

DAUGHTERS OF THE CROSS

St. Teresa's Secondary School

PROSPECTUS

General Information

St. Teresa's Secondary School (to be hereinafter referred to as the School), founded in Calcutta in 1885, is run by the Religious Congregation of the Daughters of the Cross. This Congregation was founded by Mother Marie Therese in 1833, and since its formation, it has been active in the sphere of spreading education throughout the world.

St. Teresa's Secondary School, is an English-Medium School where every effort is made to teach the students to learn English effectively as a written and spoken language.

This School presently admits only female students; priority is given (to admission) to students belonging to the Christian community; and, thereafter others, irrespective of religion or caste.

Our School aims at providing quality education in lieu of payment of reasonable fees, and mainly caters to the wards of parents belonging to the middle income group. Our School provides for the all-round development of a student, so that at the end of reaching the twelfth standard, she becomes a complete woman, adept at presenting herself in the right mould before the outside world. Instilling a proper spiritual, intellectual, and cultural aspect in the development of one's persona is our prime objective. In keeping with our objective, students of our School are exposed to many extra-curricular activities, and also orientation programme/s, which help to build the students' personality in its entirety.

We aim to mould a student in such a manner so that she could easily integrate herself in society, work place and the like with ease, poise and confidence, and shall also be able to lead her peer group and elders with the same poise, confidence, and right direction.

VISION : To spread the values of love, peace and justice and uphold the dignity of women and to proclaim the Glory of God.

Definitions

I. In the text below, the reference of the following terms and/or words, shall, unless contrary to the context, including the definitions as stated therein, and in case such words have a plural/feminine connotation, it shall also mean and include both:

- a) **Academic year** – The word “academic year” referred to the text below shall be deemed to mean and include the period beginning from the month of April of an English Almanac to the month of March (inclusive of both months), of the subsequent English Almanac.
- b) **Guardians** – The word guardian, whether in singular/plural, shall be deemed to mean and include the biological father and/or biological mother and/or both, adoptive father and/or adoptive mother and /or both, single biological father (in case the spouse is dead/divorced/separated/estranged and as such the father has the custody of the child admitted to our School), single biological mother (in case the spouse is dead/divorced/separated/estranged and such mother has the custody of the child admitted to our School), so also a single adoptive father (in case he has chosen to remain single on his own volition), or a single adoptive mother (in case she has chosen to remain single on her own volition), legal guardian/custodian or a minor child, either decreed by a Court of competent jurisdiction or without the decree, foster father, foster mother.
- c) **Governing Body / Managing Committee** – The reference to any of the word “Governing Body” and “Managing Committee” shall mean and include the Committee which is in charge of overseeing the entire administrative functions of the School, and it may also be referred to by either of the nomenclature stated above, but its meaning and purport shall remain the same.
- d) **Minor** – The word “minor” with all its connotation, and including its plural form shall mean a child not beyond 18 years of age, and such age is to be calculated according to the English Almanac.
- e) **Management** – The reference to the word “management” shall mean and include, as would be evident from the context, either the Principal of the School, and/or the members of the Governing Body/Managing Committee (along with the Principal of the School), by whatever Nomenclature it is referred to.
- f) **Pupil/student** – The words “pupil/student” referred to shall mean and include, a pupil and/or student of St. Teresa’s Secondary School, and shall also mean and include its plural connotation.
- g) **School** – The word “School” referred to hereinafter shall mean and include St. Teresa’s Secondary School.
- h) **Staff** – The word “staff” shall mean and include the teaching and non-teaching staff employed by the management of the School and working in any capacity therein.
- i) **Teaching Staff / Non-Teaching Staff** – Any reference to the word “Teaching Staff” and/or “Non-teaching staff” shall mean and include, in case of “Teaching Staff” the teacher employed by the management of the School and shall include permanent teachers, temporary teachers, contractual teachers, contractual full-time teachers, part-time teachers, helper teachers, trainee teachers, and such teaching staff may, if necessary, perform certain administrative functions of the School as well, subject to the exigency of the same; in case of “Non-teaching Staff” such staff employed by the management of the School, and shall include the permanent non-teaching staff, temporary non-teaching staff, contractual non-teaching staff, contractual full-time non-teaching staff, part-time non-

teaching staff performing various functions pertaining to the running of the School.

II. General Instructions for Guardians and/or Students

- a) The details of the School hours, and other relevant particulars/guidelines shall be stated in the School Diary which will be supplied to all the students of the School, subject to clearance of all necessary fees at the commencement of this academic year. The guardians of the students are directed to follow each of the instructions as stated in the School Diary.
- b) There are Three Vacations during the year – Summer, Puja and Winter vacations. Any unexpected holiday will be made up on the following Saturday. The School Diary, or copy of which each student buys at the beginning of the year, contains a List of the Holidays of the Current Year.
- c) Students of the School are not allowed to bring in anything unauthorized. Students are to be allowed in with only text books, as prescribed by the school authorities, art works, as prescribed by the school authorities, art and craft materials (as prescribed by the School authorities), shoes, pencil box containing eraser, sufficient number of pencils, sharpeners, rulers, and other paraphernalia required for the pursuit of academics, exercise books (duly covered by the covers supplied by the school authorities). Students found in possession of any of the items not stated to be permitted herein shall be confiscated and the School shall not be liable to return any of the confiscated items, which please note, and no complaints shall be entertained on this count by the School authorities.
No gifts to be brought to the School. On birthdays you may send potted plants to the school only.
- d) The guardians and students are directed and/or bound to follow the rules and regulations currently in force (which appears in the prospectus and school diary) at the time of issuance of the current prospectus and also those which shall come into existence later, and which will be notified either on the School Notice Board and/or the extract of the same would be supplied to the students individually. For the purpose of validity of such newly introduced amendments to the rules and/or regulations, mere pasting of such notice on the School Notice Board, duly signed by the Principal and/or any other signatory on behalf of the School would suffice, and after such notice is duly pasted, no benefit, if any, can be claimed on account of any ignorance of such newly introduced amendments of such rules and regulation shall be entertained in any manner by the School authorities.
- e) All parents/guardians are required to go through the contents of all Notice Boards placed in front of the School and are also required to act on such notice/s.
- f) No guardians will be allowed to enter the School premises at the commencement of the School hour. Only the teaching staff, non-teaching staff, guests of the School authorities, and the students are allowed to enter the School premises at the time when the School begins. Guardians shall be allowed to enter the School premises (only for the official purpose) at least 30 minutes later from the beginning of School hour.
- g) No guardians and/or the students will be allowed to loiter within the School premises during regular school hours. Students will be allowed to play and/or loiter only during recess, (but

not in front of the school) barring such hours, if any student is found loitering, corrective measures may be taken against such student.

- h) All Students are required to speak in English during School hours and beyond. Should any student be found speaking in any language other than English, strict action will be taken.
- i) Students are allowed to converse either in Hindi and/or Bengali only during their language classes, and not beyond that.
- j) All students must come to the school with all her required books, exercise books, and other paraphernalia and no student shall be allowed to borrow from their fellow students, any implements and/or books, which were required of such students to be brought to School. All students are required to bring in their own food/tiffin/snacks, which should be light and non-sticky, (no junk food) and no parents/guardians are allowed to bring such food-stuff for their wards during the school hours and make an attempt to deposit them either at the School office or with the gate-keeper in order to deliver the same to their wards concerned. Guardians are strictly prohibited from entering the School premises during lunch recess. Food items are not to be brought in polythene or disposable plastics.
- k) Students have to wear a school uniform. To ensure uniformity all orders must be placed with the school tailor. All students are required to come to School with neatly pleated dress, shoes polished, nails duly cut, and hair knit tightly. Minimalism is the hallmark of our School dress, and students are not allowed to wear any make-up, gold ornaments, silver ornaments, astrological rings, bangles, imitation jewellery and the like. Students are strictly debarred from using mobile phones, iPods, transistors, cameras, and any other electronic items of any variety for reasons whatsoever no exception and/or allowance/s can be made in this regard, which please note.
- l) Students are required to come to School with their homework completed.
- m) Students are required to be polite, obedient, and diligent, both within and outside the school campus as well.
- n) It is expected that the students of this School will behave properly outside the school campus as well thereby maintaining the image of the School before all and sundry.
- o) It would be pertinent to mention that the School authorities may organize orientation programmes for the guardians as well and it is expected that the guardians shall turn out in large numbers if such an effort is made by the School. This is necessary because of the child's future growth and the cooperation of the guardians absolutely necessary as well.
- p) Students would not be ordinarily granted leave, except only on account of illness, and the news of such illness, accompanied by the original medical certificate issued by a competent medical practitioner, with his/her registration number duly displayed in such certificate which would be sufficient proof of illness and photocopy/ies of all such records are to be submitted along with a forwarding letter written by parents/guardians.
- q) It is mandatory that a student should attend at least 85% of the classes of a particular academic year, in addition to attending at least 90% of the class tests held throughout the year, to make herself eligible for sitting in the final term-end examination.

- r) The pass mark for all tests shall be C grade. A student will not be allowed to repeat a particular class for more than two consecutive academic years.
- s) Half day leave would not be ordinarily granted to any student, save and except on some exceptional circumstances, and such grant of half day's leave shall be at the sole discretion of the management of the School. The guardian of the student seeking half day's leave shall have to intimate the school authorities in writing, at least at the beginning of School hour and upon receipt of such intimation, the authorities may grant half day's leave subject to its discretion. Emergency cases, such as major accident of the kin of the student, death and/or illness at the residence of such student, would be treated as an exceptional circumstance, and only on such cases, leave would be granted to students.
- t) Children are taught the act of charity and social responsibility towards society. Guardians may be requested to help the cause by way of donation, which will be pure voluntary in nature, if such programs are organized by the school.
- u) The Principal shall be available for consultation and/or hearing of any complaints, on Mondays, Wednesdays and Fridays, between 9:00 a.m. to 11:00 a.m. and for which prior appointment shall have to be made by filling up a requisition form which shall be available in the School office and/or in the cash counter.
- v) Students once admitted are not allowed to take private tuitions from any of the teaching and/or non-teaching staff of this School. If, in the opinion of the school authority, a student is found to be weak in some subject/s, she may be subjected to attendance of special classes which the school authorities will arrange from time to time, and such classes may be held after school hours. In such cases, students shall be required to stay back and attend such classes. Students requiring attendance in such special classes would be intimated of the need and modalities of the same either through a letter/message or through a notice pasted on the School Notice Board/s. Any student found taking tuitions from any of the staff of our School, will be severely penalized which may even extend to rustication from School.
- w) Guardians are requested to cooperate with the teachers in all respect and also maintain the decorum of the school. Parents/guardians are requested to meet the school authority with a positive frame of mind, and shall not use any insulting and/or derogatory and/or abusive language while interacting with the same. The parents/guardians form a part of the process of mutual cooperation through which the future of their wards are shaped, and, hence, such cooperation is essential for their child's growth. The parents/guardians are directed to come to school in a decent formal dress, if they wish to enter the school premises, and none would be allowed to enter the school premises in their casual wear. Smoking, chewing of paan, tobacco, entering the school in an inebriated state, entering the school premises with the odour of alcohol is strictly prohibited.
- x) Guardians, if called to meet any teacher/principal of the School, shall have to abide by such requests, and if such guardians, without any valid reason fail to meet the teachers/principal as the case may be, within a fortnight from the date of the issuance of such request, please note that under such circumstance their ward/s shall not be allowed to enter the School campus beyond a period of a fortnight from the receipt of such notice. In such cases, the

School authorities will not be responsible in any manner as regards their wards after a lapse of a period of a fortnight from the date of receipt of such notice.

- y) Oral correspondence in any manner will not be entertained, communication with the school authorities shall only be in writing and such correspondence shall always be addressed to the “The Principal/St. Teresa’s Secondary School”. In case of any dispute/ complaints/dissatisfaction/consultation/interaction with any authorities of the School, the Principal is the competent authority with whom the parent/guardian is required to interact. It is also made clear that in case of requirement of any consultation relating to any matter concerning the students of our School, the school authority will only interact with the parent/guardian, as defined herein, of the student, and not anyone else.
- z) Students would be corrected for indiscipline, misdemeanor, misbehavior, for telling lies, acting on the sly, not bringing to School the essential materials and the like, which, in the opinion of the School, might be beneficial for the greater growth of the child, and if such corrections are given, then the guardians shall not be allowed to raise any protest for the same.

III. Payment of Fees

Fees are to be paid in advance at the beginning of each quarter of English Almanac. No reduction of fees for holidays or broken periods are made.

- a) All session fees and other charges shall have to be paid for and cleared at the time of admission.
- b) Please also take note that should there be an increment of school fees at any point of time during the year and the parents/guardians are to bear with such increment of fees as and when imposed.

IV. Penalties

- a) Notwithstanding the express penal measures as stated hereinbefore, a student may be subjected to the following punishments for contravention for any one and/or more and/or all of the rules and regulations as stated hereinbefore.
 - i) Suspension from attending classes, and during such period of suspension if a test is held, no credits will be given for such tests, while making final assessments.
 - ii) If the guardian fails to meet the principal after having been notified, the student will not be allowed to attend classes and it shall have all necessary implications as stated before.
 - iii) Issuance of transfer certificate from our School.
- b) A student may be subjected to counseling session, should she commit an offence which requires such counseling.

V. Appellate Authorities

- a) Complaints, if any may be stated in writing on a A-4 Size paper, duly addressed to “The Principal, St. Teresa’s Secondary School, 72, Diamond Harbour Road, Kidderpore, Kolkata – 700 023”, and dropped in the Drop Box to be specially kept for such purpose.

Such complaint shall contain, inter alia, the signature of the complainant, the name of his/her ward, the roll no., the class where she is studying, and the specific charges/ reasons for grievances against any staff/ facilities of our school. Such Drop Box shall be opened only by the Principal of our School, and the contents of such letters of complaints shall be kept fully confidential. Upon reading the contents of such letters, necessary steps, if tenable and necessary, will be initiated by the management of our School.

- b) Complaints may be directly referred to the principal in writing, seeking redress, against any staff of our School. This process may also be applied to an appeal against any decision and/or any action taken against any student by any staff of our school, and also by any staff of our school against any action within the school premises by any student and/or guardian of the school. However, in such case, efforts would be made to hear the accused, and the complainant also, and if found guilty, the staff of the school would be penalized subject to the provision of the service rules.

VI. Transfer Certificate

- a) Barring issuing of a transfer certificate on account of any of the grounds as stated hereinbefore, a transfer certificate may be issued to a student, during any time of the year, if such a transfer certificate is sought for by the guardian in writing, and such transfer certificate would be issued, subject to clearance of all necessary fees, within seven working days from the date of clearance of such fees after filing of the application seeking transfer certificate.
- b) A Transfer Certificate may be issued to students who are regular defaulters in payment of fees, and/or are regular absentees in a particular academic year. Failure to make payment in time will be considered as default, and continuous absence for over 40 working days within the same academic year, either continuously or in phases, would be considered to be habitual absentees, unfit for attending a regular school.
- c) A student who has been issued a transfer certificate once will not be re-admitted under any circumstances.

VII. Rules for filling up the Application Form

- a) It shall be the duty of every guardian who wishes to admit his/her ward in the School, to obtain a copy of the Application Form containing the Prospectus and other particulars and relevant information about the School, and to read, understand and make himself/herself acquainted with the provisions of the same and also conversant with the meaning and purport of the rules, regulations and other guidelines as enumerated therein and only, upon being in agreement of the contents of the same in its entirety, shall submit the application form duly filled in, in his/her own handwriting. Prospectus, along with the application form shall have to be obtained from the School website only and from no other place.
- b) All entries in the Application Form shall be in capital letters. Incomplete and illegibly filled up application forms may be rejected totally without assigning any reason and/or making any further reference to it. The guardians are requested to be careful while filling up the online application forms.

- c) All such application forms must be accompanied by one set of passport size coloured photographs, containing individual photographs of the father/guardian, mother and the ward to be admitted, affixed in the application form (in the designated place) and submitted at the time of interview.
- d) In case the guardian is not a natural guardian, then such information in details shall have to be filled in, in the designated space/s.
- e) In case at the time of admission of the student, there is a subsistence of any litigation between the parents, be it matrimonial and/or related to any matter concerning the parents/guardian and which concerns the custody and/or the future of the ward to be admitted, and the same be under any nomenclature, then such information shall have to be filled in, in the designated spaces.
- f) In case the parents are divorced, such details shall have to be filled in, in the designated space, and a photocopy of the certified copy of such decree must be annexed to the application form. It is also mandatory that in case a guardian has obtained custody of the ward through lawful means, a photocopy of the certified copy of such order must be annexed to the application form. In case there is any estrangement and the couples are staying apart, then the custodian of the child, who is to be admitted, shall have to make such declaration relating to such estrangement and the subsistence of litigation/s, if any. In case any litigation are pending, then such particulars relating to case numbers and the place of its pendency shall have to be filled in. Upon the conclusion of such cases, the details as to the outcome of the same shall have to be intimated to the School authorities at the earliest, annexing a photocopy of the certified copy of such orders.
- g) The designation/occupation of both the guardians shall have to be filled in, along with the name and address of the office/chamber, in case of the latter only if the parents/guardians are self-employed.
- h) The application form must contain the signature of both the parents at all designated places, and if such signatures are found to be missing, the application form would be liable to be rejected forthwith without assigning any reason and no further reference to it in future, which please note.
- i) Submission of the application form shall entail that the guardian has understood the meaning and purport of the rules and regulation, currently in force, and which shall come into force in future, and has fully agreed to abide by such rules and regulations, should their ward/s be selected for admission.
- j) Those filling up the application form shall mandatorily fill up the designated fields where it is required to be informed in writing of the blood group and also if such ward is suffering from any ailments, and in case of occurrence of ailments, the mode of urgent medical assistance that might be required. In case there is a requirement of any specific medicine in the unlikely event of the occurrence of such emergency, then the names of such medicine/s, both the generic names and the marketable names shall have to be filled-in, in the designated places.
- k) All required spaces must be filled in, and if any of such vacant space is not required to be filled in by the applicant, then such spaces shall be marked as "N.A." meaning "Not Applicable". No space shall remain absolutely blank.

- l) Prospectus shall be generally sold from the School website on prescribed time and date which shall be duly notified in the school notice board.
- m) No rights will be entertained in favour of any ward/student/guardian for the mere purchasing of a prospectus and/or submission of application form (duly filled in) and/or name/s appearing in the Final Selection List.
- n) Payment shall be made only by demand draft (D.D.) at the school counter, only against valid receipts, and not anywhere else. Payments made in any place other than the cash counter of the School shall be at the sole risk and discretion of those making such payment/s and the School shall not be held responsible for any delay and/or negligence of such intermediaries, if any.
- o) Final admission shall be at the discretion of the School authorities to accept and/or reject any application form without assigning any reason. All parents/guardians shall follow all the instructions as stated on the School Notice Board, and anyone dealing with any tout/middlemen/intermediary and/or entering into any financial transactions with them shall do so at their own risk and the School authority shall not be responsible in any manner whatsoever. Canvassing in any form will disqualify a candidate.
- p) Lack of infrastructural instructional facilities restrains us from admitting children with special needs (CWSN). Hence, guardians of such wards are discouraged from purchasing and/or submitting the application form in our School.
- q) Prospectus shall be issued to any willing guardians, without any verification and/or restrictions.
- r) Withholding of any information/suppression of material information and/or any misleading information/statement containing wrong information, even if found at a later stage, would make the student liable for severe penal measures, which shall include rustication from School. However, such penal measure shall be preceded by a letter of show cause to the either one or both the signatories of the application form, which shall have to be replied to within a period of a fortnight of the receipt of such letter. In case no reply is received, the contents of such letter shall be presumed to be admitted. Such letter containing show-cause shall be issued in the name of any one/both of the signatories of the application form, and will be delivered through the postal mode of "registered with A/D" upon the address appearing at the School register. For the purpose of service of such letter, if such letter is not returned within a month of such posting it shall be deemed to be good service, and the management of the School shall wait for a period of only a fortnight from the date of expiry of one month from the date of posting of such letter of show cause. If no reply is received within such time, it shall be deemed that such guardian who have filled up the application form have admitted to the charges contained in such letter, and the management shall proceed to rusticate such student summarily. I case, the letter so posted is returned, the same letter will be sent through the student concerned, with an endorsement made in the School diary duly signed by the principal of the School, and if no reply is received within a fortnight from the date of sending of such letter, it shall be presumed that the applicants have admitted to the charges as aforesaid and the management shall summarily rusticate

such student. In case the guardian/applicant replied to such letter of show cause, and the management of the School is satisfied with such reply, no steps will be taken against his/her ward on his count alone, but if such reply is found to be vague/evasive/inadequate, then the management will initiate penal measures as stated hereinbefore. The decision of the principal would be final and binding in such cases, and the guardians shall have to accept and honour such decision of the School without any protest and/or demur.

VIII. Mode of communication of any subsequent changes in any of the entries made in the Application form.

In case any of the entries made in the application form needs to be changed/altered at any subsequent date, any one of the parents shall have to write a letter addressed to “The Principal, St. Teresa’s Secondary School” stating inter alia, existing entry and the changes to be made thereon, and all such communication must be duly signed by both the parents/guardians.

Please note that all subsequent changes in entries made in the application form must be corrected immediately.

(Signature of Father/Guardian)

(Signature of Mother/Guardian)