



# **LITTLE FLOWER ENGLISH MEDIUM SENIOR SECONDARY SCHOOL**

**KARUVANCHAL P.O., KANNUR DT., KERALA - 670 571**

Affiliated to Central Board of Secondary Education  
(CBSE) New Delhi, Affiliation. No. 930564

School Code : 75528

**Phone : 0460 2245074, 2245075, Mobile : 8281706554**

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web : [www.lfemsk.com](http://www.lfemsk.com)

**SCHOOL DIARY  
2023 - 2024**

This diary should be brought to school daily.

Name .....

Standard ..... Division .....

## **SCHOOL HOURS**

8.00 am to 3.00 pm

.....

## **OFFICE HOURS**

8.30 am to 3.30 pm

.....

*The office remain closed on Sunday  
and public holidays.*

## IDENTITY CERTIFICATE



Name .....

Standard ..... Division .....

Admission No. .... Blood Group .....

Date of Birth .....

Religion .....

Aadhar No. ....

Name & Address of Parents / Guardian

.....  
.....  
.....

Mobile .....

Father's Name .....Mob.....

Mother's Name .....Mob.....

Occupation of Father .....

Occupation of Mother .....

### **If Coming by the Bus**

Boarding Place .....

.....

Signature of Pupil :

Signature of Teacher :



## IDENTITY CERTIFICATE



Name .....

Standard ..... Division .....

Admission No. .... Blood Group .....

Date of Birth .....

Religion .....

Aadhar No. ....

Name & Address of Parents / Guardian

.....  
.....  
.....

Mobile .....

Father's Name .....Mob.....

Mother's Name .....Mob.....

Occupation of Father .....

Occupation of Mother .....

### **If Coming by the Bus**

Boarding Place .....

.....

Signature of Pupil :

Signature of Teacher :

## CLASS PTA

Dear Parent,

Kindly come to school on ..... between  
..... for class PTA

*Teacher's Signature*

*Parent's Signature*

.....

## CLASS PTA

Dear Parent,

Kindly come to school on ..... between  
..... for class PTA

*Teacher's Signature*

*Parent's Signature*

**MOTTO OF THE SCHOOL :**

**KNOWLEDGE, VIRTUE, WISDOM**

**SCHOOL ANTHEM**

A happy band from far and near  
We meet to learn here right today  
We love our school, Little Flower School,  
Our love for thee shall never fail.

For God is all our strength  
In Him we do and dare.  
Our hearts against the wrong  
We'll cherish and revere,  
Then firmly let us stand  
For God and Native land  
And pray that God may bless and keep  
Little Flower School.

## **STUDENT'S SOLEMN PROMISE**

I .....  
hereby promise that as a student of Little Flower English Medium School Karuvanchal, I will do my best to be always upright, truthful, honest, obedient, respectful and reliable in all my thoughts, words and actions of my daily life at home and at School.

I will make every effort to be a worthy pupil and loyal to the tradition of my School, State and Country.

### **MY PLEDGE**

India is my country.  
All Indians are my brothers and Sisters,  
I love my country,  
And I am proud of its rich and varied heritage  
I shall always strive to be worthy of it.  
I shall give my parents  
teachers and all elders respect  
and treat everyone with courtesy.  
To my country and my people  
I pledge my devotion.  
In their well being and prosperity  
alone lies my happiness.



## Prayers

### **1. OUR FATHER**

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

Amen.

### **2. PRAYER FOR SCHOOL**

Heavenly Father, we thank you for all your dear blessings upon our school, teachers and every student. Look graciously on our school, parents, teachers, friends, our society and all those who do us good. Keep us always under your powerful protection. We pray for peace, in our homes, in our country and in the world. Help us to use our knowledge to assist the poor and the needy.

Amen.

### **3. DEAR LORD**

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

Amen.

### **4. PRAYER TO MOTHER MARY**

Hail Mary full of Grace the lord is with you. Blessed are you among women. And blessed is the fruit of your womb Jesus.

Holy Mary Mother of God, Pray for us sinners, now and at the hour of our death.

Amen.

### **5. BEFORE GOING HOME**

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

Amen.

## **6. MY NOVENA ROSE PRAYER**

O Little Therese of the Child Jesus, please pick for me a rose from the heavenly gardens and send it to me as a message of love.

O Little Flower of Jesus, ask God today to grant the favours I now place with confidence in your hands..... (mention the intention)

St. Therese, help me to always believe as you did in God's great love for me so that I might imitate your "Little Way" each day.

Amen.

## **7. PRAYER BEFORE STUDY**

Enlighten me Lord, that I may learn with concentration and make progress in my studies. Teach me how to love others and show that love in what I do. Give me this wisdom to judge the right and the courage to act according to your law and my convictions and thus to remain as your loving child.

## **8. PRAYER AFTER STUDY**

O God of wisdom I thank you for the knowledge I have received. I beg of you father to help me to remember what I have learned and to apply it when occasion arises. Pardon me Lord my carelessness, inattention and disobedience and I promise you to be more careful in future.

Amen.

## **STUDENT'S PRAYER**

Help me to be curious about the world around me.

Help me to be prepared for the challenges I face each day.

Help me to be open to difficult tasks.

Help me to be determined to complete my work.

Help me to be responsible in all I do.

Help me to be accepting of people's differences.

Help me to be kind in my thoughts and words.

Help me to be aware of my talents.

Help me to be myself to be the best that I can be.

## **SCHOOL PRAYER**

Heavenly Father, grant me each day the desire to do my best;  
To grow mentally and morally as well as physically;  
To be kind and helpful to my classmates and teachers;  
To be honest with myself as well as with others.  
Help me to be a good sport and smile when I lose as well as when I win.  
Teach me the value of true friendship.  
Help me always to conduct myself so as to bring credit to my school.

Amen.

## **Lord, Make a Real Person out of Me**

This, I would like to be: braver and bolder,  
Just a bit wiser because I am older,  
Just a bit kinder to those I may meet,  
Just a bit human taking defeat.

Lord, make a real person out of me.

This I would like to be: just a bit finer,  
More of a smiler and less of a whiner,  
Just a bit quicker to stretch out my hand,  
Helping another who's struggling to stand.

Lord, make a real person out of me.

This, I would like to be: just a bit fairer,  
Just a bit better, and just a bit squarer,  
Not quite so ready to censure and blame,  
Quicker to help every person in the game.

Lord, make a real person out of me.

This, I would like to be: just a bit truer,  
Less of a wisher and more of a doer,  
Broader and bigger, more willing to give,  
Living and helping my neighbours to live!

Lord, make a real person out of me.

- Edgar A. Guest

## HYMNS :

### 1. MAY WE BE A SHINING LIGHT

1. May we be a shining light to the nations  
A shining light to the peoples of the earth  
Till the whole world sees, the glory of your name  
May your pure light shine through us.
2. May we be a healing balm to the nations  
A healing balm to the peoples of the earth  
Till the whole world knows, the power of your name  
May your healing flow through us.
3. May we sing a song of joy to the nations  
A song of praise to the peoples of the earth  
Till the whole world rings, with the praises of your name  
May your song be sung through us.

### 2. SEND THE LIGHT :

1. There's a call comes ringing o'er the restless wave  
Send the light (2)  
There are souls to rescue, there are souls to save  
Send the light (2)  
Send the light, the blessed gospel light  
Let it shine, from shore to shore  
Send the light, the blessed gospel light  
Let it shine, for ever more.
2. May the grace of Jesus unto all abound  
Send the light (2)  
And a Christ like spirit everywhere be found  
Send the light (2)

### 3. COME HOLY SPIRIT :

1. Come Holy Spirit I need thee  
Come sweet spirit I pray  
Come in thy strength and thy power  
Come in thine own gentle way.

2 Come as the wisdom to children  
Come as new sight for the blind  
Come Lord as strength to my weakness  
Take me soul body and mind.

3 Come like a spring in the desert  
Come to the wearied of soul  
Lord let thy sweet healing power  
Touch me and make me whole.

4 Come Lord as rest to the weary  
Come as a balm for the sore  
Come as a dew to my dryness  
Fill me with joy evermore.

**4. AS WE GATHER IN THIS PLACE :**

1. As we gather in this place today  
Holy Spirit come and have your way  
Have your way  
As we lay aside our own desires  
Sweep across our hearts with holy fire  
Oh have your way.  
    This is your house, your home,  
    We welcome you, Lord we welcome you  
    This is your house, your home,  
    We welcome you today.

2. As we offer up our hearts and lives  
Let them be a living sacrifice  
Oh have your way  
Be glorified in everything we do,  
Be glorified in everything we say,  
Have your way.....

**5. PRECIOUS SPIRIT COME :**

1. Precious Spirit come, Holy Spirit come,  
Come into me now to touch and heal  
Precious Spirit, come; Holy Spirit come  
Come in now and set my heart on fire.  
O let my heart burn with love, with love for my Lord  
Let thy mighty power blow and set me free (2)
2. When time of trials come, temptations come my way  
Let me cling to my precious Lord  
Prepare me for the day, that great and glorious day  
When my Lord comes back to take me home.

**6. DAILY DAILY SING TO MARY :**

1. Daily daily sing to Mary,  
Sing my soul, her praises due  
All her feasts her actions honour  
With the heart's devotion true  
Lost in wondering contemplation,  
Be her majesty confessed  
Call her mother, call her virgin  
Happy Mother virgin blest.
2. She is mighty to deliver  
Call her trust, her lovingly  
When the tempests, rages round thee  
She will calm the trouble sea  
Gifts of heaven, she has given  
Noble Lady to our race  
She the queen, who decks her subject  
With the light of God's own grace.

**7. DREAMS COME TRUE :**

1. Dreams come true, and they are true  
Every morning , you'll see them coming true  
The Lord is there, to see us through  
Look along you will feel his presence near.

Counting the blessings, let us move on  
Counting the blessing, let us cling on  
Counting the blessings,  
Leaning on to the Lord, never to part.

2. All our dear dreams, move us on  
The path our Lord had trod  
He had a dream, to love the lost  
And he gave all He had  
So start serving, and start giving,  
Whispering words of peace.

**8. I JUST KEEP TRUSTING MY LORD :**

I just keep trusting my Lord, as I walk along  
I just keep trusting my Lord, and He gives me a song  
Tho' 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 can count on Him (2)  
To the very end. (2)  
I just keep trusting my Lord .....

## **9. JOIN TOGETHER (Thank You Lord)**

Join together and sing of God's love  
Pray together for all God's children  
Share together the body of the Lord  
We are His people, and He is our God.

1. Thank you Lord for all you have given  
Thank you Lord for friendship and love  
Thank you Lord for faith and freedom  
Thank you Lord for all.
2. Thank you Lord for staying so near me  
Thank you Lord for caring for me  
Thank you for making me healthy  
Thank you Lord for all.

## **10. THERE SHALL BE SHOWERS OF BLESSING**

1. There shall be showers of blessing  
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.

2. There shall be showers of blessing  
Send them upon us O Lord  
Grant to us now a refreshing  
Come and now honour your word



## **11. LITTLE FLOWER OF JESUS :**

1. Little Flower of Jesus, Saint of our own day  
Lovingly we come to you, to learn your little way.

Dear St. Therese, do not turn away  
Drop down just one little rose  
The rose we need today.

2. You refused God nothing, love to do His will  
Therese of the child Jesus, and of the Holy face.
3. Little Flower of Jesus, you loved Jesus well  
Now you spend in heaven, in doing good on earth.

## **12. THIS IS MY WILL (LOVE ONE ANOTHER)**

1. This is my will my one command  
That love should dwell among you all  
This is my will, that you should love  
As I have shown that I love you.
2. No greater love a man can have  
Than that he die, to save his friends  
You are my friends, if you obey  
What I command that you should love.
3. You chose not me, but I chose you  
That you should go, and bear much fruit  
I chose you out, that you in me  
Should bear much fruit that will abide.

**13. YOU ARE WITH ME WHEREVER I GO :**

You are with me wherever I go  
Every moment, your life in me flows  
You're always there, close by my side  
You are there, O Lord both day and night.

1. You are with me, in my mother's womb  
You are with me, in my days of gloom  
You helped me stand, against all odds  
And you fill me, with your strength, O Lord.
2. You know O Lord, all my secret fears  
You've seen O Lord, all my unshed tears  
My Lord you know, me through and through  
There is nothing, I can hide from you.

**14. WE ARE HERE TO PRAISE YOU :**

We are here to praise you  
Lift our hearts and sing  
We are here to give you  
The best that we can bring  
  
And it is our love, rising from our hearts,  
Everything within us cry, Abba Father  
Help us now to give you, pleasure and delight  
Heart and mind and will that say  
I love you Lord.

**15. FATHER IN MY LIFE I SEE :**

1. Father in my life I see  
You are God who walks with me  
You hold my life in your hands  
Close beside you I will stand  
I give all my life to you  
Help me Father to be true.
2. Jesus in my life I see .....
3. Spirit in my life I see .....

## **16. AS THE DEER :**

1. As the deer pants for the water  
So my soul longs after you  
You alone are my heart's desire  
And I long to worship you.

You alone are my strength, my shield  
To you alone may my spirit yield  
You alone are my heart's desire  
And I long to worship you.

2. I want you more than gold and silver  
Only you can satisfy  
You alone are the real joy-giver  
And the apple of my eye.

## **17. RISE INDIA :**

Rise India thy millions lead  
And follow Christ thy king  
From Comrin's point, to Everest peak  
Christ's hymn of triumph sing.

1. When in the manger, Thou wert laid  
Immensity made small  
And lowly shepherds round thee prayed  
Thou wert our king, our king and all.
2. Let us unite in India's name  
With joy our tribute bring  
Of faithful service love aflame  
To Christ our Lord, our God and King.

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

1. 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.

Oh, Master, grant that I may never seek,  
So much to be consoled as to console,  
To be understood as to understand,  
To be loved as to love with all my soul.

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

3. Make me a channel of your peace,  
It is in pardoning that we are pardoned,  
In giving to each one that we receive,  
And in dying that we're born to eternal life.

## **19. I HAVE COME TO THEE**

Ref.: I have come to thee to take thy touch before I begin my day.

1. Let thy eye rest upon my eyes for a while.
2. Let me take to my work the assurance of thy comradeship, my friend.
3. Fill my mind with thy music to list through the desert of noise.
4. Let thy love's sunshine kiss the peaks of my thoughts  
And linger in my life's valley where the harvest ripens.

## 20. LORD I LIFT YOUR NAME ON HIGH

Lord I lift your name on High  
Lord I love to sing you praises  
I'm so glad you're in my life  
I'm so glad you came to save us

You came from heaven to earth  
To show the way  
From the earth to the cross  
My debt to pay  
From the cross to the grave  
From the grave to the sky  
Lord I lift your name on High.

## 21. GOD STILL LOVES THE WORLD

11. Every tiny star that twinkles in the night sky,  
Every drop of morning dew,  
Every spark of fire blazing in the furnace.  
Every captivating view.  
Every rainbow in the sky, every pretty butterfly,  
Tells the fascinating news to those who dare to hope.

### And the message is :

- Cho: God still loves the world!  
God still, still loves the world.  
So throw your life into his hands.  
Day by day discern his plans:  
God is passionately busy loving you and me!
2. Every ocean wave that breaks upon the sea-shore,  
Every stalk of golden wheat,  
Every silver stream that gushes down the mountain,  
Every drop of the honey sweet,  
Every eagle flying high, every worm that  
Wiggles by .....

3. Every man and woman pledged in love for ever  
Every little new born child,  
Every voice in favour of a needy neighbor,  
Every radiating smile,  
Every hand that offers love, every surging flow of blood...

## **22. PRAYER FOR PEACE**

1. Lord, we pray for golden Peace  
Peace all over the land  
  
May all men dwell in liberty  
Walking hand in hand.

Ref: Banish fear and ignorance,

Hunger, thirst and pain

Banish hate and poverty

Let no man live in vain (2)

2. Keep all men for ever one  
One in love and grace  
Wipe away all war and strife,  
Give freedom to each race.
3. Let you justice reign supreme  
And righteousness be done  
Let goodness rule the hearts of men  
And evil be overcome.

## **LITTLE FLOWER ENGLISH MEDIUM SCHOOL, KARUVANCHAL**

Little Flower School is a Christian Educational Institution run by the Congregation of the Missionary Sisters of Mary Help Of Christians (MSMHC) The congregation of The Missionary Sisters of Mary Help of Christians was founded in 1942 by Arch Bishop Stephen Ferrando in Assam. The main charism of the congregation is Missionary Evangelization and Education of youth. We follow the educational method of St. John Bosco, the great educator of youth, called The Preventive System. This method is based on the Love of God, on conviction, prevention of faults by proper assistance and supervision, and friendly correction.

The School is affiliated to Central Board of Secondary Education (CBSE) bearing the Affiliation No.930564.

### **WE AIM AT :**

- ★ Building up a civilization of love where in human rights are respected and principles of justice and equity are upheld.
- ★ Imparting quality education by cultivating in the boys and girls habit of piety, virtue and discipline. Hence particular attention is given to discipline and character formation by means of moral instruction and value oriented education.
- ★ Fostering total development of the pupils who will be intellectually well informed , emotionally balanced and spiritually oriented.
- ★ Contributing our share towards the national integration and communal harmony by promoting a mutual appreciation and understanding of different social, Economic and Religious groups.

## ADMISSION TO SCHOOL

The school admits boys and girls to classes Pre-KG to XII, irrespective of any caste, creed or religion.

Pre-KG is the initial class in the school. No interview based on any knowledge is required for a child while seeking admission Pre-Kg and LKG. To be admitted, a child must have completed three years on 1<sup>st</sup> June of the current year.

The decision with regard to admission rests with the Principal. Admissions to other classes will depend on the performance of the students in the entrance test and interview by the school.

Interview of the parents/guardians will be conducted to assess their degree of compliance to the rules, methods and functioning of the school.

The following documents should be produced at the time of admission:

- a) The Photostat copy of the original birth certificate and two passport size photographs of the child.
- b) Photocopy of the Aadhar Card.
- c) (For those who seek admission in higher classes) Original Transfer certificate from the school last attended, Conduct certificate from the Head of the School, two photographs, and Progress Report from the school.

The parent/guardian must sign the admission form personally assuming responsibility for his/her child's regularity in School, his/her conduct, discipline, punctuality and payment of fees.



## **COURSE OF STUDY & CURRICULAM**

The school prepares pupils for the CBSE examinations of Std **X** and **XII**.

### **(COURSE OF STUDY (UPTO STD-VIII))**

1. First Language - English
2. Second Language - Malayalam
3. Third Language - Hindi
4. Mathematics
5. General Science
6. Social Science
7. Value education
8. Computer Science
9. Art and Craft, Music & Dance
10. General knowledge
11. Physical Education
12. Work Education

### **SCHEME OF STUDIES FOR STD IX and X**

1. English Communicative
2. Malayalam/Hindi
3. Mathematics
4. Science
5. Social Science

### **SCHEME OF STUDIES FOR XI & XII**

- a. Languages: Malayalam, English Core, & Hindi Core
- b. Elective Subjects: History, Political Science, Geography, Economics, Mathematics, Physics, Chemistry, Biology, Business Studies, Accountancy, Computer Science.

## TEACHING DYNAMICS

Class room teaching, Smart Class based teaching, Workshops, Seminars, Assignments, Projects, Training sessions for soft skills are the methods used in the school.

**Attendance and participation in all the classes and activities are mandatory for a student to be eligible for appearing in examinations at the end of each term.**

## EXAMINATION AND PROMOTION

1. The school conducts the tests and examinations periodically. The entire academic period of the year is divided into three periodic assessments and two Mid-Term examinations.
2. For the Final Examinations, the whole syllabus will be included.
3. Besides the formative and summative assessments, the school conducts weekly tests and revision examinations. Weekly test is conducted on every Monday, usually termed as Monday Test.
4. Promotion shall be made to the next higher class on the basis of pupil's total performance as assessed by periodic tests and final examination. It is therefore very essential that students appear in all the examinations. The minimum marks required for promotion is 40% in each subject. At the Senior Secondary Level, a minimum of 45% marks in each subject in the Annual Examination and a total of 50% in all subjects in the first and second terminal examinations taken together will mark a student eligible for promotion to class XII.
5. Pupils who absent themselves from examinations except for a grave reason, will be considered to have failed in the examination concerned.

6. Besides the academic performance, each student's performance in co-scholastic areas and activities, attitudes and values, Health and Physical Education will be assessed and grade points will be marked in the Progress Report.
7. Parents/guardians come to the school on the day and date allotted for meeting the teacher to discuss the student's performance and to sign the Progress Report Cards.
8. No re-examination will be conducted in any subject. The results once declared are final and will not be reconsidered.
9. Perfect order and discipline should be maintained during examinations.
10. Scheme of Grading

<b>Grade</b>	<b>Percentage</b>
A1	91 - 100
A2	81 - 90
B1	71 - 80
B2	61 - 70
C1	51 - 60
C2	41 - 50
D	33 - 40

## **UNIFORM**

### **SCHOOL UNIFORM :**

Students should wear the prescribed uniform dress for the school.

### **DAILY UNIFORM :**

(On All Class Days, except on Wednesday)

## **CLASSES LKG & UKG**

**BOYS:** White striped shirt with short sleeves and the school emblem on the pocket of the shirt, blue black short pants with School Belt, black shoes and royal blue socks.

**GIRLS:** White striped shirt with short sleeves and the school emblem on the pocket of the shirt, blue black frock, black shoes and royal blue socks, and white ribbon.

## **CLASSES I TO IV BOYS :**

White striped shirt with short sleeves and the school emblem on the pocket of the shirt, blue black short pants with school belt, black shoes and royal blue socks.

## **CLASSES V TO XII BOYS :**

White striped shirt with short sleeves and the school emblem on the pocket of the shirt, blue black pants with school belt, black shoes and royal blue socks.

## **I TO V GIRLS:**

White striped shirt with short sleeves and the school emblem on the pocket of the shirt, blue black pleated skirt reaching below the knee, black shoes and royal blue socks, white ribbon.

## **VI TO XII GIRLS**

White striped Shirt with short sleeves and black coat with the school emblem on the coat, blue black Pants, black shoes and royal blue Socks.

**SCHOOL / CLASS HOURS**

**P.T UNIFORM ON WEDNESDAY**

### DISCIPLINARY REGULATIONS FOR THE STUDENTS :

1. Every student is required to purchase and read the school diary which must be brought daily to school.
2. Orderliness in the classrooms and in the school compound is to be maintained by all. The student should not bring to school any object which would prove a source of distraction.
3. The medium of instruction and the language for communication in the school is English. Everyone is expected to speak English in the school. Students who are speaking other languages will be subjected to corrective measures.
4. Permission of the Principal is required:
  - a. to leave the school during school hours.
  - b. to collect money for any purpose.
  - c. to form associations or to distribute literature of any kind.
5. Students must show respect and reverence to the Principal, Sisters, Teachers, Non-teaching staff, Elders etc. and towards each other.
6. Irregular attendance, habitual idleness, disobedience, will bring a dismissal at any time of the year unless a child after having been admonished, corrects his/her faults.
7. Any damage done to the school property must be made good by the concerned students.
8. Ornaments of any metal/material, fancy watches etc. should not be worn by the students.
9. Students are not allowed to enter other classes.
10. The school is not responsible for any goods or money lost by the pupils. It is not advisable to bring any valuable articles esp. gold to the school.
11. Personal hygiene and cleanliness is expected from every child.
12. Students should cooperate with the school authority in caring for the School property and for cleanliness of the school premises.

13. Pupils are responsible for their good conduct in School and also for their general behavior outside. Any report of objectionable conduct on the part of any pupil will make him/her liable for disciplinary action. Misbehaviour in public places and conveyances is liable to invite the similar action.
14. The Principal, in the interest of the school may ask a parent /guardian to withdraw his child/ward, should the child's conduct, behaviour or influence, in the principals opinion, be in any way detrimental to the common good of the school and its smooth working.
15. All students are required to wear the School uniform. Neatness in dress and person should be cultivated by every student.
16. Every student is expected to carry packed lunch from home. No student will be allowed to leave the school premises during the lunch break.
17. Pupils who fail two years consecutively may be asked to leave the school.
18. Books, newspapers or magazines other than those needed for class work should not be brought to the school without permission from the Principal.
19. Any student suffering from an infectious or contagious disease should refrain from attending school till recovery.
20. Exchange of articles or money transactions between pupils is not allowed
21. No pupil of the school is allowed to take part in political activities or join organizations sponsored by political parties.
22. Once the children report to School they must not leave the school premises without the permission of the Principal. The School will not be responsible for the safety of offenders in this respect.
23. The School cannot be held responsible for accidents (minor or serious) to pupils during their stay in School or while taking part in sports and other activities within or outside the School premises. It is assured that the school takes utmost care for the well being of the students.

## **ABSENCE AND LEAVE**

1. Leave of absence on a regular class may be granted for a sufficient cause, but only on a written request from the parents or guardian. Any request for leave must be made to the Principal in writing. Verbal request will not be complied with.
2. If a pupil is absent due to illness or any other cause, the principal should be informed about it.
3. Leave of absence on medical ground must be supported by medical certificate and leave application.
4. Pupils who are absent for more than 10 of the working days of the school without proper authorization shall not be allowed to present themselves for the promotion examination

## **LIBRARY RULES**

1. Perfect silence and order must be maintained while going and coming to, and inside the library.
2. All the students of stds.VI to XII may borrow books from the school library. Students of Std. I to V have their own class libraries.
3. Students may choose their books from the shelves. They must take the books to the librarian for checking.
4. Exchange of library books is not permitted.
5. Books may be kept for one week and must be returned by the due date on the date-slip. If need be, renewal for a second week may be granted.
6. Students who keep books longer than the time permitted will pay Rs.1 fine a day.
7. If any book is lost or damaged by any student it has to be replaced.
8. Issue and return of library books will be done during the library period allotted to each class.
9. Books in the reference section may not be taken out of the library.
10. Never disfigure a library book or damage it in any way. The attention of the librarian should be drawn to the damage of books at the time of borrowing.

### **FEE REGULATIONS :**

1. The school is unaided in nature and collects fees from the students. It comprises of Tuition Fees, Smart Class Fees, Computer Lab Fees and Fees for Soft skills (Activities). The Fees structure is revised at periodic intervals, usually after two years.
2. Fees will be received in four terms of three months each, in the bank. The pay slips will be issued to each child by which the guardians can deposit the amount in the bank account of the school.
3. The Fees for the whole year (four terms) should be cleared before the final examinations.
4. Pupils whose dues are not cleared completely will be barred from sitting for examinations.
5. No Transfer Certificate will be issued unless fees have been paid up to date.
6. Promotion of those who have not cleared all the dues will be withheld.

### **HOUSE SYSTEM**

“Together Each one Achieves More” (TEAM).

The school activities are planned in such a way that the students work, perform and learn in a team. Working in a team, the students are encouraged to unravel their talents and abilities and put them to optimum use so that they get every opportunity to bloom to their total capacity. The students are divided in to four groups which may be called houses. Each house has a captain, a vice-captain and teachers as advisors. House wise competitions and contests organized in a healthy atmosphere create a sense of self confidence, and competence in the students. Moreover they get the opportunity to form healthy character, team spirit, loyalty, compassion and commitment, the values that will see them succeed in their future.

Result of all such competitions are graded and added to the grade points under the continuous and comprehensive evaluation of the students in each academic year.



## House

1. "Love is repaid by love alone."
2. "Always better, always more."
3. "Serve with friendly."
4. ....

Little House (ROSE)

Ferrando (BLUE)

Gandhi (RED)

Abdul Kalam (GREEN)

## PARENT - TEACHER ASSOCIATION (P.T.A.)

All parents of the students and teachers of the school are members of the Parent Teacher Association (PTA) of the school. The PTA is expected to meet periodically. The annual subscription of Rs.100/- shall be collected along with the Academic fees at the beginning of the academic year. The aims and objectives of the association are:

- \* To bring better understanding between the parents and teachers who are partners in the education of the children.
- \* To assess the pupil's progress, discipline, health, physical education, obedience to teachers, regularity in doing assignments etc.
- \* To arrange meetings, seminars and cultural programs for improving the relationship among parents, pupils and teachers.
- \* To raise funds for a specific purpose related to school's welfare.
- \* To do any work related to the welfare of the students and the school.

## RECOMMENDATIONS TO PARENTS

1. Parents should go through the school diary daily.
2. Parents and teachers should develop a cordial relationship among themselves for the better education of the children. As such we avoid criticisms, but promote a culture of cooperation and mutual help.

3. Children should be escorted to and from the school by authorized persons only.
4. Parents shall not meet the teachers during class time, without the Principal's permission.
5. They should attend the school functions and be co-operative in all the school activities.
6. In case of contagious disease, parents are advised to keep the children at home for rest and medication till complete recovery.
7. Parents should see that their children are neatly dressed in the prescribed school uniform and they attend school regularly and punctually.
8. They are further requested not to take away their wards from the school during the school hours.
9. Parents should see that their children study their lessons regularly and do their homework properly.
10. Parents who seek information or need clarification on any matters related to their ward may meet the Principal (and not the class teacher).

### **TRANSFER CERTIFICATE**

1. A guardian who wishes to transfer his/her ward from the school to another for any reason put in a request in the prescribed form.
2. If the transfer is desired at the end of the academic year, the application has to be submitted on the date informed by the school.
3. The Transfer certificate will be issued after a week of receipt of the application.
4. Transfer Certificate will be issued only after the clearance of all the dues. A fee will be charged for the issue of the transfer certificate or its duplicate.
5. Pupils leaving the school in the middle of the term must give a month's notice and a month's fee in lieu thereof.

<b>JUNE 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	Thu	School Re-opens
02	Fri	Holy Mass for students and staff
03	Sat	Initiation Ceremony
04	Sun	
05	Mon	Class begins for LKG & Pre- KG World Environment day
06	Tue	Division of the houses and selection of Captains
07	Wed	
08	Thu	
09	Fri	
10	Sat	PTA General Body Meeting
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	Story Writing competition
22	Thu	
23	Fri	Academic assessment X-XII
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	Recitation Competition ( English, Malayalam, Hindi)

<b>JULY 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	Sat	
02	Sun	
03	Mon	St. Thomas Day
04	Tue	Drawing Comp
05	Wed	Speech Competition ( English, Mala, Hindi)
06	Thu	
07	Fri	Holy Mass for students and staff
08	Sat	
09	Sun	
10	Mon	
11	Tue	
12	Wed	Staff Meeting
13	Thu	
14	Fri	Light Music
15	Sat	
16	Sun	
17	Mon	First Midterm Exam begins
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	Sahodaya Chess
26	Wed	Sahodaya Chess
27	Thu	
28	Fri	Class PTA meeting
29	Sat	
30	Sun	
31	Mon	

<b>AUGUST 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	Tue	
02	Wed	
03	Thu	
04	Fri	Holy Mass for students and staff
05	Sat	Essay writing comp.
06	Sun	
07	Mon	Sahodaya Shuttle badminton under 14
08	Tue	Sahodaya Shuttle badminton under 17
09	Wed	Sahodaya Shuttle badminton under 19 Mono act, Mimi cry, Dance
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	Poem composing Comp.
15	Tue	Independence Day
16	Wed	
17	Thu	Term 1 Exam LKG to XII
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	Staff Meeting
26	Sat	Onam Holidays
27	Sun	
28	Mon	
29	Tue	Onam/Thiruvonam
30	Wed	
31	Thu	

<b>SEPTEMBER 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	01	Fri
02	Sat	
03	Sun	
04	Mon	Class begins after Onam Vacation
05	Tue	Teachers Day
06	Wed	Class PTA for Classes I to XII
07	Thu	Cultural Fest
08	Fri	Cultural Fest
09	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Novena to MHC
16	Sat	Sahodaya Writing comp.
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Sahodaya Hand Ball
30	Sat	Sahodaya drawing comp.Feast of the patron saint

<b>OCTOBER 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	Sun	
02	Mon	Gandhi Jayanti
03	Tue	
04	Wed	Sahodaya Skating
05	Thu	
06	Fri	Holy Mass for students and staff
07	Sat	
08	Sun	
09	Mon	
10	Tue	
11	Wed	
12	Thu	Sahodaya Comp- (Folk dance, Elocution English& Malayalam category 1 & 2, Extempore English category 3 & 4, Mono act and Mimicry category 2,3,4, Recitation English) Bharatnatyam 2, 3, 4 category
13	Fri	Extempore Hindi, Malayalam category 3 & 4 Recitation Hindi, Malayalam Light Music
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	Last date to register for Sahodaya Athletic meet
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	Sahodaya Khokho
27	Fri	Staff Meeting
28	Sat	
29	Sun	
30	Mon	Second Mid Term Class 1- XII
31	Tue	

<b>NOVEMBER 2023</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	Wed	Kerala Piravi
02	Thu	
03	Fri	Holy Mass for students and staff
04	Sat	
05	Sun	
06	Mon	
07	Tue	
08	Wed	
09	Thu	Annual sports
10	Fri	Annual sports
11	Sat	
12	Sun	
13	Mon	
14	Tue	Children's Day
15	Wed	
16	Thu	
17	Fri	
18	Sat	Class PTA for Classes I to XII
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	Sahodaya Athletic Meet
25	Sat	Sahodaya Athletic Meet
26	Sun	
27	Mon	
28	Tue	Sahodaya Football under 19
29	Wed	Sahodaya Football under 19
30	Thu	Sahodaya Football under 17



## DECEMBER 2023

Date	Day	Programme
01	Fri	Holy Mass for students and staff, Staff Meeting
02	Sat	
03	Sun	
04	Mon	Pre- Board Exam for X & XII
05	Tue	
06	Wed	
07	Thu	
08	Fri	
09	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	Class PTA for X & XII
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	Annual Day
22	Fri	School closes for winter vacation
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

<b>JANUARY 2024</b>		
Date	Day	Programme
01	Mon	NEW YEAR
02	Tue	
03	Wed	
04	Thu	Pre Board Exam for Class X & XII
05	Fri	Holy Mass for students and staff
06	Sat	
07	Sun	
08	Mon	
09	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	Republic Day
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

<b>FEBRUARY 2024</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	Thu	Staff Meeting
02	Fri	Holy Mass for students and staff
03	Sat	
04	Sun	
05	Mon	
06	Tue	Final Exam for Class IX & XI
07	Wed	
08	Thu	
09	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	

<b>MARCH 2024</b>		
<b>Date</b>	<b>Day</b>	<b>Programme</b>
01	Thu	
02	Fri	Holy Mass for students and staff
03	Sat	
04	Sun	
05	Mon	
06	Tue	
07	Wed	
08	Thu	Women's Day
09	Fri	Staff Meeting
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	Annual Exam begins
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

## Late Attendance Record

Date	Time of Arrival	Reason	Parent's Signature	Principal/ Class Teacher Signature

## Late Attendance Record

Date	Time of Arrival	Reason	Parent's Signature	Principal/ Class Teacher Signature

**Record of Leave**

Date	Reason	Parent's Signature	Principal/ Class Teacher Signature

**Record of Leave**

Date	Reason	Parent's Signature	Principal/ Class Teacher Signature



**Assignment / Home Task**

Date	Subject	Assignment / Home Task	Date of Submission	Remarks

### Assignment / Home Task

Date	Subject	Assignment / Home Task	Date of Sub mission	Remarks

## Assignment / Home Task

Date	Subject	Assignment / Home Task	Date of Sub mission	Remarks

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Date	Subject	Assignment / Home Task	Date of Sub mission	Remarks

### Assignment / Home Task

Date	Subject	Assignment / Home Task	Date of Submission	Remarks



## PRINCIPAL'S NOTE TO PARENTS


Parent's Signature

Principal


Parent's Signature

Principal


**PRINCIPAL'S NOTE TO PARENTS**


Parent's Signature

Principal


Parent's Signature

Principal


## Teacher's Note To Parents

Date	Reason	Signature of Parent's

### Class Teacher's Remarks

Date	Subject Matter	Signature of Parent's

**Class Teacher’s Remarks**

Date	Subject Matter	Signature of Parent's

### Class Teacher's Remarks

Date	Subject Matter	Signature of Parent's

**Parent's Communication**

Date	Reason	Teacher's Initial

### Parent's Communication

Date	Reason	Teacher's Initial



## **EXAM TIME TABLE**

### **1<sup>st</sup> Mid - Term Exam**

Date	Subject	Signature of Sub. Teacher

## EXAM TIME TABLE

### 1<sup>st</sup> Term Exam

Date	Subject	Signature of Sub. Teacher

## **EXAM TIME TABLE**

### **2<sup>st</sup> Mid - Term Exam**

Date	Subject	Signature of Sub. Teacher

## **EXAM TIME TABLE**

### **2<sup>nd</sup> Term Exam**

Date	Subject	Signature of Sub. Teacher

# MARK STATEMENT

## 1<sup>st</sup> Mid - Term Exam

Date	Subject	Marks obtained	Total	Signature of Parent	Signature of Sub. Teacher

## MARK STATEMENT

### 1<sup>st</sup> Term Exam

Date	Subject	Marks obtained	Total	Signature of Parent	Signature of Sub. Teacher

## MARK STATEMENT

### 2<sup>st</sup> Mid - Term Exam

Date	Subject	Marks obtained	Total	Signature of Parent	Signature of Sub. Teacher

## MARK STATEMENT

### 2<sup>nd</sup> Term Exam

Date	Subject	Marks obtained	Total	Signature of Parent	Signature of Sub. Teacher



## RECORD OF LIBRARY BOOKS

Date of Issue	Call No.	Name of Book	Student's Initial	Teacher's Initial	Date of Return

## RECORD OF LIBRARY BOOKS

Date of Issue	Call No.	Name of Book	Student's Initial	Teacher's Initial	Date of Return

## SCHOOL TIME TABLE

<b>8.30 a.m.</b>	<b>:</b>	<b>SUPERVISED STUDY</b>
<b>9.10 a.m.</b>	<b>:</b>	<b>FIRST BELL</b>
<b>9.15 a.m.</b>	<b>:</b>	<b>ASSEMBLY</b>
<b>9.25 a.m.</b>	<b>:</b>	<b>FIRST PERIOD</b>
<b>10.10 a.m.</b>	<b>:</b>	<b>SECOND PERIOD</b>
<b>10.50 a.m.</b>	<b>:</b>	<b>BREAK</b>
<b>11.00 a.m.</b>	<b>:</b>	<b>THIRD PERIOD</b>
<b>11.45 a.m.</b>	<b>:</b>	<b>FOURTH PERIOD</b>
<b>12.30 p.m.</b>	<b>:</b>	<b>LUNCH</b>
<b>1.00 p.m.</b>	<b>:</b>	<b>FIFTH PERIOD</b>
<b>1.40 p.m.</b>	<b>:</b>	<b>SIXTH PERIOD</b>
<b>2.20 p.m.</b>	<b>:</b>	<b>SEVENTH PERIOD</b>
<b>3.00 p.m.</b>	<b>:</b>	<b>PRAYER, NATIONAL ANTHEM</b>

## TIME TABLE

Name of Class Teacher ..... Class Room .....

Days	1 9.25 - 10.10 am	2 10.10 - 10.50 am		3 11.00 - 11.45 am	4 11.45 am - 12.30 pm		5 1.00 pm - 1.40 pm	6 1.40 pm - 2.20 pm	7 2.20 pm - 3.00 pm
Mon			SHORT BREAK			LUNCH BREAK			
Tue									
Wed									
Thu									
Fri									
Sat									