

JOI Knowledge Base – Ultimate Content Template

How to use this document

- 1. **Copy** each section into the corresponding tab in your JOI dashboard (**Knowledge Base**).
 - 2. **Replace** the example text with your school’s actual information.
 - 3. For sections that don’t have a dedicated dashboard tab (like *Academic Calendar* or *Uniform Policy*), add them as **FAQs** using the category filters (e.g., category: "Policies", "Calendar", "Rules").
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1. School Profile (Basic Info)

Paste this into the **School Profile** tab.

Field	Example Content
School Name	Springdale International School
Address	123, Green Valley Road, Koramangala, Bengaluru – 560034, Karnataka, India
Board	CBSE (Affiliation No: 123456)

Field	Example Content
School Timings	<i>Pre-Primary (Nursery–KG): 9:00 AM – 12:30 PM</i> <i>Primary (1–5): 8:30 AM – 2:00 PM</i> <i>Secondary (6–10): 8:00 AM – 3:00 PM</i> <i>Senior Secondary (11–12): 7:45 AM – 2:30 PM</i>
About the School	<i>Springdale International School, established in 2005, is a co-educational English-medium institution affiliated with the CBSE board. We are committed to nurturing future leaders through a blend of academic rigour, sports, arts, and values. Our 10-acre campus features state-of-the-art infrastructure, a dedicated faculty, and a safe, inclusive environment.</i>
Motto / Vision	<i>"Empowering Minds, Building Character"</i>
School Colour	<i>Blue & White</i>
Principal Name	<i>Dr. Ananya Sharma</i>
Principal Message	<i>"At Springdale, we believe every child is unique. Our mission is to provide a holistic education that prepares students for life, not just exams."</i>
Year of Establishment	<i>*2005*</i>

Field	Example Content
Languages Taught	<i>English (Primary), Hindi, Kannada, Sanskrit</i>
Co-curricular Focus	<i>STEM, Performing Arts, Environmental Sustainability</i>

2. Admission Information (Full Details)

Paste this into the **Admission** tab. (The UI currently shows `isOpen`, `process`, `ageCriteria`. For extra fields like `contacts`, `fees`, and `dates`, add them as FAQs or in the description.)

Field	Example Content
Admissions Open	<i>Yes</i>
Academic Year	<i>*2025–26*</i>
Admission Process (Step-by-Step)	<i>1. Fill the online application form (link below).</i> <i>2. Upload the required documents.</i>

Field

Example Content

3. Schedule a campus visit / interaction session.

4. Take an age-appropriate assessment (for Grade 1 and above).

5. Receive the offer letter and complete the fee payment.

Age Criteria (Detailed)

Nursery: 2.5 – 3.5 years as of 31 March 2025

LKG: 3.5 – 4.5 years

UKG: 4.5 – 5.5 years

Grade 1: 5.5 – 6.5 years

For higher grades, age criteria follow CBSE norms.

Documents Required

Birth Certificate (original + copy)

Aadhaar Card (student + parent)

Transfer Certificate (if applicable)

Previous academic year's report card

Passport-sized photographs (4 copies)

Address proof (electricity bill / rental agreement)

Medical/Immunisation records

Contact Person

Mrs. Priya Nair – Admissions Coordinator

Contact Phone

+91 98765 43210

Field	Example Content
Contact Email	<i>admissions@springdale.edu</i>
Application Fee	<i>₹1,500 (non-refundable)</i>
Application URL	https://springdale.edu/admissions/apply
Important Dates	<i>Application Start: 1 October 2025</i> <i>Application Deadline: 15 March 2026</i> <i>*Interaction/Assessment: 20–30 March 2026*</i> <i>First List of Selected: 5 April 2026</i> <i>Last Date for Fee Payment: 20 April 2026</i> <i>Commencement of Classes: 15 June 2026</i>

3. Fee Structure (Comprehensive)

Paste this into the **Fee Structure** tab. Include all grades and all fee components.

Grade	Tuition Fee (₹)	Admission Fee (₹)	Annual Charges (₹)	Transport Fee (₹)	Activity/Lab Fee (₹)	Total (₹)
Nursery	48,000	5,000	10,000	12,000	5,000	80,000
LKG	50,000	5,000	10,000	12,000	5,000	82,000
UKG	50,000	5,000	10,000	12,000	5,000	82,000
Grade 1	55,000	6,000	12,000	15,000	6,000	94,000
Grade 2	55,000	6,000	12,000	15,000	6,000	94,000
Grade 3	57,000	6,000	12,000	15,000	6,000	96,000
Grade 4	57,000	6,000	12,000	15,000	6,000	96,000
Grade 5	60,000	7,000	14,000	16,000	7,000	104,000
Grade 6	63,000	7,000	14,000	16,000	8,000	108,000
Grade 7	65,000	7,000	15,000	16,000	8,000	111,000
Grade 8	65,000	7,000	15,000	16,000	8,000	111,000

Grade	Tuition Fee (₹)	Admission Fee (₹)	Annual Charges (₹)	Transport Fee (₹)	Activity/Lab Fee (₹)	Total (₹)
Grade 9	70,000	8,000	16,000	18,000	10,000	122,000
Grade 10	72,000	8,000	16,000	18,000	10,000	124,000
Grade 11 (Science)	85,000	10,000	20,000	20,000	15,000	150,000
Grade 11 (Commerce)	80,000	10,000	20,000	20,000	12,000	142,000
Grade 11 (Arts)	75,000	10,000	20,000	20,000	10,000	135,000
Grade 12 (Science)	88,000	10,000	20,000	20,000	15,000	153,000
Grade 12 (Commerce)	82,000	10,000	20,000	20,000	12,000	144,000
Grade 12 (Arts)	77,000	10,000	20,000	20,000	10,000	137,000

Grade	Tuition Fee (₹)	Admission Fee (₹)	Annual Charges (₹)	Transport Fee (₹)	Activity/Lab Fee (₹)	Total (₹)
Payment Schedule	<i>Term 1: 50% (by April)</i> <i>Term 2: 25% (by August)</i> <i>Term 3: 25% (by November)</i>					
Scholarships	<i>Merit-based: 25–50% tuition waiver for top 5 students per grade.</i> <i>Sibling discount: 10% tuition discount for the second child.</i>					

4. Transport Information (Detailed)

Paste this into the **Transport** tab.

Field	Example Content
Available	Yes

Field

Example Content

We operate a fleet of 15 AC buses with GPS tracking and female attendants. Annual transport fee ranges from ₹12,000 to ₹25,000 depending on the distance.

**Details (Routes,
Timings, Fees)**

Route 1 (North): *Hebbal – Sahakarnagar – RT Nagar – Ganganagar*

Route 2 (South): *Jayamahal – SK Garden – TV Tower – Banaswadi*

Route 3 (East): *Hennur – Kalyan Nagar – HRBR Layout – Kasturinagar*

Route 4 (West): *DG Halli – KG Halli – Frazer Town – Cox Town – Rajaji Nagar*

Pick-up/Drop-off Timings: *Morning pick-up starts at 6:30 AM; drop-off ends by 4:00 PM (depending on route).*

Rules: *Students must be at the designated stop 5 minutes early. No change of route without 15 days' prior notice.*

Contact Info

Transport Coordinator: Mr. Suresh Reddy

Phone: +91 98765 43211

Email: transport@springdale.edu

Safety Measures

GPS tracking available for parents via a mobile app.

Female attendant on every bus.

Speed governors and CCTV cameras installed.

5. Facilities (Campus & Infrastructure)

Paste this into the **Facilities** tab. Add one facility per entry.

Name	Description
Smart Classrooms	*60+ classrooms equipped with interactive digital boards, projectors, and high-speed Wi-Fi. Each room has an air-conditioning system and ergonomic furniture.*
Science Laboratories	<i>Separate Physics, Chemistry, and Biology labs – fully equipped with modern apparatus, safety equipment, and dedicated lab assistants.</i>
Computer Lab	*75+ workstations with i7 processors, 24-inch monitors, and internet access. Teaches coding, robotics, AI, and MS-Office.*
Robotics & AI Lab	<i>Dedicated space with LEGO Mindstorms, Arduino kits, 3D printers, and AI-powered educational tools.</i>
Library	*20,000+ books, 50+ periodicals, e-library access, quiet reading zones, and a dedicated reference section for competitive exams.*
Sports Complex	<i>Cricket pitch (synthetic), football ground (FIFA-standard turf), basketball courts (2), tennis courts (2), a 25-metre swimming pool, and an indoor badminton hall.</i>

Name	Description
Playground	<i>Separate play area for Pre-Primary and Primary students with swings, slides, and sand pits.</i>
Art & Music Room	<i>Spacious studios for painting, sculpture, pottery, dance, vocal music, and instrumental music (piano, guitar, tabla).</i>
Auditorium	<i>600-seat fully air-conditioned auditorium with state-of-the-art sound, lighting, and a large stage for school events, plays, and guest lectures.</i>
Cafeteria	<i>Hygienic, multi-cuisine cafeteria serving breakfast, lunch, and snacks. Vegetarian and non-vegetarian options. Nutritious menu designed by a dietician.</i>
Medical Room	<i>*24/7 nursing staff, basic emergency care, regular health check-ups. Tied-up with City Hospital for medical emergencies (5 minutes away).*</i>
Security	<i>*24/7 CCTV surveillance, biometric visitor management system, trained security guards (both male and female), and mandatory ID verification for all guests.*</i>
Hostel (Residential)	<i>*Separate boys' and girls' hostels with 24/7 wardens, nutritious meals, study rooms, recreation zones, and strict security protocols. Capacity: 150 students per hostel.*</i>
Transport	<i>15 AC buses with GPS, female attendants, and speed governors.</i>

Name	Description
Solar Power Plant	<i>50 kW rooftop solar plant, making the campus energy-efficient and environmentally sustainable.</i>

6. Frequently Asked Questions (FAQs) – 50+ Questions

Add these to the **FAQs** tab. You can add them one by one or in bulk. Categories help the AI retrieve answers faster.

Category: Admissions

Question	Answer
When do admissions open?	Admissions usually open in October for the next academic year. Please check the "Important Dates" section or visit our website.
How can I apply?	You can apply online via our website application portal. A direct link is available on the Admissions page.
Is there an entrance test?	Yes, we conduct an age-appropriate assessment for Grade 1 and above. For Pre-Primary, we only have a friendly interaction.

Question	Answer
Can I visit the campus before applying?	Absolutely! We encourage campus visits. Please call the admissions office to schedule a guided tour.
Is admission transferable?	No, admission is specific to the student and the grade applied for.
What documents are required?	Birth certificate, Aadhaar, previous school records, photographs, address proof, and medical records.
What is the admission fee?	It ranges from ₹1,500 (application fee) to ₹5,000–₹10,000 (one-time admission fee).
When will the admission list be published?	The first list of selected candidates is published by the first week of April.

Category: Fees & Payments

Question	Answer
What is the annual tuition fee?	It ranges from ₹48,000 to ₹88,000 depending on the grade.

Question	Answer
Are there any hidden charges?	No, all fees (tuition, admission, annual, transport, activities) are clearly stated in the fee structure.
How can I pay the fees?	Fees can be paid online (via UPI, net banking, credit/debit cards) or offline (via cheque/cash at the school office).
What is the fee payment schedule?	50% by April, 25% by August, and 25% by November.
Do you offer fee waivers or scholarships?	Yes, we offer merit-based scholarships (25–50% waiver) and sibling discounts (10%).
Is the transport fee compulsory?	No, it is optional. You can opt out if you use your own transport.
Can I pay the annual fees in instalments?	Yes, we offer a monthly instalment option (with a small administrative fee). Please contact accounts@springdale.edu .

Category: Transport

Question	Answer
Does the school provide transport?	Yes, we have 15 AC buses covering most areas of the city.
How do I know if my area is covered?	Please check the route list on our Transport page or contact our transport coordinator.
What are the transport fees?	Annual transport fees range from ₹12,000 to ₹25,000 depending on the distance.
Is there a female attendant on the bus?	Yes, every bus has a female attendant to ensure safety.
Can I track the bus location?	Yes, parents have access to a GPS tracking mobile app.
What if the bus is delayed?	We send real-time notifications to parents via the app and SMS.

Category: Timings & Calendar

Question	Answer
What are the school timings?	Pre-Primary: 9 AM – 12:30 PM; Primary: 8:30 AM – 2 PM; Secondary: 8 AM – 3 PM; Senior Secondary: 7:45 AM – 2:30 PM.
Does the school have a half-day schedule?	On some occasions (e.g., end of term, parent-teacher meetings), school is usually half-day. We announce it through the calendar and SMS.
What is the academic calendar?	The academic year runs from June to March. Key holidays are listed on our website calendar.
Are there summer/winter breaks?	Yes, we have a summer break (April–May) and a winter break (December).

Category: Facilities & Extracurriculars

Question	Answer
What sports facilities are available?	Cricket, football, basketball, tennis, swimming, badminton, athletics, and more.
Is there a library?	Yes, a 20,000+ book library with e-access and quiet reading zones.

Question	Answer
Do you offer music and arts classes?	Yes, we have dedicated rooms and faculty for vocal, instrumental, dance, painting, and pottery.
Is there a science lab?	Yes, we have well-equipped Physics, Chemistry, Biology, and Robotics/AI labs.
Are there co-curricular clubs?	Yes – Science Club, Math Olympiad, Coding Club, Debate, MUN, Drama, Photography, and Eco Club.
Is there a school canteen?	Yes, a multi-cuisine cafeteria offering breakfast, lunch, and snacks.

Category: Policies & Rules

Question	Answer
What is the uniform policy?	The school uniform is compulsory from Monday to Friday. Details (colour, pattern) are provided during admission.
What is the attendance policy?	A minimum of 85% attendance is required to sit for final examinations.

Question	Answer
Can I meet the principal?	Yes, please schedule an appointment with the front office.
What is the discipline policy?	We follow a positive discipline approach, focusing on counselling and corrective measures. Bullying is strictly prohibited.
Are parents allowed on campus?	Yes, but with prior appointment and identity verification at the security desk.
What if my child is sick?	Please inform the class teacher and the medical room. A medical certificate is required for leave of more than 2 days.

Category: General

Question	Answer
How can I contact the school?	By phone: +91 98765 43210, Email: contact@springdale.edu , or through the contact form on our website.
What is the school's board affiliation?	Affiliated with CBSE (Central Board of Secondary Education).

Question	Answer
What is the school's motto?	"Empowering Minds, Building Character".
Does the school offer counselling?	Yes, we have full-time school counsellors for students and parents.
Is there a parent-teacher association?	Yes, we have an active PTA that meets every quarter.
What safety measures are in place?	CCTV, biometric access, trained security, fire safety drills, and a full-time nurse.

7. Additional Optional Sections (via FAQ or Settings)

If you want to go **even further**, add these as FAQs under custom categories like "Policies", "Calendar", or "Uniform".

Uniform & Dress Code

Question	Answer
What is the summer uniform?	White shirt, navy blue shorts/skirt, navy blue tie, and black leather shoes.
What is the winter uniform?	Grey trousers, white shirt, blue blazer with school logo, and a woollen tie.
Where can I buy the uniform?	The uniform is available at the school's authorised uniform store (inside the campus).
Can I wear sports shoes?	Sports shoes are allowed only on physical education (PE) days.

Academic Calendar (Key Dates)

Question	Answer
When does the new academic year start?	15 June 2025.
When are the term examinations?	Mid-Term: September; Final: March.
When are the holidays?	Summer: 15 April – 15 June; Winter: 20 December – 5 January; Diwali: 5 days; Dussehra: 3 days.

School Rules & Discipline

Question	Answer
What is the mobile phone policy?	Mobile phones and smartwatches are strictly prohibited inside the school campus.
Are there any dietary restrictions?	We offer both vegetarian and non-vegetarian options. Parents must inform us of any allergies.
Can I bring my own snacks?	No, outside food is not allowed. The school provides hygienic food.

Achievements & Awards

Question	Answer
What are the school's recent achievements?	<i>Ranked #1 in Bengaluru for Co-curricular Excellence (2024). Produced 5 state-level science fair winners. Recognised by CBSE for Innovative Teaching Methods.</i>

8. Final Checklist for Schools

- ✓ School Profile (address, board, timings, about)
 - ✓ Admission Information (open/closed, process, age criteria, contacts)
 - ✓ Fee Structure (all grades, all components)
 - ✓ Transport (available, routes, fees, contact)
 - ✓ Facilities (labelled list with descriptions)
 - ✓ FAQs (minimum 30–50 questions across all categories)
 - ✓ Uniform Policy (optional – add as FAQ)
 - ✓ Academic Calendar (optional – add as FAQ)
 - ✓ Rules & Discipline (optional – add as FAQ)
 - ✓ Achievements (optional – add as FAQ)
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💡 Pro Tip

Once you fill this information, the AI will answer questions with incredible accuracy. For example, if a parent asks "*Is there a bus for Hebbal?*", the AI will look at the Transport details and respond correctly. If they ask "*What are the fees for Grade 6?*", it will pull the exact figure from the Fee Structure.

Need help entering this data?

Contact us: pipaltree.care@gmail.com

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