

**AUGUSTINE'S PUBLIC SCHOOL  
170, AUROBINDA ROAD, RAMRAJATALA  
HOWRAH – 711 104**

# P R O S P E C T U S

Augustine's Public School, founded in December 1985, is an CISCE affiliated English Medium co-ed School, administered by AACP Education Society and it is a Christian Minority Institution recognized and certified as such by the National Commission for Minority Educational Institutions, Government of India.

## AIM OF THE INSTITUTION

**The aim of the institution** is to inculcate habits of discipline, piety and self reliance by imparting value based education to the students during the years of their studies. The method of education followed in the school is based on understanding each student by knowing his / her family background and treating him / her with utmost love and kindness. Through education, students are prepared to become future citizens with good character, conscience, compassion, commitment and uprightness in their whole life. The school aims at the integral personal formation of the young.

We aim to enable the students to grow up as men and women of action, inspired and inculcated in the values of human dignity, equality, social justice and secularism.

Special attention is given to instill discipline in students with high moral values. Parents and guardians are requested to co - operate with the teachers and school authorities by sending them to school regularly and on time.

## AFFILIATION

The school is recognized by the Department of Education of the Government of West Bengal, and is affiliated to the Council for the Indian School Certificate Examination, New Delhi, (School Code WB159). At present the school is conducting the Indian Certificate of Secondary Education (ICSE) and is getting ready to conduct class XII examination (ISC) within a short period.

## COURSE OF STUDIES

Students are prepared for the Indian Certificate of Secondary Education (ICSE) Examination conducted by the Council for the Indian School Certificate Examination, New Delhi, in the following subjects: English, Bengali/Hindi, Mathematics, History Civics and Geography, Science (Physics, Chemistry, Biology), Computer Applications. Moral Science is taught in the school from classes I – X. Karate, Physical Training and singing classes are compulsory for the students.

Being an English – medium school, we make every effort to teach the students to master English both as a written as well as a spoken language. All students must speak only English in the school campus.

## **ADMISSION**

**Admission:-** Applications for admission to Lower Nursery, Nursery and K.G. into the following academic year are accepted from candidates in the month of August. Parents are asked to fill in the admission forms with utmost accuracy. No subsequent changes will be permitted. A candidate who has attended a recognized school may be admitted only with a transfer certificate from the school he / she has last attended and they may be examined on the syllabus of the class immediately below that to which they seek admission. Admission is subject to vacancies available.

Parents/Guardians are asked to fill in the admission forms with utmost accuracy. **No subsequent changes will be permitted.**

## **SCHOOL ASSEMBLY**

School begins with the Morning Assembly and students must be on time for it and he/she be present in the Assembly. **ALL STUDENTS MUST BE IN THE SCHOOL PREMISES BY 8.15 a.m.** All students will go to their respective classes in silence from the Assembly.

## **ATTENDANCE**

**Regular Attendance:-** The purpose of regular attendance is to inculcate in the students the habit of punctuality, regularity and academic discipline. A student must have a minimum of 80% attendance to be eligible for promotion. Absence from the school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances in which case the information must be given as early as possible. After absence from school, the reason for the absence must always be submitted through a letter to the class-teacher addressed to the Principal and the same must be duly recorded in the “Absent” Record in the school diary. Absence due to illness for more than two days must be accompanied by a doctor’s fitness certificate. Parents/Guardians should intimate the school on the third day if their ward is likely to be absent for a longer period. No leave of absence will be granted without a previous written application from the parents. Leave for religious ceremonies, marriage feasts or other special occasions must be obtained in advance at the sole discretion of the Principal.

The school does not provide for any re-tests of class assignments, unit test, etc. which are missed due to absence. The Principal’s prior permission for leave of absence from school is essential. In case of serious sickness / accident, the matter should be notified to the Principal / Vice Principal with the relevant documents on the same day or at the earliest possible date.

There is no such thing as a half day leave for students. Requests to send the students back home after the Unit tests or any other examinations will be turned down.

In case a child meets with an accident or falls sick within the school premises, the child can be helped with immediate first aid only. The parents will be informed immediately and are expected to come to school and attend their wards. Therefore it is of utmost importance to give the correct contact numbers and address in the school diary and update it whenever there is a change. A letter along with supporting documents must be submitted to the school to make the necessary changes

in the school record. It is mandatory for a student to attend the school on days marked “Compulsory Attendance”. Defaulters are to satisfy the authorities of the cause for absence along with respective documents failing which a suitable fine will be imposed.

### **SCHOOL FEES (See Fees Book)**

The school fees cover twelve calendar months and must be paid in quarterly instalments or in advance for the whole academic year. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees concession may be given to deserving candidates at the sole discretion of the Principal for the current academic year. The same may be renewed if the student's academic progress and application is satisfactory, and discontinued if unsatisfactory or repeats a class. The concessions are to be renewed every year. Fees once paid will not be refunded. The quarterly tuition fees for an academic year (April to March) must be paid by the end of the first month of each quarter. All dues must be cleared before the final result day. The fees are to be paid at the local branch of ICICI Bank near the school. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary with a prior intimation being given to the parents.

### **SCHOOL UNIFORM**

Every student is expected to wear a clean, complete and correct uniform daily. Parents must take special care to see that their wards leave home in full uniform. School uniform is compulsory for both Curricular and Co-curricular activities on both instruction and non-instruction days. Defaulters may be sent back home or fined. Permission must be obtained whenever, for any reason a correct uniform cannot be worn. It is **COMPULSORY** for every student to wear the following approved uniform. The specifications regarding uniform must be strictly followed by the parents and students as it is made by the school tailor.

**The uniform will be as follows:**

#### **Classes L.N. to X**

**Boys:-** White Terry Cotton shirt with half sleeves.  
White Terry Cotton shorts (for Classes L.N. to V)  
White Terry Cotton trousers (for Classes VI to X)

**Girls:-** White Terry Cotton Frock with badge.

Tie and belt for boys and badge for both girls and boys.

Plain black leather shoes and ankle length white socks for both boys and girls.

**P.T. Uniform** :- White trackpants with house colour stripes on both sides and house colour top with white collars and piping on the sleeves. White canvas shoes.

**Karate:-** White Terry Cotton uniform for both boys and girls.

## **SCHOOL HOURS**

Lower Nursery, Nursery and K.G. – 8.30 a.m. to 11.40 a.m.

I – X - 8.30 a.m. to 2.30 p.m.

## **ASSESSMENTS AND PROMOTION**

Promotion at the end of the year will be based on attendance, continuous assessment in every subject, work done during the year and the overall conduct record. The periodic assessment notified in the school diary and conducted during the year is most important.

**Continuous assessments** are meant to ensure regularity on the part of the student. Class tests and unit tests are important part of the continuous assessment for the progress of the student. The answer scripts of these tests, duly evaluated are handed over to the students to be taken home and signed by the parents for their information. Students who are absent for any Assessment / Unit Test / Class test will not be given any supplementary tests. Failure to appear at any assessment can seriously affect a student's academic progress. However, no student must come to school to give a test and go back home after the test. The student must attend the full day's class. **NO SICK CHILD MUST BE SENT TO SCHOOL.**

## **VACATIONS**

Vacations are given in the school calendar. These holidays are subject to change due to a particular situation by the school authorities. Unauthorized absence on the last day before a vacation and/or delay in returning to school after the vacation will incur an imposition of a fine of Rs. 200/- per day of absence. Unscheduled holidays will be made up with classes on Saturdays to make up for the number of working days as prescribed by the Council.

## **WITHDRAWALS**

**The Transfer Certificates** will be issued only on receipt of a written application signed by both the parents and personally handed over to the Principal by the parents of the student. Before the withdrawal of a student from the school a FULL MONTH'S WRITTEN notice is to be given or a month's fee in lieu of notice. Those who take T.C. in the month of May after the Session starts in April are required to clear the whole year's fees. No certificate will be issued from the school until all the dues to the school have been paid in full. The Transfer Certificate will cost Rs. 300/- and must be collected on the assigned day from the school office. Any T.C. that goes outside West Bengal has to be countersigned by the official at the CISCE and an additional fee of Rs. 500/- will be charged. Any student failing two years in succession in the same class will have his / her name struck off the rolls and a T.C. will be issued. A student who has taken T.C. will not be readmitted to the school except in the case of a transfer of residence. Any certificate from the school will cost Rs. 100 /-.

Notwithstanding anything stated in the Prospectus, the Principal may, at his/ her absolute discretion, request any parent at any time of the academic session, to withdraw the child from the school due to any offence committed. Students whose conduct is injurious to the moral tone of the

school or incompatible with the strict discipline of the school are liable to be dismissed. The decision of the Principal is final in all cases of withdrawal / dismissal.

## **CONDUCT AND DISCIPLINE**

We lay special emphasis on the holistic development of the student, especially on the moral, ethical and social all-round development of each child entrusted to us.

All students are responsible for the safe custody of their books and belongings. All the belongings of a student should be marked with the student's name and class.

All students are expected to be courteous and respectful towards the school and its authorities including the teachers and ancillary staff members.

Smoking, chewing gum, chewing paan, betel-nut or any tobacco product by any student are strictly forbidden. Irregular attendance, habitual idleness, disobedience, bad conduct, consumption of alcohol, drug abuse, stealing, any form of verbal or written obscenity, will be dealt with accordingly.

A student is not expected to have in his / her possession any notes, papers, books, pocket books or other methods of unfair means during the examination. Possession of any of the above may result in suspension and in the event of a serious nature judged by the Principal may cause in dismissal from the school or be given T.C. at the end of the school year.

Students are not allowed to possess or use any electronic gadgets, cell phones, cameras, laptops, tablets, video games, pen drives, portable audio and video devices as well as any mass storage devices. If found in possession or in use of any of the above without the prior permission of the Principal, they will be confiscated.

No books, comics, newspapers or printed materials of any objectionable nature must be brought to the school.

Every student is expected to subscribe to local charities and other relief efforts if and when authorized by the Principal.

Defacing/tampering of one's own or another's school diary, notebooks or text books will be punished. Defacing/damaging school property must be made good by the student.

Any conduct/behavior subversive to good discipline which is detrimental to the school integrity and its image will be strictly dealt with.

Any misconduct in regard to all of the above will be dealt with according to the gravity of the act by the Principal/Vice-Principal.

## **GENERAL INFORMATION**

The Principal is available between 9 a.m. and 9.30 a.m. on school days or any other time by prior appointment.

Parents / Guardians are not allowed to see their wards or to meet teachers during the class hours without the special permission from the Principal. However, they may discuss any problem with the respective teachers after the class is over between 2.30 and 3 p.m. Such parents have to intimate the concerned teacher through their ward in advance. Parents' constructive and positive co-operation with the teachers and school authorities is absolutely essential for the upbringing of their wards / children.

For a healthy co-ordination/interaction of the parents, teachers and school authorities, there is an organization in the school namely, “THE PARENTS – TEACHERS ASSOCIATION” (PTA) registered under the West Bengal Societies Registration Act, 1961. All the guardians are members of this Association. Since its inception in 2010 regular quarterly meetings are held with the elected representatives of the guardians, teachers and the school authorities or more frequently if needed. This is a forum for healthy addressal and redressal of any grievance from the guardians, teachers or school authorities.

Every student has been given a unique identity number. Parents are required to quote this number along with the class in all their correspondence with the school.

Each class teacher keeps with her a form filled by the parents with all the required details of the child called KYC (Know Your Child) for better understanding of the child and his/her family background. Parents are required to fill this form carefully while submitting it to the school.

All correspondence to the School should be addressed to the Principal by his/her designation and not by name.

Ordinarily communications with parents/guardians are made through the school diary. Parents are required to check the diary of their children daily.

Admittance into the school premises is at the sole discretion of the school authorities, who reserve to themselves the right to refuse admission to anyone without assigning any reason whatsoever.

The school does not encourage private tuitions.

Decent behavior is expected from both students and parents in the school premises as well as outside the school.

Though the school takes utmost care of your child / ward while in school, the school cannot be held responsible for any self inflicted or accidental injury / damage / mishap, physical or otherwise that may befall on your child / ward.

Any parent who threatens a teacher / school authorities by any method, levelling false / malicious allegations, spreading false information which tend to bring disrepute to the teacher / school or its employees may be issued T.C. of his / her child / Ward.

Any of the above rules and regulations can be amended at any time at the sole discretion of the school authorities.

**THE WHOLE SCHOOL IS UNDER CCTV SURVEILLANCE.**