

MARY MATHA ENGLISH MEDIUM SCHOOL

Pothencode P.O., Thiruvananthapuram, Kerala

CBSE Affiliation No : 931080

Phone: 0471 2411277, 9074536735, 9074480727

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www.marymathaschool.com



HANDBOOK 2023 - 2024

Name of the Pupil :

Standard : Division :

Roll No : Admission No :

*“This diary is to be brought to school every day”
(Go through the pages for daily information)*

PERSONAL MEMORANDA

Name of the Pupil :

Ad. No. Date of Birth Sex.....

Std :Division : Roll No::House

Religion CasteSC/ST/OBC.....

Residential Address

..... Phone :

Blood Group APL/BPL.....Aadhar No.....

Name of Mother

Occupation Mobile

Name of Father Mobile

Occupation Mobile

Name of Local Guardian (if any)

Occupation Phone

Siblings studying in Mary Matha

Name Class

Name Class

Name of Class Teacher Mob:

Mode of Transport Car/Auto/Jeep/School Bus

School Bus Boarding Point Bus No.

Name of Driver Mob.:

I have read the rules & regulations of this school and I promise to abide by them and see that my Child fully conforms to the standards required by him/her in conduct and studies.

Date :

Specimen Signature

Signature of Parent/Guardian

Father

Mother

Local Guardian

PERSONAL MEMORANDA

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Ad. No. Date of Birth Sex.....

Std :.....Division :..... Roll No::.....House

Religion CasteSC/ST/OBC.....

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MARY MATHA ENGLISH MEDIUM SCHOOL

Mary Matha English Medium School is owned by the religious community of the Daughters of Mary and managed by Daughters of Mary Charitable Trust, through a managing committee the school came into existence in the year 1968 as a Nursery School. For a number of years it remained. So gradually it developed as an LP School in response to the need of the locality and the pressure from the public. By and by it flourished as up school and high school. The School got Affiliation on 23rd August 2013 from the Central Board of Secondary Education (CBSE). It is a Co-educational Centre of National Standard. The School Examination (AISSE) conducted by CBSE. It admits students of all communities irrespective of Caste or Creed. It was with the support and whole hearted Cooperation of the parents and well-wishers that we were able to reach such a position. Undoubtedly, Mary Matha is the best choice to the parents who seek an education, which aims at excellence in the pursuit of knowledge, encourage creativity and independent thinking for their children.

Moulding Character

Attention and Care

Relevant Education

Yielding the best

Mutual respect

Adequate facilities

Technology Oriented

High-Order thinking

Attractive Communication

OUR VISION

To make a Synonym of quality education in the society that prepares students to be future ready citizens through outstanding and research based teaching in the sustainable and systematic way.

OUR MISSION

1. To provide the best education that transforms students through vivid knowledge and empowerment.
2. To mould the new generation by rooting them firmly in justice, truth, peace and faith.
3. To promote Cognitive, Mental-Physical and Social Development of Youth and make them fit for future.
4. To create an atmosphere of responsible freedom for the integral formation of the students.
5. To focus on holistic development of a child through creation, the evolution of knowledge, attitudes skills and habits.

SCHOOL TIMING

9.00 am	First Bell
9.15 am	Prayer
9.20 am to 10.00 am	I st Period
10.00 am to 10.40 am	II nd Period
10.40 am to 10.50 am	Interval
10.50 am to 11.30 am	III rd Period
11.30 am to 12.10 pm	IV th Period
12.10 pm to 12.40 pm	Lunch Break
12.40 pm to 1.20 pm	V th Period
1.20 pm to 2.00 pm	VI th Period
2.00 pm to 2.05 pm	Interval
2.05 pm to 2.45 pm	VII th Period
2.45 pm to 3.15 pm	VIII th Period
3.15 pm	National Anthem

VISITING HOURS

Principal	-	2.00 pm to 4 pm
Teachers	-	3.30 pm to 4 pm

OFFICE HOURS

8.30 am to 4.30 pm

IInd Saturdays and Sundays are holidays

SCHOOL UNIFORM

The School uniform is Compulsory for all students. Parents are requested to ensure that their ward comes to school in the correct uniform in all respects. Otherwise strict disciplinary action will be taken against him/her.

KG SECTION

Monday, Tuesday, Thursday & Friday

- Boys** - Sky Blue Printed Shirts and Navy Blue Shorts, ID Cards
- Girls** - Navy Blue Frock with Sky Blue Prints, ID Cards.

Wednesday

- Boys** - School T-Shirts and Navy Blue Shorts with White Shoes & Socks, ID Cards.
- Girls** - School T-Shirts and Navy Blue Skirts with White Shoes & Socks, ID Cards.

LP SECTION

Monday, Tuesday, Thursday & Friday

Std I & II

- Boys** - Dark Blue Shorts and Shirts with Blue and White Stripes, ID Cards.

Std III & IV

- Boys** - Dark Blue Pants and Shirts White Blue & White Stripes, Navy Blue Socks, School Belt and ID Cards.

Std I - IV

- Girls** - Dark Blue Pinafore & Square Neck Shirt with Blue & White Stripes. ID Cards, School Belt, Black Shoes, Navy Blue Socks & White Hair Band.

Wednesday

Boys - House T-Shirts & Tracksuit, White Shoes, White Socks with Black Stripes, ID cards.

Girls - House T-Shirt & Track Suit, White Shoes, White Socks with Black Stripes, ID Cards.

Std V - X

Monday, Tuesday, Thursday & Friday

Boys - Dark Blue Pants & Shirt with White & Blue Stripes, Black Shoes, Navy Blue Socks, School Belt, ID Cards.

NB : Low Waist Pants are not allowed

Girls - Churidar Navy Blue Bottom and Over Coat, White & Blue Striped Top, Black Shoes, Navy Blue Socks & ID Cards.

NB : Long Hair should be plaited in two parts with white hair band. Shortened hair must have white bow. High Slit & Tight Tops are not allowed.

Wednesday

Boys - Track Suit, House T- Shirt, White Shoes, White Socks with Black Stripes, ID Cards.

Girls - Track Suit, House T - Shirt, White Shoes, White Socks with Black Stripes, ID Cards.

SCHOOL PRAYER

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 sins/as we forgive / those who sin against us./ Do not bring us to the test,/ but deliver us from evil. Amen.

PRAYER BEFORE CLASS

Oh! God, bless our studies/enlighten our minds/ strengthen our memories/ and direct our will/ towards what is right.

PRAYER AFTER CLASS

Oh! God, Grant that/ We may remember/what we have learned. / Forgive our short comings / and give us courage/ to follow the path of truth always.

PLEDGE

India is my country. / All Indians are my brothers and sisters/ I love my country/ and am proud of /its rich and varied heritage / 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. Jai Hind!

Song 1

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

Ch: 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.
Where there's despair in life let me bring hope
Where there is darkness, your shining light
And where there's sadness your joy.

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

Song 2

This little guiding light of mine
I'm going to let it shine (3)
Let it shine all the time
Let it shine!
Hide it under a bushel Oh! No (3)
I'm going to let it shine (3)
Let it shine all the time
Let it shine!
Take this little light round the world
I'm going to let it shine (3)
Let it shine all the time
Let it shine!
Make my little light burn for thee (3)

Song 3

Ch: Bind us together Lord
Bind us together with cords
That cannot be broken
Bind us together, Lord (2)
Bind us together with love.

There is only one God
There is only one king
There is only one Body
That is why sing, So (Bind us.)

We are the family of God
We are the promise divine,
We are God's chosen desire,
We are the glorious new wine (Bind us.....)

Song 4

Praise Him Praise Him
Prose Him in the morning
Praise Him in the noon time
Praise Him Praise Him
Praise Him when the sun goes down
(Followed by) love, serve Him etc.....

Song 5

HOLY VIRGIN, BY GOD'S DECREE

1. Holy Virgin, by God's decree
You were called eternally,
That He could give his Son to our race.
Mary, we praise you, hail full of grace.
Ave. ave, ave Maria

2. By your faith and loving accord
As the handmaid of the Lord,
You undertook God's plan to embrace.
Mary, we thank you, hail full of grace.
3. Refuge for your children so weak,
Sure protection all can seek,
Problems of life you help us to face
Mary, we thank you, hail full of grace.
4. To our needy world of today,
Love and beauty you portray.
Showing the path to Christ we must trace,
Mary, our mother, hail full of grace.

Song 6

MOTHER OF JESUS

Mother of Jesus and mother of lowliness,
Bearing the light of the world,
Radiant glory, the glory of Jesus,
Conceived by the spirit of God

1. In the beginning of time,
God's Holy Spirit did shine,
Breathed on the deep and the darkness of night
Bringing the promise of light,
2. Then in the fullness of time
Came the same spirit sublime
Breathed on the womb of the Virgin of grace,
Called her the chosen of God.
3. Wondrous the moment that heard
You say "Amen" to the word
Son of the Father and Light of His Light
Face of the God head unveiled

4. Mary our Lady of light
You are the Father's delight
Pray for us, sinners, to Jesus, Your son
Show us the light of the world

Song 7

നമ്മയാം നിത്യ പ്രകാശമേ
നിസ്തുല സ്നേഹ പ്രഭാവമേ
പരമാണ്വിലപ്പോലും ഓളം തുളുമ്പുന്ന
പരിശുദ്ധ ചേതന ചൈതന്യമേ
സത്യധർമ്മത്തിന്റെ പൂവിരിപ്പാതയിൽ
നിത്യവും ഞങ്ങളെ നീ നയിക്കൂ
നിർമ്മല സ്നേഹത്തിൻ മണിദീപമേ
ഞങ്ങൾക്കു നേർവഴി കാട്ടേണമേ (2)

Song 9

SCHOOLANTHEM

A happy band
From far and near
We meet to learn
the right to dare
Beloved School Mary Matha Hai,
Our love for thee
Shall never fail
For God is all our strength,
In Him we do and dare
The hard right against the wrong.
We'll Cherish and revere
Then Proudly let us stand
United heart and hand
That God may bless and
Keep Mary matha School.

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya He
Bharatha Bhagya Vidhatha
Punchab Sindh Gujarath Marata
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchala Jaladhi Tharanga
Thava Subha Naame Jage
Thava Subha Asisha Mage
Gahe Thava Jaya Gadha
Jana Gana Mangala Dayaka Jaya He
Bharatha bhagya Vidhatha
Jaya He, Jaya He, Jaya He,
Jaya, Jaya, Jaya, Jaya He.

Authentic English Translation of the National Anthem

Thou art the ruler of the minds of people,
The dispenser of Indian's destiny,
The name rouses the earth of the Punjab,
Sind, Gujarat, Maratha, Dravid. Orissa and Bangal,
It echoes in the hills of the Vidhyas and
Himalayas, mingles in the music of
Yamuna and Ganga and is chanted by
The waves of the Indian sea.
They pray for Thy blessing and sing Thy praise
Thou Dispenser of India's destiny
Victory, Victory, Victory to thee.

PRINCIPAL'S MESSAGE

It is my pleasure to welcome you all to Mary Matha English Medium School.

Education is synonymous to development. God has sent every human being to this world with treasure of potentialities to be discovered and fine-tuned. As Dr. Abdul kalam said “All of us do not have equal talents but all of us have equal opportunity to develop our talents”. Teacher, through his divine interventions must promote the learner for an all round development of his personality for the benefit of his own life and of the society at large.

The present world is flooding with information which must succeed in the formation of individuals. Only those individuals with right formation can spread head the transformation of society. A network of healthy relationship upholding the spirit of duty, dignity and discipline must be developed through education and ‘Mary Matha’ is a sure bet in this direction.

We constantly strive to provide challenging, interesting and relevant learning experiences because learning is worthwhile, rewarding and central to living today. We are committed to working in partnership with parents to establish a rich and secure foundation for future learning.

We are proud that the Golden Jubilee of Mary Matha has been Celebrated on 4th January 2019. For a period of five decades the School has been unfailing by forming integrated and empowered students. Our alumni have excelled in various fields. Many of them being very successful in varied paths of life. Several innovative activities are being planned to make the Academic year 2023-24 more child friendly. I am very confident that, together we will make this year a joyful and a memorable one.

My best wishes for a wonderful and fruitful year. May God bless you all.

Sr. Princy Rajan
Principal

GENERAL DIRECTIVES

Admission and withdrawals

1. Admissions open for both boys and girls. It is restricted by certain policies of the management and by the condition of age, ability and conduct of the candidate.
2. While seeking admission the following documents are to be produced.
 - a. Transfer Certificate
 - b. Birth Certificate
 - c. Community Certificate (for SC/ST/ Backward only)
 - d. Aadhaar (Copy)
3. Applications for admission should be made on the prescribed form by parents or guardians who will be responsible to the head of the school for the pupils, conduct, deportment, punctuality, regular attendance, progress in school and payment of fees.
4. The principal reserves the right of refusing continued studies if any pupils whose conduct is found not satisfactory or who is not benefitting by his/ her study in this school.

ATTENDANCE

1. As regular attendance is an important element for successful work; no student should absent himself/herself from class and school programs without sufficient reason.
2. Attendance on the reopening and closing days is compulsory. Special permission is required in for exceptional cases.
3. In case of serious illness the Principal must be informed on time, and leave application should be accompanied by a doctor's certificate. Long absence from the school without prior intimation will be viewed seriously. They are liable to be removed from the roll. Leave record should be duly filled by the parent/guardian.
4. Pupils will not be allowed to leave the school during the working hours. In case of emergency the parent or the guardian should seek permission from the Principal personally.

5. Pupils who come late should obtain the signature of the class teacher in the Late Record” Sheet of the school diary.
6. Every student must take part in Physical education and other co-curricular activities unless rendered medically unfit or exempted by the Principal.

EVALUATION AND PROMOTION

CBSE has restored board examination for class X and revised assessment structure and examination from academic year 2017-2018 onwards. This new scheme will bring the uniformity in the system of assessment and examination for class IX Uniform pattern of assessment, examination pattern will be implemented in upper primary stage onwards. The scheme for classes VI-VIII has been designed on term basis with gradual increase in the learning assessment as the students move forward. This would prepare the students to cover the whole syllabus of the academic year and face the challenge of class X board examination and ensure the ‘quality of education’.

Grading Scale for Scholastic Areas (Classes VI-VIII) (School will award grades as per the following grading scale)		Grading Scale for Scholastic Areas (Classes IX & X) (School will award grades as per the following grading scale)	
Mark Range	Grade	Mark Range	Grade
91 - 100	A1	91 - 100	A1
81 - 90	A2	81 - 90	A2
71 - 80	B1	71 - 80	B1
61 - 70	B2	61 - 70	B2
51 - 60	C1	51 - 60	C1
41 - 50	C2	41 - 50	C2
33 - 40	D	33 - 40	D
32 & below	E	32 & below	Essential
(Need Improvement)		Repeat	

Co-Scholastic Activities (Classes VI-VIII): For the holistic development of the Student co-curricular activities in the following be carried out by the teachers and will be graded term wise on a 3-point grading scale (**A= Outstanding, B Very Good and C= Fair**). The aspect of regularity, sincere participation,

output and teamwork be the generic criteria for grading in the following co-scholastic activities:

- (a) Work Education - Work Education refers to skill-based activities resulting in goods or services useful to the community.
- (b) Art Education (Visual & Performing Art)
- (c) Health and Physical Education (Sports / Marital Arts Yoga / NCC etc.)

Discipline (Classes VI-VIII): The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values tidiness, respectfulness for rules and regulations, attitude towards society, nation and others. Grading on Discipline will be done term-wise on a 3 point grading scale (A-outstanding, B=Very Good and c=Fair).

ASSESSMENT STRUCTURE FOR CLASSES (I-VIII)

Subject	Term 1 (100 Marks) (1st half of the session) 20 mark Periodical Assessment + 80 marks for Half Yearly Exam		Term 2 (100 Marks) (1st half of the session) 20 mark Periodical Assessment + 80 marks for Half Yearly Exam	
	PA 20 marks	Hall Yearly Exam	PA 20 marks	Hall Yearly Exam
Language-1				
Language-2	Periodic Test 10 marks with syllabus covered till announcement of test dates by school.	Written exam for 80 marks with syllabus announcement of Half Yearly exam dates by school	Periodic Test 10 marks with syllabus covered till announcement of test dates by school.	Written exam for 80 marks with syllabus coverage as below.
Language-3				
Mathematics				
Science	Note Book Submission 5 marks at term end.		Note Book Submission 5 marks at term end.	Class VI: 10% 1 st term covering significant topics + entire syllabus of 2 nd term.
Social Science	Subject enrichment 5 marks at term end.		Subject enrichment 5 marks at term end.	Class VII: 20% of 1 st term covering significant topics + entire syllabus of 2 nd term
Any Other Subjects				Class VIII: 20% of 1 st term covering significant topics + entire syllabus of 2 nd term

ASSESSMENT STRUCTURE FOR CLASSES IX & X

Total (100 Marks)

(Syllabus for assessment will be only class - IX & X)

Subjects	80 Marks (Board Examination) Student has to secure 33% marks out of 80 marks in each subject	20 marks (Internal assessment) Student has to secure 33% marks out of overall 20 marks earmarked in each subject			
		Periodic Test (5 Marks)	Multiple Assessment (5Marks)	Portfolio (5 Marks)	Subject Enrichment Activity (5 Marks)
		(i)	(ii)	(iii)	(iv)

**Co-Scholastic Activities : Only grades, no descriptive indicators.
No up scaling**

Activity	To be graded on three point scale (A to C) in School. (A = Outstanding B = Very Good & C = Fair)	Area & Objective
Work Education	By the concerned teacher	Skill based activities or service useful to community
Art Education	By the concerned teacher	Visual and performing Arts.
Health & Physical Education	By the PHE teacher	Sports / Martial Arts/ Yoga / NCC etc.

CO-CURRICULAR ACTIVITIES

To organise activities, the school constitutes the following clubs. Members of each club will gather together on Wednesday every week and implement their own programs separately and will conduct common programs as per the time schedule.

CLUBS

A

1. Science Club
2. Social Science Club
3. Mathematics Club
4. Literary and Debating Club
5. Health Club
6. ICT Club

B

1. Sports Club
2. Arts Club
3. Eco Club
4. Anchoring Club
5. Quiz Club
6. Charity Club

Students of Class VI to X should compulsorily choose one club each from group A and B.

TUTORIAL SYSTEM

In order to give greater personal attention to each student, especially the weaker ones and also to provide them career guidance, the Tutorial system has been introduced.

ARTS FEST CATEGORY

Category 1	Class I & II	School level/Sahodaya & State
Category 2	Class III & IV	School level/Sahodaya & State
Category 3	Class V, VI & VII	School level/Sahodaya & State
Category 4	Class VIII, IX & X	School level/Sahodaya & State

CLASSES

The School conducts the following classes

Pre Primary	Primary	Secondary
Pre KG, LKG & UKG	I-V & VI-VIII	IX & X

COUNSELLING

Counselling is possible only in a tension and fear free atmosphere. A counselling centre is functioning at Mary Matha to reduce the tension and fear of students. The Health Wellness Teacher is in charge of the counselling centre and students and parents can avail of the services of the counsellor whenever it is necessary.

LIBRARY RULES

"Reading makes a perfect man"

1. All students are members of the school library.
2. Strict silence should be observed in the library at all times.
3. Students should not bring any book of their own into the library except their note books and a pen or pencil. A very short summary of the book read must be written in the library note book.

4. Books will be issued to students during the library periods mentioned in the time table.
5. Any book lost must be replaced or duly compensated for. Fine will be levied for damage to books borrowed.
6. Reference books and other books like the Dictionary and Encyclopedia etc., cannot be taken home. They are to be read only with in the library.
7. Books should be returned on or before the due date indicated on them without fail.
8. No book, magazine or newspaper should be taken out without the permission of the Librarian.

RULES FOR LABORATORY

1. Silence should be observed while doing practical in the laboratory
2. The instructions given by the teacher must be followed.
3. Students will be responsible for any breakage or loss of the apparatus which is used in the experiment. Every breakage or loss should immediately be reported to the teacher.
4. Students shall bring to laboratory proper record books and observation note books and shall record all observations immediately after the experiments are performed.
5. Students will hand over the chemicals and apparatus taken for the experiments to the teacher when the experiment is over. They shall not take out or bring in any chemicals or instruments to the laboratory.
6. Students shall strictly adhere to safety rules & regulations while in laboratory.

SUGGESTIONS TO PARENTS

1. Parents are requested to co-operate with the school authorities by enforcing regularity and discipline, by ensuring that the children prepare their lessons and by remitting the fees on scheduled dates. They are also expected to see that their children attend school in the prescribed dress and with the required books.

2. Parent-Teacher meetings are conducted for all classes separately. Parents will be invited individually as and when it is found necessary.
3. All official matters will be transacted only in the school and during office hours.
4. Parents are encouraged to give positive suggestions for the improvement of academic standard. All dues must be cleared before a student is admitted to the terminal and final examination.
5. Parents shall see the teacher concerned with prior permission of the Principal, from time to time during visiting hours. So that they can have the first hand knowledge of the progress and conduct of the child.
6. Parents are requested not to enter the children's class rooms without permission.
7. Parents are requested to refrain from asking for special leave to attend wedding of other than the child's own brother or sister or for religious ceremonies, social functions and domestic celebrations as leave for such purpose, is normally not granted during term time.
8. Improper conduct reflecting character, persistence, irregularity, continued neglect of studies, disobedience, insubordination and disrespect towards any staff member, mal practice at tests and examinations, immoral behaviour and other serious intentional offences are punishable by expulsion.
9. Parents are always welcome to the school to check the progress of their children. But they are not allowed to meet their children or meet the teacher during school hours without the permission of the Principal.
10. Lunch should be provided to children only in boxes along with a towel for keeping the lunch place of every student tidy. Excess food if any should be taken back home. Parent shall send food neither in plantain leaf nor in plastic sheets.

11. Please, remember that a disciplined child at home will be a disciplined child at school also. Take interest in their tests, assignments, and their daily work and also in their co-curricular activities.
12. A fine of Rs. 25/- will be levied from the indisciplined students. The amount shall be transferred to charity fund.
13. Entrusting a pupil to the school implies that parents, agree to stand by the rules and regulations of the school and they should see that children also abide by the school regulations.
14. All should be habitually **CLEAN AND NEATLY DRESSED**. The school uniform is to be worn on all school days. A student who is solvently dressed may not be permitted into the class room or may even be sent home.

DISCIPLINARY RULES

1. All students come under school rules from the beginning of the journey to school until the end of their journey back home.
2. Classes start at 9.30 a.m. and end at 3.30 p.m. Students must reach the school by 9.10 a.m. Attendance at school assembly is compulsory. Those who come before 9.10 a.m. should sit in the class and study quietly.
3. At the first sound of warning bell all **STOP STILL** wherever they may be. At the second bell all proceed briskly in **SILENCE** for the assembly or classroom as the case may be.
4. Students are expected to speak English in the school premises.
5. If at the beginning of the period no teacher has arrived, class leader will see that order and silence are maintained in the class room. If after five minutes the teacher has not arrived, the leader should send his/her assistant to inform the Principal/ office about it.
6. All pupils should, at all times maintain a high standard of manners, in there words and deeds.
7. Pupils should, always be dressed in the Prescribed school uniform or sports uniform, wherever applicable, in the school.
8. Pupil should reach the school before the first bell. No late coming

is tolerated. The students who reach the school campus early, should enter their classroom and spend their time in silent study, till the warning bell at 9.15 am.

9. Students shall greet the teachers, elders and companions respectfully when they meet them any day for the first time. They should show sign of good manners and culture in conversation saying 'thank you' 'please' 'excuse me' 'yes teacher' etc. according to the occasion,
10. Students shall be responsible for the safe custody of their belongings. As a precautionary measure, it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags, pencil box etc. The school authorities will not be responsible for the loss of article of students.
11. Lost articles must be claimed from school office within a week, after which period, unclaimed articles will be disposed off. Any damage caused to the property of the school must be made good.
12. Classrooms and the school premises shall be kept neat and tidy. All waste materials must be put in the proper receptacle. Students must make a point of picking up and disposing of litter.

SCHOOL BUS

1. Pupil should wait for the school bus in their respective collecting centres on the road side at least five minutes earlier. The bus pass is to be brought to bus daily. **NO ONE IS ALLOWED TO TRAVEL ON THE SCHOOL BUS WITHOUT THE BUS PASS.** Loss of bus pass is to be reported promptly to the office. If any body is found missing at the time of departure of the bus he/she will be responsible for it.
2. No singing or shouting or throwing articles out of the bus or making comments on the people outside is allowed in the school bus. Strong and prompt disciplinary action will be taken against those pupils who misbehave in the school bus.
3. Pupils who fail to remit the bus fare in due time will not be allowed to travel in bus. Bus charges should be paid in advance.

4. The school bus service will be as usual-in the morning and evening even on the examination days. Children must enter the bus in queue system.
5. The school bus facility or its discontinuance is not admissible for any part of a term.
6. One month's notice in writing shall be given for discontinuance of bus facility. Request for change of boarding points shall be made in writing at least 2 weeks in advance
7. Commuting by school bus is an occasion for the pupils to cultivate good habit like patience, forbearance, tolerance, sympathy, team spirit, co-operation and consideration for others.
8. Gentlemanly and exemplary behavior is expected of the students in the bus and the boarding points where they wait for the bus.
9. Any student found using foul language or caught fighting in the bus shall be suspended from using the school transport. In order to maintain order and discipline in the bus, students are to co-operate with the conductor.
10. An amount equal to two months bus fee is to be paid in the beginning as advance. Those who discontinue the school bus facility will lose the advance.

AMENDMENT OF RULES

The management / Principal has the right to introduce new rules amend or change these rules and regulations in case of exigencies and in furtherance of the aims and objectives of the managing society and the school as and when necessity arises.

SCHOOL FEES

The Fees shall be paid in school - Full or 3 installment.

Ist Term : June - August (Last date June 30)

IInd Term : September - November (Last date September 30)

IIIrd Term : December - March (Last date January 30)

First Installment of fees shall be remitted before receiving the Text book. All other installments should be remitted before the 5th of the first month of the quarter.

Students will be permitted to sit for the examination only if the dues have been cleared and a 'No Dues' Certificate has been obtained prior to the commencement of the examinations.

Parents must keep all the fee receipts issued to them and produce them as proof of payment, if needed.

GUIDELINES FOR EFFECTIVE STUDY

1. Study the daily portions without post ponding to the next day.
2. Make a fixed time table for daily study and follow it strictly.
3. Attend the classes regularly, eagerly and enthusiastically.
4. Write short notes in the class without disturbing others.
5. Advance reading and asking doubts to the teachers.
6. Use reference books and other extra reading.
7. Combined study during the free time especially with bright students.
8. Revise the previous portions in weekends.
9. Writing and studying help to improve hand writing, spelling memory etc.
10. Fix the equations, formulas, definitions etc. beside your study table.
11. Keep healthy and energetic body and fresh brain to help to concentrate well. Practice Yoga.
12. Do the assignments neatly and properly.
13. Watch only educative T. V. programmes.
14. Give short intervals while studying.
Eg.:- When you study for a longtime, you can give short intervals of 5 minutes which refreshes your mind and brain.
15. Over eating reduces our concentration. Try to avoid it.
16. A competitive mind always helps to improve studies. Be competitive.
17. Have some goals or ambitions and strive for that.
18. Read news papers daily which will develop general knowledge.
19. Pray to God the source of talents, for the grace to discover and develop them.

SMART CLASS

Today's class rooms are marked by changes ushered in by technology. New technology driven initiatives are being taken up by institutions so as to enable teachers to make day-today teaching and learning more enriching and rewarding. At the same time, the world is transforming in to a knowledge era where information is serving as the springboard to growth and development. It is therefore imperative that institutions empower themselves by leveraging technology appropriately to meet the challenges of the future.

With a view to achieving the boon of technology, Mary Matha has installed 10 Smart class rooms.

COMPETITIONS

The school helps the students to explore all possible opportunities to participate in inter-house, inter-school, regional and state level competitions. But the expenses and the risks of all competitions expect the inter-houses must be borne by the students and parents.

With a view to achieving the boon of technology, Mary Matha has installed 10 Smart class rooms.

LANGUAGES & SUBJECTS OFFERED

PRE-PRIMARY LOWER PRIMARY (I-V)

English English, Malayalam, Hindi

Malayalam Mathematics, E. V. S.

Hindi Computer Science

Mathematics General Knowledges

GK Physical Education

Rhymes Value education

Stories Activity, Music

UPPER PRIMARY (VI-VIII)

English, Malayalam, Hindi, Mathematics, General Science, Social Science, Computer Science, Activity, Music, Value Education, Physical Education.

SECONDARY (IX & X)

English, Malayalam, Mathematics, Science, Social Science, IT, Hindi, Physical Education.

HOLIDAYS, 2023-2024

June 28	- Id-UI-Fitr
July 3	- St. Thomas Day
July 15	- Mar Ivanios Day
July 17	- Karkkadaka vavu
July 28	- Muharam
August 15	- Independence Day
September 6	- Sreekrishna Jayanthi
September 22	- Sree Narayana Guru Samathi
September 27	- Nabi Dinam
October 2	- Gandhi Jayanthi
October 23	- Maha Navami
October 24	- Vijaya Dasami
January 2	- Patron's Day, Mannanm Jayanthi
January 26	- Republic Day
March 8	- Maha Sivarathri

ALL SECOND SATURDAYS AND SUNDAYS

REMARKS BY PRINCIPAL			
Date	Remarks	Signature	
		Principal	Parent

REMARKS BY PRINCIPAL			
Date	Remarks	Signature	
		Principal	Parent

PARENT’S PAGE

Date	Remarks

PARENT'S PAGE	
Date	Remarks

GENERAL NOTES

GENERAL NOTES

STUDENT'S PAGE

[illegible]

The foundation of every state is the education of its youth

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STUDENT'S PAGE

[illegible]

It takes twenty years to become an overnight success

[illegible]

Commit to the Lord whatever you do and your plans will succeed

May 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Labours Day	2	3	4	5	6	7
8	9	10	11	12	13	14 Second Saturday
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Global Parents Day	2 Telangana Formation Day	3
4	5 World Environment Day	6	7 World Food Safety Day	8	9	10 Second Saturday
11	12 World Day against Child Labour	13	14 World Blood Donor Day	15	16	17
18	19 P N Panicker Day	20	21 International Yoga Day World Father's Day World Music Day	22	23 International Olympic Day	24
25	26 International Day against Drug Abuse and Illicit Trafficking	27	28 Bakrid	29	30	

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 International Friendship Day	31					1 National Doctor's Day
2 World Sports Day	3 St. Thomas Day International Plastic Bag Free Day	4	5	6	7	8 Second Saturday
9	10	11 World Population Day	12	13	14	15 Mar Ivanios Day
16	17 International Justice Day	18 Nelson Mandela International Day	19	20	21	22
23	24	25	26 Kargil Vijay Diwas	27	28 World Nature Conservation Day	29

Notes : Periodic Test 1 (1 to 8)

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 World Wide Web Day	2	3	4	5
6 Hiroshima Day	7	8 Muharam	9	10	11	12 Second Saturday
13	14	15 Indepen dance Day	16	17	18	19
20	21 World Senior Citizen Day	22	23 Sri Narayana guru Jayanthi	24	25	26
27	28 Birthday of Ayyankali First Onam	29 National Sports Day Thiruvonam	30 Third Onam	31 Fourth Onam		

Notes : Onam Celebration, KG Ist Term Exam Arts Fest - School Level

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Teachers Day	6 Sree Krishna Jayanthi	7	8 Interna- tional Literacy Day	9 Second Saturday
10 World Suicide Prevention Day	11	12	13	14 Hindi Diwas	15 Engineer's Day	16 World OZon Day
17	18	19	20 Re-Union Day	21	22 Sree Narayana Guru Samathi Day	23
24	25	26	27 World Tourism Day	28	29 World Heart Day	30

Note : Periodic Test 2 (1 to 8)

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Gandhi Jayanthi	3	4	5	6	7
8 Indian Air Force Day	9	10	11	12	13	14 Second Saturday
15	16 World Food Day	17	18	19	20	21
22 World Food Day	23 Maha navami	24 Vijaya dasami	25	26	27	28
29	30	31 National Unity Day				

Note : Sports Meet (School Level) SA 1 Exam (1 to 8)

November 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Keralappiravi All Saint's Day	2	3	4
5 World Tsunami Day	6	7	8	9	10	11 Second Saturday, National Education Day
12 Deepavali	13 World Kindness Day	14 Children's Day	15	16 Interna- tional Day of Tolerance	17	18
19	20 Universal Children's Day	21	22	23	24	25 Interna- tional Day for the Elimination of Violence Against Women
26 Law Day	27	28	29	30		
Notes : Exhibition						

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31					1 World AIDS Day	2
3	4 Indian Navy Day	5	6	7 Indian Armed Forces Flag Day	8	9 Second Saturday, International Anti Corruption Day
10 Human Rights Day	11	12	13	14 World Energy Conservation Day	15	16
17	18	19	20	21	22 National Mathematics Day	23 Farmer's Day in India
24	25 Christmas	26	27	28	29	30

Notes : Periodic Test 3 (1 to 8) KG 2nd Term Exam Christmas Celebration

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year Day	2 Patron's Day, Mannam Jayanthi	3	4 World Braille Day	5	6
7	8	9	10 World Hindi Day	11	12 National Youth Day	13 Second Saturday
14 Pongal	15 Indian Army Day	16	17	18	19	20
21	22	23 Netaji Jayanthi	24 International Day of Education	25 National Voter's Day	26 Republic Day	27
28	29	30 Gandhi Memorial Day, Martyr's Day	31			

Note : Model Exam IX, X

February 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 World Cancer Day	5	6	7	8	9	10 Second Saturday
11	12	13 World Radio Day	14	15	16	17
18	19	20 World Day of Social Justice	21 International Mother Tongue Day	22 World Scouts Day	23	24
25	26	27	28 National Science Day	29		

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31					1	2
3 World Wild Life Day	4	5	6	7	8 Interna- tional Women's Day	9 Second Saturday
10	11	12	13	14 World Kidney Day	15	16 National Vaccination Day
17	18	19	20	21	22 World Water Day	23 World Meteriolo gical Day
24 World Tuberculo- sis Day	25	26	27	28	29	30

Notes : Annual Exam KG to 8 Board Exam X, XII

ASSESSMENT TOPICS

ASSESSMENT TOPICS

ASSESSMENT TOPICS

ASSESSMENT TOPICS

ASSESSMENT TOPICS

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BOOKS NOT BROUGHT TO THE CLASS

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[illegible]

BOOKS NOT BROUGHT TO THE CLASS

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Days Allotted For Test Paper

Monday	:	Mathematics & Hindi
Tuesday	:	Malayalam
Wednesday	:	English
Thursday	:	Science / E.V.S.
Friday	:	Social Science & Computer Science

Class Test Paper

Day & Date	Subject

Days Allotted For Test Paper

Monday	:	Mathematics & Hindi
Tuesday	:	Malayalam
Wednesday	:	English
Thursday	:	Science / E.V.S.
Friday	:	Social Science & Computer Science

Class Test Paper

Day & Date	Subject

[illegible]

Class Test Paper

[illegible]

RECORD OF LEAVE FOR ABSENCE

Respected Principal,

Kindly give leave to my ward

.....

Date	No of Days	Reasons	Parent's Signature	Class teacher's Signature

RECORD OF LEAVE FOR ABSENCE

Respected Principal,

Kindly give the leave to my ward

.....

Date	No of Days	Reasons	Parent's Signature	Class teacher's Signa- ture

[illegible]

TIME TABLE FOR PT 2 AND PORTIONS		
Date & Time	Subject	Topics

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TIME TABLE FOR SA 1 AND PORTIONS		
Date & Time	Subject	Topics

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TIME TABLE FOR PT 3 AND PORTIONS		
Date & Time	Subject	Topics

92

[illegible]

TUITION FEE/BUS FEE REMITTANCE DETAILS

JUNE		JULY	
TUTIONFEE	BUSFEE	TUTIONFEE	BUSFEE
AUGUST		SEPTEMBER	
TUTIONFEE	BUSFEE	TUTIONFEE	BUSFEE
OCTOBER		NOVEMBER	
TUTIONFEE	BUSFEE	TUTIONFEE	BUSFEE

TUITION FEE/BUS FEE REMITTANCE DETAILS			
DECEMBER		JANUARY	
TUTIONFEE	BUSFEE	TUTIONFEE	BUSFEE
FEBRUARY		MARCH	
TUTIONFEE	BUSFEE	TUTIONFEE	BUSFEE

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