

Act today in such a way that
you need not blush
tomorrow

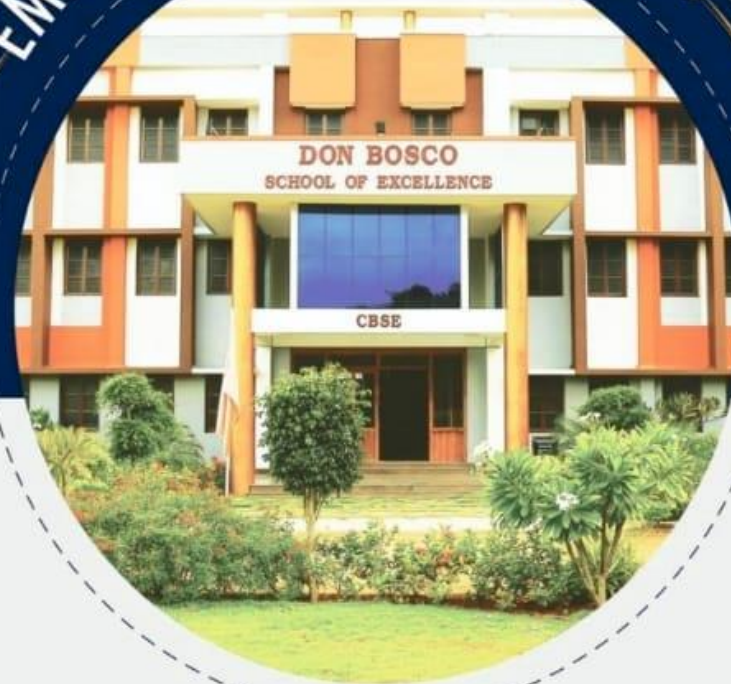
- St. John Bosco



DON BOSCO SCHOOL OF EXCELLENCE

HANDBOOK 2024-2025

EMPOWERING YOUNG MINDS



Don Bosco Puram, Vellakinar
Coimbatore - 641 029

DON BOSCO SCHOOL OF EXCELLENCE

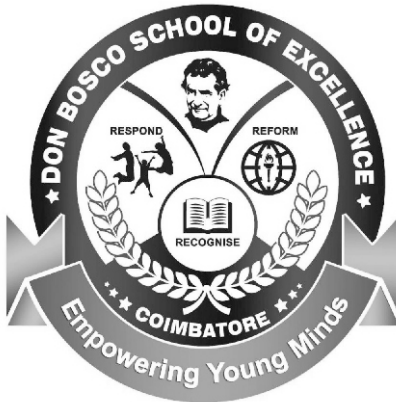
Don Bosco Puram, Thudiyalur - Saravanampatti road
Vellakinar, Coimbatore - 641 029

Affiliated to CBSE, New Delhi, Affiliation No. 1930968

Mob: 80986 81408, 75400 81408

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HAND BOOK 2024 - 2025

Name :

Grade : Section :

House : Colour :

STUDENT PROFILE

Name in Block letters:

Grade:Section:House:

Blood Group:

Any Exceptional Medical Condition:

Date of Birth:

Address (Res):

Aadhaar No:

a.Father's Name:Occupation:

Designation: Organisation:

Address (Off.):

Aadhaar No:

Mobile No: Email ID: Email ID:

b.Mother's Name:Occupation:

Designation: Organisation:

Address (Off.):

Aadhaar No:

Mobile No: Email ID: Email ID:

c.Person to be contacted in case of Emergency:

Address (Res.):

Mobile No:

Mode of transport to School : Private/ School Bus/

(Tick in appropriate place) Pick up by parents

Mode of transport from School : Private/ School Bus/

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DON BOSCO SCHOOL OF EXCELLENCE

Don Bosco Puram, Vellakinar, Coimbatore - 641 029

MANAGEMENT

Fr. Francis Gamalieyel SDB

Rector, Correspondent & Principal

Fr. Bernard Moses SDB Vice Rector, Administrator

Fr. Amala Aswin

Fr. Jerome Philominsamy

TEACHING FACULTY

Vice Principal and Curriculum Coordinator

Ms. Sowmya Maria Theresa N. P

Senior Secondary- Section Coordinator (Grade IX to XII)

Ms. Malarkodi. M

Middle School - Section Coordinator (Grade VI to VIII)

Ms. Jose Femina Judy. P

Preparatory Stage - Section Coordinator (Grade III to V)

Ms. Varshini. B

Foundational Stage B - Section Coordinator (Grade I and II)

Ms. Helan Tamilselvi. P

Foundational Stage A- Section Coordinator (Pre KG to UKG)

Ms. Nalini. A

PGT - Post Graduate Teachers

Ms. Sowmya Maria Theresa. N. P

Ms. Malarkodi. M

Ms. Kiruba Sherly Rajkumari. D

Ms. Teena Caroline Pinhero

Mr. Prinkle Stainy. P

Ms. Betty Joseph

Ms. Josephine Ceeba. G

Mr. Stalin

Ms. Vidhya. T

TGT Trained Graduate Teachers

Ms. Jose Femina Judy. P
Mr. Alex. E. D
Ms. Sophia Priyadharshini. A
Ms. Ancymelba. A
Ms. Jenitra Kanikai Mary. A
Mr. Brein Branharm. M
Ms. Uma Mageshwari. S
Ms. Leena. L
Ms. Angel Beaula. V
Ms. Kavitha. P
Ms. Rajarajeswari. D

PRT - Primary Graduate Teachers

Ms. Varshini. B
Ms. Beulah. P
Ms. Mary Prema. W
Ms. Deepa Vijay
Ms. Delphin Vijila Mary. B
Ms. Roshni. S
Ms. Harishma Kannan
Ms. Mathivathani. K
Ms. Janet Sinthila. R
Ms. Jenitha Mary. D
Ms. Sandra A. kattar. J
Ms. Virgin Preethi. A
Ms. Usha. K
Ms. Sherin Mystica. J
Ms. Divya Selestina S
Ms. Hemajackulin X
Ms. Nalini. A
Ms. Christina. S

Pre Primary Teachers

Ms. Brindha Selvi. R
Ms. Premalatha. R
Ms. Shaji Rosalind. A
Ms. Jessie Pushparani. M
Ms. Priya Silviya Francis
Ms. Suganya. A
Ms. Princy Franklina

Physical Trainers

Mr. Rahul. R
Mr. Joseph Amalan. A
Mr. Sonu. N
Ms. Gayathri. S

Special Educator	-	Ms. Mathivathani. K
Counsellor	-	Dr. Shilp & Ms. Priya Silviya Francis
Nurse	-	Ms. Helen Tamilselvi. P
Librarian	-	Ms. Thomas Herman Clamencia. M
Lab Assistant	-	Ms. Mary George

NON-TEACHING STAFF

Office Staff

Mr. Bob Clinton. T
Ms. Sherine Benita. I
Mr. Alwin. A
Ms. Jerina Stell Marie

Caretakers

Ms. Santha Kumari
Ms. Pandi ThamilSelvi
Ms. Savithri
Ms. Punitha
Ms. Vairamani
Ms. Sureka
Ms. Divya. A
Ms. Indrani
Ms. Gokila Mani

SAINT JOHN BOSCO - FATHER AND FRIEND OF YOUTH

Saint John Bosco, fondly known as Don Bosco, was an Italian Catholic priest who dedicated his life for the education of young boys.

Don Bosco was born at Becchi, near Turin, in Northern Italy on 16th August 1815. His father died when he was two and so his poor family needed his services at the farm. Bosco's elder stepbrother Antony opposed all his plans of getting even an elementary education. Yet through sheer dint of will power and with the help of many generous hearts, he got himself educated. At the same time, he did many odd jobs all of which he later taught to his boys.

He became a priest in 1841 and expanded his work for poor and abandoned boys. To cater to the needs of such boys, he started an Oratory or Boys Club, where boys can spend their time usefully. In order to prepare boys for skilled labour, in 1853, Don Bosco established a make-shift shoe making and carpentry work shop. This was the first catholic trade school in Italy.

With the dedicated group of followers who gathered around him he was able to help the street kids to become honest citizens and God-fearing men. To win the hearts of the youngsters he used the Preventive System. Don Bosco explained it as a happy blend of reason, religion and loving kindness. In fact, when asked about the secret of his immense success with youngsters, he simply answered "Love"

To continue the work that he had started, he founded a religious society of priests and brothers, known as Salesians (SDB) in 1859. They are group of persons set apart within the Catholic Church for the education of youth, especially the poor and the abandoned. To spread his work to the needy girls, with the help of Saint Mary Mazzarella, he founded a society of nuns called The Daughters of Mary Help of Christians (FMA), known as Salesian Sisters in 1872.

Besides these two in 1876 he founded a third spiritual family called the union of Salesian cooperators, a group of men and women, married or unmarried who, without becoming priests or nuns would work for youth in the spirit of Don Bosco. His charism is being carried out in various parts of the world with the help of his followers called 'Salesians'. And the Salesians are present in 138 countries serving the young.

ABOUT THE SCHOOL

The Salesians are excelling in the field of education for several decades, with the rich experience in moulding and forming the young generation. They established a school in Coimbatore adopting the CBSE curriculum in 2014. The school is affiliated to CBSE, New Delhi upto Senior Secondary.

The school provides quality education of international standards with modern technology and state-of-the art facilities. The aim of the school is to lay emphasis on experiential learning and holistic education thereby making them responsible citizens and leaders with a difference.

The school is accommodated on a large space of land. It has a serene ambience. Moreover, Spacious playground, play area for children, parking facilities and ample space for futuristic expansion and a Miyawaki forest to nurture the nature.

All classrooms are well ventilated, spacious with good air circulation. The classrooms have wall-mounted boards and interactive panels for smart class.

Display boards are placed in all class rooms for student teacher exhibits and demonstrations. Storage units are well placed to organise books and materials. These units provide relaxation to students so as to store their extra material and notebooks and carry them only when required.

In addition, it has long and spacious corridors for free access and movement. An audio visual hall which concentrates at triggering and tuning of the photographic memory allowing students to promptly record the content learned. The other amenities are Library, Science and Computer labs, Chapel, Separate toilet facilities for all genders.

VISION STATEMENT OF OUR SCHOOL

Empowering young minds in an environment of excellence where sound wisdom, ethical values and academic brilliance are fostered and actualized.

MISSION STATEMENT

Basing ourselves on the educational system of Don Bosco, we create learning spaces for students to acquire unyielding personal integrity and provide distinctive education to be trailblazers and innovators. The student centred environment enables every student to recognize their potential and make conscious choices to respond and reform their life and build a more compassionate and just society.

CORE VALUE OF THE SCHOOL

- *God-Centred and Value-led Life**
- *Holistic and Integrated Education**
- *Creativity and Innovation**
- *Care for Nature and Environment**
- *Valuing Self and Dignity of Everyone**
- *Joy, Optimism and Family Spirit**
- *Democratic Leadership and Nation Building**

OBJECTIVES AND METHOD

***The aim of the school is to develop the character and the personality of each pupil by imparting sound education, based on human values and principles using the Preventive System of Don Bosco.**

*The harmonious development of mind and body is affected by Recognizing, Responding and Reforming the nine intelligences, involving a variety of Curricular, Extracurricular and Co-curricular activities.

SCHOOL MOTTO

"The school motto is **"Empowering Young Minds"**

*The child who attends DBX is expected to learn the best in all possible ways, to recognize his/her potentiality and his/ her duties to God, Family, School, Society, Country and the Environment and to make a conscious choice of responding and reforming his/her life and the life around them.

1.NATIONAL ANTHEM

Jana - gana - mana - adhinayaka jaya he,
 Bharat - bhagya- vidhata.
 Punjaba - Sindhu - Gujarata -
 Maratha, Dravida - Utkala - Banga
 Vindhya - Himachala - Yamuna -
 Ganga, uchchala - jaladhi - taranga.
 Tava Subha - name - jage, Tava subha asisa mange,
 Gahe tava jaya - gatha.
 Jana - gana - mangala - daayak, jaya he,
 Bharata - bhagya - vidhata.
 Jaya he, jaya he, jaya he,
 Jaya jaya jaya, jaya he.
 - Rabindranath Tagore

Jana Gana Mana - English Translation

Thou art the ruler of the minds of all people,
 Dispenser of India's destiny.
 Thy name rouses the hearts of Punjab, Sindhu,
 Gujarat and Maratha,
 Of the Dravida and Orissa and Bengal;
 It echoes in the hills of the Vindhya and Himalayas,
 mingles in the music of Jamuna and Ganges and is
 chanted by the waves of the Indian Sea.

They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand, Thou
dispenser of India's destiny.
Victory, victory, victory to thee.

Note: The Indian National Anthem was composed by Rabindranath Tagore in 1911. Adopted as our National Anthem by the Constituent Assembly on January 24th, 1950. The playing time of the National Anthem is 52 seconds.

2. NATIONAL SONG

Vande Mataram !
Sujalam, suphalam, malayaja, shitalam,
Shasyashyamalam, Mataram !
Vande Mataram !
Shubhrajyotsna
pulakitayaminim,
Phullakusumita drumadala shobinim,
Suhasinim sumadhura bhashinim,
Sukhadam Varadam, Mataram
Vande Mataram !

3. தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிர்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுற் திலகமுமே!
அத்திலக வாசனை போல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்த பெருந் தமிழணங்கே! தமிழணங்கே!
உன் சீரிளமைத்திறன் வியந்து, செயல்மறந்து வாழ்த் துதுமே
வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் பெ. சுந்தரம்பிள்ளை

MEANING OF TAMIL THAI VAZHTU

(Oh Tamil Country!) you are beautifully clad in the wavy rivers and seas;

Your chiselled face shines amidst the famous Bharath sub continent;

You are the elite Dravidian country in the Deccan;
Your small forehead shines like the crescent with a distinct "thilagam";
Like the fragrance of the "thilagam" rejoiced by the entire world,
Your great name and fame is known in all directions;
Oh Tamil Angel! Oh Tamil Angel!

Your majestic, youthful industriousness makes us spell bound and wish all the best for you, all the best! all the best!

4. SCHOOL ANTHEM

We are the children of DBX
Proud to stand fo excellence
We shall truly serve our God, our school and our loving land
Love and Honour we cherish
Greed and hatred we banish

Together we can build a world of peace and harmony
We are the students of truth and trust
We shall always be the best
We are the stars of Don Bosco in his hands of loving care

Chorus

We will do our best, we will never rest
We will always strive to keep our school name ahead
Ducens, Ducens cum amore provido
Ducens, Ducens cum amore provido
To lead to lead to lead with love and care
To lead with love and care
Our Don Bosco will lead for ever more.

5. HYMNS TO DON BOSCO

ALL HAIL TO YOU DON BOSCO

All hail to you Don Bosco! You were so Young in soul
Come back again and help us rejuvenate our world

See how many youth are weary,
Lacking faith and hope and love;
See how many are forsaken:
No peace, no joy, no comfort, no light
Don Bosco, come and lead the way.

WE THANK YOU O LORD FOR DON BOSCO

We thank you, O Lord, for Don Bosco
In him we see the wonders of your love.
You filled him with gifts of nature and of grace
To lead young people to their home above.

He was a man profoundly human, open to the signs of the
times And yet he was a man, he was a man of God

RAISE YOUR VOICES

Raise your voices and sing the praises
Of the Father of all youth.
How he loved them,
And ever sought
them,
Turned their hearts towards their God.
Mother Mary, Exalt thy servant.
How he loved thee and praised thy name. Hearken
to our humble voices
And share with him thy glory.
Don Bosco be with us.
Don Bosco watch over us.
Don Bosco forever our model be. (2)

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 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.

PRAYER BEFORE CLASS

Lord we pray you /
let our doings be prompted /
by your holy inspiration /
and furthered by your help /
so that every prayer and work of ours /
may begin always from you /
and be through you happily ended.

LORD'S PRAYER

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.
Saint John Bosco - Pray for us

PRAYER AFTER CLASS

We give you thanks / Almighty God / for all your benefits / you
who live and reign / forever and ever. Amen
Saint John Bosco - Pray for us.

PRAYER BEFORE EXAMINATION

O God / the source of all wisdom and knowledge / we come
before you / to seek your blessings / before we begin our
examinations / we ask you God / to enlighten our minds / so that
we may remember all that we have learnt / O God remove all fear
and anxiety/ and fill us with your peace and tranquility / Help us to
be honest and sincere / as we write our exam. / With your
blessings and guidance, God / we know we cannot fail in any
endeavor -Amen.

ASSEMBLY SONGS

1) Praise Him

Praise him Praise him
Praise him in the morning
Praise him in the noon time
Praise him praise him
Praise him when the sun goes down
Love him
Trust him....

2) He is my everything

He is my everything He is my all
He is my everything both great and small
He gave His life for me made everything new
He is my everything, now how about you
Like honey in the rock, sweet honey in the rock
For He takes like honey in the rock
0 taste and see that the Lord is good
For He tastes like honey in the rock.

3) This is the day

This is the day this is
day That the Lord has
made -2
We will rejoice - 2 and be glad in it

4) Rejoice in the Lord always

Rejoice in the Lord always
And again I say rejoice - 2
Rejoice rejoice and again I say rejoice - 2

5) God's Love

God's love is so wonderful
O wonderful love
So high you can't get over it
So deep you can't get under it
So wide you can't get around it
O wonderful Love.

6) There shall be showers of blessings

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the saviour above
Showers of blessing (2) we need
Mercy drops round us are falling
But for the showers we plead
There shall be showers of blessing
Send them upon us o Lord
Grant us now a refreshing,
Come and now honour thy word.

7) Walking with the Lord

Walking with the Lord
We are walking in the morning
Lift up your hearts
For you're walking with God
Singing to the Lord
We are singing in the sunshine
Lift up your hearts
For you're singing to God

Share your Joy with everyone
While walking, walking
If we share, the Lord will bless us
Walking, walking
Singing new songs now,
Living new lives Building new bridges,
Walking distant miles
Well we're walking...

8) 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 that 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 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
And the message is.

9) Great Indeed are Your Works

Great indeed are your works O Lord
Now and ever more (2)
The universe night and day tells of all your wonders
You are our life and our light
We shall praise you always
You are the path which we
tread You will lead us onward
From every corner of earth all the nations gather

1) 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 to 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

Make each song I have to sing

Be to you a lovely thing 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

A WORD TO PARENTS**"EDUCATION"THE DON BOSCO WAY**

Your children are not your children,

They are the sons and daughters of life's longing for itself.

They come through you but, not from you,

And though they are with you, yet they belong not to you.

You may give them your love, but not your thoughts,

For they have their own thoughts.

You may house their bodies, but not their souls,

For their souls dwell in the house of tomorrow,

Which you cannot visit - not even in your dreams.

You may strive to be like them, but seek not to make them like

you, For life goes not backward not carries with yesterday

You are the bows from which your children as living arrows are sent forth...

Let your bending in the archer's hand be for gladness ...

- Khalil Gibran

Education is a continuous process - a blend of factors and influences that form character and personality. Two institutions however, play a prominent role and have formal educational

responsibilities before the law and society - the family and the school. Each of these institutions cannot operate on their own communication and co-operation between them is therefore essential.

Parents have always been and always will be the first educators of a child. They have the right and the duty to lay the intellectual and emotional bases for their children's lives and to help develop their system of values and attitudes. Children learn best from those they love. Parents, you are your child's first and most influential teacher!

An Educational system / school must aim towards training young people to be good citizens and sound professionals, providing them with the basics for a lifelong learning and personal development.

We at Don Bosco believe in ...Education of the 3 H's:

Education of the Head

Education of the Heart

Education of the Hands

AS YOUR CHILD'S TEACHERS AT HOME, PARENTS CAN:

- Schedule a daily homework time. Encourage your child's efforts and be available for questions. Spend time discussing.
- Read together. Taking the time to read is the most successful way to encourage kids to read and is critical to a child's education.
- Use TV and social media wisely. Establish screen time and help your child choose programmes for both education and entertainment. Select programmes to watch together and discuss. Beware of the social groups that your wards are engaged with.
- Offer praise and encouragement. Encourage your child to put in time and effort to complete assignments and to work hard. Encourage them to persevere. Cultivate a warm and supporting atmosphere while also setting and enforcing standards for schoolwork.

- Talk to the children. Know their friends and whereabouts. Support them in their school and extra-curricular activities. Keep them involved in family activities. Stress their importance as role models to younger siblings.
- Communicate life values openly with your children. By talking about and living values like honesty, self-reliance and responsibility. In this way, parents are helping their children make good decisions.
- Cultivate healthy eating habits, junk food like chips, pastries and aerated drinks should not be a regular feature in snack boxes. Diet plays a major role in the all-round development of a child.
- Ensure healthy sleeping habits. Encourage your child to sleep at a set time-**EVERYDAY**. Children need a minimum of 8 hours of sleep. Quite a number of children cannot enjoy their learning in school, as they are too sleepy.

IN RELATION TO SCHOOL, PARENTS SHOULD

- Let the children be responsible for completing class work. Reinforce values and discipline instilled in school.
- Respect teachers for the nobility of their profession and give timely response to their feedback and observations.
- Avoid criticizing your child's teachers in the presence of the children. The teachers are their role models in school.
- Seek the advice of the teachers if you think your child needs special help.
- Behavioural, academic and emotional problems in children may be directed to the School Counselor.
- Trust the school authorities enough to know that they have the best interests of your children. Offer active and enthusiastic support for all school activities.
- Kindly discourage your child from taking leave as far as possible.
- You are expected to go through your child's details in the School App periodically to check whether there is a message for you. Keep in touch with the day progress of your child and discuss

it with the authorities regularly at the appointed hours. Criticism of a student's teacher or the school in the presence of the child should be avoided because it may cause the student to lose respect for the teacher and the school.

- The school teachers will not take tuitions for their own class students. So, do not force them to teach your wards privately. Kindly inform the school if there is any change in address.
- Only English should be spoken in the school premises in order to obtain a command over spoken English. Parents are requested to encourage this practice at home also.
- After every periodical evaluation, the parents of students who have not performed well, will have to meet Principal to take the progress reports in person at the appointed time which will be intimated.
- Entrusting a pupil to the school implies that the parents agree to abide by the rules and regulations of the school. Parents should see that their children prepare home lessons properly and devote at least 2-3 hours in the evening to their studies.
- As educating a child is primarily the responsibility of the parents, they are expected to co-operate with the school with regard to pupil's integral growth. Parents are requested to follow up the child in the process of growth and maintain a cordial, co-operative relationship with the school authorities

SCHOOL WEBSITE & SCHOOL APP

All the school circulars are published on the school website 'www. donboscocbe.edu.in'. Parents are encouraged to go through the website and keep themselves updated with the latest happenings in the school. The circulars are normally published every now and then. There are many other features and informations on the website.

Parents are requested to log in to the school app with the user name and password provided to them. Teachers will be entering the student's remarks (positive or negative). You are requested to go through all these features on the school app. Kindly update your child's profile periodically (in case of change in address, email address or mobile number), the phone also needs to be updated periodically, to have smooth functioning of the App.

COMMUNICATION WITH THE PARENTS

- Our school has implemented digital communication with the parents adopting Smart school app.
- Daily home works and other official communications will be done through Smart school app and also will be sent in the Handbook.
- All the parents are expected to install Smart School App in your smart mobile or PC and have smart communications with the school.
- **Parents should be decently dressed while entering the school campus.**

INFORMATION

Don Bosco School of Excellence which follows the CBSE curriculum is run by The Coimbatore Don Bosco Society. It was founded in the year 2014-2015 in commemoration of the Bicentenary of the birth anniversary (1815-2015) of Don Bosco. The vision of this institution is to offer quality education that prepares and empowers young minds. It is a minority institution.

A. GENERAL INFORMATION

1. Don Bosco School of Excellence follows CBSE curriculum which is run by the Salesians of Don Bosco.
2. We follow the Don Bosco Educational method of Reason, Faith and Loving Kindness. This is based on the conviction that the heart of education is the education of the heart.

The constant search for value which promotes one's human and civil culture.

The authentic experience of God, lived in simplicity and translated into a communal rapport with one's neighbour. The kindness that strengthens the bond of friendship, builds up the family and creates solidarity.

3. At Don Bosco **Senior Secondary School**, the process of education involves bringing together young people, their parents / guardians, the Management and Staff, to form an **INTEGRATED COMMUNITY**.
4. The school conducts certain drives for funds for charitable / educational causes during the year. Kindly note that no

student or parent is ever compelled to donate towards these funds. Any contribution should be made out of sheer goodwill and bearing in mind the purpose of the collection which is always clearly announced beforehand and duly carried out.

5. Medical inspection of the pupil is held regularly by competent team of doctors, who issue a report of each student, and this is sent to the parents for follow-up.
6. An in-house Counselor interviews each student and compiles a Report and Recommendations for further medical or psychological intervention, which is passed on to the parents for further action.

B. ADMISSION AND WITHDRAWAL

1. Admissions are done by the management in accordance with the admission policy of the institution.
2. If the candidate seeking admission has previously attended any school, a conduct certificate and transfer certificate from the previous school must be produced. In the case of candidates coming from outside the state of Tamilnadu or any board other than CBSE, the transfer certificate must be given.
3. Admission may be refused to a candidate who is too old for the class into which admission is sought.
4. Application for Transfer certificate shall be made in writing to the principal by the parent or the legal guardian of the pupil.
5. Admissions are open to Pre KG to IX and XI only.
6. If an application for T.C. or any other certificate is made after a lapse of more than one year from the date on which the pupil left the school, a fee of Rs.100/- will be charged for each lapsed year.
7. Conduct certificate will not be issued to any pupil who applies for it a year or more after he has left the school.
8. Students who don't continue in the school can give the consent form in the month of February-March, which will be considered as final word from the parents. To change, you need the permission of the Principal.

C. SCHOOL RULES

Uniform and Dress Code:

1. All students will wear the sports uniform on the day allotted to them. (Wednesday)
2. The school uniform should be neat and tidy.
3. Shoes must be regularly cleaned and polished.
4. The students need to get the uniform only from the office and should be stitched outside keeping to the school uniform pattern. Purchasing from outside will not be appreciated.
5. The uniform should be neat and should not be a pencil fit.

Cleanliness and Hygiene:

6. Personal hygiene and neatness are essential. Hair must be well groomed. It must be cut short in the case of boys and neatly tied in the case of girls with long hair.
7. The boys will not opt for modern hair styles. Box cutting and other modern cutting will not be accepted and the students will be fined and warned if they come to the school.
8. Chewing gum is forbidden in school.
9. Pupils must keep not only their classrooms but the entire campus, neat and free of litter.
10. Dyeing of hair, wearing of long earrings, growing beard or any other form of undesirable style is strictly banned. Any student deliberately violating the rule will be suspended.
11. The notebooks and bags of the student should be kept neat and tidy. The books and note books should be covered in brown sheets.
12. Notebooks will be checked periodically. Students are responsible for submitting the notebooks at the specified time in a neat manner.

Costly Items:

13. Parents are advised not to allow their children to wear or bring any valuables to school.
14. Mobile phones, CD's, books and magazines of objectionable nature should not be brought to school.
15. Pupils are encouraged to develop a spirit of generosity. However, no gifts of any sort, individual or collective, should be given to the teachers.

Discipline and Punctuality:

16. Movement to the classroom after Assembly and to and from Physical Education (P.E.T) classes, Library and Laboratories should be in silence and in an orderly manner.

17. Silence should be followed in the rest rooms and wherever it is demanded.
18. The students need to come to the school on time before 9 am. Late comers need to meet the Principal and they will be marked as late comers. 4 days of late coming in a month will be considered one day of absent.
19. The school main gate and the entrance gate will be closed at 9am.

Rule of Language:

20. Only English should be spoken in the School premises.

Annual Day, Sports Day and Tour:

21. The students will be taken for a picnic or for a tour in a year. The students need to contribute for their expenses and need to get consent letter from Parents.
22. Annual Day and Sports Day the students will be asked to pay for their costumes and for the expenses which is not included in the school fees.
23. All pupils are expected to take part in Extra Curricular, co-curricular activities, sports and club activities of the school as part of their education. Sports Days & Annual Days are important school events in which students are expected to participate.
24. School games, exercise and drills are compulsory for all except in the case of exemption by medical authority.

Birthday Celebration:

25. The students can come in colour dress on their birthdays.
26. Cutting cakes are not allowed. They can distribute chocolates during break and lunch hours.
27. They can contribute books to libraries or saplings or flower pots during their birthdays.

D.PROMOTION RULES

Promotions are decided based on pupil's performance throughout the year. A combination of Grades and report serves to assess the progress of the child. The Pupil's attainment of communication skill in English will be measured through a continuous assessment. There are regular 'open days' when the performance of the child, both academic and social, is communicated to the parent. It is necessary that parents are prepared for the meeting with questions about their

child / ward. The transition from Pre- Primary to Primary section, IX to X and XI to XII Class will follow a certain procedure. Admission to these classes must be sought by filling an Application Form. The application will be scrutinized for acceptance according to the performance of the pupil.

E.FEERULES

- Every pupil, including the newly admitted will have to pay the fees of the academic year as per Principal's instructions. If a pupil leaves the school during the term, he/she shall have no right to claim a remission of any of the portion of the fees.
- Fees are to be paid before the school re-opens. Students will not be permitted to attend the class on the reopening day if fees are not paid.
- The amount payable as fees is subjected to revision even with retrospective effect, within a school year as circumstances warrant.
- As a minority institution, no fee exception is permitted here. Application and Admission fee of Rs.500/- shall be paid at the time of fresh admission to the school.
- Fees are to be paid online through school website with any Bank Credit Card, Internet Banking and School App. Online payment will be accepted through South Indian Bank. It is made available in the school website. The parents need to enter with their ward's admission number/ name and follow the procedure to pay the fees.
- Please note the school shall not accept cash payments. As per CBSE guidelines fees should be collected via online transaction. (Digital mode).

DATES TO PAY THE FEE PAYMENT

First Installment (15th May 2024)

Second Installment (15th August 2024)

Third Installment (15th December 2024)

F.ATTENDANCE

1. Regular attendance is a key requisite for a good student and DBX attaches much importance to it. A special certificate is awarded to students with hundred percent attendance.
2. Pupils must be punctual to class. Latecomers will not be allowed to enter the class unless an entry is made in the school app and verified by the teacher in the class and entered in the school app. Students who are late more than three times in a month will be asked to go home. If a student is regularly late then his/ her parents need to meet the Principal.
3. If a pupil remains absent for one day or more, due to illness or any other plausible reason, he / she must fill up the absence record duly signed by his / her parent. If a pupil is ill for two days, the fact must be communicated to the school. **Absence for 5 days on medical grounds must be accompanied by a medical certificate and should be sanctioned by the principal. If a pupil is ill for more than 7 days, the parent must accompany the child with a doctor's certificate and a letter explaining the absence. For any other absence of more than 7 days, a written sanction of the Principal is required. In every case, the absence must be recorded in the school app. If a student is absent for more than 10 days and the reason for absence is not communicated in writing, then the student's name is liable to be struck off from the rolls/ register.**
4. No pupil may be absent (other than for reason of illness) without obtaining leave previously and in writing from the principal. If for any grave reason, a pupil is absent without prior leave, on his return he must be accompanied by the parent. During school hours no pupil is allowed to leave the classroom without the permission of the teacher or until the class is dismissed. Written permission of the Principal is required for the pupil to leave the premises during the school hours. Breach of these rules will be viewed seriously.

5. Pupils must return to school on the REOPENING DAY after the holidays.
6. Leave, absence, and late attendance record of the pupils will always be kept updated in the school app.

G. CONDUCT OUTSIDE THE CLASSROOM

1. Every pupil should try to keep up the high tone of DBX by excelling in good manners and exemplary behaviour towards the staff and the students.
2. Scribbling on the walls or furniture or floor is to be strictly avoided. Any damage to school property including games and sports equipment will have to be made good. The decision of the Principal/ Administrator regarding the amount to be paid is final.
3. Dangerous or harmful games and amusements are strictly forbidden. In a spirit of love the pupils are expected to share with one another the limited premises of the school, avoiding everything that hurts one another.
4. After the classes or any function, the pupils must leave the school building and the premises in an orderly and disciplined manner.
5. During school hours pupils may leave the premises ONLY with the permission of the Principal and after informing the class teacher.
6. Pupils are not allowed to use the school address to receive letters or other correspondence without special permission.
7. All pupils are responsible to the school authorities for their behaviour even outside the school. On their way to and from school, they are expected to behave with proper decorum.
8. Irregular attendance, habitual idleness or neglect of duty, long absence without permission, disrespect toward the members of the staff, indocility to correction, malpractices during test, stealing, bad moral influence or any other grave fault deemed as such by the school authorities justifies severe sanctions from the school.
9. All pupils are expected to go home immediately after class, and not stay back in school unless permitted for a specific activity or practices. Parents are expected to take responsibility for their children after school hours and make necessary arrangements to take their children home on time.

10. No books, periodicals, newspapers or pictures other than prescribed ones, may be brought into the school premises without the permission of the principal. Likewise articles liable to prove source of disturbance such as crackers, water pistol, and colour powder are not to be brought into the school premises.
11. Any form of bullying, ragging or causing injury to others will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
12. Pupils suffering from contagious diseases are not permitted to attend school.

H. EXAMINATIONS

- There are three Periodic assessments and Quarterly, Half yearly and Final assessments during the course of the year.
- Progress reports of the pupils are given to the parents after every assessment and as per needs. For promotion at the end of the year, the whole year's mark is taken into consideration. Pupils absent from Periodic & Quarterly, Half yearly and Final assessment without the permission of the Principal will not be given any mark for each assessment they are absent for.
- Pupils who are caught copying during any test or examination may be detained or asked to leave the school irrespective of their academic performance
- Books or papers of any kind should not be brought to the examination hall by the pupils. Every pupil should have the required writing/drawing materials and no lending or borrowing is permitted in the examination hall.
- Absolute silence is to be maintained in the examination hall. Pupils who make use of unfair means during examination will be severely dealt with the discretion of the Principal. Those who help others in anyway to have recourse to unfair means will also be dealt with in the same manner.
- Assessment should be taken on the specified days. No separate test will be conducted for absentees.

SYSTEM OF ASSESSMENT

Pre Mid–Term, Mid-Term & Post Mid-Term assessments will be conducted at regular intervals for 80 marks and Final Assessment also will be conducted for 80 Marks.(School will award grades as per the following grading scale)

Grade I-V

MARKS RANGE	GRADE
90-100	A+
75-89	A
56-74	B
35-55	C
BELOW 35	D

Grade VI-XII

MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
34-40	D
33 & BELOW	E

20 Marks / Points Allotment Details:

Internal Marks Split Up: KG to Grade VIII (20 Marks)

a) Academic Proficiency

(Class work and Home work submission on time and being attentive in the class and being attentive in the class and submission of projects on time) 5 Marks

b) Participation in Co-Curricular / Extra-Curricular Activities

(Exhibition / House Activities / Programmes / and Prizes won) 5Marks

c) Good Conduct

(Good Manner and Behaviour, Late-coming and Long Absence, Parents attendance in seminar and for Parents - Teachers Association Meeting 5 Marks

d) Dress/Cleanliness

(Proper Uniform and Personal Cleanliness/ Contribution to Environmental Cleanliness) 5 Marks
(Grade IX onwards, as per the CBSE criteria).

CONDUCT IN THE CLASSROOM

- When the class teacher or persons enter the class or leave, the pupil are expected to stand up and greet them respectfully. Silence is very conducive to quiet reflection and study both for oneself and others. Hence if anyone wants to ask questions or doubts or discuss matters of study with the teachers or his/her classmates, permission of the supervising teacher is necessary.
- Loud talking or clapping of hands or any disturbance to other classes is never permitted. For choral recitation or singing or anything else that is liable to cause disturbance to the other classes, pupils will be taken outdoors.
- In the absence of the teacher, the class leader immediately takes charge of the class and reports the fact to the principal or to the coordinator, with the help of the assistant leader. Pupils are expected to study their lessons in strict silence and seriousness in the absence of the teacher.
- No one may take up any collection or impose a fine without the authorization of the Principal. No presentation of gifts either by pupils or parents to teachers, or any demonstration of any sort towards the teachers may be done, without the explicit permission of the Principal.

SCHOOL TRANSPORT SYSTEM

Our school offers transport facility for students.

Interested parents can approach the School Office and make arrangements.

School fees does not include transport fee.

Transport fee should be paid in three installments

First installment (15th May)

Second installment (15th September)

Third installment (15th January)

Important points to remember while travelling in the bus

1. The students need to sit in the bus properly as and when they get inside and there is no fixed places to anyone in the bus.
2. The students need to respect and listen to the care taker and

the driver in the bus. Treat them as elders respectfully and not as servants.

3. Shouting and yelling in the bus is prohibited.
4. Talking bad words and in Tamil should be avoided.
5. Students who misbehave in the bus will be warned in the beginning and their bus facilities will be cancelled after reminder and information to the parents.
6. CCTV cameras are fixed in all the buses to monitor.
7. Getting down from the bus without the permission is not allowed.
8. Transport facility will be offered to only those who pay the fees and those who don't pay the fees in time the facilities will be cancelled.

PROFICIENCY AWARDS

A student who excels in Academics is awarded a Certificate of Merit. These students should have secured an Average Overall Grand Grade of A+ for Class I to V and A / A+ for Class VI to VIII and A1 / A2 for Class IX and XI at the end of the year.

SCHOOL ACTIVITIES

The school's educational philosophy is child-centered and the school aims to take a sustained interest in the personal, social and academic development of each student. Teachers will be assigned to classes to respond to academic and disciplinary issues. The class teacher's responsibility is to take attendance in the morning, collect absence notes and check uniforms.

THE MONITORIAL SYSTEM

Each class will have leaders to shoulder a range of responsibilities appropriate to different age levels. These responsibilities will nurture teamwork, promote cooperative and organizational skills and develop accountability.

EXTRA CURRICULAR ACTIVITIES

On Fridays, two hours are allotted for extracurricular activities. The students need to pick up one activity and should improve on it. There will be test conducted at the end of every session. The students who show special interest will be permitted to enroll in different competitions at national and international level.

GRADE I to IV (Time: 01.00pm to 02.10pm)- Every Friday

- ◇ Yoga Class
- ◇ Karate
- ◇ Western Dance
- ◇ Keyboard
- ◇ Art and Craft
- ◇ Painting and Drawing
- ◇ Hindi – Prathmik

GRADE V to IX (Time: 02.20pm to 03.20pm)- Every Friday

- ◇ Yoga Class
- ◇ Karate
- ◇ Guitar
- ◇ Western Dance
- ◇ Bharatham
- ◇ Keyboard
- ◇ Art and Craft
- ◇ Painting and Drawing
- ◇ Theatre and Drama
- ◇ Robotics
- ◇ Hindi-Prathmik
- ◇ French

CCA ACT1VI11ES

The CCA Activities will take place in the third and fifth Saturday of every month. The students need to participate in all the competitions without fail. The winners will be awarded certificates, medals and the points will be given to the respective Houses of the winners.

Sports Actives

DONBOSCO SPORTS ACADEMY

"Run, jump, shout but do not sin" said Don Bosco. Our system of education is incomplete without sports. The increasing popularity of mobile, computer, video games and television makes the children to be inactive in their lifestyle. Sports activities develop a sense of friendliness among the children and develop their team spirit too. They help the children to develop mental and physical toughness. They shape their body and make it strong and active.

Don Bosco Sports Academy encourages students to love sports. It offers the possibility of developing their talents after the school hours under different categories.

The sports facilities are given to the students every day. The students need to pick up a sport and need to get trained in it. The following sports will be given training in the school every day. The students are encouraged to join sports coaching after school hours and need to pay extra for the training.

1. Football
2. Cricket
3. Basketball
4. Archery
5. Table Tennis
6. Chess
7. Volley ball
8. Skating
9. Athletics
10. Silambam
11. Badminton

CLUBS

Club activities in the school help the students to learn something new. DBX always tries its level best to help the students to learn something new. The students need to be part of a club and need to learn something new for their career. The club meeting will be held once in a month (1st week of every month). The students need to join a club and learn something new in this academic year. All the students need to be in one club or the other.

GRADE I to IV

1. Word building Club
2. Theatrics Club
3. Little orators Club
4. Spell Bee Club
5. Aerobic Club
6. Mental Math Club
7. Drawing Club

GRADE V to IX

1. Cookery Club
2. inquisitive Club
3. Eco Club
4. Young Journalists Club
5. Needle and Thread
6. Spell Bee Club
7. Theatrical club
8. Aerobic Club
9. Mental Math Club
10. Beautician Club

1. SCIENCE LABORATORY

The Science Laboratories of Physics, Chemistry and Biology are well equipped and provide necessary facilities for demonstration, experimentation and project work at various levels. The laboratory is upgraded every year.

BEHAVIOR IN THE SCIENCE, MATH AND COMPUTER LABS

- Without the prior permission of the teacher or the lab attender, students are not allowed to enter the laboratory.
- Students must not play with or waste chemical.
- Except for the experimental set up provided, students are warned not to tamper with other lab equipment.
- Splashing or wasting water is considered as irresponsible act.
- Burners when not in use must be turned off.
- If chemicals spill over during heating or transfer, the place must be cleaned at once with a towel.
- When a test tube or any apparatus is broken the lab attender or the subject teacher must be informed.
- While leaving the lab, student must ensure that the burner and the electrical appliances are switched off.
- Students must observe absolute silence while they are in the labs.

2. COMPUTER LABORATORY

We are living in an Electronic age. Various electronic items have become an integral part of our day-to-day life. The computer has become a close companion of people at their work place. Few jobs, perhaps, are there where the computer cannot help us. So virtually, our age is the Age of Computers. It is imperative, therefore, that young children should be well acquainted with computers and their use in common activities of daily life. The Computer Lab is equipped with LCD monitors and teaching is done through Power Point Presentations in keeping with the changing times. The students need to take extra care in handling the computers.

3. MULTIMEDIA EDUCATION

Don Bosco aims to provide a student with the best teaching learning experiences. Interactive panels have been installed in all the classrooms, to provide our students/teachers with audio visual tools to enhance the computer based teaching-learning environment. This includes networking of classrooms, effective usage of multimedia resources and access to on-line resources. We use Extra Marks, and Mac Millan tools to teach our students in a better and a clearer way.

4. LIBRARY

- As reading habit is very essential for learning and the acquiring of knowledge, pupils are encouraged to take the maximum advantage of the school library.
- For an orderly access to the library and to preserve the books in good condition for the use of everyone, the pupils must observe the rules of the library and take care of the books.
- When a book is issued, the pupil should examine it at once and call the attention of the librarian to any damage found in it. If he/ she fails to report it on time he /she will be held responsible for any damage that will be detected later. The loss of a book must be made good by paying the cost of it to the school.
- Anyone who borrows books from the library, including members of the staff, should return the same on the due date to facilitate their circulation among others.
- The students need to read at least one book per month and should complete at least 10 books in a year.

5. EXHIBITION

Thematic Exhibition

All students are expected to participate in Thematic Exhibition as per the guidelines given by the teacher. All projects must be submitted within the stipulated time. Certificates of Appreciation are awarded for the best project and overall contribution of the student. While parents may help the child with ideas, it is expected that all projects are the work of children.

HOUSE SYSTEM

To promote competition and healthy challenge among the students in all the activities of the school, both curricular and extra-curricular and also to nurture qualities such as loyalty and leadership, the House System has been organized. The following points system will be implemented throughout the year. 20, 15, 10 and 05 for most of the competitions. Various inter-house programmes/ competitions will be organized and points will be given to the houses.

ALL THE STUDENTS ARE DIVIDED INTO FOUR HOUSES

HOUSES AND MOTTOS

REDHOUSE

Patron	Bl. Micheal Rua
Role Model	Indian leader (Mother Teresa)
Motto	Love all labour as one

BLUE HOUSE

Patron	St. John Bosco
Role Model	Indian leader (Jhansi Rani)
Motto	Knowledge and Integrity

GREENHOUSE

Patron	St. Dominic Savio
Role Model	Indian leader (Muthulakshmi Reddy)
Motto	Seek Peace through Non-Violence

YELLOW HOUSE

Patron	Bl. Laura Vicuna
Role Model	Indian leader (Vellunachiyar)
Motto	Always strive for the best

Various Competitions and events will be conducted keeping in mind the following Category of the Students

Grade I to II	- Category I
Grade III to IV	- Category II
Grade V to VI	- Category III
Grade VII to VIII	- Category IV
Grade IX to X	- Category V
Grade XI to XII	- Category VI

Aim:

1. To stimulate a keen sense of union among all pupils in school.
2. To stimulate a greater effort in Sports and academic achievements.
3. To develop a sense of belonging to the school & consequently a good spirit.
4. To train in leadership and a sense of responsibility.

SCHOOL UNIFORM

MONDAY, TUESDAY, THURSDAY, FRIDAY	- School Uniform
WEDNESDAY	- House Uniform
SATURDAY	- Colour Dress

KG SECTION

Grade	Boys	Girls
KG	Green Colour T-Shirt with Half Sleeve and Black Colour Half Trouser. (No tie and belt)	Green Colour T-Shirt with Half Sleeve and Black Colour Divided Skirt. (No tie and belt)
I & II	Turkish Colour T-Shirt with Half Sleeve and Black Colour Half Trouser.	Turkish Colour T-Shirt with Half Sleeve and Black Colour Divided Skirt.
III - V	Lavender Colour Shirt with Long Straight White Stripes with Half Sleeve and Navy Blue Colour Half Trouser.	Lavender Colour Shirt with Long Straight White Stripes with Half Sleeve and Navy Blue Colour Pinafore.
VI - XII	Lavender Colour Shirt with Long Straight White Stripes with Full Sleeve and Navy Blue Colour Full Pants and Navy Blue Colour Sleeveless coat up to waist level.	Lavender Colour Shirt with Long Straight White Stripes with Full Sleeve and Navy Blue Colour Full Pants and Navy Blue Colour Sleeveless coat up to waist level.
KG - XII	Shoe: Black Colour School Shoe and Blue Colour School Socks.	Shoe: Black Colour School Shoe and Blue Colour School Socks.

SCHOOL PROCEDURES TO BE FOLLOWED:

1. Absenteeism	When the students take a leave, s/he should fill the leave form and get the signature from the parents, class teachers and need to meet the principal or vice principal. The students need to meet the principal before entering into the class room.
2. Loss of school handbook or Student ID card, Shoes, Belt, etc.	A written intimation to the class teacher or in the office along with the requisite fee.
3. Late Arrival / Early Departure	Marked Half day if it happens more than thrice in a month.
4. Contagious / Infectious Diseases	Medical Fitness Certificate from the doctor to be produced after completion of the prescribed period of quarantine.
5. Meetings with the Principal	9.30 am to 12.00 noon (with prior appointment) - Monday to Friday
6. Meeting teachers	03.45 pm - 04.30 pm Monday to Friday
7. Electronic gadgets - mobile phones, cameras etc.	Confiscated if found with the child. The same could be collected by parents at the end of the Semester.
8. Parents unable to attend Parents - teachers meeting.	Principal's Permission has to be obtained and a Letter of Authorization signed by the Principal along with child's guardian or parent.

Declaration by the Parents/ Guardians:

We hereby declare that we have read, understood and promise to abide by the rules and regulations of the school specified above. We will also ensure that our child/ ward abides by the same at all times.

Father's Signature :

Mother's Signature :

Guardian's Signature :

Date :

SCHOOL TIMETABLE

08:35 am	-	Arrival of KG Staff and Prayer
08:45 am	-	Arrival of Teachers and Prayer
09:00 am	-	Assembly - Monday (Grade III - Grade XII) Assembly - Tuesday (Grade I & II) Assembly - Wednesday (KG Students) Brain Gym - Tuesday, Wednesday, Thursday, Friday
09:10 am	-	1 st hour
09:55 am	-	2 nd hour
10:35 am	-	Break
10:50 am	-	3 rd hour
11:30am	-	4 th hour
12:10 pm	-	Lunch/ DBX FM Radio on Wednesday (12:30 – 12:45)
12:50 pm	-	5 th hour
01:30 pm	-	6 th hour
02:10 pm	-	Break
02:20 pm	-	7 th hour
02:55 pm	-	8 th hour
03:25 pm	-	Zero hour
03:30 pm	-	School Prayer, School gives over
04:30 pm	-	Teachers Leave
05:00 pm	-	Office Staff and Care Takers leave



MONTHLY PLANNER - JUNE 2024

DATE	DAY	EVENTS / PROGRAMMES
1	Sat	Global Day of Parents, World Milk Day
2	Sun	
3	Mon	World Bicycle Day, Animation for the teachers Prayer service for the teachers Seminar for the Teachers
4	Tue	Int'l. Day of Innocent Children Victims of...
5	Wed	World Environment Day, Animation for the teachers
6	Thu	Animation for the teacher
7	Fri	World Food Safety Day, Animation for the teachers
8	Sat	Best Friends Day, World Oceans Day
9	Sun	
10	Mon	Inauguration of the School (X t & XII)
11	Tue	
12	Wed	World Day Against Child Labour,
13	Thu	Inauguration of the School (I to IX,XI)
14	Fri	
15	Sat	
16	Sun	
17	Mon	Bakrid - Holiday
18	Tue	
19	Wed	Fathers Day School reopens for Kindergarten
20	Thu	World Refugee Day
21	Fri	International Yoga Day, World Music Day
22	Sat	
23	Sun	International Olympic day
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Social Media Day
·Collecting Students Detail for LOC ·Updating OASISTOTAL		
NUMBER OF WORKING DAYS - 13		

MONTHLY PLANNER - JULY 2024

DATE	DAY	EVENTS / PROGRAMMES
1	Mon	National Doctors Day
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	World Chocolate Day
8	Mon	
9	Tue	
10	Wed	
11	Thu	World Population Day
12	Fri	
13	Sat	
14	Sun	
15	Mon	World Youth Skills Day, Kamarajar Day
16	Tue	
17	Wed	World Emoji Day, Muharram - Holiday
18	Thu	Nelson Mandela Day
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	Cousins Day
25	Thu	
26	Fri	Kargil Victory Day
27	Sat	
28	Sun	
29	Mon	International Tiger Day
30	Tue	International Friendship Day World Day against Trafficking in Person
31	Wed	
NUMBER OF WORKING DAYS - 24		

MONTHLY PLANNER - AUGUST 2024

DATE	DAY	EVENTS / PROGRAMMES
1	Thu	
2	Fri	
3	Sat	
4	Sun	Friendship Day
5	Mon	
6	Tue	Hiroshima Day
7	Wed	
8	Thu	International Cat Day
9	Fri	Nagasaki Day
10	Sat	World Biofuel Day
11	Sun	
12	Mon	International Youth Day, World Elephant Day
13	Tue	International Left-Handers Day
14	Wed	
15	Thu	Independence Day - Holiday
16	Fri	
17	Sat	SPORTS DAY
18	Sun	
19	Mon	Raksha Bandhan /World Humanitarian Day,World Photography Day
20	Tue	World Mosquito Day
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Krishna Jayanthi - Holiday
27	Tue	
28	Wed	
29	Thu	National Sports Day
30	Fri	
31	Sat	
NUMBER OF WORKING DAYS - 23		

MONTHLY PLANNER - SEPTEMBER 2024

DATE	DAY	EVENTS / PROGRAMMES
1	Sun	
2	Mon	World Coconut Day
3	Tue	
4	Wed	
5	Thu	International Day of Charity, Teachers' Day
6	Fri	
7	Sat	Vinayakar Chathurthi - Holiday
8	Sun	International Literacy Day
9	Mon	
10	Tue	Grandparents Day
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	Engineers Day International Day of Democracy/ Onam
16	Mon	Milad – Un – Nabi - Holiday
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	International Day of Peace
22	Sun	
23	Mon	International Day of Sign Languages
24	Tue	NSS Day World Deaf Day
25	Wed	National Daughter's Day, World Pharmacy Day
26	Thu	World Environmental health Day
27	Fri	World Tourism Day
28	Sat	
29	Sun	World Heart Day
30	Mon	International Translation Day
NUMBER OF WORKING DAYS - 21		

MONTHLY PLANNER - OCTOBER 2024

DATE	DAY	EVENTS / PROGRAMMES
1	Tue	International Coffee Day, International Day of Older Persons, World Vegetarian Day
2	Wed	Gandhi Jayanthi - Holiday, International Day of Non - Violence
3	Thu	
4	Fri	World Animal Day
5	Sat	World Teachers' Day
6	Sun	World Smile Day, Annual School Tour
7	Mon	
8	Tue	Indian Air Force Day
9	Wed	World Post Day
10	Thu	World Mental Health Day
11	Fri	Ayutha Pooja – Holiday
12	Sat	Vijaya Dashami – Holiday
13	Sun	
14	Mon	
15	Tue	Global Handwashing Day
16	Wed	World Food Day
17	Thu	International Poverty Eradication Day
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	United Nations Day/ world Polio Day
25	Fri	
26	Sat	Grandparents Day
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	Diwali
NUMBER OF WORKING DAYS - 21		

MONTHLY PLANNER - NOVEMBER 2024

DATE	DAY	EVENTS / PROGRAMMES
1	Fri	All Saints Day
2	Sat	All Souls Day
3	Sun	
4	Mon	Fancy Fete for SHARE TO CARE
5	Tue	
6	Wed	
7	Thu	National Cancer awareness Day
8	Fri	
9	Sat	World Quality Day
10	Sun	
11	Mon	National Education Day
12	Tue	
13	Wed	World Kindness Day
14	Thu	Children's Day
15	Fri	
16	Sat	National Press Day, World Philosophy Day
17	Sun	
18	Mon	
19	Tue	International Men's Day
20	Wed	Universal Children's Day
21	Thu	Hello Day, World Television Day
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	Indian Constitution Day
27	Wed	
28	Thu	
29	Fri	
30	Sat	K.G.FUNDAY
NUMBER OF WORKING DAYS - 22		

MONTHLY PLANNER - DECEMBER 2024

DATE	DAY	EVENTS / PROGRAMMES
1	Sun	World AIDS Day
2	Mon	National Pollution Control Day, World Computer Literacy Day
3	Tue	International Day of Persons with Disabilities
4	Wed	Indian Navy Day
5	Thu	World Soil Day
6	Fri	
7	Sat	Armed Forces Flag Day
8	Sun	
9	Mon	International Anti-Corruption Day
10	Tue	Human Rights Day
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	International Tea Day
16	Mon	
17	Tue	
18	Wed	International Migrants Day
19	Thu	
20	Fri	International Human Solidarity Day
21	Sat	
22	Sun	National Mathematics Day
23	Mon	National Farmers Day, Christmas Celebration with Teachers
24	Tue	
25	Wed	Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	
NUMBER OF WORKING DAYS - 16		

MONTHLY PLANNER - JANUARY 2025

DATE	DAY	EVENTS / PROGRAMMES
1	Wed	New Year's Day
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	Retreat for Students
10	Fri	
11	Sat	
12	Sun	National. Youth Day
13	Mon	
14	Tue	Pongal
15	Wed	India Army Day, Pongal
16	Thu	Pongal
17	Fri	Uzhavar Thirunal
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	Don Bosco QUIZ Competition
24	Fri	International Day of Education, National Girl Child Day
25	Sat	
26	Sun	Republic Day, MOCK Parliament
27	Mon	
28	Tue	
29	Wed	
30	Thu	Anniversary of Gandhi Assassination, Martyr Day
31	Fri	FEAST OF ST. DON BOSCO
NUMBER OF WORKING DAYS - 18		

MONTHLY PLANNER - FEBRUARY 2025

DATE	DAY	EVENTS / PROGRAMMES
1	Sat	
2	Sun	
3	Mon	
4	Tue	World Cancer Day
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	Chocolate Day
10	Mon	World Pulses Day
11	Tue	
12	Wed	
13	Thu	World Radio Day
14	Fri	CARE TAKERS DAY
15	Sat	ART EXPO
16	Sun	
17	Mon	
18	Tue	
19	Wed	Confession Day
20	Thu	
21	Fri	International Mother Language Day
22	Sat	World Thinking Day, CERTIFICATE DAY
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	National Science Day
NUMBER OF WORKING DAYS - 23		

MONTHLY PLANNER - MARCH 2025

DATE	DAY	EVENTS / PROGRAMMES
1	Sat	
2	Sun	
3	Mon	World Wildlife Day
4	Tue	National. Safety Day
5	Wed	
6	Thu	Dentist Day
7	Fri	
8	Sat	International Women's Day
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	World Kidney Day
15	Sat	Consumer Rights Day
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	International Day of Happiness, World Sparrow Day
21	Fri	International. Day of Forests
22	Sat	World Water Day
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	World Theatre Day
28	Fri	
29	Sat	Telugu New Year
30	Sun	Idul Fitr
NUMBER OF WORKING DAYS - 23		

MONTHLY PLANNER - APRIL 2025

DATE	DAY	EVENTS / PROGRAMMES
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	Mahavir Jayanthi
11	Fri	
12	Sat	
13	Sun	
14	Mon	Dr.Ambedkar Jayanthi/ Tamil New Year
15	Tue	
16	Wed	
17	Thu	Mondy Thursday
18	Fri	Good Friday
19	Sat	
20	Sun	Easter
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
NUMBER OF WORKING DAYS - 15		

NOTE TO PARENT

Empty space for writing the note to parent.

NOTE TO PARENT

Empty space for writing the note to parent.

RECORD ABSENCE

Absence of a student will be duly marked on this page by encircling the date.
If there are three such marks in a Month it has to be reported to the Principal

	APR	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	1	1	1	1	1	1	1	1	1	1	1
	2	2	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4	4	4	4
	5	5	5	5	5	5	5	5	5	5	5
	6	6	6	6	6	6	6	6	6	6	6
	7	7	7	7	7	7	7	7	7	7	7
	8	8	8	8	8	8	8	8	8	8	8
	9	9	9	9	9	9	9	9	9	9	9
	10	10	10	10	10	10	10	10	10	10	10
	11	11	11	11	11	11	11	11	11	11	11
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			31	31		31		31	31		31
TEACHER'S SIGN											
PARENT'S SIGN											

RECORD OF DIARY NOT BROUGHT

A child without a school diary will be marked on this page by encircling the date by the teacher on the following day

	APR	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	1	1	1	1	1	1	1	1	1	1	1
	2	2	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3	3	3
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	14	14	14	14	14	14	14	14	14	14	14
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	27	27	27	27	27	27	27	27	27	27	27
	28	28	28	28	28	28	28	28	28	28	28
	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
TEACHER'S SIGN											
PARENT'S SIGN											

SPECIAL EVENTS FOR EVERY MONTH

Assembly-(09.00am to 09.10am)

- Monday - Assembly for Grade III to Grade XII
 Tuesday - Assembly for Grade I and II
 Friday - Assembly for JKG and SKG
 Tuesday, Wednesday & Friday - Brain Gym and Sing Song

FM Radio (12:30 pm to 12:45 pm)

- Wednesday and Friday - Class teachers with the students

Seminar for the Students

- Week 2 Wednesday afternoon - (01:15 pm to 03:15 pm)
 Seminar for the Parent - Once in a term

Counselling for the students and Animation

- Every Monday by Dr. Shilpa from 01:00pm to 04:00 pm

Special Events on Friday

- Writing the report of the students in the App - Every Friday by the
 Class teachers

- First Friday Mass - 11:30 am for Catholic Students
 Every Friday - 4th Hour Catechism and Value Education
 Friday Afternoon - Extra-Curricular Activities
 For Grade I to V - 5th and 6th Hour (01:00 pm to 02:10 pm)
 For Grade VI to IX - 7th and 8th Hour (02:20 pm to 03:20 pm)

Special Events on Saturday

- Week 1 CLUBACTIVITIES
 Week 2 Holiday
 Week 3 CCA Activities
 Week 4 Seminar for the Teachers/
 Meeting Holiday for the
 Students

Last day of the Month

"Remembering St. John Bosco-Special Prayer to St. John Bosco ' Adoration and Rosary for the students according to the class wise at 12:40 pm to 01:00 pm.

' Staff Meeting to discuss about the monthly programme.

Last Friday of the Month

Student Council Meeting @ 02:20pm to 3:20 pm.

Special Classes/ Tests for Grade X and XII - Remedial Students

"Everyday from 04:00 pm to 05:15 pm

* Checking Homework & Notebook correction by the Section Co-coordinators.

"Report submission to the Principal (15th and 30th of every month)

"Monthly once changing of the Notice Boards in the Class Rooms.

SPECIAL COACHING CLASSES

Sports Activities - (Monday to Friday)

Football
Cricket
Basketball
Table
Tennis
Archery
Silambam
Badminton

Talent Coaching- 3 days - (Monday, Tuesday & Thursday)

Keyboard
Western Dance
Karate

Field Trips can be organized on 2nd Saturday of the month by the individual class teachers.

Worksheet and Homework schedule will be given to the teachers.

TIME TABLE

03.30 pm - School Gets Over
 Zero hour - 03.25 pm to 03.30 pm

8								
7								
	B R E A K							
6								
5								
	L U N C H							
4								
3								
	B R E A K							
2								
1								
8.45 9.00	A S S E M B L Y							
Day		Monday	Tuesday	Wednes Day	Thursday	Friday		