

ST. FRANCIS PRE-PRIMARY

RECOGNISED BY THE GOVERNMENT OF KARNATAKA



MY HANDBOOK

DARE TO DREAM. LEARN TO EXCEL.

Student's Name

Class Section

Student's Birthday

Father's Name

Mother's Name

Guardian's Name (if applicable)

Father's WhatsApp Number

Mother's WhatsApp Number

Residential Address

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FRANCISCAN MISSIONARY BROTHERS

A LITTLE ABOUT THE SCHOOL

St. Francis High School is an unaided Christian Minority Educational Institution which is run and administered by the CONGREGATION OF THE MISSIONARY BROTHERS OF SAINT FRANCIS OF ASSISI. The members of the Congregation follow the spirituality of St. Francis of Assisi, their Patron and Founder, Brother Pauluz Moritz. The students of St. Francis High School are called FRANCISCANS after the name of St. Francis of Assisi.

The school follows the syllabus of the Government of Karnataka (State Syllabus) and the medium of instruction is English. With the recognition granted by the Government of Karnataka, the School has become a full-fledged institution with classes up to the Secondary Level. It is a co-educational institution and admission is open to children of all communities irrespective of caste, creed, religion or region.

Since its humble inception in 1990, St. Francis High School has grown from being just another school in the city's firmament, to an institution that is recognized for bringing about a transformation in the school education. Over the last three decades, it has grown steadily and added immense value to the areas that surround it. Initiated in 1990, it has grown from strength to strength with every passing year.

The founding principles of the school are clearly laid out to serve as the guiding light for all the stakeholders. They are clearly communicated and practiced to create and sustain a SFHS culture among the members of the staff, students and parents.

**FRANCISCANS WE ARE.
FRANCISCANS WE SHALL REMAIN.**

DEAR PARENTS,

As envisioned by St. Francis Xavier Province of the Congregation of the Franciscan Missionary Brothers, St. Francis High School, following the State syllabus, was established in 1990. The beginning was humble with about 100 students and three teachers. St. Francis High School is a result of the efforts of the Pioneering Brothers of the Province in accordance with the CMSF dream and vision to serve society in the field of education.

The Pioneers of our Congregation did the painstaking spadework for the realization of this Educational Institution. The school commenced its first academic year on June 06, 1990. Today the school stands on 15 acres of sprawling land along with our Institutions, St. Francis School ICSE, St. Francis Composite PU College, St. Francis Degree College and St. Francis Industrial Training Institute.

The school campus reflects many of our priorities and values, responsible use of the environment, a culture of innovation, skilful use of technology and aesthetically designed physical spaces. From a tiny seed, today St. Francis High School has grown into a large tree with state-of-the-art facilities, a beautiful campus with spacious playground and games facilities, with a strength of over 1500 students on the roll. The school also occupies a high place among the schools in Bengaluru city with extraordinary characteristics and recognitions to its credit.

At St. Francis, the students are encouraged to be creative, reflective and motivated learners. Individual talents of the children are spotted, nourished and encouraged. Apart from a rigorous academic programme, a variety of co-curricular activities for students empower them with a holistic education making them successful in life.

Brother Balaswamy Garapati
Administrator

DEAR PARENTS,

EDUCATION OF OUR CHILD is a shared responsibility of the School and the Parents. The school can do a lot for the CHILD but it cannot do everything. **LEARNING** is always a joint responsibility of the school and parents. Parents and school play an equally important role in the life of every child.

Parents differ in their skills, knowledge, attitudes, resources and availability of time to support their child's engagement with the school and learning. These differences are why co-operation and shared responsibility between parents and teachers are deemed necessary to foster learning and students' success in school.

The **MISSION** of St. Francis High School is to teach every child the values of the School, Family and the Country that we hold dear to us.

As always, your support and trust will continue to be invaluable as we work towards realizing our shared responsibility. Together, let us prepare our children to meaningfully engage in a changing world, by providing them a happy, caring, secure and value-based environment, who will be socially responsible, morally upright and emotionally balanced.

With best wishes,

Yours sincerely,

Brother Sanil Tharayil
Principal

STUDENT'S PERSONAL RECORD

Academic Year : 2025 - 2026

(To be filled by the Parent and retained in the Office)

Student's Name

Student's ID No.

Std Section Roll No

Religion

Date of Birth Aadhaar No.

Father's Name Occupation

Mother's Name Occupation

Guardian's Name Occupation

(only if applicable)

Residential Address

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Contact Nos. Residence Office

Father's Mobile No.

Mother's Mobile No.

Specimen Signature of Father/ Guardian:

Specimen Signature of Mother

SCHOOL WORKING HOURS

PRE-PRIMARY SECTION	08.25 am to 12.00 noon	(Monday to Friday)
PRIMARY & SECONDARY	08.25 am to 3:00 pm	(Monday to Friday)
Snacks Break	10.10 am to 10.25 am	
Lunch Break	12.30 pm to 01.00 pm	
Working Saturdays	08.25 am to 11.30 am	
Second Saturdays	Holiday	

SCHOOL OFFICE HOURS

Monday to Friday	8:30 am to 2:00 pm
Saturday	8:30 am to 11:00 noon
Second Saturday	Holiday

MEETING THE PRINCIPAL

Monday to Friday	10:00 am to 11:00 am
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MEETING THE COUNSELOR

Mondays to Saturdays	9.00 am to 10. 00 am
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COMMUNICATION

SCHOOL MOBILE	8296051217
SCHOOL LANDLINE	080-25635757 / 080-25635858
SCHOOL EMAIL	franciskor.sslc@rediffmail.com
PRINCIPAL'S EMAIL	francissl1@gmail.com
<i>(sending email from the school website is more appreciated).</i>	
SCHOOL WEBSITE	www.stfrancishighschoolssl.com
SCHOOL YOUTUBE	http://www.youtube.com/@saniltharayil
SCHOOL INSTAGRAM	@stfrancishighschool.1990

THE VISION AND MISSION STATEMENT

The Vision and Mission of the school derive from the teachings of Jesus Christ, the Master, St. Francis of Assisi, the Patron of our School and Bro. Paulus Moritz, the Founder of the Congregation of the Franciscan Missionary Brothers.

OUR VISION

To lead every child to WISDOM through an enlightened learning ambience wherein the Franciscan values of Peace, Love and Hope are instilled and integrated, empowering young minds towards a progressive and humane society.

OUR MISSION

To educate every child, promoting high-quality educational environment, holistic development, academic excellence and responsible global citizenship.

We strive to create a unique atmosphere for learning, with a creative and effective integration of learning in a happy, caring, secure and value-based environment, to prepare a generation of young men and women, who are intellectually sharp, physically sound, socially responsible, morally upright and emotionally balanced.

OUR SCHOOL VALUES AND ATTRIBUTES

The given values and attributes represent the foundational convictions as proclaimed through the Congregation of the Franciscan Missionary Brothers. The expected behaviours have been elaborated to guide the practice of these values. The school community strives to uphold these values and rise above life's challenges.

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|--------------------|--------------------|
| 1. Peace | 8. Cleanliness |
| 2. Compassion | 9. Commitment |
| 3. Integrity | 10. Responsibility |
| 4. Determination | 11. Discipline |
| 5. Honesty | 12. Unity |
| 6. Perseverance | 13. Respect |
| 7. Self-Discipline | 14. Teamwork |

Our values and attributes which align with our guiding statements, are integral to creating school culture and climate to realize our educational goals, vision and mission.

OUR SCHOOL ANTHEM - VERSION - 01

Make me a channel of your peace
Where there is hatred let me bring your love
Where there is injury, your pardon Lord
And where there is doubt true faith in You

Chorus: Oh, Master grant that I may never seek
So much to be consoled as to console
To be understood as to understand
To be loved as to love with all my soul

Make me a channel of your peace
Where there is despair in life let me bring hope
Where there is darkness only light
And where there's sadness ever joy - Chorus

Make me a channel of your peace
It is in pardoning that we are pardoned
It is in giving to all men that we receive
And in dying that we are born to eternal life - Chorus

OUR SCHOOL ANTHEM - VERSION - 02

Make me an instrument of Your peace
Where there is hatred, let me bring love
Where there is injury, your pardon lord
And where there's doubt, true faith in you

Make me an instrument of your peace
Where there's discouragement, let me bring hope
Where there is darkness, let me bring your light
And where there's sadness, let me bring joy

Make me an instrument of your peace
It is in pardoning, that we are pardoned
It is in giving, that we do receive
And it's in dying and we are born to life

SCHOOL MORNING PRAYER

Lord, I thank you for this new day. Bless our parents and all the members of our family. Guide and bless our Principal, Brothers, teachers, staff and all the students of our school and St. Francis Institutions.

Bless us as we study and grow together. Guide us to do our best in every situation. Give us your knowledge and wisdom, so that we may grow up as responsible and respectful students. Amen.

SCHOOL EVENING PRAYER

Lord, I thank you for the sunrise that lights up my day.

My parents' love and care every single day.

My teachers who unfold the ocean of knowledge before me.

My Brothers, whose values I follow and like whom I strive to be.

In their loving presence, may I gain strength and courage.

For every breath, I thank you Lord. Bless me with a heart full of Gratitude. Amen!

THE FRANCISCAN'S NINE POINT OATH

The students of St. Francis High School are called **FRANCISCANS** after the name of St. Francis of Assisi. Every Franciscan is expected to follow and live the nine-point oath as given below strictly. The nine-point oath is the fundamental school rule, that all students at all times will behave well and sensibly and, show courtesy, consideration and respect for others, and do nothing that will bring the school's name into disrepute.

1. No problem will defeat me because I am the captain of the problem. I will defeat the problem with an indomitable spirit and succeed with integrity.
2. I will stand up for my principles, even if I stand alone.
3. My national flag flies in my heart and I will bring glory to my nation.
4. I will honour my father and mother at all times.
5. I will treat all my elders with the love and respect they deserve.
6. I will not discriminate anyone on the basis of language, colour, religion or state.
7. My greatest friends will be great human beings, great teachers and great books.
8. I will work with courage to achieve success in all my tasks and enjoy the success of others.
9. I will spread the message of peace, compassion and love like Saint Francis of Assisi.

NATIONAL PLEDGE

India is my country / and 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.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he
Bharata-bhagya-vidhata.
Punjab-Sindh-Gujarat-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga.
Tava shubha name jage,
Tava shubha asisa 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!

THE PREAMBLE OF INDIAN CONSTITUTION

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the
unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do
HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

SCHOOL COORDINATORS

- | | | |
|----|-------------------------|------------------|
| 1. | Pre-Primary Coordinator | Ms. Anusha Rayen |
| | Assistant Coordinator | Ms. Nirmala Mary |
| 2. | Primary Coordinator | Ms. Arokia Mary |
| | Assistant Coordinator | Ms. Mary Louisa |
| 3. | Secondary Coordinator | Ms. Meble Thomas |
| | Assistant Coordinator | Ms. Remya David |
| 4. | Student Counselor | Ms. Jiji Thomas |
| 5. | Office Coordinator | Ms. Laveena |

AN IMPORTANT MESSAGE

A child who is self-disciplined, self-motivated and regular/punctual in reporting to the school, listening attentively to the class instructions and teaching, revising the day's lesson daily, following the instructions of the subject teachers with respect to the completion of class notes, home works, on a daily basis apart from being aware of the struggles of his/her parents in life will definitely fare well in academics.

Every parent is a teacher for himself/herself. Every parent is a teacher for his/her child. Parent is a child's first teacher and school is not the only place for learning. Parents who don't spend quality time with children and their child's academic matters may regret later because the timely intervention of parents in the life of every child at home is important.

RULES AND REGULATIONS

ACADEMIC TERM AND ASSESSMENTS

The academic session is divided into two terms. Term I begins from June and ends with the Dussehra Vacation and Term II begins from after the Dussehra vacation and ends in March with Final Examination/Assessments.

The Assessment- 1 and Mid-Term Assessment will be conducted in the First Term. Assessment- II and Final Term Assessment will be conducted towards the end of Term II. Parents are expected to follow and instruct their child - all the information regarding the time table, portions and revisions will be given 15 days in advance.

Students absent from the examinations will not be re-evaluated except in the case of verified medical condition or approved letter. Teachers are not required to set exams for students who are absent without sectioned leave.

Revision will be conducted prior to 5 working days before the commencement of the Assessment-I and II and 10 working days prior to the mid-term and final assessment as scheduled.

OPEN DAY

The Open Day will be conducted after each Assessment. Parents can view and check the answer sheets of their child on the Open Days. The answer sheets of Final term Assessment will be refrained from viewing on the Open Day. The Open Day for Final term Assessment will be the Result Day.

Time slots for the parents to attend the Open Day will be communicated to the parents three days prior to all the Open Days. This is to ensure that parents have the equal opportunity to discuss their child's progress with the teachers within the given time. Parents must strictly follow the given time to attend the Open Day. It is compulsory for the parents to attend all the Open Days.

Parents have the opportunity to drop their feedback/concerns/suggestions/appreciations/or grievances if any, with child's name, class and section, in the suggestion box provided in the school entrance on the Open Days.

The school expects parents to attend Orientations, Open Day Meetings and school functions as per the schedule communicated to them, and thus show their interest in their child's school activities.

Parents are requested to ensure that the name, class and division of the students are mentioned in all letters addressed to the school.

ATTENDANCE

Regular classroom attendance is essential for developing successful life skills including self-discipline, responsibility and punctuality. All the children should be present in the class at 8:20 am and the school disperses at 11:55am. It is important that parents promote the view that regular attendance and timeliness are important to ensure the best possible learning outcomes. Irregularity and frequent absenteeism lead to disconnect in children's learning.

Regular attendance and punctuality are keys to a child's academic success; no matter what the age of the learner. Parents must ensure that their children are punctual to school unless they are sick.

Students who are suffering from contagious diseases should not be sent to school. Sick leave should be accompanied by a medical certificate from the doctor who is treating.

Those who are falling sick during school hours will be taken care of by the school and parents will be informed of the sickness, so that they can take the children home for further treatment.

On the re-opening day of the school and after every long holiday like Dussehra and Christmas, attendance is compulsory.

It is mandatory for the students to have 80 % of attendance for the promotion to the next class, failing which the results will be withheld.

STUDENTS' ARRIVAL TO SCHOOL

Parents must ensure that their children arrive at and leave school punctually. Students arriving late to school miss out on the opportunity to start their day in a relaxed and comfortable manner.

Students should aim to be inside the school building by 8. 15 a.m. The first bell for the school assembly is rung at 8.25 am. Strict action will be taken against habitual latecomers. The school entrance doors will be closed at 8.25 am.

Students found to have come late for more than five days in a month will not be allowed to attend classes and on continued occurrence, disciplinary action shall be taken against them.

Students must leave the school campus once they come out of the school building. They are not expected to wander about or gather together on the ground without the consent of the teachers.

SCHOOL UNIFORM AND APPEARANCE

Children must come to school wearing the complete school uniform. Regular uniform must be worn on Mondays, Tuesdays, Thursdays, Fridays.

Red Uniform (Track Suit) will be worn on Wednesdays. Uniform is compulsory on all Open Days.

Uniform sweaters will be provided and the same should be worn whenever necessary.

Uniform must be washed, cleaned and neatly ironed. Shirts need to be tucked in neatly. Students must wear the school ID card every day without fail. If the ID card is lost or broken ensure you get a new one immediately.

Nails to be pared and clean. Personal cleanliness, hygiene and neatness is expected at all times.

Girls must use black head band for short hair. Shoulder length hair can be tied into two ponies with a black band and two plaits with black band for long hair. Boys must compulsorily trim their hair and absolutely no fashion cut. Hair must be neatly combed; fancy hairstyles/ haircuts and coloured hair will not be permitted.

To ensure simplicity and uniformity among students wearing bindi, jewellery, kajal, long earrings, mehendi, nail polish, kada, kappa and other accessories to school is not permitted. A pair of simple earrings, preferably studs (only for girls), may be worn to school.

STUDY MATERIALS

1. All the school books must be neatly binded, labelled with the student's name, class, section and subject mentioned.
2. It must be neatly maintained throughout the year.
3. Children are not permitted to tare, paste stickers and colour the pages of school notebooks unless specifically instructed by the teachers.
4. All the Nursery and LKG Children need not bring pencils, eraser and sharpener to the class, the respective class teachers will provide the same.
5. UKG children must carry a simple pencil-box with a sharpener, pencils, eraser and a ruler.
6. Home assignments will be given fortnight. It has to be completed and submitted on or before the date mentioned.
7. The classwork and homework books should not be used for any rough work.

CONDUCT

All children are required to behave with courtesy at all times, conform to the norms of good conduct.

English is the spoken language in the campus. Everyone in the campus must speak in English.

1. Being a co-educational institution, appropriate behaviour and healthy friendship is expected between children.
2. No children and parents are to be found wandering around the ICSE school campus and the PUC, Degree college campus.
3. Children actions and language should be courteous at all times.
4. Serious action will be taken on those who fail to treat others (children and staff) with respect.
5. Children indulged in any other act or behaviour such as theft, fraud, deceit aiding in copying during exams, misuse of school premises etc, that bring disrepute to the school strict actions will be taken.

DISCIPLINE

Discipline is about teaching children appropriate behavior and helping them become independent and responsible people. The purpose of discipline is to encourage moral, physical, and intellectual development and a sense of responsibility in children.

1. Children must greet, respect and obey their teachers and school authorities at all times.
2. All school leaders must be given due respect.
3. Hauling, running, playing and shouting in the classrooms and corridors are prohibited.
4. While going to the Assembly, PT, Dance, Music classes and during Break Time the students must go in silence, in a single line without disturbing the neighbouring classes.
5. Children are expected not to carry any money to the school.
6. If any student has a medical problem, the same must be brought to the notice of the class teacher/nurse in writing on the day the school re-opens.
7. If any student are not toilet trained kindly send them with diapers until they are trained.
8. In case the child wets his/her dress the spare dress which will be provided by the school, should be washed, ironed neatly and returned on the following day.

NO PLASTIC IN SCHOOL

1. To ensure the campus is a “Plastic Free Zone”, plastic is strictly prohibited in the school campus.
2. Students are not supposed to bring any kind of plastic bottles or plastic tiffin box.
3. Students can bring a steel/copper water bottle. (With the name written on it)
4. Students can bring the snacks or lunch in a steel tiffin box (with the name written on it) .
5. NO JUNK FOOD ALLOWED.

SCHOOL PROPERTY

1. Each individual student should take pride in keeping the school campus clean and green.
2. Students must take care of the school property. No scratching, writings or drawings should be done on the school furniture or walls.
3. Damage done by accident must be reported to the class teacher. Students who willfully damage school property will have to face the consequences.
4. In addition, those who cause the damage will be liable to repair the same at their own expense or required to be made good in identical replacement.

STUDENT COUNSELLOR

The parent-student counsellor in St. Francis High School addresses the academic, social and psychological needs of students and help to reinforce those values and character traits that we have identified as a community and family.

The counsellor works with all students and parents on a confidential basis as long as maintaining a confidence does not put the student at risk or create professional or personal liability for the counsellor or the school. The counselor also co-ordinates with the section coordinators, subject teachers and class teachers too.

The student counsellor also works on the following

1. Addressing student’s mental, emotional, social and academic development.
2. Helping students identify their abilities, capacities and interests.
3. Supporting students in their personal development and learning.
4. Guiding parents on the right way of bringing up kids and making them understand the rules and regulations of the school.

5. Educating students regarding good touch and bad touch and assisting them in their well-being.
6. Encouraging students about their talents and supporting them to improve their self-esteem.
7. Educating students regarding proper study habits and assisting them in their development.

CHILD PROTECTION POLICY

The school is committed to safeguarding and protecting the right of children in its care, including their right to be protected from the harmful influences abuse and exploitation. We ensure compliances of the Child Safeguarding and Protection Policy through orientations and seminars being conducted in the school for the children, staff and the supporting staff in the school.

It is obligatory for parents, guardians, teachers, and helping staff to report incidents of physical or psychological violence, aggression, harassment, immediately or within the next school day to the academic co-ordinators /school counsellors who, in turn, shall inform the principal immediately. Students are encouraged to report incidents for which they themselves or others may be the victim.

As per this policy, there is a Child Protection Committee to act on any complaint received. The Committee comprised 3 staff members one from each section of the School, Primary, Middle and Secondary.

LOST AND FOUND ITEMS

Children need to take complete responsibility for their belongings in school and on all trips. All materials carried by the children must be clearly labelled with the child's full name and class.

Everyday items such as water bottles, lunch boxes, stationeries, shoes and clothes are deposited in the open storage on the ground floor. Children who have lost them need to look for their lost items in this area after the school hours with the help of the person in charge of lost and found.

BIRTHDAY CELEBRATIONS

The school recognizes that birthdays are special for students. On birthdays, the school greets, prays and sings the birthday song for the children who celebrate their birthdays. Parents are requested not to send chocolates, or candies with children for valid reasons. Parents are requested not to send any gifts for any staff member of the school staff. On their birthday, students may wear clothes of their choice that conform to norms of modesty.

The birthday student can contribute a story book or motivational book (not mandatory) to the library with his/her name and the date mentioned. It will be a memory and a birthday gift for the entire school.

ADMISSION AND WITHDRAWAL

New students will be admitted after a written and oral test and on payment of the first two installments of fees. The amount thus paid will not be refunded even if the student for any reason should leave the school after the admission within the academic year.

A month's notice is to be given before the withdrawal of a pupil. Such notice is to be given by the person responsible for the student. A student who desires to discontinue studies should take the Transfer Certificate immediately.

No transfer certificate will be granted until the school dues are fully paid.

Children who absent themselves for more than 10 consecutive working days without prior permission will have their name struck from the school roll.

SCHOOL E-NEWSLETTER

The school publishes an E-Newsletter, titled, **“THE ASSISIANS”**, twice in a year – in October and March. It aims at opening up new vistas of creative engagement among the students showcasing their achievements, literary skills, and talents.

The news-letter will also include the events and programs being organized during the period as mentioned above. Motivational and authentic articles and write-ups about the school life and activities from the students will be accepted and published in the E-Newsletter.

SCHOOL WEBSITE

Parents are expected to view the school website and update themselves with the daily and periodical instruction the school communicates to the parents. The school circulars will be uploaded on the website and the same will be sent to the parents through parent connect. Information regarding the homework schedule, time-table for the exams, activities, competitions etc. will be available in the website.

SCHOOL FEES AND SCHEDULE

1. The school fees can be paid in four equal instalments. The first instalment must be paid before the day scheduled for the distribution of books.
2. No fee (either by Cash or Cheque) will be collected in the school office.
3. The Bank Fee Challan Receipt must be treated as fee payment receipt/bill.
4. The Transport Fee (optional facility) is not included in the school Fee.
5. Payment must be made on or before the due date. Late payment fee will be applicable after the last date of payment.
6. Parents **MUST NOT MISS** the Fee Challan Book. New Challan book will be chargeable if lost. The Fee Challan Receipt may be asked to produce in the school office in the future if required.
7. The school has made it convenient for the parents to pay the fees in four equal instalments. Parents are requested to pay the fees as per the schedule and never it should be delayed.
8. The Fee is payable at South Indian Bank in the School Campus itself. (Challan Payment).

SCHOOL FEE PAYABLE ONLY AT THE SOUTH INDIAN BANK LTD

Koramangala Branch, Sevasadan Training Institute,
8th Main, 3rd Block, Koramangala,
Bengaluru, Kartataka - 560 034.

THE VOICE OF SFHS CHILDREN TOWARDS THE PARENTS

1. Inform my school when you change your phone number because I am not with you during school hours.
2. My teachers are very important to me. So, I would like you to meet them on all Open Days and on all days when you are called to meet them. I assure you that they will not call you without any reason because they know you are at work.
3. My teachers take your place in school., so encourage them to help me do better. Listen to them carefully on the Open days and let me know in what way I must be guided and corrected to do my best in life.
4. My teachers are precious to me. I thank you for meeting my teachers whenever you think it's needed. You and my teachers may not be perfect but they are the most precious gifts God has ever given to me.
5. Thank you for giving me life. Please help me to make it worthwhile. In my journey, I need you always.
6. I am so blessed to get all I need. I have dreams to be achieved. Help me please!
7. My life is in your hand. Take care of my childhood. I know I am 100% responsible for how my life turns out.
8. I want you to check my class notes every day because it encourages me to do better.
9. I will walk a few steps. You walk a few more in my studies. Let us walk together.
10. I want to talk. Will you listen to me? Don't be always busy with your world! My studies are more important you know.
11. My most precious moments – the time I spend with you! Spend at least one hour with me because it helps me to do well in my studies.
12. Shall I share what I did today in the school? Do you have time to listen to me? Always remember that this is important for me.
13. Will you help me to fly? You have given me strong roots. Will you give me wings too? Will you please?

Will you help me to understand my school motto – **Dare to dream. Learn to excel.** I know something of my school motto but not everything. I need your help to understand it further and move forward learning to excel in school, at home and everywhere.

MY PROMISE TO THE SCHOOL

1. I will reach school on time, so I am prepared for the day
2. I will reach class or assemblies on time, so that I can fully participate
3. I will submit all assignments on time, to develop the right work ethics
4. I will participate fully in all classes, events and trips.
5. I will pay attention and co-operate with my teachers at all times
6. I will speak politely and respectfully with my teachers, peers and others
7. I will behave with integrity and accountability
8. I will eat during the break time in designated areas only and will throw garbage in bins
9. I will walk quietly in a queue in the corridor and on stairs in order
10. I will switch off all the lights and fans when not in use, in order to save energy.
11. I will maintain cleanliness in the classroom and school as it is a sign of healthy living.
12. I will always be ready to lend a helping hand to others.
13. I will take good care of my I D Card and wear it each day for my safety.
14. I will enter or leave the classroom only with the teacher's permission.
15. I will bring all necessary equipment to class, including books and stationery
16. I will be a peacemaker, acting with self-control in all situations.
17. I will take good care of school property so that others can use it too.
18. I will speak truthful, kind words about others.
19. I will only bring materials to school that will help my study.
20. I will play with school sports equipment only on the playground or field after prior permission
21. I will treat each other with respect and care, avoiding spoken or written words or actions which cause emotional or physical injury or which intimidate or humiliate others.
22. I understand that this code will be reinforced across the school and that violation of any part of it will lead to consequences and sanctions.

ACADEMIC SCHEDULE FOR JUNE 2025

Working Days: 21

DATE	EVENTS	
1. Sunday		
2. Monday	School Reopens for Nursery, LKG and UKG	
3. Tuesday		
4. Wednesday		
5. Thursday	Environment Day (Green Day)	
6. Friday	Parent orientation Program for Nursery	
7. Saturday	Parent orientation Program for LKG and UKG	
8. Sunday		
9. Monday		
10. Tuesday		
11. Wednesday		
12. Thursday		
13. Friday	Father's Day (Cook with Dad) Nursery, LKG and UKG	
14. Saturday	Second Saturday (Holiday)	
15. Sunday		
16. Monday		
17. Tuesday		
18. Wednesday		
19. Thursday	Yoga Day (Nursery, LKG and UKG)	
20. Friday		
21. Saturday		
22. Sunday		
23. Monday		
24. Tuesday		
25. Wednesday		
26. Thursday		
27. Friday		
28. Saturday		
29. Sunday		
30. Monday		

ACADEMIC SCHEDULE FOR JULY 2025

Working Days: 23

DATE	EVENTS	
1. Tuesday		
2. Wednesday	Plastic Free – Future Day -Mother -Child Activity	NURSERY
3. Thursday	Plastic Free – Future Day- Mother -Child Activity	LKG
4. Friday	Plastic Free – Future Day- Mother -Child Activity	UKG
5. Saturday		
6. Sunday		
7. Monday		
8. Tuesday		
9. Wednesday	Colouring Competition for Nursery, LKG	
10. Thursday	Drawing and Colouring Competition for UKG	
11. Friday		
12. Saturday	Second Saturday (Holiday)	
13. Sunday		
14. Monday		
15. Tuesday		
16. Wednesday		
17. Thursday		
18. Friday		
19. Saturday		
20. Sunday		
21. Monday	Assessment-I, Begins	
22. Tuesday		
23. Wednesday		
24. Thursday	Assessment-I, Ends	
25. Friday		
26. Saturday		
27. Sunday		
28. Monday		
29. Tuesday		
30. Wednesday		
31. Thursday		

ACADEMIC SCHEDULE FOR AUGUST 2025

Working Days: 20

DATE	EVENTS	
1. Friday		
2. Saturday	Assessment-I - Open Day	
3. Sunday		
4. Monday	Field Trip	NURSERY
5. Tuesday	Field Trip	LKG
6. Wednesday	Field Trip	UKG
7. Thursday		
8. Friday		
9. Saturday	Second Saturday (Holiday)	
10. Sunday		
11. Monday		
12. Tuesday		
13. Wednesday		
14. Thursday	Tri – Colour Day (Nursery, LKG and UKG)	
15. Friday	Independence Day Celebration – Holiday for KG Section	
16. Saturday		
17. Sunday		
18. Monday		
19. Tuesday		
20. Wednesday	Rhymes Recitation	NURSERY
21. Thursday	Rhymes Recitation	LKG
22. Friday	Rhymes Recitation	UKG
23. Saturday		
24. Sunday		
25. Monday		
26. Tuesday		
27. Wednesday	Ganesh Chaturthi (Holiday)	
28. Thursday		
29. Friday		
30. Saturday		
31. Sunday		

ACADEMIC SCHEDULE FOR SEPTEMBER 2025

Working Days: 19

DATE	EVENTS	
1. Monday		
2. Tuesday	Tiny Hands Big Magic - Nursery, LKG and UKG	
3. Wednesday		
4. Thursday	Teachers' Day Celebration - Holiday for KG Section	
5. Friday	Id Milad (Holiday)	
6. Saturday		
7. Sunday		
8. Monday		
9. Tuesday	Show and Tell Competition - Nursery, LKG and UKG	
10. Wednesday		
11. Thursday		
12. Friday	LITTLE VOICE, BIG THINKERS – (Nursery, LKG and UKG)	
13. Saturday	Second Saturday (Holiday)	
14. Sunday		
15. Monday		
16. Tuesday		
17. Wednesday		
18. Thursday	Assessment- II, Begins	
19. Friday		
20. Saturday		
21. Sunday		
22. Monday		
23. Tuesday		
24. Wednesday		
25. Thursday		
26. Friday	Assessment- II, Ends	
27. Saturday	Dussehra Holidays Begin	
28. Sunday		
29. Monday		
30. Tuesday		

ACADEMIC SCHEDULE FOR OCTOBER 2025

Working Days: 17

DATE	EVENTS	
1. Wednesday		
2. Thursday		
3. Friday		
4. Saturday	Feast of St. Francis of Assisi	
5. Sunday		
6. Monday	School Re-opens after Dussehra Holidays	
7. Tuesday	Maharshi Valmiki Jayanthi (Holiday)	
8. Wednesday		
9. Thursday		
10. Friday		
11. Saturday	Second Saturday (Holiday)	
12. Sunday		
13. Monday		
14. Tuesday	Fancy Dress Competition	NURSERY
15. Wednesday	Fancy Dress Competition	LKG
16. Thursday	Fancy Dress Competition	UKG
17. Friday		
18. Saturday	Assessment- II - Open Day	
19. Sunday		
20. Monday	Naraka Chathurdasi (Holiday)	
21. Tuesday		
22. Wednesday	Balipadyami (Holiday)	
23. Thursday		
24. Friday		
25. Saturday		
26. Sunday		
27. Monday		
28. Tuesday		
29. Wednesday	No Bag Day	NURSERY
30. Thursday	No Bag Day	LKG
31. Friday	No Bag Day	UKG

ACADEMIC SCHEDULE FOR NOVEMBER 2025

Working Days: 20

DATE	EVENTS	
1. Saturday	Kannada Rajyotsava Day (Holiday)	
2. Sunday		
3. Monday		
4. Tuesday		
5. Wednesday	Super Food Adventure From Mom's Kitchen – Child Activity	UKG
6. Thursday	Super Food Adventure From Mom's Kitchen – Child Activity	LKG
7. Friday	Super Food Adventure From Mom's Kitchen – Child Activity	NURSERY
8. Saturday	Second Saturday (Holiday)	
9. Sunday		
10. Monday	Dance Competition	UKG
11. Tuesday	Dance Competition	LKG
12. Wednesday	Dance Competition	NURSERY
13. Thursday		
14. Friday	Children's Day Celebration	
15. Saturday		
16. Sunday		
17. Monday		
18. Tuesday		
19. Wednesday	Founder's Day – Brother Pauluz Moritz	
20. Thursday		
21. Friday		
22. Saturday		
23. Sunday		
24. Monday		
25. Tuesday	Assessment-III, Begins	
26. Wednesday		
27. Thursday		
28. Friday	Assessment-III, Ends	
29. Saturday		
30. Sunday		

ACADEMIC SCHEDULE FOR DECEMBER 2025

Working Days: 15

DATE	EVENTS	
1. Monday		
2. Tuesday		
3. Wednesday	Gratitude Day for Parents	NURSERY
4. Thursday	Gratitude Day for Parents	LKG
5. Friday	Gratitude Day for Parents	UKG
6. Saturday		
7. Sunday		
8. Monday		
9. Tuesday	Story Telling Competition	UKG
10. Wednesday	Story Telling Competition	LKG
11. Thursday	Story Telling Competition	NURSERY
12. Friday		
13. Saturday	Second Saturday (Holiday)	
14. Sunday		
15. Monday		
16. Tuesday		
17. Wednesday		
18. Thursday		
19. Friday	Sports Day	
20. Saturday		
21. Sunday		
22. Monday	Christmas Holidays Begin	
23. Tuesday		
24. Wednesday		
25. Thursday	Christmas	
26. Friday		
27. Saturday		
28. Sunday		
29. Monday		
30. Tuesday		
31. Wednesday		

ACADEMIC SCHEDULE FOR JANUARY 2026

Working Days: 19

DATE	EVENTS	
1. Thursday		
2. Friday	School Re-opens after Christmas Holidays	
3. Saturday		
4. Sunday		
5. Monday		
6. Tuesday		
7. Wednesday		
8. Thursday		
9. Friday	Magic With Clay - Nursery, LKG and UKG	
10. Saturday	Second Saturday (Holiday)	
11. Sunday		
12. Monday		
13. Tuesday		
14. Wednesday	Makara Sankranti – (Holiday)	
15. Thursday		
16. Friday	Hand writing Competition - Nursery, LKG and UKG	
17. Saturday		
18. Sunday		
19. Monday		
20. Tuesday		
21. Wednesday		
22. Thursday		
23. Friday		
24. Saturday		
25. Sunday		
26. Monday	Republic Day (Holiday)	
27. Tuesday		
28. Wednesday		
29. Thursday		
30. Friday		
31. Saturday		

ACADEMIC SCHEDULE FOR FEBRUARY 2026

Working Days: 20

DATE	EVENTS	
1. Sunday		
2. Monday		
3. Tuesday		
4. Wednesday	Fun Hour – Child Activity (Nursery, LKG and UKG)	
5. Thursday		
6. Friday		
7. Saturday		
8. Sunday		
9. Monday		
10. Tuesday		
11. Wednesday		
12. Thursday		
13. Friday		
14. Saturday	Second Saturday (Holiday)	
15. Sunday	Maha Shivaratri	
16. Monday	Step Up and Speak (Pep Talk)	NURSERY
17. Tuesday	Step Up and Speak (Pep Talk)	LKG
18. Wednesday	Spell Bee Competition	UKG
19. Thursday		
20. Friday		
21. Saturday		
22. Sunday		
23. Monday		
24. Tuesday		
25. Wednesday		
26. Thursday		
27. Friday		
28. Saturday		

ACADEMIC SCHEDULE FOR MARCH 2026

Working Days: 20

DATE	EVENTS	
1. Sunday		
2. Monday		
3. Tuesday		
4. Wednesday		
5. Thursday		
6. Friday		
7. Saturday		
8. Sunday		
9. Monday		
10. Tuesday		
11. Wednesday		
12. Thursday		
13. Friday		
14. Saturday	Second Saturday (Holiday)	
15. Sunday		
16. Monday		
17. Tuesday		
18. Wednesday		
19. Thursday	Ugadi (Holiday)	
20. Friday		
21. Saturday	Ramzan (Holiday)	
22. Sunday		
23. Monday		
24. Tuesday		
25. Wednesday		
26. Thursday		
27. Friday		
28. Saturday		
29. Sunday		
30. Monday		
31. Tuesday	Mahavir Jayanthi (Holiday)	

N. B. : Dates mentioned may be subjected to change if necessary. Changes if any will be notified in the handbook.

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ABSENCE AND

Student's Name..... Class.....

Full name of Parent/Guardian.....

N.B. : The Specimen signature must be of a person responsible for the
All columns should

[illegible]

LEAVE RECORD

Specimen Signature of Parent/Guardian.....

Student's discipline at home.

be entered in ink.

[illegible]

ABSENCE AND

Student's Name..... Class.....

Full name of Parent/Guardian.....

N.B. : The Specimen signature must be of a person responsible for the
All columns should

[illegible]

LEAVE RECORD

Specimen Signature of Parent/Guardian.....

Student's discipline at home.

be entered in ink.

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TIME TABLE (PRE-PRIMARY)

STANDARD

SECTION

Period	1st	2nd	B R E A K T I M E				3rd	4th	5th
Timing	8.30- 9.15	9.15-10.00					10.30-11.00	11.00-11.30	11.30-11.55
MON									
TUE									
WED									
THU									
FRI									

Break Time - 10:00 am to 10:30am