

ST. BEDE'S ACADEMY
SENIOR SECONDARY SCHOOL

(A DON BOSCO INSTITUTION)
Santhome, Chennai - 600 004.



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Motto : Anchored in Faith & Morals
Method : Reason, Religion, Loving Kindness

Handbook : 2024 - 2025

Name :

Grade : Sec : House :

Handbook should be brought to school daily.
It has to be necessarily brought while meeting the Principal.
It has to be submitted at the end of the academic year.

CAMPUS UNIFORM ORDER

Day	UNIFORM	FOOTWEAR	<p><u>TEACHING STAFF</u></p> <p>Saree on Mondays and days of function.</p> <p>Formal dress on all other days as per INM Policy.</p> <p><u>ADMINISTRATIVE STAFF</u></p> <p>1. Clerical Staff Formal dress</p> <p>2. Supportive Staff Given uniform on all days</p>
MON	SCHOOL UNIFORM	BLACK SHOES	
TUE			
WED	SPORTSWEAR	WHITE SHOES	
THU	SCHOOL UNIFORM	BLACK SHOES	
FRI			
SAT	Regular uniform		

MY PERSONAL PLAN OF LIFE

TYPE	My decision with the help of my Parents / Teacher		
My ambition			
My passion			
My strategies to achieve it	1.		
	2.		
	3.		
What is going to be my achievement this year ?	1. At home		
	2. Total marks (In school)		
	3. Sports (In sports)		
My guide (can be our school teacher or anyone from the your family)	Name		
	Profession		
	Mobile number		
	Place		
<div style="display: flex; justify-content: space-between; width: 100%;"> Parent's Sign Principal's Sign </div>			

CAMPUS DAY ORDER

Day	ASSEMBLY TIME	ANIMATOR	SPECIAL EVENTS
MON	08.30 am	Principal & SPL	Staff Prayer @ 8.15 am / Common Assembly – SDB'S Address W / HW Inspection by Coordinators
TUE		VP & ASPL	Intercom prayer / Test
WED		PET & SS / JS	Common Assembly – Rector's Address / BSA / CCA – Std 1 - 10 / Neatness Inspection
THU		VP & SPL	Intercom prayer / Test
FRI		Principal & ASPL	Common Assembly – Staff Address
SAT		Programme Coordinator	Half workingday [Grade VI to XII]

SBA PAST PUPILS FEDERATION - INM

Past Pupils Registration

Log on to



www.stbedesacademy.org

WhatsApp : 7200 530 206

AGM of Past Pupils : September

Past Pupils Day Celebration

Last Sunday of January

Duration: 10 am to 02 pm

Application For New Admission

Online Registration :

08th December to 21st December

Interview/Admission : 1st Week of January

Visiting Hours for Parents

Forenoon : 09.30 am to 11.00 am

Afternoon : 02.30 pm to 04.00 pm

Value of the Month

Month	Value	Objective	Month	Value	Objective
April	Obedience	To become an noble person	October	Sense of Belonging	Learning to be responsible
May	Discipline	To live with dignity	November	Love of God	To listen to and act with conscience
June	Punctuality	To respect others	December	Social Concern	To uplift the poorest and the needy
July	Dedication	To achieve the goal in life	January	Responsibility	To develop self-discipline and enhance credibility
August	Cleanliness	To create a healthy atmosphere	February	Patience	To build resilience & foster personal growth
September	Gratitude	To acknowledge the contribution of others	March	Ambition	To have a purpose-driven life

MEMBERS OF THE MANAGEMENT

S. No	Name	Designation
1	Rev. Fr. Sagayaraj Devadoss SDB	Rector & Correspondent
2	Rev. Fr. Y.L.Irudayaraj SDB	Vice Rector / HM - St. Bede's AIHSS
3	Rev. Fr. Thamathiruthuvam SDB	Administrator
4	Rev. Fr. Edward SDB	Principal St. Bede's Academy (CBSE)
5	Rev. Fr. Arul Sekar SDB	Principal Dominic Savio Mat. Hr. Sec. School
6	Rev. Fr. Parekunnel Thomas SDB	Confessor
7	Rev. Fr. Charles Panackel SDB	Counsellor
8	Rev. Fr. Lourdusamy Susai SDB	Ic: Primary Section - St. Bede's AIHSS
9	Rev. Fr. Arokiaraj Mariasusai SDB	Member of TNPSC
10	Rev. Br. Abiraja SDB	Student

EXTRA CURRICULAR ACTIVITIES

DAY	TIME	ACTIVITY	CLASSES
Monday	CCA for 1 st to 10 th is from 2.35 to 3.10 pm. Other Activities 3.30 to 4.30 pm.	JRC Club / Shuttle / Chess / Table Tennis / FB	3 rd to 12 th std
Tuesday		NCC / Yoga / Karate / Cricket	3 rd to 8 th / Anyone
Wednesday		Shuttle / Chess / FB Table Tennis / CCA	3 rd to 12 th std
Thursday		RSP / Yoga / Karate / Cricket	3 rd to 8 th / Anyone
Friday		NCC / Culbs / Buniees / Shuttle / Chess / FB Table Tennis / CCA / Cricket	3 rd to 12 th std
Saturday	08.30 am to 12.30 pm	Scouts / Special Class	1 st to 12 th
	03.00 pm to 06.00 pm	Sports Academy	Interested Students
Sunday	03.00 pm to 06.00 pm	Sports Academy	Interested Students

Identity Certificate

Stamp
Size
Photo

Name :..... Admission No :.....

Grade :..... Sec :..... House :.....

Date of Birth :..... Blood Group :.....

Father's Name :.....

Occupation :.....

Phone :.....

Mother's Name :.....

Occupation :.....

Phone :.....

House Address :.....

.....

.....

Specify if you have sibilings studying here in St. Bede's Academy :

1.....Grade.....Sec.....

2.....Grade.....Sec.....

I declare that the particulars given above are correct to the best of my knowledge.

.....

Signature of Father

.....

Signature of Mother

HISTORY OF THE SALESIAN SOCIETY OF DON BOSCO



The Salesian Society, founded by DON BOSCO, is a world - wide educational organisation with many Schools, Colleges, Agricultural & Technical Schools and Youth Centers throughout the world.

The founder of all these educational institutions of the most varied kinds is John Bosco who was born in a little village in Northern Italy in 1815. By hardwork and persevering efforts he became a Priest and dedicated his life to the welfare of the poor and abandoned youth. His ideas were so far ahead of his times that he was considered revolutionary. He opened a youth centre, organized evening classes for working boys, taught them trades, and made them good and honest citizens.

"Work is prayer" was Don Bosco's motto. To continue his good work, he invited helpers and founded a Congregation which he called "Salesians" named after St. Francis de Sales. Today he is known the world - over as Don Bosco. He died on 31st January 1888. Today Don Bosco Institution are established in 130 countries.

Method of Don Bosco's Educational System

Reason, Religion and Loving Kindness

Our Vision

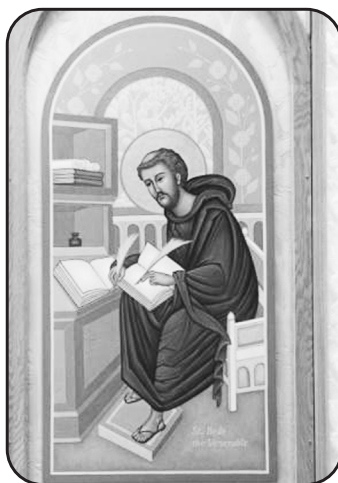
St. Bede's Academy is a school that imparts holistic and life-long learning. It empowers every student to be the architect of his own life and an ambassador of good, compassionate, just, and productive citizenship, deeply rooted in the values of Don Bosco.

Our Mission

To provide our students with an outstanding educative environment that is enjoyable, safe, happy, caring, sustainable and stimulating.

SAINT BEDE : OUR PATRON SAINT

An Englishman by birth, he received his education in a monastery. Later he joined the monastery and became a priest. As a famous teacher and writer, he spent his life teaching the young and writing historical and theological books. His knowledge of the sacred books and the traditions of the earlier teachers, was highly admired. His feast is celebrated on 25th May. St. Bede is the patron of our school.



HISTORY OF ST. BEDE'S ACADEMY

St. Bede's Academy, with CBSE curriculum is run by the salesians of Don Bosco of Chennai Province. It was founded in the year 2014 - 2015 in commemoration of the centenary of St. Bede's Anglo Indian Hr. Sec. School and the bicentenary of the birth anniversary of Don Bosco (1815 - 2015). The vision of this institution is to offer qualitative education that prepares its students as honest citizens and truly human persons based on Faith and Morals.

EMBLEM



ANCHORED IN FAITH & MORALS

The school emblem, is a shield-like image that represents the values, goals and aspirations of the school. Symbols like the anchor, the sea, the cross, sports items, the open book, burning candles and two olive twigs, enfolding from either side, along with the national colours of India, stand for the unique identity of our school. In fact an emblem is to the eye just as the name of the school is to the ear. In specific terms, emblems stress the wholistic growth given to all our students with gospel values at its core of education through Don Bosco's pedagogy in the context of our mother country, insisting on knowledge and sports as disciplines of life of every human person.

MOTTO

The Motto of the school is "ANCHORAM FIDE ET MORIBUS". It is a Latin expression which translates as "Anchored in Faith and Morals". Faith is all about one's relationship with God. What the anchor does to the ship, faith does to us in life's challenging situations - it keeps us steady and grounded, serene and hopeful. Morals, on the other hand, is all about right behaviour - choosing good and avoiding evil in every situation. It means developing a moral and social conscience that guides our personal journey through life and keeps us sensitive to the rights and needs of others and of the common good. Bedeans are expected to learn the best way of fulfilling their duties to God, Family, School, Society, Country and the Environment and to always make a conscious choice of the right way throughout their lives journey.

OBJECTIVES

The aim of the school is to develop the character and the personality of each pupil by imparting sound Education based on Christian principles, using the preventive system of Don Bosco. Besides this, the harmonious development of mind and body is effected by suitable religious, moral, intellectual, social and physical education, involving a variety of curricular and co-curricular activities. Our institution cares for the well-being of the society.

PRAYER BEFORE CLASS

Lord we pray you/let our doings be prompted/by your holy inspiration/and furthered by your help/so that/ every prayer and work of ours/may begin always from you/and be through you/happily ended.

PRAYER AFTER CLASS

We give you thanks/almighty God/for all your benefits/you who live and reign/for ever and ever/Amen.

Mary, Seat of wisdom - Pray for us.

St. Bede, Patron of our School - Pray for us.

OUR FATHER

Our Father/who art in heaven/hallowed be thy name/ thy kingdom come/thy will be done/on earth as it is in heaven/Give us today/our daily bread and/forgive us our trespasses/as we forgive/those who trespass against us/Lead us not into temptation/but deliver us from evil. Amen.

PRAYER BEFORE EXAMS

We praise you Lord/God of all wisdom and knowledge /
We thank you for your gift of intelligence/and the
dedication of our teachers / Illumine our minds and
strengthen our memory/that we may do well in our
exams/for your greater glory/and for our good / Keep
us safe / from temptations to copy/or to indulge in
malpractice / Keep us always/in your grace / Amen.

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya he
Bharatha - Bhagya - Vidhata
Punjaba-Sindu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-Taranga
Tava Subha Name jage,
Tava Subha asisha mage
Jage tava jaya-gatha
Jana-gana-mangala-dayaka-jaya-he
Bharatha-Bhagya-Vidhata
Jaya he, jaya he, jaya he,
Jaya jaya jaya jaya he.

- Rabindranath Tagore

LOYALTY PLEDGE

"India is my country, / All Indians are my brothers and
sisters./ I love my country / and I am proud of its / rich and
varied heritage./ I shall always strive to be worthy of it./
I shall give my parents/ teachers 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".

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்
தெக்கணமும் அதிற் சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறை நுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைப்போல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்த பெருந்தமிழுணங்கே
உன்சீரிளமைத் திறம் வியந்து செயல் மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!
- “மனோன்மணியம்” பெ. சுந்தரம்பிள்ளை

SCHOOL ANTHEM

Bede's, Bede's, St. Bede's Academy
It's our School of learning
Bede's, Bede's, St. Bede's Academy
It's our loving family – 2
With one heart and one mind and one goal
We grow together, learn together, shine together
Anchored in Faith and Morals.

Life is so beautiful, learning is so wonderful
Knowledge is so bountiful, opportunities plentiful -2
We are at the right time at the right place
We will put our heart and soul and do our best – 2
Because we the Bedeans are the Champions.

Bede's, Bede's, St. Bede's Academy
It's our School of learning
Bede's, Bede's, St. Bede's Academy
It's our loving family – 2
With one heart and one mind and one goal
We grow together, learn together, shine together
Anchored in Faith and Morals.

RULES OF THE SCHOOL

1. School Uniform

The school uniform is compulsory on all working days and at school functions. Students must come to school clean and tidy.

2. Punctuality and Attendance

Students must be punctual for class. Latecomers should get the permission of the Principal before entering the classroom. No student may absent himself without obtaining prior permission. They should check and report through students' Handbook.

3. Leave Letter Procedure

The leave letter should be hand-written by the student. In the case of 1st Std & 2nd Std, parents may assist the students with a model leave letter. No student will be allowed to enter the classroom without leave letter signed by the parent and counter signed by Vice Principal for 1st to 5th grade and Principal for 6th to 12th grade. If it is for more than two days, it should be countersigned by the Principal. Leave letters shall be maintained by the respective class teachers.

A student absenting himself from school for 5 days in succession without permission needs to produce a genuine doctor's certificate.

The Application for leave must be given in advance. When for unforeseen reasons, one is absent, the application for leave should be submitted on the day of rejoining the school.

Attendance at official school functions like PTA 1 & 2, Sports Day, Good Samaritan Day, the Parents Day, is compulsory. Absentees may be penalized.

A student absenting himself without prior written permission from School Day and Parent's Day Celebration, Annual Sports Day, Reopening Day is liable to lose the Best Student Award even if he gets it for the year.

4. Homework / Handwriting

Parents are expected to cooperate in the work of the school by enforcing regularity, punctuality and discipline, and by taking daily interest in the progress of their children. They should check and report through Student's Profile and enforce handwriting daily and follow up Home Work Schedule through Smart School.

5. Periodic Tests/Exams/Open Day

Four Periodic Tests will be conducted in the months of July, August, December & February, while Half Yearly Assessment & Yearly Assessment will take place in September and March respectively. Once the results are made known through progress cards and website, those who failed should necessarily bring their parents for the respective Open Days. Students who fail to turn up for Open Day with parents for any reason will be sent back home on the following working day. It is very important.

6. School Fees

1. Every pupil, including the newly admitted, will have to pay the fees of the academic year. If a pupil leaves the school during the year, he shall have no right to claim a remission of any portion of the fees.

2. Fees are to be paid before the school reopens. Students will not be permitted to attend class on the re-opening day, if fees are not paid. The amount payable as fees is subject to revision, even with retrospective effect within a school year, as circumstances warrant.
3. All fees are to be remitted through School Online System under two accounts, namely,
St. Bede's Academy Tuition Fees, and
St. Bede's Academy Management Fees.

7. Promotions

All matters regarding the promotion of the students are left to the discretion of the Principal and the Promotion Committee, whose decision will be final.

8. Students' Responsibilities

Students are responsible for their own belongings. Parents who seek some information or make some suggestions must approach the Principal. The entrusting of a student to the school implies that the parents agree to abide by the rules and regulations and decisions of the school.

9. Discipline

Irregular attendance, habitual idleness, negligence of homework, disobedience and disrespect towards members of the staff, or bad moral influence, justify dismissal. Students are responsible to the school authorities for their conduct both inside and outside the school.

10. Protection of School Property

The students are responsible for maintaining the neatness of the benches and desks in their are classroom. There are forbidden to write or scribble anything on the wall, door, benches and desks.

If any damage is caused at anytime, they are bound to pay for it as per the decision of the Principal.

11. School Handbook

The school Handbook is the record concerning the school and student. Therefore, every student must bring it to the school daily. If any one loses it, he must apply for a new one.

12. Rule of Language

1. The medium of instruction is English. Students are expected to communicate only in English all time in the school premises.
2. The second and third Languages taught in the school are Tamil and Hindi. German is the additional Language.
3. Speaking in English is compulsory in the school, Defaulters will be penalized.

13. School Hours

08.25 am	: First Bell / Gates to be closed
08.30 am	: Assembly / Classes begin
03.15 pm	: Classes get over
03.15 pm	: Additional Coaching / Sports / ECA
04.00 pm	: School Closes

LKG Timings : Only in June : 8.45 am to 11.00 am

July to Sep : 8.45 am to 12.15 pm

Oct to March : 8.45 am to 02.30 pm

UKG Timing : June to March : 8.45 am to 02.30 pm

KG Day : Colour Dress / Half a day / Activities

14. Concerning Defaulters

For issues of repeated indiscipline, late coming, irregularities, disobedience, failure to bring notebooks or textbooks, wearing inappropriate dress, improper hair style will be sent back home if corrections are not carried out.

15.Examinations

Students who absent themselves from any examination with or without grave reasons will have no chance of re-exam. The marks obtained in all exams throughout the year will be taken into consideration along with the Annual Exam marks for promotion.

Any student who indulges in malpractice in Tests and Exams will be warned for the first time and if the practice continues, he will be automatically dismissed from the school at the end of the current academic year.

16. Private Tuition

1. If a parent desires to arrange private tuition by any teacher of the school, he must get the written permission from the Principal.
2. No tuitions would be held in the school premises.

17. House System :

To promote competition and healthy rivalry among students in all the activities of the school, House system is followed. Every student is a member of one of the four Houses, namely, Bosco, Savio, Rua and Thomas. The winning House will hoist its flag on every Wednesday of the week.

18. Admission and Withdrawals :

1. Admissions are done by the Rector and His Council in accordance with the admission policy of the Province.
2. If the candidate seeks admission, then admission procedures of the institution have to be followed.
3. No new admission will be permitted in grade X & XII.
4. Application for obtaining TC shall be made in writing to the Principal by the one who has signed the admission register at the time of admission. If any other person applies for TC, legal procedures have to be followed.

19. Parent – Teacher Association (PTA) :

All the parents and teachers of the school are members of this association. The aims of this association are :

1. To make the parents involve themselves actively in the various activities of the school.
2. To acquaint the parents with a emerging methods of education, seminars and cultural workshops are conducted. This organization enables them to co-operate with the teachers in moulding the total personality of the children. Meetings will be held occasionally. Parents' attendance at these meetings is solicited.

3. PTA executive members are selected by the school authorities. They function as advisory committee members to help the school effectively.
4. Suggestions offered by the executive members are not final decisions until they are approved of by the management.

20. The Past Pupils' Association

The Federation of Don Bosco Past Pupils is a worldwide organization through which the past pupils of all Salesian institutions of the world are united.

The Past Pupils Association of St. Bede's Academy is affiliated to the Provincial, National and World Federation of Don Bosco Past Pupils. Every student of St. Bede's Academy is automatically enrolled to PPA before he leaves the school.

21. School Dress Code & Code of Conduct

1. Students are expected to come to school in proper uniform. Students can come in formal coloured dress on their birthdays and days specified by the Principal.
2. Students are not permitted to wear any external sign such as special dress, wristband, thread around the wrist, earrings, sacred ash on the forehead, etc which are directly associated with any religion.
3. Every Pupil should be neatly dressed with his hair well-trimmed and combed to one side and his shoes properly polished. Nails must be neatly clipped. Dyeing of hair, wearing earrings, French beard and any form of undesirable hair style are strictly banned.

4. Students are not supposed to bring any electronic gadgets. If they are brought, they will be confiscated and will not be returned.
5. No student is allowed to drive a car or a two wheeler to school or inside the school campus.
6. Students are not allowed to meet parents or to leave the school premises during school hours without the permission of the Principal.
7. When there is a quarrel or fight among the students, they are forbidden to manhandle, hit, hurt or use violence against others. The matter must be brought to the notice of the P.E.T masters, Vice Principal and Principal immediately.
8. Parents and visitors who come to the school campus are requested to maintain silence and respect the functioning of classes.
9. In the absence of the teacher, the class leader or the assistant class leader immediately takes charge of the class and reports the fact to the Principal. Students are expected to study their lessons in absolute silence.
10. No one may take up any collection of money or impose a fine without the authorization of the Principal. No presentation of gifts should be done to teachers either by the parents or students without the explicit permission of the parents.
11. Students are forbidden to be members of any political organization or any club or association outside the school.

12. It is compulsory to participate in the co-curricular activities of the school. Every student should choose a recognized game or sport and be trained in it, while at school. Everyone should belong to any one club of the school.
13. Students are not permitted to remain in the classroom after the class hours.
14. In case of any change of residential address or mobile number of parents, it should be intimated to the school office without delay.
15. A student who fails for two years in succession will not be allowed to continue in the school.

22. DIGITAL LIBRARY

1. Timings : All working days from 9.00 am to 4.00 pm.
2. Each student will get one general library card.
3. Every student enrolled in the school should have the Library card. Books will be issued or renewed only if the student produces the identity card.
4. Library Cards are NON TRANSFERABLE.
5. Strict silence shall be observed in the library.
6. USB / pendrive is not allowed in the library.
7. Books must not be earmarked or defaced.
8. If any book or computer is damaged, the whole cost shall be borne by the student concerned.
9. Date labels shall not be tampered with.

10. All books and Library Cards shall be returned at the end of the academic year on the date specified by the librarian. Library books will not be lent to either students or staff during the annual vacation.

23. BEHAVIOUR IN LABS

1. Without the prior permission of the teacher or the lab attendant, students are not allowed to enter the laboratory.
2. Lab equipments are to be handled with care.
3. Students must observe absolute silence while they are in the lab.

24. GENERAL RULE

Utmost care will be taken by the school authorities for the safety of the students during picnic or excursion or camp. However the school cannot be held responsible for accidents, minor or serious involving the students during the above mentioned activities.

THE BEDEAN CHARACTERISTICS

1. To be always friendly with one another in and out of the school.
2. To be pleasant and polite in talk and behaviour.
3. To accept whatever work is assigned as one's rightful share.
4. To help those who need our help or assistance.
5. To respectfully greet members of the staff, parents or visitors whenever we meet them.
6. To be courteous and to sort out issues in a smooth and amicable manner.
7. To respect the beauty of the school premises, class rooms, school building and to report any damage which we may observe.
8. To avoid spilling ink in the class room, dropping papers in the premises and to pick up any such paper dropped by others.
9. To learn and observe good manners at table and elsewhere.
10. To be well mannered while representing the school in inter-school activities.

Groups in Sr. Sec. School

Type	Subject
Group 1	English, Mathematics, Physics , Chemistry , Biology
Group 2	English, Maths, Physics, Chemistry, Computer Science
Group 3	English, Economics, Business Studies, Accountancy, Computer Science

Uniform Details

Type	Boys
LKG to V	Blue striped short sleeved shirt, beige shorts, black belt, black socks & velcro black shoes
VI to VIII	Blue striped short sleeved shirt, beige trousers, black belt, black socks & velcro black shoes
IX to XII	Blue striped short sleeved shirt, beige trousers, black belt, black socks & lace black shoes

Sportswear

Type	Days	Dress Model
LKG to V	All Wednesdays, Investiture Day, Sports Day, Independence Day, Republic Day	Sports T Shirt, grey shorts, white socks & shoes [Tuck in]
VI to XII		Sports T Shirt, grey pants, white socks & shoes [No need to tuck in]

1. DON BOSCO SONG

We thank you O Lord for Don Bosco
In him we see the wonders of your love
You filled him with gifts of nature and of grace
To lead young people to their home above.

He was a man profoundly human
open to the signs of the times
And yet he was a man,
He was a man of God. (We)

Enable us to be his doubles,
Faithful in the service of youth.
Overcoming hardship with firmness
With hearts filled with your love. (We)

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.

3. GOD'S LOVE IS SO WONDERFUL

God's love is so wonderful - 3
O wonderful love.
So high you can't get over it, So deep you can't get
under it, So wide you can't get around it,
O wonderful love.

4. WE ARE GATHERING

We are gathering together unto Him - (2)
Unto him shall the gathering of the people be
We are gathering together unto him
We are Praising / Serving / Singing / Thanking.

5. JUST LIKE A CHILD

Just like a child who trusts his father dear
And who delights to feel his presence near.
Just like a child whose mind has not a doubt
And whose heart is never proud.

**Here I come, O Lord,
Here 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 broad daylight
Fearing not the long dark night.

6. HE IS MY EVERYTHING

He is my everything, He is my all
He is my everything both great and small.
He gave his life for me, made everything new
He is my everything, now how about you.
Like honey in the rock sweet honey in the rock,
For he tastes like honey in the rock.
Oh taste and see, that the Lord is good,
For he tastes like honey in the rock.

7. GOD IS GOOD ALL THE TIME

God is good all the time
He put a song of praise in this heart of mine
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 valleys
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
Nor forsake you, and His word is true.

8. AVE MARIA, GRATIA PLENA

Ave Maria, gratia plena,
Dominus tecum, benedicta tu.

As I kneel before you, as I bow my head in prayer,
Take this day, make it yours and fill me with your love.

All I have I give you, every dream and wish are yours;
Mother of Christ, mother of mine, present them to the
Lord.

As I kneel before you, and I see your smiling face,
Every thought, every word is lost in your embrace.

9. GREAT INDEED ARE YOUR WORKS

Great indeed are your works, O Lord, now and evermore.

The universe night and day tells of all your wonders. You are our life and our light: we shall praise you always.

You are the path which we tread, You will lead us onward.
From every corner of earth, all the nations gather.

You lead us all by the hand to the heavenly kingdom, Then at the end of all time, You will come in glory.

10. IN THE LORD IS MY HOPE

In the Lord is my hope, in the Lord is my help. He's my shield and my strength; He's my fortress: I stand firm.

I've no fear of the night and its shadow, I've no fear of the plague that prowls around, For your light shines, O Lord, in the darkness, And your brightness leads me on.

I've no fear if alone I'll be walking, I've no fear if the journey is so long For it's You, Lord, the way to the Father, On your path, I am safe.

I've no fear of the death that surrounds me I've no fear in a world of woes and ills, For I know, Lord, you grant life eternal If I only hope in you.

11. LISTEN, LET YOUR HEART KEEP SEEKING

Listen, let your heart keep seeking;
Listen to His constant speaking,
Listen to the Spirit calling you.
Listen to his inspiration;

Listen to His invitation,
Listen to the Spirit calling you.

He's in the sound of the thunder, in the whisper of the breeze;
He's in the might of the whirlwind, in the roaring of the seas.

He's in the laughter of children, in the patter of the rain;
Hear Him in the cries of the suffering, In their moaning and their pain.

12. THE LORD IS MY TRUE SHEPHERD

The Lord is my true Shepherd: I have everything I need.
Everything I need He gives to me.
He lets me rest in meadow grass and leads me to calm streams:
He helps me do what honours Him the most.

Even when I walk into the valley dark and cold,
Never will I fear for You are near.
With Your hand in mine to guard me, guiding all the way:
Lord, You are my Rock, my Strength, my Life.

His arms are open to me: I am welcomed as His guest;
Blessings flow abundant on my head.
Unfailing kindness is His gift to me through all my life;
I hope to live with Him for evermore.

13. DEEP CALLS TO DEEP

Deep calls to deep, and my soul finds no resting place but Him.
He is my God; the yearnings of my heart his touch can still.

And each rare moment that I've felt His presence I shall remember and for ever cherish.

Deep calls to deep; and at His feast I am a welcome guest.
He gives me food; the hunger of my soul is laid to rest.

Deep calls to deep; for He created me to be His own.
He understands: the joy of pain of life He, too, has known.

14. WHATSOEVER YOU DO

Whatsoever you do to the least of my brothers
That you do unto me.
Whatsoever you do to the least of my sisters
That you do unto me.

When I was hungry, you gave Me to eat,
When I was thirsty, you gave Me to drink,
Now enter into the home of My Father.

When I was weary, you helped me find rest;
When I was anxious you calmed all my fears. Now enter...

When I was homeless, you opened the door,
When I was naked, you gave Me your coat. Now enter...

When in a prison, you came to My cell,
When on a sick bed, you cared for my needs. Now enter....

Check Space

SCHOOL ADMINISTRATIVE BODY

Council	Members	Powers
Provincial Council	Provincial, Vice Provincial, Economer and Five Councilors	Sanctioning authority and incharge of the society
House Council	Rector & Correspondent, Principals of 3 schools & Administrator	Day today administration and decision making authority
Executive Council	Principal, Vice Principal, Programme & IT Coordinators, Academic Coordinators and Sports Organizers	Implementing day today activities and Improving academic and non-academic skills
PTA Council	Executive Members	Supervising the activities and suggesting new methods
Students Council	SPL,ASPL, Secretaries, Senior House Captains, Vice Captains, Leaders and Assistant Class Leaders	Assisting, informing and executing the orders responsibilities

Executive Members: Roles & Responsibilities

Designation	Responsibilities
Vice Principal	<ol style="list-style-type: none"> 1. Checking of students' handbook (I-V) 2. Discipline of all and follow up of Past Pupils. 3. Exam timetable, Invigilation & Substitution. 4. Supervision of BSA & Special classes. 5. Checking & finalization of question papers. 6. Coordination with the Academic coordinators. 7. Maintenance of records (BSA / Mark Lists /CBSE Circulars, special classes, LAS details).
Programme Coordinator	<ol style="list-style-type: none"> 1. Planning & organising school programmes. 2. Preparing Weekly planner, circulars, Monthly Programmes and magazines. 3. Various club activities and Noticeboard.
XI & XII Coordinator	<ol style="list-style-type: none"> 1. Follow- up on syllabus of Grade 11& 12. 2. Checking of weekly work done circular. 3. Weekly Test schedule & HW inspection. 4. Organising staff level meetings once a month.
IX & X Coordinator	<ol style="list-style-type: none"> 1. Follow- up on syllabus of Grade 9 & 10. 2. Checking of weekly work done circular. 3. Weekly Test schedule & HW inspection. 4. Organising staff level meetings once a month.
VI to VIII Coordinator	<ol style="list-style-type: none"> 1. Checking of weekly work done circular. 2. Weekly Test schedule & HW inspection. 3. Organising staff level meetings once a month. 4. Regular inspection of Handwriting notebooks.
III to V Coordinator	
I & II Coordinator	
KG Coordinator	<ol style="list-style-type: none"> 1. Checking of weekly work done circular. 2. Organising staff level meetings once a month. 3. Conducting events and activities.

Names of Teachers NURSERY SECTION

Class	Name
LKG A	
LKG B	Miss. Irene L. Hmar
UKG A	Mrs. Anita Thabithal
UKG B	Mrs. Michelle

PRIMARY SECTION

I A	Mrs. Katherine
I B	Mrs. Teena
II A	Mrs. Anitha
II B	Miss. Malar Fatima
III A	Mrs. Daisy
III B	Mrs. Monica Sharma
IV A	Mrs. Serene
IV B	Mrs. Nancy
V A	
V B	Mrs. Maheswari

UPPER PRIMARY SECTION

VI A	Mr. Jerald
VI B	Mrs. Shoby
VII A	Miss. Tamilarasi
VII B	Mrs. Chamundeswari
VIII A	Mrs. Cynthia
VIII B	Mrs. Pappu

HIGH SCHOOL SECTION

Class	Name
IX A	Miss. Melkal
IX B	Mrs. Anne
X A	
X B	Mrs. Sylvia

HIGHER SECONDARY SECTION

XI A	Mrs. Sweety
XI B	Miss. Rofina
XI C	Mrs. Presella
XII A	Mrs. Vennila
XII B	Mr. Balaguru
XII C	Mrs. Laxmi

ADDITIONAL STAFF

P	Fr. Edward SDB
VP	Mrs. A.J. Suseela Rani
PC	Mrs. Arokiamary Dominic
PG Staff	Mr. Albert Dominic(BS), Mr.Devanbu(Bio)
TGT Staff	Mr. Alan (Science)
Computer	Mrs.Therekha
Tamil	Mr. Brunoraj, Mrs. Ramya, Mrs. Reeta, Mrs. Janova, Mrs. Sheeba, Mr. Sebastin
Hindi	Mrs. Najmunissa
Special Staff	Mr. Alwin(German) Counselors - Niraivagam
PET	Mr. Baskar & Mr. Joseph
Art & Craft	Mrs. Dhanalakshmi
Librarian	Mrs. Agnes Mary
Music	Mrs. Immaculate Praveena

Administrative Staff
[Clerical Staff & Supportive Staff]

S.No	Name	Designation
1	Rev. Fr. Thamathiruthuvam SDB	Administrator
2	Mr. John Michael	Accountant
3	Mr. Philomin Doss	Clerk
4	Ms. Jacqueline Nero	Asst. Clerk
5	Mrs. Fiona Clare Rowland	Receptionist
6	Mr. Arul Dass	Office Assistant
7	Mr. Santhosh	Helper
8	Mr.	Helper
9	Mr. Rajan	Helper
10	Mr. Inba Raj	Watchman
11	Mrs. Josephine Mary	Maintenance Staff
12	Mrs. Stella Mary	Maintenance Staff
13	Mrs. Mary	Maintenance Staff
14	Mrs. Nayagam	Maintenance Staff
15	Mrs. Selvi	Maintenance Staff
16	Mr. Etthiyan	Restroom In Charge

1st PERIODIC TEST TIMETABLE – JULY

S.No.	Date	Day	Exam Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Review Report to be prepared. Marks to be published on 5th day of Open Day

Parent's Signature

Class Teacher's Signature

2nd PERIODIC TEST TIMETABLE – AUGUST

S.No.	Date	Day	Exam Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Parent's Signature

Class Teacher's Signature

Terminal I Exam – SEPTEMBER

S.No.	Date	Day	Exam Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Review Report to be prepared. Marks to be published on 5th day of Open Day

Parent's Signature

Class Teacher's Signature

3rd PERIODIC TEST TIMETABLE – DECEMBER

S.No.	Date	Day	Exam Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Parent's Signature

Class Teacher's Signature

4th PERIODIC TEST TIMETABLE : FEBRUARY

[Gr KG to 8 will have PT 4 while 9 to 12 will have Terminal or Board Exams]

S.No.	Date	Day	Exam Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Parent's Signature

Class Teacher's Signature

Terminal II Exam : MARCH

S.No.	Date	Day	Exam Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Review Report to be prepared. Marks to be published on 5th day of Open Day

Parent's Signature

Class Teacher's Signature

**Instructions for
Weekly Test / Periodic Tests / Terminal Exams**

1	Weekly Tests will be conducted on every Tuesday & Thursday during the first hour from 08.30 am to 09.20 am for 25 marks. No weekly test in the months of September and March due to Terminal Exams. Students will have regular timetable till 3.15 pm during all 4 periodic Tests. No Weekly test will be conducted one week before and after PTs.
2	Answer scripts will be provided by the school in the exam hall through invigilators. Students need to carry their stationery only. Corrected answer scripts will be sent to parents after every WT / PT / TE for the parents' signature and perusal
3	Students of grade 1 to 5 will write their weekly tests in their respective classrooms while students of grade 6 to 12 will move to the allotted exam halls after placing their school bags in front of their respective class rooms.
4	No re-tests will be conducted for the absentees of weekly tests. Frequent absentees need to meet the Principal with their parents. Terminal Exams only will always have one day of study leave between major subjects.
5	Weekly Test marks will be given in common to all students in their respective classrooms. Consolidation of all weekly test marks will be done and taken as internals for Periodic tests. Open days will always be conducted on Saturdays from 9.00am to 12.30 pm

LATE ATTENDANCE RECORD
[Entry into classrooms before 8.25 am]

S.No.	Date	Time of Arrival	P.E.T / Clerk Sign
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

[Coming late 10 times is permissiable but not advisable.]

UNIFORM DEFAULT RECORD

S.No.	Date	Reason	P.E.T. Sign
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Negilgence is a sign of laziness.

Absences of Handbook

S.No.	Date	Reasons	P.E.T. Sign
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

You are known by what you think, say and do.

ABSENCE RECORD

Being absent without prior permission or information

Date of absence	No.of Days	Reasons	Parent's Sign	P/ Vp's Sign

WARNING REMINDERS

LEAVE RECORD

Being absent with permission : Meet VP except Grades 6th to 12th

S.No.	Date of leave	No.of Days	Reasons for Leave	Parent's Sign	P/ Vp's Sign
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

RECORD OF THE LIBRARY BOOK READ

(Proof of Reading = salient points written in 3 pages)
(III - V : Story Books, VI - XII : General Books)

S.No	Name of the Book	Author	Date From / to
1			
2			
3			
Plus points (+10) for reading each book			
Cancellation of award of -10 Points for not reading the above mentioned number of books			
Date of verification 24 th January For any addition / reduction before Annual Day Awards		Librarian's Signature	

Declaration Form to be signed by the Parents/Guardian

- Handbook, WhatsApp and smart school software are to be checked daily.
- Parents should ensure that the leave letters of Grade 3 and above are written by the student and sent on time.
- As education is primarily the responsibility of the parents, they are expected to co-operate with the school community with regard to students' integral growth. Therefore, parents are requested to follow up the child in his process of growth and maintain a cordial, co-operative relationship with the school authorities.
- Car-owners are requested to instruct their drivers to observe the traffic regulations so as to enable a smooth flow of traffic and ensure the safety of the Students.
- Parents are requested to read and follow the rules carefully.
- Kindly encourage the students to speak in English even at home.
- Parents can meet the Principal on all working days a .
- No school business will be transacted during holidays.
- No T.C. will be issued before the promotion results are announced. T.C. will be issued only in the 2nd week of April. Readmission will not be done at any time.

I have read the rules and regulation of the school and I hereby agree to sign.

Date

Signature of Class Teacher

Signature of the Parent

REMINDERS

1

Date:

.....
Teacher's Signature

.....
Parent's Signature

2

Date:

.....
Teacher's Signature

.....
Parent's Signature

3

Date:

.....
Teacher's Signature

.....
Parent's Signature

REMINDERS

4

Date:

.....
Teacher's Signature

.....
Parent's Signature

5

Date:

.....
Teacher's Signature

.....
Parent's Signature

6

Date:

.....
Teacher's Signature

.....
Parent's Signature

REMINDERS

7

Date:

.....
Teacher's Signature

.....
Parent's Signature

8

Date:

.....
Teacher's Signature

.....
Parent's Signature

NOTE

Any student with eight reminders of any
indisciplinary issues must meet
the Principal with the parents.

Date:

.....
Teacher's Signature

.....
Principal's Signature

WARNINGS

1

Date:

.....
Teacher's Signature

.....
Parent's Signature

2

Date:

.....
Teacher's Signature

.....
Parent's Signature

3

Date:

.....
Teacher's Signature

.....
Parent's Signature

WARNINGS

4

Date:
Teacher's Signature Parent's Signature

5

Date:
Teacher's Signature Parent's Signature

6

Date:
Teacher's Signature Parent's Signature

WARNINGS

7

Date: Teacher's Signature Parent's Signature

8

Date: Teacher's Signature Parent's Signature

NOTE

Any student with eight warnings of any
indisciplinary issues should meet the
Principal with the parents.

Date: Teacher's Signature **Principal's Signature**

REMARKS			
			1
Date: Teacher's Signature Parent's Signature	
			2
Date: Teacher's Signature Parent's Signature	
			3
Date: Teacher's Signature Parent's Signature	

REMARKS			
			4
Date: Teacher's Signature Parent's Signature	
			5
Date: Teacher's Signature Parent's Signature	
			6
Date: Teacher's Signature Parent's Signature	

REMARKS

7

Date:

.....
Teacher's Signature

.....
Parent's Signature

8

Date:

.....
Teacher's Signature

.....
Parent's Signature

NOTE

If the student receives three or more remarks
will not be allowed to continue his studies in
the next academic year.

Date:

.....
Teacher's Signature

.....
Principal's Signature

APRIL 2024

1	Mon	Hd	-
2	Tue	Hd	-
3	Wed	Hd / 10 th & 12 th Sp. Classes	-
4	Thu	Hd / 10 th & 12 th Sp. Classes	-
5	Fri	Hd / 10 th & 12 th Sp. Classes	-
6	Sat	Hd	-
7	Sun	Holiday	-
8	Mon	Wd / Beginning of New Academic Year / Interview	1
9	Tue	Hd / Ugadi	-
10	Wed	Wd / Cat+M.Sc Toppers Program/L. Selection / Discussion on G.S	2
11	Thu	Hd / Ramzan	-
12	Fri	Wd / Blessing of School / Shuffling of students / NCC camp	3
13	Sat	Wd / Subject Scheme Finalization / NCC Camp	4
14	Sun	Holiday	-
15	Mon	Wd / Sale of Tickets / Club + House Divisions	5
16	Tue	Wd / Test / HW Finalization	6
17	Wed	Wd / CCA / English Club Day	7
18	Thu	Wd / Staff One Day Tour / Holiday for students	-
19	Fri	Hd / Election	-
20	Sat	Hd / Catechism Children Tour	-
21	Sun	Holiday	-
22	Mon	Wd / Submission of HW Assignments	8
23	Tue	Wd / Test / Staff Executive Meeting	9
24	Wed	Wd / MHC - Admin staff / LA / Release of Magazine	10
25	Thu	Wd / Test /	11
26	Fri	Wd / Half a day / 3 rd Term B Day Celebration	12
27	Sat	Wd / Samaritan Day / Distribution - HW Assignment	13
28	Sun	Summer Holiday Begin	-
29	Mon	do	-
30	Tue	do	-

No. of Working Days : 13

MAY 2024			
1	Wed	May Day – Workers Day	-
2	Thu		-
3	Fri		-
4	Sat		-
5	Sun		-
6	Mon		-
7	Tue		-
8	Wed		-
9	Thu		-
10	Fri		-
11	Sat		-
12	Sun		-
13	Mon	Regular Maintenance Works	-
14	Tue		-
15	Wed		-
16	Thu		-
17	Fri		-
18	Sat		-
19	Sun		-
20	Mon		-
21	Tue		-
22	Wed		-
23	Thu		-
24	Fri		-
25	Sat		-
26	Sun		-
27	Mon		-
28	Tue		-
29	Wed		-
30	Thu		-
31	Fri		-

No. of Working Days : 13 + 0 = 13

JUNE 2024

1	Sat	Hd	-
2	Sun	Holiday	-
3	Mon	Hd / Staff Common Animation - St.Bede's Community of schools	-
4	Tue	Hd	-
5	Wed	Hd	1
6	Thu	Hd	2
7	Fri	Hd / FF Mass / Common Animation / Staff Meeting	3
8	Sat	Hd	-
9	Sun	Holiday	-
10	Mon	Wd / School Reopens (UKG to 12) Full Day	4
11	Tue	Wd / Weekly Test 1 to 10 & 12 / AGM Sms to Parents	5
12	Wed	Wd/ School opens for LKG / Finalization of Leaders / CCA	6
13	Thu	Wd/ Test	7
14	Fri	Wd / IC Practice - 1	8
15	Sat	Wd / Grades 3 to 12 Half working day / SAP at 1.30pm	9
16	Sun	Holiday	-
17	Mon	H O L I D A Y / Bakrid	10
18	Tue	Wd/ Test/ IC Practice - 2	11
19	Wed	Wd/BSA / Savio House Feast Day /CCA	12
20	Thu	Wd / Test / IC Practice - 3	13
21	Fri	Wd / Yoga Day / AGM 1 at 6pm	14
22	Sat	Wd / Grades 3 to 12 Half working day	15
23	Sun	Holiday	-
24	Mon	Wd / MHC - 12 /BC/EC / PT 1 Q.P Submission / IC Practice - 4	16
25	Tue	Wd / No Test	17
26	Wed	Wd/ BSA / IC Practice - 5	18
27	Thu	Wd / No Test / IC - Rehearsal	19
28	Fri	Wd/KG Day / Sub.En.Meet / Poem Recitation for Grade 8	20
29	Sat	Wd / Investiture Ceremony / Tour Arrangements for Grade 11 & 12	21
30	Sun	Holiday	-

No. of Working Days : 12 + 21 = 33

JULY 2024

1	Mon	Wd/ PT1	1
2	Tue	Wd/ PT1/ Sports day selections begin	2
3	Wed	Hd / St.Thomas Feast	3
4	Thu	Wd/ PT 1	4
5	Fri	Wd/ PT1/ FF. Mass/ Staff Meeting	5
6	Sat	Wd/Gr 6 to 12 PT 1 / Hd - Gr KG to 5/St.Thomas Feast Cel.	6
7	Sun	Holiday	-
8	Mon	Wd/ PT 1 / Sports day Practice Begins	7
9	Tue	Wd / No Test	8
10	Wed	Wd / BSA / CCA	9
11	Thu	Wd/ No Test	10
12	Fri	Wd / Poem Recitation for Grade - 8B	11
13	Sat	Wd / Open Day - Mandatory	12
14	Sun	Holiday	-
15	Mon	Wd / Kamaraj Day / Sports day Practice	13
16	Tue	Wd / Test / Sports day practice	14
17	Wed	Hd / Muharam	-
18	Thu	Wd / Test / Sports day practice	15
19	Fri	Wd / Sports day practice	16
20	Sat	Hd / Seminar for Teachers	-
21	Sun	Holiday	-
22	Mon	Wd / Sports day practice	17
23	Tue	Wd / Test/ Sports day Rehearsal- 1	18
24	Wed	Wd / BSA / Leaders Animation / Exec. Meeting	19
25	Thu	Wd / Test /	20
26	Fri	Wd / Sports day Rehearsal - 2	21
27	Sat	Wd/ Sports Day - Grades 1 to 12 / KG - Holiday	22
28	Sun	Holiday	-
29	Mon	Wd/	23
30	Tue	Wd /Test / Staff Clubs Meet	24
31	Wed	Wd / BC/BSA / CCA/ KG Theme Day / Sub. En. Meet	25

No. of Working Days : 33 + 25 = 58

AUGUST 2024

1	Thu	Wd / Poem Recitation for Grade - 7B	1
2	Fri	Wd /	2
3	Sat	HOLIDAY	3
4	Sun	Wd / Staff Meeting	-
5	Mon	Wd / No Test	4
6	Tue	Wd / BSA / LA / CCA	5
7	Wed	Wd / No Test	6
8	Thu	Wd / Poem Recitation for Grade 6A / Brain Gym 3 to 5	7
9	Fri	HOLIDAY	8
10	Sat	HOLIDAY	-
11	Sun	Wd / PT 2	-
12	Mon	Wd / PT 2	9
13	Tue	Wd / PT2 / Independence Day Celebration	10
14	Wed	Hd / Independence Day / Holy Mass for Catholics	11
15	Thu	Wd / PT 2	-
16	Fri	Wd / PT 2	12
17	Sat	HOLIDAY	13
18	Sun	Wd / PT2	-
19	Mon	Hd / No Test	14
20	Tue	Wd / BSA / CCA	15
21	Wed	Wd / No Test/	16
22	Thu	Wd / Poem Recitation for Grade 6B/ Brain Gym 6 to 8/ War of words -1 to 5	17
23	Fri	Wd / EM / War of Words	18
24	Sat	HOLIDAY	19
25	Sun	HD/ Krishna Jayanthi	-
26	Mon	Wd/ Test/ Tour Grades 11 & 12	-
27	Tue	Wd/ BSA/ CCA/ Sub. En. Meet/ Tour Grades 9 & 10	20
28	Wed	Wd/ Test/ Staff Clubs Meet	21
29	Thu	Wd / Poem Recitation for Grade 5A/ BC/	22
30	Fri	Wd / KG Sports Day	23
31	Sat	Wd / War of Words / Sub. En Meet / Open Day	24

No. of Working Days : 58 + 24 = 82

SEPTEMBER 2024

1	Sun	Holiday	-
2	Mon	Wd / Term1 QP Submission & Finalization	1
3	Tue	Wd / Test /	2
4	Wed	Wd / BSA / CCA / Bedebition Meeting - 1	3
5	Thu	Wd / Teachers' Day Celebration	4
6	Fri	Wd / FF Mass/ Staff Meeting /	5
7	Sat	Holiday / Vinayakar Chathurthi	-
8	Sun	Holiday / Birthday of Blessed Virgin Mary	-
9	Mon	Wd / Bedebition Meeting – 2	6
10	Tue	Wd / Seminar – 2 for Grades: 9 to 12	7
11	Wed	Wd /BSA / CCA /	8
12	Thu	Wd /	9
13	Fri	Wd / BC /	10
14	Sat	Holiday	-
15	Sun	Holiday	-
16	Mon	Holiday / Mila - di - Nabi	11
17	Tue	Wd / Term – 1 Exam	12
18	Wed	Wd / Term - 1 Exam /	13
19	Thu	Wd / Term - 1 Exam	14
20	Fri	Wd / Term - 1 Exam	15
21	Sat	Wd / Term - 1 Exam	-
22	Sun	Holiday	-
23	Mon	Wd / Term - 1 Exam	16
24	Tue	Wd / Term - 1 Exam / EM /	17
25	Wed	Wd / Term - 1 Exam	18
26	Thu	Wd / Term - 1 Exam	19
27	Fri	Wd / Term - 1 Exam /	20
28	Sat	Wd / Term - 1 Exam / Term -1 BDC / Holidays Begin /	21
29	Sun	Holiday /	-
30	Mon	Hd / Sp classes for 10 & 12 / Scouts Camp /	-

No. of Working Days : 82 + 21 = 103

OCTOBER 2024			
1	Tue	Holiday / Special classes for 10 & 12	-
2	Wed	Holiday / Gandhi Jayanthi	-
3	Thu	Holiday / Special classes for 10 & 12	-
4	Fri	Holiday / Special classes for 10 & 12	-
5	Sat	Holiday	-
6	Sun	Holiday	-
7	Mon	Wd / School Reopens / Paper Distribution	1
8	Tue	Wd / Marks Submission / Staff Meeting	2
9	Wed	Wd / BSA / CCA / ATC Meeting	3
10	Thu	Wd /	4
11	Fri	Hd / Ayudha Pooja	-
12	Sat	Hd / Vijaya Dasami	-
13	Sun	Holiday	-
14	Mon	Wd / Bedebition Meeting -3	5
15	Tue	Wd / Test	6
16	Wed	Wd / BSA / CCA / Mathletics	7
17	Thu	Wd / Test	8
18	Fri	Wd / KG Picnic – 1 / Poem Recitation for Grade 5A	9
19	Sat	Wd / Open Day – Mandatory	10
20	Sun	Holiday	-
21	Mon	Wd / Seminar – 3 for Grades: 9 to 12	11
22	Tue	Wd / Test	12
23	Wed	Wd / BSA / CCA / ATC – 1	13
24	Thu	Wd / Test / LA+ EM	14
25	Fri	Wd / Poem Recitation for Grade 5B / Bedebition – Rehearsal	15
26	Sat	Wd / Bedebition	16
27	Sun	Holiday	-
28	Mon	Wd / Staff Clubs Meet	17
29	Tue	Wd / Test / KG Day / Sub. En. Meet	18
30	Wed	Wd / BSA / CCA / Don Rua Feast / BC / Diwali Celebration	19
31	Thu	Holiday / Diwali	-

No. of Working Days : 103 + 19 = 122

NOVEMBER 2024

1	Fri	Holiday	-
2	Sat	Holiday / All Souls Day Mass	-
3	Sun	Holiday	-
4	Mon	Wd / UT for 12 & 10	1
5	Tue	Wd / Test / UT for 12 & 10	2
6	Wed	Wd / BSA/ CCA/ ATC – 2/ UT for 12 & 10	3
7	Thu	Wd / Test / UT for 12 & 10 / Staff Meeting	4
8	Fri	Wd / UT for 12 & 10 / Poem Recitation for Grade - 4A / Picnic for Grade I & 2	5
9	Sat	Wd / Annual Day – Discussion / LAS Excel Test (1.30 to 3pm)	6
10	Sun	Holiday	-
11	Mon	Wd / UT for 12 & 10 /Annual Day Practice Begins	7
12	Tue	Wd / Test / UT for 12 & 10 /	8
13	Wed	Wd / BSA / CCA/ ATC Finals	9
14	Thu	Wd / Children's Day Celebration	10
15	Fri	Wd / UT for 12 & 10 / Poem Recitation for Grade 4B	11
16	Sat	Wd	12
17	Sun	Holiday	-
18	Mon	Wd / UT for 12 & 10	13
19	Tue	Wd / Test / UT for 12 & 10	14
20	Wed	Wd /BSA / UT for 12 & 10 / CCA	15
21	Thu	Wd / Test / UT for 12 & 10	16
22	Fri	Wd / UT for 12 & 10 / Picnic for Grades 3, 4 & 5	17
23	Sat	Wd / UT for 12 & 10	18
24	Sun	Holiday	-
25	Mon	Wd / LA+ EM / UT for 12 & 10	19
26	Tue	Wd / Test / UT for 12 & 10	20
27	Wed	Wd / BSA / BC / CCA / UT for 12 & 10	21
28	Thu	Wd / Test / UT for 12 & 10 / Staff Club Meet	22
29	Fri	Wd / KG Day / Fr. Rector Birthday / UT for 12 & 10	23
30	Sat	Wd / Sub. En. Meet / UT for 12 & 10	24

No. of Working Days : 122 + 24 = 146

DECEMBER 2024

1	Sun	Holiday	-
2	Mon	Wd / UT for 12 & 10 / Chris Kindle Activity	1
3	Tue	Wd / Test / UT for 12 & 10	2
4	Wed	Wd / BSA / CCA / UT for 12 & 10	3
5	Thu	Wd / Test / UT for 12 & 10	4
6	Fri	Wd / Mass / UT for 12&10 / Staff Meeting	5
7	Sat	Wd / Students Christmas	6
8	Sun	Holiday	-
9	Mon	Wd / Annual Day 1st Rehearsal	7
10	Tue	Wd / No Test / R1 / SAP-3	8
11	Wed	Wd / BSA / CCA / R1	9
12	Thu	Wd / No Test / R1 / Annual Day 2nd Rehearsal	10
13	Fri	Wd / Poem Recitation for 3A / R1	11
14	Sat	Wd / Annual Day	12
15	Sun	Holiday	-
16	Mon	Wd / PT3 / R1	13
17	Tue	Wd / PT3 / R1	14
18	Wed	Wd / BSA / PT3 / R1	15
19	Thu	Wd / PT3 / R1 / LA+ EM	16
20	Fri	Wd / PT3 / R1 / Term -2 BDC / Cris Kindle Exchange	17
21	Sat	Wd / PT3 / R1 / Staff Christmas Gathering – 6 pm	18
22	Sun	Holiday	-
23	Mon	Holiday	-
24	Tue	Holiday	-
25	Wed	Holiday / CHRISTMAS	-
26	Thu	Holiday	-
27	Fri	Holiday / Scouts Camp - 2	-
28	Sat	Holiday / Scouts Camp - 2	-
29	Sun	Holiday / Scouts Camp - 2	-
30	Mon	Holiday / Administrative Staff Meet - 4	-
31	Tue	Holiday	-

No. of Working Days : 146 + 18 = 164

JANUARY 2025			
1	Wed	Hd / New Year Day	-
2	Thu	Wd / School Reopens/ Marks Submission	1
3	Fri	Wd /FF Mass/ Kg Admission / Staff Meeting	2
4	Sat	Wd / Open Day – Optional	3
5	Sun	Holiday	-
6	Mon	Wd / Group photo / R2	4
7	Tue	Wd / Test / Staff Group Photo	5
8	Wed	Wd / BSA/ CCA	6
9	Thu	Wd / Test / Tour for Grade 6	7
10	Fri	Wd / Poem Recitation for Grade 3B	8
11	Sat	Wd / Pongal Celebration / Aptitude Test	9
12	Sun	Holiday	-
13	Mon	Hd / Pongal	-
14	Tue	Hd / Pongal	-
15	Wed	Hd / Thiruvalluvar Day	-
16	Thu	Hd / Uzhavar Thirunal	-
17	Fri	Hd	-
18	Sat	Hd	-
19	Sun	Holiday	-
20	Mon	Wd /	10
21	Tue	Wd / Test	11
22	Wed	Wd / BSA/ CCA	12
23	Thu	Wd / Test /	13
24	Fri	Wd / Poem Recitation for Grade 2A / LA+ EM	14
25	Sat	Wd / Republic Day Celebration / Farewell 2024	15
26	Sun	Holiday	-
27	Mon	Wd / Bosco Trophy	16
28	Tue	Wd / Test / Subject Enrichment Meet	17
29	Wed	Wd / BSA/ CCA / BC / Staff Club Meet	18
30	Thu	Wd / Test / Bosco House Feast / KG Day /	19
31	Fri	Hd / Feast of Don Bosco	-

No. of Working Days : 164 + 19 = 183

FEBRUARY 2025

1	Sat	Hd /	-
2	Sun	Holiday	-
3	Mon	Wd / Placement for Stationery	1
4	Tue	Wd / Fixation of Curriculum	2
5	Wed	Wd / BSA / CCA / Staff Meeting	3
6	Thu	Wd /	4
7	Fri	Wd / FF Mass	5
8	Sat	Wd / SBA Past Pupils' Meet	6
9	Sun	Holiday	-
10	Mon	Wd / PT4	7
11	Tue	Wd / PT4	8
12	Wed	Wd / PT4	9
13	Thu	Wd / PT4	10
14	Fri	Wd / PT4	11
15	Sat	Wd / PT4	12
16	Sun	Holiday	-
17	Mon	Wd /	13
18	Tue	Wd /	14
19	Wed	Wd / BSA/ CCA/ Philatelic Club Day	15
20	Thu	Wd / Tour for Grade 7 & 8	16
21	Fri	Wd / Poem Recitation for Grade 2B	17
22	Sat	Hd / Open Day – Optional / Administrative Staff Meet -5	-
23	Sun	Holiday	-
24	Mon	Wd / LA+ EM	18
25	Tue	Wd / Test / Term 2 QP Submission	19
26	Wed	Wd / BSA / CCA/	20
27	Thu	Wd / Test /	21
28	Fri	Wd / Poem Recitation for Grade 1A / BC	22

No. of Working Days : 183 + 22 = 205

MARCH 2025

1	Sat	Wd / KG Graduation	1
2	Sun	Holiday	-
3	Mon	Wd / SMS to Mothers for Women's Day	2
4	Tue	Wd /	3
5	Wed	Wd / Ash Wednesday Mass / Staff Meeting	4
6	Thu	Wd /	5
7	Fri	Wd / Poem Recitation for Grade 1B / BC / Way of the Cross	6
8	Sat	Wd / Women's Day – Mothers / Catholic Parents SMS	7
9	Sun	Holiday	-
10	Mon	Wd /	8
11	Tue	Wd /	9
12	Wed	Wd / Term 2 Exam	10
13	Thu	Wd / Term 2 Exam	11
14	Fri	Wd / Term 2 Exam	12
15	Sat	Wd / Term 2 Exam / Catholic Parents Recollection	13
16	Sun	Holiday	-
17	Mon	Wd / Term 2 Exam	14
18	Tue	Hd /	15
19	Wed	Wd / Term 2 Exam/ EM	16
20	Thu	Wd / Term 2 Exam	17
21	Fri	Wd / Term 2 Exam	18
22	Sat	Wd / Term 2 Exam	19
23	Sun	Holiday	-
24	Mon	Holiday	-
25	Tue	Holiday / Promotion Day	-
26	Wed	Hd / Spl Classes 10 & 12 / Payment Day: 9 & 11	-
27	Thu	Hd / Spl Classes 10 & 12 / Payment Day: 1 to 5	-
28	Fri	Hd / Spl Classes 10 & 12 Payment Day: 6 to 8	-
29	Sat	Hd / Spl Classes 10 & 12 / Defaulters	-
30	Sun	Holiday	-
31	Mon	Holiday – Ramzan / Issuing of stationery for 1 to 8	-

No. of Working Days : 205 + 19 = 224

APRIL 2025

1	Tue	Wd / Start of New Academic Year	1
2	Wed	Wd / Issuing of Stationery for 9 & 11	2
3	Thu	Wd / Staff TT finalization	3
4	Fri	Wd / NCC Camp - 2	4
5	Sat	Wd / NCC Camp - 2	5
6	Sun	Holiday / NCC Camp - 2	-
7	Mon	Wd / Class Leaders Selection	6
8	Tue	Wd / Houses Division	7
9	Wed	Wd	8
10	Thu	Wd / Hw Assignments finalization	9
11	Fri	Wd / Subject Scheme Fixation	10
12	Sat	Wd / Catechism Students Tour	11
13	Sun	Holiday	-
14	Mon	Wd / Staff Executive meeting	12
15	Tue	Wd /	13
16	Wed	Wd / UKG Admin / English Club Day /Release of Magazine	14
17	Thu	Wd / Cook Without Fire Competition	15
18	Fri	Holiday / Good Friday	-
19	Sat	Holiday / Holy Saturday	-
20	Sun	Holiday / Easter Sunday	-
21	Mon	Holiday	-
22	Tue	Holiday	-
23	Wed	Holiday	-
24	Thu	Holiday	-
25	Fri	Holiday	-
26	Sat	Holiday	-
27	Sun	Holiday	-
28	Mon	Holiday	-
29	Tue	Holiday	-
30	Wed	Holiday	-

No. of Working Days : 15 [New Academic Year Calculation]

PROJECTS : April to August					
Date		Subject / Topic	Status of the Project	Parent's Signature	Teacher Incharge Signature
From (Mon)	To (Mon)				
1					
2					
*If Status of the Project is "NOT DONE" meet the Principal					

PROJECTS : September to January					
Date		Subject / Topic	Status of the Project	Parent's Signature	Teacher Incharge Signature
From (Mon)	To (Mon)				
1					
2					
*If Status of the Project is "NOT DONE" meet the Principal					

DAILY HOMEWORK SCHEDULE

GRADE	DAY	EVENING AT HOME	GRADE I & II	GRADE III TO V	GRADE VI TO VIII	GRADE IX & X	GRADES: XI & XII
I - XII	Sun	WRITE / STUDY	EVS LANG II ENG	EVS LANG III MATHS	MATHS SCIENCE SOCIAL	MATHS SOCIAL LANG II	MATHS PHY/CHE ENG ACC ECO B.S/ENG
	Mon	STUDY FOR WEEKLY TEST SUBJECT					
	Tue	WRITE / STUDY	LANG III MATHS C.SC	EVS LANG II ENG	LANG III MATH SOCIAL	MATHS ENG SCIENCE	MATHS PHY BIO/C.SC ACC ECO C.SC
	Wed	STUDY FOR WEEKLY TEST SUBJECT					
	Thu	WRITE / STUDY	EVS GK LANG II	LANG III ENG GK	ENG SCIENCE MATHS	MATHS SOCIAL LANG III	MATHS CHEM ENG ACC B.S/ENG
	Fri	WRITE / STUDY	LANG III MATHS ENG	MATHS LANG II C.SC	LANG II C.SC ENG	MATHS SCIENCE ENGLISH	MATHS PHY/CHEM BIO/C.SC ACC ECO B.S/ C.SC
III - XII	Sat	If Working Day: 08.30 am to 12.30 pm – Class / If no class : Follow Home timetable					
Note	KG TO VIII	All students to write one page of handwriting in English / Tamil / Hindi on all working days.					

SPECIAL COACHING CLASS TIMETABLE

Remedial Class Grade I to V

Days	Timing	Subjects	Staff Incharge
Mon	3.15 pm to 4.00 pm	Handwriting Class	Subject Teachers
Tue		Spoken Language	
Wed		Maths	
Thu		Tamil	
Fri		Hindi	

Grade VI to VIII

Days	Timing	Subjects	Staff Incharge
Tue	3.15 pm to 4.00 pm	English / Social	Subject Teachers
Thu		Hindi / Tamil	
Fri		Maths / Science	

Grade IX & X

Days	Timing	Subjects	Staff Incharge
Tue	3.15 pm to 4.00 pm	Science	Subject Teachers
Thu		Maths	
Fri		Social Science	

Note:

* Every teacher will get two or three days of special classes in a week.

* Special coaching class TT starts in 2nd week of June.

Schedule for Daily / Weekly Updates to Parents

S.No	Nature	Type	day and time	Inccharge
1	Weekly	Programme	Mon -12.30 pm	Principal / VP /PC
2	Daily	Homeworks	Daily - 4.30 pm	Class Teachers
3	Monthly	Test (All Tue / Thu)	24 th of Previous Month	Coordinators
4	Weekly	Class Work Done Report	Sat - 4.30 pm	Vp/ Cl. Trs
5	Weekly	Parents Circulars	Fri - 4.30 pm	Principal / PC
Note	Whatsapp sms will be passed on through only Principal and Class Teachers' mobile.			

Basic Life Skills at KG to V Level

S.No	Skills	Status (What about me)	S.No	Skills	Status (What about me)
1	Reading / Handwriting / Speaking		6	Singing & Dancing	
2	Dressing and Undressing		7	Swimming	
3	Using and cleaning the restroom / Washroom		8	Cycling	
4	Gardening & taking care of plants		9	Health & Hygiene (Any Sports)	
5	Helping the parents in the kitchen		10	Make a budget before spending money	

Basic Life Skills at XI to XII level

S.No	Skills	Status (What about me)	S.No	Field Trips	Status
1	Reading / Writing / Public speaking		1	Visit to Harbour	
2	Swimming / cycling		2	Visit to Airport	
3	Critical thinking / Time Management		3	Visit to Police Department	
4	Dancing / Singing / Playing any musical instrument		4	Visit to Military base	
5	Any Sport activity / Gardening		5	Visit to Food Industry	

Note: Each Coordinator will organize for their own level classes.

Proverbs you like most		
1		
2		
3		
4		
5		
Note	Vice Principal will access this page in June.	S I G N
Personal		

Five Thirukural you like most		
1		
2		
3		
4		
5		
Note	Tamil Teacher will access this page in August	S I G N
Your own		

Famous leaders who inspire you

S.No	Names	Sayings
1		
2		
3		
4		
5		
Note	Parents will access this page in September	
		S I G N

Seminars for 6 to 12 at a Glance

Dimensions	Months	Topic	Months	Topic
		Grade : 6 to 8		Grade : 9 to 12
Education of Culture	June		June	
Faith Development	August		August	
Groups & Movements	October		September	
Communication Skills	December		September	
Social Aspects	February		November	
Vocation Guidance	March		January	

Group Divisions & Activity Details

S.No	Group	Major Activity (Group Wise)	Minor Activity (Class Wise)
1	English Literary Association	Association day in April	Competition in Vocabulary and Grammar
2	Tamil Literary Association	Association day in January	Poem Recitation Grammar Competition
3	Hindi Literary Association	Association day on 26 th January	Competition in Vocabulary and Grammar
4	Eco Club	Cleaning Beach in December	Planting sapling, cleanliness & gardening
5	Science Club	BTS (Bedes Talent Show) in October	Painting, Art Exhibition & Origami
6	Hobby Club	Cook without fire in April	Music & Dance
7	Social Club	Rally on 15 th August	Social awareness Programs

8	Maths Club	Matheletics in November	Fun with Numbers, Number Games & Magic Squares
9	Media Club	Programme in September	Logo Designing, Adzap, Event review, Photography & Video and Audio editing
10	Scouts (Grades 6 – 10)	2 Camps in September & December	Talent search programs, Rajya Puraskar Award & Good trun a day
11	National Cadet Corps (Grades 8 & 9)	2 Camps in August & April	Social Service, National Security & Blood donation
12	Junior Red Cross (Grades 6 to 8)	Parade in January	First aid training, Peace Rally & Help to orphanage and Destitute Home
13	Road Safety Patrol (Grades 6 to 8)	Programme in April	Cleanliness, Plantation & Demonstration
14	Philatelic Club	Exhibition in January	Collection of stamps & Coins [Philately & Numismatics]

Award Details

Scholarship Head	Criteria	Details
Don Bosco's Award	First 3 Toppers in Grade X and XII Board Exam [Toppers in X are eligible if they continue in our school]	Cash Prize + Trophy
Dominic Savio Award	Centum in Subjects Grade X & XII Board Exams	Cash Prize + Trophy
Don Rua Scholarship	Staff Children studying in our schools	50% of School Tuition Fees
P.T.A. Scholarship	Cent Percent Results Achiever Teacher in Grade X & XII Board Exams	Gift / Trophy
Past Pupils Scholarship	Orphans and Semi Orphans with 90% in Grade X Board Exam	Exemption of School Tuition Fees in Grade 11 th & 12 th
Remarkable Achievement Award	Children with learning disabilities	Gift & Shawl

Achievements of Best Student Award

S. No.	Date	Striking Characteristics	Principal Sign	Parent Sign
1				
2				
3				
4				
5				

Personal Yearly Plan

[illegible]

TIME TABLE FOR KG TO 12TH STD

PERIODS	1	2	3		4	5	6		7	8	9	LAS BES
	8.25 8.40	9.20 10.00	10.00 10.40		10.55 11.30	11.30 12.05	12.05 12.40		01.15 01.55	01.55 02.35	02.35 03.15	03.15 04.00
MON	Assembly	Cat / M. Sc										Professional Coaching Class - Grades XI & XII Special Coaching Class-Grades I to X
TUE	Test											
WED	Assembly											
THU	Test											
FRI	Assembly											



Don Bosco's Tips for Progress

- Be God-fearing.
- Never waste a minute of time.
- Never postpone what you can/should do today.
- Take your meals at fixed hours.
- Take part in games.
- Do not flinch in the face of difficulties.
- When studying, keep your mind only on your book.
- Always have recourse to the protection of Mother Mary.

"We believe in the dictum that "Parents are the first teachers and the teachers are the second parents."