

All Saints' Convent School

New Tehri P.O, Tehri Dt., 249001
E-mail: all saintsnewtehri@gmail.com



HAND BOOK

Name.....

Class.....Division: Admn. No:

Father's/Guardian's Name:

Mother's Name:

Address:

.....

.....

Tel. No.(Res.):(Off.).....

(F)..... (M).....

Signature of Parent/Guardian:

.....

THIS DIARY IS TO BE BROUGHT TO CLASS DAILY



Dear Parents,

This handbook is intended to be used by the students to record their school activities and homework. You are requested to keep in touch with your ward's progress by referring to the entries in it and acknowledge the information sent to you that we will respond to your notices, complaints and suggestions.

You are requested to fill the Personal Record in the last page. Any change in address or telephone number should be intimated to the school authorities without delay. Sample signature in the Personal Record should be done before the class teacher when you come for PTM.

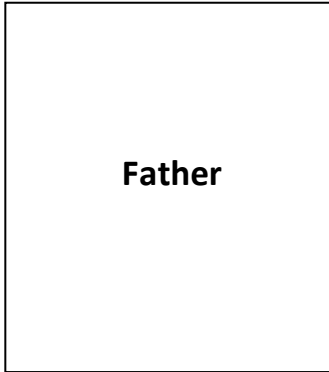
Yours sincerely,
Sr. Maria FCC
Principal

Bring this Handbook to School Daily
All Saints' Convent School
New Tehri – 249001, Dist. Tehri Garhwal
Phone Off: (01376) 232081
Email: allsaintsnewtehri@gmail.com
Website: www.allsaintsconvent.in

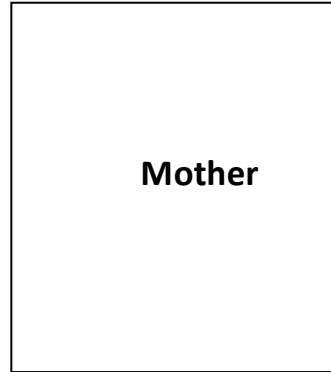
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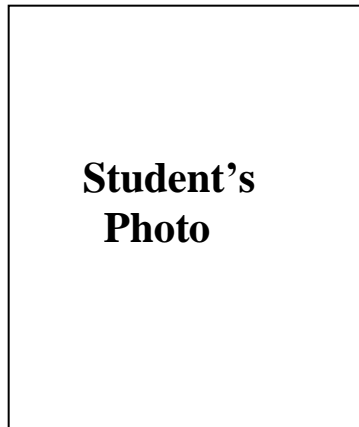
Affix the Photographs



Ph.:

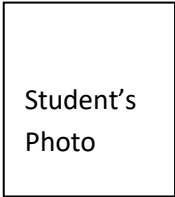


Ph.:



Name:

ALL SAINTS' CONVENT SCHOOL
PERSONAL RECORD
SESSION-2022-2023



Phone No.

Reg. No.

Statement made by Parent/Guardian
(To be filled in Block Letters)

Name of students.....

Class.....Section.....

Roll No. Date of Birth.....

Height.....Weight.....

Blood Group.....

Name of Parent/Guardian in full.....

Address.....

Residence.....

.....

.....

Phone: Residence.....

Office:

Mobile:

I have read the rules and regulations of the school and I promise to abide by them and see that my child also confirms to the standard required of him/her in conduct and studies.

Date:

.....
Signature of Parent/Guardian

FOR PARENT/GUARDIAN

I, the Parent/Guardian of.....

Has carefully read the Rules and Regulations in this diary. I am fully aware that these are intended to inculcate in my ward desired sense of self-discipline. I am also aware that the aim and objective of the rules contained herein are to maintain the tone of character of the students of this institution. I, therefore, undertake to make a wholesome contribution to the management of All Saints' Convent School, New Tehri of my cooperation and promise to abide by the Rules and Regulation contained in this handbook.

NEW TEHRI

.....
Signature of Parent/Guardian

Date.....

Dear Parents,

Please mention the mode of Transport to be used by your child.

1. Bus
2. Jeep
3. Others
4.
5.
6. Sibling (Brother/Sister) studying in the school

S. No	NAME	CLASS	SECTION

SPECIMEN

SIGNUTER

Father/ Guardian.....

Mother.....

Student.....

ALL SAINTS' CONVENT SCHOOL

All Saints' Convent School, New Tehri, is a Christian Minority School established in 1977 and owned and managed by the Education Society of the Diocese of Bijnor and Garhwal.

THE VISION & MISSION OF THE SCHOOL

1. To form an integrated person with the mission of establishing the reign of God, accepting the fatherhood of God and universal brotherhood.
2. To instill in our students the values- love, truth, justice, forgiveness and tolerance and thereby become a channel of peace.
3. To appreciate the Indian heritage and imbibe its culture and ethos for building a harmonious society, irrespective of faith, language, caste and sex.
4. To awaken a sense of Eco consciousness and love of Nature.
5. Our target is education for all, especially for the poor and marginalized, recognizing the face of God in them.
6. It holds fast to the Principal that a human being is a positive asset and a precious national resource which needs to be cherished, nurtured and developed with tenderness coupled with dynamism.
7. It strives to shape persons who are intellectually competent, morally sound, psychologically integrated and imbued with the sense of the Divine. Committed to the cause of justice and peace and ever opened to further growth.
- 8. The society envisioned by the school is characterized by the dignity of human person that shows respect to other especially, the underprivileged.**
9. In view of these goals the school expects the students, parents and teachers to share this vision and to co-operate with Management to make it a reality.

OBJECTIVES

The entire scheme is planned systematically keeping in view the nation's aspiration to mould the students into active, useful and worthy citizens of our motherland. Every aspect of education is given due significance in order to impart and ensure all round formation and development of the pupils.

The intellectual formation is given by a course of studies best suited to the mental development of the students. In fact, the choice of the course of studies is governed by the consideration that is served as a solid foundation for higher studies.

Social education is imparted in such a manner that the students realize that they are members of a society. Hence a spirit of service and commitment to duty and high ideals of are foremost highlighted.

Moral education is emphasized since the principles of moral living exert a lasting influence throughout their lives.

Physical training is also provided with healthy sports and games. So, the chief objective of education is the growth of the total personality of each and every student.

THE PROFILE OF THE SCHOOL

1. **An Academic Community** that is characterized by a shared vision, collective responsibility, mutual understanding and respect for all human beings as children of God. In view of improving the academic caliber of its staff member's professional, academic and spiritual inputs are given at regular intervals.
2. **Committed to integral growth of all students:**
Opportunities are provided to all students without any discrimination, to develop their imagination, creativity, aesthetic sense, communication skills and sporting spirit. Value education programme takes into account various steps in the process of value-internalization.
3. **For a just humane society:** a realistic knowledge of society, with its opportunities for human development as well as its social evils, is gradually imparted to the student. Students are provided with opportunities to come into contact with the poor and to develop a willingness serve to them. The poor and the underprivileged in the country are always in the focus of all our educational policies. The educational policies of the school should benefit them in long run.
4. **In loyalty to its specific mission:** The school's vision of education is based on a specific vision of man and society. Management, students, staff and parents are to be aware of this mission. The school by visualizing an integral transformation helps its students to grow in commitment and devotion. This Catholic school collaborates with the policy of the Catholic Church in its policy formation. It is always attentive to the guidelines of the local Bishop.

PROFILE OF A STUDENT

1. **Intellectually competent:** a successful graduate masters those academic subjects required for the respective public (ICSE &ISC) examination. S/he needs to have mastery over skills of language, critical thinking and power of expression both oral and written. The school gradually leads the students to greater precision in personal style, curiosity to explore ideas, new initiatives and creativity. Students enjoy learning and take pride and ownership in his/her work. S/he values the dignity of labour, has civic sense and realistic aspiration.

Morally sound: Developing moral attitude and principles remains a priority, especially the values stressed in the preamble to the Constitution of India-justice liberty, equality and fraternity. A successful graduate has to aim at translating moral judgments into moral action. S/he must have mature reasons for making a moral decision.

2. **Spiritually oriented:** Becoming aware of God's presence and action in creation, in human history and in his own personal history. S/he has to experience moments of God's love in his/her personal life. S/he has to acquire appropriate knowledge of the basic doctrines of his/her faith. In view of obtaining spiritual maturity the graduate is exposed to religious traditions other than his/her own. The graduate is made aware of the significance of the main religious festivals in the country. S/he learns the need of healing by reconciliation with ones neighbors and God.
3. **Catholic students in particular:** Catholic students have to read the Holy Bible to encounter the person of Christ as presented in the Holy Bible. S/he should have the basic knowledge of the Church's teaching about Jesus and his redeeming mission. S/he has to establish a personal relationship with the historical person of Jesus Christ and try to form himself/herself into a 'person of the other'. Moreover, S/he must have familiarity with Church's teaching on social justice. S/he has to appreciate the importance of the Holy Eucharist and other Sacraments in the life of the Christian community and participate in them meaningfully.
4. **Loving:** A successful graduate of the Convent has to learn accept oneself with his/her strengths and weakness. S/he has to acquire an ability to communicate more easily with others. The value imbibed from the school enables him/her to be at ease with persons of the opposite sex. The education equips the graduate not only to appreciate deeper personal relationships but also to discern that not all relationships are profound and long lasting, it is only through service to others that one finds life enriched.
5. **Committed to doing justice:** A convent graduate has to consciously seek to be more respectful, understanding, accepting and generous towards others. S/he has to be on

guard against the attitude and tendencies that leads to injustice. The religious faith one imbibes during the school years implies a commitment to a just society. The Convent education will expose the graduate to the needs of poor; thus to develop an empathy towards them. The Convent education will make the graduate aware of the need to help and support those who suffer injustice e.g. women, the poor, the bonded labourers, the handicapped, the refugees, the unemployed etc. the education enables him/her to understand the structural roots of injustice in social institutions, attitudes, and customs. It makes the graduate aware of the merits and demerits of mass media.

7. Open to growth: The Convent education will assist the graduate to pursue one's own growth to be a better person morally, emotionally, intellectually, physically, socially and religiously. It helps the graduate to take responsibility for his/her own growth and learn accept self with his/her talents and limitations. While undergoing formation in the School, the graduate seeks new experience and new ways of self experience thus develops the habit of reflecting one's own past experiences. The education makes him/her to flexible and open to others points of view. It teaches him/her to recognize how much one can learn from careful listening. The Convent education will assist him/her to explore career and life-style choices within a value frame work i.e. by upholding noble values and not materialistic consideration alone.

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VANDE MATRAM

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PLEDGE

India is my country,
 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

UNIVERSAL PRAYER

Our Father, in heaven. Holy be Your name, Your kingdom come, Your will be done, on earth as it is in heaven. Give us today our daily bread, forgive us our sins, as we forgive those who sin against us, do not bring us to the test but deliver us from evil. Amen

PRAYER AT THE START OF THE SCHOOL DAY

O good and gracious God, at the start of this school day, I offer you my entire self. May I devote my faculties: my mind, will, and intellect at your service. I offer you, all my study materials, my books, pen and all that, I will be using today, and may they be instruments, that will help me attain wisdom, and knowledge. Give me an open mind, to listen to my teachers attentively, to focus on lessons I am taught, and the ability to retain them, that my time, energy and other resources spent, may not be in vain, but yield abundant fruit. Amen.

PRAYER AFTER CLASS

We thank you, Almighty God for all that I have learned this day. Bless all those who assisted us and made us happy. We ask you now to watch over us, on our way back home and come tomorrow with our lessons well prepared. Amen.

PRAYER BEFORE EXAMINATION

Dear Lord, as I take this exam, bring back to my mind everything I studied and be gracious with that what I have overlooked. Help me to remain focused and calm, confident in the facts and in my potential. Please never let me resort to dishonest means but let me work to the fullest of my ability.

O Divine Spirit, overshadow me and help me, not only with this test, but the many tests of life that are sure to come my way. Amen.

HYMNS

1. LIVING WATERS FLOW ON

Living waters flow on
Sweep away my pain
Bring your healing to my heart
Help me love once again
Cares and worries get me down
Fear of failure fills my day
When I'm lost and all alone.
Help me Lord to find your way.
People knocking at my door.
Strangers seeking love and care
Never let me turn them down
Show me gently how to share
Children come into my life.
With their laughter and their song
When will I become like them
Teach me Lord to sing along.

2. MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace
Where there is hatred let me bring your love.
Where there is injury, your pardon, Lord
And where there's doubt, true faith in you.
O 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.
Make me a channel of your peace.

3.SHOUT TO THE LORD

My Jesus, my savior
 Lord, there is none like you
 All of my days I want to praise
 The wonders of your mighty love
 My comfort, my shelter
 Tower of refuge and strength
 Let every breath, all that I am
 Never cease to worship you
 Shout to the Lord all the Earth, let us sing
 Power and majesty, praise to the king
 Mountains bow down and the seas will roar
 At the sound of your name
 I sing for joy at the work of your hand
 Forever I'll love you, forever I'll stand
 Nothing compare to the promise I have in you
 My Jesus, my savior
 Lord there is none like you
 All of my days I want to praise
 The wonders of your mighty love.
 You're my comfort
 (My comfort)
 And my shelter
 (My shelter)
 You're my tower of refuge and strength
 Let every breath, all that I am
 Never cease to worship you.

4.THE WORDS STAND IN NEED OF LIBERATION

The words stand in need of liberation, my Lord
 It still has to feel your power
 The blind and the deaf, the dumb and the maimed
 All need to feel your healing touch
 The world stands in need of liberation, my Lord

It still has to learn to love.
 There are those who have eyes.
 But refuse to see their inhumanity to men
 There are those who have ears
 But refuse to hear the cries of those in agony.
 There are those who have mouths
 But refuse to speak against injustice done to some
 There are those who have hands
 But refuse to reach them out in love and charity.
 There are those who have talents
 They do not use to build a true community
 And we know that we all have the talent to love
 But leave it buried in ourselves.

5. YOU ARE MY ALL IN ALL

You are my strength when I am weak
 You are the treasure that I seek
 You are my all in all
 Seeking you as a precious jewel
 Lord, to give up I'd be a fool
 You are my all in all
 (Jesus, Lamb of God
 Worthy is your name) 2
 Taking my sin, my cross, my shame
 Rising again I bless your name
 (I bless your name)
 You are my all in all
 (Oh yes you are, yes you are)
 When I fall down you pick me up
 When I am dry you fill my cup
 (You are my all in all)
 (My all, Lord, hallelujah)

6. WE SHALL NOT BE MOVED

How blessed are the ones who never walk

Within the place where wicked scoffers talk
 We're like a tree that's planted by the water
 We shall not be moved.

We shall not be we shall not moved) 2

We're like a tree that's planted by the water
 We shall not be moved.

Our joy is in the statutes of the Lord and night and
 Day we ponder on the word

We're like a tree that's planted by the water
 We shall not be moved.

The wicked shall not stand the judgment day
 But like the chaff they'll be blown away

We're like a tree that's planted by the water
 We shall not be moved.

Sing glory be to God the Father of son
 And holy spirit ever three in one

We're like a tree that's planted by the water
 We shall not be moved.

7.HOW GREAT THOU ART

O Lord my God, when I in awesome wonder
 Consider all the worlds thy hands have made
 I see the stars, I hear the rolling thunder
 Thy power throughout the universe displayed.

Then sings my soul, my savior God to thee

How great thou art, how great thou art

Then sings my soul, savior God, to thee

How great thou are, how great thou art!

And when I think, that God, his son not sparing

Sent him to earth, I scarcely can believe

That on the cross, our burden gladly bearing

He gave his life for all the worlds' relief.

And when draws a near the day of my salvation

What happiness, world joy shall fill my heart!

What happiness, world joy shall fill my heart!
 When I shall bow, in humble adoration
 And then proclaim: "My God, how great thou art!"

8. JESUS YOU ARE THE SWEETEST NAME OF ALL

Jesus you' are the sweetest name of all
 Jesus, you always hear me when I call
 Oh, Jesus, You pick me up each time I fall
 You're the sweetest, sweetest name of all
 Jesus, how I love to praise your name
 Jesus, you're still the first, the last, the same
 Oh, Jesus, you died and took away my shame
 You're the sweetest, sweetest name of all
 Jesus, you're the soon and coming king
 Jesus, we need the love that you can bring
 Oh, Jesus, we left our voices up and sing
 You're the sweetest, sweetest name of all

9. HERE I AM TO WORSHIP

Light of the world you stepped down into darkness,
 Opened my eyes and let me see
 Beauty that made his heart adore you
 Hope of a life spend with you
 Here I am to worship, here I am to bow down
 Here I am to say that you're my God
 You're all together lovely, all together worthy
 All together wonderful to me
 King of all days, Oh so highly exalted
 You are glorious in heaven above, yes you are
 Humbly you came to the earth you created
 All for loves' sake became poor.

Chorus:

I will never know how much it cost to see my sin
 Up on that cross.

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SCHOOL TIMING

Period	Summer	Winter
First Bell	7:50 a.m.	8:15 a.m.
Assembly	8:00-8:10 a.m.	8:15-8:30 a.m.
I Period	8:10-8:50 a.m.	8:30-9:10 a.m.
2 nd Period	8:50-9:30 a.m.	9:10-9:50 a.m.
3 rd Period	9:30-10:10 a.m.	9:50-10:30 a.m.
4 th Period	10:10-10:50 a.m.	10:30-11:10 a.m.
Recess	10:50-11:10 a.m.	11:10-11:30 a.m.
5 th Period	11:10-11:50 a.m.	11:30-12:10 a.m.
6 th period	11:50-12:30 a.m.	12:10-12:50 p.m.
7 th Period	12:30-1:10 a.m.	12:50-01:30 p.m.
8 th Period	1:10-01:50 p.m.	1:30-02:15 p.m.

Zero Period	01:50-2:05 p.m.	
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RULES AND REGULATIONS

I.ADMISSIONS AND WITHDRAWALS

1. No pupil will be admitted without a transfer certificate from the last school attended and in no case shall a scholar be permitted to attend a class pending formal admission.
2. If a pupil comes from an unrecognized school his admission can be held valid only after his transfer certificate is countersigned by the inspector of schools.
3. The leaving certificate of a pupil coming from a school outside the state of Uttarakhand must be countersigned by the educational authorities of the district in which the school is situated.
4. A pupil joining the school must produce satisfactory evidence of his date of birth, such as an extract from govt. authorities.
5. The date of birth of a student once entered will not be changed.
6. Pupils applying for admission, as a rule, have to undergo a written test. In the case of late admission of a pupil, the fee from the beginning of first term shall be charged.
7. Application for leaving certificate shall be made in writing by the parent or guardian.
8. A leaving certificate will not be issued until all the fees are paid.
9. Transfer certificate will be issued only 2-7 days after the receipt of application.
10. When a pupil is admitted on a transfer certificate, he/she shall not be placed in any class higher than that for which the certificate shows him/her to be qualified nor will he/she shall not be placed in any class higher than that for which certificate shows him/her to be qualified nor will he/she be promoted before the end of the academic year.
11. Whilst admitting student to XI, the school will make a serious effort to advise students to take up streams suitable for them.
12. The admission however will be barred to those students who for serious reasons of breach of discipline are threats to the general wellbeing of other students and for serious negligence of study.
13. The decision of the Principal in the allotment of the stream to the students of Class XI is final.

II.COURSE OF STUDY AND EXAMINATION

Course of study include subjects according to ICSE and ISC syllabus. No pupil is allowed to offer any subject which is not regularly taught in the school or provided for in this approved scheme of studies.

In year a student will have 02 Formative Assessments (FA) and two Semester examinations;

class	Formative Assessments	I st Semester & IInd Semester	Internal Assessments
I-VIII	25	50	10

IX-X	25	80	20
XI-XII	25	70(For science Subject) 80 (Other Subject) (AS PER BOARD PATTERN)	Practical 30(For Science subject) Internal-20(For other subjects)

Internal Assessment

All pupils from K.G. to class XII must secure 40% marks for a pass.

comprises Monthly test, Notebook submission, Subject Enrichment Activities.

Assessments of Notebooks- Regularity- Bringing note books as per the time-table.

Assignment completion- Timely and Regular completion of work done/assignment notebook is expected from students.

Neatness and up keep of notebooks- Quality of work in the notebook (legible, properly-indexed & dated).

Subject Enrichment Activities-

Language :ASL (Assessment of Speaking and Listening)

Mathematics: the listed lab activities and projects curriculum.

Science: the listed practical work /activities as prescribe by the ICSE & ISC curriculum.

Social Science- Map and Project work.

10% marks will be awarded in all the subjects, on the basis of discipline, behavior and academic response in the class, obedience, regularity in submitting H.W and C.W and assessment files, uniform (Hair style, nails, tie, belt, ID, shoes, Shocks, (Hair band for girls etc.).

Moral Science/Value Education:

Since the formation of a sound character is the genuine test of worthy education. Moral Science remains obligatory subject for all students. A pass in Moral Science/Value Education is compulsory for promotion. **Pass marks for Moral Science is 50% for board students 50% marks in Moral Science is compulsory to get pass and a good Character Certificate.**

In order to inculcate higher moral values in our pupils without using corporal punishment, we are implementing a system by which we consider every child is good so we award 50 marks to everyone at the beginning of each term which will be added to their Moral Science marks. However, if anyone is proved to be defaulting, any teacher of the school will be at liberty to deduct marks according to the nature of offence under the following heads:

- i. Disobedience

- ii. Destroying/disfiguring school property.
- iii. Writing on the desk/bench/toilet etc.
- iv. Fights/using abusive language.
- v. Using any kind of pan parag/gutka etc.
- vi. Robbery/theft/cheating.
- vii. Bringing CD/Mobile/Pen drive any drive any other unwanted materials.
- viii. Forging Signature.
- ix. Habitual absence/irregular homework.
- x. Bunking form school/class etc.

Co-Scholastic

Co-scholastic (Grade A-E)	Work Education Art Education Health & Physical Education
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Discipline (Grade (A-E))	Attendance Sincerity Behavior Values
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1. Admit card are issued to students from class Nursery to class XII for half yearly and annual examination. Students are not allowed to enter the examination room without admit cards. Admit card will be provided to students only after clearing the dues till that month.

1. Students absent from any examination for any reason will not be re-examined.
2. **Candidates who are detected in any dishonesty during the examination, giving or obtaining unfair assistance whatsoever are liable for punishment. No marks (ZERO MARK) will be awarded in such cases.**
3. Absence from a subject excludes a student from being reckoned in the order of merit in the examination.
4. **If a child does not have 85% of the term days for the year he will not be considered for promotion.**
5. For promotion, a student has to obtain clear pass in all subjects,
6. Compulsory Board Exam for Class X at the end of the Session covering the complete syllabus.
7. Promotion refused will not be reconsidered.
8. A student who fails, shall forfeit any concession in the fees for ensuring years, and may even be advised to leave the school, particularly, if his conduct has not been satisfactory in the school.

III.FEES

1. School fee shall be paid in school online or bank.
2. Fees must be paid for 12 months, during which the pupils' name has been carried on the register even if the pupil has been absent during these months.
3. Fee may be paid in advance for the whole year or as follows.

April	-	Monthly
May-July	-	Quarterly Only
August - October	-	Quarterly/ Monthly
November-January-		Quarterly/ Monthly
February-March	-	Bimonthly

1. Parents will kindly keep the receipts issued to them and produce as proof of payment, if needed.
2. Parents are requested to fill the details in the fee slips.
3. Parents have the option to deposit fees for the whole terms/ here together in advance if they find it convenient.

4. Parents are requested to pay school tuition fees on time to avoid inconvenience to themselves and to the Management.
5. The fee dues of class 10th and 12th must be cleared before Board Examination.
6. Fees will be collected in the bank on the 12th, 13th, 14th and 15th of calendar months. Kindly go through the instruction given in the fee book.
7. The last date for clearing all the dues for the academic year is **5th of February**. Only after submitting all their fee dues the students will be permitted to sit for his/ her final examination.

V. UNIFORM

Students must be attired in the prescribed school uniform whenever they come to school during school hours.

1. The following will be considered inappropriate:
 - i) Accessories such as gold/ silver chains, rings, ear rings and any other form of jewellery.
 - ii) Applying henna, gel, streaking or coloring of hair, long nails, nail polish and tattoos.
2. So as to be within bounds of decency and good taste, it is compulsory for students to wear vests and undergarments in summer.
3. Specification related to hair:
 - i) Boys must have close cropped hair.
 - ii) Girls who have their hair cut very short have to wear a white hair band.
 - iii) Hair till the nape of the neck must be secured away from the face with a white hair band.
 - iv) In case hair length falls below the shoulder level it must be braided into two plaits.
1. Parents will be contacted about their child if the school administration feels the dress code is violated or if the student's appearance creates indiscipline or is a safety hazard. The prescribed uniform as follows.

VI. SUMMER

CLASS	BOYS	GIRLS
K.G	White School Shirt, Grey Trouser, Black Velcro Shoes, School tie, School socks, School belt and School jacket with hood.	White School Shirt, Grey Trouser, Black Velcro Shoes, School tie, School socks, School belt and School jacket with hood.
I-V	White School Shirt, Grey trousers, Black Velcro Shoes, School tie, School socks, School belt and School jacket with hood.	White School Shirt, Grey tunics Trouser, Black Velcro Shoes, School tie, School socks, School belt and School jacket with hood. For short hair, must use white hair band, for long hair must be plaited in two with white band hairpin, and hairband.

VI-XII	White School Shirt, Grey trousers, Black Velcro Shoes, School tie, School socks, School belt and School jacket with hood.	White School Shirt, Grey tunics Trouser, Black Velcro Shoes, School tie, School socks, School belt and School jacket with hood. For short hair, must use white hair band, for long hair must be plaited in two with white band hairpin, and hairband.

Wednesday & Saturday

All students will have to wear School track suit and white canvas shoes.

VII. WINTER

	BOYS	GIRLS
K.G-XII	White Shirt , grey Trousers, School tie , Crimson Red School Blazer , red gloves , red cap, black shoes , school socks, school belt. Sikh students will wear red turbans as required.	White Shirt , grey Trousers, School tie , Crimson Red School Blazer , red gloves , red cap, black shoes , school socks, school belt.

VIII. LEAVE

1. Mere sending of an application is not sufficient but the sanction of leave must be obtained from the Principal.
2. No half day leave is permitted.
3. The name of the student who does not rejoin school within three days after the commencement of a term, shall be struck off from the rolls unless leave has been previously applied for and sanction obtained from the head of the institution.
4. Parents and guardians are particularly requested to cooperate with the school authorities by sending children back to the school on the reopening date unless a written permission for extension of the leave previously been obtained, such permission , however , will only be granted for a very grave reason.
5. In case of illness, a medical certificate must be produced within three days of absence of the student. School accepts the medical certificate of doctors in the government service, not below the rank of chief physician or surgeon only. In case of doubt, the school may insist on the child being examined by the civil surgeon.
6. If a student continues to be absent for 14 days, without prior written permission of the Principal, his/ her name will be struck off from the roll, and in case of his/ her rejoining, re-admission fee will be charged.

7. The school has made a provision to intimate the parents through S.M.Ss. Parents and guardian are requested to keep their official cell phone in ON MODE during the school hours.

IX.GENERAL DISCIPLINE

1. Strict regularity, implicit obedience, courtesy in speech and conduct, cleanliness of dress and person are expected from every pupil. Pupils must strictly conform to the regulations laid down in this regard.
2. The pupils are responsible to the school authorities not only for their conduct in the school but also for their general behavior outside. Any report of objectionable conduct on the part of pupils outside the school make them liable for disciplinary action.
3. Irregular attendance , frequent failure to obtain good in conduct, habitual lack of interest and prolonged or intermittent illness, behavior detrimental to the discipline and the moral tone of the school, repeated failure in tests and examinations and insubordination are sufficient reasons, singly or together, to expel a student guilty of such laxity or misdemeanors, even without notice or warning.
4. The Principal may punish a student in a manner suited to the offence.
 - (a)The Principal reserves the right to waive aside of the rules contained in this prospectus without assigning any reason.
 - (b)The interpretation of any rule in this prospectus rests solely and entirely with the governing body of this school. Their interpretation and decision are final.
 - (c)For disobedience to the clearly expressed orders of the Principal, punishment laid down is dismissal without any prior warning.

X. SCHOOL DECORUM

1. A student involved in any incident outside the school which bring discredit to the institution either because of unpleasant nature or inviting criminal or legal action by police or the court will be dismissed from school without further enquiry.
2. Since this is a co-educational school it is expected from the student to observe a high standard of decorum as expected by society.
3. In the absence of the teacher from the classrooms, pupils are required to observe silence and obey the monitor of the class.
4. Staying away from mandatory school functions, including Annual Day and Sports Day without prior permission and/or justification will be considered a discipline default.

XI.DONT'S

1. Students will refrain from damaging any form of school property. The school reserve the right to be compensated by the student for any such damages.
2. Late comers will not be admitted to class without Principal's written permission.
3. The pupils are not allowed to leave the school premises during the recess.
4. The pupils are not allowed to enter the Staff Room.
5. Students are not allowed to enter classrooms other than their own without permission.
6. Use of alcohol, smoking, chewing gum, eating paan masala, betel leaf or any kind of intoxicant, drinking soft drink like coca cola, pepsi etc are strictly prohibited in the school.
7. Shouting and whistling is not allowed in the school building and the school premises.

8. Student are prohibited from bringing any sharp instruments, knife, scissors etc to school.
9. Students found possessing any reading or viewing materials of indecent nature are liable to rustication without notice.
10. Burning crackers in the school or carrying in the school or carrying inflammable material is considered by the school as an indicator of intention to harm others, cause disturbance and damage to limb and property and a serious violation of the fundamental tenets of the school, namely respect and concern for one's fellow. Any found or reported to have carried this activity in the school either personally or through other will be suspended. It may even lead to dismissal after verification.
11. Any student found travelling at odd hours with fellow students in a motorized vehicle without parent's permission and/or without a valid license which otherwise is a violation of any law of the land, will be liable for disciplinary action, if this is brought to the notice of the school authorities.
12. Students shall not sell or take orders for any merchandise in school or in the name of the school.
13. Parents and/or pupils (individually or collectively) are forbidden to give teachers gift. Neither Parties, nor gift presentations by students or parents on birthdays of students/teachers or such occasions are allowed.
14. Collection of money by students and teachers for any purpose without the prior knowledge & approval of school authorities is not allowed.
15. No student shall indulge in any of the following practices namely:
 - a) Any form of gambling;
 - b) Bullying others and rude behavior;
 - c) Use of violence in any form;
 - d) Making casteist and communalist remarks;
 - e) Use of obscene language and/or causing hurt to the modesty of others.
 - f) Truancy during classes is a serious offence.
 - g) Clicking picture of teachers and students and unauthorized posting of them on the web. Any such act is a serious offence, and can lead to expulsion of the student.
 - h) It is not advisable to bring the tiffin during recess hours.

XII.LANGUAGE

1. English being the medium of instruction in the school, students must speak English even in their private conversation in the school.
2. Use of foul unparliamentarily language is a punishable offence.
3. Using obscene/ offensive language against a fellow student invites the provision of POCSO (Protection of Children from Sexual Offences) ACT. Any such act will be deemed to be a major violation of school ideals and principles, and unacceptable, offensive and harmful to the moral and emotional well being of fellow students, in addition to being a violation on the law of the land. All such offenders will be given serious warning in writing and a repeat will lead to suspension/ dismissal.
4. Students are warned about use of illegal & obscene language against teachers/students/ on facebook or cyberspace. This is a criminal activity according to the law of the land and will be

considered so by the school. Any such activity will be considered by the school as a serious offence and in violation with the law of the land causing serious emotional & moral harm to fellow students. The school will take immediate action including suspension/ dismissal.

XIII CLEANLINESS

1. Personal hygiene and cleanliness of every student in the school is essential. The uniform must be clean and neatly pressed, shoes well polished, finger nails pared and hair neatly kempt. Use of excessive cosmetics is not desirable.
2. It is the duty of all the students to keep their classrooms and places in and around the school, clean and in an orderly manner. They should cultivate the habit of using the dustbin.
3. No pupil is allowed to write on the black board unless asked to do so by the teacher.
4. Before leaving the classroom students will pick up waste paper and any unwanted material from the floor and place it in the waste paper basket; will leave desk and chairs in proper arrangement; will put off lights; will close windows; in general the room will be left in a condition to be used again.

XIV.SCHOOL DIARY

1. Every pupil must possess a copy of the School Diary which should be brought to school every day. Apart from entering legibly the name and other personal data, pupils should not enter in it anything except what relates to school work.
2. The school diary is to be preserved carefully and no page from it should be destroyed or smudged.
3. Pupils must show the dairy to their parents/ guardians whenever they are given notes by Principal or teacher and obtain their signature. Entries by parents/ guardians should also be shown to the Principal/ Teacher.

XV.PERSONAL BELONGINGS

1. Pupils should not bring valuables, gold ornaments or money to school.
2. Every pupil should take care of his/her personal belongings. School authorities do not assume the responsibility for loss of such belongings.
3. Name of the students and class should be marked on the personal belongings to facilitate recovery when lost in the school premises.
4. Mobile phones, smart watches, cameras or electronic devices illegally brought/ smuggles into school against norms is a major violation of school discipline fraught with serious consequences, any such device will be confiscated and not returned. School will not be responsible for any damage/ loss/ theft of such a device while in custody.

XVI.LIBRARY RULES

1. The students must maintain silence in the library.
2. One library card will be issued to every student, which is not transferable. One book is issued for a week and, the student should return the book within a week, otherwise fine is levied.
3. Duplicate card will be issued only on payment of Rs. 25/-
4. Every child should return the card before the term ends.
5. A book can be re-issued only twice.
6. Every class has a library period and only in this period books will be issued. It is compulsory for every student to read books from the library.

7. Any loss or damage to the book will be realized along with a special fine.
8. Students are expected to take care of the library books. Writing or marking on a book is strictly forbidden.
9. Damages/loss of books while in possession of the student will have to be made good by the student in whose name the book has been issued.
10. Books must be returned before the holidays.
11. Failure to return the books on the assigned day will attract a fine.

XVII. TRANSPORTATION

1. Student can avail transport, subject to the availability of seats. Change of bus stop for a day or a week is not entertained. As a rule, such request should not be made. In case of an emergency, parents should take their child personally from the school with permission of the Principal. It will be appreciated if such information is sent to the school in advance.
2. Parents of student are not allowed to travel by the school bus under any circumstance. Parents are requested to see that the children are escorted to and from the bus. Children/ escorts should be at the bus stop ten minutes before the expected arrival time of the bus.
3. Parents will have to pay transportation charges in the month of April, May, July, September and November excluding January with the tuition fee.
4. It would be parents' responsibility to drop their child 10 minutes prior to bus arrival time at the specified bus stop. They have to be at the specified bus stop to receive the ward if the residence is far from the bus stop.
5. The drivers are authorized to stop the bus specifically to marked stops only, unless directed by the school authorities. The lists of bus stops are prepared keeping in view the convenience and safety of all bus commuters. The bus will not deviate / go extra further from the specified stop.
6. Any grievance regarding bus service and behavior of the staff should be reported to the Principal. Parents are requested to refrain from breaking into any arguments with the staff of the school on the bus route.
7. No student come near the door of the bus until it has stopped completely.
8. Parents are requested to wait for the bus in case of delay due to traffic jam/ fog or any other unavoidable reason.
9. Indiscipline behavior and violation of rules will automatically disqualify your child from availing transport service. Students will be responsible for any kind of damage to the buses caused by negligence or vandalism. The student responsible for causing such damage will pay for its repair.
10. On changing the residence, school cannot be forced to demarcate new bus stop as per your convenience. Even if the child avails one way transport facility, there will be no concession or adjustment in the bus transport fee facility.
11. The bus facility is extended to your ward at your own risk and responsibility.

XVIII. RECOMMENDATION TO PARENTS

1. Parents are expected to give the management and the staff their whole hearted and willing co-operation in matters pertaining to the education of their children.
 - a) Kindly abide by the judgment and decision of the management and the staff.

B) Lend your support in matters of discipline and see that your children observe school rules.

c) Supervise your ward's studies at home, send them to school regularly and help to continuity in their school work.

2. Students should not be taken away from the class by anybody without application form the parents or guardian.

3. Parents are informed that occasional reports and recommendations from teachers are made in the school calendar. They are requested to sign them as proof that they have read.

4. Parents are expected to sign the terminal reports or any other similar documents whenever required.

5. Complaints, if any should be made to the principal and not to the class teacher.

6. Students are not allowed to engage any member of the staff of the school for private tuition. If, as an exception, a particular student wants to engage any of the teachers of the school he she should get explicit written permission from the principal.

7. In matters of evaluation and estimating answer papers, as well as decision with respect to promotion, the opinion of the principal and the management is in the best interest of your child. Therefore, kindly restrain from requesting for personal scrutiny of the answer paper and also for promotion against the better judgment of the authorities. Answer papers of final term examinations shall not be shown.

8. Parents must understand that they cannot dictate to the management and that the management has the right to admit or reject any student to the school.

9. No pupil will be allowed to remain absent from games and physical activities without a note from a doctor which is to be renewed every two months.

10. Parents are strictly forbidden to interview their children or their teachers in class, without the permission of the principal. The Saturday allotted in each month is considered as a day for the parents to meet the teachers to discuss the progress of their wards.

11. Parents are advised to inform the Principal about any problem they may be facing regarding their children, keeping in mind that it is only with sincerity and openness of the parents that the school will be able to help their child become a well-adjusted person and a strong character with right attitudes. Needless to say, that disclosures made will be treated with utmost confidentiality.

12. Parents are encouraged to have their children undergo medical examination regularly for general wellbeing especially dental, eye and ear care.

13. Parents are earnestly enjoined to observe the following

a) Change of address and phone number must immediately be communicated to the principal.

b) Parents and Guardians may have interview with the principal between 9:00 a.m. and 10:00 a.m. on any school working day after securing an appointment.

XIX. RECOMMENDATION TO STUDENTS

We expect our students:

a) To be pupil-friendly and well-behaved in and outside the school.

b) To be honest and truthful at any cost.

- c) To accept whatever work and responsibility given to them, with cheerfulness, and to face difficulties with courage and determination.
- d) To be courteous like sportsmen to the opposing team and to the officials in the playground.
- e) To wish parents teachers whenever required and acknowledge them.
- f) to behave courteously and politely
- g) To care for one's own property as well as that of the school's and also the property belonging to others.
- h) To be bold to say 'No' when asked to do a wrong thing which one thinks and know to be wrong.

CO-CURRICULAR ACTIVITIES

Mere accumulation of knowledge is not enough in life. In view of developing sober personality co-curricular activities like public speaking, dramatics, social service, drawing and painting, dancing and singing, games. P.T athletics, Karatte, Taekwondo excursion, educational films, work experiences etc are encouraged.

It is chiefly through co-curricular activities that the various facets of a child's personality are revealed. By involving in these activities qualities like team spirit, self-confidence sportsmanship, initiative and the proper use of leisure are developed. Educational tours, excursions and picnics are organized during the academic year. The school authority will not be held responsible for any unforeseen accident or mishap during the picnics, tours or excursions.

Co-curricular activities are carried out throughout the calendar year. Parents are welcome to witness the co-curricular activities when intimated.

ACCIDENTS & SICKNESS

All possible precautions are taken to protect the children from accidents. However, in the event of any mishap, the school does not accept legal responsibility, immediate first aid will be administered and the parent/guardian concerned shall be informed at the earliest. If the parents/guardian makes undue delay to reach the school the pupil involved will be taken to the local Govt. Hospital.

SCHOOL POLICY FOR BANDHS & STRIKE

If a **Bandh** call is given, the school authorities will try to check at the DM's office/other schools of the city and find out whether public transportation system is functioning. Parents may call 232081 to find out whether All Saints' Convent School is open for the particular day/period.

If during schools hours a **Bandh** is brought into effect, Parents must come and take their children from the school.

Parents have to state the reason for leave in one or two with signature.

Signature: Father _____ Mother _____

Date	Reason for leave	No. of Days Absent	Signature of the		
			Parents	Principal	Teacher's

LEAVE RECORD

Parents have to state the reason for leave in one or two with signature.

Signature: Father_____Mother_____

Date	Reason for leave	No.of Days Absent	Signature of the		
			Parents	Principal	Teacher's

Date	Arrival Time	Reason for being late	Parent's Signature	Signature of principal Teacher

Date	Remarks	Parent's Signature	Teacher's Signature

Date	Remarks	Parent's Signature

TEACHER'S REMARKS

Date	Remarks	Parent's Signature

TEACHER'S REMARKS

Date	Remarks	Parent's Signature

TEACHER'S REMARKS

Date	Remarks	Parent's Signature

TEACHER'S REMARKS

Date	Remarks	Parent's Signature

PARENT'S REMARK

Date	Remarks	Teacher's Signature

PARENT'S REMARK

Date	Remarks	Teacher's Signature

PARENT'S REMARK

Date	Remarks	Teacher's Signature

PRINCIPAL'S REMARK

Date	Remarks	Parent's Signature

PRINCIPAL'S REMARK

Date	Remarks	Parent's Signature

ALMANAC 2022-2023		MARCH
DAY	DATE	
Tuesday	01/03/2022	Maha Shivratri

Wednesday	02/03/2022	
Thursday	03/03/2022	
Friday	04/03/2022	
Saturday	05/03/2022	Result and P.T.M
Sunday	06/03/2022	Sunday
Monday	07/03/2022	
Tuesday	08/03/2022	Sub-Department Meeting (Teachers)
Wednesday	09/03/2022	House-wise Meeting (Teachers)
Thursday	10/03/2022	Club Meeting (Teachers)
Friday	11/03/2022	Rangmanch Meeting
Saturday	12/03/2022	Seminar for Teachers / Staff-Meeting
Sunday	13/03/2022	Sunday
Monday	14/03/2022	New session begins
Tuesday	15/03/2022	
Wednesday	16/03/2022	
Thursday	17/03/2022	Holi (Holiday)
Friday	18/03/2022	Holi (Holiday)
Saturday	19/03/2022	St. Joseph's Day (Holiday)
Sunday	20/03/2022	Sunday
Monday	21/03/2022	
Tuesday	22/03/2022	Hand writing Competition (I- XII)
Wednesday	23/03/2022	
Thursday	24/03/2022	
Friday	25/03/2022	
Saturday	26/03/2022	Parent's Seminar (I-V)
Sunday	27/03/2022	Sunday
Monday	28/03/2022	
Tuesday	29/03/2022	
Wednesday	30/03/2022	
Thursday	31/03/2022	Inter House Volley ball match Junior/ Senior Girls/ Boys

ALMANAC 2022-2023**APRIL****DAY****DATE**

Friday	01/04/2022	
Saturday	02/04/2022	Chetichand (Holiday)

Sunday	03/04/2022	Sunday
Monday	04/04/2022	Vidhya Arambh ceremony for Nursery (Tentative)
Tuesday	05/04/2022	Science Club Meet
Wednesday	06/04/2022	
Thursday	07/04/2022	
Friday	08/04/2022	
Saturday	09/04/2022	Animation program for class I,II Timing- 8:30 a.m to 10:30 a.m

		(Parent's Seminar VI-VIII)
Sunday	10/04/2022	Sunday (Ram Navami)
Monday	11/04/2022	Cartoon Making Competition (VI-XII)
Tuesday	12/04/2022	Drawing Competition (I-V)
Wednesday	13/04/2022	
Thursday	14/04/2022	Ambedkar Jayanti / Mahavir Jayanti (Holiday) Easter Break
Friday	15/04/2022	Good Friday
Saturday	16/04/2022	Holiday
Sunday	17/04/2022	Easter Sunday
Monday	18/04/2022	
Tuesday	19/04/2022	School Blessing
Wednesday	20/04/2022	Stream allotment for Class XI (Tentative)
Thursday	21/04/2022	
Friday	22/04/2022	Badminton- Boys/ Girls, Junior/ Senior Inter House Competition
Saturday	23/04/2022	
Sunday	24/04/2022	Sunday
Monday	25/04/2022	
Tuesday	26/04/2022	
Wednesday	27/04/2022	
Thursday	28/04/2022	
Friday	29/04/2022	
Saturday	30/04/2022	Animation program for class III and IV Timing- 8:30A.m to 10:00 A.M

ALMANAC 2022-2023**MAY****DAY****DATE**

Sunday	01/05/2022	Sunday
Monday	02/05/2022	Labour Day celebration
Tuesday	03/05/2022	Eid-ul-Fiter
Wednesday	04/05/2022	FA -I Starts

Thursday	05/05/2022	
Friday	06/05/2022	
Saturday	07/05/2022	Animation program for class V Timing- 8:30A.m to 10:00 A.M class VI Timing- 11:30 A.M to 1:00 P.M
Sunday	08/05/2022	Sunday
Monday	09/05/2022	
Tuesday	10/05/2022	
Wednesday	11/05/2022	
Thursday	12/05/2022	

Friday	13/05/2022	
Saturday	14/05/2022	
Sunday	15/05/2022	Sunday
Monday	16/05/2022	Budh purnima (Holiday)
Tuesday	17/05/2022	
Wednesday	18/05/2022	
Thursday	19/05/2022	
Friday	20/05/2022	Investiture Ceremoney
Saturday	21/05/2022	
Sunday	22/05/2022	Sunday
Monday	23/05/2022	Essay writing competition I-XII
Tuesday	24/05/2022	Inter School Basket ball match Junior (Boys/ Girls)
Wednesday	25/05/2022	Basket ball Senior (Boys/ Girls)
Thursday	26/05/2022	Art Club Meet
Friday	27/05/2022	
Saturday	28/05/2022	P.T.M. VI-VIII and Parents Seminar Timing- 8:30 To 9:30 am
Sunday	29/05/2022	Sunday
Monday	30/05/2022	
Tuesday	31/05/2022	

ALMANAC 2022-2023**JUNE****DAY DATE**

Wednesday	01/06/2022	All Saint's Rang Manch (Cultural week)
Thursday	02/06/2022	
Friday	03/06/2022	
Saturday	04/06/2022	
Sunday	05/06/2022	Sunday
Monday	06/06/2022	
Tuesday	07/06/2022	

Wednesday	08/06/2022	
Thursday	09/06/2022	
Friday	10/06/2022	Kho Kho Competition Junior (Boys/ Girls)
	11/06/2022	Kho Kho Competition senior (Boys/ Girls)
Saturday		
Sunday	12/06/2022	Sunday
Monday	13/06/2022	Language Club Meet
Tuesday	14/06/2022	Managers Day
Wednesday	15/06/2022	
Thursday	16/06/2022	
Friday	17/06/2022	
Saturday	18/06/2022	
Sunday	19/06/2022	Sunday (Summer Holidays)

Monday	20/06/2022	
Tuesday	21/06/2022	
Wednesday	22/06/2022	
Thursday	23/06/2022	
Friday	24/06/2022	
Saturday	25/06/2022	
Sunday	26/06/2022	
Monday	27/06/2022	
Tuesday	28/06/2022	
Wednesday	29/06/2022	
Thursday	30/06/2022	

ALMANAC 2022-2023		JULY
DAY	DATE	
Friday	01/07/2022	
Saturday	02/07/2022	
Sunday	03/07/2022	Sunday/ St. Thomas Day
Monday	04/07/2022	School Re-Open
Tuesday	05/07/2022	
Wednesday	06/07/2022	
Thursday	07/07/2022	Animation Program VII/VIII
Friday	08/07/2022	Dry Flower arrangement Competition VI-XIII/Story Writing I-V
Saturday	09/07/2022	Computer Club Meet
Sunday	10/07/2022	Sunday
Monday	11/07/2022	Id ul Zuha bakrid
Tuesday	12/07/2022	

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Wednesday	13/07/2022	
Thursday	14/07/2022	Foot ball Competition- Junior House-wise Competition
Friday	15/07/2022	Foot ball Competition- Senior House-wise Competition
Saturday	16/07/2022	Harela (Holiday)
Sunday	17/07/2022	Sunday
Monday	18/07/2022	Question Paper submission for I st Semester Exams 2022-23
Tuesday	19/07/2022	
Wednesday	20/07/2022	
Thursday	21/07/2022	
Friday	22/07/2022	
Saturday	23/07/2022	Parent's Day Celebration
Sunday	24/07/2022	Sunday
Monday	25/07/2022	Suman Diwas
Tuesday	26/07/2022	
Wednesday	27/07/2022	Cooking without fire VI-XII and Doll Making I-V
Thursday	28/07/2022	

Friday	29/07/2022	
Saturday	30/07/2022	Animation program for class 1X-X 8:30a.m to 10:00 a.m
Sunday	31/07/2022	Sunday

ALMANAC 2022-2023		AUGUST
DAY	DATE	
Monday	01/08/2022	
Tuesday	02/08/2022	Social Science and Commerce Club Meet
Wednesday	03/08/2022	Spellathon for Class I-V and Spell-bee for Class VI - VIII
Thursday	04/08/2022	
Friday	05/08/2022	
Saturday	06/08/2022	Animation program for class XII Timing- 8:30A.m to 10:00 A.M for class XI Timing-11:30 to 1:00 P.M
Sunday	07/08/2022	Sunday
Monday	08/08/2022	Mohrram
Tuesday	09/08/2022	
Wednesday	10/08/2022	
Thursday	11/08/2022	Raksha Bandhan
Friday	12/08/2022	Inter school Badminton Tournament for Girls(2022)
Saturday	13/08/2022	Inter school Badminton tournament for Girls(2022)
Sunday	14/08/2022	Sunday
Monday	15/08/2022	Independence Day

Tuesday	16/08/2022	
Wednesday	17/08/2022	
Thursday	18/08/2022	
Friday	19/08/2022	Janmashtami (Holiday)
Saturday	20/08/2022	IX-XII Parents Seminar
Sunday	21/08/2022	Sunday
Monday	22/08/2022	Athletics Event I-V
Tuesday	23/08/2022	Athletics Event VI-VIII
Wednesday	24/08/2022	Athletics Event IX-XII
Thursday	25/08/2022	
Friday	26/08/2022	
Saturday	27/08/2022	
Sunday	28/08/2022	Sunday
Monday	29/08/2022	
Tuesday	30/08/2022	
Wednesday	31.08.2022	

ALMANAC 2022-2023		SEPTEMBER
DAY	DATE	

Thursday	01/09/2022	
Friday	02/09/2022	
Saturday	03/09/2022	
Sunday	04/09/2022	Sunday
Monday	05/09/2022	Teacher's Day
Tuesday	06/09/2022	
Wednesday	07/09/2022	1st Semester Exam begins / Tentative
Thursday	08/09/2022	
Friday	09/09/2022	
Saturday	10/09/2022	
Sunday	11/09/2022	Sunday
Monday	12/09/2022	
Tuesday	13/09/2022	
Wednesday	14/09/2022	
Thursday	15/09/2022	
Friday	16/09/2022	
Saturday	17/09/2022	
Sunday	18/09/2022	Sunday

Monday	19/09/2022	
Tuesday	20/09/2022	
Wednesday	21/09/2022	
Thursday	22/09/2022	
Friday	23/09/2022	
Saturday	24/09/2022	
Sunday	25/09/2022	Sunday
Monday	26/09/2022	Fr. Cassius Memorial basketball tournament(2022)
Tuesday	27/09/2022	Fr. Cassius Memorial basketball tournament(2022)
Wednesday	28/09/2022	Eco Club Meet
Thursday	29/09/2022	
Friday	30/09/2022	

ALMANAC 2022-2023		OCTOBER
DAY	DATE	
Saturday	01/10/2022	
Sunday	02/10/2022	Sunday (Gandhi Jayanti- Activity Day)
Monday	03/10/2022	
Tuesday	04/10/2022	Dusshera Holiday
Wednesday	05/10/2022	Dusshera Holiday
Thursday	06/10/2022	
Friday	07/10/2022	
Saturday	08/10/2022	P.T.M and Result of I Semester
Sunday	09/10/2022	Sunday

Monday	10/10/2022	Eid-e-milad
Tuesday	11/10/2022	literary (Rangmanch) Competition
Wednesday	12/10/2022	
Thursday	13/10/2022	
Friday	14/10/2022	
Saturday	15/10/2022	
Sunday	16/10/2022	Sunday
Monday	17/10/2022	
Tuesday	18/10/2022	
Wednesday	19/10/2022	Inter School Sports Meet
Thursday	20/10/2022	Inter School Sports Meet
Friday	21/10/2022	Inter School Sports Meet
Saturday	22/10/2022	Deepawali (Holidays)
Sunday	23/10/2022	Sunday

Monday	24/10/2022	Deepawali (Holidays)
Tuesday	25/10/2022	Deepawali (Holidays)
Wednesday	26/10/2022	Deepawali (Holidays)
Thursday	27/10/2022	
Friday	28/10/2022	
Saturday	29/10/2022	
Sunday	30/10/2022	Sunday
Monday	31/10/2022	

ALMANAC 2022-2023		NOVEMBER
DAY	DATE	
Tuesday	1/11/2022	Winter Uniform
Wednesday	2/11/2022	All Saints' Day
Thursday	3/11/2022	
Friday	4/11/2022	Eigaas Holiday
Saturday	5/11/2022	
Sunday	6/11/2022	Sunday
	7/11/2022	
Monday		
Tuesday	8/11/2022	Guru Nanak Jayanti (Holiday)
Wednesday	9/11/2022	
Thursday	10/11/2022	
Friday	11/11/2022	Fr. Peter Memorial Cricket Tournament 2022 and Grand parent's Day Celebration
Saturday	12/11/2022	Fr. Peter memorial cricket tournament 2022
Sunday	13/11/2022	Sunday
Monday	14/11/2022	Children's Day
Tuesday	15/11/2022	

Wednesday	16/11/2022	
Thursday	17/11/2022	Role Play Competition - Saints' in your Life for Class I - XII
Friday	18/11/2022	
Saturday	19/11/2022	
Sunday	20/11/2022	Sunday
Monday	21/11/2022	
Tuesday	22/11/2022	
Wednesday	23/11/2022	
Thursday	24/11/2022	ESDB AGM 2022 (Guru Teg Bahadur Shaheed Diwas)
Friday	25/11/2022	ESDB AGM 2022
Saturday	26/11/2022	
Sunday	27/11/2022	Sunday

Monday	28/11/2022	
Tuesday	29/11/2022	FA - II Exam Starts and I-Pre-board
Wednesday	30/11/2022	

ALMANAC 2022-2023		DECEMBER
DAY	DATE	
Thursday	1/12/2022	
Friday	2/12/2022	
Saturday	3/12/2022	
Sunday	4/12/2022	Sunday
Monday	5/12/2022	
Tuesday	6/12/2022	
Wednesday	7/12/2022	
Thursday	8/12/2022	
Friday	9/12/2022	
Saturday	10/12/2022	
Sunday	11/12/2022	Sunday
Monday	12/12/2022	X' mas Carol singing competition House wise Competition Junior/ Senior
Tuesday	13/12/2022	Speech- VI-XII speech competition (characteristics of 'X' mas)
Wednesday	14/12/2022	
Thursday	15/12/2022	X' mas star (nursery - Class II) And Collage making competition for VI-XII ('X' mas in your life)
Friday	16/12/2022	
Saturday	17/12/2022	
Sunday	18/12/2022	Sunday
Monday	19/12/2022	
Tuesday	20/12/2022	
Wednesday	21/12/2022	
Thursday	22/12/2022	Result and P.T.M

Friday	23/12/2022	Christmas Celebration
Saturday	24/12/2022	Christmas (Holiday)
Sunday	25/12/2022	Sunday
Monday	26/12/2022	Christmas (Holiday)
Tuesday	27/12/2022	School Reopens
Wednesday	28/12/2022	
Thursday	29/12/2022	
Friday	30/12/2022	
Saturday	31/12/2022	
ALMANAC 2022-2023		JANUARY

DAY	DATE	
Sunday	01/01/2023	Sunday (Winter Holidays)
Monday	02/01/2023	
Tuesday	03/01/2023	
Wednesday	04/01/2023	
Thursday	05/01/2023	
Friday	06/01/2023	
Saturday	07/01/2023	
Sunday	08/01/2023	Sunday
Monday	09/01/2023	Guru Gobind Singh Jayanti Holiday
Tuesday	10/01/2023	
Wednesday	11/01/2023	
Thursday	12/01/2023	
Friday	13/01/2023	
Saturday	14/01/2023	
Sunday	15/01/2023	Sunday
Monday	16/01/2023	
Tuesday	17/01/2023	
Wednesday	18/01/2023	
Thursday	19/01/2023	
Friday	20/01/2023	
Saturday	21/01/2023	
Sunday	22/01/2023	Sunday
Monday	23/01/2023	
Tuesday	142 24/01/2023	
Wednesday	25/01/2023	
Thursday	26/01/2023	Republic Day
Friday	27/01/2023	
Saturday	28/01/2023	
Sunday	29/01/2023	Sunday
Monday	30/01/2023	Monday/ Martyr's day (11:00 am. silent prayer)
Tuesday	31/01/2023	

ALMANAC 2022-2023		FEBRUARY
DAY	DATE	
Wednesday	01/02/2023	School re-open
Thursday	02/02/2023	
Friday	03/02/2023	
Saturday	04/02/2023	
Sunday	05/02/2023	Sunday
Monday	06/02/2023	Basant Panchami
Tuesday	07/02/2023	
Wednesday	08/02/2023	
Thursday	09/02/2023	
Friday	10/02/2023	2nd semester exam and II Pre-board
Saturday	11/02/2023	
Sunday	12/02/2023	Sunday
Monday	13/02/2023	
Tuesday	14/02/2023	
Wednesday	15/02/2023	
Thursday	16/02/2023	
Friday	17/02/2023	Ravidas Jayanti Holiday
Saturday	18/02/2023	
Sunday	19/02/2023	Sunday
Monday	20/02/2023	
Tuesday	21/02/2023	
Wednesday	22/02/2023	
Thursday	23/02/2023	
Friday	24/02/2023	
Saturday	25/02/2023	
Sunday	26/02/2023	Sunday
Monday	27/02/2023	
Tuesday	28/02/2023	
ALMANAC 2022-2023		MARCH
DAY	DATE	
Wednesday	01/03/2023	
Thursday	02/03/2023	Maha Shivratri
Friday	03/03/2023	
Saturday	04/03/2023	P.T.M and Result
Sunday	05/03/2023	Sunday
Monday	06/03/2023	
Tuesday	07/03/2023	
Wednesday	08/03/2023	

Thursday	09/03/2023	
Friday	10/03/2023	
Saturday	11/03/2023	
Sunday	12/03/2023	Sunday
Monday	13/03/2023	New Session Begin
Tuesday	14/03/2023	
Wednesday	15/03/2023	
Thursday	16/03/2023	
Friday	17/03/2023	
Saturday	18/03/2023	
Sunday	19/03/2023	Sunday
Monday	20/03/2023	Holi
Tuesday	21/03/2023	
Wednesday	22/03/2023	
Thursday	23/03/2023	
Friday	24/03/2023	
Saturday	25/03/2023	
Sunday	26/03/2023	Sunday
Monday	27/03/2023	
Tuesday	28/03/2023	
Wednesday	29/03/2023	
Thursday	30/03/2023	
Friday	31/03/2023	

HOME WORK REMARK

Date	Home work not done in	Teacher's Signature	Parent's Signature

HOME WORK REMARK

Date	Home work not done in	Teacher's	Parent's
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		Signature	Signature

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and do Good. Conquer Evil by Doing Good. “(Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“He Who Loves His Brother Abides In the light.” (Jn.2:10)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Whoever Lives in Love lives in God and God In Him.” (Jn.14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and do Good. Conquer Evil by Doing Good. “(Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“He Who Loves His Brother Abides In the light.” (Jn.2:10)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and do Good. Conquer Evil by Doing Good. “(Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“If God is for us, who can be against us”. (Rom.8:31)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

"The Lord is my shepherd. I have everything I need." (Ps.23:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Fear Not, For I am With You.”(Is.41:10)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and do Good. Conquer Evil by Doing Good. “(Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

Date

Subjects Periods			

“Whoever Lives in Love lives in God and God In Him.” (Jn.14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Whoever Lives in Love lives in God and God In Him.” (Jn.14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and do Good. Conquer Evil by Doing Good. “(Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Whoever Lives in Love lives in God and God In Him.” (Jn.14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“I am the Lord who heals you.”(Ex.15:26)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and Do Good. Conquer Evil By Doing Good.” (Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

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HOME WORK / ACTIVITIES

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HOME WORK / ACTIVITIES

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Subjects Periods	

“Fear Not, For I am With You “. (Is.41:10

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Fear Not, For I am With You “. (Is.41:10

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and Do Good. Conquer Evil By Doing Good.” (Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“He Who Loves His Brother Abides In the Light.” I Jn2:10)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

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HOME WORK / ACTIVITIES

Date

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Subjects Periods	

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HOME WORK / ACTIVITIES

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Date

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HOME WORK / ACTIVITIES

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

"Be Good and Do Good. Conquer Evil By Doing Good." (Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“The Lord is my shepherd. I have everything I need”. (Ps.23:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

"He Who Loves His Brother Abides In the Light."(1Jn.2:10)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Whoever Lives in Love lives in God and God In Him”.(Jn.14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Whoever Lives in Love lives in God and God In Him”.(Jn.14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and Do Good. Conquer Evil By Doing Good.” (Rom.12:21)

HOME WORK / ACTIVITIES

Date

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HOME WORK / ACTIVITIES

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Subjects Periods	

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

“If God is for us, who can be against us.” (Rom.8:31)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“I am the Lord who heal you.”(Ex.15:26)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“The Lord is my shepherd. I have everything I need.” (Ps.23:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

"Fear Not, For I am With you."(Is.41:10)

HOME WORK / ACTIVITIES

Date

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Be Good and do Good. Conquer Evil By Doing Good.” (Rom.12:21)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

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HOME WORK / ACTIVITIES

Date

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HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Whoever Lives in Love lives in God and God in Him.”(Jn14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods	

“Whoever Lives in Love lives in God and God in Him.”(Jn14:1)

HOME WORK / ACTIVITIES

Date

Subjects Periods						
Title		Author	Description	Borrowed	Returned	Remark

“Be Good and Do Good. Conquer Evil By Doing Good.”(Rom.12:21)

BOOKS I HAVE READ THIS YEAR

Example Black beauty	Sewell	Story of a hours			Thrilling

BOOKS I HAVE READ THIS YEAR

Title	Author	Description	Borrowed	Returned	Remark
e.g. Black beauty	Sewell	Story of a hours	13-01-2018	21-01-2018	Thrilling

TEACHER WARNING-NO.1

Date: _____

Parents/Guardian _____

Class Teacher

Principal

I have noticed the above contents. I am very sorry for my child's behavior. I promise that I will take care of him/her and see that she/he does not repeat it or misbehave in any manner.

Full Sign. Of Guardian _____
.....

TEACHER WARNING-NO.2

Parents/Guardian _____

Class Teacher

Principal

Once again I am sorry for my child's misbehavior. I request you to give him/her one more chance to improve and correct himself/herself. I will take special care of him/her.

Full Sign. Of Guardian _____

PRINCIPAL'S WARNING-NO.3

Date: _____

Parents/Guardian _____

Class Teacher

Principal

Even after your two warnings my child has not corrected himself/herself. I am sorry for it and give you the right to punish him/her the best way.

Full Sign. Of Guardian _____

.....

NOTICE OF PUNISHMENT AND DISMISSAL

Date: _____

Parents/Guardian _____

Class Teacher

Principal

In spite of repeated warning my child has not shown any sign of improvement and I feel ashamed of it. As she/he is at fault, I agree to give him/her any deserving punishment.

Full Sign. Of Guardian _____

Application for leave

The principal

All Saint's Convent School

New Tehri

Dear Sister,

This is to inform you that my son/daughter

ClassSectionRoll No.

Will remain absent from the school on the following date/dates.....

Due to

.....

May I request you to grant my ward leave of absence from the class in the abovementioned days.

The Medical Certificate is enclosed: Yes No

Thank You yours truly
.....

(Parents/Guardian)

Name

Address

.....

.....

Note: Please photocopy for further use.

ALL SAINT'S CONVENT SCHOOL

School Office Hours

Summer : 09.00 am to 12.30pm

Winter : 09.30 am to 12.30pm

Principal's office hours

Summer : 09.00 am to 10.30am

Winter : 09.00 am to 10:30am

Parent-Teacher's meeting

Summer : 08.30 am to 10.30am

Winter : 08.30 am to 10.30am

Kindly note: Reporting time is 10 minutes prior to the schedule. School timing may changes due to extreme climatic Conditions/unforeseen circumstances.

No business shall be transacted on holidays. Parents and Guardians may have interview with the principal between **9.00a.m. And 10.30 a.m.** on any school working day after securing **and appointment.** The Manager also can be met by an appointment.

**PERSONAL RECORD (Office Copy)
SESSION-2022-2023**

Phone No.....

Reg. No.

Statement made by Parent/Guardian
(To be filled in Block Letters)

Name of students.....

Class.....Section.....

Roll No. Date of Birth.....

Height.....Weight.....

Blood Group.....

Name of Parent/Guardian in full.....

Address.....

Residence.....

.....

.....

Phone: Residence.....

Office:

Mobile:

I have read the rules and regulations of the school and I promise to abide by them and see that my child also confirms to the standard required of him/her in conduct and studies.

Date:

.....
Signature of Parent/Guardian

I, the Parent/Guardian of.....

have carefully read the Rules and Regulations in this diary. I am fully aware that these are intended to inculcate in my ward desired sense of self-discipline. I am also aware that the aim and objective of the rules contained herein are to maintain the tone of character of the students of this institution. I, therefore, undertake to make a wholesome contribution to the management of All Saints' Convent School, New Tehri of my cooperation and promise to abide by the Rules and Regulation contained in this handbook.

NEW TEHRI

.....

Signature of Parent/Guardian

Date.....

Dear Parents,

Please mention the mode of Transport to be used by your child.

1. Bus
2. Jeep
3. Others
4.
5.
6. Sibling (Brother/Sister) studying in the school

S. No	NAME	CLASS	SECTION