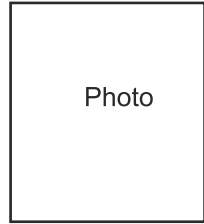


# PERSONAL MEMO

- 1) Name .....
- 2) Standard ..... Division ..... House .....
- 3) Admission No. ....
- 4) Date of Birth .....
- 5) Name & Address of Parent:  
Name .....  
Resi .....  
.....  
.....  
Tel. No. ....  
Occupation of Father .....  
Occupation of Mother .....
- 6) Specimen Signature of Parents or Guardians who will sign the pupil's Diary.  
Father ..... Mother/ Guardian .....  
Initial ..... Initial .....
- 7) Religion ..... SC/ST/OBC / General .....
- 8) Name of brothers or sisters studying in this school, if any  
i) ..... Std. ....  
ii) ..... Std. ....
- 9) Name of brothers or sisters who are past pupils of this school.  
.....



**To,**  
**The Principal**

Holy Cross School, Pabiacheera - Kumarghat – 799 264

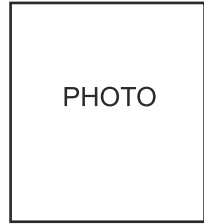
I have read all the rules of the school as contained in the Diary and agree to abide by them and all the decisions of the school.

Date ..... Signature of the Parent .....



# PERSONAL MEMO

- 1) Name .....
- 2) Standard ..... Division ..... House .....
- 3) Admission No. ....
- 4) Date of Birth .....
- 5) Name & Address of Parent:  
Name .....  
Resi .....  
.....  
.....  
Tel. No. ....  
Occupation of Father .....  
Occupation of Mother .....
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**To,**  
**The Principal**

Holy Cross School, Pabiacheera - Kumarghat – 799 264

I have read all the rules of the school as contained in the Diary and agree to abide by them and all the decisions of the school.

Date ..... Signature of the Parent .....





# **HOLY CROSS SCHOOL**

**PABIACHERRA - KUMARGHAT**

P.O. Pabiacherra, Kumarghat,  
Unakoti - Tripura - 799 264

Website : [www.holycrossschoolkumarghat.in](http://www.holycrossschoolkumarghat.in)

Email Id : [holycrosskgt@gmail.com](mailto:holycrosskgt@gmail.com)

Telephone No. (03824) 261225, (M) 8258815701

CBSE Affiliation No. 2030027

**Dear Parents/ Guardians,**

This Diary is a kind of mirror that gives us a picture of the day-to-day progress of your child/ ward. Please go through it from time to time.

The School rules also should be gone through, so that we can establish a better relationship and understanding among Parents, Teachers and Students.

The success of a student is the result of the combined efforts of all of us, Teachers and Parents. We strongly encourage close and frequent contacts between Parents and Teachers, especially in matters that concern the academic life of the student.

Please feel free to call on us whenever a need arises.

***Principal***

## **MY INDIA PLEDGE**

India is my country. / All Indians are / my sisters and brothers.  
/ I appreciate / and celebrate / our cultural, / linguistic, / ethnic  
/ and religious diversity. / Living together / in love and peace /  
is our strength. / Justice for everyone / and opportunity for all  
/ is my vision. / Inclusive education / and global learning / is  
my aspiration. / Any form of hatred and violence / is against  
my ethical principle. / I want to grow / in a democratic space  
/ guaranteed by my constitution. / I respect the dignity of all  
/ as children of God. / I appreciate / the rights and duties /  
of all citizens / of this great country. I welcome / the global  
opportunities / to learn, / labour / and live the joy of life. / As  
fellow citizens / of the 21st century / we are committed / to the  
common destiny / of a beautiful world of love, / justice and  
fraternity. Jai Hind

## **SCHOOL PRAYER: OUR FATHER**

Our Father / who art in heaven./ Hallowed be Thy name/  
kingdom come/ Thy will be done/ on earth, as it is in heaven./  
Give us this day/ our daily bread. And forgive us/ our trespasses/  
as we forgive/ those who trespass/ against us/and lead us /not  
into temptation/ But deliver us /from evil./ Amen.

## **PRAYER DURING THE ASSEMBLY**

Dear Lord/ I thank you,/ for all the things/ you have given me./  
Help me/ to be always/ good and truthful/. Bless my mother/ and  
father /and all my dear ones./ Bless my Motherland /with peace/  
and prosperity. /Protect and defend us/ from all evil./ - Amen

## **PRAYER BEFORE CLASS**

O God / Who art truth / and the Origin of all knowledge. Bless  
our studies / which we consecrate to you. Enlighten our minds, /  
strengthen our memories / and direct our wills / towards what is  
right. Grant us / to seek Truth always / and make us truly wise.

## PRAYER AFTER CLASS

Keep O Lord, Thy holy hands upon us, so that no harm either of soul or body may happen to us-Amen

## NATIONAL ANTHEM

जन-गण-मन अधिनायक जय हे  
भारत भाम्य विधाता  
पंजाब सिंध गुजरात मराठा  
द्रविड़ उत्कल बंग  
विंध्य हिमाँचल जमुना गंगा  
उच्छल जलधि तरंग  
तव शुभ नामे जागे  
तव शुभ आशिश माँगे  
गा हे तव जय गाथा  
जन-गण-मंगलदायक जय हे  
भारत भाम्य विधाता  
जय हे, जय हे, जय हे  
जय जय जय जय हे,

## Translation of National Anthem

You are the ruler of the minds of all people; the dispenser of Indian destiny. Your name rouses the hearts of the Punjab, Sindh, Gujarat, Maratha of Dravida land, Orissa and Bengal. It echoes in the hills of the Vindhyas and Himalayas, mingles in the music of the Ganges and Jamuna and is chanted by the waves of the Indian Ocean. They pray for your blessings and sing your praise. The liberation of all people waits in your hand; you are the dispenser of India's destiny.



## **PRAYER FOR OUR COUNTRY**

**CH: Into that Heaven of freedom, my father,  
let my country awake.**

Where the mind is without fear  
and the head is held high.

Where knowledge is free.

Where the world has not been broken up into  
fragments, by narrow domestic walls.

Where words come out from the depths of truth.

## **I HAVE COME TO THEE**

**CH: I have come to thee to take thy touch before I  
begin my day**

Let thy eyes rest upon my eyes for a while.

Let me take to my work the assurance of thy comradeship  
my friend

Fill my mind with thy music to last through the desert of  
noise.

Let thy love's sun shine kiss the peaks of my thoughts  
and linger in my life's valley where the harvest ripens.

## **ALL THINGS BRIGHT AND BEAUTIFUL**

All things bright and beautiful,  
All creatures great and small,  
All things wise and wonderful,  
The good God made them all.

Each little flower that opens,  
Each little bird that sings,  
He made their glowing colours,  
He made their tiny wings.

### **I JUST KEEP TRUSTING**

I just keep trusting my Lord, As I walk along  
I just keep trusting my Lord  
And he gives me a song.  
Though the storm clouds darken the sky  
O'er the heavenly trail  
I just keep trusting my Lord He will never fail.

He's a faithful friend (2)  
Such a faithful friend (2)  
I count on Him (2)  
To the very end (2)

### **IN HIS TIME**

In His time, in His time,  
He makes all things beautiful in His time.  
Lord, please show me every day  
As you're teaching me your way,  
That you do just what you say in your time

In Your time, in your time,  
You make all things beautiful in your time  
Lord, my life to you I bring,  
With its winter and its spring,  
May I fathom everything in your time.

### **LET THERE BE LOVE**

Let there be love shared among us,  
Let there be love in our eyes,  
May now Your love sweep this nation,  
Cause us, O Lord, to arise.  
Give us a fresh understanding  
Of brotherly (sisterly) love that is real,  
Let there be love shared among us, let there be love.  
..... peace ..... 3. .... joy ...

## **MAKE ME A CHANNEL OF YOUR PEACE**

Make me a channel of your peace  
Where there's hatred let me bring your love  
Where there's injury your pardon Lord  
And where there is doubt, true faith in you.

**Ch: 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 heart**

Make me a channel of your peace.  
Where there's despair in life let me bring hope;  
Where there's darkness Lord your shining light;  
And where there is sadness ever joy

## **GREAT THINGS HAPPEN**

Great things happen when God mixes with us (2)  
Great and beautiful, wonderful things:  
Great things happen when God mixes with us.

Some find life, some find peace:  
Some people also find joy.  
Some see things as they never could before,  
And some people find that they can now  
begin to trust.

## **THIS WORLD YOU HAVE MADE**

This world you have made is a beautiful place;  
It tells the power of your love.  
We rejoice in the beauty of your world,  
From the seas to the heavens above.

The morning whispers of purity;  
The evening of your peace.  
The thunder booms your exuberance  
In the awesome power you release.

The tenderness of a new – born child,  
The gentleness of the rain,  
Simplicity in a single cell,  
And complexity in a brain.

### **WE SHALL NOT BE MOVED**

On the way to heaven  
We shall not be moved  
On my way to heaven  
We shall not be moved  
Just like a tree that's standing by the water  
We shall not be moved.

**We shall not be, we shall not be moved**  
**We shall not be, we shall not be moved**  
**Just like a tree that's standing by the water**  
**We shall not be moved.**

On the road to freedom  
We shall not be moved  
On the road to freedom  
We shall not be moved  
Just like a tree that's standing by the water  
We shall not be moved.

### **WALKING WITH THE LORD**

**Ch :** **Walking with the Lord,**  
**We are walking in the morning,**  
**Lift up your hearts,**  
**For you are walking with God.**

Singing to the Lord,  
We are singing in the sunshine,  
Lift up your hearts,  
For you are singing to God.  
Hand in hand with everyone,  
We're walking, walking,  
Black and white and brown,  
Together, walking, walking,

Singing new songs now,  
Living new lives,  
Building new bridges walking distant miles  
Well we're walking with the Lord.....

Rain and storm will not prevent us,  
Walking, walking,  
Faith and hope and love ,  
Will send us walking, walking,  
Crossing all barriers,  
Climbing all hills,  
Breaking through fences,  
Walking distant miles,  
Well we're walking with the Lord

### **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 have ears but refuse to hear the cries of those  
in agony.

### **THIS LITTLE GUIDING LIGHT**

This little guiding light of mine  
I'm going to let it shine  
Let it shine all the time, let it shine (3)

Hide it under a bushel oh no !  
I'm going to let it shine  
Let it shine all the time, let it shine

Take this little light round the world  
I'm going to let it shine  
Let it shine all the time, let it shine (3)

### **THE STEADFAST LOVE OF THE LORD**

The steadfast love of the Lord never ceases,  
His mercies never come to an end  
They are new ev'ry morning, new ev'ry morning,  
Great is thy faithfulness O Lord,  
Great is thy faithfulness.

The Lord is good to those who wait for him,  
To the soul that seeks him,  
It is good that we should wait quietly,  
For the salvation of the Lord.

The Lord will not cast off forever,  
But will have compassion,  
For he does not willingly afflict,  
Or grieve the sons of men.

### **SHOWERS OF BLESSINGS**

There shall be showers of blessings,  
This is the promise of love;  
There shall be seasons refreshing  
Sent from the Saviour above.

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

There shall be showers of blessings;  
Precious reviving again  
Over the hills and the valleys  
Sound of abundance of rain.

There shall be showers of blessing:  
Send them upon us, O Lord  
Grant to us now a refreshing,  
Come, and now honour thy Word.

## **LIKE A SUNFLOWER**

Like a sunflower that follows  
Every moment of the sun,  
So I turn towards you, to follow you, my God

In simplicity, charity, I follow (2)  
In simplicity, honesty, I follow (2)  
In simplicity, fidelity, I follow.(2)

## **I WILL SING TO MY GOD**

**O give thanks to the Lord, for he is good (3)  
Yes, eternal is his love.**

I will sing to my God never ceasing,  
all my life, I will tell of his wonders  
He's the maker of all earth and heaven,  
of the ocean, the seas and all they hold.

The Almighty is faithful for ever  
He is just to the poor and the outraged  
It is He who gives bread to the hungry  
Who delivers the captives from their chains.

## **PRAISE GOD**

Praise God, praise God,  
Let his love remind us of the power of his name.  
Praise God, praise God,  
All creation sings its song of praise.

I will praise you, God and King,  
Each and every day.  
My mouth shall never cease to sing,  
And I will bless your name for ever.

Lord, you're highly to be praised;  
Your greatness overwhelms,  
Age on age will praise your works  
And I will bless your name for ever.

## **MY BONNIE LIES OVER THE OCEAN**

My Bonnie lies over the ocean,  
My Bonnie lies over the sea,  
My Bonnie lies over the ocean  
Oh bring back my Bonnie to me.

Bring back, bring back,  
Oh bring back my Bonnie to me, to me.  
Bring back, bring back,  
Oh bring back my Bonnie to me.

Last night as I lay on my pillow,  
Last night as I lay on my bed  
Last night as I lay on my pillow,  
I dreamt that my Bonnie was dead.

Oh blow ye winds, over the ocean,  
And blow ye winds, over the sea,  
Oh blow ye winds, over the ocean  
And bring back my Bonnie to me.

## **WE SHALL OVER COME**

Ch: We shall overcome (2)  
We shall overcome someday  
O deep in our hearts we do believe  
We shall overcome someday

1. We shall live in peace
2. We are not afraid
3. We shall integrate
4. We'll walk hand in hand.

## **CHRISTMAS SONGS**

### **WE WISH YOU A MERRY X'MAS**

We wish you a Merry Christmas (3)  
And a happy New Year.  
We wanna wish you a Merry Christmas (3)  
From the bottom of our hearts (2)  
We wish you a Merry Christmas (3)  
We wish you a merry Christmas and a Happy New Year.



## **JOY TO THE WORLD**

Joy to the world! The Lord is come,  
Let earth receive her king,  
Let every heart prepare Him room,  
And heav'n and nature sing,  
And heav'n and nature sing,  
And heav'n and heav' n and nature sing.

Joy to the earth; the Saviour reigns  
Let men their songs employ,  
While fields and floods, rocks, hills and plains  
Repeat the sounding joy, repeat the sounding joy,  
Repeat, repeat the sounding joy.

## **GO TELL IT ON THE MOUNTAIN**

*Go tell it on the mountain*  
Over the hills and everywhere.  
*Go tell it on the mountain*  
That Jesus Christ is born

Ding-dong, Ding-dong ring the merry bells; (3)  
That Jesus Christ is born

When I was a seeker,  
I sought both night and day.  
I asked the Lord to help me,  
And He showed me the way.

## **ANGELS, WE HAVE HEARD ON HIGH**

Angels, we have heard on high,  
Sweetly singing O'er the plains,  
And the mountains in reply.  
Echoing their joyous strains.

Ch: *Glo...ria, in excelsis Deo*, (2)

Shepherds, Why this jubilee?  
Why your joyous strains prolong?  
Say what may the tiding be

Which inspire your heavenly song.  
Come to Bethlehem and see,  
Him whose birth the angels sing;  
Come, adore on bended knee,  
Christ the Lord the new born king

### **JINGLE BELLS**

**Jingle bells, jingle bells Jingle all the way  
Oh! What a fun it is to ride  
on a one horse open sleigh.**

Dashing thro' the snow,  
In a one horse open sleigh  
O'ver the field we go, Laughing all the way,  
Bells on bobtail ring,  
Making spirits bright  
What fun it is to ride and sing a  
Sleighting song tonight.

A day or two ago,  
I thought I'd take a ride;  
And soon Miss Fannie Bright  
was seated by my side;  
The horse was lean and lank,  
Misfortune seemed his lot,  
He got into drafting bank,  
And we got so upset.

### **GOD IS GOOD ALL THE TIME**

God is good all the time, He put a song of praise  
in this heart of mine God is good all the time

**Through the darkest night, His light will shine  
God is good, God is good all the time**

If you are walking through the valley  
And there are shadows all around  
Do not fear, He will guide you  
He will keep you safe and sound

For he has promised to never leave you  
Nor forsake you and His word is true.

### **JYOTI TUMHARI SATAT JALEGI**

Jyoti tumhari satat jalegi  
aaya hum ujala lene  
Prabhu, aaya ujala lene.

charom dishaye nazar na aaye  
ithna andhera jeevan mein  
kitni chamak tere darshan mein.

Mere hriday mein teri jyoti  
man ka ye mandir roshan hein  
Jhagmag mera ghar aankan hein.

### **SONGS FOR VARIOUS OCCASIONS**

#### **WELCOME SONG**

Today, today it's a happy day  
You and we are also glad  
Laugh and smile, sing and dance  
we wish you hearty welcome.

When we begin to dance say ho ho ho  
When we begin to laugh say ha ha ha  
When we begin to sing say la la la  
Hearty welcome to you - 2

We do love you dear.... happy to be with you here  
May the good Lord bless you  
And your works be success.

## Hindi

जन - गण - मन अधिनायक जय हे  
भारत - भाग्य - विधाता ।  
पंजाब सिन्ध गुजरात मराठा  
द्राविड़ उत्कल बंग।  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलाधि तरंग ।  
तव शुभ नामे जागे  
तव शुभ आशीष माँगे;  
गाहे तव जय गाथा ।

जन - गण मंगलदायक जय हे  
भारत - भाग्य - विधाता ।  
जय हे, जय हे, जय हे  
जय जय जय जय हे ॥

## English

Jana Jana Mana Adhinayaka, Jaya He  
Bharata Bhagya Vidhata.  
Punjab Sindh Gujarat Maratha  
Dravida Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Uchchala Jaladhi Taranga.  
Tava Shubha Name Jage,  
Tava Shubha Asisa 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!

## Bengali

जनगणमन-अधिनायक जय हे,  
भारतभाषवधिाता  
पंजाव सन्धि गुजराट मराठा  
द्राविडि उत्कल बङ्ग  
विन्ध्य हिमाचल यमुना गङ्गा  
उच्छलजलधितरङ्ग  
तव शूभ नामे जागे  
तव शूभ आशीष मागे,  
गाहे तव जयगाथा ।  
जनगणमङ्गलदायक जय हे,  
भारतभाषवधिाता  
जय हे, जय हे, जन हे,  
जय जय जन, जय हे ।



Rabindranath-Tagore

## EDUCATION MINISTRY OF HOLY CROSS

In 1837 **Fr. Basil Moreau**, the Founder of the Congregation of Santé Croix, (Holy Cross), envisioned education as the main source of empowering the young for a better and brighter world and to uplift the broken society of France. He prepared men and women religious, who wanted to see the world as he saw it, developed and empowered. To this end he founded a Congregation of priests to do pastoral and educational ministry, Marianite sisters to do educational and domestic ministry and he incorporated the Brothers of St. Joseph to do formal and non-formal education. These three branches were brought under the one umbrella of **Santé Croix** (Holy Cross). Thus Fr. Basil Moreau became a visionary who constantly spoke on the theme of unity as a family to keep the members focused on this meaningful mission of sowing the seed of **LOVE** and **PEACE**.

**France:** In 1789, the French Revolution, which rebelled against the political and religious oppression of the day, stripped the country to the bare minimum and created destruction and chaos throughout France. It was a time of great confusion and division in the church, a period of uncertainty and fear, a period of execution and persecution, and a period when the churches, schools and seminaries were all nationalized. Religious congregations and organizations were banned.

In 1802, Napoleon's Concordat made a breakthrough for the revival of the church organizations. There was a mushrooming of charismatic persons and organizations to answer to the needs of the devastated situation of the society. Education was one of the greatest needs of the time. The religious leaders focused all their resources on education and on restoring the fallen society.

One such religious leader was Basil Anthony Moreau, born on February 11, 1799, to Louis and Louise Moreau. He was the ninth of their fourteen children and showed a quick intelligence and qualities of leadership along with a pious character. He was ordained a priest on August 12, 1821, at the age of 22. Since the formation of the clergy was one of the urgent needs of the time, he was asked by his bishop to train and educate the youth of his time for the priesthood. Thus he became a professor at the philosophy house of the seminary in the Diocese of Le Mans, France.

Soon the international character of the community began to evolve. The Holy Cross priests, sisters and brothers established foundation in Algeria (1840), the United States (1842), Canada (1847), Chile (1943), East Bengal (1853) and in India (1960).

## II. THE HOLY CROSS TRADITION IN EDUCATION

***For many of us in Holy Cross, mission expresses itself in the education of youth in schools, colleges and universities. For others, our mission as educators takes place in parishes and other ministries*** (Constitutions of the Congregation of Holy Cross 2, 16). Teaching in the Holy Cross tradition is clearly a ministry of the Congregation. In our teaching and preaching, we confront the truth of the Gospel.

Jesus our master, called his disciples to be fishers of men and proclaimers of the Kingdom of God (Mk. 3/13-15). Jesus taught with authority about God's kingdom (Lk. 1/22). He called the disciples to be with him, to bring liberty to the captives and to proclaim the good news to the poor. Fr. Moreau wrote "***We shall always place education side by side with instructions; the mind will not be cultivated at the expense of the heart***" (Circular Letters.36).

The Holy Cross tradition of operating a school and teaching young people began in post-revolutionary France at a time in which Christian education was a crucial concern. For Fr. Moreau, the vocation of a teacher was a special call from God as important as God's call to the religious life. Fr. Moreau defined a Holy Cross education when he said that true education consisted in forming the hearts of young people.

**Holy Cross Education has the following characteristics:**

- A Holy Cross School serves a diverse population.
- A Holy Cross School finds ways of providing educational opportunities for the poor and disadvantaged, even at the cost of considerable sacrifice.
- A Holy Cross School is community and family.
- A Holy Cross School's service includes helping students to get the best education possible.
- A Holy Cross School selects and retains teachers with great care.
- A Holy Cross School helps students become active and informed citizens and instill in them a strong sense of personal self-worth and feelings of accomplishment.
- A Holy Cross School provides an orderly learning environment with efficient and well maintained facilities.

# SCHOOL REGULATIONS

## **Pattern**

The School includes classes from Nursery to Class X. The curriculum of the Central Board of secondary Education (CBSE), New Delhi, is followed from Class I to X. English is the medium of instruction. Three languages are compulsory from class VI to VIII, namely, English (First Language), Bengali (Second/Third Language) and Hindi (Second/Third Language). In Classes IX and X the student can choose between Bengali and Hindi as their Second language, English is compulsorily the first language.

## **Course of Study**

1. One year of Nursery - age 3+
2. One year of KG-I - age 4+
3. One year of KG II - age 5+
4. Ten years for CBSE Classes I - X.
5. Public examinations are held at the end of Class IX & X (CBSE).
6. Subjects Offered in **Classes I to X**
  - a. English Communicative (Language 1)
  - b. Bengali (Language 2/3)
  - c. Hindi Course B (Language 2/3)
  - d. Social Science
  - e. Science (Biology, Chemistry, Physics)
  - f. Mathematics
  - g. Additional Subject (optional only in Classes IX & X)
  - h. Internal Subjects
    - i. Life Skills
    - ii. Information and Technology
    - iii. Environmental Education
    - iv. Work Education
    - v. Music and art
    - vi. Classical dance
7. Rules and regulation of the syllabus and assessment of students' performance are in accordance with the standard set by the Central Board of Secondary Education (CBSE), New Delhi.



## Admissions and Withdrawals

- Admission and assignments to a particular section of the class are entirely reserved to the school authorities.
- All admissions will be subjected to a test of eligibility by means of oral and/or written tests. The merit of the student is the sole criterion of selection.
- The application for admission / Registration shall be accompanied by an authentic document containing the child's date of birth.
- A student coming from an affiliated and recognized school should produce a Transfer Certificate (T.C.) with a clear mention of the date of birth. (Original Mark sheet and T.C. should be submitted along with the application)
- The correct date of birth is to be given at the time of admission. **No changes** in the date of birth will be entertained. **The date of birth once registered cannot be altered.**
- Minimum age for admission to Nursery is 3+ years (40 months) as on APRIL 1.
- Certificates of any sort will be issued only two days after the application has been submitted to the office. A fee of Rs. 50/- will be charged for any extract from the school registers.
- The school management, acting through the Principal, may request the withdrawal of a student who fails for two consecutive years in the same class.
- The school reserves to itself the right to dismiss the students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to the other students or whose guardians show little interest in the progress of their wards. Immorality/grave insubordination/contempt of authority/disrespect towards the members of the staff/willful damage to property is always a sufficient reason for immediate dismissal.
- The school does not charge capitation fees. Offers of donations, bringing innuendoes to bear on the management with a view to gain admission etc. will entail disqualification of the candidate.

## Academic Year and Timings

The School academic year commences in April and ends in March.

**School Working Days : Monday – Saturday**

## Office Hours

The School office will remain open on all working days from 09.00 a.m. to 01.00 p.m.

## Rules for payment of School Fees

- Each Student will receive a school Fee booklet from the school office. Please note the only one school fee booklet will be given to an individual student. Any extra booklet will have to be bought from the school office.
  - The school fees shall be paid in BANDHAN Bank, Kumarghat Branch.
1. Fees will be received by the Office in-charge. The fee is to be paid on or before the 10<sup>th</sup> of the following month failing which **a fine of Rs. 10.00 per month** will be levied on all late payments. Please note that the fine will be cumulative. If for instance one's due is for the months of April and May and you pay the fees before 10th of June, his/her fine for two months will be Rs. 30/-
  2. The School Fees cover twelve calendar months. No reduction is made for holidays or broken Periods.
  3. Students who have not cleared the fee dues may not be allowed to sit for any terminal examination.
  4. **Fees will have to be paid as long as pupils name is on the roll.**
  5. The school fees and other dues are liable to be revised at any time due to the increasing cost of maintenance, other expenses and teachers' salary.
  6. Certificates may be withheld from pupils who have arrears of fees.
  7. Pupils joining or leaving the school during the year will have to pay all the fees of that term. (April - September/October-March)
  8. Parents /Guardians may pay all the fees at a time in the beginning of the year.

## **Academic Session**

**The School Academic year is divided in the following manner:**

### **Classes I to V (Two Terms)**

Pre Mid-term : April to June (Pen-paper test in July)  
Mid Term : April to September (Pen-paper test in September)

### **(Mid-Term Exam will be based on the complete Syllabus of Term I (April to September))**

Post Mid-term : October to December (Pen-paper test in December)  
Annual Exams : October to March (Pen-paper test in March)

### **(Annual Exam will be based on the complete Syllabus of Term II (Oct. to March))**

*Note: Apart from the above mentioned exams there shall also be periodic tests / assignments or projects to ensure continuous learning.*

### Classes VI to X – (Two Terms)

Subjects	TERM-1 (100 marks)(1st half of the session)20 marks Periodic Assessment + 80 marks for Half Yearly Exam		TERM-2 (100 marks)(2nd half of the session)20 marks Periodic Assessment +80 marks for Yearly Exam	
Language -1	PA 20 marks	Half Yearly Exam  Written exam for 80 marks with syllabus covered till announcement of Half Yearly exam dates by school	PA 20 marks	Yearly Exam  Written exam for 80 marks with syllabus coverage as below: Class VI: 10% of 1st term covering significant topics + entire syllabus of 2nd term Class VII: 20% of 1st term covering significant topics + entire syllabus of 2nd term Class VIII: 30% of 1st term covering significant topics + entire syllabus of 2nd term
Language -2	Periodic Test 10 marks with syllabus covered till announcement of test dates by school		Periodic Test 10 marks with syllabus covered till announcement of test dates by school	
Language -3	marks with syllabus covered till announcement of test dates by school			
Mathematics	Note Book Submission 5 marks at term-end		Sub Enrichment 5 marks at term-end	
Science	Sub Enrichment 5 marks at term-end			
Social Science				
Any other Subjects				

**The School Academic year is divided in the following manner:**

- Pre Mid-term : April to June (Pen-paper test in July)  
Mid Term : August to September (Pen-paper test in September)

**(Mid-Term Exam will be based on the complete Syllabus of Term I (April to September))**

- Post Mid-term : October to December (Pen-paper test in December)  
Annual Exams : January to March (Pen-paper test in March)

**(Annual Exam will be based on the criterion as per the direction of CBSE Board as mentioned above)**

***Note: Apart from the above mentioned exams there shall also be periodic tests / assignments or projects to ensure continuous learning.***

**Promotion to higher class depends upon:**

- Regularity in attendance (minimum 75% is a must)
- Quality of day-to-day participation in class.
- Written work and projects assigned by the subject teachers.
- Satisfactory performance at the internal assessments and tests.
- The minimum mark required for pass for subjects out of 80 is 27 and for subjects out of 50, is 17.
- A pupil who fails to attain the required standard in **language subjects (i.e. English, Bengali, and Hindi), Mathematics, Science, and Social Science** will not be promoted.
- Promotion is granted on the basis of the marks/grades obtained in all the assessments/tests and whole year's work of the pupil. Hence, **one needs to be regular in school.**
- Students who do not appear for any of the Assessments will be treated as having no marks in it. **The decision of the school authorities with regard to promotion is final.**

**Parent – Teacher Meeting**

Parent Teacher meetings are arranged periodically and information about which will be given. During this meeting the guardians get an opportunity to talk to the class teacher

concerned about the progress of their wards. The Progress Report of Term I will be shown to the guardians in the school only. However, should any parent feel that she/he needs to meet the Principal or any teacher with regard to the work or conduct of his/her child or for any problem faced by the child, he/she is encouraged to do so at the earliest, after making an appointment with the Principal or the teacher concerned.

The school administration will take a serious view of the parents regularly absenting themselves from such meetings or showing indifference towards their children's education.

## **School Uniform**

**Parents are requested to maintain uniformity in colour and tailoring. Those who do not have the approved colour and pattern will not be permitted to the class.**

### **K.G-I and K.G-II**

The students of Nursery, K.G-I and K.G-II will have the same uniform on all the days.

### **I to III - Monday, Tuesday, Thursday and Friday**

Shirts	: Maroon and white vertical stripes
Pants/Skirt	: Grayish black
Tie	: As provided by the school
Belt	: As provided by the school
Socks	: As provided by the school
Shoes	: Black shoes with laze.

### **Wednesday**

Shirts	: Plain white
Pants/Skirt	: Plain White
Tie	: As provided by the school
Belt	: As provided by the school
Socks	: As provided by the school
Shoes	: White P.T. (canvas) shoes with laze.

### **Saturday**

T- Shirts	: According to the house
Pants/Skirt	: Plain White
Belt	: As provided by the school
Socks	: As provided by the school
Shoes	: White P.T. (canvas) shoes with laze.

### **IV to X - Monday, Tuesday, Thursday and Friday**

Shirts	: Maroon and white vertical stripes
Pants (Boys)	: Grayish black – (loose fitting)
Skirt/Tunic (Girls)	: Grayish black, Black Leggings
Head band	: Red (Nothing other than the specified colour is allowed)
Tie	: As provided by the school
Belt	: As provided by the school
Socks	: As provided by the school
Shoes	: Black shoes with laze.

### **Wednesday**

Shirts	: Plain white
Pants (Boys)	: Plain white– (loose fitting)
Tunic (Girls)	: Grayish black, White Leggings
Head band	: Red (Nothing other than the colour specified is allowed)
Tie	: As provided by the school
Belt	: As provided by the school
Socks	: As provided by the school
Shoes	: White P.T. (canvas) shoes with laze.

### **Saturday**

T-Shirt	: According to the house
Pants/tunic	: Plain White (White Leggings for girls)
Belt	: As provided by the school
Head band/Ribbon	: Red (Nothing other than the colour specified is allowed)
Socks	: As provided by the school
Shoes	: White P.T. (canvas) shoes with laze.

**Winter:** Gray Pullover with red borders lines or blazer with Uniform Cloth (Gray)

**Every student is expected to wear the school ID card around the neck everyday in the school once it is given to them.**

### **S.U.P.W / Art Education**

The very purpose of the education is to strive to build an integrated personality, accord between thought, word and deed or between head, heart and hand.

SUPW/Art Education bridges the gap between work and education. This allows for closer linkages between theories learnt and skills acquired and their real life applications.

A student is recommended to keep the same discipline for a minimum of 3 years; that is, one discipline as long as he/she is in primary (I –III), another in middle school (IV-VI) and another in high school (VII-X). This would mean that a student gets trained in four disciplines before he/she completes his/her schooling. Requests in between for the changes will not be entertained. The following chart gives a picture of various disciplines provided in the school:

### **S.U.P.W / Art Education**

<b>Classes</b>	<b>Disciplines</b>
I – III	Art, craft, singing, Yoga, dance, Badminton, Foot Ball.
IV – VI	Yoga, craft, Dance, Singing, Art, Computer, Badminton, Volley Ball, Foot Ball, Basket Ball, Cricket, Club activities, NCC, etc
VII & VIII	Community Service, Dramatics, Folk Dance, Musical Instruments, Art, Computer, Needle Work, Club activities, NCC, Basket Ball, Badminton, Cricket, Foot Ball Volley Ball.
IX & X	Community Service, Folk Dance, Computer, Commercial Art, Craft, embroidery, Needle work, Knitting, Meal Planning, Gardening.



## School Counselors

Holy Cross School, Kumarghat provides two Counselors a male and female for the consultation of the Parents as well as students who look forward to some guidance in life. In order to avail this facility please take a prior appointment.

## Code of Conduct

Enrolment in Holy Cross School implies on the part of the pupil and the parents, willingness to comply with the requirements and regulations of the school.

### A. School Uniform

1. All the students should come to the school clean and tidy; failing which they may be excluded from the class or even sent home.
2. The students are **strictly forbidden to wear gold ornaments** in the school. If they do so, it will be confiscated.
3. The students are strictly forbidden to use any **make-up, bleaching and colouring of hair, mehndi, nail polish and any other accessories** other than the prescribed uniform.
4. All the photographs to be used for school purpose or to be attested by the school should be in the school uniform.
5. Identity card is compulsory for every student for entry to class. To prepare a duplicate identity card a stamp size (2cmx2.5 cm) photograph in school uniform has to be submitted together with Performa which is available in the school office.
6. It is obligatory to wear the uniform prescribed for the season on class days and at school functions. Those who are **not correctly dressed** in conformity with the regulation of the school will not be admitted to the classes.

### B. Regularity and General Department

7. Every student / teacher is expected to reach the school 15 minutes before the Assembly.
8. Pupils are required to put in 90% of Attendance. Those below 75% of attendance will not be promoted to the higher classes. **Leave of absence will be granted only for serious reasons on previously written application form by the parents or guardians.**

9. **Except for reasons of ill health and unavoidable circumstances, a prior written application from the guardian is required for any leave of absence.**
10. In case of absence without leave, the students, on returning to the school, **must produce the reason of absence certificate from his/her Parents or Guardian.**
11. If any pupil has been absent, on return he/she **should not enter** the class without first obtaining permission from the Class Teacher or Principal as required.
12. If a student is absent for one day the class teacher can grant leave. However, if a student is absent more than one day he or she should meet Principal or Head mistress to obtain the permission to enter the class.
13. Those who are absent because of sickness or accident should produce a certificate from doctor.
14. A student returning to school after contracting a contagious or infectious disease should produce a Doctor's Fitness Certificate permitting him/her to attend classes, without any danger to other students.
15. No one may leave the school Premises during school hours without a written permission from the Principal. **Half day attendance** will not be permitted for the students. Pupils will not be sent home with anyone other than the parents.
16. A student missing from the class room during class hours without the permission of the teacher concerned even if it is for practices of any kind will be liable to punishment.
17. For those staying in rented houses will not be given leave for visiting their houses on school days.
18. Any pupil who absents himself/herself for one calendar month without a written permission from the Principal shall have his/her name struck off the rolls. To be re-admitted he/she will have to pay fresh admission fees as well as all fees for the said period of absence.
19. Those **who do not report to class for one week after the vacation will have their names struck off the rolls.** The Principal reserves the right to consider applications for the readmission of such pupils.
20. **Attendance on opening and closing day is compulsory.**
21. Pupils are expected to regularly prepare their lessons & do their homework.

22. Pupils should treat their classrooms as sacred places. They are expected to maintain silence and order in the classrooms. During the absence of a teacher from the class, pupils must obey the leader appointed to maintain good order.
23. Running, playing or shouting in the school building is not permitted. During the class hours pupils should move along the corridors in silence and in order.
24. Participation in games, physical training, cultural activities and socially useful productive works, are compulsory. Exemption will be granted on medical grounds only.
25. Pupils are strictly forbidden to form any association or to engage themselves in any group activity or to raise funds for any purpose without the permission of the Principal or an officer authorized by him on his behalf.
26. Irregular attendance, habitual idleness, theft, dishonesty, immoral conduct, insubordination, neglect of home work, disobedience or disrespect towards the members of the staff, unruly behaviour or immoral influence justifies dismissal.
27. **English should be spoken in the school bus and in the school premises at all times** in order to acquire fluency in speaking the language.

### **C. Personal Belongings and School Property**

28. Books, cardigans, Tiffin boxes, water bottles, etc. belonging to the pupils should bear the name of the owner. The school does not hold itself responsible for articles lost in the school premises.
29. Pupils are **not allowed** to buy, sell or exchange any articles among themselves in the school premises.
30. No one should write on the furniture or walls or damage any school articles. Damage by accident should be reported to the Principal at once. Any damage caused to school property or to the property of another student must be made good or a fine will be levied.
31. **Pupils of this school are not permitted to bring Mobile phones, Electronic gadgets, unauthorized CDs, memory cards, pen drives, Fancy watches, Gold ornaments and other valuable goods to the school.**

32. **Students are not allowed to bring crackers, colours, etc. to the school. Burning of crackers and playing with colours are liable to lead to the expulsion of the student from the school.**
33. Pupils shall not circulate books, magazines or periodicals in the school without the permission of the Principal/ Headmistress.

#### **D. Examination, Home Work and Assignments**

34. Only pupils who have cleared school fees are permitted to appear for examinations.
35. Home work or any assignment given by the teacher is to be done at home; it may include writing, reading, memorizing, drawing, Project making, and the like. Every student is expected to do the Home Work regularly; it is the sign of a good student.
36. Those who have not done their homework may not be allowed to sit in the class.
37. It is the duty of the guardians to make sure that the students do the home work.
38. If a student fails to do the home work **1 mark** per each day's home work will be reduced from his/her total marks by the subject teacher.
39. If a student is found to be not doing the homework regularly a warning will be issued to the student through the guardian and after a total of such three warnings in an academic session in any subject the student will be issued Transfer Certificate.
40. Silly reasons like headache and visits to relative's house and any kind of functions will not be considered as valuable reasons for not doing the homework.
41. Any student found resorting to unfair means and receiving/ giving assistance in any form during tests/examinations tampers with marks/answer sheets or school certificates will be given zero in the subject and a warning letter. Repetition of the same will result in dismissal.

#### **E. Hand writing & use of pen, pencil etc.**

42. Every student up to class VIII is expected to submit a page of Hand Writing as instructed from the school.

43. If any student doesn't submit the Hand writing, he/she is liable to lose mark from the total and the student should write 5 pages minimum while submitting the same Hand Writing copy the next time.
44. Hand Writing is to be done only with pencil in classes up to class III and Gel pen or ink pen for all the other classes.
45. If there is no improvement in the Hand writing of a student it is to be brought to the notice of the guardian and Principal by the teacher concerned.
46. The Hand-writing copies are submitted to the teachers and given back to the students by the class leaders and the defaulters names are given to the Class Teacher by the leaders.
47. Students of K.G-I to class-III are allowed to use only pencil for writing.
48. Students of Classes-IV to Class- VIII are allowed to use only ink-pens or gel pens and not ball pens.
49. The students are allowed to write the notes only in black and blue colours.
50. Students are not allowed to use red or green colour pens, blade, knife, correction ink and calculator in the school.
51. Students are not allowed to use in the school geometry box, scales and note books with mathematic equations and formulas.
52. Students are required to keep their note books, safe, neat and tidy. No unnecessary drawing, stickers and writings are to be found in the note books and school diary.

### **F. Library Rules**

1. Library books may be issued once in two weeks.
2. When taking a book, if any defect is noticed, it should be brought to the notice of the Librarian.
3. Books lost or damaged must be replaced by the borrower.
4. Books overdue may be returned on any library day with a fine of Rs. 5/- per day.

## APRIL - 2021

01	Thu	Holiday	Maundy Thursday
02	Fri	Holiday	Good Friday
03	Sat	Holiday	Holy Saturday
04	Sun	Holiday	Easter Sunday
05	Mon	-	KG I & KG II: Re-Admission & Books Distri.
06	Tue	-	I & II: Re-Admission & Books Distribution
07	Wed	-	III & IV: Re-Admission & Books Distribution
08	Thu	-	V & VI: Re-Admission & Books Distribution
09	Fri	-	VII & VIII: Re-Admission & Books Distri.
10	Sat	-	IX & X: Re-Admission & Books Distribution
11	Sun	Holiday	
12	Mon	-	Seminors for Teachers
13	Tue	-	Seminors for Teachers
14	Wed	-	Biju Festival
15	Thu	-	Bengali New Year
16	Fri	Class	School Reopens for the academic year 2021-22
17	Sat	Class	
18	Sun	Holiday	
19	Mon	Class	
20	Tue	Class	
21	Wed	Holiday	Garia Puja
22	Thu	Holiday	Garia Puja
23	Fri	Holiday	Garia Puja
24	Sat	Class	Full class (Friday's Timetable)
25	Sun	Holiday	
26	Mon	Class	Seminar for Leaders
27	Tue	Class	Investiture Ceremony
28	Wed	Class	
29	Thu	Class	Inauguration of Nursery
30	Fri	Class	

## MAY - 2021

01	Sat	Class	May Day; Non-Teaching Staff Day
02	Sun	Holiday	
03	Mon	Class	
04	Tue	Class	
05	Wed	Class	
06	Thu	Class	
07	Fri	Class	
08	Sat	Holiday	
09	Sun	Holiday	
10	Mon	Class	
11	Tue	Class	
12	Wed	Class	
13	Thu	Class	
14	Fri	Holiday	Id-UI-Fitr Summer Vacation Begins
15	Sat	Holiday	
16	Sun	Holiday	
17	Mon	Holiday	
18	Tue	Holiday	
19	Wed	Holiday	
20	Thu	Holiday	
21	Fri	Holiday	
22	Sat	Holiday	
23	Sun	Holiday	
24	Mon	Holiday	
25	Tue	Holiday	
26	Wed	Holiday	Buddha Purnima / B'Day of Kazi Nazrul Islam
27	Thu	Class	School Re-opens after summer vacation
28	Fri	Class	
29	Sat	Class	
30	Sun	Holiday	
31	Mon	Class	

## JUNE - 2021

01	Tue	Class	
02	Wed	Class	
03	Thu	Class	
04	Fri	Class	
05	Sat	Class	
06	Sun	Holiday	
07	Mon	Class	
08	Tue	Class	
09	Wed	Class	
10	Thu	Class	
11	Fri	Class	
12	Sat	Holiday	
13	Sun	Holiday	
14	Mon	Class	
15	Tue	Class	
16	Wed	Class	
17	Thu	Class	
18	Fri	Class	
19	Sat	Class	
20	Sun	Holiday	
21	Mon	Class	
22	Tue	Class	
23	Wed	Class	
24	Thu	Class	
25	Fri	Class	
26	Sat	Class	
27	Sun	Holiday	
28	Mon	Class	
29	Tue	Class	
30	Wed	Class	



## JULY - 2021

01	Thu	Class	
02	Fri	Class	
03	Sat	Class	
04	Sun	Holiday	
05	Mon	Class	
06	Tue	Class	
07	Wed	Class	
08	Thu	Class	
09	Fri	Class	
10	Sat	Holiday	
11	Sun	Holiday	
12	Mon	Holiday	Rathajatra
13	Tue	Class	
14	Wed	Class	
15	Thu	Class	
16	Fri	Class	
17	Sat	Holiday	Kharchi Puja
18	Sun	Holiday	
19	Mon	Class	
20	Tue	Class	
21	Wed	Holiday	Id-U1- Zuha (Bakrid)
22	Thu	Exam	Periodic Test - I
23	Fri	Exam	Periodic Test - I
24	Sat	Exam	Periodic Test - I
25	Sun	Holiday	
26	Mon	Exam	Periodic Test - I
27	Tue	Exam	Periodic Test - I
28	Wed	Class	
29	Thu	Class	
30	Fri	Class	
31	Sat	Holiday	Ker Puja

## AUGUST - 2021

01	Sun	Holiday	
02	Mon	Class	
03	Tue	Class	
04	Wed	Class	
05	Thu	Class	
06	Fri	Class	
07	Sat	Class	
08	Sun	Holiday	
09	Mon	Class	
10	Tue	Class	
11	Wed	Class	
12	Thu	Class	
13	Fri	Class	
14	Sat	Holiday	
15	Sun	Holiday	Independence Day
16	Mon	Class	
17	Tue	Class	
18	Wed	Class	
19	Thu	Holiday	Muharram
20	Fri	Class	
21	Sat	Class	
22	Sun	Holiday	
23	Mon	Class	
24	Tue	Class	
25	Wed	Class	
26	Thu	Class	
27	Fri	Class	
28	Sat	Class	
29	Sun	Holiday	
30	Mon	Holiday	Janmashtami
31	Tue	Class	

## SEPTEMBER - 2021

01	Wed	Class	
02	Thu	Class	
03	Fri	Class	
04	Sat	Class	
05	Sun	Holiday	Teachers' Day
06	Mon	Class	
07	Tue	Class	
08	Wed	Class	
09	Thu	Class	
10	Fri	Class	
11	Sat	Holiday	
12	Sun	Holiday	
13	Mon	Class	
14	Tue	Holiday	
15	Wed	Class	Holy Cross Feast
16	Thu	Class	
17	Fri	Holiday	Biswakarma Puja
18	Sat	Class	
19	Sun	Holiday	
20	Mon	Class	
21	Tue	Class	
22	Wed	Class	
23	Thu	Exam	Half Yearly Exam
24	Fri	Exam	Half Yearly Exam
25	Sat	Exam	Half Yearly Exam
26	Sun	Holiday	
27	Mon	Exam	Half Yearly Exam
28	Tue	Exam	Half Yearly Exam
29	Wed	Exam	Half Yearly Exam
30	Thu	Exam	Half Yearly Exam

## OCTOBER - 2021

01	Fri	Exam	Half Yearly Exam
02	Sat	Holiday	Gandhi Jayanti
03	Sun	Holiday	
04	Mon	Exam	Half Yearly Exam
05	Tue	Exam	Half Yearly Exam
06	Wed	Holiday	Mahalaya
07	Thu	Class	
08	Fri	Class	
09	Sat	Holiday	
10	Sun	Holiday	
11	Mon	Class	
12	Tue	Holiday	Puja Vacation
13	Wed	Holiday	Puja Vacation
14	Thu	Holiday	Puja Vacation
15	Fri	Holiday	Puja Vacation
16	Sat	Holiday	Puja Vacation
17	Sun	Holiday	Puja Vacation
18	Mon	Holiday	Puja Vacation
19	Tue	Holiday	Puja Vacation
20	Wed	Holiday	Puja Vacation
21	Thu	Holiday	Puja Vacation
22	Fri	Class	School reopens after Puja Vacation
23	Sat	Class	Full Class (Thursday Time table)
24	Sun	Holiday	
25	Mon	Class	
26	Tue	Class	
27	Wed	Class	
28	Thu	Class	
29	Fri	Class	
30	Sat	Class	
31	Sun	Holiday	

## NOVEMBER - 2021

01	Mon	Class	
02	Tue	Class	
03	Wed	Class	
04	Thu	Holiday	Diwali
05	Fri	Class	
06	Sat	Holiday	Bhatridwitiya
07	Sun	Holiday	
08	Mon	Class	
09	Tue	Class	
10	Wed	Class	
11	Thu	Class	
12	Fri	Class	
13	Sat	Holiday	
14	Sun	Holiday	Children's Day
15	Mon	Class	
16	Tue	Class	
17	Wed	Class	
18	Thu	Class	
19	Fri	Class	
20	Sat	Class	
21	Sun	Holiday	
22	Mon	Class	Cultural / Sports Week
23	Tue	Class	
24	Wed	Class	
25	Thu	Class	
26	Fri	Class	
27	Sat	Class	Sports Day
28	Sun	Holiday	
29	Mon	Class	
30	Tue	Class	

## DECEMBER - 2021

01	Wed	Class	
02	Thu	Class	
03	Fri	Class	
04	Sat	Class	
05	Sun	Holiday	
06	Mon	Class	
07	Tue	Class	
08	Wed	Class	
09	Thu	Class	
10	Fri	Class	
11	Sat	Holiday	
12	Sun	Holiday	
13	Mon	Class	
14	Tue	Class	
15	Wed	Class	
16	Thu	Class	
17	Fri	Class	
18	Sat	Class	Annual Day
19	Sun	Holiday	
20	Mon	Class	
21	Tue	Class	
22	Wed	Class	
23	Thu	Holiday	Winter Vacation begins
24	Fri	Holiday	
25	Sat	Holiday	Christmas
26	Sun	Holiday	
27	Mon	Holiday	
28	Tue	Holiday	
29	Wed	Holiday	
30	Thu	Holiday	
31	Fri	Holiday	

## JANUARY - 2022

01	Sat	Holiday	New year
02	Sun	Holiday	
03	Mon	Holiday	
04	Tue	Class	School Reopening after vacation
05	Wed	Class	
06	Thu	Class	Class X Pre-Board Exam
07	Fri	Class	Class X Pre-Board Exam
08	Sat	Holiday	
09	Sun	Holiday	
10	Mon	Class	Class X Pre-Board Exam
11	Tue	Class	Class X Pre-Board Exam
12	Wed	Class	Class X Pre-Board Exam
13	Thu	Class	Class X Pre-Board Exam
14	Fri	Holiday	PousParban
15	Sat	Class	
16	Sun	Holiday	
17	Mon	Class	
18	Tue	Class	
19	Wed	Class	
20	Thu	Class	
21	Fri	Class	
22	Sat	Class	
23	Sun	Holiday	Netaji's Birthday
24	Mon	Class	
25	Tue	Class	
26	Wed	Holiday	Republic Day
27	Thu	Class	
28	Fri	Class	
29	Sat	Class	
30	Sun	Holiday	
31	Mon	Class	

## FEBRUARY - 2022

01	Tue	Class	
02	Wed	Class	
03	Thu	Class	
04	Fri	Class	
05	Sat	Holiday	Saraswati Puja
06	Sun	Holiday	
07	Mon	Class	
08	Tue	Class	
09	Wed	Class	
10	Thu	Class	
11	Fri	Class	
12	Sat	Holiday	
13	Sun	Holiday	
14	Mon	Class	Distribution of Admit Card for Annual Exam
15	Tue	Class	
16	Wed	Class	
17	Thu	Class	
18	Fri	Class	
19	Sat	Class	
20	Sun	Holiday	
21	Mon	Class	Annual Exam
22	Tue	Class	Annual Exam
23	Wed	Class	Annual Exam
24	Thu	Class	Annual Exam
25	Fri	Class	Annual Exam
26	Sat	Class	Annual Exam
27	Sun	Holiday	
28	Mon	Class	Annual Exam



## MARCH - 2022

01	Tue	Holiday	Maha Shivaratri
02	Wed	Class	Annual Exam
03	Thu	Class	Annual Exam
04	Fri	Class	Annual Exam
05	Sat	-	Answer Script Evaluation
06	Sun	Holiday	
07	Mon	-	Answer Script Evaluation
08	Tue	-	Answer Script Evaluation
09	Wed	-	Answer Script Evaluation
10	Thu	-	Answer Script Evaluation
11	Fri	-	Answer Script Evaluation
12	Sat	Holiday	Exchange of marks
13	Sun	Holiday	
14	Mon	-	Progress Report Preparation
15	Tue	-	Progress Report Preparation
16	Wed		Annual result
17	Thu	Holiday	Annual vacation
18	Fri	Holiday	Holi
19	Sat	Holiday	
20	Sun	Holiday	
21	Mon	Holiday	
22	Tue	Holiday	
23	Wed	Holiday	
24	Thu	Holiday	
25	Fri	Holiday	
26	Sat	Holiday	
27	Sun	Holiday	
28	Mon	Holiday	
29	Tue	Holiday	
30	Wed	Holiday	
31	Thu	Holiday	

## APRIL- 2022

01	Fri	-	Annual Fees Payment
02	Sat	-	Annual Fees Payment
03	Sun	-	
04	Mon	-	KG I & KG II: Re-Admission & Books Distri.
05	Tue	-	I & II: Re-Admission & Books Distribution
06	Wed	-	III & IV: Re-Admission & Books Distribution
07	Thu	-	V & VI: Re-Admission & Books Distribution
08	Fri	-	VII & VIII: Re-Admission & Books Distri.
09	Sat	-	IX & X: Re-Admission & Books Distribution
10	Sun	Holiday	
11	Mon	Class	School Reopening for the academic year 2022-23
12	Tue	Class	
13	Wed	Holiday	Biju Festival
14	Thu	Class	
15	Fri	Holiday	Good Friday/ Bengali New Year's Day
16	Sat	Class	
17	Sun	Holiday	
18	Mon	Class	
19	Tue	Class	
20	Wed	Class	
21	Thu	Holiday	Garia Puja
22	Fri	Class	
23	Sat	Class	
24	Sun	Holiday	
25	Mon	Class	
26	Tue	Class	
27	Wed	Class	
28	Thu	Class	
29	Fri	Class	
30	Sat	Class	

**HOLY CROSS EDUCATIONAL FOUNDATION**  
**IMPORTANT EVENTS AND HOLIDAYS (2021-22)**

School reopening	: 16 <sup>th</sup> April
Garia Puja	: 21-23 April
Summer Vacation	: 14 <sup>th</sup> May to 26 <sup>th</sup> May (13 Days)
School Reopening	: 27 <sup>th</sup> May
Rathajatra	: 12 <sup>th</sup> July
Karchi Puja	: 17 <sup>th</sup> July
Id-Uz Zuha	: 21 <sup>st</sup> July
Ker Puja	: 31 <sup>st</sup> July
Independence Day	: 15 <sup>th</sup> August
Janmashtami	: 30 <sup>th</sup> August
Teachers' Day	: 5 <sup>th</sup> September
Admit cards for H.Y Exam	: 13 <sup>th</sup> September
Holy Cross Feast	: 15 <sup>th</sup> September
Biswakarma Puja	: 17 <sup>th</sup> September
Half Yearly Exam	: 23 <sup>rd</sup> September to 5 <sup>th</sup> Oct
Gandhi Jayanti	: 2 <sup>nd</sup> October
Mahayala	: 6 <sup>th</sup> October
Puja Vacation	: 12 <sup>th</sup> Oct to 21 <sup>st</sup> Oct. (10 days)
School Reopening	: 23 <sup>rd</sup> Oct to 2 <sup>nd</sup> November
Diwali	: 4 <sup>th</sup> November
Bhatridwitiya	: 6 <sup>th</sup> November
Children's Day	: 14 <sup>th</sup> November
Winter Vacation	: 23 <sup>rd</sup> Dec to 3 <sup>rd</sup> January (12 Days)
School Reopening	: 4 <sup>th</sup> January
PousParban	: 14 <sup>th</sup> January
Republic Day	: 26 <sup>th</sup> January
Saraswati Puja	: 5 <sup>th</sup> February
Admit cards for Annual Exam	: 14 <sup>th</sup> February
Annual Exams	: 21 <sup>st</sup> Feb to 4 <sup>th</sup> March
Annual Results	: 16 <sup>th</sup> March
Annual Vacation	: 17 <sup>th</sup> March to 6 <sup>th</sup> April (21 days)

ACADEMIC YEAR 2022-23  
School Reopening : 11th April

## ASSESSMENT FOR FIRST TERM (I - III)

DATE	I	II	III	
	-	ENGLISH	MATHS	
	-	MATHS	ENGLISH	
	ENGLISH	HINDI	HINDI	
	MATHS	BENGALI	E. SCIENCE	
	HINDI	EVS	SOCIAL SC.	
	EVS	ENGLISH	BENGALI	
	BENGALI	MATHS	MATHS	
	ENGLISH	HINDI	ENGLISH	
	MATHS	BENGALI	HINDI	
	HINDI	EVS	E. SCIENCE	
	EVS	ENGLISH	SOCIAL SC.	
	BENGALI	MATHS	BENGALI	
	ENGLISH	HINDI	MATHS	
	MATHS	BENGALI	ENGLISH	
	HINDI	EVS	HINDI	
	EVS	ENGLISH	E. SCIENCE	
	BENGALI	MATHS	SOCIAL SC.	
	ENGLISH	HINDI	BENGALI	
	MATHS	BENGALI	MATHS	
	HINDI	EVS	ENGLISH	
	EVS	ENGLISH	HINDI	
	BENGALI	MATHS	E. SCIENCE	
	ENGLISH	HINDI	SOCIAL SC.	
	MATHS	BENGALI	BENGALI	
	HINDI	EVS	MATHS	
	EVS	ENGLISH	ENGLISH	
	BENGALI	MATHS	HINDI	
	ENGLISH	HINDI	E. SCIENCE	
	MATHS	BENGALI	SOCIAL SC.	
	HINDI	EVS	BENGALI	
	EVS	ENGLISH	MATHS	
	BENGALI	MATHS	ENGLISH	

## ASSESSMENT FOR SECOND TERM (I - III)

DATE	I	II	III	
	ENGLISH	ENGLISH	MATHS	
	MATHS	MATHS	ENGLISH	
	HINDI	HINDI	HINDI	
	EVS	BENGALI	E. SCIENCE	
	BENGALI	EVS	SOCIAL SC.	
	ENGLISH	ENGLISH	BENGALI	
	MATHS	MATHS	MATHS	
	HINDI	HINDI	ENGLISH	
	EVS	BENGALI	HINDI	
	BENGALI	EVS	E. SCIENCE	
	ENGLISH	ENGLISH	SOCIAL SC.	
	MATHS	MATHS	BENGALI	
	HINDI	HINDI	MATHS	
	EVS	BENGALI	ENGLISH	
	BENGALI	EVS	HINDI	
	ENGLISH	ENGLISH	E. SCIENCE	
	MATHS	MATHS	SOCIAL SC.	
	HINDI	HINDI	BENGALI	
	EVS	BENGALI	MATHS	
	BENGALI	EVS	ENGLISH	
	ENGLISH	ENGLISH	HINDI	
	MATHS	MATHS	E. SCIENCE	
	HINDI	HINDI	SOCIAL SC.	
	EVS	BENGALI	BENGALI	
	BENGALI	EVS	MATHS	
	ENGLISH	ENGLISH	ENGLISH	
	MATHS	MATHS	HINDI	
	HINDI	HINDI	E. SCIENCE	
	EVS	BENGALI	SOCIAL SC.	
	BENGALI	EVS	BENGALI	
	ENGLISH	ENGLISH	MATHS	

## ASSESSMENT FOR FIRST TERM (IV - IX)

DATE	IV	V	VI	VII	VIII	IX	X
	English	English	English	Maths	Science	English	English
	Hindi	Hindi	Hindi	Science	Bengali	Hindi/Beng	Hindi/Beng
	S.Sc.	S.Sc.	S.Sc.	Bengali	Maths	S.Sc.	S.Sc.
	Maths	Maths	Maths	English	Hindi	Maths	Maths
	Science	Science	Science	Hindi	S.Sc.	Science	Science
	Bengali	Bengali	Bengali	S.Sc.	English	English	English
	English	English	English	Maths	Science	Hindi/Beng	Hindi/Beng
	Hindi	Hindi	Hindi	Science	Bengali	S.Sc.	S.Sc.
	S.Sc.	S.Sc.	S.Sc.	Bengali	Maths	Maths	Maths
	Maths	Maths	Maths	English	Hindi	Science	Science
	Science	Science	Science	Hindi	S.Sc.	English	English
	Bengali	Bengali	Bengali	S.Sc.	English	Hindi/Beng	Hindi/Beng
	English	English	English	Maths	Science	S.Sc.	S.Sc.
	Hindi	Hindi	Hindi	Science	Bengali	Maths	Maths
	S.Sc.	S.Sc.	S.Sc.	Bengali	Maths	Science	Science
	Maths	Maths	Maths	English	Hindi	English	English
	Science	Science	Science	Hindi	S.Sc.	Hindi/Beng	Hindi/Beng
	Bengali	Bengali	Bengali	S.Sc.	Science	S.Sc.	S.Sc.
	English	English	English	Maths	Bengali	Maths	Maths
	Hindi	Hindi	Hindi	Science	Bengali	Science	Science
	S.Sc.	S.Sc.	S.Sc.	Bengali	Maths	Maths	Maths

## ASSESSMENT FOR FIRST TERM (IV - IX)

DATE	IV	V	VI	VII	VIII	IX	X
	Maths	Maths	Maths	English	Hindi	English	English
	Science	Science	Science	Hindi	S.Sc.	Hindi/Beng	Hindi/Beng
	Bengali	Bengali	Bengali	S.Sc.	English	S.Sc.	S.Sc.
	English	English	English	Maths	Science	Maths	Maths
	Hindi	Hindi	Hindi	Science	Bengali	Science	Science
	S.Sc.	S.Sc.	S.Sc.	Bengali	Maths	English	English
	Maths	Maths	Maths	English	Hindi	Hindi/Beng	Hindi/Beng
	Science	Science	Science	Hindi	S.Sc.	S.Sc.	S.Sc.
	Bengali	Bengali	Bengali	S.Sc.	English	Maths	Maths
	English	English	English	Maths	Science	Science	Science
	Hindi	Hindi	Hindi	Science	Bengali	English	English
	S.Sc.	S.Sc.	S.Sc.	Bengali	Maths	Hindi/Beng	Hindi/Beng
	Maths	Maths	Maths	English	Hindi	S.Sc.	S.Sc.
	Science	Science	Science	Hindi	S.Sc.	Maths	Maths
	Bengali	Bengali	Bengali	Science	Bengali	Science	Science
	English	English	English	Science	Bengali	English	English
	Hindi	Hindi	Hindi	Bengali	Maths	Hindi/Beng	Hindi/Beng
	S.Sc.	S.Sc.	S.Sc.	English	Hindi	S.Sc.	S.Sc.
	Maths	Maths	Maths	Hindi	S.Sc.	Maths	Maths
	Science	Science	Science	Science	English	Science	Science
	Bengali	Bengali	Bengali	Science	Bengali	English	English
				Bengali	Maths	Hindi/Beng	Hindi/Beng
				English	Hindi	S.Sc.	S.Sc.
				Hindi	S.Sc.	Maths	Maths
				S.Sc.	English	Science	Science
				Bengali	Bengali	English	English
				Bengali	Maths	Hindi/Beng	Hindi/Beng
				Bengali	Hindi	S.Sc.	S.Sc.
				Science	S.Sc.	Maths	Maths
				Bengali	English	Science	Science

## ASSESSMENT FOR FIRST TERM (IV - IX)

DATE	IV	V	VI	VII	VIII	IX	X
	English	Maths	English	Maths	Science	English	English
	Hindi	Science	Hindi	Science	Bengali	Hindi/Beng	Hindi/Beng
	S.Sc.	Bengali	S.Sc.	Bengali	Maths	S.Sc.	S.Sc.
	Maths	English	Maths	English	Hindi	Maths	Maths
	Science	Hindi	Science	Hindi	S.Sc.	Science	Science
	Bengali	S.Sc.	Bengali	S.Sc.	English	English	English
	English	Maths	English	Maths	Science	Hindi/Beng	Hindi/Beng
	Hindi	Science	Hindi	Science	Bengali	S.Sc.	S.Sc.
	S.Sc.	Bengali	S.Sc.	Bengali	Maths	Maths	Maths
	Maths	English	Maths	English	Hindi	Science	Science
	Science	Hindi	Science	Hindi	S.Sc.	English	English
	Bengali	S.Sc.	Bengali	S.Sc.	English	Hindi/Beng	Hindi/Beng
	English	Maths	English	Maths	Science	S.Sc.	S.Sc.
	Hindi	Science	Hindi	Science	Bengali	Maths	Maths
	S.Sc.	Bengali	S.Sc.	Bengali	Maths	Science	Science
	Maths	English	Maths	English	Hindi	English	English
	Science	Hindi	Science	Hindi	S.Sc.	English	English
	Bengali	S.Sc.	Bengali	S.Sc.	English	Hindi/Beng	Hindi/Beng
	English	Maths	English	Maths	Science	S.Sc.	S.Sc.
	Hindi	Science	Hindi	Science	Bengali	Maths	Maths
	S.Sc.	Bengali	S.Sc.	Bengali	Maths	Science	Science
	Maths	English	Maths	English	Hindi	Maths	Maths



**Remark of Class Teachers / Headmistress/Principal**

Date	Remarks	Guardian's Signature







# SCHOOL UNIFORM

Date	Reason for not wearing the univorm	Guardian's Signature	Signature of the squad Incharge

# SCHOOL UNIFORM

Date	Reason for not wearing the univorm	Guardian's Signature	Signature of the squad Incharge

## Non Attendance and Leave Record

To be entered briefly in ink. Leave for 3 or more days must be applied together with medical certificate. Please bear in mind that 75% attendance is compulsory to be promoted to the next class.

Name..... Class/Section.....

Parent's Signature.....

Date	Reason	Parents signature	Sign of the class teacher/Principal
	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		
	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- / 2021/22 on account of _____ _____ _____		
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	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		
	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		

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	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		
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	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		
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	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		
	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		
	I have been absent from school for ____ days from ____/____/2021/22 to ____ / ____- /2021/22 on account of _____ _____ _____		

# Library Record

(To be filled in by the student – signed by Librarian)

Accession No.	Class No.	Name of the Book and Author	Date of Issue	Date of Return	Sign of Librarian	Fine If any Rs. Ps.	

# Library Record

(To be filled in by the student – signed by Librarian)

Accession No.	Class No.	Name of the Book and Author	Date of Issue	Date of Return	Sign of Librarian	Fine If any Rs. Ps.	

## HOME TASK REMARKS

The subject teacher will make a note below when a student comes without his/her home-task. The parents are requested to initial it. Without the counter signature, the student may be prevented from attending class. **Please note that 5% mark is given for home works and Class note book maintenance.**

DATE	NAME OF THE SUBJECT & REMARKS ON HOME TASK	SUBJECT TEACHER'S SIGNATURE	PARENT'S SIGNATURE

# HOME TASK REMARKS

The subject teacher will make a note below when a student comes without his/her home-task. The parents are requested to initial it. Without the counter signature, the student may be prevented from attending class. **Please note that 5% mark is given for home works and Class note book maintenance.**

DATE	NAME OF THE SUBJECT & REMARKS ON HOME TASK	SUBJECT TEACHER'S SIGNATURE	PARENT'S SIGNATURE



## Attendance: (Parent Teacher Meeting)

Parents have to Attend every PT meeting and get this Performa signed by the subject teacher. Parents who come after the assigned day for the results will only be given the results and there will not be any interaction with class teacher or subject teacher possible.

Name..... Roll No.:.....Class & Section:.....

SUBJECTS	PRE-MID	MID-TERM	POST-MID	REMARKS
English				
SIGNATURES				
Hindi				
SIGNATURES				
Bengali				
SIGNATURES				
Mathematics				
SIGNATURES				
Science				
SIGNATURES				
Social Science				
SIGNATURES				
Computer Science				
SIGNATURES				
Life Skills/V. Education				
SIGNATURES				
GENERAL KNOWLEDGE				
SIGNATURES				
SIGNATURES				
<b>Headmistress</b>	<b>Class Teacher</b>	<b>Principal</b>		

## Anecdotal Record

This record is to provide evidences regarding the intangible areas of any personal and social qualities, interests and attitudes. This could be filled in by the teachers who observe the student.

Date	Occasion and Place	Incident or situation as observed by the teacher	Teacher's comment & sign with date	Parent's Signature

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Date	Occasion and Place	Incident or situation as observed by the teacher	Teacher's comment & sign with date	Parent's Signature

## Students' Notes

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# Students' Notes

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## THEME FOR ASSEMBLY – TERM 1

DT	GP	THEME
MON		Welcome and Best wishes
WED		School Rules
FRI		School Uniform
SAT		Authority in service
MON		Leadership and responsibility
WED		Nice to be important, better to be nice
FRI		Regularity
SAT		Nothing is interesting if you are not interested
MON		Aim to excel
WED		Self confidence
FRI		Unexamined life is not worth living
SAT		Determination
MON		Planet earth
WED		Towards a pollution free nation
FRI		Civic sense, zero garbage
MON		What remain impossible is what is untried
WED		Honesty
FRI		You are only as good as your word
SAT		Respect for every work
MON		Dignity of labour
WED		Appreciation of our helpers
FRI		Time management
SAT		Parable of the sower
MON		What we are is, what we think
WED		Defeat isn't bitter if you don't swallow it
FRI		Enthusiasm is contagious
SAT		Great heroes are humble
MON		If you don't succeed first, try again
WED		Well began, half done
FRI		Individual responsibility
SAT		Our duties in school

DT	GP	THEME
MON		Better light candle, than curse darkness
WED		Obedience
FRI		Parable of unforgiving servant
SAT		Punctuality
MON		Caring
WED		Self-discipline
FRI		By prayer you receive spiritual energy
SAT		True to oneself
MON		Self respect
WED		One who thinks he/she can, wins
FRI		Non-violence
SAT		Inner freedom
MON		Duty of a citizen
WED		Independence
FRI		Freedom a choice to be better
SAT		Social Justice
MON		Action speaks louder than words
WED		Live and let live
FRI		Scatter seeds of kindness
SAT		Honour your parents
MON		Good example
WED		Conscience
FRI		Trust
SAT		Human dignity
MON		Courtesy
WED		Detachment
FRI		Parable of Good Samaritan
SAT		Team work
MON		Jesus, the teacher
WED		Teacher, a guide
FRI		Teachers, nation builders
SAT		Girl child, a blessing

DT	GP	THEME
MON		Blessed Basil Antony Moreau - Founder
WED		Holy Cross International
FRI		Holy Cross in India – N.E.
SAT		Feast of Holy Cross Congregation
MON		Light the lamp of learning
WED		Each one teach one
FRI		Try ever, give up never
SAT		concentration
MON		Gandhiji
WED		Saint Andre – the miracle worker
FRI		Gentleness
SAT		Give till it hurts
MON		Old is gold
WED		Gratitude – parable of ten lepers
FRI		Honour your elders
MON		You can't be lonely, if you help lonely
WED		Effort and perseverance
FRI		God sees everything
FRI		The art of living
SAT		Try ever, give up never
MON		Jesus the light of the world
WED		Goodness triumphs over evil
FRI		Eradication of poverty
SAT		Respect for the poor
MON		Patience
WED		Truth shall set you free
FRI		Selflessness
SAT		Purity of thoughts
MON		Childlikeness
WED		Jesus, friend of children
FRI		Kingdom of God belongs to children



DT	GP	THEME
SAT		Children future of the nation
MON		Universal brotherhood
WED		Non-violence
FRI		Let your light shine
SAT		Child labour a curse
MON		AIDS awareness
WED		Respect for all
FRI		Simplicity
SAT		Love keeps no score of wrong
MON		Human Rights Day
WED		Other centeredness
FRI		Respect for all religions
SAT		Faith in oneself
TUE		New Year, New beginning
WED		Be true to oneself
FRI		Sense of Divine in all
SAT		Appearance are often deceiving
MON		Do not judge
WED		Tolerance
FRI		Learn to build, not to break
MON		Perseverance in doing good
WED		You are precious to God
FRI		Character
SAT		Beautiful thoughts build beautiful mind
MON		Power of prayer
WED		God's providence
FRI		Republic day
MON		Lost time is never found again
WED		God in nature
FRI		Failing to plan is planning to fail
SAT		Indian culture

DT	GP	THEME
MON		National Integration
WED		Gratitude
FRI		Peace need of the hour
SAT		Blessed are the peace makers
MON		Live more than exist
WED		What remain impossible is what is untried
FRI		Try ever, give up never
SAT		God sees everything
MON		Hard work pays
WED		Loyalty to School
FRI		Looking back
MON		God leads me on
WED		Thank you Lord



## HOME TASKS & ASSIGNMENTS SCHEDULE

Teachers ensure proper communication of assignments and home tasks. Parents please go through the diary daily and ensure your ward is up to date with their assigned tasks.

DATE	SUBJECTS	ASSIGNMENT / HOME TASKS / HOLIDAY TASKS	SIGNATURE

## STUDENT'S LEAVE-LETTER FORMAT

### From

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Sec. \_\_\_\_\_ Roll No. \_\_\_\_\_

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

To

The Principal

Holy Cross School Kumarghat

Subject:

Respected Principal,

May I bring to your kind attention that I have been / will be absent from school for \_\_\_\_\_ days from \_\_\_\_\_/\_\_\_\_\_/2021/22 to \_\_\_\_\_ / \_\_\_\_\_ / 2020/21 on account of \_\_\_\_\_

\_\_\_\_\_

Yours faithfully,

\_\_\_\_\_

Date --- / --- / 2021/22

Signature of the Parent / Guardian

\_\_\_\_\_

Granted \_\_\_\_\_ days Medical / Special leave.

\_\_\_\_\_  
Principal

### Please Note:

- *Leave means authorized absence from classes.*
- *All requests for leave should be previously made in-writing.*

## STUDENT'S LEAVE-LETTER FORMAT

From

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Sec. \_\_\_\_\_ Roll No. \_\_\_\_\_

Place & P.O. \_\_\_\_\_

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

To

The Principal,  
Holy Cross School,  
Kumarghat

Sir,

I hereby apply for Medical/Special leave for \_\_\_\_\_ days from \_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/2021 to \_\_\_\_\_/\_\_\_\_\_/2021 on account of \_\_\_\_\_

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

Yours faithfully,

Date \_\_\_\_\_ / \_\_\_\_\_ / 2021

\_\_\_\_\_  
Signature of the Parent / Guardian

Granted \_\_\_\_\_ days Medical / Special leave.

Date \_\_\_\_\_ / \_\_\_\_\_ / 2021

\_\_\_\_\_  
Principal

**Please Note:**

- *Leave means authorized absence from classes.*
- *All requests for leave should be previously made in-writing.*

## **Responsibility of Class Leaders**

1. Special attention shall be paid by class teachers in choosing suitable leaders.
2. Leaders must be as far as possible exemplary in conduct and industrious in their studies.
3. They must be able to command respect in the class.
4. They are employed for all assistance in the class eg. Maintaining discipline, collecting or distributing books, attending to cleanliness and neatness of the classroom, bringing charts, maps, reporting to concerned authorities about various needs of the class, up keeping of bulletin boards etc.
5. They must rubout the writing on the blackboard immediately after each period.
6. The leaders will write each day on the blackboard, the date and the number of students present in the class.
7. The leaders will be responsible for all the happenings in the class during the absence of the teacher.
8. Periodic meetings of the leaders will be held under the guidance of appointed supervisors where methods and means are discussed and adopted for improving discipline and redressing grievances.
9. It is incumbent on all leaders to report to the principal, the teacher in-charge or the class teacher any breach of discipline noticed even during recess.
10. In the event of a teacher being absent, they must inform the Headmistress within the first five minutes from the commencement of the periods.

## **Responsibility of the SPL and ASPL**

1. He/She should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. He/She should command the whole school in discipline at prayer assemblies every morning and all school gatherings.
3. He/She should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the principal.
4. He/She should show exemplary behaviour with head held high, providing a shining example of leadership, trust, courtesy, love and goodness.
5. He/She should bring to the notice of the teachers minor day-today problems of students like fights, misunderstandings, injuries, damage to school property, missing articles, etc.

# TIME TABLE

DAYS	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	PERIOD 6	PERIOD 7
Duration							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
B R E A K							

# TIME TABLE

DAYS	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	PERIOD 6	PERIOD 7
Duration							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
<b>B R E A K</b>							