



BHARATHI MATRICULATION SCHOOL

Kanchipuram.

SALIENT FEATURES

The medium of instruction is English.

- + The school believes in the all -round development of the child. It provides a well-planned academic curriculum supported by an adequate number of tests and suitable learning activities.
- + Languages offered: Tamil and Hindi.
- + Play way method of teaching is adopted in the kindergarten classes. An exclusive toy room with an audio - visual system enables children to improve their cognitive and listening skills.
- + Physical and Health Education and Art and Craft are part of the curriculum.
- + Yoga: Exercise and postures beneficial to the body are taught as part of the curriculum
- + Karate: Karate is taught to students from Stds. I to VIII in order to train them in self-defense. Our students have won prizes at the District levels in karate.
- + Sports and Games: Physical Education teachers who are professionally qualified are employed to train the children in sports and games.
- + Recitation, Elocution, Debate and Role play are conducted periodically by qualified and dedicated staff, and these provide ample opportunity for healthy competition.
- + Students are involved in social service activities so as to inculcate in them a fine moral sensibility and ecological awareness.
- + Students prepare models and undertake project work, which is an integral part of the school curriculum.
- + The English Language Lab has been set up to promote fluency in English.

CURRICULUM

The School follows the syllabi of the Tamil Nadu Board for Std's I to X.

SCHOOL TERMS

The academic year is divided into three terms:

I Term - June to September

II Term - October to December

III Term - January to April

- + The Linguaphone English Language Lab to promote fluency in English is in operation.
- + Audio-Visual education is provided to students of primary classes.
- + Spacious classrooms.
- + A wide refreshment area is available for the use of KG children.
- + A Well - decorated toy room, with a number of toys to promote creativity, is provided for kinder garden children.
- + A separate play area with new swings, slides and other playthings if set apart for the use of primary school children.
- + Sports equipment for games is available in plenty.
- + Facilities for indoor games like chess and carom are available.
- + A Students' Guidance and Counseling Bureau is in operation.
- + A well-stocked library, science laboratories and computer centre are provided.

LIBRARY

- + The school has a well-stocked library for the use of staff and students.
- + Students are permitted to refer to the books in the library

RULES AND REGULATIONS

+ This diary is a line between the parent and the school. It must be brought to school every day.

Loss or damage to it will mean replacing it with a new one from the school office.

ATTENDANCE

+ All students must be in the school premises before the first bell. Habitual late-comers will be given a black mark.

+ All parents should ensure that their wards present themselves in school, except under unavoidable circumstances.

+ Leave is not granted except on a written application from the parents. In case of absence due to sickness or an emergency, a leave letter must be sent to the school on the first day of absence.

+ In case of sickness for more than three days, a Medical Certificate from a qualified doctor with an M.B.B.S degree should be enclosed with the leave application.

+ Irregular attendance and prolonged absence will lead to the name of the student being struck off the rolls.

GENERAL INSTRUCTIONS

+ In order to be eligible to appear for school and Public Examinations, a student must have secured 90% attendance.

+ It is compulsory for every student to wear only the prescribed uniform on all occasions including special classes, cultural practice, competitions, remedial classes and any other.

+ Habitual defaulters in the wearing of the uniform will be punished.

+ Every pupil is expected to be polite and courteous. Bad behavior and the use of foul language will result in expulsion of the student without any consideration.

+ Insubordination to school authorities / teacher and any kind of cheating or serious misconduct or any objectionable habit on the part of a student is sufficient reason for punishment and dismissal from the school.

+ Pupils are expected to take part in all the co-curricular activities of the school. No one will be exempt except for a legitimate reason, which must be approved by the Principal.

+ Any loss or damage to school property by a student shall be made good by the parents or guardian of the student concerned. A class will be penalized collectively if the culprits are not detected.

EXAMINATIONS

+ In each term there shall be Slip Tests and Monthly Tests, concluding in a Terminal Examination. Periodic assessment will be carried on throughout the year.

+ Promotion is based strictly on the cumulative results of the pupil's performance in all Slip Tests, Monthly Tests and Terminal Examinations through the course of the year.

+ The school does not hold special tests or examinations for absentees. In case of absence, pupils forego their ranks and average.

+ Progress reports, which will be sent to the parents after every examination, should be signed and returned within 3 days.

+ Attendance in all Monthly Tests and Terminal Examinations is a must for consideration for the proficiency prize.

+ Results declared at the end of the year are final in all respects and will not be reconsidered under any circumstance.

+ A student who fails twice in the same class will not be allowed to continue his studies in this institution.

TRANSFER CERTIFICATE

+ Application for the Transfer Certificate should be made in writing by the parent. The Transfer Certificate shall not be issued unless all outstanding dues are paid to the school.

+ The Transfer Certificate will be issued only to the parents.

+ Transfer Certificate will be issued after 3 days from the date of application.

INSTRUCTIONS TO PARENTS

- + Parents are requested to come to school once a month to ascertain their ward's performance.
- + Parents are asked to advise their wards to read their lessons thoroughly as and when they are done in class and not to allow them to accumulate, because this causes immense stress during examination time and may lead to frustration, which might create an aversion towards study.
- + Parents are urged to spend some time with their children every day. They are to inquire about the day's happenings, listen patiently to problems and offer proper guidance and advice. If deemed necessary, the problem may be brought to the notice of the Principal and the class teacher concerned.
- + Parents should ensure that their wards do not absent themselves from school except under unavoidable circumstances.
- + Leave is not granted except on a written application from the parents.
- + Parents and visitors are requested not to visit students during class hours.
- + It is the duty of parents to ensure that their wards come to school neatly dressed in clean uniform.
- + Parents should not send their ward to school wearing valuables, in the interest of their own safety. The school does not undertake any responsibility for any valuables or money lost or misplaced.
- + Parents are requested to send a napkin and a spoon along with the lunch box.
- + All communications must be addressed only to the Principal or other authorities notified by the Management. Dealing either with the teachers or the non-teaching staff directly is not permitted.
- + Parents must inform the school office whenever there is a change in their office / workplace / residential address or telephone number.
- + Parents are requested to co-operate with the staff to ensure that their wards make satisfactory progress.
- + They should, as a routine, check the diary daily and note the homework assigned.
- + Parents should make use of the school diary for the purpose of communication.

- + Parents can meet their children in the school campus only with the permission of the Principal.
- + Parents should attend the Parent-Teachers' meeting fixed by the school authorities and receive their ward's progress reports without fail.
- + Parents are requested to encourage and inculcate in their wards the habit of speaking English even outside the school campus.
- + Parents are requested to respond promptly to any call from the school in connection with their ward's conduct and academic progress.
- + Parents must instruct their wards not to speak to any stranger or accept any sweet / gift from anyone, anywhere or at any time.
- + Parents are requested to be co-operative with the school in every effort made to raise the academic standard of the pupils
- + Parents who seek information or wish to make complaints may meet the Principal between 3.30 p.m. and 4.30 p.m. on all working days.
- + Parents can meet the class / subject teachers between 3.45 p.m. and 4.00 p.m on working days.
- + Parents / Guardians are requested to go through carefully the conditions / information contained in this diary. They are to strictly abide by all the terms and conditions mentioned in the diary, which may be changed without prior information or notice.

The Management of the school reserves the right to add, delete, modify or alter any or all conditions / information mentioned in the diary without prior information or notice, if necessary.

Signature of the parent

INSTRUCTIONS TO STUDENTS

1. Read your lesson silently. Underline the important points and spelling using a pencil. If you are unable to understand a statement or an experiment, circle it with a pencil and get the doubt cleared the very next day by your teacher.
2. Once you have understood the lesson clearly, read it aloud twice so that you improve your listening and reading skills, and in this way you will also be able to remember the entire lesson.
3. Then write down the important points in that lesson on paper and also practice the diagrams / maps, if any. This will help you score extra marks in your examination.
4. Study your lessons everyday. Do not keep them pending until the day of the examination.
5. Take part in games and sports and other extra-curricular activities.

TIPS TO BE FOLLOWED WHILE WRITING YOUR EXAMS

1. As soon as you receive your answer papers draw a 1-inch margin on all four sides and assign page numbers to your answer script.
2. Read the question paper fully once and decide which question you are going to answer first.
3. Always write the answers in the same order as that of the questions given.
4. Write answers relevant to the questions asked and don't waste time providing unnecessary information.
5. Draw diagrams only if necessary / asked for.
6. Underline all important words in the answer using a pencil.
7. Always finish your paper 10 minutes before it is due and use this time for going through your paper once. If you're not sure of your written answer, strike it out (if necessary), always using a pencil.
8. Write your answers neatly and legibly. Avoid overwriting, scribbling and striking out the written work.

CONDUCT AND BEHAVIOUR

The school is very particular about the conduct and behavior of its students within and outside its premises.

A note to students:

- + Be polite to your teachers and elders.
- + Greet every teacher, irrespective of the classes they handle. Do not interrupt when teachers are conversing.
- + Do not enter the staff room and office room without a valid reason.
- + Maintain silence in the absence of the teacher.
- + When you move in and out of the classroom for other classes, do so in an orderly way.
- + Don't use bad language within or outside the school premises.
- + Don't get involved in any malpractice during the examination.
- + Be punctual to school and dressed in proper uniform.
- + Bring your books and notebooks in accordance with your timetable.
- + Don't damage school property. Keep your school neat and tidy.
- + Do your homework and other assignments regularly. Work hard and do your best.