# "The fear of the Lord is the beginning of wisdom"



## ST. THOMAS SCHOOL

NEW CITY LIGHT ROAD, BHARTHANA, VESU, SURAT-395 007.

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## **STUDENT DIARY**

To be brought to the class every day.



# School Timings

**Pre-Primary:** 

Monday to Friday : 07 : 30 am to 12 : 15 pm

Saturday : Holiday

STD I & V:

Monday to Friday : 07 : 40 am to 12 : 30 pm

2nd & 4th Saturday: Holiday

Other Saturdays : 07:30 am to 11:25 am

STD VI to XII:

Monday to Friday : 07 : 40 am to 01 : 10 pm

Saturday : 07 : 40 am to 11 : 25 am

Fee collection timings:

Tuesday, Thursday, : 08:00 am to 12:00 pm

: 08 : 00 am to 11 : 00 am

**Office hours:** : 08 : 00 am to 01 : 00 pm

**Principal's Visiting Time** 

Friday : 10: 00 am to 12:30 pm

(with prior appointment)

**Parent meeting** 

2nd Saturday (Std I to V) : 12: 00 pm to 01:00 pm

4th Saturday (Std VI to XII) : 12:00 pm to 01:00 pm

## **RULES & REGULATION**

#### 1. Admission and Transfer Certificate.

- 1. The admission process for pre-primary classes begin from the month of December.
- 2. A child should complete three and a half years on or before 1 June 2023 to be eligible for Nursery and should complete 6 years to be admitted into Grade 1.
- 3. Original Birth Certificate (English Format) from the Municipality or the Panchayat is to be produced at the time of admission.
- 4. Aadhar and vaccination certificates to be produced.
- 5. The Manager and Principal reserve the right to refuse any application for admission without attributing a reason.
- 6. Students coming from schools outside the state of Gujarat must have their School Leaving Certificate countersigned by the Educational Inspector of that state. No admission is complete till the Leaving Certificate from the last attended school is produced.
- 7. If parents want to withdraw their ward from the school at the end of the Academic year, an application for 'Leaving Certificate' should be given not later than 31st January failing which, the fee for the first quarter will have to be paid additionally.
- 8. Leaving Certificate will be issued after 10 days on receipt of the application.
- 9. Fees for the following month will be charged even if the child has not attended school, or a notice is not given before the stipulated date.
- 10. Leaving Certificate will not be issued till the fees is paid in full and library books are returned.
- 11. Duplicate copies of the Leaving Certificate, mark sheet and other certificates may be issued for a payment of Rs. 250/-
- 12. The Management reserves the full right to revise any rule without notice.



#### 2. School Fees

1. The School fees should be paid well in advance on or not later than 15<sup>th</sup> of the first month of each quarter.

Quarter I - Due Date 15<sup>th</sup> June.

Quarter II - Due Date 15<sup>th</sup> September.

Quarter III - Due Date 15<sup>th</sup> December.

Quarter IV - Due Date 15<sup>th</sup> February.

- 2. Offline payments at School Office will be through Cheque/Demand Draft/UPI on Tuesday, Thursday and Saturday from 8.00 am to 12.00 PM.
- 3. Online payments will be through Debit/Credit Card/Netbanking using Mobile App.
- 4. Reports/Marksheet and Leaving Certificate will not be issued until all the dues are cleared. Pupil will not be allowed to sit for any of the examinations unless all dues to the school are paid up to date.
- 5. A fine of Rs. 100/- will be charged for the late payment of fees.
- 6. Fees once paid will not be refunded.
- 7. All the fees of the **Board class students (X, XII)** should be paid latest by **31st December** including the fees of March, failing which Hall Ticket of the student concerned will be **withheld**.

#### 3. School Uniforms

## **Pre-Primary Section**

	Nursery Monday to Friday	KG Students Monday to Friday	<b>KG Students</b> Wednesday
Boys	Civil dress	Blue checks shorts, white shirt and bow tie	'T' shirt indicating the house colour and white shorts
Girls	Civil dress	Blue checks Pinafores and white shirt	'T' shirt indicating the house colour and white shorts

## **Primary/ Higher Secondary Section**

	STD I-IV Monday to Saturday	STD V-VIII Monday to Saturday	STD XI-XII Monday to Saturday
Boys	Navy blue shorts and blue checks shirt	Navy blue pant and blue checks shirt	Navy blue pant and blue shirt with white lines
Girls	Navy blue Pinafores and blue checks shirt	Navy blue Skirt and blue checks shirt along with blue waistcoat	Navy blue Skirt and blue shirt along with white lines along with blue waistcoat

#### **General Rules**

- 1. School uniform is compulsory for all the classes.
- 2. School uniform has to be worn daily. Any deviation in the pattern of the uniform will not be allowed.
- Students are not permitted to attend school, if they are inappropriately dressed. Pupils are expected to observe strict discipline in wearing clean and ironed uniform to school.
- 4. Students coming to school for any extra activities should be in school uniform. They should never be seen on campus in Sandals, Flipflops/Floaters or any casual wear.
- 5. Girls whose hair is beyond shoulder length must wear two plaits and those with hair up to shoulder must wear two neat pony tails. No girl will be allowed to open their hair. Only white hair band to be used.
- 6. Girls are permitted to wear only delicate studs or small rings. Fancy ear rings are not allowed. Rings on fingers are not allowed unless it has an authentic religious significance.
- 7. Low-waist trousers are strictly prohibited for boys. Funky hair style will not be permitted.
- 8. Every Tuesday & Saturday Track suit indicating the house colour and white socks and white velcro shoes must be worn.
- 9. During winter months, pupils should only use navy blue sweaters with school emblem.



- 10. Crew cut or close cropped hair for boys is necessary in school. Senior boys must attend school each day with a clean shaven face.
- 11. Kajal, mehandi, nail polish lip gloss or accessories or cosmetic of any kind is strictly prohibited. Students flouting this rule will be sent home for the day.
- 12. Students should wear black school shoes, white socks with blue stripes and blue tie. Boys should wear blue school belts.
- 13. Students should wear polished shoes only and the nails be cut properly at regular intervals.
- 14. Use of hair gel or hair colour/streaking etc. is not allowed to students.

#### 4. General Instructions for Students and Parents

- 1. Mobile phones are strictly out of boundaries, it will be confiscated, if found in the bag, class room or on the person.
- 2. During the school hours, the student's behaviour must be gentle and speech be polite in all situations. Whistling, howling, hooting or shouting is not permitted in the school premises.
- 3. The medium and language of communication of Pupils and Teachers is strictly to be in English.
- 4. No Parent / Guardian is permitted to meet their child or staff during the school working hours.
- Students will not be sent home before time, NO PERMISSION FOR HALF DAY leave will be granted. In case the student presence is essential at home, on any account, he/she should not be sent to the school on that day.
- 6. A school is known by its conduct and behaviour while in public view. Proper conduct should be maintained in the bus.
- 7. The school authorities reserve the right to suspend or dismiss a student at any time, for good reasons. School's reputation will not be compromised. The Principal's word in such matters will be final.
- 8. Students are expected to take active part in the co curricular activities

- like games, sports, educational tours and picnic etc., arranged by the school.
- 9. It is compulsory for all the students to be present on the first working day after the vacations and on the last working day before vacations begin.
- 10. It is the duty of the students to keep their classroom and other places in and around the school clean and tidy. They should cultivate the habit of using the dustbins and refrain from littering in the campus.
- 11. Student vehicles without a Driving License cannot be parked in the school premises.
- 12. Students must be sensitive to the unnecessary use of lights, fans or other electric appliances and turn them off when not in use.
- 13. The students must maintain cleanliness of respective wash rooms and practice hygienic toilet habits.
- 14. The sports item used by students from the school should restored to its respective place after use.
- 15. Parent's attention is drawn to the fact that criticism of a Teacher or School in the presence of the students should be studiously avoided in order to avoid a precedent for rude behaviour in students to their Teachers. Failing to do so will hinder progress in the child socially and emotionally.
- 16. Should there be any legitimate complaint, please meet the Principal in person or send a mail regarding your concerns. The matter will be looked into personally and handled in a professional manner.
- 17. Leave application should be addressed to the Principal and sent to the class teacher, in advance. In case of an emergency or inability of inability to send the application in advance, the leave letter should be submitted on the first day of rejoining the school. Please keep it recorded in the hand book.
- 18. Students are strictly prohibited from chewing-gums, pan-parag, smoking or consuming any kind of drugs. Violation of this rule may result in the expulsion of the offender from school.



- 19. No student should be enter any other classrooms without permission and no one is allowed to stay in the classroom during games and activity periods.
- 20. Parents or relatives carrying projects, tiffin box, books will not be permitted to meet their ward when the school is in session.

#### 5. School Gate

- 1. The school gates will be kept locked in the best interest of the students taking into consideration their safety and security.
- 2. Students must be in school by 7.25 am. The school gates will be closed at 7.40 a.m. Students who arrive late will be sent home.
- 3. The gates will however, be opened on special occasions such as Annual School Day, Meeting Days etc. Parents are requested not to park their vehicles in front of the school gates. Vehicles are not to be brought inside the campus.

#### 6. Wanton Damage, Repair & Renewal:

During the Academic session, wanton damage to school property will be charged to a parent. To compensate for irresponsible damage caused by students, Repairs and Renewal charge will be levied.

## 7. School Bus & Pvt. Transport:

For availing school transport facility kindly apply through school office.

## 8. Cash and Valuable belongings:

Students are advised not to bring or wear on them valuable watches, transistors, gold ornaments, cell phones, I-pad; MP3 player and any other electronic gadgets to school. School will not be responsible for the loss of the same.

## 9. Examination, Promotion and Reports:

- 1. It is compulsory for the students to clock 80% attendance in the academic year in order to make him/her eligible to sit for the final examination.
- 2. Pupils absent from an examination for any reason will not be permitted to appear for re examination and those who are absent from an

examination without valid reason will be considered as having failed.

- 3. Exams will be based on the semester pattern.
- 4. Promotion is granted on the basis of the annual year performances of the pupils.
- 5. Records of the assignments, projects, weekly assessment and summative assessment will be taken into consideration at the time of promotion.
- 6. Results declared at the end of the year are final in all cases and will not be re-considered.
- 7. Results will be withheld for Fee defaulters.
- 8. Except for the reasons of ill health as attested by a medical certificate, absence from the written exams will result in total loss of marks in that subject. Separate examination will not be conducted.
- 9. Answer papers of final examination will not be shown to the parents.
- 10. Pupils failing twice in the same class may be asked to leave the school.
- 11. No child will be allowed to go home early during the exam unless there is a valid reason.
- 12. Malpractices during tests or examination will call for stern action. Such students will not be given a re-test.

## 10. Online updated Information/School App

- 1. Parents are advice to log on Online/mobile app. regularly for updates regarding information of your child his Attendance, Examination details, marks, Timetable, Events, Payment information etc.
- 2. For any queries, you can contact the school office or send a mail at info@stemssurat.org.

## 11. Library Rules:

- 1. The library is open on all working days. Silence must be observed strictly in the Library..
- 2. Library membership is allowed to the students from Std V and above.
- 3. No one may take any book from the library before having it entered in the library register.
- 4. Only one book will be issued at a time.
- 5. The pupils of the lower classes should use the library books under the guidance of the Library Teacher.
- 6. Students who fail to return the books in time will be fined.
- 7. The borrower has to bear the damage done to the library books or the magazine.

### 12. Parent Co-operation:

- 1. Good education is the joint effort of school and parents. Therefore, we solicit the co-operation of the parent community in the right earnest. So full co-operation of the parents are earnestly solicited. Children learn not from the class room, but also from other sources like nature, books, friends, radio, T.V. and cinema. Hence parents have a great responsibility in moulding a child appropriately at home..
- 2. Parents may meet class teacher/principal with prior appointment only except on PTM days.
- 3. Parents are expected to attend the PTM every second/fourth saturday as per the class allotted [Time: 12:00 1:00 pm]
- 4. All communications to the school will be addressed to the Principal.
- 5. Parents are expected to check the diary daily. They are expected to sign messages, reports & remarks promptly whether they are favourable to them or not.
- 6. Parents and guardians are specially requested to notify the school for any change in their addresses, if any.

#### 13. Leave Absence:

- 1. In Case of illness or other unforeseen circumstances, the students must have the reason of absence certified on the absence record page of the calendar by the parents
- 2. If a student is absent due to illness for more than a week the principal must be informed about it and a medical certificate should be submitted.
- 3. Absenteeism without leave or explanation of more than 10 consecutive days renders the students liable to have his/her name struck off the register. Re-admission may be granted only on a satisfactory explanation by parents or guardians and on payment of fresh admission fees.
- 4. A student returning to school after suffering from a contagious disease should produce a doctor's certificate to the effect that the child is fit to rejoin.
- 5. Students who are not medically fit shall not be allowed to take class test or examinations.

## 14. Laboratory Rules:

- 1. No eating or drinking in the lab.
- 2. Handle everything as if it's pathogenic.
- 3. Keep flame and flammable solutions far apart.
- 4. Keep electrical equipment far from water.
- 5. Clean the laboratory apparatus before and after use.
- 6. Use proper safety protection.... fume hood, goggles, gloves. Note that latex allergies can develop.
- 7. Always clean glassware before you use it.
- 8. All sharp objects (needle, razors, pins, toothpicks) should be discarded in a sturdy container.
- 9. Students must keep a proper laboratory notebook.
- 10. Students must wear white apron while in lab.

### 15. Picnic Rules:

- 1. Class picnics may be conducted once a year.
- 2. All pupils are expected to join the picnic.
- 3. The class teacher accompanies the students.



### 16. The House System:

The motto of the school is "Thamaso ma Jyothir Gamaya" means lead us from darkness to light.

It is the house system that channelizes the discipline in school and school life with all its complex activities and directs the energies of our pupils in the classroom.

#### There are four houses in the school

HOUSE MOTTO

Emerald house : Prosperity and Sincerity

Topaz House : Justice and Bravery

Sapphire House : Peace and Liberty

Ruby House : Truth and Love.

One of the main objectives of the House system is to foster in students a sense of collective responsibility and solidarity, in addition to enhancing their soft kills and talents. Pupils are assigned to a House at the time of joining and will not be permitted to change Houses there after.

#### 17. NCC:

The National Cadet Corps or NCC as we popularly know it, gives students the much needed exposure they need. Special emphasis is given to social service, Discipline and Adventure training through this programme. The STEMS has made it open to all students of grades 7 and 8 to enroll on a voluntary basis from this Academic year onwards. Interested students may contact the school's NCC Office for more details.

