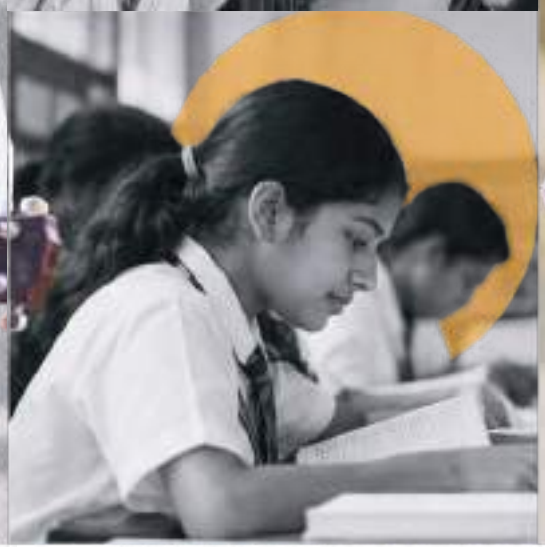
ST. JOHN'S ENGLISH SCHOOL

BESANT NAGAR, CHENNAI - 600 090









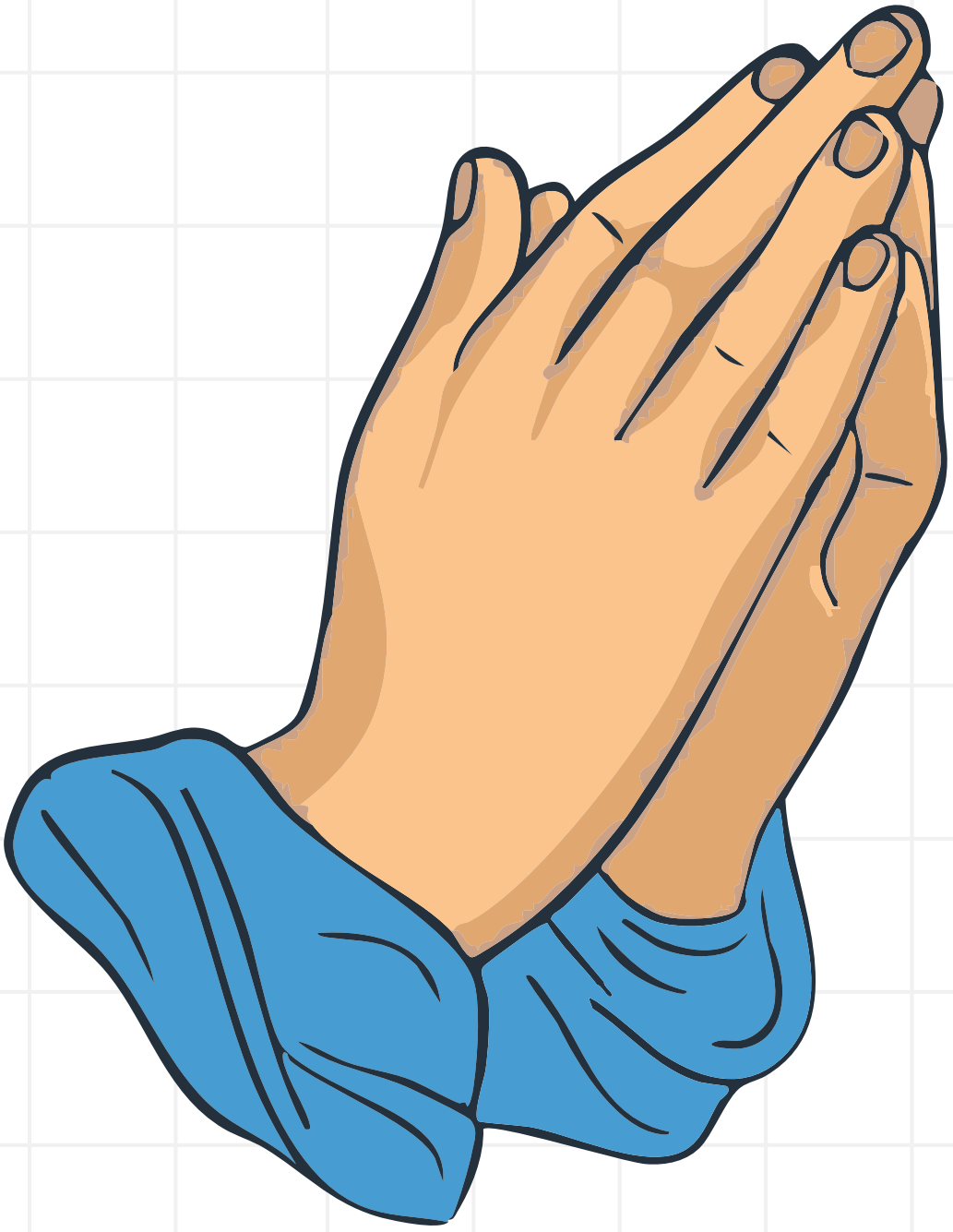
SCHOOL PROSPECTUS

2027 – 2028



ST. JOHN'S ENGLISH SCHOOL

BESANT NAGAR



PRAYER BRINGS VICTORY

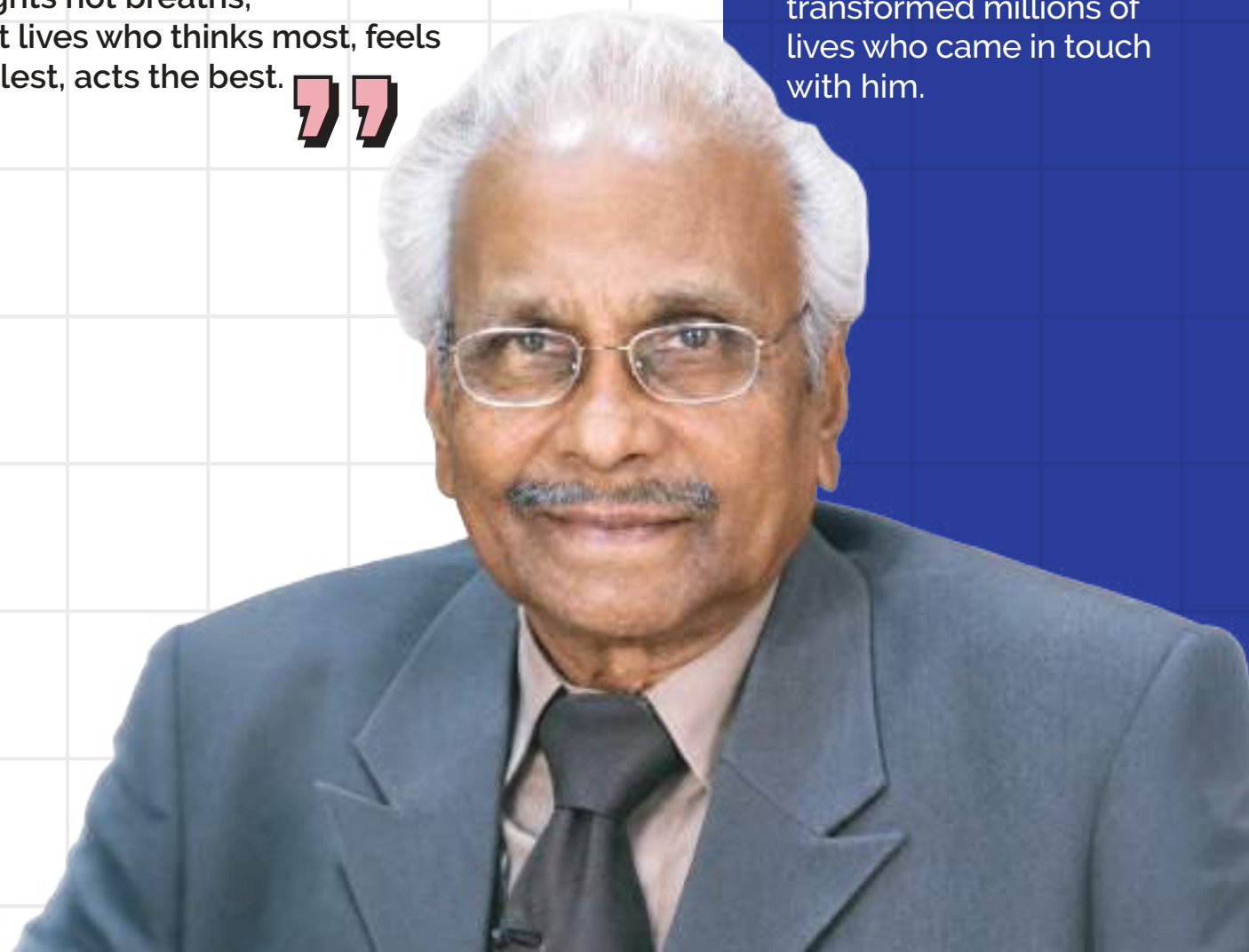
OUR FOUNDER

DR. G. RAJAKUMAR

"We live in deeds, not years;
in thoughts not breaths;
He most lives who thinks most, feels
the noblest, acts the best."

Dr.G.Rajakumar's life is an example of a great man who is still living through his noble deeds.

Dr.G.Rajakumar, an institution by himself was an educationist, journalist, administrator, evangelist and a visionary. He was a great man of God. He transformed millions of lives who came in touch with him.



Dr.G.Rajakumar was born on 23rd July 1933 to Dr. Gnaniah and Mrs. Annabakiam Ammal. He completed his formal education and joined the government service in the statistical department. He married our chairperson Mrs. Sakuntala who was a teacher by profession.
As Sir Philip Sydney says, "In the truly great, virtue governs with a Sceptre of knowledge and wisdom".

Our beloved Founder Chairman Dr.G.Rajakumar was a man of noble character. He always insisted on perfection in every activity. He was a gentleman with a magnanimous heart. He was known for his humility, philanthropy, punctuality, courage, honesty, dedication and devotion.
In the 1970's the schools around Mandaveli catered to the needs of the elite. Dr.G.Rajakumar wanted to change this scenario and bring the light of knowledge to the middle-class people.

Dr.G.Rajakumar started a small school under a thatched roof. The seed which he had sown has grown into a huge banyan tree sheltering more than ten educational institutions - nurturing the young minds with holistic education.
"Faith moves mountains". Dr.G.Rajakumar had immense faith in God. His strong belief in God enabled him to progress and prosper in his life. "The true measure of loving God is to love Him without measure". Dr.G.Rajakumar expressed his love for His Creator by building churches to enrich the spiritual lives of millions.

This legendary figure had devoted his entire life for the cause of education and the upliftment of the downtrodden.
"As long as the moon shall rise,
As long as the river shall flow,
As long as the sun shall shine,
As long as the grass shall grow,"

Rt. Rev. Dr.G.Rajakumar will be remembered forever by everyone.

OUR CO-FOUNDER

MRS. SAKUNTALA RAJAKUMAR



"She is far more precious than jewels. The heart of her husband trusts in her and he will not lack anything good."

> "The Remembrance of the Righteous is a blessing."
>
> - Prov.10

Mrs. Sakuntala Rajakumar was the co-founder and beloved wife of our founder Rt. Rev. Dr. G. Rajakumar, a pillar of strength and support in times of happiness and adversity. She took on the reins ably and skillfully assisting him in establishing the St. John's Group of Schools. She was always there by his side guiding, leading, influencing, directing and steering every moment of his life. She was the first teacher of St. John's School.

"The fear of God is the beginning of wisdom". Mrs. Sakuntala Rajakumar was very pious and devout. She faithfully rendered her service to the Glory of God.

"She opens her mouth with wisdom and loving instructions are on her tongue, She watches over the activities of her household and is never idle." -Prov:31

Mrs. Sakuntala Rajakumar was a loving and affectionate mother to her children and an adoring grandmother to her grandchildren. She was a friend, philosopher, guide and a teacher to her family. She was strict and disciplined. She held the family together with bonds of love and warmth.

In St.John's Group of Schools she was affectionately called as 'Aunty' by the teachers and 'Grandma' by the students.

"A gracious woman gains honour". Mrs. Sakuntala Rajakumar was known for her grace and beauty. She was always well dressed for the occasion. She was humble, gentle and very polite. She was soft spoken and did not indulge in idle chatter.

The saying,

"A word spoken at the right time is like golden apples on a silver tray."
- is very true of her.

"Charity begins at home". Our Co-Founder Madam had actively involved in social work, helping the deprived and the under privileged community. She always had a word of appreciation, a word of comfort and a smile for everyone.

CORRESPONDENT & SENIOR PRINCIPAL

MRS. ANITHA EDISON



OUR MOTTO

“Wisdom is Better than Rubies”

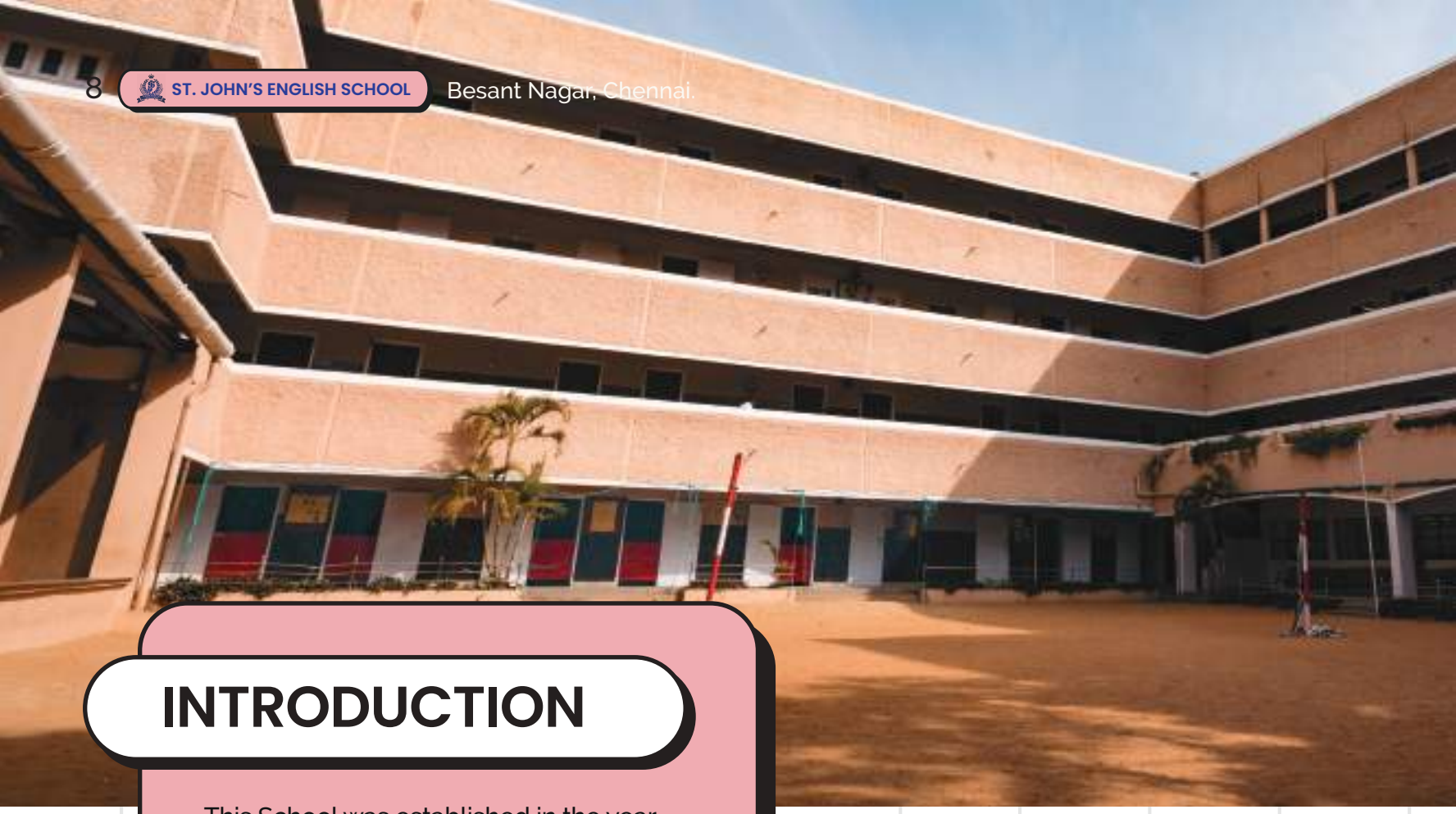
Education is what ultimately remains after one has forgotten all that one learnt in Schools and Colleges.

The motto of St.John's aims at imparting wisdom - the ability to think and utilize knowledge, experience, understanding, common sense and insight.

Our motto will be a motivating impulse, taking each student on a quest for knowledge, instilling in them a passion for discovery, an urge to go beyond the frontiers of the unknown.

The idea is to see that Education is not a cliche-ridden concept centering around class-room conditioning.

Each student with the wisdom gained is a discoverer exploring the world around him and coming to terms with life, as it unfolds in all its complexities.



INTRODUCTION

This School was established in the year 1981 and is affiliated to the Central Board of Secondary Education, New Delhi. It caters to the age group 3 years to 18 years - from classes Pre-KG to XII.

The School has a total strength of 2,000 students and a faculty of more than 150 teaching and non-teaching staff.

LOCATION

BESANT NAGAR

St.John's English School is located in the beautiful residential locality of Besant Nagar, a modern cosmopolitan area of Chennai Metropolitan City. The area itself is a picturesque little place, away from the frantic din of the Central city and very close to the breezy and elegant Elliots Beach.



ADMINISTRATION

The administration of St. John's is vested with an autonomous Board of trustees, Correspondent/Senior Principal, Directors, Principal, Vice-Principal, Headmistress, and Administrative Head, who deal with the day-to-day administration of the school and ensure that the general policy laid down by the Governing Body is implemented.

SCHOOL ACADEMIC SESSION

FOR PRE-KG, LKG, UKG, I TO V, XI & XII STD

The academic session is from April to March. The academic year comprises of three terms, each term ending with the Terminal Examination.

First Term

- First week of April to last week of September.
- Activities in the First Term :

1. Monthly Tests (LKG to Class V)
2. Test & Term Examination
3. Inter-House Intramural Games (XI & XII)
4. Inter-House Cultural Competitions (XI & XII)
5. Inter-House Literary Competitions (XI & XII)
6. Club Activities (XI & XII)
7. Parents-Staff Contact Sessions
8. Sports Meet (VI to XII)
9. Inauguration of Students' Council/Tiny Tots Club
10. Faculty Training, Orientation Programmes
11. Independence Day
12. Teachers' Day Celebration
13. Educational Tours (XI & XII)
14. Inter-Section Competitions
15. Inter-School Cultural Extravaganza.
16. First Terminal Examination
17. Remedial Classes





Second term

- First week of October to Third week of December
- Activities in the Second Term :
    1. Monthly Tests (LKG to Class V)
    2. Inter-House Cultural Competitions
    3. Inter-House Literary Competitions (XI & XII)
    4. Club Activities
    5. Faculty Training, Orientation Programmes
    6. Projects and Exhibitions
    7. Children's Day & Christmas Celebrations
    8. Tiny Tots Competition (Pre-KG, LKG & UKG)
    9. Parents - Staff Contact Session
    10. Career Counselling Programme (XI & XII)
    11. Second Terminal Examination (Pre-KG, LKG, UKG & XI)
    12. Revision Examination (X & XII)
    13. Remedial Classes

Third term

- First week of January to Last week of March / April
- Activities in the Third Term :
    1. Monthly Tests (LKG to Class V)
    2. Tiny Tots Competitions
    3. Parent - Staff Contact Sessions
    4. Mini Sports Meet (Pre-KG to V)
    5. Faculty Training, Orientation Programmes
    6. Republic Day Celebration

7. Annual Day
8. Medical Inspection
9. Class Group Photo Session
10. Educational Tour (Pre-KG to V)
11. Model Examination (X & XII)
12. Pre-Board Examination (X & XII)
13. Third Terminal/Annual Examination
14. Remedial Classes

FOR VI STD. TO X STD.

To increase the confidence in the students to start preparing for class X Board examination when they join the upper primary stage in class VI, the CBSE has decided to implement the uniform system of assessment, examination pattern and issue of report cards for classes VI to VIII also on the similar pattern. The scheme for classes VI to VIII has been designed on Term Assessment 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 would thus, ensure the 'quality of education'.

In addition to the scholastic areas, Co-scholastic areas like Life Skills, Attitudes & Values; Participation & Achievement in activities involving Literary & Creative skills, Scientific skills, Aesthetic skills, performing Arts & Clubs; and Health & Physical Education will also be evaluated.

First term

- First week of April to third week of September.
- Activities in the First Term :

1. Inter-House Intramural Games
2. Inter-House Cultural Competitions
3. Inter-House Literary Competitions
4. Club Activities
5. Olympiad Exams
6. Inter-House Intramural Games (IX & X)
7. Parents-Staff Contact Session
8. Sports Meet (VI - XII)
9. Faculty Training, Orientation Programmes
10. Independence Day
11. Teachers' Day Celebration
12. Educational Tours (X)
13. Inter-School Cultural Extravaganza
14. Mid-Term & Terminal Examination (VI - X)
15. Remedial Classes

Second term

- First week of October to Third week of March
- Activities in the Second Term

1. Inter-House Intramural Games (VI to XII)
2. Inter-House Cultural Competitions
3. Inter-House Literary Competitions
4. Club Activities
5. Olympiad Exams
6. Educational Tour (VI to IX)
7. Faculty Training, Orientation programmes
8. Projects and Exhibitions
9. Children's Day & Christmas Celebrations,
10. Parents - Staff Contact Session
11. Republic Day Celebrations
12. Annual Day
13. Career Counselling Programme
14. Medical Inspection
15. Mid-Term (VI to IX)/Terminal Exam
16. Remedial Classes



STYLE OF EDUCATION

The school aims at providing modern all round education striving for excellence in every field, be it moral instruction or ethical values, physical education or academic performance with due emphasis on character building. Maximum opportunities will be provided in the campus to encourage initiative, self-reliance and leadership qualities. Special efforts will be made to identify any special ability and talent that the child may have.

MEDIUM OF INSTRUCTION

The medium of instruction is English and English is the first language.

Languages Taught

- Tamil
- Hindi
- Sanskrit
- French

SCHOOL CURRICULUM

The School provides the curriculum recommended by the National Council of Educational Research and Training (NCERT) in accordance with the norms of the Central Board of Secondary Education (CBSE), New Delhi. The CBSE is an autonomous body recognised throughout the nation and it caters to the educational requirements of all societies in all parts of the Country at primary, secondary and senior secondary school level.

Pre-primary ▷▷ Pre-KG to UKG & Primary ▷▷ I to V Std.

We at St. John's prepare a joyous and happy atmosphere that provides good surrounding, purposeful activities and opportunity for growth, for we believe that these are the vital needs for the overall development of a child. Such an environment with the right method of teaching complements the process of learning.

A child makes a number of acquisitions during these sensitive periods of growing up. "Education is assistance to life" said Maria Montessori. So we have specific

activities at all levels which regularly take place through the Tiny Tots Club that cater to individuals at each level, from Pre-K.G. to Std. V.

Games and Sports

In the realm of games & sports which holds a very special place in the hearts of the tiny ones, we train them very specially and subtly to become healthy in body. Simple and energy boosting exercises that tune their bodies are practised regularly. Physical stress here is minimised by the joy and happiness that they experience during these P.T. classes. Sports, a pioneering work of St. John's, is an exclusive activity for the primary section, when a variety of colourful and interesting non standard as well as standard events are organized for them.

Practical Learning

A child learns through experience. As an extended activity, we organize visits to places of educational value. Such visits are a follow-up of what they learn through their textbooks, thus, enabling them not only to visualize but transform their knowledge into real life experience. Apart from these, children are taken once annually for excursions for enjoying the exhilaration of being outdoors.

PRE-PRIMARY LKG & UKG

Subject Of Study

1. English Reading & Conversation
2. English Writing
3. English Dictation
4. Number Work
5. Living Science
6. Story Telling
7. Recitation
8. Physical Education
9. Second Language (Compulsory from UKG)
10. Computer Science (from U.K.G.)
11. Drawing
12. Activity Classes
13. Value Education/Scripture

Activity Classes For Effective Learning

The activities provided in the room are designed, planned and organized in such a way as to give opportunities for the young children to explore and experience the world around them.

It concentrates not only on eye hand co-ordination but also on finer muscular development. The ambience provides an environment that fosters thinking and self confidence. Above all, it creates in the young minds a love for learning.

PRIMARY Class I to V

1. English - Structural and Functional English (includes Reading, Copy Writing and Spoken English)
2. Second Language (L2)
3. Special Language (Mandatory)
4. Third Language (Commencing from Classes V)
5. General Science/Environmental Science
6. Social Science
7. Mathematics
8. Drawing/Arts and Craft
9. Life Skills & Value Education/Scripture
10. Physical Education
11. Computer Science (UKG to V Class - compulsory)
12. General Knowledge
13. Music
14. Environmental Education

Environmental Education (Classes I to V)

One of the other special features of education at the primary level is the environmental education. Here simple but sensitive topics are dealt through Projects, Assignments, Hands on experience, Talks, Group Discussions and various other activities. This enables the children to have special relationships with their environment.

Middle Department (Classes VI to VIII)

This is the stage when students become versatile and highly exuberant. Keeping their high level of motivation, creativity and thirst for action in mind, the curriculum is planned to give more scope for activity based learning.

- At this stage, the curriculum becomes more concept oriented. In order to concretize the concepts in Science and Mathematics, Practical classes are conducted for Physics, Chemistry, Biology and Mathematics periodically.
- Abstract concepts of Science and Mathematics and Grammatical rules of English are made simpler and explained through educational CD's at the Computer Centre of the school.
- Exclusive sessions for Soft Skills like English Communicative skills, General Awareness, Personality Development, Life Skills, Value Enhancement, Health and Hygiene are provided through periodical lectures by eminent personalities and workshops through seminars.
- Counselling sessions are organized for students to combat problems related to learning and emotions.
- Field Trips, Nature Walk, visits to places of topical interest as per the text book, are organized periodically.
- A variety of activities comprising of Sports and Culturals are organised to tap the talents of students.
- Thematic Project Exhibitions on Science, Mathematics, Humanities, Hobbies, Work Experience are conducted through which the students gain not only a deep understanding of their subject, but also gain experience in team work and organisational skills.
- Encouraging participation in co-curricular activities at intra and inter-school levels.



Subjects of study

1. English Prose
   - Poetry
   - Non-Detailed
   - Composition & Comprehension
   - Grammar
2. Second Language (L2)
3. Third Language (L3)
4. Science & Technology
   - Physics
   - Chemistry
   - Biology
5. Social Science
   - History and Civics
   - Geography
6. Mathematics
7. Computer Science
8. Work Experience
9. Arts & Craft
10. Life Skills & Value Education/Scripture
11. Physical Education
12. Environmental Education
13. General Knowledge

SECONDARY STAGE

Class IX and X

Class IX and X are considered as a single course. Admissions are not entertained in class X as this is a course taken together. At this stage, the students in the process of becoming well groomed personalities. Having been exposed to a variety of activities aimed at exploring their academic, cultural and sports potentials, they have entered the secondary level wherein the academics take prime place. This is also a stage when they are exposed to a great amount of learning related stress. A variety of activities are designed and executed to make the transition smooth.

- Practical classes in Science and Mathematics are assessed.
- Grades are awarded to Physical Education, Health Education, Environmental Education, Art Education, Life Skills & Value Education/Scripture.
- Small time projects are a regular feature for all the subjects.

- Internal Assessment in English, Language, Science, Mathematics and Social Science become an integral part of the Class X Board Examination.

- Conducting coaching classes after regular class hours to enhance and supplement learning skills.



- Career Counselling provided by highly functional and reputed organizations.

- Seminars and workshops are organized for enhancing academic proficiency and developing soft skills.

- Participation in a variety of Olympiads and Talent Search Examinations conducted by reputed organizations.

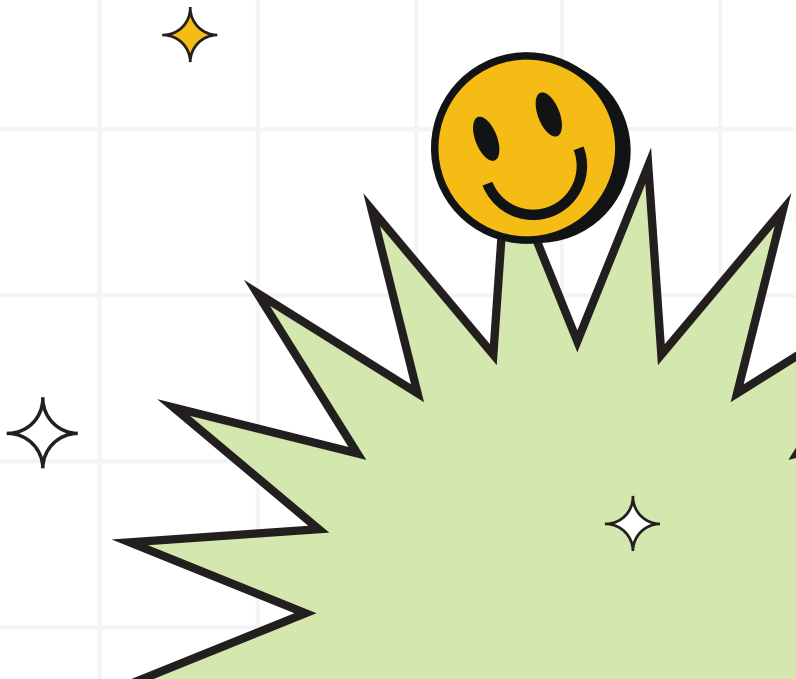
- Organising high profile and innovative project Exhibitions.

- Instilling leadership qualities through assigning roles as ‘ volunteers’ to enhance discipline in the campus.

- Encouraging participation in Co-Curricular activities at intra and inter-school levels.

Subjects of study

1. English Communication
2. a) Second Language
   b) Special Language
3. Mathematics with Practicals
4. Science & Technology
   Theory & Practicals
   - Physics
   - Chemistry
   - Biology
5. Social Science
   - History and Political Science
   - Geography
   - Economics
   - Disaster Management
6. Work Experience
7. Computer Science
8. Physical Education
9. Health Education
10. Art Education
11. Environmental Education
12. Physical Training
13. Life Skills & Value Education/Scripture





SENIOR SECONDARY STAGE

CLASS XI AND XII

Taken as a course together, students are not entertained to gain admission in Class XII.

This is the final phase of schooling when students have emerged as young adults capable of taking responsibilities and fulfilling the objectives that they have undertaken.

Education at this stage becomes very focused. Having been exposed to all the aspects of education, having realized their strengths and their potential through myriad activities and competitions, they have arrived at a stage when they can take on the challenges of life.

- Great importance is given to academic excellence.
- Guest lectures are provided by eminent professors and personalities on important topics related to the syllabus.
- Conducting high profile Project Exhibitions based on academic subjects to enhance subject knowledge.
- Organising Workshops on soft skills like Personality Development, English Communication Skills, Facing an Interview Board, Leadership etc.
- Organising Seminars on interesting, innovative, vocational and current topics.
- Instilling leadership and organizational skills through membership in the Students' Council which organises all the club activities and ensures a disciplined atmosphere in the school.
- Encouraging participation in Co-Curricular activities at intra and inter-school levels.

Subject of study

1. English Core
2. Any Five of the following elective subjects.

Science stream

- Physics
- Chemistry
- Mathematics
- Biology/Computer Science
- Home Science/Physical Education

Commerce stream

- Business Studies
- Accountancy
- Economics
- Mathematics/Informatics Practices
- Home Science/Physical Education



- Home Science and Informatics Practices, will be sanctioned only if there are a minimum of five applicants.
- Mathematics is compulsory for Science stream.
- Six subjects are compulsory for both the streams.
- Remedial classes will be conducted for the students who need support in their academics.



SUBJECTS FOR INTERNAL ASSESSMENT

Common for Science & Commerce Stream

- General Studies
- Work Experience
- Physical & Health Education
- Life Skills & Value Education/Scripture

Co-curricular Activities

The Co-curricular activities are designed to stimulate the interest of the students in hobbies and provide opportunities for self-expression thereby ensuring the formation of balanced and integrated personalities.

The activities are conducted through the following clubs which monitor the activities.

1. English Literary Club
2. Mathematics Club
3. Social Science Club
4. Science Club
5. Commerce Club

6. Computer Science Club

7. Quiz Club

8. Fine Arts Club

9. Sports Club

10. Eco Club

11. Tiny Tots Club

12. Tamil Literary Club

13. Hindi Literary Club

14. Consumer Awareness Club

15. Readers' Club

16. Scripture Club

17. Photography & Philately Club

18. Cultural Club

19. Hobby Club

20. Cleanliness Club

21. Music Club

22. Economics Club







ENGLISH CLUB

The Club aims at enhancing the reading, writing, listening and speaking skills of the students. Activities like debates, drama, recitations, and puzzles are planned to enhance these skills.

MATHEMATICS CLUB

The Club encourages budding geniuses to explore mathematical skills. The club also provides updates, knowledge and facts related to mathematics through activities.

SOCIAL SCIENCE CLUB

The Club aims at providing a glimpse of our past while keep the students updated with the present

SCIENCE CLUB

The Club encourages students to question, ponder and discover scientific knowledge in the most creative and interesting ways.

COMMERCE CLUB

The Club focuses on imparting knowledge through practical training and gives students a safe environment to learn about actual challenges in the current global business scenario.

COMPUTER SCIENCE CLUB

The Club aims to successfully integrate technology into academics. Students are challenged to dive into the latest tools in database, graphics, web designing and programming.

QUIZ CLUB

The Club aims to create interest in general knowledge among the students by organizing events in various fields of study while promoting healthy competition among the participants.

FINE ARTS CLUB

The Club offers a myriad of occasions for students to showcase their creativity through music, mime and dance.

SPORTS CLUB

The Club takes great pride in promoting Sports, Health and fitness among the students.

ECOLOGY CLUB

The Club is a platform through which students explore environmental issues engage in problem solving and take action to improve the environment. The club also motivates the students to go green by regularly planting in the neighbourhood.

TINY TOTS CLUB

It is a very special club dedicated to the youngest members of the school, The Club provides a safe platform filled with activities that aid with brain development for children, from Pre-school to Grade 5.

TAMIL LITERARY CLUB

Tamil, the oldest language in the world is taught in our school right from kindergarten. The Club is active in conducting activities that brings the best out of the language by giving students a platform to express themselves with it.

HINDI LITERARY CLUB

The club encourages the students to develop an interest in this beautiful language through its activities while specifically developing speaking and writing skills of the students.

CONSUMER AWARENESS CLUB

The Club educates students about the various aspects of consumerism, consumer protection, their rights and responsibilities as a consumer, through very practical club activities, debates and much more.

READER'S CLUB

This Club promotes active reading of books and encourages students to explore and share books with one another.

SCRIPTURE CLUB

The Club aims to provide an environment for spiritual growth with enriching activities among children in their transformative years.

PHOTOGRAPHY CLUB

The Club aims to capture life's moments through the creative eyes of the students.

CULTURAL CLUB

The Club celebrates diversity through music, art, technology, song and dance. This club by far offers students a medium to unlock their hidden talents and potential.

HOBBY CLUB

The Club is exclusively for people with an amateur hobby or a special interest. It helps students in exploring something new and creative.

CLEANLINESS CLUB

This Club is to be nurtured in every school as it motivates students to be socially responsible and mindful in keeping the classrooms and the school neat and clutter free.

MUSIC CLUB

Music is indeed the language of the soul. By inculcating a deep love for music amongst students, the music club facilitates practice in both vocal and instrumental music.

ECONOMICS CLUB

The Club actively helps students develop an awareness towards the growing economy of our nation through debates and documentaries.



Extra curricular activities

In order to ensure the development of the personality of the students, the school provides ample opportunities for the students to engage themselves in a wide variety of extra-curricular activities.

These include

Sports & Games

Opportunities for playing the following games and sports are provided in the school under the guidance of qualified instructors.

(a) Cricket (b) Football (c) Volley-Ball
(d) Throwball (e) Tennikoit (f) Khokho
(g) Table Tennis (h) Shuttle Badminton
(i) Chess (j) Carrom (k) Kabaddi
(l) Basket Ball.

Athletic instruction and vigorous training is imparted in :

- Track Events, Short Distance and Long Distance.
- Field EventsJumps - High Jump, Long Jump, Triple Jump.
- Throws - Discus, Javelin, Shotput

To inculcate the spirit of sportsmanship among students the school conducts Intramural Games for the members of the four houses. A full fledged standard Athletic Meet is conducted among the members of all the four houses in all the standard events.

National Cadets Corps (NCC)

The School has a full fledged Junior Division (School level) National Cadet Corps - Air Force Wing affiliated to 1(TN) Air Squadron. The NCC inculcates in the youth a sense of discipline, a spirit of adventure and a strong feeling of service to the society and the nation.

Evening Classes

Instrumental music, Handwriting, Abacus, Skating are offered as an optional course of learning for boys and girls between 4.15 p.m and 5.15 p.m.

Remedial Classes (IV-XII)

The Remedial classes are conducted for those students who need a little help in academics. The students who attend these classes will be intimated through a circular and no fee will be collected for the same.

Students' Council

The School Senior Principal after due consultation with members of the staff appoints the Head Boy, Head Girl, Secretaries of the various clubs, House captains, Vice-captains, Volunteers, Head volunteers and Class Pupil Leaders who will constitute the Students' Council.

The Students' Council has well defined purposes and ennobling principles. Its goals are to induce leadership qualities, to kindle a sense of responsibility, to explore talents, and express their talents through co-curricular activities.



St. John's Sports Academy

The Academy aims at promoting good sportsmanship and nurturing young and budding sport stars.
The St. John's Sports Academy imparts training in games like Football, Cricket, Table Tennis & Volley ball. Special Fitness training is given to the athletes too. The Academy classes are conducted after school hours. Eminent sports personalities visit the school campus to train the students in their respective fields.

Physical Education

Physical Education is a compulsory activity of the school and emphasis is laid on achieving the national objective in Sports & Games. It is designed to provide not only recreation but also to ensure physical development and foster the qualities of leadership, team spirit and esprit-de-corps. In accordance with the CBSE curriculum, the school expects the students to take up physical education as a compulsory subject.



Library

The School has a well established library having more than fifteen thousand valuable books covering all subjects of study and reference. The library is accommodated in a spacious, well ventilated hall with reading rooms.

Library - Working Hours/ Rules and Regulations

- Library will be kept open from 9.30 a.m. to 5.00 p.m. on all working days.
- Students will be taken to the library class-wise during their library periods and also during the free periods (under Principal's permission only).
- Readers (students) desirous of using the library at any other time (other than the allotted periods) may do so between 4.05 p.m. and 5.00 p.m. They shall enter their names and class legibly in the library register.
- Readers should not write upon, damage or make any mark on any book, manuscript or map belonging to the library.



- No tracing or mechanical reproduction shall be made without the permission of the Librarian.
- Readers shall be responsible for any damage done to the books or other property belonging to the library and shall be required to replace each book or other property damaged or pay the value in rupees there of.
- If any one of a set is damaged, the whole set will have to be replaced.
- Readers will be allowed to take only blank sheets of paper and School Hand Book with them inside the library for writing purposes.
- Before leaving the library, the reader must satisfy as to whether the book(s) lent to him/her is (are) in good condition. If books are returned damaged he/she is held responsible and has to replace the book(s).
- Silence should be strictly observed in the library.
- Books will be issued on days assigned to each class.
- No student is allowed to keep a book for more than a week without renewing his/her application. Students should return library books two weeks before examination.

Science Laboratories

The School has adequately equipped separate Science Laboratories for the subjects of Physics, Chemistry, Biology, Home Science and Mathematics. The latest scientific apparatus are housed in modern well ventilated laboratories with spacious seating arrangements that will enable the students to get a first hand knowledge of the practicals in a scientific atmosphere.

Routine practical classes are conducted in the respective laboratories in subjects - Physics, Chemistry, Biology, Mathematics and Home Science for classes IX, X, XI & XII. The students of VI, VII & VIII are taken to the laboratories periodically to get them acquainted with the innovative instruments of science and scientific learning.

Also the required practical equipment/ apparatus/specimens/chemicals are taken to the class room for demonstration and to familiarise the students with practical exposure in classes IV to VIII.

Mathematics Laboratory

With the objective of making, teaching and learning of Mathematics more effective, interesting and enjoyable, our school has set up a well designed, mobile Mathematics Laboratory. The objectives of the Lab are:

- To achieve the higher broad objectives of sharpening of the intellect
- To develop the skill of logical reasoning
- To master the basic essential mathematical skills.

A variety of activities are planned for the students of Classes III to X.

Computer Science

St. John's (Besant Nagar) introduces the Technology based knowledge of Computer Science for all the Students from Classes UKG to XII at three different stages - Primary Level (UKG-V Class), Middle Level (VI-VIII Class), High School & Secondary Level (IX-XII)

Technology Based Training : We have understood the latest trend that Computer Technology is an important tool in the Educational Programme. And it is the prime duty of the institution to successfully integrate technology into the school academic curriculum.



This is a complex and challenging educational goal. All the students from UKG Class to X Class are taught the computer mastery skills around the following 10 essential technology areas at graded level suitable to different age/class levels.

- Desktop Publishing
- Database
- Multimedia
- Spread Sheets
- Word Processing
- Telecommunications
- Operating Environments
- Applied Technology
- Programming
- Graphics

This training is given in a separate MULTI-MEDIA LAB equipped with hi-tech well-configured 60 Computer Systems and handled by 9 Computer Tutors specially trained for the course.

Stage I : We bring the richness of a new learning experience in the form of Computer Education Foundation Programme (CEFP) for the primary class students.

Stage II : For the students of Class VI to Class X Computer Science is taught as an integral part of work experience activities.

Stage III : Computer Science is taught as an elective subject for the students of XI and XII. The computer languages - Python and MySQL are taught in the Curriculum.

Audio-Visual Aids

The School uses the following audio-visual aids for learning activities.

- Over-head Projector
- LCD Projector
- 32" colour TV Fitted with videoscope for clear visibility
- Public Address System

Instructional Aid Centre

The Instructional Aid Centre is the prime centre for the Teaching Faculty. The following Teaching Aids are made available to the Teaching Faculty.

- Charts & Maps of varied subjects
- Automatic - Slide Projector
- Over-head Projector
- Atlases & Globes
- Mathematical Instrument sets
- Drawing equipments
- Photo-copier
- Manuals & Journals
- Geographical apparatus
- Educational Video Cassettes
- Audio Cassettes & Compact discs.

SMS Facility

To reach to the parents immediately and to give first hand information, the school has SMS facility to convey all the important notifications.

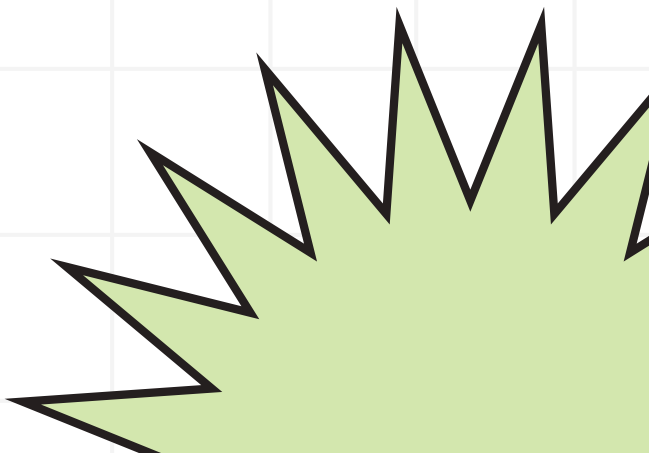
Career Counselling Cell

This cell provides a variety of useful information to students on areas which include

- Facilities for higher education in India and Abroad and availability of scholarships.
- Various Entrance and Competitive Examinations.
- Exposure to a wide variety of courses and new subjects and also to the institutions catering to the student needs.

Medical & Physical Examination

The school has a part-time Registered Medical Officer. The Medical Officer visits the school daily. Each student is subjected to Annual Physical and Medical Examination and the respective reports are entered in the handbook and forwarded to parents for necessary action.



Lost and Found Corner

Belongings of the students like Text Books, Note Books, Stationery boxes, spectacles, calculators, foot-wear etc., left unclaimed or unidentified are deposited at the Lost & Found corner by the spotters. Items stocked in the Lost & Found Corner can be identified by the loser and can be claimed after acknowledging the receipt and paying the necessary fine. When expensive items like wallets, watches, etc, are lost, stolen or misplaced, the student should notify the Principal immediately.

School Bus

For the convenience of students, the school operates 10 MINI BUSES covering a radius of 20 kms from the school campus. Only a limited number of students are enrolled to avail of the school bus facility and the service is offered on first come first served basis, for students from Pre-KG to Std XII (based on the availability of seats only).



Bus service rules

- Bus service will be operated only in those areas from where atleast 5 students avail of the service.
- Bus service will follow only specific routes and cannot take diversion on the demand/ request of the parents.
- Bus will ply only on the Main Road, Broad Roads and not on narrow lanes/streets.
- The BUS FEE will be collected slot wise along with the school fee.
- Even under circumstances in which the student is not able to make use of the Bus Service for a part of the month, the BUS FEE will be collected in full.
- BUS FEE once paid is not refundable, adjustable or transferable.
- BUS FEE will be charged for full month for the months of September, December and April.
- Parents are advised not to tip nor contact the Driver/Conductor and not to make use of them for their personal work at school.
- Parents are requested not to contact the School bus drivers on their mobile phones.
- One way bus service will not be permitted.
- Parents are requested not to collect their school bus going wards at the gate when they are being boarded or after being boarded in the School bus. This is to avoid the serious danger of children being picked up by unauthorised persons without the knowledge of the School authorities. However, in cases of emergency alone, parents are allowed to pick up the Students from the school Campus if written sanction has been sought from the Principal at least an hour before the dispersal.
- School buses will not be operated during functions/programmes/celebrations, tuition classes, Sunday's exam etc., organized by the school.

Bus Conduct Rules

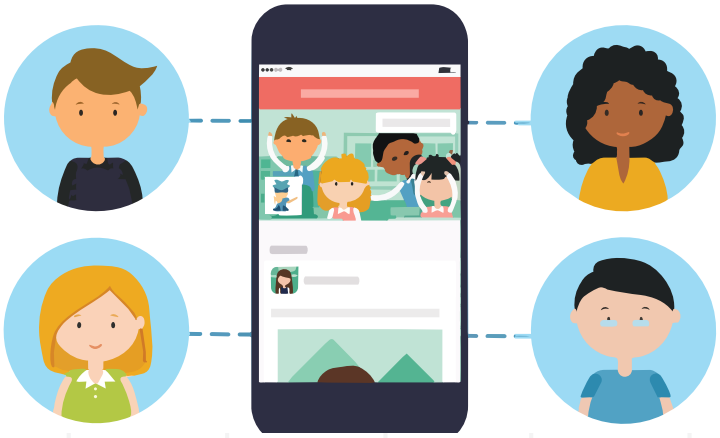
- No part of student's body (arm, hand etc) should be held out of an open window at any time.
- Objects should never be thrown in the bus or out of the window.
- A student must never move from the seat while the bus is in motion. He/she is not allowed to stand and travel.
- Students are not permitted to reserve seat for friends or themselves by placing books on the seat.
- There should be no drinking or eating while travelling in the bus.
- The upholstery of the bus should not be damaged or marked in anyway.
- Shouting, quarrelling and fighting are not permitted in the bus.
- Students in the bus should obey the 'Instructions & Guidance' of the Bus Driver & Conductor.
- Students should speak only in English in the bus

Day Care Centre

Apart from regular instruction periods, the school runs Day Care facility for the students of Pre-KG & LKG from 12.30 p.m to 6.00 p.m and UKG to III Std from 3.30 p.m to 6.00 p.m.

Information Through Parent App

Once your ward is admitted you will have to download the Parent App which will connect you to the school. Messages/ Activities/Information/Homework and Circulars regarding school activities will be posted in the app. This will be the main source of information.





Admission Procedure

Application

Parents seeking admission for their ward should obtain the Prospectus and APPLICATION against the payment of Rs. 1000/- (Rupees One Thousand only) either by UPI or cash or DD drawn in favour of "St. John's English School."
All completed application forms for registration together with the Registration Fee of Rs. 500/- (Rupees Five Hundred only) and enclosures should reach the school office within 3 days from the date of receiving the application.

Application submitted beyond the stipulated date will remain invalid and a fresh application should be taken for registration.

Registration For Admission

The duly completed Application Form signed by the Father/Mother should be Registered at the school office along with the following documents and registration fee.

- Recently taken passport size colour photograph should be affixed on the application form in the space provided.

- Photo Copy of the Original Corporation/ Municipal/Birth Certificate duly attested by a Gazetted Officer should be submitted.
- Overseas students, Non-Resident Indians and Indians holding passport should submit a Photostat copy of the passport for verification.
- The details entered in the application form should be correct in all aspects. Any discrepancy will render the application liable to be rejected.

This amount (Application + Registration) should be paid by UPI/cash/online payment by crossed bank draft favouring "St. John's English School" payable at Chennai. The applicant will receive an official receipt and a registration number, which should be quoted in all future correspondence regarding admission of the child.



Specific Procedure for Pre-K.G., L.KG. and U.K.G. Admission & Eligible Age

Points will be awarded to the candidates admission to Pre-K.G. & L.K.G. based on the following criteria.

- Age - Candidate should have completed 3 years for Pre-K.G., 4 years for L.K.G. and 5 years for U.K.G. on or before 30th June of the year seeking admission.

- Medical Fitness - Candidates should submit a medical Fitness certificate from a registered/practising paediatrician.

- Sibling - Preference will be given if a sibling is studying in the school. However this is subject to the scrutiny of the academic record and conduct of the sibling.

- Senior Principal/Head of the Primary Department/Class Teacher who are going to educate the child would like to meet the child in the interest of knowing the child better. On such call, prior to the admission, the parents are expected to accompany their ward. Only the provisionally selected candidates will be called.

Selection Procedure

The academic council will consider each application on the basis of the data and details furnished in the application form and offer admission to the child to the appropriate standard.

New Admissions will be finalised based on the following:

General Procedure

- Availability of seats/vacancies
- Priority in the order of registration
- Academic performance in the previous school

Specific Procedure

- Pre-KG, LKG & UKG - Admission letter will be sent to the selected candidates.
- Classes I to IX - Admission will be based on the previous academic year performance of your ward.
- Class XI - Marks scored/Grades obtained in the class X School level & Board Examination.
- Conduct of Entrance Examination is at the discretion of the school.



Finalisation Of Admission

On the basis of the previous academic year performance of your ward and considering all other General & Specific selection formalities, the MERIT list of the candidates qualified for admission will be prepared. From the merit list, the topper will be selected as per the required number of vacancies and will be given PROVISIONAL ADMISSION. The same will be intimated through Admission Letter (by Post/e-mail). The candidates will be asked to submit/remit the following:

1. Previous School's Transfer Certificate showing the class studied, the eligibility of promotion to the next higher class. If the ward is not eligible for promotion to the next class the provisional admission will be cancelled. Such a candidate will not be eligible even for the immediate lower class.
2. The admission fee, first slot school tuition fee, along with special fee and other fee are to be paid on or before the stipulated date mentioned in the Admission Letter.

Regret Letter

A Letter of regret will be sent to those students who are not selected.

School Fee & Remittance

1. In addition to the Admission Fee, Academic Special Fee and other fee that are paid at the time of enrolment and admission to the Institution, every bonafide student has to pay the following fee for the current academic year and also at the beginning of ensuing academic years.

- Academic Special Fee (every May) ***Annual***
- June to May School Tuition Fee ***Slot wise***
- Hand Book ***Annual***
- Students' Council Fee ***Annual***
- Text Books & Note Books Fee ***Annual***

Amount and date of payment will be intimated

2. All the Annual fee and the Text Books and Note Books amount have to be paid on or before 10th May or as per the date mentioned in the Provisional Admission Letter (in case of New Admission).



3. The School tuition fee may be paid for the whole year or Slot-wise fee: Slot-I (June to November) at the time of admission. Slot-II (December to May) on or before 10th of Dec. Each instalment shall be paid no later than the 10th day of each slot.

4. Fee for the month of May will be collected along with Slot-II.

5. Non-Refundable Laboratory Fee (IX & X and XI & XII Science) will be collected as Annual Fee every year along with the special fee in May.

6. Home Science fee will be collected for XI & XII who opt for Home Science as one of their elective subjects.

Note

- Though the academic session begins by April/June every year, the Annual/Initial fee is to be paid on or before 10th May for the old students and as per the Admission Intimation Letter in the case of new admission, in accordance with the rules and regulations laid by the Governing Body
- In order to enable the school to realise the Fee in time, the school will impose fine on late payments.
- For tuition fee paid later than the 10th of every slot, a fine of Rs. 100/- shall be levied.
- After the 10th of each slot, the names of regular defaulters will be struck off the roll, if re-admitted at the discretion of the Principal, the readmission fee of Rs.1000/- will be charged after collecting all the arrears.
- The fee rates are subject to change as per the decision of the Governing Body
- UPI mode of payment will be available.
- DD's must be crossed and drawn in favour of "St.John's English School", Chennai.
- DD's will not be accepted after the 10th day of each slot.
- School fee, Admission fee or any other fee once paid will not be refunded, adjusted or transferred to some other student's name.

School Uniform

The School lays emphasis on 'Uniform Formalities" to a great extent. Students are expected to respect the school uniform and are demanded to come wearing the proper uniform on all working days.

The school follows the system of "White Uniform" on Mondays and "Navy Blue Uniform" for the rest of the days i.e. Tuesday to Friday.



White Uniform - Monday's Uniform

UNIFORM	BOYS	GIRLS
Shirt	White Shirt (Half Sleeves only)	White Shirt (Half Sleeves only)
Half Pant/Full Pant/Skirt	White Half Pant » LKG - V White Full Pant » VI - XII	White Skirt
Tie	Navy Blue with Grey & Red Stripes	Navy Blue with Grey & Red Stripes
Shoes	White Canvas	White Canvas
Socks	St.John's Navy Blue socks	St.John's Navy Blue socks
Badge	St.John's Logo Badge	St.John's Logo Badge
Belt/Ribbon	White Belt	White Ribbon
Identity Card	St.John's ID Card	St.John's ID Card

Navy Blue Uniform - Tuesday To Friday

UNIFORM	BOYS	GIRLS
Shirt	White Shirt (Half Sleeves only)	White Shirt (Half Sleeves only)
Half Pant/Full Pant/Skirt	Navy Blue Half Pant » LKG - V Navy Blue Full Pant » VI - XII	Navy Blue Skirt
Tie	Navy Blue with Grey & Red Stripes	Navy Blue with Grey & Red Stripes
Shoes	Black Leather Shoe	Black Leather Shoe
Socks	St.John's Navy Blue socks	St.John's Navy Blue socks
Badge	St.John's Logo Badge	St.John's Logo Badge
Belt/Ribbon	Black Belt	Navy Blue Ribbon
Identity Card	St.John's ID Card	St.John's ID Card

↗ Belt (Blue or White) is compulsory for Boys from Class VI.

Games/P.T Wear

The Uniform 'Games/P.T Wear' (Top and Bottom) for Students of classes from L.K.G. to XII is to be worn compulsorily on the days of P.T. Classes, it will be issued to students as per their size requirements after re-opening through their class teachers. Each Student will be provided with one Set of P.T. Wear (Compulsory).

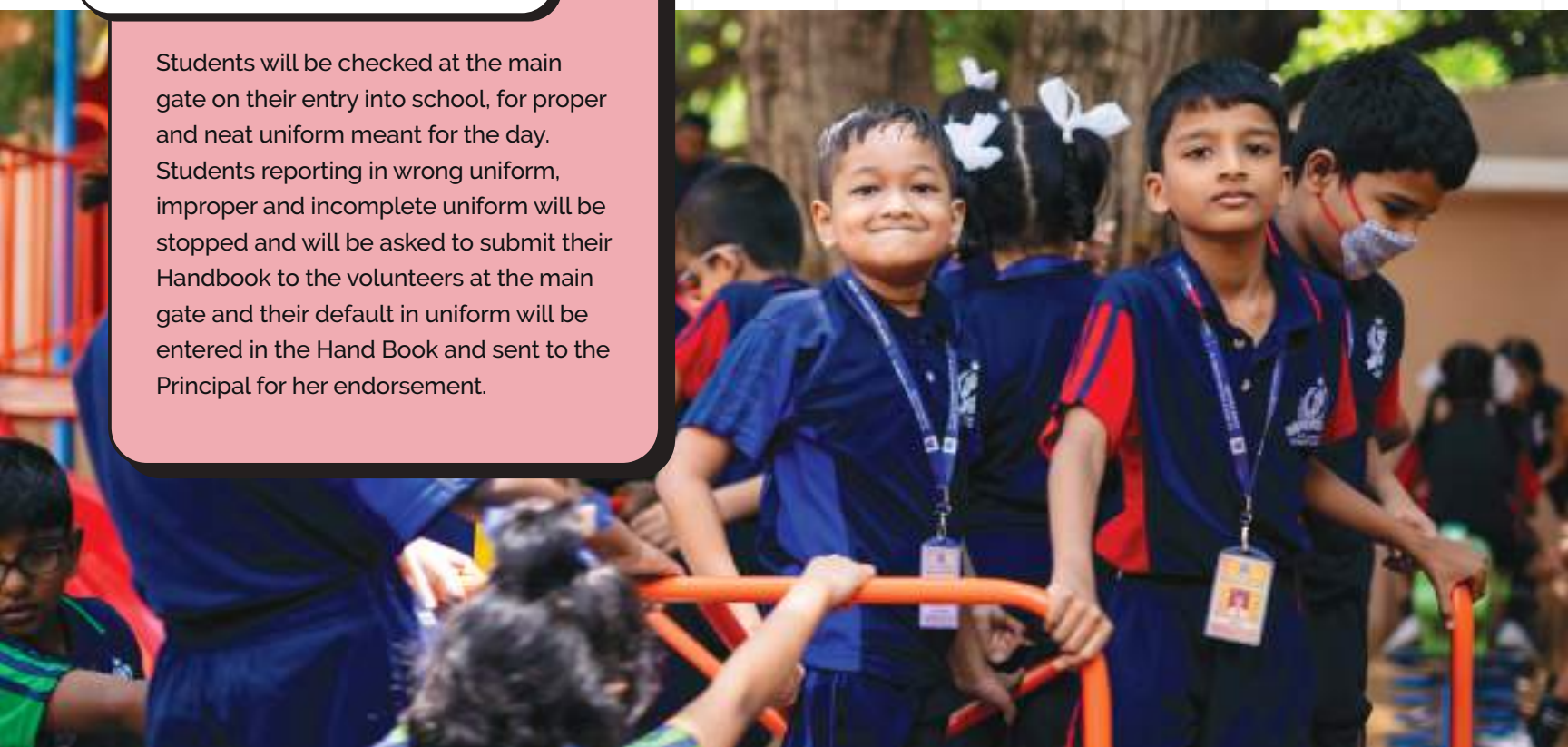
Socks

Three pairs of Navy blue socks with SJBN logo will be provided to all the students.

In case a student is unable to wear the white uniform on Monday, he/she is advised to wear the blue uniform and vice versa. In such a case, a requisition letter from the Parents, addressed to the Principal should be produced by the Student. Such request will be accepted only once in an academic year and only when it is supported by valid reason. They should not wear colour dress to school. Uniform should always be checked for 'buttons'. Safety pins should not be used.

Information on Uniforms

Students will be checked at the main gate on their entry into school, for proper and neat uniform meant for the day. Students reporting in wrong uniform, improper and incomplete uniform will be stopped and will be asked to submit their Handbook to the volunteers at the main gate and their default in uniform will be entered in the Hand Book and sent to the Principal for her endorsement.



Students are permitted to come in decent casual wear on their Birthday and to join the choir in the Morning Assembly to be greeted by the School.
School will recommend a particular brand of Uniform Material with Shade Code and Colours. Our authorised SCHOOL TAILOR will stock the Uniform. Parents are asked to contact the school Office for details regarding Uniform Stitching.

Purchase of TextBooks & NoteBooks

The prescribed textbooks and notebooks for classes Pre-KG to X and only notebooks for classes XI & XII and selected textbooks should be purchased from the School Book Depot. Only notebooks bearing the 'School Emblem and Name' should be used.
All the books and notebooks issued in the school are obtainable from the School Depot at market rate. All transaction is by cash only. Also the textbooks and notebooks prescribed for the various classes will be sold only as a complete set (textbooks and notebooks together) and not as notebooks or textbooks alone.

Maintenance and Correction of Textual Materials

The textbooks and notebooks should be maintained properly and the same should be brought to the class for the periods concerned. Students without the text and notebooks for a particular period (subject) will not be permitted to attend that period.
The class notes and homework should be completed promptly. The same should be corrected by the teachers concerned regularly.
In the case of absentees, the notes during the days of absence should be completed before they go to the current work.

Policy on Home Work

At all class levels, homework for students will be an integral part of the curriculum and planned by the teacher to correlate with class room curriculum development. Parents should feel that they are a part of the home study development programmes that are initiated and planned by the teacher. One basic goal for a homework programme is to develop at an early age the importance of good study habits so that assignments can be

accomplished independently and not directly under teacher or adult guidance. The development of student responsibility, initiative and motivation are additional objectives in a well designed home study programme. Homework assignment should not be considered as merely busy work with no purpose or objective. Parents should maintain close co-ordination with teachers on homework assignments. If the teacher believes that a student is merely copying answers from other students or receiving excessive help from parents or tutors, this matter will be brought to the attention of the Principal. The homework will be sent by SMS/Parent App.

Weekly Schedule and Daily Routine

The School Academic Activities are scheduled only for five days of the week - Monday to Friday.
Saturdays and Sundays will be weekly holidays for school activities.

Students are expected to use gel pen only, from Class IV onwards. Ball point pens shoud not be used for any type of school work.
In the case of unprecedented holidays declared during the week days, that week's Saturday will be converted into a working day as a compensatory measure. The same will be intimated to the Parents through the Student's Hand Book and Parent App.
The daily routine is designed to cultivate good habits in the students, to develop in them the capacity for self education, to progressively develop their mental and physical capabilities and to provide time for recreation.
Each working day - Monday to Friday - consists of two sessions - Morning (Forenoon) Session and Afternoon Session. Each session will have an interval of 10 minutes.

Morning Session

09.15 a.m to 12.25 p.m ▷▷ (Pre-KG & LKG)

Lunch Break

12.25 p.m to 1:00 p.m

Afternoon Session

1:00 p.m to 03.25 p.m ▷▷ (UKG to III)
1.00 p.m to 04.05 p.m ▷▷ (V to XII)

Students should be in their respective class rooms well before 9.15 a.m. commencing bell. Late comers (Permissible between 9.15 a.m. and 9.25 a.m.) should surrender their Hand Book to the student volunteers at the main gate. If late beyond 9.25 a.m. they should either be accompanied by the parents or should bring a letter of explanation from their parents.

Students who report late will be permitted to attend class only with a written permission slip from the Principal.



Students representing school and participating in external competitions, cultural programmes, sports and games and attending seminars, camps, educational tours will be given full attendance. The loss of classes - Theory and Practicals will be covered through extra classes at the convenience of both students and teachers.
However no special/extra classes will be organised by the school for those students who are absenting for personal reasons including medical leave.

Working Pattern of Pre-Kinder Garten (Pre-KG) and Lower Kinder Garten (LKG)

Pre-KG and LKG classes in St. John's are using the "Work-way" method and we follow a definite curriculum of learning with proper class-room atmosphere with emphasis on writing skill, conversation skill, oral work coupled with recreation activities.

Pre-KG and L.K.G. classes are conducted only for one session i.e., Morning (Forenoon) session and they will be working between 9.15 a.m. and 12.25 p.m. with a recess break of 10 minutes for snacks, drinks etc.

Attendance

Absentees who do not obtain early permission will be dealt with seriously. If absence is unavoidable on account of illness or any other reason, a letter of explanation must invariably and immediately be sent to the Senior Principal or brought atleast on returning to school.

In case of continuous absence for ten days without information the absentee's name shall be struck off from the roll, if re-admitted, he/she has to pay the re-admission fee.

- ✓ 75% of attendance is compulsory for promotion to the next class/to appear for the Board Examination.

Availing of Leave

Prior permission should be sought from the Senior Principal for leave/absence for more than 3 days. Leave availed of without prior intimation for more than 3 days will be intimated to the parents through E-MAIL/CALL.

Students availing leave due to unavoidable circumstances should produce leave letter on the day the student attends the school after having availed of leave.

Leave application/letter of absence should be submitted in the prescribed form. It should be duly signed by PARENT/GUARDIAN giving the following particulars as called for in the application.

- ✓ Name of the pupil with initial.
- ✓ Class and Section.
- ✓ Day(s) and Date(s) for which applied/absent.
- ✓ Total number of day(s) leave applied/absent.
- ✓ Reason for absence.
- ✓ Date of application.
- ✓ Signature of the Parent/Guardian.

Medical leave due to sickness, fatigue, ill health, hurt to the extent of inability to move, only are permissible.

Availing of leave for the following reasons has to be avoided by the students and their parents.

- ✓ Family marriages (except of their close relative)
- ✓ Accompanying Parents on Tour.
- ✓ Simple religious ceremonies other than Diwali, Pongal, Dhussera, Christmas, Easter, Ramzan, Muharam and Bakrid.
- ✓ Preparing for School Examinations and other competitive Examinations.
- ✓ Attending to Parents' occupation/business.
- ✓ Entertaining relatives/visitors at home.

Early Departure From School

Permission to leave early from school will be sanctioned by Principal and with the knowledge of Principal, Vice-Principal & Headmistress can grant permission.
These permissions can be granted only under the following conditions :

- ✓ A written requisition letter from parents.
- ✓ When found sick/fatigued/hurt.
- ✓ Oral requests will not be accepted.

Attendance Contract

Students who have had several doubtful absences, and those who have forged Parent's signature in the Pupils Leave Application Form and those who absent more frequently on invalid reasons and those who fall short of minimum required days of attendance will be placed on an Attendance Contract which will specifically state the consequences of further attendance problems. Among other requirements, parents will be required to telephone the Senior Principal's office every time the student is legitimately absent or the absence will be considered to be unauthorised. The Parent, Student and Principal will sign the contract.

Bell / Time Schedule

TIME	SCHEDULE
09.15 a.m	Commencing Bell*
09.25 a.m	Assembly Bell
09.35 a.m	First Period
10.15 a.m	Second Period
10.55 a.m	Recess Bell
11.05 a.m	Third Period
11.45 a.m	Fourth Period
12.25 p.m	Lunch Break
Closure of Pre-KG & LKG Classes	
01.00 p.m	Commencing Bell
01.15 p.m	Fifth Period
01.55 p.m	Sixth Period
02.35 p.m	Recess Bell
02.45 p.m	Seventh Period
03.25 p.m	Closure of Primary Classes ⏩ UKG to III
04.05 p.m	Closure of Classes IV to XII
04.15 p.m	Commencing bell for Coaching classes
✓ Dance ✓ Music ✓ Karate ✓ Skating ✓ Abacus ✓ Hand Writing ✓ Football ✓ Cricket	
05.15 p.m	Closing bell for all Activities

*All the students are expected to be in their respective classes, before this bell - Reporting beyond 09.15 a.m. is entered as late coming.



Hand Book

Every bonafide student of the school will be provided with a Hand Book at the beginning of the academic year.

1. Parents are requested to give due importance to their ward's HAND BOOK for it conveys to them the academic and general activities of the school.
2. It is advisable for the parents to go through the HAND BOOK of their ward daily.
3. While keeping a track on the HAND BOOK, the parents are expected to look into the following activities of their ward:

School Functions & Programmes; Club activities; Extra-Curricular activities; Late attendance; Permission taken; Absence entry; Saturday schedule if any; List of books read; Home work entry; Extract of the Report Sheet/Progress Report; Attendance; Examination Timetable and Portions allotted for various Examinations.

4. Parents are asked to acknowledge all the entries made, wherever requested and it is their responsibility to see that their ward completes the Homework/Assignments.
5. A close observation of their ward's HAND BOOK will help in early detection of any deviation on the part of the student enabling the parent to discuss the matter with the Class Teacher/Subject Teachers/ Supervisory Heads/Senior Principal.
6. Parents are requested to fill in the details called for in the Bio-Data Sheets (Triplicate) in the Hand Book. Duplicate and Triplicate copies will be taken for school records and the first copy will be retained in the HAND BOOK.
7. The hand book must be brought to the school daily by the students. It should be maintained neat & tidy. Tearing of pages or scribbling in the HAND BOOK is strictly prohibited.
8. Parents should not communicate through the HAND BOOK. Any communication should be written separately in a letter form and should be addressed to the SENIOR PRINCIPAL ONLY.
9. The loss of the Hand Book should be brought to the notice of the Class Teacher. And if not traceable a New HAND BOOK should be purchased at the school office by remitting Rs. 250/-

Office Working Hours

The School Office will be functioning from Monday to Saturday with working hours 9.00 a.m. to 5.00 p.m. Fee will be received from 9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m. Parents/Guardians/Visitors are expected to contact school office for any contact with their ward, staff and school authorities. The School office will remain closed on Sundays and on important Government holidays only.
Holiday declared to the school does not mean holiday to the school office.

Correspondent/ Senior Principal's Office

The Head of the Institution is the Correspondent/Senior Principal. She is the sole Administrative Head and is responsible for the matters and policies of the school.

The Office of the Correspondent/Senior Principal can be contacted for all matters of school interest...

- ✓ General administration of the school.
- ✓ Office routine.
- ✓ Attitudes of Non-teaching staff
- ✓ Performance of the staff.
- ✓ Even matters presented to the academic Supervisory Heads - Principal / Vice Principal / Headmistress can be referred to the Correspondent & Senior Principal for follow up.

Correspondent/Senior Principal - Parents Contact

The Parents/Guardians who wish to contact and counsel with the Correspondent & Senior Principal with regard to their ward(s) on all matters of school interest are requested to call on the Correspondent & Senior Principal at her school office with prior appointment on all working days.

Parents are strictly asked not to contact the Correspondent & Senior Principal at her residence either in person or over phone.

Directors' Office

Those parents who wish to meet the Directors, can do so with prior appointment on all working days at their respective school office.

Parents' Involvement

Parents are considered as their ward's/School's Partners in Education. We have many activities throughout the year, for which we encourage Parents' attendance and participation. These activities include Parents - Staff Contact Session, Annual Day, Talent Show, Exhibition, Matches, Seminars, Sports Day, Christmas Celebration etc.,
If a parent has a special knowledge, skill or interest area, he or she is asked to contact the Co-ordinator of Co-curricular activities at the school office. This includes training the children in cultural events, coaching in athletic events, special lectures, field trips, In-service training and career guidance.

1. A smooth and cordial Parent-Staff relationship is an essential pre-requisite for the student's progress. Parents desirous to meet the Class Teacher and Subject Teachers are requested to call on them in the school between 09.30 A.M. and 12.30 P.M on the Second Saturday of every month during the Parent - Staff Contact Session.
2. The teachers can be met department-wise.
3. Parents will be permitted to contact the members of staff during the Parent Staff Contact session only.
4. Parents will not be permitted to meet the Class Teacher/Subject Teachers during the school working hours i.e 09.15 A.M. to 04.00 P.M. (inclusive of Lunch Break) as they will be occupied with their class preparation and correction work.



Identification Card and Lunch Time - Gate Pass

An individual Identification card with student's photograph affixed and laminated on both sides will be issued to each student at the start of the academic year. This should be worn daily.

Lunch Time Gate Pass will be issued to the students (except X, XII & Council members and Volunteers of XI) requiring it on receipt of a requisition letter from the Parent. This should be brought to School daily to go out for lunch.

Note: Parents are not permitted to feed their wards in the School.

Examination (System of Evaluation)

The Students' performance in all subjects is evaluated throughout the year.

LKG & UKG (Continuous Evaluation) In order to have a continuous assessment of the tiny tots' various academic activities, each child is carefully observed and the general assessment is recorded in the Comprehensive Progress Report Card every month at the LKG & UKG level. However written examinations (Terminal Examination) will be conducted for the children of LKG & UKG also at the end of every term.

Class I to V - follows the system of Periodic Tests and Terminal Examinations conducted with portion of syllabus cumulatively covered.

Class VI to VIII - follows the system of Periodic Tests (Mid-Term, Terminal Exams) conducted with portion of syllabus cumulatively covered.

Classes IX, X, XI & XII Classes - follow the system of Mid Term/Terminal Examination as per the CBSE norms.

The Portions for Periodic Tests include all portions that are completed for that Periodic Test session before the examination from the commencement of that Periodic Test session.

However Class XII will sit for the Terminal Examination in the last week of every term.

Portions for the Monthly Test/Periodic Tests/Terminal Examinations will be intimated to the parents through Portion Sheet.

Students absent for the examination (Monthly Tests/Periodic Tests/Terminal Examination) without valid reason will be marked absent and will not be re-examined.

No Text Book, Note Book or other papers are to be brought into the Examination hall.

Students found copying or using unfair means during the Examinations will be

dismissed from the school in very severe cases.

Students should bring the Identification Card, Hall Ticket and Hand Book to all the Examinations.

Progress Report/ Report Book

The Progress Report/Report Book showing the performance of the pupil will be sent to the Parents after every Test/ Examination.

Parents are requested to examine the Progress Report/Report Book carefully and ensure that their wards make special efforts to improve their performance.
Those who want to meet the Principal with regard to their ward's progress should do within one week of receiving the same.
The Progress Report/Report Book must be returned duly signed within three days from the date of receipt. Parents should expect and demand from their children the Progress Report/Report Book in about a week after the last day of the Test/ Examination schedule.
In case of Progress Report/Report Book being misplaced or lost, it should be brought to the knowledge of the Principal. Duplicate Progress Report/ Report Book can be obtained with the Principal's permission and by paying Rs. **100/-**

Promotion Rules

As per the marks scored by the students in the Annual Examination they will be declared as PASSED and will be placed as follows for the Classes LKG, UKG, I - IX & XII:

Aggregate	Position
75% and above	Distinction
60% to 74%	First Class
45% to 59%	Second Class
33% to 44%	Third Class
32% and below	Fail

Endowment Prizes

Awarding Class Toppers & Subject Toppers for X & XII std.

Endowment prizes and certificates will be given to the students who score the Top marks of a Class and to those who score the maximum marks in a particular subject in an Academic year. In the adjudication of Class Toppers and Subject Toppers, preference will be given to the students who have appeared for the maximum number of examinations conducted in a year, considering all the written examinations throughout the year.

Academic Probationary Period

Any Student who enters St. John's with an academic record from a previous school which is consistently poor may be placed immediately on an academic probation contract which may be extended to one more academic year at the direction of the Senior Principal.
Any student who fails to improve even after the period of two full academic probationary contract may be asked to withdraw.

Withdrawals

1. Students are accepted for admission on the understanding that they will remain in the school for the entire course. Should they however be withdrawn due to personal reasons, parents will have to pay the fees in accordance with the school rules.
2. Students leaving the school in the middle of the term on account of personal reason must pay the school fee for the full academic year.
3. Request for Transfer Certificate (T.C.) should be submitted in the prescribed application form available at the school office. Requisition will be accepted only if it is signed by the Father/Mother.
4. For the withdrawal, a minimum of 7 days notice in writing is required.
5. Transfer Certificate will be given only to those students who have no arrears of fee and other payments.

Withdrawals under compulsion

1. Repeated defaulters who do not pay fees regularly may be withdrawn from the school. The Parent will be asked to clear the dues.
2. The Senior Principal can ask a parent/ guardian to withdraw their ward from the school should

she consider the student's conduct, behaviour or influence to be in any way detrimental to the interests of the School.

To Students

1. Damage done to Buildings, Furniture, Library Books, Sports Goods, Laboratory Equipment etc., must be paid for at the discretion of the Correspondent/ Senior Principal.
2. Pupils are advised NOT to bring any valuable articles to the School. The School will not be responsible for the loss of pupil's belongings.
3. Pupils are responsible for their own Books, Fountain Pens, Cycles, Tiffin carrier, gold ornaments or any other articles. While every effort is made by the school to reduce loss of such articles, the ultimate responsibility rests with the children themselves.
4. Students suffering from contagious/ infectious diseases will not be permitted to attend school.
5. Private tuition will be entertained in the school if it is absolutely necessary.
6. The permission of Correspondent/ Senior Principal is necessary for arranging Private Tuition with the teacher of the school outside the school campus.
7. Any serious breach of discipline and above all disrespect and disobedience to the members of the school staff inside or outside the school premises will be treated seriously.
8. Pupils are not allowed to give gifts to teachers.
9. Regular late-coming, frequent absence, negligence in wearing uniforms, carelessness in studies will be viewed seriously.
10. Every student should bring the Hand-book to the School daily.
11. Students are instructed to be clean and tidy in their person.
12. No book (other than the library book and class books) newspaper or periodical should be brought to School without the consent of the school authorities.
13. Students are expected to take part in all the extra curricular activities of the school and no one will be exempted except for valid reasons.
14. No student will be exempted from Physical Exercises and Games without a Medical Certificate.
15. All the Students should only converse in English in the School premises to acquire greater skill in the use of the language.

16. The boys should come to school with their hair properly cut and a clean shaven face. No boy with long hair/gel applied will be allowed to attend the class.
17. Colouring of hair is not permitted.
18. Pupils who bring lunch to school, should bring with them napkins/hand towels/ table mats and should use the same to avoid making the classroom dirty.
19. Good table manners should be followed during lunch time. Spilling and wasting should be avoided.
20. Though the school takes all care to supply clean R.O. drinking water, it is advisable that the pupils carry clean drinking water in water bottles from their houses.
21. Students are prohibited from eating or chewing any eatables during the class hours.
22. Any student found to have taken other students' belongings will face automatic suspension.
23. Physical violence on other classmates/schoolmates inside or outside the campus will not be condoned.
24. Photograph attestation for our bonafide students will be executed by the Senior Principal only when the photograph is taken with school uniform and not civil dresses.
25. Mobile Phones are Strictly banned in the Campus and even when students go out for competitions, excursions or any other school related activities.

Discipline

Expulsion

Students will be expelled from the school with immediate effect if they commit the following indisciplined acts.

1. Bringing mobile phones, cameras, electronic goods to the school.
2. Bringing magazines, periodicals or any other books not related to the academic subjects.
3. Violent acts in the school which lead to physical wounds and hurts of school-mates.
4. Disrespectful words or actions against teachers.
5. Indulging in frivolous relationships with the opposite sex.
6. Driving two wheelers or four wheelers to school without license.
7. Absconding from school and found outside in school uniform.
8. Possession of contraband goods like drugs, cigarettes, pan, etc.,

Discipline

Withdrawals

The following acts of indiscipline leads to compulsory withdrawal at the end of the academic year.

1. Speaking any languages other than English in the campus [Tamil, Hindi, French, Sanskrit are permitted only in the concerned classes].
2. Regular late reporting to the school.
3. Irregular in bringing books, completing and submitting notes.
4. Repeated default in Uniform formalities.
5. Copying in the examinations.
6. Taking notebooks and textbooks of other students without permission.
7. Causing disturbance during class hours.
8. Damaging school property like benches and desks, library books, lab equipments, buses etc.,
9. Found talking in groups outside in school uniform after dispersal.
10. Rash driving by students around the school area.
11. Constantly flouting rules of the school inspite of repeated warnings.





12. Indiscipline inside the school premises.
13. Habitually availing leave without acceptable reasons.

To Parents

1. Parents/Guardians are requested to co-operate with the school in maintaining discipline, including diligence, initiative, upright behaviour and courtesy.
2. Parents who seek information regarding their child's progress should do so through the Head of the School and not through the Class Teacher.
3. Parents or Guardians are not allowed to see their children or meet the teacher during the school hours without the permission of the Correspondent/ Senior Principal.
4. Parents or guardians are not allowed to wait near the classrooms or the verandah during the class hours.
5. Parents are expected to co-operate in the work of the School by enforcing regularity, punctuality and discipline and by taking interest in their children's progress. They are specially requested to read the rules carefully and see that they are strictly followed.

6. Parents are requested to sign the Monthly Report, Late Attendance Record, Absence Record, Homework Assignments and the Notes to parents which are sent by the teachers to them through the Hand Book.
7. Parents are advised not to encourage leave or absence for their ward to attend weddings (other than those of close relatives) and other routine social or religious functions at home.
8. Parents are asked to equip their ward correctly with uniform requirements and other school stationeries and accessories.
9. Parents should ensure that their ward rejoins the school on scheduled reopening dates after long holidays.
10. It is obligatory on the Parent to permit their ward to participate in any of the Group events/Solo events related to School programme like Sports meet, Students Council Day, Annual Day, Childrens' Day, Independence Day, Republic Day, Club Activities, Cultural programmes etc.,
11. Parents should meet the expenses of their ward's costumes/Special dress/ Sports wear when their wards participate in the School based Programmes and Inter-House & Inter-School Competitions.
12. A record of the address of the parents/guardian is maintained in the School Office. Any change of address and phone numbers should be communicated through a letter without delay.
13. Parents are expected to meet the Correspondent/Senior Principal only during the working hours and particularly during the specified days and timings.
14. Smoking is strictly prohibited in the School Office and Reception.
15. Parents should themselves get satisfied with the curriculum followed and facilities at the School.
16. Rules and regulations and other norms mentioned in the prospectus are framed keeping in mind the general requirement of the Institution. It will not be altered at the request of any individual student, or Parent or group of Students or Parents.

ST. JOHN'S ENGLISH SCHOOL

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