



Prospectus

ST. AGNES' CONVENT SCHOOL

Affiliated to C.B.S.E., New Delhi • Affiliation No. 2131717

Kothi Khidmatpur, Kazikhera - 244501
Distt. Moradabad (U.P.)



St. Agnes – Pray for us.



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KOTHI KHIDMATPUR, KAZIKHERA - 244501, DISTT. MORADABAD (U.P.)

Tel.: 05922-275325 • Mob.: +919837477943

E-mail : stagneskazikhera@gmail.com • Website : www.stagneskazikhera.org

MOTTO

BE THE LIGHT OF THE WORLD

Origin and Management

HOLY ANGELS' PRE-PRIMARY/ ST. AGNES' CONVENT SCHOOL, KAZIKHERA in the district of Moradabad was established in the year of 2000 by the Catholic Diocese of Meerut.

1. This Institution is owned by the Catholic Diocese of Meerut and is registered under Gyandee Education Society, a body registered under the Societies Registration Act of 21, 1860.
2. This Institution is a minority institution in accordance of Article 29 and 30 of the Indian Constitution, and it is a charitable institution.
3. The school caters to the needs of children irrespective of their caste and creed. The preference is for children of Christian community and holds up to them the sublime motto "BE THE LIGHT OF THE WORLD".



Aims and Objectives

1. It is our aim to assist the children entrusted to our care, to become good human persons. There we intend to :
2. Make the students realize their dignity as children of God.
3. Develop their physical, intellectual, moral, social, creative and aesthetic skills.
4. Instill and foster in them social and human values.
5. Prepare them to face the challenges of life.

Vision

To help the students to know themselves through God and their fellowmen and to prepare them to serve humanity in a better way.

Admission

1. Registration for admission is to be made in February. The candidates appearing for interview should come along with parents on the assigned date.
2. Application for registration and admission are considered only at specified times.
3. Registration is no guarantee for admission. Eligibility for admission to the L.K.G. Class is 3 to 4 years.
4. Every admission except that of L.K.G. class is granted after the selection test, syllabus for which will be standard below the one to which admission is sought.
5. Admission will be strictly on the merit of the candidate and subject to the number of seats available in each class.
6. It is the right reserved to the principal to determine the class for which the pupil is best suited. The decision is based on the entrance test conducted and interview of the parents.
7. The management reserves to itself the right to select or reject a pupil without giving any reason.
8. At the time of admission for L.K.G., authentic counter signed photo copy of the birth certificate from the municipal corporation/registrar of birth and death is required. If from nursing home or Pradhan of Gram Panchayat, it should be along with an affidavit.
9. On no condition the date of birth and the name filled in the admission form will be changed later on.
10. For the admission to other classes, Transfer Certificate of a recognized school last attended should be produced at the time of admission.

Withdrawal

1. One month's written notice must be submitted before the withdrawal of a student from the school.
2. A week's time to be given for issuing any certificate or document from the school.
3. All dues to the school shall be settled before issuing the transfer certificate.
4. If a pupil is to be withdrawn during the term, full terms school fees must be paid before the T.C. is issued.

School Fees

1. Once admission fees has been paid it will not be refunded even if the pupil is withdrawn.
2. Tuition fees are to be deposited by the 15th of the month in which the installment is due. Installment will be due in the month of April, July, August, September, October, November, December and January.
3. Annual charges shall be paid in April.
4. Parents should kindly keep the receipt issued to them in proof a payment of fees to be produced when needed.
5. Fees shall not be accepted without producing the fee book. Fees shall be paid by a responsible person.
6. Those who lose the fee book will be fined A 50/- besides the cost of the fee book.
7. Every student must positively pay all school dues latest by 15th January. If the student fail to clear the dues, he/she will be prevented from appearing for the annual examination.
8. Results will not be given to the pupils who fail to clear the school dues.



Rules of Discipline

1. Academic session of the school will be from April to March.
2. The medium of instruction and expression is English. Speaking English is enforced within the school premises.
3. Students should attend the school regularly. They must reach at least 5 minutes before the first bell.
4. At the first bell, all the students should line up for the assembly in silence.
5. After each interval, after the sound of bell, students should move to the class immediately in silence.
6. Punctuality and regularity in attendance, school uniform, an earnest effort in home work, assignment and gentlemanly behaviour inside and outside the school, habits of obedience and order, neatness in person and dress are necessary for the formation of character and to create a suitable environment for learning. The school authority will therefore always insist on these points and expect full co-operation of the students and the parents.



School Timings

School Hours

SUMMER : 7.25 a.m. to 1.30 p.m.

WINTER : 8.30 a.m. to 2.00 p.m.

Office Hours

- ❖ School Office hours in Summer is from 8.00 a.m. to 1.00 p.m. and in Winter is 9.00 a.m. to 2.00 p.m.
- ❖ The Principal meets the visitors on all working days between 9.30 a.m. to 11.00 a.m. and also on appointment except Saturdays, Sundays and Holidays.
- ❖ The School Office will remain closed on Gazetted holidays and Second Saturdays.
- ❖ No school business will be transacted during the holidays and after school hours.

7. All home works should be done neatly and regularly and days work always dated.
8. Students should observe cleanliness within the class room and outside.
9. Students should bring the school diary daily. Any information or request conveyed to the parents/ guardians through the diary by the principal/ teachers should be complied with and acknowledged.
10. Students are strictly forbidden to leave the school premises without the explicit permission of the principal.
11. Students are warned not to buy any eatables from unauthorized dealers at or near the school premises.
12. No one may lend or borrow money or any valuable articles.
13. Students are strictly prohibited to bring objectionable literature into the school, nor are they allowed to bring transistors or tape recorders.
14. It is forbidden to write or scribble or splash ink on the school walls or in any way disfigure or damage school property. For any grave damage, cost of repairs or replacement will be charged.
15. Pupils are responsible for the safe custody of their books, tiffin box, umbrellas, rain coats etc. School takes no responsibility for the same. It is not advisable that students bring valuable and expensive articles to the school.
16. No child should indulge in taking the belongings of others.
17. Children who come to school in the care of servants, should never leave the school before the servants arrive. In case of delay they should report to the school officials.
18. On their way to and from school, students must remember the school is judged by their conduct. Therefore every pupil is urged to contribute with the high image by his/her manners.
19. Every student of this school is expected to be courteous in talk and behaviour, gentle and polite to their companions.
20. Students are expected to take active participation in co-curricular activities educational tours, picnic etc. arranged by the school. Exception will be granted only in case of illness and on genuine reason.

21. Students are not allowed to ride bicycle in the school premises and it must be locked and kept at the allotted place.
22. All the students must have their tiffin brought with them for the break, No lunch packets will be reached to the student during the class hours.



Absence

1. Student who has been absent on the previous day will not be allowed to enter the class without producing a leave note duly signed by the parents. Provision for leave upto three days is in the diary.
2. Should a child be absent on grounds of ill health, medical certificate should be submitted along with the parent's application for sick leave.
3. No child who is ill should be sent to the school until he/she recovers fully.
4. A pupil returning to school after suffering from infectious disease should produce a doctor's certificate permitting him/her to sit in the class after the danger of infection has passed.
5. Absence for more than 3 days immediately after summer vacations, repeated absence without leave or unexplained absence for 15 consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission granted will be subjected to the vacancy and at the discretion of the principal and only on payments of a fresh admission fee.

Dismissal

1. The school reserves the right to dismiss a student whose diligence and progress in studies are steadily unsatisfactory, Whose conduct is harmful to other students, objectional moral behaviour, grave insubordination, discourtesy/ disrespect or contempt of authority is always sufficient reason for immediate dismissal.
2. Any student found guilty of mal-practices in connection with test and examination and who has an unwholesome influence on fellow-mates may be expelled permanently or removed from the school for specific period by the head of the school.





School Uniform

1. The School uniform is compulsory for all students attending the school.
2. The purpose of having uniform is manifold. It is intended to inculcate in them the spirit and feeling of belongingness to the school. It also infuses students the spirit of unity and harmony but above all the sense of equality among them.
3. The students who do not come to school in uniform will be sent back at the risk of the parents/guardians and are also likely to be punished for defaulting this rule.

NORMAL UNIFORM

BOYS : In Summer LKG/UKG

Royal blue half-pant, checked shirts, black shoes, maroon socks, school belt & tie.

GIRLS : In Summer LKG/UKG

Royal blue skirts, checked shirts, black shoes, maroon socks, school belt & tie.

BOYS/GIRLS : In Winter LKG/UKG

Royal blue full pants, checked shirts, black shoes, maroon socks, blue sweater, black shoes, school belt & tie.

BOYS : In Summer (Standard I onwards)

Grey half/full pants, sky blue shirts (half sleeves), black shoes, blue socks, school belt & tie.

In Winter : Grey pants, sky blue shirts (full sleeves), "V" shaped navy blue with red and light blue strips half sweater, navy blue blazer with monogram, black shoes and blue socks.

GIRLS : In Summer (Standard I onwards)

Grey skirts 1½" broad deep pleats up to knee, sky blue shirt (half sleeves), black shoes, school belt & tie.

In Winter : Grey Skirts 1½ (broad deep pleats up to knees), sky blue shirt (full sleeves), "V" shaped navy blue half sweater with red and light blue strips, navy blue blazer, black shoes, blue socks, school belt & tie.

FOR GIRLS (VIII - X)

Grey salwar and sky blue kurta with coati in summer and winter.

P.T. UNIFORM (Compulsory for Wednesday, Saturdays and other prescribed days)

BOYS : Black pants, house T-shirt, school belt, black shoes, blue socks.

GIRLS : Black skirts, house T-shirt, school belt, black shoes, blue socks.



Parents' Teachers' Meet

1. Parents are requested to attend all Parent Teachers Meeting and make good use of this occasion for building up mutual understanding between the parents and teachers with regard to the all-round progress of their wards. It is not a fault finding session, but legitimate complaints may be brought to the attention of the principal/class teacher by all means without any delay. It will be very much appreciated and the identity of the parents/students will not be revealed to cause any adverse effect.
2. Parents/guardians should find out the progress and welfare of the child, by meeting the teachers on Parent Teachers Meeting day allotted in the school.

Examination and Promotion

1. Promotions are granted on the basis of the whole year's performance (class tests/projects/assignments/ unit tests and terminal exams) of the students.
There will be three FAs and two SAs held in the course of the year.
2. If a candidate fails to appear in both Half Yearly and Annual Examination (even on medical grounds) she/he will be treated as detained.
3. To be eligible for promotion a student must secure at least 'D' Grade in the overall performance.
4. The child must have 75% attendance to sit for the final examination.
5. Students who use unfair means during tests and examinations will be awarded zero marks with a warning letter in the subject. Repetition of the same will result in dismissal.
8. Students who fail twice in the same class or who is overage by two years or more due to failure in a different class will not be allowed to continue his/her studies in the school.

9. Children who are ill or are recovering from an illness should not be sent for the Test/Examination. Her/his general performance in the Subject will be taken into account.
10. Results declared at the end of the academic year are final in all cases and will not be reconsidered. Parents/guardians are therefore requested to be alert about their ward's progress throughout the year.
11. There will not be a Re-test in any subject.

The Code of Discipline

1. Be honest and truthful.
2. Respect all elders and be kind to all.
3. Be service minded at all the times.
4. Be punctual and diligent.
5. Be clean in thoughts, words and deeds.
6. Be just and hard working.
7. Be cheerful and polite to all.
8. Do to others what you wish others to do to you.

Facilities We Provide

1. **Computer** : The School has made adequate arrangements to provide computer education to students with the help of professionals.
2. **Library** : We have a well equipped library with a complete collection of latest Encyclopedia. Students are encouraged to use the library facility extensively both for free time school and home reading.
3. **Laboratory** : The School maintains reasonably good laboratories where all possible arrangements are made for the teachers and students to conduct various experiments in Physics, Chemistry and Biology.
4. **Games and Athletics** : The school provides all possible facilities to the students to develop their skills and talents in Basket Ball, Football, Kabaddi, Kho-Kho, Martial Art and Athletics items also.
5. **Cultural Activities** : Periodical training, round the year are extended to pupils to promote their aesthetic and effective domains. Speech, Essay Competitions, Debate, Skit, Various forms of dances, music, drawing etc. are some skill areas where the school takes keen interest.



To Parents

1. On parent-teacher meeting from 9.00 a.m. to 12.00 noon teachers are available for personal interview in connection with any query concerning the progress, conduct and attendance of the student. On other days the teachers may be contacted only through the Principal.
2. Visitors are not allowed to interview the class teachers and children. Their respective business may be transacted with the school authorities.
3. For communication with the Principal, parents are requested to mention in their letters the standard and division of their children.
4. During school hours children should not be asked to leave the school premises unless in the case of real necessity when permission will be obtained in writing.
5. Parents are not allowed to enter the classroom or talk to the teachers during the class hours.
6. No office business will be transacted on holidays and after the office hours. Co-operation between parents and school authorities is of paramount importance for a child's successful school career.

Parents are joint educators to instill in their children noble ideals, a sense of good discipline and polite behaviour.

7. Criticism of the teachers and the school in the presence of the students should be avoided as it is injurious to their education. Any problem may be brought to the notice of the principal and solution sought.
8. School is not responsible for the transportation of the children.



