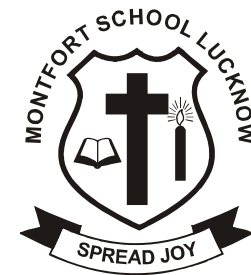


MONTFORT SCHOOL

Mahanagar, Lucknow



2011-2012

PLEASE NOTE

All applications for leave must be made through the pages of this Handbook. Students are expected to bring the Handbook every day to school. Care should be taken to keep it neat and clean.

A NOTE FOR PARENTS

1. Parents are requested to take their ward home when their classes are over. The school will not be responsible to look after your ward after 1:00 p.m. (LKG to Class I) and 1:30 p.m. (Class II to V)
2. There is a parent teacher meeting on every second Saturday of the month from 8:00 a.m. to 11:00 a.m. (LKG to Class V) and both the parents are requested to attend the same.

PARENTS PLEASE

- ◆ Send your children smartly dressed to school. Many are the cases when the clothings of the children are checked and found to be dirty specially stocking, vests, etc. Your child should not be one among them.
- ◆ See that the children have their daily bath, every part of their body is clean, hair combed.
- ◆ See that children are in complete uniform and reach the school well in time.
- ◆ Once the child comes to the school, he will not be allowed to leave the school before the school gets over. Hence **request for half day leave, short leave etc, will not be entertained.**

**YOU CAN BE PROUD OF YOUR CHILD
IF YOU CARE FOR HIM/HER**

Estd. 1982

MONTFORT SCHOOL

Mahanagar, Lucknow-226006 (U.P)

Phone: 0522-2327822, 2961159

School Motto : Spread Joy
School Colour : Blue, White and Gold



2011-2012

STUDENT'S HANDBOOK AND PROSPECTUS

Name.....

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

Name of the Parent/Guardian.....

Address.....

Phone No/ Resi.....Off. (Father's).....

Off. (Mother's).....

This Handbook is to be brought to the school Daily



St. Louis Marie de Montfort

Pray for us.

MISSION

Towards a just Society

**PRAYER
TO
ST. LOUIS MARIE DE MONTFORT**

Dear St. Louis Marie de Montfort
Please pray with us to God
To grant me the grace
To be a true Montfortian,
Faithful in my duties at all times
Striving always for
The highest standard
In behaviour, sports
And academic performance

Give me the love
To be a caring person
Helpful to all
Especially to the poor
The weak and the disadvantaged
Imbue me with the courage
To face and overcome all
Difficulties and hardships
And the wisdom to tell
Right from wrong

Sustain me in all my endeavours
That I may uphold the school Motto:
"SPREAD JOY"
And always be true
And loyal to my alma mater
And my country

Amen

THE PRINCIPAL'S MESSAGE

My dear young friend,

You are a student of one of the best schools in the city. While you should feel proud to be a student of Montfort, you should also contribute your share in making this Alma Mater of yours achieve greater success and glory. The future of this institution is now linked to your success and achievement.

You have every reason to be proud of this School, its Traditions, Rules and Regulations, Uniform and the People who work for you.

Wherever you may be and whatever you may do in future, hold high the ideals that this school has been trying to inculcate in you. You should always try to abide by them and avoid anything that may tarnish the good name of your ALMA-MATER.

Above all, remain grateful and respectful to this temple of learning.

Principal

PERSONAL MEMO

Name of the Student.....

Class/Section.....

Date of Birth.....Religion.....

Blood Group.....

Home Address.....

.....

Phone (Res.).....Mobile.....

Brother/Sister

Name	Age	Class & Sec	Name of the School
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1.....
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2.....
--------	-------	-------	-------

3.....
--------	-------	-------	-------

Father's Name

Profession.....

Designation.....

Office Address.....

.....

Phone (office.).....Mobile.....

Mother's Name

Profession.....

(if employed)

Designation.....

Office Address.....

.....

Phone (office.).....Mobile.....

SPECIMEN SIGNATURES

The specimen signatures of Parents/Guardians who are responsible for signing the report cards, remarks etc. made by the Principal/ Head mistress/Teachers are to be given below. Please note that no one else is to sign other than the parents. The guardians are allowed to sign if the student is not living with his parent.

Specimen signature Relationship with the Pupil

Note :

1. Parents are informed that occasional remarks from the teachers are conveniently sent through these pages and they are encouraged to do likewise.
2. Parents or guardians are requested to sign the answer sheets or remark when so requested. Failure to do this may cause great inconvenience to your ward.
3. Parents are requested to notify the school of any change of address or telephone number.
4. Parents are requested to use the above specimen signature when you correspond/communicate with the school.

LIST OF HOLIDAYS 2011

HOLIDAYS	DATE	DAYS
1. New Year	01.01.2011	Saturday
2. Guru Govind Singh Jayanti	05.01.2011	Wednesday
3. Makar Shankranti	14.01.2011	Friday
4. Ed-A-Milad/Barawafat	16.02.2011	Wednesday
5. Mahashivaratri	02.03.2011	Wednesday
6. Kanshi Ram Jayanti	15.03.2011	Tuesday
7. Holi	19 - 20.03.2011	Saturday to Sunday
8. Cheti Chand Jayanti	05.04.2011	Tuesday
9. Ram Navmi	12.04.2011	Tuesday
10. Dr. Bheem Rao Ambedkar Jayanti	14.04.2011	Thursday
11. Mahavir Jayanti	16.04.2011	Saturday
12. Good Friday	22.04.2011	Friday
13. Maharshi Parasuram Jayanti	06.05.2011	Friday
14. Budha Purnima	17.05.2011	Tuesday
15. Mahavir Ji Ka Mela	24.05.2011	Tuesday
16. Mohd Hazrat Ali Birthday	16.06.2011	Thursday
17. Raksha Bandhan	13.08.2011	Saturday
18. Janmashtami	22.08.2011	Monday
19. Jamat Ul Vida	26.08.2011	Friday
20. Ed Ul Fitar	31.08.2011	Wednesday
21. Vishwakarma Pooja*	17.09.2011	Saturday*
22. Maharaja Agrasen Jayanti	28.09.2011	Wednesday
23. Gandhi Jayanti	02.10.2011	Sunday
24. Dashahra	05-06.10.2011	Wednesday & Thursday
25. Kanshi Ram Nirvan Diwas	09.10.2011	Sunday
26. Dipawali	26-28.10.2011	Wednesday to Friday
27. Id-Ul-Zuha	07.11.2011	Monday
28. Guru Nanak Jayanti/Kartik Purnima	10.11.2011	Thursday
29. Moharram/ Dr. Bheem Rao Ambedkar Nirvan Diwas	06.12.2011	Tuesday
30. X'mas	24 - 26 December	Saturday to Monday

PLEASE NOTE

This Handbook is meant to serve as an effective link between the teachers and the parents. Parents are requested to go through the Handbook everyday, so as to keep themselves informed about the quality and quantity of work attempted by their children. Notes between parents and teachers about the student's progress can conveniently be exchanged through the pages provided for in the Handbook. All entries made by the parents in the Handbook must pertain only to the students conduct and work. No criticism of the teaching methods or the conditions at home should be entered in the pages of this Handbook. Such criticism, if any, may be conveyed in a separate letter addressed to the Principal/teacher.

All applications for leave must be made through the pages of this Handbook. students are expected to bring the Handbook every day.

The parents/guardians/visitors are not allowed to enter the class and meet the students and interview their teachers during school hours. In case of an urgent need for meeting the students or teachers, the Principal/Headmistress is to be contacted.

The Parents/Guardians are earnestly requested to check the note book and Handbook of the students regularly and help the school to maintain high standard.

Phone calls for Teachers or students during class hours will not be entertained. The Parents/Guardians are requested not to provide the children with fancy or expensive items of stationery.

We also request the Parents to keep a strict watch over the child to see that he does not bring home articles that do not belong to him.

PLEDGE

India is my country/.

And 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 all elders
respect and treat every one with courtesy.

To my country/ and my people/ I pledge/ my devotion.

In their well- being/and prosperity alone /lies my happiness.

Jai Hind

राष्ट्र गान

जन—गण—मन अधिनायक जय हे,

भारत—भाग्य विधाता ।

पंजाब, सिन्धु, गुजरात, मराठा,

द्राविड़, उत्कल, बंग ।

विन्ध्य, हिमाचल, यमुना, गंगा,

उच्छल जलधि तरंग ।

तव शुभ नामे जागे,

तव शुभ आशिष माँगे ।

गाये तव जय गाथा ।

जन—गण—मंगलदायक जय हे,

भारत भाग्य विधाता ।

जय हे ! जय हे ! जय हे !

जय, जय, जय, जय, हे ।

प्रार्थना—गान

वह शक्ति हमें दो दयानिधे,
कर्तव्य मार्ग पर डट जावें ।
पर सेवा पर उपकार में हम,
निज जीवन सफल बना जावें ।
हम दीन दुःखी, निर्बल विकलों,
के सेवक बन, संताप हरे ।
जो है अटके, भूले भटके,
उनको तारे, खुद तर जावें ।
वह शक्ति.....

छल, दभ, द्वेष, पाखण्ड, झूठ
अन्याय से निश दिन दूर रहें ।
जीवन हो शुद्ध सरल अपना,
शुचि प्रेम सुधारस बरसावें ।।

वह शक्ति.....
निज आन मान मर्यादा का,
प्रभु ध्यान रहे अभियान रहे ।
जिस देश, राष्ट्र में जन्म लिया,
बलिदान उसी पर हो जावें । वह शक्ति.....

PLEDGE

Our Father in heaven/Holy be your name/Your kingdom come/Your will be done/on earth as in heaven. Give us today our daily bread. Forgive us our sins/as we forgive those who sin against us. Do not bring us to the test/but save us from all dangers.

PRAYER BEFORE CLASS/ASSEMBLY

O God/Almighty Father/you are/the source of all knowledge. I stand before you/to thank/and adore you./I ask you/to bless/and guide me/ in my daily work. Bless my studies/which I consecrate to you./Help me/to study/my lessons well/. Enlighten my mind/strengthen my memory/and guide me/to learn/the difficult lessons./ Make me worthy and loyal/so that/I may/never offened/my Parents/Teachers/friends/ and anyone/I meet. Grant me/to seek the truth/always/and make me/ truly wise.

Amen

AFTER CLASS

Almighty God. I thank you/for all your favours/and blessings/of this day/specially/for having helped me/in my studies today. Give me courage/to speak the truth/always/and to be honest/in my work/and play. Help me/to be generous and to share with others/what I have/received from you.

Amen.

A PRAYER BEFORE MEAL

Oh God! Bless us and bless the food/
we are about to receive/from your bounty.
Bless our Parents/who have prepared our
food/with love and care.

Amen.

MORNING PRAYER

Dear God, we thank you for this new day, we thank you for our parents, teachers and friends. Bless us dear God and help us to be good children. Holy guardian angel, watch over us, protect us and keep us safe from all harm.

FATHER WE THANK YOU

Father we thank you for the night,
And for the pleasant morning light,
For rest and food and loving care,
Help us to do the things we should,
To be to others kind and good,
In all we do, in all we say,
To grow more loving everyday.

“TEACH HIM KINDLY TEACHER”

“Teacher”, take my son by the hand - he starts school today. It’s all going to be stranger and new for him for a while and I wish you would treat him gently. You see, up to now he’s been king of the backyard. I have always been handy to soothe his feelings. But.....things are going to be different. This morning he’s going to walk down the front steps, wave his hand, and start on a new adventure that probably will include wars, tragedies and sorrows. To live in this world he will require faith and love and courage. So I would wish, you take him by his hand and teach him all the things he will have to know.

Teach him, but gently if you can. He will have to learn, I know, that all men are not just, that all men are not true. Teach him that for every crooked politician, there is a dedicated leader. Teach him that for every enemy there’s a friend. Let him learn early that bullies are the easiest people to lick.

Teach him the wonders of books. Give him some quiet time to ponder the eternal mystery of birds in the sky, bees in the sun, and flowers on a green hill.

Teach him that it is far more honorable to fail than to cheat. Teach him to have faith in his own ideas, even if every body tells him that they are wrong. Try to give my son the courage not to follow the crowd when everyone else is getting on the bandwagon. Teach him to listen to all men, but to filter all he hears on a screen of truth and to take only the good that comes through.

Teach him to sell his brawn and brain to the highest bidder but never to put a tag on his heart and soul.

Teach him to close his ears on a howling mob and to stand and fight if he thinks he’s right.

Teach him gently, teacher, but don’t cradle him, because only the test of fire makes fine steel.

This is a big order, teacher, but see what you can do. He is such a nice little fellow.

(Abraham Linclon to the teacher when his son was about to enter school)

THE EDUCATIONAL ETHOS OF MONTFORTIAN

1. To keep yourself and your surroundings clean. It is the reflection of your inner self.
2. To compete with yourself, and not with others, to achieve more and better, to stretch your potential a little further to the maximum that you can. Remember, the sky is not the limit; only you can limit yourself.
3. To pray to the Almighty to give you the strength to achieve the things you can, and the serenity to accept what you cannot, and above all the wisdom to know the difference.
4. To struggle against all odds; that greatness is not in achieving the easy and the ordinary; it is in achieving the seemingly impossible; that history is made by the courageous who dared to question and to challenge and not following the ordinary and the easy.
5. Never to disown, hurt or oppress the poor, nor to bend your knees before insolent might.
6. That you learn to give and give generously till it pains; but let not your left hand know what your right hand is giving. How much ever you may give, it is never more than you have received ; for what you have received is infinite; life and love.
7. Not to waste your time; there is never enough time to learn to love, to give, to achieve, to wonder, to leave behind a legacy, a minute lost is lost forever, it can never be retrieved, if health and wealth are lost they may still be regained, but not time. One life is not enough to unravel the mysteries of life and of this universe. “One crowded hour of life is worth an age without a name.”
8. To appreciate the beauty and goodness in the universe, the beauty and goodness within you and the beauty and goodness in others.

9. That a good deed sets in motion a chain of other good deeds, just as a warm smile will not fail to reflect another warm smile.
10. That every human being is basically good if anyone is bad to you, it is not your fault; he may have been treated badly by others. May be your goodness to him will bring back his own goodness. An eye for an eye and a tooth for a tooth has never brought anybody peace; but when one strikes you on one cheek, showing the other too has brought reconciliation, conversion and repentance. Unfortunately, the world today has forgotten this art and hence the unhappiness, the misery, the war, the killings, the sufferings and the poverty of today's world.
11. Never to curse darkness, but to light a candle instead; "How far does a little lamp throw its light in a dark night, so does a good deed in this naughty world".
12. That this great universe and all it contains is the creation of the Almighty; and nothing happens in this universe without his knowledge and consent, however unfathomable his ways may be. Hence man should endeavour to work in tune with nature and the Almighty. Do not pollute nature; but maintain the ecological balance.

That you can not beat God; you are in God's hand like clay in a potter's hand. God has beautiful designs for you. Explore, and cooperate with this design, and you will find the beautiful designs God has for you unfolding itself in your life.
13. That nothing is absolute or final in life; that chance is an unavoidable law of growth; that we never possess the absolute truth; we have only partial truths, be willing to give up partial truth as you discover more truth. The Almighty is the only absolute truth.
14. That develop within you harmony of body and soul, nature and creativity, reason and desire.
15. Not to be afraid to go against the current. It is better to be struggling with a hard task than being complacent over a small

success; a defeat in the face of humanly insurmountable task is better than the satisfaction of a small achievement; sacrifice of one's own life for worthy cause is better than a long life that no one has reasons to remember.

16. That each individual is unique, and each must find his own unique path in life to success and fulfillment; there is no challenge and therefore, no reward in the beaten path; each one blossoms in his own uniqueness. Therefore you decide your destiny and you make it. Others, even teachers and parents, are only helpers. Dare to take the path less travelled, for that will make all the difference in your life.
17. To be always on the search to discover, to explore; the possibilities and opportunities are unlimited.
18. That it is possible to agree than to disagree; that it is alright to be different; not to feel guilty to assert oneself (not aggressive); it is healthy to look one's own happiness (though not at the expense of another).
19. To play well the game of life in the Pierre de Coubertin way: "The important thing..... is not to win but to take part, just as the important thing in life is not the triumph but the struggle. The essential thing is not to have conquered but to have fought well."
20. To be prepared to pay the price of greatness and achievement; Jesus Christ was crucified and killed before he rose from the dead to eternal life; Socrates had to drink the cup of hemlock and die before the world acknowledged his greatness; Siddhartha had to renounce his palace, his kingdom and his family and wander for years before he became Buddha; the Mahatma faced the bullets before he became the Father of the Nation.

MONTFORTIAN EDUCATION AIMS AND OBJECTIVES

The Society of the Montfort Brothers of St. Gabriel, which manages this institution was founded by St. Louis de Montfort in France in 1705. Since then, it has spread to over 40 countries and are engaged in the mission of education. Education has a very wide connotation. The Montfort organisation, therefore not only caters to the educational needs of not only children and youth in normal academic schools but also imparts technical education, education of the deaf, the dumb and the blind, the physically and Mentally handicapped and engages in village upliftment and social work specially among the downtrodden and the marginalized.

Montfortian education seeks to work for the total development of the young. They are helped to discover their God given talents and work towards their fullest development in order to place them at the service of the society. It seeks to enable the young to search for the truth by training them to analyse reality, from critical judgments, search for solutions and work out a synthesis.

It is concerned with forming a moral conscience that is capable of discerning what is good and choosing it. It pays attention to the development of the capacity to engage in relationships marked by sincerity, self-determination and training to understand the complex political reality and to enter it in a constructive way.

It imparts an appreciation of the Indian heritage and enables the students to imbibe its culture and ethos for building a harmonious society, irrespective of differences of faith, language, caste and class and at the same time to remain open to the positive elements of other cultures. It instills in the pupils the values of love, freedom, forgiveness, honesty and justice. It takes full cognizance of the fact that education by its very nature requires a community style and environmental and cannot allow itself to be isolated from the social context. "Total Education" which implies a holistic approach to education and which is concerned with the total development of an individual as a person, is the quintessence of Montfortian education. It aims at developing the body, mind and spirit to the greatest extent.

YOUR EDUCATIONAL CHARTER

Good education is a process that brings about desirable growth in the students. Growth for change that one is able to see from year to year and evaluate. There are various kinds of growth that must take place;

1. Growth in the amount of knowledge and information about various subjects, persons and events.
2. Growth in the quality of that information, namely greater understanding as well as increased ability to apply knowledge to a wide variety of situations, and also developing one's ability to think (Thinking means seeing new relationship between facts).
3. Growth in the various kinds of skills, and abilities one discovers and develops; e.g. to speak and write the language, English/Hindi better; to work with one's hand to fashion objects; to pick up games, to learn to cycle; to play a musical instrument etc. growth can be either in learning a new skill or improving on the skills already learned.
4. Growth in interest, in the formation of habits, values and attitudes - developing and pursuing personal interest and hobbies, some of which will become life-long assets.

Developing habits such as punctuality, regularity, order, working according to a time-table, self-reliance, especially developing independent study techniques or learning to learn by yourself etc.

Developing values and attitudes such as active concern for the things of the spirit and for moral and spiritual values; pride in one's country and eagerness to contribute one's talents to national development; concern for others and their needs and rights; civic consciousness; need to strive after excellence and to shun

mediocrity; eagerness to use personal effort and resourcefulness as much as possible rather than look too easily to others for help.

As you go through your school year, you should ask yourself whether you are able to see growth in one or more of these areas. To the extent that there is such growth, your education is successful. But in the measure in which such growth is absent, your education is a failure.

WHO IS ANSWERABLE ?

Obviously, all the three, most concerned with your education must share responsibility; your home; your school; and yourself. Those at home and at school help in your education, not so much by paying fees or by force - feeding information into an unwilling head but by providing and fostering a climate or atmosphere where learning can take place; where by setting goals and challenges, by asking questions and leading you to self discovery, they help you in all the ways mentioned above; to learn facts (the least useful commodity); to learn to understand and to think; to acquire new skills and habits; and to assess and adopt values and attitudes.

To the extent that you cooperate with your home and your school you, the important third partner, whose education is the concern of the other two, will contribute most to your personal growth. In turn you will be able to contribute significantly to the growth of society.

THE KINDERGARTEN

1. What is Kindergarten?

The kindergarten system was first developed in Germany. In German KIND means child and GARTEN means garden. Thus, remember, that when your child is admitted in K.G., he goes to CHILDREN'S GARDEN and not to a SCHOOL that begins only in standard I. We have lower kindergarten (LKG) for the children aged four years and Upper kindergarten (UKG) for the children aged five years.

2. The Play-Way method

In this children's garden (kindergarten) the children play and learn. Put in another way, they learn to play in a definite way which is both fun and education at the same time and helps them to join the school later. This is called the PLAY-WAY METHOD fun at learning.

They learn to speak by story telling and play the same by acting it out. They develop their vocal chords and speech by learning nursery rhymes and they play by singing it. They learn to develop their visual skills at reading by recognizing the letter of the Alphabet and they play by juggling them with alphabet-card.

The same goes to recognizing numbers by playing the number games. Then they have adventures of learning people, things and animals by images, pictures and even cartoons. They learn to be with others, play together and make friends.

What is most important at this stage is learning to speak. It is only by speech and repetition that the child really learns. Speaking less means learning less. If the child speaks less, it means he knows less.

KG is a world of its own, full of colour, fun and activities. In order to do this, the first psychological requisite is to make the child feel SECURE, that is, make it feel at home with the class, the teacher and

other children. A warm atmosphere is created so that they will love learning and long to come to the kindergarten. Therefore, everything is planned very carefully and child-centred. They are in the kindergarten for five hours. They are occupied with various activities which help their emotional, social, intellectual and physical development.

KG TEACHER

The KG teacher is especially trained person who assists in the intellectual, emotional and psychological development of the child with great care and understanding. It requires a great deal of hard work and preparation. Special care is taken to choose these teachers because their responsibility in dealing with the little children is great. They have to communicate with the children at a much deeper level than merely on the level of teaching.

EXPECTATIONS

Since the children in kindergarten belongs to a special age that is the most sensitive and important in their formation for life, it becomes an imperative for the parents to closely associate and co-operate with the teachers.

1. Keep in constant touch with the class teacher, do not hesitate to talk about the child's problems; do not miss parent-teacher meeting. Listen carefully to what the teacher has to say about your child.
2. Both the parents should attend the P.T.M.
3. Spend some time daily with your child talking about (not teaching) the day in the school. Pay attention to what the child is trying to tell you.
4. Check your child's bag and the diary everyday.
5. The child should be neat and clean and smartly dressed. The ID

card must be worn everyday including the school picnic days. The child's dress and appearance reflects its home and parents.

6. Give the child a simple water bottle, tiffin-box, a clean napkin and a school bag that can be operated by the child.
7. Teach the child eating manners and toilet habits.
8. Give your child proper food in the tiffin; do not give junk food, e.g. chips, crunch, chocolates etc.
9. No money should be given to the child.
10. Make sure that the child is picked up promptly after the school.
11. On picnic days the child should bring only the water bottle and the tiffin box.

THE CONTINUAL SYSTEM OF ASSESSMENT

Assessment is a day to day activity which the teacher undertakes, to know and discover the qualities, talents, abilities and short-comings of the students. The teacher uses various ways and methods to know and study the students in their mental, physical, social, emotional, aesthetic and spiritual development. The teacher is in constant touch with the students and tries to know them with a view to help them in their all round development.

After every unit, when the students are led into new areas of knowledge and discovery, the teachers assesses the students to see how far they have assimilated and understood that particular unit. This is done through, appropriate thought provoking questions both oral and written, healthy inter-group and inter-section activities. The students are also assessed for their ability to understand, to respond and retain the new knowledge gained.

The written work is only one of the many ways of assessing a student. Even in the written work, the teacher takes into account the QUALITY, ACCURACY, NEATNESS and the EFFICIENCY with which the work is done.

Besides the written task, the students are graded for their response in the class, class work sketches, display of models charts etc. They are expected to express their thoughts freely and confidently. The teacher also takes into account the honest creativity and original of the work, while allotting the grades.

Hence, the assessment is based on the all round growth of a student from all possible angles.

The annual awards and prizes given will be on the basis of total points obtained.

Special arrangement for assessment cannot be made for pupils who, for any reason, are absent from any of the tests or assessment.

The results of the assessment are communicated to the parents by means of the Progress Report. They are requested to sign and return these to the school within three days of issuance. The students are liable to be punished in case of undue delay in returning the Progress Report on returning these with forged signatures.

All promotions are decided in consultation with the teachers at the end of the academic year. Promotion is granted on the basis of the Grades obtained in the assessment as well as the general work of the whole year. The results declared at the end of the year are final. In deciding the promotion of a student, grades of all the assessments will be taken into consideration. The minimum pass mark in each subject will be 40 percent.

A student who fails twice in the same class, will not be permitted to continue studies in the school.

Absence/leave in an assessment will be treated as having received no marks in it. The exemption from examinations, in no case, will be sanctioned more than once.

THE PROSPECTUS

INTRODUCTION

Montfort School was established in 1982. It is an unaided Christian minority school administered by the Society of the Brothers of St. Gabriel.

Montfort School being a Christian Institution, its first preference is for educating Christian (Catholic) children, but admission to the school is open to all.

ADMISSION AND WITHDRAWALS

ADMISSION TO L.K.G.

Normally admission is done only in L.K.G. Classes, as no new sections are added in other classes. Those seeking admission to L.K.G should be within the age group of 3^{1/2} and 4^{1/4} years on April 1 of the year of admission. The age requirement for other classes will be on the basis of the above as a rule. Admissions to classes other than LKG will depend on vacancies, and information regarding them can be had from the school office/notice board a few days before the beginning of the new session.

The Admissions are done on the basis of an interview and entrance test. The merit of the student is the sole criterion for selection. The school does not charge capitation fees. **Offers of donations, bringing influence to bear on the management with a view to gain admission etc. will entail disqualification of the candidate.**

A month's notice in writing must be given by the Parents before a child is withdrawn; otherwise one month's tuition fee in lieu of such notice will be charged. In addition, Rs. 50/- will be levied as T.C. fee.

Re-admission of a student struck off the school rolls for any reason will be entirely at the discretion of the Principal.

THE SCHOOL HOURS

The school session starts in April and ends in March.

(For LKG - Class I) : From 8.00 a.m. to 1.00 p.m.

(For Classes II - V) : From 7.30 a.m. to 1.30 p.m.

The School Office hours (for Parents & Guardians)

9.00 a.m. to 11.00 a.m

No school business will be transacted on holidays.

INTERVIEWS WITH THE PRINCIPAL/HEADMISTRESS

The Parents can meet the Principal/Headmistress on all working days from 9:00 a.m. to 10:30 a.m.

THE SCHOOL UNIFORM

The School Uniform consist of:

Boys (Summer)

Navy Blue Shorts,
White half Sleeve shirt
with Monogram,
School Tie & Belt
White Socks & Black Shoes

PT. Uniform (Friday)

White Shorts, School Belt,
T-Shirt with School Monogram,
White Socks, White Canvas Shoes
Lower and Upper.

Boys (winter)

Worsted Grey Full Pant,
White Full Sleeve shirt with Monogram,
Navy Blue Pullover with two white lines
around the neck and wrist, Navy Blue
blazer with school crest, School Tie &
Belt, Grey Socks & Black Shoes.

Girls (Summer)

Navy Blue Tunic with Monogram,
White half Sleeve shirt ,
Bloomer (Navy Blue)
School Tie & Belt,
White Socks & Black Shoes

PT. Uniform (Friday)

White Skirt, School Belt, White Bloomer
T-Shirt with School Monogram,
White Socks, White Canvas Shoes
Lower and Upper.

Girls (winter)

Worsted Grey Tunic with Monogram,
White Full Sleeves shirt ,Navy Blue
Pullover with two white lines around the
neck and wrist, Navy Blue blazer with
school crest, School Tie & Belt, Grey Socks
Grey Slacks & Black Shoes.

The Parents are requested to provide sufficient number of items mentioned above and to make sure that their children turn up in full uniform everyday. The students who come without the prescribed uniform can be sent back home.

SCHOOL FEES

The school fees should be deposited with Syndicate Bank, Mahanagar Branch, C 1039/40, Mahanagar, Lko. (Opp. Carmel School, Mahanagar). Our Banker will receive fee deposits only from Monday to Friday at their bank counter between 10.00 a.m. to 2.00 p.m. The last date for payment of fees will be as follows :-

First installment	May 10
Second installment	August 10
Third installment	November 10
Fourth installment	January 10

Those who fail to deposit the fees within the stipulated period will be fined Rs. 20 per instalment. If the fee for any installments is not deposited after one month from the due date, the name of the scholar can be removed from our registers without any notice and he may be readmitted with the fine and readmission fee Rs. 150/- . Readmission will be at the discretion of the Principal.

In case the last date for deposits happens to be a holiday for the bank, the next working day will be considered as the last day for the fee deposits. The Parents will kindly keep the paying-in-slip/counter foils with them till required by the School for checking, if necessary. The rate of fees is subject to change from time to time due to the increasing cost of maintenance and other expenses.

THE RULES CONCERNING LEAVE AND ABSENCE

No one who is late or has been absent will be admitted to the class without the permission of the Principal /Headmistress.

Leave is not granted except on prior written application from parents, which can be done through this Handbook.

Every absence, Medical Certificate etc, must be entered in the leave -record pages of the Handbook and signed by the Parent/ Guardian.

If a student is unable to come to school for more than three days, the case must be reported to the Principal /Headmistress by the Parents.

Repeated absence without leave, or absence for more than ten consecutive days renders a student liable to have his name struck off the rolls. Readmission, if granted, will be done on payment of the readmission fee.

All are expected to attend the classes on the opening day after each vacation. Absence for more than three days in the beginning of a term or immediately after a vacation renders a student liable to have his name struck off the rolls . A student returning to school after suffering from an infectious or contagious disease should produce a medical certificate permitting him to do so.

90 percent attendance is compulsory for the promotion to the next class.

THE TEST, EXAMINATION AND PROMOTIONS

To assess the progress of each student in the various subjects, and to facilitate an intense study of all the subjects we have regular assessment system for classes LKG to V.

The entire academic year will be divided into two semesters. The units studied in one semester will not be carried forward into the next semester. Hence it is imperative that the student perform extremely well in each semester. However the student of class V shall have selected chapters from the previous semesters, in all subjects included, for their Final Examinations.

Special arrangement for examinations cannot be made for pupils who, for any reason, are absent from any of the tests or examinations. Answer papers of the annual examination will not be made available to the parents.

The result of the test and examinations are communicated to the parents by means of the Progress Report. They are requested to sign and return the progress report to the school within three days of its issuance. The students are liable to be punished even with expulsion in case of undue delay in returning Progress Report or returning with forged signatures.

The students promotions are decided in consultation with the teachers at the end of the academic year. Promotion is granted on the basis of the marks obtained in all the examinations as well as the tests and the general work of the whole year. The result declared at the end of the year is final. In deciding the promotion of a student, mark of all the semester and unit -test examinations will be taken into consideration. The minimum pass mark in each subject will be 40 percent.

A student who fails twice in the same class, will not be permitted to continue studies in the school.

Absence/leave in an assessment or test will be treated as having received no marks in it. Leaves from examinations, in no case, will be sanctioned more than once.

SECOND / DUPLICATE DIARY

It is observed that a few students have the tendency to misplace their diary, whenever there are few remarks in their diary. The school normally does not issue a second/duplicate diary. However, the school may issue a second/duplicate diary if the case is genuine.

In order to procure a second diary, the student is required to get an application from the parent, which is to be counter-signed by the Class-teacher /Headmistress. The cost of second diary is Rs. 100/-

THE SCHOOL CONVEYANCE

The Parents are responsible for arranging their own conveyance to send their wards to School.

THE PARENT-TEACHER MEETING

The Parent Teacher Meeting will be conducted on second Saturday of every month. Both the Parents are requested to attend the same. The Parents should make it a point to take this opportunity to discuss the progress of their children.

However, If any parent feel that he / she needs to meet the Principal or any teacher with regard to the work or conduct of the child or for any problem faced by the child, he / she is encouraged to do so at the earliest after making an appointment with the Principal/Headmistress or the Teacher concerned.

The school administration will take a serious view of the parents regularly absenting themselves from such meetings or showing indifference towards their children's education.

THE LIBRARY RULES

1. All must observe perfect silence, discipline and order in the library.
2. All books taken from the library must be returned at the end of the period.

3. The students who have a library period should come to the library in a line and in silence.
4. If the student damages a library book, double of its price will be charged as fine.

BIRTHDAY CELEBRATION

Students are allowed to wear a special dress on their birthday. They may share a packet of toffees with their classmates/teachers.

CONDUCT AND DISCIPLINE

1. Admission to Montfort School implies on the part of pupil and parents willingness to comply with the requirements, rules and regulations to the school.
2. On class days and school functions, the student must wear the uniform prescribed for the season. All student must come to school clean and tidy. Those who are not dressed in uniform maybe excluded from the class or even sent home. However in exceptional circumstances a student unable to wear complete uniform would be allowed to attend the school provided a request is made by the parent through this Handbook.
3. The students must reach the school at least five minutes before the time fixed for morning school assembly.
4. Irregular attendance, habitual idleness, neglect of home work, disobedience and disrespect towards the members of the staff or bad moral influence will lead to the dismissal. The Pupils are responsible to the school authorities for their conduct both in and out side the school.
5. Students are also strictly forbidden to bring objectional literature in the school or to purchase any article of food from unauthorized dealers at or near the school premises.
6. Care must be taken of the school property: Students must not

scratch or spoil the furniture, write on the walls or in anyway damage what is provided for their use. Any kind of damage done to the school property will lead to dismissal.

7. The Students are responsible for the safe custody of their books and belongings. It is not advisable for children to bring valuable articles to school. Money should neither be lend or borrowed nor articles exchanged.
8. Students are expected to behave well at all times both inside and outside the school. Shouting or whistling or running in the school building or throwing things at one another is strictly forbidden.
9. Transistors, radios and tape recorders are not allowed in the school.
10. No one may leave the school premises during school hours without the Principal's/Headmistress's permission. Parents are not allowed to see their children or interview the teachers during the school hours except with the prior permission of the Principal/Headmistress. Parents are free to meet any teacher taking an appointment through diary.
11. All the photographs to be used for school purpose or to be attested by the school should be taken with the school uniform (preferably winter uniform).
12. Please see that your children bring with them tiffin box, pen, pencil, books etc. When they come to school. No arrangements will be made to send these things to the students during working hours if brought by parents, servant etc.
13. Any student found resorting to unfair means and receiving or giving assistance in any form during Tests/Examinations will be given zero in the subject and a warning letter. Repetition of the same will result in dismissal.
14. Letters are not to be sent to the students at the school address.

15. The Parents are requested to keep in touch with the school authorities regarding the progress of their children. They are particularly requested to call for and check their progress report which is issued after every cycle of tests.
16. Parents/guardians may not visit their wards or their teachers in the classrooms.
17. Students are not allowed to be absent on the closing day/reopening day, or whenever there is a school function.
18. Vehicles will not be allowed in the school premises for safety reasons.
19. The school reserves to itself the right to dismiss students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to other students or whose guardians show little interest in the progress of their wards. Immortality grave insubordinate, contempt of authority or wilful damage to property is always a sufficient reason for immediate dismissal.
20. The Parents are requested to collect their wards from the school ground itself after the school gets over.

TO PARENTS

Though a school can do a lot for a child, it cannot do everything. The home is the place where he gets his first education and training in citizenship. It is the chief place where his character is formed and developed. School education indeed promotes the growth of personality and helps to discover and develop the qualities that are in the children. In order to secure all that is best in the education of your child, maximum, co-operation between parents and the school authorities is necessary.

The task of helping our children to become good citizen is done better through a kind of partnership between the school and the parents.

The school desires to have your co-operation and close contact with the teachers of your children in order to develop an atmosphere that is conducive to better and more effective education. This handbook is one of the links which bridges the home and the school. It will be an effective medium for parent-teacher contact.

We earnestly request the parents to look into this Handbook everyday and see to it that the lesson and homework assigned for the next day are completed. The child should be encouraged to cultivate habitual cleanliness in all his work. The teacher will communicate with you through this Handbook. Your prompt attention to those remarks is very essential.

Absence of your child from class for attending a social functions is discouraged because it retards the child's progress and minimizes his interest in regular hardwork. It is essential that the school be informed when the child is detained at home.

Children who are ill should not be sent to school to attend class or to take test, as the chances are that they will spoil both their health and studies. In case of illness, application for leave must reach the school without delay.

Children should do their home-work by themselves. They should not be helped in it by parents or by tutors unless they really need it. It is important that the children develop a habit of studying and working their own.

Criticism of a teacher should be avoided in the presence of the child because it undermines his respect for the teachers and the school. Should you have a legitimate complaint, please meet the Principal.

Giving presents to the staff or other demonstrations of gratitude or good will for their honour is not allowed.

As your child advances in age, guide him to become a resourceful and useful member of the home, society and the country.

Encourage self-help for work and study. He should be taught to keep his room tidy, make his own bed, polish his own shoes, carry his own bag etc. The formation of such habits early in life inculcates in him the idea of dignity of work, which is a fundamental personal virtue necessary for a successful career in life.

You are requested to pay special attention to the personal cleanliness of your child. Kindly see that the child attends the school in proper prescribed uniform. As the medium of instruction in this School is English, children should be helped to follow their classes easily and intelligently by certain amount of regular English conversation at home.

RESPONSIBILITIES OF CLASS MONITOR

1. Special attention shall be paid by class teachers in choosing suitable monitors. Names shall be submitted to the Principal at the beginning of each year.
2. Monitors must be as far as possible exemplary in conduct and industrious in studies.
3. They must be able to command respect in the class.
4. They are employed for all assistance in the class, e.g. maintaining discipline, collecting or distributing books, attending to cleanliness and neatness of the class room, bringing chart, maps, reporting to concerned authorities about various needs of the class.
5. They must rub off writing on the black board immediately after each period.
6. The monitor will write each on the black board the date and the number of students present out of the total in their class.
7. The monitors will be responsible for all happenings in the class during the absence of the teacher.
8. The monitor is made to realize that to be monitor is a special privilege and honour. To betray the trust and confidence

- reposed in him is to commit a most degrading act.
9. It is imperative to all monitors to report to the principal, the teacher-in-charge or the class teacher any breach of discipline noticed even during the recess.
 10. In the event of teacher being absent, they must inform the school office or Vice Principal within the first five minutes from the commencement of the period.

RESPONSIBILITIES OF SCHOOL HEAD BOY

1. They should ensure that everyone carries out his duties in a responsible and impartial manner.
2. They should command the school in discipline at prayer assemblies every morning and all school gatherings.
3. They should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the Principal.
4. They should show exemplary behaviour with head held high, providing a shining example of leadership, trust, courtesy, love and progress.
5. They should play an active role in organizing Annual functions, Inter class and Inter school activities.
6. They should bring to the notice of teachers minor day to day problems of students like fights, misunderstandings, injuries, damage to school property, missing articles etc.

THE METHOD OF STUDY

All of you have to devote a lot of time to your studies but most of you find it impossible to finish the given task or assignments. From where then can you find time to study ? For this there is no magic formula but the formation of correct study habits. This will keep you free from anxiety and give a feeling of confidence.

I. STUDY CONDITION

1. **Avoid all distraction :** Do not let your mind wander or be distracted from what you are doing. For this, select a quiet place.
2. **Keep ready all the materials** you might require close at hand so that you do not waste time and energy looking for it.
3. **Study under proper light,** for poor light tires the eyes and you lose concentration.
4. **Have proper ventilation,** for fresh air keeps the mind alert.

II. MAKE A PLAN FOR STUDY

1. **Keep in mind what you have to study,** how much you have to study and time you have. Have a balance between leisure and study. Organize a time-table in such a way that you have fun and sufficient time for study. "All work and no play makes jack a dull boy". Fun is essential because an exhausted mind cannot absorb what you study.
2. **Decide when to study and what to study.** Make a weekly timetable. It is better to have a short frequent period for each subject than long hours for one. Start with interesting easy lesson/topics and then go on to difficult ones unless they are interconnected.
3. **Pay total attention to what you are studying,** You will absorb more and understand better.
4. **Do not study when you are tired,** Relax with something light or a short while and come to studies. But do not confuse it with laziness and tiredness.
5. **Understand the material you have to learn as a whole.**
6. **Re-learn and revise previous lesson frequently.** If you have learnt mathematical formula or grammar rules practice

their use, for Practice makes it perfect.

7. **Do not try to learn everything by heart.** Read the chapter carefully, understand the ideas and write the essential points.
8. **Do not learn notes but get the most important points and put them down in order under headings and subheadings.**
9. **During the weekend, set aside something to go over the week's work concentrating on points you had not grasped.**

Regularity and concentration are the key words of success.

REMEDIAL CLASSES For Class II to V

(1.45 p.m.- 2.45 p.m.)

DAYS	CLASS II	CLASS III	CLASS IV	CLASS V
Monday	English	English	English	English
Tuesday	Hindi	Hindi	Hindi	Hindi/Sans
Wednesday	Maths	Maths	Maths	Maths
Thursday	Science/ Computer	Science/ Computer	Science	Science
Friday	EVS	EVS	EVS	EVS

ACTIVITIES

The years a student spends in the school should enable him/her to acquire sound principles of conduct and action and lay a solid foundation of true and purposeful living when he attains adulthood. Principles of honesty, trust, co-operation, self-reliance, leadership and hard work are inculcated through various school activities. In these activities the student learns to do things himself/herself under the supervision of teachers. In them is given the opportunity to see the practical application of the abstract ideas of give and take that he learns in the classroom.

All the activities are organised among the sections of the class. Most of the activities are based on the syllabi of the class. It aims at developing different skills. Parents must encourage their ward to take active participation in all activities. Continuous practice and perseverance is the only road to success.

All the subjects-activities are first conducted in the classroom to enable each and every child to take part in them. Then the best participations are selected and inter class competitions are organised on Saturdays classes II to V & Thursday LKG to I of every week. Parents are welcome if they wish to come and witness the performance of their wards on such days.

A. Class wise, awards are instituted to recognize various talents of students. The awards are :

1. Student of the year	03/04
2. Performing Artist of the year	01
3. Disciplined student of the year	03/04
4. Artist of the year	01
5. Best Speaker/Quizzer of the year	01
6. Excellence in studies	03/04
7. Best Section of the year	Rolling Trophy

B. An award named “**Special Achievement Award**” (SAA) will be given to a Student if his outstanding performance/contribution do not fall in any of the above 06 categories.

Norms for Award Points

Inter Class Competitions

First Prize	10
Second Prize	05
Third Prize	03
Participation	01

Inter School Competitions

1st Prize in the Inter School Competitions	25
2nd Prize in the Inter School Competitions	15
3rd Prize in the Inter School Competitions	10
Participation	05

Highest Marks Obtained	250
2nd Highest in all 3/4 Sections	225
3rd Highest in all 3/4 Sections	200
4 th Highest in all 3/4 Sections	190
5 th Highest in all 3/4 Sections	180
6th Highest in all 3/4 Sections	170
7th Highest in all 3/4 Sections	160
8th Highest in all 3/4 Sections	150

100% Attendance	50
First in National Level	50

Second in National Level	40
Third in National Level	30
Participation in National Level	15

Article published in TOI/HT	25
Messages	05

UNO etc.	
1st Position	50
2nd Position	40
3 rd Position	30
Consolation	20
Participation	10

CUBS

Cubs Camp	15
Members	05

GROUP ACTIVITIES

First Prize	100
Second Prize	75
Third Prize	50

The total points for various activities would be added to decide the award. The individual student points would be added upon the best section of the year.

Note :-

1. Student who has been taken part in at least three different Co.-curricular Activities and has scored minimum 50 percent in academic is eligible for student of the year award.
2. The SAA will be decided by the school executive committee.
3. There will be negative markings for irregularity in attendance, work, late Attendance, misconduct, improper uniform etc.

The negative points will be Decided by the Headmistress -

First Time	:	1 point,
Second Time	:	2 points,
Third Time	:	5 points.

THEME FOR ASSEMBLY, 2011-2012

MONTH & DATE	CLASS	THEME
April - 2011		
01-08	VA	Welcome / Best Wishes, Well begun is half done
11-20 21	V B Choir Group	Duties towards school / Good Friday / Easter
25-29 30	V C Choir Group	The Value of Discipline
May - 2011		
02-07	V D	Aim of Education / Labours Day
09-13	IV A	Character Building / Mothers Day
16-20	Choir Group	
July - 2011		
01 & 02	Choir Group	
04 -08	IV B	Self Grooming
09	Choir Group	
11-15	IV C	The Do's and Don'ts/World Population Day
16	Choir Group	
18-22	IV D	Hygienic Living
25-29	III A	Politeness
30	Choir Group	
August - 2011		
01-05	III B	Punctuality / Friendship Day
06	Choir Group	
08-12	III C	Truthfulness / Raksha Bandhan
16-19	III D	Leadership / Independence Day
23-27	II A	We are all God's children
September - 2011		
29 Aug- 2nd Sept	II B	Time Management / Id Ul Fitr
03	Choir Group	
06-10	II C	Respect for others / Mother Teresa / World Literacy Day
12	Choir Group	
21-24	II D	Keep things in order
26-30	V A	Practise makes perfect / Gandhi Jayanti

October - 2011		
01	Choir Group	International Music Day
03-07	V B	“Love your enemies, do good to those who hate you” / Dussehra
10-14	V C	Beautiful behaviour is finest of all arts
15	Choir Group	
17-21	V D	Advantages and disadvantages of watching T.V
22	Choir Group	
24-29	IV A	Do it now, never postpone/ Diwali
November - 2011		
31 Oct- 4th Nov.	IV B	Forgiveness
08-11	IV C	Importance of Sports and Games/ Education Day/ Id-Ul-Zuha/ Gurunanak Jayanti
15-18	IV D	Children Centre of Life
21-25	III A	Charity
December - 2011		
28 Nov - 2 Dec	III B	Co-operation
03	Choir Group	
05-09	III C	Honesty/ Moharram/ Human Rights Day
12-16	III D	Hope
17	Choir Group	
19-22	II A	Christmas - Love/ Peace/ Joy
27-30	II B	Obedience
31	Choir Group	
January- 2012		
16-20	II C	The spirit of generosity
23-27	II D	Patriotism / Republic Day
28	Choir Group	
February - 2012		
30 Jan-3 Feb	V A	Caring for Mother Earth / Founder's Day
06-10	V B	Self Value
13-17	V C	Forgiveness
18	Choir Group	
20-24	V D	Citizenship
25	IV A	Think well before you speak
27	IV B	Appreciation
28	IV C	Self Control
29	IV D	Great Leaders

**MONTFORT SCHOOL, MAHANAGAR, LUCKNOW
WALL MAGAZINE PRESENTATION, 2011-2012**

Original articles and artistic creations prepared by the students with the help of their Class Teacher will be displayed upon the Notice Board on the allotted dates. All the classes will bring out their imagination, through creative perception. Following dates are given to the respective classes for the above mentioned creative presentation. The best presentation of the classes will be awarded.

April	II ABCD	Welcome / God loves & cares for everyone
	III ABCD	Punctuality
	IV ABCD	Set your goals
	V ABCD	Well begun is half done
May	II ABCD	Punctuality
	III ABCD	Good Habits
	IV ABCD	Aim of Education
	V ABCD	Duties towards school
July	II ABCD	Discipline
	III ABCD	Time is Precious
	IV ABCD	Hygienic Living
	V ABCD	Environmental cleanliness
August	II ABCD	Freedom
	III ABCD	Independence Day
	IV ABCD	Leadership
	V ABCD	Patriotism
September	II ABCD	Obedience / Teachers Day
	III ABCD	Campus Cleanliness
	IV ABCD	Love your enemies, do good to those who hate you
	V ABCD	Tribute to teachers

October	II ABCD	Scenery	Drawing & Painting
	III ABCD	Save Environment	
	IV ABCD	Landscape	
	V ABCD	Pollution	
November	II ABCD	Children centre of life	
	III ABCD	Dignity of labour	
	IV ABCD	Respect for others	
	V ABCD	No gain without pain	
December	II ABCD	Christmas	
	III ABCD		
	IV ABCD		
	V ABCD		
January	II ABCD	New Year & Self Value	
	III ABCD		
	IV ABCD		
	V ABCD		
February	II ABCD	Art & Craft	
	III ABCD		
	IV ABCD		
	V ABCD		

ASSESSMENT TIME TABLE 2011-2012

UKG, CLASS-I

FIRST ASSESSMENT

Jul.	05	- English
	12	- Hindi
	19	- Maths
	26	- EVS

SECOND ASSESSMENT

Aug.	02	- English
	09	- Hindi
	16	- Maths
	23	- EVS
	30	- G.K

Sept.	06	- Art
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THIRD ASSESSMENT

	13	- English
	20	- Hindi
	27	- Maths
Oct.	04	- EVS

FOURTH ASSESSMENT

Oct	11	- English
	18	- Hindi
Nov.	01	- Maths
	08	- EVS
	15	- G.K.
	22	- Art

FIFTH ASSESSMENT

Nov.	29	- English
Dec.	05	- Hindi
	13	- Maths
	20	- E.VS

SIXTH ASSESSEMENT

Mar.	2	- Art
Mar.	5	- English
Mar.	6	- Maths
Mar.	7	- Hindi
Mar.	8	- G.K.(Only for Class I)
March	9	- E.VS.

Mar.	20	- Result
	24 & 25	- Submission of Stationery
Apr.	02	- New Session begins

LKG

FIRST ASSESSMENT

Jul.	05	- Language Development
	12	- Pre-Number concept
	19	- Art
	26	- Rhymes

SECOND ASSESSMENT

Aug.	02	- Language Development
	9	- Art
	16	- Numbers
	23	- Rhymes
	30	- Thematic

THIRD ASSESSMENT

Sept.	13	- Language Development
	20	- ART
	27	- Numbers
Oct.	04	- RHYMES

FOURTH ASSESSMENT

Oct.	11	- Language Development
	18	- Art
Nov.	01	- Numbers
	08	- Rhymes
	15	- Thematic

FIFTH ASSESSMENT

Nov.	22	- Language Development
	29	- Art
Dec.	13	- Numbers
	20	- Rhymes

SIXTH ASSESSEMENT

Mar.	5	- Art
Mar.	6	- Language Development
Mar.	7	- Numbers
Mar.	8	- Rhymes
Mar.	9	- Thematic

Mar.	20	- Result
Apr.	02	- New Session begins

BREAK UP OF ACTIVITIES

LKG, 2011 - 2012

March	31	-	New Session begins
April	09	-	Parent Teacher Meeting
	21	-	Colouring
	28	-	Montfort Feast
May	21-30	June -	Summer Vacation
July	1	-	School Re-opens
	7	-	Palm Printing
	09	-	Parent Teacher Meeting
	14	-	Finger Printing
	21	-	Vegetable Printing
	28	-	Spray Painting
August	4	-	Flag making
	11	-	Rakhi Making
	13	-	Parent Teacher Meeting
	15	-	Independence Day
	17	-	Solo Dance Competition
	24	-	Story Telling
September	5	-	Teacher's Day Celebration
	7	-	Hindi Recitation
	15	-	Cut out pasting
	10	-	Parent Teacher Meeting
	22	-	Bud Printing
	29	-	Paper Tearing
October	12	-	Fancy Dress
	15	-	Parent Teacher Meeting
	20	-	Leaf Printing
November	2	-	Solo Singing competition
	09	-	English Recitation
	12	-	Parent Teacher Meeting
	14	-	Children's Day
	16	-	Group Dance
	30	-	Group Singing
December	08	-	Card Making Competition
	10	-	Parent Teacher Meeting
	19	-	Dramatization
	23	-	Christmas Celebration
	24 - 26	-	Christmas Holidays
January	25	-	English Speech Competition
	26	-	Republic Day
	31	-	Founder's Day
February	04	-	Art & Craft Exhibition
	11	-	Cultural Feastal
March	01	-	Principal's Day

BREAK UP OF ACTIVITIES
Class UKG, 2011-2012

March	31	-	New Session begins
April	09	-	Parent Teacher Meeting
	21	-	Colouring
	28	-	Montfort Feast
May	21 – 30	-	Summer Vacations
July	1	-	School Re-opens
	7	-	Paper Tearing
	09	-	Parent Teacher Meeting
	14	-	Finger Impression
	21	-	Bindhi Activity
	28	-	Vegetable Printing
August	4	-	Flag making
	11	-	Rakhi Making
	13	-	Parent Teacher Meeting
	15	-	Independence Day
	18	-	Solo Dance Comp
	25	-	Story Telling
September	5	-	Teacher's Day Celebration
	08	-	Hindi Recitation
	10	-	Parent Teacher Meeting
	15	-	Cut Out Pasting
	22	-	Bud Printing
	29	-	Thread Painting
October	13	-	Fancy Dress
	15	-	Parent Teacher Meeting
	20	-	Leaf Printing
November	3	-	Solo Singing comp.
	10	-	English Recitation
	12	-	Parent Teacher Meeting
	14	-	Children's Day celebration/
	16	-	Palm Impression
	17	-	Group Dance
	24	-	Word Making Competition
December	01	-	Group Singing
	08	-	Card Making Competition
	10	-	Parent Teacher Meeting
	20	-	Dramatization
	23	-	Christmas Celebration
	24–26	-	Christmas Holidays
January	26	-	Republic Day
	27	-	English Speech Competition
	31	-	Founder's Day
February	04	-	Art & Craft Exhibition
	18	-	Cultural Festal
March	01	-	Principal's Day

BREAK UP OF ACTIVITIES
Class I, 2011-2012

March	31	-	New Session begins
April	09	-	Parent Teacher Meeting
	28	-	Montfort Feast
May	-	-	Summer Vacations
July	1	-	School Re-opens
	7	-	Collage making
	09	-	Parent Teacher Meeting
	14	-	English Recitation
August	4	-	Flag making
	11	-	Rakhi Making
	13	-	Parent Teacher Meeting
	15	-	Independence Day
	19	-	Solo Dance
	26	-	Story Telling
September	05	-	Teacher's Day Celebration
	09	-	Hindi Recitation
	10	-	Parent Teacher Meeting
	15	-	Mental Maths Competition
October	14	-	Fancy Dress Comp.
	15	-	Parent Teacher Meeting
November	04	-	Solo Singing
	11	-	English Recitation
	12	-	Parent Teacher Meeting
	14	-	Children's Day
	18	-	Group Dance
	24	-	English Spelling Competition
December	02	-	Group Singing
	08	-	Card Making /
		-	Cut Out Pasting Competition
	10	-	Parent Teacher Meeting
	21	-	Dramatization
	23	-	Christmas Celebration
	24-26	-	Christmas Holidays
January	26	-	Republic Day
	27	-	English Speech Competition
	31	-	Founder's Day
February	04	-	Art & Craft Exhibition
	16	-	Sentence Making Comp.
	25	-	Cultural Festal
March	01	-	Principal's Day

**SCHOOL CALENDER FOR
CLASSES II-V, 2011 - 2012**

April	1	- New Session begins
	07	- Cubs Camp for Class V
	09	- Parent Teacher Meeting
	11	- Cubs Camp for Class IV
	19	- Cubs Camp for Class III
	21	- Cubs Camp for Class II
	28	- Montfort Feast
	30	- Memory Test
May	07	- Spellathon (spell a word competition)
	14	- Parent Teacher Meeting
	21-30 June	- Summer Vacations
July	1	- SCHOOL RE-OPENS
	04-08	First Assessment
	09	- Hand Writing Competition / New Entry & Renewal of Cubs
	14	- Investiture Ceremony
	16	- Tongue Twister Competition
	23	- Parent Techer Meeting + First Assessment Result
	30	- Collage Making
August	06	- Hindi Patriotic Singing Competition
	15	- Independence Day Celebration
	20	- Parent Teacher Meeting + Second Assessment Result (Eng, Hindi, Maths, EVS)
	25	- Dramatization
	27	- English Elocution
September	3	- CREATIVE WRITING COMPETITION (ENGLISH)
	5	- Teacher's Day
	10	- English Group Singing Competition
	12-20	- Half Yearly Assessment
	24	- English Poem Recitation

October	01	- Solo Dance competition
	08	- Parent Teacher Meeting + Half Yearly Assessment Answer Script Showing
	15	- Word Formation Competition
	18	- Cubs Camp for Classes II – V (those who are in cubs)
	22	- Quiz Competition
	29	- Excel Calculation
November	05	- Cultural Festal (Class V)
	12	- Cultural Festal (Class IV)
	14	- Children's Day Celebration
	19	- Cultural Festal (Class III)
	26	- Cultural Festal (Class II)
December	03	- English Solo Singing Competition
	10	- Parent Teacher Meeting + Third Assessment Result (Eng, Maths, Hindi)
	17	- Group Dance Competition
	23	- Christmas Celebration
	24-26	- Christmas Holidays
	31	- Drawing Competition
January 2012	16-20	- Fourth Assessment
	21	- Parent Teacher Meeting
	26	- Republic Day
	28	- Debate
	31	- Founder's Day
February	4	- Exhibition
	11	- Parent Teacher Meeting + 4 th Assessment Answer Script showing
March	1	- Principal's Day
	2	- Final Assessment
	23	- Class V Result
	24	- Class II – IV Result
April	02	- New Session begins

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Follow no one, but learn from everyone.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Even the richest man in the world is poor, if he is without love in his heart.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Most people expect more respect from others than they give it themselves.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

One word spoken with love can soothe the sorrowful hearts of many.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Love is magical. It's a language the deaf can hear,

Subject.....Date.....

Lined writing area with 20 horizontal lines.

A song crippled can dance to, and a sunset the blind can see.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Those who do not hope to win have already lost.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Learn from failure, do not brood over them.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Life is a school. Those who learn to love and help others graduate with honours.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Life is not a goblet to be drained; it is a measure to be filled.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Life is like a drama. If you understand the plot there is great happiness.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

The life you live will soon be past, but the things you for others will last.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Empty sacks will never stand upright.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Teach your children the trade, not the tricks of the trade.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

An advice after mischief is like medicine after death.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

You real wealth can be measured not by what you have, but by what you are.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Have a good laugh at yourself from time to time;it will do you good.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Every disappointment in life can be stepping stone to greater things.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

One is not born a genius, one becomes a genius.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

The only way to gain respect is firstly to give it.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Think well before you speak because your words may plant the seed of either success or failure.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Every thought we think is creating our future.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

The great pleasure in life is doing what people say you cannot do.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

A man's life is what his thoughts make of it.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

If you make up your mind to do three things, namely to work, to save and to learn, you can rise in the world.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

A smile can make short work of any difficulty.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Give your son a fish, he eats today. Teach him how to fish, he eats everyday.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

He who also friends has no need of mirror.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

The best thing to spend on your child is your time.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Your mind is like a garden. Tend it well by filling it with positive, encouraging, faith building thoughts the day.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Fear no man, hate no man, wish no one misfortune, and more than likely you will have plenty of friends.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Try to forget useless things. To remember everything is to make your mind a dustbin.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Don't be a preacher but a doer and do things to make your children proud of you.

Subject.....Date.....

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A soft answer turns away anger, but harsh words cause quarrels.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

Love is magical. It's language the deaf can hear, a song the crippled can dance to, and a sunset the blind can see.

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Be the magnet of peace so that can attract placeless souls.

Subject.....Date.....

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Even the richest man in the world is poor, if he is without love in his heart.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

An open mind collects more riches than an open purse.

Subject.....Date.....

Lined writing area with 20 horizontal lines.

The Lord's blessings is our greatest wealth. All our work adds nothing to it.

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Be the magnet of peace so that can attract placeless souls.

Subject.....Date.....

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Subject.....Date.....

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Subject.....Date.....

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Subject.....Date.....

Lined writing area for page 165.

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PLEASE NOTE

Parents/Guardian/Visitors are not allowed to enter the class and meet the students and their teachers during school hours. In case of an urgent need for meeting the students or teachers, the Principal is to be contacted. Parents/Guardian are earnestly requested to check the note books and handbook of the students regularly and help the school to maintain a high standard. **Phone calls for teachers or students during class hours will not be entertained.**

This handbook is an essential part of every students outfit. It should be brought to the school everyday.

All entries of absence, late coming etc, should be made in the hand book and not on sheets of paper.

Since students come from varying backgrounds. It should not surprise us if a few students coming to the school have the tendency of stealing other student's articles like pen, pencil, geometry boxes etc. While requesting the parents to keep strict watch over their child to see if he ever brings home stolen property, they are also requested to provide sufficient things so that he need not resort to stealing.

ATTENDANCE : (PARENT TEACHER MEETING) Note: Submit this Performa to the class teacher by 15th February (11-V)									
Name :									
Roll No.....									
Class.....									
Sec.....									
Subject	April	May	July	Aug	Oct	Dec	Jan	Feb	
English									
Hindi									
Maths									
EVS									
Science									
G.K									
P.T.									
M.Sc.									
Dance									
Art									
Music									
Class									
Teacher									

TIME TABLE

Periods	1	2	3	4	BREAK			5	6	7	8
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											