	कोटेश्वर (महादेवस्थान)		स्कूल	घण्टाघर	भाटभटेनी नक्शाल	भत्केको पुल ८
13	कोटेश्वर(भूमिका स्कूल)			बागबजार	स्कूल	बुलबुले
14	कोटेश्वर भित्री बाटो तीनकुने			पुतलीसडक		हिरारत्न पारी ८
15	तिनकुने			स्कूल		स्कूल
16	पिङ्गलास्थान					
17	स्कूल					
	ROUTE 19					
1	मनमैजु (लोकतन्त्रचोक) १२					
2	शुभकामना १२					
3	मनमैजु १२					
4	नेपालटार ३					
5	बाइपास आर्मी ब्यारेक ३					
6	नयाँबजार १					
7	अमृतसाइन्स क्याम्पस १					

- ii. Students using the school transport service must board the bus assigned to him/her. Under no circumstances can a student change a bus or a bus route. This is to ensure the safety of your child.
 - iii. You are requested to confirm the bus routes if you want your children to use the school transport facility (New Admission).
 - iv. If your child uses the school bus and does not reach home within one hour after the school gets over, please inform the school office immediately. The school can then take instant action. Normally, school buses bring the children back to school if they are held up in traffic jams.
 - v. Please ask your child not to board another school bus to visit friends and relatives. This could cause a lot of anxiety to you and the school.
 - vi. Students who use the school bus service must board and alight from the assigned school buses only at the points mentioned on the Bus Pass. Any student flouting the bus rules will be severely penalised.
 - vii. Students who violate bus rules will be compelled to discontinue using the school transport service. In such a case, their bus fee has to be paid for the whole year.
19. Plantation is one of the school activities that help students to understand the process of growing vegetables and fruits. In today's world, children are moving farther away from nature. As such they are familiar only with the end products and are ignorant about how they are grown or where they come from. Plantation will help them to understand such things to a great extent.
- For plantation, parents are requested to help their wards to sow the seeds of any one plant in their kitchen garden from the list provided. This kitchen garden may vary from a small plot of land in a corner to thermacol boxes. Once the saplings appear, some of

them should be planted in a plastic cup and students must bring it to school. They should be following the growth of remaining saplings at home. This will help them to get firsthand knowledge of the different stages of the plant and understand how every part of the plant is useful to us.

20. Incharges will be available in their respective offices as per the following schedule.

Department	Time
Pre - School	9:00am - 10:00am
Classes (1 - 4)	9:00am - 10:00am
Classes 5 & 6	9:00am - 10:00am
Classes 7 & 8	10:00am - 11:00am
Classes 9 & 10	10:00am - 11:00am
Operator	6:00am - 6:00pm
Classes 11 & 12	8:00am - 12:30pm
Administration	9:00am - 5:00pm
Transportation	7:00am - 7:00pm
Account (Cash Counter)	8:00am - 5:00pm
Hostel	4:30pm - 8:30pm

21. Parents are requested to contact the school in case of emergency at any time.
22. The Principal may be contacted between 9:30 am to 11:00 am on all working days to discuss matters concerning the academic performance of students. Prior appointment with the concerned person is always advisable.
23. i. The Academic Year for classes Nursery - 10 begins on from 1st week of Baisakh (3rd week of April) and ends on 3rd week of Chaitra (1st week of April.).
 ii. The school office is open on all working days from 8:00 a.m. to 5:00 p.m. The school office is closed on all Saturdays and all public holidays.
24. Students must go home immediately after their classes get over.
25. i. The school is very serious about discipline, uniform, dress code, personal hygiene, absenteeism etc. Stern action is taken against students who breach school rules.
 ii. The school puts a lot of emphasis on personal cleanliness and on uniform. As such, ties, belts, bags should be washed once a week. Shirts, skirts and trousers must be ironed. Clothes should be clean. Undergarments should be changed every day. Boys of classes Nursery to 10 must wear white vests, girls of classes 2, 3 & 4 must wear chemise and bloomers.
 iii. Both boys and girls of classes 5 - 10 must wear white vests inside. In addition to white vests, girls of these classes must wear appropriate undergarments. All students (2-10) must wear tie and belt. Shirts should be buttoned, tie knots should be in the proper place and shoes should be polished. Socks should be grey. They must be clean. Trousers must be worn properly. Students are not allowed to wear trousers below their waists. Hipsters, hiphops, skin tight, etc. styles are not allowed.
 iv. Students must strictly follow the school dress code. Their uniform should be clean and ironed. Girls must wear their hair in two plaits with sky blue ribbon, hair(boys) should be trimmed and school bags should be used. Fashionable bags worn across the chest is not allowed. Only girls are allowed to wear simple earrings. Fashionable earrings are not acceptable.
 v. Students should not put their hands inside their pockets or on another student's shoulders.
 vi. Students are strictly forbidden to apply nail polish, wear jewellery, carry video games, indecent literature, electronic gadgets, CDs etc. Students of classes Nursery to 3 need not wear watches to school.
 vii. Students found bullying others or fighting with others will be immediately expelled from school.
 viii. Fines will be imposed on students who do not speak English inside the school premises.
 ix. Students who provide wrong information to their parents/guardians regarding matters relating to the school will be severely punished.

- x. Strong action will be taken against students who remain absent from school without a valid reason.
- 26. Students promoted on trial must be very serious about their studies. If their academic performance does not improve, there will be severe consequences.
- 27. Please treat complaint letters very seriously. A letter of complaint is issued only when a student has done something wrong. The purpose of issuing these letters is corrective. These letters provide information about a student's drawbacks or conduct. Parents / Guardians are expected to treat them seriously and take appropriate steps to correct the student's shortcomings and conduct.
- 28. Residential students have to follow a fixed routine in school. So, they are allowed to go home only on days fixed by the school.
 - a. Residential students who go home must report to school in the morning before the classes begin. Parents/Guardians must ensure that they have bath and a haircut during their stay at home and have all the necessary stationery when they report to school.
 - b. Hostel students may go home on the days marked on the school calendar.
 - c. Students who violate hostel rules will be compelled to discontinue using the school hostel service. In such a case, their hostel fees has to be paid for the whole year.

29. School timings at a glance

Classes	Bell rings at	Attendance & Checking	Classes begin at	Lunch break & Assembly	Tiffin Break	Diary Signings	Classes get over at	Buses leave at
Nur-4	8:40 am	8:40am-8:45am	8:45am	10:15am-11:00am	2:45pm-3:00pm	3:45pm-3:50pm	3:50pm	4:00pm
5 & 6	8:40 am	8:40am-8:45am	8:45am	11:00am-11:45am	2:45pm-3:00pm	3:45pm-3:50pm	3:50pm	4:00pm
7 & 8	8:40 am	8:40am-8:45am	8:45am	12:30pm-1:15pm	-	3:40pm-3:50pm	3:50pm	4:00pm
9 - 10	8:40 am	8:40am-8:45am	8:45am	11:45am-12:30pm	-	3:40pm-3:50pm	3:50pm	4:00pm

- 30. School has made special arrangement for students of class Nursery for few weeks in the beginning if their parents/guardians wish to take them home earlier. Please contact the incharges concerned.
- 31. The school has various types of tests to evaluate a student. They are as follows:
 - i. Performance Tests
In these tests, students are graded on the basis of their performance in various activities which are primarily non-academic in nature such as dramatics, art & craft, elocution, sports, dance, music, etc.
 - ii. Continuous Assessment Tests
In this kind of evaluation, a student's performance in different academic activities throughout the year is graded. The performance of students in all class activities, home assignments, tests in subsidiary subjects, oral examinations etc. are taken into account. The aim of this assessment is to make students perform consistently throughout the year.
 - iii. Formation Evaluation
In this kind of evaluation, the aim is to assess whether the students have understood their lessons and meet the objectives of the lessons taught to them. Classwork, homework, quiz etc. are taken into account.
 - iv. Summative Evaluation
In this kind of evaluation, decisions are taken on whether a student meets the requirements to be promoted to the next class. The performance of terminal exams are taken into account.
 - v. Criteria for Promoting a Student
Besides the marks obtained in the exams and tests, the final decision for promotion also rests on the following considerations:
 - a. The ability of a student to overcome his/her shortcomings.

- b. A student's behaviour in class and attitude towards his/her studies.
c. Consistency in his/her performance in curricular, co-curricular activities and performance tests.
- vi. **Detention**
a. If a student fails in any major subject in the final result.
b. If a student secures less than the pass percentage for a particular class at the end of a session.
* Students will not be permitted to repeat a class for the second time.
* No rank will be awarded to a student who fails in any subject.
- vii. **Attendance Policies**
a. Any student who is absent for more than 5% of the total number of working days in a Term may not be allowed to take tests / exams during that term. These include excused as well as unexcused absence.
b. Regardless of the reason, separate tests / exams will not be conducted for students failing to sit for the scheduled exams or tests.
- viii. **Policies Regarding Assignments**
a. Assignments/Homework that are not completed or submitted within the stipulated date will receive the lowest grade.

MENU

The hostel catering service serves wholesome nutritious food to residential students. Students can choose vegetarian or non vegetarian food. The food is cooked in hygienic conditions. The school ensures that they get a healthy balanced diet. Fresh and green vegetables like cabbage, brinjal, beans, green gourds, leafy vegetable, cauliflower and yellow pumpkin are provided in their meals.

Days	Breakfast	Lunch	Tiffin	Dinner
Sunday	Egg Fried Rice, अचार, Tea	Rice, दाल, अचार, मस्यौरा आलु, बन्दा (St)	Cream Doughnut & Juice/Tea	Rice, दाल, अचार, Vegetable (Seasonal)
Monday	Bread, Jam, egg, Tea	Rice, दाल, अचार, Chicken Curry (st), गेडागुडी, तोफु (st)	Chowmein & Juice/Tea	Rice, दाल, अचार, Vegetable (Seasonal)
Tuesday	Fried Rice, अचार, आलु फ्राई, Tea	Rice, दाल, अचार Vegetable(Seasonal) गुन्दुक भटमास् (St)	Bread chop, Juice/Tea	Rice, दाल, अचार, Egg Curry
Wednesday	Bread, Jam, egg, Tea	Rice, दाल, अचार, Chicken Curry (st), मस्यौरा, दही (St)	Egg fried rice, Juice/Tea	Rice, दाल, अचार, Vegetable (Seasonal)
Thursday	Egg fried rice, अचार, egg, Tea	Rice, दाल, अचार Vegetable(Seasonal) तामाबोडी (St)	Cornflake & Milk	Rice, दाल, अचार, मस्यौरा
Friday	Egg Fried Rice, अचार, Tea	Rice, दाल, अचार, राजमा / काबुली चनाकेराउ, Egg curry (St) / गुन्दुक भटमास(St)	Muffin, Juice/ Tea	Rice, दाल, अचार, Vegetable (Seasonal)
Saturday	Optional	Rice, दाल, अचार/सलाद, Chicken curry	चना, Juice/Tea & fruit	Rice, दाल, अचार, साग

Note: The menu given above is tentative. It is subject to change whenever necessary.



Galaxy
Public School

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Year Planner 2082

2025/026

बार DAY	नेपाल APR/MAY	चैत्र MAY/JUNE	जेठ JUNE/JULY	शरद JULY/AUG	अस AUG/SEP	शरद SEP/OCT	कात्तिक OCT/NOV	मंसिर NOV/DEC	तिथ DEC/JAN	पौष JAN/FEB	फाल्गुण FEB/MARCH	चैत्र MARCH/APRIL
आइतबार		१	१५	२९	१	१५	३०	१४	२८	११	२५	९
सोमबार	१	२	१६	३०	२	१६		१५				१०
मङ्गलबार	२	३	१७	३१	३	१७		१६	१६			११
बुधबार	३	४	१८	१	४	२०		१७	१७			१२
बिहीबार	४	५	१९	२	५	२१		१८	१८	१५		१३
शुक्रबार	५	६	२०	३	६	२२		१९	१९	१६	१३	१४
शनिबार	६	७	२१	४	७	२३	१८	२०	२०	१७	१४	१५
आइतबार	७	८	२२	५	८	२४	१९	२१	२१	१८	१५	१६
सोमबार	८	९	२३	६	९	२५	२०	२२	२२	१९	१६	१७
मङ्गलबार	९	१०	२४	७	१०	२६	२१	२३	२३	२०	१७	१८
बुधबार	१०	११	२५	८	११	२७	२२	२४	२४	२१	१८	१९
बिहीबार	११	१२	२६	९	१२	२८	२३	२५	२५	२२	१९	२०
शुक्रबार	१२	१३	२७	१०	१३	२९	२४	२६	२६	२३	२०	२१
शनिबार	१३	१४	२८	११	१४	३०	२५	२७	२७	२४	२१	२२
आइतबार	१४	१५	२९	१२	१५	३१	२६	२८	२८	२५	२२	२३
सोमबार	१५	१६	३०	१३	१६	१	२७	२९	२९	२६	२३	२४
मङ्गलबार	१६	१७	३१	१४	१७	२	२८	३०	३०	२७	२४	२५
बुधबार	१७	१८	१	१५	१८	३	२९	३१	३१	२८	२५	२६
बिहीबार	१८	१९	२	१६	१९	४	३०	३२	३२	२९	२६	२७
शुक्रबार	१९	२०	३	१७	२०	५	३१	३३	३३	३०	२७	२८
शनिबार	२०	२१	४	१८	२१	६	३२	३४	३४	३१	२८	२९
आइतबार	२१	२२	५	१९	२२	७	३३	३५	३५	३२	२९	३०
सोमबार	२२	२३	६	२०	२३	८	३४	३६	३६	३३	३०	३१
मङ्गलबार	२३	२४	७	२१	२४	९	३५	३७	३७	३४	३१	३२
बुधबार	२४	२५	८	२२	२५	१०	३६	३८	३८	३५	३२	३३
बिहीबार	२५	२६	९	२३	२६	११	३७	३९	३९	३६	३३	३४
शुक्रबार	२६	२७	१०	२४	२७	१२	३८	४०	४०	३७	३४	३५
शनिबार	२७	२८	११	२५	२८	१३	३९	४१	४१	३८	३५	३६
आइतबार	२८	२९	१२	२६	२९	१४	४०	४२	४२	३९	३६	३७
सोमबार	२९	३०	१३	२७	३०	१५	४१	४३	४३	४०	३७	३८
मङ्गलबार	३०	३१	१४	२८	३१	१६	४२	४४	४४	४१	३८	३९
बुधबार	३१	१	१५	२९	१	१७	४३	४५	४५	४२	३९	४०
बिहीबार	१	२	१६	३०	२	१८	४४	४६	४६	४३	४०	४१
शुक्रबार	२	३	१७	३१	३	१९	४५	४७	४७	४४	४१	४२
शनिबार	३	४	१८	१	४	२०	४६	४८	४८	४५	४२	४३
आइतबार	४	५	१९	२	५	२१	४७	४९	४९	४६	४३	४४
सोमबार	५	६	२०	३	६	२२	४८	५०	५०	४७	४४	४५
मङ्गलबार	६	७	२१	४	७	२३	४९	५१	५१	४८	४५	४६
बुधबार	७	८	२२	५	८	२४	५०	५२	५२	४९	४६	४७
बिहीबार	८	९	२३	६	९	२५	५१	५३	५३	५०	४७	४८
शुक्रबार	९	१०	२४	७	१०	२६	५२	५४	५४	५१	४८	४९
शनिबार	१०	११	२५	८	११	२७	५३	५५	५५	५२	४९	५०
आइतबार	११	१२	२६	९	१२	२८	५४	५६	५६	५३	५०	५१
सोमबार	१२	१३	२७	१०	१३	२९	५५	५७	५७	५४	५१	५२
मङ्गलबार	१३	१४	२८	११	१४	३०	५६	५९	५९	५६	५३	५४
बुधबार	१४	१५	२९	१२	१५	३१	५७	६१	६१	५८	५५	५६
बिहीबार	१५	१६	३०	१३	१६	३२	५८	६३	६३	६०	५६	५७
शुक्रबार	१६	१७	३१	१४	१७	३३	५९	६५	६५	६२	५७	५८
शनिबार	१७	१८	१	१५	१८	३४	६०	६७	६७	६४	६१	६२

Note: This is a tentative schedule, this schedule is subject to change as and when required.