

MEETING THE PRINCIPAL AND THE TEACHERS

Parents/guardians can meet the Principal in his office from 8.00 am - 11.00 am on all school working days.

In case a meeting with the teacher is desired, the parents/guardians must make a written request to the concerned teacher in the student's diary, at least one day before the desired date. The teacher will sign in acknowledgement of the same, after taking permission of the Principal.

When the parents/guardians come for the sanctioned meeting, they must bring this written permission.

In case of an emergency, they may come to the school office from 8.00 am - 10.00 am on all school working days.

The school office will remain closed on all school holidays and sundays. No school business will be transacted on these days.

THE METHOD OF STUDY

All of you have to devote a lot of time to your studies but most of you find it impossible to finish the given task or assignments. From where then you can find time to study? For this there is no magic formula but, the formation of correct study habit. This will keep you free from anxiety and give feeling of confidence.

Study conditions

1. Avoid all the distraction: do not let your mind wander or be distracted from what you are doing, for this selects a quiet place.
2. Keep ready all the material you might require close at hand so that do not waste time and energy looking for it.
3. Study under proper light for poor light tires the eyes and you lose concentration.
4. Have proper ventilation for fresh air keeps the mind alert.

MAKE A PLAN FOR STUDY

1. Keep in mind what you have to study how much you have to study and time you have. Have balance between leisure and study. Organise a time table in a way that you have fun and sufficient time for study. "All work and no play make Jack a dull boy" fun is essential because an exhausted mind cannot absorb what you study.
2. Decide when to study and what to study make a weekly time table and daily time table it is better to have a short frequent period for each subject than long hours for one. Start with interesting easy lessons topics and then go on to difficult ones unless they are interconnected.
3. Pay total attention to what you are studying you will absorb more and understand better.
4. Do not study when you are tired relax with something light for a short while and comeback to studies, but do not confuse laziness to tiredness.
5. Understand the material you have to learn as a whole.
6. Re learn and revise previous lessons frequently if you have learnt mathematical formula or grammar rules practice their use for practice makes it perfect.
7. Do not learn everything by heart. Read the chapter carefully, understand the ideas and write the essence points.
8. Do not learn notes but notes. but get the most important points and put them down in order under heading and sub headings.
9. During the weekend set aside sometime to go over the weeks work concentrating on points you had not grasped.
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children at the right time.

10. In case you have to take your ward to the Hospital, please don't send him/her to school day. The student can't be relieved frequently for such a reason.
11. Participation of the students in various school activities is compulsory, but the principal reserves the right to drop and student from the activity on the ground of poor performance, misbehaviour, or absence from the school without intimation.
12. Please see and counter sign the remarks made in the school calendar regularly.
13. Private tutions by school teachers are strictly banned. Please do not request for the same.
14. Parents should never part their vehicles near the school entrance so as to facilitate the entrance and exit of their children comfortable in the school.
15. Every month we keep 'PARENTS DAY' usually on the second Saturday/Sunday parents and guardians should come and meet the teachers regarding studies and problems of their wards.
16. Entry of those who come to reach the children and receive the children is not permissible in the campus. Children are to be left at the main gate and received from the main gate at the end of the working hours.
17. During School hours parents are not allowed to see their children or interview teachers or visit the classrooms or walk about in the school premises. They need permission from the principal to do so.
18. Pupils arriving late to school will most definitely be sent back. Parents/Guardians are requested to make sure that their children arrive in school on time.

19. Parents/Guardians are cautioned to collect their children soon after school hours as the institution will not be held responsible for any mishaps.
20. We earnestly request the parents to look into this diary everyday and see to it that the lesson and homework assigned for the next day is complete. The child should be encouraged to cultivate habitual cleanliness in all his work. The teachers will communicate with you through this diary. Your attention to any remark is very essential.
21. Absence of your child from class for attending social functions is discouraged because it retards the child's progress and minimizes his respect for regular homework. It is essential that the school be informed when the child is not attending school. Your child's name will be struck off from the attendance register if he/she remains absent for three consecutive days especially after summer and winter vacations.
22. Except for illness, Parents/Guardians will not be permitted to take their children home during school hours to attend social function etc.
23. Parents are also requested to note that a letter of authority should always be sent through person(s) other than parents who are designated to collect their wards in cases of emergency. The school will not be responsible for any mishaps if you fail to do the above.
24. Children should do their home work by themselves. They should not be helped in it by parents or by tutors unless they really need it. It is important that the children develop a habit of studying and working on their own.
25. Should your child need tuition from any staff member, prior permission of the principal is very necessary. Anyone found breaking this rule will be asked to leave the school.

TO THE PARENTS

Though we do our best and see that the child progresses in the right direction. Yet full co-operation of parents is also required for successful growth and achievements of the child.

1. Please see that your ward(s) strictly follow the rules and guidelines laid down by the school.
2. You are requested to provide all the Text Books, Note books and other material required by your ward.
3. Guardians shall not be allowed to hand over books, stationery, lunch boxes or other material to their children during the school hours.
4. If the child suffers from any infectious disease the parents should hold up the student home and should only send him to school when he/she is medically fit to attend the classes and has also submitted a medical certificate for fitness in this connection.
5. Complaint or misunderstanding if any should be brought personally in school office kindly contact the principal and don't convey it through the child or through other sources.
6. Please don't disturb the class by visiting the classroom, you are advised to contact the principal instead of approaching the teacher directly.
7. The parent/guardian should contact the principal on the stipulated day time when ever called by.
8. Please ensure that your ward is escorted safely to school and back home. School authorities are not responsible for safety of the student after the school is over.
9. School Bus/Taxi facility is available, Guardians are requested to make complaints to the School or competent authority in case bus/Taxi does not collect their

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under unavoidable circumstances student shall be allowed to go at the written request of the parent.

17. The warning bell before class is a signal for all to go to their respective class rooms for roll call.
18. At the second bell they must collect for morning assembly.
19. Presence in the morning assembly is compulsory for every student and a Complete silence has to be observed in the morning assembly.
20. The student should not loiter about outside the class room when the school is in session.
21. The student should not shout while moving in or out of the classroom and should always move in a line.
22. If the student is held up at home, an application for his/her absence is to be sent to the school same day. Fine of Rs. 5/- shall be charged in default per day.
23. Leave for more than 03 days shall be granted only by the Director at the written request of the before a day parents.
24. The period of leave, with reasons should be mentioned in the application.
25. The student shall not be allowed to appear in examination if his/her class attendance falls below 75%.
26. The name of student will be struck off roll in case of 10 days continuous absence from the school without sanctioned leave.
27. The students must take care of their own belongings. The school does not accept responsibility for loss of goods.
28. It is advisable not to bring valuable articles in the school.
29. A pupil whose conduct is injurious to the moral tone of the school or is incomparable with good discipline will be removed from the school.

4. 30. Care must be taken for all school property and student should not make scratches or spoil desks, chairs or damage school furniture. It is forbidden to write or draw and thing on the walls or in any way touch or damage any thing belonging to the school or to the others.
- 5.
6. 31. Students should not bring razor, blades or any sharp instrument in the school excepting science practical.
7. 32. Students should pay respect and reverence to the school authorities and teaching staff. They will be gentle and polite to their companions.
8. 33. St. Maryam Inter College expects every student to maintain a high standard of discipline inside and outside the school.

STUDENTS PLEDGE

India is my country. All Indians are my brothers and sister. 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 always respect my parents, teachers and all my elders and treat everyone with courtesy. To my country and my people I pledge my devotion. In their well being and prosperity alone lies my happiness. May God give our countrymen peace and prosperity.

AIM

School aims at imparting excellent education for all round development of the children. Thus the focus of education should be not only on enabling the students to pass the examination get certificates and degrees but also to develop their inherent potentialities and Talent and to channelise their energies so that they attain the full bloom of their personalities and thus meet the nation's need and aspiration.

- Director

PAYMENT OF FEE

For each group of students amount shall charged according to the above structure be payable for all 12 months of school year.

1. All quarterly dues should be paid before or at least by 10th of the first month of each quarter. After that -
 - i. Late fee Rs. 50/- till the end of the first month.
 - ii. Late fee Rs. 70/- till the end of the second month & the late fee @ Rs. 20/- per month of part there to shall be charged extra.
2. If and when you want to withdraw your child you must give and application to this effect atleast 15 days before the month of withdrawal, otherwise fees up to the next month following the month of application for withdrawal will be charged.
3. Pupils are not allowed to sit for the terminal or Final Examinations unless all fee dues are paid to date.
4. Fee once depositeed will not be refunded.
5. The school reserves the right to cancel admission of a child if the school dues are not paid according to schedule of payments.

PUNCTUALITY / DISCIPLINE

1. Irregular attendance at school, habitual laziness disobedience, objectionable moral influence, intentional discourtesy or disrespect to teachers, are each sufficient cause for dismiss Admission of the student.
2. Any student who is found to have done damage of any kind in the class room or any where in the premises of the school has to make good the damage done.
3. All should be particularly careful to avoid throwing remnants of food, paper etc. any where in the school premises except in the bins provided for the purpose.

SCHOOL UNIFORM

Attending the school in neat, clean and tidy uniform is compulsory. Student not complying with this shall be sent back home on the responsibility of the parents. The prescribed uniform is as follows:

SUMMER

Small Green Check (As prescribed school pattern) shirt and battle green trousers / shorts for boys and blouse (as per school prescribed pattern) and battle green skirts for girls, battle green socks and black shoes, battle green hair bands or ribbons for girls.

WINTER

School uniform with battle green sweater or cardigan. All pupils should be habitually clean and always neatly dressed. A pupil who is slovenly dressed and not in uniform is liable to be sent home.

A neck plain Battle Green pullover or Battle Green Blazer (Optional)

WEDNESDAY AND SATURDAY UNIFORM

BOYS - T-shirts, (prescribed school classwise), white shorts, white canvas shoes.

GIRLS - T-Shirts (Prescribed school classwise) white skirts, white socks, white canvas shoes and white ribbons.

On school days and for functions and when travelling to and from the school, the students are to wear School Uniform.

All students should be habitually clean and neatly dressed. A student who is slovenly dressed and not in uniform, is liable to be fined or to be sent home.

NB: White Pant/Skirt & T-Shirt must be worn on National Festivals, e.g. Independence Day, Gandhi, Jyanti and Republic Day.

4. No student is allowed to remain in the classroom during recess time or when the class is out for some activity.
5. Running, playing or shouting inside the school building is not allowed.
6. No pupil may leave the school premises during school hours without the written permission either from the Principal or from the school office.
7. The School is not responsible for the loss of books, money and valuable articles. Each student is responsible for his/her things.
8. No meeting, party or picnic may be held by the students without previous sanction of the Principal. So also presentations or gifts to the members of the staff require previous sanction.
9. Students should always speak in English in the School premises and maintain a high standard in their conversation.
10. Students should maintain absolute silence during the General Assembly. Silence should be observed also on the way and while returning from PT and games.
11. Every student must possess a copy of the school diary and must bring it to the class on all school days.
12. Pupils having attendance below 75% will not be entitled to appear in the final examination.
13. The students must come to the school clean and tidy in the prescribed uniform. School uniform is a requirement must to be observed with.
14. The students must, be punctual and regular in attending the school.
15. Those coming late shall have to go back and the responsibility shall rest on parents.
16. The student once entered the school premises shall not go back home before the close of the school. However

Admission Procedure :

1. Admission to St. Maryam Inter College is made through Admission school or a class if the seats are not vacant or the child is not considered suitable for the class.
2. All necessary documents as progress report, Transfer certificate are to be attached with the admission form. The Transfer certificate is to be counter signed by the District education officer of the district it is a case of inter state transfer.
3. Admission test will be conducted by the school on the dates to be notified by the Director.
4. Admission will be allowed after a student qualifies himself in the test and submits T.C. of the previous school along with the progress report of the last examination passed.
5. **Proof of Age :** The only acceptable proof of age is the certificate of birth issued by the authorised competent to register births, viz notified area committee/Municipality / corporation and other similar bodies at the place of birth of the child certified extract about the date of birth from the official records of the village panchyat or from or from the service record of the defence personnel will also be acceptable. The date of birth recorded in the transfer certificate issued by the school recognised by the state education department will not be acceptable.

Date of birth once got recorded by the parent at the time of admission of his child/children in school will not be allowed to be changed.

The admission test shell be held in the following subject English, Hindi, Science & Maths.

The Director will arrange Admission test and his/her decision in admission will be final.

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