

CARMEL PRE-PRIMARY SCHOOL

11 DESHAPRIYA PARK ROAD, KOLKATA - 700 026

Our Lady of Mount Carmel



School Diary
2020

Name

Class :

Sec :

Roll No :

Address :

CARMEL PRE-PRIMARY SCHOOL

11 DESHAPRIYA PARK ROAD, KOLKATA - 700 026

Phone :- 2464 -2583 Mobile No. :- 9836565520



Rooted in God Transform Lives

Rooted in God Transforms Lives

CALENDAR 2020

Name

Class : Roll No :

Address :

Phone: Residence:

Office :

This CALENDAR must be brought to class daily

Phone : 2464-2583, Mobile No. : 9836565520

E-mail ID:carmeldp@gmail.com

Office Hrs. on working days only

(Office Hours : 8.00a.m. to 9.30a.m.)

School Year

The Scholastic Year is from January to December.

School Timings

Nursery : - 8.45 a.m. to 12.00 noon
LKG & UKG: - 7.45 a.m. to 12.30 p.m.
Teachers and students are expected
to be in the school premises by 7.30 a.m.
(15 minutes before schedule.)

Office Hours

The School Office will remain open on all working days
of the School from 8:30 a.m. to 10:30 a.m.
All business will be restricted to these hours.

**Headmistress is available between
8:30 a.m. to 9:30 a.m.**

The Teachers are available :
After the school hours with prior appointment
(on Friday only)

Vacations

The Summer Vacation (May -June)
The Autumnal Vacation (September - October)
The Winter Vacation (December-January)

No business will be transacted on Holidays

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www.carmelprimaryschool.edu.in

Photograph
in
Uniform

(Use block Letters Only)

Pupil's Name in full

Class : Section : Roll No.....

Date of Birth :
Date Month Year

Religion:

Mother Tongue :SC/ST/OBC/General.....

Mode of Transport :

Father's Name :

Mother's Name :

Parent's E-mail ID :

Address :

Phone Office: Mobile (Father) :

Phone Residence: Mobile (Mother) :

House : Colour : Motto :

Blood Group

Does the ward have a sister studying in this school? If so state the

Name : Class : Section :

We the undersigned, have read the rules and regulations in the School Diary and we agree to abide by them and co-operate with you in the interest of our ward.

IMPORTANT

Declaration by Parents

We shall not engage teachers of this school for Private Tuition of our ward.

Signature : Father

Signature : Mother

Form to be filled and submitted to the class teachers

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INSTITUTIONAL VISION

**(of Apostolic Carmel Schools,
Eastern Province)**

**We want our institutions
to be
life-giving centres,
where
our staff and students
seek God
as the source of life,
pursue excellence
and become
agents of love,
peace and harmony**

Dear Students,

Civility costs nothing. Be friendly and courteous to everyone. Show respect to teachers, elders and companions.

Observe orderliness and silence at the time of entry and departure, at the assembly and other social gatherings in the school as well as outside.

It is easier to lose time than to recover it. Be punctual and regular in studies. Regularity and punctuality will pay you in the long run.

Remember, books are your best friends. All that mankind has done, thought, gained or seen is found as in magic preservation in the pages of books. Make use of the School library to the fullest extent.

Be clean and tidy in person and dress; keep the books, classrooms and school premises spick and span.

This is your Institution. A loss to the Institutions is a loss to you personally. So feel responsible for the school property.

“Bring this diary to the school daily without fail and maintain it carefully”.

Gems of Mother Veronica

- Be constant in prayer.
- Put your trust in God alone, not in man.
- Always be humble and very charitable.
- We must only be asking for our daily bread and not trouble about a month or a year ahead. We are in the hands of the Almighty God and Father.
- Politeness and good manners are so necessary in a community for the comfort of all.
- We ought to be respectful to one another.
- True humility is very simple and not self-conscious.
- My element is solitude and my language silence.
- Prayer was my delight.
- Truth cannot be sacrificed for charity.
- I did not desire anything else but the will of God.
- All my ambition and Prayer was, to be the last and the least in Carmel.
- The only ambition of a Carmelite should be to surpass the others in humility.
- Make yourself small, and remain very small for there is always place for little ones. Jesus and Mary can always be very intimately united in our hearts and minds.
- God alone suffices.
- Let holy humility, sweet and gentle patience be the continual rule of your conduct.
- Hold fast to your nothingness by reflecting on what you are. A humble obedience will always receive its rewards.
- The poor are always the most generous.
- My hearts yearns for interior life.
- Be always little.
- Do not complain, always submit to all the pain that Jesus permits to be inflicted on you.
- Serve him with one heart and one soul.
- May Jesus be your strength, your guide, your all.
- I now possessed my God. I now had all, and whole world was nothing to me.
- God permits everything. My children, do what I tell you, but don't do what I do.
- God will draw good out of evil as he knows how.
- Little children love one another.
- Talking is a source of many sins, and silence is of gold. Simple obedience and an apostolic love of souls, must be the spirit of our little Third Order.
- Indeed, God's rewards are not like our rewards.



Hold My Hand

**Lord, You hold my hand
And lead me safely
in this world
When I am sad,
You console me lovingly,
You remove my foolishness
And give me wisdom.
You forgive all my sins
And take good care of me
Lord, I am very happy
because you love me**

- Tukaram

A SHORT STORY OF THE APOSTOLIC CARMEL

The ardent desire to be one with the creator, urged Mother Veronica to serve humanity with generosity, courage and determination which gave birth to the Apostolic Carmel in 1868.

Mother Veronica, nee Sophie Leeves was born in 1823 to pious and cultured, Anglican English Parents in Constantinople. She was blessed with the gifts of mind and heart which were nurtured by sound education and wide experience. Though the daughter of a Protestant Pastor, she embraced the Catholic faith in 1850, amidst bitter opposition from the family. God took possession of her heart so powerfully that she courageously and generously responded to the call to religious life. She entered the congregation of the Sisters of St. Joseph of the Apparition in 1851, taking the name Sister Veronica of the Passion. She came to India in 1862 and worked in Calicut. When in prayer, she experienced yet another divine call to enter Carmel. She made the difficult choice of leaving the congregation of St. Joseph of Apparition to join Carmel, a Congregation of cloistered sisters at Pau in France. Again it was terribly difficult for her to leave the peace and happiness of the cloister to set about the task of founding a new Carmelite order for India to serve the need of all round education of the young girls of the West Coast of India. The need for a third order - Carmelite as well as Apostolic combined in one, was very urgent because in those days education in India was meant only for boys which brought great dissatisfaction to the Indian women, who cried out for knowledge and the light of education. So God in His infinite wisdom chose Mother Veronica to realize this objective together with Father Marie Ephrem, a Carmelite, who had come as a missionary to serve the Indians. She founded the Congregation of the Apostolic Carmel at Bayonne in France in the year 1868 and established it in Mangalore, India in 1870.

The pioneering spirit made itself felt from time to time in the Congregation. When there was a need for higher education for women in South Kanara, it was the Apostolic Carmel that started the first Women's College (St. Agnes College) in this region in 1921. The Apostolic Carmel extended its mission to North India in 1921 and to Sri Lanka in 1922. To this day the Congregation tries to fulfil the purpose of its existence through formal and non - formal education of youth in its various Colleges, Regular schools, Schools for the Handicapped, Women's Welfare Centres, Prison, Healing Ministry and Community Colleges. The Apostolic Carmel is established in India, Sri Lanka, Kuwait, Pakistan, Kenya, Bahrain, Tanzania, and Italy. It aims at guiding the students entrusted to its care, to be committed people who will be like leaven in their milieu, putting love and meaning into human life and endeavour. Today there are over 170 institutions of the Congregation in several countries. Mother Veronica's work lives in 1500 sisters who serve God in people.

THE SCHOOL: A HISTORICAL NOTE

On the 1st of April 1956 Carmel School, then known as St. Mary's Carmel School was started at 19, Deshapriya Park Road, Kolkata - 26. It began as a Primary School consisting of the Lower and Upper Kindergarten and classes I-IV with English and Bengali as mediums of instruction. The need for more class rooms necessitated expansion and classes V upwards were shifted to 41, Gariahat Road, South. The school aims at the education of the Catholic community around and extends its services to members of all other communities to the extent possible. The school stands for academic excellence, love of God and service of people as modelled on Jesus Christ, with a view to training students to be good citizens, committed to God and Country.

AIMS & OBJECTIVES

1. The basic purpose of Carmel Primary School is to render loving service to God, the Church and the Country by educating the children and youth of today's India. The desire to experience and witness God's all sufficing love, urges the Sisters of the Apostolic Carmel to respond to the needs of our country in ways which will most effectively bear fruit in the education of young minds.
2. Carmel Primary School, includes in its objectives the aspirations of our country for a just and honest society and it regards education as the most effective means of promoting it by the integrated development of the human being.
3. Today India suffers because of the selfishness and bad conduct of the uneducated. The mission of Carmel Primary School becomes more meaningful in this context to lead our youth towards Truth and Light through the medium of education so that they can realize that much of our country's development depends upon them and their attitudes. The school prepares citizens and leaders for the country by inculcating in its students moral and humane values with a sense of responsibility.
4. Carmel Primary School also tries to bring peace and happiness in today's society by making the children conscious, that in God's all sufficing love, there is no room for hatred, jealousy and division.
5. The last but not the least of the objectives is to prepare our students to show a greater appreciation of Indian culture, familiarizing them with knowledge of Indian thought and philosophy, so that they grow up to be proud Indians,

capable of their individual contribution to the unity, growth and development of the society and the country.

6. Following the teachings of Christ, we aim at total development of the human being so that our girls will become persons

- Of prayer who realize the need of God in their lives at all times and in all circumstances.
- Who are morally upright, guided by right values and courage to stand by their convictions.
- Who are socially concerned as regards the needs of others, sacrifice themselves and work for the liberation of the motherland.
- Who are intellectually formed to think critically, to act creatively and constructively in various situations of life
- Who are emotionally well-balanced and radiate happiness and contentment all around.

PROSPECTUS

RULES OF THE SCHOOL:

I. GENERAL

Course of Studies and Co-curricular Activities

1. The medium of instruction is English, Bengali or Hindi is the second language.
2. Physical exercise, games and sports, literary, social and other school activities are part of the general education given to the students.

II ADMISSION & WITHDRAWAL

1. Admission to classes II –IV will be taken against chance vacancies at the beginning of the school year.
2. A candidate who has attended a recognized school may be admitted only with a Transfer Certificate from the school she has last attended.
3. For fresh admission a Birth Certificate should accompany the application. No change in the name and date of birth is permitted later.
4. Every child on admission must be introduced personally by the parents or one who will be responsible to the Headmistress for her well being, conduct and fees. They will be examined on the syllabus of the class immediately below that to which they seek admission.
5. The admission form must be filled with utmost possible accuracy. No changes thereafter will be accepted.

III. WITHDRAWAL AND DISMISSAL

6. A transfer certificate will be issued only on receipt of a written application signed by both the parents and personally handed over to the Headmistress by the parents of the student. It will be issued a week after the submission of the application.
7. A student, who has taken T.C, except in the case of transfer of residence, will not be Re-admitted to the school.
8. Before withdrawing a student from the school a calendar month's notice in writing is to be given and an advance of three month's fees to be paid.
9. No school leaving certificate is issued until all dues to the school have been cleared.
10. A transfer certificate may be provided at any point of time provided, her fees of 12 calendar months have been paid.
11. Those who take T.C after the month of March are required to clear the whole years' fees.
No certificate will be issued until all dues to the school have been paid in full.
12. A fee of Rs. 100/- should be paid for the T.C and any certificate from the school will cost Rs. 50/-
13. Students may be dismissed under strict discipline in the following circumstances:-
 - a) Irregular attendance/absenteeism.
 - b) Non-submission of leave application.
 - c) Insubordination.
 - d) Laziness or disobedience in the class.

e) Serious misconduct within/outside the school premises that is injurious to the moral tone of the school.

14. The Headmistress decision is final in all cases of dismissal or withdrawal

IV. ASSESSMENT AND PROMOTION

1. Promotion at the end of the year will be based on attendance, continuous assessments in every subject, weekly tests, all the work done during the year, and over all conduct recorded and not merely on marks scored in the final examination.
2. There will be 2 terminal examinations/evaluations and at the end there will be the annual examination.
3. Examinations and Tests will be held as indicated in the school calendar. The marks obtained in all the exams will be counted towards the aggregate to determine at the end of the year, the promotion to the higher class.
4. Neither the evaluation nor the written test/examinations will be anticipated or postponed for those students who are absent from school.
5. Parents are requested to co-operate by sending their daughters regularly to school lest they miss the tests conducted on that day.
6. The points/marks of internal and unit assessments will be added to prepare the progress report of the students. Hence their regularity to school is very essential.
7. The progress report of the students will be shown to the parents during the Parent- Teacher meetings which will be notified during the course of the scholastic year.
8. No child will absent herself on the previous day of the examination without a medical certificate.

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9. A minimum attendance of 80% will be required for promotion.
 10. In order to be promoted a student should secure a minimum of 40% marks. Regarding promotion or detention, the decision of the Headmistress is final.
 11. If a student fails to secure promotion to the next class the parent will please inform in writing to the Headmistress whether their ward will be continuing her studies in the school.
 - 12. Parents are requested never to send their children to the School, when they are ill or have recently recovered from an illness.**
 13. Students whose academic performance is poor in spite of the effort by the school or if the disciplinary profile is not satisfactory will not be permitted to the Higher Section of the school after the Primary Examination.
 14. All fee concessions of the students who fail in any class will be automatically cancelled at the end of the year.
 15. During examination no student will be allowed to leave the hall or be sent home before the scheduled time. She must remain whole day in the school.
 16. Promotion will be decided at the teachers' meet. But in all questions of promotion or detentions the decision of the Headmistress is final.
 17. If a pupil is found of using unfair means in an examination that particular paper will be cancelled and she will be suspended from appearing in rest of the papers and will be allotted zero marks in all the papers of the current examination. Repetition of the same will result in dismissal. Any student found tampering with

marks in the Progress Report and other School Certificates will be asked to leave the school.

18. Answer papers of first terminal and second terminal examination will be shown to the students but answer papers of the final examination will not be shown under any circumstance to the students and parents.

V. ABSENCE / LEAVE

1. Students who have been absent from class or late to class, must have the reason briefly entered in the Regularity Record, for the absence or delay.
2. No leave of absence is given without previous written application from the guardian.
3. Punctuality of school timing is very important. Late arrival to school is a breach of discipline. A student who arrives late in school must enter date and time in the regularity record under late arrival. This must be duly signed by a parent / guardian and counter signed by the headmistress/or her delegate.
4. For an absence due to illness for more than two days from the school, the reason for absence must be entered briefly in the regularity record under ABSENT in the School Diary duly signed by one of the parents. Parents/ Guardians should give a prior information to the school on the 3rd day of their ward's absence if she is to be absent for a longer period.

1. Absence from class:

- a) For birthdays, feasts, family outings.
- b) In view of anticipating or extending school vacation.
- c) In order to study at home are strongly objected.

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2. Those who return to the school after being absent without leave note shall not enter the class without the sanction of the Principal and without a few lines from the parents in the Absent Record stating the exact reason for absence.
 3. **Continuous absence for 15 days without prior permission for leave will be considered equivalent to the withdrawal of the student from the school and her name will be struck off the rolls.**
 4. A medical fitness certificate must be produced for absence due to a contagious or infectious disease.
 5. No leave of absence is accepted without a previous written application from the parent except in case of sickness, in which case the reason for absence must be given on return to school.
 6. Absentees/late comers must show their Regularity/Absence Record duly countersigned by the Headmistress to be admitted into the classroom.
 7. No student will be allowed to leave the school premises during school hours except on the strength of a written request from her parent and due authorization by the Headmistress.
 8. No phone calls to children will be made by the Parents/Guardians, Children will not be called out of their class to attend such calls.

ATTENDANCE

1. The new academic year begins in January.
2. Regular and punctual attendance is insisted upon. The purpose of regular attendance is to inculcate in the students traits of punctuality, regularity and academic

discipline. To be eligible for promotion, a student should have a **minimum of 80% attendance.**

3. Attendance of the students is compulsory during celebrations and activities of the school.
4. Every bandh/strike which does not allow us to have classes on that day will be followed by having the classes on a Saturday marked as a holiday.
5. The first Saturday, which will be a working day for all classes; nevertheless the school may be kept open for reasons of study, tests, competitions and celebrations.
6. **If at any time due to disturbance/ unrest / bandh / violence**
 - a) **The school remains closed on that day,** (not a public holiday) **to be made up by the following Saturday marked as a holiday.**
 - b) **The Exam gets cancelled on that day.** That exam will be scheduled on the following Saturday- which is marked as a holiday.

ARRIVAL AND DEPARTURE

Every student must be present on the re-opening day and on the closing day to school after the Summer, Puja and Christmas Vacations, Tests will be conducted before and after the vacation and during the course of the year.

1. School begins with a general assembly at 7:45 a.m. during which prayers are recited. Every student should be present for the school assembly. At the stroke of the first bell in the morning and after the break the students are expected to stop talking and walk to their respective classes in perfect silence. If they fail to do so the teacher will not allow the students to enter the class. When going

for P.T Games, Computer, Singing classes order and silence must be observed. During the class hours, students must avoid talking in the corridors specially while passing by a classroom.

2. The school gate will be closed at 7:45 a.m. No student will be allowed thereafter.
3. Late arrivals exceeding three times will lead to a parent call and five late arrivals may invoke suspension from the school.
4. Leaving the school during the school hours is not permitted unless parents meet the Headmistress personally and with the prior written permission obtained from her. Escort card should be shown to the security guard whenever parents enter the school for any interaction.
5. Early departure: It is availed when there is an emergency at home or when a student gets sick in the school. It is not granted to those who come sick from home.

VACATION

1. Vacations are given in the school calendar. These holidays may not be extended or anticipated.
2. Unauthorized absence on the last days before vacation and delays in returning to school will mean re-admission to the school, with a fine Rs. 100/-
3. There are three vacations during the school year. The summer vacation in May-June the Puja Vacation in October- November and the Christmas vacation in December- January.

Other Details

- 4. Saturday and Sunday are weekly holidays. Generally the 1st Saturday of the month is a working day for classes I-IV.**

PRIVATE TUITION

1. The school forbids all private tuitions. A student should be able to progress in her work as a result of good teaching-learning in the school.
2. The students are strictly not allowed to take tuitions from their own school teachers.
3. Teachers are not allowed to undertake private tuitions which will in any way interfere with proper execution of their school duties, including preparation of lessons at home and correction of students' assignments. Any student who takes tuition from her own teacher may be dismissed from the school.

OTHER RULES OF CONDUCT AND DISCIPLINE

1. School diary is the true record of a student academic performance and conduct. It is to be signed by the principal/Vice Principal or their delegates. It must be maintained with utmost care.
2. Every student must have a copy of the School Diary and it must be brought to school on every class-day. A student who does not have her diary may be sent back home; Losing a school calendar is a serious fault. A fine of Rs.200/- has to be paid to get a Duplicate School Diary.
3. Students are expected to be neat and tidy in person and belongings. Refinement of manners and punctuality are expected at all times.

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4. No money collection for any purpose whatsoever may be made without the previous sanction of the Headmistress.
 5. Students are responsible to the school authorities for their conduct in and out of school. Conduct injurious to the moral tone of the school is sufficient reason for the dismissal of students.
 6. School prohibits gifts to the members of the staff or companions.
 7. **Parents/guardians are not allowed to send/bring Tiffin or any other objects and hand them over to their ward or school employees, if she forgets to bring it along with her in the morning.**
 8. Students are responsible for the safe custody of their books and belongings. Each article should be marked with the student's name, class and section.
 9. No letters are to be passed on to the students and teachers except through the Headmistress.
 10. Students are not expected to damage school goods, furniture and library books.
 11. Students should not borrow school library books from others. All books taken from the library should be covered before use
 12. It is not advisable for students to bring or wear valuable articles in the school. School will not held any responsible for lost articles.
 13. All are advised to bring their books in canvas bags.
 14. Students are expected to speak only in English in the school premises, in order to master fluency and accuracy in spoken English. The parents of those who fail to obey will be requested to withdraw them from the school.

FOR PARENTS / GUARDIANS

1. The support and collaboration of parents in all cases is considered indispensable for the success of the work of education carried out by the school.
2. Parents' POSITIVE CO-OPERATION with the school is absolutely essential for the constructive up-bringing of their daughters. They are strongly exhorted to co-operate with the school:
 - a) By urging their wards to be regular and punctual in their attendance.
 - b) By checking the school diary on regular basis by seeing that their wards are diligent at their home work and lessons.
 - c) By not engaging private tutors without consulting the school authorities.
 - d) By insisting on neatness and cleanliness in their Text and exercise books and personal appearance.
 - e) By following up the reports which keep them informed and their diligence in studies and their behavior in school.
 - f) By occasionally interviewing the headmistress/ teachers to discuss the means about greater progress in their children's studies and all round growth and development.
 - g) By seeing that their wards enter daily in the diary the lessons given.
 - h) By encouraging the children to participate in activities conducted by the school

By attending the Parents- Teacher meeting organized by the school authorities.

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3. Parents and guardians are not allowed to see their wards during class hours.
 4. Parents are requested to make complaints if any, to the Headmistress and not the class teacher. No parent should visit teachers' houses on school business.
 5. Parents are not allowed to interact with the teachers in their respective classrooms during the teaching hours. Parent/guardian cannot meet any teacher without prior appointment with the teacher in writing and getting it counter signed by the Headmistress. (Use the contact page in the calendar) No parent is permitted to enter the classroom.
 6. Parents may meet teachers after the school hours on Friday only. Parents need to inform the respective teacher two days in advance through their ward. (Use the contact page in the calendar)
 7. Admittance into the school premises is at the sole discretion of the school authorities who reserve to themselves the right to refuse admission to any one without assigning any reason whatsoever. Guardians of our students must produce students escort card at the gate.
 8. Electronic gadgets, cell phones, digital watches and diaries, toys, video games, pen drives, PSDs, DVDs, CDs, portable audio video devices are forbidden in the school. Such items brought to school will be confiscated, and the students suspended from attending the class for a period of one week.
 9. **Use of mobiles by the parents in the school campus is forbidden. The mobile has to be switched off at the gate.**
 10. Exemplary behaviour is expected from students and parents in the school campus and outside the school campus.
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Though the school takes care of the students, while in the school, the school cannot be held responsible for any self inflicted or accidental mishap/injury, physical or otherwise, that may befall on your ward.

11. Parents/guardians cannot either dictate to the school authorities as to the process of admission/ dismissal of students or interfere with the school administration.
12. Private tuition is strictly discouraged. Parents are advised not to approach the teachers of their wards for any tuition or special classes without the prior permission of the Headmistress.
- 13. Parents/guardians if found threatening the school by various methods, by labeling malicious or spreading false information, which tends to bring disrepute to the school or to its employees; or causing panic among them, might result in issuing of Transfer Certificate to their wards from the school.**

School Uniforms

A strict code of Uniform is to be followed.

1. A student must be neatly dressed and wear clean clothes.
2. Royal blue pleated skirt and white blouse, black ribbon, white socks and black shoes should be worn daily.
3. Hair should be neatly plaited and tied. Ribbon used should be black.
4. No student shall enter or leave the school premises without proper uniform.
5. Students are without proper / correct uniform may be refused in the class.
6. They are neither allowed to wear any jewellery nor to use

mehendi. Nails are to be trimmed and no nail polish of any kind will be entertained.

Skirt: • The uniform consists of Royal blue (JCT Company, Shade No. 27). No other shade is allowed. The skirt should be strictly of knee length. Students will be subject to frequent inspection regarding this.

Blouse:• White with stiff collar and school monogram (quality of the cloth: Benny's white Terri-cotton)

For Drill and Games:

- Blue skirt and 'T' shirt with House Colour. Navy Blue shorts to be worn under the skirt.
- Plain white canvas shoes and socks (shin length). The school pattern should be followed strictly.

Shoes and Socks:

- Black shoes with plain white socks (Shin Length)

Winter Cardigan:

- Chilly red sweater with long sleeves and white slacks could be worn during winter.
- If a child wants to wear sleeveless sweater is permitted provided she wears long sleeved shirt.
- Leather, cloth or canvas bag may be used.
- Gold chain, rings and wrist watch , coloured ribbons, red thread, hair bands are not allowed in the school.

Identity Card:

Each student must carry ID card everyday to the school.

Fee Rates and Regulations

The school does not receive any financial assistance from the Government and hence has to meet all the running expenses

from fees. The Management therefore reserves the right to make alteration in the fees from time to time.

The school fees and the Annual fees are to be paid online only, through Debit Card or Net Banking through the website www.carmelprimaryschool.edu.in

The charges for online payment are as follows: Debit card – no charges, Internet Banking – Rs. 10/- (per transaction)

Bank will not accept the school fees in cash, cheque or DD. Annual Fees including tuition fees of January 2020 to March 2020 is to be paid from the 12th to the 30th of January 2020 without fail.

The school fees cover 12 months and are as follows:

Tuition fee for the months of Jan'20 to March '20 (1,900/-x3):5700/-

Maintenance Fee	: Rs. 1300/-
Development Fee	: Rs. 1300/-
Gratuity Fee	: Rs. 600/-
Smart Class	: Rs. 2000/-
Computer Fee	: Rs. 2000/-
Examination Fee	: Rs. 900/-
Special Fee	: Rs. 900/-
Session Fee	: Rs. 2500/-
Total	: Rs.17,200/-

Please Note:

There will be an increase in the school fees every New academic year.

1. The school fees cover the 12 calendar months and may be paid as indicated in the school calendar.
2. No reduction is made for holidays or broken periods.

Students are liable to be charged full fees as long as their names are officially on the rolls.

3. Pupils whose fees are long overdue may be debarred from sitting for the examination/evaluation and are liable to have their names struck off the rolls
4. If you pay an extra amount, it will not be refunded, therefore please pay the exact fees. (Correct amount)
5. The school reserves the right to increase the fees in case of any emergency during the year.
6. **Every year 10-15% tuition fees will be raised, to meet the yearly increment of the salaries.**

All Communication is to be addressed to the Headmistress. Parents/Guardians are requested to pursue these pages carefully and sign below when you have done so.

We have read the school prospectus carefully and agree to abide by it in letter and spirit.

Mother's Signature

Father's Signature

GOOD MANNERS

IN SCHOOL

- Punctuality is a mark of discipline.
- In respect to Mother Nature kindly do not hurt any plant, avoid plastics and do not litter the campus.
- Be friendly with one another in and out of the school.
- Help each other as sisters in everything you do.
- Come to school prepared with text books and the days home work done.
- Be polite in the school with teachers, school mates, school staff as well as with the people in the school bus and car pools.
- Do not pass comments at people in the bus or passing along the road.
- Senior students should look after the juniors, never bully or tease them.
- Always greet your teachers and other staff members and address them as Sir or Madam.
- Speak politely, use the terms “Excuse me”, “ Please ”, “Thank you”, “Sorry” whenever and wherever necessary.
- Give way to your teachers and all school staff on the stair cases.
- Do not run or play along the corridors or in the classrooms. You might hurt yourself and others.
- Do not hurt anyone in any manner anywhere.
- Be gentle and considerate while talking, walking or playing.
- Avoid pushing, pulling, hitting, spitting and tripping friends/classmates in the school.

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- Avoid dropping papers in the school premises and pick up any paper dropped by others.
 - Avoid writing or drawing on the blackboard and spoiling the walls and furniture of the school.
 - Respect silence zones—prayer room, library, going up to the computer room, school hall, music room and in dance class.
 - Do not walk dragging your feet on the floor. Move in an orderly way while changing classrooms.
 - Chewing gum in the school premises is not accepted.
 - Be respectful to all guardians and parents in and outside the school.
 - Move out gracefully and silently from the classroom, library, lab, school hall and corridors.

IN THE CLASSROOM

- Be quiet and do not play in the classroom as it is the place of study.
- Do not shout or run about in between classes.
- Get ready for the next class as you wait for the teacher's arrival.
- Stand up and greet the teacher as she enters or leaves the classrooms
- Listen to your teachers carefully, think before speaking or answering.
- Do not distract the teacher in between the lesson.
- Raise your hand when you have a doubt or to answer.
- Listen and be attentive to others-queries or answers.
- Take care of your belongings as well as of others.
- Never take what belongs to others without permission.
- Compliment each other and respect others' ideas.
- Never quarrel or fight in the classroom or school premises.

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- Keep your desk and classroom clean and tidy.
 - Do not tear pages from your exercise book.
 - Request should be made politely saying “May I ………”
 - Treat others as you would like others to treat you. May this be your Golden Rule.
 - Say the prayer in the beginning and at the end of the day.
 - At the end of the day critically examine the day's work and activities and note down in your diary all that you have learnt or experienced.

TIFFIN TIME

- Wash hands before eating.
- Chew your food with mouth closed.
- Eat slowly and take time to chew.
- Sit and eat your food.
- Do not make a noise while sitting and eating.
- Do not take food from other's Tiffin box without permission.
- Clean your teeth and wash your mouth after eating.

WASHROOM

- Save water as it is a very precious gift of God.
- Do not speak in the washroom.
- Flush water after using the washroom.
- Clean your hands after using the toilets.

The Rules of Discipline and details of School calendar are subject to change when a change is found necessary.

PRAYERS FOR MORNING ASSEMBLY

God My Father / I stand Before You / as your Child. / I come to take your touch / before I begin this day. / Let your loving eyes / rest upon my eyes, / as I learn through the day. / Give me the assurance, / of your friendship, / in all that I do. / Teach me, / that art of listening / to your inner voice / speaking to me. / So that whatever / I learn and do today, / may be blessed by you .
Amen

Dear God / please fill my mind / with knowledge / to choose to do the right / not wrong. Please lend to me / your tongue to speak / and to my heart your song. / Please bless my hands / that they may comfort / work and pray. / Please bless my eyes / that they may see / the good in life each day. / And grant me the grace / to help humankind / and to protect my loved ones. / Bless my feet / that they may walk, / along the road, / dear God / , to you. / Amen.

Lord, / teach me to be generous. / Teach me to serve you / as you deserve , / To give / and not to count the cost. / To fight against evil / and not to seek for rest. / Save that of Knowing / that I do your will. Amen.

O God, / thank you / for making me / as I am. / Thank you for health and strength; / for eyes to see; / for ears to hear; / for hands to work; / for feet to walk and run. / For a mind to think, / for a memory to remember; / for a heart to love. / Thank you, for Parents / Who are kind to me; / Friends, who are true to me, / Teachers, / who are patient with me. / Thank you, for this wonderful life. / Help me / to try to deserve all your gifts / a little more. / This I ask / in God's Holy name. Amen.

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 this day our daily bread, and forgive us our trespasses, as we

forgive those who trespass against us; and lead us not into temptation but deliver us from evil. Amen.

PRAYER AFTER SCHOOL

Dear Father before I go home / I want to thank you / for this school day. / Help me to retain the knowledge / which the sisters and teachers / have given me. Bless them / for teaching me today. / Bless my dear parents, / and all those / near and dear to me. / Take me safely home / and give me a restful night, / so that I may awaken / to a glorious day, / ready to love / and serve you again.

ANGEL OF GOD

Angel of God / my guardian dear /
To whom His love / commits me here, /
Ever this day / be at my side, /
To light and guard / To rule and guide. Amen

Our holy guardian Angels / Watch over us.
Sacred Heart of Jesus, / We trust in you.
Our Lady of Mount Carmel, / Pray for us.

STUDENTS' PLEDGE TO THE NATION

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.

NATIONAL INTEGRATION PLEDGE

“I solemnly pledge to work with dedication
to preserve and strengthen the freedom
and integrity of the nation.”

“I further affirm that I shall never resort
to violence and that I will
continue to endeavour towards settlement
of all differences and disputes
relating to religion, language,
region or other political
or economical grievances
by peaceful and constitutional means.”

NATIONAL ANTHEM

Jana Gana Mana Adhinaayak Jaya Hey,
Bhaarat Bhaagya Vidhaataa
Panjaab Sindhu Gujarat Maraatha,
Draavid Utkal Banga

Vindhya Himachal Yamuna Ganga,
Uchchal Jaladhi Taranga
Tava Shubha naamey Jaagey,
Tava Shubha Aashish Maange
Gaahey Tava Jaya gathaa

Jana Gana Mangal Daayek, Jaya Hey
Bhaarat Bhaagya Vidhaataa

Jaya Hey. Jaya Hey. Jaya Hey,
Jaya Jaya Jaya, Jaya Hey

NATIONAL SONG

Vande Mataram
Sujalam suphalam malayaja shitalam
Sashaya shamayalam mataram
Vande Mataram

Subhra juotsna pulakita jaminim
Fullakusumita drumadal sovinim
Suhasinim sumadhur vasinim
Sukhasinim sumadhur vasinim

Vande Mataram

CARMEL ANTHEM

Within thy hallowed portals Carmel dear
We learn the truth that casts out fear
God is our all, He's always near
Thus inspired with faith and wisdom clear

Ch: Raise then on high the Carmel banner bright
To one and all it shall proclaim
We stand for truth, for equal rights
In prayerful trust and in God's name

In dedicated love our duty done
And kind concern for every one
O Carmel School, of you we proudly sing
To you our loyal love we bring.

Mount Carmel School it fashions us to be
Women of high thinking brave and free
Loyal to our school our home, our land
Proud to have a heritage so grand.

Responsible, courageous leaders we
For social justice, progress, people free
Our culture prized, Indian to the core
Women with a vision ever to do more.

SCHOOL SONG

A happy band from far and near
We mean to learn the right to dare
Beloved School dear Carmel hail
Our love for thee shall never fail

Ch : For God is all our strength
In Him we do and dare
The right against the wrong
We'll cherish and revere
Then firmly let us stand
United heart and hand
And pray that God may bless
and keep our Carmel School.

We gather here where all may sing
Glad songs of praise of trust and love
Our youthful hearts here find the way
That leads to life and endless day.

PURE AS CARMEL

Pure as Carmel snows and lovely,
As its first fair morning shine
Crowned with stars of changeless splendor
Hail thou Mother Maid divine
Hail thou Lady of the mountain
Rearing up its stately height,
Emblematic of thy graces
Glowing in immortal light.

Ch : Mother of Mount Carmel hear,
Bless your children gathered here (2)

Raise thy voice for us to Jesus,
On this blessed feast of thine
Raise thy pure hands up to bless us
As we gather round thy shrine.
Bless, O bless us now and ever
Thou who once this dark earth trod
And when dying waft our spirits,
To our home in heav'n with God.

WE ASSEMBLED HERE

We assembled here to-day,
Lady of Mount Carmel pray,
That thou wouldst from every ill
Guard our wayward footsteps still;
Guide us with thy heavenly light,
Morning Star of radiance bright.
Ave Maria, Mother dear,
Smile upon thy children here;
Gentle Lady, ever blest
On thine aid our hope we rest,
Be our advocate on high
In thy home beyond the sky.

Till we reach the distant shore,
Till the storms of life are o'er
In this wild tempestuous night,
Carmel be our beacon light
Guiding us o'er, life's dark sea
To a bright eternity.

MOTHER OF CARMEL

Mother of Carmel pray for me
I want to live and love like thee.

Teach me to pray with faith in God
Show me the way that leads to my Lord.

Help me to see what's right and wrong
And with sound values guide me along

Service to all your aim was indeed
True citizens be and help all in need.

VERONICA IS HER NAME

A new star is risen from the ocean
Veronica is her name
To join other stars in the heavens above
Of the great family of Carmel.

Veronica, Veronica
The whole world hails you today
Veronica, Veronica
You showed Carmel a new way.

Active life and contemplation
She saw as the need of the time
To give the good news, all around the world
In works of charity and education.

She marked the way for us to follow
Of obedience and self sacrifice
In true humility and fidelity
Trusting always in our heav'nly Father.

MOTHER VERONICA WE SING TO YOU

Mother Veronica we sing to you
A song of thankfulness sincerely true
You searched God's Holy Will on life's way
That brought forth fruit in the A.C. way.

Ch: We the Apostolic Carmelites do praise you
By night and by day

We praise you, revere you, hail you
As our guide and joy, our foundress dear.

Mother Veronica valiant and brave
True spouse of Christ our Lord, we turn to you
Teach us to love our Lord in faith and love
In holy solitude, in prayer and fast.

Mother Veronica, friend of the poor
Comforter of the sick and helpless old
You spent your life on earth teaching the young
Braving all strife and stress in lands far and near.

MOTHER VERONICA

Joyfully singing, glad hearts are bringing
With admiration praises for a foundress
She lived for God alone and his kingdom
Mother Veronica, chosen cherished you are
You teach us "God alone suffices."

Humble and trusting, new call discerning
In gentle whisper inspiring offering
Family pleasure, romance, self interest
Suffering conflict, pain her fervor never waned
Knowing that "God alone suffices."

Mother Veronica, a leader great you are.
We who are chosen for Carmel's mission
May we be gracious kind always caring
May we in vision grow, reach out to suffering poor
Showing all "God alone suffices."

1. DO YOU WANT MY HANDS LORD

1. Do you want my hands , Lord? (3)
All through the day,
To help the needy and the sick and the poor
To work from morn till the day is o'er
I give you my hands- (3) today.
2. Do you want my feet, Lord?- (3)
All through the day
To go each day to those who need a friend
To walk with the lonely till their journey's end
I give you my feet – (3) today.
3. Do you want my voice, Lord? (3)
All through the day
To speak to all who need your words of love
To tell of our Father and our home above
I give you my voice – (3) today.

2. AS THE WATCHMAN

1. As the watchman on the tower
While the darkness lingers on
And through every passing hour
Waits and longs for break of dawn

Ch. So my heart O Lord is torn
Restless till it rests in you
Thirsting for the light of morn
And your face within the dew
2. Like the mountain deer that yearns
For the living water spring
Like the desert sand that burns
For the cool that shower brings.

-
3. As the maidens watching late,
With their oil and lamps in trim
For the bridegroom's coming wait
All prepared to welcome Him.

3. FATHER HERE WE COME

- Ch. Father here we come
To worship and adore you
Father here we are
To praise and glorify you.
1. With joy our hearts we bring
With love our song we sing
We come to you in faith
We stand here unafraid.
2. To you we lift our voice
In you Lord we rejoice
We want to see your face
And be filled with your grace.

4. FIVE HUNDRED MILES

If you miss the train I'm on,
You will know that I am gone,
You can hear the whistle blow a hundred miles.
A hundred miles, a hundred miles,
A hundred miles, a hundred miles
You can hear the whistle blow a hundred miles.

Lord, I'm one, Lord, I'm two,
Lord, I'm three, Lord, I'm four,
Lord, I'm five hundred miles away from home,
Away from home, away from home,

Away from home, away from home,
Lord, I'm five hundred miles away from home.

Not a shirt on my back,
Not a penny to my name.
Lord, I can't go back home this – a way.
This - a way, this – a way,
This - a way, this – a way,
Lord, I can't go home this – a way

If you miss the train I'm on,
You will know that I am gone,
You can hear the whistle blow a hundred miles.
A hundred miles, a hundred miles,
A hundred miles, a hundred miles
You can hear the whistle blow a hundred miles.

5. IF I WERE A BUTTERFLY

1. If I were a butterfly
I'd thank you Lord for giving me wings
If I were a robin in a tree
I'd thank you Lord that I could sing
If I were a fish in the sea
I'd wiggle my tail and I'd giggle with glee
But I just thank you God for making me, me
- Ch. For you gave me a heart and you gave me a smile
You gave me all I need and made me your child
And I just thank you God for making me , me
2. If I were an Elephant
I'd thank you Lord by raising my trunk
If I were a Kangaroo
You know I'd hop right up to you

If I were an octopus
I'd thank you Lord for my fine looks
But I just thank you Father for making me, me

3. If I were a wriggly worm
I'd thank you Lord that I could squim
If I were a fuzzy, wuzzy bear
I'd thank you Lord for my fuzy, wuzzy hair
If I were a crocodile
I'd Thank you Lord for my great smile
But I just thank you Father for
making me ,me

6. YOU ARE WITH ME WHEREVER I GO

- Ch. You are with me wherever I go
Every moment your life in me flows
You are always there close by my side
You are there O Lord both day and night
1. You were with me in my mother's womb
You are with me in my days of gloom
You helped me stand against all odds
And you filled me with your strength O Lord
2. In times of sorrow and in times of grief
You gave me hope, strengthened my belief
When I did fall and was in pain
Lord you set me on my feet again

7. COUNT YOUR BLESSINGS

1. When upon life's billows you are tempest tossed
When you are discouraged, thinking all is lost
Count your many blessings name them one by one
And it will surprise you what the Lord has done.

-
- Ch. Count your blessings, name them one by one
Count your blessings, see what God has done
Count your blessings, name them one by one
And it will surprise you what the Lord has done
2. When you look at others with their land and gold
Think that God has promised you His wealth untold.
Count your many blessings wealth can never buy
Your reward in heaven, nor your home on high.

8. THIS WORLD YOU HAVE MADE

This world you have made is a beautiful place
It tells the power of your love
We rejoice in the beauty of your world
From the seas to the heavens above.

1. The morning whispers of purity
The evening of your peace
The thunder booms your exuberance
In the awesome power, you release.
2. The tenderness of a new – born child
The gentleness of the rain
Simplicity in a single cell
And complexity in a brain.

9. I WONDER

1. When I look at the sky which You have made
at the moon and the stars which You set into place.
I wonder why You think of me.
I wonder why You care!
Lord, O Lord, Your greatness is seen.
In all Your beautiful world! (2)

-
2. When I look at the world which You have made,
At the creatures on land and the fish in the sea,
I know You care for the smallest bird,
I know that you love me!

10. A COW BOY'S FRIEND

I like to ride alone in open spaces,
Perhaps you think I haven't got a friend,
But I am telling you that this is far from true
Cause never I'm alone, God is my friend

He rides alone with me in sunny weather,
He comes along on rainy days as well,
No matter where I ride, He's always by my side
Cause never I'm alone, God is my friend.

Chorus: Yippy I O, Yippy I ay
I sing to him while riding on my way.
Yippy I O, Yippy I ay
This is my cowboy's song to Him all day,
Yippy I O, Yippy I ay.

And when I'm tired and weary He reminds me,
That earthly joys and troubles fade away
He lifts my thoughts above
And He offers me His love,
Then all my cares and troubles fade away

11. PALOMA BLANCA

When the sun shines on the mountains
And the night is on the run
It's a new day, it's a new way
And I fly up to the sun

I can feel the morning sunlight
I can smell the new born hay
I can hear God's voice calling
From my golden sky-light way

Ch. Una paloma blanca
I'm just a bird in the sky
Una paloma blanca
Over the mountain I fly
No one can take my freedom away
Once I had my share of losing
Once they locked me on a chair
Yes, they tried to break my power
Oh, I still can feel the pain.

12. WALKING WITH THE LORD

Walking with the Lord, we are walking in the morning
Lifts up your hearts, for you are walking with God
Singing to the Lord, we are singing in the sunshine
Lift up your hearts, for you are singing to God

Hand in hand with everyone we're walking, walking
Black and white and brown together, walking, walking
Singing new songs now, living new lives
Building new bridges, walking distant miles
Well we're walking with the Lord.

Rain and storm will not prevent us, walking, walking
Faith and hope and love will send us walking, walking
Crossing all barriers, climbing all stiles
Breaking through fences, walking distant miles
Well we're walking with the Lord.

13. GOD THE RIVER OF LOVE

God the river of love flow into my heart

God the river of peace flow into my heart

1. As the dry land longs for the rain, my heart longs for you. (2)
2. As the skylark longs for the sky, my mind longs for you.
3. As the silent spring longs for the sea, my soul longs for you.

14. EVERY PERSON IS A GIFT OF GOD

Every person is a gift of God (3)

A wonderful, marvelous gift.

I am a gift, You are a gift

Every person is a gift

A very special gift

We make a novel world

Every person is a gift.

I have a gift, you have a gift

Every person has a gift

A special gift to share

With everyone we meet

Every person has a gift

I am wonderful gift

You are a marvelous gift

We are all wonderful gifts.

15. LORD, MAKE US INSTRUMENT OF YOUR PEACE

Lord, make us instrument of your peace

Where there is hatred, let your love increase

Lord, make us instruments of your peace

Walls of pride and prejudice shall cease
When we are your instruments of peace.

Where there is hatred, we shall show his love
Where there is injury, we will never judge
Where there is striving, we will speak his peace
To the millions crying for release
We will be his instruments of peace.

Where there is blindness, we will pray for sight
Where there is darkness, we will shine his light
Where there is sadness, we will bear their grief
To the millions crying for release
We will be his instruments of peace.

16. WHEN I AM DOWN AND OH MY SOUL SO WEARY

When I am down and oh my soul so weary
When troubles come and my heart burdens me
When I am still and wait here in the silence
Until you come and stay a while with me.

You raise me up and so I can stand on mountain
You raise me up to walk on stormy sea
I am strong when I am on your shoulders
You raise me up to more than I can be.

17. SING A LITTLE SONG

1. Sing a little song to God and you'll be right (2)
Try it. try it and you'll know it.(2)
Sing a little song to God and you'll be right.
2. Say a little prayer to God.
3. Move a little close to God.
4. Sing a little song

18. LET US SING AND PRAISE, CLAP AND DANCE

In the most Holy name of God- 2
Our God is good, very good
Our God is great, very, very great – 2
No one can be compared
With the goodness of God.
Acha hay Bhagavan, Bhahut Acha hai
Acha hay Bhagavan, sadha acha hai – 2
Sadha sadha hamsey pyar kartha hai
Let us sing and praise, clap and dance
In the most holy name of God -2
Our God is loving, very much loving
Our God is gracious, very much gracious – 2
No one can be compared
With the love of God
Nothing can be compared with the graciousness of God.

19. FATHER WE THANK THEE

Father we thank thee for the night
And for the pleasant morning light
For rest and food and loving care
And all that makes the world so fair.

Help us to do the things we should
To be to others kind and good
In all we do in all we say
To grow more loving every day.

20. I LOVE THE SUN

I love the sun that shine on me.,
God made the sun God made me.

I love the stars that twinkle at me,
God made the stars and God made me

I love the flowers that smile at me,
God made the flowers and God made me

I love the wind that blows round me,
God made the wind and God made me.

21. I HAVE COME TO THEE

Ref. I have come to Thee to take Thy touch before
I begin my day.
Let thy eye rest upon my eyes for a while.
Let me take to my work the assurance
of Thy comradeship, my friend.
Fill my mind with thy music
To last through the desert of noise.

22. THERE ARE NUMEROUS STRINGS

Ref. There are numerous strings in your lute,
Let me add my own among them.

Then when you smite your chords.
My heart will break its silence,
And my heart will be one with your song.

Amidst your numberless stars
Let me place my own little lamp.

In the dance of your festival lights.
My heart will throb and my life will be
One with your smile.

23. ALL THINGS BRIGHT AND BEAUTIFUL

Ch : All things bright and beautiful,
All creatures great and small,
All things wise and wonderful,
The good God made them all.

1. Each little flower that opens,
Each little bird that sings,
He made their glowing colours,
He made their tiny wings.
2. The purple headed mountains,
The river running by,
The sunset and the morning,
That brightens up the sky.

24. GREAT INDEED ARE YOUR WORKS

Ch: Great indeed are your works, O Lord
Now and evermore
Great indeed are your works, O Lord
Now and evermore.

1. The universe, night and day
Tells of all your wonders.
You are our life and our light,
We shall praise you always.
2. You are the path which we tread,
You will lead us onwards
From every corner of earth,
All the nations gather.

25. ON THIS SCHOOL YOUR BLESSINGS

- Ch. On this school your blessing Lord
On this school your grace bestow.
On this school your blessing Lord,
May it come and never go.
1. Bringing peace and joy and happiness,
Bringing love that knows no end.
On this school your blessing Lord,
On this school your blessing send.
2. On this school your loving Lord,
May its overflow each day .
On this school your loving Lord,
May it come and with us stay.

26. GOD STILL LOVES THE WORLD

Every tiny star that twinkles in the night sky
Every drop of morning dew,
Every spark of fire blazing in the furnace,
Every captivating view.
Every rainbow in the sky, every pretty Butterfly,
tells the fascinating news to those Who dare to hope.

And the message is,
God still loves the world.
God still, still loves the world.
So throw your life into His hands
Day by day discern His plans,
God is passionately busy loving you and me.

Every ocean wave that breaks upon the sea shore
Every stalk of golden wheat.
Every silver stream that gushes down the mountain
Every drop of honey sweet.

Every eagle flying high, every worm that wriggles by,
Tells the fascinating news to those who dare to hope.

27. GOD OUR FATHER

God our Father looks on us with love,
All the time all the time (2)
He says I will guide you all the time.
He says I will guide you all the time.
I will guide you forever (3)
All the time
He says I am with you all the time (2)
I will shield you forever (3)
All the time.

28. MAKE GOD YOUR GURU

Make God Your Guru,
Let Him tell you what to do.
Listen he's calling clear and true.
Take time to listen,
Take courage to obey.
The inner voice is calling, calling you. (2)

There are voice all around me,
My enemies and my friends.
Do this don't do that
The chorus never ends.
But I shall always listen
To that quiet inner voice.
It's swift and definite and
I have made my choice.

29. JUST KEEP TRUSTING

I just keep trusting my lord
As I walk along.
I just keep trusting my lord ,
And he gives me a song.
Though the storm clouds darken the sky,
Over the heavenly trail.
I just keep trusting my lord,
He will never fail.

He's a faithful friend (2)
Such a faithful friend (2)
I can count on him (2)
To the very end (2)

30. IN HIS TIME

In his time, in his time.
He makes all things beautiful in his time.
Lord please show me everyday,
As you're teaching me your way.
And you do just what you say, in your time

In your time, In your time
You make all things beautiful, in your time,
Lord my life to you I bring.
With its winter and its spring
May I fathom everything in your time.

There's a time, there's a time
Both for sowing and for reaping there's a time.
Time for losing, time for gain,
Time for joy and time for pain.
Every purpose under heaven, has a time.

There are times, there are days.
Weeks and months we cannot understand God's ways.
If for years we fail to scan, what is his eternal plan
We'll remember that He can, all the time.

31. O GIVE THANKS TO THE LORD

Ch. O give thanks to the Lord for he is good (3)
Yes eternal is his Love

I will sing to my God never ceasing.
All my life, I will tell of His wonders.
He's the maker of all, Earth and Heaven
Of the ocean, the seas and all they hold.

The Almighty is faithful forever,
He is just to the poor and the outraged.
It is He who gives bread to the hungry,
Who delivers the captives from their chains

He gives sight to the blind in His mercy
And He raises the lowly and the humble,
It is He who gives shelter to strangers.
Every orphan and widow He defends.

32. WE ARE HERE TO PRAISE YOU

We are here to praise you
Lift our hearts and sing
We are here to give you
The best that we can bring

And it is our love
Rising from our hearts
Everything within us cries
Everything within us cries
Abba Father.

Help us now to give you
Pleasure and delight
Hearts and mind and will that say
I love you Lord.

33. 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. }²

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 bright daylight
Fearing not the long dark night.

34. MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace,
Where there is hatred let me bring your love
Where there is injury your pardon Lord,
And where there's doubt true faith in you.

Ch: O Master grant that I may never seek
So much to be consoled as to console,
To be understood as to understand,
To be loved as to love with all my soul,

Make me a channel of your peace,
Where there's despair in life let me bring hope
Where there is darkness, only light
And where there's sadness, ever joy.

Make me a channel of your peace,
It is in pardoning that we are pardoned.
In giving to all men that we receive
And in dying that we're born to eternal life

35. I HAVE A DREAM

I have a dream, a song to sing, to help me cope with
anything

If you see the wonder of the fairy tale
You can take the future even if you fail
I believe in angels, something good in everything I see
I believe in angels, when I know the time is right for me
I'll cross the stream, I have a dream

I have a dream, a fantasy, to help me through reality
And my destination makes it worth the while
Pushing through the darkness still another mile

I believe in angels, something good in everything I see
I believe in angels, when I know the time is right for me
I'll cross the stream, I have a dream
I'll cross the stream, I have a dream

I have a dream, a song to sing,
To help me cope with anything
If you see the wonder of a fairy tale
You can take the future even if you fail
I believe in angels, something good in everything I see
I believe in angels, when I know the time is right for me
I'll cross the stream, I have a dream
I'll cross the stream, I have a dream

36. ALL THINGS BRIGHT AND BEAUTIFUL

Ch : All things bright and beautiful,
All creatures great and small,
All things wise and wonderful,
The good God made them all.

1. Each little flower that opens ,
Each little bird that sings,
He made their glowing colours,
He made their tiny wings.
2. The purple headed mountains,
The river running by,
The sunset and the morning,
The brighten up the sky.
3. The cold wind in the winter
The pleasant summer sun,
The ripe fruits in the garden
He made them everyone.
4. He gave us eyes to see them
And lips that we might tell
How great is God Almighty
Who has made all things well.

37. HE'S STILL WORKING ON ME

He's still working on me
To make me what I ought to be
It took him just a week to make
the moon and the stars
The sun and the earth and Jupiter and Mars
How loving and patient He must be
He's still working on me.

There really ought to be a sign upon my heart
Don't judge yet there's an unfinished part
But I'll be perfect just according to his plans
Fashioned by the Master's loving hands.

In the mirror of his words, reflections that I see
Makes me wonder why he never gave up on me
He loves me as I am and helps me when I pray
Remember he's the potter I'm the clay.

38. LET THERE BE LOVE

Let there be love shared among us
Let there be love in our eyes
May now your love sweep this nation
Cause us O Lord, to arise
Give us a fresh understanding
Of sisterly (Brotherly) love that is real
Let there be love shared among us
Let there be love
Peace..... Joy

39. PRAYER FOR PEACE

Lord we pray for golden peace, Peace all over the land,
Let us dwell in liberty, Walking hand in hand.

Banish fear and ignorance, hunger, thirst and pain,
Banish hate and poverty, let no one live in vain.

Keep us all forever one, one in love and grace,
Wipe away all war and strife, give freedom to
each race.

Let your justice reign supreme and righteousness
be done,
Let goodness rule the hearts of all, evil be overcome.

40. COUNTING COLOURS

Counting colours in the rainbow
When the sun has made the rainbow
In all those colours I see above me
I count the blessings of someone who loves me.

Counting colours in the rainbow
Every time the clouds of grey go
The thrill it gives me, to know that with me
There will be millions who can share my rainbow

When the world is dark with stormy weather
Should we fear and tremble never, never,
Someone who takes care of us forever
Paints a lovely miracle on high.

LATE COMING RECORD

Whenever a student comes late to school it will be marked by encircling the date in the calendar. Disciplinary action will be taken against the student who is given more than three warnings.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
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15	15	15	15	15	15	15	15	15	15	15	15
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19	19	19	19	19	19	19	19	19	19	19	19
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22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
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26	26	26	26	26	26	26	26	26	26	26	26
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28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30		30	30	30	30	30	30	30	30	30	30
31		31		31		31	31		31		31
SIGN.											

ABSENT RECORD

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
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19	19	19	19	19	19	19	19	19	19	19	19
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21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30		30	30	30	30	30	30	30	30	30	30
31		31		31		31	31		31		31
SIGN.											

LATE / ABSENT RECORD

Name :

Adm No.: Class/Sec.: Session:

Date	No. of Days	Reasons	Parent's Signature	Cl. Teacher's Signature

LATE / ABSENT RECORD

Date	No. of Days	Reasons	Parent's Signature	Cl. Teacher's Signature

LATE / ABSENT RECORD

Date	No. of Days	Reasons	Parent's Signature	Cl. Teacher's Signature

LATE / ABSENT RECORD

Date	No. of Days	Reasons	Parent's Signature	Cl. Teacher's Signature

- Note :
1. 80% attendance is compulsory
 2. Name of the student stands automatically struck off from the school rolls if a student remains absent for a week without prior permission of the class teacher / Principal.

NOTICE TO PARENTS

Name : Roll No.

Date	Remarks	Parent's Signature	Teacher's Signature	Principal's Signature

NOTICE TO PARENTS

Name : Roll No.

Date	Remarks	Parent's Signature	Teacher's Signature	Principal's Signature

HOME WORK / ACTIVITIES

Date :.....

Date :.....

Date :.....

HOME WORK / ACTIVITIES

Date :.....

Date :.....

Date :.....

HOME WORK / ACTIVITIES

Date :.....

Date :.....

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Date :.....

COMMUNICATION TO PARENTS

Name : Class. Sec

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 100px;"><div style="width: 45%; text-align: center;"><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><p>Teacher's Signature</p></div><div style="width: 45%; text-align: center;"><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><p>Parent's Signature</p></div></div>
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COMMUNICATION TO PARENTS

Name : Class. Sec

Date	Details
	<div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><p>Teacher's Signature</p></div><div style="width: 45%; text-align: center;"><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><p>Parent's Signature</p></div></div>
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January		(No. of Working Days 18)		2020
1	Wed		New Year 2020	
2	Thu			
3	Fri			
4	Sat			
5	Sun			
6	Mon	Cl.	Orientation & Training programme for staff	
7	Tue	Cl.	New Academic Year Starts for – LKG & UKG Timing:- 7.45 a.m. to 12.30a.m.	
8	Wed	Cl.	Parents Orientation – UKG [10.00 a.m. to 12.00]	
9	Thu	Cl.	Parents orientation – LKG [10.00 a.m. to 12.00]	
10	Fri	Cl.	Parents Orientation – Nursery [10.00 a.m. to 12.00]	
11	Sat	.		
12	Sun		Swami Vivekananda's Birthday	
13	Mon	Cl.		
14	Tue	Cl.	New Academic Year Starts 2020 for Nursery Students	
15	Wed	Cl.		
16	Thu	Cl.		
17	Fri	Cl.		
18	Sat			
19	Sun			
20	Mon	Cl.		
21	Tue	Cl.	School timings for Nursery – 8.45 a.m. to 12 Noon	
22	Wed	Cl.		
23	Thu		Netaji's Birthday	
24	Fri	Cl.		
25	Sat			
26	Sun		70th Republic Day of our Nation	
27	Mon	Cl.	Assembly Programme :- UKG A – Republic Day	
28	Tue	Cl.		
29	Wed	Cl.		
30	Thu		Saraswati Puja	
31	Fri	Cl.		

February		(No. of Working Days 21)		2020
1	Sat			
2	Sun			
3	Mon	Cl.	Evaluation on English Spelling – LKG & UKG.	
4	Tue	Cl.	Evaluation on Number work – LKG & UKG	
5	Wed	Cl.		
6	Thu	Cl.		
7	Fri	Cl.		
8	Sat	Cl.	Parent Teacher Meet for all. Time:- 8.00 a.m. to 11 a.m.	
9	Sun			
10	Mon	Cl.		
11	Tue	Cl.		
12	Wed	Cl.		
13	Thu	Cl.		
14	Fri	Cl.	UKG Activity day -Topic: Fruits	
15	Sat			
16	Sun			
17	Mon	Cl.		
18	Tue	Cl.		
19	Wed	Cl.		
20	Thu	Cl.		
21	Fri	Cl.	LKG Activity day -Topic: Fruits	
22	Sat			
23	Sun			
24	Mon	Cl.		
25	Tue	Cl.		
26	Wed	Cl.		
27	Thu	Cl.		
28	Fri	Cl.	Nursery - Activity day -Topic: Fruits	
29	Sat			

March		(No. of Working Days 21)		2020
1	Sun			
2	Mon	Cl.		
3	Tue	Cl.		
4	Wed	Cl.		
5	Thu	Cl.		
6	Fri	Cl.	Assembly Programme :- UKG B - Theme Holi	
7	Sat	Cl.	Working day for teachers	
8	Sun			
9	Mon		Doljatra	
10	Tue		Holi	
11	Wed	Cl.		
12	Thu	Cl.		
13	Fri	Cl.	UKG Activity day -Topic: Colours	
14	Sat			
15	Sun			
16	Mon	Cl.		
17	Tue	Cl.		
18	Wed	Cl.		
19	Thu	Cl.		
20	Fri	Cl.	LKG Activity day -Topic: Colours	
21	Sat			
22	Sun			
23	Mon	Cl.		
24	Tue	Cl.		
25	Wed	Cl.		
26	Thu	Cl.		
27	Fri	Cl.	Nursery Activity day -Topic: Colours	
28	Sat			
29	Sun			
30	Mon	Cl.		
31	Tue	Cl.		

April		(No. of Working Days 19)		2020
1	Wed	Cl.	Paying of School Fees. April to June from 1st to 15th of April without fine. (16th – 20th April with fine.)	
2	Thu	Cl.		
3	Fri	Cl.		
4	Sat	Cl.	Working day for teachers	
5	Sun			
6	Mon	Cl.		
7	Tue	Cl.		
8	Wed	Cl.	Assembly Programme :- UKG C - Dr. Ambedkar	
9	Thu			
10	Fri		Good Friday	
11	Sat			
12	Sun			
13	Mon			
14	Tue		Dr. Ambedkar's Birth Anniversary, Bengali New Year	
15	Wed	Cl.		
16	Thu	Cl.		
17	Fri	Cl.		
18	Sat			
19	Sun			
20	Mon	Cl.	First term Evaluation begins (for LKG and UKG)	
21	Tue	Cl.		
22	Wed	Cl.		
23	Thu	Cl.		
24	Friday	Cl.		
25	Sat			
26	Sun			
27	Mon	Cl.		
28	Tue	Cl.		
29	Wed	Cl.		
30	Thur	Cl.	Assembly Programme :- LKG A- (Greeting Supportive Staff)	

May		(No. of Working Days 5)		2020
1	Fri		Workers' day	
2	Sat			
3	Sun			
4	Mon	Cl.		
5	Tue	Cl.		
6	Wed	Cl.		
7	Thu	Cl.		
8	Fri		Rabindra Jayanti	
9	Sat	Cl.	Parent Teacher Meeting for all Compulsory School Closes for Pre-Primary During the vacation the English Handwriting practice is to be done daily by LKG & UKG. The Handwriting practice book will be submitted to the class Teacher on the re-opening day.	
10	Sun			
11	Mon			
12	Tue			
13	Wed			
14	Thu			
15	Fri			
16	Sat			
17	Sun			
18	Mon			
19	Tue			
20	Wed			
21	Thu			
22	Fri			
23	Sat			
24	Sun			
25	Mon		Id-UI-Fitter	
26	Tue			
27	Wed			
28	Thu			
29	Fri			
30	Sat			
31	Sun			

June		(No. of Working Days 12)		2020
1	Mon			
2	Tue			
3	Wed			
4	Thu			
5	Fri			
6	Sat			
7	Sun			
8	Mon			
9	Tue			
10	Wed			
11	Thu			
12	Fri			
13	Sat			
14	Sun			
15	Mon	Cl.	The School re-opens after the Summer Vacation. The Handwriting practice exercise book is to be submitted to the class Teacher today. Attendance is compulsory for all.	
16	Tue	Cl.		
17	Wed	Cl.		
18	Thu	Cl.		
19	Fri	Cl.	UKG Activity Day - Topic : Good Habits	
20	Sat			
21	Sun			
22	Mon	Cl.		
23	Tue	Cl.		
24	Wed	Cl.		
25	Thu	Cl.		
26	Fri	Cl.	LKG Activity Day - Topic : Good Habits	
27	Sat			
28	Sun			
29	Mon	Cl.	Nursery Activity Day - Topic : Good Habits	
30	Tue	Cl.		

July		(No. of Working Days 20)		2020
1	Wed	Cl.	Paying of School Fees. July to September from 1st to 15th of July without fine. (16th – 20th July with fine.)	
2	Thu	Cl.		
3	Fri	Cl.	Recitation Competition for UKG	
4	Sat			
5	Sun			
6	Mon	Cl.		
7	Tue	Cl.		
8	Wed	Cl.		
9	Thu	Cl.		
10	Fri	Cl.	Recitation Competition for Nursery	
11	Sat			
12	Sun			
13	Mon	Cl.		
14	Tue	Cl.	Assembly Programme :- LKG B – Carmel Feast	
15	Wed			
16	Thu		Feast of our Lady of Mount Carmel	
17	Fri	Cl.		
18	Sat			
19	Sun			
20	Mon	Cl.	Recitation Competition for LKG	
21	Tue	Cl.		
22	Wed	Cl.		
23	Thu	Cl.		
24	Fri	Cl.		
25	Sat			
26	Sun			
27	Mon	Cl.		
28	Tue	Cl.		
29	Wed	Cl.		
30	Thu	Cl.		
31	Fri		Id-Ul-Zoha	

August		(No. of Working Days 21)		2020
1	Sat			
2	Sun			
3	Mon	Cl.	<i>2nd Term Evaluation begins</i>	
4	Tue	Cl.		
5	Wed	Cl.		
6	Thu	Cl.		
7	Fri	Cl.		
8	Sat			
9	Sun			
10	Mon	Cl.		
11	Tue		Janmastami	
12	Wed	Cl.		
13	Thu	Cl.		
14	Fri	Cl.	Assembly Programme :- LKG C – Independence Day	
15	Sat		Independence Day	
16	Sun			
17	Mon	Cl.	Fancy Dress Competition for Nursery	
18	Tue	Cl.		
19	Wed	Cl.		
20	Thu	Cl.		
21	Fri	Cl.	Declamation Competition for UKG	
22	Sat			
23	Sun			
24	Mon	Cl.		
25	Tue	Cl.		
26	Wed	Cl.		
27	Thu	Cl.		
28	Fri	Cl.	Elocution Competition for LKG	
29	Sat	Cl.	Parent Teacher Meet. Time:- 8.00 a.m. to 11.00 a.m.	
30	Sun			
31	Mon	Cl.		

September		(No. of Working Days 21)		2020
1	Tue	Cl.	Dance competition - UKG	
2	Wed	Cl.	Story telling competition - Nursery	
3	Thu	Cl.	Singing Competition – LKG	
4	Fri	Cl.	Teachers' Day celebration.	
5	Sat		Teachers' Day	
6	Sun			
7	Mon	Cl.		
8	Tue	Cl.		
9	Wed	Cl.		
10	Thu	Cl.		
11	Fri	Cl.	Assembly Programme :- Nursery A	
12	Sat			
13	Sun			
14	Mon	Cl.		
15	Tue		Mahalaya	
16	Wed	Cl.		
17	Thu	Cl.		
18	Fri	Cl.	Assembly Programme :- Nursery B	
19	Sat			
20	Sun			
21	Mon	Cl.		
22	Tue	Cl.		
23	Wed	Cl.		
24	Thu	Cl.		
25	Fri	Cl.	Assembly Programme :- Nursery C	
26	Sat			
27	Sun			
28	Mon	Cl.		
29	Tue	Cl.		
30	Wed	Cl.	H/B Handwriting Competition - UKG	

October		(No. of Working Days 14)		2020
1	Thu	Cl.	Paying of School Fees. October to December from 1st to 15th of October without fine. (16th – 20th October with fine.)	
2	Fri		Gandhi Jayanti	
3	Sat	Cl.	Working day for staff	
4	Sun			
5	Mon	Cl.		
6	Tue	Cl.		
7	Wed	Cl.		
8	Thu	Cl.		
9	Fri	Cl.	Eng. Handwriting competition for LKG & UKG	
10	Sat			
11	Sun			
12	Mon	Cl.		
13	Tue	Cl.		
14	Wed	Cl.		
15	Thu	Cl.		
16	Fri	Cl.	LKG Activity Day – Topic : Shapes	
17	Sat			
18	Sun			
19	Mon	Cl.		
20	Tue	Cl.	UKG Activity Day - Topic : Puja	
21	Wed		Puja Vacations begins	
22	Thu			
23	Fri			
24	Sat			
25	Sun			
26	Mon			
27	Tue			
28	Wed			
29	Thu			
30	Fri			
31	Sat		Laxmi Puja	

November		(No. of Working Days 17)		2020
1	Sun			
2	Mon			
3	Tue	Cl.	School Reopens	
4	Wed	Cl.		
5	Thu	Cl.		
6	Fri	Cl.	LKG Activity Day – Topic: Diwali	
7	Sat			
8	Sun			
9	Mon	Cl.	Handwriting competition for Nursery	
10	Tue	Cl.		
11	Wed	Cl.		
12	Thu	Cl.		
13	Fri	Cl.	Children's day Celebration. Home time - 10.00a.m.	
14	Sat		Children's day	
15	Sun		Kali Puja	
16	Mon		Diwali	
17	Tue			
18	Wed	Cl.		
19	Thu	Cl.	Foundation Day of the Apostolic Carmel in India	
20	Fri	Cl.		
21	Sat			
22	Sun			
23	Mon	Cl.		
24	Tue	Cl.		
25	Wed	Cl.		
26	Thu	Cl.		
27	Fri	Cl.		
28	Sat			
29	Sun			
30	Mon		Guru Nanak's Birthday	

December		(No.of Working Days 5)	2020
1	Tue	Cl.	
2	Wed	Cl.	
3	Thu	Cl.	
4	Fri	Cl.	Promotion Examination
5	Sat	Cl.	Christmas Celebration.Studentswillcomeincoloureddress. Hometime -12.15p.m.
6	Sun		
7	Mon		
8	Tue		
9	Wed		
10	Thu		Sale of Books,Uniform for Nursery
11	Fri		Declaration of Promotion results for Nursery,LKG and UKG. Timing 8.00 am to 10.00 a.m. Sale of Books for LKG. Timing 9.00 a.m to 6.00 pm. Sale of Uniform for LKG and UKG. Time 8.00 am to11.00 am
12	Sat		Admission for UKG promoted to Class1A Sale of Books for UKG.Timing 9.00 am to 6.00 pm.
13	Sun		
14	Mon		Admission for UKG promoted to Class1B
15	Tue		Admission for UKG promoted to Class1C
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun		
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		Christmas Day
26	Sat		
27	Sun		
28	Mon		
29	Tue		
30	Wed		
31	Thu		

New academic session begins on 7th January 2021.

TIME TABLE

Class.

Period	1	2
	8.10 - 8.50	8.50 - 9.30
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		

Short Break
9.30 - 9.40

3	4
9.40 - 10.15	10.15 - 10.50

Tiffin Break
10.50 - 11.15

5	6	7	8
11.15 - 11.50	11.50 - 12.25	12.25 - 1.00	1.00 - 1.30

TIME TABLE

Class.

Period	1	2
	8.10 - 8.50	8.50 - 9.30
Mon		
Tue		
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Thu		
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Sat		

Short Break
9.30 - 9.40

3	4
9.40 - 10.15	10.15 - 10.50

Tiffin Break
10.50 - 11.15

5	6	7	8
11.15 - 11.50	11.50 - 12.25	12.25 - 1.00	1.00 - 1.30

RECORD OF MARKS

(To be kept up-to-date by the students)

SUBJECT	Unit Test	Unit Test	1st Term	Unit Test	Unit Test	2nd Term	Final
English Language							
English Literature							
B/H Language							
B/H Lit							
Eng Spelling & Dictation							
H/B Spelling & Dictation							
Mathematics							
Mental Maths							
Science							
Social Studies							
G.k							
Computer Science							
Art							
Craft							
Reading							
Recitation							
Conversation							
Value Education							
Eng Spell / Handwriting							
H/B Spell / Handwriting							

Date & Signature

Class Teacher

Principal

Parent's Signature

FORM OF APPLICATION FOR A TRANSFER CERTIFICATE

To
The Headmistress
Carmel Primary School
19, Deshapriya Park Road
Kolkata - 700026

Respected Principal,

Please furnish me with the Transfer Certificate of my child/ward. The necessary particulars are given below.

Full Name of The Pupil

Date & Year of Admn.

Admn. No.

Class in which studying

Reason for leaving school

Date of leaving school

Address

.....

Date

Father's Signature

Mother's Signature

The Apostolic Carmel Congregation
is Celebrating

150 YEARS
1869-2018

of its existence in India



May the Charism of our foundress
Mother Veronica - God Alone Sufficeth
Make us grow in Union with God