



HOLY FAMILY SCHOOL

FARAKKA, Beniagram, Murshidabad-742212

Affiliated to the Council for the Indian School Certificate Examinations (CISCE) New Delhi

Phone: 8967120955, 6295361677



SCHOOL ALMANAC 2026-2027

Name

Standard Section

Roll No. Admn. No.

Address

.....

Phone No.

Parents/Guardian's

Residence

Address

Note: This Almanac is to be brought to School daily.

More about Myself

Myself to be Recognised as

My Motto to success

My target for the year

My Interests

My fun time activities

My Strengths

My Holiday place



OUR HEAVENLY PATRONS HOLY FAMILY

Pray for your Children

GENERAL INFORMATION

Holy Family School, Farakka, West Bengal is an English medium Co-educational School conducted by the Sisters of the Congregation of the Holy Family. It is governed by the Poreyahat Holy Family Society which is a Religious and Charitable Organization Registered under the Societies Registration Act. 1860.

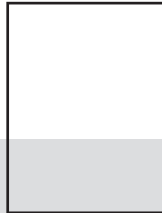
Holy Family Sisters run several schools in India in which young people belonging to every creed, social class, community and linguistic group are educated through the medium of English and the regional languages. These institutions are part of Catholic Church's effort to share in the country's educational understanding. This effort, while particularly responsible to the Christian Community has always been at the service of the whole nation.

Established on 3rd July 1997, the school is staffed by dedicated, competent and highly qualified sisters and teachers who create and foster the ethos for the all-round growth and progress of students. The school is affiliated to the COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS (CISCE) Board New Delhi in 2006. Holy Family School aims every student with the strength and depth of character that enables him/her to face the fiercely competitive society of today with ease and confidence.

The institution has a holistic approach to education where by the Scholastic performance of the pupil is reinforced by Holy Family ideals of universal brotherhood, love, peace, joy and kindness in which the school explicitly believes. Exemplary discipline, outstanding Academic performance and excellence in cocurricular and extra curricular activities are the hall marks of every Holy Family student.

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STUDENTS' PARTICULARS - PERSONAL DATA FORM

This form should be filled in carefully by the Parent or Guardian.

Name.....

Class.....Sec.....Adm.No.....

Roll No.....Date of Birth.....

Aadhar No Blood Group.....

Father's Name.....

Mother's Name

Home Address.....

.....
 Email.....Phone No (i).....

(ii).....

Office Designation.....Mob. No.....

Mode of TransportVehicle No.....

Driver's Name & Mobile Number

Details of siblings in Holy Family School:

| Name | Class & Section | Admission Number |
|------|-----------------|------------------|
| | | |
| | | |
| | | |
| | | |

All the personal details of the students are uploaded on the KYC network for easy access.

ABOUT ALMANAC

It is very necessary that students and parents read the Almanac together and understand the contents fully.

This Almanac aims at establishing an invaluable link amongst teachers, students and parents. It is intended to serve as

- An all-in- one ready reckoner and planner for students.
 - As a means of communication between parents and the school.
 - To keep parents abreast with what their children are studying at school and the curricular progress of their wards.
 - To keep parents informed about home assignments.
 - To be used for convenient, day-to-day correspondence between parents and school staff.
 - Parents should review current pages daily and must counter sign and respond to any comments, which may be made periodically by faculty members.
 - Comments made by parents in the Almanac should be productive and confined strictly to subject of the student's work and his/her conduct.
 - All other matters concerning the School should be dealt separately and conveyed personally or through separate letters/e-mails to the Head of the school.
 - Parents are requested to inform the School of any change of Address or Telephone numbers.
-
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7 SPECIFIC CHARACTERISTICS OF HOLY FAMILIANS

1. Have High Self-Esteem and a Positive Attitude.
2. Have Expressive Power using Polite Language.
3. Have Empathy and Gratitude.
4. Has a Zest for learning innovation and aspires towards Personality Development.
5. Are Disciplined and Truthful.
6. Are Respectful, Compassionate and Gender-Sensitive.
7. Are Conscious and Spirited Citizens of the Country and World.

“Don't wish it were easier;
wish you were better.”

~ Kim Rohn



TIME TABLE – PERIODS

| | | |
|-----------|-----------|------------------------|
| 7:45 a.m | | 1 st Bell |
| 7:50 a.m | | 2 nd Bell |
| 7:50 a.m | 8:00 a.m | Assembly |
| 8:00 a.m | 8:50 a.m | 1 st Period |
| 8:50 a.m | 9:30 a.m | 2 nd Period |
| 9:30 a.m | 10:10 a.m | 3 rd period |
| 10:10 a.m | 10:20 a.m | Recess Break |
| 10:20 a.m | 11:00 a.m | 4 th Period |
| 11:00 a.m | 11:40 a.m | 5 th Period |
| 11:40 a.m | 12:10 p.m | Lunch Break |
| 12:10 p.m | 12:50 p.m | 6 th Period |
| 12:50 p.m | 1:25 p.m | 7 th Period |
| 1:25 p.m | 2:00 p.m | 8 th Period |

After 1st bell at 07:45 A.M. all gates will be closed for commencement of Assembly. The parents shall not remain inside.



Open day is held to facilitate discussion on the child’s progress between parents and teachers. Please note that it is mandatory for parents to attend the Open day. Children must accompany them dressed in School uniform with identity card and School Almanac.

VISION

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

MISSION

HFS education should enable the students

1. To foster a culture of faith through a deep experience of the fatherhood / motherhood of God and the brotherhood / sisterhood of humankind.
2. To ensure holistic and integral development that he / she realizes his / her responsibility towards family, society, nation and to the whole world.
3. To train themselves to behold the presence of Divine in the universe and in the scientific and technical achievements.
4. To provide an education of quality and relevance to all in particular to the marginalized-poor, oppressed, the side-tracked, women and children and to bring them to the main stream of the society and thus to empower them with the realization of their humanity and integrity.

AIMS AND OBJECTIVES

The aim of the school is to impart quality education which will enable the child to grow into a mature human person. The school aims at the integral development of the whole person enabling them to be spiritually oriented, morally upright, intellectually well informed, socially concerned, nationally conscious, appreciative of their culture, emotionally balanced and physically well developed. Over the years, it has built its own image, culture and ethos. It has excelled in the field of education and has striven to produce dynamic and socially useful citizens for our country respecting all castes, creeds and religions and above all upholding the core value of human dignity in the name of God and country.

The Students are prepared for the COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS (CISCE) New Delhi, which has been recognized by the Government of India as one of the main All-India School Examining bodies.

OUR EDUCATIONAL GOALS

At Holy Family we bestow the following
LEARNING GIFTS

On Our Students to Realise Our Educational Goals.

- **Knowledge for Life:** To choose wisely, understand compassionately and feel deeply as they journey through life.
- **Altitude in Attitude:** Developing the right attitude to face life's challenges with strength in one's abilities and convictions.
- **Recognition of Talents:** By exploring and challenging one's self, developing innate talents leading to positive self-esteem.
- **Empowering Education:** Education facilitated by active learning, enabling responsible decision making and linking academic knowledge to real-life situations.
- **Nurturing Environment:** Much more than just the building, the educators of our school nurture and care for the holistic development of the student.
- **Sense of Values / Social Sensitivity:** Imparting of core values that promote respect, honesty, co-operation, fairness and kindness.

“Don't be pushed around by the fears in your mind.
Be led by the dreams in your heart.”

IMPORTANT SCHOOL RULES

1. The School Diary must be properly filled and brought to School by the student daily.
2. Proper Text Books and Note Books are to be brought according to the Routine daily on each working day.
3. Proper School Uniform includes a proper haircut, school tie, school belt, school shoes and trousers with two pleats for boys.
4. The school uniform is meant to be worn only in school and at school related functions. Students must wear the school uniform while accompanying parents to P.T. Meetings.
5. The Identity Card is to be worn on all school days and at school events.
6. Attendance must be above 80%.
7. The campus Language is English.
8. The students must be present for all assessments.
9. Parents/Guardians must attend all P.T.A. Meetings.
10. The Report Card must be collected at the given Date and Time.
11. Students who absent themselves must bring a leave note in the diary along with a leave application.
12. Ailing students must produce a medical fitness certificate on joining after leave.
13. Damaging School property may lead to penalty of up to Rs.500/- or more along with strict disciplinary action.
14. Shrieking, Shouting and hooting in the school campus is punishable with fine.
15. Bursting of crackers, bringing drugs and intoxicants is banned. Violating the rule will be treated as a major misconduct.
16. Bringing electronic gadgets (e.g. mobile phones, camera, ear buds, etc.) and smart watch as well as Jewellery is totally banned.
17. During the time, a student is 'SUSPENDED' from school, all school fees are to be paid.
18. All students MUST- participate in all the cultural and sports activities held in the school.
19. Physically assaulting anyone in the campus is strictly prohibited. It will be treated as a major misconduct.
20. Using unfair means in the tests/examinations is punishable as per Rules.
21. Ragging in any form is strictly prohibited. Any student found doing so will be expelled.

MANNERS / GOOD HABITS

- Don't shake your legs.
- Don't chew with your mouth open or make a smacking sound while chewing.
- Don't push anyone especially your elders, teachers etc.
- Say 'sorry' if you make a mistake.
- Don't pick your nose.
- Don't shout.
- Don't use bad language.
- Don't steal.
- Don't stuff your mouth. Take small amounts of food in your mouth.
- Don't belch, if you do, say 'Excuse me' or 'Sorry'.
- Don't pull, push, kick or play roughly.
- When you sneeze say 'Sorry' or 'Excuse me'.
- Cough or sneeze into your hanky or tissue.
- Put your hand to your mouth when you yawn.
- Blow your nose using your hanky or tissue.
- Sit straight with your legs together.
- Girls should sit with their legs together and their skirt neatly drawn over the knees in a lady-like manner.
- Don't stare or stand around when elders are talking.
- Don't laugh if someone has fallen down or made a mistake.
- Don't tell lies.



CHILD PROTECTION POLICY

Holy Family School, Farakka believes in the “Principle of the best interest of the child”. The school is steadily engaging to alleviate child safety concerns. The students are aware about their right to engage and study in an environment they feel safe and are free from any form of physical or emotional abuse or harassment. Student mentoring is treated as a part of maintaining positive relationship. The school recognizes the importance of children receiving the right help at the right time to address risks and prevent issues escalating.

A committee comprising of 7 members, inclusive of staff, students and parents is actively working to promote and nurture the mental health and well-being of its pupils. Any grievances can be addressed to the Committee through the School Principal. Every effort will be made to maintain the confidentiality and guard against unwanted publicity. The Holy Family School fills a special role in society as protectors of children.

As such the school has initiated steps to create awareness among school children. Some initiatives implemented by the school include surveillance through CCTV Cameras, Counseling facilities, restriction of entry by outsiders into the school premises etc. for achieving harmonious school/class room environment. This is done in addition to conducting Adolescent Education Programs (AEP) that promotes gender equality and sensitivity.

The Constitution of India

PREAMBLE

WE, THE PEOPLE OF INDIA,
having solemnly resolved to

constitute India into a
**SOVEREIGN SOCIALIST SECULAR
DEMOCRATIC REPUBLIC**

and to secure to all its citizens:

JUSTICE, social, economic and political;
LIBERTY of thought, expression, belief,
faith and worship;

EQUALITY of status and of opportunity;
and to promote among them all;

FRATERNITY assuring the dignity of the
individual and the unity and integrity
of the Nation;

IN OUR CONSTITUENT ASSEMBLY

this twenty sixth day of

November, 1949, do

**HEREBY ADOPT, ENACT AND
GIVE TO OURSELVES THIS
CONSTITUTION.**



The Constitution of India

CHAPTER IV-A (ARTICLE 51A)

Fundamental Duties:-

It shall be the duty of every citizen of India,

- a) to abide by the Constitution and respect its ideals and Institutions, the National Flag and the National Anthem,
- b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- c) to uphold and protect the sovereignty, unity and integrity of India;
- d) to defend the country and render national service when called upon to do so;
- e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities, to renounce practices derogatory to the dignity of women,
- f) to value and preserve the rich heritage of our composite culture,
- g) to protect and improve the natural environment including forests, lakes, rivers and wild life and to have compassion for living creatures
- h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- i) to safeguard public property and to abjure violence
- j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher level of endeavour and achievement.
- k) who is a parent / guardian to provide opportunities for education to children between six and fourteen years of age and ensure that such children attend school regularly.

Our Beloved Country INDIA

Our motherland India has been known interestingly by many names- since ancient times it was 'Jambudvipa' or the island of the rose apple; from the time of the Aryans it was known as

great country is so big that it has every kind of landscape - mountains, plains, deserts, plateaus, deltas and coasts. Its climate ranges from icy winters in the north to the tropical summers in the south. The Hima-



'Bharatvarsha' after an Aryan tribe, the Bharatas. The Persians named it Hind or Hindustan. A generous land of plenty, it is covered by a network of ever-flowing rivers and befittingly thus the name India is derived from the River Indus.

India is officially called Bharat or the Republic of India. Our

layan mountain range stands like a snowy crown in the north separating India from the rest of Asia at an immense 2,400 km long. The Himalayas are the source of the three mighty rivers- The Indus, The Ganga and The Brahmaputra that flow throughout the land through a network of tributar-

ies, that make them a Heart of our Civilization”.

India, being an ancient land, has seen some of the most important events in our history – from the Buddha standing on its banks in Varanasi to the rise and fall of the famous city Pataliputra and the great kingdom of Vijayanagar- and that is why we have so much history to study in school.

With an area of 3,287,263 sq.km, India ranks as the seventh largest country in the world. The longitudinal extension of India is between 68°7' and 97°25' East longitude. The mainland of India is between 8°4' and 37° 6' North latitude. India's coordinates are 20.5937 °N, 78.9629°E.

India is the most populous country as far as 20-25 census with a population of more than 1.46 billion. It is composed of 28 states and 8 Union territories. Hindi and English are acknowledged as the official language. A total of 22 languages have been recognized which are written in 13 different scripts with over 844 dialects.



People of diverse religious culture, caste, sects etc. have been living together in India which shows the intense tolerance and unity of Indian people. Around 20-30 festivals are celebrated all year around, thus exhibiting the beauty of the diverse religions. Being a country that is home to such diverse cultures, festivals, languages, religion, clothing and food, India thrives on love, harmony and brotherhood.

The Indian culture varies like its vast geography and aims at “Unity in Diversity”.

In Mark Twain's words – “India is the cradle of the human race, the birthplace of human speech. The mother of history, the grandmother of legend and the great grandmother of tradition.”

NATIONAL FLAG

The Indian flag was designed as a symbol of freedom. Our first Prime Minister Pandit Jawahar Lal Nehru called it a flag not only of freedom for ourselves, but a symbol of freedom for all people. The flag is a horizontal tricolor in equal proportion of deep saffron on the top, white in the middle and dark green at the bottom. The ratio of the width to the length of the flag is 2:3. In the centre of the white band, there is a wheel in navy blue to indicate the Dharmachakra, the wheel of law, in the Sarnath Lion Capital. Its diameter approximates the width of the white band and it has 24 spokes. The saffron stands for courage, sacrifice and the spirit of renunciation, the white for purity and truth; the green for faith and fertility.



NATIONAL EMBLEM

The National Emblem of India is a replica of the Lion of Sarnath, near Varanasi in Uttar Pradesh. The Lion Capital was erected in the third century B.C. by Emperor Ashoka to mark the spot where Buddha first proclaimed his gospel of peace and emancipation to the four quarters of the universe. The National emblem is thus symbolic of contemporary India's reaffirmation of its ancient commitment to world peace and goodwill. The four Lions (one hidden from view) – symbolizing power, courage, confidence and pride rest on a circular abacus. The abacus is girded by four smaller animals – guardians of the four directions. The Lion of the North, the elephant of the East, the horse of the south, and the bull of the West, The abacus rests on a lotus in full bloom, exemplifying the fountainhead of life and creative inspiration. The motto 'Satyameva Jayate' inscribed below the emblem in Devanagiri script means 'truth alone triumphs'.



AWARDS FOR STANDARDS NURSERY- XII

1. Sports person of the Year Awards- Certificates will be given to the two best sports persons of the year (one boy, one girl) for outstanding contribution towards sports and games.
2. Certificate for General Improvement will be awarded to students who have made a sustained progress in academics in various classes.
3. Certificate for Good Conduct will be awarded for positive personality traits and good behaviour.
4. Certificate for Perfect Attendance and Best Overall Performance.
5. Proficiency Prizes for Club Activities – Chess, Carrom, Badminton, etc.
6. A Rolling Trophy will be given to the house that obtains the highest marks in the co-curricular and extra curricular activities (i.e. academics, indoor games, outdoor games, sports and co-curricular activities).
7. Toppers of Stds. X & XII Board exams will be awarded during the Felicitation Ceremony.



SCHOLASTIC DISTINCTION

Based on the criteria mentioned below, students are requested to approach the school authorities with their achievement along with a proof of Rank Card.

BOARD TOPPERS

- Top 3 students who scored maximum marks from the respective batches.
- Centum scorer in each subject.

DISCIPLINARY RULES FOR STUDENTS

- 1) This almanac is an essential part of a student's outfit and as such, it should be brought to school on all working days. In case of loss or damage, a new diary should be purchased within two days.
- 2) A person is judged by his manners. Therefore, students shall be obedient and respectful to teachers and all elders, and greet them warmly wherever they meet them at school and outside.
- 3) Since cleanliness is next to Godliness, every student shall consider cleanliness of dress and person as essential virtues.
- 4) Students are to speak only in English at school.
- 5) The school will not be responsible for any accident to pupils during school hours or picnics or excursions. Necessary first aid will be given.
- 6) Student who damages any property of the school shall make good the loss.
- 7) All the students must be in their seats before the teacher enters the classroom. During the absence/delay of a teacher, the class leaders are responsible for maintaining the discipline.
- 8) Every student must look after his/her belongings. The school authorities will not be responsible for the things lost. Valuable things like gold ornament are not to be brought to school.
- 9) To avoid accidents and injuries, no one shall bring to school razor blades, sharp instruments and explosives.
- 10) Besides the school books and library books, no other books or magazines or newspapers are to be brought to school.
- 11) The Principal maintains the right to control all correspondence that comes to students through the school.
- 12) Late comers shall make the necessary entry in the late arrival column of their school diary and show it to the Principal before proceeding to their respective classrooms.

- 13) Written permission must be obtained from the principal for the following:
 - a) To make money collections for any purpose
 - b) To organize meeting, parties, picnics etc.,
 - c) To leave school premises during the school hours,
 - d) To give gifts to the members of the staff.
 - e) To organize and conduct competitions and matches with other schools.
- 14) Students, who absent themselves without leave for more than 10 consecutive days, shall be deemed to have left the School and as such their names will be automatically struck off the Rolls. Re-admission is left to the discretion of the Principal.
- 15) Attendance on the opening and closing day of each term, after special holiday like Dussera and Christmas, and official functions like Independence Day, Teacher's Day, Children's Day, Sports Day, School Annual Day, and Republic Day are to be attended by all the students without fail. Such an absence will be punishable with fine.
- 16) Students whose attendance is irregular, or who habitually neglect home assignments, 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 Holy Family School, are liable to be expelled. In this case the decision of the Principal is final and binding.
- 17) Students shall not bring mobiles & other electronic gadgets to the school premises.
- 18) Respect the rights of other students and do not disturb or interrupt the class. Respect the personal space of other students and follow a 'no touch' policy.
- 19) Be attentive, follow the instructions of the teachers and work

quietly during class hours. Raise your hand and wait for your turn to speak in the class. Always obtain teacher's permission before asking any questions, talking to other students or moving within the class room.

- 20) Take the out pass from the teacher before leaving the class for any reason whatsoever.
- 21) The class monitor will take charge of the class during change of teachers between two periods and the students of that class will maintain absolute discipline during that time. In the absence of the teacher, the Class leader will be in charge of the class and all the students should obey his/her instructions.
- 22) Students are not allowed to enter a classroom that does not belong to them. Changing of classrooms between periods should be done in silence and in an orderly manner.
- 23) Students are not allowed to remain in the classroom during the Physical Education, Computer, Art, Library and AI periods.
- 24) No student has the permission to commute to school on self-driven two/four wheelers.
- 25) All rubbish must be placed in the bins provided. Students must take pride in the cleanliness of school premises and should strive for it.

"Yesterday is gone.
Tomorrow has not yet come.
We have only today.
Let us begin."

-Mother Teresa



TEACHER'S CODE

1. I am happy to have been called to serve in the field of education through Holy Family School. I take it as God's special plan for me. Since the future of the nation is shaped in the class-room of today, my role is vital in building a better world.
2. I believe that my first responsibility as an educator is to my students for whom, I have to be a guide and a fellow traveler. They are human beings created in the image and likeness of God, striving to attain maturity along with me and the society at large.
3. Master of my own destiny, I ought to act under an enlightened conscience, strive for excellence and learn to be self-disciplined.
4. As a member of the human family, under the common fatherhood of God, I acknowledge the basic equality of all human beings and strive to help everyone to live a fuller life. In a spirit of fraternal love and social justice, I shall have special concern for the weak, handicapped and down-trodden.
5. I realize that it is my duty to co-operate with God in continuing His creative act, widening the horizons of knowledge and exploring the natural resources at my disposal, in proportion to the talents I have received. I must contribute to the progress of mankind.
6. I shall fulfill my mission as an educator in close cooperation with my colleagues and the administration, with the unfailing assistance of God.

NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he
Bharata bhagya vidhata
Panjab. Sindhu, Gujrat, Maratha
Dravida, Utkal, Vanga
Vindhya Himachal Yamuna Ganga
Uchhal Jaladhi Taranga
Tava Shubha name jage
Tava subha ashish mange
Gahe taba jaya gatha
Jana gana mangal dayak jaya he
Bharat bhagya vidhata
Jaya he, Jaya he, Jaya he,
Jaya, Jaya Jaya, Jaya he.....



SCHOOL ANTHEM

Hail our school Holy Family School
We all are children of this Family
We are been loved and cared
By our Sisters/teachers dear
O Hail! Holy Family Thee
We learn not only for our school days
But for later years in life.
O Bless us all with
True knowledge
O Hail! Holy Family Thee
Holy Family happy Family
We Sing the song of Love and Truth
We Sing the song of Justice and Peace
We are the Happiest Family (2)



PLEDGE OF LOYALTY TO THE NATION

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 my 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.



PRAYER BEFORE CLASS

God, you are the source of all wisdom and knowledge. Give us your light and blessing and an eager mind to learn something new every day. Grant us the wisdom to understand what is right and help us to remember what we have learnt.

PRAYER AFTER CLASS

Almighty God our loving Father we thank you for this day. We thank you (or our teachers and friends. We give to you our thoughts and actions. We ask you to bless us. Help us to love, to serve and to study well.

BEFORE LUNCH

Thank you God for the world so sweet
Thank you God for the birds that sing
Thank you God for the food we eat
Thank you God for everything.

शान्ति का परिवार

शान्ति का परिवार
सुख शान्ति का परिवार
दुनिया की ज्योति बनकर
प्रेम फैलाये पावन परिवार
आओ चले हम मिलकर चले
शीश नवायेंगे।

प्रभु को अपनाया पावन परिवार
मानव को मुक्ति दिलाया परिवार
दीनों के आसरा प्यार से दिल भरा
तारों समान दीपों समान
हम बालक गण करते नमन
पवित्र परिवार की जय-जयकार
शान्ति का परिवार

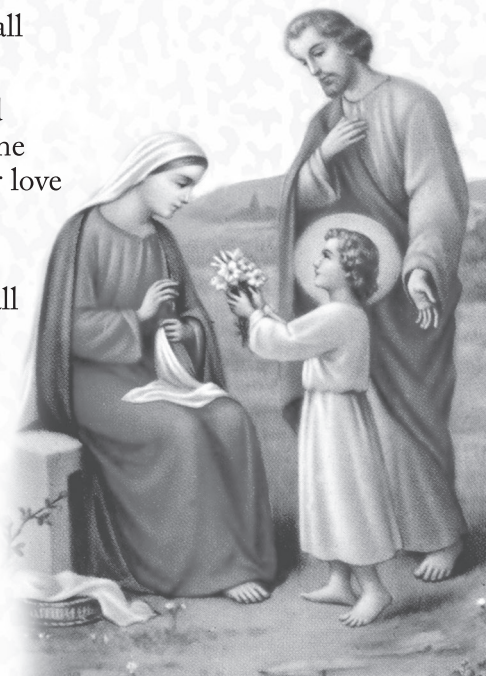
HOLY FAMILY ANTHEM

O Holy Family, Patrons dear
We worship, glorify your name
May you be praised and blessed by all
Now and forever, ever more

We will sing praises to you Oh God
For all our lives, we'll bless your name
Our words and deeds proclaim your love
Our hearts and souls rejoice in you

We give our life, our learnings too
Bless our teachers, our friends and all
Make us obedient, patient, kind
To live a life of divinity

Mutual love, respect, great concern
Virtues of most Holy Family
Help us to live these virtues now
To be a true Holy Familian



LORD I COME TO YOUR GARDEN

Ch: Lord I come to your garden
To see what grows there today
Lord I come to your garden
To love, to learn and to play (2)

1. I want to walk as a child of the light
I want to follow you
God set the stars to give light to the world
The star of my life is you (Lord)
2. I want to see the brightness of God
I want to look at you
Clear sun of righteousness shine on my path
And show me the way to you (Lord)



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.

Ch. 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 and now honour Thy word.



STANDING ON THE PROMISES OF GOD

Standing on the promises of God our king
Through eternal ages let His praises ring.
Glory in the highest, I will shout and sing,
Standing on the promises of God!

Standing Standing
Standing on the promises of God my saviour
Standing Standing Standing
on the promises of God.

Standing on the promises that cannot fail,
When the howling storms of doubt and fear assail
By the living word of God I shall prevail,
Standing on the promises of God!

HYMN TO MOTHER MARY

On this day, o beautiful mother
On this day we give thee our love
Near thee, Madona, fondly we hover
Trusting thy gentle care to prove

On this day we ask to share
Dearest Mother thy sweet care
Aid us ere our feet astray
Wander from thy guiding way (On this day...)

Queen of angels, deign to hear
Lispings children's humble prayer
Young hearts gain O virgin pure
Sweetly to thyself allure. (On this day...)



WE SHALL OVERCOME

Ch: We shall overcome
We Shall overcome
We Shall overcome some day
Oh deep in our hearts we do believe
We Shall overcome some day.

1. We Shall live in peace...
2. We Shall integrate...
3. The truth shall make us free...

WALKING WITH THE LORD

Chorus :
Walking with the Lord we are
Walking in the morning
Lift up your hearts for you're
Walking with God
Singing to the Lord we are singing in the sunshine
Lift up your hearts for you are singing to God.

Hand in hand with everyone we are walking, walking
Black and white and brown together walking, walking
Singing new songs now, living new lives
Building new bridges, walking distant miles
Well we're walking with the Lord
We aremorning.

LIKE A SUNFLOWER

Like a Sunflower that follows:
Every movement of the sun
So I turn towards you
to follow you, my lord (1).

1. In simplicity, charity, I follow (2)
Like a Sunflower
2. In simplicity, fidelity, I follow (2)
In Simplicity, honesty, I follow (2)



WE SHALL SING

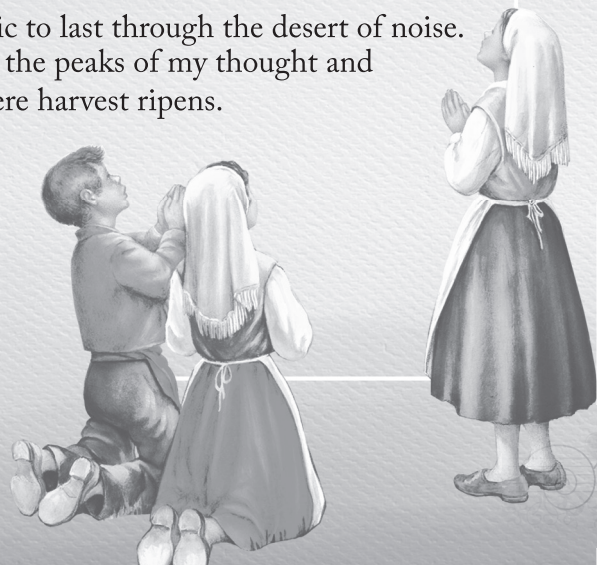
We shall sing your praise
We shall sing your praise. O Lord
Now and evermore, now and evermore
We shall sing your praise,
You render justice to the poor: Yes, O God
You give the hungry bread to eat: Yes, O God
And from the chains the captives free
Yes, O God, we shall sing your praise.

Through you the blind can see the day: Yes, O Lord
The humble hearts and filled with hope: Yes, O Lord

You give your blessings to the just: Yes, O Lord
We shall sing your praise,
Your hand protects the orphan child: Yes, O Lord
And every widow you defend: Yes, O Lord
For us your love shall never end: Yes, O Lord
We shall sing your praise.

I HAVE COME TO THEE

Ref: I have come to Thee to take Thy touch before I begin my day.
Let thy eye rest upon my eyes for a while.
Let me take to my work the assurance of thy comradeship, my friend.
Fill my mind with Thy music to last through the desert of noise.
Let Thy love's sunshine kiss the peaks of my thought and linger in my life's valley where harvest ripens.



THERE ARE NUMEROUS STRINGS

Ref: 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.

भगवान तुही मेरा

भगवान तु ही मेरा जीवन सहारा
तेरे बिना मैं कुछ भी नहीं। 2
तेरे सहारे मैं भवसागर तैरता
तेरे बिना मैं नहीं कुछ कर सकता
तेरे सहारे मैं जीवन को पाता
तेरे बिना मैं नहीं कुछ कर सकता
तेरे सहारे मैं शान्ति को पाता
तेरे बिना मैं कुछ नहीं कर सकता

OUR FATHER

Our Father, who art in heaven
Hallowed by thy name
Thy kingdom come thy will be done
On earth as it is in heaven.

Give us this day our daily bread
And forgive us our trespasses
As we forgive those who trespass against us
And lead us not into temptation
But deliver us from evil.



IN NEED OF 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
the inhumanity that's done.
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.

I WILL SING TO MY GOD

O give thanks to the Lord, for he is good
Yes, eternal is his love.

I will sing to my God never ceasing,
All my life, I will tell of his wonders.
He's the maker of all earth and heaven
Of the ocean, the seas and all they hold

The Almighty is faithful forever;
He is just to the poor and the outraged,
He gives bread to the hungry
Who delivers the captives from their chains.

He gives sight to the blind in his mercy
and he raises the lowly, the humble.

It is he who gives shelter to the strangers,
Every orphan and widow he defends.

To the just, he is gracious and loving.
But the wicked he foils and they stumble.
Yes, the Lord reigns forever and ever,
He is king over Zion without end.

GIVE HIM THANKS

Give Him Thanks
Give Him Praise
Give Him Love
Give Him Your Life.

Sing and dance with the spirit of joy
Tell the nations, His glorious deeds
Sing and celebrate with all your heart
Make known His name forever.

AS WE GATHER IN THIS PLACE TODAY

As we gather in this place today
Holy Spirit come and have your way-2
As we lay aside our own desires
Sweep across our hearts with holy fire
Have your way

CHO: This is your house, your home
We welcome you, Lord we welcome you
This is your house your home
We welcome you today

As we offer up our hearts and lives
Let them be a living sacrifice, Have your way
Be glorified in everything you do
Be glorified in everything we say
Have your way, (Cho)

As we praise- 2 O Lord draw near
It's your voice- 2 we long to hear (Cho)

IN HIS TIME

In his time, in his time
He makes all things beautiful in his time
Lord please show me everyday
As you're teaching me your way
That you do just what you say in your time

In your time, in your time
You make all things beautiful in your time
Lord, my life to you I bring
With its winter and its spring
May I fathom everything in your time.

There's a time, there's a time
Both for sowing and for reaping
There's a time
Time for losing, time for gain, Time for joy and time for pain
Every purpose under heaven has a time.

There are times, there are days,
Weeks and months we cannot understand God's ways.
If for years we fail to scan
What is his eternal plan,
We'll remember that He can all the time.

THANKS DO I GIVE TO THE LORD

Thanks do I give to the Lord
With my whole heart evermore
Thanks do I give to the Lord
For his faithfulness and love
In the presence of angels, I will bless him
And adore him before his holy temple.
On the days I called, he answered
He increased the strength of my soul

For the Lord looks with favour on the humble
From afar, he marks down the proud
Though I live in the midst of affliction.
My life he preserves against my foes.

गाता प्रभु तेरा आभार

गाता प्रभु तेरा आभार
मन मेरा शत शत बार
सांसों की तेरी सरगम
नमन करें बारंबार

बागों के फूलों से
आकाश के पक्षियों से
ज्यादा प्यार तूने दिया
प्रभु सृष्टि की शोभा से
तारों के आभा से
मुझको है तूने सजाया,
गाता प्रभु...

पहले जीवन दिया दया से फिर सींचा
वरदानों से भर दिया
प्रभु पापों को धो डाला
प्यार से अपनाया
शांति का वाहक बनाया, (गाता प्रभु...)

हम होंगे कामयाब

हम होंगे कामयाब,
हम होंगे कामयाब,
हम होंगे कामयाब एक दिन,
ओ मन में है विष्वास, पूरा है विष्वास,
हम होंगे कामयाब एक दिन।

हम चलेंगे साथ-साथ,
डाले हाथों में हाथ,
हम चलेंगे साथ-साथ एक दिन,
ओ मन में है.....।

होगी शान्ति चारों आरे (3) एक दिन,
ओ मन में है.....।

नहीं भय किसी का आज (3)
ओ मन में है.....
हम होंगे कामयाब एक दिन।

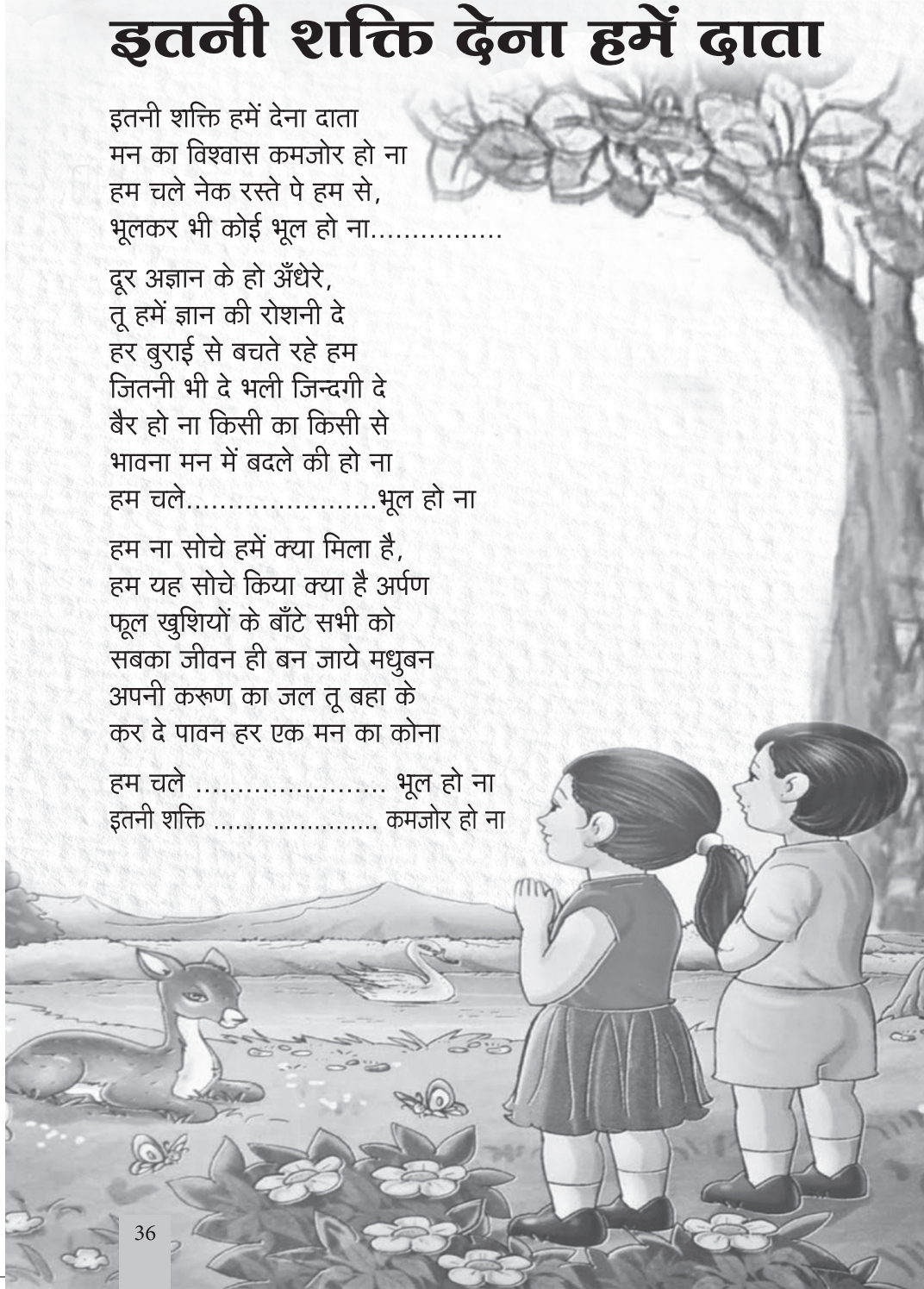
इतनी शक्ति देना हमें दाता

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना
हम चले नेक रस्ते पे हम से,
भूलकर भी कोई भूल हो ना.....

दूर अज्ञान के हो अँधेरे,
तू हमें ज्ञान की रोशनी दे
हर बुराई से बचते रहे हम
जितनी भी दे भली जिन्दगी दे
बैर हो ना किसी का किसी से
भावना मन में बदले की हो ना
हम चले.....भूल हो ना

हम ना सोचे हमें क्या मिला है,
हम यह सोचे किया क्या है अर्पण
फूल खुशियों के बाँटे सभी को
सबका जीवन ही बन जाये मधुबन
अपनी करुण का जल तू बहा के
कर दे पावन हर एक मन का कोना

हम चले भूल हो ना
इतनी शक्ति कमजोर हो ना



THE SCHOOL PREAMBLE

It is our endeavour here, at Holy Family School, Farakka to provide holistic education – total education – i.e education of the mind, body and the spirit. A quality secular education, tempered with Christian ideology, sets apart the kind of education we impart here in Holy Family School, from that imparted elsewhere.

I) ADMISSION

1. The management reserves to itself the right of admission.
2. Parents desiring admission for their children are required to complete the application form for registration and return it along with the necessary documents and necessary fee, which is not refundable, nor does it constitute any assurance for admission.
3. A child who has not attained the age of 6+ years will not be admitted to class-I. Admission to higher or lower classes will be governed by this rule, only depending on the vacancies available.
4. At the time of admission the following documents are required:
 - i) Admission form duly completed, along with required photographs.
 - ii) 2 Recent passport size photographs of the student / and 1 photograph with the parent (5x4 cm).
 - iii) Undertaking signed by the parent.
 - iv) Attested photocopy of the original mark sheet of the last examination passed at the previous school.
 - v) A child who has previously studied in another recognized school will have to submit a transfer certificate from the school last attended.
 - vi) Municipal birth certificate and residence proof will have to be submitted for admission of a child who has not attended any recognized School previously.

- vii) Special attention must be paid to enter correctly the name and date of the birth of the child. Subsequent changes in the date of birth or name will not be permitted.
 - viii) Record of immunization must be duly filled in and produced in the office when required.
 - ix) Before admission and/ or shifting residence, parents should satisfy themselves that adequate transport arrangements exist for their ward from the place of residence to the school and back. Deviation from the established route or a change in the time schedule will not be permitted. Parents who shift their residence have to officially inform the school about the same so that proper changes are made in the school records. It is mandatory that this procedure should be carried out personally by parents themselves and not through correspondence or through their children.
 - x) A copy of the Baptism certificate, if the candidate is Christian and a letter from the Parish Priest.
 - xi) An affidavit from a 1st class magistrate or Notary confirming the date of birth as stated by the parent.
 - xii) Medical certificate by a Registered Medical Practitioner (along with his Reg. Number) and specification of blood group of the student should be denoted.
 - xiii) SC, ST, OBC- Parents of students belonging to these categories should submit original and photo copies of the caste certificates. Photo copies will be retained and after verification the original certificate will be returned. (This is for statistical purposes only)
 - xiv) Aadhar card of the student.
5. Selection of the candidates will be done by a committee. No correspondence will be solicited regarding selection and admission of the candidates. Any recommendation, use of influence (direct or indirect), offer of donation etc. will lead to the cancellation of the application form/admission of the candidates.

- 6. If selected, admission must be taken within the time given for admission. Thereafter the candidate will forfeit the chance for admission. The list will be put up on the School notice board.
- 7. Preference will be given to the candidates of the following categories who fulfill the other eligibility criteria for admission: Christian candidates, Ex-Holy Family Children, Student of siblings studying in Holy Family School and students of the neighborhood.

IMPORTANT FOR ALL CLASSES

- i) Incomplete admission Forms/Forms without the required documents will not be accepted after the due date. Admission of such candidates will be automatically considered cancelled and there shall be no refund whatsoever.
- ii) However, it is made clear that if the student / applicant is already on the rolls of the school or any of the Holy Familian group of schools then he or she would not be eligible to register afresh in this school. If the admission is done inadvertently on this account, then it shall stand cancelled and no refund shall be made.
- iii) In the course of a student's tenure in the school or at the time of admission, should it come to light that a parent has concealed the fact that the child is suffering from a physical or mental disability or communicable and contagious disease or any serious ailment, then the school reserves the right to cancel the admission or to order the withdrawal of such a student. No refund whatsoever in any fees would be made in such an event.
- iv) False documents / incorrect information found at any time, even after admission will debar the candidate from getting admission or pursuing studies in the school.

II) RE-ADMISSION

Readmission will only be done as per rules and orders of the Principal, provided seats are available. It will be done on payment of Rs.5000/- which is the school's readmission fee, plus all dues if any that are not cleared.

III) UNIFORM

Students are requested to report to school always in the prescribed uniform. Parents are requested to go through the details of the uniform as given below. Strict adherence to the following specifications is expected from the pupils. Pupils must come to school in neat and well pressed school uniform. Those who are coming in crumpled or stained uniform or unpolished shoes are liable to be sent back home or fined.

UNIFORM SPECIFICATIONS DETAILS

NURSERY, LKG & UKG

BOYS: Light Blue colour shirt with blue striped short collar, Blue half pants with light blue stripe at the bottom, Black shoes with light blue belt and socks.

GIRLS: Blue striped collared neck frock with short sleeves in light blue colour on top and dark blue at the bottom, black shoes and school socks, Red hair band.

WINTER DRESS:

BOYS & GIRLS: Light Blue Monkey cap, V neck brown colour half sweater, Dark Brown Blazer. & (Light Blue Leggings for Girls)

PT UNIFORM (Wednesday / Saturday)

Boys & Girls: Pink Track suits with white shoes & School Socks.

CLASSES I TO V

BOYS: Lavender shirt with black collar and Black trousers, School belt, shoes and blue socks.

GIRLS: Lavender colour shirt with striped short collar and Lavender striped skirt, School belt, shoes and blue socks.

WINTER DRESS:

Boys & Girls: Maroon Colour of V Neck Half sweater, Maroon Blazer with Coat wool, Lavender Scarf, & (Lavender Leggings for Girls).

CLASSES VI TO VIII

Boys: Light blue shirt with blue striped short collar and stripes on

the sleeves, Blue Pants, Black shoes, School Belt & Socks.

GIRLS: Light blue shirt with blue stripes on the collar and sleeves; blue striped skirt, Black shoes, school Belt & socks.

WINTER DRESS:

BOYS & GIRLS: Grey Colour of V Neck half sweater, Grey Blazer with coat wool and Muffler & (Grey Leggings for Girls)

CLASSES IX TO XII

BOYS: Light Cyan Colour shirt with deep grey Nehru collar and stripes on the sleeves, Deep grey pants, Black Shoes, school Belt & socks.

GIRLS: Light Cyan Colour shirt with striped Nehru collar and stripes on the sleeves; Black & Red striped skirt, Black Shoes, school Belt & socks.

WINTER DRESS:

BOYS & GIRLS: Grey Colour of V Neck half sweater, Grey Blazer and Muffler, & (Grey Leggings for Girls)

PT UNIFORM (Friday) Classes I to XII

BOYS: White Pants & shirt, school belt with white socks and white shoes, Dark blue striped Tie.

GIRLS: White skirt & shirt, school belt with white socks and white shoes, Dark blue striped Tie.

SPORTS UNIFORM (Wednesday / Saturday)

(CLASSES I–XII) BOYS & GIRLS: House colour Track suits with white shoes and white socks.

1. DRESS AND APPEARANCE

- i) Students are not permitted to wear any makeup or Jewellery. Boys are not allowed to wear ear- rings. Girls may wear only small ear-rings or studs. The school will not be responsible for the loss of Jewellery worn in contravention of this rule. Application of mehendi is not allowed during school days. Only Red hairbands and Red clips may be used by the girls. Hair except when it is cut short till the ears should be tied

- up. Having a permanent or temporary tattoo or any form of body art or colouring the hair with dyes or spiking hair with gel is not allowed.
- ii) Boys are instructed to ensure their hair is neatly/ evenly trimmed and maintained. The length of their hair should not be beyond 1 inch. The cultivating/ growing of beards is forbidden, except for Sikh students. Others must come to school clean shaven. Defiance of the rule will be deemed as having committed a Major Misconduct and follow up action will be taken.
 - iii) The Boys trousers that would be worn to school must have two pleats on either side and the pant must conform to the width provided by the school's approved shop namely Sima Dresses. No alteration of the width will be accepted. In violation of the same the student will be suspended till he comes as per the school's stipulation.
 - iv) No high collared vests are to be worn under the shirts.
 - v) No Jerkins, Jackets or Wind-cheaters are to be worn to school.
 - vi) No wearing of caps, (unless allowed by the Principal or the P.T. teacher) is allowed during school hours, If allowed, then only black caps must be worn.
 - vii) The school belt is an essential part of the school uniform and must be worn every day of school. No other belt is allowed.
 - viii) When wearing the school tie the knot of the tie should always be touching the top button of the collar of the shirt which should be fastened. Any disrespect to the school tie will be treated as a major misconduct.
 - ix) No other coat other than the black school blazer with the school monogram on the pocket, is allowed to be worn to school. It is mandatory to wear the same.
 - x) Students must wear their respective house badges and council badges.

- xi) Every student must carry his/her identity card to school every day, visibly on his/her clothes.
- xii) Casuals will not be allowed on any occasion since they disturb the required discipline of the school.
- xiii) Students of classes I-XII are not allowed to wear casuals to school on their birthdays.
- xiv) No student shall be allowed to enter school premises in casuals even if he/she is coming for extra classes/remedial classes/or any other purpose.
- xv) Students are not permitted to attend school in sandals or slippers unless they carry a letter of recommendation by a prescribed doctor.



NOTE: Guardians are requested to observe the aforesaid details; otherwise, their wards may not be permitted to board the bus or be admitted into the school premises.

IV CLEANLINESS

1. It is the duty of all the students to keep their classrooms and other places in and around the school, clean and in an orderly manner. They should cultivate the habits of using the dustbin.
2. No pupil is allowed to write on the black board unless asked to do so by the teacher.

V SCHOOL TIMINGS

1) School Timings

| | |
|------------------|----------------|
| NUR - UKG | I - XII |
| 7:45 – 12:30 P.M | 7:45- 2:00 P.M |

2) Reporting time and Dismissal

- i. As per schedule of the school, children should not come to school earlier than 30 minutes before the assembly bell.
- ii. Further, once the children come into the campus of their respective buildings, then they should not leave the compound.

- iii. As soon as the students enter the school campus they should be in their respective classrooms along with their class teachers.
- iv. Any student found loitering or bunking school will be considered to have committed a major misconduct.
- v. Important note for Parents / Guardians using private transport facilities. It has been noticed that students coming by autorickshaws, private buses etc. do not report to school on time. Even after dismissal vehicles do not reach on time to collect your ward, as a result students are found wandering about on the main road. Due to lack of space they even hang on the vehicles which may prove fatal. Parents & Guardians are requested to take interest & care so that their children leave the school premises, within half an hour after dismissal to avoid unwanted incidents and accidents. The school management will not bear any responsibility incase of any untoward incident taking place.

3) Visiting

- i) Parent/Guardians or relative are not allowed to meet pupils or teachers during school hours or enter the class rooms once begins.
- ii) Kindly do contact the office in case of an emergency.
- iii) Direct contact with the Teachers is discouraged very firmly.

4) Visiting hours

To meet the Vice- Principal/ Principal with prior appointment.
Time : Mon- Fri : 8:30-9:30 A.M.

VI ATTENDANCE

1. RULES FOR ATTENDANCE

- i) Regular attendance is a key requisite for a good student. As per ICSE norms and rules, 80% of attendance is mandatory.
- ii) Students who are regularly sick and fall short of the required 80% attendance may be asked to leave the

school on grounds of insufficient physical fitness for regular schooling.

- iii) It is mandatory for all to be present on the closing and opening day of the school.

2. LATE COMING

Students must reach school on time, and be present before the assembly begins. They may leave the school only after the final school bell has rung. Students arriving late to school are reminded about being on time, with a note in their diaries. The third late coming in a term automatically requires that the student be sent home that day and considered absent. A record of late coming is maintained as a reference in the allotted page in the School Diary.

3. LEAVE / ABSENCE

- i) For every absence, a written statement in the allotted page in the school diary (Non attendance and Leave record) signed by the Parent/Guardian is required on the day the pupil returns. If a student is absent for more than 3 days due to ill health, a certificate from a doctor is required stating the illness and fitness to re-join. Oral or phone messages will not be accepted.
- ii) A student with irregular attendance or who is absent for more than 5 days continuously without prior sanction of the Principal in writing is liable to have his/her name struck off the school rolls.
- iii) No leave will be granted during examinations.
- iv) Pupils must be punctual not only at the beginning of the day but also for all subject classes and activities. Unauthorized absence from classes, what is commonly known as 'bunking', is a serious offence and can be punished with suspension and on repeated incidents, with expulsion.
- v) Student who remain absent for more than one of the mid semester tests, will be marked 'absent' with nil in that test and all subsequent tests where he/she is absent. No average marking or retest in this case will be considered.

- vi) No leave will be granted during the test week.
- vii) Early dismissal of students will not be allowed unless parents/guardians present a written note to the office, permission from the Principal is necessary.

VII SCHOOL DIARY

All students when attending their classes must have their school diary with them. All information and personal details of the student must be duly filled and handed over to the class teacher in the beginning of the session without fail. The medical and transport details also have to be updated on the online form available on the school Website www.hfscampuscare.in

In order to secure all that is best in the education of your ward, maximum co-operation between parents and the school is necessary. Besides, periodic circulars are sent out to parents to keep them apprised of developments in the school. This diary serves as a convenient channel of two way communication between parents and teachers.

We earnestly request the parents to have a look into the school diary every day and see that their ward has attended school and that homework assigned for the next day is completed.

Your prompt attention to teacher's remarks is essential.

1. NOTICE/REMARKS/LETTERS GIVEN BY SCHOOL

The student is duty bound to hand over to the parent any notice/letter/entry in the diary/meant for the parent. Failure to do so will be treated as an act of indiscipline and will be liable for disciplinary action even to the extent of treating it as a major misconduct. It will be the duty of parents to fully educate their child on this matter of importance and its compliance. The school will not be responsible if the student fails to hand over any notice/letter/entry in the school diary meant for the parent.

2. CHANGE OF ADDRESS


Change of address, should be notified directly to the principal

in writing at the earliest. Unless otherwise advised in writing, the address given in the Declaration form at the commencement of the academy year will be treated as the address for future correspondence. Kindly treat this as very necessary.

3. STUDENTS RESIDING WITH LOCAL GUARDIANS OR IN PRIVATE HOSTELS

An authorization letter by the parent must be submitted to the principal stating clearly all relevant details and the authority to act on their behalf.

Parents are required to personally fill in the form in this diary for identification and record of the local guardian.

 **NOTE: The school will not be liable for the consequences arising due to failure to do so.**

VIII SCHOOL FACILITIES

1) LABORATORIES

- i) Separate laboratories for Computer Science, Physics, Chemistry, Biology and Mathematics have been made available for the students.
- ii) All apparatus and equipment must be taken care of and any damage has to be made good by those responsible.
- iii) In the event of any damage or breakage caused by a student, the cost of the same has to be borne by the student. In the event of willful damage or vandalism, a heavy fine will be imposed, it will be considered as a major misconduct and accordingly disciplinary action may be taken.
- iv) A student should not pilfer chemicals, acids or equipments.
- v) For Chemistry Practical it is compulsory for students to wear white coat which they should provide themselves with.
- vi) It would be the bounden duty of the students to carefully wash their hands with soap in the laboratory after completing a chemical experiment. During the process of an experiment should a student suddenly feel unwell

then he should immediately inform the teacher or the lab Assistant of this fact.

- vii) The Computer Science Lab is available for students of STD II and above. The Lab Computers are connected to the Internet which would be available to the students for surfing Educational Websites and for E-mail.

Our E-mail address is : holyfamilyschoolfarakka@gmail.com

2) AV ROOMS

The school has well equipped and furnished Audio-Video rooms, where students get a live multimedia experience based on the topics they study in the theory classrooms. The AV rooms cater to the Primary, Secondary and Senior Secondary students. Other than creating a deeper interest in academic performance, the school also shows socially, value based, age appropriate movies through 'School Cinema' which lead to overall personality Development.

3) LIBRARY

Qualified librarians for the Primary, Middle, Senior and Senior Secondary students supervise and guide the pupils. In addition, books are issued on loan to pupils who are responsible for the same while in their possession.

Students must acquire the habit of reading as it is important for their education process. Parents are required to educate their children to cultivate this habit.

- i) In the beginning of each Academic session a student must collect a library card from his/her Class Teacher and affix a recent passport size photograph in full school uniform on the library card.
- ii) When a student loses his/her library card he/she will be charged Rs.25/- for a new one.
- iii) Student may borrow one book at a time for the period of a fortnight.
- iv) When books are returned late, a fine of Rs 5/- is charged per day for the book.

- v) A book to be renewed must be brought to the library each time. They will not be otherwise renewed.
- vi) Reference books are for consultation only in the library. They are not issued.
- vii) If a student could not finish reading the borrowed book, it can be reissued from the library for another week.
- viii) Student should take good care of library books to avoid mutilation.
- ix) Library books can be issued and returned during library period of the class only and not in any teaching period.
- x) The librarian may recall a book at any time in case of urgency.
- xi) Library books are to be deposited at least one week before the long vacations.

Books are treasures. Don't spoil them by making comments etc.in them. A fine will be imposed on the student for minor damage to a book. In case of major damage or loss of the book, the book will have to be replaced by a new one or the cost of the book will have to be deposited as per current market price, if ascertainable, failing which the principal's discretion will have to be honoured as to its cost.

4. SCHOOL INFIRMARY

- i) The school has an infirmary with an infirmarian to provide basic first aid only. In case of minor injuries the School will provide first aid as far as possible.

If the student at the time requires expert medical care, effort will be made to notify the parent of the same and if necessary/possible the school will make the required arrangements of sending the child home or to the doctor/hospital and the parent will be required to reimburse the school for the expenses incurred.

- ii) The school does not hold itself responsible for injuries sustained by the pupil, for unintended negligence or natural disasters while in the school.

- iii) If a student is repeatedly found in the infirmary, his /her parents will be summoned and will be asked to show the student to a doctor and submit a copy of the medical record of the student. A record from the sick room is also maintained in the allotted page in the school diary.

IX) DISCIPLINE



1. General Discipline

- i) Pupils are advised not to have private tuitions. Parents are urged to encourage their children to do their daily work diligently and honestly and to pay utmost attention to the studies in the class room.
- ii) Parents and/ or pupils (individually or collectively) are forbidden to give teachers gifts. Neither parties, nor gift presentations by students or parents on birthdays of students/teachers or such occasions are not allowed.
- iii) Pupils are required to behave politely and avoid use of indecent language or actions injurious to the feelings of fellow students, teachers or others in this school. Any such behaviour indicative of hurting others' caste, community or religion will attract serious disciplinary action.
- iv) No student shall indulge in any of the following practices namely.
 - (a) Chewing gum or consuming paan masala.
 - (b) Disfiguring or otherwise damaging any school property. A suitable fine will be imposed if found doing so.
 - (c) Bullying others and rude behaviour.
 - (d) Use of violence in any form.
 - (e) Making castes and communalist remarks.
 - (f) Use of obscene language or causing hurt to the modesty of others.
 - (g) Clicking pictures of teachers and students and unauthorized posting of them on the web. Any such act is a serious offence, and can lead to

immediate expulsion of the student.

- (h) Extortion of money from students/Juniors.
- v) The school reserves the right to discipline appropriately, suspend a student for a month or full term or even dismiss any student whose conduct offers evidence that he lacks the required sense of responsibility or ready co-operation either in his academic work or in matters of conduct.
- vi) The School reserves the right to dismiss pupils whose diligence or progress is continuously unsatisfactory, who flout the rules of the school, whose guardians show little interest in the progress of their wards.
- vii) Immorality, grave insubordination, contempt of authority or willfull damage to property is always sufficient reason for immediate dismissal.
- viii) Pupils may be required to take part in various co- curricular and extra-curricular activities even outside school hours. When so required, participation will be deemed compulsory. Staying away from mandatory school functions, including Annual Day and Sports Day without prior permission and / or justification will be considered a discipline default.
- ix) Students are responsible to school authorities for their conduct not only in the school but also for their general behaviour outside. Any report or observed objectionable conduct outside the school on the part of the pupils will make them liable to disciplinary action. It is expected that through their good behaviour they enhance the prestige of the school.
- x) Pupils are strictly forbidden to make purchases of eatables or any other articles from unauthorized dealers/street vendors near and around the school premises.
- xi) A student involved in any incident even outside the school which brings 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.
- xii) The school reserves the right to send a student home under the following circumstances:
- a. Repeated late coming
 - b. Not in complete school uniform
 - c. Inappropriate hair style/ haircut
 - d. Not in possession of text and exercise books, school diary and bus pass as per school schedule. All students must purchase the required books & copies within the 1st week of the session, failing which strict action will be taken.
- xiii) Immediate expulsion may be imposed upon a student:
- a. Who attempts or does molest or misbehaves with a student or teacher.
 - b. Who physically assaults or make arrangement to assault any member of the staff or fellow student.
 - c. Further to this, depending on the nature of the injury inflicted, past record of the student and in some cases where deemed necessary the matter could be handed over to the police by the school Authority.
 - d. In Case of any misconduct committed by a student outside the school, that is highlighted by the media or the civil authorities concerned, which brings disrepute to the school, then on the genuineness of the matter the student's name will be struck off the rolls of the school.
 - e. Who tampers with the school records or tries to steal them, take them out of the school campus or attempts to destroy them.
 - f. In the event of a student uploading any photo/video on social media which shows the school or teacher or any student in poor light; it will be treated as a major misconduct and the student is liable to face immediate expulsion.

- xiv) Possession and use of electronic equipments like cameras, tablets, i-pods, i-pads, laptops, cell phones and MP3 players is forbidden strictly in the school premises. If these electronic equipments are found in possession or in use without prior permission from the concerned authority for school related events, they will be confiscated and appropriate disciplinary action will be taken at the discretion of the principal. A minimum fine of Rs.1500/- will be immediately charged as a deterrent for the first incident. The parents on being intimated will have to personally come and take possession of the same at the end of the term.
- xv) 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 causing serious emotional & moral harm to fellow students. The school will take immediate action including suspension/ dismissal.
- xvi) 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 of the law of the land. All such offences may lead to suspension / dismissal.
- xvii) Banned: The splashing of colours/the bursting of crackers/ bringing of weapons of any kind, knives, whiteners, drugs/ narcotics or any pornographic material into the school premises are banned.
- xviii) Action will be taken against those children who are not present on the opening and closing date of any vacation.
- xix) Any student involved in any kind of theft will be liable to the extent of expulsion from the school if proved.

- xx) If a student be found to be disturbing the class inspite of being reprimanded then he/she could be suspended indefinitely and his/her parents notified. Should he/she continue to commit this misdemeanor then he/she will have to leave the school and his/her name will be struck off the rolls of the school.
- xxi) Loitering around in the campus without the permission of the teachers will be treated as an act of indiscipline. Repetitive acts such as this will be treated as an act of indiscipline, As this will be treated as a major misconduct and strict action will be taken.
- xxii) Should a student notice any strange/ unusual/ doubtful/ suspicious or dangerous object lying anywhere in the school or in the campus then he/ she should immediately notify a responsible person of the school. Meanwhile nobody should touch the object and everybody should remain far from it.
- xxiii) Cycles must be locked. Students must not ride in and around the school compound on bicycles. Use of scooters/ motor cycles is strictly prohibited in the school compound. Students found vandalizing another's property will have to fully compensate for the damage done as per the discretion of the principal and Discipline committee and also face action as per a major misconduct.
- xxiv) As per rules and directives of the Supreme Court and the State Govt. & H.R.D. Ministry, ragging in any form is strictly to physical assault on a fellow student or teacher will be deemed as a mode of ragging which will not be tolerated at any cost. Students are seriously warned against this. Any student found to inflict any harm or injury to another student will be expelled & or the civil authorities will be duly informed if the case so warrants. Even if a student is in Std. X or is to sit for his I.C.S.E. board Exams and indulges in such an act then because of violation of this rule he will be expelled. Parents are duty bound to warn their ward accordingly to desist from any type of ragging.

Attention is Drawn to all Guardians to the Directives

Given to all Educational Institutional Schools of India Issued in Public Interest By Ministry of Human Resource Development Department of Higher Education here with Noted Below:

“Ragging is a criminal offence and lowers the standard of Education.”

- xxv) No Student of this School is allowed to drive a motor car or a motor cycle to school, who had not reached the age of 18 years and is not in possession of a valid driving license. Prior permission even in this case is required. It will be treated as a major misconduct and action will be taken accordingly. Parents will be held responsible for any laxity in this matter.
- xxvi) As per rules framed, senior students, i.e of Stds.VIII, IX , X, XI & XII at all times in the school and on the school bus will confine their close association only to the colleagues of their class and sections and not with any student of any other class.

Juniors will always show respect to their seniors, in words and in department. Seniors too should conduct themselves in a polite manner with their juniors.

In the eventuality of any differences or disputes arising both parties should immediately report the matter in writing as per the directives set down.

If any student is found to be closely associating himself/ herself with a student other than of his own class, then it will be treated as an act of indiscipline.

Students of the ground floor are not allowed to visit the other floors/ except by special permission of a teacher. Infringement on the account will merit disciplinary action.

Students who are suspended should not be seen in the campus or in the near vicinity of the school.

- xxvii) If a Student of Stds. X & XII is found to be bursting crackers or splashing colours or vandalising school property or any kind of misbehavior or misconduct

during his CISCE & ISC Board exams then the remark: “has shown disrespect for school rules during his Board Exam period” Will be clearly entered into his Character Certificate. This fact is always fully made known to the students during morning assembly during the course of the year and prior to the CISCE & ISC Board exams. Therefore, violation of this rule will not be condoned.

- xxviii) Running, Playing or Shouting inside the school building is not allowed.
- xxix) No student is allowed to remain in the classrooms/ corridors during games / Library / Lab periods etc. once the whole class has left the classroom, no student is allowed to return to the class without prior permission from the class teacher / Principal.
- xxx) No collection is to be made for any purpose in the school without the approval of the Principal.

All sign, notices, posters etc. should be approved by the Principal before they are displayed in the school.

X) REDRESSALS / PROCEDURE

In the event of any quarrel, dispute, altercation, heated argument or differences happen among students, no student should physically assault, manhandle or use abusive language against another no matter what the provocation. The management of this school for the safety & protection of its students, has framed the following law. Parents & Students are to take serious note:-

Students are most seriously warned against taking the law into their hands. Specially to the extent of thereby inflicting any physical injury on any student. In such an event taking place, the victim student should immediately report the matter to the principal/ vice-principal and class teacher. This should be followed up with a written complaint giving all details on the same day of the occurrence, as stated below.

The student or students found guilty to have taken the law into their own hands, and inflicted the injury, would have his/her name struck off the rolls of the school. In taking the final decision in such a matter the management will use its discretionary powers.

The complaint should contain the (a) Date, time and place of occurrence (b) the probable reason for the arising dispute / difference / quarrel and also (c) names of witnesses if any, with their signatures if possible with their classes and sections.

As per the finding, the punishment will be meted out. The decision of the Principal / Vice-Principal will have to be respected by all the students involved and their parents. If it is sensed that either party is not respecting the decision of the Principal or Vice-Principal and it could lead to breach of peace then the matter could be informed to the police and handed over to them for further action. The onus for taking such a step will lie with the parent/guardian and the student/ Students, for failing to respect the decision of the Management.

Further to this rule, any quarrel/ dispute between students in the school campus should not be continued outside the confines of the school campus. Nor should outsiders be induced by either party to get involved in such a quarrel. Nor should quarrels or differences that had happened outside the school’s campus be brought forward to be settled inside the premises of the school. Such acts committed by any student will be treated as major misconducts and the culprits will be liable to be dismissed from the school, as per the severity of the case and or repetition of the infringement.

IMPORTANT

- (a) No parent should get directly involved with the other students in such cases.
- (b) They should try to assist the school in bringing about amity among the students involved.
- (c) The parents should accept, honour and respect the decision taken by the Principal/Management.

Self- discipline begins with the mastery of your thoughts. If you don’t control what you think you can’t control what you do.

XI SCHOOL FEES



For online fee payment users of Corporate/ Business Card and Net Banking will be charged as per RBI Guidelines.

- i) Fees will be accepted on all working days at the school counter and it will be the sole responsibility of the parent/guardian to deposit the same on time as per the rules prescribed in the bill book of the student.
- ii) All fees including all dues will have to be cleared prior to the commencement of the exams. The admit card of the defaulter students will be withheld. The defaulting students should be detained at home by the parents. No Re-test will be conducted in this case.
- iii) Fees once paid will not be refunded. Parents are advised to make payments through bank or Campus Care in online mode. All transaction will be online. No cash will be accepted in the school counter.
- iv) If for any reason the parents/guardians have not received a Bill Book then they must enquire at the school office. It will be the duty of the parent to inform the school of their child for not having a bill book. Fees must be cleared before the due date. No deduction of school fees is made for holidays or broken periods, during the duration of suspension.

XII TRANSPORT

- i) If a child is required to leave school early in case of some emergency then the parent or guardian should have to come personally to take the child home.
- ii) All parents whose wards are commuting to and fro school by privately arranged vehicles are required to ensure and verify that the crew of private vehicle operators possesses the character and antecedent verification report from the police authorities.
- iii) In the event that the school provides a cycle-stand and to ensure proper security of the cycle each student is responsible to lock his cycle with proper padlock and a chain.

XIII CO-CURRICULAR, EXTRA CURRICULAR ACTIVITIES

All activities: Athletics, cultural, school band, social or of any

other kind, which may be directly or indirectly identified with the school are subject to explicit and definite approval of the Principal or Director. Letters of intimation will be issued to parents prior to the occasion. Activities such as Games and sports, Social Service, Language, Celebration of National Days, Children's Day, School Day, Teacher's Day, Drawing Competition, Essay Competitions, Debating, Computer Quiz Competition, Elocution Contest, Science Talent Competition, and Song and Drama etc. play an important role in developing the personality of the children at Holy Family School. Children who do not have any medical problem, or are not physically challenged are expected to participate in such activities.



NOTE:

- i) Actively participating in co-curricular & extracurricular activities is an important element that contributes significantly to the all-round development of the personality of the student. It helps to generate leadership qualities in a student.
- ii) It is mandatory for full students to participate in the cultural and sports activities unless a student is not physically fit. In that case, along with an application, a Registered Medical Practitioner's certificate is necessary.


ASSIGNMENT OF HOUSES

| Truth House | Peace House | Love House | Justice House |
|-------------|-------------|------------|---------------|
| YELLOW | GREEN | BLUE | RED |

Every student is assigned one of these houses. Each house is headed by a boy and girl, Known as the House Captain. A member of the staff is appointed as the moderator of each house. Points are awarded to the students during the academic year for extra-curricular activities and indoor as well as outdoor games and sports.

XIV ASSESSMENTS

Assessments are conducted according to the schedule given by ICSE/ISC. It is mandatory for all the students to take up these assessments seriously and parents must co-operate with the school management. No Retest will be taken for assessments.

 **NOTE:** The answer papers of the final exams are not shown. If the need does arise, then the Principal will probe the matter and his/her findings and decisions will be final. Such matters should be brought up in writing for consideration within a week of the distribution of the Report Cards and not later.

XV PARENT-TEACHER MEETINGS

1. These meetings are held every year. It is compulsory for parents to attend these meetings so as to ascertain their child's academic progress, shortcomings, whether he/she is duly respecting the discipline and norms of the school and to review his/her exam papers.
2. In the event, if a parent fails to attend a Parent-Teacher-Meeting for whatever reason, the parent must personally meet the Principal/Vice Principal and tender in writing the reason for his/her absence and get it condoned.
3. Tutors, elder brothers/sisters, relatives or any other unauthorized persons/are not permitted to attend these meetings on behalf of the parent, unless the parent sanctions the same in writing stating the reason of absence.
4. If the parent wants to meet a teacher, he/she must write a note in the student's diary, which will be acknowledge by the teacher.
5. Important for security. No parent is allowed in school without the Parent's Identity Card issued by the school. In case the parent does not have an Identity Card, the same must be arranged at the earliest since without it entry in the school is barred at any time, even on the PTM days.
6. Parents who regularly fail to attend Parent-Teacher meetings will be deemed to be not interested in the student's education and as this is pernicious to the school in general and the student in particular, the student may be asked to discontinue.
7. Parents of academically weak students or students with unsatisfactory disciplinary conduct or who fail to attend P.T. meetings, will be deemed to be uninterested in their ward's education and the student may be asked to discontinue.

XVI REPORT CARDS

1. Report cards must be collected either by the Parents or Guardians personally.
2. All parents are to collect their wards Report Card positively on the notified date, failing which your ward will not be allowed to attend the school from the very next day.
3. Any error in the report card must be brought to the notice of Principal/Vice Principal within 7 days of Report Card Day (in writing) along with the original report card.
4. After notice is served upon the defaulting Parent/Guardian, failure to take the Report Card within 3 days thereafter will be reason enough to strike the name off from the rolls of the school.

XVII CRITERIA FOR PROMOTION

1. One should get at least 40% marks in all major subjects.
2. A minimum of 80% attendance is mandatory.
3. In exceptional or extraordinary cases, past academic performance may be considered to give promotion to those who could not appear for the final exam due to major and prolonged medical ailment. The Principal has the authority to use his/her discretionary powers in this regard.
4. Promotion to the next class is based on the whole year's performance.
5. Students involved in any type of misconduct will be considered as not eligible for promotion.
6. Any irregularity detected during an examination is punishable with expulsion from the examination room and further disciplinary action may be taken.
7. In special cases, if a retest is to be taken in Std. IX, the concerned students will not be deemed 'PROMOTED' to the next class until clearance is given by the Principal. In this case, fees are not to be deposited until the promotion is granted.

XVIII TRANSFER CERTIFICATE / WITHDRAWALS

1. The intended withdrawal of a pupil should be made known to the Principal in writing one month (i.e. 30 days) in advance or one month's fees will be charged, in lieu thereof. The same applies to bus fees. Further, those who leave the school in May must pay the fees for June as well.
2. Transfer Certificates, will be issued from the office on the payment of a fee of Rs.100/-. An application for the same must be submitted to the office, giving the office a clear 3 working days processing time for issuing the T.C.
3. Transfer Certificate, Conduct Certificate, Testimonials and Examination Certificates will not be issued until all dues have been paid.
4. The School administration reserves all rights to order withdrawal of a student in case of:
 - a) Acts of gross indiscipline.
 - b) Having contracted an incurable disease or communicable and highly contagious disease.
 - c) Non- payment of fees and non-clearance of dues.
 - d) If the information provided at the time of admission is found to be incorrect.
 - e) Uncouth & impolite behaviour of a Parent/ Guardian with the Principal, a teacher or any staff of the school.
 - f) Indulging in Ragging.
 - g) Repeated major misdemeanors despite bringing the same to the notice of the parent as per school records.
 - h) Prolonged absence which is not adequately justified or explained may be considered reason enough for dismissal.
 - i) Students whose academic performance is indifferent or poor despite the efforts made by the school, and/ or

whose disciplinary record is not satisfactory may be asked to leave school.

- j) When parents fail to submit proper documents required as per school norms for admission of their wards, at the time of admission or anytime later, within the prescribed time, and continue to stay in default, even after notices in writing to the parents.
- k) When students whose conduct is seriously contrary to the discipline and ethos of the school, such as using obscenities, hurting others, specially fellow students and when they are involved in aggressive behaviour, and who continue to stay in default even after notices in writing to the students and the Parents.
- l) When parents whose wards suffer from any type of learning disability, or have serious learning shortfall, that requires special professional assessment, essential to enable the school to help them, and parents refuse to comply with the advice of the school and refuse to get an assessment done or seek professional assistance required for such cases:

XIX CHARACTER CERTIFICATES, DIARY RECORDS, ANECDOTAL, RECORDS, PERSONAL FILES

A character certificate, certifying character and good conduct of any student will be given only after referring to the diary records, anecdotal records and personal files of the students. The school reserves the right and authority of denying any student a character certificate or inserting an adverse note in the certificate, if his/her daily records, anecdotal records, personal files justify such a measure. Let students be very careful in conducting themselves in such a way during their tenure in school so that they actively merit a good character and conduct certificate. The same rule will also apply for attesting any document where the Principal's signature and school seal is needed for confirmation and attestation of a student's character and conduct. 'A Good Character' and 'Conduct Certificate' will not be given to all and sundry indiscriminately.

XX PARENTS OF STUDENTS OF STDS IX & X TO TAKE NOTE OF THE FOLLOWING

1. IMPORTANT INFORMATION

- i) As per CISCE Board rules, a student must have a minimum attendance of 75% in each academic year of Stds. IX, X, XI & XII.
- ii) As soon as the student comes to Std. IX the parent will be required to give a written undertaking to the effect.
 - a) That his/her ward will attend classes regularly and that if the attendance falls below 75% without any genuine reason then School reserves the right to disallow a student to be sent-up to Class X even if the academic results are found to be satisfactory. This is in accordance with CISCE rules.
 - b) That his/her ward at all times will maintain a high degree of discipline in respect towards his fellow students, teachers and elders.
 - c) That his / her ward at all times will desist from bringing/bursting crackers in the school, from eating any paan masalas, raking drugs, smoking etc. Doing so will be considered a major misconduct and as such will give the School Authorities the right to seek the student's withdrawn or expulsion at the earliest.
 - d) That his ward will not bring any motor vehicle/ scooter/motor bike, to the school.
 - e) Failure to maintain a satisfactory academic performance will give the School the right to seek the student's withdrawal from the school.
 - f) That damaging of class /school property by his ward will not only be deemed as a major misconduct and would be dealt with accordingly, but the parent will have to make

good the cost of damages as well as the fine depending upon the nature of the damage.

- g) It is compulsory for all students of Classes X & XII deposit all fees / dues for the full academic year, upto and including March before the Admit Cards are distributed for the Board Exams. In the event of failure to do so a student will not be given his / her Admit Card.



NOTE: A student may not be allowed to attend school until the Parent has executed the undertaking as mentioned above.

- iii) In the academic interest of the students, special classes will be held for Stds. IX & X when deemed necessary. Prior intimation in writing will be given from the School Office.

All reference/ Sample Papers must be returned at the time of collecting the Mark Sheet and the other important documents or else the School will not hand over the desired documents.

- iv) Mock Test / Revision Tests: Prior to any terminal or Final Examination all students, especially students of Classes IX, X, XI & XII are prohibited from absenting themselves under the pretext of 'Preparing for the Exam.' Study leave, will only be deemed to have been granted under specific sanction in writing to the Parents by the Principal and none other. Students absenting themselves without the express sanction of the Principal during these exams as stated above will be committing a major misconduct and will be dealt with accordingly before or after the exams. In which case promotion could be withheld or a fine Rs 500/- would have to be deposited in the office and a receipt produced before being allowed to attend his/her classes. These Revision Tests/Internal Exams/ House Tests/MOCKTESTS are frequently conducted prior to the Terminal Tests and Final Exams. Students should realize the significance of these tests and should appear for them. A student should find

himself/herself more confident, psychologically before the Finals. It is for the student's own good that he/she should not skip these tests. **THESE ARE MANDATORY FOR A STUDENT TO SIT FOR.** Students of Std. IX who academically fail to gain promotion at the end of the academic year, will have to repeat Std. IX or withdraw from the school. Only in exceptional cases will a student be permitted to sit for a retest, rescheduled by the Principal, only if it's found necessary. Only on passing the retest would such a student be promoted to Std. X. The last date for calculating attendance is the 31st Jan as per CISCE Rules.



Note: If a student of Stds IX, X, XI & XII is found to be bursting crackers or splashing colours or vandalising school property, then along with disciplinary actions the remark "has shown disrespect for school rules" will be clearly written on his / her SCHOOL BASED EVALUATION CERTIFICATE as well as the SCHOOL LEAVING CERTIFICATE. This fact is always fully made known to the students during the morning assembly during the course of the year and prior to the Final Exams. Therefore violation of this rule will not be condoned.

XXI SCHOOL ERP (ENTERPRISE RESOURCE PLANNING) SYSTEM

We are pleased to provide a user friendly advanced technological tool (a two-way communication platform) known commonly as campuscare provide support for all the IT needs of the school and its stakeholders.

Serving offered by Campuscare

1. Campuscare Mobile App/ Web Portal Entab

The campuscare mobile app is platform where the parents, students and teachers can get information related to the school such as : School Website, Time table, Notices, Syllabus, Exam Routine, Photo Gallery etc. they can also interact with other teachers, classmates & the Principal/ Vice Principal through this app. The same facilities may be

accessed on the web portal as well.

Parents can also avail service features like submit Online Leave Application, view attendance report of their ward, submit online fees etc. teachers can access the attendance report, academic performance etc. of their whole class. Parents, students and teachers can access the library, view time table, syllabus, circulars, exam routine, send messages, view report cards term wise etc.

2. Dynamic school website

School website provides an interactive school website for all stakeholders with instant updations by the inhouse team and prompt information. It also provides the information of updations on photo Gallery, Video Gallery, Media Gallery, Kids corner, e-magazine, Event Calender, Flyers of all festivals, Birthdays, Achievements, Class Group Photos etc.

3. Unlimited SMS Services

Unlimited SMS service is provided to the Parents, students and teachers on their registered mobile numbers regarding all important information like student's absence from school, School timings, Holiday Updates, Class Test Reminders, Complaints, Appreciations, Fee Reminders, Classwork/ Homework, Birthday wishes, New Updations on Website etc. Voice SMS are also sent on important occasions.

4. Online Leave Application

Parents and Teachers can apply for leave online through their Campuscare Portal & Mobile App. After approval or rejection, notification will be sent via SMS and App notifications.

5. Online fee submission

Parents can submit the fees of their ward online securely through the campuscare Mobile App in just 3 simple steps. The receipt of the same will be updated in the campuscare.

www.hfscampuscare.in


The official school Helpline Number is 8967120955

XXII GUIDELINES / RECOMMENDATIONS TO PARENTS

- i) Parents of primary students are required to train their children to tell their names, address and telephone numbers when asked to do so by a teacher or a school staff, but not to strangers.
- ii) In extraordinary cases, if the child had to go to a place other than the home, a note from the parents must be sent to school requesting permission and stating the reason for a child to go to a different address after school.
- iii) Parents are not allowed to enter school during school hours to hand over food parcels to children as it disturbs the class in progress nor are they permitted to leave food parcels with the security staff or reception due to security reasons.
- iv) For reasons of personal security, parents must ensure that whatever transport their ward uses or if they leave by themselves, it is mandatory that all students leave school within a maximum of half an hour after the dismissal.
- v) Parents who send their children to play at the school campus in the evening must give a written undertaking for their children's safety and they will not hold the school authorities responsible for anything that happens.
- vi) Parents are advised to inform the principal about any problems 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 with a strong character and right attitudes. Needless to say that disclosures made will be treated with utmost confidentiality.
- vii) Although the conservation of our environment is fundamental, it is also equally decent that applications made to the Principal or the School Office be done on an A4 sheet of paper. Applications submitted to the office or to the Principal inappropriately will not be considered.

- viii) No student may seek private tuition from the same teacher who is teaching them in school. Stern action will be taken against students found taking private tuitions without prior permission from the Principal. However, Parents may approach the Principal if in need of any support for improvement in academic performance.
- ix) Security of your child- kindly ensure that your ward has the proper identity Card on him/her. All details are to be mentioned clearly. Change in address or phone number is to be informed officially at the school office. Any medical problem faced by your ward should be informed to the class teacher in writing at the beginning of the session. No child will be allowed to go home with anyone except his/her parents unless the parents send a note duly signed by them. Due to the growing child sexual abuse faced in today's society, please be aware of the company of your child keeps in the neighborhood and family. If a child tells you that they are uncomfortable around an adult, please listen and take cognizance of the same.
- x) We believe in the dictum that the parents are the first teachers and the teachers are the second parents.
- xi) Kindly discourage your child from taking leave as far as possible.
- xii) Parents/local guardians are requested to go through your child's diary daily, to check whether there is a message for you and countersign it.
- xiii) Keep in touch with the day to day progress of your child and discuss it with the Principal regularly at the appointed hours.
- xiv) Criticism of a student's teacher or the school in the presence of the child should be avoided because, it may cause the student to lose respect for the teacher and the school.
- xv) After every terminal examination, the parents of students who have not performed well, will have to meet the Principal, to take the progress reports in person, at the appointed time which will be intimated through the student.

- xvi) Parents are requested to examine the progress report issued after the mid-term test and take up remedial measures in consultation with the Principal & Teachers.
- xvii) Parents are requested to contact the school office for any official purpose. While visiting the school, parents are to carry the parent ID card issued by the school authorities. Failing to produce the ID card will prohibit their entry into the campus.
- xviii) The school periodically organizes parent-teacher meetings. It is mandatory that parents / guardians attend these meetings..
- xix) Parents / guardians may see the teachers or the children only after obtaining permission from the Principal/Vice Principal of the institution. They are requested not to enter and disturb the classes.
- xx) The entrusting of a pupil to the school implies that the parents agree to abide by the rules and regulations and the decisions of the school. Parents should see that their children prepare home lessons properly and devote at least 2-3 hours in the evening to their studies.
- xxi) Parents are especially requested to read the rules carefully and see that they are followed.
- xxii) Parents are requested not to speak to the teachers during school hours. Parents who seek information or who wish to make some complain should do so to the principal and not to the teacher.
- xxiii) No school business will be transacted during holidays.
- xxiv) If a student is suspended and has to meet the Director/ Principal/ Vice-Principal, then the student must come along with his/her mother /father and not with any other person.
- xxv) It is the standing rule of the school that if a visitor comes to meet any personnel of the school he has to enter his name and other details as required, in the visitor's register before meeting the person concerned. All visitors must comply.
- xxvi) If any student wearing school uniform after school hours is found involved in any major his/her misdemeanor, strict disciplinary action shall be taken against him/her

- even to the extent of striking his/her name off the rolls of the school, for his/her misbehaviour and for having brought disrepute to his/her school.
- xxvii) In the event of a student being ill, he/she should not be sent to school to appear for any examination/ or to attend school. In spite of this stricture, if a child does come then the parent concerned should at all costs accompany the child and also bring along any prescribed medicines that need to be administered. In such a case, the parent would be required to stay in the school premises while the child is in the school. The school will not be responsible for any laxity on the part of the parent in complying with the above.
 - xxviii) Outstation Parents should intimate the Principal of the fact in writing at the beginning of the academic year giving full details of the address & contact number of their (a) own permanent residence (b) full details of the local guardian who is the custodian of the child. They should also sign the declaration form on the matter that is available with the Principal. It is mandatory for such a Parent to fulfill this formality.
 - xxix) The School always looks forward to the co-operation of parents from day to day at all times.
 - a) Books are to be neatly covered and labeled properly at the top right-hand corner.
-  **NB: Consequences arising due to failure of parent in informing the School in writing of a pupil's ill health will lie with the parent. Such a letter should be sent to the Principal/ Vice Principal and a copy forwarded to the class teacher.**
- b) Should a parent have a legitimate complaint he should feel free to meet the Principal & Submit a written complaint. Before this he should first seek an appointment in writing or telephonically.
 - c) Parents should encourage their child to participate in all activities of the School.
 - d) Return assessment records promptly.
 - e) Please encourage your children to be useful members

of home and society. They should be taught to keep their rooms tidy, make their own beds, polish their own shoes etc. Formation of such habits inculcate the dignity of labour.

- f) Send a leave note after ANY absence, without which the child will not be permitted to attend class.
 - g) Respond promptly to all School circulars and / or summons.
 - h) Parents should update their address and contact numbers on each P.T. Meeting.
- xxx) The Management has always deemed it incumbent upon its personnel and the teachers to treat the parents/guardians of their students with exemplary respect and courtesy, more especially when they come in close contact with them in the execution of their duties.

The same measure of reciprocation of respect and a sense of propriety is expected from the parents/guardians towards the principal, the teachers and other members of the staff of the school, especially in front of their wards. In order to garner better understanding, harmony and co-operation between the Principal, teachers, on one hand, and parents on the other, the following should be adhered to by parents:-

- a) No parent is permitted to take any action against any other students for his misconduct. Contrary to this rule, if parent does so, then the parents will be asked to withdraw his ward from the school. If matters take a serious turn then the case may be referred to the civil authority concerned.
- b) If a parent has a grievance to make, then he should lodge a written complaint to the Principal stating all details. Accordingly matters will be looked into and necessary steps will be taken to rectify.
- c) Should a parent misbehave with the Principal/ Teacher or a staff of the school then the management of the school will be empowered with the right to strike the name of the respective child off the rolls of the school.

- d) Meeting the Principal should be by prior appointment in writing or as per the schedule given in the diary.
- e) It is the parent's duty to go through the rules & regulations given in the diary. Any infringement of any rule enshrined herein will not be condoned on a claim of ignorance of the same.
- g) The Management reserves the right to amend, alter, add or subtract replace or modify these rules from time to time if required, for better interests of the school and its student body. Such amendments would be binding on all concerned.
- h) The Management reserves the right to amend the fee structure. This will depend upon the fiscal burden and the financial commitments the School would have to face from time to time necessitated by the prevailing circumstances or Government / Board structures.
- i) In the event a parent is summoned to the school, then only the biological parent or official local guardian (whose photograph is affixed in the diary) will be considered as the 'Parent' for all official purposes.

I have read all the rules of the School as contained in this school Diary and agree to abide by them. All the decision of the school at all times shall be binding on me and/ or my ward.

Date:

Signature of the Parent

Counter Sign. By Class Teacher

**School Website: www.holyfamilyschool.com
Email Address of School: hfsfkkwb@gmail.com**

TEACHER'S NOTES

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| Parent's Signature | Teacher's Signature |
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| Parent's Signature | Teacher's Signature |
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| Parent's Signature | Teacher's Signature |
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TEACHER'S NOTES

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COMMUNICATION FROM PARENTS

Name Class Sec

| Date | |
|------|--|
| | |

COMMUNICATION FROM PARENTS

Name Class Sec

| Date | |
|------|--|
| | |

REGULARITY RECORD

Students should reach the school by 7:45 a.m. every day. Line up immediately when the first bell (7:45 a.m.) rings. Reach the assembly ground promptly, in silence and in an orderly manner for prayer. Students are expected to reach the school in time & should desist from habitual late coming. Since students are expected to reach school at least 5 minutes before the start of the school, students arriving late will produce a plausible explanation for their late coming. Arriving late for school is not acceptable and will be dealt strictly. Late coming will be recorded by the teacher in the given format.

Late Arrival / Uniform / Cleanliness

| Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
|-----|-----|-----|------|------|-----|------|-----|-----|-----|-----|-----|
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 | 11 |
| 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 | 12 |
| 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 | 13 |
| 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 | 17 |
| 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 |
| 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 | 19 |
| 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 | 21 |
| 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 |
| 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 | 23 |
| 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 | 24 |
| 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 | 26 |
| 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 |
| 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 | 28 |
| 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | |
| 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| 31 | | 31 | | 31 | 31 | | 31 | | 31 | 31 | |

CONDUCT RECORD

Name.....

Class.....Sec.....Roll No.....Adm No.....

| Date | Remarks | Class Teacher's Signature | Negative Marks | Parents Signature |
|--------------------|---------|---------------------------|----------------|-------------------|
| QUARTERLY | | | | |
| | | | | |
| HALF YEARLY | | | | |
| | | | | |
| FINAL | | | | |
| | | | | |

Conduct Marking Scheme.

Total Marks per term 10+40 marks M.Sc. written exam

1. Tampering with diary - minus 2
2. General Observation - minus 2
3. Indiscipline in library / laboratory - minus 1
4. Absence (after 5 days) - minus1
5. Late (after 5 days) - minus 2 per day
6. Regularity Record (School Diary) - minus 1
7. Positive remarks - plus 1

Monthly Checking by the Parents & Teachers

Name.....Class.....Sec.....

| Months | Diary checked on Date & Sign. of Parents | Fee paid on Date & Sign. of Parents | Signature of Class Teacher |
|-----------|--|-------------------------------------|----------------------------|
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |

SCHOOL CALENDAR

MARCH 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 11</i> | | |
|--|-----|---|
| Date | Day | School Schedule |
| 1 | Sun | |
| 2 | Mon | |
| 3 | Tue | |
| 4 | Wed | Holi |
| 5 | Thu | |
| 6 | Fri | |
| 7 | Sat | |
| 8 | Sun | No Class |
| 9 | Mon | |
| 10 | Tue | |
| 11 | Wed | |
| 12 | Thu | |
| 13 | Fri | |
| 14 | Sat | |
| 15 | Sun | No Class |
| 16 | Mon | Class: New Academic Session 2026- 27 begins I -XII (Assembly by teachers) |
| 17 | Tue | NUR – UKG, Class begins at 8:00am to 12:30pm |
| 18 | Wed | Class |
| 19 | Thu | Class: Students submit personal data forms from the diary duly filled to the class teacher. |
| 20 | Fri | Class |
| 21 | Sat | No Class: Idul Fitr (World water day) |
| 22 | Sun | No Class |
| 23 | Mon | Class |
| 24 | Tue | Class |
| 25 | Wed | Class |
| 26 | Thu | No Class: Ram Navami |
| 27 | Fri | Class |
| 28 | Sat | Class: Time table of Thursday |
| 29 | Sun | No Class |
| 30 | Mon | Class |
| 31 | Tue | No Class: Mahavir Jayanti |

SCHOOL CALENDAR APRIL 2026

| <i>Note: No Classes for Nursery – UKG on Saturdays Number of Working Days: 20</i> | | |
|---|------------|--|
| Date | Day | School Schedule |
| 1 | Wed | Class |
| 2 | Thu | No Class: Maunday Thursday |
| 3 | Fri | No Class: Good Friday |
| 4 | Sat | No Class: Holy Saturday |
| 5 | Sun | No Class: Easter Sunday |
| 6 | Mon | Class: Class XI Begins |
| 7 | Tue | Class: World Health Day (Election of the Cabinet members) |
| 8 | Wed | Class |
| 9 | Thu | Class |
| 10 | Fri | Class: Declamation Competition for Class VI - XII |
| 11 | Sat | Class: Timetable of Tuesday, Investiture ceremony of the School Cabinet. |
| 12 | Sun | No Class |
| 13 | Mon | Class |
| 14 | Tue | No Class: Ambedkar jayanti |
| 15 | Wed | No Class: Bengali New Year |
| 16 | Thu | Class: Sketch on MMT (VI - XII) Quiz on MMT (High School – House wise) |
| 17 | Fri | Class: Speech on MMT (VI - XII) |
| 18 | Sat | Class: Timetable of Thursday |
| 19 | Sun | No Class |
| 20 | Mon | Class |
| 21 | Tue | Class |
| 22 | Wed | Class: Earth day (Hindi Calligraphy I – V) |
| 23 | Thu | Class : World Book Day (English Calligraphy I – V) |
| 24 | Fri | Class |
| 25 | Sat | Class: Timetable of Friday (Celebration of Birthday of St. Mariam Thresia,) |
| 26 | Sun | No Class: Birthday of St. Mariam Thresia |
| 27 | Mon | Class |
| 28 | Tue | Class: English Poem recitation Class I - V |
| 29 | Wed | Class |
| 30 | Thu | Class: (Inspection of School Diaries by Class Teachers) |

SCHOOL CALENDAR MAY 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 19</i> | | |
|--|------------|---|
| Date | Day | School Schedule |
| 1 | Fri | Class: May Day |
| 2 | Sat | Class: Timetable of Thursday |
| 3 | Sun | No Class |
| 4 | Mon | Class |
| 5 | Tue | Class: Debate (VI -VIII) |
| 6 | Wed | Class: Theme for Notice Boards: Rights & Duties |
| 7 | Thu | Class |
| 8 | Fri | Class |
| 9 | Sat | Class: Rabindra Jayanti |
| 10 | Sun | No Class |
| 11 | Mon | Class |
| 12 | Tue | Class |
| 13 | Wed | Class Rhymes Competition – Nursery - U.K. G |
| 14 | Thu | Class: Foundation Day of the Congregation, |
| 15 | Fri | Class |
| 16 | Sat | Class: PTM at 08:30 am (I - XII) |
| 17 | Sun | No Class |
| 18 | Mon | Class: Project Topic - Classes IX, X & XAssignment-1 Submission |
| 19 | Tue | Class: Assignment -1 Submission |
| 20 | Wed | Class: Assignment-1 Submission |
| 21 | Thu | Class: Holiday Homework |
| 22 | Fri | Summer Vacation Begins |
| 23 | Sat | Summer Vacation |
| 24 | Sun | Summer Vacation |
| 25 | Mon | Summer Vacation |
| 26 | Tue | Summer Vacation |
| 27 | Wed | Summer Vacation |
| 28 | Thu | Summer Vacation |
| 29 | Fri | Summer Vacation |
| 30 | Sat | Summer Vacation |
| 31 | Sun | Summer Vacation |

SCHOOL CALENDAR JUNE 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 12</i> | | |
|--|------------|---|
| Date | Day | School Schedule |
| 1 | Mon | Summer Vacation |
| 2 | Tue | Summer Vacation |
| 3 | Wed | Summer Vacation |
| 4 | Thu | Summer Vacation |
| 5 | Fri | Summer Vacation |
| 6 | Sat | Summer Vacation |
| 7 | Sun | Summer Vacation |
| 8 | Mon | Summer Vacation |
| 9 | Tue | Summer Vacation |
| 10 | Wed | Summer Vacation |
| 11 | Thu | Summer Vacation |
| 12 | Fri | Summer Vacation |
| 13 | Sat | Summer Vacation |
| 14 | Sun | Summer Vacation |
| 15 | Mon | Class: Classes resume after Summer Vacation, Compulsory Attendance |
| 16 | Tue | Class: Theme for Notice Boards: Great Scientists |
| 17 | Wed | Class: Cricket match - Boys (VI-XII) |
| 18 | Thu | Class |
| 19 | Fri | Class: Competition (Prayer Before Class – Nursery - U.K.G) |
| 20 | Sat | Class: Timetable of Monday, Creative Writing (VI - XII) |
| 21 | Sun | No Class |
| 22 | Mon | Class: Final Submission of Projects of Std IX - XII (Rs.200 fine per day for late submission) |
| 23 | Tue | Class: Debate (IX – XII) |
| 24 | Wed | Class |
| 25 | Thu | Class: (Kho Kho–Girls VI-XII) |
| 26 | Fri | No Class: Muharram |
| 27 | Sat | No Class |
| 28 | Sun | No Class |
| 29 | Mon | Class: First Terminal Examination (Theory) |
| 30 | Tue | Class: Inspection of the School Diary |

SCHOOL CALENDAR JULY 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 26</i> | | |
|--|------------|---|
| Date | Day | School Schedule |
| 1 | Wed | First Terminal Examination |
| 2 | Thu | First Terminal Examination |
| 3 | Fri | First Terminal Examination |
| 4 | Sat | First Terminal Examination |
| 5 | Sun | No Class |
| 6 | Mon | First Terminal Examination |
| 7 | Tue | First Terminal Examination |
| 8 | Wed | First Terminal Examination |
| 9 | Thu | First Terminal Examination |
| 10 | Fri | First Terminal Examination |
| 11 | Sat | First Terminal Examination |
| 12 | Sun | No Class |
| 13 | Mon | Class: Topic for House display board (Ven. Fr. Joseph Vithyathil) |
| 14 | Tue | Class |
| 15 | Wed | Class |
| 16 | Thu | Class |
| 17 | Fri | Class |
| 18 | Sat | No Class |
| 19 | Sun | No Class |
| 20 | Mon | Class: Inter House Chess Competition IX- XII |
| 21 | Tue | Class |
| 22 | Wed | Class: Colouring Competition Nursery – U.K.G |
| 23 | Thu | Class Birthday celebration of Ven. Fr. Joseph Vithayathil |
| 24 | Fri | Class |
| 25 | Sat | Class: Result/PTM – 08:30 am -11:00 am |
| 26 | Sun | No Class |
| 27 | Mon | Class |
| 28 | Tue | Class: Colouring Competition-I to V |
| 29 | Wed | Class |
| 30 | Thu | Class |
| 31 | Fri | Class: Inspection of School Diary (Bengali Recitation I – V) |

SCHOOL CALENDAR AUGUST 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 22</i> | | |
|--|------------|---|
| Date | Day | School Schedule |
| 1 | Sat | Class: Timetable of Friday, Drawing Competition-VI to XII |
| 2 | Sun | No Class |
| 3 | Mon | Class |
| 4 | Tue | Class: Theme for Notice Boards: Patriotism |
| 5 | Wed | Class |
| 6 | Thu | Class: Hindi Action Song- Nursery - UKG |
| 7 | Fri | Class: English story telling competition Classes 1 & 2- House wise |
| 8 | Sat | Class: Timetable of Monday, Group Dance Competition (VI –XII) |
| 9 | Sun | No Class |
| 10 | Mon | Class |
| 11 | Tue | Class: Drama Competition (VI –XII) |
| 12 | Wed | Class |
| 13 | Thu | Class |
| 14 | Fri | Class |
| 15 | Sat | INDEPENDENCE DAY CELEBRATION |
| 16 | Sun | No Class |
| 17 | Mon | Class: Badminton (VI- XII) |
| 18 | Tue | Class |
| 19 | Wed | Class |
| 20 | Thu | Class: English Speech (III-V) |
| 21 | Fri | Class: Competition Prayer After Class Nur - U.K.G |
| 22 | Sat | Class: Timetable of Tuesday, Quiz (VI-XII), Football - Boys (VI- XII) |
| 23 | Sun | No Class |
| 24 | Mon | Class |
| 25 | Tue | Class |
| 26 | Wed | No Class: Milad un-Nabi |
| 27 | Thu | Class: Competition Self Introduction Nur to UKG |
| 28 | Fri | No Class: Raksha Bandhan |
| 29 | Sat | No Class: |
| 30 | Sun | No Class |
| 31 | Mon | Class: Inspection of School Diary, Football – (Girls VI- XII) |

SCHOOL CALENDAR SEPTEMBER 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 25</i> | | |
|--|------------|--|
| Date | Day | School Schedule |
| 1 | Tue | Class Theme for Notice Boards: Teachers’ Day |
| 2 | Wed | Class: Football, Group Song Competition (VI-XII) |
| 3 | Thu | Class |
| 4 | Fri | No Class: Janmashtami |
| 5 | Sat | Class: Teachers’ Day |
| 6 | Sun | No Class |
| 7 | Mon | Class |
| 8 | Tue | Class |
| 9 | Wed | Class: Shot put, Discus throw, Javelin throw (VI-XII) |
| 10 | Thu | Class: Story Telling -Nursery – U.K.G. |
| 11 | Fri | Class: Solo Song III-V |
| 12 | Sat | Class: Timetable of Friday, High jump, Long jump, Triple jump (VI-XII), Hindi Speech (III-V) |
| 13 | Sun | No Class |
| 14 | Mon | Class |
| 15 | Tue | Class: Solo Song Competition VI – XII |
| 16 | Wed | Class : Story Telling (I-III) Group |
| 17 | Thu | Class: Competition pledge NUR - UKG |
| 18 | Fri | Class |
| 19 | Sat | Class: Timetable of Monday |
| 20 | Sun | No Class |
| 21 | Mon | Class |
| 22 | Tue | Class |
| 23 | Wed | Class |
| 24 | Thu | Class |
| 25 | Fri | Class: Solo Dance (I-V), Track Events (VI-XII), |
| 26 | Sat | Class: Timetable of Tuesday |
| 27 | Sun | No Class |
| 28 | Mon | Class |
| 29 | Tue | Class |
| 30 | Wed | Class: Inspection of School Diary, SUPW Project for Std. X & XII Final submission |

SCHOOL CALENDAR OCTOBER 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 17</i> | | |
|--|------------|---|
| Date | Day | School Schedule |
| 1 | Thu | Class |
| 2 | Fri | No Class: Gandhi Jayanti |
| 3 | Sat | No Class |
| 4 | Sun | No Class |
| 5 | Mon | Second Terminal Examination (First Term Std. XI) |
| 6 | Tue | Second Terminal Examination |
| 7 | Wed | Second Terminal Examination |
| 8 | Thu | Second Terminal Examination |
| 9 | Fri | Second Terminal Examination |
| 10 | Sat | No Class: Mahalaya |
| 11 | Sun | No Class |
| 12 | Mon | Second Terminal Examination |
| 13 | Tue | Second Terminal Examination |
| 14 | Wed | Second Terminal Examination |
| 15 | Thu | Second Terminal Examination |
| 16 | Fri | Second Terminal Examination |
| 17 | Sat | No Class: Puja Holidays |
| 18 | Sun | No Class: Puja Holidays |
| 19 | Mon | No Class Puja Holidays |
| 20 | Tue | No Class: Puja Holidays |
| 21 | Wed | No Class: Puja Holidays |
| 22 | Thu | No Class: Puja Holidays |
| 23 | Fri | No Class: Puja Holidays |
| 24 | Sat | No Class: Puja Holidays |
| 25 | Sun | No Class: Lakshmi Puja |
| 26 | Mon | Class |
| 27 | Tue | Class |
| 28 | Wed | Class: Solo dance VI – XII (Semi classical/ Folk Dance) |
| 29 | Thu | Class: Final Submission of Practical files of Phy, Chem, Comp & Bio (X & XII) (Rs.200 fine per day for late submission) |
| 30 | Fri | Class |
| 31 | Sat | Class: Timetable of Wednesday |

SCHOOL CALENDAR NOVEMBER 2026

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 22</i> | | |
|--|------------|---|
| Date | Day | School Schedule |
| 1 | Sun | No Class |
| 2 | Mon | Class: All Souls Day |
| 3 | Tue | Class: Fancy Dress Competition (NUR – UKG) |
| 4 | Wed | Class: Theme for Notice Boards: Children’s Day |
| 5 | Thu | Class |
| 6 | Fri | Class |
| 7 | Sat | Class: Second Term Result/ PTM – 08:30 am -10:30 am |
| 8 | Sun | No Class: Diwali |
| 9 | Mon | Class |
| 10 | Tue | No Class: Bhai Dooj |
| 11 | Wed | Class: Fancy Dress Competition(I-IV) |
| 12 | Thu | Class: Hindi Calligraphy-LKG & U.K. G |
| 13 | Fri | Class |
| 14 | Sat | Class: Children’s Day– |
| 15 | Sun | No Class: Chhath Puja |
| 16 | Mon | Class |
| 17 | Tue | Class |
| 18 | Wed | Class: English Calligraphy- Nur – U.K.G, English Extempore VI - XII |
| 19 | Thu | Class |
| 20 | Fri | Class |
| 21 | Sat | No Class |
| 22 | Sun | No Class |
| 23 | Mon | Class: Track Events (VI-XII) |
| 24 | Tue | No Class: Guru Nanak Jayanti |
| 25 | Wed | Class: Spell Bee III- VIII |
| 26 | Thu | Class |
| 27 | Fri | Class: Hindi Poem Recitation (I – V) |
| 28 | Sat | Class: Inspection of School Diary, Timetable of Thursday |
| 29 | Sun | No Class |
| 30 | Mon | Class |

SCHOOL CALENDAR FEBRUARY 2027

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 17</i> | | |
|--|------------|---|
| Date | Day | School Schedule |
| 1 | Mon | Class |
| 2 | Tue | Class |
| 3 | Wed | Class |
| 4 | Thu | Class |
| 5 | Fri | Class: Thanks giving Assembly- School Cabinet |
| 6 | Sat | No Class: Study leave |
| 7 | Sun | No Class |
| 8 | Mon | Final Examination |
| 9 | Tue | Final Examination |
| 10 | Wed | Final Examination |
| 11 | Thu | Final Examination |
| 12 | Fri | Final Examination |
| 13 | Sat | Final Examination |
| 14 | Sun | No Class |
| 15 | Mon | Final Examination |
| 16 | Tue | Final Examination |
| 17 | Wed | Final Examination |
| 18 | Thu | Final Examination |
| 19 | Fri | Final Examination |
| 20 | Sat | Final Examination |
| 21 | Sun | No Class |
| 22 | Mon | |
| 23 | Tue | |
| 24 | Wed | |
| 25 | Thu | |
| 26 | Fri | |
| 27 | Sat | |
| 28 | Sun | No Class |

SCHOOL CALENDAR MARCH 2027

| <i>Note : No Classes for Nursery – UKG on Saturdays Number of Working Days: 15</i> | | |
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| Date | Day | School Schedule |
| 1 | Mon | |
| 2 | Tue | |
| 3 | Wed | |
| 4 | Thu | |
| 5 | Fri | |
| 6 | Sat | |
| 7 | Sun | No Class |
| 8 | Mon | |
| 9 | Tue | |
| 10 | Wed | |
| 11 | Thu | |
| 12 | Fri | |
| 13 | Sat | |
| 14 | Sun | No Class |
| 15 | Mon | Class: New Academic Session 2027-2028 begins |
| 16 | Tue | Class |
| 17 | Wed | Class |
| 18 | Thu | Class |
| 19 | Fri | Class |
| 20 | Sat | Class |
| 21 | Sun | No Class |
| 22 | Mon | Class |
| 23 | Tue | Class |
| 24 | Wed | Class |
| 25 | Thu | Class |
| 26 | Fri | Class |
| 27 | Sat | Class |
| 28 | Sun | No Class |
| 29 | Mon | Class |
| 30 | Tue | Class |
| 31 | Wed | Class |

HOLY FAMILY SCHOOL, FARAKKA**Assembly duty: Academic Session 2026-2027**

| S. No. | Dates | Class | Topic |
|--------|----------|--------|--|
| 1 | 16 March | | Assembly by teachers |
| 2 | 18 March | XII | Good Beginning makes a good ending |
| 3 | 20 March | XA | Listen more, and you'll understand better |
| 4 | 23 March | X B | Teamwork makes the dream work |
| 5 | 25 March | X C | Keep trying, even if it's hard at first |
| 6 | 27 March | IX A | Be patient; good things take time |
| 7 | 30 March | IX B | Stay positive, even when things get tough |
| 8 | 1 April | VIII A | Be grateful for the little things in life |
| 9 | 3 April | VIII B | Respect others, and they will respect you |
| 10 | 6 April | VIII C | Be the reason someone smiles today |
| 11 | 8 April | VII A | Keep your promises; it builds trust |
| 12 | 10 April | VII B | Today is a gift- make it special |
| 13 | 13 April | VII C | You are enough, just as you are |
| 14 | 17 April | VI A | Value of focus |
| 15 | 20 April | VI B | Character and success |
| 16 | 22 April | VI C | Always try your best; that's what matters. |
| 17 | 24 April | V A | Being honest makes you strong and trusted |
| 18 | 27 April | V B | Unbreakable Bonds- Friendship |
| 19 | 29 April | V C | Take care of yourself so you can help others |
| 20 | 1 May | IV A | Healthy eating habits |
| 21 | 4 May | IV B | The importance of sleep and rest |
| 22 | 6 May | IV C | Washing hands and staying clean |
| 23 | 8 May | III A | Save paper save trees |
| 24 | 11 May | III B | Book, my best friend |
| 25 | 13 May | III C | Plastic is not fantastic |
| 26 | 15 May | II A | Importance of breakfast |

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|----|-----------|--------|---|
| 27 | 15 June | II B | The importance of yoga |
| 28 | 17 June | II C | Discipline |
| 29 | 19 June | IA | Friendship |
| 30 | 22 June | I B | Respect |
| 31 | 24 June | I C | Forgiveness |
| 32 | 26 June | UKG A | A Happy Family |
| 33 | 29 June | UKG B | I love butterflies |
| 34 | 1 July | UKG A | My mother |
| 35 | 3 July | LKG B | My father |
| 36 | 6 July | XII | Thoughts and ideas of Dr. B. R. Ambedkar |
| 37 | 8 July | XI | A little effort today leads to big win tomorrow |
| 38 | 10 July | XA | Mobile addiction and its impact on students |
| 39 | 13 July | X B | Your ideas can change the world |
| 40 | 15 July | X C | Be curious- ask, explore, and discover |
| 41 | 17 July | IX A | Mistakes are opportunities to learn |
| 42 | 20 July | IX B | The benefits of learning a new language |
| 43 | 22 July | VIII A | Things I learned Teamwork or Game |
| 44 | 24 July | VIII B | How can food be recycled? |
| 45 | 27 July | VIII C | The dangers of using social media irresponsibly |
| 46 | 29 July | VII A | Learning is the key to a bright future |
| 47 | 31 July | VII B | The impact of technology on sleep |
| 48 | 3 August | VII C | A good heart is worth more than gold |
| 49 | 5 August | VI A | Be the change you wish to see |
| 50 | 7 August | VI B | Say thank you – it means a lot |
| 51 | 10 August | VI C | The importance of education |
| 52 | 12 August | V A | Importance of communication |
| 53 | 14 August | V B | The benefits of physical exercise |
| 54 | 17 August | V C | Change is necessary |
| 55 | 19 August | IV A | Conquering shyness |
| 56 | 21 August | IV B | Self-awareness |

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| 57 | 24 August | IV C | Appreciation |
| 58 | 26 August | III A | Punctuality |
| 59 | 31 August | III B | Sacrifice |
| 60 | 2 September | III C | My passion |
| 61 | 7 September | II A | Forgive and forget |
| 62 | 9 September | II B | Importance of handwriting |
| 63 | 11 September | II C | Classroom rules |
| 64 | 14 September | IA | Gratitude and thankfulness |
| 65 | 16 September | I B | Good manners |
| 66 | 18 September | I C | Love for nature |
| 67 | 21 September | UKG A | Our grand parents |
| 68 | 23 September | UKG B | My favourite game |
| 69 | 25 September | LKG A | Beauty of childhood |
| 70 | 28 September | LKG B | My beautiful garden |
| 71 | 30 September | XII | The importance of goal - setting |
| 72 | 5 October | XI | Dream big and take small steps to get there |
| 73 | 7 October | XA | Every day is a new chance to do something good |
| 74 | 9 October | X B | A good citizen |
| 75 | 12 October | X C | Crisis of pure drinking water |
| 76 | 14 October | IX A | Gems of India |
| 77 | 16 October | IX B | Winning over worries |
| 78 | 26 October | VIII A | Artificial Intelligence (AI) in education |
| 79 | 28 October | VIII B | Role of science in making India |
| 80 | 30 October | VIII C | Overcome your fears |
| 81 | 4 November | VII A | Challenges are opportunities |
| 82 | 6 November | VII B | Father of Nation |
| 83 | 9 November | VII C | Hidden Talents |
| 84 | 11 November | VI A | Patience and tolerance |
| 85 | 13 November | VI B | Generosity |
| 86 | 16 November | VI C | Netaji Subhash Chandra Bose |

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| 87 | 18 November | V A | Best gift by God is our parents |
| 88 | 20 November | V B | Things I learn from my School |
| 89 | 23 November | V C | Importance of Newspaper |
| 90 | 25 November | IV A | Better late than never |
| 91 | 27 November | IV B | See the brighter side |
| 92 | 30 November | IV C | Everyone is Unique |
| 93 | 2 December | III A | Safety Rules |
| 94 | 4 December | III B | Self-awareness |
| 95 | 7 December | III C | Brotherhood |
| 96 | 9 December | II A | Mother Teresa |
| 97 | 11 December | II B | Benefits of Dance |
| 98 | 14 December | II C | Prayers and powerful |
| 99 | 16 December | IA | My best day ever |
| 100 | 18 December | I B | Our teacher |
| 101 | 21 December | I C | The joy of holidays |
| 102 | 4 January | UKG A | Honesty |
| 103 | 6 January | UKG B | Kindness |
| 104 | 8 January | LKG A | Favourite colors or shapes |
| 105 | 11 January | LKG B | Colours of life |
| 106 | 13 January | NUR | Happy child |
| 107 | 15 January | XI | Power of words |
| 108 | 18 January | IX A | Small actions can make a big difference |
| 109 | 20 January | IX B | Thinking before deciding |
| 110 | 22 January | VIII A | We rise by lifting others |
| 111 | 25 January | VIII B | Managing stress |
| 112 | 27 January | VIII C | Happiness is found in helping others |
| 113 | 29 January | VII A | You are stronger than you think you are |
| 114 | 1 February | VII B | Social Service |
| 115 | 3 February | VII C | The value of extracurricular activities |