

# Holy Angels' Kindergarten

**Bijnor, Uttar Pradesh**

*(An Unaided Christian Minority Institution)*



**Handbook 2019-20**



# Holy Angels' Kindergarten

Bijnor - 246 701, Uttar Pradesh

**WISDOM**

**DEVOTION**

**SERVICE**

# HOLY ANGELS' KINDERGARTEN

Bijnor, Uttar Pradesh - 246 701



**An Unaided Christian Minority Institution**

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## **Handbook 2019-20**

Name.....

Class .....

Section .....

Ph.:..... Mob.: .....

# SCHOOL YEAR

48<sup>th</sup> Academic Year

## MARCH 2019 TO FEBRUARY 2020

I Semester : March to September  
 II Semester : September to February

### KINDERGARTEN

Nursery :	Summer	:	07.30 a.m. to 12.00 noon
	Winter	:	08.30 a.m. to 01.00 p.m.
LKG & UKG	Summer	:	07.30 a.m. to 01.15 p.m.
	Winter	:	08.30 a.m. to 02.15 p.m.

### OFFICE HOURS

11.00 a.m. to 01.00 p.m.

To meet the Principal without appointment

11.00 a.m. to 12.00 Noon

No School business will be transacted on holidays and after the office hours.

## Holy Angels' Kindergarten, Bijnor

### Statement made by Parents/Guardian



Pupil's Name .....

Sex ..... Age ..... DOB ..... Blood Group.....

Class ..... Section ..... School House ..... Adm. No. ....

Aadhar No. ....

Father's Name & Profession .....

Mother's Name & Profession .....

Guardian's Name & Profession .....

Home Address .....

Office Address .....

Phone (Off).....(Res)..... (Mob).....

Name of own brothers and sisters studying in this school.

1. .... Class ..... Sec .....

2. .... Class ..... Sec .....

3. .... Class ..... Sec .....

I promise to abide by all the rules and regulations contained in this Handbook, and all the instructions which may be given by the Principal/Management from time to time and see that my child confirms to the standard required of him/her in conduct and studies.

Signatures of

\_\_\_\_\_ Father

\_\_\_\_\_ Mother

\_\_\_\_\_ Guardian

Date.....



## NATIONAL ANTHEM

Jana-gana-mana adhinayaka jaya he  
Bharata bhagya vidhata,  
Punjab, Sindh, Gujarat, Maratha,  
Dravida, Utkal, Banga,  
Vindhya, Himachal, Yamuna, Ganga,  
Uchchala jaladhi taranga,  
Tava shubha name jage,  
Tava shubha ashisa mange,  
Gahe, tava jaya gatha !  
Jana- gana mangala dayaka, jaya he,  
Bharata bhagya vidhata,  
Jaya he ! jaya he ! jaya he!  
Jaya, jaya, jaya, jaya he.

**Rabindra Nath Tagore**

## THE 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 everyone with courtesy.

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

## THE SCHOOL ANTHEM

St. Mary's bright with brilliant light !  
Sweet breeze from skies perfumes its site.  
A radiant light in golden robes,  
Drops down on us to make us wise  
Our minds and hearts in "wisdom" sure,  
Enrich our souls with gems so rare.  
We pledge an oath, a'd "devote" our lives,  
Uplift the suffering men in strife.  
Cheer up their minds with blessful light !  
To change them God's own delight.  
Come take courage, to "serve" all men,  
With selfless love and sense of hope,  
And wipe their tears in tender love,  
That makes our lives, now rich and full.

**By Fr. Varghese Kottoor CMI**

# PROSPECTUS

## The Vision Statement

Holy Angels' Kindergarten, Bijnor, an unaided Christian Minority Institution established in 1972, run and administered by 'The Catholic Diocese of Bijnor', considers school as a powerful agent of transformation of social, intellectual, moral and spiritual and forming, new persons who foster universal and eternal values, and thus fully alive to bring about a 'just society'.

We hold fast to the principle that human being is a positive asset, and a precious national resource which needs to be cherished, nurtured and developed with tenderness and care coupled with dynamism.

We strive to shape persons who are intellectually competent, morally sound, psychologically integrated and imbued with the sense of the Divine, committed to the cause of justice and peace, and ever open to further growth.

We long to create a human society free from prejudices, superstitions and discriminations based on sex, religion, caste and economic status, and characterized by respect for the dignity of human beings, showing concern for each other especially, the under privileged.

For attainment of these goals, the school expects the parents and teachers to share this vision and to co-operate in making it a reality.

## Profile of Holy Angels' Kindergarten

1. **An academic community** :- Characterized by a shared vision, and responsibility, mutual love understanding and respecting all human beings as children of God. Professional, personal and spiritual growth of the staff is given due importance.



2. **Committed to the growth of all the pupils:-** Opportunities are provided to all pupils without any discrimination to develop their imagination, creativity, aesthetic sense, communication skills and sporting spirit. Value education programme takes into account and provides for the various steps in the process of value interiorisation.
3. **For a just and human society:** - A realistic knowledge of the society, with its opportunities of human development as well as of social evils, is gradually imparted to students in various ways with a call to secure a total improvement. Under certain conditions students have opportunities for guided contact with the poor and to serve them. This contact is always followed by a reflection and self evaluation. The poor and the under privileged in the country are always the focus of all educational policies. These policies will benefit them in the long run.
4. **In loyalty to its specific vision:-** The vision of the school is based on the specific vision of man and of society. The management with the co-operation of all implements its vision. The pastoral care given by the missionary community is an assets to the students to improve religious life of all students. In its overall policies the school collaborates with the policies of the local church and is ever loyal to the guidelines of the Bishop, the president of the Society.

### **Profile of a Successful Holy Angel**

1. **Intellectually competent :-** Has mastered those academic subjects required for the respective public examination, skills of language, critical thinking, power of expression, both oral and written, and gradually leading on to greater precision, personal style, curiosity to explore ideas, creative learning and takes pride and ownership in his/her work, and has awareness of the dignity of labour and civic sense, has realistic aspirations and is aware of the need of plan for the future.
2. **Morally sound :-** Is developing moral attitude and principles as he / she grows towards moral judgments, into moral maturity, assimilating especially the values stressed in the Preamble of the Constitution of India as justice, social, economic and political liberty, fraternity and translates moral actions to give mature reasons for making right decisions.

3. **Spiritually oriented :-** One is aware of God's presence and action in creation, in human history and his own personal history. Has experienced moments of God's love in his / her personal life. Has appropriate knowledge of the basic doctrines of his/ her faith. Has some exposure of other religious traditions than his/ her own. Understands the significance and beauty of the main religious festivals in the country. Is learning through his/her own failure of the need for healing by reconciliation with friends and God.
4. **Catholic students in particular :-** Has to read the Bible and encounter the person of Christ as He is presented in the New Testament. Has the basic understanding of the Church's teaching about Jesus and His redeeming mission. Has established a personal relationship with the historical person of Jesus Christ and formed himself /herself a person for others and has some familiarity with the Church's teachings on social justice. Appreciates the importance of the Eucharist and other sacraments in the life of the Christian community and can participate in them meaningfully.
5. **Loving :-** Is learning to accept oneself with one's own strength and weakness. Communicates more easily with others. Has experienced the support of various levels of community in the school and has learned to extend support in building up the school community. Feels at ease with persons of the opposite sex. Has begun to appreciate deeper personal friendships but also learned that not all relationships are profound and long lasting. Through service of others finds one's life enriched. Is more sensitive to the beauty of the created universe.
6. **Committed to the cause of justice:-** Consciously seeks to be more respectful, understanding, accepting and generous with others against the attitude and tendencies that lead to injustice. Sees that religious faith implies a commitment to a just society. He/she is exposed to the needs of the poor in the school and the outside community and develops compassion for them. Is aware of the need to help and support those who suffer injustice, especially women, the poor, the bonded labourers, the handicapped, the refugees, the unemployed, etc. Begins to understand the structural roots of injustice in social institutions, attitudes and customs. Understands the complexity of many social issues, is aware of the merits and demerits of mass media, social sites, etc.

- 7. Open to growth :-** Is willing to pursue one's own growth because, he/she wants to be a better person emotionally, intellectually, socially, morally and religiously; is beginning to take responsibility for his/her own growth and is learning to accept self with her/his talents and limitations. Is aware of feelings and emotions and is beginning to be authentic in expressing them. Is seeking new experiences, new ways of self expression and developing the habit of reflecting on past experiences. Is becoming more flexible and respect to others views. Recognizes how much can be learnt from a careful listening to peers and others. Is exploring career and life–style choices within a value frame work—considering noble values and not materialistic ones only. Is opening self gradually to broader adult issues.

### **Management**

Holy Angels' Kindergarten is one of the schools under the ambience of the Catholic Diocese of Bijnor. This is a Christian minority institution, established by the Catholic Diocese of Bijnor, meant primarily for Catholics but is open to all irrespective of religion, caste or community.

### **Aim**

The aim of this institution is to train the students under its care for an all round balanced growth of their intellectual, spiritual, mental, physical, cultural, social and moral aspects that they may be fully equipped citizens as to fulfil the future demands of our country in particular and the human society in general. Its service is open to all without distinction of caste or creed. The motto of the school is 'WISDOM, DEVOTION, SERVICE.

### **Curriculum**

1. The school year begins in March/April. The academic year is divided in two semesters - March to September and September to February.

**i. Admissions & withdrawals**

1. A Child who is three years of age on 1<sup>st</sup> April is eligible to be admitted to nursery. Admission to nursery class will be made after the verification of the filled in registration form and the counseling of the parents.
2. Any unfair means like attempt to bribe, recommendation etc. will debar the candidate from getting admission.
3. After the admission, if the candidate fails to attend class, no refund of any kind shall be made except for the caution money.
4. An application for a transfer certificate has to reach the Principal's office at least three days in advance.
5. The application for a T.C. must be made on the prescribed form along with a fee of Rs. 50/- and must be signed by the parent/guardian.
6. Transfer certificate will not be issued until all the dues to the school are paid.
7. The students who pass out from UKG will be issued their T.C. together with their Pass Certificate.
8. The school reserves the right to ask the parents/guardians to withdraw their child, if his/her progress in studies is found unsatisfactory, his/her attendance is irregular, his/her conduct is harmful to others, and for reasons which in the opinion of the school authorities render his/her continuance in the school undesirable.

**ii. School Uniform**

It is essential that the students come to the school wearing proper school uniform at any time (including during PTMs). A student who is not in a proper uniform, is liable to be sent back home.

**A. Summer Uniform****Boys**

Navy blue short pants, White shirt with half sleeves, White socks & round shaped black leather shoes with laces, Navy blue tie and belt with school's name.

**Girls**

Navy blue tunic (properly stitched with two inch pleats) White shirt with half sleeves. White socks up to the knee & black leather shoes. Blue ribbons & hair band Navy blue tie & belt with school's name.

**B. Winter Uniform****Boys**

Grey pants, White shirt with full sleeves. Navy blue blazer. Navy blue sweater (plain knitted and 'V' necked). White socks and black leather shoes. Navy blue tie and belt with school's name. Navy blue cap.

**Girls**

Grey tunic (properly stitched with two inch pleats). White shirt with full sleeves. Navy blue blazer. Navy blue sweater (plain knitted and 'V' necked). White socks up to the knee and black shoes with laces. Navy blue tie and belt with school's name. Navy blue scarf.

**C. P.T. Uniform (Every Wednesday)****Boys**

White shirts & white short pants, white socks & white canvas shoes.

**Girls**

White shirts, white tunic, white ribbons, white hair bands white socks & white canvas shoes.

**iii. Books & Syllabus**

The students must obtain all the books as per the syllabus in the first week of the new session and bring books to the school as per the periods. Books must be covered neatly with brown paper and write the name, class, section, etc. on the outer cover and the inner page.

**iv. School Fee**

1. All the installments are to be paid in the prescribed bank.
2. Fee shall be paid in 4 installments from 2<sup>nd</sup> to 15<sup>th</sup> of April, July, October and January.
3. If any student fails to pay the fee on the due date, it shall be paid on 7 & 8 of the following month with a fine of Rs. 50.00 each for the successive months.
4. A receipt signed by the bank accountant shall be given for every payment made.
5. Students whose school fees fall into the arrears are liable to be debarred from appearing at the terminal examinations and attending the school till the fees are paid. Neither the Report/Progress Card nor the T.C. will be issued till all such dues are paid in full.
6. No deductions are made in the fees for vacations or broken periods.
7. Tuition Fee concession is extended to a few deserving students on the request of the parents/guardians of such students. Applicants for tuition fee concession will have to submit an income certificate from a competent authority together with the application. Fees once paid will not be refunded.

**v. Attendance/ Leave Rules**

1. As regular attendance is an integral element of education and discipline, no leave or absence will be granted except for serious reasons.
2. Attendance is compulsory on the opening and the closing day & after each vacation of the academic year.

3. Absence for more than three consecutive days immediately after the vacation renders the student liable to have his/her name struck off the rolls.
4. Attendance will be marked at the beginning of the first period. Late comers will not be granted attendance.
5. Strict regularity and punctuality is mandatory.
6. Leave/Absence record must be duly filled by the class teacher and be signed by the parent/guardian.
7. It is compulsory for every student to have 80% of total attendance to appear for exam.
8. Absentees in an examination will be considered failed unless it is established satisfactorily that their absence was due to illness.
9. Applications for leave shall be submitted to the Principal.
10. Applications for leave of absence from the school shall be submitted beforehand. If this is not possible due to unforeseen circumstances, leave should be applied on the following day.
11. Applications for sick leave involving more than four days should be supported by a medical certificate by a registered doctor.
12. Repeated absence without leave or unexplained absence for more than ten consecutive days, a student's name will be struck off the roll. Readmission, if granted will be done on payment of admission fee and on the availability of vacancy.
13. A student returning to the school after suffering from an infectious disease should produce a doctor's certificate permitting her/him to rejoin the class.
14. Physical training and games are compulsory. If a child is physically unfit for P.T. and games, a doctor's certificate should be submitted and must obtain permission from the Principal.

**vi. Examinations and Promotions**

The whole academic year is divided into two semesters and examinations are conducted at

the end of every semester. The required pass marks in every subject is 40. Failure to get pass percentage in any subject will result in losing grade.

The grade is allotted in the following manner:

<b>Grade</b>	<b>K.G.</b>
A+	90-100%
A	80-90%
B+	70-80%
B	60-70%
C	40-60%

Promotions are granted on the basis of the whole year's work of a student.

**Each Unit Test is of 25 Marks :**

Written	:	15 Marks
Oral	:	10 Marks

Each Half Yearly and Annual Examination is of 75 Marks.

Written	:	65 Marks
Oral	:	10 Marks

Special arrangements for examinations will not be made for students who absent themselves from any examination scheduled by the school. The results declared at the end of the year are final in all cases and will not be reconsidered. If any parent wants to get his ward's paper rechecked an application along with the fee fixed by the Principal is to be submitted.

**vi. Co-curricular**

Every Saturday there will be class activities For Nursery to U.kg.



**vii. Accidents**

All possible precautions are taken to protect the children from accidents while playing. However, in the event of any mishap, the school does not accept legal responsibility. Immediate first aid will be administered, and the parent/guardian concerned shall be informed at the earliest. If the parent/guardian makes undue delay to reach the school the pupil involved will be sent to the local hospital.

**viii. Discipline**

All the rules and regulations that are in force from time to time are binding upon all the pupils and parents. Ignorance of the existing rules and regulations will not be an excuse for the lack of compliance. The school expects every student to maintain a high standard of discipline inside as well as outside the class room. A special care must be taken by the teachers and students to preserve an atmosphere of silence during class hours, and must keep in mind the following points.

1. Students shall reach the school at least five minutes before the first bell. Once gate is closed, late comers are not permitted to enter in to the school campus.
2. Students shall be in proper school uniform.
3. Students shall respectfully greet all the staff members and elders whenever they meet them either inside or outside the school.
4. Students shall stand in attention position while talking to teachers and elders and not lounge with their hands in their pockets.
5. While going to the morning assembly, P.T. classes or when changing class rooms, the students should go silently in single line without disturbing the neighbouring classes and should keep to the left of the corridors.
6. Students shall not leave the class rooms during any period without permission and class pass. They are prohibited from going out of the school premises during school hours without the

permission of the Principal. Students shall not enter into other class without permission of the class teachers.

7. Students should bring to the class all necessary test books and note books according to the time table. Books or Magazines other than syllabus shall not be brought to the class.
8. Students shall be regular in submitting their home assignments. Disciplinary action will be taken for failure in doing so.
9. Irregular attendance, truancy, insubordination to teachers, and authority's habitual neglect of studies, indifference to school work and obscenity in word or action are sufficient reasons for suspension of a pupil.
10. Any kind of damage caused to the school property must be compensated by the parent/guardian of the ward. The decision of the Principal regarding the compensation to be paid is final.
11. Students shall keep the school premises and class rooms clean and shall not destroy plants or flowers or litter up the place.
12. Exchange of articles, gifts/money between students are strictly prohibited.
13. Running, playing or shouting inside the school building is prohibited.
14. Gifts to teachers in kind or cash is prohibited.
15. Students shall not bring valuable articles to the school like Gold, Silver, etc. and if found violating a fine of Rs.50/- will be levied. The school is not responsible for the loss of books, money, clothes and other articles.
16. Strict regularity, implicit obedience, politeness and courtesy in speech and conduct, and cleanliness of dress and person are mandatory.
17. Every student shall bring the hand book to the school daily, and is expected to handle it with care and keep it in a good condition throughout the academic year.

18. The students are not allowed to tattoo the visible parts of their body. At the time of admission the candidates will be checked for the same. The candidate may be denied admission if they are found bearing tattoos. A student can be dismissed from the school for violation of this rule.
19. All students will be issued Identity Cards in the beginning of the academic year. It is compulsory for them to carry it to school every day, and also whenever they go out, representing the school, for various competitions, picnics, exhibitions, etc.

**ix. For the Kind Attention of Parents/Guardians**

1. Parents are requested to bear in mind that Holy Angels' Kindergarten gives great importance to create a sound character in the pupils. Therefore, the parents are expected to co-operate with the school by making their children understand that a well ordered and a disciplined way of life is as important at home as in the school.
2. Parents are requested to co-operate with the school authorities in enforcing discipline.
3. Parents are expected to sign progress reports or any other similar documents when requested for. The failure to do so will put their children to great inconvenience.
4. Parents are requested to keep an eye on the regularity and punctuality record.
5. Particular attention should be paid to the uniform of their wards. Pupils who do not wear neat and proper uniform will not be admitted in the class and would be sent home.
6. Parents are strictly forbidden to meet their wards or their teachers during the class hours.
7. The Handbook is a record of reference. We recommend that the parents check the hand book of their child regularly, and enforce regularity and discipline at home also. Kindly monitor whether the wards prepare their lessons and do the assigned home works. Remark made in the hand book should be checked and countersigned.

8. Withdrawal of the wards from the school for mere social functions is not recommended, because it disturbs the child's progress in the school.
9. Parent's failure to attend the meeting called by the Principal amounts to lack of co-operation, and defeats the whole aim of education. In such a situation the school authorities have no other option than to request the parents to withdraw the ward.
10. If a student is ill for a long period the Principal must be informed through a leave letter as early as possible.
11. A student shall not attend the school if he/she is infected by a contagious disease until the danger of infection has passed. Intimation to this effect must be given to the principal.
12. If an absence due to illness lasts for more than three days, an application for leave must be made to the principal, accompanied by a registered doctor's certificate.
13. Those who return to the school after absenting themselves without leave application is not permitted to enter the class without the permission of the principal.
14. Parents are requested to report changes in the address or the telephone numbers to the school authority in writing in order to avoid inconvenience.
15. Parents are welcome to visit the school and discuss the problems of their wards with the teachers on the day of parent-teachers meeting and with the Principal on any day with prior appointment. However, they are not allowed to enter class rooms during the school hours.
16. Parents are requested not to send their wards for private tuition; at any cost they shall not send them to their teachers.
17. When students are taken on tours/picnics or excursions, utmost care will be taken by the school of their safety. However, the authorities take up no responsibility for any untoward incident which may take place on such occasions.
18. Complaints, if any, should be made in writing and submitted to the Principal.

19. Parents/guardians will not be allowed to take their wards home during the school hours, unless it is in the extremity of emergency.
20. Parents are requested to send packed lunch (vegetarian) with their wards. Food packets or water bottles will not be accepted at the gate or reception.
21. Parents/guardians of each student will be provided a parent/guardian identity card, which can be used as an entry card to enter the school campus. This card will have photographs of father/mother/guardian and the student. Parents or guardians are requested to bring this card whenever they come to the school for any matter concerning their wards, even for picking up of their wards at dispersal, failing which they will not be allowed to enter the school campus or meet their wards.
22. The school gate will not be opened for anyone during recess.
23. Enrolment in Holy Angels' Kindergarten implies on the part of the student and his/ her parent, willingness to comply with the requirements and regulations of the school, which will be revised from time to time.
24. Parents are requested to send their wards to the school on all national festivals like Independence day, Republic day, Gandhi Jayanti, etc. in order to instill patriotism in the children.
25. Those parents who send their children to school on electric rickshaws are requested to use only registered e-rickshaws and it is the sole responsibility of the parents to see that those e-rickshaws are not over crowded.

## 2019-20 Calendar

MARCH						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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28	29	30				

MAY						
Su	M	Tu	W	Th	F	Sa
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JUNE						
Su	M	Tu	W	Th	F	Sa
						1
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30						

JULY						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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28	29	30	31			

AUGUST						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
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29	30					

OCTOBER						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

NOVEMBER						
Su	M	Tu	W	Th	F	Sa
					1	2
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DECEMBER						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

JANUARY						
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FEBRUARY						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

### March 2019

Date	Day	Particulars
1	Friday	
2	Saturday	
3	<b>Sunday</b>	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	<b>Sunday</b>	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	New Academic Year begins for L.K.G. and U.K.G.
16	Saturday	
17	<b>Sunday</b>	
18	Monday	
19	Tuesday	Diocese Day : Holiday
20	Wednesday	Holi : Holiday
21	Thursday	Holi : Holiday
22	Friday	
23	Saturday	Yoga, Activity and Spoken English
24	<b>Sunday</b>	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	Yoga and Activity Day
31	<b>Sunday</b>	

## April 2019

Date	Day	Particulars
1	Monday	Initiation Ceremony of Nursery students
2	Tuesday	Fee dates begin for 1 <sup>st</sup> Installment - till 15 <sup>th</sup> April
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	Yoga, Activity and Skit
7	<b>Sunday</b>	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Ram Navmi Holiday
14	<b>Sunday</b>	
15	Monday	Manager's Day Celebration
16	Tuesday	
17	Wednesday	Mahaveer Jayanti : Holiday
18	Thursday	Maunday Thursday : Holiday
19	Friday	Good Friday : Holiday
20	Saturday	Holi Saturday: Holiday
21	<b>Sunday</b>	Easter : Resurrection of Jesus Christ
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	Yoga, Activity and spoken English
28	<b>Sunday</b>	
29	Monday	
30	Tuesday	Parents / Teachers Meet



## May 2019

Date	Day	Particulars
1	Wednesday	Labours Day
2	Thursday	
3	Friday	
4	Saturday	Yoga, activity and Skit
5	<b>Sunday</b>	
6	Monday	I <sup>st</sup> Unit Test begins
7	Tuesday	Fee Dates with late fee
8	Wednesday	Fee Dates with late fee
9	Thursday	
10	Friday	
11	Saturday	I <sup>st</sup> Unit Test ends
12	<b>Sunday</b>	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	PTM, Summer Holidays begin for students
17	Friday	Last working day for the staff
18	Saturday	
19	<b>Sunday</b>	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	<b>Sunday</b>	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	

## July 2019

Date	Day	Particulars
1	Monday	School reopens after summer break, Fee dates for 2 <sup>nd</sup> Installment till 15 <sup>th</sup> July
2	Tuesday	
3	Wednesday	St. Thomas Day: Holiday
4	Thursday	
5	Friday	
6	Saturday	Yoga, Activity and spoken English
7	<b>Sunday</b>	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	World Population Day
12	Friday	
13	Saturday	Solo Singing Competition
14	<b>Sunday</b>	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	Yoga, activity and Spoken English
21	<b>Sunday</b>	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	Solo Dance Competition
26	Friday	
27	Saturday	Yoga, Activity and Skit
28	<b>Sunday</b>	St. Alphonsa Day
29	Monday	
30	Tuesday	
31	Wednesday	

## August 2019

Date	Day	Particulars
1	Thursday	
2	Friday	
3	Saturday	Yoga, Activity and spoken English
4	<b>Sunday</b>	
5	Monday	
6	Tuesday	
7	Wednesday	Fee Dates with late fee
8	Thursday	Fee Dates with late fee
9	Friday	
10	Saturday	Rakking Making Competition (L.K.G. & U.K.G.)
11	<b>Sunday</b>	
12	Monday	Id Ul Zuha : Holiday
13	Tuesday	
14	Wednesday	
15	Thursday	Independence Day / Raksha Bandhan: Holiday
16	Friday	
17	Saturday	Yoga, Activity and Skit
18	<b>Sunday</b>	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	Janmashtami : Holiday
24	Saturday	Yoga, Activity and Spoken English
25	<b>Sunday</b>	
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	Fancy Dress Competition
31	Saturday	Yoga and Activity Day

## September 2019

Date	Day	Particulars
1	<b>Sunday</b>	
2	Monday	Fee Dates with late fee
3	Tuesday	Fee Dates with late fee
4	Wednesday	
5	Thursday	Teachers' Day
6	Friday	
7	Saturday	I <sup>st</sup> Semester Examination begins
8	<b>Sunday</b>	Birthday of Mother Mary (St. Mary's Day)
9	Monday	
10	Tuesday	Moharram:Holiday
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Yoga and Activity Day / Hindi Diwas
15	<b>Sunday</b>	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	<b>Sunday</b>	
23	Monday	
24	Tuesday	
25	Wednesday	I <sup>st</sup> Semester Examination ends
26	Thursday	
27	Friday	
28	Saturday	Rhyme Recitation: Nur / Reading Competition : L.K.G. & U.K.G.
29	<b>Sunday</b>	
30	Monday	

## October 2019

Date	Day	Particulars
1	Tuesday	Fee Dates begins for 3 <sup>rd</sup> Installment till 15th Oct.
2	Wednesday	Gandhi Jayanti :Holiday
3	Thursday	
4	Friday	
5	Saturday	Parents-Teachers Meet
6	<b>Sunday</b>	
7	Monday	Dusshera Holiday
8	Tuesday	Dusshera Holiday
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	Yoga, Activity and Skit
13	<b>Sunday</b>	
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	Yoga, Activity and Spoken English
20	<b>Sunday</b>	
21	Monday	Story telling Competition
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	Deepawali Holiday
26	Saturday	Deepawali Holiday
27	<b>Sunday</b>	Deepawali Holiday
28	Monday	Deepawali Holiday
29	Tuesday	Deepawali Holiday
30	Wednesday	
31	Thursday	

## November 2019

Date	Day	Particulars
1	Friday	
2	Saturday	Hand writing Competition
3	<b>Sunday</b>	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	Fee Dates with late fee
8	Friday	Fee Dates with late fee
9	Saturday	
10	<b>Sunday</b>	
11	Monday	
12	Tuesday	Guru Nanak Jayanti : Holiday
13	Wednesday	
14	Thursday	Children's Day Celebration
15	Friday	II Unit Test begins
16	Saturday	
17	<b>Sunday</b>	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	II Unit Test ends
22	Friday	
23	Saturday	Parents / Teachers Meet
24	<b>Sunday</b>	Guru Teg Bahadur Jayanti
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	Yoga, Activity and Skit

## December 2019

Date	Day	Particulars
1	<b>Sunday</b>	
2	Monday	Speech competition
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	Fee dates with late fee
7	Saturday	Annual day
8	<b>Sunday</b>	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Bell making comp (Nursery), Card making (L.K.G.), Paper <i>santa</i> (U.K.G.)
15	<b>Sunday</b>	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	Christmas Celebration
22	<b>Sunday</b>	
23	Monday	Christmas Holiday
24	Tuesday	Christmas Holiday
25	Wednesday	Christmas Holiday
26	Thursday	Christmas Holiday, Christmas Celebration with staff and family
27	Friday	School reopens after Christmas Holidays
28	Saturday	Yoga, Activity and Spoken English
29	<b>Sunday</b>	
30	Monday	
31	Tuesday	

## January 2020

Date	Day	Particulars
1	Wednesday	New Year: Holiday
2	Thursday	Fee dates begin for 4 <sup>th</sup> Installment - till 15 <sup>th</sup> January.
3	Friday	
4	Saturday	Yoga, Activity and Skit
5	<b>Sunday</b>	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Yoga, Activity Day and Skit
12	<b>Sunday</b>	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	<b>Sunday</b>	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	<b>Sunday</b>	Republic Day
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	



## February 2020

Date	Day	Particulars
1	Saturday	Fee dates with late fee
2	<b>Sunday</b>	
3	Monday	Fee dates with late fee
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	
9	<b>Sunday</b>	
10	Monday	Annual Exam begins (Transferable)
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	<b>Sunday</b>	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	<b>Sunday</b>	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	

## Assembly Themes

**Priority** : Value Education  
**Objective** : To form responsible, reliable & socially integrated citizens of the country  
**Theme** : Towards Healthy Societies

### April 2019

01-06  
 08-13  
 22-27

### Our Heavenly Father

God is love  
 Faith in God  
 Blessings of Heavenly father

### May 2019

01-04  
 06-11  
 13-18

### School

Friends  
 Obey and respect elders  
 Keep the school clean

### July 2019

01-06  
 08-13  
 15-20  
 22-27

### Our Environment

Sun- The source of energy  
 Trees- Source of life  
 Pollution  
 Save Water, Save Earth

### August 2019

01-03  
 05-10  
 12-17  
 19-24  
 26-31

### Love for mother Land

Unity and diversity  
 States of India  
 National Leaders  
 Hard work (A key to success)  
 Patience (Leads to success)

### September 2019

02-07

### Ettiquetes

Ettiquetes in school

09-14

Ettiquetes at home

16-21

Personal Ettiquetes

23-28

Love our neighbour

**October 2019**

**Festivals**

01-05

Festival brings happiness

07-12

Festivals of India

14-19

National festivals

21-26

Diwali festival of lights.

**November 2019**

**Value of Life**

04-09

Manners cost nothing

11-16

Honesty- The best policy

18-23

Work is worship

25-30

Forgiveness

**December 2019**

**Blessed month**

02-07

Mercy (A way to God)

09-14

Value of sacrifice

16-21

Christmas Festival of love

**January 2020**

01-04

My teacher my guiding star

06-11

My family my strength

13-18

My country my pride

20-25

My school my second home

27-31

Believe in yourself

**February 2020**

03-08

Thanks God for everything.

## OUR FATHER

Our Father in heaven  
Holy be Your name  
Your kingdom come  
Your will be done  
On earth as in heaven.  
Give us today our daily bread,  
Forgive us our sins  
As we forgive those  
Who sin against us.  
Do not bring us to the test  
But deliver us from evil.

**Amen.**

## HAIL MARY

Hail Mary full of grace, the Lord is with you, blessed are you among women, and blessed is the fruit of your womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death.

**Amen.**

## PRAYER FOR PEACE

*Lord make me an instrument of your peace.  
Where there is hatred, let me sow love;  
Where there is injury, pardon;  
Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
And where there is sadness, joy.*

*O Divine Master / grant that I may not so much seek / to be consoled as to console / to be understood, as to understand / to be loved as to love / for it is in giving that we receive/ it is in pardoning that we are pardoned / and it is in dying / that we are born to eternal life.*

*Amen.*

*(Prayer of St. Francis of Assisi)*

## PRAYER BEFORE CLASS

We offer Thee God,  
Our studies and skills:  
Enlighten our minds,  
That we may know Thee and Thy Grace,  
Move our hearts  
That we may love Thee and each other.

## PRAYER AFTER CLASS

We thank you O Lord for all the blessings you have bestowed on us this day. May we ever remain grateful to you. Help us to be good and dutiful children.

### 1. BE WITH US MARY

Be with us Mary along the way,  
Guide ev'ry step we take,  
Lead us to Jesus, your loving son,  
Come with us, Mary, come!

No man can live as an Island,  
Journeying thru' life-along;  
Since we're most loved by a mother,  
Jesus gave us his own,

When Jesus met with rejection,  
Mary stood by the cross  
How can a mother desert her son?  
She'll also stand by us!

### 2. OPEN YOUR HEART

Open your heart (2).  
Open your heart to Jesus.  
He knocks today, do not delay  
But open your heart to Jesus  
    In to my heart (2)  
    Come into my heart, Lord Jesus  
    Come today, come in to stay  
    Come into my heart, Lord Jesus.  
He is in my heart (2)  
He is in my heart forever.  
He never goes this I know.  
He is in my heart forever.

### 3. MAKE ME A CHANNEL

Make me a channel of Your peace  
Where there is hatred let me sow your love  
Where there is injury, your pardon, Lord  
And where there's doubt, true faith in you  
O Master, grant that I may never seek  
So much to be consoled, as to console;  
To be understood, as to understand;  
To be loved, as to love with all my soul.  
Make me a channel of Your peace.  
Where there's despair in life, let me bring hope;  
And where there is darkness, only light,  
And where there's sadness ever joy;  
Make me a channel of Your peace  
It is in pardoning that we are pardoned;  
In giving to all men that we receive;  
And in dying that we're born to eternal life.

### 4. 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.

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  
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.

## 5. SILENT NIGHT, HOLY NIGHT

Silent night, holy night, All is calm all is bright,  
Round you' Virgin Mother and child  
Holy infant so tender and mild  
Sleeps in heavenly peace (2)  
Silent night, holy night, Darkness flies, all is light,  
Shepherds, hear the angels sing  
Alleluia hail the King !  
Christ the Saviour is born. (2)  
Silent night, holy night,  
Child of heaven, O how bright,  
Thou didst smile when thou was born,  
Blessed be that happy morn,  
Full of heavenly joy. (2)

## 6. JINGLE BELLS

Dashing through the snow  
In a one-horse open sleigh  
O'er the fields we go  
Laughing all the way  
Bells on bob tails ring  
Making spirits bright  
What fun it is to ride and  
Sing a sleighing song tonight

1. Chorus - Jingle Bells  
Jingle all the way  
Oh! What fun it is to ride  
In a one horse open sleigh
2. A day or two ago  
I thought I'd take a ride  
And soon my assistant  
Was seated by my side  
The horse was lean and lank  
Misfortune seemed his lot  
He got into a drifted bank  
And we, we got upset

## 7. BUILDING UP

Building up the temple (2)

Building up the temple of the Lord  
Parents are my helpers  
Teachers are my helpers  
Building up the temple of the Lord

We are the temple  
Your are the temple  
Building up the temple of the Lord  
Parents are my helpers  
Teachers are my helpers  
Building up the temple of the Lord  
Building up the temple of the Lord

## 8. EVERY PERSON

Every person is a gift of God (3)  
A wonderful marvellous gift  
I am a gift  
You are a gift``  
Every person is a gift –  
A very special gift we share  
With every one we meet  
Every person is a gift.

## 9. शान्ति का दूत बना

शान्ति का दूत बना प्रभु जी  
मुझे शान्ति का दूत बना प्रभु जी।  
जहाँ हो घृणा वहाँ प्यार भरने  
दिल के हरे – हरे घाव भरने  
शंकित मन में विश्वास दीप जलाने  
मुझे शान्ति का दूत बना प्रभुजी।  
निराश मन में आशा जगाने  
अंधियारे में ज्योति जलाने।

दुःख में आनन्द बहार लाने  
मुझे शान्ति का दूत बना प्रभुजी।  
दूँ मैं दिलासा, दिलासा न खोजूँ  
समझा न जाऊँ सबको समझूँ।  
निस्वार्थ मन से नित प्यार करने  
मुझे शान्ति का दूत बना प्रभुजी।  
सब कुछ देकर ही हम पाते हैं  
क्षमा करके ही क्षमा पाते हैं।  
मर मिटकर ही जीवन पाते हैं  
मुझे शान्ति का दूत बना प्रभुजी।

## 10. तेरी है जमीं तेरा आसमाँ

तेरी है जमीं तेरा आसमाँ, तू बड़ा मेहरबान तू बखशिश कर  
सभी का है तू सभी तेरे, खुदा मेरे तू बखशिश कर

- तेरी मर्जी से ऐ मालिक, हम इस दुनियाँ में आये हैं  
तेरी रहमत से हम सब ने, ये जिस्मों जाँ पाए हैं  
तू अपनी नजर हम पर रखना, किस हाल में हैं ये खबर रखना  
तेरी .....
- तू चाहे तो हमें रखे, तू चाहे तो हमें मारे  
तेरे आगे झुकाकर सिर, खड़े हैं आज हम सारे  
तू सबसे बड़ी रहमत मालिक, तू चाहे तो हर आफत टाले  
तेरी .....



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**PRINCIPAL'S COLUMN**

..... Parent's Signature

**PRINCIPAL'S COLUMN**

..... Parent's Signature































## LEAVE APPLICATION

Date.....

Master/Kum. ....Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

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Date.....

Master/Kum. ....Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

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Your faithfully

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Your faithfully

Principal .....

Parent/Guardian

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Date.....

Master/Kum. ....Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

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Date.....

Master/Kum. ....Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian



## LEAVE APPLICATION

Date.....

Master/Kum. .... Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

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Date.....

Master/Kum. .... Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

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Date.....

Master/Kum. .... Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

## LEAVE APPLICATION

Date.....

Master/Kum. ....Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

---

Date.....

Master/Kum. ....Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

---

Date.....

Master/Kum. ....Std. .... Div. .... needs..... day(s) leave

from..... to..... for (reason) .....

Granted : Class teacher.....

Your faithfully

Principal .....

Parent/Guardian

**REGULARITY RECORD 2019-2020**

Date	March	April	May	June	July	August
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

**REGULARITY RECORD 2019-2020**

Date	September	October	November	December	January	February
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

LT = Late, AB = Absence, SK = Sick, HW = Home work not done, SD = Stovenly dressed.

**REGULARITY RECORD 2019-2020**

Date	March	April	May	June	July	August
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

**REGULARITY RECORD 2019-2020**

Date	September	October	November	December	January	February
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

LT = Late, AB = Absence, SK = Sick, HW = Home work not done, SD = Stovenly dressed.

<b>TIME TABLE</b>						
	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
I						
II						
III						
IV						
<b>LUNCH BREAK</b>						
V						
VI						
VII						
VIII						

**TIME TABLE**

	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>
I						
II						
III						
IV						
<b>LUNCH BREAK</b>						
V						
VI						
VII						
VIII						



## Application for Transfer Certificate

Date.....

To  
The Principal,  
Holy Angels' Kindergarten,  
Bijnor, U.P. 246 701

Respected Principal,

Please issue me the Transfer Certificate of my son/daughter. The necessary particulars are given :

Pupil's name in full.....

Class..... Sec. .... Roll No. .... Ad. No. ....

Year of admission.....

Date of leaving.....

Reason for leaving.....

Yours faithfully

Parent/Guardian

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**For office use only :**

1. All fees/dues have been paid.
2. Library books returned.
3. Name has been cancelled from Class Register.
4. School leaving certificate may be issued.

Office Assistant

Principal



### SCHOOL PICNIC/TOUR

To

Rev. Sr. Principal  
Holy Angels' Kindergarten  
Bijnor, U.P. 246 701

Date.....

#### Sub. : School Picnic / Tour

Name of the Student : \_\_\_\_\_

Class : \_\_\_\_\_

Section : \_\_\_\_\_

Dear Rev. Sr. Principal

I hereby give my consent to my child to join in the Picnic / Tour arranged by the School. I shall not blame the School management for any untoward happening during the Picnic/Tour.

Date \_\_\_\_\_

Signature of the Parent

Parent's Address

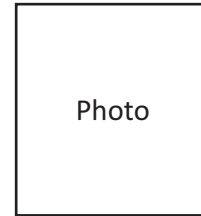
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_



## Holy Angels' Kindergarten, Bijnor

**Statement made by Parents/Guardian**



Pupil's Name .....

Sex ..... Age ..... DOB ..... Blood Group.....

Class ..... Section ..... School House ..... Adm.No. ....

Aadhar No. ....

Father's Name & Profession .....

Mother's Name & Profession .....

Guardian's Name & Profession .....

Home Address .....

Office Address .....

Phone (Off).....(Res)..... (Mob).....

Name of own brothers and sisters studying in this school.

1. .... Class ..... Sec .....

2. .... Class ..... Sec .....

3. .... Class ..... Sec .....

I promise to abide by all the rules and regulations contained in this Handbook, and all the instructions which may be given by the Principal/Management from time to time and see that my child confirms to the standard required of him/her in conduct and studies.

Signatures of \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

Date.....



# Jesus

## The Greatest Teacher



Jesus, who is also known as Messiah, Christ and son of God as referred in the Bible was a man who was sent by God to this world, to live among the people a life of a common man and teach the true way to reach God. He was the greatest teacher, a living example who taught by way of stories, parables and proverbs.

He was not a conventional teacher and didn't have an advanced degree but he was the son of God, sent to the earth to teach the humans the lessons of forgiveness, love, peace, non-violence and sacrifice. He taught his lessons in the form of stories and parables which was easy to grasp. Although the parables were very easy to understand but they contained very valuable lessons of life.

In all human history, Jesus is the greatest teacher whose messages are unparalleled. Even people who do not embrace Christianity agree that his **Sermon on the Mount** and his teachings to his disciples are the greatest pieces of wisdom and literature. His teachings are timeless, applicable to human life at any generation. Jesus, the teacher of teachers, offers wisdom and compassion that only he can give.

Jesus loved the children a lot and very often was found playing with them and giving them valuable teaching for following the path of God and to live in this world like God's children. Today when people are running behind money, comfort and are becoming selfish, the teachings of Jesus are one of the ways by which these people can be transformed into human beings which God wants us to be.



# Holy Angels' Kindergarten

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Web. [www.stmarysbijnor.com](http://www.stmarysbijnor.com)