

# ST. PAUL'S SCHOOL

## PROSPECTUS

**"TO INSPIRE IN EVERY CHILD A LOVE OF LEARNING AND THE CONFIDENCE TO EXPLORE, GROW AND ACHIEVE AS INDIVIDUALS"**

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# FROM THE PRINCIPAL'S DESK

Choosing a right school is a crucial decision for parents to make. A decision that will shape the whole being of his/her life. However before you make a choice, I would like to share a few things about our school.

St. Paul's is a co-educational english medium school established in 1981 by late Mr. R.S. Shah.

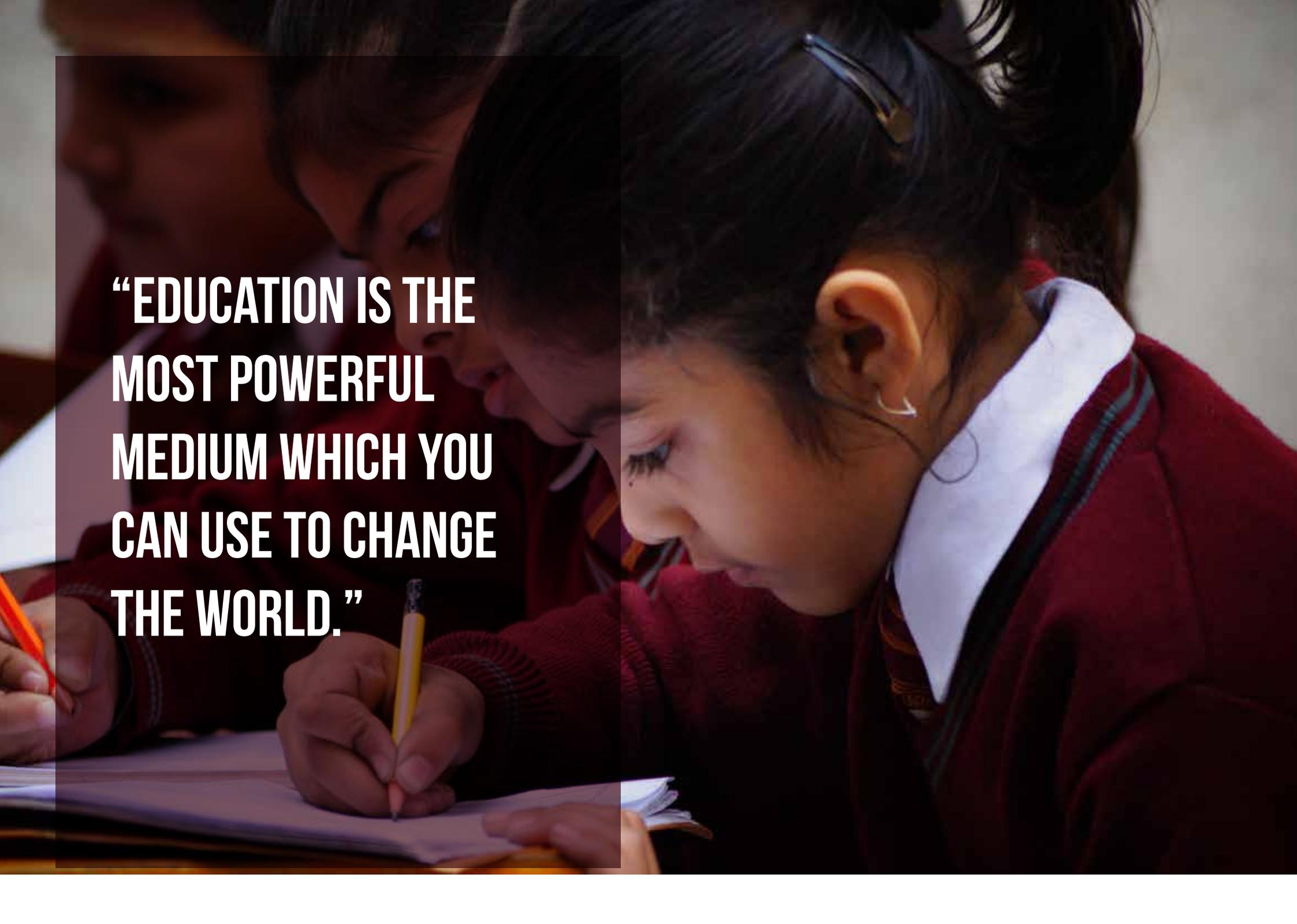
The school follows ICSE curriculum and adopts, applies new trends and techniques that have arisen out of the recent changes in society, culture, science, communication & technology.

We aim at the allround development of a child based on his/her unique capabilities.

The children are equipped with excellent skills in-terms of their works, language, computers, sports and other activities. In other words the child develops the confidence to cope with the toughest challenges of advanced studies as well as life.

Hence we at St. Pauls strive to accomplish these goals and wish to see our children reaching new heights.

**YVONNE PATRO**  
Principal  
St.Paul's School



**“EDUCATION IS THE  
MOST POWERFUL  
MEDIUM WHICH YOU  
CAN USE TO CHANGE  
THE WORLD.”**

# Our MISSION

- Achieve academic excellence
- Inculcate a sense of discipline and appreciation of all religions
- Develop critical thinking to help understand the world around them
- Make them sensitive to not only their own needs but also to those less fortunate
- Train them to acquire leadership qualities and a habit of cleanliness, order and sense of discipline
- Prepare them to be good and loyal citizens of our great country and to be proud of its heritage
- Being a Christian minority school priority is given to Christian students and Christian values

## St.Paul's School follows ICSE syllabus.

The medium of instruction is English.Hindi is a compulsory subject and is taught with special emphasis.

The course of studies is so formulated as to lay a solid foundation in the two languages (spoken as well as written) and in Mathematics.

In the lower classes Arts and Craft, Music and Dance are integral parts of the Curriculum.

As children progress other subjects are introduced at appropriate level.



**” EDUCATION IS NOT  
PREPARATION FOR  
LIFE;  
EDUCATION IS LIFE  
ITSELF ”**

# ADMISSIONS

## Forms

Admission forms are available at the School Office.

Parents or guardians are requested to fill in the admission forms with utmost accuracy. Date of birth once entered can not be changed. Birth Certificate from the hospital where the child was born or from municipal authorities are to be produced for verification.

All the Original Documents/Certificates must be produced at the time of submission of Application Form.

It is the responsibility of the parents to see that the Application Form is complete in all respect. Incomplete/illegibly written/overwritten/lack of supportive documents or certificates will lead to rejection of Application Form. False documents/incorrect information found at any time, even after admission, will debar the candidate from getting admission or pursuing studies.

All documents submitted at any time will become the property of the school and will not be returned.



## Selection

Selection of the candidates will be done by a committee. No correspondence will be solicited regarding selection and admission of candidate. Any recommendation, use of influence (Direct or Indirect), offer of donation, etc. will lead to the cancellation of the Application Form/admission of the candidate.

If selected, admission must be taken within the time given for admission, Thereafter, the candidate will forfeit the chance for admission, Payment is made at the school counter by cash. The list will be put up in the school notice board.

Parents shall pay the fee prescribed or agreed upon and the increase if any on or before the due date.

## Withdrawal

Before withdrawing a student from school a month's notice is to be given or a month's tuition fee in lieu of the notice. This notice should bear Parent's or Guardian's Signature.

Transfer Certificate will be issued only after all dues to the school have been paid in full.

Transfer Certificate will be issued from the school office on the Payment of a Rs. 250/- an application for the same must be submitted to the office, together with a clearance certificate giving at least 3 days notice Application should contain Roll No., year and month of Admission.

## Dismissal

Irregular attendance, habitual idleness, disobedience, bad conduct or sickness, liable to be injurious to other pupils, can lead to dismissal of the pupil.

If a child fails to resume classes on re-opening of the new scholastic year or a major holiday within six teaching days after reopening, he will be automatically deemed to have been withdrawn and his name will be struck off the roll. Readmission will be allowed only one availability of place and on payment of Re-admission fee.

# FEES

## At Admission

Admission Fee

Development Fee

Building Fund Fee

## Per month

Tuition Fee

(Nur-Std.III)

## Quarterly (Apr, July, Oct & Jan)

Term Fee

Miscellaneous Fee

Establishment Fee

Computer Fee (Std.III)



1. The School Tuition fee is chargeable for twelve calendar months and shall be paid by 15th day of every month.
2. No reduction in fees is made for holidays or broken periods.
3. Pupils are liable to be charged full fee as long as their names are officially on the rolls.
4. Fees are to be paid before 15th of each month failing which a late fee of Rs. 25/- will be levied.
5. Pupils whose fees are overdue may be barred from sitting for examinations and are liable to have their names struck off the rolls. If dues are not paid by the expiry of the month readmission will be on payment of arrears and admission fee afresh. All dues must be paid up before each term final exam, however early in the month it may be here Rule No. 6 does not apply.
6. All dues must be paid before the school closes for summer holidays.
7. School fees shall be charged as decided from time to time.

## Documents required at Admission

- Date of Birth Certificate (Municipal Corporation, Reg. Nursing Home or Panchayat)
- Residential Address proof (Voter Card, Electric Bill or Telephone bill)
- One passport size photo along with the parents
- One passport size photo of the student



## Discipline

Special attention is given to inculcate a high standard of moral values and discipline in the School. Parents & Guardians are requested to co-operate in this with the authorities of the school by ensuring regular attendance and punctuality of their wards and strict adherence to the rules of the school. If a student indulges in any serious misconduct, he/she will be liable to be expelled from school with immediate effect.





## Transport

Private Transporters carry children to and fro from the school and the transport fees are collected by the transporters themselves. The School is not responsible for any accident on the way to or from the school or at the bus stop.

## Timings

Summer - 7:25 a.m - 1:25 p.m  
Winter - 8.10 a.m - 2.10 p.m

## School Terms

The School Session is from April to March Scholastic year is divided in two semesters.  
First semester: April to September  
Second semester: October to March



# EVALUATIONS

Examinations are treated merely as tools to evaluate the effectiveness of class room teaching and also to diagnose the weaknesses of the students so that remedial measures may be taken as early as possible.

Assessments are held every week and also at the end of each term. However, efforts are made to ensure that children do not develop examination psychosis.

Terminal Examinations are held in September and March, and report cards issued thereafter.

Assessments are held every week which cover the matter taught during the concluding week and reports issued. These assessments adequately show the growth profile of the pupil as well as reveal the areas of weakness. Parents and pupils are expected to give due seriousness to them as they form integral part of the teaching programme.

Under no circumstances can any arrangement be made to hold any examination before or after the dates as laid down at the beginning of the year.

To pass in a subject pupil should secure minimum of 40% marks in a subject.

# SCHOOL RULES & PARENTS' CO-OPERATION



- No leave of absence other than that due to illness will be given without a previous written application from Parents. Excuse of absence on account of birthdays, marriages, feasts, excursions, urgent business and tsimilar reasons will not be considered.
- Pupils may not leave the school premises without the permission of the principal.
- No pupil should bring valuable articles to school. The school authorities are not responsible for loss of any goods by the students.

- Parents who want to meet the Principal are requested to see her in the office between 9 a.m. to 10 a.m. by prior appointment.
- Parents who want to meet the teachers are requested to see them in the office by prior appointment.
- Teachers should not be disturbed while they are teaching in the classroom.
- Any change in address should be communicated to the school office without delay.
- Application for leave should bear the signature of the parents.
- Parents are requested to ensure that their children come to school every day in proper uniform along with books.



- Parents are advised to keep the pupil at home if he/she complains of any sickness before he/she comes to school. If a child reports sick in the school he/she will be sent back home immediately.
- The school does not provide medical treatment except the first aid. In case a child falls sick it will be parents' responsibility to take the child back home for proper treatment.
- In case of a prolonged illness Parents are requested to inform the School and send in to School only after he/she has fully recovered. A medical certificate will be required from the pupil after he/she returns from a prolonged illness.

## Parent-Teacher Council

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Parents and teachers meet twice a year in the school by proper invitations. This gives parents the opportunity to discuss the progress of their wards. It also gives the teachers an opportunity to put forth their suggestions to the parents. The school welcomes positive criticism and suggestions from parents on most aspect of the school.

## School Diary

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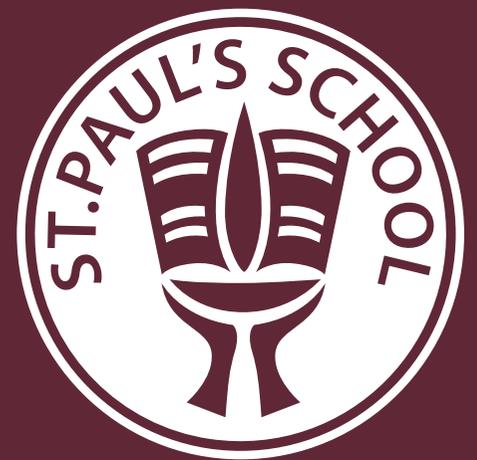
Parents are requested to note that the diary is primarily meant for noting down home work and is also a convenient means of communication between the teachers and parents, in the interest of their children. They should read the diary and sign it daily. In case they feel that their ward is not making the desired progress, they can meet the class teacher or the subject teachers with prior appointment.

Every child should wear a clean uniform prescribed by the school, daily.  
To be bought from the School Counter only to avoid difference in Shades.  
School ties, Belts are available from the School sold by suppliers



School Tie

Black Shoes  
(No sandals)



# ST. PAUL'S SCHOOL

Budha Colony

Patna - 800001

Phone : 2525215