

**MY GOAL**

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**THINGS I WILL CONTINUE TO DO**

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**THINGS I WILL STOP TO DO**

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**THINGS I WILL START TO DO**

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**THE SCHOOL DIARY MUST BE BROUGHT TO SCHOOL EVERY DAY**

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**PARTICULARS OF STUDENT**

(To be filled by the Parent)

Student's name : .....

Grade: .....House : ..... Adm. No.: .....

Date of birth: ..... Blood Group: .....

Father's name : .....

Tel. No. (Off) : ..... Mob No.: .....

Occupation / Organisation: .....

Mother's name : .....

Tel. No. (Off) : ..... Mob No.: .....

Occupation / Organisation: .....

Siblings studying in this school, if any:

Name .....Grade.....

Name .....Grade.....

Res. Address: .....

Tel. No. (Res.): .....Emergency Contact No.: .....

Email ID : .....

**DECLARATION****I declare that I have read the rules and regulations of the school and I fully agree to abide by them.**

Signature of Father. .... Mother .....





**PARTICULARS OF STUDENT**

(To be filled by the Parent)

Student's name : .....

Grade: .....House : ..... Adm. No.: .....

Date of birth: ..... Blood Group: .....

Father's name : .....

Tel. No. (Off) : ..... Mob No.: .....

Occupation / Organisation: .....

Mother's name : .....

Tel. No. (Off) : ..... Mob No.: .....

Occupation / Organisation: .....

Siblings studying in this school, if any:

Name .....Grade.....

Name .....Grade.....

Res. Address: .....

Tel. No. (Res.): .....Emergency Contact No.: .....

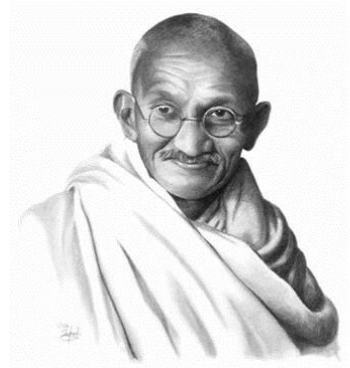
Email ID : .....

**DECLARATION****I declare that I have read the rules and regulations of the school and I fully agree to abide by them.**

Signature of Father. .... Mother .....

## **NATIONAL ANTHEM**

“Jana Gana Mana Adhinayaka Jaya He,  
Bharata Bhagya Vidhata  
Punjab Sindhu Gujarata Maratha  
Dravida Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Uchchhala Jaladhi Taranga  
Tava Subha Name Jage,  
Tava Subha Ashisa Mage  
Gahe, Tava Jaya Gatha.  
Jana Gana Mangala Dayaka Jaya He,  
Bharata Bhagya Vidhata,  
Jaya He, Jaya He, Jaya He,  
Jaya Jaya Jaya Jaya He”



## **PLEDGE**

India is my country.  
All Indians are my brothers and sisters.  
I love my country.  
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  
everyone with courtesy.  
To my country and my people, I pledge my devotion.  
In their well-being and prosperity alone, lies my happiness.  
JAI HIND.

## **PRAYER SONG**

Father, we thank Thee for the night  
And for the pleasant morning light  
For rest and food and loving care  
And all that make the world so fair.

Help us to do the things we should  
To be to others kind and good  
In all we do, in all we say  
To grow more loving every day.



## **PRAYER**

Dear God help me to know you better.  
And love my neighbours, for your sake.  
Inspire me to study well, to respect my teachers  
And to be kind to my companions.

## **PRAYER BEFORE CLASS**

O God, Source of all wisdom, enlighten our minds. Help us to live in your presence and choose to do what is right always. Help us in our studies and to do our duties. Bless our parents, sisters and brothers, our school, our teachers and their families.

We pray to you to be with us, to strengthen us, be ahead of us, to guide us, be beside us, to protect us and be above us, to bless us.

Oh God, please accept our thanks and prayers

## **PRAYER AFTER CLASS**

Dear God, we thank Thee for all Thy blessings,  
Especially for having helped us in our studies

## NOVENA TO ST. JUDE

Most holy Apostle, St. Jude, faithful servant and friend of Jesus, the Church honours and invokes you universally, as the patron of difficult cases, of things almost despaired of, Pray for me, I am so helpless and alone.



**Intercede with God for me that He brings** visible and speedy help where help is almost despaired of. Come to my assistance in this great need that I may receive the consolation and help of heaven in all my necessities, tribulations and sufferings, particularly (*make your request here*)- and that I may praise God with you and all the saints forever.

I promise, O Blessed St. Jude, to be ever mindful of this great favour granted me by God and to always honour you as my special and powerful patron, and to gratefully encourage devotion to you. Amen

## SHOWERS OF BLESSING

There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing  
Sent from the Saviour above

Ch. Showers of blessing  
Showers of blessing we need  
Mercy drops round us are falling  
But for the showers we plead.

There shall be showers of blessing  
Oh, that today they might fall  
Now as to God we are confessing  
Now as on Jesus we call

Ch. Showers of blessing  
Showers of blessing we need  
Mercy-drops round us are falling  
But for the showers we plead.



## OUR SCHOOL

Our school offers an outstanding educational programme that is committed to its vision, robust in its academic aims, innovative in instructional approaches and rigorous in its pursuit of excellence. The School has been the precursor of the much desired change to value based education and has become a world class institution within this short period.

The School employs a fine blend of proven teaching and instructional approaches based on principles of Montessori education and modern innovative approaches like NLP as children progress through their stages of development, with each stage building and expanding upon the previous one.

Our Novel programmes like "Education for Life", Practical Life Skills Training, Focus Group Assistance, Roots & Wings Programme, etc., are some of the exclusive programmes for the wholesome development of the students.

Our dynamic associations and partnerships with international institutions bring together the best global initiatives to make learning a passion for our students and schooling a wonderful experience.

At St. Jude's Global School, we redefine education in its most literal sense, meeting the needs of today's bright young minds.

**WORKING HOURS****OFFICE**

Monday to Saturday - 9:00 A.M. to 4:30 P.M.

(Except Second Saturdays, Sundays and Public Holidays)

**SCHOOL**

Grades up to VIII: Monday to Friday from 08:50 A.M. to 02:50P.M.

Grade IX to Grade X: Monday to Friday and first & third Saturday's of the month from 08:50 A.M. to 02:50P.M.

Extended Day Programme: Monday to Friday from 02:50 P.M. to 03:50 P.M.

Note: Students should arrive not earlier than 8:40 A.M. and leave not later than 4:00 P.M. as supervision is unavailable during this time.

**SCHOOL UNIFORM**

It is compulsory for every student to be dressed in full uniforms. Students without proper uniform will not be allowed in the classroom.

**For Grades up to 7**

- Girls: Monday-Friday (except Wednesday):- Yellow, Orange and Green check suit type top with a slit on either sides and orange divided skirt with a flap in the front and with Beige colour socks and Black shoes.
- Boys: Monday-Friday (except Wednesday):- Yellow, Orange and Green check shirts and  $\frac{3}{4}$  Orange cargoes and with Beige colour socks and Black shoes.

**For Grades 8 and 10**

- Girls: Monday-Friday (except Wednesday):- White suit type top with thin red vertical stripes and brown pants, brown colour socks and brown shoes.
- Boys: Monday-Friday (except Wednesday):- White shirt with thin red vertical stripes and brown pants, brown colour socks and brown shoes.

**Sports uniform - Wednesdays only**

- Navy blue, Red, and Yellow patterns on white T Shirts for Boys and Girls of each House Black Hawks, Eagles and Falcons respectively.
- White shorts for boys and divider skirts for girls
- White socks and White canvas shoes

Students are allowed to wear black sandals on rainy days. However slippers are not permitted. Costly jewellery, ornamental items etc., must not be worn.

Please visit school website [www.sjonsite.com](http://www.sjonsite.com) for details of school uniform.

**ADMISSION AND WITHDRAWAL**

1. The school will accept all admissions as stipulated under the requirements of the Right to Education Act.
2. Admissions are open to all grades, subject to the availability of seats. Please see guidelines on Admission Procedure.
3. For fresh admission, parents should apply in the prescribed forms along with the Enrolment Agreement and original Birth Certificate.
4. Fees in full is payable for the whole year, even if a student does not attend the school for any term or part thereof. Students joining the school in the middle of the term shall pay full fees for the term.
5. Notice of withdrawal and application for "Transfer Certificate" (TC) in the prescribed form shall be submitted to the Principal, stating the reason for withdrawal, at least TWO months in advance or BEFORE 31ST DECEMBER, whichever is earlier. If the TC application is not submitted before 31st December 2013, it will be deemed that the ward is continuing in the school for the following academic year. Withdrawal without proper notice period annuls the opportunity for another student and hence TC will be issued only on payment of full fees of following one term.
6. The cost of attestation of TC, if required shall be wholly borne by the parents.
7. Transfer certificate will be issued only after payment of full fees and on submission of the No Dues Certificate from all pertinent departments.

Please refer to the ***Guideline on Issue of TC*** for further information.

## **NEW STUDENTS**

When your child joins the school he/she will be in a mixed-ability class of girls and boys under the guidance of their class teacher. Contact with their class teacher will vary according to which Year Group your child is in. However, if any problems should arise your first point of contact would be with the class teacher. We see this link as a two-way process and we may, from time to time, contact you for further sharing of information. It is vital that we have your contact details and update the contact information in your child's diary, if there is a change.

No matter how big or small a problem may be, we are always available to talk, although prior notice is much appreciated.

## **LEARNING - SUPPORT MEETING INDIVIDUAL NEEDS**

We recognise that an increasing number of children might have special educational needs of varying degree at some time during their school lives. This might be the result of general learning difficulties, specific problems or the need to be able to make full use of a specific ability. Sometimes learning problems can be lengthy and complicated and in other cases they can be overcome in a short period of time, through individual help and guidance.

It is our school's policy that all students have full access to all the opportunities, we offer and achieve the best possible standards using their full potentials. However the school systems, teaching methods, learning approaches and materials may not be extensive and varied to meet the range and complexity of individual needs. In such cases the child may need special educational support to meet the requirements of children with specific learning needs.

When children experience significant learning difficulties they might require extra teaching support either individually or in small groups under specialist teachers or guides. The length of time the children receive additional support depends upon the individual difficulties and progress. The additional costs incurred by the school to provide special attention shall be borne by the parent.

Parents are strongly encouraged to support their children and it is intended that some work will be undertaken at home, with parental help, in order to facilitate progress. In case there is no significant progress within a reasonable time and if the school considers that the child will not be benefitted from the schools programmes and resources, parents of such pupils will be required to withdraw them from school in their own ward's best interest.



School also endeavours to provide for the more able child, catering for their particular abilities or talents through both differentiated work and additional activities. Pupils who demonstrate a significantly higher level of ability than most pupils of the same age in one or more areas are supported through activities which further enhance and enrich their experience. These may be events organised through the school or by organizations in this field.

## **HOMEWORK**

Careful consideration has been given to develop our school's Homework Policy, which specifies the type and amount of homework assigned to a student. Homework not only provides an important extension to the pupil's learning processes, but encourages qualities of perseverance, self-discipline and shows that education continues beyond school. It is one of the important areas where both home and school can work together for the benefit of your child. The following advice is an attempt to make this partnership as effective as possible.

- The homework time-table for each grade is prepared by the Class Teacher as per the Homework Policy.
- All homeworks are required to be completed and submitted within the prescribed time.
- Try to ensure that your child has a well-lit working area (maybe a bedroom or dining room) but preferably away from any distractions.
- Try to show an interest in your child's work both at home and at school. Listen to problems; ask him/her about their day but without making this an ordeal.
- If your child is having difficulties, you may guide, but don't do the work for them!
- If a student seems to spend more time on homework than expected, parents may inform the school by making a note on the diary.
- Pupils who do not complete a homework task will have their diary stamped with warning and a new date to submit. Parents of pupils who continually encounter difficulties in completion of homework must meet the respective teacher and principal to find permanent solution.

Please refer Guideline on Homework Policy for further information.

## **CONTINUOUS AND COMPREHENSIVE ASSESSMENT**

The School follows a Continuous and Comprehensive Assessment (CCA) System in consistent with the requirements of the CBSE. The system provides a functional and reliable system of doing a holistic assessment of a student that covers scholastic and co-scholastic areas like Life Skills, Attitudes and Values, Sports and Games and other co-curricular activities.

The CCE scheme aims to reduce stress and anxiety of students which often builds up during the examination. There will be greater focus on learning rather than teaching to the test with emphasis on experiential learning in the classrooms. It will help the learners to develop holistically by focusing on the co-scholastic aspects as well.

The students will have more time on their hands to develop their interests, hobbies and personalities. It will equip students with Life Skills especially Creative and Critical thinking skills, social skills and coping skills which will keep them in a good stead when they enter into a highly competitive environment later on.

**The Formative assessment** is a tool used by the teacher to continuously monitor student progress in a non-threatening and supportive environment. It improves student performance tremendously while raising the self-esteem of the child and reducing the work load of the teacher. Some of the main features of Formative assessment are that it is diagnostic and remedial, provides effective feedback to students and allows for the active involvement of students in their own learning.

**The Summative assessment** is the terminal assessment of performance at the end of instruction. Summative assessment will be in the form of a written test conducted by at the end of each term.

**Grading** : The result of assessments will not be reported as marks or ranks obtained, instead “Grades” will be reported in the Student Report Card. The Grade awarded to the student is a collective indicator for the overall performance of the student for the period of assessment. Assessments done periodically will be shown to the students and parents so as to encourage continuous participatory improvement.

Please refer to the ***Guideline on Continuous and Comprehensive Assessment (CCA)*** System further information.

## **EXTRA CURRICULAR ACTIVITIES AND COMPETITIONS**

To cultivate non – scholastic skills and provide a multi-faceted development, the school offers Extra-curricular Activities, as Extended Day Programme (EDP). These include Instrumental music, Dance (Western / Classical), Music (Western / Classical), Drawing & Painting, Swimming, Yoga, Karate, Aerobics, Skating and a wide range of other indoor and outdoor sports and games. Participation in the EDP Programme is compulsory for all students. To learn more about the list of activities under the EDP, parents may refer to **Guideline on Extended Day Programme**.

Talent shows and competitions form a regular feature of the school. Parents are requested to encourage maximum participation of their ward and make use of the opportunities to their best.

## **EDUCATION FOR LIFE**

Training and equipping the students with skills that are required to handle real life situations, is an integral part of our school programs. Importance is given to develop the personality and soft skills of the students through various programmes. Their participation in multifarious activities including Roots & Wings Training Programme, Rainbow assistance etc., motivates them to discover for themselves and to build on their strengths and excel individually in the future, wherever they are.

## **ILLNESS AT SCHOOL**

Students suffering from illness will not be permitted to attend the school. If your child is unwell in the morning, he/she should not be sent in.

The school does not have the facility or staff to take care of sick pupils for a long period of time. In case the child is found ill, the school staff has the authority to isolate, return home or hospitalize the child and you will be contacted to take the child immediately.

Any medication that needs to be administered while at school must be handed over to the school office for safe keeping with clear written and signed instructions. Medicines must be in the original container with the pupil's name, class and dosage instructions clearly visible. As the school staff will be busy with their own official responsibilities, we do not advise parents to entrust school staff to administer medicines.

## **SCHOOL CANTEEN**

School canteen facility aims to provide children of working parents to buy nutritious and healthy food at competitive prices during the school day. Meals are either cooked on the premises or bought from approved restaurants and food outlets. Pupils who could not take the full breakfast from home may bring some form of healthy 'snack' with them for break time. Pupils can also buy snacks items and fruits from the snacks counter.

Parents shall send canteen food order slip or coupon through the pupil for availing canteen services. Payments can be made daily, weekly or monthly. There is a choice of menu that operates on a rota basis during the week. If you would like to learn more about the menu and payment system, please contact the Catering Supervisor.

Parents are requested to consider healthy food options with quantity appropriate to the age and appetite of the student. Pupils are encouraged to bring and use fork and spoon for their lunch. Parents are advised to send packed lunches covered with a towel or old newspaper.

Pupils may bring water to drink during the day in a clean water bottle. Water dispensers are provided for them to refill their bottles during the day.

Fizzy drinks, chewing/bubble gums, etc., are not allowed on the school premises at anytime.

## **SCHOOL CONVEYANCE**

School Conveyance facilities are available in selected routes. The details of routes, bus timings, conveyance charges, timings, etc., may be obtained from the Transport Supervisor.

1. The student shall be at the bus stop specified, at least 5 minutes ahead of the prescribed time. Those who miss the bus shall make their own arrangement to reach the school.
2. Deviation from approved route or picking up from home will not be allowed to reduce the effective time of travel of students and avoid unwanted delays.
3. If a change in collection point / stop is desired, the same shall be communicated by the parent through a written note to the Transport Supervisor with date and clear instructions at least one day before.

4. Instructions from parents on any change required in conveyance received over phone from parents or guardians shall not be entertained for safety reasons.
5. Parents, whose wards would not be travelling in the school bus, are requested to notify the Bus Attendant or the Transport Supervisor in advance, about their absence.
6. It is anticipated that school bus may not ply on 2 working days per month for emergency reasons like repairs / breakdowns. Parents are required to make their own arrangements on such days. Conveyance fees will be refunded proportionately, if the school bus is not plying for more than two days per month.
7. A conveyance fee is fixed for a full month. Hence reduction in conveyance fees will not be allowed for availing bus facility for periods less than one month.

The school is keen to encourage pupils to take responsibility for their behaviour in the buses in the interests of the safety and welfare of all. The transport supervisor follows up incidents of poor behaviour on the buses. Serious or repeated incidents of misbehaviour may result in pupils receiving a ban from using the bus. Parents are required to support the school by ensuring their children behave responsibly in the school bus.

Parents are not expected to talk / get any information from the drivers and the attendants, as it will affect the time schedule. For any information or complaints against the drivers or the attendants or about the transport arrangements, parents shall contact the transport supervisor.

*Pupils using school transport are expected to:*

- Remain in the seat given by the driver/attendant at all times.
- Listen to the instructions from the driver/attendant.
- Avoid behaviour that could distract the driver, as this could be dangerous.
- Keep emergency exits and aisles free of bags, musical instruments and sports items.
- Pay the transportation fees for the month in advance and obtain their bus passes.
- Behave in a good manner when waiting at the bus stop and when walking to and from the bus stop.

*Please refer to Guideline on School Transport for further information.*

**SCHOOL ENTRANCE AND BUS BAY**

To ensure safety and security of the students all parents are requested to use the school conveyance facilities or own conveyance. Parents / guardians who bring pupils to school by own vehicles are requested to drive slowly and strictly observe safety signs.

Drivers of other vehicles, taxis, auto-rickshaws etc. will not be permitted to enter the school campus, unless they produce an authorised Visitor Identity Card obtained from the school. To obtain a Visitor Identity Card for a driver, parents are required to apply along with authorisation form and 2 passport size photographs of the driver at least 2 weeks in advance. Please refer to Guideline on Tariff for Services for cost details.

For safety and security reasons, the southern gate of school campus will be kept closed at all times. Entry of vehicles through southern gate is prohibited. However for the convenience of students and staff commuting from the southern part of the school, the pedestrian gate will be kept open from 8:30 AM to 8:50 AM and 3:50 PM till 4:10 PM on all school days. The school driveway and bus bay must be kept free of parked and moving vehicles between 8:30 A.M. to 9:15 A.M. and 3:30 P.M. to 4:10 P.M.

**SCHOOL FEES**

The St. Jude's Global School is a not for profit institution. Our policy on fees has been established to ensure smooth functioning of the school and to meet the expenses for your child's educational needs. Please refer to Guidelines on Fees to know the fees for the current academic year and the payment due dates.

1. All fees and dues shall be paid in advance, before 5<sup>th</sup> of every month or within 5 days from the due dates mentioned in the Guideline.
2. A late fees of Rs.50/- is payable for fees paid after 5 days. If the fees is not paid in full within 10 days from the due date, a fine of Rs.100/- will be collected.
3. If the fee is not paid before last day of the month, name of defaulters shall be removed from the Rolls on the first working day of the following month and a re-admission fee of Rs.300/- shall be paid.
4. Parents shall pay the fees only at cash counters at the school campuses. No one other than the cashier is authorized to collect or receive fees unless otherwise notified by the management.
5. Parents shall obtain signed receipts for all remittances made to the school and obtain the Green Cards (No dues certificates). The Green cards shall be produced to the class teacher to obtain permission for participating in the school events, class assessments, etc.



6. Parents are advised not to send any fees through their wards.
7. Parents are encouraged to use the e-FEE system to pay the fees directly to the prescribed Bank account and send copy of the fees remittance slip by email or through their ward to the class teacher.
8. Transfer Certificate or any other certificate will not be issued unless all fees and fines are settled in full.
9. Caution deposits, will not be refunded, under any circumstance, without producing the receipt for the same. To make good of damages made by mystery students, 50% of the caution deposit will be deducted from the caution deposit at the time of issue of TC.
10. Parents shall keep the fees receipts in safe custody and produce them, when required by the school principal. No copies of receipts shall be issued from the office for any reasons.
11. Parents who wish to obtain Annual Fee Certificate for IT purpose shall submit application with full information at least 2 weeks in advance.
12. Fees once paid shall not be refunded under any circumstances .

### **Additional Charges and Contributions**

The school believes in the value of extra-curricular activities and their importance for the wholesome development of the children. Accordingly pupils are provided with maximum possible opportunities during the EDP. Participation in minimum 3 activities from the list of extra-curricular activities is compulsory for all the students.

Additional charges will be levied for item of expenses that are not included in the school budget provisions, including but not limited to the following.

- Trips and Activities (to cover cost of travel, entrance fees and any other activities).
- Extended day programmes, extracurricular activities, annual arts and sports competitions etc.
- Events and examination fees, enrolment and registration charges and expenses including travel to the institutions where the exam or event is conducted.
- Statutory contributions and fees to be paid by the school

Parents may be required to make a contribution towards the cost of repair or replacement of school equipment or books damaged or lost by their child. This will be dependent on the nature and cost of the damage.

The school as a policy will not permit to exclude any pupil from attending a programme / activity / tour meant for the benefit of all students. Parents will be informed by letter, about such programme or activity, its educational value (where appropriate) and the cost involved, so that the activity takes place without compromising on quality. In case of parent's inability to pay the amount for such events on time for any financial reason, school may pay from its funds, to help the student participate in the programme. Such parents will be allowed to pay in convenient instalments and this can be requested in writing to the principal, in strictest confidence.

## **STUDENT BEHAVIOUR**

*Students are expected to:*

- Work to the best of their ability.
- Listen to and follow instructions given by members of staff and students leaders.
- Be properly equipped for all lessons
- Arrive at class on time and ready to start.
- Complete and submit homework on time.
- Correct mistakes in written work
- Bring daily pens, pencils, ruler and eraser, colour pencils/pens.
- Be respectful and considerate to all students, staff members and visitors.
- Be honest, truthful and trustworthy.
- Respect other people's belongings
- Not to touch, borrow or take others' property, without the owner's permission.
- Respect school property.
- Behave in the best manner when representing the school in public places e.g. trips, fixtures, performances, travelling to and from school
- Not to bring any of the following to school; chewing gum, jewellery (one stud only in each ear may be worn), personal stereos, mobiles, CDs, flash disks, camera, electronic gadgets or any illegal items.
- Walk on the left hand side in corridors and on the staircases.
- Line up quietly in single line.
- Use the litter bins available.



## **BULLYING**

Bullying is the repeated action by one child over another individual with a wilful, conscious desire to hurt, threaten or frighten someone. It can be a physical (hitting, pushing, etc.), social (excluding someone from one's group etc.), psychological (ignoring, funny looks, taunting, etc.), verbal (name calling, spreading rumours). Other forms of bullying might include interference with personal property, extortion, etc.

The victim of bullying will be assured of appropriate action and school shall depute supervisors to check and report bullying. No matter how small the issue may seem, the school will take appropriate action against bullying including cutting of privileges, reporting to parents, etc. or such action appropriate to the case.

## **AWARDS**

Awards and Gifts will be presented to pupils, teachers and parents who are role models and have made significant contributions to help the school achieve its stated goals. Please refer to ***Guideline on Awards and Criteria*** for further information.

## **SANCTIONS**

For pupils, who fail to conform to the school's code of conduct, sanctions and behaviour monitoring cards are used to bring about the required level of behaviour.

**Written Warning** : 1 or 2 warning points issued when a verbal warning has not succeeded in pupils modifying their behaviour or for isolated instances of unacceptable behaviour.

**Lunchtime Detention** : Issued to pupils who have accumulated 4 warning points. A second detention is issued to pupils who have accumulated 8 warning points. Lunchtime detentions are also issued for isolated incidents of misbehaviour.

**Longer Detention / Cutting of Privileges** are imposed on pupils who have accumulated 12 warning points or for more serious breaches of the school's code of conduct.

**Isolation** : Pupils, whose behaviour disrupts the learning of others, spend a period of time working individually with our Behaviour Support Manager in the behaviour support unit.

**BEHAVIOUR CARDS**

**Yellow Card** : Issued when pupils have accumulated 8 warning points. The card holder's effort and behaviour is monitored for a period of up to 3 weeks.

**Orange Card** : Issued to pupils who have accumulated 16 warning points. This is used to monitor a pupil's adherence to the targets set by the Supervisor / Principal for a period of up to 4 weeks.

**Red Card** : Issued when pupils have accumulated 24 points. Pupils with red card who continue to misbehave will be withdrawn from the regular groups and work in isolation under the behaviour support unit.

Pupils whose behaviour is being monitored using any of these cards have the ability to redeem warning points by demonstrating consistently good behaviour and effort.

**RULES AND REGULATIONS**

1. Every student is expected to be courteous in talk and behaviour at all times. They must use polite expressions like "Thank you," "Excuse me," "Sorry," "Please," etc.,.
2. All are expected to speak English at all times in the school premises, except during other language classes.
3. Student shall bring all the textbooks and notebooks as required by the teachers.
4. The classroom and school premises should be kept neat and tidy.
5. The School aims to maintain good discipline among students by way of appreciation and encouragement of responsibility, self-direction and self-control, in co-operation with the parents. Severe action will be taken against those who indulge in any activity detrimental to the interest of the school.
6. Pupils with irregular attendance, habitual laziness and idleness, major misconduct and disobedience are liable to be dismissed.
7. Every student of the school must possess the School Diary and it should be brought to the school everyday.
8. Parents are requested to check the School Diary daily and sign against the communications. We also advise parents to keep in touch with the class teacher, check school notice board, emails and school website to get updated about the latest developments, ongoing and upcoming school activities, etc., including days of absence of their ward.
9. All general communications to parents will be displayed on the School Notice Board. School may send some communications through its website, e-mails or

SMS or notices, newsletters, etc., to the parents through their wards. Non-receipt of these communications will not be accepted as an excuse for failing to comply with the directions contained in it.

10. Any message to the teachers shall be communicated in writing, preferably through the diary. The parents should ask their ward to show such communications to the Class teacher and obtain initials as soon as the ward reaches the school.
11. No notices / leaflets containing matter of any kind related to the school shall be prepared, printed or circulated within or outside the school including the media without prior approval of the Principal.
12. Visitors including parents will not be allowed to meet the teachers or the students during the class hours without prior permission from the Principal.
13. Telephone calls to teaching staff are strictly prohibited during the class hours. For any specific information or clarification, we advise you to send a request slip to the concerned teacher seeking an appropriate time to call or meet. Also please avoid telephone calls after 6:00 P.M. and obviously in the morning hours.
14. Parents are also requested to:-
  - Communicate change of address, phone nos. or any information to the Principal in writing.
  - Drop your child, at least 5 minutes before the first bell and avoid unnecessary rush and the resulting stress on their ward.
  - Promptly record the "Leave of absence" in the school diary. Take best interest to avoid absence from school on all working days.
  - Give best care for the ward's personal health and hygiene. Ensure balanced diet. Please refer to Guidelines on Best Foods.
  - Donate at least one library book to the school's library on your ward's birthday, which will be a fine way to honour that day.
  - Encourage their wards to participate in all events and programmes and make use of the opportunities for their all-round development.
  - Volunteer school programs, attend meetings and pay the fees timely
15. Complaints shall be lodged directly to the Principal in writing, to initiate permanent solutions and effective follow ups. Please refer to Parent Guideline on Complaints and Suggestions for further information. Parents may write direct to the Chairman [Email: [sajenjj@eim.ae](mailto:sajenjj@eim.ae)], if they are not satisfied with the corrective action taken by the Principal.
16. Parents are not allowed to shout at any school staff, as it would be a bad example for our students. Any report of misbehaviour shall be dealt very seriously and may result in dismissal of the ward without serving any notice thereof.

17. Parents should sign and return the report cards, assessment sheets, project reports and other work files on the same day of Open House. All such documents shall be kept under the safe custody of the school, in order to produce them before the Inspection teams.
18. Damage caused, if any to the school property will have to be made good by the parent. If the responsibility of the damage cannot be fixed on any individual or group, the cost of such damage shall be recovered from all the students collectively from the caution deposits or by payment against written notice from the Principal. The decision of the Principal in this matter would be the final.
19. Private tuitions are not allowed without obtaining written prior permission from the Principal.
20. In case of holidays for reasons like hartaal,etc., the school may conduct regular or special classes in order to make up the class hours lost.
21. Open Houses will be conducted class wise on dates notified by the class teacher. If it happens to be a holiday, the same will be conducted on the following working day.

**SCHOOL DIRECTORS AND FACILITATORS**

We are extremely fortunate in having an enthusiastic Board of Directors and Facilitators who are committed to maintaining and furthering the success of our school. They work hard on our behalf in numerous ways and meet informally with parents during the year to hear your views and discuss any issues.

To learn more about the functions and privileges of the Directors and Facilitators, please refer to the ***School Administrative Manual***. Should you be interested, come to the office and see the School Manager, for joining as a Director or Facilitator as vacancy arises.

**A Note to the Parents**

**The enrolment of the pupil to the School implies that the parents of the ward have agreed to abide by the Rules and Regulations of the school and those framed from time to time, in the best interest of the school and all its students.**

**Whereas the School Management is committed to provide maximum possible assistance to suit the individual need of every student, at times it may not be practically feasible to make changes in policies, systems and procedures to suit the requirement of a specific student. Please be assured that such matters of concern will be looked into with due importance and a decision will be taken in the best interest of all the students and the school.**

**The decision of the Principal shall be final in matters related to the school including those related to disciplinary action for violation of school rules. THE MANAGEMENT RESERVES THE RIGHT TO MODIFY OR CHANGE THE RULES AND REGULATIONS AS AND WHEN FOUND REQUIRED AND THE MANAGEMENT DECISION WILL BE FINAL.**

**For amendments and latest version of the school diary, please visit school website: [www.sjonsite.com](http://www.sjonsite.com) or write to [info@sjonsite.com](mailto:info@sjonsite.com). The most current version of this SCHOOL DIARY will be available on School's Official Website and will supersede all previous versions.**

<b>SCHOOL CALENDAR</b>			
<b>June 2013</b>			
1	SAT	H	
2	SUN	H	
3	MON		Re-opening day for Gr.2 to Gr.10, UKG
4	TUE		
5	WED		Re-opening day for LKG and Gr.1 (World Environment Day)
6	THU		
7	FRI		
8	SAT	H	Second Saturday
9	SUN	H	
10	MON		
11	TUE		
12	WED		
13	THU		
14	FRI		Prefect Election
15	SAT		Working Day for Gr.IX - X
16	SUN	H	Father's Day
17	MON		
18	TUE		
19	WED		National Reading Day – Reading Week 19 - 25
20	THU		
21	FRI		Club Activities
22	SAT	H	
23	SUN	H	
24	MON		
25	TUE		
26	WED		Investiture Ceremony – International day against Drug Abuse
27	THU		
28	FRI		Reading Competition
29	SAT		
30	SUN	H	
Three things to Believe – Purity, Honesty and Hard work			

July 2013			
1	MON		National Vanamahothsav Day
2	TUE		
3	WED		St. Thomas Day
4	THU		Bulletin Board Competition
5	FRI		Handwriting Competition
6	SAT		Working Day for Gr. IX & X
7	SUN	H	
8	MON		
9	TUE		
10	WED		Ramzan Vratarambam
11	THU		World Population Day
12	FRI		Field Visit ( L.P ) – Drawing & Painting Competition
13	SAT	H	Second Saturday
14	SUN	H	
15	MON		
16	TUE		
17	WED		Ramayana Masarambam (Karkadakam)
18	THU		
19	FRI		Spelling Bee Competition
20	SAT		Working Day for Gr. IX & X
21	SUN	H	
22	MON		FA 1 (Unit Test)
23	TUE		
24	WED		
25	THU		
26	FRI		Field Visit (U.P), Club Activities
27	SAT	H	
28	SUN	H	
29	MON		Science Seminar – Class IX - X
30	TUE		
31	WED		Essay Writing Competition
Three things to cultivate – Courage, Confidence & Capability			

August 2013			
1	THU		
2	FRI		<b>Roots &amp; Wings – Stay Back Programme - I</b>
3	SAT		Friendship Day
4	SUN	H	School Tour Gr. VI - X
5	MON		
6	TUE	H	Karkadakavavu , Hiroshima Day
7	WED		
8	THU		
9	FRI	H	Id - U I- Fitr , Nagasaki Day
10	SAT	H	Second Saturday,
11	SUN	H	
12	MON		
13	TUE		Seminar – Class VII - VIII
14	WED		Field Visit (H.S)
15	THU	H	Independence Day Celebration
16	FRI		Story Writing & Poem Writing
17	SAT		Chingam 1 (Kollavarsham – 1189)
18	SUN	H	
19	MON		
20	TUE		FA2 (Unit Test), Avani Avitam, Sadbhavana Day
21	WED		
22	THU	H	Sree Narayana Guru Jayanthi
23	FRI		Club Activities
24	SAT	H	
25	SUN	H	
26	MON		
27	TUE		
28	WED	H	Sree Krishna Jayanthi
29	THU		National Sports Day
30	FRI		
31	SAT		Working Day for Gr. IX & X
Three things to Control – Tongue, Temper and Temptation			



September 2013			
1	SUN	H	
2	MON		
3	TUE		
4	WED		
5	THU		<b>Teacher's Day</b>
6	FRI		<b>I.m A Star Competition</b>
7	SAT		<b>I.m A Star Competition</b>
8	SUN	H	
9	MON		
10	TUE		
11	WED		First Aid Day
12	THU		
13	FRI		Onam Celebration School closes for Onam Vacation
14	SAT	H	Second Saturday , Hindi Day
15	SUN	H	
16	MON	H	<b>Thiruvonam</b>
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT	H	<b>Sree Narayana Guru Samadhi</b>
22	SUN	H	
23	MON		School Reopens after Onam Holidays – Quiz Preliminary Gr. II-X
24	TUE		
25	WED		
26	THU		
27	FRI		Quiz Final – Gr. II - X
28	SAT	H	
29	SUN	H	
30	MON		
Three things to Watch – Speech, Behavior and Action			

October 2013			
1	TUE		World Music Day
2	WED	H	Gandhi Jayanthi
3	THU		SA 1 (Summative Exam) (Gr. I – VIII)
4	FRI		World Animal Welfare Day
5	SAT		Working Day for Gr, IX - X
6	SUN	H	
7	MON		
8	TUE		International Sports Day
9	WED		World Postal Day
10	THU		National Postal Day
11	FRI		Durgashtami
12	SAT	H	Second Saturday
13	SUN	H	Mahanavami, State Sports Day
14	MON	H	Vijayadashami
15	TUE		Seminar Class X
16	WED	H	World Food Day, <b>Bakrid</b>
17	THU		
18	FRI		Club Activities
19	SAT		Working Day for Gr. IX - X
20	SUN	H	
21	MON		
22	TUE		
23	WED		
24	THU		U.N. Day
25	FRI		Field Visit (L.P)
26	SAT	H	
27	SUN	H	
28	MON		St. Jude's Day
29	TUE		
30	WED		
31	THU		National Integration Day
Three things to Prevent – Laziness, Falsehood and Negativity			

November 2013			
1	FRI		Kerala Piravi
2	SAT	H	Deepavali
3	SUN	H	
4	MON		FA 3 - Starts
5	TUE		Hijra Varsharambham (1435)
6	WED		
7	THU		
8	FRI		
9	SAT	H	Second Saturday
10	SUN	H	
11	MON		National Education Day, A Visit to Old Age Home
12	TUE		
13	WED		
14	THU	H	Children's Day, <b>Muharam</b>
15	FRI		Debate Competition - Preliminary
16	SAT		Working Day for Gr. IX & X, School Tour (Gr.1 – V)
17	SUN	H	
18	MON		
19	TUE		
20	WED		
21	THU		Debate Competition - Final
22	FRI		Field Visit (U.P), Club Activities, Seminar –Gr. IX
23	SAT	H	
24	SUN	H	
25	MON		
26	TUE		
27	WED		
28	THU		
29	FRI		<b>Annual Day</b>
30	SAT		
Three things to Admire – Character, Intellect and Beauty			

December 2013			
1	SUN	H	World Aids Day
2	MON		
3	TUE		
4	WED		
5	THU		
6	FRI		Activity Show Case , Dr. Ambedkar's Death Anniversary
7	SAT		Working day for Gr. IX - X
8	SUN	H	
9	MON		
10	TUE		Human Rights Day, Talk by an expert
11	WED		
12	THU		Seminar – Class VIII
13	FRI		Annual Sports Day
14	SAT	H	Second Saturday
15	SUN	H	
16	MON		
17	TUE		
18	WED		
19	THU		Bulletin Board Competition
20	FRI		Christmas Celebration, School closes for Christmas Vacation
21	SAT	H	
22	SUN	H	
23	MON		
24	TUE		
25	WED	H	<b>Christmas</b>
26	THU		
27	FRI		
28	SAT		
29	SUN	H	
30	MON		School Reopens after Christmas
31	TUE		
Three things to Maintain – Promise, Friendship and Discipline			

January 2014			
1	WED		New Year
2	THU		
3	FRI		
4	SAT		Working Day for Gr. IX & X
5	SUN	H	
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI		World Laughter Day, Road Safety Week (10 - 16) - Seminar
11	SAT	H	Second Saturday
12	SUN	H	National Youth Day
13	MON		
14	TUE		
15	WED		
16	THU		
17	FRI		Seminar – Class VII
18	SAT		Working Day for Gr. IX & X
19	SUN	H	
20	MON		
21	TUE		
22	WED		
23	THU		Patriotic Day
24	FRI		Club Activities
25	SAT	H	
26	SUN	H	Re-public day
27	MON		FA 4 Starts
28	TUE		
29	WED		
30	THU		Matyr's Day
31	FRI		
Life is a Challenge, Meet it			

February 2014			
1	SAT		Working Day for Gr. IX & X
2	SUN	H	
3	MON		
4	TUE		
5	WED		
6	THU		
7	FRI		<b>Roots &amp; Wings Stay Back Programme - II</b>
8	SAT	H	Second Saturday
9	SUN	H	
10	MON		
11	TUE		
12	WED		Darvin Day
13	THU		
14	FRI		
15	SAT		Working Day for Gr. IX & X
16	SUN	H	
17	MON		Charity Fun Fair
18	TUE		
19	WED		
20	THU		International Justice Day – Seminar by Legal Experts.
21	FRI		
22	SAT	H	
23	SUN	H	
24	MON		
25	TUE		
26	WED		
27	THU	H	Mahasivarathri
28	FRI		National Science Day (Talk by an eminent personality)
Life is a Duty, Perform it			

March 2014			
1	SAT		Working Day for Gr. IX & X
2	SUN	H	
3	MON		Revision and Reinforcement
4	TUE		
5	WED		
6	THU		
7	FRI		
8	SAT	H	Second Saturday , International Women's Day
9	SUN	H	
10	MON		
11	TUE		
12	WED		SA 2 (Summative Assessment 2) – Gr. I - VIII
13	THU		
14	FRI		
15	SAT		World Disabled Day, World Consumer Rights Day
16	SUN	H	
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI		<b>World Forest Day, School Closes for Summer Vacation</b>
22	SAT	H	
23	SUN	H	
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT	H	
30	SUN	H	
31	MON		
Life is a Game – Play it.			



















































































































## LEAVE RECORD

[illegible]

## LEAVE RECORD

[illegible]



















# Progress

SUBJECTS	FA1		FA2	
	Score	Grade	Score	Grade
LANGUAGE -I, ENGLISH				
LANGUAGE - II, MALAYALAM				
HINDI				
MATHEMATICS				
SCIENCE				
SOCIAL SCIENCE				
COMPUTER SCIENCE/ IT				
GRADE				
No. OF WORKING DAYS				
No. OF DAYS PRESENT				
CLASS TEACHER'S SIGNATURE				
PRINCIPAL'S SIGNATURE				
PARENT'S SIGNATURE				



[illegible]

[illegible]

TIME - TABLE																						
DAY	I	II	I N T E R V A L					III	IV	I N T E R V A L					V	L U N C H					VI	VII
MON																						
TUE																						
WED																						
THU																						
FRI																						