

COMPUTER EDUCATION

Students acquire sufficient skill in computer education at the end of X Std. Compulsory computer education is imparted from Std. III to IX in a graded manner. Theory as well as practical classes are conducted twice a week for all classes.

SCHOOL UNIFORM

It is strictly compulsory for every child to come to school in full School Uniform.

BOYS : L.K.G., U.K.G., I to VIII:

Sky Blue Shirt, Steel Grey Shorts/Pants, Grey tie with white stripes, Black Shoes and Black Socks, Belt with School Badge.

GIRLS : L.K.G., U.K.G., to V: Sky Blue Shirt, Steel Grey Pinafore, Regular Black Shoes with Black Socks, belt with School Badge.

SCHOOL TIMINGS

9.05 a.m.	- I bell	11.10 a.m. to 11.55 a.m.	- III Period
9.10 a.m.	- II bell	11.55 a.m. to 12.40 p.m.	- IV Period
9.10 a.m. to 9.20 a.m.	- Meditations	12.40 p.m. to 1.20 p.m.	- LUNCH
9.20 a.m. to 9.30 a.m.	- Prayer	1.20 p.m. to 2.00 p.m.	- V Period
9.30 a.m. to 10.15 a.m.	- I Period	2.00 p.m. to 2.40 p.m.	- VI Period
10.15 a.m. to 11.00 a.m.	- II Period	2.40 p.m. to 3.20 p.m.	- VII Period
11.00 a.m. to 11.10 a.m.	- Break		

PRIVATE TUTIONS

No pupil is permitted to engage any of the school teacher as private tutor without the written sanction of the Principal.

Tuition is not a guarantee for promotion.

The Principal's decision regarding starting and termination of tuition is final.

MANUELMONY MATRICULATION HR. SEC. SCHOOL

Dear **Parents / Guardians,**

We are running the school under the name and style "**MANUELMONY MATRICULATION HR. SEC. SCHOOL**" in loving memory of Late. Mr. J. Manuelmony. It was established in 1973 by late Mr. J. Manuelmony in the name & style "**ELSHADAI ENGLISH SCHOOL**". At present the school has grown in to a Matriculation Hr. Sec. School with nursery section attached.

The medium of instruction followed is "English" and other languages taught are "Tamil and Hindi". The syllabus has got its own special features. Tamilnadu Govt. Samacheer Syllabus is followed. A higher standard of education is maintained by following the most modern and latest methods of teaching.

The constant efforts of the management & staff is to promote the all round development of education of children and to bring out those qualities which are the best and the noblest in them, so as to make them citizens of good character.

We are indeed delighted to enrol your child also in our school.

Today's children must be tomorrow's dutiful citizens. It is not only the duty of the teachers, but also the responsibility of the parents to mould them to be better citizens of this country.

The success of the school depends upon the co-operation between the teachers and the parents. You are requested to go through this carefully and to co-operate with the school by observing the rules and regulations announced by the management from time to time.

Complaints of any nature should be referred to the Principal for clarification and settlement. This would avoid misunderstanding and will help to strengthen the student-teacher and parent-teacher relationship. It also prevents unhappiness.

You are requested to attend the parents' meeting without fail, You are cordially invited to attend the school functions when the invitation is sent to you, and generously patronize the projects undertaken by the school.

Correspondent & Principal

to inculcate Patriotism, Good Citizenship, Self-respect, Physical development, Cleanliness, Sanitation, Courtesy, Charity, Thrift, idealism and courage. It also facilitates sense of duty, fortitude, care for others and character formation. First aid, fire fighting, life-saving and other skills are also imparted through Scouts & Guides movement.

3. ROTARY INTERNATIONAL JUNIOR WING

Interacts : 2 wings are functioning in our schools. They participate in the areas of social service activities not only benefitting the public at large but also helping themselves to become ideal citizens.

4. CUBS AND BULBULS

This is the junior wing of scouts and guides meant for classes from III to V Std.

5. ROAD SAFETY PATROL

Teaches Traffic Control Rules on the road to extend help to others in need.

6. JUNIOR RED CROSS

Teaches first aid and teaches how to extend medical assistance and methods to treat accident victims etc.,

7. SCIENCE AND SOCIAL SERVICE (S.S.S.)

Science activities, social service to public, up keep of environment, hygiene and neatness are taught by this club.

Students Should compulsorily select at least any of the items 1to 7

8. Yoga
9. Karate
10. Silambam
11. Drawing and Painting
12. Music Nominal

Fees will be collected per year from each student to meet out the expenses towards various activity clubs.

To promote all round development of children each student should be members of as many Activity Clubs and other Co- curricular activities as possible. These activities will help the wards to regulate discipline and sufficient leadership development etc.

EXAMINATIONS & PROGRESS REPORTS

There will be two terminal and one final examination, besides the usual mid-term tests. Progress Report will be sent to the parents after each test examination. Parents / guardians are

requested to examine the report cards carefully and help to improve the subjects that student has failed. They may discuss the progress with the Principal after fixing prior appointment.

Pupils who have not paid the fees in full will not be allowed to take the examination. A Student caught copying or indulging in any other mal-practices will not be allowed to write subsequent examinations without the Principal's written permission. Such a student must bring his/her parents to the Principal. If a Progress Report is lost a fine of Rs. 20/- will be charged for a new one.

UNSATISFACTORY PROGRESS

Frequent absence lack of application to study or failure to make satisfactory progress may lead to exclusion from examinations and make it necessary for the school authorities to demand the student's withdrawal.

TO STUDENTS

No students should leave the class room without the permission of the teacher.

The use of bad language or bad behaviour is out of place in this institution.

The character certificate which may be issued to a pupil when leaving the school will depend entirely on his / her behaviour during the school career i.e. on how the student has kept the school rules.

No books, magazines or any other items not related to study at school should be in his / her possession.

If the students eat their meals in the class rooms, they must leave the place as clean as it was before. Wrappers, leaves etc., must be dropped in the garbage bins.

Silence is to be observed throughout the school hours and also during changing from one class to another.

Those who go home alone particularly after games should not loiter on the way, but be prompt in returning straight home.

Pupils are not allowed to leave the school premises without the permission of the Principal during the school hours.

TO PARENTS

Parents who seek information or who wish make suggestions should meet the Principal.

Parents are not allowed to meet the students or teachers

ADMISSION

Children of age 3 years as on 31st July and above are admitted in the L.K.G. Classes. The next class of promotion to U.K.G. is according to their performance in L.K.G.

To get admission in the U.K.G. either from other schools or directly, they must pass an oral and a written test conducted by our school.

Every pupil seeking admission must be introduced to the principal in person by the one who is responsible for the student.

The Cost of Prospectus & Application is **Rs. 200.00**

At the time of admission the following documents are to be furnished :-

- a. Transfer Certificate duly signed by the Principal / Headmaster of the previous school. The T.C. should be countersigned by the Educational Officers in the case of other state students.
- b. Marks Card and a Conduct Certificate from the Institution last studied.
- c. Birth extract from the Registrar of Birth and Death or from a Magistrate's Office. (duly signed by a Magistrate)

No pupil will be admitted without the above documents.

Children who come for admission for Stds. I to VII from other schools, should sit for an entrance examination on the date fixed by the school. The child will be admitted only if proved fit by passing the examination. If a child is admitted in the middle of a term, fee for the previous months or month of the term will be collected. Right of admission is reserved by the Management.

WITHDRAWAL

All the old students who wish to apply for Transfer Certificate must do so in writing before **15th April**. Transfer Certificate will be issued **after a week** from the date of requisition letter.

Students discontinuing from the school in the middle of the year will not get their TC and the Mark Card unless they pay the fees for the complete year from the month of their discontinuity.

BOOKS & STATIONERY

Text books, notebooks and all stationery items should be purchased from the school store only.

Students not having the books within seven days after the commencement of classes, will not be permitted to continue, unless they come with the books.

ACADEMIC YEAR

The academic year is from June to April

MEDIUM OF INSTRUCTION

The medium of instruction at the school from L.K.G. to Higher Classes is English. Students should learn Hindi as III language upto VIII std., From First Std. onwards students should learn Tamil compulsory as first language.

during the class hours without the permission of Principal.

Change of address must be intimated to the school in writing without delay.

Parents should check the daily home assignment diary. Progress Reports are issued after each test and examination.

They are requested to check them carefully and bring them back with the initials at the space provided.

DETAILS FOR PAYMENT OF FEES

Fees are collected for 12 months in four terms.

Fees will be received from 9-00 a.m. to 3-30 p.m.

Parents and Guardians should see that the fees are paid in advance before the 15th of each term. After 15th fees will be collected with a fine of Rs. 10/- upto 30th. After 30th the child will not be permitted in class unless all the dues are paid with Entrance Fee. This is very important.

Fees once paid will not be refunded or adjusted under any circumstance.

RULES

1. No certificate of any kind will be issued to students who are in arrears.
2. The medium of instruction is English which alone should be used at all times in the school premises.
3. Every pupil must have a copy of the Hand book which should be brought to school daily. If he / she loses it he/she will be fined and will have to buy a new one.
4. The uniform is compulsory on all school days and at all school functions.
5. Parents and pupils must remember that on no account should one come to school without proper uniform. If there is any proper reason for not wearing it, a letter with explanation should be written by the parent to the class teacher. Otherwise the pupil will be sent home without any delay.
6. It is forbidden to write or scribble or splash ink on the school or compound walls or in any way disfigure or damage school property. Severe action will be taken against not adhering to this rule.
7. Every boy/girl is expected to keep up the high tone or the school by excelling in respect for the obedience to parents, elders and members of the staff. In good manner and in cleanliness etc. both inside and outside the school.
8. When a teacher enters the classroom, the pupil shall stand up and shall remain standing till the teacher tells them to sit. They should respectfully salute the teachers of the school when they enter or leave the classroom and whenever they meet them outside the school.

CONVERSATION

As English is the medium of instruction Students are expected to speak English at all times.

STUDENTS' HOME ASSIGNMENT

Parents are expected to co-operate in the work of the school for regularity, punctuality and discipline and by taking daily interest in their children's progress. **They should check the diary for any remark and note the home work given.**

LIBRARY AND LAB RULES

Students are not allowed to keep any book borrowed from the library for more than 2 days.

Students are expected to take proper care of library books. If a book is lost or damaged, the student to whom the book was issued shall have to pay the full cost of the book.

Lab equipments should be handled carefully under the instruction of the science teacher. Any breakage should be paid by the student.

ATTENDANCE AND LEAVE

Attendance will be taken both in the morning and afternoon. Pupils who are not present at each roll call will be marked absent for that session.

Punctuality and regular attendance are essential. Leave of absence must be secured by a letter signed by the parents / guardians. Students who take leave without prior permission will not be allowed to sit in the class.

The names of those who remain absent continuously for more than two weeks will be scored out of the rolls. They will be re-admitted only on payment of a re-admission fee of Rs. 250/-. In case of long absence, owing to illness, the parent or the guardian should inform the Principal as early as possible and then produce a medical certificate at the time of rejoining.

In case of infectious diseases, pupils are not allowed to attend the school until fitness certificate is produced from a qualified doctor.

EXTRA & CO-CURRICULAR ACTIVITIES

1. GAMES, SPORTS & EXCURSION

Every pupil must take part in games and physical training unless declared unfit on medical ground or exempted by the principal. Pupils are forbidden to join any outside sports organisation without prior permission from the Principal.

For excursion, the places of visit will be intimated by the Principal later.

2. SCOUTS & GUIDES MOVEMENT

There is provision for boys and girls to join in the Scouts & Guides movement to make them self-disciplined in all walks of life,

9. All the pupils are responsible to the school authorities for behavior outside the school. Any reported or observed objectionable conduct out of the school on the part of the pupil shall make them liable to disciplinary action. On their way to and from school they are expected to behave in a gentlemanly manner. All must be tidy in dress and person.
10. Pupils must provide themselves with all the necessary books and stationary either before or immediately after enrolment. A pupil who fails to do so will not be allowed to attend classes and will therefore be considered as absent without leave.
11. All books used in the school must be obtained from the school office. All transactions are strictly for ready cash/cheque.
12. Pupils are themselves responsible for their own books, fountain-pens, watches, tiffin carriers or any other article they may bring to school.
13. Parents who seek information to wish to make some complaint about their child's education, should do so to the Principal.
14. Pupils suffering from contagious or infectious diseases will not be permitted to attend the school.
15. Pupils are not allowed to exchange books among themselves.
16. Permission of the Principal is necessary before private tuitions can be arranged with the teachers of the school.
17. Pupils are not allowed to give presents to teachers.
18. Parents are requested to co-operate in the work of the school by enforcing regularity, punctuality and discipline and by taking daily interest in their ward's progress.
19. Any serious breach of discipline and above all discourtesy and disrespect to members of the staff in any way, will be dealt seriously.
20. Every pupil must attend class regularly everyday.
21. Attendance will be taken five minutes after the beginning of each session. Those who are not present at each roll call will be marked absent for the session. Pupils who come late or have been absent for more than three days will not be admitted to class without a note from the Principal.
22. No pupil may absent himself / herself without obtaining leave previously, if absence is unavoidable on account of illness or any other reason, a letter of explanation must invariably and expeditiously be sent to the Principal. The entry must also be made in the Hand Book. Oral messages will not be accepted.
23. No letter is accepted unless the matter is entered in the Hand Book and duly signed by the parent.
24. To leave the school during school hours, a pupil has to produce the parent's letter, duly entered and signed in the Hand Book and get it signed by the Principal.

25. Student without School Uniform or regularly late or absent or negligence in studies or who misbehave may be fined.
26. Attendance at official functions like Independence day, Sports day etc. is compulsory. Absentees without permission will be fined.
27. Promotion may be denied to a boy/girl if in the opinion of the Principal, his/her attendance each month is found unsatisfactory.
28. No student is allowed to wear jewels or to be in any kind of make – up in the school campus.
29. Students are expected to handle very carefully the chair, tables, library books, lab equipments etc. if someone is found damaging any of the school property, the cost of it will be collected from the student.
30. Irregular attendance, habitual idleness, neglect of homework, disobedience, disrespect towards members of school staff, immoral conduct, theft, damaging school property, the cost of it will be collected from the student.
31. Parents should compulsorily encourage their wards to participate atleast in any one of the ACTIVITY WINGS at the school.
32. Students are expected to be present in the classroom before the teacher enters. He/she is expected to be attentive in the class and not cause any kind of disturbance to the teachers /fellow students. If repeated complaints are received in this regard, action will be taken as per the advice of the disciplinary committee of the school.
33. Parents are requested to monitor that their wards do not drive two wheeler/four wheeler to school.
34. Parents must make sure that their wards leave the school on time and reach home at the earliest. Students are not encouraged to come to school before 8.30 a.m in the morning unless they have a special class.
35. The school will not take responsibility for loss of cash / jewellery etc. brought by students to school.
36. Parents are requested to supervise the interaction of their wards on social networking sites in the interest of the safety of their wards.
37. Photo attestation by the Principal will be done only if the student is in school uniform.
38. If any parent does not turn up to pick up his / her ward, the student must report to school office and must not attempt to make his / her own arrangement to reach home.
39. Kindly provide the correct contact number which is in use. Do not keep the mobiles switched off.
40. Keep this prospectus safe till the student leave the school.