

OUR LADY SCHOOL OF EXCELLENCE

Affiliated to CBSE, Delhi / Affiliation Code No.: 1931490

955, T. H. Road, Thiruvottiyur, Chennai - 600 019.

Phone: 044 - 2599 1795



SCHOOL DIARY: 2023 - 2024

SCHOOL HOURS

SCHOOL HOURS : 08.30 a.m - 03.40 p.m

OFFICE HOURS : 08.30 a.m - 04.30 a.m

Name:.....

Standard:.....Sec.....

*This hand book must be brought to School daily.
Kindly refer this Hand Book for more Information*

HEALTH PROFILE

2023 - 2024

Name:.....

Class:..... Age :..... Blood Group:.....

a) EYESIGHT : Normal Vision
Suffers from :.....

b) DENTAL : No Problems
Suffers from :.....

c) ENT : Normal
Suffers from :.....

d) RESPIRATORY SYSTEM : Normal
Suffers from :.....

e) GASTRO - INTESTINAL SYSTEM : Normal
Suffers from :.....

f) URO GENITAL STSTEM : Normal
Suffers from :.....

g) SKIN : Normal Vision
Suffers from :.....

h) CENTRAL NERVOUS SYSTEM : Normal Vision
Suffers from :.....

1) ALLERGIES : FOOD/MEDICINES : Normal
Suffers from :.....

1) Has your child ever had an operation, accident or serious injury?
.....

(If yes briefly state ifs nature)
.....
.....

2) Does your child have any major health issues that the school needs to be aware of?
.....

(If yes briefly state ifs nature)
.....
.....

3) Does your child need to be exempted from any school activity like Sports / Swimming, etc.?.....
if yes, specify the activity that the needs to be exempted from & the reason (Please attach Doctor's certificate stating the same.)

Person to be contacted in case of Emergency:

Name

Phone

Family Doctor Name.....

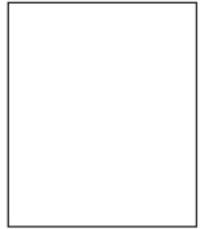
Phone

Please specify any particular medicines or assistance to be given in case of emergency

Parent's Signature

IDENTITY CERTIFICATE 2023 – 2024

(To be filled in by parents)



Name:.....

Grade:..... Section:.....Roll No:.....

Date of Birth:.....

Identification Mark:.....

Community:

Admission No:

Father's / Guardian's Name:

Qualification:.....Occupation:.....

Designation:Mobile No:.....

Office Address:

Mother's Name:

Qualification:.....Occupation:.....

Designation:Mobile No:.....

Office Address:.....

.....

Residential Address:.....

.....

Name of Siblings studying in this School, if any

(1).....Grade.....Sec.....

(2).....Grade.....Sec.....

**In case the parent
is not available over
phone, the next person to
be contacted**

**Name:.....
Phone:.....
Relationship to the Student:
.....**

Mode of transport: **Public** **Own**

**Address to which the child should be sent in case of
emergency:**

Address :.....

Blood Group :.....

Major ailment if any :.....

Treatment undergoing :.....

Language II:

Language III:

Note:

1. The details must be filled in capital letters and only by the Parent / Guardian.
2. Any change in Address / Phone number must be notified immediately.

**Signature of
Mother**

**Signature of
Student**

**Signature of
Father/Guardian**

GRADE	GIRLS	BOYS
LKG & UKG	Pink & White Checkered aline frock with Pink Collar	Pink & White Checkered Shirt, Pink Colour Shorts
STD I – V	White and Light Purple vertical striped shirt Navy blue front one Pleat Umbrella skirt Black Shoes with White Socks	White and Light Purple Vertical striped shirt Navy blue Shorts Black Shoes with White Socks
STD III – X	Should wear skin colour tights	
STD VI - VII	White and Light Purple Vertical striped shirt Navy blue front one Pleat Umbrella skirt Black Shoes with White Socks	White and Light Purple Vertical striped shirt Navy blue full pant Black Shoes with White Socks
STD VIII - X	Light Purple chudi / Navy Blue Pant & Coat	Light Purple Shirt / Navy Blue Pant

OUR LADY SCHOOL OF EXCELLENCE

Our Lady School of Excellence is a CBSE School run by Salesian Sisters of Don Bosco (FMA), it was founded in the year 2018 – 2019. This School is a minority Institution intended primarily to promote the Educational interests of the Catholics. Students of other communities may be admitted at the absolute discretion of the Management.

The medium of instruction in English while Tamil is taught as second language.

OUR VISION

We commit ourselves to foster integral growth of each young person to develop in them the spirit of Learning, Discovery, Faith, Creativity and Challenge the spirit of living as agents for the promotion of Justice, Peace and Harmony to live in communion in a pluralistic society and with the resources of the earth.

OUR MISSION

Our Mission is to energize students to discover their passion, be prepared to work hard and believe in themselves above all not to limit their dreams that they can grow into and learn from their quality education. It is to impart an education that enables students to imbibe values and principles to become transformers of the future society.

OBJECTIVES

- To give preference to the young who are enthusiastic with the thirst for knowledge to provide them Quality and Holistic Salesian Education.
- To install in them the love of family, Society and Country;
- To develop their giftedness and power of choice for social transformation.
- To equip productive members of society, to collaborate and network with all forces that work with the young.

SCHOOL MOTTO DREAM, DISCOVER AND DARE

CURRICULAR ACTIVITIES

English, Tamil(Std.s.I–X), Hindi(III Language), Mathematics, Environmental Studies, Science, Social Studies, Physical Education, Computer literacy, Art & Craft, Value Education, Work Education and Christian Doctrine / Moral Science.

Co-Curricular Activities

- | | |
|------------------------------|------------------------------------|
| 1. House System | 7. Self defence training for girls |
| 2. Games & Sports | 8. Quiz Club |
| 3. Music | 9. Art & Cultural Club |
| 4. Dance | 10. Literacy Club |
| 5. Processed Drama / Theatre | 11. Eco and Wellness Club |
| 6. Personality Development | 12. Cubs & Bulbuls |
| | 13. Scouts & Guides |

After School Club Activities

(3.50 pm to 4.50 pm)

1. Badminton
2. Table Tennis
3. Keyboard
4. Carrom
5. Chess
6. Silambam
7. Karate
8. Bharatha Natyam

Rules of the School

1. School Timings:

LKG & UKG	-	08.30 am to 02.30 pm
Stds. I – X	-	08.30 am to 03.40 pm

2. Decorum

The School uniform is compulsory on all class days and at school functions. The students should come in proper school uniform. Sports uniform on Thursdays

3. Health and Hygiene

Pupils should come to school neat and tidy. Their hair should be well trimmed and combed. Students must be clean shaven.

4. Punctuality and Attendance

a) Pupils must be punctual for class on every working day. Late-comers should not enter the class without the written permission of the Principal. No pupil may absent himself / herself without prior permission. Absence will be indicated in the attendance register in the following ways:- Leave letter submission is mandatory.

- i. If the child has submitted a leave-letter 'L'
 - ii. If the child has submitted a sick leave-letter 'S'
 - iii. If no leave-letter has been submitted 'A'.
 - iv. Leave for all celebrations and functions should be applied in advance by the parents in person.
- b) No absence should enter the class without the written permission of the Principal.
- c) A student absenting himself/herself from school for 5 days in succession without permission will be marked 'LEFT'. If he/she is to be re-admitted he/she will have to pay a re-admission fee of Rs.500/.
- d) Students absenting themselves without prior written permission from Parents' Day Celebrations, Annual Sports Day Celebrations and on opening and closing days of the Term or after special holidays like Christmas, Deepavali, Michalemas, Pongal and other holidays are liable to lose their place. If the absentee is re-admitted he/she will have to pay a re-admission fee of Rs. 500/-.

5. Withdrawals

A three week notice in written is required for the removal of a pupil. The requisition should be made by both of the child's parents.

The T.C or any other certificate or testimonial of Grade X will be given free of charge if taken immediately when leaving; otherwise a search fee of Rs. 50/- will be charged for every year and Rs. 20/- will be levied for any extract from the school record.

6. Discipline

- (a) The student's behavior should be courteous and virtuous at all times and in all places, both inside and outside the school.
- (b) At the stroke of 08.30 am the assembly will commence. All students should reach the school well in time and be in their allotted places on the assembly ground. Order and silence must be maintained throughout the assembly. A devout posture is expected from everyone during prayer.
- (c) In the classroom, place is allotted to each pupil by the class teacher and no one may change it by himself / herself. Likewise, no one may move from place to place or go out of the classroom, without prior permission.
- (d) in the absence of the teacher, the class leader immediately takes charge of the class and reports the fact to the PRINCIPAL, with the help of the assistant leader.
- (e) Pupils are not permitted to remain in the class room except during class hours. Exceptions need special permission.
- (f) Collecting funds for any purpose without a written permission from the Principal is forbidden.
- (g) Chewing gum is banned in the school premises.
- (h) No presentation of gifts either by pupils or parents to any staff, nor any demonstration of any sort towards the teachers may be done without the express permission of the Principal.
- (i) Pupils are not allowed to use the school address to receive letters, money orders, telegrams etc. or other correspondence without special permission.

- (i) Students should not bring any electronic gadgets like cellular phone, camera, i-pod, memory stick, laser lights, CDs and magazines to the school.
- (k) Students are strictly advised to wear only modest and decent attire on their birthday.
- (l) Students are not allowed to bring whitener to the school.
- (m) Speaking English is compulsory in the school campus.
- (n) Students should strictly adhere to the rules and instructions given. In the Library observe absolute silence and be responsible towards the property.
- (o) Students are not permitted to bring cakes or gifts to school on their birthday. At the most healthy snacks may be given to classmates. The best way to celebrate is to gift books to the library.
- (p) Any student involving in the following acts will be demised immediately from the school with appropriate T.C indicating the reason for his / her removal on that very day.

They are:

- i. Copying and helping others to copy and other malpractices such as altering marks and forging signatures.
- ii. Physical violence – fighting with other students, causing serious injuries etc.
- iii. Unhealthy practices that are punishable under legal and educational rules.
- iv. Stealing things inside and outside the school.

- v. Groupism, cheating and other associated activities.
- vi. Teasing others especially outside school.
- vii. Use of vulgar language and indecent behavior.
- viii. Irregular attendance, habitual idleness, neglect of homework, disobedience and disrespect towards members to the staff, maligning staff and others.

7. Parents' Co-operation

Parents are expected to co-operate in the work of the school by enforcing regularity, punctuality and discipline and by taking a daily interest in their children's progress.

Parents should teach children to respect the rules of the school through their own example. Speaking ill of teachers and the school in front of the children will result in growing indiscipline among the children and a complete lack of respect for their teachers and eventually for all adults.

Kindly avoid honking inside the school campus, Speed limit should be maintained within 10 Kms, Avoid parking your vehicle in the mornings at the time of arrival.

8. Concerning Home Work

Home work is given with the main objective of encouraging curiosity, a scientific spirit and higher order thinking skills in students.

9. Assessments

There will be periodic tests and half yearly and annual exams. Marks will also be allotted for timely submission of note books and for subject enrichment activity.

Answer scripts and Progress Reports showing the application of the pupils and their results will be given to the parents after every Assessment. Parents are requested to examine the Progress Report carefully and see that their sons/daughters make a special efforts to improve their performance in those subjects in which they are weak.

10. Protection of School Property

It is forbidden to write or scribble on the school walls and furniture, to throw paper or ink in the class-room, or in any way damage the school property. Damage done must be paid for at the discretion of the Principal.

House System

To promote competition and healthy rivalry among the students in all the activities of the school, curricular and extra-curricular and also to foster qualities such as loyalty and leadership, House system has been introduced.

All the students are divided into four houses.

NAME OF THE HOUSE	MEANINGS	COLOURS	PATRON
PREETHI	LOVE	GREEN	MOTHER THERESA
SHANTHI	PEACE	YELLOW	HELEN KELLER
JYOTHI	SERVICE	BLUE	FLORENCE NIGHTINGALE
SHAKTHI	COURAGE	RED	JOAN OF ARC

Parent – Teacher Quality Circle

This is a representative body of parents and teachers.

The main aims of the PTQC are:-

- (a) to make the parents involve themselves actively in the various activities of the school;
- (b) to bring about better understanding of the problems of the children through frequent Parent – Teacher interaction.
- (c) to acquaint the parents with the CBSE patterns of education.

Certificates:

Special certificates will be awarded annually to those who distinguish themselves in Games, Sports, Co-Curricular activities and 100% attendance.

For parents:

- (a) We believe in the dictum that THE PARENTS ARE THE FIRST TEACHERS AND THE TEACHERS ARE THE SECOND PARENTS.
- (b) Kindly advise our child not to take leave unnecessarily.
- (c) Go through your child's diary and check whether any message for you and to countersign it.
- (d) Criticism of teachers or the school in the presence of the child should be avoided because it may cause the students to lose respect for the teacher and the school.
- (e) The school teachers are not permitted to take tuitions for students of our school. So do not force them to teach your wards privately.
- (f) Kindly inform the school if there is any change in address and phone numbers.

- (g) English is the rule of Language in the school premises in order to obtain a command over spoken English. Parents are requested to encourage this practice at home also.
- (h) After every summative Assessment, the parents of students who have not performed well, will have to meet the Principal, to take the Progress Reports in person, at the appointed time which will be intimated by the class teachers.
- (i) Parents are requested to contact the school office for any official purpose.
- (j) The school periodically organizes parent-teacher meetings, in which talks are arranged on child Education and Child Welfare. Attendance of at-least one of the parents in such meetings is compulsory.
- (k) Parents / Guardians may meet the teachers or the children only after obtaining permission from the Principal.
- (l) No school business will be transacted during holidays.
- (m) No parent is permitted to take any action against any of our school students for his / her misconduct.

We/I have read all the above rules as contained in the Diary and agree to abide by them.

Date:

Signature of the Student

Signature of the Parents

MORNING PRAYER AT THE ASSEMBLY

1. Loving father

I thank and Praise you
for this new day, you have given me

I pray that this new day
may bring joy to me
and take me closer
to you and my neighbours.

Give me the strength to work hard this day

Give me the heart to serve my Brothers and Sisters
Father, throughout this day

Protect me from evil.

- Amen

2. God source of wisdom

bless me, your child
as I am going to study

Give me your grace
to learn my lessons

I thank you for this precious time
you have given me

to improve my knowledge

Help me to make good use of this time.

3. Lord of wisdom bless me as

I am going to write my Examinations

Help me remember
all that I have studied

and write my examination

Bless me with the fruits of my hard work.

PRAYER BEFORE CLASS OR STUDY

Direct we beseech thee, O God our action by thy Holy Inspiration and further them, by Thy gracious help that every prayer and work of ours may always begin from thee and through Thee be likewise ended. Amen

AFTER-NOON PRAYERS AT THE ASSEMBLY

Direct, we beseech you. O Lord our actions by your holy inspirations and further them by your gracious help, so that every prayer and work of ours may always, begin with you and through you be likewise ended. Through Christ Our Lord. Amen.

PRAYER AFTER CLASS OR STUDY

We give you thanks Almighty God for all your benefits, who lives and reigns world without end, Amen.

Or

O my Good Angel, whom God has appointed to be my guarding, enlighten and protect me, direct and govern me during this day, Amen.

Or

Keep O Lord, Thy Holy hands upon us so that no harm either of Soul or body may happen to us.

NATIONAL ANTHEM

Jana-Gana-Mana-Adhinayaka, Jaya He
Bharata-Bhagya-Vidhata
Punjab-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchhala-Jaladhi Taranga
Tava Subha Ashisha Mage
GaheTava Jaya Gatha.
Jana-Gana-MangalaDayaka, Jaya He
Bharata-Bhagya-Vidhata,
Jaya He, Jaya He, Jaya He,
Jaya Jaya, Jaya, Jaya He

நாட்டுப் பண்

பாரததேவியின் மணிக் கொடிபாரீர்
பக்தியுடன் இதைவணங்குவோம் வாரீர்

1. வீரர்கள் உடல்பொருள் ஆவியும் கொடுத்து
தீராமாய் அடிசிறைஅனைத்தையும் பொறுத்து
தீரநம் பாரததேவிக்குஉழைத்து
திகழ்வதைகுறித்திடும் ஜெயக்கொடிபாரீர்(பாரத)
2. பலவளமுளதெனகுறித்திடும் பச்சை
பரிசுத்ததியாகத்தைகாட்டிடும் வெண்மை
நலமுடன் பக்தியைஊட்டிடும் காவி
நடுநிலைப் பண்பினைவிளக்கிடும் சக்கரம்.(பாரத)

தமிழ் வணக்கம்

நீராருங் கடலுடுத்தநிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ் பரதகண்டமீதில்
தெக்கணமும் அதிற்சிறந்ததிராவிடநல் திருநாடும்
தக்கசிறுபிறைநுதலும் தரிதநறுந் திலகமுமே
அத்திலகவாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந்தமிழணங்கே!

தமிழணங்கே!

உன் சீரிளமைத் திறம் வியந்துசெயல் மறந்துவாழ்த்துதுமே!
வாழ்த்துதுமே! வாழ்த்துதுமே!!

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 try 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.

DO YOU WANT MY HAND LORD

Do you want my hands Lord,
Do you want my hands Lord,
Do you want my hands Lord,
All through the day.

To help the needy and the sick and the poor.
To work from morn till the day is ov'r
I give you my hand (3) today.
Do you want my feet Lord,
Do you want my feet Lord,
Do you want my feet Lord.
All through the day.

To go each day to those who need a friend
To walk with the lonely till their journey, ends.
I give you my feet (3) today.
Do you want my voice Lord,
Do you want my voice Lord,
Do you want my voice Lord.
All through the day.

LET'S SING TO OUR MOTHER

Let's sing to your Mother,
As we would sing to our love,
Mother in heave, yet Mother with us on earth

1. Mary, we love you,
Mary we praise you,
You are the joy of the earth
Angels revere you,
Saints gather near you,
Heaven rejoiced at your birth
2. Virgin most prudent,
Daughter of Zion,
Bright as the morning star
Fair as the moonbeams,
Clear as the sunshine,
Your splendour reaches afar

WE THANK YOU O LORD

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

1. He was a man profoundly human,
Open to the Signs of the times,
Yet He was man
He was a man of God

2. Enable us to be his doubles,
Optimistic lovers of youth
Joyful in the service of others,
Established in your love.
May we retain our youthful vigour,
Resolutely serving the poor,
Living the warmth of your presence.

BLESS OUR COUNTRY

- Ch: Bless our country,
Lord, God of power and might,
Bless our India today,
we are children of
people so in love with you.
Let that love not fade a way.
1. Down in the forest
Where the trees are wishpering
Our sages sat down to pray:
In meditation and contemplation,
Liberation they attained.
 2. Years have passed
Since we got our independence,
Yet we're still the same;
Poverty, injustice,
Cast discrimination
These are all our chains.
 3. Bless our efforts
To eradicate corruption,
To build up bridges of peace,
To break down the barriers
That separate the classes
And may your love increases.

I JUST KEEP TRUSTING MY LORD

I just keep trusting my Lord,
As I walk along,
I just keep trusting my Lord,
And he gives me song,

CH: Though the storm clouds darken the sky,
Ov'r the heavenly trail,
I just keep trusting my Lord,
He will never fail.
He's a faithful friend
Such a faithful friend
I can count on him,
Till the very end.

MY LIFE IS IN YOU LORD

My life is in you Lord
My strength is in you Lord
My hope is in you Lord
In you: It's in you.
I'll praise you with all of my heart
I'll praise you with all of my strength
With all of my life
With all of my strength
All of my hope is in you.

LITTLE SAINT

1. So long Laura its your day
So young your years has flown away
We have you now as our example
To look ahead from day – to day

Ch: So we sing as we (tell it out) – 2
Give a loud joyful (mighty shout) – 2
From the mountains to the skies
Our triumphant, notes arise
Laura, Laura, Laura

2. Little saint Laura
We see you now
A star a beacon
On the mountain top
We have you now as our example
To look ahead from day – to day

I CAN FEEL YOUR PRESENCE

I can feel your presence in my life
I know you are always near
You understand me more than
I could ever know
I can feel your presence in my life
You go before me, yet you always lead me on
You guide me with your gentle hand
You know my movements when
I sit and when I stand
I know you are always near
Were I to journey to the highest mountain top
Sail to the limits of the sea
I never would escape your Presence and your love
I know you are always near
You know my being when
I was not yet conceived
You formed me in my mother's womb
And now I thank you for the love
You gave to me
I know you are always near me.

BIRTHDAY SONGS

Lets all sing the birthday song – 2
Lets all joy and sing along
Lets all sing the birthday song

Happy Birthday to you – 3 dear
Happy Birthday to you
From old friends and too
May God bless though wake you
And happiness too

Sing a song of joy – 2
Sing a song of happiness – 2
Sing a song of glee today – 2
Sing a song for me....
Sing a song of laughter – 2
Sing a song of heart – 2, Sing a song to celebrate.
It's a special day for me.
Sing a song a gaiety – 2
Sing a song to the merry (2)
Sing a song just for me (2)
Common sing a song for me
It's a my birthday today (3)
I feel so happy and gay (3)

It your birthday and you know it...
Clap your hands (2) clap...clap..clap
It's your birthday and you know it
And your smile surely shows
It's Your birthday...
And you know it...
Clap your hands (2) clap...clap...clap...

It's a hap hap happy birthday
May you live to be a hundred and three
It's a hap hap happy birthday to you
Take above (2) on your birthday
Your birthday (2)
Showers have (2) on your birthday
You still looks is good as new.

RECOMMENDATIONS TO PARENTS AND STUDENTS

To the Parents / Guardian:

A warm and regular follow up of parents in the daily studies of the child goes a long way in the all round formation of the child.

A few recommendations are given below:

1. Provide a fairly convenient place for her / his study at home.
2. Make a study time – table for him / her and see that he / she studies at least three hours daily at home.
3. Supervise all her/his written work at least once a week
4. School bags carried daily to school has to be light as 10% of the child's weight. Check the bag regularly and ensure it is as per the rule laid down for light bags.
5. Assist your child in arranging books in bags and see that the books and pages are in good condition always.
6. Provide your child with healthy snacks and nutritious food. No JUNK FOOD will be permitted.
7. Parents kindly sign the remarks of teachers, given in the almanac regularly

To the Students:

1. See that everyday you devote thirty minutes for language and forty minutes for mathematics.
2. Do the home work assigned to you regularly.
3. Take keen interest in extra – curricular and co-curricular activities and manage well with your time. Keep a balance between study and play.
4. KEEP YOUR HOME, YOUR SCHOOL AND YOUR SURROUNDINGS CLEAN AT ALL TIMES.
5. Use water sparingly, electricity carefully and paper thoughtfully.
6. Make time and reach out to the needs of those around you. Be compassionate, kind and generous with your time and talents.

NOTICE

Date:.....

Dear Parent / Guardian,

We request you to be present on at
..... without fail, with regard to the
progress of your son / daughter.

Your faithfully,

Principal

Class Teacher:

Signature of Parent / Guardian:

SPECIMEN LEAVE LETTER

Date:.....

From

.....
.....
.....

To

The Principal,
Our Lady School of Excellence
No. 955, T. H. Road, Thiruvottiyur
Chennai – 600 019

Dear Madam,

My son / daughter,Roll No..... of
StdSec..... will not be able / was unable
to attend School because (here state the reason for
absence)

Please excuse him/her absence.

Your's faithfully,

Signature of Parent / Guardian

N.B: This leave letter should be sent in advance

(Reserved for School Authorities)

APRIL 2023

Date	Days	Details of Working Days / Holidays
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	Mahaveer Jayanthi Holiday
5	Wednesday	
6	Thursday	Moundy Thursday
7	Friday	Good Friday Holiday
8	Saturday	Holiday
9	Sunday	Easter Sunday
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	Tamil New Year - Holiday
15	Saturday	Holiday
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	Ramzan - Holiday
23	Sunday	
24	Monday	Comm. of M.H.C.
25	Tuesday	School Annual Day
26	Wednesday	Summer Vacations Begins
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	Comm. of D.B. No of Working Days: 20

May 2023

Date	Days	Details of Working Days / Holidays
1	Monday	May Day
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	Comm. of M.H.C.
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	Comm. of D.B.

No of Working Days: 00

JUNE 2023

Date	Days	Details of Working Days / Holidays
1	Thursday	New Academic Session Begins
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	Comm. of M.H.C. - Holiday
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	Bakrid - Holiday
30	Friday	Comm. of D.B.

No of Working Days: 24

July 2023

Date	Days	Details of Working Days / Holidays
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Holiday
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	Periodic Test - I begins
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	Periodic Test - I Ends
22	Saturday	Holiday
23	Sunday	
24	Monday	Comm. of M.H.C.
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	Muharam - Holiday
30	Sunday	
31	Monday	Comm. of D.B.

No of Working Days: 23

August 2023

Date	Days	Details of Working Days / Holidays
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	Holiday
13	Sunday	
14	Monday	
15	Tuesday	Independence Day / Assumption of Mary
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	Comm. of M.H.C.
25	Friday	
26	Saturday	Holiday
27	Sunday	
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	Comm. of D.B.

No of Working Days: 24

SEPTEMBER 2023

Date	Days	Details of Working Days / Holidays
1	Friday	
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	Krishna Jayanthi - Holiday
7	Thursday	
8	Friday	Feast of Our Lady of Health
9	Saturday	Holiday
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	Terminal Exam - I, Begins
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	Vinayakar Chathurthi - Holiday
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	Terminal Exam -I, Ends
23	Saturday	Term -I, Vacation Begins
24	Sunday	Comm. of M.H.C.
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	Milad un Nabi - Holiday
29	Friday	
30	Saturday	Comm. of D.B. No of Working Days: 23

October 2023

Date	Days	Details of Working Days / Holidays
1	Sunday	
2	Monday	Gandhi Jayanthi
3	Tuesday	School Re opens
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Holiday
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	Ayudha Pooja - Holiday
24	Tuesday	Comm. of M.H.C./Vijaya Dasami-Holiday
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	Holiday
29	Sunday	
30	Monday	
31	Tuesday	Comm. of D.B.

No of Working Days: 21

NOVEMBER 2023

Date	Days	Details of Working Days / Holidays
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Holiday
12	Sunday	Deepavali
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	Periodic Test-II, Begins
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	Comm. of M.H.C./Periodic Test-II, Ends
25	Saturday	Holiday
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	Comm. of D.B. No of Working Days: 24

DECEMBER 2023

Date	Days	Details of Working Days / Holidays
1	Friday	
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Holiday
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	Periodic Test - III, begins
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	Periodic Test - III, ends
23	Saturday	Christmas Vacation begins
24	Sunday	Comm. of M.H.C.
25	Monday	Christmas
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	Comm. of D.B.

No of Working Days: 19

JANUARY 2024

Date	Days	Details of Working Days / Holidays
1	Monday	New Year
2	Tuesday	Christmas Vacation ends
3	Wednesday	School Reopens
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday
14	Sunday	Bhoghi
15	Monday	Pongal - Holiday
16	Tuesday	Thiruvallur day - Holiday
17	Wednesday	Uzhavar Thirunal - Holiday
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	Republic Day - Holiday
27	Saturday	Holiday
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	No of Working Days: 18

FEBRUARY 2024

Date	Days	Details of Working Days / Holidays
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	Periodic Test-IV, begins
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	Periodic Test-IV, ends
24	Saturday	Holiday
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	Comm. of D.B. No of Working Days: 21

MARCH 2024

Date	Days	Details of Working Days / Holidays
1	Friday	
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Holiday
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	Terminal Exam - II, begins
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	Terminal Exam - II, ends
23	Saturday	Vacation begins
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	No of Working Days: 25

I ASSESMENT RECORD (III - IX)

Sl.No.	Subject	Grade
1	English	
2	Language II	
3	Language III	
4	Maths	
5	EVS / Science	
6	Social Science	

Remarks



Date:

Teacher's Signature

Parent Signature

II ASSESMENT RECORD (III - IX)

Sl.No.	Subject	Grade
1	English	
2	Language II	
3	Language III	
4	Maths	
5	EVS / Science	
6	Social Science	

Remarks



Date:

Teacher's Signature

Parent Signature

III ASSESMENT RECORD (III - IX)

Sl.No.	Subject	Grade
1	English	
2	Language II	
3	Language III	
4	Maths	
5	EVS / Science	
6	Social Science	

Remarks



Date:

Teacher's Signature

Parent Signature

IV ASSESMENT RECORD (III - IX)

Sl.No.	Subject	Grade
1	English	
2	Language II	
3	Language III	
4	Maths	
5	EVS / Science	
6	Social Science	

Remarks



Date:

Teacher's Signature

Parent Signature

LATE ATTENDANCE RECORD

Name.....STD.....

Date	By how many minutes late	Principal's/ Asst.H.M's Initials	Parents Initials

LATE ATTENDANCE RECORD

Name.....STD.....

Date	By how many minutes late	Principal's/ Asst.H.M's Initials	Parents Initials

HOME WORK NOT DONE & BOOK NOT BROUGHT TO CLASS

Date	Subject	Signature	
		Teacher	Parent

HOME WORK NOT DONE & BOOK NOT BROUGHT TO CLASS

Date	Subject	Signature	
		Teacher	Parent

DEFAULTER IN UNIFORM

Date	Subject	Signature	
		Teacher	Parent

DEFAULTER IN UNIFORM

Date	Subject	Signature	
		Teacher	Parent

READING RECORD

S.No.	Date	Name of the Book/ article	Author

READING RECORD

S.No.	Date	Name of the Book/ article	Author

Term I
Communication
Teachers / Principal / Principal to Parents

Date	Subject	Signature	
		Teacher	Parent

Term II
Communication
Teachers / Principal / Principal to Parents

Date	Subject	Signature	
		Teacher	Parent

Term III
Communication
Teachers / Principal / Principal to Parents

Date	Subject	Signature	
		Teacher	Parent

Term IV
Communication
Teachers / Principal / Principal to Parents

Date	Subject	Signature	
		Teacher	Parent

