

# **Welcome to Xaviers English School**

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## **PROSPECTUS**

### **: INTRODUCTION :**

Xavier's English School is a Christian Minority English Medium School for boys and girls owned and administered by INDIAN CHRISTIAN MISSION. The School is affiliated to the Council for The Indian School Certificate Examinations, New Delhi (ICSE & ISC). The school although Christian in character, provision is made to admit and provide education for pupils of other religions denominations, castes and creeds. It is men to all Communities from Pre-Nursery to XII.

### **THE AIM OF THE INSTITUTION**

1. To provide a sound all-round education in keeping with the traditions of the Indian Christian Mission as well as its Churches of Christ.
2. By forming in our students habits of honesty, discipline and self-reliance so as to enable them to become useful citizens of their motherland, India.
3. Students are prepared for the Indian Certificate of Secondary Education Examination & Indian School Certificate Examination. The School has three streams :- Science, Commerce and Humanities (Arts).
4. To mould the character of the students and to educate them to become good citizen and take their proper share in their Community and serve their motherland in a spirit of service and sacrifice.
5. The school wishes to inform all concerned that in order facilitate the learning in English, children are urged and encouraged to speak and think in English during School working hours and as much as possible after School working hours. Step will be taken against those found speak in vernacular in the school campus at any time,
6. VACATION: There are three vacations during the year. The Summer vacation in may, the Puja vacation during, Puja and Christmas in December.

### **7a) SUBJECTS TAUGHT :**

i) The school follows the curriculum as suggested and laid down by the Council for the Indian School Certificate Examinations, New Delhi:

ii) The medium of instructions right through is English. i ► students has to choose Bangali or Hindi as second language. If the child takes Bengali as 2nd Language he / she has to take Hindi 3rd Language and vice versa. The subjects taught in the school are:

b) SUBJECT:

English Language, English Literature, Hindi, Bengali, History / Civics, Geography, Mathematics, General Science (Physics, Chemistry, Biology), Moral,, Science, General Knowledge, Economics, Computer Science and S.U.P.W. XI and XII English 2nc, Language, Comm. Studies, Accounts, B.S.T., French Sociology, Psychology, Home Science, Pol Science Arts, Evs.

CO-CURRICULAR ACTIVITIES :

Scout/Yoga, Games, karate, N.C.O Music, DancEi Classes Under the tutelage of experience teachers/trainers.

8. AGE LIMITS :

Class	Age	Class	Age
Pre-Nursery	3+ Years	Class V	10+ to 11+
Nursery	4+ to 5+	Class VI	11+ to 12+
K.G.	5+ to 6+	Class VII	12+ to 13+
Class I	6+ to 7+	Class VIII	13+ to 14+
Class II	7+ to 8+	Class IX	14+ to 15+
Class III	8+ to 9+	Class X	15+ to 16+
Class IV	9+ to 10+		

Class XI - After passing the class X Board Exam

Class XII - After passing XI

9. MORAL SCIENCE : Lesson in Scripture are given to all students.

10. BOOKS AND STATIONERY :

Text books, Exercise and stationery must be purchased from the school and students are not allowed to use any exercise books other than those supplied by the school.

11. SCHOOL DIARY:

It is compulsory for all children from Classes Nursery to XII have a School Diary. All parents are requested to kindly study this prospectus as it contains all the important Information and programmes of school for the entire year.

## 12. ADMISSION :

i) Selection for admission to Pre-Nursery, Nursery and K.G will be made on the basis of a written / oral test.

ii) Those who qualify in the Admission Test be called for an interview. Parents (both mother & father/ guardian) must accompany the student seeking admission to the school.

iii) A candidate who seeks admission must produce the following documents.

(a) Baptism/Birth Certificate (from Corporation / Municipality / Gram Panchayat) for those seeking admission in School.

(b) The latest progress reports from recognized school for those seeking admission from Class I onwards.

(c) When admitted a transfer certificate from the former school must be submitted with the admission form if the student is from West Bengal. If from other State transfer certificate must be produced from the school where the student last attended classes and must be counter signed by DEO/ Inspector of School.

Note: No correspondence on the performance of the candidate in the Admission Test will be entertained. The decision of the Principal/Administrative Officer is final. The school reserves the right to ammend the fee structure during the current academic year. If so parents will be duly informed.

## 13. Withdrawals

(a) No leaving certificate will be issued until school have been paid in full and then only on receipt of a written application from the Parent or Guardian giving at leas seven days notice and after paying T.C & surg charges.

(b) If the withdrawal notice is given within 30th March only T.C. & search charges should be paid with two month notice or two month fees.

(c) Pupils failing two years in succession in the same class will be struck off the rolls and considered withdrawn from the school.

(d) The Principal can, in the interest of the school, have a student removed if in the former's opinion the student has failed to abide by the rules of the school and his her continued presence is detrimental to the interest o the other students.

Note: The office must be immediately informed in writing oft any change of address & Phone no.

(e) Gifts to the staff, demonstrations in their honour are not permitted.

(f) No food stuff must be purchased by the pupils from the vendors outside of the school gates.

(g) All pupils should come to the school on the opening day fully equipped with all books and stationery required for their respective classes.

#### 14. SCHOOL UNIFORM :

Proper uniform is compulsory on all working days Parents and Guardians are requested to ensure that they follow the prescribed uniform that are provided to their wards.

Pre-Nursery to Class V

Boys: White and blue striped half shirt and peacock blue colour half pant with blue and white tie and white socks with two blue borders.

Girls: White and blue stripe half shirt and blue skirt with blue and white Tie and white Socks.

Class VI onwards:

Boys : White and blue Stripe Shirt and peacock blue full pant with proper haircut.

Girls : White and blue stripe Shirt and divider skirt P.T. Dress as per their house colours.

Hair: i) Hair below shoulder length should be neatly plaited.

ii) No coloured clips, bands should be worn only black is permitted:

#### JEWELLERY & MAKE-UP :

No jewellery except small ear studs or ear rings should be worn. Any breach of this rule will cause the attending articles to be confiscated. Nails should be neatly cut.

No Colours allowed in the hair.

Note: No usage of mobiles/cell phone in school premises. A fine of Rs. 500/- will be charged for those with cell phones.

b) Winter Session :

Peacock-blue blazers for boys and girls. Parents must insist on neatness and cleanliness in their personal appearance.

15. School Transport is available.

#### 16. SCHOOL HOURS :

Pre Nursery 9.00 am —12.00 pm.

Nursery 9.00 am —12.00 pm.

K.G. 9.00 am —12.00 pm.

Class I & II 9.00 am — 02.30 pm.

Class III to V 9.00 am — 02.30 pm.

Class VI to X 9.30 am —03.00 pm.

Class XI & XII 9.30 am — 03.00 pm.

Reporting time : Class I to V — 8.45 am

Reporting time : Class VI to Class XII — 9.30 pm.

#### 17 ATTENDANCE :

- a) 80% attendance is required for class K.G to Class V. class VI to class XII 75 % Attendance at School Assembly is compulsory for all children.
- b) A Pupil reporting after these times mentioned above will not be allowed entry.
- c) In addition to satisfying the academic standard, a pupil will have to put in at least 85% of the total attendance to justify promotion.
- d) Classes, X XI and XII must have 75% attendance in each term falling which he will not be allowed to sit for the board exams.
- e) No pupil is to be absent from school (except in cases of unforeseen illness) for a day or two without the permission from the school. Must have the reason of their absence briefly may be submitted in a separate letter. Birthday, excursions, marriage, urgent business are not sufficient reasons.
- f) Pupils must be punctual for class. To be admitted to the class room, absentees and late comers must show the class teacher their Regularity Record duly countersigned by the Principal/Head of the departments.
- g) If a pupil is absent for a period of three days or more all a stretch due to illness, a medical certificate must be submitted to the office.
- h) Pupils who are absent for more than one month without intimation are liable to have their names struck off the School rolls.
- i) Pupils afflicted with infectious diseases must complete the quarantine period before rejoining school. In such cases, a medical fitness certificate must be produced.
- j) If a pupil is unwell, he/she should not be sent to school under any circumstances.
- k) Pupils absent for Units / Terminal tests will not be retested.
- l) A pupil is not permitted to leave the school premises during school hours except in cases of emergency and with the permission of the Principal / Head of that Department.
- m) Leaving station without prior information will be considered as grievous fault.
- n) The Parents must urge their wards to be regular in attendance.

- o) Parents / Guardians are requested to refer to the school Calendar regarding terminal holidays in planning their vacations. Requests for leave of absence prior to the official closing date of the school will not be entertained and such absentees will be viewed seriously.

**18) REPORT AND PROMOTION: Important Points**

- a) Parents should collect the report card and present in PTM
- b) In case of failure, report card should be collected within a period of one week otherwise fine (Rs. 200/-) will be imposed.
- c) Report cards should be returned within one week of the day collection or else fine (Rs. 200/-) will be imposed.
- d) A system of continuous assessment of the child is followed by the school.
- e) Promotion from Pre-nursery to Class K.G. will depend on the whole year's assessment.
- f) Two reports in a year will be given to the parents regarding the progress of the child including the unit tests and class tests report.

**19) CLASSES : I TO XII :**

- a) There will be two terminal Examinations during academic year.
- b) Promotion will be decided on the whole year's performance including the result of continuous assessment, unit tests, Class test, Project, Terminal and Annual Examinations.
- c) 40% is the pass mark in all subjects and 45% in aggregate.
- d) All pupils from class I to XII must pass in English and 2nd Language.
- e) In all questions of promotion or failure, the Principal's decision is final.
- f) A minimum of 75% attendance is absolutely essential for promotion at the end of the year.

**20) CLASSES : IX AND XI :**

- a) Classes IX and XI will have two terminal tests in the pattern of public examination (ICSE & ISC).
- b) The students of class IX and X must pass in English, and five other subjects securing at least 40% marks.
- c) All pupils must have 75% attendance in each term to qualify them for selection of ICSE examination.

## **21) INSTRUCTIONS TO THE PARENTS & STUDENTS:**

- a) Parents / Guardian are invited to communicate with the Principal with written application by Prior Appointment.
- b) Parents are requested not to visit class rooms or interview the teacher during class-hours or visit the Principal/Teachers aid their residence.
- c) Class-teachers may meet parents every Friday only on Prior appointment given to the Office.
- d) In all correspondences with the school parents / guardians should mention the full name of the pupil together with the class and section in which he/she is studying.
- e) Office Time Sn. Block at 9.00am to 12.15pm & Jn. Block Office time 8.00 am to 1.00 pm.
- f) Defiance of Rules & Regulations will be met with serious consequences. It should be the pride of every Xavier's English School Student to look his/her best and to be at his/her best behaviors at all times. Inside and outside school and make his/her contribution to the image of the school.

### **ISC: (Class XI & XII)**

The ISC - XII is a separate course. Admission to ISC) Section of the school is entirely at the discretion of the Governing Body of the school even for the students who have completed ICSE (X) from XAVIER'S ENGLISH SCHOOL A new application form must be submitted for registration and admission in this course.

School property damaged or destroyed will required to be replaced with fine. Student / Parents/ Guardians are not permitted to give personal gifts to the staff members.

### **FEES:**

#### **22) Rules regarding the payment of school fees & other charges.**

- a) School fees are payable in advanced and should be remitted to the School Cash Office by the 15th of the month for which the fees are charged. Payment after this date is subject to a over all fee of Rs. 200/- per month for class P. Nur to XII for every cumulative basis.
- b) A student whose fees are over 2 months in arrears may have his/her name struck off the roles. Such a student is (she/he wishes) to continue studying in the school, then all arrears with fresh Admission/Readmission fee will be charged.
- c) Part payment of Monthly Fees will not be accepted
- d) Full fees are charged for whole year irrespective of school holidays or break periods.
- e) Fees are payable for every month during which the child's name is on register regardless of whether the child is attending or not.

- f) Duplicate Progress Report 200/- ,

**23. Fees are payable in cash only.**

**24. FEES ONCE PAID ARE NOT REFUNDABLE. ATTITUDE TOWARDS TEACHERS**

- 1) Respect every teacher whether of your own class or 1mi Be grateful towards those who taught you in the past. Show your teachers those exterior signs of overence to which they are entitled, such as, greeting them.
- 2) Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, and that in advising, Commanding and correcting you, they have nothing else in view but your own good.
- 3) Always rise when your teacher enter the class and again when they leave. If they delay in coming do no make any noise, but wait for them in your places in silence, reviewing your lesson.
- 4) During class avoid whispering or interruption.

**ATTITUDE TO SCHOOL-MATES**

- 1) Strive to edify your school-mates by setting good example at all time. In fact no sermone is more efficacious than good example.
- 2) Never make fun of those who are backward in their studies or not so quick to grasp their lessons. Let there be no ridiculing of any one on account of his physical defect. What you laugh at or despise in others may someday befall you.
- 3) Gladly help one another at recreation; make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team let it be made cheerfully.
- 4) When you are asked by a superior regarding the conduct of some of your companions, answer to the best of your know ledge especially when it is a matter of preventing or remedying some evil. To be silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.

**BEHAVIOUR AT SCHOOL**

- 1) To write or draw on the blackboard (except when called upon to do so), to write offensive words, to soil walls or maps or anything else are things absolutely to be avoided.
- 2) Take great care of your text-books, copy books and other belongings. Beware of appropriating you neighbor's properly even if it be the smallest thing Should you find lost article, give it at once to the office.