



ST. THOMAS SCHOOL

JAIPUR

PROSPECTUS



Salient Features



PHYSICS LAB



LIBRARY



CHEMISTRY LAB



PLAY GROUND



AUDITORIUM

ABOUT US

St. Thomas School is run by St. Thomas Orthodox Syrian Church Society, Jaipur. The Orthodox Church is a part of a worldwide Christendom. The indigenous and ancient community of Orthodox Christians owes its origin to the arrival of St. Thomas, one of the Disciples of Jesus Christ, in AD 52. St. Thomas is the Patron Saint of the school. St. Thomas School is a well established school in Jaipur. The School traces its origin to the opening of its primary section in 2002 and received CBSE affiliation in 2011 and +2 Classes affiliation in 2013. It has now grown to a Senior Secondary School with over 950 students and 40 teaching and 38 other supporting staff.

It is a minority institution based on the minority rights guaranteed by the Indian Constitution. Christian Educational Institutions are part of the Church's effort to share in the country's educational undertaking. This effort, while recognizing a special responsibility towards the Christian Community, has been at the service of the whole nation irrespective of their caste and religion.

The Mission Statement:
**“Excellence in nurturing a child's potential
to become a responsible Global Citizen.”**

OUR MISSION

St. Thomas School is one of the oldest schools in Jaipur which has carved a niche for itself and believes in the holistic growth of its children.

We believe that education is the most powerful weapon which we can use to change the vision of the children and that of the world. Education plays a vital role in the formation of character and paves the path for the future children. It is rightly said that mind is not a vessel to be filled but a fire to be kindled. We, at St. Thomas School strongly believe that children only need an opportunity to showcase their talents and give out their best.

- St. Thomas School aims at the integral, personalized education of the child. It strives to produce intellectually well trained, morally upright, socially committed, spiritually inspired men and women, who can contribute to the development of our nation and become good citizens hence bringing out excellence in every field.
- To accomplish this, special efforts are made to enable the students to strive for excellence in every field.
- To strive to bring positive changes in the society.
- To challenge the young minds to reach the zenith of their potential.
- To step beyond the confines of caste, creed and religion while serving the needy.
- To cater to the educational needs of the various strata of the society.
- To promote national integration and foster international understanding and brotherhood.
- To instill among learners an awareness for maintaining environmental purity and ecological harmony.

- To improve self-curricular and creativity through participation and involvement in co-curricular activities, To nurture the growth of the students into responsible and noble citizens through a carefully planned and executed curricular and co-curricular programmes.
- To think for themselves in a clear, fearless and independent manner.
- To seek, extend and apply knowledge to solve problems pertaining to all aspects of life.
- To value and use their freedom of responsibility.
- To be clear and firm on principles and courageous in action.
- To be unselfish in the service to the fellow human beings.
- To become agents of needed social change in the country.
- To maintain physical health.
- To have scientific attitude.
- To develop aesthetic creative expression.

OUR GOAL

Our aim is not just to create another face in the crowd but to nurture each student in developing personality which has the resolve to make the nation proud. Love, tolerance, brotherhood, humanism, patriotism, sensitivity to the environment, rationalism, courage to bear life's contingencies and to take up voice on behalf of the underprivileged are the hallmarks of our students. St. Thomas School endeavors to provide not just pedantic learning but a genuine and holistic education in a stress free environment where students inculcate a spirit of enquiry. We not only train them to find challenging careers but also to face the complexities of life. We make them realize that a great foundation will make them lead as great individuals. St. Thomas School aims at making its own contribution to a radical transformation of present day social condition, so that social justice, equality of opportunity, genuine freedom, respect for religions and moral values which are enshrined in the constitution of India may be realized.

OUR TEACHERS

We have a team of well qualified and trained staff as per CBSE norms who believe in the interactive method of teaching and inculcating right values which account for the development of holistic personality of the students. This team firmly believes that "Discipline is self imposed" and believes in promoting self respect, of the students through innovative methods of teaching.

KINDERGARTEN

Learning is fun. This is evident from the fact that the tiny tots enjoy these years of schooling and then it becomes a part of their reminiscence at a later stage. They sing, dance, enjoy and learn each day. We have talented and competent teachers who pay individual attention to students, use innovative teaching, practice life skill education and a good value system. We make them realize that a great foundation will make them lead as great individuals.

FACILITIES

1. Library

The school is having a good library with a collection of the latest encyclopedia & books. Students of class I onwards are issued library books which have been judiciously graded and chosen for them.

2. Laboratories

The school is having well equipped laboratories for Chemistry, Biology and Physics. All the laboratories are updated and furnished as per norms. Students are benefitted with practical knowledge through these Labs.

3. Computer Education.

School imparts quality computer education to all the students from classes I to XII. Computer lab with updated new versions and adequate number of computers are available to help the students gain basic knowledge of computer system, skills, ideas and basic terminologies.

4. Games, Sports & PT.

Through participation in sports and different games, students learn co-operation, team work leadership & time management. Apart from this it increases their physical & mental endurance by sharpening their mind & reflexes. These form an essential part of the school curriculum. We provide facilities to our students to play indoor games also like Carrom, Chess etc.

We at St. Thomas school provide an opportunity to our students to pursue any sports of their interest from the following-Basket ball, Football Volleyball, Badminton, Throw ball, Kho-kho, Handball, Cricket, Kabaddi, Boxing, Wrestling, Archery, Taekwondo etc.

5. Co-curricular activities

Co-curricular activities foster positive character traits in students. Pursuing any activity of choice encourages self-discipline, diligence & confidence. These traits also reflect in the student's intellectual pursuits & can lead to effective study as well as work habits. Music is about communication, creativity & co-operation. Learning music in school provides students with an opportunity to build on these skills to enrich their lives & experience the world from a new perspective. We at St. Thomas School provide training of Vocal Indian music, English music and musical instruments to our students. Trained teachers provide coaching for music & musical instruments.

6. Art & Craft

Pursuing any form of Art & Craft activity helps in improving focus, capability to sit & concentrate and honing their creative side. Our students are exposed to various forms of art & craft activities to choose from. Learning other subjects through Art Integration makes it more Joyous for the students.

7. Conveyance

School provides a well-equipped transportation facility covering various parts of the city. Parents are requested to use school transport as far as possible. We provided GPS tracking for all our buses. If parents choose to use private vehicles, the safety of ward/s will be entirely the responsibility of the parents. The school authorities will not take any responsibility in case of any mishap. Transport facility can be availed only on existing routes. Students can avail conveyance facility on payment. Parents may contact the school office for more details.

8. School Band

In order to involve children in productive and joyful activities the school initiated School Band' with a variety of instruments. Selected students are given training by professional Band Masters.

9. Medical Aid

The School has provision for giving first aid to students in case of minor injuries or simple ailments. Parents will be immediately informed depending upon the gravity of injuries or illness. No oral medication will be given unless the parents desire it in writing.

10. House System

The School intends to provide a wide spectrum of activities enticing and encouraging each student to participate according to his/her aptitude and skill. The students are divided into four Houses. These houses have various competitions to foster a spirit of willingness, self esteem & self confidence. Investiture ceremony is held to select the House Captains & Vice-Captains of the houses.

11. Prefectorial System

In each class & section a Prefect, Discipline In-charge, Monitor, spoken English Incharge is appointed to maintain the discipline & spoken skills of the class, school and to enhance leadership quality. Head Boy and Head Girl are also elected to form a bridge between the students and teachers.

12. Adventure Camps, Picnic and Excursions

To expose our students to outdoor life and society, we organize excursions, picnics and visit to the zoological parks, factories and neighbouring cities. We also propose to take our students to various parts of India.

13. S.M.S. / App

To step in pace with computerized world and in order to have fast communication with parents regarding some important school issues and child centric matters, school has the messaging facility/SMS alert on the mobile phones. The messages will consist of information of the school activities, holidays, non attendance, special announcements and other relevant information. Parents must provide the updated phone numbers to avail the facility.

14. School Website

Website of the school, is an official media platform where the annual syllabus, home assignment, recent updates, photos etc. are uploaded to keep the parents informed about the school activities.

RULES & REGULATIONS

Procedure of Admission:

1. Both boys and girls are eligible for admission.
2. The Parents/Guardians desirous of getting their wards/ children admitted may contact the Principal. Registration form is available in the school office for Play Group, Nursery, L.K.G, U.K.G, and Std. I to IX and XI. The age limit is 2+ for Play Group and 3+ for Nursery as on 1st April, 4+,5+ & 6+ respectively for further classes.

3. The academic session begins in the month of April and ends in March. The school prospectus along with the application form can be obtained from the school office in the month of December on all working days during office hours between 9:00 am to 2:00 p.m.
4. Admission form duly filled in should be submitted in the school office well before the due date along with required documents as mentioned in the admission form .
5. Admissions in segment Pre-primary will be given on the basis of interaction of the child with the Principal.
6. Students from Classes LKG to IX will have to appear for Aptitude Assessment in English, Hindi, Mathematics, Science & S.St. to qualify for admission.
7. The first list of selected candidates along with the waiting list (if any) will be put up on the school notice board.
8. Parents will be intimated of dates to come with original documents and get their documents verified if necessary.
9. Admission will be confirmed only after assessing the child's Aptitude Assessment, a personal interview with the parents and number, of seats available in the class for which admission is sought, submitting all authentic documents.
10. All admission formalities are to be completed within three days of confirmation of admission. No donation is accepted.
11. Management reserves the right to refuse any application for admission without assigning any reason for such refusal.
12. All admissions remain provisional till the completion of all admission formalities.
13. All those who pass the CBSE or other BOARD Exam do not automatically qualify for admission to class XI. The criteria laid down for admission to different streams in class XI should be met. The eligibility of candidates who have been awarded pass certificate in an equivalent examination conducted by another board will be decided by the head of the school/Board. The admission will be considered provisional till the declaration of the result and Pass Certificate.

Withdrawal

- Application for withdrawal is to be made on a prescribed proforma available in the school office.
- All requests for Transfer Certificate must be sent in writing and duly signed by the parent/guardian one month in advance.
- Withdrawal can be requested only by the person who had admitted the child.
- Tuition fee for the whole academic session will be charged in case of withdrawal in the middle of session or before the end of the final term. • Transfer Certificate will be issued after 30 days of the receipt of the application and clearance of all dues.
- A fee of 200/- will be charged for a Transfer Certificate.
- If a student is continuously absent for a period of ten days without any prior intimation to Principal, his/her name will be struck off from the Attendance Register and Re-admission fee is applicable in such cases.
- The original caution money slip is to be produced at the time of leaving the school for refund purpose.

Examination and Promotion:

- There will be regular tests and Terminal Examinations.
- The Two Terms will be as follows: I Term April-September, II Term October-March.
- To pass in any subject a student must secure an average of 33% marks.

- The students are expected to attend class on the opening and closing day, after each vacation and new academic session. No provision can be made for re-tests for a student who is absent for any of the assessments.
- There is no arrangement for re-examination or promotion on trial for a student, who has failed in his/her promotion record. Students, who absent themselves in any test or examination, shall not be given any rank/grade.
- Disciplinary action including expulsion will be taken against any pupil who is found to be using unfair means in the examination. The systems of evaluation for the board classes (CBSE) shall be as per the Board guidelines. The students are expected to score at least 33% marks in all the tests /exams/practical/internal assessments etc
- Promotion of a student from one class to another is determined on the basis of his/ her total performance during the entire session and due credit is given to the continual assessments and examinations.
- Promotion from a lower class to higher class will be decided on the basis of overall yearly performance.
- It will be compulsory for students of Board Class (X and XII) to attend the Pre Board Examination.
- The assessment made by the teachers and checked by the Principal, is fair and shall be final. No representation with regard to promotion will be entertained. Promotion once refused will not be reconsidered, and no interactions for such cases will be entertained.
- The Principal reserves the right to refuse admission to any student whose character, conduct & academic performance is not satisfactory

School Diary

Every student must have his/her own school diary and must bring it to school daily for taking down daily home work and other instructions from the teachers. School diary must be checked by the parents everyday with signature.

Uniform

All students must come to school in clean, tidy and proper uniform every day

Attendance

- Students are not granted leave of absence unless their parents send a written application for the same. A leave period for more than three days will not be sanctioned.
- If a student falls ill, it should be informed to the Principal at the earliest and entered in the leave of absence record of the school diary & a medical certificate duly attested by a registered medical practitioner is to be provided.
- Late comers will not be admitted to class, for any reason whatsoever.

If a student is not having a minimum of 75% attendance, he/she will not be allowed to appear in the final examination

Cleanliness

Special care is taken to keep the school premises clean, tidy and attractive. Scribbling on the walls, desks and books, damages to school building or any laboratory apparatus is strictly forbidden and any student indulging in such malpractices is liable to be fined to compensate the loss.

Private Tuition

Private Tuition for the school students by the school teachers is strictly prohibited.

Parent-Teacher Meeting (Open House)

To facilitate good rapport between the parents and teachers, provision is made for parents-teachers meetings every month. Parents are expected to attend them regularly.

Schedule of payment of Fees

- The fees must be deposited (after confirmation of admission) as per the rules and regulations of the school as laid down in the fee remittance book. The fee shall be submitted by Cheque/Credit Or Debit Card through Swipe Machine. Cash will not be accepted.
- Post dated cheques will not be accepted. Any cheque dishonoured will be treated under category of non-payment of the fee and the person will have to pay a fine of 250/- per cheque & late fee. □ School will not be responsible for the cheque dishonoured due to any problem in the cheque leaf (ie. Insufficient fund. Error in signature, Date, Account No., Words or Figure difference, Over writing, Correction etc.)
- Tuition fees and Transportation charges are charged for all the twelve months of the year.
- All dues must be cleared before a student is admitted for the terminal examinations. Defaulters are liable to be refused entry to classes and those with one month arrears will have their names struck off from the rolls and are re-admitted only on payments of all dues with one month's tuition fee as re-admission charges, provided the seat is vacant.
- If a receipt book is lost, 100/- will be charged for issuing a new book.
- No refund, remission of fee may be claimed on account of holidays or absence due to illness or any other reason.

Fee for a term/academic session will be charged in case of withdrawal in between the session and attending the school for one day in a term.

General Regulations

- Students are prohibited to go out of school premises during school hours and lunch hour without the permission of the Principal.
- Only parents/authorized local guardians are allowed to take their ward during school hours in case of emergency with the permission of the Principal.
- Students are responsible for their belongings and the school cannot be held responsible for their jewellery, books, money etc. lost by them.
- Speaking in any other language except English is strictly forbidden in school premises.
- Disobedience and misbehaviour towards staff members or repeatedly breaking of school rules or damaging the school reputation, even outside the school premises will cause severe punishment or even dismissal if warnings are ignored.
- Immorality, bad conduct, grave insubordination, contempt of authorities or willful damage of property is always a sufficient reason for immediate dismissal.
- Exemption from Games/PT. or any other school activity is only on medical grounds, supported by a medical certificate, countersigned by the Principal.
- The most important aspect is not to do anything which will bring you or your school into disrepute. Be a gentleman; be courteous, considerate & respectful. Treat others the way you would like to be treated.

"The School Management reserves the right to change or amend the rules and regulations as enshrined in the school diary/prospectus in case of doubt and clarification and the same on being notified to the parents will have to be adhered to by them." "Parents, Guardians and Pupils must be fully acquainted with the rules and regulations of the school. Ignorance of these will not be accepted as a valid reason."

PARENT CORNER

Role of Parents/Guardians

Home and school environment are both equally important for the overall growth and development of a child. Accordingly, role of parents/guardians becomes a critical factor and hence we expect them to co-operate as per guidelines listed as under:

1. Parents should go through the school diary/calendar and take due note of important dates & events like PTMs, Test Schedules, Examination Schedules etc.
2. Parents should invariably attend the scheduled Parent-Teacher Meetings (PTMs) to get the first hand knowledge of the progress of their wards. Parents are requested to visit school only in formal Indian/Western outfits.
3. Parents should not send their wards to school if they are not well even on exam days (except for boards) Medical Certificate can be submitted.
4. Parents should not send their wards by any motorized vehicle like scooter, motor cycle, car etc.
5. Parents should not give money to their wards while sending them to school unless school demands for any specific purpose.
6. Parents should not visit their wards or teachers directly during school hours. (If they wish to see a teacher, prior permission should be obtained from the school Principal for the same.)
7. Computerized Progress Reports will be issued to every student at the end of each term. Parents are expected to collect the same on the days of PTM.
8. Any change in address or telephone number may be notified to the school immediately.
9. If parents wish to withdraw their ward from the school, they must fill the transfer certificate application available in the school's fee counter along with 200/-one month in advance.
10. Parents are expected to be cordial and polite with school staff even in most taxing situations.
11. Parents are requested to send packed and healthy lunch with their wards. Food packets or water bottles will not be accepted at the gate or reception.
12. For the smooth communication regarding important matters, we have started SMS facility in our school. Parents are requested to provide their updated Mobile numbers. This facility will not be available if you have activated DND.
13. Parents should not bring their wards late to school or come to take them during school hours unless requested by the school.
14. Students from classes V to XII will neither be allowed to distribute toffees to students or staff nor come in casual dress on Birthdays. They are welcomed to contribute towards "Share if you care", a noble initiative by the students.
15. Parents must ensure that girls should report to school with properly cut nails with no nail paint/polish. They are not allowed to use any kind of make up, too many hair clips, kaajal, mehendi, extra jewellery and such other material other than ear studs. Girls: Hair should be tied in two plaits, ribboned without fancy accessories. Boy's hair should be trimmed regularly and combed. Trendy hair style is not permitted.
16. Parents should not allow their ward/s to bring mobile phones, pen drives, Cds or any other electronic devices to school. If brought to school it will be confiscated. Parents should ensure that their wards come to school in specified uniform and with good hygiene. Uniform defaulters for more than 3 times will be asked to be taken back by parents.
17. Parents should ensure that their ward/s should not join any social media like facebook, telegram, I.M.O., Whatsapp etc. prior to the age of 18years.





*A Place Where The Child's
Imagination Is Sparked*



ST. THOMAS SCHOOL

Plot No. 1, Saint Thomas Vihar
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