



## **Sanatan School Bharatpur**

### **SOP for Handouts and worksheet**

- Every worksheet or the handout given to the child will be on charging basis.
- The cost of printing will be Rs 2 /-per sheet which is lesser than the market price.
- All parents will be charged Rs 1000/- at the beginning of the academic session. The HRT will maintain a record of number of sheets with date and calculate the record quarterly to keep a check on the balance of money spent.
- In case the parents are not willing to pay 1000/ for the print soft copies of the worksheet or the hanout will be provided to them.
- All the worksheets designed by the concerned teacher will be approved by the respective coordinators before they are sent for printing.
- The worksheets should be planned , approved and printed well in advance.