



SCHOOL ALMANAC





YOUR BEST

*If you always try your best
Then you'll never have to wonder
About what you could have done
If you'd summoned all your thunder.*

*And if your best
Was not as good
As you hoped it would be,
You still could say,
"I gave today
All that I had in me."*



Affiliated to CBSE, New Delhi (10+2) Level
CO-EDUCATIONAL ENGLISH MEDIUM SCHOOL



SCHOOL ALMANAC

Name of the Student :

Class : Sec : Roll No. :

House :

This Almanac should be brought to School daily.



ST. FRANCIS XAVIER

OUR PATRON SAINT



07.04.1506 - 03.12.1552



General Information

The Emblem symbolizes Heights of Excellence in imparting modern education with dedication and its propagation.”

St. Francis was born in the castle of Xavier in the North of Spain on April 7, 1506 Francis died on December 3, 1552 on the rocky island of Sancian. But before he died, Francis had spread the Ignition - spirit which sprang from our lord.

Jesus Christ experience - far and wide. Francis set the world on fire by bringing into the life of a man to the heart of God, God who loves every man, sinner or saint totally and unconditionally, with love that frees man from all his fears to spend his life in loving service of his neighbours.



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INTRODUCTION



St. Xavier's High School is a new generation Co-Educational, English Medium Day/ Residential School under the patronage of St. Francis Xavier.

We aim to inspire every child to develop into a confident, well educated personable young adult who has enthusiasm for learning in a scientific environment where both the students and the teachers participate as friends in the process of learning. Modern teaching aids and a scientifically developed curriculum form the every corner stone of education.



St. XAVIER'S HIGH SCHOOL

EDUCATION FOR ALL

Affiliated to CBSE, New Delhi (10+2) Level

CO-EDUCATIONAL ENGLISH MEDIUM SCHOOL

Photo

STUDENT'S PERSONAL RECORD

Name :

Class : Section : Roll No. Admission No :

House : Bus Route No :

Bus Stop : DOB : Blood Group :

Day Scholar / Boarder : 2nd Lang.

Mother's Name :

Father's Name :

Guardian's Name :

Occupation & Designation (Parent's / Guardian's):

Address :

Parent's Contact No :

Email :

Class Teacher :

Name of Sibling studying in SXHS Bankura

..... Class Sec

Student's Signature

Parent's Signature

Class Teacher's Signature

***Parents must ensure that this page is duly filled and signed.



FROM THE CHAIRMAN'S DESK

Dear Students,

Welcome to St. Xavier's High School, Bankura!

I am sure that you will have a wonderful experience of quality and need based education at our School.

At SXHS Bankura we pledge to make every effort to take the student on a voyage of self discovery and self learning. Teachers at SXHS Bankura will not only be a source of wisdom and knowledge but will also be role models and mentors.

SXHS Bankura came to life in the year 2007 under the Trust BPMECT. Our vision is to shape the students mind with transformational experiences that will align their heart, mind and body. We strive to create a safe, supportive and conducive environment where the abilities and individual differences of all the students are valued while remaining focused to our School Motto - Education for All.

Children, lets emabark our journey into another session of our Academic Year with our heads held high, hearts full of love & warmth, souls full of sunshine and eyes twinkling with our dreams.

God Bless You All!

Mr. Ranjit Singh

Chairman

St. Xavier's High School, Bankura



MISSION

Our Mission is to educate your child's heart, mind and spirit. The balanced approach to education allows the scholar to learn from the heart and mind. School's role is to help each student come into confident possession of his/her innate talents, improve the skills needed for success in every field, establish values that will allow him/her to act with thoughtfulness and humanity.

VISION

Our Vision is that the children will leave the School with :

- A set of spiritual and moral values like honesty, integrity and good judgement.
- A compliment of basic skills - Linguistic, Mathematical, Scientific, Artistic, Physical & Social.
- An enquiry and discriminating mind with a desire of knowledge and finally wisdom.
- Strong self-esteem and high personal expectations.
- Tolerance and respect for others.

We value the partnership which exists between School, Parents, Community and the part it plays in realising its vision.



SCHOOL TERMS & TIMINGS

The academic year at our School is divided into two terms:

TERM I:

April to September

TERM II:

October to March

SCHOOL TIMINGS:

School timings vary from season to season.

OFFICE TIMINGS:

The school's office can be contacted between 8 am - 2 pm

PRINCIPAL:

Only can be contacted with prior appointment.

Parents are kindly requested not to go directly to the class to meet the teachers as they won't be able to meet leaving the class. **Kindly send an application to the Coordinator/ Class Teacher seeking an appointment. The teacher will then send an appointment card (given as Annexure) with which you can enter the School and meet the Teacher.** Parents are welcome to contact the School at the School phone numbers/ email/ login id & password.



SCHOOL PHONES

CONTACTS

- | | |
|-------------------|--------------|
| 1. Admin Block | : 9083521768 |
| 2. Academic Block | : 8001330066 |
| 3. Transport | : 9476169618 |

EMAIL IDS

- | | |
|--------------|-------------------------------|
| 1. School | : st.xaviersbankura@gmail.com |
| 2. Principal | : principalsxhsbqa@gmail.com |
| 2. Admin | : st.accxaviers@gmail.com |

Website	: stxaviersbankura.com
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ERP	: https://corp30.myclassboard.com/
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You can also connect with us through 'Contact Us' form on School Website.



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 respect to my parents, teachers and all elders 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!

राष्ट्रीय प्रतिज्ञा

भारत हमारा देश है। हम सब भारतवासी भाई बहन हैं। हमें अपना देश प्राणों से भी प्यारा है। इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है। हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे। हम अपने माता-पिता शिक्षकों, और गुरुजनों का आदर करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे। हम अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करते हैं। उनके कल्याण और समृद्धि में ही हमारा सुख निहित है।

जय हिन्द!

THE LORD'S PRAYER (ASSEMBLY PRAYER)

FROM MY HEART I PRAY

Our Father who art in Heaven

Hallowed be Thy name

Thy Kingdom come, Thy will be done

On the earth, as it is in Heaven

Give us this day our daily bread

Forgive us our trespasses and offences

As we forgive those who trespass against us

And lead us not to the temptation

But deliver us from all that is evil.

For thine is the kingdom, the power and

The glory forever and ever.

Amen

हे हमारे स्वर्गवासी पिता

हे हमारे स्वर्गवासी पिता,

तेरा नाम पवित्र माना जाए,

तेरा राज्य आए,

तेरी इच्छा जैसे स्वर्ग में पूरी होती है,

वैसे ही पृथ्वी पर पूरी हो,

हमारी रोज़ की रोटी आज हमें दे,

और जैसे हम आपने ऋणियों को क्षमा करते हैं

वैसे ही हमारे ऋणों को क्षमा कर,

और हमें परीक्षा में मत डाल,

परन्तु दुष्ट से बचा।

क्योंकि राज्य, पराक्रम और महिमा सदा तेरे हैं।

आमीन।



PRAYER FOR EXAMINATION

Oh Lord,
Help us to do our examination well
Sharpen our intelligence so that
We understand well the questions
Which we have learnt.
Guide us to write neatly and clearly.
Help us to finish our exams in time
So that we are able to revise
what we have written.
Help us to overcome temptations
and do our exams honestly.
With Your blessings and guidance
Lord,
We know we cannot fail in any
endeavour.

Amen

MORNING PRAYER

O lord god, You are the truth and the origin
of all knowledge,
bless our studies, which we
offer to you, Enlighten our minds,
strengthen our memories and
direct our wills towards what is right.
Grant us, to seek the truth always
And make us truly wise

Amen

I HAVE A DREAM

I have a dream, a song to sing
To help me cope with anything,
If you see the wonder of a fairy tale
You can take the future even if you fail
I believe in angels
Something good in everything I see.

I believe in angels
When I know the time is right for me
I'll cross the stream - I have a dream
I have a dream, a fantasy
To help me through reality
And my destination makes it worth the while
Pushing through the darkness still another
mile.

I believe in angels
Something good in everything I see
I believe in angels
When I know the time is right for me
I'll cross the stream - I have a dream
I'll cross the stream - I have a dream
I have a dream, a song to sing
To help me cope with anything
If you see the wonder of a fairy tale
You can take the future even if you fail.

I believe in angles
Something good in everything I see
I believe in angels
When I know the time is right for me
I'll cross the stream- I have a dream.
I'll cross the stream- I have a dream.



THE SCHOOL ANTHEM

Cheer children, Cheer!
Cheer the Blue and Gold;
Hail to Thee, O St. Xavier
We Thy loyal, trusted band
We will ever be true.

Light bearers and labourers,
True and pure and steadfast.

Chorus Let's put on the armour light
Glory of St. Xavier's
Let's put on the armour light
Fight for God and country.

Alma-mater, Our friend and guide
Stay in shade and sunshine
Lend us light and wisdom's lore
Ne'er to fail or falter

Be life's journey perilous
Thou to us a beacon !

Chorus Let's put on the armour light
Glory of St. Xavier
Let's put on the armour light
Fight for God and country

Cheer children, Cheer!
Cheer the Blue and Gold;
Hail to Thee, O St. Xavier
We Thy loyal, trusted band
We will ever be true.

SHOWERS OF BLESSINGS

- I. There shall be showers of blessing:
 This is the promise of love;
 There shall be seasons refreshing
 Sent from the saviour above

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

- II. There shall showers blessing,
 Precious reviving again;
 Over the hills and valleys
 Sound of abundance of rain...Chorus

- III. There shall showers blessing.
 Send them upon us O Lord;
 Grant to us now a refreshing.
 Come, and now honour Thy word...Chorus.

- IV. There shall showers blessing:
 On that today they might fall,
 Now as to God we're confessing
 Now as on Xavier we call..Chorus.

CHRISTMAS CAROL

Jingle Bells Jingle bells
Jingle all the way,
Oh!What fun ride it is to ride
On a one horse open sleigh, hai!

- I. Dashing though the snow
 On a white horse open sleigh
 Over the fields we go -
 laughing all the way. Jingle Bells...

- II. Bells on Bobtail ring
 Making spirit bright
 What fun it is to ride and sing -
 Sleighting songs to night. Jingle Bells...



राष्ट्र गीत

वन्दे मातरम्

वन्दे मातरम्
सुजलां सुफलां मलयजशीतलाम्
शस्यशामलां मातरम् ।
शुभ्रज्योत्स्नापुलकितयामिनीं
फुल्लकुसुमितद्रुमदलशोभिनीं
सुहासिनीं सुमधुर भाषिणीं
सुखदां वरदां मातरम् ॥ 1 ॥ वन्दे मातरम् ।
कोटि-कोटि-कण्ठ-कल-कल-निनाद-कराले
कोटि-कोटि-भुजैर्धृत-खरकरवाले,
अबला केन मा एत बले ।
बहुबलधारिणीं नमामि तारिणीं
रिपुदलवारिणीं मातरम् ॥ 2 ॥ वन्दे मातरम् ।
तुमि विद्या, तुमि धर्म
तुमि हृदि, तुमि मर्म
त्वं हि प्राणाः शरीरे
बाहुते तुमि मा शक्ति,
हृदये तुमि मा भक्ति,
तोमारई प्रतिमा गडि
मन्दिरे-मन्दिरे मातरम् ॥ 3 ॥ वन्दे मातरम् ।
त्वं हि दुर्गा दशप्रहरणधारिणी
कमला कमलदलविहारिणी
वाणी विद्यादायिनी, नमामि त्वाम्
नमामि कमलां अमलां अतुलां
सुजलां सुफलां मातरम् ॥ 4 ॥ वन्दे मातरम् ।
श्यामलां सरलां सुस्मितां भूषितां
धरणीं भरणीं मातरम् ॥ 5 ॥ वन्दे मातरम् ॥

राष्ट्रगान

जन-गण-मन

जन-गण-मन-अधिनायक जय हे
भारत भाग्य विधाता
पंजाब, सिन्धु, गुजरात, मराठा
द्राबिड़ उत्कल बंग
विन्ध्य, हिमाचल, यमुना, गंगा
उच्छल जलधि तरंग
तब शुभ नामे जागे तब शुभ आशिष मांगे
गाहे तब जय गाथा -
जन गण मंगलदायक जय हे
भारत भाग्य विधाता
जय हे जय हे जय हे - -
जय जय जय जय हे ।



ऐ मालिक तेरे बंदे हम

ऐ मालिक तेरे बंदे हम, ऐसे हो हमारेकरम
नेकी पर चले और बदी से टले, ताकि हँसते हुये निकले दम

ये अंधेर घना छा रहा, तेरा इन्सान घबरा रहा
हो रहा बैखबर, कुछ ना आता नजर, सुख का सूरज छुपा जा रहा
है तेरी रोशनी में जो दम, तू अमावश्य को कर दे पुनम ।
नेकी पर चले और बदी से टले, ताकि हँसते हुये निकले दम

बड़ा कमजोर है आदमी, अभी लाखी हैं इस में कमी
पर तु जो खड़ा, है दयालु बड़ा, तेरी कृपा से धरती थमी
दिया तुने हमें जब जनम, तु ही ले लेगा हम सब के गम ॥
नेकी पर चले और बदी से टले, ताकि हँसते हुये निकले दम

जब जुल्मों का हो सामना, तब तु ही हमें थामना
वो बुराई करे, हम भलाई करे, नहीं बदले की हो भावना
बढ़ उठे प्यार का हर कदम और मिटे बैर का ये भरम
नेकी पर चले और बदी से टले, ताकि हँसते हुये निकले दम

ऐ मालिक तेरे बंदे हम, ऐसे हो हमारेकरम
नेकी पर चले और बदी से टले, (ताकि हँसते हुये निकले दम) (3)



আনন্দলোকে মঙ্গলালোকে

আনন্দলোকে মঙ্গলালোকে,
বিরাজ সত্যসুন্দর।

মহিমা তব উদ্ভাসিত মহাগগনমাঝে,
বিশ্বজগত মণিভূষণ বেষ্টিত চরণে।

গ্রহতারক চন্দ্রতপন ব্যাকুল দ্রুত বেগে,
করিছে পান, করিছে স্নান, অক্ষয় কিরণে।

ধরণী পরে বারে নির্ঝর, মোহন মধু শোভা,
ফুলপল্লব গীতবন্ধ সুন্দর বরনে।

বহে জীবন রজনীদিন চিরনূতনধারা,
করুণা তব অবিশ্রাম জনমে মরণে।

স্নেহ প্রেম দয়া ভক্তি কোমল করে প্রাণ,
কত সান্ত্বন করো বর্ষণ সন্তাপহরণে।

জগতে তব কী মহোৎসব, বন্দন করে বিশ্ব,
শ্রীসম্পদ ভূমাস্পদ নির্ভয়শরণে।

স্বীকৃত



GENERAL GUIDELINES **FOR PARENTS / GUARDIANS :**

1. Parents are requested not to enter class rooms to see their children or teachers during school hours without permission of the Principal.
2. Parents are required to inform the school authorities if there is any change in their address or telephone numbers.
3. Leave for half-day should not be requested for the safety of the students. In case of emergency, written request from Parents or Guardians should be sent to the Principal and the Class Teacher should be informed accordingly.
4. Student failing to attend school due to illness is required to submit an application along with Xerox copy of doctor's prescription as early as possible (within seven days). In case the sick period exceeds seven days, guardians are required to inform the Principal personally.
5. Sick students will only be allowed to join the classes if he / she produce his/her medical certificate for the period of absence.
6. Attention of parents is drawn to the fact criticism of the teacher or school in the presence of their children should be scrupulously avoided because it causes them to lose respect for their teachers with the consequent failure from them. It further retards his/her progress.
7. Private tuitions by the school teachers are discouraged. Parents are requested not to approach them for this purpose.
8. Parents are requested not to send any gifts, sweets, or any other eatables to celebrate their ward's birthday. It will be appreciated if a book to the School Library or one sapling could be contributed.
9. Any communication made by the parent/ guardian should be addressed to the Class Teacher.
10. Any misbehaviour of a serious nature that-become public, is liable to bring about suspension or dismissal, even though it took place off the school premises.
11. Parents must keep the progress report in safe custody. If the report card is lost, a replacement will be made on payment Rs. 100/- .
12. Plan your holidays and tours as per your child's holidays.



14. Parents/Guardians are requested to affix their specimen signature in the space indicated below. No other signature will be accepted in the regularity records, report cards, test copies etc.
15. Parents are requested to co-operate with the school in its attempt to help their children's progress by paying attention to their regularity, punctuality and discipline and by taking interest in their performance in academics. They should check the diary every day and note the homework and other instructions in the diary and acknowledge the same by putting their signature. In case of small children, the parents are advised to check the bag of their wards to see if any notice/ invitation has been issued.
16. Parents are requested to sign the reports, test papers, teachers' remarks in the notebooks/School almanac.
17. Care must be taken of all school property and any damage caused by a student will be made good by the student concerned. In addition a fine will be imposed for the offence.
18. Leave may be granted to a student only on the following grounds.
 - a) In case of serious illness or death of a very near relative
 - b) For the condolence visits
 - c) To attend the marriage of his / her own brother, sister or brother sister of either parent.
19. The school cannot be held responsible for accidents minor or serious, on account of student's indiscipline or disobedience during school hours, excursion and while travelling.
20. At least 75% attendance is required or he / she may not be allowed to appear in examination.
21. Parents are requested to read the contents of the Almanac carefully and abide by the rules laid down by the School authorities.
22. As the medium of instruction in this School is English, students should be helped to follow their work easily and intelligently by a certain amount of regular conversation in English at home.
23. If you feel your ward is not making the desired progress, the concerned CT/Coordinator/Principal must be contacted.
24. Parents may please see that their child adheres to the School uniform strictly.



SCHOOL RULES

1. Every student must bring his / her almanac to school daily.
2. All the students should take pride in keeping the school clean.
3. While going to the assembly or their respective classes, students should maintain proper discipline. All the students must arrive at the school five minutes before the morning bell is rung.
4. Students should maintain courteous behaviour inside as well as outside the school. They should pay due respect to all the teachers and staffs. Bullying and use of foul language are punishable offence. They should greet their teachers when they meet them, even outside the school premises.
5. No student is accepted to leave the class without prior permission of the teacher concerned.
6. Edibles are not allowed in classes except in recess period.
7. It is advised not to bring valuable articles. The school cannot be held responsible for loss of any such article.
8. No student is allowed to leave the school premises without permission of the Principal.
9. A student recovering from any infections / contagious disease should produce a doctor's certificate of fitness to resume the class.
10. Student who has been absent on the previous day will not be allowed to attend his classes without permission of the class teacher and without leave application.
11. The school authorities reserve the right to amend or alter any of the school rules, fee rules, and other rules, if any, without assigning any reason.
12. Only English should be spoken in the school premises.
13. Shouting or whistling is not allowed in or around the school building. Throwing of anything at anyone is forbidden.
14. Other than Text Books or Library Books, no books, magazine, CDs cassettes should be brought to school.
15. Lending or borrowing money or any article is not permitted.
16. The school reserves for itself the right to terminate any student whose conduct is a bad example for others.
17. Bringing cameras / cell phone / fireworks /exploding crackers / splashing water or violation of these instructions can result in expulsion from the school.
18. School appointees should wear their respective badges daily, incase lost fine will be charged against the badge.
19. Students are allowed to come to school by bicycle but parents will be responsible for this. Bicycles must be locked. Students must not ride around in the school compound on bicycles.
20. Students must come to school in their prescribed uniforms only. This rule applies even when they come to school for purpose other than attending classes or even after school hours.
21. Students should be habitually clean and always neatly dressed. The School uniform should be worn on all working days and for all school functions. Students who are not in proper uniform will not be allowed to enter their class rooms.
22. In case of any electronic gadgets confiscated a fine of Rs. 2000/ will be charged.



23. All children are expected to attend School on the opening day after each vacation. Those absent because of sickness must present a medical certificate before they may be admitted to class.
24. Students are not allowed to wear watches to School.
25. Attendance is compulsory for celebration of National Days.

SCHOOL UNIFORM

The School Uniform is a discipline in itself and should be adhered to strictly. The set pattern and colour should be correctly followed. All the students from Montessori onwards are expected to wear the School uniform as prescribed by the School on all working days and functions.

For Boys :

- **For Montessori to Class IV :** Short sleeves shirt and Half Pant; Sweaters/Blazers for winters; Green Belt (colours/design as per School pattern).
- **For Classes V to XII :** Short sleeves shirt & Full Pant; Blazers for winters; Green Belt (colours/design as per School pattern)
- Black shoes & School socks
- House uniforms as per the allotted house; white shoes & School socks.

For Girls :

- **For Montessori to Class VIII :** Short sleeves shirt & Skirt; Green Belt (colours/design as per School pattern); cream coloured stockings; cycling shorts compulsory. Sweaters/Blazers for winters.
- **For Classes IX-XII :** Kurta & Full Pants; Green Belt (colours/design as per School pattern). Blazers for winters.
- Black shoes & School Socks
- House uniforms as per the allotted house; white shoes & School socks.
- White Plain Hairbands & White Rubberbands for hair.

Note 1 : The use of School I-Card/Monogram is compulsory for all.

Note 2 : Wearing of any kind of jewellery is strictly prohibited. Girls can wear small studs. No long earrings is entertained. Kadas, rings, chains, bangles, bracelets etc. are not allowed.

Note 3 : For Girls, hair must be well braided (two plates) in case of long hairs; for short hair two pony tails; white hairbands & white rubberbands only to be used.

Note 4 : Boys must have their hair well trimmed, no spikes, gel, undercut etc allowed.



SCHOOL TRANSPORT RULES

1. Transport facility will be made available on specified routes and designated stops only, at the sole discretion of the school management.
2. It is to understand that school transport, like any other vehicle on road, may get delayed sometimes due to traffic conditions, road conditions, or some technical fault. The parents should understand these practical situations and they should be at their best in cooperating towards the same.
3. The school transport routes are subject to change depending upon the requirements of the students and it is at the sole discretion of the school management.
4. For any addition or change in the route, the interested parent(s) may contact the Principal with a written request. The change may be allowed as per the feasibility and availability.
5. The school transport is an optional facility and it cannot be claimed as a matter of right by any student/parent. The school management reserves the right to withdraw the school transport facility from any student without assigning any reason whatsoever.
6. The school transport is arranged by the school for a complete academic session. Thus school transport cannot be withdrawn between the academic session.
7. In case any parent wishes to withdraw from the school transport facility for the next academic session, he/ she is required to inform the school in writing in advance for the withdrawal otherwise one month's transport fee will be charged in lieu of one month's notice.

DISCIPLINARY NORMS IN THE SCHOOL BUS

All students using the school bus are expected to be on the left side of the school bus at their designated bus stops at least ten minutes before the arrival time of the bus. The buses will not wait for the latecomers. During the dropping time due to safety concerns, students will not be dropped unescorted, instead, he/ she would be taken back to school and the parent would have to pick the student from the school.

The availability of school transport to the learners is subject to adherence to disciplinary norms. Any misbehavior that distracts the driver is a serious violation and could harm someone.

Therefore, learners are required :

- a. to remain seated while the bus is in motion.
- b. to obey the instructions of Bus Driver/ In-charge.
- c. not to throw objects in or out of the bus.
- d. not to use indecent language in the bus with fellow pupils or the bus staff.
- e. not to damage the seats, curtains, etc. in the bus.
- f. not to fight or threaten other students in the bus.
- g. to abstain from any unruly behavior in the bus.

If any student is reported for any of the above violations, the school will take the following actions :

FIRST OFFENCE : Warning and report to the parents.

SECOND OFFENCE : Call the parents and suspend the learner's traveling on the bus for one week.

THIRD OFFENCE : School Bus facility shall be withdrawn with a fine.



ATTENDANCE

75% attendance is compulsory for the students for all Classes. Admit card and promotion is liable to be refused if they fail to meet this criteria.

WITHDRAWALS AND EXPULSION

- No fee will be refunded.
- The school authorities reserve the right to amend or alter any of the school rules, fee rules, and other rules, if any, without as signing any reason.
- A student who has been absent for 10 calendar days (including holidays) without due authorization from the principal will be considered as having left the school and his/her name will be struck off the rolls and may be readmitted.
- For transfer certificate, a written application must be submitted in the office of the Principal at least one month before the date when the certificate is required.
- Every student has to pay one month's fee as school leaving certificate fee apart from the usual monthly fee. If school authority disallows the continuity of the students, the question of fees for the next month does not arise. Transfer certificate will only be issued after the arrears of the school are cleared.

PARENTS TEACHERS MEETING

To develop the complete personality of the young pupil meeting between parents and teachers are held from time to time. It helps to facilitate better communication. The dates of PTM is mentioned in the academic calendar.

ASSESSMENT PATTERN

Promotion is based on the day to day work of the students throughout the year and also on the performance in term Examination.

EXAMINATION PATTERN

1. Weekly Test :

Weekly Test will be held for each subject of 10 marks

- ☐ It will be taken by the respective subject teachers during their allotted periods only.

2. Unit Tests :

- ☐ Unit Tests will be held for each subjects of 20 marks in each terms.



3. Half-yearly & Final Exams :

Half-yearly & Final Exams will be held for each subjects of total 60 marks for Montessori to Class VIII.

- **For Montessori to Class I :** The final result will be out of 100 marks where the marks will be counted from Viva (10), Activity (10), Unit Test (20) & Term Exam (60).
- **For Classes II to VIII :** The final result will be out of 100 marks where the marks will be counted from Viva/ Weekly Tests (10), Subject Enrichment (5), Notebook (5), Unit Test (20) & Term Exam (60).
- **For the subject ENGLISH only :** Students from Classes I to VIII will be marked on Reading Skills (5), Speaking Skills (5), Listening Skills (5), Notebook (5), Unit Test (20) & Term Exam (60).
- **For IX-XII exams** will be conducted as per CBSE guidelines.

EXAMINATION RULES

1. The academic session of the school shall be from April to March every year.
2. 75% attendance is mandatory for all students to be eligible to sit for the examinations.
3. Green Cards/Admit Cards will be issued to students only when all dues for the Term is clear.
4. No re-examination will be held for the students who remain absent in any of the test/examination.
5. Promotion is granted on the basis of continuous and comprehensive evaluation.
6. Parents are not allowed to withdraw their ward in the middle of the session. If situation arises they have to pay full session fee.

HOUSE SYSTEM

The system of grouping the students into different Houses has the inherent advantage of fostering loyalty, team spirit and healthy competition. The School has four houses to which the students are attached when they arrive in Class I. These are named after the four rivers of India- Ganga, Yamuna, Saraswati & Narmada. Inter House Competitions are organised in Sports, Cultural, Creative work and Academics. Emphasis is laid on the development of values through co-curricular activities. Cultural activities are streamlined in order to nurture the students a sense of pride for the motherland and its rich heritage and being part of the biggest democratic and secular nation in the world.

INVESTITURE CEREMONY

Formal Oath-Taking Procedure.

“A leader is the one who knows the way, goes the way and shows the way”.

At this ceremony, the selected students are honoured with their respective badges such as Head Girl, Head Boy, Cultural, Sports, Literary Captains and the School Council Members take an oath to faithfully work for the School. It is about conferring responsibilities to the students, to take charge of the School and take it to the height they desire with their leadership and decision making skills, communication and teamwork.



FROM TEACHER TO PARENT
RECORD OF SCHOOL & PARENT CONTACT

Date	Remarks	Teacher's Sign	Parent's Sign



FROM TEACHER TO PARENT
RECORD OF SCHOOL & PARENT CONTACT

Date	Remarks	Teacher's Sign	Parent's Sign



FROM PARENT TO TEACHER
RECORD OF SCHOOL & PARENT CONTACT

Date	Remarks	Teacher's Sign	Parent's Sign



FROM PARENT TO TEACHER
RECORD OF SCHOOL & PARENT CONTACT

Date	Remarks	Teacher's Sign	Parent's Sign



PRINCIPAL'S REMARKS

Date	Remarks	Principal's Sign	Parent's Sign

REGULARITY RECORD / LEAVE APPLICATION

[illegible]



ASSIGNMENTS / PROJECTS / DAILY RECORD

Date :

Day :

Period	Subject	Daily Record / Important Notes	Teacher's Initial

Class Teacher's Sign : Parent's/ Warden's Sign :

Date :

Day :

Period	Subject	Daily Record / Important Notes	Teacher's Initial

Class Teacher's Sign : Parent's/ Warden's Sign :



FORMAT OF LEAVE APPLICATION

The Principal,
St. Xavier's High School,
Bankura, WB

Date :

Sir / Madam,

Kindly grant leave to my ward.....

of Class..... Section Roll No.from.....

to Reason.....

.....
.....
.....

Thanking You

Yours Sincerely,

.....

(Signature of Parent / Guardian)

KINDLY NOTE

Parents are advised to send leave application using this format or a photocopy of the same on Performance Review/Unit Test/Assessment Day. Leave on such days will be granted only in case of extreme emergency/sickness. In such cases parents may collect their wards immediately after the assessment.



APPLICATION FOR TRANSFER CERTIFICATE

The Principal,
St. Xavier's High School,
Bankura, WB

Date :

Sir/Madam,

I wish to withdraw my ward.....
of Class Section Roll No. Admission No.

Reason for leaving the School :

- Parent being transferred (Place.....)
- Joining different School (School Name :)
- Unprecedented Circumstances (.....)
- Others :

.....

Kindly issue the Transfer Certificate for him/ her.

Thanking You

Yours Sincerely

.....

(Signature of the Parent / Guardian)

KINDLY NOTE

Transfer Certificates are issued only after all the official proceedings are complete and after clearance from all the departments.



APPOINTMENT CARD

I/ We, Mr./ Mrs.
Parent/ Guardian of
Class Sec Roll No. wish to meet
on at For (Purpose)
.....
Address
Contact :

Signature of Guardian

Signature of Teacher

APPOINTMENT CARD

I/ We, Mr./ Mrs.
Parent/ Guardian of
Class Sec Roll No. wish to meet
on at For (Purpose)
.....
Address
Contact :

Signature of Guardian

Signature of Teacher

APPOINTMENT CARD

I/ We, Mr./ Mrs.
Parent/ Guardian of
Class Sec Roll No. wish to meet
on at For (Purpose)
.....
Address
Contact :

Signature of Guardian

Signature of Teacher



TIME TABLE

Name : Class Sec Roll No.

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						



TIME TABLE

Name : Class Sec Roll No.

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						



*Do not educate
your children to be rich.
Educate them to be happy,
so when they grow up
they'll know
the value of things,
not just the price.*



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