



# My School

# St. Patrick's

*Affix  
passport  
size  
photograph  
here*

This Diary Belongs to

.....

of Class & Sec

.....

## **SCHOOL WORKING HOURS**

PRE-KG – IX

First Bell	08.25 am
Second Bell	08.30 am
Assembly	08.30 am - 08.45 am
Forenoon Session	08.30 am - 12.15 pm
Afternoon Session	12.45 pm - 03.45 pm

<b>Kindergarten</b>	<b>08.30 am - 12.30 pm</b>
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### **OFFICE HOURS**

**All enquiries must be made at the school office.**

Mondays - Fridays	09.00 am - 04.00 pm
Saturdays	09.00 am - 12.30 pm

### **PRINCIPAL'S OFFICE**

The Principal will be available on weekdays  
with prior appointment

*\*Parents are requested to notify the school office for  
change of address or mobile numbers.*

*\*This school diary is an official record for reference.  
Therefore, it must be brought to school daily.*

# PERSONAL MEMO 2025-2026

OFFICE COPY

Name of the Student :

Class & Sec :

House :

Roll number :

Date of Birth :

Age :

Admission No. :

Blood Group :

Aadhar No. :

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PHOTO

Nationality :

Religion :

Mother Tongue :

	Father	Mother
Name :		
Designation:		
E-mail Id:		
Mobile:		

Residential Address:

Sibling Studying in SPA

Name: 1.

Class & Sec.:

Name: 2.

Class & Sec.:

Name: 3.

Class & Sec.:

Transport : **School Bus**

Driver's No. :

Bus No:

Bus Stop :

Mode of Private Transport :

Driver's Name & Contact No:

Medical Status :

Allergy / Illness (If any) :

Emergency Contact Number :

I/We have read all the rules and regulations of the School and agree to abide by them.

Specimen Signatures:

Father

Mother

Guardian



# PERSONAL MEMO 2025-2026

TEACHER'S COPY

Name of the Student :

Class & Sec :

House :

Roll number :

Date of Birth :

Age :

Admission No. :

Blood Group :

Aadhar No. :

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PHOTO

Nationality :

Religion :

Mother Tongue:

	Father	Mother
Name :		
Designation:		
E-mail Id:		
Mobile:		

Residential Address:

Sibling Studying in SPA

Name: 1.

Class & Sec.:

Name: 2.

Class & Sec.:

Name: 3.

Class & Sec.:

Transport : **School Bus**

Driver's No. :

Bus No:

Bus Stop :

Mode of Private Transport :

Driver's Name & Contact No:

Medical Status :

Allergy / Illness (If any) :

Emergency Contact Number :

I/We have read all the rules and regulations of the School and agree to abide by them.

Specimen Signatures:

Father

Mother

Guardian



# PERSONAL MEMO 2025-2026

STUDENT'S COPY

Name of the Student :

Class & Sec :

House :

Roll number :

Date of Birth :

Age :

Admission No. :

Blood Group :

Aadhar No. :

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PHOTO

Nationality :

Religion :

Mother Tongue:

	Father	Mother
Name :		
Designation:		
E-mail Id:		
Mobile:		

Residential Address:

Sibling Studying in SPA

Name: 1.

Class & Sec.:

Name: 2.

Class & Sec.:

Name: 3.

Class & Sec.:

Transport : **School Bus**

Driver's No. :

Bus No:

Bus Stop :

Mode of Private Transport :

Driver's Name & Contact No:

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Allergy / Illness (If any) :

Emergency Contact Number :

I/We have read all the rules and regulations of the School and agree to abide by them.

Specimen Signatures:

Father

Mother

Guardian

## **OUR FATHER**

Our Father in heaven /  
Holy be your name /  
Your Kingdom come /  
Your will be done /  
On earth / as in heaven /  
Give us today / our daily bread /  
Forgive us our trespasses / as we forgive /  
Those who trespass against us /  
Do not bring us / to the test /  
But deliver us / from evil. / Amen.

## **PLEDGE**

India is my country / all Indians are / my brothers and sisters / I love my country / and I am proud of its / rich and varied heritage / I shall always / strive to be worthy of it / I shall give respect to my parents/teachers / and all elders/ and treat every one with courtesy / To my country/ and my people / I pledge my devotion / In their well being / and prosperity alone / lies my happiness.

**- Pydimarri Venkata Subba Rao**

## **PRAYER AFTER CLASS**

O GOD, / the source of all knowledge / grant that, / we may remember / what we have learnt. / We offer you / our work and endeavours, / our failures and success. / Forgive us our shortcomings/and give us the courage/to follow always the path of truth. / Amen.

# SCHOOL ANTHEM

1| Hail, St.Patrick's hail.

You're our beacon that we sail.

The aims we've set are high.

And makes us very bright,

Who guides us day by day,

We March life's better ways.

**Chorus ;** Thine splendid beauty stands tall and high,  
beside Godavari like a sparkling jewel.

With glorious flag blue, green and white.

We patricians of knowledge, truth and light.

St.Patrick in your majesty lap, we learn serve and lead.

2| With spirits high brave'

bathed in morals and values.

We March with honour and right.

We rise with pride and might.

In school and through life till the end,

St. Patrick stand beside us.

# NATIONAL ANTHEM

Jana-Gana-Mana-Adhinayaka Jaya He

Bharata-Bhagya-Vidhata.

Punjaba-Sindhu-Gujaratha-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Uchchhala-Jaladtha-Taranga

Tava Shubha Name Jage,

Tava Subha Ashisa Mage,

Gahe Tava Jaya Gatha

Jana-Gana-Mangala-Dayaka Jaya He

Bharata-Bhagya-Vidata

Jaya He, Jaya He, Jaya HeJaya,

Jaya, Jaya, Jaya He.

**-Rabindranath Tagore**

## SONGS

### SHOWERS OF BLESSINGS

There shall be showers of blessings  
This is the promise of love  
There shall be seasons refreshing  
Sent from the saviour above.

**Showers of blessing  
Showers of blessing we need  
Mercy drops round us are falling  
But for the showers we plead.**

There shall be showers of blessing  
Sent them upon us O Lord  
Grant to us now a refreshing  
Come and now honour thy Lord.

### WE'RE SO PROUD OF OUR SCHOOL

We're so proud of our school.  
And everything about it.  
We're so proud of our school.  
So don't you ever doubt about.  
Though all of us are different, on this we all agree.

**We're so proud of our school because it's made by you and me.  
We're so proud of our school because it's made by you and me.**

We come to meet our friends here.  
And to learn, so many things.  
To help us on our journey,  
through this world we're living in.  
We try to work together.  
It's a place that we all share.  
We want to always try our best at being kind and fair.

**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 is doubt true faith in You.

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

**Oh, 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  
It is in pardoning that we are pardoned  
It is in giving to all men that we receive  
And in dying that we are born to eternal life.

**This is my prayer to thee, my lord - Gitanjali XXXVI**

**This is my prayer to thee, my lord  
strike, strike at the root of penury in my heart.**

Give me the strength lightly to bear my joys and sorrows.  
Give me the strength to make my love fruitful in service.  
Give me the strength never to disown the poor or bend my knees before  
insolent might.  
Give me the strength to raise my mind high above daily trifles.  
And give me the strength to surrender my strength to thy will with love

## **WE SHALL OVERCOME**

We Shall Overcome, we shall overcome  
We shall overcome someday.  
Oh, deep in my heart, I do believe,  
We shall overcome someday.

We are not afraid, we are not afraid,  
We are not afraid today.  
Oh, deep in my heart, I do believe,  
We shall overcome someday.

We are not alone, we are not alone  
We are not alone today  
Oh, deep in my heart, I do believe,  
We are not alone today.

We'll walk hand in hand, we'll walk hand in hand,  
We'll walk hand in hand someday.  
Oh, deep in my heart, I do believe,  
We shall overcome someday.

We shall live in Peace, We shall live in peace,  
We shall live in Peace someday.  
Oh, deep in my heart, I do believe,  
We shall live in Peace someday.

## **THIS LITTLE GUIDING LIGHT**

This Little Guiding Light of mine, I'm gonna let it shine  
This Little Guiding Light of mine, I'm gonna let it shine  
This Little Guiding Light of mine, I'm gonna let it shine  
Let it shine all the time, let it shine.

Take my Little Light 'round the world, I'm gonna let it shine  
Take my Little Light 'round the world, I'm gonna let it shine  
Take my Little Light 'round the world, I'm gonna let it shine  
Let it shine all the time, let it shine.

Hide it under a bush? Oh no! I'm gonna let it shine  
Hide it under a bush? Oh no! I'm gonna let it shine  
Hide it under a bush? Oh no! I'm gonna let it shine  
Let it shine all the time, let it shine.

## **EVERY TINY STAR**

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 seashore,  
every stalk of golden wheat.  
Every silver stream that gushes down the mountains,  
every drop of honey sweet.  
Every eagle flying high, every worm that wriggles by.  
Tells the fascinating news to those who dare to hope.

## **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  
That 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's in your time.

There's a time, there's a time,  
Both for sowing and for reaping there's a time  
Time for loosing, 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.

### **LORD WE PRAY FOR GOLDEN PEACE**

Lord we pray for golden peace,  
peace all over the land  
Where all people 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. (2)

Keep us all for ever more,  
One in love and grace,  
Wipe away all war and strife,  
Give freedom to each race. (2)

Let Your Justice reign supreme and  
Righteousness be done  
Let Goodness rule the Hearts of all,  
Evil be overcome. (2)

### **I HAVE COME TO THEE - TAGORE**

**I have come to thee,  
To take thy touch before  
I begin my day.**

Let thy eyes 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.

### **ALL THINGS BRIGHT AND BEAUTIFUL**

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

Each little flower that opens,  
Each little bird that sings,  
He made their glowing colours,  
He made their tiny wings.

The purple-headed mountains,  
The river running by,  
The sunset and the morning  
That brightens up the sky.

The cold wind in the winter,  
The pleasant summer sun,  
The ripe fruits in the garden,  
He made them every one.

The tall trees in the greenwood,  
The meadows where we play,  
The rushes by the water,  
To gather every day.

He gave us eyes to see them,  
and lips we might tell  
how great is God mighty  
who has made all things well.

## **ON THIS SCHOOL YOUR BLESSING, LORD**

On this school your blessing, Lord.  
On this school your grace bestow.  
On this school your blessing, Lord.  
May it come and never go.  
Bringing peace and joy and happiness,  
Bringing love that knows no end.  
On this school your blessing Lord.  
On this school your blessing send.

On this school your loving, Lord.  
May it overflow each day.  
On this school your loving, Lord.  
May it come and with us stay.  
Drawing us in love and unity  
By the love received from you.  
On this school your loving, Lord.  
May it come each day anew.

On this school, your calling Lord,  
May it come to us each day,  
On this school, your calling Lord  
May it come to lead the way,  
Filling us with nobler yearnings, Lord,  
Calling us to live in you,  
On this school, your calling Lord,  
May it come each day anew.

## **O GIVE THANKS TO THE LORD**

**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 for ever:  
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, the humble.  
It is he Who gives shelter to strangers,  
Every orphan and widow he defends.

## **ST. PATRICK'S ACADEMY**

St. Patrick's Academy is a Christian Minority School managed by the Brothers of St. Patrick (Patrician Brothers). It is a temple of learning where true community spirit is fostered, while achieving excellence through all round education of the students. It emphasizes national integration through promotion of peace, communal harmony and justice.

### **LOCATION**

St. Patrick is situated in a beautiful and calm surrounding in Ravulapalem which is the entry point for the lushy green Konaseema Delta region well known for its Banana Market, diverse cuisine, and the hospitality of its people. St. Patrick has a vast area to adjacent to the River Godavari (Gowthami Godavari Bridge).

### **The Vision and Mission Statement**

#### **We believe**

- Top Priority** : Create a conducive atmosphere for the welfare of the child.
- Focus** : Build confidence to face the challenges of the future.
- Paramount Importance:** Inculcate values like compassion, sharing, Honesty, concern for the weaker sections of the society and care for the environment.

Consequently, an ideal "PATRICIAN" will be a Prayerful, Affectionate, Trustworthy, Responsible, Inspirational, Courageous, Intelligent, Attentive and Noble Citizen of Our Great Motherland.

## **THE HISTORY OF THE BROTHERS OF ST. PATRICK**

The Religious Congregation, better known as 'The Society of the Brothers of St. Patrick' or 'Patrician Brothers', was founded in Tullow, Ireland on 2nd February, 1808 by Rt. Rev. Dr. Daniel Delany - the Bishop of Kildare and Leighlin. Having received a good education in France, he was aware that only education could restore people's hope of building a future. It is this thought which motivated him to found the Congregation of the Society of the Brothers of St. Patrick. The young men who originally rallied behind the good Bishop were materially poor, though endowed with the rare qualities of courage and conviction just as their Bishop was. Under his guidance they organised themselves and set to work in right earnest.

Having made an impact in Ireland as 'excellent school men', they were ready to take up missions abroad. Around the second half of the 19th century, India was the first to beckon the Patricians. The invitation came from the Bishop of Madras (presently Chennai) to take care of the Orphanage at Condichetty street in Madras. The first Brothers to land in Madras in 1875 were Bros. Ignatius Price, Paul Hughes and Fintan Parkinson. This led to Brothers opening up schools and institutes of higher learning in Australia, America, Africa, Middle East, India, Papua New Guinea.

Unlike other foreign Religious Orders which - majority of them, if not all - landed in India with the aim of proselytizing this subcontinent, the Patrician Brothers were invited to educate the masses of this vast country. Love for God and love for God's creation, irrespective of geographical boundaries, race, religion or colour, was what motivated them to spread the light of knowledge wherever they went. Along with the teaching of secular subjects, they inculcated in their students those universal values that give meaning to one's life such as love for God, love, respect and compassion towards others, justice, peace and a sense of equality.

The educational institutions they founded became instant success stories. From their first foundation in Chennai in the year 1875 - **St. Patrick's School, Adyar, Chennai**; they began taking over schools that were offered to them or started founding new ones of their own. The Brothers took over schools like St. Joseph's College in Coonoor, St. George's in Mussoorie St. Antony's in Lahore. They founded new schools like St. Joseph's Academy in Dehradun St. Mary's Academy in Meerut St. Michael's Academy in Adyar Mount St. Mary's School in Delhi Nirmala Inter College in Mussoorie St. James School in Binnaguri (West Bengal) St. Patrick's School in Binnaguri (West Bengal) St. Patrick's Higher Secondary School in Trichy St. Patrick's School in Mananthavady (Kerala) Patrician College of Arts and Science in Adyar St. Patrick's High School (ICSE) in Adyar Mount St. Patrick's Academy in Pune St. Patrick's Academy in Dindigul St. Patrick's Academy in Angamaly (Kerala) Patrician College of Education in Dehradun St. Patrick's Academy in Bangalore St. Patrick's Academy in Dehradun St. Patrick's Academy in Trichy St. Patrick's Academy in Ravulapalem (Andhra Pradesh) Mount St. Mary's School in Gurugram (Haryana) St. Patrick's Academy in Thirusur (Kerala) St. Patrick's Academy in Pondicherry Even today, the Brothers in India continue to train young men and women as Patricians to keep up the good work.

## THE PHILOSOPHY AND GOALS OF THE SCHOOL

The Patrician Brothers firmly believe that the education of youth helps to create a better human society. Thus, St. Patrick's seeks to impart sound education leading to the spiritual, intellectual, physical, social and emotional development of the child.

To meet this challenge, we combine formal classroom instruction with a wide range of activities. This enables the students to sustain academic interest, foster their creative talents, develop social awareness and willingness to serve.

## RULES AND REGULATIONS

### ADMISSIONS

1. St. Patrick School poses no conditions for admission other than the child's ability to function as a student of this school and his/her willingness to abide by the rules governing behaviour.
2. Age requirements are as follows:
  - ◆ **Pre-Kindergarten:** A child should be **three years of age** for Pre-Kindergarten on or before June 1st
  - ◆ **Lower-Kindergarten:** A child should be **four years of age** on or before June 1<sup>st</sup> in order to enter Lower kindergarten.
  - ◆ **Upper-Kindergarten:** A child should be **five years of age** on or before June 1<sup>st</sup> in order to enter Upper kindergarten.
  - ◆ **First Grade:** A child should be **six years of age** on or before June 1<sup>st</sup> in order to enter first grade.
3. At the time of admission, the following certificates should be attached with the application form:
  - a. Birth Certificate
  - b. Community Certificate (Once admitted no change of date of birth/community certificate will be accepted).
  - c. Original Transfer Certificate/ Study Certificate from the school last attended. (Last date for submission - 30<sup>th</sup> June).
  - d. Parents Aadhar Copy

4. Pupils seeking admission in higher classes may be tested on the syllabus of the standard below the one to which they seek admission.
5. Admission is formally completed only when the form has been filled up and submitted to the office along with original document 3(a,b,c,d) fees duly are paid and the form is signed by the Principal. Payment of fees, writing the entrance test or an interview does not necessarily mean that admission is granted.
6. Admission cannot be claimed as a manner of right. Any attempt to use influence, unfair means or recommendation for admission, will lead to automatic disqualification. The school does not have any agents for admission.
7. Please note the fees once paid will not be refunded under any circumstance or reason whatsoever.
8. The rule of non- refund of fees as per aforesaid clause, will apply to such of those students who re-apply for admission.

## **WITHDRAWALS**

1. Application for Transfer Certificate must be given in writing in the prescribed form by the parents.
2. If a student is not going to continue in the school for the following academic year, the school office should be informed in writing before 30<sup>th</sup> April.
3. In the event of withdrawal of a student from the school, all dues must be cleared. Transfer Certificate will be issued only after the settlement of all the dues.
4. Those parents who have obtained divorce from the court must give the possession of the child document before receiving TC.
5. A full year's fee will be charged in case of withdrawals in the middle of the term.

## **AS A STUDENT OF ST.PATRICK'S I DO PROMISE**

- ❖ That I will be punctual.
- ❖ I will be attentive in class.
- ❖ I will do my homework regularly.
- ❖ I will always converse in English.
- ❖ I will avoid groupism.
- ❖ I will avoid fighting with others.
- ❖ I will come in full uniform with proper haircut.
- ❖ I will avoid faded and discolored uniform.
- ❖ I will come with my ID Card and Diary Daily.
- ❖ I will take care of my Notebooks and Textbooks.
- ❖ I will not chew gum.
- ❖ I won't indulge in malpractices in the exams.
- ❖ I won't bring Cameras, CDs, Cell Phones, Play materials and other unwanted literature to school.
- ❖ I won't speak abusive words or use indecent language.
- ❖ I won't wear gold and silver jewellery or any other attractive ornaments.
- ❖ I won't imitate cine stars in any way especially in dress and hair style.
- ❖ I won't use note books that are bound with photos of cine stars.
- ❖ I won't borrow or lend money.
- ❖ I won't sell any articles to other students.
- ❖ I won't organize any meeting without the permission of the Principal.
- ❖ I won't wear auto cooling glasses.
- ❖ I won't misbehave inside the school.
- ❖ I won't damage the school property.
- ❖ I won't consume Alcohol.
- ❖ I won't apply Mehandi and Tattoos on any part of the body.

Thus, I do follow and I do know that any violation will result in my dismissal.

Signature of the Parent

Signature of the Student

## DISMISSALS

1. The School Management reserves itself the right to dismiss students who continuously fail to make satisfactory progress in their studies or whose conduct is detrimental to the orderly life of the school.
2. Use or attempt to use unfair means in exams, tests and assignments are sufficient cause for dismissal.
3. Students who indulge in political propaganda or who organize fellow students in political factions in the premises of the school, or who otherwise engage themselves in party politics are liable to be expelled from the school.
4. The wards of those parents / guardians who obstruct the smooth functioning and vitiate the academic atmosphere of the school through their acts of omissions and commissions shall be liable to be dismissed from the school.
5. Smoking, bringing and consuming alcohol or narcotic drugs, disrespect towards the staff, bad moral influence, contempt of authority, bringing unwanted material in print or in any format and willfully damaging school property will lead to the dismissal of the students from the school.
6. Dismissal from the school will be taken against any student whose social media activities interfere with the smooth functioning of the school or hurt the sentiments/respects of any teacher.

## ASSESSMENT (Examination and Promotion)

The academic session is divided into three major terms namely, First Term, Second Term and Third Term.

The performance of each student will be measured through Continuous Comprehensive Evaluation (CCE) programmes. A Cumulative Achievements booklet will be maintained by each teacher.

1. A student's absence from examination will be considered as having failed, unless it is established that their absence was due to illness. **No re-exam will be conducted after the stipulated date.**
2. Requests to send pupils home early after class tests / Formative Assessments / Summative Assessments, etc. will be automatically turned down.

- Promotion will be granted on an average basis of 35 % in the First Terminal Examination, 35% in Second Terminal Examination and 50% in the final examination . The overall average should be 40% or above in each subject.

### **SCHOOL FEE**

1.

Term	Month	Time
I	June	09.30 am - 3.00 pm
II	October	09.30 am -3.00 pm
III	February	09.30 am -3.00 pm

- Fees should be paid strictly as scheduled. If delayed, parents will have to pay the fees along with a late fee of Rs.250/- per month.

### **BUS RULES AND BUS FEES**

- The School provides 7 buses to transport children from home to school and back each day and the parents are requested to finalize their ward's bus stop.
- Bus fee will be collected twice in a year.

First payment	June
Second payment	October

- Students have to behave well in the School bus. While travelling by bus students are expected to obey the conductors and drivers to ensure safety for themselves and other students travelling by the bus.
- Students have to speak only in English.
- Request for change of bus or additional stops will not be entertained in any case.

### **CODE OF CONDUCT**

- Punctuality and regularity in attendance, proper uniform including ID card, earnest effort in home-work, assignments and polite behavior inside and outside the school are always insisted on and in all these matters parents' full co-operation is expected at all times. In case the student is not in proper uniform he/she may be asked to go home.

Note: The way that a child dress influences his/her academic performance; therefore, the respective uniforms must be worn each day. The school uniform helps define who we are as a member of St. Patrick Academy. As such, it should be worn as a source of pride. We ask that you carefully review the uniform policy and refer to it if you have any questions about what the students may or may not wear. It is expected that students will be dressed in the complete uniform at all times and that it will be worn as expected. It is the responsibility of the parent to make sure the uniform is worn correctly. The class teacher / staff in charge of discipline will monitor this policy, and notify parents when it is violated. Students who disregard the uniform directives will receive a notice to be signed by the parent. Repeated infractions will result in serious penalties, which may include not being able to participate in any competitions or sportsactivities.

2. Pupils must stand up smartly and greet teachers who enter the classroom.They must also stand when the teacher leaves the classroom.
3. Honesty is expected of every pupil. If a pupil finds something which does not belong to him/her, he/she should inform the Principal / Vice Principal about the article found and leave the same in the office. Pupils who lose articles may also enquire about them in the school office.
4. Students are answerable to the school authorities for their conduct both inside and outside the school. Hence mis-behaviour in public places and conveyances justifies dismissal.
5. **Pupils must come to school neatly dressed in proper school uniform. Untidy clothes, torn shoes, rubber slippers etc. will not be tolerated under any circumstances.**
6. Running, playing or shouting inside the classrooms and the verandas is not allowed.
7. Students are reminded to converse in the appropriate campus language in the School and at such times when they are in their School attire.
8. No foul language, obscene gestures, racial, ethnic, religious slurs and disrespectful language or actions will be tolerated.
9. Students are not allowed to skip classes or play truant.
10. **Students must wear their identity cards at all times during school hours.**
11. Students are advised not to loiter in the school campus after school hours but to be prompt in returning home.
12. Irregular attendance, habitual idleness, neglect of homework, defiance and disrespect towards members of the staff, justify suspension or dismissal.

13. The Principal can, in the interest of the School, and without assigning any reason, ask a parent to remove a child at or previous to the end of the current term.
14. Pupils are not allowed to leave the school premises without permission from the Principal/Vice Principal.
15. No fine of any kind or collection for any purpose whatsoever may be made without the permission of the Principal.
16. During the absence of the teacher from the class, students must obey the Monitor appointed and maintain good order.
17. Damage to school property, however slight, will not be condoned. Stringent disciplinary measures will be taken against such offenders and the parents will have to bear the expenses for repair /replacement of the damaged property.
18. All students are expected to participate in the games programme. Credit will be given for effective participation. Every pupil must take part in physical training and games unless declared unfit on medical grounds and exempted by the Principal.
19. As English is the medium of instruction, students are expected to speak in English at all times.
20. There have been sufficient precautionary measures taken for the safety of the child. If a child meets with sports injury or any other while at the campus, the child is responsible to it. The school cannot bear the medical expense as well.
21. The School has the CCTV installation. The child will be monitored and if something suspicious, it will be questioned and taken action against the child based on the playback.
22. Students are strictly forbidden from creating WhatsApp group or any other such social media activities (Facebook, Instagram, etc.,).
23. Students are not allowed to come to school in self-driven motor vehicles.
24. Students are not allowed to wear a wristwatch or a smartwatch as it distracts the students from listening to the lessons.
25. Students should value their stationery items and should not bring fancy stationery items.

## **LEAVE RULES**

1. Pupils who are absent on the first day or last day of any term or who are away from the school for ten consecutive days without permission will have their names removed from the school register and will be re-admitted only if there is a vacancy and on payment of the usual admission fees.
2. In case of leave of absence, prior permission from the Principal should be obtained except in cases of unforeseen circumstances for which an authenticated reason should be furnished by the parents or guardians. However, granting leave is entirely left to the discretion of the Principal.
3. Absence from school must be supported by a leave letter from the parents/guardian of the students. If absence on account of illness lasting for more than three days, the application for leave must be produced along with medical certificate from a registered doctor, approved by the school.
4. Parents have to send information about their ward's long leave from school (marriage, vacation, family functions) which are highly discouraged and it should be informed to the school office.
5. If a child has an infectious disease, parents should keep the child at home till he / she recovers. A medical certificate must be submitted on return.

## **GENERAL RULES**

1. While every care is taken to prevent accidents, the Management will not be liable for injuries and accidents sustained by the pupils in the course of everyday activities.
2. The School cannot be held responsible for the security of the pupils before and after the school hours and similarly, the school is not responsible for the safety of the children who stay back to participate in sports and games on their own.
3. The School is not responsible for goods lost. Therefore it is not advisable to bring valuable articles like expensive pens, watches, gold ornaments etc. to school.
4. No pupil is permitted to engage any of the teachers of this school as private tutors.
5. Students are not permitted to wear any jewellery. Religious symbols if worn should not be obvious.

6. The Conduct Certificate which may be issued to a student when leaving the school will depend entirely on his/her behaviour during the school career i.e. on how he/she has kept the school rules.
7. Students are not allowed to apply Mehendi and Tattoos on any part of the body.
8. Mobile phones, I-Pads, MP3 Players, Camera etc., are strictly forbidden in the school campus.
9. Any electronic device that can be used for communication / photography / recording is strictly forbidden.
10. The school discourages the use of plastic items in the campus, as the campus is plastic free zone.

## **STUDENT PERFORMANCE ANALYSIS**

Student Performance Analysis is used to determine the progress of the child on a monthly, terminal and annual basis. It is a unique tool to ensure self- discipline. It is a positive approach towards making the students responsible for their deeds. This is aimed at providing transparency in selecting students for various awards. Students will be able to analyze his/her performance on a regular basis. Every activity of the student is taken into account: academics, co-curricular, behaviour, responsibilities, neatness, etc.

## **DISINCENTIVES**

To ensure proper discipline in school the following card system will be enforced.

### **PINKCARD**

#### **Issued to the student defaulter under the following conditions:**

- Repeated careless and irregular work
- Irregular attendance
- Coming to school without proper uniform.
- Coming late to school
- Disrupting classroom teaching.
- Loitering out of the class without a purpose
- Missing classes, Assembly, Art, Library, P.T etc. periods
- Not bringing the school diary

- Use of un-parliamentary language
- Disrespect to Visitors/Parents/Teachers
- Misbehaviour

## **YELLOWCARD**

**To be issued to the student defaulter in the presence of the Principal/Coordinators and the parents under the following conditions:**

- Being disobedient
- Using abusive language
- Rude or insolent behavior with a teacher
- Misbehaviour in the bus
- Bullying fellow students and juniors and causing physical injuries. Using unfair means during any examination
- Damaging school property (The actual cost of the damaged property will be extracted from the student)

## **Annulment of Yellow card**

His overall behavior may be reviewed by a Discipline Committee for due consideration.

## **REDCARD**

To be issued to the student defaulter in the presence of the principal and parents under the following conditions.

- Misbehaving with a teacher
- ✓ 3 Pink cards will be equivalent to one yellow card
- ✓ 2 Yellow cards will be equivalent to one red card
- ✓ Red Card will result in the student's expulsion from the school.

A student who receives 2 or more pink cards or a yellow card will not be eligible to receive any opportunity to be a member of any Council or Committee.

## **RESPONSIBILITY OF CLASS MONITOR**

1. Class monitors are selected on the basis of student performance analysis.
2. Maintain discipline and order in the classroom and on school premises.
3. Assist teachers with classroom tasks and activities.
4. Supervise and support students during breaks and after school.
5. Lead by example through punctuality, good behaviour, and respect for all.
6. Help with organizing school events and assisting in activities.
7. Keep the school environment clean and encourage others to do the same.
8. Report any incidents or concerns to teachers or staff members.
9. Lead assemblies or maintain order during school functions.
10. Ensure that all school materials are treated with care and respect.
11. Promote kindness and teamwork among students.
12. It is incumbent on all the leaders need to report to the Principal/ Coordinator/ teachers-in-charge/the class teacher any breach of discipline noticed even during the recess.
13. They must be able to command respect in the class.
14. They are employed for all assistance in the class e.g. maintaining discipline, collecting or distributing books, attending to cleanliness of the classroom, bringing charts, maps, reporting on concerned authorities about various needs of the class, up keep of bulletin board, etc.

## **RESPONSIBILITY OF THE CAPTAINS, VICE CAPTAINS**

1. He/she should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. He/she should be constantly alert, observant, and sensitive to the needs of the school and act promptly after consulting and getting directions from the principal.
3. He/she should show exemplary behavior with heads held high, providing a shining example of leadership, trust, courtesy, love, and goodness.
4. He/she should play an active role in organizing intra-school and inter-school activities.
5. He/she should bring to the notice of the teachers minor day-to-day problems of students like spikes, misunderstandings, injuries, damage to school property, missing articles, etc.

## **LIBRARY RULES**

1. The library is a place for reading and research. Therefore, strict discipline and absolute silence are to be observed in the library.
2. Eating inside the library is strictly prohibited.
3. Books and other materials may not be taken out from the library without the permission of the librarian.
4. Students should not leave the books on the table but put it back into the shelves after using them.
5. Reference books such as Encyclopedias, Dictionaries, Handbooks, Yearbooks and Atlases cannot be taken out of the library. Magazines and Newspapers are also not to be taken out of the library.
6. Circulation books may be borrowed for a week, renewable for another week, unless in demand.
7. Students are expected to check the books before borrowing and immediately report any damage/missing pages etc., to the librarian.
8. All lending and borrowing must be entered in the library column in the school diary and duly signed by the Librarian.
9. Writing, scribbling, tearing pages or any form of defacement of books is strictly prohibited.
10. Seats must be arranged back in their proper places before leaving the library.
11. A lost book should be reported immediately to the librarian. It should be replaced by the same or later edition of the book or a corresponding fine must be paid from the time the book was reported lost, up to the time it is replaced.
12. In every term, the books borrowed should be returned two weeks before the commencement of the examination. No book will be issued for home use prior to the final examination.

## **HOMEWORK GUIDELINES**

❖ Pre-Kindergarten and Kindergarten – formal homework – children may practice numbers, letters, reading, and vocabulary – maximum time fifteen minutes.

- Grades 1 & 2            30 - 45 minutes (spend almost an hour for studies)
- Grades 3 to 5           90 - 120 minutes
- Grades 6 to 9           2 – 3 hours

Homework is an important part of your child's education. It is an indication of how well he/she can accept responsibility according to his/her age and grade level. Please check your child's homework each day. If there is a good reason for his/her not completing this work, please jot a note to the teacher and inform him/her. Do not excuse your child unnecessarily. If your child is absent, he/she must assume responsibility for making up any homework/ classwork/ assignments that may have been given.

## **RECOMMENDATION TO PARENTS**

- 1) Parents are requested to see that their wards attend school punctually and ensure that those who come to take them home are at school promptly at the time of dismissal.
- 2) Parents are requested to leave the school campus as soon as they drop-off their wards at school.
- 3) Parents must refrain from sending relatives, domestic helpers or others to pick up their wards without an authorization letter or with ID provided by school.
- 4) Parents are not allowed to enter the classrooms, see their children, or meet teachers during school hours without the permission of the Principal, as the members of the staff may not leave the classroom during a teaching period. However, parents can meet the teachers on working days after taking prior appointment.
- 5) For any emergencies, parents are requested to contact the school office first in order to avoid any untoward incidents.
- 6) Parents are asked to check their wards' school diary every day as well as myself evaluation page (Page No192) every month to ensure that the assignment is done regularly and duly signed.
- 7) Parents are expected to play their part in enforcing regularity and discipline and see that their children learn their lessons daily.

- 8) In case of illness/contagious diseases, parents are advised to refrain from sending their wards for any class test or exam. The school does not provide any retest that is missed due to absence. However, the final result will be settled on the basis of the term's work and general performance during the year.
- 9) There is no such thing as a half day leave for students. Either the pupil is in school for the entire working day or he/she stays at home. Requests to send pupils home early after class tests, etc. will be automatically turned down.
- 10) The school is concerned about the well-being and welfare of every student. Therefore, parents are requested to ensure that their children have breakfast before leaving for school.
- 11) Parents must ensure to pack a simple yet healthy and scrumptious snack, beverage and food for interval and lunch times.
- 12) In order to avoid the feeling of disparity among students, parents are requested not to celebrate their ward's birthday lavishly (no distribution of return gifts) in school. Only inexpensive sweets are to be distributed. Only students of PRE-KG to Std V are allowed to wear modest civil dresses on their birthdays.**
- 13) Parents and their wards are expected to adhere to traffic rules.
- 14) Parents are advised to keep the vehicles out or park on the side of the pavement the safety of the school children.
- 15) As the medium of instruction in school is English, the children should be helped to follow their classes easily and intelligently by a certain amount of regular English conversation at home.**
- 16) Parents are informed that occasional reports from teachers are made in the school diary and they are requested to sign them.
- 17) It is highly recommended that parents label their child's clothing, lunch box, water bottles and books. The Lost & Found container/uniform / stationery/ is located near the Vice Principal's office and may be checked after dismissal.
- 18) Parents are not allowed to go to a classroom during the school day unless pre-arranged. If there is a reason to see your child, the child will be called to the office.
- 19) Parents are requested to refrain from requesting for permission to take their wards out of school during school hours for flimsy reasons. If the wards are found unwell or unusually tired, they must be allowed to rest at home.

- 20) Each child should have lunch each day. Please provide a small box of healthy and nutritious lunch daily or order through Catering (we don't approve it). Appropriate portions should be provided. Please do not give your child more than he/she is capable of eating. St. Patrick's Academy is concerned about the amount of food that is being wasted each day.
- 21) Textbooks or note books must be covered and should be from the school stationery. It should be carefully cared or kept neat and clean by each student. A loss of material or damage is the responsibility of the student, and parents are required to insist in them the value for the property. In case of lost materials, write a note to the class teacher.
- 22) Parents can meet the class teacher or co-ordinator of your ward after the school hours as well as at the end of every term or on open days.
- 23) Parents need to check the exam papers, sign those answer scripts and send them to your ward the very next day.
- 24) **Mobile phones, iPods, MP3 players, pen drives, etc. are strictly forbidden in the school campus. Parents must ensure that their wards do not bring mobile phones to school. If your ward is found carrying a mobile phone, etc., the same will be confiscated and will not be returned.**

#### TUITION

Students are not permitted to engage any of the school teachers for private tuition.

### MEDIUM OF INSTRUCTION

The Medium of Instruction is English with equal emphasis being given towards proficiency in Telugu & Hindi as well.

### SESSION

The Academic session is from June to April each year.

## SCHOOL UNIFORM CODE

**School Uniform should be worn on Monday, Tuesday, Thursday & Friday**

Class	Boys / Girls	Dress Code
PRE-KG, LKG & UKG	Boys	Half sleeved Blue Shirts and Worsted Grey Half Pants . (Belt, grey socks and Black Velcro shoes)
	Girls	Half sleeved Blue Shirts and Worsted Grey pinafore. (Belt, grey socks and Black Velcro shoes)
I to IV	Boys	Half sleeved Blue Shirts and Worsted Grey Half Pants. (Belt, grey socks and Black Velcro shoes)
	Girls	Half sleeved Blue Shirts and Worsted Grey Half Skirt. (Belt, grey socks and Black Velcro shoes)
V	Boys	Half sleeved Blue Shirts and Worsted Grey Full Pant and sleeveless coat. (Belt, grey socks and Black Velcro shoes)
	Girls	Half sleeved Blue Shirts and Worsted Grey Full Pant and sleeveless coat. (Belt, grey socks and Black Velcro shoes)
VI & above	Boys	Half sleeved Blue Shirts and Worsted Grey Full Pant and sleeveless coat. (Belt, grey socks and Black laced-up shoes)
	Girls	Half sleeved Blue Shirts and Worsted Grey Full Pant and sleeveless coat. (Belt, grey socks and Black ballerina shoes)

**House Uniform should be worn on Wednesday and Saturday**

Class	Boys / Girls	Dress Code
PRE-KG, LKG & UKG	Boys	Navy Blue Track Pant with the house T-Shirt (White Velcro shoes with white socks)
	Girls	Navy Blue Track Pant with the house T-Shirt (White Velcro shoes with white socks)
I to V	Boys	Navy Blue Track Pant with the house T-Shirt (White Velcro shoes with white socks)
	Girls	Navy Blue Track Pant with the house T-Shirt (White Velcro shoes with white socks)
VI and above	Boys	Navy Blue Track Pant with the house T-Shirt (White Canvas shoes with white socks)
	Girls	Navy Blue Track Pant with the house T-Shirt (White Canvas shoes with white socks)

*NB:*

- ◆ *School Uniform should be bought from the school prescribed vendor.*
- ◆ *The authorities of the school, reserve the right to strictly enforce discipline in regard to the dresscode of students of both girls and boys, so as to ensure decorum and modesty.*
- ◆ *All trousers worn by girls and boys should be of a loose fit.*

## **RULES FOR GROOMING**

1. Hair and Physical Appearance of every student shall be clean and neatly groomed.
2. Nails should be neatly trimmed.
3. Clean socks and polished shoes as prescribed in the guidelines are to be worn every day.
4. No jewellery a pair of simple small ear studs or earrings may be worn by girls. Any breach of this rule will cause the articles to be confiscated and retained by the school.
5. Use of mehendi, hair colour, make-up, kajal, Tattoos and nail polish is not permitted under any circumstance.
6. Students are strictly required to wear only the prescribed school uniform during school hours. Religious attire are not permitted, as the school promotes a unified dress code for all.

### **HAIR-DO FOR GIRLS**

1. Girls must pin their hair neatly. Locks of hair should not fall on the forehead.
2. Girls who have very short hair must wear head bands or two pony tails if possible.
3. Girls who have long hair should have their hair plaited neatly and secured with black ribbons. **All hair accessories must be in black.**
4. No flowers or decorative ornaments should adorn the hair.
5. Colouring of hair and nails are strictly prohibited.

### **HAIR-DO FOR BOYS**

1. Parents must ensure that their ward's hair is not grown long and is cut regularly and in the style approved by the school.
2. Eccentric haircuts will invite punishment and a possible suspension until such time as the hair grows to normal acceptable cuts.
3. Colouring of hair is strictly prohibited.

# THE FOUR HOUSES OF THE SCHOOL



**Spartans** stand up for each other and make their peers feel wanted. They are spirited, vivacious and courageous. They are loyal and determined. They are admired by others for setting universal standards of excellence and are infamous for their impeccable armour. Red Spartans are never unprepared to place their mission first.



**Titans**, in Greek mythology, were a powerful race. They stand out for greatness of achievement. Titans were gigantic, powerful forces hard to control. They show that they can overcome challenges. Blue Titans will no longer be tired of soaring high.



**Knights** represents the best of the nobility. A Knight is honourable, polite and highly competent. Knights were the most fearsome amongst soldiers. Courage was considered the keystone upon which a Knight's character was formed. Green Knights ride fearlessly to keep their promises no matter what it cost.



**Gladiators** is one of the most powerful superheroes in the army of justice. Although their lives were brutal and short, gladiators were admired for their bravery, endurance and willingness to sacrifice for what they believed in. Yellow Gladiators push themselves up to high standards and never surrender.

## ACADEMIC YEAR 2025-2026

Date	Day	June 2025
1	Sun	
2	<b>Mon</b>	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	<b>Bakrid/Eid al Adha (H)</b>
8	Sun	
9	<b>Mon</b>	
10	Tue	
11	Wed	Orientation programme for new students
12	Thu	<b>School Re-Opens for the year 2025-2026</b>
13	Fri	
14	Sat	
15	Sun	
16	<b>Mon</b>	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	International Yoga Day/ Investiture Ceremony
22	Sun	
23	<b>Mon</b>	<i>Dodging Tables (I-XI)</i>
24	Tue	<i>Mental Mathematics (I-XI)</i>
25	Wed	
26	Thu	
27	Fri	KG – Red Day
28	Sat	Cultural Event Begins (III-IX)
29	Sun	
30	Mon	

Date	Day	July 2025
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	Bulletin Board – “Clean Air & Green Earth” / KG – Green Day
6	Sun	<b>Muharram(H)</b>
7	<b>Mon</b>	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	<b>Fiesta (III-IX)</b>
13	Sun	
14	<b>Mon</b>	Inter-house Sports & Games begins (III-IX)
15	Tue	English Spelling Test (I-IX)
16	Wed	<i>Dodging Tables (I-XI)</i>
17	Thu	<i>Mental Mathematics (I-XI)</i>
18	Fri	
19	Sat	KG Fruits & Vegetable Day
20	Sun	
21	<b>Mon</b>	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	<b>Mon</b>	Formative Assessment - I begins
29	Tue	
30	Wed	
31	Thu	

Date	Day	August 2025
1	Fri	Formative Assessment – I ends
2	Sat	Spell Bee (V-IX)/ Cultural Event Begins for classes (I&II)
3	Sun	
4	<b>Mon</b>	Bulletin board – “Independence Day”
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Open Day
10	Sun	
11	<b>Mon</b>	English Spelling Test (I-IX)
12	Tue	<i>Dodging Table (I-IX)</i>
13	Wed	<i>Mental Mathematics (I-IX)</i>
14	Thu	KG Independence day celebrations
15	Fri	<b>Independence Day - House wise patriotic Dance Competition</b>
16	Sat	<b>Janmashtami(H)</b>
17	Sun	
18	<b>Mon</b>	
19	Tue	
20	Wed	
21	Thu	
22	Fri	KG - Blue Day
23	Sat	Inter-house mini marathon
24	Sun	
25	<b>Mon</b>	
26	Tue	
27	Wed	<b>Ganesh Chaturthi (H)</b>
28	Thu	
29	Fri	
30	Sat	<b>Valencia(I&amp;II)</b>
31	Sun	

Date	Day	September 2025
1	<b>Mon</b>	
2	Tue	
3	Wed	Bulletin-Board – “Tech & Develop” / KG Teachers Day Celebration
4	Thu	Teachers’ day celebration
5	Fri	<b>Eid e Milad/ Teachers’ Day (H)</b>
6	Sat	KG Yellow Day
7	Sun	
8	<b>Mon</b>	<i>Telugu Assessment Test (I-IX)</i>
9	Tue	
10	Wed	English Spelling Test (I-IX)
11	Thu	
12	Fri	
13	Sat	Hindi Diwas – Special Assembly
14	Sun	Hindi Diwas
15	<b>Mon</b>	Formative Assessment – II begins
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	Formative Assessment – II ends
21	Sun	
22	<b>Mon</b>	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	<b>Mon</b>	
30	Tue	

Date	Day	October 2025
1	Wed	
2	Thu	<b>Vijaya Dasami/ Gandhi Jayanthi (H)</b>
3	Fri	
4	Sat	<b>Brotherhood Day</b>
5	Sun	
6	<b>Mon</b>	Bulletin Board – “Books are windows to the world”
7	Tue	
8	Wed	
9	Thu	
10	Fri	<b>KG – Education fair</b>
11	Sat	<b>Education fair (I-XI) / Open Day</b>
12	Sun	
13	<b>Mon</b>	English spelling test (I-IX)
14	Tue	
15	Wed	
16	Thu	<i>Hindi Assessment Test (I-IX)</i>
17	Fri	
18	Sat	KG Special assembly – Diwali
19	Sun	
20	<b>Mon</b>	Diwali Celebrations
21	Tue	<b>Diwali (H)</b>
22	Wed	Summative Assessment starts – I
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	<b>Mon</b>	Assessment for KG
28	Tue	
29	Wed	
30	Thu	
31	Fri	

Date	Day	November 2025
1	Sat	<b>Summative Assessment ends - I</b>
2	Sun	
3	<b>Mon</b>	
4	Tue	
5	Wed	
6	Thu	
7	Fri	Bulletin Board – Children day & Every child, every right.
8	Sat	English Spelling test (I-IX)
9	Sun	
10	<b>Mon</b>	
11	Tue	
12	Wed	
13	Thu	
14	Fri	Children’s Day celebration
15	Sat	Open day
16	Sun	
17	<b>Mon</b>	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	KG Field trip
23	Sun	
24	<b>Mon</b>	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	Prince and Princess day
30	Sun	

Date	Day	December 2025
1	<b>Mon</b>	
2	Tue	English Spelling test (I-IX)
3	Wed	
4	Thu	<b>Bulletin Board - Christmas</b>
5	Fri	
6	Sat	<b>Annual Day</b>
7	Sun	
8	<b>Mon</b>	<i>Dodging Tables (I-XI)</i>
9	Tue	<i>Mental Mathematics (I-XI)</i>
10	Wed	
11	Thu	Telugu Assessment (I-IX)
12	Fri	
13	Sat	
14	Sun	
15	<b>Mon</b>	
16	Tue	
17	Wed	
18	Thu	
19	Fri	<b><i>Christmas Outreach Programme</i></b>
20	Sat	<b><i>Christmas Celebrations</i></b>
21	Sun	
22	<b>Mon</b>	
23	Tue	
24	Wed	
25	Thu	<b>Christmas(H)</b>
26	Fri	
27	Sat	
28	Sun	
29	<b>Mon</b>	
30	Tue	
31	Wed	

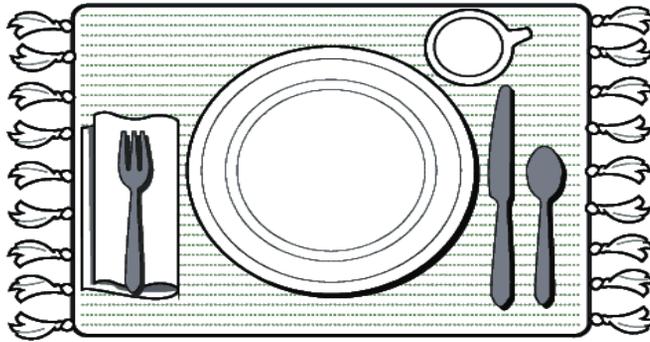
Date	Day	January 2026
1	Thu	<b>New Year</b>
2	Fri	
3	Sat	Bulletin board - "Ocean conservation"
4	Sun	
5	<b>Mon</b>	Formative Assessment – III begins
6	Tue	
7	Wed	
8	Thu	
9	Fri	Formative Assessment – III ends/ KG Special assembly
10	Sat	Special assembly – Pongal celebrations
11	Sun	
12	<b>Mon</b>	
13	Tue	<b>Bhogi (H)</b>
14	Wed	<b>Pongal (H)</b>
15	Thu	<b>Kanuma (H)</b>
16	Fri	
17	Sat	
18	Sun	
19	<b>Mon</b>	
20	Tue	English Spelling Test (I-IX)
21	Wed	<i>Dodging Tables (I-XI)</i>
22	Thu	<i>Mental Mathematics (I-XI)</i>
23	Fri	
24	Sat	<i>KG Special Assembly &amp; Republic Day Celebrations</i>
25	Sun	
26	<b>Mon</b>	<b>Republic Day (H)</b>
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	KG – Rhymes competition

Date	Day	February 2026
1	Sun	
2	<b>Mon</b>	<b>Foundation Day</b>
3	Tue	
4	Wed	
5	Thu	Bulletin Board – “Wonders of the world”
6	Fri	English Spelling Test (I-IX)
7	Sat	
8	Sun	
9	<b>Mon</b>	
10	Tue	
11	Wed	
12	Thu	
13	Fri	Cultural Event Starts – KG
14	Sat	
	Sun	<b>Maha Shivaratri (H)</b>
16	<b>Mon</b>	<i>Hindi Assessment Test (I-IX)</i>
17	Tue	<i>Mental Mathematics (I-XI)</i>
18	Wed	
19	Thu	
20	Fri	
21	Sat	<b>Valencia (KG)</b>
22	Sun	
23	<b>Mon</b>	Formative Assessment – IV begins
24	Tue	
25	Wed	
26	Thu	
27	Fri	Formative Assessment – IV ends
28	Sat	

Date	Day	March 2026
1	Sun	
2	<b>Mon</b>	
3	Tue	Telugu Assessment Test (I-IX)
4	Wed	
5	Thu	
6	Fri	<b>Bulletin board ( St. Patrick's Feast)</b>
7	Sat	Open Day
8	Sun	
9	<b>Mon</b>	English Spelling Test (I-IX)
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	<i>Dodging Tables (I-XI)</i>
15	Sun	<i>Mental Mathematics (I-XI)</i>
16	<b>Mon</b>	
17	Tue	<b>St. Patrick's Day Celebration</b>
18	Wed	
19	Thu	
20	Fri	<b>Ugadi (H)</b>
21	Sat	<b>Idul Fitr(H)</b>
22	Sun	
23	<b>Mon</b>	KG Summative Assessment – II begin
24	Tue	
25	Wed	
26	Thu	
27	Fri	<b>Ram Navami (H)</b>
28	Sat	
29	Sun	
30	<b>Mon</b>	
31	Tue	KG Summative Assessment – II ends

Date	Day	April 2026
1	Wed	Summative Assessment – II begins
2	Thu	
3	Fri	<b>Good Friday(H)</b>
4	Sat	
5	Sun	<b>Babu Jagjivan Ram Jayanti / Easter (H)</b>
6	<b>Mon</b>	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	KG Graduation Day/ KG Open day
12	Sun	
13	<b>Mon</b>	Summative Assessment – II ends
14	Tue	<b>Dr.B.R. Ambedkar Jayanti (H)</b>
15	Wed	
16	Thu	
17	Fri	
18	Sat	Open day - (I & II)
19	Sun	
20	<b>Mon</b>	Open day – (III & IV)
21	Tue	Open day – (V & VI )
22	Wed	Open day – (VII & VIII)
23	Thu	Open day – (IX)
24	Fri	
25	Sat	
26	Sun	
27	<b>Mon</b>	
28	Tue	
29	Wed	
30	Thu	

# MANNERS MATTER!



- Never say bad things about the food.
- Never stuff your mouth full of food.
- Do whatever you can to help prepare.
- Wash your hands before sitting down to eat.
- Chew with your mouth closed.
- Say, "Excuse me" if you burp.
- Don't talk loudly or interrupt when someone else is eating.
- Always say thank you when someone passes you food.
- Sit up straight in your chair and don't put your elbows on the table.
- Don't point out other's poor manners.
- If you have to leave the table during the meal, say, "Excuse me".
- Do not take more than you can eat.
- Pass the food from left to right.
- Don't reach across the table to get food, instead; ask someone to pass it to you.
- Don't talk with your mouth full.
- Don't pick food up with your hands if you can use a spoon or fork.
- If you have to sneeze, cough, blow your nose, or get something out of your teeth, go to the restroom to do it.
- Wash your mouth and hands after every meal.

# **CLASSROOM RULES**

In

St. Patrick's

You are special.

- Queue up in height order.
- Remember to take turns.
- Remember to walk, not run.
- Always come to class on time.
- Wear proper school uniform.
- Leave your seat only when necessary.
- Follow directions of all your teachers.
- Keep our classroom neat and orderly.
- Regular attendance is vitally important.
- Bring your handbook to school every day.
- Be neat: Trim your nails and cut your hair.
- Be quiet in class, lines, hallways and restroom.
- Greet the teacher when they come in and go out.
- Chewing gum in the classroom is not respectable.
- Be kind, generous, honest and respectful at all times.
- Stay on task, work quietly and complete work on time.
- Respect personal space, rights and property of others.
- Raise your hand and wait to be called on before speaking.
- Running, yelling, throwing and shouting should be avoided.
- Scribbling on the walls or on the furniture should be avoided.
- Listen quietly during discussions and while others are speaking.
- Come to class prepared with all supplies and homework complete.
- Swearing, teasing, insulting, talking back and bullying are unacceptable.
- Fancy stationery, smart watches and other distracting items are out of class.
- Fidgeting with your stationery items when the class is on should be evaded.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Success is about who you are, not what you have.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Success requires work, not just words.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

The only failure is not trying.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

A winner is a dreamer who never gives up.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Change is never easy but possible.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Success is not found before effort in the dictionary or in life.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

The key to progress is taking the initial step, not waiting for the perfect moment.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Act now; don't wait for the perfect conditions to make a difference.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Be one percent better every day.

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Subject	Assignments	Date:	Day:
Teacher's Sign:		Parent's Sign:	

Our doubts today can limit the possibilities of tomorrow.















# MY SELF EVALUATION

Date	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
1											
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4											
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6											
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<u>Teacher's Signature</u>											
Parent's Signature											

**H** Indicates **GOOD BEHAVIOUR**

'**U**' indicates not wearing proper uniform

'**S**' indicates not wearing proper / polished shoes

'**LS**' indicates late submission of academic works

'**HW**' indicates home work not done

'**N.B.**' – Book not brought

'**N**' indicates nails were not trimmed

'**L**' indicates late attendance

'**H**' indicates hair to be cut

'**D**' indicates not received sign in diary

'**B**' indicates improper behaviour in the bus

'**ID**' indicates not wearing ID Card

### EXAM TIME TABLE – FA - I SYLLABUS

Date	Subject	Syllabus

### EXAM TIME TABLE – FA - II SYLLABUS

Date	Subject	Syllabus















# Student's Leave Letter

Date : \_\_\_\_\_

From : Mr. / Mrs. \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Mobile No. : \_\_\_\_\_

To  
The Principal,  
St. Patrick's Academy (ICSE),  
D.No.6-377/2, Ravulapalem,  
B.R. Ambedkar Konaseema Dist.,  
Andhra Pradesh - 533 238.

Respected Brother,

Sub : Leave of Absence

My ward ..... Studying in Std .....

Sec ..... could / will not attend school for ..... days

i.e., from.....to. .... Due to

Reason : .....

.....

Yours Sincerely,

Signature of Parent

Address during the leave period : .....

.....

**Note : If absent for more than two days Medical Certificate has to be attached.**

# Excursion

Date : \_\_\_\_\_

From : Mr. / Mrs. \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Mobile No. : \_\_\_\_\_

To  
The Principal,  
St. Patrick's Academy (ICSE),  
D.No.6-377/2, Ravulapalem,  
B.R. Ambedkar Konaseema Dist.,  
Andhra Pradesh - 533 238.

Respected Brother,

Sub : No Objection Letter from Parents for Excursion

I,.....,parent/guardian of.....,  
studying in class ..... at St. Patrick Academy, have no objection to sending my  
child on the school excursion to ..... on .....

I understand that the trip is organized under the supervision of the school  
authorities and staff, ensuring the safety and well-being of all students. In case of any  
emergency, I can be contacted at .....

I also acknowledge that the school will take all necessary precautions for the safety  
of my child.

Kindly consider this letter as my formal consent for my child's excursion trip.

Thank you.

Sincerely,  
[Parent's Name]  
[Signature]



## TIME TABLE

Days Time	08.45- 09.25	09.25- 10.05				10.15- 10.55	10.55- 11.35	11.35- 12.15				12.45- 01.25	01.25- 02.05	02.05- 02.45	02.50- 03:30								
Periods	I	II	Break 10:05 to 10:15			III	IV	V	Lunch 12:15 to 12:45			VI	VII	VIII	Break 2:45 to 2:50		IX						
MON																							
TUE																							
WED																							
THUR																							
FRI																							
SAT																							
																	Diary Sign						

## *The Pencil*

### *Maker Told The Pencil*

1. Everything you do will always leave a mark.
2. You can always correct the mistakes you make.
3. What is important is what is inside of you.
4. In life you will undergo painful sharpenings, which will only make you better.
5. To be truly useful you must allow yourself to be held and guided by your parents and teachers.
6. We all need to be constantly sharpened.

Let this parable encourage you to know that  
**you are a special person with unique  
God given talents and abilities.**

Only you can fulfill the purpose that you were born to accomplish. Never think that your life is insignificant. Always remember that the most important part of who you are is what's inside of you.

Allow God to guide you, and He will do great and mighty things.

*Blessings to you!*

