

SCHOOL DIARY 2024-'25



ST. ALPHONSA PUBLIC SCHOOL

Affiliated to CBSE No. 931107
Kudamaloor P.O., Kottayam, Kerala, India-686 017

Name of Student :

Class Teacher :

Be present in the school with this Diary



Our Patron

Mar Joseph Perumthottam

The Archbishop of Changanacherry

Mar Thomas Tharayil

Auxiliary Bishop

Manager

Rev. Dr Mani Puthiyidom

Principal

Rev. Fr. Joseph Mulavana

(Fr. Saji Kuriakose)

MA, B.Ed, MSc (Psychology) MBA

Ph: 9497821065

Administrator:

Rev. Fr. Kurian Ampalathinkal (Nithin)

Spiritual Directors:

Rev. Fr. Alocious Vallathara

Rev. Fr. Antony (Prince) Ethirettu Kudilil

Trust Members:

Rev Fr. Dr. Mani Puthiyidom (President)

Rev. Fr. Kurian Ampalathinkal (Member)

Shri. N J Abraham Pazhayakariyil (Secretary)

Shri. Cyril Jose Thottapillil (Treasurer)

Shri. George Korah Thuruthel (Joint Secretary)

Shri. George Thomas Pathinanchilparambil (Member)

Shri. Sony Joseph Nedumthakady (Kaikkaran)



**PERSONAL DATA**

Name of Student : _____

Class : _____ Div. _____ No. _____

Admission No. : _____ Blood Group : _____

Aadhar No. : _____

Date of birth : _____

Religion : _____ Caste : _____

Name of Father : _____

Occupation : _____

Mob. _____ Off. _____

Name of Mother : _____

Occupation : _____

Mob. _____ Off. _____

Home Address : _____

_____ Pin _____

Phone (R) _____

Names of Brothers/Sisters if any, studying in the School:

Class _____ Div. _____

Signature of Parent / Guardian _____

**PERSONAL DATA**

Name of Student : _____

Class : _____ Div. _____ No. _____

Admission No. : _____ Blood Group : _____

Date of birth : _____

Religion : _____ Caste : _____

Name of Father : _____

Occupation : _____

Mob. _____ Off. _____

Name of Mother : _____

Occupation : _____

Mob. _____ Off. _____

Home Address : _____

_____ Pin _____

Phone (R) _____

Names of Brothers/Sisters if any, studying in the School:

Class _____ Div. _____

Signature of Parent / Guardian _____



THE LORD'S 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.

HAIL MARY

Hail Mary, full of grace, the Lord is with you. Blessed are you
among women, and blessed is the fruit of your womb, Jesus.

Holy Mary Mother of God, pray for us sinners, now and at the
hour of our death. Amen.

TEACHERS PRAYER

O' Lord, give us the wisdom to deal with our children as you
would, to see in each of them, your holy image. O' God in training
these dear ones whom you have entrusted to our care, help us
to encourage rather than discourage to discipline with kindness
not softness, to guide them intelligently not blindly to coach not
scold to nudge nor nag. Dear Lord help us to pray always and be
close to you not only for the few years of this life but to the end
of eternity. Amen.

PRAYER FOR GOD'S PROTECTION

- ¹You who live in the shelter of the Most High,
who abide in the shadow of the Almighty,
- ²will say to the LORD, "My refuge and my fortress;
my God, in whom I trust."
- ³For he will deliver you from the snare of the fowler
and from the deadly pestilence;
- ⁴he will cover you with his opinions,
and under his wings you will find refuge;
his faithfulness is a shield and buckler.
- ⁵You will not fear the terror of the night,
or the arrow that flies by day,



- ⁶or the pestilence that stalks in darkness,
or the destruction that wastes at noonday.
- ⁷A thousand may fall at your side,
ten thousand at your right hand,
but it will not come near you.
- ⁸You will only look with your eyes
and see the punishment of the wicked.
- ⁹Because you have made the LORD your refuge,
the Most High your dwelling place,
- ¹⁰no evil shall befall you,
no scourge come near your tent.
- ¹¹For he will command his angels concerning you
to guard you in all your ways.
- ¹²On their hands they will bear you up,
so that you will not dash your foot against a stone.
- ¹³You will tread on the lion and the adder,
the young lion and the serpent you will trample under foot.
- ¹⁴Those who love me, I will deliver;
I will protect those who know my name.
- ¹⁵When they call to me, I will answer them;
I will be with them in trouble,
I will rescue them and honor them.
- ¹⁶With long life I will satisfy them,
and show them my salvation.

PRAYER SONG

Showers of blessing
There shall be showers of blessing
This is the promise of God
There shall be seasons refreshing
Sent from the Saviour above.

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

There shall be showers of blessing
Precious reviving again



Over the hills and the valleys
Sound of abundance of rain.

There shall be showers of blessing
Send them upon us, O lord
Grant to us now a refreshing
Come and now honour thy word.

PRAYER SONG

1.

ഈശ്വരാ കൈകുപ്പി
 നിൽപ്പു ഞാൻ നിൻമുമ്പിൽ
 ഈറനണിഞ്ഞ മിഴികളോടെ
 കാരുണ്യമെന്നിൽ ചൊരിയണ ഭൂവിലും
 കാരണഭൂതനാം തമ്പുരാണേ
 അച്ഛനും അമ്മയും എന്തുപറഞ്ഞാലും
 അക്ഷരം തെറ്റാതെ സൂക്ഷിച്ചും
 ഉള്ളിൽ വെളിച്ചം പകരും ഗുരുവിനെ
 ഉൺമയിൽ സ്നേഹിച്ചും ആദരിച്ചും
 ഓരോ അനുഭവവും ദേവാ നിൻ ചൈതന്യം
 ഓരാൻ കഴിഞ്ഞും അതിൽ ലയിച്ചും
 ഈശ്വരാ കൈകുപ്പി
 നിൽപ്പു ഞാൻ നിൻ മുമ്പിൽ
 ഈറനണിഞ്ഞ മിഴികളോടെ
2.

More Love
 More power
 More of you in my life
 I will worship you with all of my life
 I will worship you with all of my life
 You are my Lord
 You are my Lord

MAKE ME A CHANNEL OF YOUR PEACE

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



O Master grant that I May never seek,
So much to be consoled as to console;
To be understood as to understand,
To be loved as to love with all my soul.

Make me a channel of your peace
It is in pardoning that we are pardoned
In giving to each one that we receive,
And in dying that we're born to eternal life.

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

तुम्ही हो माता

तुम्ही हो माता पिता तुम्ही हो
तुम्ही हो बंधु सखा तुम्ही हो
तुम्ही हो साथी तुम्ही सहारे
कोई न अपना सिवाय तुम्हारे
दया की दृष्टि सदा ही रखना
तुम्ही हो बंधु सखा तुम्ही हो
जो खिल सके न वह फूल हम है
तुम्हारी चरणों की धूल हम है
तुम्ही हो नैय्या तुम्ही हो वैय्या
तुम्ही हो बंधु सखा तुम्ही हो

SCHOOL ANTHEM

We have come to saint Alphonsa
Seeking the light of wisdom
Lighted for life, we stand
Bless us all to learn well
Thou art solace in distress
And strength in all sorrows
Guide us well in our march
To heavenly home at last
Bless all that mould us here
In this school of thy name



Hail, o hail our school
And be the abode of knowledge
We have come to Saint Alphonsa
Seeking the light of wisdom

PLEDGE

India is my Country. / All Indians are/ my brothers and sisters./ I love my country, / and I am proud of its/rich and varied heritage; /I shall always strive to be/ worthy of it.

I shall give my parents,/teachers/and all elders/respect,/ and treat everyone /with courtesy

To my country/ and my people/ I pledge my devotion./In their well being/and prosperity alone/lies my happiness.

PLEDGE

I am proud to be an Indian /The great heritage and culture of my country/always influence/and give me direction /It is my duty/to be aware of the fundamental rights & duties/and the Child Rights/guaranteed by the Constitution of India /To live with self esteem and dignity/is my fundamental right /I will not tolerate/any type of abusive activities /that occur any where / against me as well as against other children/who are my sisters and brothers/I will always be in the forefront/to report any such instances /to the parents,/authorities/and the Police/This is my duty and responsibility./Since an abuse and exploitation free childhood/and world is necessary for my future/, I solemnly affirm /that I will always stand for the same.

Jai Hind.

പ്രതിജ്ഞ

ഇന്ത്യ എന്റെ രാജ്യമാണ് / എല്ലാ ഇന്ത്യക്കാരും /
എന്റെ സഹോദരീ സഹോദരന്മാരാണ്.

ഞാൻ എന്റെ രാജ്യത്തെ സ്നേഹിക്കുന്നു / സമ്പൂർണ്ണവും /
വൈവിധ്യപൂർണ്ണവുമായ / അതിന്റെ പാരമ്പര്യത്തിൽ /
ഞാൻ അഭിമാനം കൊള്ളുന്നു.



ഞാൻ എന്റെ മാതാപിതാക്കളെയും / ഗുരുക്കന്മാരെയും /
മുതിർന്നവരെയും / ബഹുമാനിക്കും.

ഞാൻ എന്റെ രാജ്യത്തിന്റെയും / എന്റെ നാട്ടുകാരുടെയും /
ക്ഷേമത്തിനും / ഐശ്വര്യത്തിനുവേണ്ടി പ്രയത്നിക്കും.

ജയ്ഹിന്ദ്

प्रतिज्ञा

भारत मेरा देश है और समस्त भारतीय मेरे भाई-बहन हैं। मैं अपने देश से प्रेम करता हूँ तथा इसकी समृद्धि एवं विभिन्न संपन्नता पर गर्व करता हूँ।

मैं सदा इसके योग्य होने का प्रयास करूँगा तथा सभी से नम्रतापूर्वक व्यवहार करूँगा।

मैं अपने देश और देश-वासियों के प्रति भक्ति रखने की प्रतिज्ञा करता हूँ। उनके कल्याण और उन्नति पर ही मेरा सुख निर्भर है।

NATIONAL ANTHEM

Jana gana mana adhinayaka Jay, he
Bharath bhagya vidhata
Punjab, Sindh, Gujarath, Marata
Dravida utkala Benga
Vindhya Himachala Yamuna Ganga
Utchala Jaladhi tharanga
Thava subha name jage
Thava subha asish mage
Gahe tava jaya gadha
Jana gana mangaladayaka jay, he
Bharath bhagya vidhata
Jay he, Jay he, Jay he,
Jay, Jay, Jay, Jay he!

**A MODEL DAILY PROGRAMME**

5.30 am	: Rising and Morning Wash, Prayers
6.00 - 7.30 am	: Study
7.30 - 7.45 am	: Malayalam reading
7.45 - 8.30 am	: Breakfast, Newspaper Reading
9.15 am - 3.30 pm	: At School
4.30 - 5.30 pm	: Recreation, Bath
5.30 - 6.45 pm	: Study
6.45 - 7.00 pm	: English Reading
7.00 - 8.15 pm	: Prayer & Sharing
8.15 - 8.45 pm	: Supper with family
8.45 - 9.00 pm	: Hindi Reading
9.00 - 10.00 pm	: Study
10.00 pm	: To Bed

N.B. Parents are requested to help their child to frame and follow a feasible programme of study on holidays as well as working days.

**SCHOOL TIMING**

09:00 am	- Silence
09:15 am	- First Bell
9.20 am	- Second Bell
9.25 am	- Third Bell, Prayer
<i>(9.20 am - 9.30 am Assembly)</i>	
09:30 - 10:10 am	- I Period
10:10 - 10:50 am	- II Period
10:50 - 11:00 am	- Break
11:00 - 11:40 am	- III Period
11:40 am -12:20 pm	- IV Period
12:20 - 12:45 pm	- Lunch
12:45 - 01:25 pm	- V Period
01:25 - 02:00 pm	- VI Period
02:00 - 02:10 pm	- Break
02:10 - 02:50 pm	- VII Period
02:50 - 03:28 pm	- VIII Period
03:28 pm	- Prayer & National Anthem
03:30 pm	- Last Bell

VISITING HOURS

Parents can visit teachers on all Wednesdays CCA Time

Time: 11:00 am -12:15 pm

And also on all Mondays, Wednesdays and Fridays
from 3:30 pm to 4:00 pm



ST. ALPHONSA PUBLIC SCHOOL & JUNIOR COLLEGE

The St. Alphonsa Public School & Junior College Kudamaloor is established in honour of St. Alphonsa, the first Indian saint to be officially canonized by the Catholic Church. The fact that St. Alphonsa is a native of Kudamaloor and a parishioner of St. Mary's Forane Church Kudamaloor within the precincts of which the school is situated is itself a noteworthy factor. The saint must have walked around the same compound where the school is situated now and we walk on her foot-prints. Later on, as a young cloistered nun, she moved to Bharanaganam when she was a teacher.

The St. Alphonsa Public School & Junior College has its own tastefully architected multistoried buildings with proper class rooms, laboratories, library cum reading room etc. Each floor has separate toilets for girls and boys. The school has a thousand plus seating capacity all weather auditorium where important functions are held. A multipurpose auditorium for different cultural and co-curricular activities like Singing, Dancing, Western and Classical Music, Yoga, Karate, Debate, Dramatics etc., is ready for use.

The lush green landscaped surroundings of the school compound is not only pleasing to the eyes but a conducive learning environment.

The Archbishop of Changanacherry is the Patron of this institution. The School owned and managed by St. Mary's Forane Church Educational and Charitable Trust, Kudamaloor is a minority institution run by the Christian Community.

The aim of the school is, no doubt, to impart quality education. By quality education; the schools understanding is the allround development of the total personality of the child. We aim to develop the total personality of the child by trying to identify and develop the intellectual quality of the child, the aesthetic and spiritual aspects of the child, the psychomotor aspects of the child ie. his physical development by sports and games etc. Our aim is the full development of the HEAD, the HEART and the HAND of the child.

Admission is open to all students, irrespective of religion, caste or creed. The school is affiliated to Central Board of



Secondary Education (CBSE New Delhi) vide CBSE/Att/S.L. 007291-1415/931107/2013.

Qualified, dedicated and experienced teachers ensure individual attention to the students. The school is well equipped with Interactive Panel Board, Computer lab, Science lab, Maths Lab, Library, Reading room and audio visual facilities. Every effort is taken for the promotion of Sports, (Games, Yoga, Music, Dance, Co-curricular and other cultural activities).

The entire school is divided into four Houses. Inter House Competitions are regularly organized in sports, games, music debates etc. to spot the talents of individual students. The school encourages the students to actively involve themselves in Social Service activities in the community wherein they come to direct contact with real life situations. They come to recognize that there are inequalities and injustice in society and learn how to find suitable remedies for the same. In short our effort is to nurture and mould the students into confident and mature young men and women who can stand on their two feet and get on in life.

Vision - Lighted for Life

To sow the seeds of love, respect, justice, equality, knowledge and wisdom in the minds of young ones committed to our care; to lovingly and tenderly nurture the saplings till they bear abundant fruits. Thus the school hopes to bring up the children in the love of God and that of their fellow men and grow in wisdom and strength for their own benefit and that of their family, community, country and humanity at large.

Mission

Established as a Christian Minority Educational Institution, the founding fathers hope to welcome one and all irrespective of caste or creed and to instill sound values in them, leading to the all round development of the total personality of the individuals committed to its care by assiduously and relentlessly pursuing for the growth of the Cognitive, Affective, Psychomotor and Spiritual domains of the learner.

Parent - Teacher Association

The P.T.A functioning since the beginning of the school, serves as a forum for parents and teachers to engage in mutually beneficial discussion and work for the welfare of the school community.



ADMISSION

1. Admission will be made after an interview of the child. Both the parents must be present with the child at the time of the interview.
2. The required fees should be remitted to the office within the date specified at the time of the interview.
3. The child must have completed two and a half year of age for admission to play school. The child must have completed four years of age at the time of application to LK.G and six years for admission to Class 1. The child should have had the full course of Triple Antigen and Polio Vaccine before joining the school.
4. Even when admission is made in the course of the year, fees for the complete year should be paid. Application must be made by the parent or local guardian.
5. Photocopy (duly attested) of the birth certificate preferably from Panchayat/Municipality and a passport size photograph of the child should be enclosed with the application form. For admission to classes higher than Class 1, Transfer Certificate from the school previously attended should be attached. If the child is coming from another state or country, the T.C should be countersigned by the Education Officer of the District/ State/Country/ CBSE Regional Officer.
6. The decision of the management will be final in matters regarding admission.

GENERAL RULES AND REGULATIONS

Syllabus & Certification

St. Alphonsa Public School is preparing the Students on the Central Board of Secondary Education Syllabus and the students will appear for the Secondary and Senior Secondary Examinations conducted by the C.B.S.E.

School Year

The academic year is from June to May and is divided into Two Semesters ie. 1st June to 30th September and 1st October to 31st March.

Examination

CBSE has remodelled the assessment structure and examination pattern from the academic year 2017-18. There will



be terminal as well as mid-term exams. The whole year syllabus has been included in the terminal examination and will be taken into consideration for promotion. If a student is absent from any of the above examinations, his/her chances for promotion to the next class will be bleak. All examination/ test are serious matter and the parents and their wards should understand the same. Any student attempting any malpractice in any of the examinations/tests will be dealt with severely. Result declared at the end of the year are final and binding.

Co-curricular activities

The School provides ample opportunities for the Holistic development of the total personality of the child. It tries to identify the visible talents as well as the hidden ones in each child.

Regular periods are allotted for CCA in the school timetable under the supervision of teachers and special coaches. The following items are presented in this academic year. It is compulsory to get involved in any one of the following activities.

- | | | |
|---|------------|-----------------------|
| a) Music | b) Dance | c) Jingle bells music |
| d) Karatte | e) Drawing | f) Art & Craft |
| g) Roller Skating | h) Chess | i) Band |
| j) Musical Instruments (Organ & Violin) | k) Yoga | |

Conveyance

The school owns a small fleet of buses which are plying in different routes. Parents are requested to keep the children at the nearest bus-stop at least 10 minutes before the specified time. Bus pick ups & drops will be only at the specified points. Students must maintain perfect discipline while in the School Bus. All efforts will be made to run the school bus in time, however if there is any disruption in service due to any unforeseen eventuality the parents are requested to Co-operate with us.

School Bus:- The revised school bus route and schedule is available in the school office.

SCHOOL UNIFORMS

The School has its own distinctive dress code for Boys & Girls. All students must wear the school uniform which includes Shoes & Socks of the prescribed colour; on all working days. On certain days (as informed in the assembly) the students will wear the



“House Uniform”. In order to maintain uniformity, the school uniform must be purchased from the authorized agencies only

HAIRSTYLE FOR STUDENTS

Stylish hair dressing is not allowed.
Girls should tie their hair using a black bush.

Students can wear only studs and watches. No other ornaments are allowed in school. On rainy days, students can wear black sandals instead of black shoes if the situation demands. However, students must wear the socks provided by the school with their shoes.

N.B.: No alteration of uniform and ID Cards.

FEES

School fee must be paid punctually on or before the due date to avoid penalty.

REGARDING PAYMENT OF SCHOOL FEE			
Installment	Pay Without Fine	Pay Rs. 50/- as late fee	Pay Rs. 100/- as late fee
First Installment	Before July 10, 2024	2024 July 11-Aug 09	After Aug 09
Second Installment	Before Oct 10, 2024	2024 Oct 11-Nov 11	After Nov 11
Third Installment	Before Dec 10, 2024	2024 Dec 11-2025 Jan 10	After Jan 10
Fourth Installment	Before Feb 10, 2025	2025 Feb 11-Mar 10	After Mar 10
Students with arrears in fees will not be allowed to take the Termly Exams.			

LEAVE, ABSENCE AND ATTENDANCE

Applying leave for mere social functions is not encouraged. 90% attendance is compulsory for all the students for promotion.

Continuous absence for 15 days without leave causes the removal of the student's name from the school register. He/ She will be re-admitted only after satisfactory explanation and payment of all dues and re-admission fee of Rs. 1000.

Irregular attendance, misconduct, disobedience or defiance of authority are sufficient reasons for the dismissal of a student.



GUIDELINES TO THE STUDENTS

1. Bring your hand book daily to the class.
2. Come to school daily wearing the school uniform.
3. Be punctual and regular in coming to school.
4. Be polite and respectful to your teachers and elders.
5. Help in keeping your classroom and school premises neat and tidy.
6. Always move in an orderly way, one behind the other while going to morning assembly, up and down the staircase and also while returning from the assembly.
7. Be always attentive in the class and cultivate a love for learning.
8. Take care of your things like bag, books, money, umbrella, bicycle etc.
9. Do not damage school properties. Do not write, Carve and scratch on the walls and furniture.
10. Do not use bad language.
11. Ornaments are not allowed in the campus.
12. Do not bring unauthorized books and periodicals to the school.
13. Students are strictly forbidden to write on the walls. They should keep their classrooms and premises neat and clean.

LIBRARY RULES

Remember, books are your best friends now and forever. SAPS library is a veritable store house of very useful books, both Reference and General, to serve the intellectual needs of students of all grades.

1. The library will be open on all working days.
2. Students from classes 5 to 10 are allowed to borrow books from the library.
3. Students may use reference books during their library hours. No reference book will be issued out.
4. No personal articles like your school bags or books shall be taken into the library.
5. Strict silence should be observed in the library.
6. Only one book will be issued at a time to one student.
7. Students are advised to make proper and careful use of the



book they borrow. They are not to cause damage to books by marking with pencil or ink or by tearing off pages.

8. The borrowers shall be held responsible for any defect or damage of a book found at the time of return.
9. If a book is lost or found badly damaged, the student will have to replace the book with a new copy or pay such compensation as may be fixed by the librarian.
10. The loan period is one week. Delay in returning a book after the due date will entail a fine of Rs 5/- per day of delay for each volume.

CALCULIA

CALCULIA is a maths quiz competition conducted to enhance the quantitative skills and abilities of the students. The quiz is conducted in three rounds. The prelims will happen in the months of **June, July, August, September & October**. The semi finals for the qualified students and Grand Finale will be in **November**. The competition is for the following three categories.

1. CATEGORY 1 – Classes 1 & 2
2. CATEGORY 2 – Classes 3, 4 & 5
3. CATEGORY 3 – Classes 6, 7, 8 & 9

SapsQ

The school is conducting a quiz competition named SapsQ to enrich the students with general knowledge in order to face competitive exam. It is a continuous programme, which starts in June 2024 and ends in December 2024 for classes 5 to 10. There are two categories; Category 1 for classes 5 to 7 and Category 2 for classes 8 to 10. In each month students of Category 1 will get 20 questions and students of Category 2 will get 25 questions. They should submit the answer sheet on dates specified by the school. There will be a test (out of 10 marks) on every two months. It is mandatory for all the students of classes 5-10 to participate in this.

Elimination round: those students who are participating the quiz should mandatorily complete all the tests. Among them top 10% will be selected for the semi finals.

Semi finals: 80% of questions from study materials provided and the rest will be based on current affairs. The top 5 participants will qualify for the grand finale.



Grand finale: It will be an Audio Visual quiz not a written test. 60% of the questions will be from the study material provided and the rest will be from general knowledge and current affairs.

[Source: year books, journals, newspapers and internet.]

Scholarships, Prizes and Endowments instituted in the school

St Alphonsa Public School provides financial assistance to very poor students who do not have any other source to meet their educational expenses.

Name of Awards Instituted

1. Rev. Fr George Koodathil Endowment Prize for school toppers of AISSE examinations.
2. Fr. Joseph Karimpalil Memorial Prize for the school toppers of AISSE.
3. PTA Endowment Prize for the winners of CALCULIA (1st Prize Rs 1000, 2nd Prize Rs 750 and 3rd Prize Rs 500).
4. PTA Endowment Prize for the winners of SAPS Q (1st Prize Rs 1500, 2nd Prize Rs 1000 and 3rd Prize Rs 500).
5. Scholarship to School toppers of Class X, in memory of Golden Jubilee Celebration of V. Rev. Dr. Mani Puthiyidom, Manager, of the school.
First Prize: Endowment of Rs 3000/-
Second Prize: Endowment of Rs 2000/-

ALPHONSIAN CHESS TOURNAMENT

The Tournament is conducted in connection with Festal Celebration of our "Patroness Saint" St. Alphonsa Ever Rolling Trophies for over all performance of Schools, Alphonsian Chess Overall Champion Ever Rolling Trophy and Alphonsian Chess First Runner Up Ever Rolling trophy are sponsored by Kuzhivelithadam Family in memory of Mr. George Mathew Kuzhivelithadam, our former Teacher.

BEST SAPSIAN

It's an award instituted in 2023, for the best student of the Academic Year.

Selection Process:

1. Collect Nominations based on defined criteria.
2. Announce the selected names and conduct polling.
3. An Open Interview before a Panel of Judges.



4. The Panel of Judges Announce the Best Sapsian after discussion.

COLLOQUIUM

It is a monthly academic conference. It helps the students to deepen their knowledge in different subjects (Maths, Science and Social Studies).

ELECTION TO THE SCHOOL PARLIAMENT

Students councils functioning in almost all school with the active participation of students, have become an integral part of our educational system. The ultimate aim of these councils is to make the students conversant with different procedures followed in an election. Students elected to the councils acquire leadership qualities and learn to co-operate with others. In the long run they get a wider view of life and society and come to an awareness of the importance of equality and fraternity in social life.

With enough guidance from the teachers the elected members can organize political and literary debates and discussions. They can, on their own initiative conduct study tours and make arrangement for school day celebrations and other public functions. They should show the way, to other students, how they are to uphold the tradition and prestige of the institution.

PROCESS OF ELECTION

Every student has a right to vote. Those who have been punished on charge of indiscipline, disobedience or any other offence are not eligible to be candidates.

The principal of the school will be the patron of the council and a teacher nominated by the principal will be the vice-patron.

Every student of Class V - X will have right to 4 votes.

Two for class leaders and two for head boy and head girl.

Last Date for nomination : 6th June, 2024, before 01.00 pm

Publishing of final List of Candidates : 7th June, 2024, before 03.00 pm.

Day for Campaigning : 10th June, 2024, 1.00pm-03.00 pm

Date & Time of Election : 11th June, 2024, at 11.00 pm

Declaration of the result : 11th June, 2024, at 03.00 pm

CAMPAIGNING

The eligible candidates can campaign in the classes from V to X on 10th June, 2024. Sticking Posters of any kind at anywhere are not permitted.



ELECTION OF HEAD BOY & HEAD GIRL

There will be a general election to choose the Head-Boy and Head -Girl of the school for the current academic year. Class X boys can contest for the post of Head-boy and Class IX girls for the post of head -Girl. The students from classes V to X can cast their votes in the election.

ELIGIBILITY

Candidates with following qualifications can contest.

1. Candidates must be good at studies.
2. Must be able to communicate.
3. Must produce an N.O.C. from the parent to contest.
4. The nomination must be attested by the class-teacher.

TO THE PARENTS AND GUARDIANS

1. The Principal has the right to say on what conditions he will admit or retain a pupil in the school.
2. Strict regularity and obedience in class will be expected from the pupil.
3. Any reported or observed objectionable conduct of the pupil will invite disciplinary action.
4. Politeness, good conduct and cleanliness are expected from every pupil.
5. Parents and guardians are not allowed to see their children or meet the teachers during school hours.
6. The parents and guardians are requested to look into the following matters:
 - a) Send the children to school regularly and on time.
 - b) Encourage them to do their homeworks.
 - c) Help them to study their lessons daily at home.
 - d) Promote reading habit and encourage in extracurricular activities.
 - e) Encourage the saving habit of students.
 - f) Form them with good habit of friendship, love, social concern and general awareness.
7. Under no circumstance any fee paid to the school will be refunded. I hereby undertake to abide by the above rules and regulations.
8. In no case re-exam will be conducted in any subject. If a child falls ill during the exam, if possible, bring the child during the exam time and take the child back after examination.



9. Gold jewellery and other expensive items are not allowed in the school and the management and teachers are not responsible for their loss.
10. Students suffering from a contagious or infectious disease will not be permitted to attend the school.

Personal Hygiene: is of utmost importance. Students must come to School in neat and clean uniforms, clean & polished shoes. The final decision regarding the students appearance and deportment is with the school authorities.

STRICTLY FORBIDDEN

Pupils are strictly forbidden to bring personal stereos, radios, mobile phones, CD's of computer games, movie clips etc., in School Campus.

BASIC FIRST AID

Every year many accidents occur. With some care, they can be prevented. In case an accident does happen you can help if you know first aid. Read each of the following carefully. You will be able to give vital first aid if needed. Remember always to seek help from an adult immediately.

Do not move the casualty unnecessarily. Keep him warm. Make a diagnosis, decide the treatment and treat. Remember the ABC of First Aid. See if his airways are clear, that he is breathing, and his blood circulation is patent.

1. RESPIRATION

If it is failing, give artificial respiration – MOUTH to MOUTH or MOUTH to NOSE.

2. BLEEDING

Arrest the bleeding and protect the wound. Apply direct or indirect pressure. Cover with a dressing, apply a pad and firm bandage. Elevate. Keep at rest.

3. FRACTURES

IMMOBILISE it with a well padded stiff support reaching the joints on either side. Apply bandages on either side of the site and at the joints on either side support.

4. BURNS AND SCALDS

A burn is caused by dry heat and a scald by moist heat like steam, very hot water or oil. IMMEDIATELY cool the area with cold water for 15 mins. till pain subsides. DO NOT break blisters, or apply anything on the burns. Cover with a sterile or clean cloth, pad and bandage. Give fluids.



5. NOSE BLEEDING

Sit him up facing the breeze and the head slightly forward. Ask him to breath through the mouth and NOT to blow the nose. Apply a cold compress over the nose. The soft part of the nose may be pinched close with the fingers for 10 mins. Cold application on the back of the neck and forehead may help.

6. BEE STING

Do not press the bag (of the sting). Use foreceps and remove the sting. Apply cold or weak ammonia.

7. ANIMAL BITES

Wash with soap and plenty of water. Loose bandage may be applied. Get quick medical aid.

8. SNAKE BITES

Keep patient calm. Wash with plenty of water and soap. DO NOT RUB hard. First apply a constrictive bandage on the heart side of the bite. (Not to be applied continuously for more than 20 mins.). Do not incise or attempt to suck the wound. Get aid quickly. Try to identify the snake.

9. FAINTING

Lay him down and loosen the clothing around chest and waist. Turn head to one side. The legs may be raised a little. DO NOT attempt to give any solids or liquids. On recovery a small quantity of a drink may be given and allowed to sit up and move after rest.

OTHER DUTIES SHARED BY TEACHERS

School Election	: Mr. Chacko P.J. & S.S. Teachers
Houses Incharge	: Mrs. Beena Rathish, Mrs. Arya M.R., Mrs. Josmi Joseph, Mrs. Reshma Suresh, Mrs. Sasikala V.K., Mrs. Mary George Mrs. Reena Thomas, Ms. Brigit Mariya Jose
Alphonsian Carnival	: Mrs. Josey Joseph, Mrs. Rejani Prasanth, Mrs. Anitt Joshy
EdEx-2024 Incharge	: Mrs. Solly C. Kochumattom, Mrs. Smitha Sebastian
Festivals Incharge	: Mrs. Anitt Joshy, Resmi Thomas
Arts Fest	: Mrs. Bincy Varkey, Mrs. Reshma Suresh, Mrs. Rani George
Alphonsian Chess Tournament:	Mr. Sachin Jacob, Mrs. Sreeja S.



TEACHING STAFF 2024-'25

No.	NAME OF THE STAFF	QUALIFICATION	Designation	Class Charge
1	Fr. Saji Kuriakose	MA, B.Ed., MSc (Psy) MBA	Principal	
2	Mr. Chacko P.J.	M.A., B.Ed.	Programme Co - Ordinator	
3	Mrs. Bincy Varkey	B.Sc., B.Ed.	Section Head: Foundational Stage	IA
4	Mrs. Jeros Johny	M.Sc., B.Ed.	Exam Management	IB
5	Mrs. Resmi Thomas	B.A., B.Ed.	Clubs Incharge	IC
6	Mrs. Reena Thomas	B.A., B.Ed.	Teacher	II A
7	Mrs. Reshma Suresh	M.A., B.Ed.	Language Mentor - Foundational Stage	II B
8	Mrs. Sherin Sara Abraham	B.Sc., B.Ed.	Language Mentor- Preparatory Stage; VEDA Animator	II C
9	Mrs. Smitha Sebastian	B.A., B.Ed.	Teacher	III A
10	Mrs. Mary George	M.A.	Exam Management	III B
11	Ms. Brigit Mariya Jose	B.Sc., B.Ed.	CALCULIA Tutor	III C
12	Mrs. Shiny K.R.	B.Sc., B.Ed.	Staff Secretary	IV A
13	Mrs. Rejani Prasanth	M.A., B.Ed.	Exam Management; Vimukthi Club*	IV B
14	Mrs. Anitt Joshy	M.A., B.Ed.	Academic Animator: Preparatory Stage; CBSE Adviser	IV C
15	Mrs. Arya M.R.	B.Sc., B.Ed.	Section Head: Preparatory Stage	V A
16	Mrs. Josmi Joseph	B.A., B.Ed.	Teacher	V B
17	Mrs. Reshmy Mohan	M.Sc., B.Ed.	CALCULIA Tutor	VI A
18	Mrs. Rani George	B.Sc., B.Ed.	Academic Animator: Foundational Stage; Use Me Campaign	VI B
19	Mrs. Sasikala V.K.	M.A (Mal & Socio.), B.Ed.	Teacher	VII A
20	Mrs. Beena K. Baby	B.Sc. B.Ed.	Academic Animator: Middle Stage	VII B
21	Mr. Sachin Jacob	M.A., B.Ed.	Section Head: Middle Stage; Media Asst. Co-ordinator	VIII A
22	Mrs. Josey Joseph	B.Sc., B.Ed.	Section Head: Secondary Stage	IX A
23	Mrs. Solly C. Kochumattom	M.Sc., B.Ed., SET	Academic Animator: Secondary Stage; CBSE Announcer; VC*	X A
24	Mrs. Remya Ramachandran	M.Sc., B.Ed., SET	SapsQ Coach; Use Me Campaign	



25	Mrs. Shalima R	M.A., B.Ed., LLB	Language Mentor - Secondary Stage	
26	Mrs. Beena K.B.	M.A., B.Ed.	Language Mentor - Middle Stage; Exam Management	
27	Mrs. Bindhu S.	B.A., B.Ed.	Clubs Incharge	
28	Mrs. Sreeja S.	M.Sc. Computer Science	Media Coordinator	
29	Mrs. Shymol T Mathew	MCA	Teacher	
30	Mrs. Rinku Rachal Babu	C.P.Ed. (Physical Edn.)	Teacher	
31	Mrs. Mrs Devimol S.	M.Lib.Sc.	Librarian; SapsQ Coach	
	K.G. SECTION			
32	Mrs. Tessy George	PPTTC	Teacher	UKG A
33	Mrs. Jancy Sibichan	B.Com, PPTTC	Teacher	UKG B
34	Mrs. Jasmine Siby	NTTC	Teacher	UKG C
35	Mrs. Asha V.R.	TTC	Academic Animator: KG Section	LKG A
36	Mrs. Anju Thomas	TTC	Teacher	LKG B
37	Mrs. Deva Unnikrishnan	B.Sc.	Section Head: KG Section; Play School	LKG C
38	Mrs. Nisha Girish	NTTC	Play School	
39	Mrs. Ancy Rose K. Alex	TTC	Play School	
NON TEACHING STAFF				
1	Sheena Mathew	Clerk		
2	Dayana John	Clerk		
3	Philip K.J. (Roy)	Attendant		
4	Lissy Varghese	Ayah		
5	Laisamma Jacob	Ayah		
6	Biji Mathew	Ayah		
7	Mini Monachan	Ayah		
8	Aleyamma Rony (Sicily)	Ayah		
9	Essmol Sabu	Ayah		
10	Suby Aneesh	Ayah		



2024

JUNE

"I believe that education is all about being excited about something. Seeing passion and enthusiasm helps push an educational message" - Steve Irwin

SUN	MON	TUE	WED
30			
2 Holiday	3 School Re- Opening PA1 Class X	4 PA1 Class X	5 House Meeting PAI KG Re- Opening Use me campaign Inaug. World Environment Day
9 Holiday	10 PA1 Class X School Election Campaign	11 School Election	12 Merit Day
16 Holiday World Father's Day	17 Idul - Asha Pubic Holiday	18 SAPS Q Prelims 1	19 CCA Begins
23 Holiday	24	25	26

Notes _____



"An investment in knowledge pays
the best interest" - Benjamin Franklin

Memorable Days

THU**FRI****SAT****1****6**

PA1 Class X

7PA1 Class X
World Food & Safety
Day**8**Second Saturday
Public Holiday**13**Investiture
Ceremony**14****15****20**CALCULIA '24
Prelims 1**21**General PTA
International
Yoga Day**22****27**World
Diabetes Day**28**SAPS Q
Submission**29**



2024 JULY

"Always do what is right.
It will gratify half of mankind and
astound the other"
- Mark Twain

SUN	MON	TUE	WED
	1	2	3 Dukrana Holiday
7 Holiday	8	9 SAPS Q Prelims 2	10
14 Holiday	15	16 Muharam Public Holiday	17 SAPS Q Submission
21 Holiday	22 PA1 Classes 1-9 PA2 Class X	23 PA1 Class 1-9 PA2 Class X	24 PA1 Class 1-9 PA2 Class X
28 Holiday	29	30	31

Notes _____



"The greatness of a nation
and its moral progress can be judged by the way
its animals are treated"
- Mahatma Gandhi

THU

FRI

SAT

4

5

6

11

CALCULIA '24
Prelims 2

12

13

Second Saturday
Public Holiday

18

PA2 Class X

19

PA2 Class X

20

25

PA1 Class 1-9
PA2 Class X

26

27

Alphonsian Chess
Tournament 2024

Memorable Days





2024 AUGUST

"Respect for ourselves guides our morals; respect for others guides our manners" - Laurence Sterne

SUN	MON	TUE	WED
4 Holiday	5	6 Hiroshima Day	7
11 Holiday	12 CALCULIA '24 Prelims 3	13	14
18 Holiday	19 Term 1 Classes X	20 Sree Narayana Guru Jayanthi Public Holiday	21 Term 1 (X)
25 Holiday	26 Sree Krishna Jayanthi Public Holiday	27 Term 1 (X)	28 Ayyankali Jayanthi

Notes _____



Don't let your special character and values,
the secret that you know and no one else does, the truth -
don't let that get swallowed up by the great
chewing complacency"
- Aesop

THU

FRI

SAT

1

2

3

Arch- Diocesan
Alphonsian
Pilgrimage

8

SAPS Q
Prelims 3

9

Arts Fest
Nagasaki Day

10

Second Saturday
Public Holiday

15

Independence Day
(Public Holiday)
Assumption of
Mother Mary

16

SAPS Q
Submission

17

22

23

Term 1 (X)

24

29

Term 1 (X)
National Sports Day

30

31

Term 1 (X)

Memorable Days





2024 SEPTEMBER

"Real education should consist of drawing the goodness and the best out of our own students. What better books can there be than the book of humanity" - Cesar Chavez

SUN	MON	TUE	WED
1	2	3	4
8	9 PA 2 Classed 1-9	10 PA 2	11 PA 2
15 Holiday Thiruvonam	16 Nabidinam Public Holiday World Ozone Day	17	18
22 Holiday	23 School Re- opens	24 SAPS Q Prelims 4	25
29 Holiday	30 SAPS Q Submission		

Notes _____



Education is what remains after one has forgotten
what one has learned in school"
- Albert Einstein

Memorable Days

THU	FRI	SAT
5 Teacher's Day	6	7
12 PA 2	13 Onam Celebration School Closes for Onam Holiday	14 Second Saturday Public Holiday Hindi Day
19	20	21 Sree Narayana Guru Samadhi Public Holiday
26	27 CALCULIA '24 Prelims 4	28





2024 OCTOBER

"Education must not simply teach work -
it must teach Life"
- W.E.B. Du Bois

SUN	MON	TUE	WED
		1 Tour (Classes 1-9)	2 Gandhi Jayanthi Public Holiday
6 Holiday	7	8	9 SAPS Q Prelims 5
13 Holiday Vijayadasami	14	15 CALCULIA '24 Prelims 5	16
20 Holiday	21 Term 1 Classes 1-9 PA 3 (Class X)	22 Term 1 PA 3 (Class X)	23 Term 1 PA 3 (Class X)
27 Holiday	28 Term 1	29 Term 1	30 Term 1

Notes _____



"Success is most often achieved by those who don't know that failure is inevitable"
- Coco Chanel

THU

FRI

SAT

3

4

5

10

KG Tour

11

12

Second Saturday
Mahanavami
Public Holiday

17

SAPS Q
Submission

18

19

24

U N Day
Term 1
PA 3 (Class X)

25

Term 1
PA 3 (Class X)

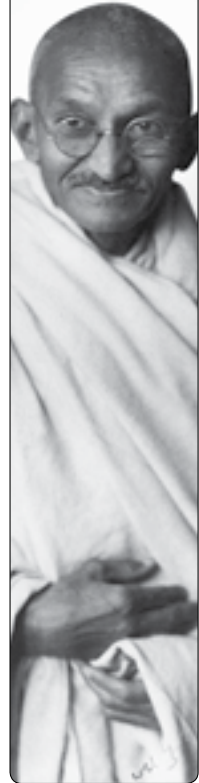
26

PA 3 (Class X)

31

Long Tour
Deepavali
Public Holiday

Memorable
Days





2024

NOVEMBER

"If you judge people, you have
no time to love them"
- Mother Teresa

SUN	MON	TUE	WED
3 Holiday	4	5 SAPS Q Elimination Round	6
10 Deepavali Holiday	11	12	13
17 Holiday	18	19	20
24 Holiday	25 PA 3 Class IX	26 PA 3 Class IX	27 PA 3 Class IX

Notes _____



"Teaching is a very noble profession that shapes the character, caliber and future of an individual. If the people remember me as a good teacher, that will be the biggest honour for me." - APJ Abdul Kalam

Memorable Days

THU	FRI	SAT
	1 Long Tour Keralappiravi	2 Long Tour
7	8	9 Sports Day Second Saturday Public Holiday
14 Children's Day	15 CALCULIA '24 Grand Finale	16
21 SAPS Q Grand Finale	22	23
28 PA 3 Class IX	29 PA 3 Class IX	30 PA 3 Class IX





2023

DECEMBER

"Successful and unsuccessful people do not vary greatly in their abilities. They vary in their desires to reach their potential." - John Maxwell

SUN	MON	TUE	WED
1 Holiday	2	3	4
8 Holiday	9	10	11
15 Holiday	16	17	18
22 Holiday	23	24	25 Christmas
29 Holiday	30 School Re- Opens	31	

Notes _____



"It is during our darkest moments
that we must focus to see the light."
- Aristotle

THU

FRI

SAT

5

6

7

12

13

14

Second Saturday
Public Holiday

19

20

21

Alphonsian Carnival
Christmas Holiday
Begins

26

27

28

Memorable
Days





2025

JANUARY

"There are no shortcuts
to any place worth going"
- Beverly Sills

SUN	MON	TUE	WED
			1
5 Holiday	6	7	8
12 Holiday	13 PA3 (Classes 1-8)	14 PA3	15 PA3
19 Holiday	20 Term 2 Class IX	21	22 Term 2 Class IX
26 Republic Day Public Holiday	27 Term 2 Class IX	28	29 Term 2 Class IX

Notes _____



"Arise, awake, and stop not until
the goal is achieved."
- Swami Vivekananda

THU

FRI

SAT

2

Mannam Jayanthi

3

4

9

10

11

Second Saturday
Holiday

16

PA 3

17

18

23

24

Term 2
Class IX

25

30

31

Term 2
Class IXMemorable
Days



2025

FEBRUARY

"Whatever you do, do it for the love of Jesus. Don't only work to please your superiors." - St Alphonsa

SUN	MON	TUE	WED
2 Holiday	3 Assignment Topic Declaration	4	5
9 Holiday	10	11 Exhibition EdEx '25	12
16 Holiday	17	18	19
23 Holiday	24 Final date submit Assignment	25	26 Maha Sivarathri Public Holiday

Notes _____



"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time." - Thomas A. Edison

THU

FRI

SAT

1

6

7

8

Second Saturday
Public Holiday

13

14

15

20

21

22

27

28

National
Science Day

Memorable
Days





2025 MARCH

"Do not wait for anybody or anything.
Do whatever you can,
build your hope one none."
- Swami Vivekananda

SUN	MON	TUE	WED
30 Holiday	31 Eid-ul-Fitar Public Holiday School Closes for Vacation		
2 Holiday	3	4	5
9 Holiday	10	11 Term -2 Classes 1-8	12 Term -2 Classes 1-8
16 Holiday	17 Term -2 Classes 1-8	18	19 Term -2 Classes 1-8
23 Holiday	24 Term -2 Classes 1-8	25	26 Term -2 Classes 1-8

Notes _____



"Failure is the opportunity to begin
again more intelligently"
- Henry Ford

Memorable Days

THU

FRI

SAT

1

6

7

8

Second Saturday
Public Holiday

13

14

15

Term -2
Classes 1-8

20

21

22

Term -2
Classes 1-8

27

28

29

Term -2
Classes 1-8





2025

APRIL

"You've got to get up every morning with determination if you're going to go to bed with satisfaction." - George Lorimer

SUN	MON	TUE	WED
		1	2
6 Holiday	7	8	9
13 Holiday	14 Vishu Dr. Ambedkar Jayanti Public Holiday	15	16
20 Easter Holiday	21	22	23
27 Holiday	28	29	30

Notes _____



"Let us sacrifice our today so that our children
can have a better tomorrow."
- APJ Abdul Kalam

THU

FRI

SAT

3

4

5

10

11

12

Second Saturday
Public Holiday

17

Paschal Thursday
Public Holiday

18

Good Friday
Public Holiday

19

24

25

26

Memorable
Days





2025

MAY

"You have to dream before your dreams
can come true."
- APJ Abdul Kalam

SUN

MON

TUE

WED

Holiday

4

Holiday

5

6

7

11

Holiday
Mothers Day

12

13

14

18

Holiday

19

20

21

25

Holiday

26

27

28

Notes _____



"Be a hero. Always say, I have no fear."
- Swami Vivekananda

THU

FRI

SAT

1

May Day

2

3

8

9

10

Second Saturday
Public Holiday

15

16

17

22

23

24

29

30

31

**Memorable
Days**

[illegible]

ST ALPHONSA PUBLIC SCHOOL, KUDAMALLOOR • 53

[illegible]

ST ALPHONSA PUBLIC SCHOOL, KUDAMALLOOR • 55

[illegible]

ST ALPHONSA PUBLIC SCHOOL, KUDAMALLOOR • 57

[illegible]

ST ALPHONSA PUBLIC SCHOOL, KUDAMALLOOR • 59

[illegible]

ST ALPHONSA PUBLIC SCHOOL, KUDAMALLOOR • 61

[illegible]

ST ALPHONSA PUBLIC SCHOOL, KUDAMALLOOR • 63

**PARENT - TEACHERS COMMUNICATION**

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.



PARENT - TEACHERS COMMUNICATION	
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.

**PARENT - TEACHERS COMMUNICATION**

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.



PARENT - TEACHERS COMMUNICATION	
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.

**PARENT - TEACHERS COMMUNICATION**

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.

Date

Parent/Guardian's Sign.



PARENT - TEACHERS COMMUNICATION	
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.
Date	Parent/Guardian's Sign.

When a pupil has not done his/her home work, the subject teacher will note it in this proforma. The parent/guardian is requested to initial it.

[illegible]



When a pupil has not done his/her home work, the subject teacher will note it in this proforma. The parent/guardian is requested to initial it.

[illegible]



INDIVIDUAL GRADING 2019-20

P1	Achievements: Participation First Prize Second Prize Third Prize	+2 +5 +3 +2	} Per each item
P2	Exceptionally good deed of Truthfulness, Courage or other such virtues	+10 to +15	per instance
P3	Courteous and Polite to teachers and classmates	+10 to +15	
P4	Achieves A1 Grade in all subjects in Unit Tests/Half Yearly Exams.	+25	per month
P5	Full marks per individual subject in UT/HYE	+5	after each PA/HYE
P6	100% Attendance per month	+5	per month
P7	Presence in full uniform	+5	per month

AWARD OF GRADES

Date	Code	Pts. Awarded	Progr. Total	Awarded by	Date	Code	Pts. Awarded		Awarded by

[illegible]

To be entered briefly in ink by the parent/guardian specifying the reason with signature and date.

[illegible]



To be entered briefly in ink by the parent/guardian specifying the reason with signature and date.

[illegible]



EXAM TIME TABLE

Assessment 1

Date	Time	Subject	Portion

**EXAM TIME TABLE****Assessment 2**

Date	Time	Subject	Portion



EXAM TIME TABLE			
TERM 1 EXAMINATION			
Date	Time	Subject	Portion

**EXAM TIME TABLE****Assessment 3**

Date	Time	Subject	Portion



EXAM TIME TABLE

Assessment 4

Date	Time	Subject	Portion



EXAM TIME TABLE

TERM 2 EXAMINATION

Date	Time	Subject	Portion



RECORD OF LATE - COMING

Name of the Student :

Date	Time	Class Teacher's Signature	Parent's Signature

**RECORD OF LATE - COMING**

Name of the Student :

Date	Time	Class Teacher's Signature	Parent's Signature

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My Daily Time Table



VIII					
VII					
I N T E R V A L					
VI					
V					
L U N C H B R E A K					
IV					
III					
I N T E R V A L					
II					
I					
Hours	MON	TUE	WED	THU	FRI