

ST: JOSEPH'S SCHOOL, NTPC, KAHALGAON

CIR/ 01 / 2015-16

Date: 23/4/2015

Dear Parents/Guardians,

Please note the following points:-

1. **Punctuality in the School:**

Parents are once again reminded of the School Time. Your ward needs to reach the School before the Ist bell. Late comers may need to go back home. Parents are requested to take this matter seriously and cooperate with the school.

2. All the students are to reach the school in prescribed school uniform. Those students who violate the dress code need to pay the fine of Rs.50/- . All the students are asked to take care of the school property as their own and give the prior importance for every thing provided by the school. The use of language in the School Campus is English. All the students must abide with this rule.

3. Parents those who have not enrolled their wards after promotion to the higher class by paying the Annual fee, Tuition fee and exam fee are requested to do it for the month of April & May 2015. Those who fail to pay the fee of 2 months may need to pay the fine of Rs 300/- afterwards. For the collection of fee for the month of April & May counter will be opened till 14th May 2015 .
Time 6.45 a.m – 11.15 a.m.

4. Parents those who wish to apply for the T.C are requested to place the application before 10th May 2015.

5. Parents are not allowed to take their ward during the class hours. Incase of emergency you need to take the child out of school campus only with the copy of ID card (Parent's copy).

6. Parents of UKG – Class VIII are requested to pay the Smart Class fee from Ist May to 9th May 2015.
Amount : UKG – Cl. IV - Rs 600/- (12x50 =600/-)
: Cl. V – VIII - Rs 840/- (12 x 70=840/-)
: CL. IX & X - Rs 840/- (12x70=840/-) from 16th – 20th June 2015.

The fee to be submitted to the class teacher. Parents and students please note that those students who destroy the materials of Smart Class will be fined Rs 2000/-.

7. The CBSE strictly forbids the use of mobile phones, electronic gadgets, etc... in the school. Those students who are found with any kind of electronic gadgets, valuable material and those who ride the two wheeler to come to the school will be issued T.C from the School, if they are found guilty of the same.

8. **Monthly Test.** Parents are hereby informed that, the students of Class IX – XII will have monthly test for Physics, Chemistry, Maths and Biology subjects and parents will be called to the school once in a month to see the performance of the ward in the examination.

The given below dates are for the coming examinations:

Class	04/05/2015	06/05/2015	08/05/2015	11/05/2015
IX –ABC	- -	- -	G.Sc	Maths
X - ABC	- -	- -	Maths	G.Sc
XII – AB	Chemistry	Maths	Biology	- -

The date of paper showing to parents for Cl:IX will be on 22/6/2015. Class X on 24/6/2015 and for class XII on 14/05/2015. It is compulsory for all the parents to be present.

9. **Summer Holidays:** Summer Vacation starts from 15/5/2015 to 15/6/2015. All the students will be sufficiently assigned holiday home work, task, projects in different subjects. ALL the students shall complete the tasks during the holidays.

10. Re-opening of the school on 16/06/2015(Tuesday). It is compulsory for all students to be present on 16/6/2015. For the month of June the fee deposit to be done from 22nd to 30th June 2015.

Time : Monday – Friday

LKG & UKG	: 8.40 a.m – 1.00 p.m
Class I – III	: 7.50 a.m – 1.20 p.m.
Class XI & XII	: 7.50 a.m – 1.20 p.m.
Class IV & VII	: 7.50 a.m – 1.50 p.m
Class VIII – X	: 7.50 a.m – 2.05 p.m.

Time : Saturday

LKG & UKG	: 8.40 a.m – 12.00 noon
Class I – XII	: 7.50 a.m – 12.30 p.m.

11. **C.B.S.E Board result of Class X & XII:** The result will be displayed on the Notice Board. The mark sheet and Migration certificates will be issued to the parent/students after its arrival from CBSE Office. An authorization letter to be produced if any parent authorize the 2nd person to collect the same from the School Office. Students those who have issued library books may submit before the collection of certificates and those who have lost the book may need to pay the amount of the book.

12. **Admission to Class XI on 19th and 20th June 2015. Time 8.00 a.m – 12.00 noon.**

Students of St. Joseph's School, NTPC will be admitted to Plus Two(Class XI) based on the Merit List. The students should obtain 80% marks in English, Science and Mathematics to take the admission along with character and discipline of the students. (Character and discipline of previous years will be considered.) Class XI classes begins from 22/6/2015.

13. There is no vacancy in any of the classes. Therefore admission is closed. Parents are requested not to pressurize the school authorities for the same.

14. Parents whose wards are presently in CL.IX are requested to take notice of the following points by CBSE for the promotion to CL.X

- The year-end subject wise grade of a student in class IX is to be calculated on the basis of performance in all formative assessments and summative assessments in scholastic areas as well as grades obtained in co-scholastics areas.
- In Scholastic areas, all the five main subjects i.e. two languages (with highest marks), Mathematics, Science and Social Science are to be considered at par for promotion purpose.

Promotion to the next class

- It is mandatory to appear in both Unit tests & Summative Assessments during the academic year.
- Every students is required to get a qualifying grade D or above in two languages & three main subjects for the purpose of promotion to next class.
- A student getting E1 or E2 grade in scholastic areas in one or more subjects, even after adding grade points from co-scholastic areas in one or more subjects will have to improve his/her performance in one subsequent attempt(Compartment Exam) to obtain qualifying grade D in these subjects.
- If a student fails to obtain qualifying grade D in one or more subjects, even after adding grade points from co-scholastic areas and after availing one improvement chance, he/she will be required to repeat the same class during next academic year i.e a student must obtain qualifying grade D or above in all the five subjects(two language & three compulsory subjects).

Improvement Chance

- After Summative Assessment II in class IX, a student will get only one more chance for improvement to obtain a qualifying grade D through Compartment Exam. This is also applicable to those students who are not able to appear in Summative Assessment due to sickness etc....

15. All the parents are request to fill the format given to the students to fill the personal record of your ward. Please fill the same and submit to the class teacher by 8/5/2015. And also make sure that your wards diary is complete with the necessary information asked to fill it.

Principal