

I SEMESTER

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
	R	E	C	E	S	S
5						
6						
7						
8						

St. Vincent Pallotti

(1795-1850)



Our School Patron

School Hours

PRE-PRIMARY

9:00 a.m. to 12:30 p.m.

Holiday on Every Saturday.

PRIMARY

8:00 a.m. to 2:00 p.m.

First and Third Saturday of every month will be a holiday.

No one is allowed to meet teachers during class hours.

SCHOOL OFFICE TIMINGS

Monday to Friday

9:00 a.m. to 2:00 p.m.

Saturday

9:00 a.m. to 12:30 p.m.

PRINCIPAL'S TIMINGS

Monday to Saturday

9:00 a.m. to 12:30 p.m.

MANAGER'S TIMINGS

Monday to Saturday

9:00 a.m. to 10:30 a.m.



ST. VINCENT PALLOTTI SCHOOL (CBSE)

IDENTITY PAGE



1. Name:
2. Standard: Division: Roll No.:
3. Name of the Class Teacher:
4. Date of Birth: Gender: M/F
5. Date of Admission & Number:
6. Blood Group:
7. Father's Name/Guardian's Name:
- Occupation:
8. Mother's Name:
- Occupation:
9. Names of the Brothers/Sisters studying in our School:
10. Permanent Address of the Student:
.....
.....
.....
- Contact No.:
11. Mother Tongue: Second Language:
12. Nationality: Religion: Caste:
.....
13. Mode of Transport:

Please ensure that your child carries this diary to school every day.

Please check your child's diary every day.

I, the undersigned, have read the rules and regulations in the Student's Diary, and I agree to abide by them and co-operate with you, in the interest of my child.

Signature of the Parent/Guardian: Date:



ST. VINCENT PALLOTTI SCHOOL (CBSE)

DECLARATION FORM

Gen. Reg. No.: _____ Roll No.: _____

Pupils Name: _____

Std. & Div.: _____ Date of Birth: _____

Caste: _____ Sub Caste: _____ Category: _____

Blood Group: _____ Height: _____ Weight: _____

Aadhar Card Number: _____

Father's Name (in full): _____

Occupation: _____

Mother's Name (in full): _____

Occupation: _____

Guardian's Name (in full) _____

Occupation: _____

Names of Brothers / Sisters studying here:

1. _____ Std. _____ Div. _____

2. _____ Std. _____ Div. _____

Home Address: _____

Tel. No.: _____ Mobile No.: _____

Office Address: _____

Tel. No.: _____ Mobile No.: _____

Specimen Signature of Parent/ Guardian: _____



ST. VINCENT PALLOTTI SCHOOL (CBSE)

CONSENT LETTER

To,
The Principal,
St. Vincent Pallotti School,
Reeswadi.

Respected Sir,

I _____ Father/Mother/Guardian

of Mr/Miss _____

hereby give consent to take my son/daughter/ dependent on _____

to _____ on _____ My son/daughter/dependent

will follow the rules and regulations of the _____. I will also be

answerable to any sort of indiscipline behavior of my son/daughter/dependent and I shall not

hold the school responsible in case of any sort of mishap that may occur.

Thank you.

Signature of the Parent

(Without the parents' consent child will not be entertained for the above mentioned event)

Date :

Place :



ST. VINCENT PALLOTTI SCHOOL (CBSE)

UNDERTAKING LETTER

DECLARATION BY THE STUDENT

I of classsection
solemnly promise to abide by the Terms and Conditions of the school. In case I
violate the terms and conditions, I may be dismissed from the school at any time
during the course of the year without any notice or asked to pay the penalty charges.
I assure my fullest co-operation to the management and promise to assist in
maintaining strict discipline in the school.

Place :

Date:

Signature of the Student



ST. VINCENT PALLOTTI SCHOOL (CBSE)

DECLARATION FORM

Gen. Reg. No.: _____ Roll No.: _____

Pupils Name: _____

Std. & Div.: _____ Date of Birth: _____

Caste: _____ Sub Caste: _____ Category: _____

Blood Group: _____ Height: _____ Weight: _____

Aadhar Card Number: _____

Father's Name (in full): _____

Occupation: _____

Mother's Name (in full): _____

Occupation: _____

Guardian's Name (in full) _____

Occupation: _____

Names of Brothers / Sisters studying here:

1. _____ Std. _____ Div. _____

2. _____ Std. _____ Div. _____

Home Address: _____

Tel. No.: _____ Mobile No.: _____

Office Address: _____

Tel. No.: _____ Mobile No.: _____

Specimen Signature of Parent/ Guardian: _____



ST. VINCENT PALLOTTI SCHOOL (CBSE)

Form of Application for Leaving Certificate

Gen. Reg. No _____

Date _____

To,

The Principal
St. Vincent Pallotti School (CBSE)
Rasayani, Maharashtra 410222.

Dear Principal,

Please furnish me with the leaving Certificate of my son/daughter.

The necessary particulars are given below.

Surname _____

Pupil's Name _____ Date of Birth _____

Father's Name _____ Mother's Name _____

Class In which studying _____

Date of leaving school _____

Reason of leaving school _____

Address _____

Signature of Parents _____

For use of the School Staff (Class Teacher)

1. School fees due have been paid
 2. Bus Transport fees due have been Paid
 3. Conduct _____ Progress _____
 4. All books returned: Librarian _____
- The Leaving Certificate may be issued _____

Principal



ST. VINCENT PALLOTTI SCHOOL (CBSE)

LETTER OF ACADEMIC CONCERN

Date: _____

Dear Parent /Guardian

At this time in the school year, it becomes necessary to notify Parents /guardians of the implications of their child's school performance. This letter is to inform you that your child, _____'s academic performance thus far has been unsatisfactory. It is essential that you become actively involved in working with teacher(s) in order to assist in the development of a plan that will hopefully bring about academic success.

The poor performance areas are indicated below by a check mark:

	Check area(s) of concern					
	Excellent		Developing		Poor	
	SEM 1	SEM2	SEM1	SEM2	SEMI	SEM2
1. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Marathi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. EVS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Extra-curricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Sports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At this point, a parent/teacher conference is needed, and in the best interest of your child, one is advised to visit the school on _____. Please feel free to contact the school by letter, in person or telephone if unable to attend on the given date due to serious reasons.

Sincerely,

Principal

Parent/Guardian Signature



ST. VINCENT PALLOTTI SCHOOL (CBSE)

Pallotti Nagar, Tal. Khalapur, Dist. Raigad – 410222

The School Management

MANAGER

Rev. Fr. Thomas Miranda SAC

[MA., B.Ed.]

PRINCIPAL

Rev. Fr. Joel Vas SAC

[M.Ed., M.A. (Eng. Lit.), M.A. (Sociology)]

From Principal's Desk



Dear Students, Parents, and Staff,

Welcome to the start of the 2024-2025 academic year at St. Vincent Pallotti School! It is with great excitement and anticipation that I extend a warm welcome to both new and returning members of our school community.

As we embark on this new journey together, I am filled with optimism for the year ahead. Our commitment to academic excellence, personal growth, and community engagement remains steadfast. Together, we will continue to foster an environment where every student can thrive academically, socially, and emotionally.

This year, let us embrace new opportunities for learning, creativity, and collaboration. Let us support one another in our endeavors and celebrate our collective achievements. As we navigate the challenges and triumphs that lie ahead, let us remember the importance of resilience, empathy, and determination.

I encourage each of you to seize the possibilities that this academic year holds. Whether you are embarking on your first year with us or preparing for graduation, know that you are an integral part of our school community.

Thank you for entrusting us with your education and for being an essential part of the St. Vincent Pallotti School family. Together, let us make the 2024 2025 academic year one of growth, success, and memorable experiences.

Wishing you all a fantastic year ahead!

Warm regards,

Fr. Joel Vas
The Principal

The Pallottine's Code of Conduct

The school is a learning space; therefore, there must be an atmosphere based on mutual respect. All students should demonstrate a desire to get the best education possible. We expect students to adhere to the following behavioral codes:

At Pallotti, you are not only a roll number but you are a member of Pallottine family. For Pallottines discipline is not simply a list of rules rather it is the state of being conscious alert and active, targeted, goals oriented with clear vision and policy for today as well as tomorrow. The overall emphasis is to ensure that the individuality of each child is accommodated, while ensuring the right to education of each child, in a relatively non-disruptive environment. We expect PALLOTTINES to abide by the general standards of behaviour and work. The support of parents in attaining these standards is of utmost importance to us.

It is our school value that discipline should be extended and imbibed positively and observed as responsibility, not as a bundle of rules. Our school rules are simple and are designed to protect people and property, mainly to help the child for the overall development.

Our Heritage



St. Vincent Pallotti was born in Rome in 1795. His love for the poor and downtrodden was the outcome of his understanding of the Love of God for humanity. His service to humanity was noteworthy and his life was exemplary in thought, word and deed. His desire for charity was experienced by people of all walks of life in Rome.

Kindled by the love for poor St. Vincent Pallotti established a society of Priests and Brothers in the year 1835 known as the Society of the Catholic Apostolate. This society, commonly known as the Congregation of the Pallottine Fathers and Brothers.

Pallottine Congregation has spread all over the world. It made its beginning in India in the year 1951 and has grown in to four provinces and one independent region. Its primary objective is to proclaim to the world that happiness lies in unity and service to humanity.

St. Vincent Pallotti School, Rasayani, is run by the Pallottine Fathers and Brothers. St Vincent Pallotti is the patron saint of the school. It was started in the year 2013, having only 15 students. Over a period, the school has undergone tremendous growth and reached 500 and more students with an objective to produce dedicated, selfless and hard-working men and women by providing a liberal, secular, sound and value-based education.

Pallottine Schools Nationwide

NO	SCHOOL NAMES	PLACE	STATE
1	St. Vincent Pallotti School	Bangalore	Karnataka
2	St. Vincent Pallotti Matriculation School	Chennai	Tamilnadu
3	St. Vincent Pallotti English Medium School	Vijayawada	Andhra
4	Pallotti higher secondary school	Madurai	Tamilnadu
5	R. C. Primary School	Madurai	Tamilnadu
6	R. C. Primary and Middle School	Madurai	Tamilnadu
7	St. Joseph's High School	Pernem	Goa
8	St. Vincent's Matriculation Hr. Sec. School	Salem	Tamilnadu
9	Millennium High School	Warangal	Telangana
10	St. Vincent Pallotti College	Bangalore	Karnataka
11	Holy Cross Senior Secondary School	Raipur	Chattisgarh
12	St. Vincent Pallotti Hindi Medium School	Raipur	Chattisgarh
13	St. Vincent Pallotti College	Raipur	Chattisgarh
14	St. Vincent Pallotti English Medium School	Raipur	Chattisgarh
15	Humold Memorial Higher Secondary School	Raipur	Chattisgarh
16	St. Vincent Pallotti Middle School	Jashpur	Chattisgarh
17	St. Xavier's High School	Rourkela	Odisha
18	St. Vincent Pallotti International Residential School	Raipur	Chattisgarh
19	Fr. Adam Memorial Higher Secondary School	Raipur	Chattisgarh
20	St. Vincent Pallotti English Medium School	Raipur	Chattisgarh
21	St. Vincent Pallotti Primary School	Raipur	Chattisgarh
22	Nehru Smarak Higher Secondary School	Raipur	Chattisgarh
23	Deepak Middle School	Raipur	Chattisgarh
24	St. Vincent Pallotti Higher Secondary School	Jashpur	Chattisgarh
25	St. Vincent Pallotti School	Raipur	Chattisgad
26	AdarshVidyalaya High School	Ranchi	Jharkhand
27	St. Vincent Pallotti School	Raipur	Chattisgarh
28	Holy Cross Senior Secondary School	Raipur	Chhattisgarh
29	Holy Cross Primary School	Raipur	Chhattisgarh
30	St. Vincent Pallotti School	Karimnagar	Telangana
31	St. Vincent Pallotti School	Nalgonda	Andhra Pradesh
32	St. Vincent Pallotti School	Nagpur	Maharashtra
33	St. Vincent Pallotti College	Cochin	Kerala
34	St. Vincent Pallotti College	Alleppey	Kerala
35	St. Vincent Pallotti College of Engineering and Technology	Nagpur	Maharashtra
36	St. Vincent Pallotti School	Nagpur	Maharashtra
37	St. Vincent Pallotti Central School	Trissur	Kerala
38	St. Vincent Pallotti School	Indore	Madya Pradesh
39	St. Vincent Pallotti School	Delhi	Delhi
40	St. Vincent Pallotti School	Nashik	Maharashtra
41	St. Vincent Pallotti School	Kimin	Assam
42	R. C. Mission Hindi Medium Primary School	Aulia	Maharashtra
43	St. John Bosco School	Yachuli	Arunachal Pradesh
44	Sacred Heart School	Daporijo	Arunachal Pradesh
45	Mount Carmel L.P.S.	Kavalangad	Kerala
46	Sacred Heart English Medium School	Aulia	Madhya Pradesh
47	St. Vincent Pallotti School	Raigad	Maharashtra

TEACHERS PRAYER

Almighty God, we praise and thank you for blessing us with the noble profession of teaching and guiding children. On this new day we commit our children and ourselves into your loving hands. Help us to enlighten their minds with new vision and widen up their horizons. Lord, give us patience to teach these young ones with utmost love and care. Help us to enable them to develop a sound mind, to explore their gifts and talents and to become responsible citizens of our motherland. Make us eager to update our knowledge through constant study and sharing of experiences. Help us to work with full dedication and loyalty, and in harmony with one another to fulfil our goal to Enlighten, Empower, and to Educate. We ask this prayer through our patron St. Vincent Pallotti, Amen.

STUDENTS PRAYER

Give us today, O God, a mind which can really learn. Give us an attentive mind, that we may concentrate on what we hear in class, a retentive mind, that we may not forget what we learn, an open mind to accept the truth, an eager mind to add something new to the store of our knowledge. We ask you to bless our studies, our games, our interests, and all that we do. Make us disciplined students. Give success to the work of our hands. Enlighten our minds and fill our hearts with love for you. Mould our hearts and our wills to destroy in us all evils of hatred, jealousy, anger, ill will and all that is bad in us. Give us the courage to fight against injustice, oppression of the poor and all social evils. Make us truthful and honest citizens of our motherland as we grow in our lives. We ask this prayer through our patron St. Vincent Pallotti, Amen.

LORD'S PRAYER



Our Father, who art in heaven, hallowed be Thy name.
Thy kingdom come; thy will be done on earth as it is in Heaven.
Give us this day our daily bread, and forgive us our trespasses

As we forgive those who trespass against us,
And lead us not into temptation,
but deliver us from all evil.

Prayer Before Class

Lord God, giver of all wisdom, bless me with your grace to receive wisdom and understanding this day. Help me to study my lessons and become a good human being filled with good values.

Prayer After Class

Thank you Lord for your grace, which helped me to learn my lessons. Thank you also for my good teachers, good friends, good atmosphere and every good thing that I received from this school.

Prayer Before Meal

Bless us oh Lord, and these your gifts which we have received from your bounty. May this food sustain us this day and always.

3 झण्डा ऊँचा रहे हमारा

विजयी विश्व तिरंगा प्यारा झण्डा ऊँचा रहे हमारा

सदा शक्ती बरसाने वाला प्रेम सुधा बरसाने वाला
वीरों को हर्षने वाला मातृ भूमी का तन मन सारा

झण्डा ऊँचा रहे हमारा

आओ प्यारे वीरों आओ देश धर्म पर बलि-बलि जाओ
एक साथ सब मिल कर गाओ

प्यारा भारत देश हमारा प्यारा भारत देश हमारा

(झण्डा ऊँचा रहे हमारा)

4 सारे जहाँ से अच्छा

सारे जहाँ से अच्छा, हिन्दोस्तां हमारा

हम बुलबुले हैं इसकी, वो गुलसितां हमारा

पर्वत वो सबसे ऊँचा, हमसाया आसमाँ का
वो संतरी हमारा, वो पासवां हमारा, सारे...

गोदी में खेलती हैं, जिसकी हज़ारों नदियां
गुलशन है जिसके दम से, रश्क-ए-जिनां हमारा

मजहब नहीं सिखाता, आपस में बैर रखना
हिन्दी हैं हम वतन हैं, हिन्दोस्तां हमारा,

सारे जहाँ से अच्छा, हिन्दोस्तां हमारा

हम बुलबुले हैं इसकी, वो गुलसितां हमारा

5 जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा!

रेवा वरदा, कृष्ण कोयना, भद्रा गोदावरी,
एकपणाचे भरती पाणी मातीच्या घागरी.
भीमथडीच्या तटांना या यमुनेचे पाणी पाजा!
जय जय महाराष्ट्र माझा...
भीती न आम्हा तुझी मुळी ही, गडगडणाऱ्या नभा.
अस्मानाच्या सुलतानीला जवाब देती जीभा.
सह्याद्रीचा सिंह गर्जतो, शिवशंभू राजा,
दरीदरीतून नाद गुंजला महाराष्ट्र माझा!
जय जय महाराष्ट्र माझा...
काळ्या छातीवरी कोरली अभिमानाची लेणी,
पोलादी मनगटे खेळती खेळ जीवघेणी.
दारिद्र्याच्या उन्हात शिजला, निढळाच्या घामाने भिजला,
देशगौरवासाठी झिजला,
दिल्लीचेही तख्त राखितो, महाराष्ट्र माझा!
जय जय महाराष्ट्र माझा...

6 God's Love

Chorus:

God's love is so wonderful (3)

O wonderful love.

So high, you can't get over it
So deep, you can't get under it
So wide, you can't get around it
O wonderful love.

Higher than the sky,
Deeper than the ocean,
Wider than the universe
Oh, Oh, wonderful love. (2)

7 Walking with the Lord

Chorus:

Walking with the Lord
We are walking in the morning
Lift up your hearts
For you're walking with God.
Singing to the Lord
We are singing in the sunshine.
Lift up your hearts
For your' re singing to God.

8 10,000 Reasons (Bless the Lord)

Bless the Lord O my soul

O my soul
Worship his holy name
Sing like never before
O my soul
I'll worship your holy name

The sun comes up

It's a new day dawning
It's time to sing your song again
Whatever may pass and whatever lies before me
Let me be singing when the evening comes

Bless the Lord O my soul

You're rich in love and you're slow to anger
Your name is great and your heart is kind
For all your goodness I will keep on singing
10, 000 reasons for my heart to find

9 Just like a child

Just like a child who trust his father dear
And who delights to feel his presence near
Just like a child whose mind has not a doubt?
And whose heart is never proud.

Chorus: Here I come, O Lord

Here I come just like a child

Here I come, O Lord

Here I come just like a child.

Just like a child so weak he cannot stand
But who hold firm and tight his mother's hand
Just like a child who sings in bright day light
Fearing not the long dark night.

10 - कहता है दिल

कहता है दिल मेरा धन्यवाद प्रभु,
तूने किया कार्य माहान मेरे प्रभु...(2)

तूने चुना एक निर्बल को, (2)
कैसे करू धन्यवाद मेरे प्रभु...(2)

कहता है दिल मेरा धन्यवाद प्रभु,
तूने किया कार्य माहान मेरे प्रभु...(2)

तूने दिया जीवन नया, (2)
लाखो बार धन्यवाद मेरे प्रभु...(2)

कहता है दिल मेरा धन्यवाद प्रभु,
तूने किया कार्य माहान मेरे प्रभु...(2)

11 - हीच अमुची प्रार्थना

हीच अमुची प्रार्थना अन् हेच अमुचे मागणे
माणसाने माणसाशी माणसासम वागणे

भोवताली दाटला अंधार दुःखाचा जरी,
सूर्य सत्याचा उद्या उगवेल आहे खात्री,
तोवरी देई आम्हाला काजव्यांचे जागणे
माणसाने माणसाशी माणसासम वागणे

धर्म, जाती, प्रांत, भाषा, द्वेष सारे संपू दे
एक निष्ठा, एक आशा, एक रंगी रंगू दे
अन् पुन्हा पसरो मनावर शुद्धतेचे चांदणे
माणसाने माणसाशी माणसासम वागणे

लाभले आयुष्य जितके ते जगावे चांगले
पाउले चालो पुढे.. जे थांबले ते संपले
घेतला जो श्वास आता तो पुन्हा ना लाभणे
माणसाने माणसाशी माणसासम वागणे

SCHOOL RULES

ADMISSIONS

1. Students coming from recognized schools cannot be admitted without the Leaving Certificate from that school.
2. If they should come from recognized schools outside the state they should have their Leaving Certificate countersigned by the Inspecting Authority of that state.

LEAVE

1. If a student is absent due to illness the student must on return bring a note written on the special page provided for the purpose in the calendar and signed by the parent or guardian in case of prolonged illness, i.e. lasting more than a week. The Principal should be informed and medical certificate should be attached.
2. It may be noted that children will not be sent home even in an emergency with anyone who might come for them during school hours without a written request from the parent or guardian.
3. Non-Catholics will be allowed sectional religious holidays only on previous written application from their parents.
4. A fee of rupees 100/- per year will be charged for duplicate copy of the Leaving Certificate, Birth Certificate or an extract from the General Register.
5. Attendance on the first day of school after vacations is compulsory.

WITHDRAWAL

1. A calendar months' notice is to be given before the withdrawal of a student or else a fee will be charged. Such notice should be given in writing by the person responsible for the student and not by the student. Those who leave in April, must pay their fees for the month of May.
2. School fees are due as long as the name of the student is on the register. You are requested to notify the office on time when the student leaves the school and the fees will have to be paid till the name is withdrawn.
3. The Leaving Certificate, without which a student cannot join any other school, shall be refused to those who have not paid their fees and other dues.
4. The Leaving Certificate should be applied for in writing by the parent or guardian in the prescribed form. A months' notice must be given before the student leaves the school.

UNIFORMS

Nursery to 5th Grade (Monday, Wednesday, Thursday, and Saturday)

Boys:

- Bottle Green waistcoat
- Light Blue shirt
- Bottle green short pants
- Tie
- Belt
- Black school shoes
- School socks

Girls:

- Bottle Green waistcoat
- Light Blue shirt
- Bottle green skirt
- Tie
- Black school shoes
- School socks

6th to 10th Grade (Monday, Wednesday, Thursday, and Saturday)

- Bottle Green blazer
- Bottle Green pant
- Light Blue shirt
- Tie
- Belt
- Black school shoes
- School socks

Additional

- School Jersey to be worn on Tuesday and Friday.
- Children should carry school bags only. No fancy bags.

GENERAL RULES

1. Catholic students are responsible to the school authorities for the performance of their religious duties. Top priority will be given to religious instructions and character formation.
2. Any damage done in the class or in the school premises has to be made good. Students must take care of the equipment at their disposal.
3. The school authorities will not be responsible for the loss, damage or robbery of student's belongings. It is not advisable for students to bring money or valuables to school.
4. No collections for any purpose whatsoever will be made without prior permission of the Principal.
5. No pupil is exempted from Games and Physical Training without a Medical Certificate. The period of exemption should be specified.
6. The speaking of English is compulsory within the school premises.
7. No gifts or any demonstration to the teacher is allowed without the previous consent of the school authorities.
8. Always take note in your class calendar, the work assigned for the next day.
9. Any communication (request or complaint) made by the parents should be addressed to the Principal and not to the Class Teacher. All correspondence from the school to the parents or guardians must go through the Principal.

PRINCIPLES OF DISCIPLINE

1. It is compulsory for students to be present in the school on the re-opening day.
2. Heads of school should see that the following principles of discipline are observed:
 - a) Regularity and obedience is expected in school.
 - b) Politeness and courtesy of speech and conduct, as well as cleanliness of dress and person should be inculcated.
 - c) Students are made to realize that they are responsible to the school authorities not only for their conduct in the school, but also for their general behaviour outside.
 - d) Parents are given to understand that they cannot dictate to the Management and that the Management has a right to decide on what conditions it will admit

or retain students in the school.

3. Finger-nails must be cut short and kept clean. No nail polish or mehendi is allowed.
4. Students are not permitted to wear Jewellery
5. Students are expected to come to school with all that is necessary for their day's work.
6. Personal cleanliness and hygiene are greatly recommended to all. The student should be particularly careful not to throw any papers, seeds etc. anywhere in the school premises. They should use the bins provided for this purpose.
7. Running, playing or shouting inside the school building is not allowed.
8. Parents should check whether the child does his/her homework daily.
9. All students should speak in English in the school premises.

PARENTAL CO-OPERATION

1. Parents, guardians or other persons are not allowed to speak to the students or their teachers during class hours without the permission of the Principal.
2. Parents are expected to co-operate in the work of the School by enforcing regularity and discipline and by taking general interest in the children' progress.
3. No parent will be permitted to meet any teacher to inquire about the behaviour and progress of the child other than OPEN DAY.
4. The Unit Tests reports and Semester Examination results should be scrutinised and signed by the parents.
5. Attendance at School functions such as Children's Day, Teacher's Day, Sports Day, Independence Day, Republic Day, etc. is very essential.
6. Parents or guardians are specially requested to notify the School of any change in address and phone number.
7. When communicating with the Principal, parents are requested to mention in their letters the standard, name, roll number and division in which their child is studying.
8. Parents or guardians should as soon as possible notify the School authorities

of the occurrence of any contagious or infectious disease in the house where the student lives, and the student must not be sent to school until all damage of infection is over.

9. Parents are informed that their children are liable to be detained after school hours by the Principal for any of the following.
 - a) Not wearing the correct uniform, wearing long earrings or applying of mehendi, nail polish or the use of Gel on hair.
 - b) Not having the report sheet signed when required.
 - c) Not having signed remarks written by the teachers in the calendar.
 - d) Repeatedly forgetting to bring books

HEALTH

1. School Medical Officers carry out the Medical, Dental and Eye inspection of the Pupils.
2. Parents are requested to co-operate with the School Authorities with regard to the treatment as recommended by the School Medical Advisors. If any child requires special treatment as per medical advice the School Authorities will take care to inform the parents or guardian about such recommendations.
3. In the case of accidents or emergencies, casualties will be taken to the nearest Hospital and the parents will be informed as soon as possible. While the School takes all precaution against accidents, the management takes no responsibility for the same.

COMPENSATION

The school shall not be held responsible for any accidents, injuries, or damages that may occur on school premises. Students and visitors are expected to adhere to safety protocols and regulations at all times.

PRIZES

1. The Prize for General Proficiency is awarded to the candidate who obtains the highest total marks in the standard. Those securing the highest marks in every academic subject in the standard will be awarded a prize.
2. Scholarship prizes are awarded to students both for curricular and co-curricular activities.

SCHOOL FEES

1. School fees should be cleared by 15th February every year.
2. Payment can be done in four installments.
3. Kindly pay the fees on 2nd Saturday of every month.
4. School fees are charged for the whole year.
5. Admission Fees will not be refunded.
6. The Pupils will not be allowed to appear for the Semester Examination until all fees due are paid till date.
7. No deductions are made for vacations or for broken periods of attendance.

Note:- School re-opens for New Academic Session 2024-2025, as given below:

*** For Primary & Secondary - 02/04/2024 (Tuesday)**

*** For Pre-Primary - 03/04/2024 (Wednesday)**

LIST OF HOLIDAYS FOR 2024-2025 (Students)

No.	Date	Day	Holiday	No. of Holiday
1	09-Apr-24	Tuesday	Gudhipadwa	1
2	11-Apr-24	Thursday	Ramzan Eid	1
3	14-Apr-24	Sunday	Ambedkar Jayanti	---
4	17-Apr-24	Wednesday	Ram Navami	1
5	21-Apr-24	Sunday	Mahavir Jayanti	---
6	01-May-24	Wednesday	Maharashtra Day	Non Inst.
7	02-May-24	Thursday	Summer Vacation School Re-opens on 10th June 2024 (Excluding Sundays)	33
	to	to		
	08-Jun-24	Saturday		
8	17-Jun-24	Monday	Bakri Id	1
9	17-Jul-24	Wednesday	Muharram	1
10	15-Aug-24	Thursday	Independence Day/ Parsi New Year	Non Inst.
11	19-Aug-24	Monday	Raksha Bandhan	1
12	27-Aug-24	Tuesday	Gopalkala	1
13	07-Sep-24	Saturday	Ganesh Chaturthi (Excluding Sundays) Re-opens on 13th September 2024	5
	to	to		
	12-Sep-24	Thursday		
14	16-Sep-24	Monday	Id-E-Milad	1
15	17-Sep-24	Tuesday	Anant Chaturdashi	1
16	02-Oct-24	Wednesday	Gandhi Jayanti	1
17	12-Oct-24	Saturday	Dussehra	1
18	29-Oct-24	Tuesday	Diwali Vacation (Excluding Sundays) Re-opens on 14th November 2024	14
	to	to		
	13-Nov-24	Wednesday		
19	15-Nov-24	Friday	Guru Nanak Jayanti	1
20	25-Dec-24	Wednesday	Christmas Vacation (Excluding Sundays) Re-opens on 02nd January 2025	7
	to	to		
	01-Jan-25	Wednesday		
21	14-Jan-25	Tuesday	Makar Sankranti	1
22	26-Jan-25	Sunday	Republic Day	Non Inst.
23	19-Feb-25	Wednesday	Shivaji Jayanti	1
24	26-Feb-25	Wednesday	Mahashivratri	1
25	14-Mar-25	Friday	Holi	1
26	30-Mar-25	Sunday	Gudhipadwa	---
27	31-Mar-25	Monday	Ramzan Eid	1
28	---	---	Discretionary Holidays	0
Total:				76

Yearly Plan for the Academic Year 2023 -24 (PRIMARY SECTION)

MONTHS	ACTIVITIES	EVENTS	COMPETITIONS	CELEBRATIONS	EXAMINATION	CLUBS
APRIL	Face Painting Collage making	Summer camp School elections	Essay writing Poetry		I SESSION BEGINS	Cultural Maths
MAY	Summer Holidays					
JUNE	Yoga Bookworm bonanza	Fresher's Day Investiture Ceremony Yoga Day	Declamation/ Extempore Drawing		School Re -opens PTM	Art wellness
JULY	Plantation Water fun day	Van- Mahotsav Environment Day	Elocution/Slogan		I Unit -Test	Science Literature
AUGUST	Flag Art Rakhi making	VR field trip	Skit (house wise) Spell bee	Independence Day Jannashanti celebrations		Environment Sports
SEPTEMBER	Gift Making Teacher's appreciation wall		Cooking without fire Costume parade	Teacher's Day	II Unit -Test Ganesh Chaturthi holidays	Cultural Maths
OCTOBER	Lantern making Diya decoration	Cleanliness Drive	Rangoli Singing	Diwali	I Semester Exam Open House Diwali Holidays	Art Wellness
NOVEMBER	Best Out of Waste Digital story telling	Sports Day Fun fair	Dance Fancy Dress	Children's Day	School Re -Opens II SESSION BEGINS PTM	Science Literature
DECEMBER	Greeting Card Christmas craft	Charity drive	Poetry Carol singing (house wise)	Christmas	III Unit -Test	Environment Sports
JANUARY	Rock painting Origami		Quiz / Debate Art Battle (house wise)	Republic Day Annual Day Founders Day		Cultural Maths
FEBRUARY		Blood donation camp	Intermediary Exhibition		IV Unit -Test	Art Wellness
MARCH					Revision II Semester Exam Open house	Science Literature

(Please note that the times and activities are subject to change)

Pre-Primary activity and competition 2024-2025

Months	Nursery	JR.KG	SR.KG	Competition	Celebration
April	Summer activity (yellow day)	Summer activity (yellow day)	Summer activity (yellow day)	Fancy Dress	
				Art/Craft	
	Seasonal Fruit Salad Day	Seasonal Fruit Salad Day	Seasonal Fruit Salad Day		
	Earth day	Earth day	Earth day		
	Cleanliness Day	Cleanliness Day	Cleanliness Day		
June	Rainbow colour day	Rainbow colour day	Rainbow colour day	Umbrella Decoration + ramp walk	Yoga Day
	Tree plantation day	Tree plantation day	Tree plantation day		
July	World chocolate day (best out of waste)	World chocolate day (best out of waste)	World chocolate day (best out of waste)	Vanamahotsav (Theme- Nature)	Green day
	Monsoon Day	Monsoon Day	Monsoon Day	Cooking without Fire'	
August	Flag making	Flag making	Flag making	Janmastami (class wise)	Independence day
	Rakhi making	Rakhi making	Rakhi making	Singing	Raksha bhandhan
					Janmastami
September	Card making	Card making	Card making	Clay Moulding	Onam celebration
October	Diwali Decoration	Diwali Decoration	Diwali Decoration	Show and tell	Diwali
					Navratri
November	Salad making	Salad making	Salad making	Bhel making	Children day
	Door decoration	Door decoration	Door decoration		
December	Flower vase	Flower vase	Flower vase		Field Trip
	Christmass Decoration	Christmass Decoration	Christmass Decoration	Solo Dance Competition	Christmass
January	Kite making	Kite making	Kite making	Speech Competition with traditional wear	Republic day
February				Speech & Slogan	Grandparents' day
March					Convocation day

Date :	
Subject	Homework / Assignment/ Notice
Teacher's Signature :	Parent's Signature :

Date :	
Subject	Homework / Assignment/ Notice
Teacher's Signature :	Parent's Signature :

Date :	
Subject	Homework / Assignment/ Notice
Teacher's Signature :	Parent's Signature :

Monthly Attendance

Months	Working Days	Days Present	Days Absent	Parent's Sign
April				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				

**LATE ATTENDANCE / EXEMPTION FROM DRILL / NO UNIFORM /
NO DIARY / MISBEHAVIOUR**

April	May	JUNE	JULY	AUGUST	SEPT.
1___	1___	1___	1___	1___	1___
2___	2___	2___	2___	2___	2___
3___	3___	3___	3___	3___	3___
4___	4___	4___	4___	4___	4___
5___	5___	5___	5___	5___	5___
6___	6___	6___	6___	6___	6___
7___	7___	7___	7___	7___	7___
8___	8___	8___	8___	8___	8___
9___	9___	9___	9___	9___	9___
10___	10___	10___	10___	10___	10___
11___	11___	11___	11___	11___	11___
12___	12___	12___	12___	12___	12___
13___	13___	13___	13___	13___	13___
14___	14___	14___	14___	14___	14___
15___	15___	15___	15___	15___	15___
16___	16___	16___	16___	16___	16___
17___	17___	17___	17___	17___	17___
18___	18___	18___	18___	18___	18___
19___	19___	19___	19___	19___	19___
20___	20___	20___	20___	20___	20___
21___	21___	21___	21___	21___	21___
22___	22___	22___	22___	22___	22___
23___	23___	23___	23___	23___	23___
24___	24___	24___	24___	24___	24___
25___	25___	25___	25___	25___	25___
26___	26___	26___	26___	26___	26___
27___	27___	27___	27___	27___	27___
28___	28___	28___	28___	28___	28___
29___	29___	29___	29___	29___	29___
30___	30___	30___	30___	30___	30___
	31___		31___	31___	
L: Late Attendance			D: Exemption From Drill		
U: No Uniform		[D: No Diary]	M: Misbehaviour		

**LATE ATTENDANCE / EXEMPTION FROM DRILL / NO UNIFORM /
NO DIARY / MISBEHAVIOUR**

OCT.	NOV.	DEC.	JAN.	FEB.	MAR.
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16	16	16	16	16
17	17	17	17	17	17
18	18	18	18	18	18
19	19	19	19	19	19
20	20	20	20	20	20
21	21	21	21	21	21
22	22	22	22	22	22
23	23	23	23	23	23
24	24	24	24	24	24
25	25	25	25	25	25
26	26	26	26	26	26
27	27	27	27	27	27
28	28	28	28	28	28
29	29	29	29		29
30	30	30	30		30
31		31			31
L: Late Attendance			E: Exemption From Drill		
U: No Uniform		[D: No Diary]	M: Misbehaviour		

Leave Letter – Format

Std. _____

Date _____

From

To,

The Class Teacher

Std. _____ Sec. _____

St. Vincent Pallotti School (CBSE)

Christ the king Campus, Pallotti Nagar, Mohopada post, Tal- Khalapur- 410222

Dear Madam/sir

My ward _____

Of Std. _____ Sec _____ Will not be / was unable to attend school on
_____ / from _____ / _____ / _____ to _____ / _____ / _____

As _____

Please excuse her/his absence

Thanking you,

Your sincerely,

CALENDAR - 2024-25

APRIL' 24

M	1	8	15	22	29
T	2	9	16	23	30
W	3	10	17	24	
T	4	11	18	25	
F	5	12	19	26	
S	6	13	20	27	
S	7	14	21	28	

MAY' 24

M		6	13	20	27
T		7	14	21	28
W	1	8	15	22	29
T	2	9	16	23	30
F	3	10	17	24	31
S	4	11	18	25	
S	5	12	19	26	

JUNE' 24

M		3	10	17	24
T		4	11	18	25
W		5	12	19	26
T		6	13	20	27
F		7	14	21	28
S	1	8	15	22	29
S	2	9	16	23	30

JULY' 24

M	1	8	15	22	29
T	2	9	16	23	30
W	3	10	17	24	31
T	4	11	18	25	
F	5	12	19	26	
S	6	13	20	27	
S	7	14	21	28	

AUGUST' 24

M		5	12	19	26
T		6	13	20	27
W		7	14	21	28
T	1	8	15	22	29
F	2	9	16	23	30
S	3	10	17	24	31
S	4	11	18	25	

SEPTEMBER' 24

M	30	2	9	16	23
T		3	10	17	24
W		4	11	18	25
T		5	12	19	26
F		6	13	20	27
S		7	14	21	28
S	1	8	15	22	29

OCTOBER' 24

M		7	14	21	28
T	1	8	15	22	29
W	2	9	16	23	30
T	3	10	17	24	31
F	4	11	18	25	
S	5	12	19	26	
S	6	13	20	27	

NOVEMBER' 24

M		4	11	18	25
T		5	12	19	26
W		6	13	20	27
T		7	14	21	28
F	1	8	15	22	29
S	2	9	16	23	30
S	3	10	17	24	

DECEMBER' 24

M	30	2	9	16	23
T	31	3	10	17	24
W		4	11	18	25
T		5	12	19	26
F		6	13	20	27
S		7	14	21	28
S	1	8	15	22	29

JANUARY' 25

M		6	13	20	27
T		7	14	21	28
W	1	8	15	22	29
T	2	9	16	23	30
F	3	10	17	24	31
S	4	11	18	25	
S	5	12	19	26	

FEBRUARY' 25

M		3	10	17	24
T		4	11	18	25
W		5	12	19	26
T		6	13	20	27
F		7	14	21	28
S	1	8	15	22	
S	2	9	16	23	

MARCH' 25

M	31	3	10	17	24
T		4	11	18	25
W		5	12	19	26
T		6	13	20	27
F		7	14	21	28
S	1	8	15	22	29
S	2	9	16	23	30