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LITTLE FLOWER CONVENT SCHOOL

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Prospectus

Our Prayer

Here is the prayer Jesus taught us.
Our Father,
He said that God is his Father and our Father.
And so we pray with Jesus and with people everywhere.

Who art in heaven,
We cannot see God with our eyes. God is far beyond us, in heaven.
But God hears us and wants us to come near. And so we pray.

Hallowed be thy name.
We honor God's name as holy. When we hear the name of God
we should be happy because God made all things.
God made us and loves us. And so we pray.

Thy kingdom come.
Thy will be done on earth as it is in heaven.
God wishes to bring good things to our world.
And we can help by doing good things every day. And so we pray.

Give us this day our daily bread.
God is like a kind father. We need food to be strong; clothes to be
beautiful and warm, and so many things more. And so we pray.

Forgive us our trespasses as we forgive those who trespass against us.
God forgives us when we do something wrong.
But then we must forgive those who do something wrong to us. And so we pray.

Lead us not into temptation but deliver us from evil.
Wherever we go, God is there to take our hand and guide us.
Even in danger, God will help us to know what to do.

Amen.



Introduction

Little Flower Convent School is an English medium School, which is to be affiliated to the Council for Indian School Certificate Examination, New Delhi (ICSE). It is a minority community school enjoying all the rights and privileges enshrined in Article 29 and 30 of the Indian Constitution. Admission is open to all candidates without distinction of caste or creed.

The integral growth and personal development and formation of the young generation, being our goal, every effort is made to help the students to grow in creative learning habits, of critical thought and accurate expression. Particular stress is laid on character formation and training for self-discipline, responsibility, personal growth and leadership. Courtesy, etiquette and good manners are instilled in the pupil from the beginning of his/her school life. Upholding the cultural and spiritual heritage of India, the school assiduously endeavors to inculcate in to students, moral and spiritual values needed for a life that is socially meaningful.

The students are encouraged continually to strive after excellence in every field, to be clear and firm on principle and courage in action, to be unselfish in the service of their fellow men and to become agents of social change. Every student is helped to develop within himself/herself a sense of self esteem, respect for freedom, truthfulness, honesty, politeness, justice, equality, human dignity and scientific attitude. Little Flower Convent School tries to inculcate in its students, feeling of patriotism, brotherhood and national integration.

To attain this sublime objective and purpose of life every child has to be provided with a physically beautiful, emotionally supportive and carefully structured home like environment to know and feel the immense innate talents and creative thoughts and vision. The Little Flower family offers such a beautiful and serene home. The child's day here naturally flows between social and individual activities that reflect the child's need for both active and integrated growth. Every effort is made to impart knowledge and wisdom to our students forming them morally, physically and mentally fit to face challenges in life and to take initiatives guided by valid and correct judgments becoming active, useful and worthy citizens of our Motherland. The teacher is specially trained to create a wholesome environment for the physical, emotional, social and intellectual development of each child. Besides the teachers, the role of parents in the formation is invaluable. The whole hearted commitment of the parents to the values and visions of the institute would help to fruition the dreams of every student of Little Flower Convent School.



Management

Little Flower Convent School, Gidderbaha is an undertaking of Little Flower Religious and Charitable Society, a registered charitable society under the management of Khrist Jyoti Province (Punjab -Rajasthan) of the Little Flower Congregation. Little Flower Congregation is a catholic Society which undertakes Educational and charitable activities in Rajasthan, Punjab; UP, Delhi, Kerala, Karnataka, Tamilnadu and in various other parts of the world. The objectives of the society are to establish, construct, support and develop education and charitable activities and institutions through its branches.

Course, curriculum and medium

Little Flower Convent School is an English Medium school affiliated to ICSE, New Delhi. The school provides a broad based foundation in the basic knowledge and skills and endeavors to maintain the highest standards in academic attainment and scholarship.

Co-curricular activities

Properly organized and regulated co - curricular activities are just as much a part of sound education as studies. It is chiefly through these activities that the various facets of a child's personality are revealed and that such qualities as team spirit, self confidence, Sportsmanship, initiatives and the proper use of leisure are developed. Mere accumulation of knowledge is not enough in the life of a student. Some of the co-curricular activities encouraged are public speaking, drama clubs, social service, Drawing, painting, dancing, singing, games, PT., athletics, excursion, educational films, Exhibitions, wall magazine, other competitions etc.

Celebrations, school functions and competitions

National celebrations and other celebrations are organized in the school campus to develop the spirit of patriotism and brotherhood in the attitudes of the students. Various school functions provide ample opportunities for the students to grow in the innate talents inherent in them and to grow in self confidence. Various competitions are held throughout the academic session to develop cultural, artistic, literary and scientific talents in them.

Sports and Games

Sports and games play a very important role in the curriculum of Little Flower Convent School. Physical training is very important for a sound body and mind. Students are provided with enough opportunities and facilities for healthy and scientific physical training on a daily routine. Sports and Games competitions are held to help the students to grow in their talents and to develop a healthy sportsman spirit.

Exhibitions

Exhibitions related to different subjects are held to find and encourage the growing scientists and innovators among our students. It provides them a platform to demonstrate their scientific knowledge acquired from the classrooms.

Library and Computer Lab

The school provides well equipped library and computer lab facilities to all the students of Little Flower Convent School. Students are encouraged to make the best use of these facilities to enhance practical knowledge in science and computers.

House System

With a view to fostering quality of leadership and promoting a healthy competition among the students, all the co-curricular activities of the school are organized house-wise. The school has been divided into four houses.





Admission and withdrawal

1. Parents seeking admission of their ward must register the name in advance. Normally admission to class - I is granted to the students who complete K G Classes from Sacred Heart Convent Kinder Garten, Gidderbaha. Admission of other students to the other classes depends on the performance of the students and the availability of seats. Registration does not guarantee admission and the validity of the registration is only for 3 months from the date of registration.
2. Registration for admission is done normally in January as per the date schedule published.
3. Application for admission should be made on the prescribed form obtained with prospectus from the school office.
4. No student will be admitted unless he / she produces a Transfer Certificate from his / her previous recognized school. Students seeking admission to class I must produce an official Birth certificate.
5. The date of birth once entered in the admission register of the school will not be changed, as it is against the law.
6. A student applying for admission will be subjected to an entrance test and interview.
7. Those students who join the school at any time of the current academic year will have to pay the complete fee of that academic year even if they join late.
8. Admission to all classes is on the basis of merit, interview and availability of seats. No recommendation of any nature shall be entertained. The decision of the management about admission is final.
9. At the time of admission a student has to submit the following documents:
 - a) Transfer Certificate (Original Copy) from the previous recognized school duly signed by the principal concerned.
 - b) Progress report of the previous class passed.
 - c) Conduct certificate, if applicable.
 - d) Birth Certificate from the Municipality/ Panchayat.
 - e) Two passport size photographs of the student.
10. If a candidate who is applying for admission comes from a school outside the state of Punjab, a counter signed migration certificate should be submitted.
11. The parents may be advised to withdraw the child in case they do not fit in with the regulations of the school or not capable of any improvement or if the parents themselves do not co-operate with the school authority.
12. Students may be removed or dismissed from the school on the following grounds:
 1. Constant weakness in studies.
 2. Irregularity in attendance.

3. Behavior problem.
4. Over age in class.
5. Non payment of fees or chronic irregularity in payment.
6. Moral breach considered serious by the school management.

13. Parents who wish to withdraw their child from the school will have to submit an application for the Transfer certificate in the prescribed form given on the school diary. The Transfer certificate will be issued 48 hours after the receipt of the application. No student will be issued a transfer certificate until all the school fees and other dues are cleared.
14. Enrollment in Little Flower Convent School implies on the part of the students and parents, willingness to comply with the requirements and regulations of the school.
15. Both students and parents must read all the rules printed on the school prospectus, school diary and circulars. Additions and amendments in the rules and regulations of the school shall be notified through school diary and circulars time to time. The latest copy of the prospectus and school diary shall remain valid for official reference. Ignorance of the rules will not be taken as an excuse.

Rules of Conduct and Discipline

Whenever individuals live together, discipline is necessary and, this is especially true of an educational institution. This discipline is formative, not repressive. It leads the students to develop self control, which is the essence of a well ordered and successful life.

1. The medium of instruction and expression is English. To promote speaking English the students are awarded with marks/grades through internal assessment. Every student is responsible to help others to speak English. Imposing fines and other measures are intended to motivate the students to learn the language.
2. Pupils should attend the school regularly. They must reach the school at least ten minutes before the assembly. Late comers may not be allowed to attend one Period of the day.
3. All the students must have the text books and the stationery required for their respective classes. Sharp-edged instruments, valuables, periodicals etc. should not be brought to the school.
4. The school reserves the right to dismiss a student whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to other students. Irregular attendance, habitual idleness, non-observance of the disciplinary rules and regulations of the school, grave insubordination, contempt of authority or disrespect towards the members of the staff and immoral behavior etc. are some of the reasons for immediate dismissal.
5. Any kind of damage done to the school property must be compensated at the expense of the offender along with the fine that may be imposed.





6. The tendency of the students to go for private tuition is discouraged since it reduces their self confidence and initiative. In case of necessity, parents may in consultation with the Principal, arrange for remedial classes for their ward.
7. The students are expected to take active participation in the co-curricular activities, educational tours, picnics etc. arranged by the school. No exemption may be granted to any student unless in case of illness or such genuine case. No student will be exempted from PT or games unless he/she produces a doctor's certificate.
8. Every student should bring the school diary daily. Any information or request conveyed to the parents/guardians through the diary by the Principal/Teachers should be complied with and acknowledged.
9. Students who do not possess a valid driving license are not allowed to bring Motor Vehicles to the school campus.
10. Students should respect the school authorities and the teachers. They should be gentle and polite to the elders, companions and others.
11. No student shall be allowed to go out or to be taken out of the school compound without obtaining the 'out pass' from the Principal. The out pass shall not be issued unless the Principal is satisfied with the genuineness of the matter.
12. All money matters should be dealt with the office.
13. Cleanliness of person and dress is expected of every student. The school uniform must be clean, without any type of decorations. Students coming to the school with untidy dress, hair etc. will be refused admission to the class.
14. Students themselves will be responsible for their own belongings. The school will not entertain any claim for the loss of money, clothes, watches, ornaments etc. It is advised to mark the name on all his/her belongings.
15. The section/house of a student is altered as and when required, at the discretion of the school authorities and request for a particular section/house will not be entertained.
16. Conveyance of the children is fully the responsibility of parents. The school shall neither entertain any complaint on this matter nor be responsible for it in any way.
17. Use of mobile phones in the school premises is strictly prohibited.

18. Attendance at all co - curricular and extracurricular activities, national and other important celebrations such as Independence Day, Republic Day, teachers Day, Sports Day are compulsory for all the students. Disciplinary action will be taken against defaulters.
19. All students should show themselves decent, courteous, polite and exemplary all times while they are in the school or outside. Any objectionable conduct inside the school on the part of the pupils will render them liable to disciplinary action.
20. All letters and correspondence addressed to pupils may be scrutinized by the Principal.
21. Students are strictly forbidden to use any vehicle other than bicycle. Cycles must be kept locked and must be only at the cycle stand. No Vehicle should be driven in the school campus.
22. Pupils are not permitted to attend parties, go for movies or go to friend's house on their way back home from the school.
23. Students will not be allowed to answer phone calls during class hours.
24. No money collection for any purpose shall be made and no meeting or party shall be held in the school premises without the permission of the Manager. Presents to the members of the staff or any gathering in their honour also requires the prior sanction of the management.
25. Nothing should be lent or borrowed or should any articles exchanged among the students.
26. No student should enter the class rooms other than his/her own without permission.

Payment of fees

1. School fee must be paid in four installments before the due date. Defaulters will have to pay the late fee.
2. Fee must be paid for the period during which the student's name is on the roll. If the fee is in arrears continuously, the name of the student will be removed from the rolls.
3. All fees and other dues must be cleared before the terminal examinations. Defaulters will not be allowed to sit for the exam.
4. No reduction of the fee will be made for broken periods of attendance.
5. Fee receipt / bank vouchers must be retained and produced as a proof of payment if needed.
6. The fee once paid is not refundable.





Leave and absence

1. Leave is not granted except on prior written application from the parent/guardian and that too only for serious reasons. In all the cases permission is at the discretion of the Principal. Those who absent themselves for 10 consecutive days without the prior permission are liable to have their names struck off the rolls. Re-admission may be granted only on payment of fresh admission fee.
2. Those absent for one or two days for any reasons (including sickness) should get it entered in the Leave /Absence Record of the school diary by the parents / guardian and must get it sanctioned by their class teacher on the very following day. The absentees must submit a leave letter to the principal on the day of reporting. It must also be entered in the Leave / Absence Record of the diary.
3. In the likelihood of a pupil's absence for more than a couple of days due to serious reasons, the parent must apply for leave in advance and produce a medical certificate in case of illness on the day of reporting to the school.

Examinations and promotion

1. Regular periodical tests will be conducted in addition to the terminal examinations. Marks obtained in all the tests and terminal examinations will be taken into consideration for promotion.
2. Criteria for promotion shall be:
 - a) Regularity in attendance
 - b) Active and qualitative participation in the classes
 - c) Written work and projects assigned by the subject teachers
 - d) Internal assessment
 - e) A minimum of 40% of marks in all the individual subjects.
3. If a student fails to put in 40% marks in one or two subjects he/she has to have at least 45% in aggregate.
4. Those who absent themselves in any subject shall be considered failed in that subject and shall not be awarded any position and shall not be re-examined. In case of grave illness a medical certificate should be produced.

5. No candidate will be admitted to any of the examinations unless all school dues have been paid in full.
6. A pupil shall be eligible to appear in the Final Examination only if he/she has 80% attendance. In genuine cases the principal may, however overrule the shortage in attendance not exceeding 10%.
7. The year's work will be taken into account for drawing, music, dance, physical education and in other extra curricular activities. No separate examination will be held in these subjects at the end of each term. Grades will be awarded for these subjects.
8. Pre-board Examinations shall be held for classes X and XII in the months of December-January.
9. A pupil who fails in any class is permitted to continue in the school only at the discretion of the principal. A pupil who fails in several subjects through out the year will have to leave the School.
10. Any one found indulging in malpractices during the examination is liable to be/debarred from further examinations and the whole examination of the candidate shall be cancelled.
11. Result declared at the end of the academic year is final and no request for re-examination/re-evaluation shall be entertained. Applications for the verification of marks may be considered in special cases at the discretion of the principal.
12. Students who are retained for two consecutive years in the same class shall not be permitted to continue his/her studies in the school.
13. Parents/Guardians are requested to examine the result card of their wards and return it duly signed to the class teacher. Signatures found in the progress report should be identical with the specimen signature found in the diary/the admission form.

Suggestions to the parents

1. Good education is the joint effort of the school and Parents. So education of your child can be completed only with the help of your full co-operation. The parents should feel proud of their children and should have confidence in their performance. At the same time they should be aware of the weaknesses and problems of the their children. Parents should be earnest to report to the principal/office whenever they are called in. The parents should have faith in the actions taken by the school authorities to facilitate the all round development of their children.
 2. Parents / Guardians are requested to co-operate with the school in ensuring a high standard of morality and discipline among the students.



3. Parents are advised to allow the children to watch only educational and useful program on the TV. Habitual watching of movies and film songs may distract the children from their studies.
4. The child should be encouraged to cultivate habitual cleanliness in all his/her work and person. Dress him/her neatly and properly. Do not allow him/her to bring expensive things to the school so as to make a display of such items or to show that he/she is more privileged than the rest. Help the child to understand that in the school he/she is one just like any other student.
5. It does sometimes happen that children complain to their parents concerning school matters. Parents are requested to notify the Principal in matters of this kind and to with-hold their judgments until proper investigation is made. A little carefulness along this line often prevents unhappy consequences.
6. If your child has habits or traits of character which need special watching, please report to the Principal so that proper care can be given to your ward.
7. Children are attracted even by trifle things which they would like to acquire for them. If he/she brings home anything from the school without the teachers' knowledge, send it back the next day itself and inform about it to the persons concerned. It will have its own reward in his/her later life.
8. While sending letters or making remittance of fee or inquiries please note the full name of the child, his/her class and the admission number.
9. Parents are requested to check the diary of their ward regularly and respond to the remarks, if any, made by the teachers/Principal.
10. Parents and guardians who want to discuss the welfare and progress of their children may meet the Principal with prior permission or at the notified time. Parents shall meet the teachers on the days and occasions notified in the calendar. Parents are requested to make good use of this occasion for building up mutual understanding between the parents and teachers with regard to the all round progress of their wards. It is not a fault finding session, but legitimate complaints may be brought to the attention of the Principal/Class teachers without any delay. It will be very much appreciated.



11. When the school is in session, parents and guardians should not visit the classes or teachers without the permission of the Principal as it causes disturbance to their normal and legitimate work.
12. Parents and guardians are requested to notify the school of any change in their address and phone number.
13. To be absent from the school to attend social functions is not recommended because it retards the child's progress in school and minimizes his/her respect for regular hard work.
14. Parents are advised to ensure that their children prepare their lessons regularly at home and take keen interest in the activities of the school.
15. Parents should see that their child comes to the school after his/her daily needs. All the students must have their Tiffin brought with them for refreshment. Lunch packets brought by others will not be allowed to reach the students on account of various reasons.
16. Criticism of the teacher in the presence of the students should be prudently avoided as this may adversely affect the child.
17. A progress report is sent to parents after each terminal examination. Parents are requested to sign the report and return it within three days.

To the students

a) Attitude to teachers

1. Pay respect to teachers whether they are your own teachers or not. Be grateful to the teachers who have taught you in the past. Show to your teachers those exterior signs of reverence to which they are entitled, such as, greeting them whenever you meet them.
2. Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, i.e. in advising, commanding and correcting you. They have nothing else in view than your own good.
3. Self study is most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
4. Always stand up when your teachers enter the class and when they leave. If they delay in coming, wait for them in your places in silence reviewing your lessons.

b) Attitude to School-mates

1. Students are expected to show gentleness and courtesy to their companions. Refinement should distinguish every student of the school.
2. Strive to edify your school-mates by your good example at all times.
3. Never make fun of those who are weak in their studies. Let there be no ridiculing of anyone on account of his/her physical defects. On what you laugh at others may some day befall you.
4. Be a source of inspiration to do well to others.
5. Try to encourage your class-mates.

c) Behavior at School

1. Write or draw on the blackboard (except when called upon to do so), to write words offensive to anyone, to soil walls or maps or anything else are to be avoided.
2. Take care of your text-books, note books and other belongings. Beware of appropriating your neighbor's property even if it be the smallest thing. If you find a lost article, give it at once to the teacher/office.
3. Keep the floor clean by allowing no paper or ink to fall on it. Cleanliness and purity of soul are reflected by clean and neat exterior.
4. Students should make use of their free time for reading books and for preparing classes. They should not loiter outside the classroom. Time is precious. Time lost is lost forever.
5. Students should respect silence. Running, playing, shouting the school building is strictly prohibited.

d) Behavior outside school

1. Be proud of your school. Always speak well of your school and of your teachers and class mates. Speak no ill of your school-mates or of the discipline of the school.
2. Try to practice what is taught in the school.
3. Respect the elders and be compassionate to those who need your help.
4. Behave in a gentle and polite manner in the family and in the society.

School Uniform

1. On all class days and at school functions the children are expected to wear the uniform prescribed for the season. Each child must be provided with a sufficient number of uniforms.
2. It is compulsory to wear the school uniform on the following occasions: for extra classes, for trips/picnics, for inter school functions and competitions.

Note: The School Uniform forbids the use of jewelers or makeup. Long nails and nail polish are not part of the uniform.

