



# St. Mary's School

Bijnor

*An Unaided Christian Minority Institution*

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



Since 1972

Handbook  
2020-21



# *St. Mary's School, Bijnor*

*Wisdom*

*Devotion*

*Service*





# ST. MARY'S SCHOOL BIJNOR

Uttar Pradesh - 246 701



**An Unaided Christian Minority Institution**

Affiliated to ICSE, New Delhi

Affiliation No. UP021



01342-255330 (Senior Block)

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## Handbook 2020-21

Name.....

Class ..... Section ..... Admin. No. ....

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

**49<sup>th</sup> Academic Year**

Estd on 17 July 1972

**MARCH 2020 TO FEBRUARY 2021**

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

**SCHOOL HOURS**

Summer : 07.30 a.m. to 01.30 p.m.  
Winter : 08.30 a.m. to 02.30 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.**



**St. Mary's School, Bijnor**  
**Statement Made by Parents/Guardian**

Photo

Student's Name .....

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

Class ..... Section ..... Admission No. .... School House .....

Aadhar No. ....

Father's Name & Profession .....

Mother's Name & Profession .....

Guardian's Name & Profession .....

Home Address .....

Office Address .....

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

WhatsApp Number of parents 1)..... 2) .....

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.

### *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 blessed 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.

**Fr. Varghese Kottoor CMI**



# PROSPECTUS

## The Vision Statement

St. Mary's School, Bijnor, an unaided Christian Minority Institution established on 17 July 1972, run and administered by 'The Education Society of the 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 St. Mary's School

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 St. Marian**

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

St. Mary's School is one of the schools under the ambience of the Education Society of the Diocese of Bijnor. The school is affiliated to the Council for the Indian School Certificate Examinations, New Delhi (Affiliation No. UP021). This is an unaided Christian Minority Institution, established by the Catholic Diocese of Bijnor, meant primarily for Christians but is open to all irrespective of religion, caste or creed.

### 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. The academic year is divided in two semesters - March to September and October to February. The courses of studies followed in the school lead to:- Indian Certificate of Secondary Examination –ICSE for Class-X and Indian School Certificate Examinations –ISC for Class - XII.

2. The Courses offered at Class XII level are :-

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
English	English	English
Physics	Physics	Economics
Chemistry	Chemistry	Commerce
Biology	Maths	Accounts
Computer/Hindi/Phy. Ed.	Computer/Hindi/Phy. Ed.	Computer/Hindi/Maths/Phy.Ed.

### **RULES AND REGULATIONS**

#### **I. Admissions & Withdrawals**

1. Every pupil seeking admission to class I, having passed from Holy Angels' Kindergarten, has to seek admission in St. Mary's School with the transfer certificate.

All the fresh admissions will be made after the entrance test if seats are available. The Application form must be accompanied by the latest progress report together with the transfer certificate from the school last attended. Pupils are not admitted to the higher classes until they have been tested, and the right to admit them to those classes for which they have been found fit, is entirely reserved with the school authorities.

2. Parents / Guardians should take utmost care to fill in the correct date of birth and name of the child. Date of birth once entered in school register will not be changed.
3. The pupils will have to take admission to Class XI. Choice of subjects / group (Science, Mathematics, Commerce) shall be offered to the pupils on the basis of their performance in the Pre-board and ICSE Examinations. The criteria or cut off percentage shall vary from year to year depending up on the overall results of the pupils in the relevant subjects in the ICSE Examinations.

4. In view of providing more working days for the pupils of Class XI their classes may commence from the month of April, prior to the declaration of ICSE results.
5. Permission to attend Class XI from April is given only to those pupils who have qualifying marks, fixed by the Management, in the relevant subjects both in the half yearly and in the pre-board examinations held in Class X.
6. The admission in Class XI is finalized only after the declaration of the class X (ICSE) results by the council.
7. The permission to attend Class XI from April does not amount to a regular admission in Class XI.
8. The caution money, yearly fees and first installment of the monthly fee shall be paid in advance to complete the formalities of admission.
9. The admissions shall be granted strictly based on the merit of the candidates. Any unfair means like attempt to bribe, recommendation etc. will debar the candidate from getting admission.
10. After the admission, if the candidate fails to attend class, no refund of any kind shall be made except for the caution money.
11. An application for a transfer certificate has to reach the Principal's office at least three days in advance.
12. The application for a T.C. must be made on the prescribed form along with a fee of Rs. 100/- and must be signed by the parent/guardian.
13. Transfer certificate will not be issued until all the dues to the school are paid.
14. The students who pass out from class XII will be issued their T.C. together with their Pass Certificate.
15. If a student is migrating for further studies to a state other than U.P. his/her T.C. is to be counter - signed by the Council. The parents will have to pay the expenses involved in this transaction.



16. 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, or 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 always including for PTM. A student who is not in a proper uniform, is liable to be sent back home.

### **1. Summer Uniform**

#### **Boys (I - XII)**

Navy blue pants/ 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 (I-VIII)**

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.

#### **Girls (IX - XII)**

Navy blue salwar. White half sleeves up to elbow kamiz with high neck & 'V' neck navy blue Jacket. White socks & black leather shoes. Blue ribbons & hairband.

### **2. Winter Uniform**

#### **Boys (I-XII)**

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 (I-VIII)**

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.

**Girls (IX - XII)**

Grey salvar. White kamiz with high neck & full sleeves. Navy blue coat. White socks & black leather shoes. Navy blue sweater (plain knitted and 'V' necked) Blue ribbons and hairband.

**3. P.T. Uniform****Boys (I-XII)**

White shirts & white short pants/pants, white socks, white canvas shoes & House badge

**Girls (I-VIII)**

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

**Girls (IX - XII)**

White salvar, white kamiz with high neck and full sleeves, white ribbon, white hair bands, white canvas shoes & House badge.

**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 Bijnor Urban Cooperative Bank Ltd, Bijnor.

2. Fee may be paid in four installments from 2nd to 15th 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. Fees once paid will not be refunded.
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 before 30 April.
8. Besides the regular tuition fees and special fee, caution money of Rs. 1000/- will be charged from each student who is granted admission to class XI. This will be returned when the student leaves the school, after deducting the fee for damages.

**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 final exam.
8. Absentees in an examination will be considered failed unless it is established satisfactorily that their absence was due to illness, or any other serious reason.
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 :

Grade	Class I-V	Class VI-XII
A+	90-100%	90-100%
A	80-90%	80-90%
B+	70-80%	70-80%
B	60-70%	60-70%
C	40-60%	40-60%
D - Fail (Below 40%)		

Promotions are granted on the basis of the whole year's work of a student. The final result will be made as per the norms given bellow.

Unit Tests	:	10%
Half yearly Examination	:	40 %
Annual Examination	:	50 %

Each Unit Test is of 25 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.

## **VII. House System**

The students are divided into four houses and each house is headed by one boy and one girl known as House Captains. A member of the staff acts as the House in-charge. He/She is assisted by other teachers. The school organizes inter-class, inter-house & inter-school competitions in sports & games and literary & cultural events. The best house is awarded trophy for its overall performances.

### **VIII. Co-curricular/S.U.P.W. Activities**

Students are expected to take an active part in the co-curricular activities as they are essential for integral development of a student. With a view of fostering close relation between education and the life realities of people, village oriented exposure programmes are under taken by the school during the academic year.

### **IX. 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 student involved will be taken to the local hospital.

### **X. Alumni Association**

1. The school is interested in remaining in touch with its former pupils. With this in mind the Alumni Association is formed.
2. The association aims at bringing about a meaningful interaction of all past pupils passing out and leaving the school after class X (ICSE) and XII (ISC) examinations.
3. All the former students are expected to be members of this association.
4. A certain percentage of each student's caution money will go to the Alumni Association Fund.
5. One can become a life time member of the association by paying Rs.1000/-
6. One can remain as a member by paying an amount of Rs.50/- year as membership fee.
7. This amount shall be made use for the activities of the association as well as for charitable purposes.

**XI. Private Tuition**

1. Parents shall not engage the staff of the school to extend private tuition to their wards outside the school.
2. The parent/guardian may engage a private tutor only after consulting the principal. The management of the school is not responsible for any misunderstanding that may arise between the parent/guardian and the member of the staff taking the tuition.
3. Students shall not go to teachers of St. Mary's School for private tuition; Teachers shall not take private tuition to the students of St. Mary's School.

**XII. Responsibilities of School Leaders and Cabinet**

1. He/She should show exemplary behaviour providing shining examples of leadership, trust, courtesy, love and goodness.
2. He/She should ensure that the leaders carry out their duties in a responsible and impartial manner.
3. He/She should command the whole school in discipline in the morning assembly and in all the special gatherings.
4. He/She should be constantly alert and sensitive to the needs of the school, and act promptly after consulting and getting instructions from the Principal/teacher in-charge.
5. He/She should bring to the notice of the teachers day-to-day problems of students like fights, misunderstandings, injuries, damage to the school properties, missing articles, etc.
6. Periodical meetings of leaders will be held under the guidance of the Principal.

**XIII. Discipline**

All the rules and regulations that are in force from time to time are binding upon all the students 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 and school. 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 come to school in proper uniform always. Even if they come only for office work, they have to come in 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 shall not bring cell phones and similar electronic gadgets to the school, and if found violating, a fine of Rs. 500/- will be levied, and the gadgets will not be returned during the academic year. Students shall not defame the school or any staff member through the social sites.
8. Students are strictly forbidden to use motor vehicles during school working hours and in school uniform, and if found violating, a fine of Rs. 500/- will be levied.
9. 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.
10. Students shall be regular in submitting their home assignments. Disciplinary action will be taken for failure in doing so. Projects prepared by outsiders are not accepted.

11. 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.
12. 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.
13. Students shall keep the school premises and class rooms clean and shall not destroy plants or flowers or litter up the place.
14. Exchange of articles, gifts/money between students is strictly prohibited.
15. Collecting money or things for any purpose shall not be carried out by the students/teachers without the permission of the Principal.
16. Running, playing or shouting inside the school building is prohibited.
17. Giving gift to teachers in kind or cash is prohibited.
18. Students shall not bring valuable articles such as Gold, Silver, Wrist Watch, etc. to the school and if found violating a fine of Rs.500/- will be levied. The school is not responsible for the loss of books, money, clothes and other articles.
19. Strict regularity, implicit obedience, politeness and courtesy in speech and conduct, and cleanliness of dress and person are mandatory.
20. Every student shall bring the handbook to the school daily, and is expected to handle it with care and keep it in a good condition throughout the academic year.
21. Students shall speak only in English in the school premises; else a fine of Rs 10 will be charged.
22. Smoking or use of any intoxicative article by a student is strictly prohibited in and outside the school premises. Those found violating this rule will be dismissed with immediate effect.
23. Bringing of arms and weapons like knives, chains and fire arms to the school and ganging up with the students of one's own school or outsiders justify immediate dismissal.
24. 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.

25. Students who have got police complaint shall be dismissed from the school immediately.
26. Students who are involved in immoral/criminal activities such as stealing, beating, consuming alcohol/drugs, violation of any kind, etc (even though it may happen outside the school campus) shall be dismissed.
27. All students will be issued Identity Cards in the beginning of the academic year. It is compulsory for them to wear it every day, and also whenever they go out, representing the school, for various competitions, picnics, exhibitions, etc. A fine of Rs 100 will be charged each time if they violate it.
28. Students shall not bring soft drinks, non-vegetarian food, chewing gum, tobacco, etc. to school campus.
29. Boys shall come to school with proper/decent hair cut. The school will make necessary arrangements to cut the hair in school itself, if they do not cut the hair after giving warning.
30. Students who contract marriage shall be dismissed immediately.

#### **XIV. Cash Award**

In memory of Late Rev. Fr. Mathew Parackal (the manager who passed away on 17 October 2006), the management gives a cash award of Rs 10000/ (ten thousand only) to ISC Topper of St. Mary's School every year.

#### **XV. For the Kind Attention of Parents/Guardians**

1. Parents are requested to bear in mind that St. Mary's School 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 handbook 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 handbook 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 as far as possible. They shall never send them to teachers of St. Mary's School without the written permission of the Principal.
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 (only 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 shall be used as an entry card to enter the school campus. This card will have photographs of father/mother/guardian and the student. Parents /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. If they do not bring ID School Id cards, 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 St. Mary's School 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 shall 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. Attendance will be taken and a fine of Rs.100/- will be levied from students who do not come to school on these days.
25. Parents shall send their children to school only in those vehicles which are approved by the government. The management does not provide transport facility for the students. It is the sole responsibility of the parents to arrange safe transport facility.

## Calendar 2020-21

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	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
Su	M	Tu	W	Th	F	Sa
31					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

JUNE						
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	17
28	29	30				

JULY						
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	

AUGUST						
Su	M	Tu	W	Th	F	Sa
30	31					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

SEPTEMBER						
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			

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

NOVEMBER						
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					

DECEMBER						
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		

JANUARY						
Su	M	Tu	W	Th	F	Sa
31					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

FEBRUARY						
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						

## March 2020

Date	Day	Particulars
01	<b>Sunday</b>	
02	Monday	
03	Tuesday	
04	Wednesday	
05	Thursday	
06	Friday	
07	Saturday	
08	<b>Sunday</b>	
09	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	<b>Sunday</b>	
16	Monday	Inauguration of 49th Academic Year: Special Assembly
17	Tuesday	
18	Wednesday	
19	Thursday	Diocese Day: Holiday
20	Friday	
21	Saturday	Formation of Houses: Election of Council Members in Primary Section
22	<b>Sunday</b>	
23	Monday	
24	Tuesday	
25	Wednesday	Formation of Houses: Election of Council Members in Senior Section
26	Thursday	
27	Friday	
28	Saturday	Investiture Ceremony in Primary Section
29	<b>Sunday</b>	
30	Monday	
31	Tuesday	

## April 2020

Date	Day	Particulars
01	Wednesday	
02	Thursday	Ram Navmi: Holiday
03	Friday	Fee Dates for First Instalment begin - Till 15th April
04	Saturday	Skit on Peace in the World: House Wise (Class 1-6)
05	<b>Sunday</b>	
06	Monday	Mahavir Jayanti: Holiday
07	Tuesday	World Health Day
08	Wednesday	Investiture Ceremony in Senior Section
09	Thursday	Maunday Thursday: Holiday
10	Friday	Good Friday: Holiday
11	Saturday	Holy Saturday: Holiday
12	<b>Sunday</b>	Easter: The Resurrection of Jesus Christ
13	Monday	
14	Tuesday	Ambedkar Jayanti: Holiday
15	Wednesday	
16	Thursday	Manager's Day
17	Friday	Solo Singing (Class 7-8)
18	Saturday	Elocution-Hindi/English (Class 7-8), English Elocution (Class 1-6)
19	<b>Sunday</b>	
20	Monday	
21	Tuesday	
22	Wednesday	Earth Day, Group Dance (Class 9-12), Science Activity (Class 1-6)
23	Thursday	
24	Friday	Group Singing (Class 7-8)
25	Saturday	Group Dance (Class 7-8), Declamation -English (Class 7-12), Mono Act (Class 1-6)
26	<b>Sunday</b>	
27	Monday	Race Competition (Class 1-6)
28	Tuesday	
29	Wednesday	Classical Dance & English Extempore (Class 7-12), Calligraphy (Class 1-6)
30	Thursday	

## May 2020

Date	Day	Particulars
01	Friday	International Labours' Day: Special Assembly Honouring Support Staff
02	Saturday	I Unit Test Begins
03	<b>Sunday</b>	
04	Monday	
05	Tuesday	Fee Date with Late Fee
06	Wednesday	Fee Date with Late Fee
07	Thursday	Buddha Purnima: Holiday
08	Friday	
09	Saturday	
10	<b>Sunday</b>	Mothers' Day
11	Monday	First Unit Test Ends
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	PTM, Summer Holidays Begin for Students
16	Saturday	Last Working Day for the Staff
17	<b>Sunday</b>	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	<b>Sunday</b>	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	<b>Sunday</b>	

## June 2020

Date	Day	Particulars
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	Fee Date with Late Fee, World Environment Day
6	Saturday	Fee Date with Late Fee
7	<b>Sunday</b>	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	<b>Sunday</b>	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	<b>Sunday</b>	International Yoga Day
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	<b>Sunday</b>	
29	Monday	
30	Tuesday	Working Day for Staff



## July 2020

Date	Day	Particulars
01	Wednesday	School Reopens after Summer Holidays: Special Assembly (LCA)
02	Thursday	Fee Dates for Second Instalment begin - Till 15th July
03	Friday	Saint Thomas Day: Holiday
04	Saturday	Fancy Dress & Declamation (Class 7-12), Water Colour Painting (Class 7-8), Solo Dance Competition (Class 1-6)
05	<b>Sunday</b>	
06	Monday	
07	Tuesday	
08	Wednesday	Water Colour Painting, Hindi Group Singing & Hindi Elocution (Class 9-12), Badminton Competition (Class 5-6)
09	Thursday	
10	Friday	
11	Saturday	Solo Dance (Class 7-8), Solo Singing Competition (Class 1-6), Word Population Day
12	<b>Sunday</b>	
13	Monday	
14	Tuesday	
15	Wednesday	Street Play (Class 7- 12), Elocution- English (Class 9-12), Social Science Activity (Class 1- 6)
16	Thursday	
17	Friday	
18	Saturday	Solo Singing - Hindi/English (Class 9 -12), Fancy Dress (Class 1-6)
19	<b>Sunday</b>	
20	Monday	
21	Tuesday	
22	Wednesday	Solo Dance (Class 9-12), Hindi Extempore (Class 7-12), Carrom Competition (Class 1-4), Basketball Competition (Class 5-6)
23	Thursday	
24	Friday	
25	Saturday	Hindi Elocution (Class 1-6)
26	<b>Sunday</b>	
27	Monday	
28	Tuesday	Feast of Saint Alphonsa: Special Assembly
29	Wednesday	Free Style (Class 7-12), Hindi Debate (Class 9-12)
30	Thursday	Rakhi Making Competition (Class 1-6)
31	Friday	PTM

## August 2020

Date	Day	Particulars
01	Saturday	Id-ul-Zuha (Bakra Eid): Holiday (Transferable)
02	<b>Sunday</b>	
03	Monday	Rakshabandhan: Holiday
04	Tuesday	
05	Wednesday	Fee Date with Late Fee, Hindi Group Singing: House Wise (Class 1-6)
06	Thursday	Fee Date with Late Fee
07	Friday	
08	Saturday	Story Telling (Class1-4), Hindi Poem Recitation (Class 5-6)
09	<b>Sunday</b>	
10	Monday	Inter-school Badminton Tournament for Girls
11	Tuesday	
12	Wednesday	Janmashtami: Holiday
13	Thursday	
14	Friday	
15	Saturday	Independence Day Celebration
16	<b>Sunday</b>	
17	Monday	
18	Tuesday	
19	Wednesday	Kho Kho Competition (Class 5-6)
20	Thursday	
21	Friday	
22	Saturday	Group Dance: House Wise (Class 1-6)
23	<b>Sunday</b>	
24	Monday	
25	Tuesday	
26	Wednesday	Skating Competition (Class 5-6)
27	Thursday	
28	Friday	
29	Saturday	National Sports Day, English Declamation (Class 5-6)
30	<b>Sunday</b>	Moharram: Holiday
31	Monday	

## September 2020

Date	Day	Particulars
01	Tuesday	
02	Wednesday	Fee Date with Late Fee
03	Thursday	Fee Date with Late Fee
04	Friday	
05	Saturday	Teachers' Day Celebration
06	<b>Sunday</b>	
07	Monday	First Semester Exam Begins
08	Tuesday	St.Mary's Day (Birthday of Mother Mary), World Literacy Day
09	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	
13	<b>Sunday</b>	
14	Monday	Hindi Diwas
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	<b>Sunday</b>	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	<b>Sunday</b>	
28	Monday	
29	Tuesday	
30	Wednesday	PTM

## October 2020

Date	Day	Particulars
01	Thursday	Fee Dates for Second Instalment begin -Till 15th October
02	Friday	Gandhi Jayanti Celebration
03	Saturday	
04	<b>Sunday</b>	Saint Francis of Assisi, Patron of Ecology
05	Monday	Fr. Cassius Memorial Inter-School Basketball Tournament Begins
06	Tuesday	
07	Wednesday	
08	Thursday	
09	Friday	
10	Saturday	
11	<b>Sunday</b>	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	World Students' Day (Birthday of Dr Abdul Kalam)
16	Friday	
17	Saturday	Death Anniversary of Rev. Father Mathew Parackal; Special Assembly
18	<b>Sunday</b>	Working Day for Staff
19	Monday	Inter-School Cultural Meet
20	Tuesday	Inter-School Cultural Meet
21	Wednesday	Inter-School Cultural Meet
22	Thursday	
23	Friday	Dussehra Celebration: Special Assembly
24	Saturday	Dussehra: Holiday
25	<b>Sunday</b>	Dussehra: Holiday
26	Monday	Fr. Peter Memorial Cricket Tournament Begins
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	Id-e-Milad: Holiday (Transferable)
31	Saturday	National Unity Day

## November 2020

Date	Day	Particulars
01	<b>Sunday</b>	
02	Monday	
03	Tuesday	
04	Wednesday	English Extempore (Class 1-6)
05	Thursday	
06	Friday	Fee Date with Late Fee
07	Saturday	Fee Date with Late Fee, Drawing Competition (Class 1-4), Painting (Class 5-6)
08	<b>Sunday</b>	
09	Monday	
10	Tuesday	
11	Wednesday	Diya Decoration (Class 1-4 & 7-8), Rangoli Making Competition (Class 5-6 & 9-12)
12	Thursday	Deepawali Celebration: Special Assembly
13	Friday	Deepawali Holiday
14	Saturday	Deepawali Holiday, Children's Day
15	<b>Sunday</b>	Deepawali Holiday (Alumni Meet 2020)
16	Monday	Deepawali Holiday
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	II Unit Test and Pre-pre- Board for Class 10 & 12 begins
21	Saturday	
22	<b>Sunday</b>	
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	Constitution Day
27	Friday	II Unit Test Ends
28	Saturday	Kabaddi Competition (Class 5-6)
29	<b>Sunday</b>	
30	Monday	Guru Nanak Jayanti: Holiday

## December 2020

Date	Day	Particulars
01	Tuesday	
02	Wednesday	
03	Thursday	
04	Friday	English Debate (Class 5-6)
05	Saturday	PTM
06	<b>Sunday</b>	
07	Monday	Fee Date with Late Fee
08	Tuesday	Fee Date with Late Fee
09	Wednesday	Candle Making Competition (Class 1), Bell Making (Class 2), Star Making (Class 3), Card Making (Class 4), Christmas Tree (Class 5), Santa Claus (Class 6), Crib Making-House wise (Class 7-12)
10	Thursday	
11	Friday	
12	Saturday	PTM (Class 10 &12), Carol Singing: House Wise (Class 1-6)
13	<b>Sunday</b>	
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	Christmas Celebration
20	<b>Sunday</b>	
21	Monday	Christmas Holiday
22	Tuesday	Christmas Holiday
23	Wednesday	Christmas Holiday
24	Thursday	Christmas Holiday
25	Friday	Christmas Holiday
26	Saturday	Christmas Holiday
27	<b>Sunday</b>	
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	

## January 2021

Date	Day	Particulars
01	Friday	New Year Day: Holiday
02	Saturday	Fee Dates for Final Instalment begin -Till 15 January
03	Sunday	
04	Monday	Pre-Board Exam for Class 10 & 12 (Transferable)
05	Tuesday	
06	Wednesday	
07	Thursday	
08	Friday	
09	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	Republic Day Celebration
27	Wednesday	Last Working Day for Class 12: Special Assembly by Class 12
28	Thursday	Farewell to Class 12 (Transferable)
29	Friday	
30	Saturday	Blessing Day for Class 10, Martyrs' Day
31	Sunday	



## February 2021

Date	Day	Particulars
01	Monday	Fee Date with Late Fee
02	Tuesday	Fee Date with Late Fee
03	Wednesday	
04	Thursday	
05	Friday	Last Working Day for Students
06	Saturday	
07	Sunday	
08	Monday	Annual Exam Begins
09	Tuesday	
10	Wednesday	
11	Thursday	World Day of Sick
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	World Day of Social Justice
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	

## Assembly Themes for Primary Section

**Objective :** To form responsible, reliable & socially integrated citizens of the country

<b>March 2020</b>		<b>Prayer - Channel of Blessing</b>
	16 - 21	The spirit of inner strength
	23 - 28	Blessings of Heavenly father
	30 - 31	Meditation
<b>April 2020</b>		<b>Time Management</b>
	01 - 04	Time is money
	06 - 11	Role of punctuality
	13 - 18	Time isn't the main thing - It's the only thing
	20 - 25	Importance of Sincerity
	27 - 30	Self discipline
<b>May 2020</b>		<b>Values of Life</b>
	01 - 02	Tolerance or patience
	04 - 09	Mother - A scarifying soul
	11 - 16	Woman - A ray of God
<b>July 2020</b>		<b>Love Yourself and Dream Big</b>
	01 - 04	Give wings to your dreams
	06 - 11	Action speaks louder than words
	13 - 18	Self esteem
	20 - 25	Success isn't given, it's earned
	27 - 31	Determination is a key to success
<b>August 2020</b>		<b>Freedom - The Right of Humanity</b>
	01 - 08	Importance of Tri - Colour
	10 - 15	Saluting the heroes
	17 - 22	Patriotism - Love for the country
	24 - 31	Unity in diversity
<b>September 2020</b>		<b>Mother Mary - An Icon of Hope</b>
	01 - 05	Forgive and you will be forgiven

	07 - 12 14 - 19 21 - 26 28 - 30	Obey your conscience - Inner voice Teacher - An Artist and a moulder Beauty of God in Small things God of grace and glory
<b>October 2020</b>	01 - 03 05 - 10 12 - 17 19 - 24 26 - 31	<b>Environment Quest</b> Trees - "Essential for life" Focus on fitness Nature - The best teacher Health and hygiene Polish your skill
<b>November 2020</b>	02 - 07 09 - 14 16 - 21 23 - 30	<b>Breaking out of Your Shell</b> I believe and anything is possible Mastering yourself is true power Make today worth remembering Learning is a joyous experience
<b>December 2020</b>	01 - 05 07 - 12 14 - 19 21 - 26 28 - 31	<b>Blessed Month</b> Christmas - Essence of love A heart full of gratitude Joy of sharing Leave footprints of kindness Charity is true wealth
<b>January 2021</b>	01 - 02 04 - 09 11 - 16 18 - 23 25 - 30	<b>Motherland - Superior to Heaven</b> Character is made by what you stand for Believe in yourself Patriotism begins from home itself Constitution of India Self effort is a wonderful success
<b>February 2021</b>	01 - 06 08 - 13	<b>Fruit of Hard Work</b> Hard work - The need of the time Work in co - operation

## Assembly Themes for Senior Section

<b>Priority</b>	:	Value Education
<b>Objective</b>	:	To form Responsible, Reliable and Socially Integrated citizens of the country
<b>Theme</b>	:	Be happy to change your goals but never change your values.

<b>March</b>	<b>Dawn of Hope</b>
	16 - 21      A living hope, a sure salvation
	23 - 31      Courage to express your individuality
<b>April</b>	<b>Sustainable Cities and Communities</b>
	01 - 04      Make cities inclusive, safe, resilient and sustainable
	06 - 11      Gazing towards the illuminated clouds
	13 - 18      Transforming our world
	20 - 25      Urban and Pre-Urban forestry
	27 - 30      Foster peaceful, just & inclusive societies
<b>May</b>	<b>Environmental Auditing</b>
	01 - 09      Overview of Environmental Problems
	11 - 16      Good Health and Well Being
<b>July</b>	<b>Morality and Life</b>
	01 - 04      Importance of Moral Values in Life
	06 - 11      Self help is the best help
	13 - 18      Morals and Ethics in school
	20 - 25      Peace, Justice and Strong Institutions
	27 - 31      Treat others as you want to be treated
<b>August</b>	<b>Rainbow of Culture</b>
	01 - 08      Culture of Acceptance
	10 - 15      Rejoice - It is your time
	17 - 22      Equality and Pluralism
	24 - 31      Rainbow a symbol of hope
<b>September</b>	<b>Benedictions from Mother Mary</b>
	01 - 05      Let the flame burn brighter
	07 - 12      God of grace and glory

	14 - 19	Prayer, a channel of blessing
	21 - 26	Glimmers of warmth
	28 - 30	Ethereal Glow
<b>October</b>	<b>Celebrating Life</b>	
	01 - 03	Social gathering an enjoyable activity
	05 - 10	Celebrate Progress not perfection
	12 - 17	Never suppress a generous thought
	19 - 24	Hope is the only thing stronger than fear
	26 - 31	Light over darkness, Good over evil
<b>November</b>	<b>Bio Diversity Protection</b>	
	02 - 07	Man has created death
	09 - 14	Green is cool! Green is great
	16 - 21	Reduce habitat loss and degradation
	23 - 30	Let Nature be your teacher
<b>December</b>	<b>Be Humble to Ask for Forgiveness</b>	
	01 - 05	Forgiveness is the attribute of the strong
	07 - 12	Gratitude unlocks the fullness of life
	14 - 19	Joy, Love, Peace, Believe, Essence of Christmas
	21 - 26	Cheers to New Year
	28 - 31	A man's true wealth is charity
<b>January</b>	<b>The Sky is the Limit</b>	
	01 - 02	Mastering yourself is true power
	04 - 09	Look before you leap
	11 - 16	We believe what we tell ourselves
	18 - 23	Learn to recognise the rights of others
	25 - 30	A Man's true wealth is charity.
<b>February</b>	<b>Pulling the Right String</b>	
	01 - 06	Believe in yourself
	08 - 13	Reap your harvest

## 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. ABIDE WITH ME

Abide with me, fast falls the eventide  
The darkness deepens, Lord with me abide.  
When other helpers fail and comforts flee  
Help of the helpers, O abide with me.

Swift to its close ebbs out life's little day  
Earth's joys grow dim, its glories pass away  
Change and decay in all around I see  
O Thou who changes not, abide with me.

I need Thy presence every passing hour  
What but thy grace can foil the tempter's power?  
Who, like thyself, my guide and stay can be?  
Through cloud and sunshine, Lord abide with me.

I fear no foe with Thee at hand to bless  
Ills have no weight and tears no bitterness  
Where is death's sting? Where, grave, thy victory?  
I triumph still, if Thou abide with me.

Hold Thou Thy cross before my closing eyes  
Shine through the gloom and point me to the skies  
Heaven's morning breaks and earth's vain shadows flee  
In life, in death, O Lord, abide with me.



## 2. 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 !

## 3. 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.

## 4. 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.

## 5. 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.

## 6. 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)

## 7. 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

## 8. 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

## 9. 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.

## 10. 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  
अधियारे 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।

## 11. 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  
1. 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 .....  
2. 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

[illegible]



[illegible]





[illegible]



[illegible]



## I<sup>st</sup> UNIT TEST - TIME TABLE

[illegible]

## I<sup>st</sup> SEMESTER - TIME TABLE

[illegible]

## II<sup>nd</sup> UNIT - TIME TABLE

[illegible]



## ANNUAL EXAM - TIME TABLE

[illegible]

[illegible]

# ALMANAC

## 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

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

Granted : Class teacher.....

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Parent/Guardian

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

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Granted : Class teacher.....

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

Date.....

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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 2020-2021**

Date	March	April	May	June	July	August
1						
2						
3						
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14						
15						
16						



**REGULARITY RECORD 2020-2021**

Date	March	April	May	June	July	August
17						
18						
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29						
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31						

**REGULARITY RECORD 2020-2021**

Date	September	October	November	December	January	February
1						
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13						
14						
15						
16						

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

**REGULARITY RECORD 2020-2021**

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

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

**ASSESSMENT REPORT**

<b>Subject</b>				
English - I				
English - II				
Hindi				
Hindi - II				
Mathematics				
General Sc//EVS				
Physics				
Chemistry				
Biology				
Social Science/Commerce				
History & Civics/Accounts				
Geography				
Moral Science				
G.K.				
Computer/Economics				

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

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

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

## Application for Transfer Certificate

Date.....

To

Rev. Sr. Principal  
St. Mary's School,  
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. .... Admission 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

Date.....

Rev. Sr. Principal  
St. Mary's School  
Bijnor, U.P. 246 701

**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

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

WhatsApp No. \_\_\_\_\_



**SCHOOL PICNIC/TOUR**

To

Date.....

Rev. Sr. Principal  
St. Mary's School  
Bijnor, U.P. 246 701

**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

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

WhatsApp No. \_\_\_\_\_



**St. Mary's School, Bijnor**  
**Statement Made by Parents/Guardian**

Photo

Pupil's Name .....  
Sex ..... Age ..... DOB ..... Blood Group.....  
Class ..... Section ..... School House ..... Admission 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

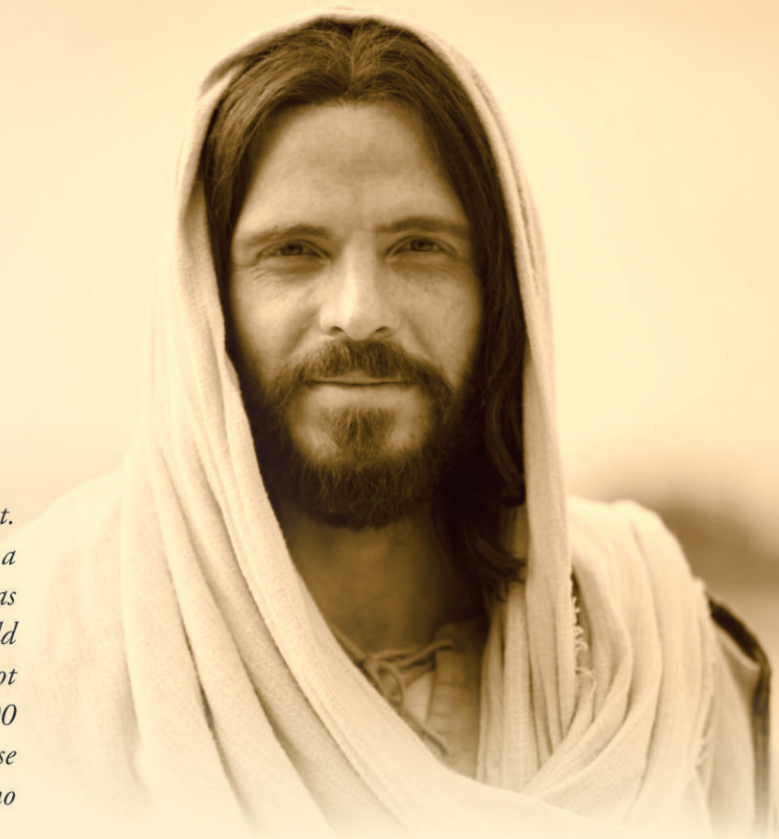
\_\_\_\_\_  
Guardian

Date.....



# Jesus

## One Solitary Life



*He* was born in an obscure village, the child of a peasant. He grew up in another village, where He worked in a carpenter shop until he was 30. Then, for three years, He was an itinerant preacher. He never wrote a book. He never held an office. He never had a family or owned a home. He did not go to school. He never lived in a big city. He never traveled 200 miles from the place where He was born. He did none of those things we normally associate with greatness. He had no credentials but himself.

While He was still a young man, the tide of public opinion turned against him. His friends ran away. One of them denied Him. He was turned over to His enemies and went through the mockery of a trial. He was nailed to a wooden cross between two thieves. While He was dying on the cross, His executioners gambled for the only piece of property he had on earth, and that was his coat. When He was dead, He was buried in a borrowed grave through the mercy of a friend.

Three days after His death, His tomb was found empty. He had risen from the dead and appeared to His disciples and told them not to be afraid. Before ascending into heaven He commanded His disciples to go into the entire world and proclaim the Good News to all.





# St. Mary's School

Bijnor, Uttar Pradesh - 246 701

☎ 01342-255330 (Senior Block)  
01342-265330 (Primary Block)

✉ [bijnorschool@gmail.com](mailto:bijnorschool@gmail.com)

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

