

**POINT CALIMERE INTERNATIONAL SCHOOL (SENIOR SECONDARY)**

(Affiliated to CBSE, Vide Approval No.1930551)

No.41, Melakadu, Kuravapulam, Vedaranyam - 614809

**Phone No: 04369 -278883; 9787834441**

**E mail: pointcalimere2012@gmail.com**

**Website: [www.pcis.education](http://www.pcis.education)**

School Building Photo

Hand Book

2022 - 2023

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School Emblem

Hand Book

2022 -2023

Name : -----

Std : -----

Roll No: -----

**This handbook must be brought to school daily.**

## ABOUT US

Point Calimere International School (Senior Secondary) is one of the best schools of its kind situated in Kuravapulam, Vedaranyam near the shores of Point Calimere, a heritage destination of incredible India. This school is promoted by Arifa Educational and Charitable Trust by the Philanthropist **Mr. M. SulthanulArifeen**, a native of Thopputhurai Village, located in VedaranyamTaluk of Nagapattinam district in Tamil Nadu which is on the East Coast of the Southern Part of India. The trust came into being in 2011 with the objective of promoting quality education to match global standards and empower the youth to compete with the rest of the world. It is with these lofty ideals the trend sets on a journey of discovering talent to foster the truth and greatness of our people. **Point Calimere International School was dedicated to the nation on 18<sup>th</sup> June 2012.** We now cater to the educational needs of around 1000 students with the help of 80 teaching and 85 non-teaching staff. The school is equipped with a fleet of sixteen buses which run across 50km radius.

### BOARD OF TRUSTEES

Mr. M. SulthanulArifeen	Chairman
Mrs. S. Farjana Begum	Vice – Chairman
Mr. S. Hamdan	Trustee
Mrs. Farjana Hamdan	Trustee
Mr. S. Harun	Trustee
Mrs. Athiyah Harun	Trustee
Mr. S. Hanif	Trustee

### ADMINISTRATION

Mrs. B. Sirajunisa Begum, M.A., B.Ed.,	Principal
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### VISION

Point Calimere International School is dedicated to uplift the rural mass and aims at bringing a positive change in society which will help create global citizens.

### MISSION

Point Calimere International School is committed to provide world class education where the students are empowered to be effective communicators, problem solvers and life-long learners in an ever changing global society.

### MOTTO

Transforming dreams into realities.

**PERSONAL MEMORANDA****(TO BE COMPLETED BY PARENTS) PERFORATED LEAF**

PHOTO

1. Name: \_\_\_\_\_

2. Class: \_\_\_\_ Sec: \_\_\_\_ 3. Admn. No: \_\_\_\_ 4. House: (Red/ Green / Yellow)

5. Date of Birth :( DD/MM/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_ 6. Blood Group: \_\_\_\_

7. Identification Marks: 1. \_\_\_\_\_

2. \_\_\_\_\_

8. Religion: \_\_\_\_\_

9. Community: \_\_\_\_\_

10. Caste (for statistical purpose only): OC/BC/MBC/SC/ST

11. Tick (✓) the appropriate box: ☐ Day Scholar ☐ Hosteller12. Mode of transport to School: ☐ School Bus / Bus No \_\_\_\_\_ ☐ Own

13. Language opted (Only for VI to VIII): III Lang (Tamil / Hindi)

**14. Extra Curricular Activities (✓Tick any one) (I – VIII)**☐ Instrumental Music ☐ Karate ☐ Yoga ☐ Drawing (Kit to be bought)**15. Sports Activities (Tick any one)****(I – X)**☐ Skating (Rs. 500 per month)**(IV – X)****Boys:** ☐ Kabadi ☐ Target Ball ☐ Handball**Girls:** ☐ Khokho ☐ Tennicoit ☐ Handball

16.

	<b>Father</b>	<b>Mother</b>
<b>Name of the Parent</b>		
<b>Occupation</b>		
<b>Contact No.</b>		
<b>Residential Address:</b>		

17. Chronic Disease / Allergies Complaints, if any -----

(Doctor's Certificate must be submitted to the class teacher)

Date:

Signature of the Parent

**PERSONAL MEMORANDA**

**(TO BE COMPLETED BY PARENTS) PERFORATED LEAF**

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**15. Sports Activities (Tick any one)**

**(I – X)**

☐ Skating (Rs. 500 per month)

**(IV – X)**

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(Doctor's Certificate must be submitted to the class teacher)

Date:

Signature of the Parent

## GOD'S LOVE IS SO WONDERFUL

God's love is so wonderful

God's love is so wonderful

Oh! Wonderful love.....

It's so high, we can't get over it

It's so deep, we can't get under it

It's so wide, we can't get around it

Oh! Wonderful love.....

## தமிழ் தாய் வாழ்த்து

நீராருங்கடலுடுத்தநிலமடந்தைக்கெழிலொழுகும்

சீராரும்வதனமெனத்திகழ்பரதகண்டமிதில்

தெக்கணமும்அதிற்கிறந்ததிராவிடநல்திருநாடும்

தக்கசிறுபிறைநுதலும்தரித்தநறுந்திலகமுமே

அத்திலகவாசனைபோல்அனைத்துலகும்இன்பமுற

எத்திசையும்கழம்மணக்கிருந்தபெருந்

தமிழணங்கே!தமிழணங்கே!

உன்சீரிளமைத்திறம்வியந்துசெயல்மறந்து

வாழ்த்துதுமே!!! வாழ்த்துதுமே!!! வாழ்த்துதுமே!!!

பேராசிரியர். "மனோன்மனீயம்"

பெ. சுந்தரம்பிள்ளை

## PLEDGE

India is my country; all Indians are my brother and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect,

And treat everyone with courtesy;

To my country and my people I pledge my devotion.

In their well being and prosperity alone lies my happiness.

## **National Anthem**

Jana-gana-mana-adhinayakajaya he

Bharatha- bhagya-Vidhatha

Punjab-Sindh-Gujarat-Maratha-

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Uchala-jaladhi-taranga

TabhShubha name jage,

TabhShubhaashisha mange

Gahetabhjayagatha

Jana ganamangala- dayakjaye he

Bharat bhagyaVidhatha

Jaye he! jaye he! jaye he!

Jaye, jaye, jaye, jaye, he!.

## **Meaning of National Anthem**

Thou art the ruler of the minds of all people,

dispenser of India's destiny,

Thy name rouses the hearts of the Punjab, Sind,

Gujarat and Maratha

Of the Dravidaand Orissa and Bengal.

It echoes in the hills of the Vindhyas and Himalayas,  
mingles in the music of the Yamuna and Ganges and is

chanted by the waves of the Indian sea.

They pray for thy blessings and sing thy praise.

The saving of all people waits in thy hand,

thou dispenser of India's destiny.

Victory, victory, victory to thee.

**BULLETIN BOARD FOR THE WEEK**

<b>Month</b>	<b>Dates &amp; Academic weeks</b>	<b>Bulletin board by Class</b>	<b>Assembly &amp; Bulletin board topic</b>
<b>June</b>	06-11: week1	XII – A	
	13-18: week2	XII – B	
	20-25: week3	XII – C	
	27-02: week4	XI – A	
<b>July</b>	04-09: week5	XI – B	
	11-16: week6	X – A	<b>Malala Day &amp; Kamarajar's B'day.</b>
	18-23: week7	X – B	
	25-30: week8		<b>Periodic Test - I</b>
<b>August</b>	01-06: week9	IX – A	<b>Sports Day</b>
	08-13: week10	IX – B	
	15-20: week11	IX – C	<b>Independence Day</b>
	22-27: week12	IX – D	
	29-03: week13	VIII – A	
<b>September</b>	05-10: week14	VIII – B	<b>Teachers Day</b>
	12-17: week15	VIII – C	
	19-24: week16		<b>Term – I Examination</b>
<b>October</b>	03-08: week18	VII – A	
	10-15: week19	VII – B	
	17-22: week20	VII – C	
	24-29: week21	VI – A	<b>Diwali &amp; School Exhibition</b>
<b>November</b>	31-05: week22	VI – B	
	07-12: week23	VI – C	
	14-19: week24	V – A	
	21-26: week25	V – B	
	28-03: week26	V – C	
<b>December</b>	05-10: week26	IV – A	<b>Bharathiyar's Birthday</b>
	12-17: week28		<b>Periodic Test -II</b>
	19-24: week29	IV – B	<b>Christmas</b>
	26-31: week30	IV – C	
<b>January</b>	02-07: week31	III – A	
	09-14: week32	III – B	<b>Pongal</b>
	16-21: week33	III – C	
	23-28: week34	II – A	<b>Republic Day</b>
<b>February</b>	30-04: week35	II – B	
	06-11: week36	II – C	
	13-18: week37	I – A	
	20-25: week38	I – A	
	27-04: week39	I – C	
<b>March</b>	06-11: week40	XII – A	
	13-18: week41	XII – B	
	20-25: week42	XII – C	
	27-01: week43	XI – A	
<b>April</b>	03-08: week44		<b>Annual Examination</b>
	10-15: week45		<b>Annual Examination</b>



## **UNIQUE FEATURES OF PCIS**

- Aesthetically landscaped sprawling campus.
- State of the art, air – conditioned, well –lit, technology enabled classrooms.
- High speed Wi-Fi enabled campus.
- Well qualified and tech savvy teachers.
- Montessori Method of teaching for kindergarten.
- Student centred, activity- oriented teaching.
- Well- stocked digitalised library & laboratories.
- Language lab to enhance communication skills.
- Adequate games facilities for sports that includes skating rink, target ball court, basket ball court and cricket pitches.
- Involving children in moral and spiritual activities.
- Snacks and balanced lunch provided.
- Medical Attention and track on health care.
- Separate hostel available for boys and girls from classes IV to XI.
- Science Park.
- Educational Partnership with Karadi Path, XSEED and Cloud education.

## **CURRICULUM**

The School is recognized and affiliated to the CBSE Board, New Delhi and conducts classes from STD I to XII. The School follows the acclaimed Montessori system in the Pre –Primary and the CBSE pattern in the rest of the classes.

Second language : Tamil

Third Language : Hindi (Only for Std.VI, VII and VIII)

## **SUBJECTS OF STUDY**

### **CBSE curriculum**

- a. The School is affiliated to the Central Board of Secondary Education, New Delhi. The Board is an Apex National Body which substantially contributes towards upgrading the standard of education and introducing innovations in the field of secondary education.
- b. The School follows the CBSE – Syllabus and provides curriculum of learning as recommended by National Council of Educational Research and Training (NCERT) in accordance to the norms of CBSE from I class to XII class.
- c. The Scheme of Examination and Pass criteria for the school level Examination for classes I to XII shall be laid down from time to time. They are expected to get a pass mark / eligible grade in all subjects.
- d. The Scheme of Examination from IX to XII will be as per the pattern of CBSE and their pass criteria are as laid down by the Board.
- e. X and XII students are prepared for the EXTERNAL BOARD EXAMINATION.

### **Groups offered in Senior Secondary**

- Maths, Physics, Chemistry, Biology
- Physics, Chemistry, Biology, Comp.Sci.
- Maths, Physics, Chemistry, Comp.Sci.
- Accountancy, Business Studies, Economics, Comp.Sci. / Mathematics
- Integrated NEET & JEE coaching for XI and XII.

### **Educational partnerships with**

- Karadi Path (LKG to III)
- XSEED methodology (KG to V)

## **STRENGTHENING THE ACADEMIC PERFORMANCE**

### **A. ARIFA Scholarship Test (AST)**

To encourage the academic performance of the students, the institute will conduct “Arifa Scholarship Test – (AST)” for Grades V to IX every year on the following day of the last annual exam. The test will be in the form of MCQ for 60 marks. Questions will be asked from the completed portions in Science, Mathematics and English. The outstanding students will be awarded as details follow: Fee concession worth Rs. 10,000/- (First Prize), fee concession worth Rs. 7,500/- (Second Prize) and fee concession worth Rs. 5,000/- (Third Prize).

### **B. NEET, JEE Foundation**

- a. The students for NEET-JEE Foundation (NJF) batch (Grade VI-X) will be selected based on their performance in the entrance test conducted by the school at the

beginning of the academic year. Three attempts can be made by a student (inclusive of AST).

- b. On selection the student will be charged a fee of Rs.10000 annually (excluding the regular school fees).
- c. To follow up the academic performance of the NJF batch, students will undergo performance tests every fortnight.
- d. On selecting the NJF batch, parents need to fill the form which will be issued on the first week of June.

### **C. Competitive Examinations**

To motivate the young minds to achieve their dreams the school organizes the following competitive examinations.

- a. International GK Olympiad (IGKO) for Grade IV-X
- b. International English Olympiad
- c. National Science Olympiad (NSO)
- d. International Mathematics Olympiad (IMO)
- e. National Cyber Olympiad (NCO)
- f. International Social Science Olympiad (ISSO)
- g. IAS Junior Examination

## **BEYOND ACADEMICS**

### **Outdoor Classroom**

In order to promote learning where students use their head, heart and hand, the Outdoor Classrooms are arranged once a term for each class. Students must come in their casual clothes and bring their own lunch. School bags should not be brought. Students would be given opportunity to explore the world with skilled artisans.

### **Lunch with the Principal**

With an aim to develop levels of confidence and communication, one student from each class (IV upwards) will be chosen to lunch with the Principal.

Wednesday - IV to VIII (Students will be chosen on Tuesday)

Thursday – IX to XII (Students will be chosen on Wednesday)

### **Golden Hour**

There always seems to be no leisure to things that we do. To bring about calm, quiet and peace, to bring about a chance to glance upon our inward eye, the golden hour will be followed. Here teachers and students will stop talking and remain quiet for 5 minutes every day and reflect upon their thoughts.

### **Prayer Wall**

The students at PCIS are taught to believe that prayers are the golden chains that connect us to God Almighty. Prayers for family, friends, relatives, world peace & universal brotherhood are petitioned once a month by the students on the prayer wall in faith believing that prayers are magical.

### SCHOOL TIMING

- First bell is at 08:50 am.
- Forenoon Session: 09.00 am to 12.30 pm
- Afternoon Session: 01:10 pm to 04.00 pm
- For LKG & UKG the school will function from 09:00 am to 01:00 pm till 17<sup>th</sup> June.
- From 20<sup>th</sup> June onwards, LKG & UKG will function till 04:00 pm.

### SCHOOL TRANSPORT

The school plies sixteen buses providing safe and comfortable transportation to the students.

### UNIFORM

Class	Monday, Wednesday & Thursday		Tuesday & Friday	
	Boys	Girls	Boys	Girls
<b>LKG &amp; UKG</b>	T - shirt & track pants, white socks & crocs	T - shirt & track pants, white socks & crocs	House T- shirt & Black track pants, white socks & white canvas	T - shirt & track pants, white socks & crocs
<b>I to V</b>	Full sleeve white shirt & Royal blue shorts & Royal blue socks & Black shoes	Full sleeve white shirt with tie & Royal blue pleated skirt & Royal blue socks & Black shoes	House T- shirt & Black track pants, white socks & white canvas	House T- shirt & Black track pants, white socks & white canvas
<b>VI to XII</b>	Full sleeve white shirt & Royal blue trousers, Royal blue socks & Black shoes	Full sleeve white shirt & Royal blue trousers, Royal blue socks & Black shoes	House T- shirt & Black track pants, white socks & white canvas	House T- shirt & Black track pants, white socks & white canvas

**Hair Style for girls:** Single plait or Single pony tail using black hair band.

**Hair style for boys:** Crew cut with neatly combed hair and hence no fashionable styles are permitted on campus.

### EXAMINATIONS

1. The performance of the students will be reviewed throughout the year by conducting Periodic Tests, Term Examination and an Annual Examination.

2. Monthly cyclic tests are conducted for students of IX upwards.
3. Subject wise class tests will be conducted regularly.
4. If a student is involved in any malpractice in any exam, T.C. will be issued.

### **COCURRICULAR & EXTRACURRICULAR ACTIVITIES**

To ensure the all-round development of the students, to inculcate the quality of leadership, a sense of responsibility and to showcase their innate talents, the school provides ample opportunities to engage students in a wide variety of co-curricular and extracurricular activities.

The School offers the following sports and activities for the students of PCIS:

- Instrumental Music, Yoga, Karate and Drawing
- Games – Tennicoit /Kabbadi/Target ball/Khokho/ Handball /Skating

Students can choose any one of the above mentioned activities and make the best use of resources provided by the coaches by attending the classes regularly.

### **SPORTS EDUCATION**

Sports and Games are given importance in the school. All the students are grouped into three houses, viz., Red, Green and Yellow namely Pelicans, Flamingos and Albatross respectively. House wise competitions are conducted and the best house will be awarded during the Annual Sports Meet.

#### **Major indoor and outdoor facilities include:**

- |                                 |                     |
|---------------------------------|---------------------|
| • Skating rink                  | • Basket Ball Court |
| • Target ball                   | • Badminton Court   |
| • Chess                         | • Kabbadi Court     |
| • Carrom                        | • Tennicoit Court   |
| • Standard 200 m Athletic Track | • Cricket Field     |
| • Volley Ball Court             | • Kho- Kho Field    |

**The above mentioned games can enable the students to better themselves in the field of sports and games.**

### **HOUSE POINTS**

To increase the competitive spirit of the students, merit and demerit points will be awarded to the houses (i.e. Pelicans, Flamingos and Albatross) in the following categories:

- a. Competitions
- b. Discipline in and out of the classroom
- c. Rule of language
- d. Academic performance
- e. Sports

## OFFICE HOURS

The School office will function from Monday to Saturday from 09.00 am to 4.00 pm (except on National and festival holidays). Parent/ Guardian/ Visitors could contact the school office for any information about their wards.

## WITHDRAWAL

If a parent wishes to withdraw his son / daughter from the School for whatever reason during the course of study, they shall have to forfeit the entire annual fee paid. This amount cannot be transferred or adjusted to any other student.

## COMPULSORY WITHDRAWAL

The Principal holds the right to withdraw compulsorily any student at any time without giving any notice, on disciplinary grounds. In such cases, the entire amount of annual fee shall be forfeited, irrespective of the date of such expulsion.

## TRANSFER CERTIFICATE

If a parent wishes to withdraw their ward at the end of the academic year, they should submit the requisition letter for Transfer Certificate to the Principal on or before 31 March of the academic year. If TC's are applied after the deadline, 1 term tuition fee must be paid. No T.C. will be issued before the results are announced.

## FEES SCHEDULE AND FEE REGULATIONS

CLASS	TERM	DATE OF PAYMENT
From U.K.G to Std XII	I	19.05.2022
From Pre K.G to Std XII	II	15.09.2022
From Pre K.G to Std XII	III	15.12.2022

1. Fees can be remitted in the following ways:
  - a. In the school office on all working days from Monday to Friday between 10.00a.m. and 04.00p.m.
  - b. Through online ([www.pcis.education](http://www.pcis.education))
2. Late fee charges:
  - a. Amount of Rs. 500/- will be levied if the fee is late till 30<sup>th</sup> of the month.
  - b. Amount of Rs. 5000/- will be levied if the fee is paid after 30<sup>th</sup> of the month.
3. Delay in payment of fees **debars a pupil from sitting for any examination.**
4. **No relaxation of above rules, at any cost, for Late Fee Payment.**

## SCHOOL RULES & REGULATIONS

The following rules and regulations are not meant to curb the freedom of the individual. They are meant for their orderly growth in a well regulated community. They also help to define the character of the individual and the institution. Hence, the parents, and students are advised to abide by them and reap the benefits of a disciplined life.

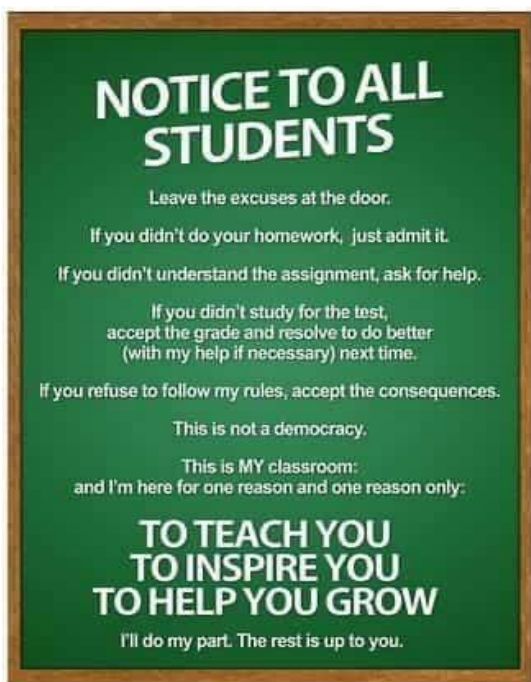
### GUIDELINES FOR STUDENTS

1. Communication in English is a must within the school premises.
2. A student should attend the class punctually, if by chance he / she comes late an entry has to be made in the page allotted for late attendance in the handbook and the signature of the Principal, or other persons authorised, to be obtained before entering the class.
3. Persistent late comers will be sent back home. It is essential to have 80% attendance for promotion.
4. No leave or absence will be granted except on written application of the parents addressed to the Principal in advance. Students with 100% attendance will be rewarded.
5. Students should be attentive in class, complete all assignments on time and bring necessary books for class work regularly.
6. Damage done to furniture, library books, sports goods, lab equipments etc. must be paid by the respective student.
7. It is forbidden to write or scribble on the wall, desks, throw paper or ink in the class room.
8. Students are responsible for the safety of their activity equipment. If left in school, must be kept under the charge of the class teacher/the activity teacher concerned. The school cannot be held responsible for the loss of any equipment left in the school bus or in any place in the school premises.
9. A student should be tolerant and respectful to others and must participate in all the activities of the school as per the school curriculum.
- 10. A student should always be neatly dressed in school uniform with shoes polished and hair properly groomed.**
- 11. Students must refrain from keeping long nails and using nail polish.**
- 12. Students carrying mobile phones and electronic gadgets are strictly prohibited on the campus. If a student is found with any gadget, it will be confiscated.**
- 13. Students are not allowed to wear any jewels of high value, if it is found missing the institute will not be held responsible.**

14. Students are expected to keep the campus clean and tidy. They must take good care of the property and material of the school. Any damage done either intentionally or by negligence will result to a payment done at school.
15. Library books should be handled carefully. Perfect silence should be maintained in the Library.
16. Students are expected to be polite and respectful while addressing the staff members.

### **GUIDELINES – ABSENTEEISM / SICKNESS**

1. Students who are sick are advised to stay at home. In case of prolonged absence, the school must be informed within two days. In case of illness, a medical certificate is required to be submitted at the time of re-joining.
2. After an absence, a student shall be given opportunity to make up for the missed out syllabus / assignments. It is the student's responsibility to make up for missed assignments. Parents must help their child in completing the missed assignments. They can do so by personally writing it for the child.



### **SPECIAL NOTE**

1. In the event of bad behaviour, late submissions, incomplete homework, usage of abusive language, damage done to the school property and disrespect to staff the students, will be punished by not permitting them to participate in the following periods:
  - a. P.E.T
  - b. Outdoor classroom
  - c. ECA
  - d. Art & craft
2. If a student is involved in any malpractice in any exam, T.C. will be issued



## GUIDELINES FOR PARENTS

1. Parents are asked to take note of the homework given, check that the homework is done before their wards are sent to school the next day. Parents must take a note of circulars sent and act in accordance.
2. Parents must ensure that homework, learning for tests and the submission of work must be completed in the given time. It must be the child's work and not done by the parents, if found no marks will be allotted.
3. If Homework, Class work, Week-end activity and any other assignment are not done on time, strict measures will be taken.
4. Parents must check the conduct and discipline record given in the handbook of their ward daily.
5. A parent must attend Parent teacher's conferences and school functions. It is essential for a parent to keep track of their child's progress in academics as well as his / her performance in activities. Parents are thus advised to interact with the teachers only on the specified date..
6. Parents are requested to check the daily test notebooks of their child and sign them regularly.
7. Parents must also keep a track of the tests and assignments and sign the test papers of the child.
- 8. No child will be given extra tuition without the prior permission of the Principal.**
9. No child is allowed to take tuition from any teacher employed by the school within the campus or outside the school without prior written permission.
10. Parents and guardians are not allowed to go to the class rooms at any time to meet their children or teachers. In case of any emergency, they should approach the Principal and obtain the necessary permission.
- 11. Parents are requested not to call up teachers at their residences.**
12. Parents can meet the Principal and teachers as per the schedule below.
  - a. To meet the Principal : Monday to Friday (10.00 am to 11.00 am) only on prior appointment. Contact No: 8428058444**
  - b. To meet the Class Teacher : Thursday (04.00 pm to 05.00 pm)**

13. Every student must take part in school games and other activities unless declared physically unfit by the doctor and exempted by the principal.
14. Formative assessments will be done throughout the year. Assessments will be sent as reports to parents from time to time which should be duly signed, taken note of, and returned to the school promptly, failing which will not be admitted into class.
15. Credentials (Username and Password) for school app and credential cards for XSEED Universal app (KG – V) and Karadi Path (KG – III) has to be kept safe.
16. For Terminal Examinations parents are requested to collect the progress reports of their children positively on the dates given in the circular sent to them.
17. Students, when taken to fieldtrip should be in full school uniform.
18. Students can celebrate their birthday by presenting a book to the library or a plant to the School garden. Avoid sweets. **Students are encouraged to two questions to the Principal on their birthdays.**
19. Parents are requested not to give any kind of compliments or cash to the faculty and other personnel who are employees of the school.
20. The latest school information will be sent to the parents through newsletters. Parents are expected to be aware of all the school activities.
21. Parents are requested to take necessary care at home to ensure that the child is well groomed and dressed neatly before coming to school.
22. Parents are requested not **to allow their wards to wear valuable jewels**. In case of any loss, the school will not take up the responsibility. **Flowers are not encouraged.**
23. Parents are requested not to give any medicine to the child without a note in the diary for the class teacher.
24. In case a child falls ill during school hours, parents will be apprised on phone. They are expected to come and pick up the child from the school as soon as possible.
25. All communication, complaints, enquiries regarding the welfare of the students should be made to the Principal and not to any member of the staff.
26. Parents should avoid planning outings and pilgrimages on schooldays. They should see that their children are present on the reopening and closing days of each term and on examination days.

27. Parents must ensure that the student's books and notebooks are wrapped neatly with brown cover and labelled.
28. Parents are asked to encourage their ward to communicate in English at home also.
29. If a student misbehaves or fails to do his/her duty regularly, it will be noted in the Students' Observation Record.
30. In case of any complaints about their ward and if a parent is called, he / she must come to school on the specified day without fail.
31. If there is a need of Change in Address / Phone No. / Transport and Requesting for Bonafide Certificate, it must be sought through a form (available in the school office) duly signed by the parent / guardian in advance of the actual date of change. **Note: Please collect the appropriate form from the school office.**

## **ORDINARY WAYS TO HELP YOUR CHILDREN TO BE EXTRAORDINARY**

1. Review your children's textbooks so that you know what they are learning at school.
2. Reinforce what children are learning in school by having them to teach you their newly learned skills.
3. Praise their efforts – not just their accomplishments.
4. Stress positive values – caring, loyalty, trust, honesty, respect and responsibility.
5. Make the children to cultivate the habit of reading newspaper and discuss the current events with them.
6. Show that you are interested in your children's lives by asking about school, their teachers, friends, and listening to what they tell you.
7. Give your child undivided attention. Remember that you can't compensate for your absence with gifts.

**“Being there for your child all the time is the best gift you can give to him / her”**

8. Engage in a physical activity as a family.
9. Know what is in your children's school records. Ask for clarifications: voice concerns.

### **CONTACT NUMBERS**

S. No	Particulars	Contact no.
1.	For Fees/Admission	9787834441
2.	For Principal's appointment / General enquiries	8428058444
3.	For transport related queries	7871625444
4.	For academic queries (Pre-KG – V)	7094209111
5.	For hostel details	8608952444

I have read the above mentioned rules and regulations of the school and I agree to abide by all of them.

**Signature of the Father / Guardian.**

**Signature of the Mother.**

<b>Academic Calendar 2022 – 2023</b>		
<b>June 2022</b>		
<b>Date</b>	<b>Day</b>	<b>Particulars</b>
1	Wednesday	<b>Holiday</b>
2	Thursday	<b>Holiday</b>
3	Friday	<b>Holiday</b>
4	<b>Saturday</b>	<b>Holiday</b>
5	<b>Sunday</b>	<b>Holiday</b>
6	Monday	<b>School reopens for the new Academic year 2022 - 2023 (UKG to XII)</b>
7	Tuesday	Working day
8	Wednesday	Working day
9	Thursday	Working day
10	Friday	Working day
11	<b>Saturday</b>	Working day
12	<b>Sunday</b>	<b>Holiday</b>
13	Monday	Working day
14	Tuesday	Working day
15	Wednesday	Working day
16	Thursday	Working day
17	Friday	Working day
18	<b>Saturday</b>	Working day
19	<b>Sunday</b>	<b>Holiday</b>
20	Monday	Working day
21	Tuesday	Working day
22	Wednesday	Working day
23	Thursday	Working day
24	Friday	Working day
25	<b>Saturday</b>	<b>Holiday</b>
26	<b>Sunday</b>	<b>Holiday</b>
27	Monday	Working day
28	Tuesday	Working day
29	Wednesday	Working day
30	Thursday	Working day
		No of working days – 21
		No of holidays –09

<b>Academic Calendar 2022 – 2023</b>		
<b>July 2022</b>		
<b>Date</b>	<b>Day</b>	<b>Particulars</b>
1	Friday	Working day
2	<b>Saturday</b>	Working day
3	<b>Sunday</b>	<b>Holiday</b>
4	Monday	Working day
5	Tuesday	Working day
6	Wednesday	Working day
7	Thursday	Working day
8	Friday	Working day
9	<b>Saturday</b>	<b>Holiday</b>
10	<b>Sunday</b>	<b>Holiday</b>
11	Monday	Working day
12	Tuesday	Working day
13	Wednesday	Working day
14	Thursday	Working day
15	Friday	Working day
16	<b>Saturday</b>	Working day – Revision, Heats and finals (IV – VIII)
17	<b>Sunday</b>	<b>Holiday</b>
18	Monday	Working day
19	Tuesday	Working day
20	Wednesday	Working day
21	Thursday	Working day
22	Friday	Working day
23	<b>Saturday</b>	<b>Holiday</b>
24	<b>Sunday</b>	<b>Holiday</b>
25	Monday	Periodic Test – I Commences
26	Tuesday	Periodic Test – I
27	Wednesday	Periodic Test – I
28	Thursday	Periodic Test – I
29	Friday	Periodic Test – I
30	<b>Saturday</b>	Periodic Test – I
31	<b>Sunday</b>	<b>Holiday</b>
		No of Working days –24
		No of Holidays – 07

<b>Academic Calendar 2022 – 2023</b>		
<b>August 2022</b>		
<b>Date</b>	<b>Day</b>	<b>Particulars</b>
1	Monday	Working day
2	Tuesday	Working day
3	Wednesday	Working day
4	Thursday	Working day
5	Friday	Working day
6	<b>Saturday</b>	Working day
7	<b>Sunday</b>	<b>Holiday</b>
8	Monday	Working day
9	Tuesday	<b>Muharram – Holiday</b>
10	Wednesday	Working day
11	Thursday	Working day
12	Friday	Working day
13	<b>Saturday</b>	Working day
14	<b>Sunday</b>	<b>Holiday</b>
15	Monday	Working day
16	Tuesday	Working day
17	Wednesday	Working day
18	Thursday	Working day
19	Friday	<b>Holiday – Krishna Jayanthi</b>
20	<b>Saturday</b>	<b>Holiday</b>
21	<b>Sunday</b>	<b>Holiday</b>
22	Monday	Working day
23	Tuesday	Working day
24	Wednesday	Working day
25	Thursday	Working day
26	Friday	Working day
27	<b>Saturday</b>	Working day
28	<b>Sunday</b>	<b>Holiday</b>
29	Monday	Working day
30	Tuesday	Working day
31	Wednesday	<b>Holiday – VinayagaChathurthi</b>
		No of Working days -22
		No of Holidays -09

<b>Academic Calendar 2022 – 2023</b>		
<b>September 2022</b>		
<b>Date</b>	<b>Day</b>	<b>Particulars</b>
1	Thursday	Working day
2	Friday	Working day
3	<b>Saturday</b>	<b>Holiday</b>
4	<b>Sunday</b>	<b>Holiday</b>
5	Monday	Working day
6	Tuesday	Working day
7	Wednesday	Working day
8	Thursday	Working day
9	Friday	Working day
10	<b>Saturday</b>	Working day
11	<b>Sunday</b>	<b>Holiday</b>
12	Monday	Working day – Revision
13	Tuesday	Working day – Revision
14	Wednesday	Working day
15	Thursday	Working day
16	Friday	Working day – Revision
17	<b>Saturday</b>	Working day
18	<b>Sunday</b>	<b>Holiday</b>
19	Monday	Term I examination
20	Tuesday	Term I examination
21	Wednesday	Term I examination
22	Thursday	Term I examination
23	Friday	Term I examination
24	<b>Saturday</b>	Term I examination
25	<b>Sunday</b>	<b>Holiday</b>
26	Monday	<b>Term I Holidays</b>
27	Tuesday	<b>Term I Holidays</b>
28	Wednesday	<b>Term I Holidays</b>
29	Thursday	<b>Term I Holidays</b>
30	Friday	<b>Term I Holidays</b>
		No of Working days –20
		No of Holidays – 10



October 2022		
Date	Day	Particulars
1	Saturday	Term I Holidays
2	Sunday	Holiday – Gandhi Jayanthi
3	Monday	Term I Holidays
4	Tuesday	Holiday – Ayutha Pooja
5	Wednesday	Holiday – Vijayadasami
6	Thursday	School Reopens for Term II (KG to XII)
7	Friday	Working day
8	Saturday	Working day – Parent Teacher Meeting (Term I)
9	Sunday	Holiday
10	Monday	Working day
11	Tuesday	Working day
12	Wednesday	Working day
13	Thursday	Working day
14	Friday	Working day
15	Saturday	Working day
16	Sunday	Holiday
17	Monday	Working day
18	Tuesday	Working day
19	Wednesday	Working day
20	Thursday	Working day
21	Friday	Working day
22	Saturday	Holiday
23	Sunday	Holiday
24	Monday	Holiday – Diwali
25	Tuesday	Holiday
26	Wednesday	Working day
27	Thursday	Working day
28	Friday	Working day
29	Saturday	Working day
30	Sunday	Holiday
31	Monday	Working day
		No of Working days - 19
		No of Holidays - 12

<b>Academic Calendar 2022 – 2023</b>		
<b>November 2022</b>		
<b>Date</b>	<b>Day</b>	<b>Particulars</b>
1	Tuesday	Working day
2	Wednesday	Working day
3	Thursday	Working day
4	Friday	Working day
5	<b>Saturday</b>	<b>Holiday</b>
6	<b>Sunday</b>	<b>Holiday</b>
7	Monday	Working day
8	Tuesday	Working day
9	Wednesday	Working day
10	Thursday	Working day
11	Friday	Working day
12	<b>Saturday</b>	Working day
13	<b>Sunday</b>	<b>Holiday</b>
14	Monday	Working day
15	Tuesday	Working day
16	Wednesday	Working day
17	Thursday	Working day
18	Friday	Working day
19	<b>Saturday</b>	<b>Holiday</b>
20	<b>Sunday</b>	<b>Holiday</b>
21	Monday	Working day
22	Tuesday	Working day
23	Wednesday	Working day
24	Thursday	Working day
25	Friday	Working day
26	<b>Saturday</b>	<b>Holiday</b>
27	<b>Sunday</b>	<b>Holiday</b>
28	Monday	Working day
29	Tuesday	Working day
30	Wednesday	Working day
		No of Working days -23
		No of Holidays - 07

December 2022		
Date	Day	Particulars
1	Thursday	Working day
2	Friday	Working day
3	<b>Saturday</b>	Working day
4	<b>Sunday</b>	<b>Holiday</b>
5	Monday	Working day
6	Tuesday	Working day
7	Wednesday	Working day
8	Thursday	Working day
9	Friday	Working day
10	<b>Saturday</b>	Working day
11	<b>Sunday</b>	<b>Holiday</b>
12	Monday	Working day
13	Tuesday	Working day
14	Wednesday	Working day
15	Thursday	Working day
16	Friday	Periodic Test – II Commences
17	<b>Saturday</b>	Periodic Test – II
18	<b>Sunday</b>	<b>Holiday</b>
19	Monday	Periodic Test – II
20	Tuesday	Periodic Test – II
21	Wednesday	Periodic Test – II
22	Thursday	Working day
23	Friday	<b>Winter Break Holidays Commence</b>
24	<b>Saturday</b>	<b>Holiday</b>
25	<b>Sunday</b>	<b>Holiday – Christmas</b>
26	Monday	<b>Winter Break</b>
27	Tuesday	<b>Winter Break</b>
28	Wednesday	<b>Winter Break</b>
29	Thursday	<b>Winter Break</b>
30	Friday	<b>Winter Break</b>
31	<b>Saturday</b>	<b>Winter Break</b>
		No of Working days – 19
		No of Holidays - 12

January 2023		
Date	Day	Particulars
1	Sunday	Holiday
2	Monday	Winter Break
3	Tuesday	Winter Break
4	Wednesday	School Reopens (KG – XII)
5	Thursday	Working day
6	Friday	Working day
7	Saturday	Working day
8	Sunday	Holiday
9	Monday	Working day
10	Tuesday	Working day
11	Wednesday	Working day
12	Thursday	Working day - Pongal Celebrations (Grades IX to XII)
13	Friday	Holiday – Pongal
14	Saturday	Holiday – Pongal
15	Sunday	Holiday – Pongal
16	Monday	Holiday – Pongal
17	Tuesday	Holiday – Pongal
18	Wednesday	School reopens
19	Thursday	Working day
20	Friday	Working day
21	Saturday	Holiday
22	Sunday	Holiday
23	Monday	Working day
24	Tuesday	Working day
25	Wednesday	Working day
26	Thursday	Working day
27	Friday	Working day
28	Saturday	Working day
29	Sunday	Holiday
30	Monday	Working day
31	Tuesday	Working day - Science Quiz (IV - VIII)
		No of Working days - 19
		No of Holidays - 12

February 2023		
Date	Day	Particulars
1	Wednesday	Working day
2	Thursday	Working day
3	Friday	Working day
4	<b>Saturday</b>	<b>Holiday – Thaipoosam</b>
5	<b>Sunday</b>	<b>Holiday</b>
6	Monday	Working day
7	Tuesday	Working day
8	Wednesday	Working day
9	Thursday	Working day
10	Friday	Working day
11	<b>Saturday</b>	Working day
12	<b>Sunday</b>	<b>Holiday</b>
13	Monday	Working day
14	Tuesday	Working day
15	Wednesday	Working day
16	Thursday	Working day
17	Friday	Working day
18	<b>Saturday</b>	<b>Holiday</b>
19	<b>Sunday</b>	<b>Holiday</b>
20	Monday	Working day
21	Tuesday	Working day
22	Wednesday	Working day
23	Thursday	Working day
24	Friday	Working day
25	<b>Saturday</b>	Working day
26	<b>Sunday</b>	<b>Holiday</b>
27	Monday	Working day
28	Tuesday	Working day
		No of Working days -22
		No of Holidays - 06

March 2023		
Date	Day	Particulars
1	Wednesday	Working day
2	Thursday	Working day
3	Friday	Working day
4	<b>Saturday</b>	<b>Holiday</b>
5	<b>Sunday</b>	<b>Holiday</b>
6	Monday	Working day
7	Tuesday	Working day
8	Wednesday	Working day
9	Thursday	Working day
10	Friday	Working day
11	<b>Saturday</b>	Working day
12	<b>Sunday</b>	<b>Holiday</b>
13	Monday	Working day
14	Tuesday	Working day
15	Wednesday	Working day
16	Thursday	Working day
17	Friday	Working day
18	<b>Saturday</b>	<b>Holiday</b>
19	<b>Sunday</b>	<b>Holiday</b>
20	Monday	Working day
21	Tuesday	Working day
22	Wednesday	<b>Holiday – Ugadi</b>
23	Thursday	Working day
24	Friday	Annual Exam - KG, VIII, X & XI
25	<b>Saturday</b>	Annual Exam – VIII, IX & XI
26	<b>Sunday</b>	<b>Holiday</b>
27	Monday	Annual Exam – KG, VIII, IX & XI
28	Tuesday	Annual Exam – KG, VIII, IX & XI
29	Wednesday	Annual Exam – KG, VIII, IX & XI
30	Thursday	Working day
31	Friday	Working day –Promotion Meet & Graduation Day – (Kindergarten)
		No of Working days - 24
		No of Holidays - 07

April 2023		
Date	Day	Particulars
1	<b>Saturday</b>	Working day - Promotion Meet – VIII, IX & XI, Annual Exam commences for Grades VI & VII
2	<b>Sunday</b>	<b>Holiday</b>
3	Monday	Working day
4	Tuesday	<b>Holiday – Mahaveer Jayanthi</b>
5	Wednesday	Working day
6	Thursday	Working day
7	Friday	<b>Good Friday</b>
8	<b>Saturday</b>	<b>Holiday</b>
9	<b>Sunday</b>	<b>Holiday – Easter</b>
10	Monday	Working day
11	Tuesday	Working day
12	Wednesday	Working day
13	Thursday	Working day
14	Friday	<b>Holiday - Tamil new year</b> <b>School closes for Summer Vacation</b>
15	<b>Saturday</b>	<b>Holiday</b>
16	<b>Sunday</b>	<b>Holiday</b>
17	Monday	<b>Promotion Meet I – VII</b> <b>Fees circular to be given</b>
18	Tuesday	<b>Holiday</b>
19	Wednesday	<b>Holiday</b>
20	Thursday	<b>Holiday</b>
21	Friday	<b>Holiday</b>
22	<b>Saturday</b>	<b>Holiday – Ramzan</b>
23	<b>Sunday</b>	<b>Holiday</b>
24	Monday	<b>Holiday</b>
25	Tuesday	<b>Holiday</b>
26	Wednesday	<b>Holiday</b>
27	Thursday	<b>Holiday</b>
28	Friday	<b>Holiday</b>
29	<b>Saturday</b>	<b>Holiday</b>
30	<b>Sunday</b>	<b>Holiday</b>
		No of Working days – 09
		No of Holidays – 21

### ABSTRACT FOR THE YEAR 2022 -2023 (KG)

<b>Month</b>	<b>Total Days</b>	<b>No of Working days</b>	<b>No. of holidays</b>
June 2022	30	20	10
July 2022	31	21	10
August 2022	31	20	11
September 2022	30	17	13
October 2022	31	16	15
November 2022	30	22	08
December 2022	31	17	14
January 2023	31	17	14
February 2023	29	20	09
March 2023	31	22	9
<b>Total</b>	<b>304</b>	192	113

### ABSTRACT FOR THE YEAR 2022 -2023 (I to VIII)

<b>Month</b>	<b>Total Days</b>	<b>No. of Working days</b>	<b>No. of holidays</b>
June 2022	30	21	09
July 2022	31	24	07
August 2022	31	22	09
September 2022	30	20	10
October 2022	31	19	12
November 2022	30	23	07
December 2022	31	19	12
January 2023	31	19	12
February 2023	29	22	06
March 2023	31	24	07
April 2023	30	09	21
<b>Total</b>	<b>334</b>	223	111



### ABSTRACT FOR THE YEAR 2022 -2023 (IX upwards)

Month	Total Days	No. of Working days
April 2022	30	20
June 2022	30	21
July 2022	31	24
August 2022	31	22
September 2022	30	20
October 2022	31	19
November 2022	30	23
December 2022	31	19
January 2023	31	19
February 2023	28	22
March 2023	31	24
<b>Total</b>	<b>334</b>	<b>234</b>

MONTH	DATE	DAY	YEAR	ASSESSMENT
July	25.07.2022 to 30.07.2022	Monday to Saturday	2022	Periodic Test I
September	17.09.2022 to 24.09.2022	Saturday to Saturday	2022	Term 1 Examination
December	16.12.2022 to 22.12.2022	Friday to Thursday	2022	Periodic Test II
March	23.03.2023 to 29.03.2023	Thursday to Wednesday	2023	Annual Examination (IX & XI)
March	23.03.2023 to 29.03.2023	Thursday to Wednesday	2023	Annual Examination KG
April	01.04.2023 to 13.04.2023	Saturday to Thursday	2023	Annual Examination (I to VIII)

### PERIODIC TESTS &ANNUAL EXAMINATIONS 2022 – 2023

### LIST OF HOLIDAYS (2022 - 2023)

Month	Date	Day	Year	Occasion
August	09.08.2022	Tuesday	2022	Muharram
August	15.08.2022	Monday	2022	Independence Day
August	19.08.2022	Friday	2022	Krishna Jayanthi
August	31.08.2022	Wednesday	2022	VinayagaChaturti
October	02.10.2022	Sunday	2022	Gandhi Jayanthi
October	04.10.2022	Tuesday	2022	AyudhaPooja
October	05.10.2022	Wednesday	2022	VijayaDashami
October	08.10.2022	Saturday	2022	MiladiNabi
October	24.10.2022	Monday	2022	Diwali
December	25.12.2022	Sunday	2022	Christmas
January	01.01.2023	Sunday	2023	New Year
January	14.01.2023	Saturday	2023	Pongal
January	26.01.2023	Thursday	2023	Republic Day
March	22.03.2023	Wednesday	2023	Ugadi
April	04.04.2023	Tuesday	2023	MahaveerJayanti
April	07.04.2023	Friday	2023	Good Friday
April	09.04.2023	Sunday	2023	Easter
April	14.04.2023	Friday	2023	Tamil New Year

**N.B: Holidays mentioned in the Handbook are subject to change.**

## Format of Leave Letter

**Date:** \_\_\_\_\_

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

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

**Date & No. of days leave applied/taken:** \_\_\_\_\_

**Reason for leave:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent's Signature**

**Class Teacher's Signature**

**Principal's Signature**

### **Note:**

- Parents are expected to follow the given format of the leave letter and the same must be written in an A4 sheet.
- Prior permission must be sought from the Principal for applying for leave in the above mentioned format. In case of any emergency, leave letter could be sent on the day of their ward coming to school for Principal's signature.
- A student who avails leave for more than two days is asked to meet the Principal.

### CONDUCT / DISCIPLINE RECORD

[illegible]

### Remarks by Teachers & Parents

Date:

Remarks:

Parent' s Signature

Teacher's Signature

Date:

Remarks:

Parent' s Signature

Teacher's Signature

Date:

Remarks:

Parent' s Signature

Teacher's Signature

## Remarks by Teachers & Parents

Date:

Remarks:

Parent' s Signature

Teacher's Signature

Date:

Remarks:

Parent' s Signature

Teacher's Signature

Date:

Remarks:

Parent' s Signature

Teacher's Signature

Notes