



ST. THOMAS SCHOOL

(AFFILIATED TO CISCE, NEW DELHI)

G.T. ROAD, KHATAULI, MUZAFFARNAGAR (DT) UP- 251201

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PROSPECTUS

ST. THOMAS SCHOOL, KHATAULI is an unaided, co-educational, Christian Minority School. It is operated under the direction and control of St. Johns Society / Sanjo Educational Society (Regd.). ST. THOMAS, the patron saint is one of the twelve disciples of Jesus Christ, who had landed up in India in 52 A.D.

AFFILIATION

St. Thomas School, Khatauli is affiliated to the Council for Indian School Certificate Examination (CISCE), New Delhi vide Reg. No. UP301 and prepares students for the Indian Certificate of Secondary Education (ICSE) Examinations (Class-X) and Indian School Certificate (ISC) Examinations (Class-XII).

AIMS & OBJECTIVES

The aims and objectives of education at ST. THOMAS SCHOOL are inspired by the VISION drawn from the life and teachings of Jesus Christ. It is also based on the life and writings of St. Kuriakose Elias Chavara, the founder of CMI Congregation. Being a CMI education institution, St. Thomas School aims at preparing children who are intellectually competent, spiritually oriented morally upright, psychologically integrated, physically healthy, socially mature, emotionally balanced and noble in behaviour, and who will champion the cause of justice, love, truth and peace and are ever open to further growth.





ADMISSION

1. Admission is open to all students irrespective of cast, creed and religion. It is granted after a selection test, for which REGISTRATION is done in advance. Admission and assignment to particular class or section are entirely reserved to the school authorities.
2. A satisfactory evidence of the date of birth of the candidate from a legal & competent authority (Nagarpalika / Tehsil) with child's name should be produced at the time of admission. Date of Birth once entered in the application form, will in no case be altered. Birth Certificate issued by hospitals / affidavits will not be accepted.
3. Submit the filled Registration Form on the given date of interview or Test. No Test/interview will be conducted after the given date and time. Incomplete forms will be rejected without any notice. All the furnished information should have proper document proof.
4. Admission to Nursery is granted after an interaction with the parent and the child. Admission to other classes is done after the Entrance Test based on the previous class syllabus. Candidates have to appear for the Entrance Test/Interaction on the specific date given in the Registration Form.
5. Merit list will be published on the school notice board. Selected candidates should come with their parents for the admission on the given date & time. If any candidate has not taken admission on the date given, their admission will be cancelled and chance will be given to the next candidate in the waiting list.
6. Once admission is taken, the fees will not be refunded even if the admission is withdrawn by the parent.
7. Admission Fee and 1st Installment Fee will be submitted at the time of Admission.
8. Mere Registration, Interaction and Entrance Test do not guarantee admission.
9. No request for changing the Schedule will be entertained.
10. The School reserves the right to a class suited to his/her level. Admission is finalized strictly on Merit as per the decision of the management and the payment of the prescribed fee. The management reserves the right to refuse admission to any student without giving any reason or explanation.
11. The principal reserve the right to assign and re-assign sections to any pupil as per the requirement
12. No recommendations will be entertained. Recommendations by its very nature may take away the possibility of your child getting admitted in the school.
13. Irregular attendance, habitual intention to school work, obscenity in work or act, insubordination to school authorities, even outside the school precincts, any behavior considered by the principal not suitable for the general good of the school and for the students are sufficient reasons for fine, suspension or even dismissal.
14. For a withdrawal of a student from the school at least one calendar month notice must be given in writing otherwise a calendar month fee will be charged.
15. The name of the pupils who remain absent for two weeks without leave application and intimation shall be struck off from the rolls.
16. It is the responsibility of the parent/guardian to clarify all the doubts regarding the fee structure applicable for their ward before finalizing the admission.
17. The school reserves the right to cancel any admission at any stage, if the admission is found to be taken on false information.
18. For admission, a T.C. is to be submitted, for those who have attended other schools.
19. The registration fee is non-refundable and non-adjustable. The registration Forms, duly filled in, are to be returned to the school office within the specified periods.
20. Incomplete application/applications received after the last date as notified, are summarily rejected without giving any information to the candidate thereof.





THE AGE CRITERIA

Admission will be granted to candidates only if they fulfil the age criteria (as on 31st July) mentioned below :

Class	Nursery	LKG	UKG	I	II	III	IV	V	VI	VII
Age	3+	4+	5+	6+	7+	8+	9+	10+	11+	12+

FEE RULES

1. Admission Fee and 1st Installment Fee will be submitted at the time of Admission. Admission Fee is collected once for the entire schooling (Class : Nursery to 12th) of the Child in this school.
2. The school Fee is yearly and it is divided into 4 installments in order to make to more convenient to the parents.
3. Fee should be submitted from 5th to 20th of the installment Months (April, July, October and January).
4. All payments are to be made at Indian Bank, G.T. Road Khatauli or through Lofty Parent Portal Mobile App / Parent Portal on <http://stthomaskhatauli.com>
5. All correspondence in respect of payment of fees, should be taken up directly with the school office.



RULES ON GENERAL DISCIPLINE

1. No student shall absent himself/herself from classes without the prior permission of the Principal.
2. The students are not allowed to bring motorized vehicles/two wheelers to the school
3. Use or possession of mobile phones or any other electronic gadget is not allowed within the school premises. If such gadgets are found with students, they will be confiscated.
4. The students will be expelled in any condition of physical assault or threat to use physical force against any member of the staff or against any students of the school.
5. The students will be asked to discontinue from the school on the basis of unhealthy relationships with opposite sex
6. Smoking or use of any seductive by a student is strictly prohibited in the School and in the School premises. Those found violating this rule will be dismissed with immediate effect.
7. Bringing of arms and weapons like knives, chains, and fire arms to School and ganging up with the students of other schools justify immediate dismissal.
8. Any kind of damage done to School property must be paid by the parents / guardian of the child. The decision of the principal regarding the amount to be paid will be final.
9. Exchange of articles or money transactions between students are not allowed.
10. Parents / Guardians can neither enter the class rooms nor contact the teacher and children during the school hours without the permission of the principal.
11. Parents are not allowed to take the children back home from the school during the school hours. If the child is sick, keep him/her back at home.
12. Parents are requested to enter the school campus wearing decent dress.





SCHOOL YEAR & SCHOOL TIMINGS

The academic year begins from 15th March.

All children are expected to be in the school at least 05 minutes before the scheduled time for the assembly. Pupils, coming late will not be admitted to classes. They are strictly forbidden to leave the school premises, during the school hours without the permission of the principal.

Summer : 07:20 a.m. to 01:30 p.m.

Winter : 08:20 a.m. to 02:30 p.m.

OFFICE HOURS

Summer : 07:00 a.m. to 02:00 p.m.

Winter : 08:00 a.m. to 03:00 p.m.

TO THE PARENTS / GUARDIANS

1. The parents are earnestly requested to co-operate with the school administration. Punctuality and regularity in attendance, proper uniform, an earnest effort in home-work assignments and gentle behavior in and outside the school are always insisted on and in these matters the co-operation of the parents is expected at all times.
2. Parents are requested to co-operate with the school authorities in enforcing discipline.
3. Remarks made in the diary should be seen and counter-signed regularly.
4. Good education is the joint effort of the school and parents. Parents should attend Parent- Teacher Meetings regularly along with their wards and keep a good rapport with the teachers.
5. Parents are responsible for the arrangement, safety and security of the conveyance of their ward to the school. School does not provide any transportation facility to the students or staff. Hence in the event of any mishap the school does not accept any responsibility.



FACILITIES

Academic Zone

- ❖ Spacious and innovatively designed Classrooms with interactive Boards and projector screens
- ❖ Separate Laboratories to encourage experimental Learning
- ❖ Well-stocked Library & reading Room

Co-curricular Zone

- ❖ Sports & Games : Football, Basket Ball, Cricket, Volleyball, Badminton, Kho-Kho etc.
- ❖ Dance & Music Classes
- ❖ Annual functions & PT Displays
- ❖ Literary Competitions – School/Zonal/ Regional/ National Level
- ❖ Sports & Athletic Meet – School/Zonal/Regional/ National Level
- ❖ Science, Art & Craft Exhibitions
- ❖ Educational Tours & Picnics
- ❖ Interschool Cultural & Sports Meet
- ❖ STEM/ Robotics/ AI workshops
- ❖ PTM on every Second & fourth Saturdays.
- ❖ Charitable Activities thorough Chavara Task Force
- ❖ Orientation Classes for Staff & students
- ❖ Counselling
- ❖ Celebrations of festivals & historic occasions