

## MY PAGE

Name : \_\_\_\_\_

Admission : \_\_\_\_\_

Grade : \_\_\_\_\_

House : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Blood Group : \_\_\_\_\_

Medical History : \_\_\_\_\_

Allergies if any : \_\_\_\_\_

Residential Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Email id : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Guardian's Name : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Pick-up Point : \_\_\_\_\_

Name of any sibling in school

1. Name \_\_\_\_\_ Grade \_\_\_\_\_

2. Name \_\_\_\_\_ Grade \_\_\_\_\_

3. Name \_\_\_\_\_ Grade \_\_\_\_\_

## SCHOOL SONG

*Take my hand and I will lead you.  
Down the path where life will shine  
A place that grows more with each day  
Into a place, a home of hope.*

*In this garden of love,  
Where spring blossoms burst forth  
into riots of many colours.  
Together we will bloom,  
Learn the traits of life,  
skill ourselves, train our minds  
for a better world with faith, hope and love*

*Now you will see things you've been missing  
All the fun, the joy to learn  
The search for truth, the final answer  
when you will search, then you will find.*

*In this garden of love,  
where spring blossoms burst forth  
into riots of many colours.  
Together we will bloom.  
Learn the traits of life  
skill ourselves, train our minds  
For a better world with faith,  
hope and love.*

## NATIONAL ANTHEM

*Jana-gana mana adhinayaka Jaya he  
Bharata Bhagya vidhata,  
Punjab, sindhu, Gujarata, Maratha,  
Dravida, Utkala, Banga,  
Vindhya Himachala, Yumuna, Ganga,  
Uchchala jaladhi taranga,  
Tava subha name jage,  
Tava subha ashisa mange,  
Gaha tava jaya gatha  
Jana Gana mangala dayaka jaya he  
Bharata Bhagya Vidhata  
Jaye he, jaya he, jaya he,  
Jaya he, jaya- jaya he.*

## NATIONAL SONG

*Vande mataram-vande mataram  
Sujalam suphalam malayaja shitalam  
Shasya shyamalam mataram, vande mataram  
Shubhra jyotsna pulakita yaminim  
Phulla kusumita drumadala shobhinim  
Suhasinim sumadhura bhashinim  
Sukhadam varadam mataram-vande mataram.*

**-Bankim Chandra Chattopadhaya**

## NAGALAND STATE ANTHEM

*God bless my Nagaland  
Land that I love  
Stand beside her and guide her  
Through the night with the light from above  
From the mountains to the valleys  
Through the meadows where I roam  
God bless my Nagaland  
My home sweet home.*

## LORD'S PRAYER/ASSEMBLY PRAYER

Our Father who art in Heaven, hallowed be thy name, thy Kingdom come, thy will be done on earth, as it is in Heaven. Give us this day our daily bread and forgive us our tresspasses, as we forgive those who trespass against us and lead us not into temptation but deliver us from evil. For thine is thy Kingdom, thy power and thy glory, forever and ever, Amen.

## TIFFIN/GRACE PRAYER

Praise God from whom all blessings flow, Praise him all creatures here below, Praise him above ye heavenly host. Praise Father, Son & Holy Ghost. Amen.

## AFTER SCHOOL PRAYER

Almighty God thank you for the blessed day and for guiding us in every activity. Help us to remember our lessons learnt today. Bless our Teachers and enable us to grow in you more each day. In Jesus name we pray. Amen.

## प्रभु की प्रार्थना

हे हमारे स्वर्गबासी पिता,  
तेरा नाम पवित्र माना जाए,  
तेरा राज्य आए,  
तेरी इच्छा जैसे स्वर्ग में पूरी होती है,  
वैसे ही पृथ्वी पर पूरी हो,  
हमारे रोज की रोटी आज हमें दे,  
और जैसे हम अपने ऋणियों को क्षमा करते हैं,  
और हमें परीक्षा में मत डाल,  
परन्तु दुष्ट से बचा।  
(क्योंकि राज्य और पराक्रम और महिमा सदा तेरे हैं)

आमीन ।।

## PRABHU KI PRATHNA

*He hamare svargbasi pita tera nam pavitra kiya jae. Tera rajya ae. Teri iccha jaise svarg men vaise prithvi par puri ho. Hamari dinbhar ki roti aj hamen de. Aur jaise ham apne rininyon ko ksama karte hain vaise hamari rinon ko ksama kar. Aur hamen pariksa men mat dal, parantu dust se bacha Kyonki rajya aur parakram aur mahima sada teri hain. Amen*

## **SCHOOL TIMING**

### **SUMMER**

<b>Class</b>	<b>Days</b>	<b>Time</b>
For Pre-KG & KG-I/II	Monday to Friday	8:15 am to 12:15 P.m.
Grade- I to IX	Monday to Friday	8:15 to 2:15 P.m.
Grade-I to IX	Saturdays (1st & 3rd)	8:15am to 12:15 P.m.

### **WINTER**

<b>Class</b>	<b>Days</b>	<b>Time</b>
For Pre-KG & KG-I/II	Monday to Friday	8:30 am to 12:30 P.m.
Grade- I to IX	Monday to Friday	8:30 am to 2:30 P.m.
Grade-I to IX	Saturdays (1st & 3rd)	8:30 am to 12:30 P.m.

## **OFFICE TIMING**

9.00 AM - 1:00 PM (Except Sundays and Holidays)

## **TRANSPORT GUIDELINES**

1. Students having the Transport Card can only board the Bus.
2. Students can avail the school transport arrangements subject to the availability of seats. Bus routes cannot be altered to suit individual convenience.
3. Students are not permitted to travel by any other bus except the one allotted to them.
4. Each bus user is expected to board/get down from the school bus only at his/her regular stop, not just anywhere as per his/her convenience.
5. Parents are requested to ensure that their wards are escorted to and from the bus, especially the EP section.
6. To withdraw from the bus availing facility /change of route of already availing bus /apply for the bus service, Parents have to inform the office.
7. Bus Service will be cancelled for children found misbehaving in the bus.
8. Once a Student avail bus facility for a day, full monthly transport fees are to be paid.

## **GENERAL INFORMATION FOR STUDENTS**

### **Note**

1. The students must bring the diary to school every day.
2. Parents must see this Almanac every day. This will help them in keeping in touch with their child's day to day activities . The Almanac should be kept with care. All remarks, if any, of the teacher should be countersigned.
3. If and when there is **Any change in the Residential/office Address and contact numbers**, it should be immediately amended in this Almanac and intimated to the school office.
4. Any communication to the Administrators/Teachers by the parents should be made through the School Almanac.
6. The observance of rules and good behaviour shall be a condition essential to a student's continuance in the school.
7. Girls should not apply nail polish or mehndi during the school session. Flashy and dangling ear adornments are not permitted, very small studs or earrings in gold or silver can be worn. Trendy hairstyles, coloring and streaking of hair is not permitted. Long hair must be plaited or tied up neatly in navy blue / black Rubber bands or Ribbons.
8. Boys should get their hair trimmed at regular intervals. Trendy hairstyles coloring and streaking of hair is not permitted, Ear adornments, wrist band and chains are not permitted.
9. Speaking of English is mandatory once you enter the School Campus.
10. School Campus / Class Rooms / Surrounding Neighbourhood should be absolutely free from litter and graffiti.
11. The School Campus is a **TOBACCO FREE ZONE** Therefore all are instructed to abide by it.

### **DISCIPLINARY MEASURES**

1. Fine to be imposed and amount to be decided by the School Authority incase of -
  - a) Damaging / Disfiguring School Property / School Bus wilfully or accidentaly.

- b) Damaging / Scribbling/ tearing pages / not returning the Library book etc.
2. Mobile Phones and Valuable articles should not be brought to the School. In case if found it would be confiscated by the School Authority.
  3. **Strict disciplinary action amounting to even expulsion will be taken against those Students who are found abusing illegal substances such as Drugs, Alcohol, Tobacco etc.**

## **WHAT TO DO WHEN YOU ARE AWAY FROM SCHOOL**

### **Leave :-**

Every absence/sick leave must be entered briefly and signed by the parent's in the leave column of the Almanac. For a leave of more than two days a formal application (accompanied by a medical certificate in case of the sickness) is required.

Continued absence for more than 6 days without any leave application or information can render the name of the student liable to be struck off from the school rolls.

### **If you need to leave school during the day**

Bring a note in the Almanac signed by your Parent or Guardian explaining the circumstance. Show the note to the class teacher.

### **First Aid**

First aid kits are available in the school premises. In the event of illness/injury the student is taken to the Infirmary and Parent are informed as soon as possible.

## WITHDRAWAL

1. For any withdrawal from the school, at least one month's notice is required, failing which, fee of the additional month will be charged from the student concerned.
2. If a child has to be withdrawn from the school, parents are requested to give one month's prior notice before the end of the session in writing addressed to the Administrator. Full Annual Charges are to be paid if withdrawn/ expelled during sessions for any reason whatsoever.
3. The Transfer Certificate will be issued only after getting clearance from all the departments and only after all dues are settled.
4. The application form may be TYPED/HANDWRITTEN and submitted to the school office for further necessary action, clearly stating the reason for withdrawal.
5. Students can be asked to leave the school on the following grounds :-
  - a) Indicipline
  - b) Detention or repeated detention in class.
  - c) Violation of School / Hotel Rules.
6. Once the students joins this school, he/she has to complete 3 (three) Academic years T.C./P.C.R. Book will not be issued till he/she completes 3 (three) academic years.
7. In case the Parents/Guardians insist on taking a T.C. in the middle of the Academic session he/she has to pay the full school/hostel fees etc. for the whole year 3 years, which ever may be applicable. This is done because the School has already reserved your child's seat.
8. T.C. has to be applied for before the final results. It will not be entertained afterwards.



## **EXAMINATION AND PROMOTION**

1. Report of FA's/ SA's and CT's will be given in the Pupils' Report Card. Parents or Guardians should sign them regularly and follow the progress of their wards.
2. Students who are absent from an examination for any reason will not be re-examined; mark obtained in the FA's/ SA's/ CT's will determine the promotion. No excuses or dubious request will be entertained.
3. Proportionate dues/fees must be cleared before sitting for an examination, unless any other direction is given by the Administrator.
4. All dues must be cleared before the commencement of Promotion or else the student may not be allowed to sit for said Exams.
5. A student who fails twice consecutively in the same class will be issued a T.C. and will not be allowed to continue in the school.
6. For any one found cheating in Exams, stern action will be taken as per the gravity of the case against the students(s), such as:-
  - a) Alloting zero marks in the concerned subject.
  - b) Change of answer script and issue of fresh answer script to write Exam but without extra time.
  - c) Retention in the same class in the coming year or T.C. may be issued.

## **CRITERIA FOR PROMOTION**

Promotion is granted on the basis of the whole year's performance of the pupil, including Scholastic and Co-scholastic hence the importance of regularity in attendance and work is always stressed.

**SCHOOL ACADEMIC CALENDAR**  
**SESSION 2019 -2020**

School Reopens	15 <sup>th</sup> April
Xseed Teachers and Parents Workshop	18 <sup>th</sup> April
Teachers Orientation	20 <sup>th</sup> April
Educational Field Trip	May (JP & MP)
Talent Day	29 <sup>th</sup> June
Summer Bible Camp	13 <sup>th</sup> July
Life Orientation workshop for Parents and Teachers	August
Annual Games and Sports	3 <sup>rd</sup> to 5 <sup>th</sup> october
Literary Competition	8 <sup>th</sup> November
Pre Children’s Day cum Heritage Day	13 <sup>th</sup> November
Science Exhibition	7 <sup>th</sup> December
Thanksgiving & Spiritual Renewal	20 <sup>th</sup> Dec.
Annual Day	8 <sup>th</sup> Feb. 2020
Kindergarten Graduation day	March
New Session Starts	2 <sup>nd</sup> April 2020

**J.P / M.P / SENIOR PROGRAM**  
**LIST OF CO-SCHOLASTIC ACTIVITIES**  
**(ALL WORKING SATURDAYS AFTER**  
**THE 2<sup>nd</sup> PERIOD)**

Literary Activities	Essay writing, Reading, Debate, Recitation, Drama.
Art & Painting	Free hand, Collage making, Face painting, Block Art.
Music	Piano, Vocal and Guitar.
Skill Development	Baking, Pickle making, Craft, Model making.
Games & Sports	Every Wednesday Last Two Periods

**EARLY PROGRAM**  
**LIST OF CO- SCHOLASTIC ACTIVITIES**

Easter Egg Painting Competition	18 <sup>th</sup> April
Rhymes Recitation	31 <sup>st</sup> May
Tutti Frutti Day	12 <sup>th</sup> June
Educational Field Trip	5 <sup>th</sup> July
Singing Competition	28 <sup>th</sup> August
Spelling & Picture Reading	21 <sup>st</sup> September
Fancy Dress competition	11 <sup>th</sup> October
Drawing and Colouring Competition	8 <sup>th</sup> November
<b>Colour Day - 1<sup>st</sup> Wednesday of every month</b>	

**FIXTURE FOR WATER PLAY/SAND PLAY**

GRADE	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
KG II	29 <sup>th</sup> May	1 <sup>st</sup> July	25 <sup>th</sup> Sept
KG I	30 <sup>th</sup> May	2 <sup>nd</sup> July	26 <sup>th</sup> Sept
Pre KG	31 <sup>st</sup> May	3 <sup>rd</sup> July	27 <sup>th</sup> Sept

**LIST OF HOLIDAYS  
2019-20**

Good Friday	19 <sup>th</sup> to 21 <sup>st</sup> April
Id –ul-fiter	5 <sup>th</sup> June
Summer Break	14 <sup>th</sup> July - 12 <sup>th</sup> August
Independence Day	15 <sup>th</sup> August
Janamasthami	24 <sup>th</sup> August
Post Teacher’s Day	6 <sup>th</sup> September
Gandhi Jayanti	2 <sup>nd</sup> October
Autumn Break	6 <sup>th</sup> to 8 <sup>th</sup> October
Diwali	27 <sup>th</sup> October
Guru Nanak Birthday	12 <sup>th</sup> November
State Inauguration Day	1 <sup>st</sup> December
Winter Break for (EP-Gr.II)	13 <sup>th</sup> Dec. to 13 <sup>th</sup> Jan. 2020
Winter Break for (JP-IX)	19 <sup>th</sup> Dec. to 6 <sup>th</sup> Jan. 2020
Republic Day	26 <sup>th</sup> January 2020
Holi	10 <sup>th</sup> March 2020
Session Break for (EP-Gr.II)	14 <sup>th</sup> Mar. 2020 - 1 <sup>st</sup> Apr. 2020
Session Break for (JP-IX)	17 <sup>th</sup> Mar. 2020 - 1 <sup>st</sup> Apr. 2020

**SPECIAL DAYS TO OBSERVE**

22 <sup>nd</sup> April	World Earth Day
28 <sup>th</sup> May	Hygiene Day
31 <sup>st</sup> May	World No Tobacco Day
5 <sup>th</sup> June	World Environment Day
5 <sup>th</sup> September	Teachers Day
1 <sup>st</sup> October	International Music Day
15 <sup>th</sup> October	Global hand washing Day
10 <sup>th</sup> November	World Science Day
14 <sup>th</sup> November	Children’s Day
2 <sup>nd</sup> December	World AIDS Day
8 <sup>th</sup> March	International Woman’s Day

## **ASSESSMENT SCHEDULE EARLY PROGRAM (EP)**

1 <sup>st</sup> Assessment	21 <sup>st</sup> to 24 <sup>th</sup> August
2 <sup>nd</sup> Assessment	19 <sup>th</sup> to 22 <sup>nd</sup> November
3 <sup>rd</sup> Assessment	10 <sup>th</sup> to 13 <sup>th</sup> March

## **EXAMINATION SCHEDULE GRADE I TO IX**

Summative Assessment I	17 <sup>TH</sup> Sept to 21 <sup>st</sup> Sept
Summative Assessment II	11 <sup>th</sup> march to 17 <sup>th</sup> March
Pre Board (Grade IX)	February 2020

## **PARENTS TEACHERS INTERACTION**

Date	Day	Time	Section
15.06.19	Saturday	10.30 am to 12 pm	EP, JP and MP
07.09.19	Saturday	10.30 am to 12 pm	EP,JP and MP
13.12.19	Friday	10.30 am to 12 pm	EP, JP and MP
01.02.20	Saturday	10.30 am to 12 pm	EP, JP and MP

**DISPLAY BOARD COMPETITIONS  
JUNIOR PROGRAM / MIDDLE PROGRAM / SENIOR PROGRAM**

<b>MONTH</b>	<b>TOPIC</b>	<b>GROUP</b>
May	Educational Field Trip and its Importance/ Report on Educational Field Trip	J.P.
June	Bio Diversity Conservation Needs and Methods to Conserve the Biological Diversity	S.P
Sept	The Role of Teachers in Nation Building	Teachers
Oct	Sports - As a Career and Character Development	M.P
Nov	Different Forms and Expression of Literature	S.P
Dec	Science and Technology	J.P
Feb	Awareness on Cleanliness and Waste Management	M.P

*A Leader representing each group shall give a Speech Presentation in the Morning Assembly in support of their Display Board Presentation.*

***Display Board Maintenance and Classroom Arrangements of each class shall be the responsibility of the respective Class Teacher and Students.***

### TERM I (PERIODIC TEST)

Date	Day	GRADE I	Grade II
10.05.19	Friday	English	Maths
17.05.19	Friday	EVS	Hindi
24.05.19	Friday	Maths	EVS
31.05.19	Friday	Spelling Test	English
07.06.19	Friday	Hindi	Spelling Test
14.06.19	Friday	English	Maths
21.06.19	Friday	EVS	Hindi
28.06.19	Friday	Maths	EVS
05.07.19	Friday	Spelling Test	English
16.08.19	Friday	Hindi	Spelling Test

### SUMMATIVE ASSESSMENT I (1<sup>st</sup> and 2<sup>nd</sup> Period)

Date	Day	I	II
23.08.19	Friday	GK	GK
30.08.19	Friday	HW & Scripture	HW & Scripture
31.08.19	Saturday	Art & craft	Art & Craft
13.09.19	Friday	IT	IT

**TERM II (PERIODIC TEST)**

Date	Day	I	II
11.10.19	Friday	English	Maths
18.10.19	Friday	EVS	Hindi
25.10.19	Friday	Maths	EVS
01.11.19	Friday	Spelling Test	English
08.11.19	Friday	Hindi	Spelling Test
22.11.19	Friday	English	Maths
19.11.19	Friday	EVS	Hindi
05.12.19	Thursday	Maths	EVS
24.01.20	Friday	Spelling Test	English
31.01.20	Friday	Hindi	Spelling Test

**SUMMATIVE ASSESSMENT II  
(1<sup>ST</sup> AND 2<sup>ND</sup> Period)**

Date	Day	I	II
07.02.20	Friday	GK	GK
14.02.20	Friday	HW & Scripture	HW & Scripture
15.02.20	Saturday	Art & Craft	Art & Craft
21.02.20	Friday	IT	IT



**SCHEDULE OF TERM 1 (PERIODIC TEST)**

Date	Day	III	IV	V	VI	VII	VIII	IX
10.05.19	Friday	English	Maths	Science	English	Maths	Science	Hindi
17.05.19	Friday	Science	S.ST	English	Science	S.ST	English	Maths
24.05.19	Friday	Maths	Hindi	S.ST	Maths	Hindi	S.ST	English
31.05.19	Friday	S.ST	English	Hindi	S.ST	English	Hindi	Science
07.06.19	Friday	Hindi	Science	Maths	Hindi	Science	Maths	S.ST
14.06.19	Friday	English	Maths	Science	English	Maths	Science	Hindi
21.06.19	Friday	Science	S.ST	English	Science	S.ST	English	Maths
28.06.19	Friday	Maths	Hindi	S.ST	Maths	Hindi	S.ST	English
05.07.19	Friday	S.ST	English	Hindi	S.ST	English	Hindi	Science
16.08.19	Friday	Hindi	Science	Maths	Hindi	Science	Maths	S.ST

**SUMMATIVE ASSESSMENT 1**

**(1<sup>st</sup> and 2<sup>nd</sup> Period)**

Date	Day	III	IV	V	VI	VII	VIII	IX
23.08.19	Friday	GK	GK	GK	GK	GK	GK	GK
30.08.19	Friday	HW & Scripture	HW & Scripture	HW & Scripture	HW & Scrip	HW & Scripture	HW & Scripture	HW & Scripture
31.08.19	Saturday	Art & Craft	Art & Craft	SUPW	SUPW	SUPW	SUPW	SUPW
13.09.19	Friday	IT	IT	IT	IT	IT	IT	IT

### SCHEDULE OF TERM II (PERIODIC TEST)

Date	Day	III	IV	V	VI	VII	VIII	IX
11.10.19	Friday	English	Maths	Science	English	Maths	Science	Hindi
18.10.19	Friday	Science	S.ST	English	Science	S.ST	English	Maths
25.10.19	Friday	Maths	Hindi	S.ST	Maths	Hindi	S.ST	English
01.11.19	Friday	S.ST	English	Hindi	S.ST	English	Hindi	Science
08.11.19	Friday	Hindi	Science	Maths	Hindi	Science	Maths	S.ST
22.11.19	Friday	English	Maths	Science	English	Maths	Science	Hindi
19.11.19	Friday	Science	S.ST	English	Science	S.ST	English	Maths
05.12.19	Thursday	Maths	Hindi	S.ST	Maths	Hindi	S.ST	English
24.01.20	Friday	S.ST	English	Hindi	S.ST	English	Hindi	Science
31.01.20	Friday	Hindi	Science	Maths	Hindi	Science	Maths	S.ST

### SUMMATIVE ASSESSMENT 2 (1<sup>st</sup> and 2<sup>nd</sup> period)

07.02.20	Friday	III	IV	V	VI	VII	VIII	IX
	Friday	GK	GK	GK	GK	GK	GK	GK
14.02.20	Friday	HW & Scripture	HW & Scripture	HW & Scripture	HW & Scripture	HW & Scripture	HW & Scripture	HW & Scripture
15.02.20	Saturday	Art & Craft	Art & Craft	SUPW	SUPW	SUPW	SUPW	SUPW
21.02.20	Friday	IT	IT	IT	IT	IT	IT	IT

## **NORMS FOR BOARDERS**

1. All hostellers are expected to follow the rules of conduct applicable to the students of the school in the areas of responsible conduct, proper uniform, classroom attendance and appearing in the FA's / SA's / CT's.
2. Any absence from the classrooms/ non-appearance in the Test requires the sanction of the hostel warden and immediate information of the same to the Administrator/Warden/Hostel in-charge.
3. All hostellers are encouraged to make the best use of the infrastructure provide in the hostel and to protect it from damage.
4. Careless breakage or damage is likely to lead to a penalty, the nature of which shall be decided by the Hostel Warden.
5. It is mandatory for all the Parents/Local Guardians to attend Parents-Teachers Meeting in order to be fully acquainted with the progress being made by their wards.
6. Children will be allowed to go for their monthly outings only on the specified Saturdays of the month. Please ensure that the students report back to the hostel on the specific day, date and time, as given in the fixtures.
7. If any student overstays his/her outing and return late to the hostel, he/she will not be accepted by the Hostel Warden unless for genuine medical reasons. Fines will be imposed on students reporting late without information unless for a genuine medical reason.
8. Full Annual Charges are to be paid if withdrawn/expelled during the session for any reason whatsoever.
9. Hostellers shall pay special attention to cleanliness, good manners, discipline and do everthing to maintain the peaceful atmosphere and good name of the Hostel.
10. Parents/Guardians are to be entertained in the parlour only. No visitor is allowed to enter nor stay in any room or cubicle of the Hostel.

11. Hostellers are expected to assist the Hostel in-Charge in carrying out his duties, or any teacher when assistance is required.
12. Parents/Guardians, on their arrival, must report to the Office or Hostel Warden and ask for students they want to meet. They must not directly contact the child.
13. Close relatives may visit a student only with a written letter of consent from his/her parents.
14. Visitors other than immediate relatives may visit a student only with his/her Parent's express leave, given in writing to the Administrator/Hostel in-charge.
15. Hostellers, both on leaving the Hostel and on returning, must be accompanied by their parents or by a person duly authorised by them.
16. Boarders deliberately reporting later than the allotted time and date will be fined Rs. 500/- (Rupees Five hundred) per day. All fines must be paid at the account section.
17. Students are not allowed to use the phone without the explicit permission of the Administrator/ Hostel in-charge. They must disclose the matter and message before ringing their Parents/Guardians.
18. Calling over the phone or meeting the child during the study hour is strictly forbidden.
19. **Any damage done to the school/hostel property should be made good by the student concerned during his/her stay in the school/ hostel.**
20. If any Hostellers is found bunking from the hostel, his/her name will be stricken from the school/hostel. In case the management consider (on the request of parents) to re-admit the child, then the same shall be considered as a fresh admission, followed by school procedure.
21. Once the ward is admitted into the hostel, he/she will not be withdrawn under any circumstances. In case the ward wishes to

be withdrawn from the hostel permanently, full annual charges are to be paid if withdrawn/ expelled during the session for any reason whatsoever.

22. In case of permanent withdraw or expulsion from the hostel, no refund whatsoever can be claimed from the hostel/school authorities by the parents/guardians of the child concerned.
23. Toiletries and stationary items will be issued to the boarders according to their demand and the same will charged and billed.

**COMMUNICATION BETWEEN PARENTS AND TEACHERS**

Date	Communication	Signature Teacher Parent

**COMMUNICATION BETWEEN PARENTS AND TEACHERS**

Date	Communication	Signature Teacher Parent

**COMMUNICATION BETWEEN PARENTS AND TEACHERS**

Date	Communication	Signature Teacher Parent



**COMMUNICATION BETWEEN PARENTS AND TEACHERS**

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Date	Communication	Signature Teacher Parent

**COMMUNICATION BETWEEN PARENTS AND TEACHERS**

Date	Communication	Signature Teacher Parent

## **NON ATTENDANCE AND LEAVE RECORD**

Date	No. of Days Absent	Remarks	Sign. of Parent	Initials of Teacher



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## THIS WEEK'S IMPORTANT EVENTS

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Subject	Assignment	Date	Due Date	Parent's Sign.

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<b>TIME TABLE</b> (write with pencil)								
<b>Period Day</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>
<b>Mon</b>								
<b>Tue</b>								
<b>Wed</b>								
<b>Thurs</b>								
<b>Fri</b>								
<b>Sat</b>								

**TIME TABLE** (write with pencil)

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