



SAINT JOSEPH SCHOOL GOKULNAGAR



Prospectus 2021

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Introduction

St. Joseph School is a Christian unaided Minority English medium school established and administered by the Catholic Diocese of Agartala for the boys and girls. It is situated at East Gokulnagar, getting affiliated to The Council for the Indian School Certificate Examinations, New Delhi. It is opened to all without distinction of caste or creed. The purpose of the Institution is to impart to its pupil a sound, Moral, Intellectual and Physical Education, to train them to be useful and loyal citizens of India, and to help them to become agents of needed social changes in the country.

Realizing the importance of education in this locality. Rev. Bishop. Lumen Monteiro, CSC. DD desired to buy the land and established an educational institution. The action plans were executed by the Holy Cross Fathers (Financial Administrators of the diocese) and the Apostolic Carmelite Sisters from Calcutta at the request of Bishop Lumen Monteiro, CSC. The Provincial Superior sent the pioneer sisters of Apostolic Carmelites to nurture the young buds in these areas. St. Joseph School had its humble beginning with 46 students. With the hard work of the AC sisters with local teachers and constant support of the parents, the school has boomed up-to class VIII with the strength of 1185 students. The Chairman Bishop and the financial administrators of the Diocese of Agartala supported with the infrastructure and other required things as per the needs. The Benefactors constant sacrifice and generosity helped us a lot.

"The roots of education are bitter, but the fruit is sweet"
- Aristotle



St. Joseph School is known for its excellence in English and other all Curricular studies and Co-Curricular activities with special emphasis on discipline, formation of character and self reliance. The Medium of the Institution is English; however as per the need of the hour we too give opportunity to learn Hindi and Bengali. The Moral instruction is essential for the character formation of every pupil. Saint Joseph School also is associated with Holy Cross High Schools and St. Arnold High School at the Diocesan centers in Tripura.

I cordially welcome you St. Joseph Family. The young Josephites are indeed privileged to be part of this educational institution. In the locality of Bishalgarh St. Joseph tops with its excellence in Education and discipline and other Extra Curricular activities. Little things can do great wonders. Similarly this small St. Joseph School on its path way to achieve greater success. A little gentle smile, a little pat on the back, a little concern and careful words of encouragement, a little correction of great construction of the personality – these acts of kindness and compassion can lift up the great future of tomorrow. We live in a world of big things. Our cities are getting bigger, our buildings are taller, business is bigger, budgets are bigger and we have to admit that our problems are also bigger. In this world of bigness, there is an attitude that ordinary persons and ordinary things don't count. Moderns tend to race through life, not really seeing, tasting, smelling, feeling and hearing. We have become so highly intellectualized, so preoccupied with life's business and the "bottom line", which we pass heedless and unseeing, when even the common bush is alive and aflame with the glory of God.

St. Joseph School marches ahead in its pursuit of excellence in education. It would not be unfit to place on record the epitomizing of founding missionaries who irrigated the plant of Education with their sweat and sacrifice. "Thanks" to all that has been and "Yes" to all that will be. We are very much conscious of the trust you have in us and look forward to working with you to achieve our shared aspiration and ambitions of your children. St. Joseph school is a close-knit school with positive ethos. Today we live in an interconnected and complex world that is changing at an unprecedented pace. And to prepare our children to success in this challenging environment requires a dynamic school with cent percentage cooperation from parents that can turn learning into a lifelong journey and discovery, culminating in knowledge that matters. We are positive about our children. They can be encouraged to do their best in a positive, hardworking and learning environment. The teaching staffs are committed to every student achieving the highest standards of Education.

PROSPECTUS GENERAL INFORMATION

St. Joseph School is an Educational Institution established and administered by the CATHOLIC DIOCESE OF AGARTALA and assisted by the Sisters of the Apostolic Carmel Congregation. The Institution comes under the Rights and Powers granted to all the religious and linguistic minorities by the Constitution of India -Articles 29 & 30. The Institution is co-educational and the medium of instruction is English while Bengali/Hindi is taught as a second language. St. Joseph School is a government recognized institution which was established in 2012. It is a co-educational English medium minority Christian Educational Institution. The school is recognized by the Department of Education of Govt. of Tripura and the Tripura State Government has consented with NOC for the affiliation to ICSE board.

MOTTO

Discendo Duces- Learning you will Lead

AIM AND OBJECTIVES

The aim of St. Joseph School is to enable individual to know and develop to the fullest, their physical, and intellectual, social, moral and spiritual potentialities based on the principles of God consciousness so that they can function as responsible members of the society. It strives to promote patriotism, a spirit of national integration, pride in our cultural heritage and scientific outlook. We aim at fostering values of fellowship, team spirit, service to community and dignity of labour along with intellectual pursuits. Based on the Christian principles of education, the institution aims at imparting quality education through hard work and discipline to the students, and thus making them capable of meeting the challenges of the competitive world by inculcating in them the qualities of leader. This institution fosters child-centered, activity based, and value-focused education. As a catholic School, it is a learning community which has Christ as its central motivating force. His values of love sincerity, peace, justice and freedom will so permeate the atmosphere that children of all backgrounds, even the most deprived, and of all religions feel welcomed in the loving warmth which cherishes even as it challenges.

SCHOOL REGULATIONS

The School includes classes from Nursery to class X. The Indian Certificate of Secondary Education (ICSE) - Delhi is followed.

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COURSE OF STUDY

1. One year of Nursery (required are 3½ years)
2. Two years of K.G (required age for K.G-I and K.G-II: 4 years + and 5 years+)
3. 10 years of ICSE curriculum



ADMISSION AND WITHDRAWAL

1. Admissions are made only for Nursery. Information regarding Admission will be put up on the school Notice Board by the end of October.
2. Eligibility of age for Admission to nursery is 3½ years (40 months) as on January 1st Together with the Application, a photocopy of the Birth Certificate obtained from the Municipal Corporation or Hospital Records.



3. The Admission form must be filed in with the utmost possible accuracy. Authentic birth certificate should be produced. No changes in the date of birth will be entertained.
4. Admission is given on the receipt of the following documents (original to be shown and attested copies to be submitted).
 - a. Birth certificate, Adhar Card
 - b. The mark sheet of the last Annual/Half yearly examination
 - c. Transfer certificate and Character Certificate.
 - d. Migration Certificate for those who come from other board.
5. Admission to other classes in future if any will depend on the availability of seats. A candidate who applies for KG-II and above should have a Transfer Certificate from the school last attended; it should be of a Recognized School.
6. Before withdrawing a student from the school a calendar month's notice is to be given to the Principal. The school leaving certificate will be issued when all dues have been paid in full and only on receipt of a written application from the Parents/ Guardian.
7. A fee of Rs. 300/- will be charged for the transfer Certificate.



EXAMINATION AND PROMOTION

- a. The progress of a pupil is judged in various ways such as class work, homework, class tests and viva, project work, assessments and examinations.
- b. There will be two terminal examinations and two unit test for all the classes.
- c. Promotion to the next class will depend on the aggregate of all the marks obtained in the terminal examinations and unit tests. However class tests, unit test and project work will be conducted throughout the year to evaluate a child's progress.
- d. No examination will be pre-pended or postponed for the absent students during the examination. While realizing the importance of every examination, parents are requested not to send their children to school when they are ill or recovering from illness. Parents failing to abide by this clause, the evaluation of students concerned will not be done.



- e. English being the medium of instruction, no student failing in it, will be promoted to a higher class.
- f. For K.G. I and II tests are conducted every week or fortnight. Parents are requested to co-operate by sending their wards regularly to school.
- g. No child will absent herself/ himself on the previous week of the examination without a medical certificate. Prior information should be given in case of illness.
- i. A pupil who misses an examination/test may not appeal for re-examination/re-test at a later date.



SCHOOL FEES

1. The School Fees cover twelve calendar months and may be paid in monthly installments or in advance. Pupils are liable to be charged full fees as long as their names are officially on the school Roll.
2. Fees are paid at Bandhan Bank of Gokulnagar Branch counter on or before the 12th of every month, failing which a fine of Rs. 50/- per month will be levied in all late payments. Fees for the holiday months are to be paid in advance.
3. Annual Fees to be paid by 31st of March, 2022.
4. Once the Admission and other Fees have been paid, they will not be refunded even if the pupil is withdrawn from the School.
5. Annual result will be withheld from pupils who have arrears of fees.
6. The School reserves the right to increase the fees at any time of the year if an increment is considered necessary, and every year 10 - 15% tuition fees will be raised, to meet the yearly increment of the salaries.



SCHOOL UNIFORM

Every student should wear a clean uniform daily.

School Uniform: Monday, Tuesday, Thursday and Friday

Nursery to K.G. II

Boys: Blue checked, half sleeves shirt, and Navy blue shorts

Girls: Blue checked frock

Class: I to IV

Boys: Brown checked half sleeves shirt, Brown shorts

Girls: Brown Pin over, and half sleeves shirt, Black or white Shorts to be worn on regular days and brown leggings/ stockings for winter.

Class V to VIII

Boys: Brown checked Half sleeves shirt, Brown long pants

Girls: Brown pin over, half sleeves shirt, Brown Shorts to be worn on regular days and brown leggings/ stockings for winter.

House Dress: House T-shirt & House Pants (to be bought from the school) : White Canvas shoes for all.

PT Dress/House Colour : Wednesday and Saturday

Tie, Belt & Socks: To be bought from the school.

Hair Style

Boys: Should be formal

Girls: Hair should be neatly plaited or tied. Rubber bands used should be black. Long hair should not be let loose.



Sweater

Nursery - K.G.II: In winter- Navy blue (Bought from the school)

Class I - IV: In winter - Brown colour (Bought from the school)

Class V-IX: In winter - Black Blazer (Bought from the school)

1. No gold and silver or any kind of ear rings or finger rings should be worn for school. Nail polish, Mehendi is not allowed.

2. A pupil who comes to school without proper uniform or whose uniform is untidy or ill-fitting will not be allowed to attend the classes/ examinations.

3. A leather, cloth or canvas bag may be used.

4. All the students should have two sets of uniform.



RULES OF THE SCHOOL



SCHOOL WORKING HOURS (Children are expected to reach the school before 10 minutes)

Nursery : 8:30 a.m to 11:50 a.m
(Saturday Holiday)

KG-I and KG-II
Summer : 8:00 a.m to 12:00 noon
Winter : 8:30 a.m to 12:30 p.m.
(Saturday Holiday)

Class-I to Class XI
Summer : 7:30 a.m to 12:30 p.m
Winter : 8:00 a.m to 1:20p.m

a. Winter session : December, January and February.

b. The school academic year begins in the 2nd week of April 2022 and ends in March 2023.

c. Vacations: There are three vacations during the school year. The summer vacation in May-June, the Puja vacation in October and the Christmas vacation in December -January. These holidays may not be extended or anticipated. Students who do not abide by this rule expose themselves to disciplinary action.

d. Saturdays and Sundays are weekly holidays for Nursery to K.G.II. The students from Class 1 to class 9 will have only 1st and 2nd Saturday holidays and the compulsory attendance on 3rd , 4th, 5th (if any) Saturdays.

e. Students have to bring their school diary daily. If there is any change in the mobile numbers of the parents, it should be intimated to school office for the further communication.

ATTENDANCE

a) Regular and punctual attendance is insisted upon for every student. A minimum of 85% attendance is required to be considered for promotion to a higher class.

b) Whenever absent, especially on account if illness, parents are expected to write a brief leave note in the 'Absent' column in this calendar. Sickness of three days or more should be supported by a doctor's certificate.

c) Birthdays, marriages, excursions or urgent work are not sufficient reasons for absence from school. No leave of absence is given, unless applied for, in writing and sanctioned by the Principal/Headmistress.

d) To be admitted to the classroom, those who have been absent and late comers must show their Regularity record duly countersigned by the Principal/Headmistress.

e) Every Student must be present on the closing and reopening day of the school. Parents are requested to check the dates well in advance before booking Train/ flight tickets. Students' attendance is compulsory on the result day.

f) Continuous absence of 15 days without any prior intimation will necessitate strike off the names of the pupils from the rolls, and they will not be re-admitted.



g) No students is allowed to leave the school premises expect with the gate pass duly signed by the Principal/Headmistress or the person authorized by him. Parents should not call the children away during school hours. Such requests by parent will not be acceded to. When a child is sick He/She must not be sent to school.

h) Absence just before examinations will not be accepted except for serious illness with the doctor's certificate.

DISCIPLINE



Special attention is given to ensure a high standard of morality and discipline in the school. Parents are requested to collaborate with the school authorities, Periodical reports will keep the parents informed of the progress of their ward. These reports are to be seen and signed by the parents only.

b) No collaboration of any kind will be made in school without the previous sanction of the Principal/Headmistress.

c) Students are responsible to the School Authorities for their conduct in and out of the school. Conduct injurious to the moral tone of the school is sufficient reason for the dismissal of the students.

d) No books, periodicals or newspapers of an objectionable nature shall be brought into the school. All books for private reading must be submitted to the class teacher for approval. CD, DVD, Mobile Phones and other electronic gadgets are not permitted into the school premises.

e) No letters are to be passed on to the students or teachers except through the Principal/Headmistress. Tiffin boxes, bottles of water, books and craft material will not be accepted. Students will not be permitted to make phone calls during the school hours.

f) Students are reminded to address their teachers as well as the nonteaching staff with due respect and politeness. On their way to and from school, they are expected to behave in a gentle and good manner with due honour to the name of the school.

g) Students are responsible for the safe custody of their books and belongings. Each article should be marked with their name. Bringing expensive articles will be at personal risk.

h) Discipline in the classroom will be under the control of the class teacher. If a student continues to be noisy or indisciplin she/he should be taken to the Principal/Headmistress for the necessary action.

i) Any damage done to the school property should be made good by the student concerned.

j) No school business will be transacted during holidays in person or by phone.

k) The staff members who use Bike/Scooty compulsorily have to wear helmet.





Important note to Parents/Guardians

Parents are not permitted to enter the class room.

By taking a general interest in the children's progress, Parents should check the school Diary every day for any remarks, homework or holidays.

Parents should visit the school regularly to check notices given in the School Notice Board.



* As the aim of the school is an all- round education and not just literacy to make the students faithful citizens of our country, parents and guardians are requested to co-operate with school authorities by:

* Urging their wards to be regular and punctual in attendance.

* Seeing that their wards are diligent with their homework and lessons.

* Insisting on neatness and cleanliness in their text and exercise books and personal appearance.

* English being the medium of instruction, their wards should be encouraged to speak in English.

* Attending Parent-Teacher meetings without fail

* The progress of pupils or school business should not be discussed at the Teacher's residence

* Change of Address / Mobile no. should be immediately communicated to the office in writing.





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