



"Women in time to come will do much"

- Mary Ward (1585-1645)



St. Agnes' Loreto Day School



SCHOOL DIARY

2016-2017

St. Agnes' Loreto Day School

Lucknow



VISION

We are called as a Loreto School to promote the glory of God, lovingly discerning God's will by endeavouring to fulfill Mary Ward's Vision of education for girls where the value of love, freedom, sincerity & justice are experienced & lived out by all.

MISSION

To impart quality education in a congenial atmosphere for the girl child to develop to her best potential, enabling her to contribute to society in a constructive way while facing the challenges of life.

GOALS

To instill in the children love and respect for all sensitizing them to the society and environment.



To draw out the best in each student.



To impart quality education to help our students to face the challenges of life.



To make teaching and learning an interesting process.



To ignite curiosity, to develop analytical and logical thinking.



Bill Book No. :

St. Agnes' Loreto Day School

33, Station Road, Lucknow • Tel. : 3292272, 2635011

April 2016 - March 2017

PERSONAL INFORMATION

(To be filled by the Parent/Guardian and sent to the Principal)

Name :

Class : Section :

Date of Birth : Religion/Parish :

Home Address :

.....

Telephone : Other Contact No. :

Mode of Transport :

Father's Name :

Mother's Name :

Occupation & Office Address of : **Father** :

..... Phone :

Occupation & Office Address of : **Mother** :

..... Phone :

Sister of pupil studying in this school (if any) :

Name : Class & Section.....

Medication (if any) : SC/ST/OBC/A.I. :

Specimen Signature - Mother

Specimen Signature - Father

Note : This Diary is to be brought to School daily

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HOLIDAY LIST 2016-2017

MARCH '16

23rd	Wednesday	}	-	Holi
24th	Thursday		-	
25th	Friday	}	-	Good Friday
26th	Saturday		-	
27th	Sunday		-	
28th	Monday	}	-	Easter
31st	Thursday		-	
			-	Sheetla Ashtami

APRIL '16

5th	Tuesday	-	Maharshi Kashyap Jayanti
8th	Friday	-	Cheti Chand
14th	Thursday	-	Ambedkar Jayanti
15th	Friday	-	Ram Navmi
20th	Wednesday	-	Mahavir Jayanti
21st	Thursday	-	Hz. Ali Janam Diwas*

MAY '16

9th	Monday	-	Maharana Pratap Jayanti
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(Summer Vacation 21st May, 2016 – 3rd July, 2016)

JULY '16

6th	Wednesday	-	Id-Ul-Fitr*
16th	Saturday	-	Third Saturday

AUGUST '16

18th	Thursday	-	Raksha Bandhan
25th	Thursday	-	Janmashtami

SEPTEMBER '16

12th	Monday	-	Id-UI-Zuha*
17th	Saturday	-	Vishwakarma Puja

OCTOBER '16

1st	Saturday	-	Agrasen Jayanti
10th	Monday	-	Dussehra
	to	-	
12th	Wednesday	-	
15th	Saturday	-	Third Saturday
31st	Monday	-	Diwali

NOVEMBER '16

1st	Tuesday	-	Diwali
14th	Monday	-	Guru Nanak Jayanti
19th	Saturday	-	Third Saturday
24th	Thursday	-	Guru Tegh Bahadur Diwas

DECEMBER '16

13th	Tuesday	-	Id-UI-Milad*
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(Winter Vacation 21st December 2016 - 4th January 2017)

JANUARY '17

16th	Monday	-	Guru Govind Singh Jayanti
22nd	Sunday	-	Gyarvi Shareef*
24th	Tuesday	-	Karpoori Thakur Jayanti
26th	Thursday	-	Republic Day

MARCH '17

7th	Tuesday	-	Mahashivratri
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* *Subject to visibility of the moon*

JUNIOR SCHOOL ACTIVITIES (2016-17)

MARCH' 16

21st Monday School Re-opens

APRIL'16

11th Monday Nursery Classes begin
27th Wednesday Green Day (Nur.-V) Enactment
30th Saturday Crowning of Our Lady

MAY'16

12th Thursday P.T.M. (Classes Nur. to V)
21st Saturday **Summer Vacation till 3rd July**

JULY'16

4th Monday School Re-opens
19th Tuesday Quiz (Nur. - II)
20th Wednesday Quiz (III - V)

AUGUST'16

10th Wednesday Tri-colour Day - Hindi Patriotic Songs (Nur. - V)
16th Thursday Rakhi-Making (Nur.-V)

SEPTEMBER'16

3rd Saturday Teacher's Day Celebration (Nur.-V)
22nd Thursday P.T.M. (Nur.-V)
26th Monday Spell Bee (Nur.-V)

OCTOBER'16

18th Tuesday English Elocution (Nur.-II)
19th Wednesday English Elocution (III-V)

NOVEMBER'16

8th Tuesday Hindi Elocution (Nur.-II)
9th Wednesday Hindi Elocution (III-V)
13th Sunday Children's Day Celebration & Annual Fete
18th Friday Annual Concert

DECEMBER'16

7th Wednesday Carol Singing (Nur. - V)
21st Wednesday **Winter Vacation till 4th January'17**

JANUARY'17

5th	Thursday	School Re-opens
21st	Saturday	St. Agnes' Feast & School Picnic
23rd	Monday	Mary Ward Week begins

FEBRUARY'17

4th	Saturday	Art & Craft Exhibition
22nd	Wednesday	Final Examinations begin (Class V)

SENIOR SCHOOL ACTIVITIES (2016-17)

MARCH '16

21st	Monday	School opens - New Session begins (Summer Uniform)
22nd	Tuesday	World Water Day

APRIL '16

4th	Monday	Parents & Students Orientation (Class IX)
6th	Wednesday	International Day of Peace
9th	Saturday	Parents & Students Orientation (Class XI); full working day
11th	Monday	Prize Distribution for 2015-16
12th	Tuesday	Special Assembly Class VII-A
16th	Saturday	Culinary Art (Inter House Competition organised by the Home Science Club); full working day
18th	Monday	Investiture Ceremony
19th	Tuesday	Holy Spirit Mass; Student Council Meeting
22nd	Friday	International Earth Day
23rd	Saturday	Full working day
25th	Monday	Charity House Competition
28th	Thursday	Special Assembly Class VII-B
30th	Saturday	Crowing of Our Lady & Labour Day

MAY '16

2nd	Monday	Unit Tests I begin
13th	Friday	BOULEVARD - A Literary Festival
14th	Saturday	BEATS - 2016
20th	Friday	Last Working Day

(Summer Vacation 21st May, 2016 to 3rd July, 2016)

JULY '16

4th	Monday	School reopens
9th	Saturday	Parent Teacher Meeting (Class VI to X & XII)
15th	Friday	Special Assembly IX-A Frank Anthony Memorial Debate Competition
18th	Monday	Albert Barrow Creative - Writing Competition Nelson Mandela International Day
29th	Friday	Special Assembly Class IX-B
30th	Saturday	Joy House Competition

AUGUST '16

5th	Friday	First Friday Mass
12th	Friday	Special Assembly Class VI-A
15th	Monday	Independence Day Celebration - Peace House Competition

SEPTEMBER '16

3rd	Saturday	Jr. School Teacher's Day Celebration
5th	Monday	Mass / Sr. School Teacher's Day Celebration
8th	Thursday	International Literacy Day (UNESCO)
14th	Wednesday	Half-yearly Examinations begin (VI to XII)
27th	Tuesday	Kho-Kho Matches - Jr. Category
28th	Wednesday	Kho-Kho Matches - Sr. Category
29th	Thursday	Kho-Kho Finals
30th	Friday	Special Assembly Class VI-B

OCTOBER '16

3rd	Monday	Hindi Diwas
7th	Friday	First Friday Mass House of Hope Competition
8th	Saturday	Parent-Teacher Meeting (Class VI-XII)
13th	Thursday	International Day of the Girl Child
22nd	Saturday	Class XII - JPIC Programme
21st	Friday	Special Assembly Class XI-A

NOVEMBER '16

5th	Saturday	Sr. School P.T. Display
7th	Monday	(Winter Uniform)
11th	Friday	Special Assembly Class XI-B
12th	Saturday	Student Council Meeting
13th	Sunday	School Fete
20th	Sunday	Corpus Christi Procession

23rd	Wednesday	Elimination of Violence against Women Day
25th	Friday	Pre-Board - I / Unit Test - II begin

DECEMBER '16

10th	Saturday	Human Rights Day
14th	Wednesday	Class Photos (VI-XII) & Staff Photo
15th	Thursday	Parent-Teacher Meeting (Classes X & XII) Class Photos (Nur - V)
16th	Friday	Nativity Play (for students)
17th	Saturday	Advent Mass Nativity Play (for Christian parents)
19th	Monday	Farewell (Class XII)
20th	Tuesday	Last Working Day

(Winter Vacation 21st December 2016 - 4th January 2017)

JANUARY '17

5th	Thursday	School Reopens Pre-board II begins
18th	Wednesday	Special Assembly Class XI-C
20th	Friday	Special Assembly Class XII's
21st	Saturday	St. Agnes' Feast Day School Picnic
23rd	Monday	Special Assembly Class VII-B (Mary Ward Week 23rd - 30th January)
25th	Wednesday	Republic Day Celebrations (Prep. leave for Classes X & XII begins)
30th	Monday	Special Assembly Class VIII-A

FEBRUARY '17

4th	Saturday	Art, Craft & Science Exhibition
22nd	Wednesday	Final Examinations begin

*After Exams : Basketball, Throwball Matches, Long Jump, Throw Events
(Javelin, Discus, Shotput)*

SALSAA- 2016

14th March	-	Card Making Competition (Seniors)
2nd April	-	Fancy Dress Competition (Classes Perp. - II)
9th April	-	DJ Bash
7th May	-	Mother's Day Celebration, 'Cooking without Fuel'
3rd September	-	Staff High Tea
1st October	-	Free Medical Camp
23rd October	-	Diwali Carnival

ST. AGNES' LORETO DAY SCHOOL

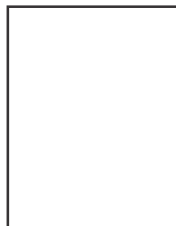
(A BRIEF HISTORY)

St. Agnes' Loreto Day School is a Catholic Institution under the management of **The Lucknow Loreto Educational Society** - represented by the Sisters of the **Institute of the Blessed Virgin Mary** (Loreto Sisters). The School is recognized by the Secondary Education Department of Uttar Pradesh (Anglo-Indian Board) and affiliated to the **Indian Council for Secondary Education** (I.C.S.E.) & I.S.C. (**Indian School Certificate**), **New Delhi**

St. Agnes' Loreto Day School has completed over 110 years in the educational service of the region. Mary Ward was the Foundress of the Institute of the Blessed Virgin Mary, whose members, popularly known as 'Loreto Sisters', manage the school.

MARY WARD

Mary Ward was born on January 23rd, 1585, in Elizabethan England, at a time of great religious intolerance. She was a victim of the persecution of Catholics and, woman of great faith that she was, saw the need for a sound religious education for young women who would assume responsibilities in society and in the church, for, as she said, **'women in time to come will do much'**.



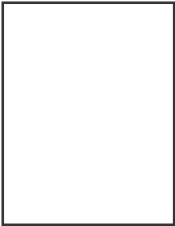
Inspired at the tender age of 15 to renounce the world, she decided to dedicate her life to God, having refused many proposals of marriage. In 1609, she left her homeland and, with a small group of companions, opened a school at St. Omer, Flanders, where girls were taught reading, writing, and sewing, as well as the principles of Christian life.

She had a passionate love for **Integrity, Justice, and Freedom** and she consistently endeavoured to live out these qualities. The new type of consecrated life which she began - free from enclosure, without religious habit and ruled by a woman - received much opposition. **This vision of a woman's role in the Church** was unacceptable and looked upon with suspicion in those days. In 1631, Mary Ward's institute was suppressed and she herself was imprisoned as a heretic for some time.

Mary Ward, described as **"a woman beyond compare"**, died at York on January 30th 1645. "Unless a grain of wheat falls into the ground and dies, it remains alone" (John : 12, 24). The serenity and confidence with which

she accepted all kinds of sufferings, even physical ones, her fidelity to the Church despite multiple-tribulations, made of her the “grain of wheat” sown by God and which, after the rebirth of her Institute, would bear fruit world-wide in all the continents, down to the present day.

TERESA BALL



Frances Ball was born in Ireland in 1794, and educated at St. Mary’s Convent, a boarding school run by the members of the institute of the Blessed Virgin Mary, in York, England. She heard the unmistakable call of God : **“Seek first the Kingdom of God and His Justice and all these things will be added unto you”**. At the age of twenty, Frances returned to York to enter the novitiate, preparing herself for the foundation of the **Institute of the Blessed Virgin Mary in Ireland**. She professed her vows as Mother Teresa. In 1821 Mother Teresa Ball established the first House of the Institute in Ireland and called it **Loreto**, the name by which all the subsequent schools/institutions originating from Ireland are still known.

DELPHINE HART

Loreto in India owes its origin to a visit made by Dr. Bakhaus to Loreto Abbey, Ireland, in 1840 to request Mother Teresa Ball to send some sisters to set up a school for Catholic children in Calcutta.

In 1841, Mother Teresa Ball sent seven Loreto Sisters and five Postulants, all in their twenties, under the **leadership of Delphine Hart to India**, announcing that they would probably never see their homeland again. They were welcomed at Calcutta by Bishop Carew, and installed at Loreto House, 7 Middleton Row. They were the first congregation of sisters to come to North India.

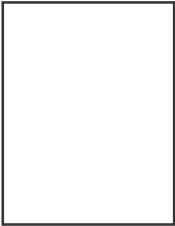


OUR SCHOOL

In 1846 Loreto Convent, Darjeeling was founded. In 1872 six nuns from the Darjeeling Community led by Mother Joseph Hogan, the Foundress of Loreto, Darjeeling, faced the arduous journey by bullock cart to open Loreto Convent, Lucknow. The need for a school to cater to the less affluent members of the Anglo-Indian Community of Lucknow, led to the founding of our school by our first Principal **Sr. Claire Miller**. She named the new school, which was blessed on 3rd October, 1904 after Saint Agnes. The following day, St. Agnes’ Loreto Day School was formally opened in a

rented building on Barrow Road near the Baradari. The present impressive building designed by architect Labanti, was blessed on 23rd November, 1913. The students appeared for the Junior Cambridge Examination. The school was upgraded to a High School in 1954. Then students offered the High School Examination affiliated to the U.P. Board. At present the school is affiliated to the Council for Indian School Certificate Examination.

ST. AGNES



21st of January, is the feast day of the patroness of our School. It is befitting to recall to mind the spiritual beauty of this young saint.

During the early days of Christianity, the Roman Empire had become corrupt and harsh. Those who stood for everything that was right, good and pure were scoffed at, and often persecuted. In particular, the Christians were singled out for all kinds of punishment and death. In this atmosphere of decadence a flower bloomed. A young, pure and beautiful girl, Agnes by name, grew up, surrounded by the love and spiritual care of her family. Agnes vowed to be always true and pure. She pledged herself to God. The son of the Prefect of Rome, was attracted by her beauty and wished to marry her. But he was, like many other Roman youth of that day, cruel, selfish and dissolute. Agnes wanted to devote her life to Christ, and refused his offer of marriage.

In order to force her to accept his hand in marriage, the Prefect's son denounced her to his father, that she was a Christian. The Roman authorities tried to violate her purity, but an angel of the Lord preserved her from shame. She was next condemned to die through burning, but the flames would not consume her body. Finally, the Prefect gave orders that Agnes should be beheaded. Bravely and with her eyes full of love for her Celestial Bridegroom, Agnes met her death.

Her fidelity to her aim in life, her purity and courage should be shining examples to children of a school, named after her.

PUSHPA VIDYALAYA - Our Outreach Programme

In keeping with the Loreto mission of service and commitment St. Agnes' Loreto Day School has always taken full responsibility of running a Hindi medium school, Pushpa Vidyalaya, for the less privileged. The Sisters initially started it in 1948 as a literacy class for the domestic staff of both St. Agnes' Loreto and Loreto Convent. It now has a student body of approximately 300 students and a staff of eleven trained teachers. Apart

from academics, children are taught dancing, needlework, craft, singing, games and many other skills.

The pupils of St. Agnes' Loreto contribute vegetables and cereals for the 'Mid Day Meal', provided for the children of Pushpa Vidyalaya on a rotation basis.

THE FOUNDER BODY

The Founder Body of the school is "The Lucknow Loreto Educational Society". It manages and runs the Institutions it has founded and owns.

THE MANAGING COMMITTEE

This body is entrusted with the responsibility of implementing the objectives of education framed by the Founder Body, and the management of the affairs of the Institution.

THE STAFF

The school is staffed with a qualified, experienced and competent staff. They are responsible for providing appropriate teaching/training to the students.

THE STUDENT COUNCIL

The Head Girl is chosen from Class XII. The Vice Head Girl, House Captains/ Vice Captains and other Prefects are appointed from among Classes X & XI. Students are made responsible for assisting and maintaining discipline. They become responsible to develop initiative in others.

DID YOU KNOW THAT

At present the Loreto Sisters educate over twenty one thousand girls all over India in eighteen schools and a degree college. These are located in Kolkata, Asansol, Ranchi, Darjeeling, Shillong, Delhi, Simla, Lolay, Panighata, Sadam (Sikkim), Dharan (Nepal) and Bangladesh.

THE AIM OF ST. AGNES' LORETO DAY SCHOOL

Although the **primary purpose is the education of Catholic girls**, students of other religious denominations, irrespective of caste, creed and community, are also accepted. **The aim of the School is to give its pupils a sound moral education while devoting special attention to their intellectual, social and physical development.**

The school believes that , **education is for the wholeness and dignity of each child.**

The dignity of each student comes from being a person.

- ❖ **Created in God's image**
- ❖ **Free to respond**
- ❖ **Striving for excellence achieved at the level of her own potential.**

This school sees the values of **Integrity, Justice, Freedom and Love as essential in the educational thrust.** Therefore, parents who intend to have their children educated here would need to be convinced of the importance of these values and be prepared to make the necessary sacrifices to live by them.

The special thrust of our school is to cherish the most **deprived of God's people** and to enable them to take their place with **dignity** among others.

Freedom

*Refer all things in your life to God;
you will find inner peace and the freedom
to respond creatively to the needs of others.*

Justice

*Be in right relationships with all created things;
you will live in integrity and wholeness.*

Sincerity

Be such as you appear and appear such as you are.

Truth

*Seek for truth;
reflect critically and seek answers
to crucial questions.*

Joy

*Have an attitude of mind and disposition of heart
that opens you to life; be optimistic, hopeful,
courageous, open, welcoming,
good-humoured and self-accepting.*

GENERAL RULES OF CONDUCT AND DISCIPLINE

The school discipline is intended to create an environment which assists in the self-development of students. **Enrolment in this school** implies a **willingness to comply with the requirements and regulations of the school** on the part of the pupils and parents.

ATTENDANCE AND PUNCTUALITY

1. **Attendance is compulsory** on non-teaching activity days like Independence Day, Teachers' Day, Children's Day, Sports/Concert Day and such special occasions.
2. Irregular attendance, unjustified or unexplained absence for more than a week may result in the pupil's name being struck-off.
3. Any student with less than 75 % attendance in the academic session will not be promoted to the next class.
4. Late arrivals will be permitted only when written permission has been granted by the administration.
5. To participate in any co-curricular activity, students must be on time and should not absent themselves.
6. Attendance at Assembly is compulsory for all students.

CONDUCT

1. Pupils are expected to behave in a lady-like manner on all occasions. They should address their teachers and companions with courtesy. **Refinement of manners, uprightness and self-restraint** should distinguish every pupil of the school.
2. Since it is an English medium school, pupils are expected to **speak only in English at all times**, as a help to their academic progress in the subject, and to their acquisition of the requisite language skills.
3. Possession of **Mobile/Cellular phones/ cameras/Ipods/ pendrives** by students in the campus is **strictly prohibited**, and a fine of Rs. 500/- will be imposed on offenders.
4. No books, newspaper, periodicals or photographs may be brought into school premises without the Principal's sanction.
5. **Under no circumstances, will students be allowed to park their vehicles in the school premises.**
6. Habitual idleness, disobedience and conduct injurious to the tone of the school are sufficient reasons for the dismissal of a pupil.

7. Pupils should realise that they are responsible to the school authorities not only for their conduct in the school but also for their general behaviour outside. Any reported or observed objectionable conduct outside school on the part of the pupils may make them liable for disciplinary action.
8. **The students should not litter the school premises with paper and should pick up any such papers dropped by others.** They should use the dustbins specially provided for this purpose.
9. The use of unfair means in examinations / tests will entail the annulment of the entire results. If it occurs during a final examination promotion may be denied. If the offence is repeated in subsequent examinations the student will have to be withdrawn from the school.
10. Pupils are expected to walk on the left in the corridors or on staircases. While going from one class to another, girls should walk in silence and in a single file. **Discipline must be maintained at all times. Running, loitering, disruptive behaviour, screaming, chanting in the school premises will be penalized.**
11. Using/writing profane or vulgar language or making obscene gestures may result in the suspension/expulsion of the child. The Principal's decision in this regard is unquestionable.
12. **Pupils are responsible for their own books,** money and belongings and are advised to keep them in a locked bag or case. Nothing of a valuable nature should be brought to school. All willful damage to school property must be remedied at the cost of the offender.
13. Students are **not permitted to give personal gifts** to members of the staff or to each other. Children are permitted to distribute **only sweets** on their birthdays.
14. No collection in cash or kind, for any purpose whatsoever, may be made without the Principal's previous sanction.

USE OF SOCIAL/ELECTRONIC MEDIA:

Students should refrain from writing/posting/commenting negatively against fellow-students, staff members or the School Management. Strict disciplinary action will be taken against those students who misuse the social media and defame the school.

NOTE TO THE PARENTS

1. We acknowledge that the **parents are the first and foremost educators.** The school welcomes communication, participation and collaboration based on mutual trust and understanding.
2. The school diary is for official use and must be reserved for notices, homework and instructions. **It must be brought to school each day** and produced for inspection whenever required.
3. Both the parents are requested to **sign Reports and Circulars and to attend Parent-Teacher Meeting/Orientation Programmes.** Parents are requested to **go through their children's exercise books regularly and sign all the tests.**
4. Parents are earnestly requested to see that their children **attend school punctually.** They are asked to cooperate with the work of the school by enforcing **regularity and discipline,** and by taking a general interest in their child's progress.
5. It is strongly recommended that children are allowed **controlled viewing of television** by their parents.
6. Parents and guardians **should not attempt to meet teachers during school hours** without the permission of the Principal, and **without a previous appointment.**
7. Parents are requested to **read the general rules of conduct and discipline** and to note the regulations regarding the **payment of fees.**
8. Parents are also to **notify the Principal of any change of address or telephone number, at the earliest.**
9. **When communicating with the Principal,** parents are requested to mention in their letter the **class and section** of their child.
10. Parents of the children in the Junior School are requested to ensure that those **who come to take the children home are here at the hour of dismissal.** The school authorities are not responsible for the pupils who are not called for at the time of dismissal. The observance of this regulation is of vital importance for the safety of the children and for school discipline.
11. No student will be allowed to leave the School campus before home time. If they need to leave before home time they **should get a written note from their parents and an authorization from the principal.** For security reasons, no one other than parents or persons authorized by them may take the child out from school.

12. Parents are requested to see that their children are **present in school on the closing and opening days before and after each vacation.** Permission to leave before the official closing day should be asked for, only if it is absolutely unavoidable.
13. For the **issue of any certificate a fee of Rs. 200/- will be charged. A week's time should be given for the issuing of any certificate or document** from the school.
14. Parents are requested to park their vehicles or to instruct their drivers to park the vehicle properly when coming to fetch their children. **It should not be parked in such a position so as to obstruct the traffic flow or block the entrance gate of the school. Children coming by car should be using Gate No. 3 and 4 only. Entry and exit for staff vehicles will be through Gate No. 2.**
15. The interpretation of any rule in this as well as any amendment to it rests solely and entirely with the governing body of the school. Their interpretation shall be final and binding on the parents and students.
16. Any kind of misconduct, threatening behavior/ language used against a teacher, attempts to create trouble in the school premises on the part of any parent will result in the expulsion of their ward

CURRICULUM

The medium of instruction in this institution is **ENGLISH.** Hindi is taught as the second language from Classes I – X and is **optional in Class XII.** Sanskrit, as the third language is compulsory from Classes V – VIII.

The pupils are prepared to appear for the I.C.S.E. Examination (Indian Council for Secondary Examination) and I.S.C. Examination (Indian School Certificate), New Delhi .

In addition to the subject prescribed by the Council, the Curriculum includes Religious Instruction (for Catholics) and Value Education (for non- Catholics) as compulsory subjects. Personal and Communal prayers are facilitated through assemblies, prayer groups, liturgies and school retreats.

CO-CURRICULAR ACTIVITIES

Co-Curricular Activities are of paramount importance. Inter-personal relation skills, confidence, poise and reliability are some of the qualities developed through co-curricular activities. Hence, such activities are essential in the school programme.

These activities include Debates, Elocution, Art and Craft, General Knowledge quiz, Singing, Dancing, Physical Training and Needle Work.

These activities are organised either **House wise or Class wise**. There are four Houses namely **Charity (Red), Joy (Blue), Peace (Yellow) and Hope (Green)**. Each House is headed by an elected Captain and Vice-captain. **House meetings are conducted on Day 0** to plan for the forthcoming activities of the houses.

The democratic system draws out the best in the girls and trains them for leadership.

There are optional classes for Basketball, Volleyball, Football, Khokho, Table Tennis, Badminton on Sundays & holidays.

CLUBS

Classes VIII-XII are given opportunities for development of personality and leadership skills through various clubs.

The Home Science Club - The Home Science Club trains the girls for the indispensable role of the 'Home Maker' - the greatest of all careers. No profession is as diversified as that of the home maker. For her family, she must be a doctor, psychologist, governess, economist, home manager, decorator, ideal wife and mother. The club tries to teach the girls a little of everything.

The Science/Mathematics Club - This Club develops in the children the ability to understand the scientific principles and relate them to everyday life through various experiments, models and projects. The girls are made aware of the environment and are encouraged to preserve and take care of it. The girls are introduced to easy and quick methods of calculation through Vedic mathematics, puzzles and mind stretchers. This provides them with analytical ability and mental clarity.

The Music Club - The Music Club children are taught the basics of music. They are also trained to play musical instruments like the drums, guitar and casio. They are encouraged to play and appreciate rhythmic and melodious music. They actively participate in all the school functions and add life and rhythm to each performance.

The Dance Club - The Dance Club children are taught the basics of different dance forms. They are also trained to dance to music which is based on different rhythms. They actively participate in all the school functions and add life and grace to each programme.

The Literary & Dramatics Club - The Literary and Dramatics Club aims to train the intellect and encourage literary activities. Our Club activities include innovations, General Knowledge quiz, charades, debating, elocution, dramatizing (episodes).

THE LITERARY FESTIVAL is organised every year on an inter-school basis. The activities of the club are organised and enjoyed by its members.

The Athletic Club - The Athletic Club girls enjoy various activities like basketball, march past, pyramid formation, softball, badminton, throw ball, volleyball, kho-kho etc.

Thus through physical activities both the aims of exercise and play are achieved.

Social –Service Groups

In keeping with the Loreto Culture and Tradition the school aims at training the girls to become self confident, sensitive to the feelings of others, making them aware of their role in society so that they can become agents of social change.

J.P.I.C. (Justice, Peace and Integrity for all Creation) - Our School strongly believes in preserving the integrity of all creation and inspired by it we work towards the betterment of society at large. We undertake various community service programmes throughout the year and constantly endeavour to live up to the ideals of JPIC.

The Y.C.S. - (Young Christian Students) The Y.C.S. gives opportunities to become involved in liturgy including choir both at school and at the parish level. They are trained to inculcate within themselves confidence and strong values to be leaders in the offing.

THE SCHOOL UNIFORM

The School uniform is compulsory and students should come to school wearing a neat and correct uniform. The school uniform is to be worn only during school hours or when engaged in official school activities.

The school uniform should be as follows:

1. SUMMER UNIFORM

Nursery & Prep. :

- ❖ White yoked frock with blue checked puff sleeves and blue checked Peter Pan collar. School monogram on the yoke.

- ❖ White bloomers to be worn daily
- ❖ Light blue nylon ribbons / hair band
- ❖ White knee length socks.
- ❖ Black Flat Heeled strapped shoes.
- ❖ A white cotton vest or petticoat to be worn under the dress

Classes I – V

- ❖ White Frock with box pleats. The bodice has a front opening with hooks. Blue checked safari collar, short sleeves with blue checks at the fold. School monogram on the pocket.
- ❖ White bloomers for Classes I and II and white cycling shorts for Classes III – V
- ❖ Light blue nylon ribbons / hair band
- ❖ White knee length socks.
- ❖ Black Flat Heeled strapped shoes.
- ❖ A white cotton vest or petticoat to be worn under the dress

Classes VI – X

- ❖ White knee length skirt with 4 box pleats.
- ❖ White blouse with a short opening on the top. Blue checked safari collar, and blue checks on the fold at the lower end of the blouse. Short sleeves with blue checks at the fold. School monogram on the pocket.
- ❖ A white cotton petticoat to be worn under the dress
- ❖ White cycling shorts
- ❖ Light blue nylon ribbons / hair band
- ❖ White knee length socks.
- ❖ Black Flat Heeled strapped shoes.

Class XI & XII

- ❖ Azure Blue knee length skirt with 4 box pleats.
- ❖ White blouse with front opening. Checked collar, short sleeves with blue checks at the fold.
- ❖ White ankle length socks.
- ❖ Black Flat Heeled strapped shoes.
- ❖ A white cotton petticoat to be worn under the uniform

2. WINTER UNIFORM

Nursery & Prep

- ❖ Navy Blue yoked frock approved design & monogram
- ❖ White full sleeves blouse with Peter Pan collar
- ❖ Navy Blue blazer with school crest and V-neck cardigan
- ❖ White knee length socks and Navy Blue leggings
- ❖ Black ribbon/Black hair band
- ❖ Black Shoes with buckles

Classes I – V

- ❖ Navy Blue tunic (school pattern) upto the knees with monogram
- ❖ White Blouse full sleeves with shirt collar
- ❖ Navy Blue tie and school belt
- ❖ Navy Blue cardigan V-neck and Navy Blue Blazer with school crest
- ❖ White knee length socks and Navy Blue leggings
- ❖ Black ribbon/Black hair band
- ❖ Black Shoes with buckles

Classes VI – XII

- ❖ Navy Blue pleated skirt upto the knees
- ❖ White Blouse full sleeves with shirt collar and monogram
- ❖ Navy Blue tie and school belt
- ❖ Navy Blue cardigan V-neck and Navy Blue Blazer with school crest
- ❖ White knee length socks and skin coloured stockings
- ❖ Black ribbon/Black hair band
- ❖ Black Shoes with buckles

Scarf, Cap, Muffler and Gloves of Navy Blue colour are optional and may be worn by all classes

3. P.T. UNIFORM

Classes I – V

- ❖ White Low waist frock with knife pleats. Front opening with buttons, and safari collar . The school monogram on the pocket.

Classes VI – XII

- ❖ Same White skirt of the summer uniform.
- ❖ White blouse with short opening at the top. Safari collar and short sleeves. The School monogram on the pocket.

To be worn by all –

- ❖ White cycling shorts
- ❖ White nylon ribbons
- ❖ Plain white P.T. shoes and knee length white socks

4. HAIR -

- ❖ For short hair - Above shoulder length - *Hair Bands should be worn*
- ❖ For shoulder length hair - 1 or 2 ponytails with ribbons. No coloured rubber bands should be tied under the ribbons.
- ❖ Below shoulder length - 1 or 2 plaits, tied with ribbon plaited properly into the hair.
- ❖ Rubber bands (Black) should be covered with ribbons.

Note :

- ❖ Nails should be cut regularly and kept short and no nail colour should be used.
- ❖ **Application of Mehendi is strictly forbidden.** Permission for it will be given only at the time of one's own brother's/sister's wedding.
- ❖ **Colouring of hair is NOT permitted.**
- ❖ Jewellery of any kind is not permitted. **Only small gold/silver rings may be worn/very small studs.**
- ❖ Simple wrist watches with black/brown straps **ONLY**, should be worn.
- ❖ Every child is expected to bathe daily and wear fresh clothes every morning. Children with dirty heads/clothes will not be allowed to attend the class.

Important : The School Badge (House Colour) must be worn daily.

SCHOOL HOURS

Office

Summer : 8:00 a.m. to 10:00 a.m.
Winter : 8:30 a.m. to 10:30 a.m.

Principal : 8:00 a.m. to 10:00 a.m. or by appointment

	<u>Summer</u>	<u>Winter</u>
Nursery A & B :	07:30 a.m. to 10:10 a.m.	08:30 a.m. to 11:10 a.m.
Nursery C :	10:45 a.m. to 01:15 p.m.	11:45 a.m. to 02:15 p.m.

	<u>Summer</u>	
Prep - II :	7:10 a.m. to 12:50 p.m.	Saturday - 7:10 to 10:50 a.m.
III - XII :	7:10 a.m. to 1:30 p.m.	Saturday - 7:10 to 11:50 a.m.

	<u>Winter</u>
Prep - II :	8:10 a.m. to 1:50 p.m.
III - XII :	8:10 a.m. to 2:30 p.m.

HOME WORK

As far as possible, children should be given a quiet place to study and a definite time should be set aside each evening for homework.

Homework should include revision and whatever has to be memorised. The time allotted should be conscientiously used, whether written work has been set or not. If there is less written homework on a particular evening, there is more time to study. In class, new work is presented to the students, and fully explained but the responsibility of learning this work lies with the student.

If memory work is assigned, learn it overnight and repeat it first thing in the morning.

Repeat at the end of the week, all that was learnt during the week.

Make a daily home timetable for yourself. In this way you will learn to be a student of regular habits, a most valuable asset in later life.

Realise the value of time. Do not wait till the approach of the examinations. **The key to success is careful, regular work.** Do not waste your God given talents for want of application.

Private tuition in any form is strongly disapproved of as it is detrimental to healthy intellectual growth.

LIBRARY

1. The library is one of our **most valued resources in the education of our students.**
2. Books from the school library are issued regularly. No other magazines, books or papers may be circulated in the school without the permission of the Principal.
3. When taking a book, if any defect is detected, it should be brought to the notice of the librarian.
4. When the students lose library books, they **are asked to either replace them or pay the cost of the book.**
5. Students should not borrow school library books from one another.
6. Students are not allowed to keep any book issued from the library for longer than one week without permission. **A late fine** of Rs. 10/- per week is charged if the books are not returned within the specified time.
7. The book issued previously must be read completely by the student, before taking a new one.
8. Before the vacations, **all library books have to be returned in good condition.**

EXAMINATION AND PROMOTION

1. For students who are absent for the Unit Tests and Terminal Examination, **no provision for supplementary tests can be made.**
2. **Parents are requested not to send their children for any examination when they are ill or recovering from illness.**
3. No pupil will be allowed to sit for the promotion examination if **the attendance during the year is below 80%.**
4. **The decision of the school authorities** with regard to promotion is **FINAL.**
5. Pupils whose fees are long overdue may be barred from sitting for the examination and are liable to have their names struck off the rolls. Absence from an examination does not imply any exemption in paying the examination fees.

LEAVE AND ABSENCE FROM SCHOOL

1. A list of holidays for the current year is printed in this diary. **All are expected to attend school on the re-opening day after each vacation.** Parents are requested not to take their children on vacation before the set date, nor to extend the vacations. **Pupils, not attending classes after the holidays on a regular basis are liable to have their names**

struck off the rolls. If they are re-admitted, they must pay the admission fees again.

2. **Pupils who have been absent from class must have the reason entered in the Regularity Record**, in the diary in the absence column, duly signed by the parent. **If a pupil has to be absent because of illness or any other reason for three or more days, the Principal is to be informed by letter and a medical certificate brought when the pupil returns.**
3. Parents should inform the School authorities if **their child is suffering from any serious illness**, chronic ailment, physical handicap (e.g. heart disorder or epilepsy) or sensory defect. **In case of chickenpox, measles, mumps**, or any other such contagious diseases, **the parents are advised to maintain a quarantine period of 21 days before** the child is sent back to school, along with a medical certificate that she is fully recovered.
4. To ensure regularity, medical appointments should be made on the weekly holiday. Should this not be possible and an appointment has to be made on a school day, the pupil should remain absent for the full day.
5. **In case of a long illness, the parents must personally inform the Principal** about the nature of the ailment and likely duration of the pupil's illness.
6. **If leave is needed as in the case of an emergency in the family, prior permission must be taken from the Principal only.**
7. **No pupil may leave the school premises without the permission of the Principal and the required gate pass.** The observance of this regulation is of vital importance for the safety of the children and for school discipline.
8. Late arrival to school is a breach of discipline. **A student who comes late to school must enter the date and time of arrival into the Regularity Record under the column marked 'Late'.** Students who come late habitually will be sent back home. A record will be maintained in the School Diary. **If a student comes in late for the sixth time, then the parents will be sent for and action will be taken.**

ADMISSION AND WITHDRAWAL

1. Applications for admission to NURSERY Class will normally be accepted in the month of **November**.
2. New admissions if any (Prep. – VIII), will depend on the availability of seats and on the competence of the students.

3. Admissions are made on receipt of the following documents :
 - (a) Original Birth Certificate and Transfer Certificate.
 - (b) The marksheet of the last annual examination taken.
 - (c) Transfer Certificate, if a pupil comes from a school outside the state of Uttar Pradesh, must be counter signed by the Inspector of the school of the state from where the pupil comes.
 - (d) Latest passport size coloured photograph.
 - (e) Self addressed stamped envelope.
4. **At the time of admission any offer of donation in any form, disqualifies the student for admission.**
5. The Principal reserves the right to admit or to refuse admission to anybody at any time without assigning any reason for her action.
6. **Transfer Certificate (School Leaving Certificate) will be issued when all dues have been paid in full and on receipt of a written application from the parents mentioning therein the date of birth/admission, name, class and section of the pupil.**

FEES REGULATIONS.

1. **Fee Bill Book Number is the permanent Number as long as the child remains in this Institution.**
2. Fees should be paid in **CASH/CHEQUE** only to the Bank of Baroda, Hewett Road Branch, Lucknow during banking hours. (10:30 a.m. to 2:30 p.m. and 3:00 p.m. to 4:00 p.m.) according to the schedule given in the bill book.
3. A fine of Rs. 50/- will be charged for a duplicate fee book.
4. Before the withdrawal of a pupil, a month's notice in writing should be given and all dues cleared.
5. If the fees are in default, the student's name will be struck off the school rolls.

Conclusion: The parents are expected to willingly comply with all the requirements and regulations of the school. The Principal has a right to suspend the attendance or require the withdrawal of any pupil without having to assign any reason; provided that she is satisfied that such a step is necessary in the interest of the school.

The Principal reserves the right to waive any of the rules contained herein without assigning any reason for her action.

I have read the rules of the school contained in the School Diary and agree to abide by them

Mother's Signature

Father's Signature

Pupil's Signature

Dear Parents,

These rules of conduct are given as guidelines for the good training and character formation of your daughter and for the smooth running of the school. Please encourage your daughter to observe them faithfully.

– Principal

THE LORETO CREST AND ITS MEANING



“Maria Regina Angelorum” :

Mary Queen of Angels, which indicate the patronage of our Lady

“Cruci Dum Spiro Fido”:

While I live I put my trust in the cross.

The Cross :

Sign of our Salvation a symbol of suffering patiently borne.

The Sacred Heart :

Source of the infinite love of Jesus for each one of us.

The Heart of Mary :

Our human model and inspiration.

The Anchor :

A symbol of hope.