



St. Paul's High School

Affiliated to
the Council for the Indian School Certificate Examinations (CISCE), New Delhi.
(Affiliation No.: BI-047, School Code – BI009)

Recognised as a Minority Institution by
the National Commission for Minority Educational Institutions Govt. of India
vide F.No.447/2007 – 33245

Digha – 9608294714
Buddha Colony – 7295044634
Rajeev Nagar – 9608845157



Prospectus

School Prospectus

I. General Information :

St. Paul's High School is a Minority Christian Co-educational School run by St. Paul's Educational Society registered under Societies Registration Act.

II. Aims :

The school aims at facilitating all round development of Children to help them grow into mature and responsible persons who strive to :-

- a. Achieve academic excellence
- b. Inculcate a sense of discipline and appreciation of all religions.
- c. Develop critical thinking to help understand the world around them
- d. Make them sensitive not only to their own needs but also to those less fortunate.
- e. Train them to acquire leadership qualities and a habit of cleanliness, order and sense of discipline.
- f. Prepare them to be good and loyal citizens of our great country and to be proud of its heritage.
- g. Being a Christian minority school priority is given to Christian students and Christian values.

III. Curriculum :

The school follows ICSE examination syllabus of the Council for the Indian School Certificate Examination.

The medium of instruction is English. Hindi is a compulsory subject and is taught with special emphasis.

The course of studies is so formulated as to lay a solid foundation in both languages – spoken as well as written and in Mathematics. In the lower classes Arts and Craft, Music and Dance are integral part of the curriculum. As children progress, other subjects are introduced at appropriate levels.

Socially Useful and Productive Work (SUPW) is now an integral part of our school curriculum. This subject is mandatory for all candidates in order to pass the ICSE Examination. The aim of this subject is to create an attitude of being helpful to others and develop practical skills which will be of use to the child and to the society later on in life.

IV. Notice for Guardians Seeking Admission :

1. Availing Admission Form and registering the candidate does not guarantee admission to St. Paul's High School. Since the number of applicants is expected to exceed the number of available seats, the parents are advised to apply to other schools as well.
2. The candidate must have completed six (6) years as on 31st March for admission to Standard One (1).
3. Admission Form must be brought out for verification as per the time prescribed. Both parents must accompany the candidate for the same.
4. All the Original Documents / Certificates must be produced at the time of verification.
5. It is the responsibility of the parents to see that the Admission Form is complete in all respect. Incomplete / illegibly written / overwritten / lack of supportive documents or certificates will lead to rejection of the Admission Form. False documents / incorrect information found at any time, will debar the candidate from continuing in St. Paul's High School.
6. All documents submitted at any time will become the property of the school and will not be returned.
7. Selection of the candidates will be done by a committee. No correspondence will be solicited regarding selection and admission of the candidate. Any recommendation, use of influence (Direct or Indirect), offer of donation, etc. will lead to the cancellation of the Admission Form / admission of the candidate.
8. If selected, admission procedure must be completed within the allotted time. Failing the candidates chance of Admission will forfeit.
9. Preference will be given to the candidates of following categories who fulfill the other eligibility criteria for admission.
 - a) Christian candidates, children of the staff of St. Paul's High School will be given preference.
 - b) Certain number of seats are earmarked for Alumni's children, children whose siblings study in St. Paul's High School, Judiciary, Armed Forces, Paramilitary Forces and other special category.
 - c) 20% of seats are earmarked as management quota.

DOCUMENTS REQUIRED AT THE TIME OF VERIFICATION/ADMISSION OF CANDIDATE

Please submit a photocopy of the document

a) Date of birth* certificate from Municipal Corporation

[Note: Date of Birth cannot be changed in any circumstances once the child is admitted]

b) Any one for proof of Residence*

1. Aadhar Card
2. Election Voter ID Card
3. Electricity Bill
4. Landline Telephone Bill
5. Driving Licence
6. Ration Card
7. Id proof issued from Central or State Government

c) Proof for caste category

1. Caste Certificate from Block

d) Proof of leaving previous school

1. School Leaving Certificate or Transfer Certificate (T.C.) original
2. Report Card

e) Immunization Certificate

V. School Fees :

1. The School Fee is chargeable monthly for twelve calendar months.
2. A School Fee Booklet will be issued free of cost to every student.
 - a) A late fine of Rs. 30/- will be charged by the school after the due date of payment of each month.
 - b) If the booklet is lost, during the academic session, Rs. 50/- will be charged for duplicate fee book.
3. No reduction in School Fees is made for holidays and broken periods.
4. Pupils are liable to be charged full fee as long as their names are officially on the roll.

5. All dues must be paid up before each terminal exam irrespective of the due date. Pupils whose fees are overdue may be barred from sitting for examinations and have their names struck off from the roll. Readmission will be done only after the previous dues are cleared and readmission fee paid afresh.
6. Std. 10th students must clear all their fee dues (upto March) by 10th January.
7. NO CONCESSION in fees will be given.
8. NO FEE WILL BE REFUNDED IF ANY STUDENT LEAVES THE SCHOOL FOR ANY REASON.

VI. Withdrawal & Dismissal :

1. Before withdrawing a student from school one month's notice is to be given or a month's tuition fee in lieu of the notice. This notice should bear Parent's or Guardian's signature.
2. Transfer Certificate will be issued only after all dues to the school have been paid in full and clearance has been obtained from the Librarian, Laboratory in-charge and the Transporter.
3. Transfer Certificate will be issued from the school office on the payment of a fee Rs. 300/-. An application for the same must be submitted to the office, together with a Clearance Certificate giving at least 3 working days notice. Application should contain the Roll No., Year and Month of admission. For those students who are leaving this state it is necessary for parents/guardians to have the T.C. Counter-signed by the Education Authorities, Bihar, Patna (New Secretariat).
4. **Irregular attendance, habitual idleness, disobedience, bad conduct or sickness liable to be injurious to other pupils, can lead to dismissal of the pupil.**

VII. LEAVE/ABSENCE AND LATE COMING :

- i) In all cases of absence the parent/guardian is expected to make an entry in the pupil's diary on the appropriate page, marked "Non-Attendance and Leave Record".
- ii) Absence of three days or more on medical grounds is to be confirmed by a medical prescription by a Registered Medical Practitioner and it should be submitted to the Principal along with a leave application.

- iii) Pupils returning after absence caused by an infectious disease must ensure that the quarantine period has been completed and this fact must be recorded on the Medical Certificate so produced on joining classes.
- iv) No student who is late or has been absent on the previous day may be -
 - a) Permitted to attend the class without the permission of the Principal.
 - b) Absence must be explained in a note in the school diary signed by the parent or authorized local guardian.

VIII. ATTENDANCE :

Regular attendance is a key requisite for a good student and St. Paul's attaches most importance to it.

- i) No pupil must absent himself without obtaining leave previously, in writing. If for any grave reason, a pupil is absent without prior permission, on his return he/she must submit a letter from his/her parent, stating the reason for the absence & obtain permission before entering the class.
- ii) All applications for leave should be made in writing duly signed by the parent or legal guardian of the pupil & should reach the Principal before the commencement of the class. Oral or phone message will not be accepted.
- iii) A boy/girl who is absent for more than 10 days continuously without prior sanction of the Principal in writing liable to have his/her name struck off the school rolls.
- iv) For extending vacation period prior permission should be sought in writing from the school for any reason known or planned in advance.
- v) Students who are regularly sick & fall short of the required 75% of attendance may be asked to leave school on grounds of Physical unfitness or on special consideration if readmitted would have to repeat the class.
- vi) No leave will be granted during examinations.
- vii) Pupils must be present in School before the Assembly commences.

- viii) All pupils must be present in School on the first and last day of each term. Parents' co-operation is essential in this matter.
- ix) Irregular attendance may lead to dismissal of a pupil if it is for unjustifiable reasons, as per the discretion of the Principal.
- x) No pupil may leave the School premises except by special permission from the Principal. Contrary to this for truancy or Bunking School his/her name could be struck off the rolls of the school, depending on the gravity of the offence and/or its repetition. He/she will have to seek readmission.
- xi) A student should have at least a minimum 75% class days attendance per term/ academic year, failing which the student may be detained or would have to be withdrawn.
- xii) Prior to any Terminal or Final Examination all students, especially students of IX and X are prohibited from absenting themselves under the pretext of 'Preparing for the exams'. Revision prior to the Terminal Tests and Final exams when deemed proper by the Principal will be done in a comprehensive and planned manner in the school itself under the direct supervision and direction of the respective teachers. The Revision Tests / Internal Exams / Pre-Boards are duly conducted prior to the Terminal Tests and Final Exams. Students should realize the significance of these tests and should appear for them. Having scored reasonably well in these Revision Tests/Internal Exams a student should find himself/herself more, psychologically confident before the Finals. It is a good indicator for a student to gauge where he/she stands in his/her preparation. It is for the student's own good that he/she should not skip these tests. **THESE ARE MANDATORY FOR A STUDENT TO SIT FOR.**

Study Leave will only be granted under specific sanction in writing to the Principal by the parents. Students absenting themselves without the prior sanction of the Principal before these exams as stated above will be committing a major misconduct and will be dealt with accordingly before or after the exams. In which case promotion could be withheld.

Students must attend the Pre-Board Examination to ensure that they get the Admit Card for ICSE Examination .

IX. School Uniform :

Daily uniform :

Every child must wear clean and ironed uniform prescribed by the school while attending school or representing the school anywhere else.

Boys' Uniform (Summer) : Boys' Uniform consists of white shirt with school monogram on the left pocket, speckled grey trouser with two pleats on either side (Half pants for Std. I to III and Full pants for Std. IV to X), school belt, school socks and black shoes (naughty boy).

Girls' Uniform (Summer) : Girls' Uniform consists of white shirt with school monogram on the left pocket, speckled grey skirts with pleats. (The length of the skirts should be below the knees), white thigh length tights, school belt, school socks and black shoes.
For Std. I - VI

Girls' Uniform (Summer) : Grey coloured kurti, white salwar, white cotton dupatta, school socks and black shoes.
For Std. VII - X

Boys' Uniform (Winter) : Winter Uniform for boys consists of summer uniform along with school tie, maroon check blazer (Std. VI – X) / maroon sweater (Nursery – Std. V) with school monogram on the left pocket.

Girls' Uniform (Winter) : Winter Uniform for girls consists of summer uniform along with school tie, maroon check blazer (Std. VI – X) / maroon sweater (Nursery – Std. V) with school monogram on the left pocket and black full length tights.

Sports Uniform : Boys and girls must come in the house coloured sports uniform every Saturday and P.T.day. The Sports Uniform

consists of T – shirts, Track pants with three stripes of the house colour, White socks with coloured band and white shoes/sport available in the school outlet.

Pre – Primary

Boys (Summer) : Boys uniform consists of red check shirt with school monogram on the left pocket, red check trouser with pleats, school belt, school socks and black shoes. (naughty boy)

Girls (Summer) : Girls' uniform consists of red check shirt with school monogram on the left pocket, red check trouser with pleats, school belt, school socks and black shoes.

Boys (Winter) : Winter uniform for boys consists of red check shirt with school monogram, red check trouser (full), maroon sweater with monogram on left, school belt, school socks and black shoes.

Girls (Winter) : Winter uniform for girls consists of red check skirt along with maroon sweater with monogram on belt, black full length tights, school belt, school socks and black shoes.

School Uniform i.e. Shirts, Trousers, Skirts, Tie, Belt, Socks, Blazer, Sweater, Track pants, T-shirts, Tights should be purchased from the particular outlet to avoid difference in shades and quality.

X. SCHOOL TIMING :

SUMMER : Pre-Primary - 7:30 AM TO 12:00 NOON
Std. I - X - 7:30 AM TO 01:30 PM

WINTER : Pre-Primary - 8:00 AM TO 12:30 PM
Std. I - X - 8:00 AM TO 02:00 PM

XI. School Terms :

The School Session is from April to March. Scholastic year is divided in two semesters. First semester is from April to September and the second semester is from October to March. Each semester is further divided into two terms i.e. One scholastic year would have Four Terms.

XII. Discipline :

Special attention is given to inculcate high standard of moral values and discipline in the school. Parents and Guardians are requested to co-operate with the school authorities by ensuring regular attendance and punctuality of their wards and strict adherence to the rules of the school. If a student indulges in any serious misconduct, he/she will be expelled from school with immediate effect.

1. Every student must carry his/her school diary and Identity Card to school on every working day.
2. **The school will not be liable for the safety and welfare of students once they leave the school premises. All students must leave or be collected from the respective school building within 15 minutes of dismissal every day.**
3. Students are not allowed to bring any electronic gadget such as mobile phone, camera, i-pod and pen drive etc. or any other material not relevant to academics to school. If any student is found in possession of any of these gadgets he/she will be reprimanded and the gadget will be confiscated and not returned.
4. Students on their way to and from school are expected to conduct themselves in a responsible manner. Conduct that is injurious to the discipline and the good name of the school or the rights of others and not in accordance with strict discipline is liable to bring about suspension or expulsion of the student.
5. Students are forbidden to leave the school premises during regular school hours without written permission from the recognized authority.
6. During the absence of a teacher from the classroom the student must obey the class monitor to maintain order.
7. In order to encourage a high standard of English, this language must be spoken at all times within the school campus. As a further opportunity for practice, reading magazines and books written in good English should be encouraged.

8. Any student found using unfair means in any examination will be marked zero in that particular subject.
9. Riding motorcycle/scooters to school is strictly prohibited. Child coming to school on cycle must keep them at the designated place under lock and key.
10. Please ensure that your ward(s) has/have proper hair cut. No fancy haircut will be entertained.
11. For the Pre-Primary students, their names should be written on each of his/her items like tiffin box, school bag etc. The ID card must be worn everyday with a handkerchief on to the kid's dress.

XIII. Evaluation and Promotions :

1. Assessments are held at regular intervals.
Pre-Primary – Periodical Test and Term End Examinations
Std I - III – Weekly test and Term Exams.
Std. IV - IX – Unit Test (one before each Term) and Term Exams
Std. X – Term Exams and Pre-Board Exam
These assessments adequately show the growth profile of the pupil as well as reveal the areas of weakness. Parents and pupils are expected to give due seriousness to them as they form integral part of the teaching programme.
2. **Under no circumstances can any arrangement be made to hold any examination before or after the dates as laid down by the school management.**
3. To pass in a subject pupil should secure minimum of 35% marks in a subject (Std I-VII) and minimum of 33% marks in each subject in std VIII-X.
4. Failing in English, Hindi or Maths will disqualify a student from promotion.
5. Any student who has less than 75% attendance (subject to genuine reasons for lower attendance being acceptable to the Principal) during the academic year shall be disqualified for promotion.
6. Any student obtaining Grade - E in the subject S.U.P.W. shall be disqualified for promotion.
7. Any student who is over-aged according to the school's norms or is considered to have failed to qualify academically at the end of the academic year, may be required to leave the school. Students

who have spent two years in the same class and who fail to qualify for promotion to the next succeeding class at the end of the second year shall have to leave the school.

XIV. Parents' Co-operation :

Parents are expected to co-operate with school authorities by ensuring regular attendance and discipline of their ward. They are also expected to monitor their wards progress by checking their diaries and note books regularly. They must also encourage their ward to participate in extra curricular activities.

1. Parents who want to meet the teachers are requested to see them in the office by prior appointment.
2. Any change in address/telephone number of the parent should be communicated to the school office without delay.
3. Application for leave should bear the signature of the parents.
4. Parents are requested to ensure that their children come to school every day in proper uniform along with books, notebook and other relevant study materials.
5. The school is not responsible for loss of goods/money. It is forbidden to bring valuables to school. If money is brought towards payment of fees etc. then as soon as the student arrives in the school, he/she should deposit it or hand it over for safe keeping to some teacher. He/she should not take it to the class.
6. Private tuitions are not encouraged. If, however, a child does require private tuition, it should be done with the approval of the PRINCIPAL in writing. Stern action will be taken against students found taking private tuitions without prior permission from the Principal.
7. Parents are advised to keep the pupil at home if he/she complains of any sickness. If a child reports sick in the school he/she shall be sent back home immediately.
8. The school does not provide medical treatment except first aid. In case a child falls sick it will be parents' responsibility to take the child back home for proper treatment.
9. In case of a prolonged illness parents are requested to inform the School and send him/her to School only after he/she has fully recovered. A medical certificate will be required from the pupil after he/she returns from a prolonged illness.

XV. PARENTS TO NOTE :

The Management has always deemed it incumbent upon its staff and the teachers to treat the parents of their students with exemplary respect and courtesy. The same measure of respect is expected from the parents towards the School. In order to garner better understanding, harmony and co-operation between the Principal, teachers, on the one hand, and parents on the other, the following should be adhered to by parents:-

- i) No parent is permitted to take any action against any other students for his misconduct. Contrary to this rule, if parent does so, then the parent will be asked to withdraw his ward from the school. If matters take a serious turn then the case may be referred to the civil authority concerned.
- ii) In case of any serious injury to a student in the school premises, the school authority will not be liable to pay the medical expenses/treatment charges.
- iii) If a parent has a grievance to make, then he should lodge a written complaint with the Principal stating all details. Accordingly matters will be looked into and steps to right the wrong if any will be taken.
- iv) Should a parent misbehave with the Principal/Teacher or staff of the school then the Management of the School will be empowered with the right to strike the name of the respective child off the roll of the school.
- v) Permission to meet the teacher should be sought through the Co-ordinator in writing.
- vi) Meeting the Principal should be by prior appointment in writing.
- vii) **It is the parent's duty to go through the rules & regulations given in the diary.** Any infringement of any rule enshrined herein will not be condoned on a claim of ignorance of the same.
- viii) The management reserves the right to amend, alter, add or subtract replace or modify these rules from time to time if required for interest as to the running of this school and its students and the same would be binding on all concerned.
- ix) The Management reserves the right to amend the fee structure. This will depend upon the fiscal burden and the financial commitments the School would have to face from time to time necessitated by the prevailing circumstances or Government/ Board structures.

XVI. Parent-Teacher Meet :

Parent teachers meetings are primarily held to apprise the parents of their child's academic progress, short comings or any act of indiscipline. The school welcomes positive criticism and suggestions from parents on most aspect of the school.

Please take note :- In the event a parent fails to attend a Parent Teacher Meeting for whatever reason, then the student is to stay at home thereafter until such time that the parent personally meets the Principal and tenders in writing the reason for his/her absence and gets it condoned, failing which the Principal reserves the right to suspend the student until the parent obliges to meet him.

N.B:- Tutors, elders brothers/Sisters, relatives or any other unauthorized person/s are not permitted to attend these meetings on behalf of the parent. Unless parent sanctions the same in writing for valid reason.

XVII. School Diary :

Parents are requested to note that the diary is primarily meant for noting down home work and is also a convenient means of communication between the teachers and parents, in the interest of their children. They should read the diary and sign it daily. In case they feel that their ward is not making the desired progress, they can meet the class teacher or the subject teachers. In case of loss or damage to the school diary, the duplicate diary will be issued a payment of Rs. 250.

XVIII. Identity Card :

1. All children will be issued Two Identity Cards by the school on the payment of the requisite fee. One I.D. Card must be carried by each and every student while attending school, commuting to and on the school bus or at any school function. The Second I. Card (Parent's Card) must be brought by the parents/guardians whenever they visit the school.
2. If the I.D. Card is lost, a duplicate I.D. Card will be issued by the school office, on the Parent/Guardian is request in writing and on payment of the requisite fee for each duplicate I.D. Card.
3. The I.D. Card must be surrendered to the school office if a student is withdrawn, expelled or suspended from the school at any time.

This I.D. Card will be invalid from the date of withdrawal, expulsion, suspension or if the student's name has been struck off from the roll of the school. All I.D. Cards will be valid for only one Academic Year.

XIX. School Library :

The School has a reasonable good library with over 10,000 books catering to the various needs of the students.

There are enough books in each category to suit different age groups.

1. All students must maintain silence in the library.
2. A book is issued for one week
3. A library book can be re-issued only twice.
4. When a student loses a library book he/she is required to replace the book or reimburse the school the price of a new book at the current rates.

XX. Laboratories :

The school has fully equipped laboratories for Physics, Chemistry and Biology to facilitate demonstration, experimentation and project works at various levels.

XXI. Computer Laboratory :

The school has a fully equipped Computer Lab with Broadband Internet facilities.

XXII. Educomp smartclass™ CTS

Smartclass is an admirable method to resolve the doubts of students and helps them to create an environment of learning through excitement. It is definitely a child centred education system through which students can easily understand all the academic characteristics and shine their capacities. It is high-tech modern and effective support to regular classroom teaching.

It gives them a chance to observe everything on the screen and this visual image gets fixed in their minds easily.