

SAINT ARNOLD'S SCHOOL

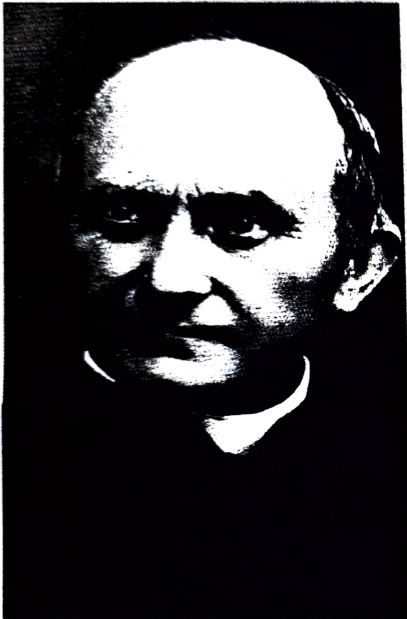
HIG-489, KALINGA VIHAR-V, BHUBANESWAR - 751 019

(Affiliated to ICSE-New Delhi, OR-089)

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**SAINT ARNOLD JANSSEN
FOUNDER & PATRON**



SCHOOL DIARY

Name

Address

.....
Date of Birth

Class Section Roll No.....

Parents' Signature

Note: This diary must be brought to school on all school days.

SAINT ARNOLD'S SCHOOL

HIG-489, KALINGA VIHAR-V, BHUBANESWAR - 751 019

Name.....

ClassSection..... Roll No.

Admission No..... Date of Birth.....

Blood Group.....

Home Address.....

.....

Email:

Phone No's.....

Father's Name.....

Mother's Name.....

Guardian.....

Father's Designation..... Office Phone No.....

Whether Transferable.....

Religion.....

Name of Brother/Sister(s) studying in the school.....

.....Class.....Class.....

Specimen Signature

Father.....

Mother.....

In case of emergency how to contact you?

(2)

SAINT ARNOLD'S SCHOOL

HIG-489, KALINGA VIHAR-V, BHUBANESWAR - 751 019

Name.....

ClassSection..... Roll No.

Admission No..... Date of Birth.....

Blood Group.....

Home Address.....

.....

Email:

Phone No's.....

Father's Name.....

Mother's Name.....

Guardian.....

Father's Designation..... Office Phone No.....

Whether Transferable.....

Religion.....

Name of Brother/Sister(s) studying in the school.....

.....Class.....Class.....

Specimen Signature

Father.....

Mother.....

In case of emergency how to contact you?

.....

To be filled in and sent to the office through the class teacher for office record

(3)

SCHOOL ANTHEM

Let the sun shine
On our Saint Arnold's
A temple of knowledge
While the Blessed children
Of the Almighty
Witness the dawn of wisdom

Let the teachers, children assemble
And celebrate this journey
Towards enlightened mind
And kindled hearts

Let the power of truth
Eliminate the evil
And the blessings of the Lord
Turn our school to a
Paradise of learning

Let the strength of the young be harnessed
To banish the darkness
In the glory of the first light
We seek the blessings
O, heavenly Father.

PRAYER BEFORE THE CLASS

Oh, my God
I thank you for all the good things
You have given us,
Especially, for this beautiful day.
Help me, Help my mummy & daddy,
My teachers, my school mates
And all my dear ones.

Increase in us
A desire for knowledge
For the good of others.
Help me always to follow the truth
With peace and sincerity.
Protect us from all dangers
And defend us from all evil, Amen.

PRAYER AT THE END OF THE CLASS

Oh, my God
We thank you
For all the good things
We learnt today.
Bless our teachers every day.
Keep thy holy hand upon us,
So that no harm
Either to soul
Or to body
May happen to us.

MY PLEDGE

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

NATIONAL ANTHEM

जन गण मन अधिनायक जय हे
भारत भाग्य विधाता ।
पंजाब-सिन्धु-गुजरात-मराठा
द्रविड-उत्कल-बंग ।
विन्ध्य-हिमाचल-यमुना-गंगा,
उच्छल-जलधि तरंग ।
तव शुभ नामे जागे,
तव शुभ आशिष माँगै,
गाहे तव जय गाथा ।
जनगण मंगल दायक जय हे ।
भारत भाग्य विधाता ।
जय हे, जय हे, जय हे,
जय जय जय, जय हे ॥

ASSEMBLY HYMNS

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

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

Make me a channel of your peace
Where there's despair in life, let me bring hope
Where there is darkness, only light,
And where there's sadness, ever joy.

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

THIS IS MY PRAYER

This is my prayer to thee, my Lord
Strike, strike at the root of penury in my heart

1. Give me the strength lightly to bear my joys and sorrows.
2. Give me the strength to make my love fruitful in service.
3. Give me the strength never to disown the poor or bend my knees before insolent might.
4. Give me the strength to raise my mind high above daily trifles.
5. Give me the strength to surrender my strength to thy will with love.

THERE ARE NUMEROUS STRINGS

There are numerous strings in your lute
Let me add my own among them

Then when you smite your chords
My heart will break its silence
And my heart will be one with your song.

Amidst your numberless stars
Let me place my own little lamp

In the dance of your festival of lights
My heart will throb, and
My life will be one with your smile.

KEEP ME IN THE HOLLOW OF YOUR HAND

Keep me in the hollow of your hand,
Lead me through the wild and stormy land
You who guide my feet, through the path way may be steep
Keep me in the hollow of your hand

Keep me, keep me day by day
Guide me guide me on my way
Never, never let me stray
Keep me in the hollow of your hand

Keep me in the centre of your will
All your plans for me may be fulfilled
As I go my way help me Lord from day to day
Keep me in the circle of your love
Looking down to comfort from above
Help me see your face as I pray for daily grace
Keep me in the circle of your love

BIND US TOGETHER LORD

Bind us together Lord
Bind us together with
Chords that cannot be broken
Bind us together Lord, bind us together Lord,
Bind us together with Love

There is only one God,
There is only one King
There is only one body
That is why I sing

WE SHALL OVERCOME

We shall overcome (2)
We shall overcome someday.
Oh, deep in my heart, I do believe,
We shall overcome some day.

We shall live in peace (2)

We shall all be one (2)

TO FOLLOW THE LORD

To follow the Lord and find freedom,
To love as he loved and bring peace,
To spend our lifetime for his kingdom,
To want it to grow and increase.

To search for the truth never ceasing,
To look for a star in the night,
To knock at the door never tiring,
To wait eagerly for his light.

To walk hand in hand with each other,
To share with the burdened their pain,

To comfort the people who suffer,
To help those in need, for no gain.

To sense how oppressed are the poorest,
To struggle for justice and right,
To stand for the truth and be honest,
To die to oneself in the fight.

PRAISE HIM, PRAISE HIM

Praise Him, praise Him.
Praise Him in the morning
Praise Him in the noontime
Praise Him, praise Him
Praise Him when the sun goes down
Love Him.....
Thank Him.....
Serve him.....

THIS LITTLE GUIDING LIGHT OF MINE

This little guiding light of mine
I'm going to let it shine-2
Let it shine all the time, let it shine
Take this little light round the world, I'm.....
Hide it under a bushel, Oh, no, I'm.....

GOD'S LOVE IS SO WONDERFUL

God's love is so wonderful, (3)
O wonderful love.
So high, you can't get over it
So deep, you can't get under it
So wide, you can't get around it
O wonderful love.

THANK YOU

Thank you, O Lord your love is boundless
Thank you, your presence is our peace
Thank you, O Lord for so much goodness
Thank you, your mercies never cease

Thank you, you free the broken-hearted
Thank you for calming all our fears
Thank you for bringing us forgiveness
Thank you for binding up our wounds

Thank you for giving us this moment
Thank you for every joy we share
Thank you for all our friends and neighbors
Thank you for those who love and care

SHOWERS OF BLESSING

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the saviour above
Showers of blessing

 Showers of blessing we need
 Mercy drops round us are falling
 But for the showers we plead

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

ALL THE ENDS

All the ends of the earth
All you creatures of the sea
Lift up your eyes to the wonders of the Lord

For the Lord of the earth
The master of the sea
Has come with justice for the world

Break into song at the deeds of the Lord
The wonders He has done in every age.

LISTEN

Listen; let your heart keep seeking
Listen to his constant speaking
Listen to the spirit calling you
Listen to his inspiration
Listen to his invitation
Listen to the spirit calling you.

1. He's in the sound of the thunder
In the whisper of the breeze
He's in the might of the whirlwind
In the roaring of the seas

2. He speaks through all your companions
Thru' the friendly, thru' the foe
Therefore give ear to the Spirit
Where so ever He may blow

LIBERATION

The world stands 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 all
There are those who have ears but refuse to hear
The cries of men in agony

I HAVE COME TO THEE (R. TAGORE)

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

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

LIKE A SUNFLOWER

Like a sunflower that follows,
Every movement of the sun,
So I turn towards You, to follow You, my God.

1. In simplicity, charity, I follow. (2)
2. In simplicity, honesty, I follow. (2)
3. In simplicity, fidelity, I follow. (2)

BIRTH DAY SONG

Happy Birthday to you-2
Happy Birthday- 3 to you!
From old friends and new
And wishes so true
May Good Luck go with you,
And Happiness too!
Happy Birthday to you-2
Happy Birthday- 3 to you !

वह शक्ति हमें....

- वह शक्ति हमें दो दयानिधि ।
कर्तव्य मार्ग पर डट जायें ।
पर सेवा पर उपकार में हम,
जग जीवन सफल बन जायें ।
१. हम दीन दुःखी निर्बल-विकलों के
सेवक बन संताप हरे ।
जो हैं अटके भूले भटके
उनको तारें खुद तर जायें ।
वह शक्ति.....
२. छल, दम्भ, द्वेष, पाखण्ड, झूठ,
अन्याय से नित दिन दूर रहें ।
जीवन हो शुद्ध सरल अपना
नित प्रेम सुधा रस बरसायें ।
वह शक्ति.....
३. निज आन-मान मर्यादा का
प्रभु ध्यान रहे, अभिमान रहे,
जिस देश जाति में जन्म लिया
बलिदान उसी पर हो जायें ।
वह शक्ति.....

हमको मन की शक्ति देना

हमको मन की शक्ति देना, मन विजय करे
दूसरों की जय से पहले, खुद को जय करें
भेदभाव अपने दिल से, साफ कर सकें
झूठ से बचे रहें, सच का दम भरें
दूसरों की जय से पहले, खुद को जय करें
हमको मन की.....

मुश्किलें पड़ें तो, हम पर इतना कर्म कर
साथ दें तो धर्म का, जलें तो धर्म पर
खुद पे हौसला रहे, बदी से हम डरें
दूसरों की जय से.....

इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना
हम चलें नेक रास्ते पे हमसे
भूल कर भी कोई भूल हो ना
इतनी शक्ति.....

दूर अज्ञान के हो अधरे
तू हमें ज्ञान की रोशनी दे
हर बुराई से बचके रहें हम
जितनी भी हमें जिंदगी दे
बैर हो ना किसी का किसी से
भावना मन में बदले की हो ना
हम चलें नेक रास्ते पे
हमसे.....

हम न सोचें हमें क्या मिला है
हम ये सोचें क्या किया है अर्पण
फूल खुशियों के बांटे सभी को
सबका जीवन ही बने जो मधुवन
अपनी करुणा का जल तू बहा के
कर दे पावन हर एक मन का कोना.....

हर देश में...

हर देश में तू हर देश में तू
तेरे नाम अनेक, तू एक ही है
तेरी रंग भूमि, यह विश्व धरा
सब खेल में मेल में तू ही तो है ।
सागर में उठा बादल बनके
बादल से फूटा जल होकर के
तेरे नहर बने नदियाँ गहरी
तेरे विभिन्न प्रकार तू एक ही है ।
यह दिव्य दिखाया है तूने
वह है गुरुदेव की पूण्य धरा
दुखिया कहीं और कोई न दिखा
बस मैं और तू सब एक ही है ।
हर देश में.....

हे हमारे पिता

हे हमारे पिता, सर्वव्यापी पिता
हे हमारे पिता.....
तू है पावन सर्वज्ञानी, तेरा विस्तार सर्वस्वामी,
तेरा अधिकार गगन अवनी ।
देना हमको रोजी रोटी, माफ करना सब नादानी,
जाल जंजालों से दानी, दूर रखना हम जो पापी ।
सबको जाने अपना साथी, सब में देखें तेरी बाती,
प्रार्थना ये तात स्नेही ।

जब से मिली मुझे

जब से मिली मुझे तेरी दया

मेरा ये मन करता हर पल नमन, तेरा नमन

1. हर एक समान है तेरी निगाह में,
चलते रहें कदम सदा बस तेरी राह में
अर्पण करें तुझे सम्मान के सुमन ।
2. तेरी ही साधना करें, जियें तेरे लिए
तेरी दया से जल उठे बुझे हुए दीये
इक तू है बागवाँ, संसार है चमन
3. मिलते हैं रास्ते सभी इक तेरे द्वारा पे
आँसू भी फूल बन गये, इक तेरे प्यार से
करते हैं हम तेरे चरणों का आचमन ।

हाथ जोड़े सिर झुकाये

हाथ जोड़े सिर झुकाये करता हूँ मैं वन्दना,

तू ही प्रभु सर्वस्व मेरा, करता हूँ मैं वन्दना ।

1. तू मेरी माता, मेरा पिता, तू मेरा बन्धु, मेरा सखा
तू मेरी तृप्ति, तू मेरी मुक्ति, तू मेरा आनन्द, मेरा दाता ।
2. तू है प्रभु संगीत मेरा, तू गीत है तू साज मेरा,
गाऊँ सदा गुणगान तेरा, ओ मेरे ईश्वर मेरे पिता ।

मधुर पावन वचन तेरा

मधुर पावन वचन तेरा, राह में दीपक मेरा ।

1. ले चल प्रभु मुझे सत्य की ओर, असत्य से सत्य की ओर ।
2. ले चल प्रभु मुझे ज्योति की ओर, अंधेरे से ज्योति की ओर ।
3. ले चल प्रभु मुझे जीवन की ओर, मृत्यु से जीवन की ओर ।

ପ୍ରଭୁଙ୍କର ପ୍ରାର୍ଥନା

ପ୍ରାର୍ଥନା ଥାମ ପାଦେ ତୁମ ଏହି ଜଗତରେ,

ତୁମ୍ଭି ରାଜ୍ୟ ଥାସୁ (୩) ଥା.....

ତୁମ ରାଜ୍ୟ ଥାଉ ଧାର୍ମିକତା କରିବୁ ଅନେକ୍ଷଣ

ତୁମ୍ଭି ସେବାରେ ଏ ଜୀବନ କରିବୁ ସମର୍ପଣ,

ଶିଖାଇଲ ଯେଉଁ ପ୍ରାର୍ଥନା..... (୨)

କରୁ ନିବେଦନ, ତୁମ୍ଭି ରାଜ୍ୟ ଥାସୁ.....

କହିଗଲ ତୁମେ ସାଥୀ ହେବ, ଘେନ ମୋର ନାମ,

ଦେଖ ଏ ଯୁଗର ଶେଷ ଯାଏ ମୁଁ ଅଛି ସାଥେ ତୁମ,

ସ୍ମରଣ କରି ସେ ଶପଥ (୨)

କରୁ ନିବେଦନ, ତୁମ୍ଭି ରାଜ୍ୟ ଥାସୁ.....

GENERAL INFORMATION:

Saint Arnold Janssen (1837-1909) was born on November 5th, in Goch, Germany to a devout Catholic couple, one of the eleven siblings. He was a great educationist and philanthropist. As a priest he served as a high-school teacher in mathematics and science. He is the founder of the Society of the Divine Word or Societas Verbi Divini (SVD) in Latin, a Catholic International Society whose members are involved in education, social welfare, justice and peace, communication, medical care and spiritual development of the humankind in about 80 countries. The Society has chosen Kalinga Vihar-Bhubaneswar to offer value based education that will empower individuals to be effective learners and *good* citizens.

THE AIM OF THE SCHOOL

Saint Arnold's School, a co-educational institution, affiliated to the Council for the Indian School Certificate Examinations, New Delhi, with the affiliation number OR-089 is situated in Kalinga Vihar-HIG/489, K-5 Bhubaneswar- 751019, a residential area developed by Bhubaneswar Development Authority. Realizing the need for providing quality English Medium education to students of the newly founded residential area, the Society of the Divine Word established the school in the year 2002. But today, Kalinga Vihar is fast developing and emerging as the extension of smart city and is drawing students from everywhere in search for better education.

The aim of Saint Arnold's School is the education of the Christian Community around and members of other communities without any discrimination. We strive to provide an education of the highest quality within the context of Christian belief and practice. We seek to preserve in all aspects of school life, the ethos, moral and spiritual values of the Christian faith, while respecting the other religious and cultural traditions of our community. Our goal is to help our students grow to live with integrity, confidence and purpose

contributing positively and significantly to whatever community they find themselves in. Our programs are established with the aim of encouraging and supporting students in developing their God given gifts to their full potential, be they academic, performing arts, sports or any other area.

The Society runs English Medium schools at the request of different parents who feel the need for English Medium Education. These mainly cater to the aspirations of all, especially those who cannot otherwise send their children to vernacular schools due to transferable jobs. We expect the parents to meet the entire expense of education themselves as the state government or other agencies do not give any financial help to us. Therefore we expect generous and whole hearted contribution from the parents, and the fee levied will be utilized for the payment of salary of the staff and other running expenses and development of the school.

ACADEMIC YEAR AND CURRICULUM

The school year is from March to February. The medium of instruction is English, the international language of today. Learning English is vital as it is today the language of computers, conversation, Science and it is the language the world speaks. While English is to be spoken by all in the school premises and in the school bus, national and state language have a vital role in the curriculum. The education imparted at Saint Arnold's is liberal and universal, but at the same time firmly rooted in Indian history and tradition. Therefore stress is given to impart language fluency in Hindi and Odia. Computer education is imparted from Class-I.

PARENTS'/GUARDIAN'S CO-OPERATION

Parent/guardian retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents and guardians, is in all cases considered indispensable for the success of the work of education carried out by the school. It is confirmed that

children of more active parents who participate in the school life study much better than those ones who ignore school visits and partnership with the school. Hence parents/guardians are expected –

- To inculcate in their children love for order and punctuality, sense of cleanliness, friendliness, and self-discipline;
- To spend more time with their children for them not to feel ignored or lonely;
- To make a comfortable study place for the child to be able to study at home without any disturbance or distraction;
- To check regularly Whatsapp messages, SMS and their note books, school diaries and report cards and take adequate measures for the progress of their children;
- To supervise and encourage the child to do his/her homework and lessons;
- To contact the class teacher/teachers/principal from time to time and to discuss with him/her matters connected with the conduct and academic progress of their children;
- To make necessary arrangements to have their children taken back home immediately after school hours;
- To supplement class-room teaching with certain amount of guidance at home, especially, through conversation in English.
- To seek leave of absence only in unavoidable circumstance and that too only through written leave form.

- To cooperate to ensure that children attend the school regularly/punctually.
- Not to withdraw their children during school hours
- Not to contact teachers or students during class hours.
- A teacher/school employee should not be criticized in front of the child, as it undermines his/her respect for the teacher/staff and the school. You can meet the Principal/Manager regarding any complaint.
- Exemplary behaviour is expected from all persons in the school campus.
- Parents should be decently dressed while coming to drop / pick-up children or coming to school for any purpose.
- Though the school takes good care of all the students while they are in school, the school cannot be held responsible for any self-inflicted or accidental mishap/ injury, physical or otherwise, that may befall them.
- All communication to the school should be addressed to the Principal.
- Points to be noted while celebrating child's birthday in school:
 - For Classes Play, L.K.G & U.K.G only: A child may wear coloured clothes to the school on his/her birthday.
 - From class I onwards school uniform is mandatory.

STUDENTS

A person is judged by his/her manners. Therefore, students shall be courteous, obedient and respectful to teachers, parents, visitors and elders and greet them warmly wherever they meet them-at school and outside.

Since cleanliness is next to Godliness, Come to school in clean and proper uniform with shoes well-polished. I-Cards are an integral part of the uniform and must be worn at all times. Students who are not in complete/neat uniform can be debarred from boarding the bus/or entering the school.

- Punctuality paves the way for order and discipline. Hence, every student is expected to be present for the morning assembly. Habitual late comers will be sent back home.
- Students are to speak English in the school premises.
- Every student is expected to participate in all the activities of the school.
- Students must not bring articles of value such as gold rings or other pieces of jewelry to the school. The school will not be held responsible for the loss of such articles.
- Students who damage any property of the school shall make good the loss.
- Parents have to bear the expenses for the costumes to be used for any function like the Annual Day, Sports Day etc.
- Besides the books and library books, no other books, magazines or newspapers are to be brought to the school.
- Prior permission of the Principal is required by any student for activities like class organization, clubs, parties and picnics, ticket-selling and fund-raising schemes etc.
- The Principal maintains the right to control all correspondence that comes to students through the school.
- Forging signatures of the parent or teacher, altering marks etc.is liable for disciplinary action.
- No gift or donation to the teachers or any other employee of the school is allowed in the school.
- Private tuitions hamper the real progress of the students. They are not encouraged.
- Attendance on the opening and closing dates after the holidays like Puja, Christmas, summer vacation, Annual and Half Yearly vacation is compulsory. Absence will be punishable with a fine or removal of name from the attendance register.
- Attendance at official functions like Independence Day, Republic day, sports day, annual day, teachers' day and children's day is mandatory.
- Students who absent themselves without leave for more than 15 consecutive days shall be deemed to have left the school and their names shall automatically be struck off the rolls. Re-admission is left to the discretion of the Principal.
- Students whose attendance is irregular, or who habitually neglect homework or who in the opinion of the school authorities repeatedly violate the rules and regulations of the school or whose conduct is not in

keeping with the moral tone of the school or whose activities are detrimental to the very objectives of Saint Arnold's School, are liable to be expelled.

- Students will not be allowed to leave the school during the school hours unless they submit to the Principal a written application from the parent/guardian in the diary.
- Students are not permitted to bring mobile phones, cameras or pen drives or any other electronic gadgets to the school.
- Students are not permitted to come to school by driving except bicycles. The security personnel at the gate will be authorized to stop the students from entering the premises with motor vehicles. Parents are requested not to encourage their children to drive under age.
- During school hours students may use the school phone only in case of emergency.
- During the activities and outings the school takes all necessary care and precaution. In spite of this if any accident or mishap occurs, the school will not be held responsible for the same.
- Students who use their own transport should reach the school at least 5 minutes before the prayer bell rings; and must leave the school campus immediately after the school hours.
- Students must observe the "given rules" in order to maintain clean green surrounding. The school premises should not be littered with disposable tumblers, papers

or polythene bags; school aims to make the campus free of polythene. Parents are requested to co-operate in this effect;

- Playing or shouting inside the school buildings is strictly forbidden. While passing along the corridor or staircase, pupils should keep to the left.
- Students of one class are not allowed to enter any other class.

POLICY STATEMENT AGAINST CHILD ABUSE & BULLYING:

Saint Arnold's School is committed to provide a safe, harmonious and disciplined living and learning environment where all students and staff feel valued and supported. We consider it our sacred obligation to protect children from all types of abuses and exploitation. The Society has implemented "Child Protection Policy 2018" to all its institutions.

School will not tolerate bullying or child abuse in any form (physical, sexual and emotional).

Any act of bullying or child abuse must be reported to Principal/teachers/School counselor/ parents.

ADMISSION

Applications for admissions are accepted from students of all faiths (race, gender, culture, or religious belief). However, Christians are given preference. Christian students must produce a Baptism Certificate.

No child/learner will be refused admission on the grounds of nobody can claim admission as a matter of right and the school authorities can refuse admission without assigning any reason.

Age limit for admission to class 1 is 5 ½ +

Parents are asked to fill in the Admission Form with utmost accuracy. No subsequent changes will be permitted.

A candidate who has attended a recognized school must produce a Transfer Certificate, Birth certificate and Adhaar card.

New candidates must be introduced personally to the Manager/Principal by the one who will be responsible for his conduct and payment of fees.

While seeking admission to a class the candidates will be examined on the syllabus of the previous class. Manager/Principal is the final authority in granting admissions.

If the child has a known special need (autism, dyslexia, epilepsy, asthma, limited hearing, etc.) details of the same should be communicated while applying for admission. Failure to do so will lead to the cancellation of admission. Please note that for a candidate with special needs, the admission process is different. At this point of time, we have limited capabilities and we will take a call on the admissions on a case to case basis.

WITHDRAWAL AND DISMISSAL

From the month of July, any student applying for a TC will have to pay the whole year's fees before the TC can be given.

Application for T.C along with the prescribed fee should be submitted to the school office at least 5 days before the T.C. is to be issued.

No certificate will be issued until all dues to the school have been paid in full and only on receipt of a written application to the Principal, from the parent/guardian.

Any student failing two years in succession in the same class or failing twice in three consecutive years, will have his/her name struck off the rolls and a Transfer Certificate will be granted.

Students whose attendance is irregular, who do not pay their fees, who are habitually late or absent, lazy or disobedient, whose conduct is injurious to the moral tone of the school or incompatible with strict discipline, may be dismissed.

As a rule, a student who is dismissed / has taken Transfer Certificate, is not re-admitted.

The Manager's / Principal's decision is final in all cases of dismissal or withdrawal.

EXAMINATION PATTERN

The school has implemented an upgraded system of Comprehensive Continuous Assessment evaluating a child in fields of academics and extra-curricular activities. For academics, there will be regular periodic tests apart from Mid-Term and Annual examination results of which will be reflected in the progress report card.

EXAMINATION AND PROMOTION

Annual promotion depends upon the performance of the students in the Half Yearly and the Annual Examination as well as assessment of periodic Tests, Projects, and activities allotted to them throughout the year.

Students absenting themselves from any examination will not be re-examined.

No student who fails twice in the same class will be kept in the school.

A Minimum of 75% attendance is a requirement for promotion to the higher class.

No Test or Examination date will be brought forward or postponed. If a child is absent on medical grounds, his final result will be decided on his year's performance. Results once declared are final and will not be reconsidered. The Principal's decision will be final.

Anyone who resorts to malpractice will be debarred from the rest of the examinations. This may even lead to the dismissal of such students from the school.

Result declared at the end of the academic year is final in all cases and will not be reconsidered.

In all matters connected with the admission, dismissal, examination and promotion / detention of the student, the decision of the Principal is final and binding.

SCHOOL FEE

The school fees cover twelve calendar months and may be paid in quarterly/monthly instalments or in advance. No reduction is made for holidays. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees, once paid, will not be refunded.

The School fees will be revised every year (a minimum of 10 to 15%) as the school authorities find it necessary and within the rules enforced by the government.

School Fee is to be paid in the office/online/POS regularly. It should be paid within 12 working days of the beginning of the month/quarter. Defaulters will have to pay a fine of Rs. 100/- per quarter or Rs. 30/ per month.

No student, whose fee remains unpaid in full or in part, will be allowed to write examination, and until the outstanding fee is received no examination results, reports, Transfer Certificates will be issued to the student or parent.

If the fee is not paid even after 2 reminders, the child's name shall be struck off from the schools records. Readmission fees will be charged in case the child decides to continue his/her studies after a written request from the parent/guardian.

It is mandatory to clear all dues before Half Yearly and the Final Examinations in order to obtain the Admit Card for the Examination.

After the declaration of the Final Exam results parents are requested to pay the annual fees and the first quarter fee before the start of the new academic year but time may be extended to the maximum of First Saturday of April.

OTHER FEE:

Bona fide/Continuation/Fee payment certificate or any other certificate	Rs. 30/-
TC (Original/Duplicate)	Rs. 100/-

SCHOOL FEE & BUS FEE PAYMENT DATES:

Annual Fee before	15 th April
First Quarter	15 th April
Second Quarter	15 th July
Third Quarter	15 th October
Fourth Quarter	15 th January
Monthly payment before	15 th of every month

SCHOOL UNIFORM

Every student must wear a clean, complete and correct uniform daily. Uniform is compulsory for school activities, both curricular and co-curricular. Defaulters may be penalized or sent back home. Whenever the complete or correct uniform cannot be worn, permission to attend school must be obtained in the School diary under 'Message from Parents to teachers'. Students from Std. IV to Xth must come in school uniform on their birthdays but the students from play to Std. III are permitted to come in their birthday dress.

1. Nursery, LKG & UKG

Boys: Regular Uniform

Half pant – Fawn shade with design (specified fabric)

Shirt: Half sleeve-orange checks with design (specified fabric) and logo, School belt, tie,

socks S/L

Shoes – black shoes with Velcro

Boys: Activity Uniform

T-Shirt – House T-Shirt, red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print.
Socks – white school socks
Shoes – White shoes with Velcro
Winter: Nursery, KG-I & KG-II boy's khaki v neck pull over.

2. Nursery, LKG & UKG

Girls: Regular Uniform

Tunic – fawn shade with specified design (specified fabric) and logo
Shirt – Half sleeve orange checks with design (specified fabric)
School belt, tie, socks S/L and black hairband
Shoes – black shoes with Velcro

Girls: Activity Uniform

T-shirt – House T-shirt red, parrot green, lemon yellow, royal blue with logo
Black track pant with white tape on the sides with SAS print.
Socks – white shoes with Velcro
Winter- khaki cardigan

3. Std I to Std IV

Boys: Regular Uniform

Half pant – Fawn shade with design (specified fabric)
Shirt: Half sleeve-orange checks with design (specified fabric) and logo, School belt, tie, socks S/L
Shoes – black shoes with Velcro

Boys: Activity Uniform

T-Shirt – House T-Shirt, red, parrot green, lemon yellow, royal blue with logo
Black track pant with white tape on the sides with SAS print.
Socks – white school socks
Shoes – White shoes with Velcro
Winter: Std-I and Std-V – special brown khaki pull over

4. Std I to Std IV

Girls - Regular Uniform

Girls – Divided skirt – fawn shade with specified design
Shirt – half sleeve orange checks with design (specified fabric) and logo
School belt, tie, socks S/L and black hairband
Shoes – Black shoes with Velcro

Girls – Activity Uniform

T-shirt – House T-shirt red, parrot green, lemon yellow, royal blue with logo
Black track pant with white tape on the sides with SAS print.
Socks – white school socks
Shoes: White shoes with Velcro
Winter: special brown khaki pull over

5. Std V to X

Boys - Regular Uniform

Trouser – fawn shade format with design
Shirt – half sleeve - orange checks with design (specified fabric) and logo
School tie long, belt, socks S/L
Shoes- Black shoes with lace.

Boys – Activity Uniform

T-Shirt – House T-Shirt, red, parrot green, lemon yellow, royal blue with logo
Black track pant with white tape on the sides with SAS print
Socks – white school socks
Shoes – White shoes with lace

6. Std V to Std X

Girls - Regular Uniform

Girls – Divided skirt – fawn shade with specified design
Shirt – half sleeve orange checks with design (specified fabric) and logo

School belt, tie, socks S/L and black hairband

Shoes – Black belly shoes

Cycling shorts – Skin colour

Girls – Activity Uniform

T-shirt – House T-shirt red, parrot green, lemon yellow, royal blue with logo

Black track pant with white tape on the sides with SAS print

Socks – white belly shoes

Winter uniform

Std V to Std –X blazer of special coffee suiting of house of uniform fiber

VISION & MISSION

Vision: Academic excellence and integrity

Mission: St. Arnold School exists:

- To provide students a top-quality education to achieve their full human potential
- To create a safe, motivating and nurturing environment conducive to learning and development of self-esteem
- To prepare students to be responsible and prolific citizens
- To create opportunities for parents and community to actively involve on students' learning

SCHOOL HOURS

Regular Timings

Play Section: 7.30 to 11.30 am

KG I & II Section: 7.30 to 11.40 am

Junior Section Std. 1 to 3 - 7.30 am to 12.10 pm (Mon to Fri)

Senior Section Std. 4 to 10 - 7.30 am to 1.40 pm (Mon to Fri)

Saturday I to X: 7.30am to 12.10pm

Summer Timings

Play, KG-I & II section: 7.00 am to 10.00 am

Std. I to X : 6. 25 am to 11.10 am

OFFICE HOURS

The Manager/Principal will be available for meeting the parents from 8.00 a.m. to 9.00 a.m. on all working days and at other times with prior appointment only. All school matters should be discussed only during office hours.

The School Office remains open from 7.30 a.m. to 2.00 p.m. No school business will be transacted on holidays.

SCHOOL BUS POLICY & SAFETY

The Management of Saint Arnold's school provides safe, reliable and efficient bus facilities for students. While we are committed to offer best of the bus services to you, we cannot do it without your cooperation and understanding. We have framed the policies taking into consideration safety and the convenience of the students based on the directives given by the SC and State Government (RTO).

Parents are responsible for the conduct of their children while they are waiting for the bus and returning home from the designated bus stop.

Buses will arrive and depart from pick-up/drop-off points at the scheduled times and cannot wait for late students or parents/guardians.

Students are requested to be present at their designated bus stop 10 minutes before the scheduled pick up time and should wait up to 10 minutes after the scheduled pickup time.

The bus service cannot drop-off every child to an individual address therefore children may have to walk some distance to the bus pick up point.

Pickup times are only estimated times and may vary due to weather, road conditions, or as students are added/deleted from bus routes during the course of the year.

If a student misses the bus, the parent must find alternate means of transporting the child to school.

During inclement weather, a bus driver may determine that a street/road cannot be negotiated safely. Parents are responsible for making alternate arrangements to ensure that their child gets to school.

Students while travelling on the school bus must maintain discipline. Any student guilty of misconduct will not be allowed to avail the bus facility.

A student shall be refused the bus facility if involved in damage to the bus property or causing any kind of disturbance to other students sitting in the bus or any kind of act that amounts to ragging. Any damage done to the bus will have to be compensated by the student/parent

Eating and/or drinking inside the bus is not permitted.

Discontinuation of bus facility will only be allowed term wise. Bus facility cannot be discontinued for any particular month.

Bus facility will be immediately terminated if the dues are not cleared on time.

Bus fees are made for 12 months in a year and have to be paid quarterly. It should be paid within 12 working days of the beginning of the quarter. A fine of Rs.100.00 will be charged for payments made after the due date.

No transport facility shall be available for other activities / events that school may plan on holidays / vacations.

Students/ parents will not have any transactions / altercation / with the bus staff. Bus employees are not authorized to change/ add bus stops.

Parents are requested to note down any violations committed by the driver or the bus staff and immediately report to the school Management.

Please cooperate with the drivers and attendants. It takes nearly two weeks to set the transport route. Hence, there is a possibility of mismatch of timings given to you at the start

The school should be informed about any change of address or contact number, immediately to avoid any inconveniences.

The school has taken utmost care for the safety and convenience of the students. Any suggestion/ complaint regarding the transport service are to be made in writing strictly to the Management only.

Bus fees are dependent upon escalation of various factors which are not in the control of Management and therefore Management reserves all the rights to revise the Bus facility charges at any point of time.

LIBRARY RULES

Reading is an important means of gaining knowledge, building language skills, and of enjoyment. Students must inculcate in themselves, the habit and love for reading.

Only the students, teachers, staff and those authorized by the school management can use the library.

Operating hours of the library is between 8.30 a.m. to 1.40 p.m.

Silence will be strictly maintained in the library.

A student can be issued all books except reference books and magazines. These could be issued only for reading purposes in the library itself.

A student can be issued a book only for one week.

Students who do not return the books will be fined Rs. 10/- per week. Habitual delay in returning books will cause the student to be barred from using and lending library books.

Students should not damage or write on any book, chart, map that belongs to the library. If any defect is noticed in a book that is being borrowed, the librarian should be notified. Failure to do this checking renders one liable to be considered responsible for the defect noticed on the return of the book. A penalty may be imposed for damages done to books and articles in the library.

Students are not allowed to trace or make mechanical reproduction of any book without the permission of the Principal.

Students are not allowed to bring their bags or personal belongings into the library.

There shall be absolutely no eating/drinking in the library.

Students are requested not to loan their library books out to any other student. Any loss due to this will be charged to the student under whose name the book is borrowed.

Students are not allowed to borrow more than one book at a time.

Transfer certificate(s) will not be issued to anyone who has a pending library book issued in his/her name.

All library books have to be returned before any vacation – summer, puja, winter and before all terminal examinations.

RULES FOR THE COMPUTER LABORATORY

The Computer Centre is a place of learning and serious work. For this 'Silence' is very necessary. Therefore, OBSERVE STRICT SILENCE in the computer center.

The computer is a very delicate and expensive machine. Damages must be paid for, by the student. Report immediately any kind of defect or damage so that prompt remedial action can be taken.

Students are not permitted to surf the internet without the permission of the teacher.

Computer time is precious, DO NOT waste it.

ABSENCE

All absence from school must be explained by the parents in the "Absence Record" page, found in this Diary. If the leave is for more than 3 days besides the note in the diary an application must be made for the purpose of taking leave.

An absence of more than 3 days, before or after a vacation, without prior permission, renders the student liable to have his/her name struck off the rolls and to submit to a formal re-admission by paying a fee equivalent to a month's fee, when he/she returns, provided his/her place has not been given to another applicant.

At the start of the academic year or the first working day after major holidays such as summer, Christmas, Easter and Puja vacations, the students should be present in the class.

Absence without leave application is seriously viewed and in case of absence for six days continuously; the name of the student shall be struck off the rolls. He/she may be Re-Admitted after he/she pays all the dues with fresh admission fee and that too at the discretion of the Principal/ Manager.

HEALTH REGULATIONS

A student returning to school after suffering from an infection or infectious disease must produce a doctor's certificate declaring him/her completely cured. When there is any such sickness at home the school authorities should be informed immediately.

Parents will be contacted if any student falls sick during the day to collect the student from the school or in case of emergency student will be taken to Loyola Hospital for immediate treatment.

TRANSFER CASES

In transfer cases, application for transfer certificate must be filled-up and submitted to the office with Rs.200/- in cash by the parents of the child, stating the reason (Application form is available in the school office). Transfer certificate, conduct certificate once issued and received by the student/ parents/ guardian, cannot be re-issued by the school office. Should these be lost, only a duplicate can be obtained from the school on the following conditions:

- a) A written application stating the reason (loss or theft)
- b) Application must be signed by parents or guardians.
- c) Scrutiny fee of Rs. 100/- must be paid in cash with the application.
- d) There will be a gap of three days between the day of application and the issue of the duplicate.

No certificate (original or duplicate) will be issued without the clearance of fees due, books of the library etc.