



ANUGRAHA OFFSET # 9387841664

# HOLY FAMILY ENGLISH MEDIUM SCHOOL

HOLY FAMILY NAGAR, PACHALLOOR. P.O., THIRUVANANTHAPURAM-27

Phone : 2384932, 9400784932

E-mail : holyfamilytvm@gmail.com, Web : www.holyfamilytvm.com

Affiliated to C.B.S.E New Delhi, Code No. 930889



## SCHOOL DIARY

NAME : .....

STD : ..... DIVISION .....

Do all the good you can  
In all the ways you can  
In all the place you can  
At all the times you can  
To all the people you can  
As long as ever you can

-John Wesley

Class Days

**MONDAY TO FRIDAY**

School timings

**9.30 AM TO 3.30 PM**

Holidays

**2ND SATURDAY, 4 TH SATURDAYS,  
SUNDAYS & PUBLIC HOLIDAYS**

## FAMILY ENGLISH MEDIUM SCHOOL

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Name:.....

Standard:..... Divi-  
sion.....

### ATTENTION PARENTS

- \* This handbook must be brought to school daily.
- \* Parents / Guardians are requested to check it daily for Parent-Teacher Communication, messages and reports.

# HOLY FAMILY ENGLISH MEDIUM SCHOOL

HOLY FAMILY NAGAR, PACHALLOOR

## PERSONAL RECORDS

Name of Pupil.....

Standard.....Division.....Class No.....

Name of Father.....

Occupation & office address.....

(Designation to be specified).....

.....

.....TELEPHONE.....

Name of Mother.....

Occupation & office address.....

(Designation to be specified).....

.....

.....TELEPHONE.....

Residential Address:.....

.....

.....

TELEPHONE: Residence/Nearest neighbour.....

Name of local guardian (if any).....

Relationship to the student.....

Occupation and office address.....

.....

.....

.....TELEPHONE.....

Residential Address:.....

.....

.....TELEPHONE.....

SIGNATURE OF Father.....

Mother.....

Local guardian.....

## MODEL PROGRAMME FOR A DAY

5 a.m : To Rise

5.30 a.m to 7.30 a.m : Prayers, Study

7.30 a.m to 9 a.m : Breakfast, Newspaper  
Reading and to School

9.30 a.m to 3.45 p.m : At school

4 p.m to 6.30 p.m : Play, Bath

6.30 p.m to 7.45 p.m : Radio, T.V.

7.45 p.m to 8.45 p.m : Study

8.45 p.m to 9.15 p.m : Prayer, Supper

9.15 p.m to 10.00 p.m : Study

10.00 p.m. : To bed

N.B:- Study the above day's programme carefully and  
prepare your own programme.



# PRAYERS

## THE LORD'S PRAYER

Our Father in heaven, holy be your name,  
Your kingdom come, Your will be done  
on earth as it is in heaven.

Give us today our daily bread. Forgive us our sins  
as we forgive those who sin against us. Do not bring  
us to the test; but deliver us from evil. Amen.

## PRAYER BEFORE CLASS

O my God, I firmly believe that I am now in your presence.  
I adore you and I pray you to bless and guide us. Help us to  
remember that we belong to you. We seek your blessings  
in all our undertakings.

Amen

## PRAYER AFTER CLASS

We give you thanks, Almighty God, for all the benefits you  
have conferred upon us. Be with us on our way to home.

## PRAYER BEFORE EXAMINATION

Almighty God, we seek your blessings on this day of our  
examination. Enlighten our minds and strengthen our memory  
to do well in the examination. Keep us pure and healthy in  
body and mind through our examination days.

Amen



## 1. LEAD KINDLY LIGHT

Lead kindly light, amid the encircling gloom,  
Lead thou me on:

The night is dark, and I am far from home:

Lead Thou me on!

Keep Thou my feet, I do not ask to see

The distant scene, one step enough for me

I was not ever thus, not prayed that thou

Shouldst lead me on:

I loved to choose and see my path; but now

Lead Thou me on;

I loved the garish day, and spite of fears,

Pride ruled my will remember not past years.

So long thy power hast blest me, sure it still will

Lead me on

O'er moor and fen, O'er crag and torrent till

The night is gone.

And with the morn those Angel faces smile.

Wish I have loved long since and lost a while.

*J.H.Newman*



## **2 . SHOWERS OF BLESSING**

There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing  
Sent from the Saviour above.

Ch: Showers of blessing  
Showers of blessing we need  
Mercy drops round us are falling  
But for the showers we plead.

There shall be showers of blessing  
Send them upon us, O Lord,  
Grant to us now a refreshing,  
Come and now honour Thy word.

### **3 . PRAISE HIM**

1. Praise him (3) in the morning  
Praise Him in the noon time  
Praise Him (3) till the sun goes down
2. Love Him (3) in the morning  
Love Him in the noon time  
Love Him (3) till the sun goes down
3. Serve Him (3) in the morning  
Serve Him in the noontime  
Serve Him (3) till the sun goes down
4. Thank Him (3) in the morning  
Thank Him in the noon time  
Thank Him (3) till the sun goes down

## **4 . GIVE ME OIL IN MY LAMP**

1. Give me oil in my lamp keep me burning,  
Give me oil in my lamp I pray  
Give me oil in my lamp keep me burning  
Keep me burning till the end of day  
Ch: Sing hosana, sing hosana  
Sing hosana to the King of King.
2. Give me oil in my lamp keep me praising.
3. Give me peace in my lamp keep me loving.

### **5 . THANKS TO THE LORD**

1. O give thanks to the Lord for He is good (3)  
Yes eternal is His love
2. I will sing to my God never ceasing  
All my life, I will tell of His wonders  
He's the maker of all earth and heaven  
Of the ocean, the seas and all they hold.
3. The Almighty is faithful for ever  
He is just to the poor and the out-raged  
It is He who gives bread to the hungry  
Who delivers the captives from their chain.

## NATIONAL ANTHEM

Jana-gana-mana-adinayaka-jaya-he  
Bharath-Bhagya-Vidhata  
Punjab-sindh-Gujrat-Marata  
Dravida-Utkala-Banga.  
Vindhya-Himachala-Yamuna-Ganga  
Uchala-Jaladhi-Taranga  
Tava-Subha-name-jaga  
Tava-Subha-ashisha-maga  
Gahe-Taava-Jaya-gatha  
Jana-gana-Mangala-dayaka- Jaya-he-  
Bharath-Bhagya-Vidhata  
Jaya-he-Jaya-he-Jaya-he-  
Jaya, Jaya, Jaya, Jaya, he

## SCHOOL ANTHEMS

Almighty God, Almighty God, Almighty God, Ever  
You are the Lord of Heaven and Earth,  
And we are thy children dear!

1. Bless us O! God, and keep us so pure  
In body and soul today  
Help us to learn thy wisdom so well  
From, Teachers and Nature's display (Almighty.....)
2. Mould us O! God, our minds and Hearts  
In love and kindness  
And grant us the grace to serve mankind  
In flowing friidliness  
(Almighty.....)
3. Thank you O! God for all your Gifts  
Strewn on life's Hills and Dales  
Parents and Home, Teachers and Friends  
and Holy Family School  
(Almighty.....)

## PRAYER

God Almighty,  
Our Heavenly Father  
We adore you,  
and we offer ourselves  
to your loving protection

Enlighten our hearts,  
Strengthen our memories  
Direct our wills,  
Towards what is right.

Grant us the grace  
to seek truth always

## PLEDGE

India is my country.  
All Indians are my brothers and sisters.  
I love my country,  
and I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.  
I shall give my parents,  
teachers and all elders respect,  
and treat everyone with courtesy.  
To my country and my  
People I pledge my devotion.  
In their well being and  
Prosperity alone lies  
my happiness.

**PRAYER TO THE HOLY FAMILY**

Come along with us  
The family be praised  
To praise the Holy Family  
The family be praised.

Come along with us  
The family be praised  
Where there is love, joy, peace.  
In the Holy Family  
Jesus is the star (3)  
In the Holy Family  
Jesus is the star  
Where there is love, joy, peace.

In the Holy Family,  
Mother Mary dwells (3)  
In the Holy Family  
Mother Mary dwells  
Where there is love, joy, peace.

The family holy  
Joseph the protector (3)  
The family holy  
Joseph the protector  
Where there is love, joy, peace.

The model of our life  
Holy Family (3)  
The model of our life  
Holy Family  
May they lead, guide and bless.

**THE ANGELUS**

The Angel of the Lord declared unto Mary  
And she conceived by the Holy Spirit

Hail Mary.....

Behold the handmaid of the Lord;  
Be it done unto me according to your word

Hail Mary.....

And the word was made flesh

And dwelt among us

Hail Mary.....

Pray for us, O Holy Mother of God

That we may be made worthy of the promises of Christ

**Let us pray**

Pourfourth, we bessech you,

Lord, your grace into our hearts that we, to whom the  
incarnation of Christ, your son, was made known by the  
message of an angel, may by His passion and cross, be  
brought to the glory of His resurrection, through the same  
Christ our Lord.

Amen

Glory be.....(3)

## **SCHOOL PROSPECTUS**

Holy Family English Medium School Pachalloor, is owned and managed by the Sisters of Holy Family Congregation Kripajyothi Province Moovattupuzha. Congregation of the Holy Family is founded by Blessed Mother Mariam Thresia. Family is the focus of the Apostolate of our congregation and through education. Our primary aim is to render service to the Family seeing it as the basic unit of society.

Holy Family English Medium School is having N.O.C from the Kerala State Government and affiliation from Central Board of Secondary Education, New Delhi.

Our School is located at Pachalloor. It is a quiet rural place about 10 km. away from Trivandrum city on Trivandrum-Kovalam road. We create environment which will contribute to the realisation of the full potential of students in the academic and extra curricular field, aided by the love and support of parents and society.

### **AIMS AND OBJECTIVES**

1. We aim at the mental, physical, spiritual and all round development of the child.
2. The school stands for academic excellence, character formation and development of various skills.
3. To develop positive attitudes to life which will lead to empathetic understanding of others and their feelings.
4. Admission will however be open to other communities without any distinction of caste or creed.
5. Parents are requested to be co-operative with management and staff in this noble task of attaining the above aims and objectives.

## **CURRICULAM**

The School provides highly efficient coaching to both boys and girls according to the syllabus prescribed by the Central Board of Secondary Education, New Delhi. The objective of the curriculum is to fully develop the student's individual potentialities rather than to confine him/her to books alone. The medium of instruction is English. Hindi and Malayalam are also included in the curriculum. Periodical and continuous evaluation and parent-teacher meetings will help to assess the level of attainment of the student.

Continuous Comprehensive Evaluation (CCE), at primary and secondary school level, is intended to relieve our students of unnecessary stress and anxiety. Apart from the periodic formative and summative assessments, care shall be taken to award grade to the students on their activities in and outside classroom. It will enable students to understand and focus on their learning gaps and develop various personal skills.

The student's performance shall be assessed using conventional method of numerical marking. However, as per CBSE directives, on the advice of the Ministry of Human Resource Development, Government of India, Nine point grade system of scholastic-A, Five and Three point grades for scholastic-B and co-scholastic activities, subjectwise, shall be awarded and report cards issued accordingly, indicating individual performance.

### **ACTIVITIES**

In the competitive world of today with the society demanding so many attributes from an individual, the school takes it as its duty to help the students lay a solid foundation for a purposeful living and to take life as a challenge when they attain adulthood. For this, the school organise various activities.



### **The House System:**

The students are divided into four houses. Each has its Captain and Vice-Captain. Certain school activities are conducted under the guidance of the House Advisors assisted by the Captains and Vice Captains of the different Houses. The Head Boy and Head Girl co-ordinate all these activities.

### **Sports:**

The school lays great emphasis on physical fitness of students and to inculcate in them the spirit of sportsmanship, various facilities for games, sports and recreational activities for all are provided. These include Athletic, Badminton, Basketball, Cricket, Football, Kho-kho etc.

Through these activities the students are encouraged to achieve individual efficiency and the spirit of team work.

Inter-class and inter-house competitions are conducted as scheduled. Special coaches are arranged to impart quality training and skill in different sports activities.

### **Other Activities:**

The school organize competitions in Dramatics, Debate, Elocution, Quiz, Art, Craft, Music, Dance, Keyboard, Roller Scating, School Band etc. to develop in the students creative and communicative competence and to help them to bring out their in-born talents to the fullest.

Our students are also participating Trivandrum Sahodaya Competitions.

### **CO-SCHOLASTIC ACTIVITIES**

The school has a variety of co-scholastic activities aimed at the harmonious development of the children. Students are exhorted to participate in different activities during an academic year. Grades will be assigned to co-curricular programmes as per CCE norms.

### **ADMISSION, WITHDRAWALS & ATTENDANCE**

1. Admissions will be restricted by the conditions of age, mental aptitude and ability to study and conduct.
- 2.. A candidate who joins fresh from home or from other school has to produce a Birth certificate in support of the date of birth entered in the admission form. Also T.C. for Std. I to X from other schools.
3. Promotion to higher classes is based on the performance of students through out the year.
- 4 T.C. will be issued on written application on 3 days in advance.
5. The amount paid at the time of admission will not be refunded even if for any reason, the pupil leaves the school immediately after admission.
6. The Principal reserves the right of refusing admission to a candidate without ascribing any reason for it. She also reserves the right of refusing continued studies of any pupil whose conduct is found unsatisfactory or who is not benefitting by his/her stay and study in this school.

### **SCHOOL UNIFORM**

Students should wear neat and tidy school uniform on all week days except Wednesdays. Students should wear special uniform on Wednesdays.

### **EXAMINATIONS**

Terminal (Semester) and mid term tests are regularly held. All should take the Examinations seriously and honestly. The parents should come to school and sign their wards achievement record.

## **TRANSPORTATION**

School provides bus services to the students. Parents who wish to send their children to school by school bus should apply in advance.

## **DISCIPLINE**

- 1 Discipline is an integral part of the learning process. If a student is to develop self-control he/she must be trained to bridle his/her emotions and impulses, thereby enabling him/her to live in harmony with others, to respect the traditions of his/her family, to keep the laws of the country and to obey the commandments of God.
2. All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation.
3. Students should be polite and courteous and appropriately greet their teachers, elders and other respectable persons when they meet them. They should also greet one another.
4. All the students shall be in the school premises a few minutes before the morning bell. All the first warning bell, all shall gather, in silence, at the specified place for the morning assembly/class. Prayers must be said with due respect and devotion. After the assembly all should go in an orderly manner to their respective classrooms. The second bell marks the beginning of the session.
5. In the afternoon, students must be in their classrooms at the first bell. Classes begin at the second bell.
6. All shall remain silent and study till the teacher comes to the class. When the teacher enters the class room, pupils shall stand up, greet him/her and remain there till they are asked to sit.
7. Students shall keep silence and decorum in the classes. During the absence of a teacher, they shall not leave their classroom nor their seats; nor shall they makes noise.

8. Running, playing or shouting inside the school building is not allowed. When passing along the corridors during class hours, students shall keep silence.
9. No student shall enter any classroom other than his/her own without permission. They may change their places in the class room only with the permission of the class teacher.
- 10 *SPEAKING IN ENGLISH IS COMPULSORY* at the school, on the school campus, in the school bus-and at the bus stops while waiting to board the bus.
- 11 Discourtesy and disrespect to the members of the school staff in any form will be viewed seriously and students responsible for such misbehaviour are liable to be dismissed.
- 12 No student will be sent with a relative/stranger unless a responsible person comes to fetch him/her with a note of authorization from his/her parent/guardian.
- 13 Reading materials like books, newspapers, periodicals, comics etc. may not be brought to the school without the previous sanction of the Class Teacher. Film magazines, pornographic books, and such other items are not allowed in the school campus. Transistor radios, electronic equipments, Pendrive, Mobile phones, Toys etc. should not be brought to school.
- 14 No collection of any kind shall be made in the school. All collections must be done through the office or class teachers.
- 15 No meeting, party or picnic or any kind of organised school activity shall be arranged without the approval of the principal/H.M.
- 16 It is not advisable for students to have too much money or expensive watches, gold ornaments, fountain pens etc. in their possession.

The school authorities will not be responsible for the loss of such articles. Students are not allowed to wear bangles and rings.

- 17 Students shall be responsible for the safe custody of their belongings. As a precautionary measure it is suggested that they have their names inscribed on articles like tiffin carriers, umbrellas, school bags, etc.
- 18 Lost articles must be claimed from the school office within a week, after which period unclaimed articles will be disposed of.
- 19 Any damage caused to the property of the school must be immediately reported to the Principal and will have to be made good.
- 20 The class rooms, corridors and the school premises shall be kept neat and clean. Waste paper or other waste materials must always be thrown into the waste boxes provided. They may always take care that the display boards, walls, furniture, black-boards, shelves etc. are kept neat and in order.
- 21 For a serious violation of any of the school regulations, a student may be temporarily suspended according to the discretion of the principal.
- 22 All our students are sincerely exhorted to cultivate the habit of daily morning and evening prayers. Catholic students are specially recommended to participate regularly at Holy Mass and to frequent the Sacraments and thus be witnesses to Christ in their daily lives by their good example. Catholic parents would do well to encourage their children in this matter.

### **DISMISSAL**

Irregular attendance, habitual idleness, disobedience or defiance of authority, malpractice in connection with examinations, lack of sufficient improvement in conduct and studies even after warning or conduct injurious to the moral tone of the school are sufficient reasons for the dismissal of a student.

### **GENERAL RULES AND REGULATIONS**

- \* The school work begins at 9.30 a.m and ends at 3.30 p.m.
- \* Pupils are expected to come to school before 9.15 a.m.
- \* The school assembly will be conducted at 9.20 a.m.
- \* Every student must possess a copy of the school hand book which is to be brought to the class on all the working days. All students must read, understand and acquaint themselves with the rules and regulations of the school, timely instruction given by the principal.
- \* All the students are strictly warned against carrying mobile phone to school. If found guilty of doing so the instrument will be confiscated by the school authorities.
- \* No one is allowed to go outside the class room during the session, except for extreme necessity and with the permission of the teacher.
- \* Pupils are expected to speak English in the school premises which will help to improve their language.
- \* Continued absence without leave for 15 days shall be considered equivalent to the withdrawal of the pupil from the school and the names will be removed from the roll.
- \* Parents/Guardians are not allowed to see their children or teachers during class hours without the permission of the principal.

### **SCHOOL FEES**

1. School fees are due in advance and should be paid in the school office or to the class teachers.
2. Fees for the academic year will have to be remitted in 3 instalments. The due period for the payment of fees is the 1<sup>st</sup> to the 10<sup>th</sup> of the first months of each term, i.e September and January respectively.
3. Late payment-fine will be charged

4. Those who have not paid due fees, will not be allowed to write the mid term tests, semester examination.
5. Students joining or leaving in the middle of a term shall pay for the full term. They have to close the accounts due before taking any certificate.

### **RECOMMENDATIONS TO PARENTS AND GUARDIANS**

- ♦ Parents are requested to visit the school to discuss the progress, talents, habits etc. for their children. The convenient time is between 9.00 to 9.30 am and 3.30 to 4.00 pm,
- ♦ Parents are expected to co-operate with the school on all activities for the betterment of the school.
- ♦ Parents are particularly expected to fill in the required data asked for in the Hand book, to sign the progress reports or any other similar documents when so requested. The student's leave and absence record should be accurately maintained.
- ♦ Parents should look into the children's Hand book every day and see it that the lessons and the home work assigned for the next day are done.
- ♦ Practising English conversation at home is helpful to the students to follow the classes easily.
- ♦ No students will be allowed to take home even in urgent need, unless a duly authorized person comes to the school to take him / her.
- ♦ Parents are requested to inform the school of any change in their address or phone number.

### **NORMS FOR PROMOTION**

- 1 Promotions are granted on the basis of the whole year's work, hence the importance of regularity in work and performance in the examination.

2. 90% of attendance is compulsory for every student for promotion. In case of serious illness or accident, special consideration will be given, if the parents/guardians inform the school authorities in time.
3. The final assessment will be based on the marks obtained in the formative and summative assessment.

### **GRADING**

MARKS	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
21-32	E1
20 & below	E2

### **GOOD MANNERS AT SCHOOL**

- ❖ Wish your teachers when you meet them.
- ❖ Listen to your teachers when they talk.
- ❖ Respect your parents, teachers and elders.
- ❖ To be always friendly with one another.
- ❖ Speak politely to your friends and elders.
- ❖ Follow the rules of school.
- ❖ Be in time for the school.
- ❖ To be modest in dress and behaviour.

YEAR PLAN FOR STUDENTS					
Date	Month	Celebrations	Activities for Students	Grade	Initials of the Teacher
3	June	Re-Opening day	Science Quiz		
5		Environment Day			
16		World Reading day			
17		School Parliament Election			
20		Investiture Ceremony	Reading day		
	July	Arts Festival			
3		St.Thomas Day	General Quiz, G.M.Quiz, FA1, Exam		
15	August	Independence Day	Flag making competition		
29		National Sports Day	Sports Quiz, FA2		
	September	Onam, Teacher's day	Word Power Contest		
16		World Ozone day	SS Quiz, Summative Assessment		
2	October	Gandhi Jayanthi	Sports Day, Tour, Food Fest		
		Social Service Day	Cleaning of School Premises		

YEAR PLAN FOR STUDENTS					
Date	Month	Celebrations	Activities for Students	Grade	Initials of the Teacher
1	November	Kerala Day	Quiz about Kerala		
14	November	Childrens Day Kids day	Documentary Film Show Maths Quiz, Kerala Quiz Drawing & Coloring Exhibition, FA3		
1	December	Aids Day	A Seminar for Students, Debate		
20		X'mas			
25	January	India Tourism day			
26		Patrons Day	English Quiz		
		Republic Day	S.S.Quiz		
30		Martyres Day	Speech Competition		
	February	Annual day	Field Visit (AGC)		
21		International mother language day	Competition for written works in Malayalam		
28		National Science day	Craft Class		
	March		SA. 2		













A vertical rectangular sheet of white paper with a rounded top. It contains 20 horizontal black lines, creating 21 equal-sized rectangular rows. The lines are evenly spaced and extend across the width of the page.A vertical rectangular sheet of white paper with a rounded top. It contains 20 horizontal black lines, creating 21 equal-sized rectangular rows. The lines are evenly spaced and extend across the width of the page.

A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.

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A vertical rectangular sheet of white paper with rounded corners. It features 20 horizontal black lines spaced evenly down the page, creating 21 rows for writing. The lines are thin and consistent in thickness.A vertical rectangular sheet of white paper with rounded corners, identical in format to the first page. It features 20 horizontal black lines spaced evenly down the page, creating 21 rows for writing. The lines are thin and consistent in thickness.

A vertical rectangular sheet of white paper with rounded corners. It features 20 horizontal black lines spaced evenly down the page, creating a series of writing lines. The lines are parallel and extend across the width of the page.A vertical rectangular sheet of white paper with rounded corners, identical in format to the first page. It features 20 horizontal black lines spaced evenly down the page, creating a series of writing lines. The lines are parallel and extend across the width of the page.



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A vertical rectangular sheet of white paper with a black border and rounded top corners. It contains 20 horizontal black lines, creating 21 equal-sized empty rows for writing.A vertical rectangular sheet of white paper with a black border and rounded top corners. It contains 20 horizontal black lines, creating 21 equal-sized empty rows for writing.

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A vertical rectangular sheet of white paper with rounded corners. It features 20 horizontal black lines spaced evenly down the page. The bottom-most line is significantly further from the bottom edge than the others, creating a larger margin area.A vertical rectangular sheet of white paper with rounded corners. It features 20 horizontal black lines spaced evenly down the page. The bottom-most line is significantly further from the bottom edge than the others, creating a larger margin area.

A vertical rectangular sheet of white paper with rounded corners. It features 20 horizontal black lines spaced evenly down the page, creating 21 rows for writing. The lines are thin and black.A vertical rectangular sheet of white paper with rounded corners, identical in format to page 60. It features 20 horizontal black lines spaced evenly down the page, creating 21 rows for writing. The lines are thin and black.



A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rows for writing. The lines are evenly spaced and extend across the width of the page.A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rows for writing. The lines are evenly spaced and extend across the width of the page.

A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.

A vertical rectangular sheet of white paper with a thin black border. It contains 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.A vertical rectangular sheet of white paper with a thin black border. It contains 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.

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A blank sheet of lined paper with 20 horizontal lines and a rounded top. The lines are evenly spaced and extend across the width of the page.A blank sheet of lined paper with 20 horizontal lines and a rounded top. The lines are evenly spaced and extend across the width of the page.

A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.A vertical rectangular sheet of white paper with a thin black border. The page is ruled with 20 horizontal black lines, creating 21 equal-sized empty rectangular rows for writing. The lines are evenly spaced and extend across the width of the page.

**TIME TABLE**

8 <sup>th</sup> period						
Short Interval						
7 <sup>th</sup> period						
6 <sup>th</sup> period						
Lunch Break						
5 <sup>th</sup> period						
4 <sup>th</sup> period						
3 <sup>rd</sup> period						
Short Interval						
2 <sup>nd</sup> period						
1 <sup>st</sup> period						
Days	A	S	S	M	W	T
	Monday	Tuesday	Wednesday	Thursday	Friday	

**CONSENT LETTER FROM THE PARENT IN CONNECTION  
WITH THE SCHOOL EXCURSION**

To

The Principal  
Holy Family Eng. Medium School  
Holy Family Nagar  
Pachalloor, Trivandrum - 27.

Respected Principal,

I hereby give my consent to my ward to join the excursion arranged by the school on.....  
.....I also declare that I shall not hold the school responsible for any accident or mishap to my ward during the excursion.

Child's Name .....

Roll No. ....

Std. .... Div. ....

Signature of Parent/Guardian

Teacher's Signature

**CONSENT LETTER FROM THE PARENT FOR  
PARTICIPATION IN SPORTS & CO-CURRICULAR  
ACTIVITIES**

To  
The Principal  
Holy Family Eng.Medium School  
Holy Family Nagar  
Pachalloor, Trivandrum - 27.

Respected Principal,

I / am pleased / do not wish to allow my son / daughter .....  
..... studying in Std.....  
Div.....Roll No.....to take part in the co- curricular  
activities conducted in the school.

I will not hold the school authority responsible for any unforeseen  
event beyond the control of the organiser.

Date.....

Parent's Signature

**FORM OF APPLICATION FOR LEAVING CERTIFICATE**

Date.....

Student's Address  
.....  
.....  
.....

To

The Principal  
Holy Family Eng.Medium School  
Holy Family Nagar  
Pachalloor, Trivandrum - 27.

Respected Principal,

Please furnish me with the leaving certificate of my ward. The  
necessary particulars are given below:

Name.....Roll No.....G.Reg.No.....

Std.....in which studying.....Division.....

Date of leaving School.....

Reason for leaving.....

School to be admitted.....

Signature.....

Fee Paid / Not paid.....

Signature of Parent

1. A month's notice is to be given before the withdrawal of a pupil. Fees of the current month will be charged.
2. If the name of a pupil who has been absent (without notice), has been entered in the Register of the following month, fees for that month are due, even if the absence continued.
3. No Leaving certificate is given until all dues to the school have been paid in full or satisfactorily arranged for.
4. The leaving certificate will be posted to the given address if a stamped envelop is supplied together with the application form.



Name.....Std.....Div..... Roll No.....  
Gen.No..... Bus Fees Rs.....(For the month of.....)  
Term Fees Rs.....(I,II). .....  
Total Amount.....

Name.....Std.....Div..... Roll No.....  
Gen.No..... Bus Fees Rs.....(For the month of.....)  
Term Fees Rs.....(I,II). .....  
Total Amount.....

Name.....Std.....Div..... Roll No.....  
Gen.No..... Bus Fees Rs.....(For the month of.....)  
Term Fees Rs.....(I,II). .....  
Total Amount.....



**HOLY FAMILY ENGLISH MEDIUM SCHOOL**

HOLY FAMILY NAGAR, PACHALLOOR, THIRUVANANTHAPURAM-27

E-mail:holyfamilytvm@gmail.com

Affiliated to C.B.S.E.New Delhi.Code No.930889

Dear Parent,

The PTA meeting for.....will be held on  
.....at.....a.m./p.m. The venue for the meeting is  
Holy Family School. Please be present in time. Attendance is compulsory.

Principal



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Principal



# HOLY FAMILY ENGLISH MEDIUM SCHOOL

HOLY FAMILY NAGAR, PACHALLOOR P.O, THIRUVANANTHAPURAM - 27

Phone: 2384932

## CHECK LIST

(All entries should be in Capital Letters)

1. Admission No.....Date of Admission.....
2. Name of Pupil.....
3. Standard                      4. Division                      5. Class No.
6. Date of Birth.....
7. Religion.....
8. Caste.....
9. Name of Father.....
10. Occupation/Designation.....
11. Office Address.....  
.....  
..... Telephone No.....
12. Name of Mother.....
13. Occupation\Designation.....
14. Office Address.....  
.....  
..... Telephone No.....
15. Residential Address:.....  
.....  
Telephone (Residence).....(Neighbour).....
16. Name of Local guardian, if any.....
17. Relationship to the Student.....
18. Occupation / Designation.....
19. Office Address.....  
.....  
..... Telephone No.....
20. Residential Address.....  
..... Telephone No.....
21. Mode of Transport  
(a) By School Bus                      Yes/No                      Boarding point.....  
(b) By Own Vehicle

Signature of Father      Signature of Mother      Signature of Local Guardian

## TRANSCRIPT 2013-2014 (1 to X)

Name of the Student.....

Standard.....Div.....Roll No.....

FORMATIVE ASSESSMENT				SUMMATIVE ASSESSMENT				
SUBJECT	TEST I (FA1)			TEST II (FA2)		SA I		
	Max. Marks	Marks Scored	Percentage	Marks Scored	Percentage	Max. Marks	Marks Scored	Percentage
English								
Malayalam								
Hindi								
G.S								
S.S.								
Maths								
Computer								
M.S								
G.K								
Total								
Grade								
Class teacher's Signature								
Principal's Signature								
Guardian's Signature								

**N.B:** Guardians are requested to go through the marks and put in their signatures in the column provided, on the very next day after the transcript is issued from the school.

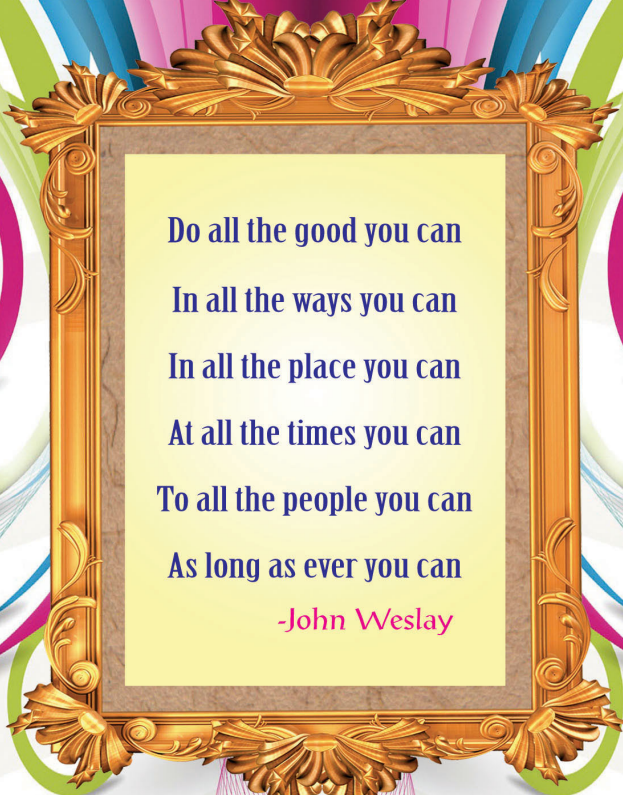
## TRANSCRIPT 2013-2014

Name of the Student.....

Standard.....Div.....Roll No.....

FORMATIVE ASSESSMENT				SUMMATIVE ASSESSMENT				
SUBJECT	TEST III (FA3)			TEST IV (FA4)		SA 2		
	Max. Marks	Marks Scored	Percentage	Marks Scored	Percentage	Max. Marks	Marks Scored	Percentage
English								
Malayalam								
Hindi								
G.S								
S.S.								
Maths								
Computer								
M.S								
G.K								
Total								
Grade								
Class teacher's Signature								
Principal's Signature								
Guardian's Signature								

**N.B:** Guardians are requested to go through the marks and put in their signatures in the column provided, on the very next day after the transcript is issued from the school.



Do all the good you can  
In all the ways you can  
In all the place you can  
At all the times you can  
To all the people you can  
As long as ever you can

-John Wesley

Class Days

**MONDAY TO FRIDAY**

School timings

**9.30 AM TO 3.30 PM**

Holidays

**2ND SATURDAY, 4 TH SATURDAYS,  
SUNDAYS & PUBLIC HOLIDAYS**



BLESSED MOTHER MARIAM THRESSIA



SERVANT OF GOD  
FR. JOSEPH VITHAYATHIL