



# ROSARY HIGH SCHOOL BADLAPUR

Affiliated to Central Board of Secondary Education -  
Affiliation no. 1131242 | School Code 31229

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Roll No: \_\_\_\_\_

House: \_\_\_\_\_ G. R. No: \_\_\_\_\_

D. O. B.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Parent's details:

Mother's Name: \_\_\_\_\_

Mother's Contact No.: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Contact No.: \_\_\_\_\_

## Sibling details in school:

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Roll no.: \_\_\_\_\_

*This hand book is to be brought to the class room daily.*

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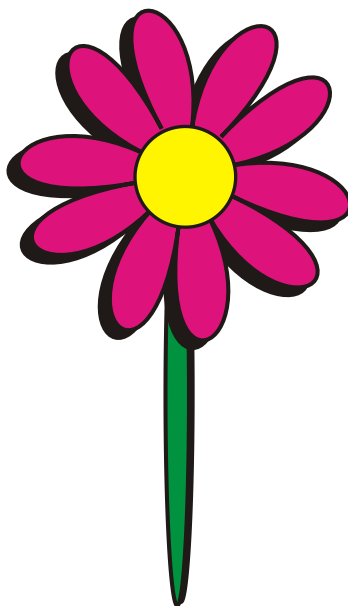


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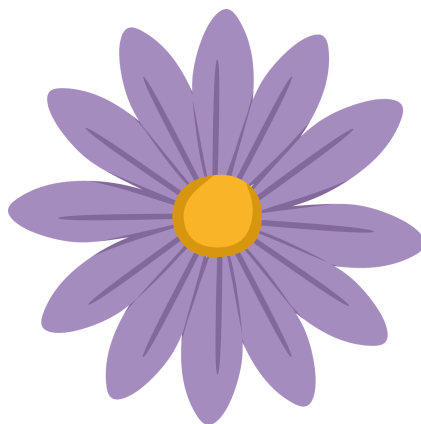
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# SCHOOL INFORMATION

| Information    | Details                                                                                                                 |
|----------------|-------------------------------------------------------------------------------------------------------------------------|
| School Name    | Rosary High School                                                                                                      |
| Address        | Yadav Nagar, Ulhas Nadi Bridge, Opposite Chhatrapati Shivaji Maharaj Smarak, Badlapur Gaon Road, Badlapur (West) 421503 |
| Affiliation    | CBSE   Affiliation No. 1131242   School Code 31229                                                                      |
| Academic Year  | 2026-27                                                                                                                 |
| School Contact | 07559423746                                                                                                             |
| Website        | <a href="http://www.rosaryedu.org.in">www.rosaryedu.org.in</a>                                                          |





# 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.**





# SCHOOL HOURS

## Morning Shift

**Monday to Friday**

7:15 a.m. – 12:30 p.m.

**Saturday 1st & 2nd**

7.15 am to 10.30 am

## Afternoon Shift

**Monday to Friday**

12:40 a.m. – 5:30 p.m.

## Office Hours

**Monday to Friday**

8.00 am to 10.00 am | 12.30 to 2.30 pm

**Saturday**

8.00 am to 10.00 am

## Principal Visiting hours

**Monday to Friday**

08.00 am to 9.00 am | 12.30 pm to 1.30 pm

**Saturday**

8.00 am to 10.00 am

# OUR YEAR THEME

*This year...*

*Don't Just Learn the Answer – Learn to  
Reason, Think & Reflect*



# OUR FOUNDERS

*"Together, we build the foundation of  
the child's future."*



## Founder's Message

Dear All,

Every child is full of possibilities. Our goal is to create a learning environment that builds confidence and strong values. Together, let us guide our children toward a bright future.

**Mr. Vishwanath Panvelkar**  
Founder



## Chairman's Message

Dear All,

Every child deserves care, encouragement, and guidance. We are dedicated in nurturing their growth and happiness. Together, let us make this year joyful and meaningful.

**Mrs. Geeta Tembulkar**  
Founder & Chairman





# DISCOVER OUR SCHOOL STORY

The story of our school is rooted in a shared vision of service, commitment, and accessible education. Mrs. Geeta Tembulkar began a humble preschool in Badlapur with just 40 students. At a time when quality schools in the area were very few, parents deeply appreciated her personal approach to teaching and learning, and her small initiative soon became a trusted place of education.

In the year 2000, she founded St. Anthony Educational & Welfare Trust. With the unwavering backing of Mr. Vishwanath Panvelkar, Mrs. Geeta Tembulkar was determined to provide affordable and meaningful education to every child who needed it. This determination led to the establishment of St. Anthony Convent School in the year 2000. Through her dedication, hard work, and personal involvement, the school grew remarkably from 40 students to more than 2500 students. Today, the institution proudly completes 25 years of excellence in education. The school now functions under the dynamic leadership of Mrs. Sheetal Tembulkar and has earned numerous awards and recognitions for its valuable contribution to the field of education.

Her determination to serve the educational needs of the community did not end there. Responding to the growing demand of parents for CBSE education, she aspired to establish another school offering a modern curriculum. With the continued support of Mr. Vishwanath Panvelkar and the leadership of Founder Principal, Mrs. Rasika Panicker, Rosary High School was established in 2017. The school began its journey with 60 students and has now successfully completed eight years, growing steadily to more than 750 students.

The vision of trust is to ensure that every child receives quality education in its true sense and grows into a confident and capable individual.



# WELCOME MESSAGE

*“Little minds that think today become big leaders tomorrow.”*



## Director's Message

Dear Children,  
We welcome you to an exciting year filled with curiosity. This year, you will master reasoning skills to help you express your understanding with clarity and confidence. These skills will become the foundation of your lifelong journey to excellence.

Warm regards,  
**Dr. Rasika Panicker**  
Director



## Principal's Message

Dear Children,  
Every day is a new adventure!  
Think before you speak, explore knowledge, and discover yourself with a happy heart. May this diary help you learn, grow, and shine wiser. Wishing you an excellent year ahead.

With love,  
**Mrs. Sumita Wade**  
Principal

# OUR GUIDING PRINCIPLES

## Our Vision

To educate students to the highest level of academic excellence, expand their potential, and prepare them to be productive, responsible, ethical, creative, and compassionate members of society.



## Our Mission

- To offer quality Education
- To develop child's potential through progressive and balanced curriculum
- To provide happy environment for parent, children and staff by creating secure and caring atmosphere at school



## Our Motto

To strengthen **FAITH**  
Nurture **LOVE** and  
Encourage **LEARNING**





“Learning begins  
with curiosity,  
grows through  
guidance, and  
shines through  
character.”



# PRAYER BEFORE SCHOOL

God of Light and Wisdom,  
thank you for giving me a mind that can know  
and a heart that can love.

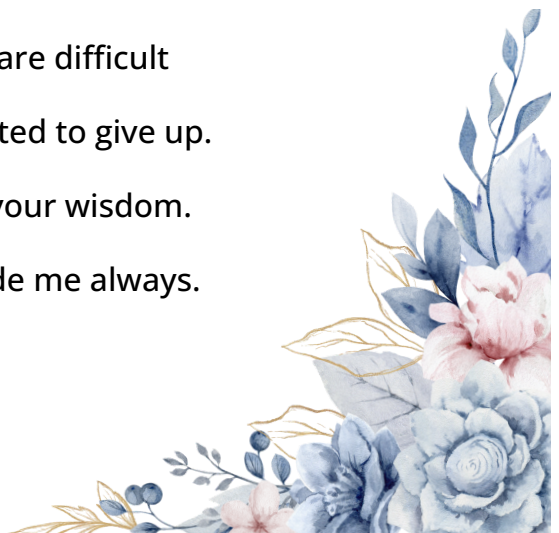
Help me to keep learning  
every day of my life,  
no matter what the subject may be.

Let me be convinced  
that all knowledge leads to you,  
and let me know how to find you  
in all the things you have made.

Encourage me  
when the studies are difficult  
and when I am tempted to give up.

Enlighten me with your wisdom.  
Be with me and guide me always.

Amen.



# HYMNS

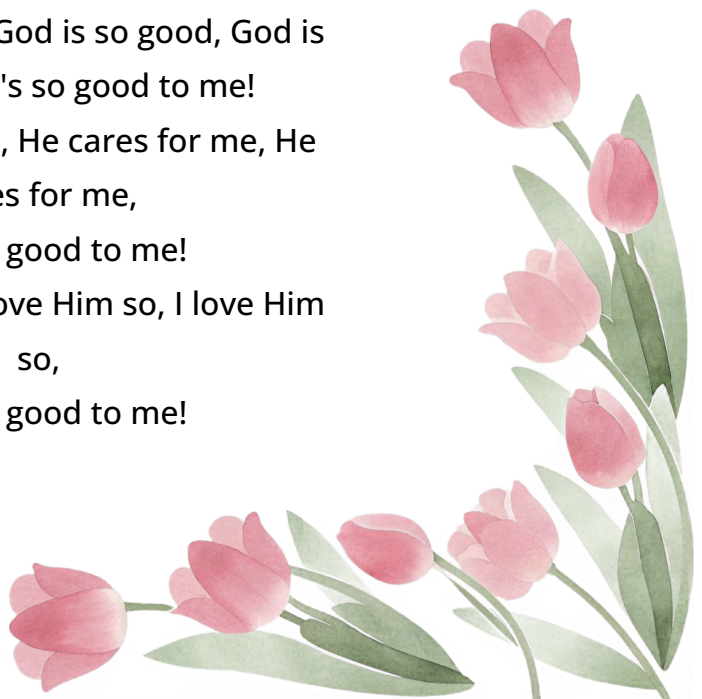
## LIKE A SUNFLOWER

Like a sunflower  
that follows every moment of the sun,  
So, I turn towards You, to follow You, my God. (2)  
In simplicity, charity I follow (2)  
Like a sunflower  
that follows Every moment of the sun,  
So, I turn towards You, to follow You my God.



## GOD IS SO GOOD!

God is so good, God is so good, God is  
so good, He's so good to me!  
He cares for me, He cares for me, He  
cares for me,  
He's so good to me!  
I love Him so, I love Him so, I love Him  
so,  
He's so good to me!





# HYMNS



## GOD IS GOOD ALL THE TIME

God is good, all the time  
Through the darkest night,  
His light will shine  
God is good,  
God is good  
All the time.

If you're walking, through the valley  
And there are shadows all around  
Do not fear,  
He will guide you  
He will keep you safe and sound  
He has promised to never leave you  
Or forsake you,  
and His word is true.  
God is good,  
all the time

Through the darkest night,  
His light will shine  
God is good,  
God is good  
All the time..





# HYMNS



## GOD IS GOOD ALL THE TIME

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Through the darkest night,  
His light will shine  
God is good,  
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If you're walking, through the valley  
And there are shadows all around  
Do not fear,  
He will guide you  
He will keep you safe and sound  
He has promised to never leave you  
Or forsake you,  
and His word is true.  
God is good,  
all the time

Through the darkest night,  
His light will shine  
God is good,  
God is good  
All the time..







# HYMNS



## JUST LIKE A CHILD

Just like a child, who trust his father dear  
And who's delight,  
to feel his presence near  
Just like a child,  
whose mind has not a doubt  
And whose heart is never proud.  
Hear I come, O lord  
Hear I come just like a child  
Hear I come, O lord  
Hear I come just like a child

Just like a child,  
so weak he cannot stand  
But who holds firm  
and tight his mother's hand  
Just like a child,  
who sings in bright daylight  
Fearing not the long dark night.  
Hear I come, O lord  
Hear I come just like a child  
Hear I come, O lord  
Hear I come just like a child





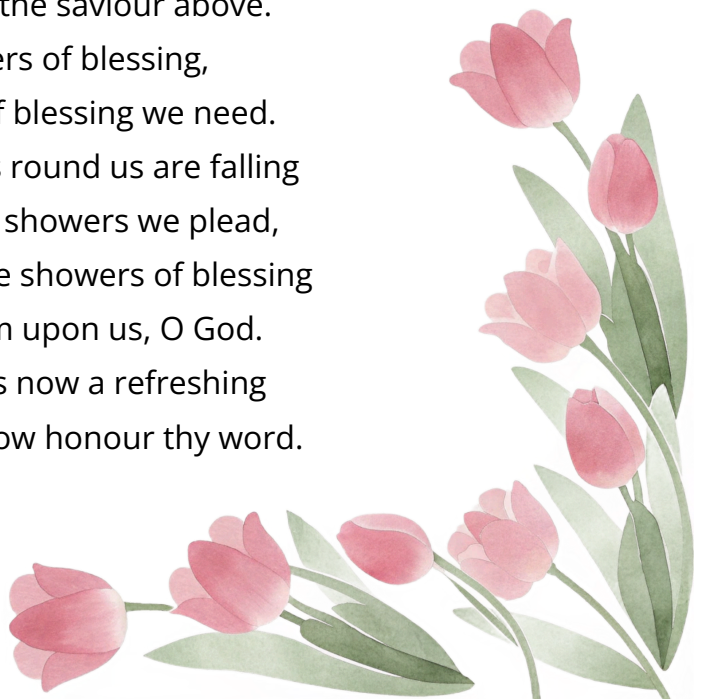
# HYMNS

## GOD'S CREATION

Every tiny star that twinkles in the night sky,  
Every drop of morning dew,  
Every spark of fire, blazing in the furnace  
Every captivating view  
Every rainbow in the sky, every pretty butterfly  
Tells the fascinating, news to those who dare to hope...  
And the message is God still loves the world,  
God still, still loves the world  
So, throw your life into his hands,  
Day by day discern his plans  
God is passionately busy loving you and me (2)

## 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.  
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 God.  
Grant to us now a refreshing  
Come and now honour thy word.



# HYMNS

## MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace  
Where there is hatred let me bring your love  
Where there is injury, your pardon Lord  
And where there is doubt true faith in you

Make me a channel of your peace  
Where there is despair in life let me bring hope  
Where there is darkness only light  
And where there's sadness ever joy

Oh, Master grant that I may never seek  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my soul



# HYMNS



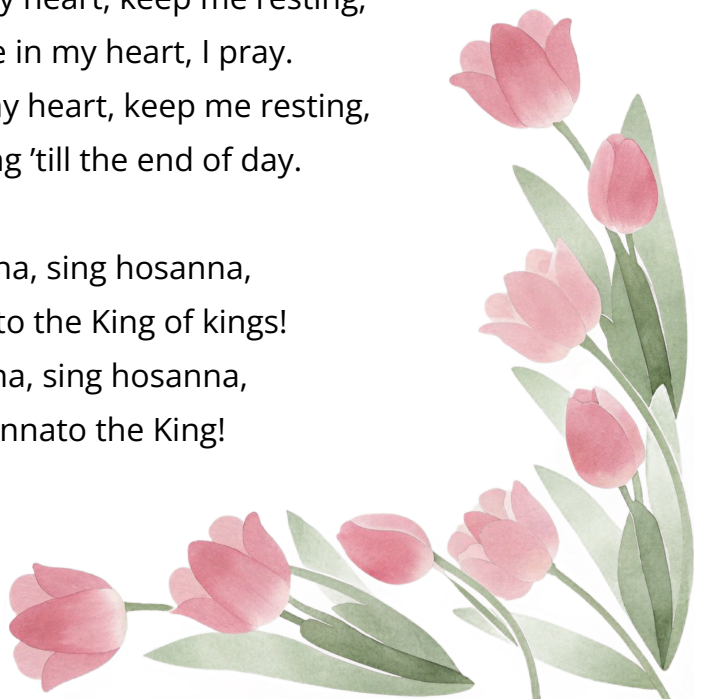
## GIVE ME OIL IN MY LAMP

Give me oil in my lamp keep me burning  
Give me oil in my lamp, I pray,  
Give my oil in my lamp, keep me burning,  
Keep me burning 'till the end of day.

Sing hosanna, sing hosanna,  
Singhosanna to the King of kings!  
Sing hosanna, sing hosanna,  
Sing hosannato the King!

Give me peace in my heart, keep me resting,  
Give me peace in my heart, I pray.  
Give me peace in my heart, keep me resting,  
Keep me resting 'till the end of day.

Sing hosanna, sing hosanna,  
Singhosanna to the King of kings!  
Sing hosanna, sing hosanna,  
Sing hosannato the King!

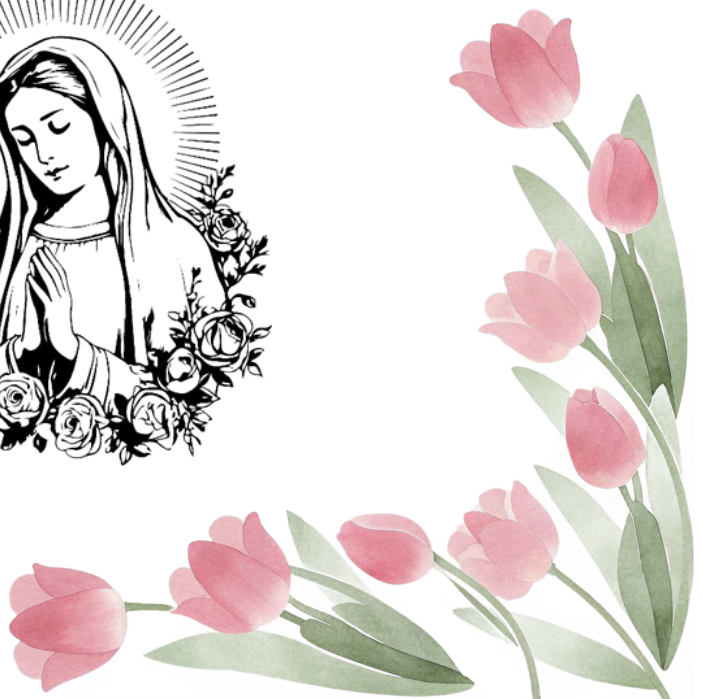


# HYMNS

## Ave Maria

As I kneel before you,  
As I bow my head in prayer,  
Take this day, make it yours  
And fill me with your love.  
Ave Maria, Gratia plena,  
Dominus tecum, Benedicta tu.

As I kneel before you,  
And I see your smiling face,  
Ev'ry thought, ev'ry word  
Is lost in your embrace.  
Ave Maria, Gratia plena,  
Dominustecum, Benedicta tu.



# PLEDGE

India is my Country.  
All Indian's are my brothers & Sisters.  
I Love my Country  
And I am proud of its rich & varied heritage  
I shall always be worthy of it.  
I shall give my parents, teacher and all  
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



# NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya he  
Bharat Bhagya Vidhata  
Punjab Sindhu Gujarat Maratha  
Dravida Utkala Banga  
Vindhya Himachala Yamuna Ganga  
Uchhala Jaladhi Taranga  
Tava Shubha Name Jage  
Tava Shubha Ashish Mange  
Gayen Tava Jaya Gatha  
Jana Gana Mangal Dayak Jaya he  
Bharat Bhagya Vidhata  
Jaya he Jaya he,  
Jaya he  
Jaya Jaya Jaya Jaya he.....

**-Rabindranath Tagore**



# PRAYER AFTER SCHOOL

O Mary, Mother of fair love, fear, knowledge, and hope, by whose loving care and intercession many have become intellect and gained knowledge, to thee I choose my guide and patroness of my studies. Give me the gift of knowledge and the grace to use it wisely, that I may remember what I learn and recall it when necessary. Give me the power of your assistance and of thy holy grace. Amen.



# NATIONAL SONG

Vande Mataram Vande Mataram

Sujalam Suphalam

Malayaja Shitalam

Sasyashyamalam Mataram

Vande Mataram

Shubhra Jyotsana

Pulakityamineem PullaKusumita

Drumadala Shobineem

Suhasineem

Sumadhura Bhaashhinium

Sukhadam Varadam Mataram

Vande Mataram

**-Bankim Chandra Chatterjee**



## वंदे मातरम्





**A great student  
is known not  
only by marks,  
but by manners.**



# DECLARATION FORM

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ G.R. No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Blood Group: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sibling in School: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Roll no.: \_\_\_\_\_

☐ I have read the rules and regulations of the school and promise to abide by them. I undertake to pay the school fees as per the schedule given by the school.

**Parent Signature**





# STUDENT CODE OF CONDUCT

**(Rosary High School – Discipline & Responsible Behaviour Policy)**

## **Philosophy**

Discipline is an integral part of the school culture. The school promotes self-discipline, respect, responsibility, and ethical behaviour so that students develop habits that guide them throughout life. Discipline at school is corrective and developmental, not punitive.

## **A. GENERAL EXPECTATIONS (Applicable to All Students)**

- Students shall maintain discipline, respect, and dignity within the school campus and during all school activities.
- Students must attend school in complete and neat uniform unless otherwise instructed.
- School ID cards must be worn at all times inside the campus.
- Students must keep classrooms and surroundings clean and follow eco-friendly practices.
- Respect for teachers, staff, peers, and school property is mandatory.
- Any damage to school property must be compensated by the concerned student(s).
- Bullying, intimidation, discrimination, or harassment in any form is strictly prohibited.
- Mobile phones, cameras, smart gadgets, and electronic devices are not allowed unless officially permitted for academic purposes.

- 
9. English shall be the medium of communication within the school campus to encourage language development.
  10. Participation in assessments and evaluations is compulsory unless supported by valid medical reasons.
  11. Leave during working days must be taken only with prior permission by the parents from school authorities.
  12. Birthday celebrations shall remain simple. Only sweets may be distributed; gifts and special attire are strictly not permitted.
  13. Students must follow safety rules during transport, excursions, and school events.

## **B. STAGE-WISE EXPECTATIONS**

### **1. Foundational Stage (Nursery – Grade 2)**

(Focus: Habits, Safety, Emotional Development)

- Students learn discipline through guidance and positive reinforcement.
- Sharing, caring, and polite behaviour are encouraged.
- Physical aggression, pushing, or hurtful language is discouraged.
- Students must follow classroom routines and listen to instructions.
- Personal belongings should be handled responsibly.

#### **Corrective Approach:**

Reminder → Guidance → Parent communication.

### **2. Preparatory & Middle Stage (Grades 3 – 8)**

Focus: Responsibility, Respect, Self-Regulation

- Students must complete assignments responsibly and honestly.
- Respectful communication with peers and teachers is expected.

- Teasing, exclusion, cyber-bullying, or misuse of social media linked to school will invite disciplinary action.
- Students must follow laboratory, library, and sports safety rules.
- Bringing prohibited items is not allowed.
- Students should demonstrate teamwork, gender sensitivity and inclusive behaviour.

**Corrective Approach:**

Warning → Reflection task → Yellow Card → Parent meeting.

### **3. Secondary Stage (Grades 9 – 10)**

Focus: Accountability, Leadership, Ethical Conduct

- Students are expected to demonstrate maturity, self-discipline, and leadership as senior members of the school community.
- Academic honesty must be maintained. Cheating or malpractice is strictly prohibited.
- Misuse of digital platforms, recording without permission, or online misconduct will invite strict action.
- Students must respect gender sensitivity, dignity, and inclusive values in behaviour and communication.
- Use of abusive language, back answering, or showing disrespect towards teachers, staff, or peers is not acceptable.
- Senior students must act as role models and shall not intimidate, punish, or misuse authority over younger students. Any form of bullying, ragging, or harassment of junior students will carry strict action.
- Any involvement in violence, substance use, bullying, or unsafe behaviour will lead to disciplinary review.

**Corrective Approach:**

Yellow Card → Red Card → Suspension / Disciplinary Committee Review.

## C. ANTI-BULLYING & SAFEGUARDING

- Bullying, body-shaming, gender bias, or exclusionary behaviour is strictly prohibited.
- Students must report unsafe situations to teachers or counsellors.
- Confidential support will be provided to affected students.

## D. DIGITAL & SOCIAL BEHAVIOUR

- Students shall not create or circulate inappropriate content related to school members.
- Online respect is treated the same as offline behaviour.
- Cyber misconduct affecting school environment will invite disciplinary action.

## E. DISCIPLINE MONITORING SYSTEM

- **Yellow Card:** Warning for inappropriate behaviour with corrective counselling.
- **Red Card:** Issued after repeated violations; may result in suspension or behavioural intervention program.
- The focus remains on behaviour correction and character building.

## F. POSITIVE DISCIPLINE APPROACH

The school believes in:

- Guidance over punishment
- Reflection over fear
- Responsibility over control

Students are encouraged to grow into responsible, compassionate, and self-disciplined individuals.



# STUDENT RIGHTS & RESPONSIBILITIES CHARTER

(Rosary High School – Learner Wellbeing & Responsible Citizenship Framework)

## Preamble

At Rosary High School, every child is valued, respected, and empowered to learn in a safe and nurturing environment. The school believes that discipline grows from understanding responsibility. This Charter defines the rights and responsibilities of students to promote self-discipline, mutual respect, and ethical citizenship in accordance with the vision of holistic education.

## 1. STUDENT RIGHTS

Every student has the right to:

### 1.1 Right to Safety and Protection

- Learn in a physically and emotionally safe environment.
- Be protected from bullying, harassment, discrimination, or abuse.
- Be treated with dignity regardless of gender, ability, background, or academic level.

### 1.2 Right to Respect and Inclusion

- Be heard respectfully by teachers and peers.
- Participate equally in academic, sports, and co-curricular activities.
- Receive support for individual learning needs.



### **1.3 Right to Quality Learning**

- Experience engaging and meaningful learning opportunities.
- Receive constructive feedback for improvement.
- Access school facilities such as library, laboratory, and technology resources responsibly.

### **1.4 Right to Expression**

- Share ideas, opinions, and creativity respectfully.
- Seek guidance and counselling when needed.

### **1.5 Right to Wellbeing**

- Learn without fear, humiliation, or corporal punishment.
- Receive emotional support and guidance for personal growth.

## **2. STUDENT RESPONSIBILITIES**

With rights come responsibilities. Students are expected to:

### **2.1 Responsibility Towards Self**

- Maintain discipline, honesty, and self-control.
- Attend school regularly and complete assigned work sincerely.
- Follow healthy habits and maintain personal hygiene.

### **2.2 Responsibility Towards Others**

- Show respect towards teachers, staff, and fellow students.
- Use polite and appropriate language.
- Promote kindness, empathy, and cooperation.

### **2.3 Responsibility Towards Learning**

- Participate actively in classroom activities.
- Maintain academic honesty during tests and assignments.
- Use English as the medium of communication within the campus.

## **2.4 Responsibility Towards School Property & Environment**

- Keep classrooms and campus clean.
- Protect school property and resources.
- Practice environmentally responsible behaviour.

## **2.5 Digital Responsibility**

- Use technology ethically and responsibly.
- Avoid cyberbullying, misuse of social media, or recording others without permission.
- Follow school guidelines regarding electronic devices.

## **3. POSITIVE DISCIPLINE APPROACH**

The school follows a restorative discipline model:

- Guidance and counselling before punishment
- Reflection and corrective action over fear-based discipline
- Behaviour improvement through mentoring and parental partnership

## **4. BEHAVIOUR SUPPORT SYSTEM**

Intervention:

**Level 1** - Verbal reminder and guidance

**Level 2** - Reflection activity / Teacher counselling

**Level 3** - Yellow Card with parent communication

**Level 4** - Red Card and Behaviour Review Committee

**Level 5** - Suspension (in serious or repeated cases)

## **5. SAFEGUARDING & ANTI-BULLYING COMMITMENT**

- Bullying, discrimination, body-shaming, or exclusion will not be tolerated.
- Students are encouraged to report concerns without fear.
- Confidential support and counselling will be provided.

## 6. PARTNERSHIP WITH PARENTS

Parents are partners in nurturing responsible behaviour and are expected to:

- Reinforce school values at home.
- Support corrective measures taken by the school.
- Maintain open communication with teachers.

## 7. SCHOOL COMMITMENT

Rosary High School commits to:

- Fair and unbiased disciplinary practices.
- Child-centred and inclusive education.
- Creating confident, responsible, and compassionate citizens.

“Discipline is not  
control from outside,  
but character built  
from within.”





# PARENT CODE OF CONDUCT

**(Rosary High School – Parent Partnership & Responsible Engagement Policy)**

## **Preamble**

Rosary High School believes that education is a shared responsibility between the school and parents. A positive partnership built on trust, respect, and open communication creates a safe and nurturing environment for every child.

This Code of Conduct outlines expectations to ensure constructive collaboration for the holistic development of students.

## **1. Respectful Communication**

- Parents shall communicate respectfully with teachers, staff, and school authorities at all times.
- Concerns or grievances must be addressed through proper school channels such as appointments, email, or official meetings.
- Use of abusive language, threatening behaviour, or social media defamation against the school or its staff is strictly discouraged.
- Parents are encouraged to avoid negative discussions about the school or teachers in the presence of children.

## **2. Partnership in Learning**

- Parents shall support the school in maintaining discipline, punctuality, and regular attendance.
- Parents should monitor homework, academic progress, and school instructions communicated through official platforms.

- 
- A supportive home environment for study, reading, and balanced routine should be ensured.

### **3. Student Behaviour & Discipline Support**

- Parents shall cooperate with the school in corrective and counselling measures taken for behavioural improvement.
- In cases of repeated misconduct, parents must attend meetings and work jointly with the school for intervention plans.
- Parents should reinforce values of respect, empathy, and responsible conduct at home.

### **4. Safety & Safeguarding Responsibility**

- Parents must inform the school about medical, emotional, or behavioural concerns affecting the child.
- Sick children should not be sent to school.
- Parents must ensure children follow transport and safety rules.
- Any safety concern, bullying incident, or risk must be promptly reported to the school.

### **5. Digital Responsibility**

- Parents shall monitor responsible use of mobile phones and social media by their children.
- Students must not create, share, or circulate inappropriate content related to school members or activities.
- Online misconduct affecting school discipline will be addressed jointly by school and parents.

## **6. Campus Protocol**

- Parents shall not enter classrooms or meet teachers during instructional hours without prior permission.
- Only authorised visitors are allowed within school premises.
- Parents must ensure students do not bring valuables or prohibited items to school.

## **7. Communication & Information**

- Parents must provide updated contact details and inform the school of any changes in address or phone numbers.
- School circulars, calendars, and notifications must be referred to before making enquiries.
- Official communication should be made through emails and redressal forms.

## **8. Documentation & School Records**

- Applications must be submitted for certificates or official documents.
- Parents are encouraged to maintain records of report cards and certificates issued by the school.

## **9. Commitment to School Values**

Parents are partners in nurturing children who demonstrate:

- Respect
- Responsibility
- Integrity
- Inclusiveness
- Self-discipline
- School Statement

The school reserves the right to act if parent behaviour disrupts the safe and respectful school environment..

# PARENT-SCHOOL ESCALATION PROTOCOL

**(Rosary High School – Parent Partnership & Responsible Engagement Policy)**

## **Purpose**

To ensure that all concerns are addressed fairly, respectfully, and efficiently through a structured communication process that supports student wellbeing and maintains a positive school environment.

## **Step 1: Class Teacher Interaction**

- Parents must first discuss academic, behavioural, or classroom-related concerns with the Class Teacher.
- Communication may be through the school diary, official school platform, or scheduled appointment.
- Adequate time should be given to the teacher to review and respond.

✓ Most concerns are expected to be resolved at this level.

## **Step 2: Coordinator / HOD**

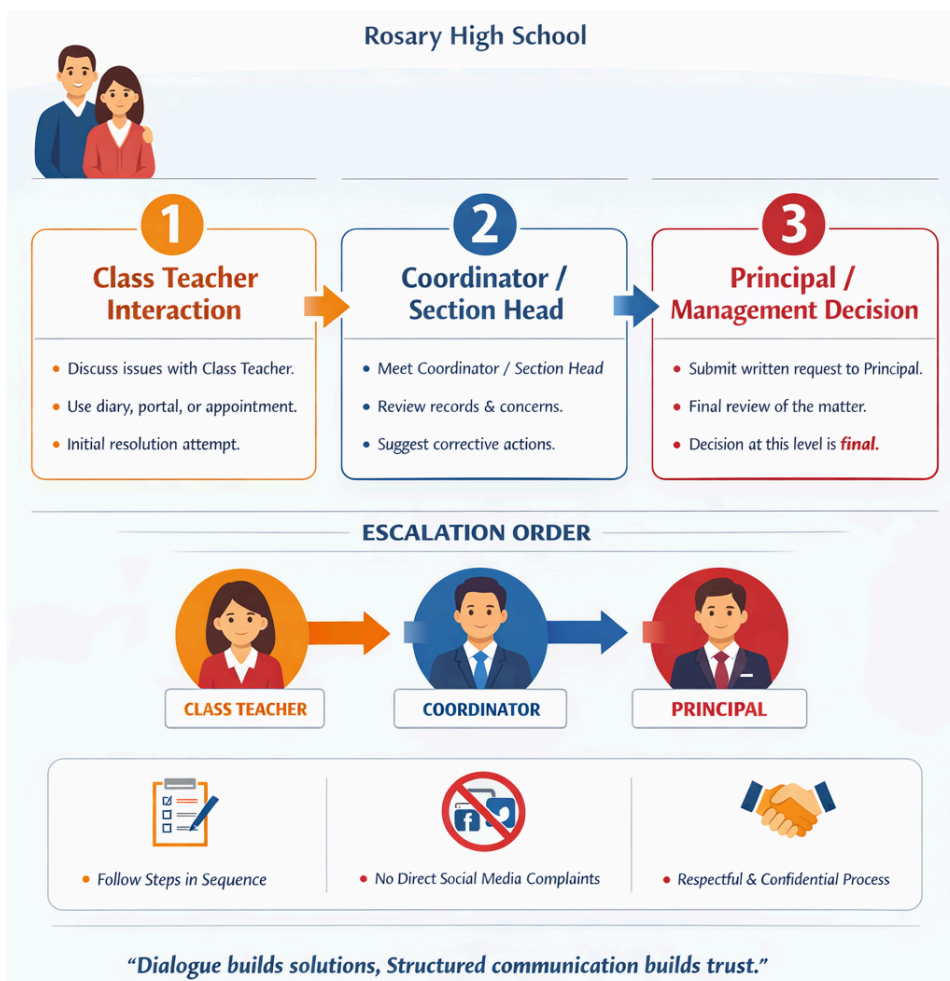
- If the concern remains unresolved, parents may approach the Academic Coordinator / Section Head.
- A meeting may be scheduled to review the issue with necessary records and observations.
- Corrective measures or guidance will be suggested.

### Step 3: Principal / School Management

- Matters unresolved after Step 2 may be escalated to the Principal through a written request or official email.
- The decision taken at this level after review shall be considered final.

### Important Guidelines

- Parents are requested to follow the escalation order and avoid bypassing levels.
- Direct complaints on social media or public platforms without following the protocol are discouraged.
- The school assures fair hearing, confidentiality, and respectful resolution.





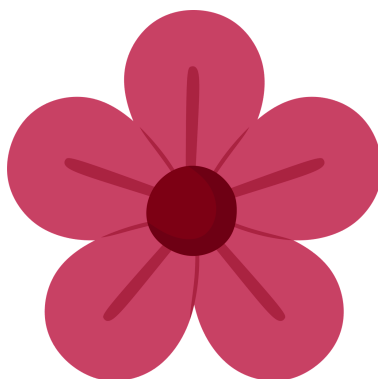
# SCHOOL COMMUNICATION DIRECTORY

## Management

| Sr. No. | Name                | Designation | Email Address               |
|---------|---------------------|-------------|-----------------------------|
| 1       | Dr. Rasika Panicker | Director    | director@ rosaryedu.org.in  |
| 2       | Mrs. Sumita Wade    | Principal   | principal@ rosaryedu.org.in |

## Head of Departments (HOD)

| Sr. No. | Name                  | Department        | Email Address                       |
|---------|-----------------------|-------------------|-------------------------------------|
| 1       | Ms. Pragya Dubey      | HOD – TGT         | pragya.dubey@ rosaryedu.org.in      |
| 2       | Ms. Rukshar Shaikh    | HOD – Primary     | rukshar.shaikh@ rosaryedu.org.in    |
| 3       | Ms. Muskaan Nizami    | HOD – Foundation  | muskaan.nizami@ rosaryedu.org.in    |
| 4       | Ms. Santana Sakhiwala | HOD – Pre-primary | santana.sakhiwala@ rosaryedu.org.in |



# COMMUNICATION DIRECTORY

## Class Teachers

| Class     | Email Address                     |
|-----------|-----------------------------------|
| Nursery   | nursery@rosaryedu.org.in          |
| LKG       | lkg@rosaryedu.org.in              |
| UKG       | ukg@rosaryedu.org.in              |
| Class 1 A | Class_wisdom@rosaryedu.org.in     |
| Class 1 B | class1_integrity@rosaryedu.org.in |
| Class 1 C | class1_respect@rosaryedu.org.in   |
| Class 2 A | class2_wisdom@rosaryedu.org.in    |
| Class 2 B | class2_integrity@rosaryedu.org.in |
| Class 2 C | class2_respect@rosaryedu.org.in   |
| Class 3 A | class3_wisdom@rosaryedu.org.in    |
| Class 3 B | class3_integrity@rosaryedu.org.in |
| Class 4 A | class4_wisdom@rosaryedu.org.in    |
| Class 4 B | class4_integrity@rosaryedu.org.in |
| Class 5 A | class5_wisdom@rosaryedu.org.in    |
| Class 5 B | class5_Integrity@rosaryedu.org.in |
| Class 6 A | class6_wisdom@rosaryedu.org.in    |
| Class 6 B | class6_integrity@rosaryedu.org.in |
| Class 7 A | class_wisdom@rosaryedu.org.in     |
| Class 7 B | class_integrity@rosaryedu.org.in  |
| Class 8   | class8_wisdom@rosaryschool.in     |
| Class 9   | class9_wisdom@rosaryschool.in     |
| Class 10  | class10_wisdom@rosaryschool.in    |



# SCHOOL FEES

## School Fee Payment Guidelines & Fee Structure

### A. Fee Payment Schedule

- School fees are payable monthly from the 1st to 10th of every month.
- Parents are requested to ensure timely payment to avoid inconvenience.

### B. Late Fee Rule

- A late fine of ₹300 will be applicable if fees remain unpaid during the months of: July, October, December, and March.

### C. Mode of Payment

- Fees shall be paid only through Online Transfer (NEFT / Bank Transfer).
- Cash and cheque payments are not accepted.

### D. Bank Details for Online Payment

- **Class 3 to 10**

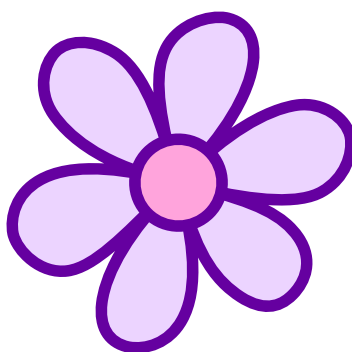
| Bank Details    | (Class 3 to 10)     |
|-----------------|---------------------|
| Bank Name:      | Kotak Mahindra Bank |
| Account Name:   | Rosary High School  |
| Account Number: | 8613652029          |
| IFSC Code:      | KKBK0001349         |
| Account Type:   | Savings             |
| Branch:         | Badlapur            |

## 5. Class-wise School Fee Structure

|             | Preschool | Class 1 & 5 | Class 6 to 8 | Class 9 - 10 |
|-------------|-----------|-------------|--------------|--------------|
| Monthly fee | 3400      | 4050        | 4300         | 5440         |
| Payable for | 10 months | 11 months   | 11 months    | 9 months     |

## F. Important Instructions

- Parents must maintain prior communication with the school regarding any pending dues.
- Ensure fees are paid before the declaration of any examination results. If parents face financial constraints, a clear written communication mentioning the next date of payment should be made to the school. The school will remain considerate in genuine cases.
- Parents are requested not to accumulate fees for payment at the end of the academic year.
- After payment, kindly email the payment receipt to:  
rosaryhighschool417@gmail.com
- Please mention the Student Name, Class, and Division while sending the payment confirmation.





# UNIFORM DISCIPLINE

## Guidelines for parents and students

- The prescribed school uniform must be worn whenever a student represents the school for any academic, co-curricular, or official event.
- Uniform must be clean, neat, and well maintained at all times.
- Boys must keep short, well-groomed hair not falling on the forehead.
- Girls with long hair must wear pony tails or plaits with white rubber bands. Hair should not fall on the forehead.
- Students must come in complete uniform.
- Parents will be informed in case of non-compliance. For genuine reasons, a written note in the diary is required.
- Watches and valuable ornaments are not permitted.
- Nails must be trimmed and clean for all students.
- Girls are not permitted to apply mehndi or nail polish.
- P.T. Uniform must be worn on marked days and must be purchased every academic year due to regular wear and tear.
- During winter, only the prescribed Blue Woollen School Sweater is allowed. Hoodies, jackets, or coloured sweaters are not permitted.
- A complete regular uniform set must be purchased every alternate year. Purchase of a new school shirt is compulsory in the following year.
- Parents are requested to cooperate in maintaining uniform discipline and school code of conduct.
- Students must have Cubs & bulbul/ Scout & Guide uniform for SEWA Activity.

# ASSEMBLY & ATTENDANCE GUIDELINES

## **Assembly**

Assembly is an important part of school life. All students must attend and participate regularly and maintain discipline throughout. Students must carry the school diary daily for assembly.

## **Attendance & Leave Rules**

- A minimum of 85% attendance is required for promotion to the next class.
- Prior permission of the Principal is required for leave taken for personal reasons.
- Students are expected to attend school on the first working day after every vacation.
- In case of absence, parents must send a written note in the school diary.
- Students returning after an infectious or contagious illness must submit a doctor's fitness certificate.
- Absence from school for social functions is strongly discouraged.
- Attendance on National Festivals (Independence Day and Republic Day) is compulsory. A fine of ₹100 will be charged for non-attendance without valid reason.



# LIBRARY RULES & GUIDELINES

- The school library promotes reading habits, independent learning, and responsible use of shared resources.
- Library books will be issued once every month for home reading as per school instructions.
- Students from Class IV onwards are encouraged to borrow books independently from the library.
- Only one book will be issued at a time. A new book will be issued only after the previous book is returned.
- Students must keep the issued book clean and in good condition. Books must not be folded, written upon, or damaged.
- Books are issued for personal reading only and should not be exchanged.
- Books must be returned within the given time.
  - Late return will attract a fine of ₹50 per day.
  - Lost or damaged books must be replaced or paid for as decided by the school.
- Students may be required to submit a short reading response. Class teachers will monitor book return and participation.
- Textbooks, journals, magazines, and reference books are for library reading only and will not be issued.
- Students and parents are expected to cooperate in maintaining library discipline and school property.



# SUBJECTS OFFERED

## Preschool (Foundational Stage)

| Nursery   | L.KG      | U.KG      |
|-----------|-----------|-----------|
| • English | • English | • English |
| • Math    | • Hindi   | • Hindi   |
| • EVS     | • Math    | • Math    |
|           | • EVS     | • EVS     |

Fine & Gross motor skills will be conducted in school throughout the year.

Story & rhymes recitation will be a part of daily activity at school.

## Class 1 & 2 (Foundational Stage)

| Scholastic Subject | Co- scholastic Subject        |
|--------------------|-------------------------------|
| • English          | • MS office & AI              |
| • Hindi            | • Arts Education              |
| • Marathi          | (Dance, Music, Art and Craft) |
| • Math             | • Health & Physical Education |
| • EVS              |                               |

## Class 3rd to 5th (Preparatory Stage)

| Scholastic Subject | Co- scholastic Subject        |
|--------------------|-------------------------------|
| • English          | • MS Office, AI & Robotic     |
| • Hindi            | • Art Education               |
| • Marathi          | (Dance, Music, Art and Craft) |
| • Math             | • Health & Physical Education |
| • Science          | • Cubs & Bulbul               |
| • Social Studies   |                               |



### Class 6th to 8th (Middle Stage)

| Scholastic Subject | Co- scholastic Subject        |
|--------------------|-------------------------------|
| • English          | • AI, Coding & Robotics       |
| • Hindi            | • Arts Education              |
| • Marathi          | (Dance, Music, Art & Craft)   |
| • Math             | • Health & Physical Education |
| • Science          | • Scout & Guide               |
| • Social Science   |                               |

#### Skill Subjects Offered:

**Information Technology (IT)** – MS Office applications, basics of Artificial Intelligence (AI), Coding, and Robotics to develop digital literacy, logical thinking, and problem-solving skills.

### Class 9th & 10th (Secondary Stage)

| Scholastic Subject | Co- scholastic Subject        |
|--------------------|-------------------------------|
| • English          | • Information Technology      |
| • Hindi            | • Arts Education              |
| • Marathi          | • Health & Physical Education |
| • Math             |                               |
| • Science          |                               |
| • Social Science   |                               |

#### Vocational Skill Education Offered:

**Information Technology (Code 402)** – CBSE skill subject focusing on digital applications, office tools, employability skills, and practical IT competencies.

# BAGLESS DAYS ACTIVITY

Bagless Days are conducted for Classes VI to VIII in alignment with CBSE and NEP 2020 recommendations to promote experiential, competency-based, and multidisciplinary learning. The initiative provides students with exposure to vocational skills, local heritage, and life skills through hands-on activities beyond the classroom. It aims to strengthen practical understanding, enhance critical thinking, develop respect for skilled work, and support the holistic development of learners.

## Bagless Days Activity Plan (Classes VI–VIII)

| Class           | Theme / Activity                | Duration | Activity Description                                                       | Learning Outcomes                                   |
|-----------------|---------------------------------|----------|----------------------------------------------------------------------------|-----------------------------------------------------|
| Class VI - VIII | Carpentry (Vocational Exposure) | 10 days  | soft wood cutting, measuring, and simple assembling with safety practices. | Vocational exposure and practical skill development |



# ASSESSMENT STRUCTURE

## PRESCHOOL TO CLASS 2

### A. Assessment of Scholastic Area

| Term | Months    | Assessment         | Marks | Total Marks |
|------|-----------|--------------------|-------|-------------|
| I    | July      | Test 1             | 40    | 100         |
|      | August    | Subject Enrichment | 20    |             |
|      | September | Test 2             | 40    |             |
| II   | January   | Test 3             | 40    |             |
|      | February  | Subject Enrichment | 20    |             |
|      | March     | Test 4             | 40    |             |

### A. Assessment of Co - Scholastic Area

#### I. Preschool

- Fine Motor Skill – The child will use its creative imagination to create & color an art.
- Gross Motor Skills – Activity related to co – ordination of mind & body will be assessed.
- Rhymes & Storytelling skills– Students will be assessed on their ability to recite rhyme and comprehend the story.

#### II. Class 1 & 2

- Arts Education – Students will participate in Music, Drawing, Dance, and Craft, encouraging creativity and self-expression.
- Physical Education – The students will be evaluated in 3 stands – Games, health & Physical fitness and SEWA.

- Computer Education (MS office & AI): Students will have both theory and practical learning, and assessment will be conducted at the end of the academic year. Focus will be on basic digital skills such as Notepad, typing, and Paint Brush.

## C. Discipline

Class teacher will grade the students on a five-point scale (A to E) with regard to

1. Attendance and Punctuality
2. School Uniform Discipline
3. Integration of values such as dedication, honesty, truthfulness, kindness, empathy, respect for elders and environment
4. Good behavior (Maintaining healthy relationship).

### Assessment Rubric – 5 Point Scale

| Grade | Connotation |
|-------|-------------|
| A     | Outstanding |
| B     | Very Good   |
| C     | Good        |
| D     | Fair        |
| E     | Average     |

## D. Holistic Report Card

A Holistic Progress Card will be issued in each term, reflecting the child's development across scholastic learning, communication skills, social-emotional growth, physical development, creativity, and participation, with the purpose of providing continuous feedback and supporting holistic development.

## E. Promotion

Promotion from Preschool to Class 2 is based on continuous and holistic assessment of the child's development as per CBSE/NEP guidelines, and no detention system is followed at this stage.

# ASSESSMENT STRUCTURE

## CLASS III - VIII

### A. Assessment of Scholastic Area (Class III - VIII)

| Term | Months             | Component               | Assessment Type                                                             | Marks Recorded | Total Marks |
|------|--------------------|-------------------------|-----------------------------------------------------------------------------|----------------|-------------|
| I    | April – June       | Periodic Assessment I   | Multiple Assessment (Quiz, Debate, Worksheets, Concept Mapping, Activities) | 20             | 100         |
|      | July               | Periodic Assessment II  | Pen & Paper Test (40 marks)                                                 | 20             |             |
|      | August             | Subject Enrichment      | ASL / Project / Journal / Math Lab                                          | 10             |             |
|      | September          | Summative Assessment    | Written Examination                                                         | 50             |             |
| II   | October - November | Periodic Assessment III | Multiple Assessment (Quiz, Debate, Worksheets, Concept Mapping, Activities) | 20             | 100         |
|      | December           | Periodic Assessment IV  | Pen & Paper Test (40 marks)                                                 | 20             |             |
|      | February           | Portfolio Assessment    | Portfolio & Notebook Evaluation                                             | 10             |             |
|      | March              | Summative Assessment    | Written Examination                                                         | 50             |             |

# ASSESSMENT STRUCTURE

## CLASS IX - X

(As per CBSE Guidelines)

| Assessment Area                          | What it Includes                                                                       | Marks            |
|------------------------------------------|----------------------------------------------------------------------------------------|------------------|
| <b>Periodic Assessment</b>               | Written class tests conducted during the year to check understanding and progress      | 5                |
| <b>Multiple Assessment</b>               | Quiz, oral work, activities, presentations, worksheets, concept-based tasks            | 5                |
| <b>Portfolio</b>                         | Notebook work, assignments, reflections, subject activities and improvement record     | 5                |
| <b>Subject Enrichment Activity (SEA)</b> | Skill-based learning such as ASL (Languages), Lab activities, Projects, Practical work | 5                |
| <b>Annual Examination</b>                | Final written examination based on CBSE competency-based pattern                       | 80               |
| <b>Total</b>                             |                                                                                        | <b>100 Marks</b> |

### Periodic Tests:

Minimum 3 Periodic Tests will be conducted during the academic year.

**Periodic Test 1** – Term I (40 marks)

**Periodic Test 2** – Mid-Term (80 marks)

**Periodic Test 3** – Term II / Pre-Annual (40 Marks)

**Average of the best two tests** is considered for the **10 marks Periodic Assessment**.

## B Assessment of Co-Scholastic Areas (Class III - X)

| Area                              | Components                       | Mode of Assessment                                                         | Assessment Schedule                         |
|-----------------------------------|----------------------------------|----------------------------------------------------------------------------|---------------------------------------------|
| Art Education                     | Drawing & Craft                  | Pen and paper / practical work                                             | End of the Academic Year                    |
|                                   | Music & Dance                    | Performance-based practical assessment                                     | End of the Academic Year                    |
| Health & Physical Education (HPE) | Games, Health & Fitness, SEWA    | Continuous observation of participation, discipline, fitness, and teamwork | Throughout the Year                         |
|                                   | SEWA Project (Scout & Guide)     | One project activity                                                       | Marks recorded at completion of the project |
| Technology Education              | MS Office, AI, Coding & Robotics | Theory and Practical Assessment                                            | End of the Academic Year                    |

**Note:** Assessment in co-scholastic areas focuses on participation, skill development, effort, and overall growth rather than academic comparison.

## C. Discipline (Class III - X)

Discipline plays an important role in the holistic development of students and helps in shaping responsible citizenship. The Class Teacher will assess students on a **five-point grading scale** under the following indicators:

- Regularity in attendance and punctuality
- Observance of school uniform and discipline norms
- Display of core values such as honesty, respect, empathy, responsibility, and care for the environment
- Positive behaviour and ability to maintain healthy relationship with peers and teachers

# SCOUT & GUIDE

## CLASS IV - X

In alignment with CBSE guidelines on SEWA (Social Empowerment through Work Education and Action) and Health & Physical Education (HPE), the school implements the Scout and Guide Programme to promote discipline, leadership, teamwork, physical fitness, and social responsibility among students.

- Basic scouting and guiding skills will be introduced during Physical Education (PE) periods.
- Each student will complete one SEWA project, encouraging community service, experiential learning, and value-based education.

***Wearing the Scout & Guide uniform is compulsory on designated activity and programme days.***

### SEWA Theme for the Year

“Care for Self, Care for Society, Care for Nature”

| Class Group       | SEWA Focus Area              | Activity                                              | Learning Outcome                                                    |
|-------------------|------------------------------|-------------------------------------------------------|---------------------------------------------------------------------|
| Classes IV – V    | Care for Self & Surroundings | Cleanliness and Hygiene Awareness Drive               | Develop personal hygiene habits, responsibility, and discipline     |
| Classes VI – VIII | Care for Nature              | Tree Plantation & Environmental Conservation Campaign | Environmental awareness, teamwork, and sustainability values        |
| Classes IX – X    | Care for Society             | Community Service / Social Awareness Initiative       | Leadership, empathy, civic responsibility, and social participation |





# PROMOTION POLICY

## **Nursery, LKG and UKG; Class I & II**

In the Foundational Stage, children are regularly assessed throughout the year through structured activities, worksheets, oral interaction, classroom participation, and teacher observation of developmental skills. Age-appropriate written and activity-based assessments are conducted as part of daily learning; however, formal examinations are not held. Promotion is based on the child's overall developmental progress, and detention is not permitted.

## **Class III to VIII**

Students are assessed through continuous evaluation and annual examinations. Assessment includes periodic tests, classroom activities, notebook evaluation, and written assessments. Students are expected to achieve the prescribed learning standards in each subject.

As per amended RTE provisions, in Classes V and VIII, students who do not meet promotion criteria are provided remedial instruction and an opportunity for re-examination. If the required learning level is not achieved after re-assessment, an Essential Repeat may be recommended.

## **Classes IX and X**

Students must appear for the Final Pen & Paper Examination conducted as per CBSE guidelines. To be declared pass, a student must secure a minimum of 33% marks separately in Internal Assessment and External Examination in each subject. Students who do not meet the passing criteria may be placed in the compartment category as per CBSE Board rules.

## Assessment Approach

The school follows a learner-centric and competency-based assessment system aligned with NEP 2020 and CBSE guidelines. The purpose of assessment is to support learning, encourage improvement, and promote holistic development rather than create examination pressure.

## Scholastic Grading System

The school follows a CBSE-aligned grading system to assess students' academic performance through continuous evaluation and examinations. Marks obtained are converted into grades to reflect learning achievement and understanding. Students securing 33% and above meet the minimum learning standard, while those requiring support are provided opportunities for improvement as per CBSE guidelines.

| Marks Range | Grade | Remarks                                              |
|-------------|-------|------------------------------------------------------|
| 91 – 100    | A1    | Outstanding Performance                              |
| 81 – 90     | A2    | Excellent Performance                                |
| 71 – 80     | B1    | Very Good Performance                                |
| 61 – 70     | B2    | Good Performance                                     |
| 51 – 60     | C1    | Satisfactory Performance                             |
| 41 – 50     | C2    | Basic Level Achievement                              |
| 33 – 40     | D     | Pass – Needs Improvement                             |
| 32 & Below  | E     | Needs Improvement / Essential Repeat (as applicable) |

**"Assessment is not to judge learning,  
*but to improve it.*"**

# AWARDS & ACCOLADES

Awards and recognition play an important role in a student's growth. Even small achievements motivate students to work harder and develop confidence and sincerity. Recognition strengthens the bond between students, parents, teachers, and the school community, while promoting a positive and encouraging learning environment.

To celebrate student achievements, the school presents the following awards for Classes I to X:

## **1. Best Student in Academics**

Awarded to students who demonstrate excellent academic performance, strong subject understanding, and active class participation. This award is presented during the Annual Day in the presence of parents.

## **2. Student of the Year**

Awarded to an all-rounder student who excels in academics, sports, attendance, co-curricular activities, and overall conduct, setting an example for others.



# OPEN HOUSE & PARENT INTERACTION

- Parents are invited to visit the school during the Open House Day to review the academic performance and progress of their ward. This interaction provides an opportunity for meaningful discussion between parents and teachers, helping to ensure better understanding of the student's development.
- Parents are expected to review and acknowledge the results of each assessment. A record of the same will be maintained by the school.
- If parents do not attend or acknowledge the assessment results, the school may withhold participation in the subsequent assessment until the interaction is completed. Parents will be responsible for ensuring timely compliance.



# HOUSE SYSTEM

The House System is an important part of school life, designed to develop teamwork, leadership, responsibility, and a healthy spirit of competition among students. Each student is assigned to a house, creating a sense of belonging and encouraging participation in academic, cultural, sports, and community activities. The system helps students build confidence, cooperation, discipline, and leadership skills while promoting school spirit and unity.

Each house reflects values that guide students in their growth:

- **Apple House** symbolises the desire for knowledge and continuous learning.
- **Tree House** represents strength, stability, and steady growth.
- **Sun House** stands for energy, positivity, and leadership.
- **Water House** signifies purity, adaptability, and wisdom.

Through the House System, students are encouraged to grow holistically and contribute positively to the school community.



# DISCIPLINARY RECORD

| 2026 |     | APRIL |     |     |     |     |  |
|------|-----|-------|-----|-----|-----|-----|--|
| SUN  | MON | TUE   | WED | THU | FRI | SAT |  |
|      |     |       | 1   | 2   | 3   | 4   |  |
| 5    | 6   | 7     | 8   | 9   | 10  | 11  |  |
| 12   | 13  | 14    | 15  | 16  | 17  | 18  |  |
| 19   | 20  | 21    | 22  | 23  | 24  | 25  |  |
| 26   | 27  | 28    | 29  | 30  |     |     |  |

| 2026 |     | JUNE |     |     |     |     |  |
|------|-----|------|-----|-----|-----|-----|--|
| SUN  | MON | TUE  | WED | THU | FRI | SAT |  |
|      | 1   | 2    | 3   | 4   | 5   | 6   |  |
| 7    | 8   | 9    | 10  | 11  | 12  | 13  |  |
| 14   | 15  | 16   | 17  | 18  | 19  | 20  |  |
| 21   | 22  | 23   | 24  | 25  | 26  | 27  |  |
| 28   | 29  | 30   |     |     |     |     |  |

| 2026 |     | JULY |     |     |     |     |  |
|------|-----|------|-----|-----|-----|-----|--|
| SUN  | MON | TUE  | WED | THU | FRI | SAT |  |
|      |     |      | 1   | 2   | 3   | 4   |  |
| 5    | 6   | 7    | 8   | 9   | 10  | 11  |  |
| 12   | 13  | 14   | 15  | 16  | 17  | 18  |  |
| 19   | 20  | 21   | 22  | 23  | 24  | 25  |  |
| 26   | 27  | 28   | 29  | 30  | 31  |     |  |

| 2026 |     | AUGUST |     |     |     |     |  |
|------|-----|--------|-----|-----|-----|-----|--|
| SUN  | MON | TUE    | WED | THU | FRI | SAT |  |
|      |     |        |     |     |     | 1   |  |
| 2    | 3   | 4      | 5   | 6   | 7   | 8   |  |
| 9    | 10  | 11     | 12  | 13  | 14  | 15  |  |
| 16   | 17  | 18     | 19  | 20  | 21  | 22  |  |
| 23   | 24  | 25     | 26  | 27  | 28  | 29  |  |
| 30   | 31  |        |     |     |     |     |  |

| 2026 |     | SEPTEMBER |     |     |     |     |  |
|------|-----|-----------|-----|-----|-----|-----|--|
| SUN  | MON | TUE       | WED | THU | FRI | SAT |  |
|      |     | 1         | 2   | 3   | 4   | 5   |  |
| 6    | 7   | 8         | 9   | 10  | 11  | 12  |  |
| 13   | 14  | 15        | 16  | 17  | 18  | 19  |  |
| 20   | 21  | 22        | 23  | 24  | 25  | 26  |  |
| 27   | 28  | 29        | 30  |     |     |     |  |

| 2026 |     | OCTOBER |     |     |     |     |  |
|------|-----|---------|-----|-----|-----|-----|--|
| SUN  | MON | TUE     | WED | THU | FRI | SAT |  |
|      |     |         |     | 1   | 2   | 3   |  |
| 4    | 5   | 6       | 7   | 8   | 9   | 10  |  |
| 11   | 12  | 13      | 14  | 15  | 16  | 17  |  |
| 18   | 19  | 20      | 21  | 22  | 23  | 24  |  |
| 25   | 26  | 27      | 28  | 29  | 30  | 31  |  |

| 2026 |     | NOVEMBER |     |     |     |     |  |
|------|-----|----------|-----|-----|-----|-----|--|
| SUN  | MON | TUE      | WED | THU | FRI | SAT |  |
| 1    | 2   | 3        | 4   | 5   | 6   | 7   |  |
| 8    | 9   | 10       | 11  | 12  | 13  | 14  |  |
| 15   | 16  | 17       | 18  | 19  | 20  | 21  |  |
| 22   | 23  | 24       | 25  | 26  | 27  | 28  |  |
| 29   | 30  |          |     |     |     |     |  |

| 2026 |     | DECEMBER |     |     |     |     |  |
|------|-----|----------|-----|-----|-----|-----|--|
| SUN  | MON | TUE      | WED | THU | FRI | SAT |  |
|      |     | 1        | 2   | 3   | 4   | 5   |  |
| 6    | 7   | 8        | 9   | 10  | 11  | 12  |  |
| 13   | 14  | 15       | 16  | 17  | 18  | 19  |  |
| 20   | 21  | 22       | 23  | 24  | 25  | 26  |  |
| 27   | 28  | 29       | 30  | 31  |     |     |  |

| 2026 |     | JANUARY |     |     |     |     |  |
|------|-----|---------|-----|-----|-----|-----|--|
| SUN  | MON | TUE     | WED | THU | FRI | SAT |  |
|      |     |         |     | 1   | 2   | 3   |  |
| 4    | 5   | 6       | 7   | 8   | 9   | 10  |  |
| 11   | 12  | 13      | 14  | 15  | 16  | 17  |  |
| 18   | 19  | 20      | 21  | 22  | 23  | 24  |  |
| 25   | 26  | 27      | 28  | 29  | 30  | 31  |  |

| 2026 |     | FEBRUARY |     |     |     |     |  |
|------|-----|----------|-----|-----|-----|-----|--|
| SUN  | MON | TUE      | WED | THU | FRI | SAT |  |
| 1    | 2   | 3        | 4   | 5   | 6   | 7   |  |
| 8    | 9   | 10       | 11  | 12  | 13  | 14  |  |
| 15   | 16  | 17       | 18  | 19  | 20  | 21  |  |
| 22   | 23  | 24       | 25  | 26  | 27  | 28  |  |
|      |     |          |     |     |     |     |  |

| 2026 |     | MARCH |     |     |     |     |  |
|------|-----|-------|-----|-----|-----|-----|--|
| SUN  | MON | TUE   | WED | THU | FRI | SAT |  |
| 1    | 2   | 3     | 4   | 5   | 6   | 7   |  |
| 8    | 9   | 10    | 11  | 12  | 13  | 14  |  |
| 15   | 16  | 17    | 18  | 19  | 20  | 21  |  |
| 22   | 23  | 24    | 25  | 26  | 27  | 28  |  |
| 29   | 30  | 31    |     |     |     |     |  |

Encircle **O** the date if late;

mark **X** for Improper Uniform,

Mark ☐ not using campus language.

- To be done by the Subject Teacher/Class Teacher.
- To be acknowledged at the end of each month by the parents.

## Early Departure Record

[illegible]

## Absent Record

[illegible]



### Teacher's Remark

[illegible]

### Teacher's Remark

[illegible]

## Record of Library Books

[illegible]

## Record of Library Books

[illegible]

# BODY MASS INDEX (BMI) RECORD

Name: \_\_\_\_\_

Class: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## BMI Tracking (Quarter-wise)

| Quarter   | Weight (kg) | Height (cm) | BMI | Parent's Signature |
|-----------|-------------|-------------|-----|--------------------|
| Quarter 1 |             |             |     |                    |
| Quarter 2 |             |             |     |                    |
| Quarter 3 |             |             |     |                    |
| Quarter 4 |             |             |     |                    |

## BMI Reference Chart

| Category      | BMI Range      |
|---------------|----------------|
| Underweight   | Below 18.5     |
| Normal Weight | 18.5 – 24.9    |
| Overweight    | 25.0 – 29.9    |
| Obesity       | 30.0 and above |

This record helps monitor the student's health and physical development. Parents are encouraged to ensure a balanced diet and regular physical activity for their child.

## HEALTH TIPS (Ayushman Bharat – School Health Programme)

| Area              | Healthy Practice                                                       |
|-------------------|------------------------------------------------------------------------|
| Balanced Diet     | Eat nutritious food including fruits, vegetables, and avoid junk food. |
| Hydration         | Drink enough water throughout the day.                                 |
| Physical Activity | Be active for at least 60 minutes daily.                               |
| Sleep             | Get 8–10 hours of proper sleep every night.                            |
| Hygiene           | Maintain cleanliness and wash hands regularly.                         |

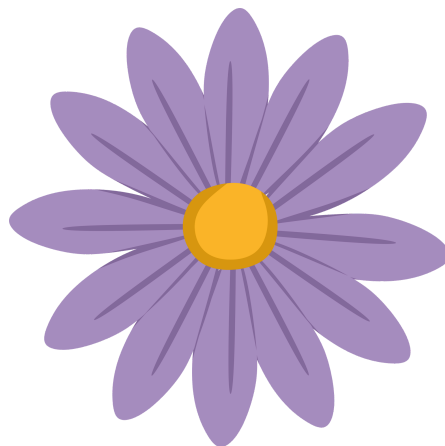
# ADMISSION & WITHDRAWAL

## **Admission**

- Admission is granted subject to availability of seats and completion of prescribed formalities along with submission of required documents.
- Admission remains provisional until verification of all records is completed.
- The school reserves the right to cancel admission if any information provided is found to be incorrect.

## **Withdrawal**

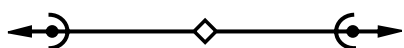
- Withdrawal of a student must be requested in writing by the parent/guardian.
- All pending school dues must be cleared before issuing the Transfer Certificate (TC).
- The withdrawal process and issuance of the Transfer Certificate will normally take 3–5 working days from the date of application.



# Notes

Date: \_\_\_\_\_

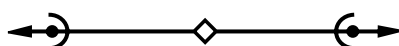
Keep learning, keep growing.



# Notes

Date: \_\_\_\_\_

The more you learn, the stronger you become.

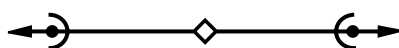




# Notes

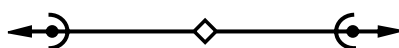
Date: \_\_\_\_\_

Stay motivated and never stop trying.



# Notes

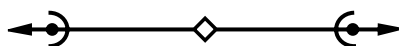
Date: \_\_\_\_\_

[illegible]

# Notes

Date: \_\_\_\_\_

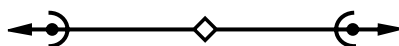
Every effort brings you closer to success.



# Notes

Date: \_\_\_\_\_

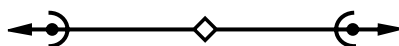
Be strong, be brave, and keep going.



# Notes

Date: \_\_\_\_\_

**Believe in your ability to succeed.**

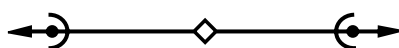


# Notes

Date: \_\_\_\_\_

[illegible]

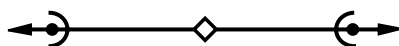
Great learners become great leaders.



# Notes

Date: \_\_\_\_\_

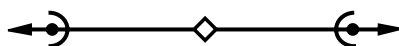
Challenges make you smarter and stronger.



# Notes

Date: \_\_\_\_\_

Keep practicing and you will improve.

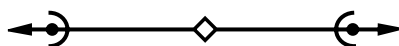




# Notes

Date: \_\_\_\_\_

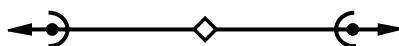
Success begins with a positive mindset.



# Notes

Date: \_\_\_\_\_

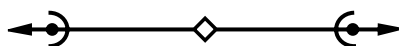
**Your determination will shape your future.**



# Notes

Date: \_\_\_\_\_

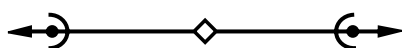
Always try your best in everything you do.



# Notes

Date: \_\_\_\_\_

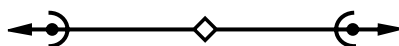
Learning is the pathway to success.



# Notes

Date: \_\_\_\_\_

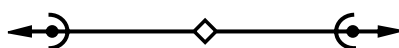
**You are capable of achieving great things.**



# Notes

Date: \_\_\_\_\_

Every day is a chance to become better.

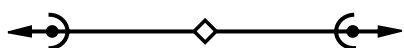


# Notes

Date: \_\_\_\_\_

[illegible]

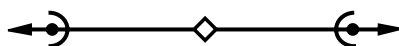
Good thoughts lead to good actions.



# Notes

Date: \_\_\_\_\_

**A kind heart makes a strong character.**

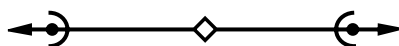




# Notes

Date: \_\_\_\_\_

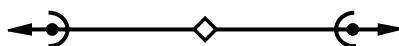
Learning today creates a brighter tomorrow.



# Notes

Date: \_\_\_\_\_

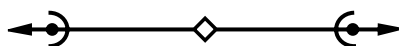
Stay positive and do your best.



# Notes

Date: \_\_\_\_\_

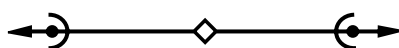
**Great students are made through effort and dedication.**



# Notes

Date: \_\_\_\_\_

Knowledge gives you the power to succeed.

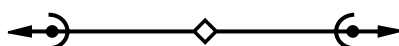


# Notes

Date: \_\_\_\_\_

[illegible]

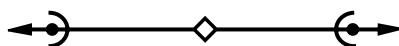
Shine with kindness, courage, and confidence.



# Notes

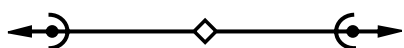
Date: \_\_\_\_\_

**Do your best and let your effort shine.**



# Notes

Date: \_\_\_\_\_

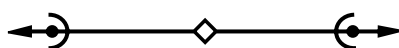
[illegible]

# Notes

Date: \_\_\_\_\_

[illegible]

**Be proud of your progress, no matter how small.**

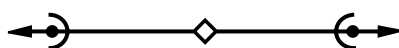




# Notes

Date: \_\_\_\_\_

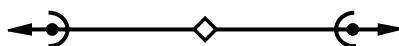
Success begins with a positive mindset.



# Notes

Date: \_\_\_\_\_

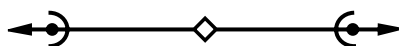
**Be kind, be honest, be responsible.**



# Notes

Date: \_\_\_\_\_

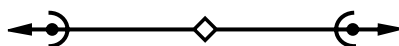
**Believe in yourself. You can do amazing things.**



# Notes

Date: \_\_\_\_\_

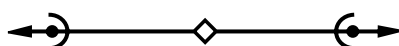
## Your hard work will shape your future



# Notes

Date: \_\_\_\_\_

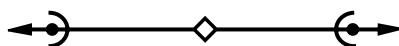
Every great achievement starts with a small step.



# Notes

Date: \_\_\_\_\_

Work hard today for a brighter tomorrow.

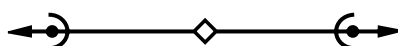


# Notes

Date: \_\_\_\_\_

[illegible]

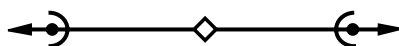
Never stop learning.



# Notes

Date: \_\_\_\_\_

**Your effort today builds your future.**

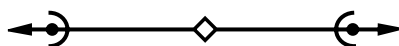




# Notes

Date: \_\_\_\_\_

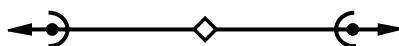
**Dream big and work hard to make it real.**



# Notes

Date: \_\_\_\_\_

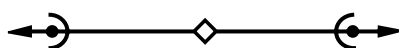
Success comes to those who keep trying.



# Notes

Date: \_\_\_\_\_

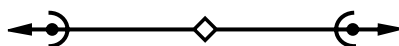
Keep trying until you succeed.



# Notes

Date: \_\_\_\_\_

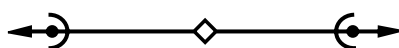
Every challenge is a chance to grow stronger.



# Notes

Date: \_\_\_\_\_

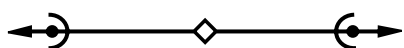
**Be proud of your efforts.**



# Notes

Date: \_\_\_\_\_

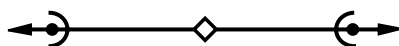
**Your dreams are possible with hard work.**



# Notes

Date: \_\_\_\_\_

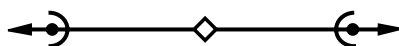
Stay focused and keep improving.



# Notes

Date: \_\_\_\_\_

Nothing is impossible when you believe.

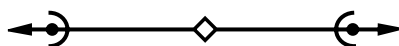




# Notes

Date: \_\_\_\_\_

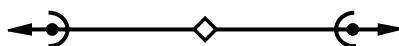
**Confidence is the first step to success.**



# Notes

Date: \_\_\_\_\_

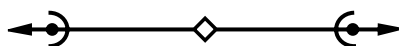
Every day is a new chance to improve.



# Notes

Date: \_\_\_\_\_

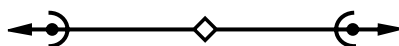
**Believe that you can and you are halfway there.**



# Notes

Date: \_\_\_\_\_

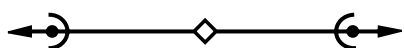
Learning today prepares you for tomorrow.



# Notes

Date: \_\_\_\_\_

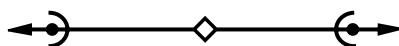
Success is built with patience and effort.



# Notes

Date: \_\_\_\_\_

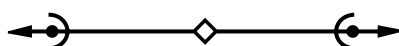
Be determined and never give up.



# Notes

Date: \_\_\_\_\_

**Your effort today creates your success tomorrow.**



# ACADEMIC CALENDAR 2026 - 27

| Month        | Date        | Day       | Key Events                     |
|--------------|-------------|-----------|--------------------------------|
| <b>April</b> | 06-04-2026  | Monday    | School Re- opens               |
|              | 07- 04-2026 | Tuesday   | World Health Day               |
|              | 24-04-2026  | Friday    | Art Competition – Social Issue |
|              | 29-04-2026  | Wednesday | Investiture Ceremony           |

|            |                               |        |                           |
|------------|-------------------------------|--------|---------------------------|
| <b>May</b> | 01-05-2026                    | Friday | Maharashtra Day           |
|            | 01-05-2026<br>–<br>31-05-2026 | -      | Break for Summer Vacation |
|            |                               |        |                           |

|             |             |           |                                                                                |
|-------------|-------------|-----------|--------------------------------------------------------------------------------|
| <b>June</b> | 01-06-2026  | Monday    | School Reopens after Summer Vacation                                           |
|             | 05-06-2026  | Monday    | World Environment Day<br>(Class 6 to 8 SEWA – Tree Plantation)                 |
|             | 11- 06-2026 | Thursday  | Elocution Competition on democracy,<br>environment, economy, or global issues. |
|             | 17-06-2026  | Wednesday | International Yoga Day<br>21st June 2026                                       |
|             | 19-06-2026  | Friday    | P.N. Panicker<br>National Reading Day                                          |



|             |                  |           |                                                  |
|-------------|------------------|-----------|--------------------------------------------------|
| <b>July</b> | 13- 07-2026      | Monday    | Periodic Assessment - II<br>(Pen and Paper Test) |
|             | –<br>21-07- 2026 | Tuesday   |                                                  |
|             | 29-06-2026       | Wednesday | Guru Purnima                                     |

|               |            |           |                                      |
|---------------|------------|-----------|--------------------------------------|
| <b>August</b> | 1-08-2026  | Saturday  | Open House day – Periodic Assessment |
|               | 15-08-2026 | Saturday  | Independence Day                     |
|               | 19-08-2026 | Wednesday | Writing Competition                  |
|               | 27-08-2026 | Thursday  | National Sports Day                  |

|                  |                 |         |                                                             |
|------------------|-----------------|---------|-------------------------------------------------------------|
| <b>September</b> | 04-09-2026      | Friday  | Sarvepalli Radhakrishnan's Day<br>Teacher's Day Celebration |
|                  | 14-09-2026      | Monday  | Hindi Diwas                                                 |
|                  | 28-09- 2026     | Monday  | Summative Assessment                                        |
|                  | –<br>06-10-2026 | Tuesday | (Pen and Paper Test)                                        |

|                |             |           |                                       |
|----------------|-------------|-----------|---------------------------------------|
| <b>October</b> | 02-10-2026  | Friday    | Gandhi Jayanti                        |
|                | 07-10-2026  | Wednesday | Feast Of Our Lady Of Holy Rosary      |
|                | 17-10-2026  | Saturday  | Open House day – Summative Assessment |
|                | 17-10-2026  | Saturday  | Navratri Celebration                  |
|                | 31- 10-2026 | Saturday  | Science Exhibition                    |

|                 |            |          |                                                           |
|-----------------|------------|----------|-----------------------------------------------------------|
| <b>November</b> | 16-11-2026 | Monday   | Children's day- 14th November                             |
|                 |            |          | Field Visit                                               |
|                 | 26-11-2026 | Thursday | Student Parliament Debate Competition<br>Constitution Day |

|                 |            |           |                 |
|-----------------|------------|-----------|-----------------|
| <b>December</b> | 05-12-2026 | Saturday  | Trustee's Day   |
|                 | 19-12-2026 | Saturday  | Sports Day      |
|                 | 23-12-2026 | Wednesday | Christmas Party |

|                |                            |                    |                                                  |
|----------------|----------------------------|--------------------|--------------------------------------------------|
| <b>January</b> | 11-01-2027 –<br>18-01-2027 | Monday –<br>Monday | Periodic Assessment - II<br>(Pen and Paper Test) |
|                | 23-01-2027                 | Saturday           | Open house day – Periodic Assessment             |
|                | 26-01-2027                 | Tuesday            | Republic Day                                     |

|                 |            |          |                                     |
|-----------------|------------|----------|-------------------------------------|
| <b>February</b> | 12-02-2027 | Saturday | Fun Fair                            |
|                 | 19-02-2027 | Friday   | Chhatrapati Shivaji Maharaj Jayanti |
|                 | 26-02-2027 | Friday   | Marathi Diwas                       |

|              |                            |                      |                           |
|--------------|----------------------------|----------------------|---------------------------|
| <b>March</b> | 04-03-2027 –<br>12-03-2027 | Thursday –<br>Friday | Summative Assessment - II |
|--------------|----------------------------|----------------------|---------------------------|

|              |            |          |                   |
|--------------|------------|----------|-------------------|
| <b>April</b> | 03-04-2027 | Saturday | School Annual Day |
|--------------|------------|----------|-------------------|



# HOLIDAY LIST

## 2026-27

| Month     | Date                       | Day                     | Particulars                    |
|-----------|----------------------------|-------------------------|--------------------------------|
| April     | 03-04-26                   | Friday                  | Good Friday                    |
|           | 14-04-26                   | Tuesday                 | Dr. Babasaheb Ambedkar Jayanti |
|           | 27-05-26                   | Wednesday               | Bakri-Eid                      |
| June      | 26-06-26                   | Friday                  | Muharram                       |
| August    | 26-08-26                   | Wednesday               | Id – E - Milad                 |
|           | 28-08-26                   | Friday                  | Raksha Bandhan                 |
| September | 05-09-26                   | Saturday                | Gopal Kala                     |
|           | 14-09-26<br>To<br>18-09-26 | Monday<br>-<br>Friday   | Ganpati Vacation               |
|           | 21-09-26                   | Monday                  | School Re-open                 |
|           | 25-09-26                   | Friday                  | Anant Chaturdashi              |
|           |                            |                         |                                |
| October   |                            |                         |                                |
|           | 20-10-26                   | Tuesday                 | Dassera                        |
| November  | 06-11-26<br>To<br>14-11-26 | Friday<br>-<br>Saturday | Diwali Vacation                |
|           | 16-11-26                   | Monday                  | School Re-open                 |
|           | 24-11-26                   | Tuesday                 | Guru Nanak Jayanti             |
|           |                            |                         |                                |
| December  | 25-12-26                   | Friday                  | Christmas Holidays             |
|           | -<br>27-12-26              | -<br>Sunday             |                                |
| January   | 31-12-26<br>-<br>03-01-27  | Friday<br>-<br>Sunday   | New Year Holiday               |
|           | 15-01-27                   | Friday                  | Makar Sankranti & Pongal       |
| February  | 19-02-27                   | Friday                  | Chhatrapati Shivaji Jayanti    |
| March     | 06-03-27                   | Saturday                | Maha Shivaratri                |
|           | 09-03-27                   | Tuesday                 | Eid                            |
|           | 22-03-27                   | Monday                  | Holi                           |
|           | 26-03-27                   | Friday                  | Good Friday                    |

# SCHOOL HEALTH RELATED PROGRAMS (2026– 27)

| Month     | Program / Activity                                       | Target Stakeholders         | Objective                                                                                                                      | Mode                                       |
|-----------|----------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| April     | Health & Hygiene Orientation                             | Students, Parents           | Build awareness on hygiene, sanitation, and healthy habits                                                                     | Assembly / Workshop                        |
| May       | Summer Health Advisory (Online)                          | Parents, Students           | Guidance on hydration, nutrition, and heat safety                                                                              | Circular / Digital                         |
| June      | BMI & Baseline Health Check-up                           | Students                    | Record baseline health data for the year                                                                                       | Medical Camp                               |
| July      | Nutrition Awareness Program                              | Students, Parents           | Promote balanced diet and healthy eating habits                                                                                | Seminar / Activity                         |
| August    | Mental Well-being Session                                | Students, Teachers          | Build emotional resilience and stress management                                                                               | Interactive Session                        |
| September | First Aid & Safety Training                              | Teachers, Students          | Equip with emergency response skills                                                                                           | Training Session                           |
| October   | Physical Fitness Week                                    | Students                    | Encourage regular exercise and sports participation                                                                            | Sports Activities                          |
| November  | Adolescent Health Education                              | Middle & Secondary Students | Awareness on physical & emotional changes                                                                                      | Workshop                                   |
| December  | Student Health Ambassador Program (Peer Awareness Drive) | Students                    | Train selected students to lead peer awareness on hygiene, nutrition, and fitness through class-level activities and campaigns | Training + Classroom Activities + Campaign |
| January   | Yoga & Mindfulness Week                                  | Students, Teachers          | Improve focus, discipline, and mental well-being                                                                               | Practical Sessions                         |
| February  | Health Awareness Campaign                                | Students                    | Promote preventive health practices                                                                                            | Poster / Campaign                          |
| March     | Annual Health Review & Feedback                          | Parents, Teachers           | Evaluate health progress and share reports                                                                                     | Meeting / Report                           |

# My School Timetable

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Saturday |
|------|--------|---------|-----------|----------|--------|----------|----------|
| 1    |        |         |           |          |        |          |          |
| 2    |        |         |           |          |        |          |          |
| 3    |        |         |           |          |        |          |          |
| 4    |        |         |           |          |        |          |          |
| 5    |        |         |           |          |        |          |          |
| 6    |        |         |           |          |        |          |          |
| 7    |        |         |           |          |        |          |          |
| 8    |        |         |           |          |        |          |          |

# My School Timetable

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Saturday |
|------|--------|---------|-----------|----------|--------|----------|----------|
| 1    |        |         |           |          |        |          |          |
| 2    |        |         |           |          |        |          |          |
| 3    |        |         |           |          |        |          |          |
| 4    |        |         |           |          |        |          |          |
| 5    |        |         |           |          |        |          |          |
| 6    |        |         |           |          |        |          |          |
| 7    |        |         |           |          |        |          |          |
| 8    |        |         |           |          |        |          |          |