

ST. JOSEPH'S SCHOOL, NTPC, KAHALGAON

CIR. 01/2016-17

Date: 21/4/2016

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.

- 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 2016. Those who fail to pay the fee of 2 months may need to pay the fine Rs. 300/- afterwards. For the collection of fee for the month of April & May counter will be opened till 13th May 2016. **Time : 6:45 a.m. – 11:15 a.m.**

- 4.** All the students shall wear the **House Tie** on Wednesday with **PT Uniform**. And on other days they shall wear the School Tie with School Uniform.

- 5.** Parents please note that , the School Tie will be issued to students in the class. The prices are mentioned below . According to the Tie price, Parents shall send the amount through children to submit to the class teacher by 23rd April 2016.

Cl. I	-	Rs. 60/-	Cl. VII	-	Rs. 70/-
Cl. II	-	Rs. 60/-	Cl. VIII	-	Rs. 70/-
Cl. III	-	Rs. 60/-	Cl. IX	-	Rs. 70/-
Cl. IV	-	Rs. 60/-	Cl. XI	-	Rs. 75/- (at the time of admission)
Cl. V	-	Rs. 60/-			
Cl. VI	-	Rs. 60/-			

- 6.** All the girl students up to Class VII shall wear the School belt and need to purchase it from the School counter.

- 7.** Parents those who wish to apply for the T.C are requested to place the application before 10th May 2016.

- 8.** 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).

- 9. Software Package Fee & Smart Class Fee** : Parents of **LKG – Cl. XII** are requested to pay the Smart Class Fee and the Software package fee from 16th June - 20th June 2016.

Software Package Fee: The School is going to introduce a Software Package which shall cover the areas like fee collection, Attendance of the students, Library, SMS , Voice call to the parents, Examination and Report Card generation etc...

Software Package Fee : LKG – XII - Rs. 15 X 11 = Rs.165/-

Smart Class Fee

LKG – IV	-	Rs. 60 X 12 = Rs. 720	+	Rs. 165	=	Rs. 885/-
Cl. V – VIII	-	Rs. 80 X 12 = Rs. 960	+	Rs. 165	=	Rs. 1125/-
Cl. IX – X	-	Rs. 80 X 12 = Rs. 960	+	Rs. 165	=	Rs. 1125/-
Cl. XI	-	Rs. 80 X 12 = Rs. 960	+	Rs. 165	=	Rs. 1125/-
Cl. XII	-	Rs. 165/-				(Software Package Fee)

The fee to be submitted to the class teacher .Students those who destroy the materials of Smart Class will be fined Rs. 2000/-

- 10.** 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.

- 11. Summer Holidays** :- Summer Vacation starts from 14/5/16 to 14/6/16. 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.

12. Re-opening of the School on 15/6/16(Wednesday). It is compulsory for all students to be present on 15/6/16. For the month of June the fee deposit to be done from 22nd to 30th June 2016.

School 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.

13. Parents please note that, you shall not send your ward to any of the teacher's quarter for clarifying the subject related matters or for any purpose including the Private Tuition.

14. C.B.S.E Board result of Cl. X & XII : The result will be displayed on the Notice Board. The Mark Sheet & 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.

15. Admission to class XI on 17th & 18th June 2016. Time 8:00 a.m. – 12:00 noon.

Students of St. Joseph's School, NTPC will be admitted to Plus Two (Cl. 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 begin from 22/6/2016.

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.

16. Parents whose wards are presently in C. 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 student 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 languages & 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...

18. All the parents are requested 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 7/05/2016. And also make sure that your ward's diary is complete with the necessary information asked to fill it.

Principal