



# St Gabriel Convent School

A CBSE School



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**Rev. Dr. William Albert Smith**  
Director  
Founder Trustee  
St. Gabriel Education Society

# Directors' Vision

**“Every Child Is Potentially  
The Light Of The World!”**



**Ms. ARCHANAA PANDE**  
Director & Principal  
St. Gabriel Convent School

Education is critical to the development of each individual's potential and to his or her enjoyment of the full range of human rights. At the same time, education must serve society as a whole by instilling in individuals an unwavering respect for the rights of others and a desire to uphold and defend those rights. To accomplish broader goals of Education, School Curriculum must address the whole person, that is, it should seek to develop the full range of human capacities –Spiritual, Social, Intellectual, Physical and Spiritual.

At St Gabriel Convent School we are determined to give children the advantage of every useful kind of knowledge. We, along with our team shall take the utmost care to give them high ideals and goals, so when they grow, they will cast their beams like brilliant candles on the world!!



## SCHOOL MOTTO

**VISION**  
Every Child Is Potentially  
The Light Of The World



LUCEAT LUX VESTRA

**MISSION**  
To Enlighten Every Heart,  
Mind And Soul

## HOUSE SYSTEM



## *School Prayer*

O Lord !

May we be a shining light to all the nations,  
A shining light to all the people of the earth,  
Till the whole mankind sees the glory of Your name,  
May Your pure light shine through us.  
May we sing a song of peace to all the nations,  
A song of peace to all the people of the earth,  
Till the whole mankind sings the praises of Your name,  
May Your song be sung through us.

When we pray,  
God hears more  
than we say,  
answers more than  
we ask, gives more than  
we imagine...  
in His own time  
and His own way.



Every Right Implies  
A Responsibility  
Every Opportunity  
An Obligation,  
Every Possession  
A Duty.



## *School Pledge*

**In the name of Lord, the Almighty we pledge to:**

1. Be generous in prosperity and thankful in adversity.
2. Be fair in our judgement and guarded in our speech.
3. Be unjust to no one and show meekness to all.
4. Be a lamp unto them that walk in darkness and a joy to the sorrowful.
5. Be a balm to the suffering and a tower of strength to the weak.
6. Be an ornament to the countenance of truth and a pillar of integrity.
7. Be an ark on the ocean of knowledge, a gem on the diadem of wisdom and a shining light in the firmament of our generation.

## • RULES AND REGULATIONS •

### **ADMISSION**

1. Application for admission is made to the Director/Principal on a prescribed application form. The Director/Principal reserves the right, without specifying any reason whatsoever, to refuse admission to an applicant.
2. Admission to Pre-Primary classes and Playgroup is made according to the age of the child : 3 years of age for Nursery; 4 years of age for LKG and 5 years of age for UKG. A child's ability is also taken into consideration, Birth Certificate is required.
3. Admission to any class is made on production of a valid transfer certificate from the previous institutions. However, admissions to Pre-Primary and Primary will be made on producing a birth certificate of Municipal Authority or Gram Panchayat only.

### **ATTENDANCE, ABSENCE, FINE AND RE-ADMISSION FEES**

1. As regular attendance is an important requirement for successful results, a written application for leave must be submitted well in advance. In case of illness and other unforeseen circumstances, the guardian should inform the principal in writing as soon as possible. A minimum attendance of 90% of the total working days is required during the academic year, falling short of which the student will not be allowed to take the examination that year. However it is advisable that a student should have 100% attendance for good performance.
2. The name of a student who is absent for 15 days without leave shall be struck off the roll. On re-admission, a re-admission fee of Rs. 1000/- will be charged.
3. A student whose name has been struck off for absence without leave and who is habitually late or persistently careless and indisciplined may not be re-admitted to the school.
4. Every student must be present on the reopening day after each vacation.
5. No student can leave the school premises during school hours without the written permission of the Principal, which may be granted under exceptional circumstances, based on the written request of parents.
6. The Principal has the right to suspend a student. The Principal may also ask parents/guardians to withdraw their child from the school if his/her conduct or educational progress is not satisfactory.
7. All entries of absence, late-coming or half-day leave should be written or mentioned in the school diary on the appropriate page allotted for the purpose and not on sheets of paper.

### **CLASSWORK AND HOMEWORK**

1. Class Work, which includes oral work, written work and class tests, is taken into consideration for promotion.
2. In the Pre-Primary, Primary, Junior High School, Senior Section Classes, homework in English, Hindi, Mathematics, Science and other optional subjects is given regularly. Guardians are requested to see that their children complete their homework regularly.

### **PARENTAL COOPERATION**

1. Parents are required to look into their children's school diary every day and see that the lessons and homework assigned are duly completed.
2. Remarks made in the school diary should be acknowledged and countersigned by the parents.
3. If you feel that your child is not making the desired progress, please make it a point to discuss it with the Principal, the class teacher and the subject teacher.
4. Criticism of a teacher or the school, in the presence of the student should be avoided. This may cause the student to lose respect for his/her teacher and the school.
5. Parents are not allowed to meet their children or their teachers during school hours without prior permission of the principal.
6. Parents are expected to participate regularly in school functions especially when they are invited.
7. Parents are requested to inform the school of any change of address or phone number.
8. Visitors are not allowed to meet the teachers in their respective classrooms.
9.
  - a) Parents are required to send their children to school on time.
  - b) Presence of every child is compulsory in the Prayer Assembly.
  - c) The child who fails to reach the school on time and does not attend the assembly may be sent back home.
  - d) Parents should not take the child out of station during school days without the prior permission of the Principal.
  - e) No sick child may be sent to school with medicines to be taken during school hours except in case of emergency medicine like inhalers for asthma.
  - f) Children will not be allowed to go home from school in between school hours except for any unforeseen circumstances.
10. Please ensure and encourage that your child takes part in all the activities of the school.

## **PARENT- TEACHER MEETINGS**

We periodically organize Parent-Teacher Meetings, where talks are arranged on child education and child welfare. Attendance of all the parents at such meetings is compulsory.

## **GENERAL RULES**

1. Students of all classes should attend prayer meetings in the morning. Students coming late may not be allowed to enter the class without the Principal's permission.
2. Parents or the attendants are not allowed to enter any classroom. No servant is permitted on the school premises until the school gets over.
3. No child should be absent without a prior written leave application. In case of contagious illness, the child is not allowed to attend school without a fitness certificate from an authorised Medical practitioner.
4. No jewellery is to be worn (except a wrist-watch) and no makeup of any kind is to be used. Nails are to be kept trimmed.
5. The school does not accept responsibility for loss of books, money, clothes and other items belonging to the students. Each child is responsible for his/her own belongings.
6. Any damage to the school property or premises by a student is to be replaced/borne by him/her. Students should keep their bicycles at the school bicycle-stand, properly locked. School authorities will not be held responsible for any loss of unlocked bicycles kept in the bicycle-stand.
7. Every child is expected to abide by the values and standards set by the school.
8. It is compulsory for students to participate in school functions, sports, cultural and literary activities. For at least one function per year, the child will have to get a dress or a costume made, as per requirement.
9. No child is allowed to bring a mobile phone to school.
10. As per government rules students who come by a two wheeler should have a valid driving license and wear helmet while driving, without which they will not be allowed to enter the school campus.
11. If any child comes to school on bicycle or a two wheeler or gearless scooter (with a valid driving license) parents must submit written application and deposit the required bicycle/ two wheeler stand fees.
12. Parents' cooperation is solicited in maintaining punctuality, regularity and discipline in all school functions.
13. Tiffin should be given to the student. It should not be sent later.
14. Please pay fee by the 12th of every month. Unpaid children will not be able to avail any Scholastic or Co Scholastic Facilities of the school.

## **SCHOOL EXAMINATION AND CONTINUOUS EVALUATION**

1. Progress of the students will be assessed on the basis of monthly assessments, half yearly and annual examinations. The marks obtained in these tests will be taken into consideration at the time of determining annual promotion.

2. Promotion will be granted on the basis of the performance of the students for the whole year.
3. Continuous evaluation is an integral part of the education process and a child is appreciated for the following four aspects: attitude, behavior, effort and improvement.

## **PROGRESS REPORT**

Parents are requested to collect progress reports of their wards regularly on the dates announced by the school after every examination. Duplicate report card will be issued against payment of Rs.200/-.

## **LABORATORY RULES**

The school has well-equipped laboratories to facilitate experiments work in various sciences. The following rules are to be observed in the laboratories:

1. Equipment for use in the laboratories will be issued to students as per rules laid down by each campus.
2. No equipment is to be taken out of the laboratory without written permission.
3. Any damage to the equipment during practical lessons will borne by the students.
4. Any item issued from the laboratories must be returned before the commencement of the annual examinations and a clearance certificate obtained from science teachers to allow the students to appear in their annual examinations.

## **GRADED SUBJECTS**

Subjects like General Knowledge, Value Education, Health and Physical Education, Sanskrit, Art and Personality Development are graded. These grading gives teachers an opportunity to assess the child's development regularly instead of just twice a year and that too on the basis of marks obtained in tests. Teachers observe the students' behavior throughout the year and then grade them. This helps students to concentrate more on the core subjects for which they are marked.

## **HOME :**

Home: Child's First School

## **SCHOOL :**

School: Child's Extended Family

**"LET US TOGETHER HELP EACH CHILD REACH  
GREATER HEIGHTS OF ACHIEVEMENTS !"**

## ● Learning Outcomes : Education & Beyond ●

### **PRE-PRIMARY**

- Ability to read and recognize words
- To develop power of reasoning
- Children should be able to identify themselves, their belonging and friends.
- Children should be able to learn general manners and memorize rhymes.
- Children should develop the power of listening, caring,, organizing and managing.
- Should be able to articulate simple sentences.
- Development of motor skills.
- Socio emotional development.
- Gross and motor development
- Able to follow instructions.

### **JUNIOR**

- The student should be socially active and responsible
- Students may be motivated to be more interactive
- Children should develop :
  - Skill of critical analysis and power of expression
  - Fluency in English
  - Art and Craft skills
  - Power of reasoning
  - Interest to work for upliftment of mankind
  - Moral, social and aesthetic values
  - Leadership qualities
  - Ability to comprehend
  - Decision making ability
- Reflective person
- Socially adaptable and knowledgeable
- Avid reader

### **PRIMARY**

- Maintaining time-table
- To develop ability of problem solving
- Should develop the power of expression
- Develop the skills of drawing and coloring
- Learn basic manners
- Develop power of reasoning
- Ability to work in groups
- Should develop good moral character
- Culturally sound
- Develop language skills
- To become independent

### **SENIOR**

- Should be able to counter the challenges of the new age
- They should be keen observers and confident persons
- Develop power of critical analysis
- Well-developed social skills
- Power of independent thinking
- Develop leadership qualities
- Well developed communication skills
- Ready to accept world as one country

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"Among the greatest of all the great services that can possibly be rendered by us to the Almighty God is the Education and Training of Children!"

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# ● Glimpses Into School Activities ●





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# St Gabriel Convent School

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- I THINK
- I QUESTION
- I DESIGN
- I CREATE
- I STRUGGLE
- I COLLABORATE
- I TRY
- I SOLVE
- I REFLECT
- I LEARN

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