



# **HOLY ANGELS' SCHOOL**

## **SHALIMAR GARDEN**

(Affiliated to CISCE, New Delhi - Vide Affi No. UP438)



# **PROSPECTUS**



## BRIEF HISTORY OF THE SCHOOL

Holy Angels' School is an unaided Christian Minority Educational Institution run under the aegis of St. Paul's Educational and Charitable Society, Raj Nagar, Ghaziabad, (Registered under the Registration of Societies Act XXI/1860 of U.P. State Govt: Reg. No. 1900:1982/83 on 23/12/1982) of the Franciscan Capuchin Missionaries of Krist Jyoti Province North India. The school is situated at B-Block, Shalimar Garden Extension 2, in the National Capital Region (NCR) and prepares students for the **ICSE class X Examination**.

Inauguration of Holy Angels' School with its motto, "Towards Enlightened Minds" was held on 2 February 2011 at B-1120, Shalimar Garden, Ext II, in an existing building. Fr. Thomas Pullattu and Fr. Agin Edakalathoor were the first Manager and Principal. We started LKG and UKG with 165 students, 6 teachers, and 4 non-teaching staff. The school was shifted to Holy Angels' Senior Secondary School, Rajendra Nagar on 10 March 2011 in view of building a new structure.

On 6 June 2011, a foundation stone for the new school was laid by Fr. Dominic, then the chairman of St. Paul's Educational and Charitable Society. The school building was ready in 9 months with two furnished offices, 21 classrooms, an auditorium on the second floor and a large hall in the basement. It was a remarkable achievement in such a short time. The new school building was inaugurated by Br. Julius, Director of St. Francis School, Indirapuram on 19 March 2012.

On 1 July 2012, the school received provisional recognition from BSA, Ghaziabad with Registration no. PS-05. The first Annual Day was celebrated on 19 March 2013.

On 04 July 2014, Frs. Joban Mathew and Johan Paul took over as Manager and Principal. Frs. Simon and Binoy Augustine followed Fr. Joban as Managers. On 01 April 2016, Sr. Ramila Vadakhiya was appointed Vice-principal. On 03 July 2017, Fr. Cletus Arimbur was appointed as Principal. On 03 July 2017, Fr. Jose M J took charge as Manager. On 16, February 2018, the school received permanent recognition from BSA, Ghaziabad. On 09 November 2018, third floor was inaugurated by Rev. Fr. Benoy Joseph on 12 February 2019 and lift was blessed by Rev. Fr. John Baptist. On 01/08/2020, Frs. Sudhir Bara and Justin Joseph took charge as Manager and Principal. **On 09/04/2021, the school received affiliation from the CISCE, New Delhi and the affiliation no. is UP438. The school has received the status of minority in the year 2023.** On 01/12/2024 Frs. Albin Antony and S. Arockia Alex took charge as manager and principal respectively.

*Holy Angels' School is committed to its motto -*

## **"TOWARDS ENLIGHTENED MINDS"**

Our systematically designed curriculum aims at transforming the world through enlightened citizens. We groom the blooming buds into responsible global citizens who combine the qualities of head and heart. The intellectual, social, moral, physical and spiritual education imparted to our students, make them well integrated personalities ready to take on the world ahead.

Intellectual education is sought to be given by way of a course of studies that is suited to the mental development of the students.

Social education is imparted by way making the students realize that s/he is a member of the society; hence a spirit of service and dedication to duty is also aimed at .

Moral education is imparted by way of instilling in the students a passion for whatever is true, good, honest and honourable.

Physical education is provided with the help of various disciplines in sports and games.

Spiritual education is imparted by way of making them aware of God's loving presence in them.

With all these we would make every effort to form within every child a well-esteemed personality.

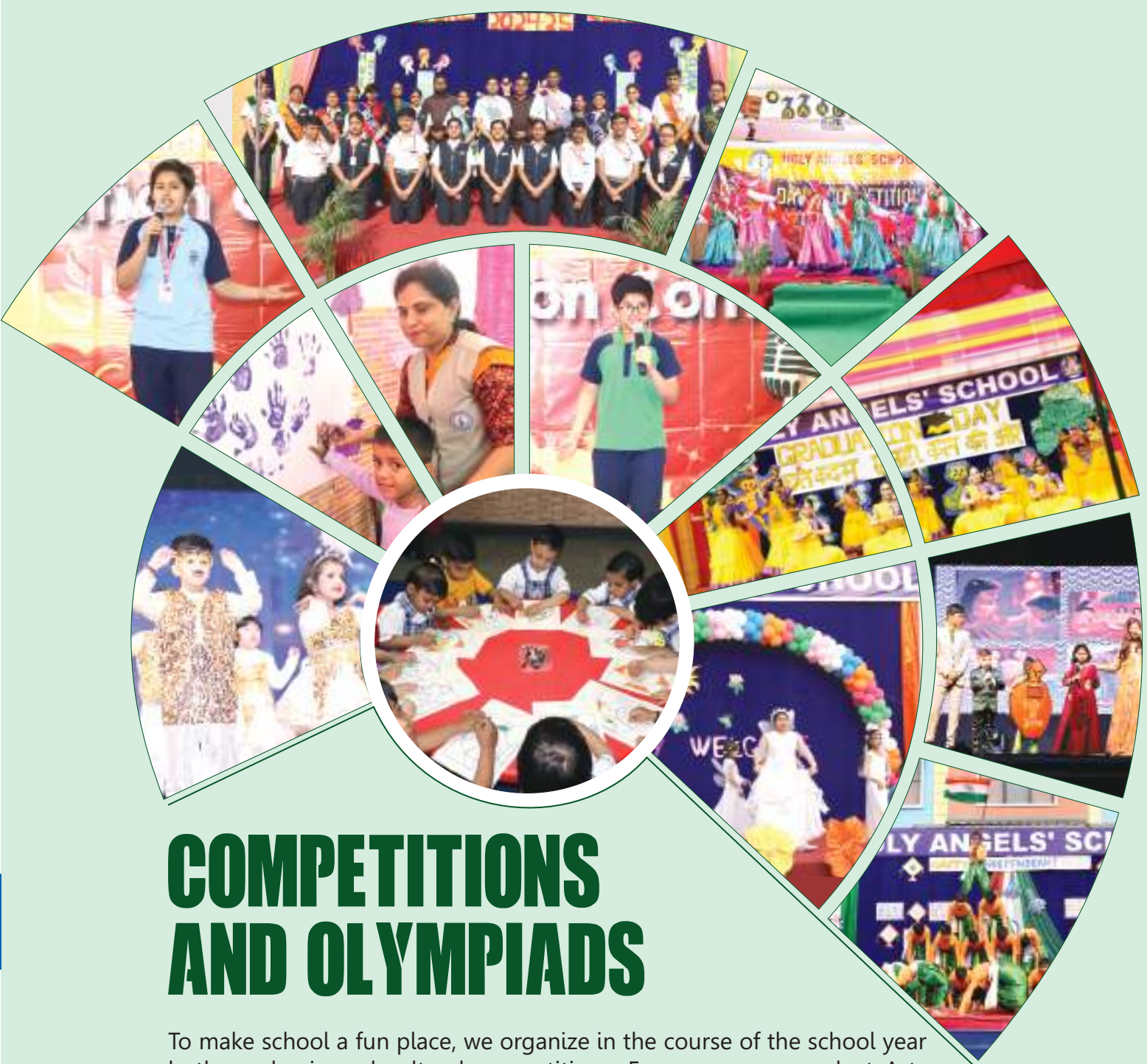
The attainment of true knowledge makes one enlightened so that one can lead oneself and others in the path of truth and grows into well balanced person.





# Special Features

- CISCE (Internationally Recognized)
- Qualified, hard working & dedicated staff
- Airy classrooms conducive to learning
- Personalised care & concern
- Solid parent-teacher-student relationship
- Foreign language classes
- Healthy and hygienic environment
- Regular Skating, Karate & Judo coaching
- Attractive and well illustrated pre-primary classrooms
- Computer lab with sufficient number of high speed individual computers with lan and internet connectivity
- Smart class in every section
- Music room, drawing room, activity room, arts & craft room.
- Well equipped physics, chemistry & biology labs
- Well stocked library with a wide range of books, periodicals, news papers, reference materials and educational CDs
- Fully air-conditioned class rooms.
- 100% power backup
- Reverse Osmosis System (RO) and water coolers to provide pure drinking water.
- Infirmary room with experienced staff nurse
- Fully computerised school office
- Interactive and dynamic website
- Online database with personalised login id & password accessed by students and parents
- Advanced Student Messaging System (sms) to keep the parents informed about the events in the school
- Closed Circuit Camera surveillance to ensure the security of students



# COMPETITIONS AND OLYMPIADS

To make school a fun place, we organize in the course of the school year both academic and cultural competitions. Every year we conduct Arts and Craft Exhibition or a Science Exhibition. Sports Meet or School Annual Day Celebrations are held alternatively every year. From Class Seven, we plan to coach students for Basket Ball, Shuttle, Kabaddi, Badminton, Karate and Judo. Inter-school championships will start from Class VIII. Children will be given the opportunity to attend various Olympiads.

Each national festival will be celebrated with a cultural gala. Children will be given chance to decorate the bulletin board with posters and art all through the year.







# DISCIPLINE POLICY HAS

1. School is a place for integral growth. At HAS, we give importance to the overall development of every student. Learning is important. Cultural programmes, sports and games and art and craft are important too. Various competitions held through the academic year help children remain happy and energetic. School is a fun place to be. No child should be afraid to come to school. Children cross the gates of HAS with smiles on their faces.
2. Our children are motivated to excel in art, sports, academics and in various dance forms. Considerable amount of time is spent in organizing festivals and competitions. Exhibitions, Sports day and Annual Day are integral to curriculum planning.
3. On the last day of the academic year, on "Graduation Day", KG kids are welcomed to Class I and all the winners of competitions are awarded. Children with full attendance and those who excelled in studies or sports are honoured too .
4. Discipline is very important at school. Only English is allowed to be the medium of communication at School.
5. Children are encouraged to respect teachers and other students.
6. Children are encouraged to complete their class work on time. They are also motivated to complete their home tasks daily.
7. Children are encouraged to arrive before 7.20 am in summer and 8.05 in winter.
8. Children are motivated to keep their home task record updated daily and not to tear pages of it.
9. If any note is given in the home task record by the teacher or principal, the student is encouraged to bring it to the parent's attention on the same day and get the note signed by the parent.
10. If a parent writes a note to the teacher or principal, the student is encouraged to bring it to their attention quickly.
11. Children are motivated to attend all classes and not to take leaves for weddings, picnic etc.
12. Children are not expected to bring toys to school like fidget spinners, tops, replica guns or knives. They are not expected to bring electronic items to school like cell phones, smart watches etc.
13. Students can use the telephone card available with the principal to make urgent calls to parents.
14. From class VII, no child is allowed to attend school in casual dress on birthdays. Children are motivated to donate to needy children from their pocket money.
15. Children are encouraged to keep uniform neat and tidy, hair and nails clean and school bags light.
16. Children are expected to bring the books for the day without fail.

# PARENTS' ORIENTATION MEET AND GUIDELINES

1. Every parent will be invited in the new session on Saturdays to interact with teachers. The principal will explain the school regulations and teachers will explain about the curriculum.
2. Parents are encouraged to attend Parent Teacher Conferences held each month to interact with teachers.
3. Parents are encouraged not to send jewellery, ornaments or costly gadgets to school. On birthdays, please motivate children to contribute to charity.
4. Please send healthy home cooked food with your children and refrain from packed foods and fast food.
5. Please motivate children to keep the home task record neat and regularly check the same for notes from teachers.
6. Please do not criticise teachers in front of your children as they will lose respect towards teachers.
7. A disciplined and loved child at home behaves very well at school. Behavioural problems usually originated at home.
8. Please meet the principal during visiting hours only.
9. Please use the home task record and school cell phone and land phone to communicate with the school.
10. You are requested not to ask for leaves during exams. No rescheduling of exams will be permitted for any reasons. A child who can't attend an exam due to illness will be awarded marks according to his/her past performance.
11. Instant gratification is the cause of many behavioural problems in the children. Parents are requested earnestly to delay gratification as it makes children ready to meet adversities in life.
12. Parents can procure text books, copies and uniform from any seller. Prescribed set of text books, copies and uniform will be announced on the notice board from time to time.









## REGISTRATION/ ADMISSION

1. The school reserves the right to admit the pupil to a class suited to his/her level. Admission is finalized strictly on merit after screening/ interview/interaction/test as per the decision of the management from time to time and payment of the prescribed fees. The child seeking admission should be introduced by the parents or guardians who shall remain responsible for the fees, regular attendance and good conduct. The following documents/certificates are required during the sign of admission:-
  - a. Date of Birth Certificate clearly showing the name of the child from the Municipal Corporation/Zila Panchayat is mandatory for admission. A Photocopy of the same is to be submitted along with the registration form.
  - b. Child coming from an affiliated/recognized school should produce the Transfer Certificate and Result Card. The Transfer Certificate should be counter signed by a competent authority of the respective Board. The admission will not be deemed complete and valid till all the necessary documents are submitted and verified by the school authorities.
  - c. In case of Catholic/Christian candidate, Baptism Certificate and a letter of introduction by the Parish Priest/Pastor are mandatory.
  - d. SC/ST/OBC Certificate (If applicable) to be submitted.
  - e. Address Proof of Residence is mandatory
  - f. Latest passport size photographs of the child and parents.
  - g. Attested photocopy of the Aadhar card.
  - h. Report card, T.C. & PEN Number.
2. As a rule, no child less than three and a half years (as on 1st of April) is admitted in kindergarten. This limit increases by one year for each successive class. No change of Date of Birth is entertained.
3. The child will be examined in the matter of the class previous to the one he/she seeks admission.
4. On no account, admission can be demanded by any other right. It is entirely left to the policy and discretion of the Principal.
5. Admission obtained by submitting false document, date of birth, address proof etc. will be cancelled even at a later stage.
6. The Principal reserves the right to allot and re-allot the section of your ward as and when found necessary. The decision of the Principal will be final and binding.
7. No recommendations will be entertained as it will result in the cancellation of the application.





## SAFE STUDENT POLICY

- PEP Cards are issued to all parents and children are released from School at production of PEP cards.
- Students of primary (LKG to IV) are released from classes at Dispersal while Students of Classes V onwards are taken to the ground at Dispersal.
- Visitors' entry register at the main entry records the entry and exit time and the contact details of every visitor.
- Helpers, Ad-hoc workers and Drivers use a separate toilet in the campus.
- Their entry in the campus is restricted to their particular field of job required.
- 100 CCTVs are in operation in and around the campus.
- There is round-the-clock security at the school.
- There is a trained nurse in the school for first-aid.
- Reverse Osmosis plant for all drinking water outlets is installed in the premises.
- Adequate Fire safety equipments are installed and periodically inspected.
- There are four exits on the ground floor and two staircases.
- Fire safety drill and earth quake protection drills are conducted.
- During adverse weather conditions, morning assembly is conducted in the basement.
- To prevent mosquito bites new summer uniform with full pants is introduced.
- Anti-mosquito lotion is sprayed in the premises regularly.
- In the school buses two helpers are sent to ensure safety.

# GENERAL RULES OF DISCIPLINE

1. Irregular attendance, habitual inattention to school work, obscenity in word or act, in-subordination to school authorities, transgressions of the rules given in the diary, cheating or any other misconduct, even outside the school precincts, any behavior considered by the Principal, if not suitable to the good tone and general good of the school are sufficient reasons for fine, suspension or even dismissal.
2. Damage done by the student to the school property will have to be made good by him/her. Classrooms should be kept tidy and attractive. Scribbling on furniture or on walls is strictly forbidden.
3. The class monitors and prefects should ensure that lights and fans are switched off while leaving the classrooms. Bins must be used appropriately for the waste paper etc.
4. The transition between teacher leaving the class and the other arriving is not the time for idle talk or creating disturbance. Await the teacher's arrival in silence and stand up and wish when he/she enters the classroom, and a prayer is to be devoutly recited by all at the beginning and at the end of each period.
5. Students should procure their books with in a week of the declaration of results. All students should have a copy of the school diary making therein proper entries and bringing it to school everyday.
6. Students should be clean and tidy in their person and dress, take pride in their personal appearance, maintain proper body cleanliness be respectful and obliging to their elders and companions. In the classrooms, besides paying attention to cleanliness and personal bearing, they should create and maintain an atmosphere conducive to serious study.
7. During class time, no student may leave the school premises without Principal's permission. Students may leave the classroom only with the teacher's permission.
8. Students are not allowed to bring cell phones, cameras, i-pods, music system, video games, CDs, whitener, marker etc. to school.
9. Parents are not permitted to meet the teachers except on Parent Teacher Meeting (PTM) days. You can also meet them before/ after the school hours.
10. Celebration of birthdays and parties in school is not permitted.
11. All correspondence should be addressed to the Principal. When writing, quote the student's full name, class and section.
12. When the Principal or a teacher enters a classroom, the students, should stand up respectfully, greet them and remain standing till they are directed to sit. They shall do the same when the Principal or the teacher leaves the class room.
13. When the attendance roll is taken, each student should rise and answer respectfully, and also when an elder addresses him/her.
14. Books other than school books, periodicals, newspapers, or any things not approved by the Principal, should not be brought to the school.
15. All collection of money or things for any purpose whatsoever is to be done with prior permission from the Principal. Presenting of gifts to any member of the staff for any occasion, by any student or parent is forbidden.
16. During the absence of the teacher, the class monitors and prefects will be responsible for maintaining discipline in the class.
17. No student should be seen anywhere except in their place of work and play.
18. No student is allowed to change his/her seat in the class allotted by the class teacher.
19. All students should come to school on time, as specified by the principal from time to time. Habitual late coming may lead asking the student to go back home without attending school. Punctuality and discipline should be the watch words of every student. Report on time and be brisk in your walk.
20. No half day leave is permitted.
21. Students are advised to bring lunch with them as they come to the school.

# GOLDEN RULES FOR THE STUDENTS

## Students must follow the rules without any exception:

1. Students should reach school at least 10 minutes before the morning assembly and they must go to the class rooms immediately after reaching school.
2. Students should keep up the discipline in the school premise and maintain silence in the class rooms.
3. This school is particular about personal cleanliness and adherence to the prescribed uniform. Students found violating these rules will be duly penalized.
4. Good handwriting is the hallmark of an educated person. Therefore every student should strive to have a neat and legible handwriting.
5. Each student is responsible for his/her own belongings. The school does not accept any responsibility for the loss of books, money, clothes, valuables etc.
6. Finger nails must be trimmed and kept neat and clean. Shoes are to be polished every day.
7. All the text books and copies are to be brought to school as per the timetable of each day. The text books and copies should be maintained properly throughout the year with cover and labelled with name, roll number, class and section.
8. School diary should be brought to class daily and even in PTM without fail.
9. Bad behaviour or use of rough, rude and abusive language is prohibited both inside or outside the school premises. Bad conduct will be just a cause for the dismissal from school.
10. Running, playing, jumping on furniture, yelling and shouting inside the class rooms and corridors are not allowed.
11. Crowding in the corridors or entering other class rooms is strictly prohibited.
12. Any kind of damage done to the school property will have to be borne by the defaulting student concerned.
13. No student is allowed to go home during the school hours unless accompanied by parents/authorized persons.
14. Students are strictly forbidden to carry tattoos, stickers, toys, pen drives, CDs, fancy items, cameras, calculators, mobiles, gadgets and valuables to the school.



# GUIDELINES FOR THE PARENTS

## These guidelines must be followed by the parents:-

1. The school diary has to be read very carefully by the parent and then give the signature after reading it.
2. Diary is to be daily examined by the parents and if any remarks are given by the teacher/ principal the same shall be signed by the parents on the same day.
3. Parents should fill the index page of the diary carefully and the same specimen signature of both the parents/guardian must be followed in the diary where needed.
4. Diary remarks or tests conducted not signed in time would invite reduction of marks for internal assessment by the concerned teacher.
5. Parents should send their wards to school daily except when sick or in unavoidable circumstances.
6. Go through the class work and home assignments of the ward daily and make sure that the ward completes the writing and learning work daily before retiring to bed.
7. Parent Teacher Meeting is to be attended by the parents accompanied by their ward regularly without failure. Students should come in their proper school uniform for the PTM.
8. Do not send any cash to school unless it is notified by the school.
9. Do not send any hanging ear rings or chains made of gold as it might invite anti-social elements on the way, or your ward may lose them in the school or on the way.
10. Check if the ward brings home any pen/pencil/sharpener etc. not been supplied by you. If you find any, please return it to the class teacher on the following day. Help the child to be honest and sincere.
11. If there is any change in the address/telephone no. etc. kindly inform the school immediately through a written application to update the same.
12. Please see that you do not criticize the teachers in the presence of the child because thereby the child loses respect for the teachers and consequently fails to learn from them.

## Requirements at the time of submission of registration form:

- (1) Latest passport size photograph of the child and parents. (Nos.4)
- (2) Attested photocopy of the original D.O.B. (any changes in D.O.B. on later stage will not be accepted) Certificate from Nagar Nigam – clearly showing the name of the child.(Affidavit or hospital certificate will not be accepted)
- (3) Preparatory school experience certificate of at least 3 months (if available).
- (4) SC/ST/OBC certificate (if applicable) to be submitted.
- (5) Residence Proof
- (6) Educational Qualification Certificates of both the parents.
- (7) Attested photocopy of the Aadhar card.
- (8) Report card, T.C. & PEN Number.

 **HOLY ANGELS' SCHOOL**



## **HOLY ANGELS' SCHOOL**

(Affiliated to CISCE, New Delhi - Vide Affi.No. UP438)

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