

**CHRISTOPHER EDUCATION**  
*Shaping the Leaders of Tomorrow*



**SCHOOL  
DIARY**



# SCHOOL DIARY 2023

# CHRISTOPHER EDUCATION



Torbung Govindpur, PO – Moirang  
Bishnupur District, Manipur - 795133

Name .....

Father's Name .....

Mother's Name .....

Class ..... Section ..... Roll No. ....

Address .....

Phone No. ....

Fee Ship No. .... Van No. ....

Van Driver's Name .....

**NOTE:**

Every student must possess the Student's Diary and he/she must bring it to school daily without fail.

In case of loss of the School diary, a written application has to be submitted to the Principal, together with the required fine, on receipt of which a new diary will be issued to the student. All the old records/observations/notes are to be entered in the new diary which will be cross checked by the class teacher.

## PERSONAL MEMO

Name .....

Class ..... Roll No ..... House .....

Aadhar Number: .....

Address .....

Father's Name .....

Contact Number .....

Mother's Name .....

Contact Number .....

Name and class of Brothers or Sisters studying in the school

1. Name ..... Class .....

2. Name ..... Class .....

3. Name ..... Class .....

4. Name ..... Class .....

5. Name ..... Class .....

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*\* Kindly notify if there is any change in the contact address/mobile number. This is to enable us to communicate with you about your ward in case of emergency.*

## **SCHOOL MOTTO**

*“Shaping the leaders of tomorrow”*

## **HOUSE MOTTOS & COLOURS**

Nongin (Red)	:	Be Loving and Caring
Sangai (Yellow)	:	Be Friendly and Patience
Siroi Lily (Green)	:	Be Truthful and Honest
Kanglasa (Blue)	:	Be Generous and Kind

## **SCHOOL OFFICE HOURS**

Fees can be paid between 09:00 am – 02:30 pm. No school business will be transacted during Saturdays, Sundays and public holidays.

## **SCHOOL TIMINGS**

Kindergarten	:	9.00 am – 1.00 pm
Class I – III	:	9.00 am – 1.30 pm
Classes IV – X	:	9.00 am – 2.45 pm

## **SCHOOL PLEDGE**

*Almighty God, I do hereby promise that I shall ever try to keep my body pure, I shall ever try to keep all untruths out of my thought. I shall ever try to drive all evils away from my heart and it shall be my Endeavour to reveal in all my actions.*

**Amen**

## **NATIONAL ANTHEM**

Jana gana mana adhinayaka jaya he  
Bharata Bhagya Vidhata  
Punjaba, Sindhu, Gujarata, Maratha  
Dravida, Utkala, Banga,  
Vindhya, Himachala, Yamuna, Ganga  
Uchhala, Jaladhi Taranga  
Tava Subha name jage  
Tava Subha ashishaa mage  
Gahe tava jaya gatha.  
Jana-gana-mangala dayaka, Jaya he,  
Bharata Bhagya Vidhata  
Jaya he ! Jaya he ! Jaya he !  
Jaya Jaya Jaya Jaya he.

## **LORD'S PRAYER**

*Our father who art in heaven,  
Hallowed be thy name.  
Thy kingdom come.  
Thy will be done on earth,  
As it is in heaven.  
Give us this day our daily bread.  
And forgive us our trespasses.  
As we forgive those who trespass against us.  
And lead us not into temptation,  
But deliver us from evils,  
For Thine is the kingdom, and the power,  
And the glory, forever and ever.*

**Amen**

## **MORNING PRAYER**

*Lord, we pray you, let our doings be prompted, but your holy inspirations, and be furthered by your help, so that every prayer and work of ours, may always being from you and be through you, happily ended, through Christ, our Lord.*

**Amen**

## **EVENING PRAYER**

*We give you thanks, Almighty God for all your benefits,  
who lives and reigns forever and ever.        **Amen***

## **ABOUT THE SCHOOL**

Christopher Education is founded in 2011 by a group of dedicated volunteers to serve the interest of the society. It is a non profitable institution aimed at exploring different talents in different children, without compromising on the basic qualities of educational policies laid down by the government. Also here in Christopher Education we believe in the famous adage “education without God is like making a demon wiser”. Hence we impart education along with highest standard of morals and disciplines.

Subsidiary branches under Christopher Education are  
St. Stephen English School, D. Phailien  
Christephen Home  
Christopher Sports Academy  
Christopher School of Music  
Christopher Computer Institution

## **SCHOOL AFFILIATION**

**Christopher Education** is managed by the School Advisory Board and is affiliated to the Board of Secondary Education, Manipur.



## EXAMINATION

**Class I – VIII:** There will be two semester/term examinations that will include Half Yearly and Annual Examination.

*1<sup>st</sup> Semester: FA – 1 + SA – 1*

*2<sup>nd</sup> Semester: FA – 2 + SA – 2*

$$\text{Promotion: } \frac{FA1 + SA 1 + FA2 + SA2}{2}$$

**Class IX & X** follows the Board Pattern. There will be two semester examinations. In each semester there will be two term tests and one Half yearly examinations (Half Yearly and Annual Examination)

*1<sup>st</sup> Semester: PT 1 + PT 2 + TEE 1*

*2<sup>nd</sup> Semester: PT 3 + PT 4 + TEE 2*

$$\text{Promotion: } \frac{PT1+PT2+TEE1+PT3+PT4+TEE2}{2}$$

**FA** – *Formative Assessment*

**SA** – *Summative Assessment*

**PT** – *Periodic Test*

**TEE** – *Term End Exam*

## **CRITERIA FOR PROMOTION**

The promotion of a child shall be determined by the Principal in consultation with subject and class teachers. Promotions will be made only at the end of an academic year. To promote from one class to another, a child must have spent one year in the previous class and have fulfilled the condition for class Promotion. Promotion for all classes will be decided on the average of the performance throughout the year.

Apart from the child's progress his/her conduct & attendance will also be considered when making the final decision on promotion. Attendance of at least 80% is required for a child to be eligible to promote for the next higher class.

## **MEDIUM OF INSTRUCTION**

The medium of instruction is **English**.

To develop maximum fluency in English, it is mandatory to use English at all times inside the school premises. The respective language should be used during the MIL classes.

## **RULES CONCERNING ABSENCE**

- 1 Leave of absence is not granted except on prior application from the Parents/Guardians in case of unforeseen circumstances.*
- 2 For leave of absence for more than 7 days. Parents must meet the Principal and get the leave granted.*
- 3 Absence from school during tests/examination/ sports / functions will not be condoned except in case of illness and will adversely affect the student's grade in the test / examination. Neither retest nor re-examination will be conducted. No average will be given.*
- 4 Repeated absence without leave or unexplained absence for more than two weeks (10 days)(a week i.e., 5days for classes IX & X) renders the student liable to have his/her name struck off the rolls, re-admission will have to be sought.*
- 5 Any student having less than 80% attendance shall not be promoted to the next higher class.*

**STATEMENT MADE BY PARENT/GAURDIAN**

*I have read the rules and regulation of the school as given in the school diary / prospectus and I promise to abide by them and see that my child conforms to the standard excepted of him/her in conduct and studies and that I agree to submit myself to decisions of the management regarding punctual payment of Tuition Fees and other fees (which are levied from time to time).*

**Specimen Signature of Parent/Guardian**

Father .....

Mother.....

Guardian .....(if student is not living with parents)

\* The school will accept the signature of the father or mother only and will accept the guardian’s signature only if the child does not live with his/her parents.

### ***Free Feeship***

*Students who secured the highest marks in an Academic session i.e., totaling of all the examinations are awarded admission free when he/she is promoted/admitted to the next higher class. The award covers from Nursery to Class IX.*

*For such a student awarded three consecutive years will be given Excellency Award in which all the fees (admission + 12 months tuition fee) will be exempted. The award covers from Nursery to Class IX.*

### ***P. Shanta Memorial Meritorious Award***

*This award is sponsored by **Dr. Robin S Pukhram**, Managing Director, Christopher Education, in the loving memory of late P. Shanta Singh and is awarded a cash of ₹2000/- with a citation to the Best First Divisioner who came out in the HSLC Examination.*

### ***Teachers' Incentive Award***

*With a view to enthuse the teachers in producing quality students teachers' Incentive Award is sponsored by **Dr. Robin S Pukhram**, Managing Director, Christopher Education, and is awarded a sum of ₹1000/- for the academic year to the teacher who produce student(s) securing letter marks in HSLC Examination.*

## IMPORTANT RULE OF THE SCHOOL

*Kindly Attention: Parents/Guardians.*

- 1 Parents are requested to look into the school diary of their child daily. Remarks made in the diary should be seen and countersigned regularly.*
- 2 Children should be sent to the school in a neat and full school uniform.*
- 3 Fees must be paid on or before the 10<sup>th</sup> of every month.*
- 4 Fees once paid are neither refundable nor transferable.*
- 5 All the payable school fees are to be paid for the whole academic year (Jan - Dec).*
- 6 If seeking transfer of ward from the school midway through the academic session, the payable fees for the rest of the academic session must be cleared.*
- 7 A fee concession of 50% will be granted to the third child onwards of the same parent.*
- 8 In case your child is sick do not send him/her to the school. Please do not ask for half day leave.***
- 9 If your child is not assigned home-work on any day, please contact the principal.*
- 10 Parents should carefully fill the personal memo in the school diary.*
- 11 A fine of ₹.100/- will be charged if the student loses the original diary/ fee slip / report card.*

- 12 *Do not criticize the school / teacher in the presence of your child. If you have legitimate complaint, please meet the principal without any hesitation.*
- 13 *Parents are requested to encourage neither ward to keep their school bags properly and carry them on their own.*
- 14 *Please encourage your ward to show his/her diary to the class teacher when even any written test/message meant for the principal / class teacher is sent by you through the relevant pages of the school diary.*
- 15 *In case your ward is suffering from any medical problem like Allergy or other problem, kindly notify so that appropriate medical attention can be taken.*
- 16 *Every student should wear school uniform on all school days and in all functions, all children are expected to come to school diary in freshly laundered uniform with socks and well polished shoes. Any child who doesn't come in full school uniform will be excluded from the class/ sent home / suspended from the school.*
- 17 *Students must take care of school property. They should not write or scars on desks, chairs, wall or doors of the school nor should they damage property belonging to others. Any damage done must be remitted by the offender.*
- 18 *The school is not responsible for any loss of goods, money or jewellery. Money should not be lent or borrowed or articles exchanged.*

- 19 A student who uses unfair means during the test/Exams will be given a Zero in the subject and a warning letter issued to him/her. Repetition of the same will result in dismissal. Any student who is found tampering with marks in the Report Card and other school certificates will be asked to leave the school.
- 20 Students and parents should not offer any present or gifts to the teachers except with explicit permission of the Principal.
- 21 Wearing of valuables/jewellery are strictly prohibited. Any complaint of loss of such articles will not be entertained though every attempt will be made to locate it.
- 22 A student who fails to attain the required standard in all the subjects will not be promoted. Reports of general progress will be given in the Progress Report. Promotions are granted on the basis of the whole year's performance. A student must acquire a minimum of 40% marks. Hence, the importance of regularity in attendance and work. Examinations are meant to confirm the result of the year's work. The decision of the school authorities with regard to promotion is final.
- 23 Parents/Guardians are not allowed to meet their children or the teachers during school hours without the prior permission of the principal.



- 24 *In case of emergency/some urgency, please send a note through the gatekeeper and wait at the gate for a reply.*
- 25 *As the medium of instruction is English, all the students are compulsory to speak in English only in the school campus.*
- 26 *Parents/Guardians should not visit the class rooms during class hours, except with the permission of the principal. For any information regarding the school, contact the school office during the visiting hours.*
- 27 *Though the school takes all the normal precautions. It does not take any responsibility for accidents.*

## **INTOXICANTS**

Intoxicants like khaini, betelnut (paan), talab etc is strictly prohibited inside the school campus. Any substance abuse may result in suspension with a fine of ₹ 500/- or more and action will be taken depending on the seriousness of the substance abuse. If a student is repeating the same after given warning against him/her, he/she is liable to terminate from the school.

## **REFRESHMENT**

Students of Kindergarten are provided drinking water and Tiffin. They may also bring biscuits or dry cakes for themselves. Students are not allowed to bring eatables other than these.

## **PAYMENT OF FEES**

1. The fees of the school covers 12 calendar months. No reduction is made for holidays or broken period of illness. Pupils are to be charged full fees as long as their names are officially on the rolls.
2. Fees are to be paid within 10 days after the expiry of every month. Parents/guardian are therefore, advised to be prompt in the payment of fees.
3. Fees for the holiday months of June and December must paid in advance.
4. Fees once paid is neither refundable nor transferable.
5. The school fees and other fees are liable to be revised at any time as the need arises.

## **SCHOOL UNIFORM**

Wearing of School Uniform is compulsory on all working days.

### **BOYS**

*KG to class X: White shirt, Black trouser, neck tie, School socks, school belt and black shoes. School Jersey in winter (Monday to Wednesday)  
School T-Shirt, Black track pain, School socks, white tennis shoes. School track suit in winter (Thursday & Friday)*

### **GIRLS**

*KG to class VIII: White shirt, Black Skirt, neck tie, School socks, school belt and black shoes. Pair of white ribbon, School Jersey in winter (Monday to Wednesday)  
School T-Shirt, Black track pain, School socks, white tennis shoes. pair of white ribbon School track suit in winter (Thursday & Friday)*

*Class IX & X: White shirt, Black phanek, neck tie, School socks, school belt and black shoes. School Jersey in winter  
School T-Shirt, Black track pain, School socks, white tennis shoes. School track suit in winter*

**Identity Card** issued by the school on payment is to be worn every school day. No child is to tamper with it and in case of loss; a written application has to be submitted to the principal together with the required fine.

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## **PARENTS AND STUDENTS DECLARATION**

The interpretation of any rule as well as any amendment to it rests solely and entirely with the school management. Their interpretation shall be final and binding on the parents and students.

I have read the School Rules and Regulations, as contained in the Diary and agree to abide by them and all the decisions of the School.

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*Signature*  
*Parents*

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*Signature*  
*Students*

*Reach us at*

**CHRISTOPHER EDUCATION**

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Bishnupur District, Manipur - 795133  
email: christopher@education.co.in  
website: www.christophereducation.in  
contact: 7085535800*

SUBJECTS OFFER

**Computer**

**Games & Sports**

**Dance & Music**

**Painting, Arts & Craft**

**Life Skill Development**