



R.P.S CONVENT PUBLIC SCHOOL



PUPIL HANDBOOK 2023-24

School Timings

RPS Preschool

Morning Shift : 8.00 am to 11.30 am (Monday to Friday)

Main School Timings

Classes I to VIII : 7.30 am to 2.20 pm (Monday to Friday)

Office Timings

8.00 am to 2.00 pm(Monday to Friday)

Principal's Meeting Hours

8.15 am to 10.00 am (Monday to Friday)

or

By telephonic appointment

Teachers' Meeting Hours

(only by prior appointment)

2.30 pm to 3.30 pm (Monday to Friday)

However, parents are requested to make use of the Open House days only to meet the class and subject teachers, as far as possible.



Index

Pages	Page No.
• Saraswati Vandana	1
• Pupil's Profile	3
• Prayers for World Peace	4
• Class Prayer	5
• Promise Yourself	6
• Avirat Gaan	7
• Our Family	8 - 9
• Note to Parents	10 - 12
• Fee Procedures	13
• School Houses	14
• Uniform	14 - 15
• Holidays, Exam and Open House Dates	16
• Authorized Gazetted Holidays	17
• Little Things that Matter the Most	18 - 20
• From the Classroom	21 - 50
• Parent and Pupil Declaration Form	51 - 54
• Leave Attendance Record	55
• Infirmary Visit Record	56
• Record of Library Books Read	57
• Note From Parents	58
• From the Teacher's Table	59
• Late to School	60 - 61
• Doodle Away	62 - 63
• Scribble Away	64 - 68



Mission

- To provide quality school education, progressive in challenging students to take advantage of the emerging global opportunities.
- To nurture students to make them caring, competent and contributing members of society.
- To establish student-centered environments for academics, as well as extra-curricular opportunities that nourish self-efficacy and self-esteem.
- To stimulate critical thinking and a commitment to excellence that lead gradually to success in higher education and careers.
- To create a school community that reflects and respects ethnic, racial, religious and national diversity.





हे
शारदे
मा, हे
शारदे
मा

अज्ञानता से हमें तार
दे मातृ स्वर की देवी
सगीत तुझसे,
हर शब्द तेरा है हर गीत तुझसे,
तू स्वर की देवी सगीत
तुझसे, हर शब्द तेरा है हर
गीत तुझसे, हम हैं अके ले, हम
हैं अधरे,
तेरी शरण हम, हमें प्यार दे
मा |

हे शारदे मा, हे
शारदे मा अज्ञानता से
हमें तार दे मा...
मुन्नय ने समझी, गुणाय

Prayers for World Peace

**Lord,
Lead us from death to life,
From falsehood to truth.
Lead us from despair to hope,
from fear to trust.
Let peace fill our hearts, our world and our universe.
Let us dream together, pray together and work together,
To build one world of peace and justice for all.**



Prayer before Class

God made the sun,
And God made the trees,
God made the mountains,
And God made me.

Thank you dear God,
For the sun and the trees,
For making the mountains,
And for making me.

Prayer after Class

Thank you God for the day that's been,
for teachers, parents and friends I've seen,
Who walk unwaveringly by my side,
As I flow along with the tide.

Now before I run to play
Let me not forget to pray
To God who kept me through the day
To God who will see me through the night.

Prayer before Meal

Our hands we fold,
Our heads we bow,
For food and drink,
We thank God now.



Promise Yourself

To be so strong that nothing
can disturb your peace of mind.

To talk health, happiness, and prosperity
to every person you meet.

To make all your friends feel
that there is something in them.

To look at the sunny side of everything
and make your optimism come true.

To think only the best, to work only for the best,
and to expect only the best.

To be just as enthusiastic about the success of others
as you are about your own.

To forget the mistakes of the past
and press on to the greater achievements of the future.

To wear a cheerful countenance at all times
and give every living creature you meet a smile.

To give so much time to the improvement of yourself
that you have no time to criticize others.

To be too large for worry, too noble for anger, too strong for fear,
and too happy to permit the presence of trouble.

To think well of yourself and to proclaim this fact to the world,
not in loud words but great deeds.

To live in faith that the whole world is on your side
so long as you are true to the best that is in you.

Christian D. Larson



Our Values



Our Markers

RPS Markers – what sets us apart?

1. Symbiotic Learning

Collaboration is at the core of Symbiotic Learning at RPS, a methodology where children, teachers and other stakeholders come together to create learning that is valuable. Symbiotic Learning often blurs the line between the teacher and the taught, offering a unique understanding of how learning can be shared and derived from anything and anyone. At RPS, we strive to learn from each other and build a mutually beneficial relationship that is brought about by a variety of strategic tools such as group discussion, project based learning, debates, think-pair-share, interviews, surveys etc. Symbiotic Learning fosters among children personalised learning and encourages them to apply their individual thinking thus strengthening their conceptual understanding at the end of their learning journey.

Symbiotic Learning is depicted through the colour light yellow as it stands for creativity and collaboration. All the events planned by the school in an academic year which drive Symbiotic Learning are thus represented in light yellow.

2. Design Thinking

The rationale behind Design thinking as a pedagogy aims at creating and facilitating future innovators and breakthrough thinkers. It is about creating innovative and collaborative workflows engineered to tackle problems and prototyping to discover new solutions. At RPS, integrating design thinking with our core strength of experiential learning, we have noticed that the level of engagement and ownership of learning is exceptional. While the children are learning to come up with solutions to real world problems, they are also developing highly valuable skills such as empathy, the ability to collaborate, to deal with ambiguity and to create.

The colour orange associates with alertness and thinking. All events planned by the school in an academic year encouraging children to think critically in a structured manner are represented in orange.

3. Samyukti – Emotional Wellness

At RPS, we believe that developing the emotional quotient (EQ) is as important as developing the intelligence quotient (IQ) for both teachers and children. The social-emotional well-being program, Samyuktat RPS schools is designed to equip every child with life skills that will enable them to deal with the challenges of life in today's diverse world. The emotional wellness program focuses on building social skills, emotional awareness and management, self-awareness and management to maintain student well-being. Samyukti, also believes in the value of giving back to society and actively engages our children in community outreach programs. Several other programs such as yoga, karate and sports help them establish a strong connect with their body, mind and soul. We encourage the children to introspect and build a positive environment for them to thrive happily at school.

The colour sky blue creates a sense of well-being and is soothing to the mind. All the events planned by the school in an academic year aimed towards building emotional wellness in children are represented in Sky Blue.

4. Vasundhara Program – Environmental Consciousness

There is a significant difference between environmental awareness and environmental consciousness. The school works towards developing a sense of responsibility and purpose in children towards their environment. The school leads by example by strictly following the Green School Policy. Children actively participate in drives and awareness programs to ensure the learning is spread to the larger society. We have a Green School Committee in school that works relentlessly to make our schools plastic free. Together we work towards segregation of waste, recycling, increasing the flora and fauna, organising cleanliness campaigns etc.

The colour light green is related to nature and the environment. All the events planned by the school in an academic year working towards building environmental consciousness in children as well as the society are represented in green.



Note to Parents

1. Parents are requested to see that pupils come to school regularly and punctually and are dressed neatly in the prescribed uniform.
2. Pupils should bring the required texts and exercise books to school and these should be properly maintained.
3. Pupils should do their homework regularly.
4. All circulars issued by the school should be read thoroughly and followed.
5. Pupils are strictly not allowed to bring expensive articles to school.
6. Parents are requested to submit applications for verification of Bonafide Certificate etc. and other forms for signature seven days in advance.
7. The school strongly discourages private tuitions.
8. Parents are expected to attend all Open House days as well as other school functions to enable pupils realize the interest the parents have in his / her activity.
9. Parents must notify the school in writing in case of change of address or telephone numbers, immediately
10. Parents are strongly advised not to enter the school premises during normal school hours.
11. In case of accidents and emergencies during school hours, casualties will be taken to the nearest convenient hospital and parents will be informed as soon as possible.

Note to parents of Bus Pupils

1. The school buses do not belong to the school; the bus service is offered to parents for their convenience.
2. The bus will ply as per the prescribed timing and will not wait an extra minute for anyone.
3. Bus fee have to be paid as per rule, no refunds shall be made.
4. No one is allowed to enter the bus to reprimand any other pupil.
5. Any request to the bus driver to change the bus stop will not be encouraged.
6. In case of damage to the bus by any pupils, the parent will have to bear or share the cost of repair.
7. Teasing or fighting with other students in the school bus will not be entertained.
8. Students are advised not to put their hand, head etc. outside the window.
9. Students are advised not to stand near the exit.

Leave of Absence

1. Attendance on the re-opening day of the new academic year and the last working day of the term is mandatory, and also the last working day before any vacation, and the first day of reopening.
2. In case of illness involving absence of more than three days, the school should be informed. No pupil will be allowed to resume classes without a letter and a medical certificate.
3. Leave notes should be addressed to the Class Teacher giving a specific reason for not attending school.

Pupil Discipline

1. The School Gates will close 10 minutes before the school bell rings. All pupils are expected to reach school 10-15 minutes ahead of the bell timings. Pupils who reach school late, after the gates have closed will not be taken inside.
2. Tiffin / Lunch boxes have to be sent with the pupil in the morning itself. Parents are not permitted to reach tiffin / lunch later in the day.
3. Parents are expected to help the pupil in arranging their bags well in advance, so that there is a check on the weight of the school bag.
4. Pupils are expected to be in school well turned out and strictly in accordance with the specified school uniform. Uniform must be fresh, clean and neatly ironed.
5. Pupils must record a minimum attendance of 85% and above for smooth progress to the next class.
6. Pupils must show regularity in school work, participation in all school related activities wholly, and be ambassadors for the school in their housing societies and outside school communities.
7. Pupils will not be allowed to attend school if they are suffering from fever, any infections, or are recovering from measles / chicken pox etc. unless they have recovered fully and the school is of the opinion that the pupils' presence in class will not cause any infections among the rest of the pupils.
8. Pupils are encouraged to use polite, civil and courteous language only. Use of bad and profane language for fellow classmates or with the teacher or school staff will invite strict disciplinary action, with the pupil being awarded the Reflection Time out / expulsion in extreme cases where other pupils' safety and well-being are involved.

Library Rules

1. A student can borrow one book for the period of one week.
2. Books will be issued or returned in the library period only.
3. Reference books will not be issued to any member. These can be consulted in the Library only.
4. If the books are not returned on time, then there is a fine of Rs. 10 per day.
5. In case of books misused or lost, then the concerned person will have to replace the book.

Escalations

1. Matters that need to be raised with the school, should first be brought to the notice of the Class Teacher / School Receptionist.
2. Unresolved matters can then be escalated to the Preschool Vice Principal. Appointment to meet the Vice Principal can be sought over phone.
3. Parents may seek a telephonic appointment to meet the Principal, on any working day by or walk-in during Meeting Hours in case they wish to bring a concern to the notice of the Principal.
4. Parents are assured that every concern of theirs will be looked into.
5. Parents are urged to use courteous, polite and civil language with the school staff at all times.
6. Even while communicating with the Teacher in the Pupil Handbook, parents are requested to use polite, and courteous language.

7. Use of inappropriate language for or behavior toward the school staff will invite severe disciplinary action against the concerned parents, and in extreme cases, lead to expulsion of the pupil.
8. Parents are requested to take recourse to the appropriate procedure to get their concerns addressed in order to maintain a smooth and harmonious working relationship between the school and the home.
9. Using any form of social media to air grievances or disagreement is not permitted. Once again, this could invite severe disciplinary action against the parents and expulsion of the pupil from school.
10. Genuine concerns of parents can be redressed through conversations with the teacher / coordinator or the Principal. Parents are invited to use dialogue as the medium to resolve difference, if any, with the school.

Ill Health Indicators

The following conditions are indicators that the pupil must be kept at home and not sent to school, in the interest and well-being of your pupil and all other pupils.

1. Pupil is vomiting.
2. Pupil is not well.
3. Pupil has fever / flu / viral infection.
4. Pupil has diarrhea.
5. Pupil has eye infection.
6. Pupil has toothache.
7. Pupil has cold.
8. Pupil is suffering from measles / chicken pox.
9. Pupil has a headache / stomachache.

In case of accidents and or emergencies during school hours, casualties shall be administered first aid and moved to the nearest hospital and parents will be informed at the earliest.

Mobile Policy as observed by the School

Students are not permitted to be in possession of a cell phone / camera / ipod / ipad / psp / pen drive / flash drive or any other electronic gadget for any reason in the school campus which includes the school ground. Students caught violating this policy will have their devices confiscated. Violation invite forfeiture of the cell phone / camera / ipod / ipad / gadget / device until the end of the last day of passing out of school. The cell phone / camera will be confiscated and the sim card, memory card or any data will handed over only to the parent.

No Cash Policy

There would be no cash transaction (donation, gifts etc.) except for cafeteria lunch coupons; School picnics, day outings, any outbound activities; External exams like the Olympiads, Drawing Grade etc.

Fee Procedures

1. Fees are collected quarterly. The collection quarters are:

- March - May : 1st to 10th March
- June - August : 21st May to 10th June
- September - November : 1st to 10th August
- December - February : 1st to 10th November

2. Mode of Collection:

- Demand Draft can be dropped at the drop box at the school Accounts office.
- Draft should favour: **R.P.S. CONVENT PUBLIC SCHOOL, NAWADA.**
- A separate instrument of payment should be made for each pupil. Parents must get the GR number of the pupil before making online payment.
- The DD must clearly bear on the reverse the name, class, division and contact number of the parents. **
- Cash collection of school fees is not permitted.
- Delayed Payment Charges (DPC) of Rs. 50/- per day is applicable for each day that the fee payment is delayed, after the announced date and this includes Saturdays, Sundays and public holidays also.
- A dishonored cheque would invite a fine of Rs. 300/- in addition to the DPC of Rs. 50/- per day, after the last fee collection date. Only **Payable at par** cheques will be accepted.
- Complete payment of fee has to be made and received before the pupil progresses to the new class.
- Non-payment of fees exceeding two quarters will invite cancellation of the pupil's name from the school muster and the school reserves the right to disallow issue of Report Cards / and use of Reports / Certificates / Recommendations for future institutes.

School Fees do not include: Transportation, Uniform, Books and Stationery.

***** For new admission students GR number will be issued at the end of the first quarter. This can then be used from the second quarter onwards.***

Collection in cash may happen during the year for the following:

Field Trip, Excursion, Picnic or any outdoor activity, Movie, Class Photograph, Cafeteria Coupons, Annual Day Costume, Sports Day Dress etc. A circular, with the specific announcement will intimate you of the event and the cost closer to the date of the activity.

Admission Withdrawal Procedure:

A notice period of one calendar month is mandated for withdrawal of admission. Both parents must sign the Admission Withdrawal Application at school, and submit it in the school office. The request for admission withdrawal will be entertained only if both parents are jointly present in school to sign the form. This form is available at the school reception. Request for Admission Withdrawal must be made one month in advance. The fee for that quarter has to be fully paid.

School Houses

Pupils of the school have been divided into the following four houses:

House	Colour	Significance
VIVEKANAND	Red	VIVEKANAND: the incomparable, unequalled in quest for excellence. As Vivekananda famously said, "Take up one idea. Make that one idea your life – think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body be full of that idea and just leave every other idea alone. This is the way to success."
GANDHI	Green	GANDHI: the non-dual, the one who is matchless, peerless, with a single, unchanging vision. Mahatma Gandhi is our inspiration. He showed inexhaustible strength, tolerance, patience, and determination to achieve freedom. He is the ultimate leader.
TAGORE	Blue	TAGORE: the infinite, limitless, endless possibilities. Constant search and an unquenchable thirst for higher and higher possibilities. TAGORE is our inspiration. He was limitless in his possibilities to extend compassion to most downtrodden. He is a true role-model. That same quality of limitless possibilities we want to imbibe in us, in everything that we think and do.
KALAM	Yellow	KALAM: the undiminishable, inexhaustible spirit. Ever bouncing back and not cowed by obstacles, to achieve what we set out to do. A.P.J KALAM;- is our inspiration. He showed inexhaustible strength, tolerance, patience, and determination to achieve success. He is the ultimate leader. We want that inexhaustible spirit to pervade through us in whatever we set our eyes on.

Students are grouped into the four Houses above. Each House is headed by a House Mistress (designated teacher) and a House Captain and a Vice Captain.

Uniform



Uniform

Classes I - V		Classes VI - VIII	
Boys	Girls	Boys	Girls
check shirt (white & blue, with school logo)	one piece tunic, 2" above the knees (blue)	check shirt (white & blue, with school logo)	check shirt (white & blue, with school logo)
belt (green & white with school logo)	belt (green & white with school logo)	belt (green & white with school logo)	belt (green & white with school logo)
shorts (blue)	cycling shorts (blue)	full pants (black)	skirt with shorts, 2" above the knees (blue)
hair to be neatly combed, sailor cut	hair clips, hair bands (white)	hair to be neatly combed, sailor cut	hair clips, hair bands (white)

PE Uniform

track suit: tee shirt - house colour tees

track pant - blue

white socks with house colour bands

shoes (white all season)

Common Uniform

socks (white, with two blue bands)

black shoes - laces / buckle

cap (white, with school logo)

sweatshirt (grey, hooded, with school logo)



Holidays and Observances 2024

Date		Name	Type
1 Jan	Monday	New Year's Day	Restricted Holiday
13 Jan	Saturday	Lohri	Restricted Holiday
14 Jan	Sunday	Makar Sankranti	Restricted Holiday
15 Jan	Monday	Pongal	Restricted Holiday
17 Jan	Wednesday	Guru Govind Singh Jayanti	Restricted Holiday
25 Jan	Thursday	Hazarat Ali's Birthday	Restricted Holiday
26 Jan	Friday	Republic Day	Gazetted Holiday
10 Feb	Saturday	Lunar New Year	Observance
14 Feb	Wednesday	Vasant Panchami	Restricted Holiday
14 Feb	Wednesday	Valentine's Day	Observance
19 Feb	Monday	Shivaji Jayanti	Restricted Holiday
24 Feb	Saturday	Guru Ravidas Jayanti	Restricted Holiday
6 Mar	Wednesday	Maharishi Dayanand Saraswati Jayanti	Restricted Holiday
8 Mar	Friday	Maha Shivaratri/Shivaratri	Restricted Holiday
12 Mar	Tuesday	Ramadan Start (Tentative Date)	Observance
20 Mar	Wednesday	March Equinox	Season
24 Mar	Sunday	Holika Dahana	Restricted Holiday
25 Mar	Monday	Holi	Gazetted Holiday
25 Mar	Monday	Dolyatra	Restricted Holiday
28 Mar	Thursday	Maundy Thursday	Observance, Christian
29 Mar	Friday	Good Friday	Gazetted Holiday
31 Mar	Sunday	Easter Day	Restricted Holiday

Date		Name	Type
5 Apr	Friday	Jamat Ul-Vida (Tentative Date)	Restricted Holiday
9 Apr	Tuesday	Chaitra Sukhladi	Restricted Holiday
9 Apr	Tuesday	Ugadi	Restricted Holiday
9 Apr	Tuesday	Gudi Padwa	Restricted Holiday
11 Apr	Thursday	Ramzan Id/Eid-ul-Fitar (Tentative Date)	Gazetted Holiday
11 Apr	Thursday	Ramzan Id/Eid-ul-Fitar (Tentative Date)	Muslim, Common local holiday
13 Apr	Saturday	Vaisakhi	Restricted Holiday
14 Apr	Sunday	Mesadi / Vaisakhadi	Restricted Holiday
14 Apr	Sunday	Ambedkar Jayanti	Observance
17 Apr	Wednesday	Rama Navami	Gazetted Holiday
21 Apr	Sunday	Mahavir Jayanti	Gazetted Holiday
23 Apr	Tuesday	First day of Passover	Observance
1 May	Wednesday	International Worker's Day	Observance
8 May	Wednesday	Birthday of Rabindranath	Restricted Holiday
12 May	Sunday	Mothers' Day	Observance
23 May	Thursday	Buddha Purnima/Vesak	Gazetted Holiday
16 Jun	Sunday	Fathers' Day	Observance
17 Jun	Monday	Bakrid/Eid ul-Adha (Tentative Date)	Gazetted Holiday
21 Jun	Friday	June Solstice	Season
7 Jul	Sunday	Rath Yatra	Restricted Holiday
17 Jul	Wednesday	Muharram/Ashura (Tentative Date)	Gazetted Holiday
21 Jul	Sunday	Guru Purnima	Observance
4 Aug	Sunday	Friendship Day	Observance

Date		Name	Type
15 Aug	Thursday	Independence Day	Gazetted Holiday
15 Aug	Thursday	Parsi New Year	Restricted Holiday
19 Aug	Monday	Raksha Bandhan (Rakhi)	Restricted Holiday
26 Aug	Monday	Janmashtami	Gazetted Holiday
26 Aug	Monday	Janmashtami (Smarta)	Observance
7 Sep	Saturday	Ganesh Chaturthi/Vinayaka Chaturthi	Restricted Holiday
15 Sep	Sunday	Onam	Restricted Holiday
16 Sep	Monday	Milad un-Nabi/Id-e-Milad (Tentative Date)	Gazetted Holiday
22 Sep	Sunday	September Equinox	Season
2 Oct	Wednesday	Mahatma Gandhi Jayanti	Gazetted Holiday
3 Oct	Thursday	First Day of Sharad Navratri	Observance, Hinduism
9 Oct	Wednesday	First Day of Durga Puja Festivities	Observance, Hinduism
10 Oct	Thursday	Maha Saptami	Restricted Holiday
11 Oct	Friday	Maha Navami	Restricted Holiday
11 Oct	Friday	Maha Ashtami	Restricted Holiday
12 Oct	Saturday	Dussehra	Gazetted Holiday
17 Oct	Thursday	Maharishi Valmiki Jayanti	Restricted Holiday
20 Oct	Sunday	Karaka Chaturthi (Karva Chauth)	Restricted Holiday
31 Oct	Thursday	Halloween	Observance
31 Oct	Thursday	Naraka Chaturdasi	Restricted Holiday
31 Oct	Thursday	Diwali/Deepavali	Gazetted Holiday
2 Nov	Saturday	Govardhan Puja	Restricted Holiday
3 Nov	Sunday	Bhai Duj	Restricted Holiday

Date		Name	Type
7 Nov	Thursday	Chhat Puja (Pratihar Sashthi/Surya Sashthi)	Restricted Holiday
15 Nov	Friday	Guru Nanak Jayanti	Gazetted Holiday
24 Nov	Sunday	Guru Tegh Bahadur's Martyrdom Day	Restricted Holiday
21 Dec	Saturday	December Solstice	Season
24 Dec	Tuesday	Christmas Eve	Restricted Holiday
25 Dec	Wednesday	Christmas	Gazetted Holiday
26 Dec	Thursday	First Day of Hanukkah	Observance
31 Dec	Tuesday	New Year's Eve	Observance

