

Lourdes Mata Central School

KOVILTHOTTAM, CHAVARA P.O.
KOLLAM DIST., KERALA STATE

Affiliated to Central Board of Secondary Education (CBSE),
New Delhi

Affiliation No : 931077

Tel. No : 0476 - 2683401

Email - lourdesmatacentralschool@gmail.com

Website - www.lmcs.com

MOTTO

"To Enlighten and Ennoble"

Name :

Class : Sec :

Contact No :

N.B: This Diary should be brought to the school daily.

WORKING SCHEDULE

SCHOOL

Monday - Friday : 9.15 am to 3.30 pm

Saturdays : 9.15 am to 1 pm

All Saturdays will be holiday for LKG & UKG

Second Saturday will be holiday for all classes

Visiting Hours :

Teachers 8.45 am to 9.00 am & 3.30 pm to 3.45 pm

OFFICE

Monday - Saturday 9.00 am to 4.00 pm

Office will not be functioning on 11nd Saturdays.

Parents may meet the Principal through prior
appointment or at the following timings.

10 am to 11 am & 2 pm to 3 pm

BIO - DATA

Photo

Name

Standard Div Roll No

Adm.No Date of Birth Blood Group.....

House Club

Religion

Name of brothers / Sisters studying in the school, if any :

1.Std.....

2.Std.....

3.Std.....

Details of parents:

Name of Father..... Occupation

Name of Mother..... Occupation

Name of Guardian.....

House Name.

Place & P.o

Contact No. (1).....(2).....(3).....

Mode of Conveyance to school

If school Bus : Bus No.....Boarding Point

Signature of Father

Signature of Mother

Signature of Guardian

Signature of Class Teacher

BIO - DATA

Photo

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Place & P.o

Contact No. (1).....(2).....(3).....

Mode of Conveyance to school

If school Bus : Bus No.....Boarding Point

Signature of Father

Signature of Mother

Signature of Guardian

Signature of Class Teacher

**VERY IMPORTANT RULES TO BE STRICTLY
FOLLOWED IN THE SCHOOL CAMPUS**

1. Students should be in proper and complete uniform on all occasions while in the school campus. They shall not wear anything that is not part of school uniform.
2. Nails should be regularly trimmed. Colouring of hair & nails, mehndi, wearing additional earrings etc are not allowed.
3. Clean, well washed and pressed uniform with polished shoes is a must.
4. Girls with long hair have to plait their hair and short haired girls should use a bow.
5. Boys should have their hair properly trimmed and ear studs is prohibited in the school campus.
6. School diary should be brought to school daily without fail.
7. School property is to be taken proper care of and damage and disfigurement avoided. Violation will result in fines.
8. Students should speak only in English in the school campus.
9. Students are allowed to bring lunch only in tiffin boxes. Lunch cannot be brought wrapped in banana leaf, foil paper, butter paper etc.
- 10 Along with the tiffin box a small towel also has to be carried.

Ifather/ mother/ guardian of
.....Std.....Div.....Have
read the instructions in the School Diary and hereby
promise to see that my ward strictly adheres to all these
instructions.

Parent's Signature

Student's Signature

Name.....

Name

Lourdes Mata Central School

FEES FOR ACADEMIC YEAR 2025-26 KG TO X

NEW ADMISSION

	LKG-	I - VII	VIII - IX	X
Admission fees	7000	7000	7000	
Special fees	6000	6000	6500	6500
AI (I to IX)		1000	1000	

Monthly installment KG to STD X

CLASS	MONTHLY
LKG	1200
UKG	1200
I	1300
II	1300
III	1300
IV	1300
V	1400
VI	1400
VII	1400
VII	1600
IX	1800
X	1800

Total (year)- 10 months, First installment in the month of September (half yearly) & Second installment in the month of January

**Special Fees & AI fees for all classes to be paid in April/
May 2025**

If a pupil fails to pay the fees on time, a fine of Rs. 100/- will be imposed.

FEES DETAILS FOR THE ACADEMIC YEAR 2025-26

Month	Date	Amount	Remark
Admission fee			
Special Fee			
AI (10 month)			
Monthly Fee (June, March)			
1st Installment (July, August, September, October)			
2nd Installment (November, December, January, February)			

PAYMENT OF SCHOOL BUS FEE

Month	Date of Payment	Amount	Remark
June			
July			
August			
September			
October			
November			
December			
January			
February			
March			

SCHOOL ANTHEM

Through our Alma Mater,
Towards the only truth,
That liberates and fills us
With the fullness of life,

Lead us on you kindly light,
Lead us on you unerring light.

To seek and find and share and grow
In glowing grace and wisdom,
Enlightening, ennobling
One and all,

Lead us on you kindly light,
Lead us on you unerring light



PRAYER SONG

There shall be showers of blessings
This is the promise of Love.
There shall be seasons refreshing
Send them upon us O'Lord

Chorus : Showers of blessings
 Showers of blessings we need
 Mercy drops round us are falling
 But for the showers we plead.

There shall be showers of blessings
Send them upon us O Lord
Grant to us now a refreshing
Come and now honour Thy word

Chorus :

There shall be showers of blessings
O that today they would fall,
Now to God we are praying
Now to Jesus we beseech.

Chorus :

SONG - MORE LOVE

More Love (2)
More Power (2)
More of you in my life
And I will worship you
With all of my heart
And I will worship you
With all of my strength
And I will worship you
With all of my mind
For,
 you are my God (3)

More Love (2)
More Power (2)
More of you in my life
And I will sing your praise
With all of my heart
And I will sing your praise
With all of my strength
And I will sing your praise
With all of my mind
For,
 you are my God (3)



SONGS

MY HEART'S LIKE A FLUTE

My heart's like a flute and I want to play all day.
Jesus Christ is my music master.
Deep from my heart flows a simple melody:
Great is his love, love without end! (2)

1. Once I met the Lord on the way :
Deep was his gaze, kind was his smile,
True were his words, gentle his touch.
He brought me peace and freedom.
2. He's my shepherd, He is my guide.
Dark be the night, Christ is my light.
Nothing I fear, Jesus is near :
He leads me to the Kingdom.
3. T'wards the land of promise we walk,
There to find peace, there to find joy,
There to find love: God has prepared
A banquet for his people.

AS THE DEER

1. As the deer pants for the water,
So my soul longs after you.
You alone are my heart's desire
And I long to worship You.

You alone are my strength, my shield
To You alone may my spirit yield
You alone are my heart's desire
And I long to worship you.

2. I want You more than gold and silver,
Only You can satisfy.
You alone are the real joy-giver
And the apple of my eye.

3. You're my friend and You are my brother
Even though You are my Lord.
I love You more than any other,
So much more than anything.

IN NEED OF LIBERATION

The world stands in need of liberation, my Lord,
It still has to feel your power.
The blind and the deaf, the dumb and the maimed,
All need to feel your healing touch.
The world stands in need of liberation, my Lord.
It still has to learn to love.

1. There are those who have eyes but refuse to
see the inhumanity that's done.
There are those who have ears but refuse to
hear the cries of those in agony.
2. There are those who have mouths but refuse to
speak against injustice done to some.
There are those who have hands but refuse to
reach them out in love and charity.
3. There are those who have talents they do not
use to build a true community.
And we know that we all have the talent to love
but leave it buried in ourselves.

THANKS GIVING HYMN

O give Thanks to the Lord
For he is good, he is good (3)
Yes eternal is His love.
I will sing to may God never ceasing
All my life, I will tell of His wonders
He's the maker of all, earth and Heaven
of the oceans, the Seas and all they Hold

SCHOOL HONOUR CODE

I belive that / a student must be / Truthful/Trust worthy/Honest
and Forthright/ I will not lie/cheat/or steal/nor will I mistead or
deceive/ anyone / I undertake / to live upto this code/ faithfully/
and to encourage my friends/ to do so.

NATIONAL PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat every one with courtesy.

To my country and to my people; I pledge my devotion. In their well being, prosperity alone lies my happiness.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharatha bhagya vidhatha
Punjab - Sindhu - Gujarat - Maratha
Dravida - Utkala - Benga
Vindya - Himachala - Yamuna - Ganga
Uchala - jaladhi - taranga
Tava Subha name jage
Tava Subha asisha mage
Gahe - tava - jaya - gatha
Jana - gana - mangala - dayaka, jaya he
Bharata - bhagya Vidhatha
Jaya he, jaya he, jaya he,
jaya jaya jaya jaya he,



PRAYER BEFORE CLASS

O my God! Who is truth itself / and the origin of all knowledge,/ bless my studies, which I consecrate to you,/ Enlighten my mind, / strengthen my memory,/ and direct my will towards what is right / Grant me your grace to seek the truth always, and make me truly wise. Give me the gift of knowledge/ and the grace to use it wisely. Let me not be led astray from you,/ who is the way / the truth and the life. Amen.

PRAYER AFTER CLASS

O God! / infinite wisdom and source of all knowledge / grant that I may remember / what I have learned, and recall it when necessary. / I offer you my work and my endeavours my failures and success. Forgive me my short comings / and give me the courage / to follow your holy will. Amen

PRAYER BEFORE MEALS

Bless us, O Lord and these Thy gifts which we are about to receive from Thy bounty, though Christ Our Lord

Amen.

PRAYER AFTER MEALS

We give you thanks, Almighty God for the food which we have received from Thy bounty, through Christ our Lord

Amen.

PRAYER BEFORE EXAMINATION

Lord of wisdom, bless us as we are about to write our examination. Help us to remember all that we have studied and write our examination well. Bless us with the fruits of our hard work.

Amen.



**Year Plan
2025-2026**



JUNE 2025

1	SUN	School Reopens after Summer vacation for classes I - X
2	MON	
3	TUE	
4	WED	School Starts for KG Section
5	THU	World Environment Day
6	FRI	Holiday- Bakrid
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	World Day Against Child Labour
13	FRI	School Parliament Election
14	SAT	Second Saturday, World Blood Donors Day
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	Reading day
20	FRI	Yoga Day/ World Music Day, INVESTITURE Ceremony
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	International Day Against Drug Abuse and Illicit Trafficking
27	FRI	
28	SAT	
29	SUN	
30	MON	

JULY 2025

1	TUE	FRUITS DAY & DOCTOR'S DAY
2	WED	
3	THU	ARTS Fest 2025/ St. Thomas Day
4	FRI	ARTS Fest 2025
5	SAT	
6	SUN	Muharam
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	World Population Day/ Paper Bag Day
12	SAT	Second Saturday / Malala Day
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	Karkidakavavu
25	FRI	
26	SAT	
27	SUN	Remembrance of APJ Abdul Kalam
28	MON	St. Alphonsa's Feast Day
29	TUE	
30	WED	First Periodic Test
31	THU	

AUGUST 2025

1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	Hiroshima Day
7	THU	
8	FRI	Annual Sports Meet 2025
9	SAT	Second Saturday
10	SUN	
11	MON	
12	TUE	International Youth Day
13	WED	
14	THU	
15	FRI	Independence Day
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	Kids Fest
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	Holiday- Ayyankali Jayanthi
29	FRI	School Closes for Onam Vacation
30	SAT	National Sports Day
31	SUN	

SEPTEMBER 2025

1	MON	
2	TUE	
3	WED	
4	THU	First Onam
5	FRI	Thiruvonam / Milad or Nabi/ Teachers Day
6	SAT	Third Onam
7	SUN	Sree Narayana Guru Jayanthi
8	MON	
9	TUE	
10	WED	School reopens after Onam Vacation
11	THU	
12	FRI	
13	SAT	Second Saturday
14	SUN	Sree Krishna Jayanthi
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	Sree Narayana Guru Samadhi
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	Colours Day for KG
27	SAT	
28	SUN	
29	MON	World Heart Day
30	TUE	

OCTOBER 2025

1	WED	Mahanavami
2	THU	Vijayadashami
3	FRI	
4	SAT	St Franics Feast Day
5	SUN	
6	MON	
7	TUE	Our Lady of Rosary
8	WED	
9	THU	
10	FRI	
11	SAT	Second Saturday/ International Day of Girl Child
12	SUN	St Carlo's Feast Day
13	MON	First Semester Exams – KG TO X
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	Deepavali
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

NOVEMBER 2025

1	SAT	Kerala Piravi Dinam/ All Saint's Day
2	SUN	All Soul's Day
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	Bagless Day for KG
8	SAT	
9	SUN	
10	MON	International Science Day
11	TUE	National Education Day
12	WED	
13	THU	
14	FRI	Children's Day
15	SAT	Exhibition & Food Expo
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	Portion Completion CLASS X
29	SAT	
30	SUN	

DECEMBER 2025

1	MON	World Aids Day
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	First Model Examination STD X
9	TUE	
10	WED	World Human Rights Day
11	THU	
12	FRI	
13	SAT	
14	SUN	Energy Conservation Day
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	Christmas Celebration
23	TUE	School Closes for Christmas Vacation
24	WED	
25	THU	Christmas
26	FRI	
27	SAT	
28	SUN	
29	MON	School reopens after Christmas Holidays
30	TUE	
31	WED	

JANUARY 2026

1	THU	New Year
2	FRI	Mannam Jayanthi
3	SAT	
4	SUN	
5	MON	School reopens after Christmas Holidays
6	TUE	Second Model Examination Class X
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	Makara Pongal
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	Second Periodic Test
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	Republic Day
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	St Don Bosco feast day

FEBRUARY 2026

1	SUN	
2	MON	
3	TUE	
4	WED	World Cancer Day
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	Maha Shivratri
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	World Mother tongue day
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	National Science Day

MARCH 2026

1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	International Women's Day
9	FRI	2nd Semester Examination
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	Result Publishing
31	SAT	



DIRECTIVES



HISTORY OF THE SCHOOL

Lourdes Mata Central School is a Co-educational Institution that follows the CBSE Syllabus. It is a catholic institution established in 2005. The school is managed by the congregation of the Franciscan Sisters of the Immaculate Heart of Mary (FIH), Pattathanam, Quilon, founded by Very Rev. Fr. Louis Savinien Dupuis MEP in 1844. The educational mission of the congregation comprise a variety of duties, which merges into one virtue: Charity. This school is the realisation of the congregation, desire for assisting the youth of today. The school aims at imparting progressive and qualitative education to all students irrespective of caste, creed and religion, suited to the changing needs and aspirations of the age to come. The ultimate end of the educational programme is the formation of character. The motto of the school remains “To Enlighten and Ennoble”

AIMS AND OBJECTIVES OF THE SCHOOL

1. To develop the all round personality of the children with a view to enrich their future life.
2. To impart progressive and quality Education suited to the changing needs and aspirations of our country.
3. To inculcate values in students which will make them aware of the social obligations.
4. To develop concern for justice, human rights and commitment to the poor.
5. To contribute innovative approaches in the field of education.

RULES AND REGULATIONS OF THE SCHOOL

1. School year begins in June and ends in March.
2. Ordinary school hours are 9.05 am to 3.15 pm. On Saturdays it will be 9.15 am to 1 pm
3. School uniform is compulsory on all class days

4. Pupils should be regular in the class. In case of absence, leave letter should be submitted.
5. No student may leave the school premises during the school hours without the permission of the principal.
6. Neither the school management, nor the teachers will be responsible for the safety of the children on way from home to school and vice - versa. It is up to the parents / guardians.
7. Parents are requested to make complaints if any, directly to the school authorities.
8. Pupils are responsible for the safe custody of their own books and belongings.
9. No student is allowed to enter other than his/her classroom without permission.
10. Any damage done to school property or other pupils will have to be made good by the students concerned.
11. No one is allowed to remain seated in the classroom during assembly.
12. Pupils should keep the classroom and school premises clean. They shall not disfigure the walls or leave scraps here and there.
13. No Pupils shall wear jewellery or ornaments while attending school.
14. No books other than the prescribed books required by the time table must be brought to the class.
15. Exchange of articles or money transactions between students is not allowed.
16. "Keep left" always when pupils move along the verandah, corridors or on the stair case.
17. Silence is to be maintained in the classroom and corridors.
18. The use of mobiles, CD, memory card etc. is strictly prohibited.
19. Every pupil must show respect to every staff, elders and visitors.

20. Repeated carelessness with homework, and coming late in the school are punishable offences.

21. Other punishable offences are:

- ◆ Misbehavior in school and on the way
- ◆ Using foul language
- ◆ Cheating during examination
- ◆ Damaging school property
- ◆ Indulging in violence
- ◆ Dishonesty

Classroom Discipline

1. Any kind of damage done, even by accident, to the school properties, is to be made good, at the cost of the responsible party.
2. Students should not disfigure the walls and properties of the school
3. Playing in the classroom is forbidden.
4. Strict discipline and order are expected of the students in the school. Shouting and whistling are not allowed on the corridors and in and around the classrooms and in the premises.
5. The English language must be spoken at all times in the school Premises. Constant violation of this rule is sufficient indication that the student is not interested in the English medium of education.
6. Each student must see that his/ her person, clothes, books and classroom is clean.
7. All the students should be particularly careful not to litter the classrooms or school premises with paper, food particles etc. they should use the bins specially provided for this purpose.
8. Every student must politely greet the teachers on the occasion of his/her first meeting.
9. When the teacher enters the classroom, the students must stand up, greet him/her and remain standing till the teacher asks them to sit down. No student should leave the classroom without the permission of the Principal or until the class is dismissed.
10. No books other than prescribed books namely text books and note books and other materials required by the timetable for the day should be brought to school.
11. **MOBILE PHONES** are strictly prohibited in the school campus.
12. Electronic gadgets, newspapers, periodicals, comics etc are forbidden in the classroom.

THE HOUSE SYSTEM

The school has four houses :

Name	Partron	Symbol
1. Blue	St. Alphonsa	truth
2. Red	St. Don Bosco	hope
3. Yellow	St. Carlo Acutis	love
4. Green	St. Francis Assisi	sacrifice

To inculcate a spirit of belonging and healthy competition, each student will be assigned to one of the four houses. Each house has a captian, vice - captain and two/ three house animators. Points are awarded to the students for curricular and co-curricular activities. At the close of the academic year the house with highest points will be awarded the best house trophy.

SCHOOL CLUB

To develop team spirit the children are divided into various clubs. There are 8 clubs in all. A child can participate in any 2 clubs

The different clubs are as follows:

1. Science Club
2. Maths Club
3. Social Science Club
4. Literary Club

1. Arts Education
2. Sports Club
3. Eco club - Seed club
4. Health & Physical Education

LIBRARY

1. Students must maintain absolute silence in the library.
2. Reference books and periodicals should not be taken out of the reading room.
3. Fine will be imposed for not returning the book borrowed on the due date.
4. If any book is lost or damaged, the full cost of the book should be paid.
5. Books borrowed are not transferrable.

ADMISSION

1. Admission to all classes except LKG will be made through an admission test and on production of transfer certificate or other valid documents mentioned in the application form.
2. Application for admission to LKG should be made in the prescribed form obtainable from the office.
3. Prescribed application form should be signed by the Father himself or the local guardian with an authorization letter from the father.
4. The application shall be accompanied by original birth certificate.

ATTENDANCE

1. No leave of absence will be granted except on a written application from the parents/ guardians.
2. If a Pupil is absent due to illness, the Principal must be informed of it.
3. If the absence is likely to last for more than one day, at least on the second day a leave letter in the prescribed form, as given in this handbook, is to be sent to the principal. If this is not done, the pupil will be marked absent.

4. Leaving the school after one or two periods will be considered as half day leave.
5. No leave of absence will be sanctioned without prior written application from the parents mentioning the reason for leave in the space allotted in the school diary.
6. Pupils suffering from contagious or infectious diseases are not allowed to attend the school. When they report back to school they must produce certificate of medical fitness.
7. No leave shall be granted during exam days except in the case of serious illness.

THE STRUCTURE OF ASSESSMENT SCHEME

The academic year begins in June and ends in March. Apart from a number of random test papers, there will be arranged examination in all subjects. The marks for promotion will be calculated as follows:

Annual Examination- 80 marks (Student has to secure 33% marks out of 80 marks in each subject.)

Internal Assessment – 20 marks

(Periodic tests – 10 marks,

Note books submission – 5 marks

Subject enrichment activity- 5 marks)

(Student has to secure 33% marks out of overall 20 marks earmarked in each subject)

Grand Total – 100 marks

The students should take all the examinations and achieve minimum pass percentage in all the subjects to be promoted. In case of illness, a doctor's certificate will have to be produced.

The CBSE board is very keen in bringing the standard of our students on par with the international standards.

(Co- Scholastic Areas)

Education envisages the comprehensive and holistic development of a learner and hence, co scholastic activities are essential for the all round development of the learner's personality.

The co-scholastic areas are :-

- I
 - A) Life skills : thinking skill, emotional skill and social skill
 - B) Attitude : towards teachers, towards school property, towards environment, towards school matters & value system.
- II
 - (A) Participation and achievements in Co-curricular activities
 - (B) Health and physical education.

Grading Scale

Marks Range	Grade
91 - 100	A1
81 - 90	A2
71 - 80	B1
61 - 70	B2
51 - 60	C1
41 - 50	C2
33 - 40	D
32 and below	E(failed)

REMOVAL OF PUPILS FROM THE ROLLS

A pupil shall be removed from the rolls on the following grounds:-

1. He/She has passed the highest class in the school.
2. His/Her transfer certificate has been issued.
3. He/she has been absent without leave for fifteen (15) working days consecutively or has been continuously absent for six (6) working days from the reopening day.
4. He/she has defaulted payment of any instalment of fees and on that account has been absent with or without, leave for 15 working days continuously.

LATE COMERS

Coming late to the school is absolutely undesirable. In case of habitual late coming, severe fines and other disciplinary actions will be taken. Regular late comers may be asked to pay rupees 10 per day as fine or to return home during school hours in order to keep the rule of Punctuality intact.

The same shall be communicated to the parents through the students diary and it will be their responsibility to take initiatives for the same.

SCHOOL BUS

1. Those who wish to travel in school bus should collect the bus card in advance and it must be produced when demanded by bus staff
2. Parents who wish to send their children in the school vehicles should apply to the Principal, in the prescribed form.
3. Using the school vehicle is an opportunity for the pupil to cultivate good habits like patience, forbearance, tolerance, sympathy, team spirit, cooperation and consideration for others.
4. Students must maintain order and discipline in the school vehicle.
5. No singing, shouting or throwing articles out of the bus is allowed.
6. Making comments on the people outside arguing with them etc. will invite stringent disciplinary action.
7. Requests for change of boarding points should be made one month in advance.
8. Bus pass should be brought by the students every day without fail. The school reserves the right to stop pupils without valid bus pass, from entering the school bus.

REQUEST TO PARENTS OR GUARDIANS

1. Parents are requested not to enter the class room directly during class hours without prior permission of the principal.
2. Parents are not permitted to meet pupils or teachers during school hours or wait near the class room
3. Incase of urgency permission for the same should be obtained from the principal.
4. All communications made by the parent/guardian should be addressed to the principal and not to the class teacher.
5. Parents are requested to go through the diary regularly for homework, timetable, examination and teachers' comments.
6. Discourage private tuition. Let the pupil develop independent thinking and self confidence by our scientific method of coaching
7. No leave will be granted during any of the examinations except on medical ground.
8. Complaints can be made directly to the principal on any visiting hours or by prior appointment.
9. Parents should see that their wards adhere to school rules regarding regularity, punctuality, discipline, learning and other activities of the school.
10. All should attend the meetings as and when arranged by the school
11. When the examination reports are sent, parents are to scrutinize them and return to the class teacher with their dated signature on it within two days of the issue of it from the school.



EXAMINATION



SYLLABUS

[illegible]

Sign. of Parent

Sign.of Class Teacher

TIME-TABLE

[illegible]

Sign. of Parent

Sign.of Class Teacher

SYLLABUS

[illegible]

Sign. of Parent

Sign.of Class Teacher

TIME-TABLE

[illegible]

Sign. of Parent

Sign.of Class Teacher

SYLLABUS

[illegible]

Sign. of Parent

Sign.of Class Teacher

TIME-TABLE

[illegible]

Sign. of Parent

Sign.of Class Teacher

SYLLABUS

[illegible]

Sign. of Parent

Sign.of Class Teacher

TIME-TABLE

[illegible]

Sign. of Parent

Sign.of Class Teacher

SYLLABUS

[illegible]

Sign. of Parent

Sign.of Class Teacher

TIME-TABLE

[illegible]

Sign. of Parent

Sign.of Class Teacher

SYLLABUS

[illegible]

Sign. of Parent

Sign.of Class Teacher

TIME-TABLE

[illegible]

Sign. of Parent

Sign.of Class Teacher

MARKS RECORD

Subject						
English						
Malayalam						
Hindi						
Social Science						
Science/Evs						
Mathematics						
Computer/ Rhymes						
G.K						
Moral Science						
Total						
Signature of Class Teacher						
Signature of Parent						



RECORDS



LEAVE RECORD

[illegible]

LEAVE RECORD

[illegible]

ABSENT RECORD

[illegible]

ABSENT RECORD

[illegible]

LATE ATTENDANCE RECORD

[illegible]

LATE ATTENDANCE RECORD

[illegible]

[illegible]

[illegible]

[illegible][illegible]

RECORD OF LIBRARY WORK

[illegible]

RECORD OF CLUB ACTIVITIES

[illegible]

RECORD OF CLUB ACTIVITIES

[illegible]



COMMUNICATION TO PARENTS

[illegible]

COMMUNICATION TO PARENTS

[illegible]

COMMUNICATION TO PARENTS

[illegible]

[illegible]

RESPONSE FROM PARENTS

[illegible]



ASSIGNMENT



Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date:

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date:

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
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Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
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G.K		
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Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
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MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
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G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
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G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
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Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

Subject	Activity / Work	Initial of Teacher
English		
Hindi		
Malayalam		
Science / EVS		
Social Studies		
Mathematics		
G.K		
Computer/Rhymes		
MSc/Story		

Date :

Sign.of Parent

PAYMENT OF FEES

The fees should be paid at the fee counter situated in the School campus.

Timings for payment of fees:

On all working days from 9: 30a.m. to 2:30 p.m.

Pupils will not be allowed to appear for the Mid Sem or Semester Examination unless all fees and dues are paid up to date.

Complaints regarding fees paid will not be entertained without the submission of the fee receipt.

No TC or any other certificates or extracts from the school Records can be given until all the dues to the school have been paid in full

FEE CONCESSIONS

1. Concession in fee are granted to deserving cases. It is granted for one year, and must be renewed each year. Pupils who are in receipt of fee concessions are not Exempted from payment of Other Fees and Special Fees.
2. Fee Concession will not be granted, if pupil shows no satisfactory record in conduct, progress or attendance.
3. If a pupil fails regularly in all subjects the concession will be cancelled

TIME TABLE

DAY	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
MON								
TUE								
WED								
THU								
FRI								