



## St.Xavier Convent School Kiri, Ludhiana Punjab

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# From the desk of The Chairman

We feel proud to mention St.Xavier Convent School enjoys prestigious positions in this Region. This School is located little away from city in a lush green noise and pollution free area which is conducive for learning. It is our duty to provide proper security and safety to the children along with academic excellence. Here is no short cut of success one has to pay the price in terms of hard work, for success.

Only work works, you need to do right work, rightly to achieve your goals. SXCS is dedicated to pursuit of academic excellence encouraging students to become independent and perspective thinker.

Our excellent infrastructure coupled with qualified staff and well trained teachers, will ensure that students at SXCS will be able to gain enriching experience.

Thank You

**Mr. Ranjit Singh Brar**  
**Chairman**

# From the Desk of The Principal

The Choice of selecting a school for a child is one of the most difficult and significant decision that the parents have to make. The school aims to provide holistic education that emphasizes high academic and social standards, promotes healthy life style, cultivates critical thinking, fosters scientific temper and instills desire for lifelong learning. It is a coeducational school giving admissions to boys and girls. I am indeed very happy that you have selected this institution for your ward's education. I welcome you for becoming a member of SXCS family. Our children represent our hopes and dreams. As a parent you want the best for your child and ensure that they are given the right knowledge.

I request you to attend Parent-Teacher meeting regularly. Sharing of information between you and teacher in turn will help us to guide your ward in a better way. Our endeavor is to create learning thirst in children so that they must be able to learn independently.

We welcome your suggestions and complaints, please address to the principal SXCS. Finally go through the almanac for rules and regulations, activities, exams and holidays, encourage your ward participate in various activities. We wish you very rewarding and successful experience at SXCS.

Mrs. Jaswant Kaur  
M.A B.Ed, M.Phill  
Principal

# Aim

The School aims to provide holistic education that emphasizes high academic and social standards.

- To build the self-esteem of the individual by praising and valuing achievements.
- To value creativity both within and beyond school.
- To create a school atmosphere that is both conducive to work and socially secure for all members of the school community.
- To encourage individuals to be independent, imaginative and resourceful .
- To foster a sense of justice, self-discipline and personal responsibility .
- To equip individual with the social and self expressive skills for life in a society that needs compressive skills for life in a society that needs cooperative social and economic skills .
- To foster both a sense of self worth and tolerance and an appreciation of the work and cultures of human beings.
- To equip children with the academic and social skills they need in everyday life .
- To prepare for the next stage of education.
- To equip members of the school community with the skills and knowledge to enhance their current and future lives.
- Enable them to understand themselves better and to instill confidence in them to make themselves useful in nation building .

# INFRASTRUCTURE

- ADMINISTRATIVE BLOCK
- KINDERGARTEN BLOCK
- LABS UPTO SENIOR SECONDARY
- LIBRARY
- PARKING AREA
- ART & CRAFT HALL
- LUSH GREEN LAWN
- BIOLOGY LAB
- PHYSICS LAB
- CHEMISTRY LAB
- LANGUAGE LAB
- MATHS LAB
- ART & CRAFT ROOM
- SHOOTING RANGE

# Co- Curricular ACTIVITIES

## Indoor and outdoor games

The School has big play grounds with different courts for volley ball, cricket, football, hockey, kho-kho, badminton etc. School also has rooms for indoor games like chess, carom, table-tennis, shooting etc.

We play a lead role in providing quality activities to enable students at the school to develop generic skills which equips them for employment and higher education skills leadership self-reliance, the ability to work in team, initiative, innovation and enterprise.

For general studies, the school will provide arrangements for the following activities:

1. English calligraphy
2. Punjabi calligraphy
3. Hindi calligraphy
4. Table recitation
5. English Poetry Recitation
6. Story Telling Recitation
7. Speech Competition
8. Solo Dance Competition
9. Fancy Dress Competition
10. Greeting card making Competition
11. Diya Decoration Competition
12. Drawing Painting Competition
13. Rakhi making competition.



## House wise competition

1. Inter House Handball
2. Inter House Relay
3. Inter House Quiz
4. Inter House Tug Of War
5. Inter House Giddha
6. Inter House Bhangra
7. Inter House Football



# Faculty of the school

Our school positions the teachers at the pinnacle of the learning process. Our school has experienced hardworking, dedicated and qualified team of faculty.

## **CURRICULUM**

In Our school the CBSE curriculum is tailored with a multidimensional child centric approach, which is both interactive and pragmatic. Our curriculum, both in terms of content & methodology, meets the highest learning standards, comprising a dynamic and colorful academics, sports, performing arts, fine arts etc. Our curriculum is aimed at developing creativity and exposing kids to varied educational experiences preparing them to face the future challenges of globalized economy. We nurture children to be confident , self-sufficient, have independent thought process and a never-ending urge for learning. Its our aim to develop love of learning in children that'll last through their lives, we offer CBSE board curriculum that includes a wide range of extra curricular activities besides academics. Mentors also insure that activities push students in the right direction, promote real world experiences, team work, healthy competition and build self esteem etc.

1. English
2. Hindi
3. Punjabi
4. Mathematics
5. Science
6. Social Science
7. General Knowledge
8. Moral Science
9. Art & Craft
10. Physical Education
11. Music
12. Computer



# Celebrations



# celebrations



# Extra programs



# Admission policy

Admission Form along with prospectus will be available in the school office.

Admission procedure for prenursery to class VIII will start from the month of Dec. for Pre- nursery & Nursery there will not be any written test or entrance exam, there will only be interaction with the children.

For seeking admission for class L.K.G to VIII the child after registration have to appear for entrance examination. A suitable day and date will be given to the student for the test and entrance test will be conducted as follows:

Class & Subjects for Admission Test

L.K.G to VIII English & Maths ,Additional Subject Science (optional)

The admission will be on the basis of:

1. Availability of Seat
2. Test Conducted by the school.

At the time of admission following documents are required:-

1. Photocopy of Original Birth Certificate
2. Report card of previous class from the previous school
3. School Leaving Certificate/ T.C
4. Migration Certificate/ Character Certificate
5. Caste Certificate (For SC/ST/OBC)
6. Three Passport size photographs
7. Adhar card of student and parents.

# Fee payments

- School fee is payable from the date between 1-10 in the mentioned month.
- The Fee can be deposited at the school accounts office/ designated bank branch.
- The details there can be found on the cover of the pay-in-slips/ booklet to be issued by the people.
- If the 10<sup>th</sup> happens to be a holiday, the fees will be accepted on next working day without any late fee.
- For fee paid after the last date , a late fee fine Rs. Per day will be levied. This fine will not be waived under any circumstances.
- If the Tuition fee for two consecutive months remains unpaid, your ward's name will be struck-off the school roll and re-admission will have to be sought on payment of admission fee again, subject to the availability of seats.
- If the fee paid by cheque gets dishonored for any reason, an additional fine Rs. 500 will be charged along with a late fee fine.
- Please note that out-station cheques are not accepted.

# Guidelines for parents / guardians

1. Read the contents carefully and abide by rules laid down by the school.
2. Mention the child's full name, admission number, class and section in the correspondence with the school address all communication to the Principal.
3. Leave on absence on a regular day may be granted for a legitimate cause, provided prior permission is obtained through a written application by the parents and guardians.
4. Half day leave will not be permitted to any child However, in case of sickness or an emergency the child will be allowed to go home earlier than the normal closing time.
5. For getting a long leave sanctioned for your child, please send a leave application addressed to the principal, if it is more than a week, please see the Principal personally for its sanction.
6. Kindly ensure that all the beginning of your child are labeled with her/his name and class properly.
7. Ensure the child does not bring expensive articles to school.
8. Encourage the child 's interest in various activities taking place in the school.
9. Acknowledge and sign the Remarks from Principal and note to parents pages given in the Almanac and the Progress Report Card.
10. Entering the class rooms or meeting the child during the school hours is not permitted.
11. Only the parents / Guardians of the students are permitted to communicate with the school staff.
12. If you need a certificate from the school in respect of your child, please application duly signed, specifying the purpose for which it is required.
13. Kindly note that it is responsibility of the parents/ guardians to make arrangements for conveyance for their words if they are participating in competitions outside the school.
14. Co-Operate with school authorities in enforcing regularity and discipline.
15. Long absence without valid / sufficient reason shall run the risk of students name being struck off the rolls. Re- Admission shall not be automatic, it will depend on vacancy of seat with re-admission fee.
16. Intimate any change of residential address and telephone numbers to the school authorities
17. According to school rules the fees once deposited in the school will not be refundable.

# Leave and absence

1. Any student who has been absent will not be admitted to the class without a letter from the parents / guardians addressed to the class teacher, stating the reason for absence.
2. Students who have been sick for more than three days should bring a medical certificate from their doctor on joining the school.
3. A student returning to the school after suffering from an infectious or contagious disease should produce a doctor's certificate of fitness permitting him to attend the school.
4. Leave for going out-of-station should be approved prior to proceeding on leave, In case of emergency , parents / guardians are requested to inform by telephone or meet the Principal and not to go the class directly.

Repeated absence without leave application and unexplained absence for more than six consecutive days renders the student's admission cancelled.

# Uniform And appearance

The School uniform gives an exclusive identity to students and promotes of unity and discipline among students.

1. Students must wear clean and tidy school uniform on all the school.
2. The uniform should be of the proper size, fitting and should be well ironed.
3. Boys should have their shirts buttoned up and well tucked in trousers. Also boys are not to wear baggy pants.
4. Girls are to keep their skirts at knee length, and follow dress code.
5. All boys and girls expected to follow the dress code to maintain the decorum on educational tours organized during school hours.
6. Students should have clean, combed and trimmed hair.
7. Students should maintain proper personal hygiene and cleanliness. They should cut their nails at regular intervals to ensure safety against diseases.
8. Only socks, shoes, belt, necktie and school blazer prescribed by the school are allowed. Any other brand will not be acceptable. Blazers must be worn everyday till winter uniform changes.

# Late Arrivals in the school

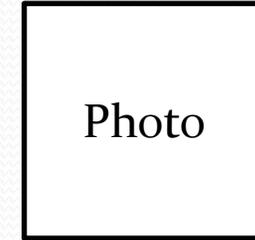
1. The School gate will be closed after the first bell rings and for all late arrivals action will be taken immediately.

# School Rules

- A Student carry his / her Almanac to school everyday. It must have his/her photograph with complete information duly signed by the parents / guardians.
- Students should reach the school at least 5 minutes before the bell timing.
- Students who comes to school in the care of helpers should never leave before the helper arrives. Helpers must carry Id Cards. The loss of an I-card must be reported to the school.
- Any kind of damage of the student to the school property within the school premises must be reported to the Principal. Damage of any kind is subject to a fine or payments for replacement / repairs.
- School Management reserves the right to suspend / expel students whose conduct is harmful to the other students or to the school.
- students should greet their seniors and teachers and give them due respect at all times, Bullying and inappropriate language is not allowed in the school.
- Every student must have a minimum of 90% attendance to be promoted to the next class .
- Students should get the notes, circulars signed by their parents/ guardians and return them the class teachers.
- Pen drives, Mobile phones, ipods, Mp3 are strictly prohibited.( if found strict action will be taken including fine)
- Never hide anything from your parents.
- Never let down your parents.



**St.Xavier Convent School**  
**Kiri, P.O. Madarpura , The. Jagraon,**  
**Dist Ludhiana. ( Punjab )**  
**Registration Form**  
**Session.....**



Application for admission to Std..... Registration No. ....  
Full Name of the Student ..... ( in capital letters)  
Father Name .....  
Mother Name .....  
Date of birth ...../...../.....( Date of Birth in words) .....  
Adhaar No. ....  
Permanent Address.....  
Corresponding Address.....  
Contact No. Ph.....(off) ..... (resi) .....  
School Last Attended .....(L.K.G. to VIII)  
Date of Entrance Test .....Received Rs. ....  
Parents / Guardian Signature .....Date.....  
**St.Xavier Convent School (For Parents)**

**Registration No. ....**

**Applicant Name .....For class .....**

**Father Name .....**

**Date of Entrance Test .....Time.....Date .....**

**Signature**

**Ph. No. 9915294222, 9915392900**