



ST. PAUL'S ACADEMY

ESTD. 2009
GARHWA JHARKHAND

Towards Excellence



ST. PAUL'S ACADEMY

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PROSPECTUS



GUIDELINES FOR PARENTS OR GUARDIANS

- Close co-operation between the parents and the school authorities is absolutely essential for the proper development of the students in the school. Parents and guardians are always welcome to the school to discuss any problem of their child at the time fixed for such meeting or at other times by a previous appointment.
- Criticism of teachers or the school in the presence of the students must be avoided.
- Legitimate complaints should be brought to the attention of the Principal without delay.
- Parents or guardians are requested to sign the reports of Terminal Examinations and take an active interest in the activities and functions of the school. Parents are requested to check the diaries of their children and to sign them weekly.
- Parents are requested to notify the Principal of any change in their address or phone number.

THE ST. PAUL'S ACADEMY'S VISION OF EDUCATION

INTRODUCTION

The St. Paul's Academy, Garhwa established at Garhwa in 2009 under the Catholic Christian Minority Board of Education (C.C.M.B.E)

Encouraged by a new understanding of the mission of Christ and living in a changing social context we endeavour through our educational apostolate to bring about the kingdom by creating a human and just social order.

The endeavour therefore of our educational apostolate is to foster the personal growth of the individuals in becoming intellectually competent, morally sound, psychologically whole, imbued with sense of divine, respectful of the environment, committed to the cause of justice, love and peace and ever receptive to the challenges of continual growth.

Our educational apostolate therefore aims at creating a human society free from prejudices, superstitions and discriminations based on sex, religion, caste and economic status leading to concern for the one another, especially the underprivileged.

To implement this vision, C.C.M.B.E expects the collaboration of a supportive and inspiring management, a dedicated and united staff, concerned parents and valued assistance of the students both past and present, of the neighbouring and government authorities.

OUR MOTTO

The motto of our school is "Forming Children to Transform the Society."

OUR VISION

To create a better world of enlightened and integrated citizens and to mould ideal families by imparting the knowledge of God and value based quality education.

OUR MISSION

To grow a culture of faith through a deep experience of the fatherhood of God and the brotherhood of mankind. To ensure holistic and integral development of every student so that he/she realizes his/her responsibility towards family, society, nation and to the whole world. To train the students to behold the presence of divine in the universe and in the scientific and technical achievements. To provide an education of quality and relevance to all, in particular to the marginalized.

AIMS AND OBJECTIVES

- We aim at the all round development of the child-mental, physical, spiritual and moral.
- The school stands for academic excellence, character formation and development of social skills.
- To develop positive attitudes to life which will lead to empathetic understanding of others and their feelings.

ADMISSIONS

New admission to LKG will be taken in the month of October. Admission to any other class is possible only if vacancy occurs, it is essential that the child qualifies the admission test.

The intended withdrawal of a pupil should be made known to the Principal in writing in calendar at least one month in advance, failing which one month's fee will have to be paid.

All testimonials/ documents pertaining to a student must be collected from the office within six months of the withdrawal of the students.

THE DATE OF BIRTH once entered in the admission register will not be altered for any reason. Therefore care must be taken to furnish genuine documents at the time of admission.

class hours. If a parent wants to see the class teacher, permission should be sought through the Principal or Headmistress.

23. No parent is allowed to go and see his ward in the classroom. This disturbs the lesson and discipline of the class. Parents are not allowed to go to any teacher's house to discuss their child. School matters must be settled in the school.
24. No student will be allowed to go home from the school during the School hours without a written request from the parents.

SCHOOL UNIFORM

- Each student should wear the school Uniform daily.
- From Monday to Friday the White shirt, Grey pant , Tie, black shoes and white socks while dress code on Saturday's will be according to their houses.
- No students may come to school without wearing the school uniform. If for some reason students have no uniform they should bring a note of excuse-from their parents or guardians, and get their Calendars signed by the Principal or else they are liable to be sent home.

SPORTS

The school lays great emphasis on physical fitness of students and tries to inculcate for games and recreational activities are also provided. This includes Badminton, Basketball, Kho-kho etc...Inter-house competitions are conducted as scheduled.

OTHER ACTIVITIES

The school organizes competitions such as Speech, Essay, Singing, Quiz, Art, Dance, Fancy Dress etc. ...to develop in the students creative and communicative competence and to help them to bring out their in- born talents to the fullest.

- the House. Perfect/ Monitor appointed in order to maintain discipline.
12. Student should not bring valuable articles to the school. School is not responsible for money or jewellery if lost.
 13. Any damage to school property is to be made good.
 14. Students must address their teachers and all the members of the staff with due respect and politeness, on their way to and from school they are expected to behave in a proper manner.
 15. St. Paul's Academy's students should also be polite among themselves, speaking gently to one another and behaving at all times in a friendly and loving manner.
 16. Children should come to school daily in full uniform. They must look clean and tidy, their hair neatly combed and tied with a white ribbon/ hair band. ID card and Tie is compulsory for all the students.
 17. During the change of periods or when going from one classroom to another, silence must be observed.
 18. Absence from class for the following reasons is strongly objected to:
 - a. For birthdays, marriages, feasts, excursions.
 - b. In view of anticipating or extending school vacations.
 - c. In order to study.
 19. Pupils are responsible for the safe custody of books and belongings, which should be clearly marked with the owner's name.
 20. Bottles or any other breakable objects should not be brought to school.
 21. No collection of any kind (even fine) or the sale of tickets for any purpose is not permitted in the school without the written permission of the Principal.
 22. No parents or visitors are allowed to see the teachers during

CONDITIONS FOR ADMISSIONS

1. The management retains its rights to decide on what condition, it will admit or retain pupils in the school.
2. For admission to the L.K.G, the child should be 3 year and half.
3. Admission will be taken as per the Govt. Rules.
4. The following documents should be submitted at the time of admission:
 - a. A Baptism Certificate in case of Christians.
 - b. Original Birth Certificate from the Nagar Panchayat Anumandal
 - c. Caste Certificate (If In case)
5. The information on supplied in the Admission Form should be correct in every detail. A student admitted on the basis of incorrect information will have his/her admission cancelled.
6. The school does not take the responsibility to provide any transport facilities to the children.

FEES

1. The St. Paul's Academy is an unaided school. Hence, fees are charged for 12 months (January to December) to meet expenses of the school. Fees will be increased from time to time to meet the rising expenses involved with the School running and management.
2. Fees are to be paid strictly in advance by 10th of each month. No fees will be accepted without the Fee Card.
3. Fees for the academic year should be clear before month of December.
4. Fees once paid will not be refunded.

FEE STRUCTURE

CURRICULUM

The curriculum includes English, (which is the medium of instruction), Hindi, Mathematics, Social Studies, General Science, Physics, Chemistry, Biology, Environmental Education, History, Civics and Geography, Sanskrit, Economics and Computer Applications, General Knowledge, Environmental studies and Socially Useful Productive work.

SCHOOL RULES

1. The school day commences with a prayer at assembly. At the sound of the first bell, all must immediately get into the line for the assembly after which they will walk in silence to their classes .
2. It is compulsory for every student to be present on the closing and re-opening day of the school. The only exception to the above rule will be ill health of the student in question, in which case it should be notified to the school authorities within two days and not when student comes back to the school.
3. If a student is absent for more than two days owing to ill health, a medical certificate along with prescription should be produced.
4. Pupils who have been absent from class or who came to class late must have the reason entered in the regularity record stating briefly the cause of the absence or delay (reasons of private nature may be submitted in a letter).
5. Irregular attendance, habitual idleness, disobedience or pupil whose conduct in or out of the school premises is injurious to the moral climate of the school or incompatible with strict discipline, will be dealt with sternly. In particular stealing and resorting to unfair means during tests and examinations will not be tolerated.
6. All should speak English in the school premises and as much as possible at home.
7. No one is allowed to remain inside the class room during the break and the games period except when it rains.
8. No child may leave the playground without permission of the teacher in charge.
9. Nail polish and use of Mehendi is not permitted. Chewing gum is not allowed.
10. School Fees should be paid by 10th of every month.
11. During the absence of the teacher, the class students must obey