



## **SAINT XAVIER'S SCHOOL, KAILASHAHAR**

Bhagabannagr P.O., Kailashahar, Unakoti Dt., Tripura– 799 279

[[www.sxsk.in](http://www.sxsk.in)]

### **PROSPECTUS**

#### **Jesuit Heritage**

St Xavier's School, Kailashahar, was established and run by the Kerala Province of the Society of Jesus, a Catholic Minority religious body. St Ignatius Loyola, along with St Francis Xavier and five other companions, founded the Society of Jesus (the Jesuit Order), a worldwide organisation of religious men, nearly five centuries ago. Its members numbering about 16,000 today serve in every continent, and nearly 4,000 of them are in India. Globally, the Jesuits are responsible for about 4,000 educational institutions that range from pre-primary schools to full-fledged universities catering to approximately 30 lakhs students in 96 countries. The Jesuit tradition of education which has a distinguished history spanning five centuries has as its watchword MAGIS which implies the ceaseless striving after the still better.

The history of the Jesuit Education mission in India began with St Francis Xavier's arrival on 6 May 1542 and the founding of schools and colleges in Goa and Kochi shortly afterwards. The Jesuits presently conduct over 50 university colleges, 17 institutes of Business Administration and 220 High Schools spread throughout the country. Over 3.6 lakhs students belonging to every religious, linguistic and socio-economic group receive their education in these institutions. Jesuit colleges like St Xavier's College at Kolkata and St Xavier's College at Mumbai and Universities like Xavier University at Kolkata and XIM University at Bhuvaneshwar have been named after this pioneering saint. St Xavier's School at Kailashahar also is proud to bear the name of this saint in following the Jesuit tradition of excellence and is committed to providing quality education to the students.

#### **Saint Xavier's School and its Identity**

St Xavier's School, Kailashahar was envisioned by the Jesuits and established in the year 2022. Situated among the lush green hillocks of scenic beauty, the school provides an idyllic and nature-friendly environment for the academic pursuit of its pupils. Presently the school admits students to classes ranging from nursery to class 1 to 3 and it will eventually be upgraded to a higher secondary school. A hostel attached to the school makes it accessible to children from remote villages.

## **The core values**

The core values the school upholds and inculcates in the children include love and compassion, justice and integrity, respect for all religions and cultures, care for nature, and accountability. While preference is given to the educational and cultural needs of the Christian minority community and the socially and economically marginalised, admission is open to all irrespective of caste, ethnicity, or religion. The school values the individuality and dignity of every pupil and aims to achieve the highest intellectual standards through rigorous academic commitment and discipline. Parents play an important role as co-educators, and regular meetings of parents with teachers help to closely follow the progress of the children. Though in its infancy, St Xavier's School has big dreams and is committed to enabling the children to dream big and become socially committed and responsible citizens of this country.

### **Vision:**

Transformation of persons into builders of a new and more humane society where all live in harmony and communion with God, nature and people of other religions and cultures.

### **Mission:**

Develop the school as a centre of excellence that provides a conducive environment for the holistic development of the children - personal, spiritual, moral, intellectual and social - and fosters the spirit of responsible freedom in the young generation.

## **Academic Programmes**

Currently, the school admits students to Nursery, LKG, UKG, and classes 1 to 3. English is the medium of instruction. Three languages [English (First Language), Bengali (Second/Third Language) and Hindi (Second/Third Language)] are compulsory.

### **Admission Age**

1. Nursery    3+ years
2. LKG        4+ years
3. UKG        5+ years
4. Class 1    6+ years

**Co-curricular activities form an essential part of education. It is obligatory for every pupil to participate in them. Efforts are made through co-curricular activities to appreciate, preserve, and promote the local culture, traditions and customs.**

### **Working Days and Office Hours**

The academic year of the school commences in April and ends in March every year. School working hours are from Monday to Saturday, for nursery 08.50 am to 12.30 pm and for LKG to Class 3, 08.50 am to 2.30 pm. The school office remains open on all working days from 09.30 a.m. to 03.30 pm. However, on second Saturdays, the school office is open from 10.00 a.m. to 12.30 p.m. for the convenience of hostel children only.

### **Admission and Withdrawal**

1. Admission and assignment to a particular section of the class are entirely reserved to the school authorities.
2. Admissions for classes from Std. 1 to 3 will be subjected to a test of eligibility employing oral and/or written tests.
3. The application for admission shall be accompanied by an authentic document containing the child's date of birth. The date of birth once registered cannot be altered.
4. The minimum age for admission to Nursery, as of March 31<sup>st</sup>, is 3+ years.
5. The school management, acting through the principal, will request the withdrawal of a student who fails for two consecutive years in the same class.
6. The school reserves to itself the right to dismiss a student whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to the good of the school.
7. Immoral behaviour, grave insubordination, disrespect towards the members of the staff, and willful property damage are sufficient reasons for immediate dismissal from the school.
8. The school does not charge capitation fees.
9. Offers of donations and bringing innuendoes to bear on the management to gain admission will entail disqualification of the candidate.

### **School Uniform**

1. All the students should come to the school clean and tidy.
2. The students are strictly forbidden to wear gold ornaments, bleach or colour their hair, or dress inappropriately in the school.
3. All the photographs to be used for school purposes or to be attested by the school should be in the school uniform.
4. Identity Card is compulsory for every student for entry to the school. To

prepare an identity card, a stamp size (2cm x2.5 cm) photograph in the school uniform has to be submitted to the school office.

5. It is obligatory to wear the uniform prescribed for the season on class days and at school functions.

### **General Directions**

1. Every student/teacher is expected to reach the school 15 minutes before the Assembly.
2. Except for reasons of ill health and unavoidable circumstances, a prior written application from the parent/guardian is required for any leave of absence.
3. In case of absence without leave, the student, on returning to the school, must produce the reason of absence certificate from his/her parents or guardian.
4. Those who are absent because of sickness or accident should produce a medical certificate.
5. No one may leave the school premises during school hours without permission from the principal.
6. Any pupil who is absent for one calendar month without written permission from the principal shall have his/her name struck off the rolls. To be re-admitted he/she will have to pay fresh admission fees as well as all fees for the said period of absence.
7. Attendance on opening and closing days after vacation is compulsory. Those who do not report to class for one week after the vacation will have their names struck off the rolls. The principal reserves the right to consider applications for the readmission of such pupils.
8. Participation in games, physical training, cultural activities and socially useful productive works, are compulsory. The exemption will be granted on medical grounds only.
9. Pupils are strictly forbidden to form any association or to engage themselves in any group activity or to raise funds for any purpose without the permission of the principal.
10. English should be spoken on the school premises at all times to acquire fluency in speaking the language.

### **Payment of School Fees**

1. Fees will be received by the school office during office hours. The fee is to be paid on or before the 10th of every month. A fine of Rs. 50/- per month will be levied on all late payments.
2. The school fees cover twelve calendar months. No reduction is made for holidays or broken periods.
3. Students who have not cleared the fee dues may not be allowed to sit for any terminal examination.
4. Fees will have to be paid as long as the pupil's name is on the roll.

5. The school fees and other dues are liable to be revised at any time due to the increasing cost of maintenance, other expenses and teachers' salaries.
6. All arrears of fees must be cleared before applying for Certificates.
7. Pupils joining or leaving the school during the year will have to pay all the fees of that term. (April-September and October-March)
8. **The school fee and other dues are liable to be revised at any time.**

### **Promotion to Higher Class**

1. Regularity in attendance (minimum 75% is a must).
2. The minimum marks for a pass for subjects as specified by the board.
3. Promotion is granted based on the marks/grades obtained in all the assessments/tests and the whole year's work of the pupil. Hence, one needs to be regular in school.
4. The decision of the school authorities concerning promotion is final.

### **Parent-Teacher Meeting**

Parent-Teacher meetings are arranged periodically and information about which will be given in advance. All parents are required to attend these meetings. However, should any parent feel that she/he needs to meet the principal or any teacher concerning the work or conduct of his/her child or for any problem faced by the child, he/she is encouraged to do so after making an appointment with the principal or the teacher concerned.

### **Personal Belongings and School Property**

1. Books, tiffin boxes, water bottles, etc. belonging to the pupils should bear the name of the owner. The school will not be responsible for articles lost.
2. Writing on the furniture or walls, and damage to any school articles must be avoided. Damage by accident should be reported to the principal at once. Any damage caused to the property of the school or another student must be made good, or a fine will be levied.
3. Pupils of this school are not permitted to bring mobile phones, electronic gadgets, memory cards, pen drives, fancy watches, gold ornaments and other valuable goods to the school.
4. Students are not allowed to bring crackers, colours, etc. to the school.
5. Pupils shall not circulate books, magazines or periodicals in the school without the permission of the principal.

### **Home Work, Assignments and Examinations**

1. Every student is expected to do the Home Work regularly.
2. Only those students who have cleared school fees are permitted to appear for examinations.
3. Any student found resorting to unfair means and receiving/giving assistance

in any form during test/examinations, or tampers with marks/answer sheets or school certificates will be given zero in the subject and a warning letter. Repetition of the same will result in dismissal.

### **For the Attention of the Parents**

Since education is a participatory process, parents have an important role as co-educators. The wholehearted co-operation of the parents with the school authorities alone will enable their children to make the best use of the facilities provided by the school. Hence the school expects the parents to pay attention to the following:

1. Foster in their children love and loyalty to the school and its teachers without which the children will not profit from the teachers' efforts.
2. Ensure the regularity and discipline demanded by the school.
3. See that their children do not loiter about the school premises or the streets after school hours.
4. Supervise the home study in the evening when the children should revise all lessons and do all the allotted homework.
5. See that the children go through the lessons taught before they go to school in the morning.
6. Sign and return immediately the progress cards sent to them after the terminal examination; they should also sign the occasional reports made in the school calendar.
7. Arrange private tuition, if needed, only in consultation with the principal.
8. The parents or guardians are encouraged to call on the principal or class teacher or other teachers from time to time to discuss the progress of their children.
9. Anybody wishing to meet teachers or students during school hours or on the school premises should arrange the meeting through the principal. They may avoid going straight to the teacher's room or classrooms.
10. Any letters officially addressed to the principal should enclose self-addressed and stamped cards or envelopes to ensure a reply. When writing to the principal, the name, standard and section of the pupil should be indicated.
11. If parents notice any psychological disturbance in their children, the principal must be informed about it; he can arrange timely help through the school Counsellor.