



PROSPECTUS



SACRED HEART SCHOOL

MATIGARA, SILIGURI, (Affiliated to ICSE & ISC)

The School

The school is in a sprawling 3½ acre campus in Matigara, Siliguri; in the valley of River Balasan and against the back drop of the mighty Himalayas.

Sacred Heart School is a boarding & day boarding school, established in the year 1997, with separate boys & girls wings. It is affiliated to CISCE, New Delhi [ICSE & ISC]





Curriculum

At Sacred Heart School, boys and girls are admitted into upper KG to Seven and are prepared for the Indian School Certificate of Secondary Examination, New Delhi. Students can opt a combination of English, Mathematics, Physics, Chemistry, Biology, History, Geography, Hindi, Bengali, Nepali, Computers, Commercial Studies and Economic Applications for the Board Examinations. For I.S.C students we offer Science, Commerce, Humanities with extra coaching for competitive examinations.

The School recognizes the most urgent and sacred part of its duty, to form the character of those committed to its care. Value Education and ethical instruction form a compulsory part of the curriculum, along with SUPW as prepared by the Council.

Vision of the School

Sacred Heart School envisages in bringing committed, confident and God-fearing youngsters who will offer themselves as catalyst- transforming the society by harmoniously blending human, spiritual, personal and social values.

The institution's constant and consistent endeavour is to attain excellence in the field of education and to elevate itself to the position of a unique and praiseworthy centre of learning.



Examination

The school year is divided into three terms ending in June, September and February. Written Examinations are held at the end of each term and a report on the child's performance is sent to parents and/or posted on the website. Apart from the end of term tests and reports, special graded cards are forwarded to parents occasionally during the academic year.

Special arrangement cannot be made for pupils who are absent from the main examinations. Answer scripts submitted by pupils will not be made available to parents or others. The Internal Board examination for grade IX and XI are held in the month of February and the ICSE (Class 10) and ISC (Class 12) Board Examinations are held in towards the end of February as per the announcement of the Examination dates by the Council.





Admission

Applications for admission are accepted in November/December for classes KG to VII & April/May for Class XI. On the basis of these applications entrance examinations are held in the school in December for class KG to VII. Formal admission for successful candidates is complete only after the admission form has been duly filled and the Security Deposit and Admission Fee have been paid. THIS AMOUNT IS NOT REFUNDABLE IN THE CASE OF NEW ENTRANTS NOT JOINING LATER.

No pupil will be admitted without a Birth Certificate, Aadhar Card and a Transfer Certificate from the last school attended.

No pupil suffering from an infectious and contagious disease can be admitted in school. A detailed report of eyes, ears, nose, teeth, chest, blood, skin etc. along with any past medical history has to be attached to the admission form, to enable the school authorities to take the best care of your child. Boarders who are considered medically unfit to participate in the school games for a prolonged period will not be retained in the school.

Withdrawal

A pupil who fails for two consecutive years in the same class will be required to leave school. For withdrawal of a pupil from school during the school session, the full term fee will be charged.

Security Deposit will be refunded, for regular students only in the month of February, if prior notice has been given in February. In case of a pupil leaving school in the course of the scholastic year the security deposit will be forfeited and school and boarding for the term fee will have to be paid.

The Management, acting through the Principal, reserves the right of expelling at any time and any student without assigning any reason, if deemed unsatisfactory.





Extra Curricular Activities & Clubs:

Extra games & sports co-curricular activities include Football, Cricket, Basketball, Volleyball, Athletics, Swimming, Hiking, Table Tennis, Karate, The International Wards for Young People Programme and Scouting. Academic co-curricular activities include Quiz, Debate, Elocution, Singing, Dramatics, Dancing etc.

Various clubs include Leadership Training Service (LTS) Club, Debating Club, Interact Club, Astronomical Club, Gadget Club, Computer Club, Abacus Club, Vedic Mathematics Club, Science Club, Design & Technology Club, Astronomy Club, Rubric Cube Club, Hospitality Management Club, which help students to wonder about their subjects with different perspective.

Health & Care:

1. The health of the boarders is entrusted to the care of a Medical Officer who visits the school regularly. There is a trained nurse in the School Infirmary who devotes herself exclusively to the care of the boarders.
2. Boarders are entrusted to the care of wardens, matrons, and assistants who look after their various needs.
3. While every care will be taken to prevent accidents, the management will not be liable for injuries sustained by the pupil or any untoward eventualities which may occur in the course of day to day activities.



General Rules:

1. The school year begins in March and ends in February. No reduction in fees will be made for pupils joining or returning late for a session. Parents are requested to keep strictly to the calendar of holidays allowed by the school authorities.
2. Pupils are not granted leave outside regular vacation periods. They must join school on the first day after each session. Absence without permission renders a pupil liable to be fined or even being struck off the roll. If struck off the roll, he may not be readmitted. If re-admitted the entrance fee will have to be paid.
3. The names of pupils who remain absent for two successive calendar weeks, without previous notice shall be struck off the roll automatically.
4. During the Summer Break, Puja Holidays and the Christmas Holidays, it is compulsory for the parents to take their children home.
5. In the event of withdrawal of a pupil from the school, all dues must be cleared in full before a Transfer Certificate is issued. Security Deposit will be refunded to those who give notice in the month of February.
6. Boarders write to their parents once a week. All letters sent or received by the boarders must pass through the Principal's hands.
7. Boarders are strictly forbidden to leave the school premises without the express permission of the head of the school, or of the staff member who is approved by the head of the school, to grant such permission. For any family occasion (especially wedding) prior permission needs to be taken.
8. The Management is not responsible for boarders who break bounds and run away from school.
9. Boarders are not permitted to bring books, magazines or other periodicals into the school without the Principal's permission. Boys/Girls introducing or distributing harmful literature in the school may be expelled.
10. Under no circumstance should money or valuable articles be given to children. Pocket money may be deposited in the school office. All Electronic gadgets, including mobile phones, digital watches etc are strictly prohibited in the school.
11. At the beginning of the scholastic year each student must have a recent postcard size coloured family photograph (father, mother and children only)
12. Parents and guardians are not permitted to visit the classes or interview teachers during school hours. Teachers may be conveniently interviewed on visiting days between 10:00am to 12:00 noon and at term- ending when they come to take their children home during June, September and December.
13. Parents, friends and relatives are not permitted inside the school building without the permission of the Principal.
14. A written consent from the parent authorizing the local guardian to act on the parent's behalf must be attached along with the admission form.
15. Parents may visit their wards only on days mentioned in the School Events List.
16. Under no circumstances can a student leave station on visiting days.
17. Failure to keep to the timings, on Visiting days or any other day will be considered a serious breach of discipline.
18. Office timings 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm on working days.



Fee Structure

Fees are to be paid in advance before the stipulated date of each term installment, failing which a late fee of Rs. 500/- per month will be levied. The school reserves the right to increase the fees at any time of the year should it be deemed necessary.

Mode and date of payments:

All payments preferably to be made by draft.

1st Term Installment- (March, April, May and June) to be paid in March.

2nd Term Installment- (July, August, September and October) to be paid before mid-term break.

3rd Term Installment- (November, December, January & February) to be paid before Dussehra Break.

Please note that part payment will not be accepted.

School Uniform

The school uniform for Boys consists of a navy blue blazer with the school crest, grey tricot trousers, white shirt and school tie. The Girls uniform consists of a navy blue blazer with the school crest, grey skirt, white shirt and school tie. During class periods they must wear their grey trousers/skirt, white shirt, school tie, socks and black shoes.

CHILD PROTECTION POLICY:

It is mandatory for all staff members to follow CPP (Child Protection Policy) as per RTE Act.

Cooperation of parents:

Your child is the most important person in our school. Together we work for the development of your child, our student. Therefore all the cooperation you can give to the school will contribute to the growth and all round development of your child.





SACRED HEART SCHOOL

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