

St. Arnold's School

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A SCHOOL WITH A DIFFERENCE, WHERE EVERYONE IS AN ACHIEVER

Aim & Motto



St. Arnold's School is owned and administered by the Divine Word Educational Society, a religious minority institution under Article 30(I) of the Constitution of India. St. Arnold's is a Catholic school that admits students of all religions. The school exempts non-Catholic students from participating in the exercises particular to the Catholics. The right and duty of each non-catholic student to follow privately the dictates of his/her conscience in the religious beliefs is carefully respected.

St. Arnold's School aims at all-round development - academic, physical, moral and cultural – of the students in order to make them mature and responsible citizens who will be ready to take their rightful place in the society.

The motto of the School is Tamaso Maa Jyotirgamaya: Lead each person from darkness to light. How? Through physical, intellectual, psychological and spiritual development. Holistic and integral development of the child is our goal. Christianity believes Christ is the light of the world, and we believe He will guide us, enlighten us and lead us to the light. Ultimately we hope that the Arnoldines will help and lead others to the light and truth, and thus our society will be transformed into a harmonious and peaceful place for all to live as children of God.

School Prospectus Course of Study & Co-curricular Activities

The course of study is based on the requirement of the Central Board of Secondary Education - CBSE, as the school is affiliated to CBSE. Special attention is paid throughout on the fundamental virtues of intellect such as concentration, accuracy, clarity, thoroughness, and the essential moral qualities of reverence for God, responsibility, co-operation and generosity. The medium of instruction is English. However, the national and regional languages have a vital role in the curriculum. The intellectual education of St. Arnold's School is liberal and universal, but at the same time it is firmly rooted in the Indian history and tradition. Every stress, therefore, is given on developing fluency in the national and regional languages.

The curriculum therefore embraces English, Odia, Hindi, Social Studies, Science, Mathematics, Fine Arts, Computer Education, Dance and Music. An additional subject of prime importance is Moral Science meant for character formation.

The school offers wide range of co-curricular activities including a variety of indoor and outdoor games, cultural and quasi-academic activities. Every student is encouraged to participate in these activities to discover oneself, to develop one's talents and to blossom as a mature person.

Co-Scholastic activities are held in the school on Fridays by proficient and efficient instructors. It is compulsory for every student to participate in at least any one of the activities. These activities are also evaluated and awarded grades based on the criteria given by the CBSE.

The whole school (both staff and students) is divided into four houses: Ruby (Red), Topaz (Yellow), Emerald (Green) and Sapphire (Blue). Various kinds of interhouse competitions are conducted throughout the year and students are encouraged to participate actively in these events.

Students take responsibility in the day-to-day running of the school through student representatives, which include School Head-Boy, School Head Girl and Deputy Head-Boy, Deputy Head-Girl, House Captains and Class Captains.



Parents and the School



School Regulations



In order that the school may attain the high standard that it intends for all the students, co-operation of the parents or guardians is imperative. The best of schools and the best of training are seriously crippled unless the home does its part. Parents are requested to see that their children spend sufficient time on studies daily. All parents are earnestly asked to ensure that the ideals of courtesy and gentility, which are proposed to the students during the school hours, are practised in their home life. The school makes following recommendations to Parents/Guardians:

1. We greatly value our parents and you are most welcome to school to meet Principal or any teacher. However, when you want to meet a teacher make a prior appointment with the teacher through your ward's diary. Space is provided in the diary where you can communicate with the teachers. It is also required that you obtain permission from the Principal before you meet a teacher. Parents/Guardians are not allowed to go upstairs or enter classrooms. Even playgrounds parks, bus boarding points, etc. are off-limits for parents / guardians / visitors.
2. School Diary is the medium of communication between the teachers and the parents. Please check your son's and daughter's diary frequently and countersign if the Principal or a teacher has made a remark or communicated a message.
3. Assist your son / daughter to make a timetable for himself / herself, separate ones for working days and holidays. Once the timetable is made by him / her in freedom, you should make sure that your ward adhere to it. "Discipline is the bedrock of character."
4. The school strongly disapproves of private tuitions especially from student's own subject teachers. Your co-operation is essential to implement this school directive.
5. It is obligatory for students of classes VI - XII to attend the remedial classes conducted daily before the classes begin formally with the assembly. Students should come prepared for their classes and clear all their doubts in the class. If a student utilises the remedial classes properly, he/she does not require any tuitions. School recommends personal study and clearing of doubts during remedial class rather than tuition. Parental co-operation is solicited in this respect.
6. Make sure that your son/daughter prepares his/her lessons and does the home tasks, comes to school regularly in time and in clean school uniform. The school strongly disapproves of a student's absence on important school days (Teacher's Day, Children's Day, Utkal Diwas, School's Annual Function, etc.) and days of national importance (Republic Day, Independence Day, etc.).
7. Your ward should not bring money or any other valuable articles. The school does not accept responsibility for the loss of books, clothes, money or other articles while in the school.
8. Parents are required to keep the school informed of any medical or developmental problem relating to the child. Do give the school your up-to-date emergency telephone number in case we need to contact you urgently.
9. Please do respond positively and attend the Orientation Programmes and Parent - Teacher Meetings that we conduct.
10. To enter the school premises, parents need to produce at the gate the parent ID card issued by the office. In case it is lost, duplicate parent ID card can be re-issued for a fee of ₹ 10/-.

1. Students should arrive at school before the assembly. No pupil who has been absent (or late) may be admitted to the class without an admittance note from the Principal's Office, which he/she needs to obtain before the assembly.
2. School premises are to be kept clean. Litter or rubbish is to be disposed in bins provided for the purpose. Classes, according to their section, take turns to clean the school compound.
3. A student who is not properly dressed in the school uniform will not be permitted to the assembly or to attend the classes.
4. Silence within the classroom is mandatory. While changing classrooms, special care must be taken so as not to disturb other classes in progress.
5. In the absence of the teacher, the Class Captains are responsible for the order and discipline of the class. In the event of a teacher being unduly late (more than five minutes), the Class Captain in-charge is to inform the School Office.
6. In case of accidents, students requiring medical attention are to be promptly taken to the School Office.
7. P.T. and Games are compulsory in the school. Those who are injured or sick should take exemption from the Principal.
8. English will be spoken at all times in the school premises. Besides the school authorities and the teachers, it is also the duty of House and Class Captains to implement this rule in the school. They must inform the Principal about the student who frequently and habitually breaks this rule.
9. Books not prescribed for studies, magazines, newspapers or mp3 players should not be brought to the school. Any electronic gadget or mobile phone in student's possession during the school hours will be confiscated by the school authority and will not be returned.
10. Any kind of damage to school property (even by accident) is to be made good at the cost of the responsible party. A class is responsible for all the properties of the classroom, and any damage to the school property is to be promptly reported to the class teacher or to the Principal.
11. In the event of a contagious disease, a student must not come to school without the usual clearance from a doctor.
12. Once a student comes to the school he/she will not be allowed to leave the school till all the classes are over, nor parents will be allowed to meet their wards.
13. The intended withdrawal of a student should be made known to the Principal in writing by the person responsible for the pupil one month in advance or else one month's fee will be charged. A fee of ₹ 500/- is charged for issuing a transfer certificate.
14. It is recommended to purchase St. Arnold's School notebooks. It will be sold on the day of the sale of books.
15. The school will not be responsible for anything lost by a student while he/she is in the school.
16. The school does not approve students coming to school with 'mehendi' applied on their hands. Any sort of make-up or wearing bangle or 'Kada' (except for Sikh boys) is not permitted by the school.
17. 'Rule-of-touch has to be maintained by every student while in the school. It means each one keeps his/her space; one does not intrude into other's space and touch the other or do any harm to the other, specially between boys and girls.
18. Every year during the promotion to the higher class, students of a class will be shuffled. This is for better discipline and growth of the students. Parental understanding is requested.
19. Students should bring only healthy food to the school. No one is allowed to bring junk food items like noodles, chowmin, Kurkure, Lays, biscuits, cakes and chocolates. Bring only home-made and healthy food.

SCHOOL TIMING

The normal school timing is as follows:

Nursery: 9:00 AM to 12:00 Noon

KG I & II: 8:30 AM to 12:45 PM

(Saturday is a holiday for Nursery and KG)

I to IV : 8:30 AM to 12:45 PM

V : 8:30 AM to 02:20 PM

VI to X : 8:30 AM to 02:20 PM

XI to XII : 8:30 AM to 12:45 PM

VI to XII will daily have compulsory Remedial Classes from 7:00 AM to 8:15 AM.

There will be changes in the school timing during Summer & Winter.

Saturday is Half Day: I to V- upto 10:30 AM & VI to XII upto 12:00 noon



School Uniform

On all working days within the school premises, students need to wear the school uniform as regulated by the school. A student has to come to school in neat and clean uniform. On Fridays, students should wear House T-Shirts. Houses will be shuffled occasionally especially when promoted to Std. VI, IX and XI. The shoes should be well polished, both boys and girls have to wear the shoes with lace and socks should be frequently changed. Girl students need to make two neatly combed plaits. They are not permitted to apply any make-up, mehendi or wear any ornaments. Boys should have proper hair-cut regularly. Students are not allowed to have tattoos and fashionable hair styles in the school. Students of St. Arnold's should appear smart and elegant.

Assessment System

The academic year is divided into two terms : I (April - September) and II (October - March).

As per the new CBSE assessment structure effective from the academic year 2017-18, each subject will have two periodic tests and two examinations: First periodic test in July and the second in January; Mid-term examinations in September and Final examinations in February-March. Final examination will include the syllabus of the whole year and will carry 80 marks. Classroom activities and the periodic tests will be considered as internal assessments, and will carry 20 marks. The average of the best two out of the three periodic tests will be reflected in the final Report Card. Besides, 5 marks are devoted for Portfolio which includes notebook submission: regularity, assignment completion neatness and upkeep of the notebook, class work, achievements of student in the subject, reflection, narrations, journals, etc. Moreover, 5 marks are assigned for Subject Enrichment Activity. This includes speaking and listening skills for languages, lab work for Science and Mathematics, map work and project work for Social Science and another 5 marks are assigned for multiple assessments such as quizzes, oral tests, concept map, visual expression, etc. In Computer Applications 70% marks will be for practical work.

As you can learn from the above, CBSE has given importance to the submission of notebooks by the students, the completion of works in time and the neatness and maintenance of the notebook. We solicit the co-operation and supervision of parents in this respect.

Parents are expected to come and receive the achievement report when they are offered an opportunity to meet and discuss with their ward's class and subject teachers. Parents will also be called twice a year, once in each term, to give the overall assessments of students. The administration expects parents to attend these Parent - Teacher Meetings without fail. If a student is not able to appear for exam, he/she will be considered absent for the exam. There will be no re-examination.

If a child is sick during periodic tests, please do not send him/her to the school only to write the test. Parents cannot take the child home after the test. Once the child is in the school he/she can go back only after the school hours.



Admission Policy

Admission to St. Arnold's is given on the basis of 'first come, first served'. However, preference will be given to the candidates from Catholic Christians and disadvantaged groups: SC, ST, Homeless and BPL card holders.

Routine and Discipline

The school year begins usually in the second half of March. Major holidays are given for about five weeks in the month of May and June, and 7-8 days each for Pooja and Christmas. There will be two breaks for children to eat Tiffin and to relax: 25 mins. after three periods and 15 mins. after 6 periods. Children should come to the school after eating some food. There will be assembly prayer daily. The gates will be closed once the assembly begins. Late comers will not be permitted to enter the school. Once a student enters the school campus he / she can leave the campus only after the classes are over. No one would be allowed to go home in between school hours unless one is sick and needs medical attention urgently.



Rules Governing Leave and Absence

1. Every absence (sick leave or otherwise) must be entered briefly in the NON-ATTENDANCE AND LEAVE RECORD page in the diary and signed by Parent/Guardian. This should be endorsed by the Principal/Vice Principal before a child attends his/her class.
2. No leave of absence is granted except for a serious reason. In case of serious reason, the Principal may grant leave on the basis of a written application by the Parents/Guardians.
3. If a pupil is likely to be absent for a long period (more than 3 days), the Principal must be informed in writing.
4. Student going out of station for several days during working days for marriages or such function is not acceptable to the school and no application for leave for such reasons will be entertained. All 'out-of-station going' should be arranged during school vacations.
5. When a child is sick, he/she should not be sent to school, even if there is a class test or unit test. Health is more important than anything else.
6. In the event of a student being absent from the school for 30 days continuously without prior permission of the principal, his/her name will automatically be struck off from the rolls.
7. All the students are expected to attend class on the reopening day after the major holidays (Summer, Pooja, Christmas). Those absent without prior leave permission will be fined ₹ 20/- per day. Those absent because of illness must inform the school before or on the reopening day through a letter from Parent / Guardian.

Rules Governing Payment of Fees

1. School fees will be enhanced 10% to 15% every year in order to give increment and to enhance the salary of the staff. We have no other options as CBSE and the Government of Odisha want us to implement 6th pay commission recommendation (now 7th pay commission). We are trying to do so gradually. Ultimately it is your ward who profits.
2. The School Accounts are in State Bank of India, Panposh and Axis Bank, Panposh Road.
3. School and bus fees are to be paid in four quarters. Kindly remember that payments are to be done in full and not in fractions. You may also pay the fee on a monthly basis if you have any difficulty in paying quarterly.
4. For every defaulted month, there will be a fine of ₹ 20/- which is cumulative.
5. All the Annual fees are to be paid with the first quarter fee or by the 30th of July, if not, there will be a fine of ₹ 50/- every month.
6. The fees you pay for various items do not include the costume dress expenses for various school events.
7. School fees and bus fee can be paid in either bank or on-line or in the School.
8. All the details on the Fee slips have to be entered before submitting of fees especially the Registration Number of the student.
9. Kindly preserve the Fee Book safely for any later clarifications.
10. If the school or bus fee is increased during the academic year, it will be binding on parents to pay.

School Bus



Though the buses belong to St. Arnold's School, they are administrated and run by a contractor. School authorities will negotiate with the contractor and try to keep the bus fees to the minimum. Some senior students may stand and travel while coming and going from school. When the fuel prices go up, we may need to increase the bus fees in order to avoid loss. A student who does not pay bus fee in time will be debarred from entering school bus.

School buses will run only on working days, and if there is any activity on other days, parents will have to find conveyance to reach students to the school. School bus facility will be given to students on a 'first come, first served' basis.

Once you avail school bus facility, you have to pay fees for all the 12 months, you cannot leave in between.

St. ARNOLD'S Senior Secondary



**St. Arnold's Provides all the Three Streams to Plus 2
Students: Science, Commerce & Humanities**

Science	Commerce	Humanities
English	English	English
Maths / Psychology	Business Studies	Economics / Psychology
Physics	Economics	History
Chemistry	Accountancy	Sociology / Applied Maths
Biology / Computer	Computer / Applied Maths	Political Science
Physical Edu. / Painting	Physical Edu. / Painting	Physical Edu. / Painting

Personal Care, Guidance and Everyday Coaching

**Outstanding Labs & Well Stacked Library
JEE / NEET Coaching Facility at School**