

CIR/ 01 / 2017-18

Date: 11/4/2017

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 1st 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 everything 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 2017. Those who fail to pay the fee of 2 months may need to pay the fine of Rs. 200/- afterwards. For the collection of fee for the month of April & May counter will be opened till 13th May 2017.

Time 6.45 a.m – 11.15 a.m.

All the parents are requested to pay the Smart Class Fee and the software Package Fee along with the School Fee at the counter.

Amount : UKG – Cl. IV - Rs. 720/- (Smart Class - 12x60 =720/- + software -175) = 895/-

: Cl. V – XI - Rs. 960/- (Smart class -12 x 80=960/- + software -175) = 1135/-

: CL.XII - software -Rs. 175/-

Parents and students please note that those students who destroy the materials of Smart Class will be fined Rs. 2000/-.

4. Parents those who wish to apply for the T.C are requested to place the application before 11th May 2017.

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

6. 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.

7. **Summer Holidays**: Summer Vacation starts from 15/5/2017 to 15/6/2017. All the students will be sufficiently assigned holiday home work, task, and projects in different subjects. All the students shall complete the tasks during the holidays.

8. Re-opening of the school on 16/06/2017(Friday). It is compulsory for all students to be present on 16/6/2017. Morning class Time Table to be followed for the month of June 2017. For the month of June the fee deposit to be done from 22nd to 30th June 2017.

9. **C.B.S.E Board result of Class X & XII**: The result will be displayed on the Notice Board. The marksheet 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 authorizes 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.

10. **Admission to Class XI on 19th and 20th June 2017. 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 22/6/2017.

11. 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 18th April 2017. And also make sure that your wards diary is complete with the necessary information asked to fill it.

12. All the parents are requested to fill the medical fitness format of your ward which is given to them. The filled format shall be submitted to the class teacher by 18th April 2017. Parents are requested not to send their ward to school when they are sick.

13. The school ID card form is given to all the students. Parents shall fill the same correctly with right address and the phone number. The cost of ID Card Rs. 190/- (2 copies). All the students shall submit the filled format along with the money to the class teacher on 20th April 2017.

14. All the parents are requested to follow strictly the visiting hour of the school.

Time: 8.30a.m – 9.30a.m

15. Holidays:-

The school will remain closed from 13/04/2017 to 17/04/2017 for Holy week and Easter.

16. Parents those who did not purchase the school tie and belt can avail it on 15/04/2017 at 9.00a.m from the school.

17. Parents please note the following instructions from the CBSE Board for the Examinations from the academic year 2017 – 2018.

1.The restoration of Board Examination for class X and revised assessment structure and examination for class X from Academic Year 2017-18 onwards. This new scheme will bring the uniformity in the system of assessment and examination for classes IX and X in all the CBSE affiliated schools. To increase the confidence in the students to start preparing for class X Board examination when they join the upper primary stage in class VI, the CBSE has decided to implement the uniform system of assessment, examination pattern and issue of report cards for classes VI to VIII also on the similar pattern. While keeping in view the provisions of Right to Education Act, 2009, the scheme for classes VI-VIII has been designed on Term Assessment basis with gradual increase in the learning assessment as the students move forward. This would prepare the students to cover the whole syllabus of the academic year and face the challenge of class X Board examination, and would thus, ensure the ‘quality of education’.

2. With restoration of class- X Board examination, the CBSE will issue the report card for class - X based on the Board examination with effect from Academic Year 2017-18. As the assessment structure and examination pattern for class - IX will be similar to that of class - X, the report card for class IX issued by the schools should also be similar to that of class -X.

2.1 Scholastic Area: The assessment structure and examination for classes VI to VIII have been prepared in view of the provisions of RTE-Act 2009 and comprises of two terms i.e. Term-1 and 2 as explained below:

Subjects	TERM-1 (100 marks) (1 st half of the session) 20 marks Periodic Assessment + 80 marks for Half Yearly Exam		TERM-2 (100 marks) (2 nd half of the session) 20 marks Periodic Assessment + 80 marks for Yearly Exam	
	PA 20 marks	Half Yearly Exam	PA 20 marks	Yearly Exam
Language -1	<ul style="list-style-type: none"> Periodic Test 10 marks with syllabus covered till 	<ul style="list-style-type: none"> Written exam for 80 marks with syllabus covered till 	<ul style="list-style-type: none"> Periodic Test 10 marks with syllabus covered till 	Written exam for 80 marks with syllabus coverage as below:
Language -2				
Language -3				
Mathematics				

Science	announcement of test dates by school	announcement of Half Yearly exam dates by school	announcement of test dates by school	Class VI: 10% of 1 st term covering significant topics + entire syllabus of 2 nd term Class VII: 20% of 1 st term covering significant topics + entire syllabus of 2 nd term Class VIII: 30% of 1 st term covering significant topics + entire syllabus of 2 nd term
Social Science	• Note Book Submission		• Note Book submission	
Any other Subjects	5 marks at term-end		5 marks at term-end	
	• Sub Enrichment 5 marks at term-end		• Sub Enrichment 5 marks at term-end	

2.2 Subject Enrichment Activities: These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term; however, they should be evaluated at the term-end.

2.3 Languages: Aimed at equipping the learners to develop effective listening and speaking skills. The language teachers may devise their own methods and parameters for assessment of the languages.

Grading Scale for Scholastic Areas (Classes VI-VIII) (School will award grades as per the following grading scale)		Grading Scale for Scholastic Areas (Class-IX) (School will award grades as per the following grading scale)	
MARKS RANGE	GRADE	MARKS RANGE	GRADE
91– 100	A1	91 – 100	A1
81– 90	A2	81 – 90	A2
71– 80	B1	71 – 80	B1
61– 70	B2	61 – 70	B2
51– 60	C1	51 – 60	C1
41– 50	C2	41 – 50	C2
33– 40	D	33 – 40	D
32 & below	E (Needs improvement)	32 & below	E (Failed)

2.4 Discipline (Classes VI-VIII): The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, and tidiness, respectfulness for rules and regulations, attitude towards society, nation and others. Grading on Discipline will be done term-wise on a 3-point grading scale (**A=Outstanding**, **B=Very Good** and **C=Fair**)