

Almanac 2025 - 2026

A Student - Family Navigating Guide



St. Paul's International School

KALAMASSERY

Name

Class & Section

Admission No.

House

Prepared and Published by

St. Paul's International School, Kalamassery
HMT Colony P.O. Ernakulam 683503, Kerala, India.
Phone: +91 484 2556662, 2556663, 2555495, 8078831777
E mail: office@spis.edu.in / www.spis.edu.in

Year of Publication: 2025

Copyright 2025

St. Paul's International School

All rights reserved.
No part of this publication may be reproduced,
stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or
otherwise, without prior written permission of the publisher.

St. Paul's International School

School Timings

Pre-KG	From Monday to Friday 08.30am - 09.00am Reporting / Attendance 01.30pm - 03.20pm Dispersal
Kindergarten	From Monday to Friday 08.30am - 03.00pm & stay back till 3.20pm Meeting KG-In-Charge 09.30am - 10.30am & 03.30pm - 04.00pm
Class I to V	From Monday to Friday 08.30am - 03.20pm
Class VI to XII	From Monday to Saturday 08.30am – 03.20pm.
Office	On Working Days 08.30am – 04.30pm
Meeting Principal	With prior appointment through Office From 11.00am to 12.30pm & From 02.00pm to 04.30pm
Meeting Teachers	On all working days With prior appointment through Office 03.30pm to 04.00pm
Holidays	Class KG - IV All Saturdays and Sundays. Class V - XII Second and Third Saturdays. Office: All Second Saturdays and Sundays. For Additional holidays refer Page 115.

Contents

01. The Paulian Way	007
02. Profile	007
03. Location	008
04. Epochs in the Growth of St. Paul's	008
05. Vision, Mission & Core Values	013
06. Coat of Arms	014
07. Salient Features of St. Paul's International School	014
08. Campus Facilities	015
09. Directors and Principals	016
10. St. Paul's Honour Code	017
11. The Pledge	017
12. National Anthem	018
13. Prayers	018
14. Prayer Songs	020
15. Rules Related to School Admission	026
16. Withdrawal Rules	027
17. Instructions for Academic Excellence	028
18. Assessment / Examination and Promotion	029
19. Academic Activity	030
20. School Activities	030
21. Clubs	032
22. Awards and Recognitions	033
23. Leave of Absence	032
24. Guidelines for School Uniform	034
25. Hair Style	037

26. General Behaviour	038
27. Rules of Discipline for Students	039
28. Do's & Don'ts	041
29. Guidelines for Parents	042
30. Grievances	044
31. Library Rules	045
32. Rules Related to Fee Remittance	046
33. School Stores	047
34. Paul's Bistro	047
35. General Norms	048
36. Declaration	049
37. Personal Record and Declaration	051
38. Paulian Health Record	053
39. Record of Communication Between Teachers & Parents	055
40. Assignments and Communications	056
41. Participation in the School Level Competition	087
42. External Examinations at a Glance	088
43. Infirmary Record	090
44. Early - Exit Record	092
45. Record of Library Books Read During the Academic Year 2025 - 26	093
46. Record of Good Deeds	095
47. Leave Record	096
48. Non Observance Record	097
49. Parent's consent for Study Tour	106
50. Calendar of Academic Events 2025 - 26	107
51. List of Office Holidays	119
52. The Management Team	120
53. Academic Team	121

01.

The Paulian Should...

- Be polite and disciplined wherever they go.
- Greet teachers and elders whenever and wherever they meet them.
- Stand when any teacher or visitor enters the classroom.
- Always accept and complete whatever work is assigned.
- Show kindness and lend a helping hand to parents, siblings, teachers and companions.
- Always be well groomed.
- Forgo littering of classrooms, subject rooms, laboratories and corridors.
- Abstain from bullying, use of foul language and vulgar behaviour.
- Refrain from running in corridors. It is strictly prohibited.
- Avoid shouting or whistling in or around the school building.
- Never take others' belonging without permission.
- Speak in English at all times

02.

Profile

St. Paul's International School, Kalamassery, stands as a beacon of knowledge, character, and faith. Rooted in the rich traditions of the Archdiocese of Verapoly, this Catholic Christian institution has been shaping young minds with a commitment to excellence since its inception. Affiliated with CBSE, St. Paul's is more than just a school - it is a nurturing ground where intellect and values blend seamlessly.

Born from the vision and dedication of its pioneering team, St. Paul's opened its doors in 1999, steadily growing into a distinguished Higher Secondary School. Today, it welcomes students from Kindergarten to Senior Secondary, fostering a dynamic learning environment that unlocks each child's full potential. With a strength of 1,550 students and 130 devoted staff members, the school continues to expand its horizons, embracing innovation while staying true to its foundational values.

Academic brilliance is a tradition at St. Paul's. The school has upheld an impeccable record of 100% pass rates, with students earning national rankings, distinctions, and first-class achievements. Yet, success here is not measured by grades alone. The vibrant campus buzzes with creativity, sportsmanship, and a spirit of inquiry. From state-of-the-art classrooms to cutting-edge facilities in sports, arts, communication, and artificial intelligence, the school ensures a holistic education that prepares students for the world ahead.

At St. Paul's, learning is more than a process - it's a journey of discovery, inspiration, and transformation. Here, every child is nurtured to rise beyond expectations and shine as a beacon of wisdom and virtue.

03.

Location

The elegant campus of St. Paul's International School is nestled in Five Acres of land on the Seaport - Airport Highway and at a stone's throw from NH-47 at Kalamassery, Ernakulam.

18 KM

Distance from Airport
(Cochin International Airport)

3 KM

Distance from nearest
Railway Station (Kalamassery)

1.3 KM

Distance from Metro Railway
Station (Kalamassery Town)

50 M

Distance from nearest Bus Stop
(ITI Kalamassery)

04.

Epochs

in the Growth of St. Paul's

- 2025** • **January 01** : Traffic management enhanced with road barriers and dedicated traffic wardens.

- 2024**
- **October 10** : Maths Lab upgraded with advanced equipment for enhanced learning.
 - **September 05** : 70 KVA solar plant commissioned, promoting sustainable energy.
 - **August 16** : Inaugurated the first-ever Copa San Paulo, an All-Kerala inter-school under-17 turf football tournament.
 - **August 10** : Launched the broadcast of Radio Paulo 13.1, amplifying student voices and creativity.
 - **July 20** : Paul's Bistro has begun services for students.
 - **July 06** : All classrooms equipped with four ceiling fans each for better ventilation.
 - **June 06** : Auditorium seating capacity increased with 300 additional chairs.
 - **June 10** : Junior and Senior Computer Labs upgraded with brand-new workstations.
 - **June 02** : Five more classrooms furnished with 132 chairs, 46 tables, and 5 panel boards.
 - **May 13** : Three new Eicher school buses added to the transport fleet.
 - **April 23** : Water supply enhanced with a high-capacity borewell.
 - **March 06** : Security upgraded with 40 new CCTVs and 2 TVs with backend recording.
 - **February 25** : New EPABX system installed for improved internal communication.
 - **January 08** : Commissioned AI & Robotic Lab, designed to cater to students from Class V to Class XII
-

- 2023**
- **December 22** : The school staged at the Ashis Convention Centre "Operation Hope," a multimedia extravaganza dramatizing the survival story of four children stranded in the Amazon Forest after a plane crash at Ashis Convention Centre.
 - **December 14** : Inaugurated "Studio Paulo", an advanced Audio- Visual Studio with radio broadcast facilities
 - The school's renovated auditorium debuted on Children's Day, hosting the young talents' artistic showcases.

- **August 01** : The state-of-the-art Paulian Sportsplex was formally inaugurated, comprising a football turf, a basketball court, a volleyball court, and dedicated cricket pitches for net practice sessions.
 - **May 30** : The school welcomed the addition of three well-equipped school buses from the renowned Eicher brand to its fleet.
 - **May 25** : A captivating fiber sculpture depicting an elephant was installed in the lush garden
 - **May 16** : Mrs. Sunitha Binu Samuel assumed the office of Principal.
-

- 2022**
- **November 14** : Rev. Fr. Sabu Nedunilath joined as the Director of St. Paul's.
 - **June 01** : Prof. Dr. Leena Mathew assumed the office of Principal.
 - **February 26** : Global School Award 2021-2022 of AKS Education Awards, Gurugram for the Best On-line & Hybrid Teaching.
-

- 2021**
- **July 01** : Rev. Fr. Antony Vacko Arackal joined as the Director of St. Paul's.
 - **May 17** : Blessing and Inauguration of the newly constructed Angel Mary block by His Grace the Most Rev. Dr. Joseph Kalathiparambil, the Archbishop of Verapoly.
 - **March 09** : St. Paul's was approved to introduce skill subject on Artificial Intelligence with effect from 2021-2022.
-

- 2020**
- **December 15** : St. Paul's was Re-accredited for Outstanding Development of the International Dimension in the Curriculum by British Council for the year 2020-2023.
 - **September 04** : Mrs. Sheela Xavier assumed the office of Principal.
 - **September 02** : St. Paul's was sanctioned an extension of General Affiliation from 01-04-2021 to 31-03-2026.
 - **March 01** : St. Paul's received Haritha Vidyalayam Award positive performance, during 2018-2019 in the SEED (Student Empowerment for Environmental Development) by the Mathrubhumi daily.

- 2019**
- **March 01** : St. Paul's received Haritha Vidyalayam Award positive performance during 2019-2020 in the SEED (Student Empowerment for Environmental Development) by the Mathrubhumi daily.
 - **January 02** : Mr. George K.V. assumed the responsibility of Principal.
-

- 2018**
- **March 01** : St. Paul's received Haritha Vidyalayam Award positive performance during 2018-2019 in the SEED (Student Empowerment for Environmental Development) by the Mathrubhumi daily.
 - **December 15** : St. Paul's was accredited for Outstanding Development of the International Dimension in the Curriculum by British Council for the year 2017-2020.
-

- 2017**
- **March 01** : St. Paul's received Haritha Vidyalayam Award positive performance during 2017-2018 in the SEED (Student Empowerment for Environmental Development) by the Mathrubhumi daily.
 - **February 26** : St. Paul's was sanctioned an extension of General Affiliation from 01-04-2016 to 31-03-2021.
-

- 2016**
- **June 02** : Pre-Kindergarten block was added.
 - **June 06** : Seed Club Award for environmental protection of the SEED project 2016-2017
 - **April 02** : Dr. Sheela Seth assumed the responsibility of Principal.
-

- 2015**
- **November 19** : St. Paul's was sanctioned an extension of affiliation from 01-04-2011 to 31-03-2016.
-

- 2013**
- **May 02** : Archbishop the Most Rev. Dr. Francis Kallarackal became the new Patron.
-

- 2010**
- **November 01** : Mrs. Susan Mohan assumed the office of Principal.
 - **May 02** : Archbishop the Most Rev. Dr. Francis Kallarackal became the new Patron.
 - **May 01** : The first batch of Class XII (2009-10) achieved cent percent pass and 50% distinction.

- 2009** • **May 28** : The Blessing and Inauguration of Attipetty block by His grace, The Most Rev. Dr. Daniel Acharuparambil, Archbishop of Verapoly.
-
- 2008** • **December 20** : Rev. Dr. Douglas Pinheiro joined as the second Director of St. Paul's.
- **May 01** : The first batch of Class X had a glittering cent percent pass and 80% distinction.
- **March 05** : St. Paul's International School was sanctioned affiliation for Senior Secondary School from 01-04-2008 to 31-03-2011.
-
- 2007** • **July 19** : The foundation stone for Archbishop Attipetty Block was laid by His Grace The Most Rev. Dr. Daniel Acharuparambil.
-
- 2006** • **February 04** : Multipurpose Auditorium was blessed and inaugurated by His Grace The Most Rev. Dr. Daniel Acharuparambil, Archbishop of Verapoly.
-
- 2005** • **July 19** : St. Paul's International School acquired affiliation of CBSE, New Delhi from 01-04-2005 to 31-03-2008.
-
- 2004** • **May 07** : The Kindergarten block was blessed and inaugurated by His Grace The Most Rev. Dr. Daniel Acharuparambil, Archbishop of Verapoly.
-
- 2003** • **June 02** : Commencement of First Academic Year with 158 students and 17 staff.
- **May 05** : Blessing of the School Building by the Founder Patron His Grace The Most Rev. Dr. Daniel Acharuparambil, Archbishop of Verapoly.
-
- 1993** • **June 03** : St. Paul's Educational and Charitable Trust was legally registered.

Vision, Mission & Core Values

Our Vision

Inspired by the missionary zeal of St. Paul the Apostle of Jesus Christ, our vision is to develop leadership through excellence in education and contributing to the International Community.

Our Mission

- To rejuvenate the human values by being a path maker for the young generation, a beacon of light in their path and a guide and pride in their life.
- To ensure holistic education to students, transforming them as responsible and resourceful citizens through information and formation.
- To mould them as world class citizens having cosmopolitan convictions and remarkable human beings.
- To provide a climate for wholesome and integrated upbringing of dynamic students, well equipped with leadership traits required in Civil Services, Armed Forces, Corporate Houses and Potential Entrepreneurship.
- To provide ample opportunities through co-curricular and extra-curricular activities so as to have a balanced personality.
- To develop mental and physical strength to withstand the stress and strain of the 21st century.

Our Core Values

Politeness	Athleticism	Unity	Love	Integrity	Aspiration	Nobility
P	A	U	L	I	A	N

Coat Of Arms

- The school's coat of arms features a globe, two hands, and a star, each symbolizing a core value.
- The Globe reflects St. Paul's international outlook, shaping students into responsible global citizens beyond caste, creed, or country.
- The Hands symbolize a divine-human partnership - God's guiding hand reaching out to uplift humanity.
- The Star signifies the brilliance of a life shaped by faith and purpose, inspiring students to shine as beacons of service and excellence in society.



Salient Features of St. Paul's International School

- St. Paul's promotes holistic education.
- St. Paul's focuses on child- centred teaching with optimal number of students in each class to ensure quality education.
- Teachers as facilitators in the classroom use multiple learning strategies as their teaching methodologies.
- St. Paul's provides ample opportunities for students to overcome stage fear and develop a confident personality.
- St. Paul's conducts classes to promote value education, gender sensitivity and other life transformation skills to promote leadership qualities in the students.
- BBC news is broadcast during the lunch hours to enable the students get acquainted to the accent of original English language.

Campus Facilities

- A lush green campus sprawled in Five Acres with superb landscaping and inlaid garden.
- 'Studio Paulo' - St. Paul's State-of-the-Art Audio-Visual Studio and Radio Broadcast Facilities to unlock creativity.
- Robotics Lab, exclusively designed for students from Grade 5 to Grade 12
- Medicinal Garden and Vegetable Garden promoting organic farming.
- Pre-Kindergarten created for a fun and safe learning space with all modern amenities.
- The kindergarten designed with colourful cabinet, Child-sized furniture and Interactive Panel Board.
- Kinder Park, octagonal shaped KG Auditorium and Kinder Playground.
- Smart Digital Classrooms for a conducive environment for learning.
- Spacious and well-ventilated classrooms with natural light.
- Classrooms with audio-visual facilities, public address system, lockers, and ergonomic furniture.
- Well-equipped Computer Lab with Artificial Intelligence.
- Luxurious Learning Labs in the Departments of Physics, Biology, Chemistry and Mathematics.
- Well-furnished Library.
- Music Room with a variety of musical instruments to learn Western Music and Indian Music.
- The Dance Rooms to explore various dance forms like classical, western, contemporary, and folk.
- Counselling and Special Education Centre to address student's academic, social, emotional and behavioural concerns.
- A delightful Yoga Hall to perform the yoga postures, under the guidance of an expert.
- Atrium with an expansive space as a venue for school assemblies, various co-curricular activities and celebrations, indoor games.
- Multipurpose Hall for organising debates and elocutions, quizzes, recitations and workshops.
- Outdoor Play Areas with Football Turf, Basketball Court, Volleyball Court, Cricket Pitches.

- Indoor Game Areas for Badminton, Basketball, Chess, Carom Board etc along with regular Physical Education classes.
- Medical Room and four-bedded medical ward for boys and girls with facilities to provide first aid and attend to any medical emergencies with the help of experienced nursing staff and a visiting doctor.
- Cafeteria with a colourful lively ambience and healthy, nutritious snacks and homely meals.
- Dedicated fleet of buses with the required safety measures and committed bus crew.

09.

Directors

of St. Paul's International School

- | | |
|---|--|
| • 2022 - till date
Rev. Fr. Sabu Nedunilath | • 2021 -2022
Rev. Fr. Antony Vacko Arackal |
| • 2008 - 2021
Rev. Dr. Douglas Pinheiro | • 2003 - 2008
Rev. Fr. Jose Chelangara |
-

Principals

of St. Paul's International School

- | | |
|---|---|
| • 2023 - till date
Mrs. Sunitha Binu Samuel | • 2022 - 2023
Prof. Dr. Leena Mathew |
| • 2020 - 2022
Mrs. Sheela Xavier | • 2018 - 2020
Mr. George K.V. |
| • 2015 - 2018
Dr. Sheela Seth | • 2009 - 2015
Mrs. Susan Mohan |
| • 2008 - 2009
Prof. M.R. Joseph (Late) | • 2003 - 2008
Mr. Jose Joseph Alunkal |
-

St. Paul's Honour Code

I believe that / a student must be / truthful / trustworthy / honest and forthright / under all circumstances. / I will not lie / cheat or steal / nor will I mislead or/ deceive anyone. / I undertake / to live up to this code / faithfully / and to encourage my friends / continuously / to do so.

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 respect to my parents, / teachers /and all elders 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

प्रतिज्ञा

भारत हमारे देश है। हम सब भारतवासी भाई-बहन हैं। हमें अपना देश प्राणों से भी प्यारा है। इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है। हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे। हम अपने माता पिता, शिक्षकों और गुरुजनों का आदर करेंगे और सबसे साथ शिष्यता का व्यवहार करेंगे। हम अपने देश और देशवासियों के प्रति वफ़ादार रहने की प्रतिज्ञा करते हैं। उनके कल्याण और समृद्धि में मरा सुख निहित है। जय हिन्द।

പ്രതിജ്ഞ

ഇന്ത്യ എന്റെ രാജ്യമാണ്. എല്ലാ ഇന്ത്യക്കാരും എന്റെ സഹോദരീ സഹോദരന്മാരാണ്. ഞാൻ എന്റെ രാജ്യത്തെ സ്നേഹിക്കുന്നു. സമ്പൂർണ്ണവും വൈവിധ്യപൂർണ്ണവുമായ അതിന്റെ പാരമ്പര്യത്തിൽ ഞാൻ അഭിമാനം കൊള്ളുന്നു. ആ സമ്പത്തിന് അർഹനാകുവാൻ ഞാൻ എല്ലായിപ്പോഴും ശ്രമിക്കുന്നതാണ്. ഞാൻ എന്റെ മാതാപിതാക്കളെയും ഗുരുക്കന്മാരെയും മുതിർന്നവരെയും ബഹുമാനിക്കുന്നു.

ജയ് ഹിന്ദ്

12.

National Anthem

जन गण मन अधिनायक जय हे, भारत भाग्य विधाता!
पंजाब सिंध गुजरात मराठा, ब्रविड़ उत्कल बंग
विंध्य हिमाचल यमुना गंगा, उच्छल जलधि तरंगा
तव शुभ नामे जागे, तव शुभ आशिष मागे
गाहे तव जय गाथा ।
जन गण मंगलदायक जय हे, भारत भाग्य विधाता!
जय हे! जय हे! जय हे! जय जय जय जय हे!

13.

Prayers

13.01 The Lord's Prayer

Our Father, who art in heaven/ hallowed be Thy Name / Thy kingdom come, / Thy will be done/ on earth as it is in heaven. / Give us this day our daily bread, / and forgive us our trespasses, / as we forgive those who trespass against us; / and lead us not into temptation, / But deliver us from evil. Amen

13.02 Prayer for our Country

Creator and Ruler of Mankind, hear our prayer for our country, that our freedom may be preserved and our destiny be shaped after thine own heart. Guard us from the malice of those who are jealous of our country. Let them not encroach on our land and may their evil designs be frustrated. Give our people courage, truth, vision and integrity to achieve the impossible tasks. Encourage them when faced by odds and console them under strain and pain. May Thy Spirit guide and control them at all times in carrying out their duties. Fill their hearts with loyalty, courage and patience. Safeguard our freedom and inspire our neighbours with a true love for peace, so as to enable us to live a full life-self responding and fearless.

13.03 Prayer for the beginning of the term

Dear Lord, we assemble before Thee at the beginning of a new term. Bless each one of us to do Thy divine will cheerfully. We do not know what lies ahead but with thy help, we hope for success. We know, the road before us is the road to manhood and we shall go forward with courage and confidence. Take our school into Thy hands and breathe new life into it; so that we may march forward, helping one another in work and in play, in health and in sickness. Almighty God, we acknowledge our dependence upon Thee and we implore blessings upon us, our parents, teachers and our country.

13.04 Prayer For Self

Give me clean hands, clean words and thoughts; Help me to stand for the hard right, against the easy wrong Save me from habits that harm; Teach me to work as hard and play as fair In Thy sight alone, as they have seen the world Forgive me when I am unkind, And help me to forgive those who are unkind to me, Keep me ready to help others Though it costs myself. Send me chances to do a little good every day and so grow more like you.

13.05 A Paulian's Prayer

Lord, as we journey together at St Paul's, create in us a generous heart, where our relationship with each other is built on peace, love, dignity and justice. Help us to make St. Paul's, a place of wisdom and learning where all feel welcomed and safe. Guide us in the development of our gifts and talents so that they can be used in the service of others. Spirit of God, present in our lives today, inspire us to value the small things of life and to meet the great challenges with generous courage. Help us to grow, guided by the patronage of St. Paul. Amen

13.06 Prayer Before Class

Oh God! Bless us, enlighten our minds, strengthen our memories, direct our wills and help us in our studies. We submit ourselves before you.

13.07 Prayer Before Meals

Bless us, Oh Lord, and these your gifts which we are about to receive from your bounty. Thank you for those who prepared it. Help us to be kind and share with those in need. Amen.

13.08 **Prayer After Meals**

We give you thanks Almighty God for the food we have received.
Bless those who are less privileged on this day. Amen.

13.09 **Dispersal Time Prayer / Prayer After Class**

Dear Lord, thank you for guiding us through another school day with your grace and strength. We are grateful for your blessings, wisdom, and protection. Help us to always feel your presence, walk in your light, and grow in knowledge and kindness. Amen.

13.10 **Prayer Before Examination**

Lord of Wisdom, bless me as I am about to write my examination. Help me to remember all that I have studied and write my examination well. Bless me with the fruits of my hard work.

13.11 **Prayer of St. Paul**

O Saint Paul, our patron and guide, you dedicated your life to truth, wisdom, and service. Inspire us to seek knowledge with passion, to uphold values with courage, and to serve others with kindness. Help us face challenges with strength and grow into responsible individuals who bring light to the world. May we always strive for excellence, unity, and compassion in all that we do. Amen.

14.

Prayer Songs

14.01 **There shall be showers of blessing**

This is the promise of love
There shall be seasons refreshing
Sent from the Savior above.

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
Precious reviving again;
Over the hills and the valleys,
Sound of abundance of rain.

Showers of blessing / Showers of blessing we need
Mercy-drops round us are falling, But for the showers we plead

14.02 **Bless the Lord oh my soul**

O my soul, worship His holy Name.
Sing like never before, O my soul.
I'll worship Your holy Name.

The sun comes up, it's a new day dawning;
It's time to sing Your song again.
Whatever may pass and whatever lies before me,
Let me be singing when the evening comes.

Bless the Lord, O my soul,
O my soul, worship His holy Name.
Sing like never before, O my soul.
I'll worship Your holy Name

14.03 **Lord I lift Your name on high**

Lord I love to sing Your praises
I'm so glad You're in my life
I'm so glad You came to save us

You came from heaven to earth to show the way
From the earth to the cross, my debt to pay
From the cross to the grave, from the grave to the sky

Lord I lift Your name on high
You came from heaven to earth to show the way
From the earth to the cross, my debt to pay
From the cross to the grave, from the grave to the sky
Lord I lift Your name on high

14.04 **Sweet hour of prayer**

That calls me from a world of care
And bids me at my Father's throne
Make all my wants and wishes known
In seasons of distress and grief

My soul has often found relief
And oft escaped the tempter's snare
By Thy return, sweet hour of prayer
Sweet hour of prayer

Sweet hour of prayer
That calls me from a world of care
And bids me at my Father's throne
Make all my wants and wishes known

14.05 **Count Your blessings**

When upon life's billows
You are tempest tossed
When you are discouraged
Thinking all is lost

Count your many blessings
Name them one by one
And it will surprise you
What the lord has done

Count your blessings
Name them one by one
Count your blessings
See what God has done

Count your blessings
Name them one by one
Count your many blessings
See what God has done

14.06 **Our Father**

Hear our prayer
We are your children and
We've gathered here today
We've gathered here to pray

Hear our cry, Lord we need your mercy
And we need your grace today
Hear us as we pray
Our father who art in heaven

Hallowed be thy name
Our father hear us from heaven

Forgive our sins we pray
Our father who art in heaven

Hallowed be thy name
Our father hear us form heaven
Forgive our sins we pray

14.07 **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's doubt, true faith in You
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 hatred, let me bring Your peace
Where there is injury, Your pardon Lord
And where there's doubt, true faith in You

14.08 **Amazing Grace**

Amazing grace! how sweet the sound,
That saved a wretch; like me!
I once was lost, but now am found,
Was blind, but now I see.

'Twas grace that taught my heart to fear,
And grace my fears relieved;
How precious did that grace appear
The hour I first believed!

The Lord hath promised good to me,
His word my hope secures;
He will my shield and portion be
As long as life endures.

When we've been there ten thousand years,
Bright shining as the sun,
We've no less days to sing God's praise
Than when we first begun.

14.09 **Bind Us Together, Lord**

Bind us together, Lord
Bind us together
With cords that cannot be broken
Bind us together, Lord
Bind us together
Bind us together in Love

There is only one God,
There is only one King
There is only one Body,
That is why we sing.

We are the family of God
We are the promise divine
We are God's chosen desire
We are the glorious new wine.

14.10 **This Little Light of Mine**

This little light of mine, I'm gonna let it shine.
This little light of mine, I'm gonna let it shine.
This little light of mine, I'm gonna let it shine.
Let it shine, let it shine, let it shine.

Everywhere I go, I'm gonna let it shine.
Everywhere I go, I'm gonna let it shine.
Everywhere I go, I'm gonna let it shine.
Let it shine, let it shine, let it shine.

This little light of mine, I'm gonna let it shine.
This little light of mine, I'm gonna let it shine.
This little light of mine, I'm gonna let it shine.
Let it shine, let it shine, let it shine.

We will sing in peace,
We will sing in harmony.
We will sing in peace,
We will sing in harmony.
We will sing in peace,
We will sing in harmony.
We will sing in peace,
We will sing in harmony.

This little light of mine, I'm gonna let it shine.
This little light of mine, I'm gonna let it shine.
This little light of mine, I'm gonna let it shine.
Let it shine, let it shine, let it shine.

Let it shine around the world, We're gonna let it shine.
Let it shine around the world, We're gonna let it shine.
Let it shine around the world!
Let it shine, We'll all shine, We'll all shine, We'll all shine!
Let shine, let it shine, let it shine!

14.11 All Things Bright and Beautiful

Refrain:

All things bright and beautiful,
All creatures great and small,
All things wise and wonderful:
The Lord God made them all.

Each little flow'r that opens,
Each little bird that sings,
He made their glowing colors,
He made their tiny wings.

The purple-headed mountains,
The river running by,
The sunset and the morning
That brightens up the sky.

The cold wind in the winter,
The pleasant summer sun,
The ripe fruits in the garden,
He made them every one.

The tall trees in the greenwood,
The meadows where we play,
The rushes by the water,
To gather every day.

He gave us eyes to see them,
And lips that we might tell
How great is God Almighty,
Who has made all things well.

14.12 We shall overcome

We shall overcome, we shall overcome,
we shall overcome, some day.
Oh, deep in my heart, I do believe, we shall overcome, some day.
We'll walk hand in hand, we'll walk hand in hand,
we'll walk hand in hand, some day.
Oh, deep in my heart, I do believe, we shall overcome, some day.

We shall live in peace, we shall live in peace,
 we shall live in peace, some day.
 Oh, deep in my heart, I do believe, we shall overcome, some day.
 We shall all be free, we shall all be free, we shall all be free,
 some day.
 Oh, deep in my heart, I do believe, we shall overcome, some day.

We are not afraid, we are not afraid, we are not afraid, TODAY
 Oh, deep in my heart, I do believe, we shall overcome, some day.
 We shall overcome, we shall overcome, we shall overcome, some day.
 Oh, deep in my heart, I do believe, we shall overcome, some day

15.

Rules Related to School Admission

- | | | | |
|-------|---|-------|---|
| 15.01 | Registration for admissions to various classes will begin in the month of September. | | last attended, duly countersigned, along with the original birth certificate for age proof. |
| 15.02 | Application for admission should be made on the prescribed form available in the school office on payment. | 15.06 | Original Birth Certificate, Aadhar Card are to be produced at the time of admission. |
| 15.03 | The application form should be complete and duly signed by the candidate as well as the parent / guardian at appropriate places. | 15.07 | The date of birth, name of the student and parents' name in the school record will be in accordance to the Birth Certificate / Transfer Certificate produced. |
| 15.04 | The application must be accompanied by the true copies of Birth Certificate, Transfer Certificate and attested copy of mark list. | 15.08 | No pupil less than six years, five years and four years (as on 1st June of the school year) will be admitted to class I, UKG and LKG respectively. A corresponding scale of age is fixed for admission to the successive classes. |
| 15.05 | A candidate seeking admission in the school must produce a Transfer Certificate from the school | | |

- | | | |
|-------|--|---|
| 15.09 | Students are admitted to Pre KG after three years of age. | only after paying the Admission Fee (or full fees of first term for Plus One) and submitting necessary documents. |
| 15.10 | For KG / Pre-KG admissions, a photograph of the ward with both parents should be submitted at the time of admission. | 15.12 Admission to the school is provisional until the CBSE confirms the same. |
| 15.11 | The admission is confirmed | |

16.

Withdrawal Rules

- | | | |
|-------|---|--|
| 16.01 | The Principal acting on behalf of the Management and on his / her judgement reserves the right of asking for the withdrawal of any student for whom correction through the ordinary means was found ineffective. | members of the staff will be deemed uncooperative. In the absence of a viable working relationship with them, the Principal has the right to demand the withdrawal of their ward. |
| 16.02 | Persistent offences against honesty, use of derogatory / bad language and showing antisocial behaviour will invite the immediate dismissal of the offender. In such cases, the principal is not bound to give reason for the action he / she has taken. | 16.04 Any child who fails to conform to the accepted traditional and conventional standards of ladylike or gentlemanliness in conduct, deportment or exposes himself / herself will be terminated from the school. |
| 16.03 | Parents or guardians who persistently disobey the school rules or who are constantly over demanding or who are invariably critical in their dealings with the school authorities or | 16.05 When parents are called to the school office by the Principal / teachers to discuss their ward's academic performance or general behaviour, they must assume that the reasons for such a call are of considerable importance or urgency. |

16.06 In the absence of an immediate and whole hearted cooperation they shall be obliged to withdraw their children from the school.

16.07 Parents can avail TC application formats from school office on request. TC will be issued after 7 days upon submission of the duly filled application.

17.

Instructions for Academic Excellence

17.01 A student will benefit much by association with individuals who demonstrate intelligence in their studies, overall performance, service, and leadership.

17.02 Self-reliance is the key to every achievement. Regular private tuition gradually destroys self-confidence and self-reliance. One must avoid it by all means and discern the commercial motives behind every inducement in this direction.

17.03 Moderation in food and other pleasures help one to realize values through self-discipline.

17.04 Regular systematic study and revision help one to reach any level of academic proficiency. As a rule, academic achievers rely on self-study especially in the morning hours. Keep the morning hours free for self-study.

17.05 An intelligent learner absorbs what is taught, reflects on it, asks questions and prepares personal notes.

17.06 Learning process is rather co-operative than competitive. Hence group study, discussion and cooperative learning are a great help for the academic achievement.

17.07 Noting down important points while reading or attending class is a great help.

17.08 Sincere efforts to carry out assignments and projects show the quality of a scholar.

17.09 Copying is self-defeating.

17.10 All books should be kept neat and well labelled, no drawings, pictures, photograph or Scribbles will be accepted.

Assessment / Examination & Promotion

18.01	Assessment of students will be done in accordance with updated CBSE rules	separately in order to be promoted.
18.02	Following will be the ways of assessment for Class I-X: - Periodic Assessments. - Portfolio: Class work, peer assessment, self-assessment, achievements of students. - Assessment of Subject Enrichment Activity: Marks will be awarded to the project / lab work / map work / speaking & listening activity/ assignment etc. completed by the student for each subject. - Multiple Assessments. - Term Assessments.	18.05 A pupil is promoted to the next higher class on the basis of performance during the whole year. Hence regularity in attendance and studies is imperative. 18.06 The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, tidiness, respectfulness for rules and regulations, attitude towards society, nation and others. 18.07 Grading on discipline will be done term-wise on a 3-point grading scale. (A = Outstanding, B = Very Good, C = Fair)
18.03	For classes XI and XII the CBSE pattern of class tests, mid-term exams, term exams and annual exams are followed.	18.08 Grading on Co-Scholastic Subjects will be done term-wise on a 3 or 5 point grading scale grouping the subjects to Physical and Health Education, Art Education and Work Education.
18.04	Class XI students must pass in both theory and practical	

Academic Activity

Academic Excellence is maintained in the following ways:

- Classes are handled by well qualified, experienced, disciplined, positive and dedicated teachers.
- Holistic Education.
- Regular Assessments.
- Remedial Teaching.

School Activities

20.01 Zero Period

Zero Period activities are conducted every Thursday to help students overcome stage fright. The activities like Debate, Just a minute, Skit, Group Discussion, Declamation, Elocution are conducted to equip students with confidence, general awareness and communication skill. These activities bring out the inherent talents of the students and mould them to become a resourceful person.

20.02 Morning Assembly

The school conducts morning assembly for 3 days in a week. Primary objective of this gathering is to create oneness and patriotism among children. Activities like Thought for the Day, News Reading, Action Song, Story Telling, and Recitation in English, Hindi and Malayalam, Lecturette, Extempore, Speech etc are showcased. On certain occasions, eminent personalities are also invited to address the assembly so as to share their experience and knowledge with young children. Music is also an integral part of the assembly. It is a perennial training session for all Paulians to build up self-reliance, confidence and to get rid of stage phobia.

20.03 **Dear Time**

Amid rapid tech advances, SPIS hosts “Drop Everything and Read” (DEAR) each Wednesday. The school echoes with silent reading, rekindling the joy of books for mentors.

20.04 **House System**

The entire school is divided into 4 Houses representing four mountains in the world viz ALPS, ANDES, ATLAS and HIMALAYA. These mountain ranges represent four continents which reflect the global vision of the school. Various competitions and activities are articulated in such a way to bring out the hidden talents of all the students.

20.05 **Student Council**

The Student Council proves to be a platform to nurture leadership qualities among Paulians. The council is led by the School Captain and Vice-Captain. The council also has House Captains, House Vice-Captains, Junior Captains, Class Prefects and a St. Paul’s Kindergarten Captain.

20.06 **Languages Taught**

As per the CBSE norms, Hindi and Malayalam are taught as second and third language respectively. Students in IX / X can opt for either Hindi / Malayalam as their second language.

20.07 **Foreign Languages**

In order to position our students to the international community of people, two major European languages namely German and French are taught from classes VI - VIII.

20.08 **Robotics**

To equip students with STEM skills and boost teamwork, coding and confidence, Robotics is introduced.

Clubs

All activities of the school are designed to mould the innate aptitude of the children. All the clubs function to develop leadership qualities and foster solidarity with the wider world.

Clubs	I - II	III - V	VI - VIII	IX & XI
1. Quiz	✓	✓	✓	×
2. Clay Modeling	✓	✓	×	×
3. Craft	✓	✓	×	×
4. Fitness	✓	✓	×	×
5. Puppetry	✓	✓	×	×
6. Origami	✓	✓	×	×
7. Compère Club	×	✓	✓	×
8. Chess	×	✓	✓	×
9. Culinary	×	✓	✓	✓
10. Junior Scientists	×	×	✓	✓
11. Theatre	×	×	✓	×
12. Debate	×	×	✓	×
13. Balajanasakyam	×	×	✓	×
14. Art	×	×	✓	×
15. Fashion Design	×	×	×	✓
16. Embroidery	×	×	×	✓
17. Videography	×	×	×	✓
18. Heritage & Tourism	×	×	×	✓
19. Literary Forum	×	×	×	✓
20. Radio Paulo 13.1	×	×	×	✓
21. Eco Club	×	×	✓	✓

22.

Awards & Recognitions

22.01 All-Rounder Award

Cash Awards and mementos for the Best All-rounder of each class (Class I - XII) will be given based on Scholastic, Co-Scholastic and Life Skills assessment at the end of each academic year.

22.02 Proficiency Awards

Mementos are awarded to students of each class (Class I - XII) who are proficient in academics.

22.03 Star of the Month Badge

On the basis of the "Personality Enhancement Chart" maintained by the class teachers (Class I - XII), the student who scores maximum points will get the Star of the Month Badge.

22.04 Awards for BBC Quiz Contest

On the basis of weekly BBC Quiz conducted, the highest achiever of the year from each class will be honoured.

22.05 Awards for Full Attendance

Students who have full attendance for the current academic year will be felicitated.

23.

Leave Of Absence

23.01 No student should leave the school premises during the school hours without the

written permission of the Class Teacher and Co-ordinator.

- | | | | |
|-------|---|-------|---|
| 23.02 | Every absence must be entered briefly in the Leave Record page of the Almanac and signed by Parent or guardian. | | illness, a medical certificate from a medical practitioner must be submitted. |
| 23.03 | A student absent from the school for a period of fourteen consecutive working days without valid reason or prior permission, is liable to have his / her name removed without advance notice. | 23.06 | No leave will be granted to students of class IX, X, XI and XII unless and otherwise it is utmost necessary. |
| 23.04 | No leave of absence will be granted except for valid reasons with the prior written application of the parent or guardian. | 23.07 | During exam days no leave will be granted to ANY student. |
| 23.05 | For protracted absences of more than 3 days due to | 23.08 | School discourages the leave request even for a few hours on a working day, as attendance is compulsory for the entire day, or else it will affect the child's progress and diminish his / her interest in regular studies. |

24.

Guidelines for School Uniform

Boys Class I - IV

- 24.01 Normal School Uniform**
- Check shirt with school emblem, tie & grey suiting shorts with school belt; black Velcro shoes and grey socks.

- 24.02 House Uniform**
- House colour T-shirt with school emblem & black shorts with school belt; white velcro shoes and white socks.

Boys Class V - X

24.03

Normal School Uniform

Check shirt with school emblem, tie & grey suiting pants having two pleats with school belt; black shoes with lace and grey socks.

24.04

House Uniform

House colour T-shirt with school emblem and black pants with school belt; white canvas with lace and white socks.

Boys Class XI - XII

24.05

Normal School Uniform

Check shirt with school emblem, tie & grey suiting pants having two pleats with school belt; black shoes with lace and grey socks.

24.06

House Uniform

House colour T-shirt with school emblem black pants with school belt; white canvas with lace and white socks.

Girls Class I - IV

24.07

Normal School Uniform

Grey shirt, checked pinafore with school emblem and school belt; Black velcro shoes and grey socks.

24.08

House Uniform

House colour T-shirt with school emblem & black skirt; white velcro shoes & white socks.

Girls Class V - X

24.09

Normal School Uniform

Check shirt, grey pants and sleeveless jacket with school belt. Black Buckled shoes and grey socks.

24.10

House Uniform

House colour T-shirt with school emblem, black pants and sleeveless jacket; White canvas shoes with lace and white socks.

Girls Class XI - XII

24.11 Normal School Uniform

Check shirt, pants with school belt, double collar jacket with school emblem. Black buckled shoes and grey socks.

24.12 House Uniform

House colour T-shirt with school emblem, black pants and sleeveless jacket; White canvas with lace and white socks.

24.13 The school uniform is obligatory on all school days and all the official functions.

24.14 It is the duty of the parents / guardians to see that students are neatly dressed in the prescribed school uniform as given below:

24.15 Formal uniform on all weekdays except on Wednesdays and Saturdays.

24.16 House colour uniform on Wednesdays and Saturdays.

24.17 Uniform pattern is available at the school office.

24.18 Students are not allowed to make any alteration in the pattern or the material of the uniforms as it is prescribed by the school. Disciplinary action may be initiated by the authorities, when there is a deviation from this rule.

24.19 Low-waist trousers, narrow pants, tight fit, slim fit, and pencil fit / short shirts are not allowed in the school.

24.20 During peak monsoon season the students are allowed to wear black sandals instead of school shoes.

24.21 Disciplinary action will be taken against those students who are not in proper uniform.

24.22 Students are not allowed to wear any kind of shawl, scarf, bangles, chains, bracelets, long ear-rings, etc in the school campus.

24.23 All buttons of the shirt should be fastened.

24.24 Rubber slippers are not permitted in the school.

24.25 Wearing torn, shabby, faded, unironed or misfitting uniform are strictly unacceptable to the school.

- 24.26 All boys must wear white vests. Shirts are to be tucked in properly.
- 24.27 It is mandatory for girls to wear slips and cotton tights (black / grey) as applicable to their uniform.
- 24.28 Finger nails must be pared.
- 24.29 **Students are not permitted to:**
- Grow / polish their nails
 - Put tattoo and other body art
 - Wear expensive or funky jewellery including multiple ear studs
 - Use kajal / eyeliner / eye-shadow

25.

Hairstyle

25.01 **Boys - Crew cut**



25.02 **Girls**



- 25.03 The school doesn't entertain any fancy hairstyle, dyeing of hair or using hair gel. Hairstyle should be as per norms of proper grooming.
- 25.04 Boys should trim their hair short (Crew cut).
- 25.05 Senior boys must be in clean shave.

- 25.06 Girls with very short hair (bob cut) should use white hair bow.
- 25.07 Girls with hair up to shoulder level need to tie single pony with white hairband.
- 25.08 Girls with hair below the shoulder level may be single plaited at the back with a white hairband.
- 25.09 Hair should be pinned away from the forehead.
- 25.10 Flowers, fancy clips and hairbands are not allowed.

26.

General Behaviour

- | | |
|---|--|
| <p>26.01 All students should reach the school premises at 8.30 am, 5 minutes before the morning bell and attend the morning assembly during which proper decorum is to be maintained.</p> | <p>26.06 A Turkish towel (13" x 13"), spoon and fork must be brought.</p> |
| <p>26.02 It is mandatory for all students to wear school ID card in the school campus.</p> | <p>26.07 School discourages the use of plastic containers.</p> |
| <p>26.03 It is compulsory that all students come to school only in the stipulated school uniform even on days of special functions and rehearsals, unless specified otherwise.</p> | <p>26.08 Teasing colleagues are considered as a serious offence. If repeated even after correction, will result in the expulsion of the offender from the school or legal action will be taken if necessary.</p> |
| <p>26.04 Students should note down the homework assigned by the teachers in the school Almanac.</p> | <p>26.09 Copying or using unfair means in examination will invite severe disciplinary action as per school rules in force from time to time.</p> |
| <p>26.05 Snacks and water should be brought in unbreakable containers.</p> | <p>26.10 No fund raising or collection will be allowed in the school by the students unless approved by the Principal.</p> |
| | <p>26.11 Students are not permitted to borrow / lend money or</p> |

- exchange any article with anybody inside the campus.
- 26.12** Excursions / educational trips / study tours, adventure camps etc. organised by the school are to be compulsorily participated by the students.
- 26.13** Each student must bring School Almanac every day and it should be with him / her in every class.
- 26.14** The school expects students to be polite, friendly and well behaved both inside and outside the school. They should be honest, truthful and respectful to the elders and teachers and also considerate to their juniors.
- 26.15** Students shall be responsible for the safe custody of their belongings. It is suggested that the student's name and class can be inscribed on all articles such as books, uniforms, shoes, lunch boxes, umbrellas, skating accessories etc.
- 26.16** Lost articles deposited in the School Office / Reception must be claimed within a month.
- 26.17** To protect our Mother Earth, littering the campus will be considered as an act of indiscipline, so students are expected to cooperate in this matter.

27.

Rules Of Discipline For Students

- 27.01** Discipline is an integral part of learning process. To develop self-control, a student must be trained to bridle emotions and impulses, to live in harmony with others, to respect family traditions, to keep the laws of the country and to obey the commandments of God.
- 27.02** The school expects all students to maintain a high standard of general behaviour.
- 27.03** Students should use the Turf and other sports field and equipment only under the supervision of physical education teachers, coaches or in charge teachers.
- 27.04** Disciplinary action will be meted out in accordance with the gravity of the offence. It may vary from debarring from attending classes, collective and heavy fine in case of group offenders and even go to the extent of rustication or expulsion.

27.05	Act of violence and other indiscipline / misconduct including physical or sexual abuse, bullying or ragging, smoking, consumption of liquor / drugs etc. are considered as grave offences, which will be dealt seriously.		students should go silently in a single line keeping to the left side of the corridors.
		27.12	Without permission a student shall not leave the classroom or enter other classrooms.
27.06	Any form of deviant or aggressive behaviour will be recorded in behavioural terms in the school documents.	27.13	Students are not allowed to enter teachers' staff room without permission or in the absence of any teacher.
		27.14	All students must attend the morning assembly during which proper decorum is to be maintained.
27.07	Irregular attendance, truancy, insubordination to teachers, habitual neglect of studies and obscenity in word or act are subject to disciplinary action at the discretion of the Principal / Director.	27.15	If the Principal / Director is convinced that a student had indulged in any kind of unwholesome practice, disobedience and disrespect towards teachers, other school staff and authorities, malpractice in tests / examination, immoral behaviour in or outside the school or any activity which the Principal / Director considers detrimental to the school and its future, he / she will be immediately dismissed from the school.
27.08	Students are not permitted to bring to the campus any of the following: - Mobile phone or any such communication devices. - I-Pod, MP3 Player, Tablets, Camera, Computer Games. - Playing cards, pen drive or any such entertainment gadgets and electronic devices. - Motorbike, scooter or any motorized two-wheeler.	27.16	The school takes no responsibility for the loss of students' valuables.
		27.17	Students are expected to behave with dignity outside the school premises also. Any activities of the student outside the school premises or in public places which may harm the name, reputation and discipline of the school will be addressed and disciplinary action will be initiated, if found necessary.
27.09	Students are not permitted to keep money with them other than what is entrusted by their parents for a specific purpose.		
27.10	Students are not allowed to wear smart watch / Fitness band.		
27.11	While moving out of the class,		

- | | |
|--|---|
| <p>27.18 On birthdays, students from class I to V may wear decent and neat colour dress along with their ID cards. Students from class VI to XII are to be in regular uniform on all days.</p> <p>27.19 Counseling is provided to students during school hours. Any kind of emotional or behavioural or academic problem may be discussed in person with the school counsellor.</p> <p>27.20 During the interval time, running and playing, on the verandas / corridors shouting or whistling inside the classroom is strictly prohibited.</p> <p>27.21 Students must compulsorily speak English while in the school campus or while</p> | <p>travelling by school buses.</p> <p>27.22 Every student shall endeavour to keep up the high standard of the school excelling in studies, good manners and deportment / personal conduct.</p> <p>27.23 Politeness and courtesy in speech and conduct as well as cleanliness and grace of person are to be cultivated and cherished.</p> <p>27.24 All students are sincerely exhorted to cultivate the habit of morning and evening prayer. Catholic / Christian students are advised to attend the Holy Mass regularly and frequent the sacraments and thus witness Christ in their daily lives. Catholic parents should encourage their children in this matter.</p> |
|--|---|

28.

Do's & Don'ts

- | | |
|--|--|
| <p>28.01 Students should maintain cleanliness in the school campus.</p> <p>28.02 Waste paper, chocolate wrappers, empty cans etc. should be disposed only in bins provided for this purpose.</p> <p>28.03 Students should avoid carving, writing, drawing pictures or scratching on walls, furniture and other school property.</p> | <p>28.04 Defacing or damaging classrooms, furniture, electric or electronic equipment or any school property shall invite disciplinary action including imposing heavy fine individually or collectively in proportion to the extent of the damage caused.</p> <p>28.05 Report cards are important documents and have to be kept neat and safe. In case if</p> |
|--|--|

- it is lost, a fine has to be paid for procuring a copy of the same.
- 28.06** School Identity Card is mandatory. If lost or damaged, the student has to report at the school office through the almanac duly signed by the parents. New Identity Card may be obtained from the office after a payment of Rs.150.
- 28.07** If badges lost or damaged, the student has to report at the office through the class teacher. New badge shall be obtained after a payment of Rs.200.
- 28.08** Students should switch off lights and fans when not in use.
- 28.09** Any damage caused to the property of the school or of other students' must be compensated. Students must report such cases of damage to the manager through the class teachers.

29.

Guidelines For Parents

- 29.01** Parents have to ensure that the rules of the school are strictly followed by their wards.
- 29.02** Ensure that their wards are punctual to school and also reach back home in time.
- 29.03** Ensure that their wards wear neat, clean and complete uniform.
- 29.04** Encourage your wards to participate in co-curricular and extracurricular activities of the school.
- 29.05** Check the Almanac on a daily basis and look for teacher's comments. If found any, the parents should sign in the specified column to confirm that they have read the same.
- 29.06** Return all answer sheets duly signed within two days after the distribution in the class.
- 29.07** Please ensure that you are present on the days when parent - teacher interactions are organised for your ward. You may discuss with the teacher's the strategies for better performance and overall development of your wards.
- 29.08** Ensure that your ward arrives at the School no earlier than 30 minutes before the commencement of classes.

29.09	No parent or a relative or a family friend is allowed to meet the students during the school hours. If there is any emergency, then permission has to be taken from the Principal.		attends remedial classes as and when a teacher feels it is required to improve the student's performance. Parents are requested to see that their wards avail this opportunity.
29.10	See that wards are taken home immediately after the school hours. They must not be left waiting for their parents after the school hours.	29.16	Read the circulars, e-mails, broadcast messages or notices issued by the School and respond promptly at the best interest of the children.
29.11	School authorities are not responsible for the safety of pupils after school hours.	29.17	Leave taken must be informed to the class teacher in writing.
29.12	Read the rules in the Almanac especially those regarding attendance, discipline, payment of fees and parental cooperation. Ignorance shall not be an excuse for any lapse.	29.18	Emergency leave must be informed in the office in the morning before 9 am.
		29.19	Medical certificate has to be produced if leave is taken on medical grounds.
29.13	There will not be any school conveyance for remedial classes, extra classes or competitions conducted in other schools. Parents have to make their own arrangements to escort their wards whenever they participate in competitions outside the school.	29.20	Students falling short of attendance may not be allowed to appear in the annual examination.
		29.21	Students must not be sent to school if they suffer from infectious diseases like chickenpox, measles, mumps, H1N1, conjunctivitis, Covid etc. They are allowed to resume their classes only after they produce a certificate of medical fitness.
29.14	If a child sustains an injury while in the school, first aid will be administered in the school. If the injury is of serious nature, the child will be taken to the hospital after informing the parent. However, in the event of any mishap, the school does not take any legal and financial responsibility.	29.22	Kindly inform the class teacher if your ward is suffering from any physical / psychological problem. This is to ensure that necessary action can be taken, if there is any emergency.
29.15	Make sure that the student	29.23	Home cooked nutritious food should be encouraged

	for the good health of the children. Avoid sending junk food as snacks or lunch for your ward.		will not be responsible for any loss resulting from the non-receipt of communication.
29.24	Encourage your ward to read newspaper every day.	29.28	Holidays declared by the Govt. or by the District Collector will be taken as holidays for the School.
29.25	Help your ward develop his / her own library at home. Let him / her learn from encyclopaedia and motivational books.	29.29	Opportunities are provided to the students to take part in competitions conducted by CBSE and other external agencies which include (a) Olympiads- Science, Cyber, Maths, English, GK, Social Science, Hindi, Spell Bee contest etc.
29.26	Encourage your ward to develop a habit of saving money or doing any good service to the society under your supervision or under the supervision of the school.	29.30	Avoid criticizing the school or the school staff in your ward's presence. This will help them to be respectful to the teachers.
29.27	Change of address, telephone number or email id must be intimated to the school immediately. School		

30.

Grievances

- 30.01 Grievances, complaints, suggestions or remarks if any, may be forwarded to the Principal through the class teacher in writing or may be dropped into the School Complaint Box.
- 30.02 Please make sure that your note contains the following:
- Name, Class and Division of the pupil
 - Date and time of incident
 - Whether class teachers or concerned authorities were intimated
 - Content of grievance and suggestion for corrective action.
 - Students can post their grievance to School authorities through spis4u@spis.edu.in

Library Rules

- 31.01 Library is open on all working days from 8.30 am to 4.30 pm
- 31.02 All students of the school are members of the library.
- 31.03 Perfect silence and order must be maintained in the library.
- 31.04 Handle the books with care and cooperate to preserve our repository.
- 31.05 To mark, underline, write in the book or tear off the pages of books/ journals are considered not only as damaging the property of the school but also denying other students from being benefitted.
- 31.06 Please do not misplace the books on the racks. Seek the help of the librarian when needed.
- 31.07 Do not bring personal belongings (bag, file, umbrella, etc.) inside the library.
- 31.08 Personal books, CDs, pendrives are not allowed inside the library. However, students are allowed to bring loose paper sheets / reference cards for taking notes.
- 31.09 A student can borrow one book at a time for a period of one week.
- 31.10 Books are to be returned on the due date without damage.
- 31.11 Your School Identity Card is not transferable. Ensure that your Identity Card is not used by others.
- 31.12 If a student is absent on the due date, he/she is requested to return it on the next working day.
- 31.13 Books will be issued to the students of class IV-V during their library periods only.
- 31.14 Books will be issued to the students of class VI-XII during library working hours except on class time of the students.
- 31.15 Reference books, rare books and periodicals will not be issued to the students under any circumstance. It is to be used only inside the library with utmost care.
- 31.16 Failure to return a book on the expiry date will result in the payment of a fine proportionate to the number of days the book is overdue.
- 31.17 The Librarian may call back any book at any time, even if the normal period of loan has not expired.

- 31.18 In case if a library book is misused, wrongly handled or lost, the person concerned will have to replace the book or pay the full price of the book or the price specified by the librarian.
- 31.19 'No-Dues Certificate' has to be obtained from the librarian while applying for Transfer Certificate from the school.
- 31.20 Each student has to cooperate with the librarian for the smooth functioning of the library and its information system.

32.

Rules Related To Fee Remittance

- 32.01 All school payments must be made online through the **Federal Bank E-Pay**, the designated Fee Payment Portal of Federal Bank. For details visit <https://epay.federalbank.co.in/easypayments>
- 32.02 A 4% discount will be applied to the total annual fee if paid in full before May 31, 2025.
- 32.03 Fees may be paid in instalments as per the schedule provided.

First Term:
10.06.2025 (without fine)

Second Term:
11.08.2025 (without fine)

Third Term:
10.11.2025 (without fine)

Fourth Term:
10.02.2026 (without fine)

Conveyance:
25.04.2025 (1st Instalment)

Conveyance:
10.11.2025 (2nd Instalment)

- 32.04 A late fee of ₹50 will be charged for payments delayed by more than ten days, with an additional ₹25 imposed for every subsequent seven-day delay.
- 32.05 Temporary use of school transportation for a few days or months is not permitted.
- 32.06 Fees once paid are non-refundable.



- 32.07** The conveyance fee can be paid at the School Office using the QR code provided on the back cover.
- 32.08** In view of rising inflation, increasing costs of bills, taxes, remuneration, and other expenses, the fee structure will be increased by 5% at the beginning of each academic year.

33.

School Stores

- 33.01** The School Store, located on the ground floor near the Administrative Office, provides items on a pre-payment basis.
- 33.02** Students requiring any item must obtain consent from their class teacher in the Almanac, after which the Storekeeper will provide the applicable rates.
- 33.03** Parents shall make the payment via Google Pay using the QR code provided on the back cover, which is exclusively designated for this purpose, and send the Transaction ID along with the student's name to the office WhatsApp number: 80788 31777.
- 33.04** Upon verification of the Transaction ID, the purchased item will be delivered to the student in their respective classroom.



34.

Paul's Bistro

SCHOOL CAFETERIA GUIDELINES

The following guidelines are established to ensure convenience, efficiency, and safety in the operation of cafeteria services at Paul's Bistro:

- 34.01** Parents must pre-book meals by visiting the Reception Counter or sending a WhatsApp message to 8078831555 before 9:00 AM on the day of service, including the student's name, class, and desired meal.
- 34.02** Cafeteria services will operate strictly on a pre-payment basis.

- 34.03 All payments must be made through the Qfix online form available at <https://forms.eduqfix.com/stpectf/add>, as cash transactions are not permitted within the campus.
- 34.04 After making the payment, parents must share the transaction ID or a screenshot of the payment via WhatsApp at 8078831555.
- 34.05 Students from class V to XII can place meal requests for themselves or their siblings.
- 34.06 For students from class I to IV, meal requests must be placed by siblings (if they are also students at the school), parents, or guardians through phone or WhatsApp at 80788 31555, or by sending an email to **cafe@spis.edu.in**.
- 34.07 A formal invoice will be issued to the student the following day, which will include the student's name, the requested item, the item rate, and the balance amount, if applicable.
- 34.08 Students must present their invoice at the Paul's Bistro Counter to collect their meal.
- 34.09 If a student is absent on the day a meal has been pre-booked, the cafeteria must be informed by 9:00 AM to process a refund.
- 34.10 To ensure the safety and well-being of all students, meals from external restaurants are strictly prohibited within the campus.

These guidelines aim to streamline cafeteria operations while ensuring safety, efficiency, and convenience for all students and parents.

35.

General Norms

- 35.01 Acting on behalf of the Managing Committee, the Principal is empowered to waive any of the rules in this Almanac without assigning any reason for one's action.
- 35.02 The interpretation of any rule in this Almanac as well as any amendment to it, rests solely and entirely with the School Management. Such interpretation and decision shall be final and binding on parents or guardians and no case shall be liable in the Court of Law.

Declaration

To
The Principal
St. Paul’s International School, Kalamassery

Respected Sir/Madam,

I, Master / Kumari <Ward’s Name>
have carefully read and understood all the rules and regulations
mentioned in this School Almanac. I hereby solemnly pledge to strictly
abide by the rules and regulations of St. Paul’s International School
concerning my uniform, admission, attendance, discipline, and all
other aspects as prescribed in the Code of Conduct for Students,
including any future amendments or modifications thereof. I will always
uphold the values and ethos of the School and strive to be a positive
influence on my peers.

Signature with Date	Name of the Student & Class
.....	
	

I, <Parent’s Name>
parent / guardian of Master / Kumari <Ward’s Name>
.....

have thoroughly read and understood the rules and regulations stated
in the School Almanac. I hereby fully support and affirm the above
undertaking given by my ward. I will strictly adhere to all the rules and
regulations of St. Paul’s International School and take full responsibility
to ensure that my ward also complies with the same. I will remain ac-
tively engaged in my ward’s academic and behavioural progress and
will cooperate with the school in all matters pertaining to their growth
and discipline.

Signature with Date	Name of the Parent / Guardian & Relation
.....	
	

Declaration

To
The Principal
St. Paul's International School, Kalamassery

Respected Sir/Madam,

I, Master / Kumari <Ward's Name>
have carefully read and understood all the rules and regulations
mentioned in this School Almanac. I hereby solemnly pledge to strictly
abide by the rules and regulations of St. Paul's International School
concerning my uniform, admission, attendance, discipline, and all
other aspects as prescribed in the Code of Conduct for Students,
including any future amendments or modifications thereof. I will always
uphold the values and ethos of the School and strive to be a positive
influence on my peers.

Signature with Date

Name of the Student & Class

.....

.....

.....

I, <Parent's Name>

parent / guardian of Master / Kumari <Ward's Name>

.....

have thoroughly read and understood the rules and regulations stated
in the School Almanac. I hereby fully support and affirm the above
undertaking given by my ward. I will strictly adhere to all the rules and
regulations of St. Paul's International School and take full responsibility
to ensure that my ward also complies with the same. I will remain ac-
tively engaged in my ward's academic and behavioural progress and
will cooperate with the school in all matters pertaining to their growth
and discipline.

Signature with Date

Name of the Parent / Guardian & Relation

.....

.....

.....

Personal Record And Declaration

To be filled in by the parents

Name: ☐ Male ☐ Female

Class & Division: Admission No:

Nationality: Aadhaar No:

Date of Birth: Blood Group:

Identification Marks 1:

Identification Marks 2:

Religion Community

Residential Address:

Phone 01: Phone 02:

Parents E-mail ID:

Father's Name:

Father's Profession: Phone:

Father's Office Address:

Mother's Name:

Mother's Profession: Phone:

Mother's Office Address:

If siblings study at St. Paul's, their names

1. Class & Div.

2. Class & Div.

Mode of Transport Please tick

☐ School Bus ☐ Parent's Vehicle ☐ Private Bus ☐ KSRTC Bus

☐ Metro Rail ☐ Bicycle ☐ On Foot ☐ Others

If School transportation Route Number:

Boarding point: Alighting Point:

If Private Vehicles used Vehicle Number:

Driver's Name & Phone No:

Remarks if any

Personal Record And Declaration

To be filled in by the parents

Name: ☐ Male ☐ Female

Class & Division: Admission No:

Nationality: Aadhaar No:

Date of Birth: Blood Group:

Identification Marks 1:

Identification Marks 2:

Religion Community

Residential Address:

Phone 01: Phone 02:

Parents E-mail ID:

Father's Name:

Father's Profession: Phone:

Father's Office Address:

Mother's Name:

Mother's Profession: Phone:

Mother's Office Address:

If siblings study at St. Paul's, their names

1. Class & Div.

2. Class & Div.

Mode of Transport Please tick

☐ School Bus ☐ Parent's Vehicle ☐ Private Bus ☐ KSRTC Bus

☐ Metro Rail ☐ Bicycle ☐ On Foot ☐ Others

If School transportation Route Number:

Boarding point: Alighting Point:

If Private Vehicles used Vehicle Number:

Driver's Name & Phone No:

Remarks if any

Paulian Health Record

To be filled in by the parents

Name:		☐ Male	☐ Female
Class & Division:		Admission No:	
Date of Birth:		Blood Group:	
Vaccination completed till the age of five	☐ Yes ☐ No	Remarks:	
Asthma or breathing problem	☐ Yes ☐ No		
Chronic illness (if yes mention the illness)	☐ Yes ☐ No		
Congenital heart disease	☐ Yes ☐ No		
Convulsion	☐ Yes ☐ No		
Allergic to any Food / Materials /	☐ Yes ☐ No		

If allergic give description of its condition and medication

Particular Information if any

Name & Signature of Father / Mother / Guardian

Maintained by the School Health Professional

The Major Parameters of Annual Medical Check up to be filled in by the Health Professionals

Height in cm:	Wt in kg as on:
Skin:	Nails:
Neck:	Hair:
Ear:	Nose:
Throat:	

Dental, Extra-oral:	Intra-oral
a) Tooth cavity:	b) Plaque
c) Gum inflammation:	d) Stains
e) Tartar:	f) Bad breath
g) Gum Bleeding:	h) Soft tissue
Eyes, Right:	Eyes, Left
Anemia ☐ Mild ☐ Moderate ☐ Severe ☐ Absent	

General Cleanliness

Allergy (if any)

History

Systemic Examination

Respiratory System

Cardio vascular system

Abdomen

Nervous System

Doctor's Note

Date of Examination

Signature with Date Name & Designation

.....

Paulian Health Record

To be filled in by the parents

Name:		☐ Male	☐ Female
Class & Division:		Admission No:	
Date of Birth:		Blood Group:	
Vaccination completed till the age of five	☐ Yes	☐ No	Remarks:
Asthma or breathing problem	☐ Yes	☐ No	
Chronic illness (if yes mention the illness)	☐ Yes	☐ No	
Congenital heart disease	☐ Yes	☐ No	
Convulsion	☐ Yes	☐ No	
Allergic to any Food / Materials /	☐ Yes	☐ No	

If allergic give description of its condition and medication

Particular Information if any

Name & Signature of Father / Mother / Guardian

Maintained by the School Health Professional

The Major Parameters of Annual Medical Check up to be filled in by the Health Professionals

Height in cm:	Wt in kg as on:
Skin:	Nails:
Neck:	Hair:
Ear:	Nose:
Throat:	

Dental, Extra-oral:	Intra-oral
a) Tooth cavity:	b) Plaque
c) Gum inflammation:	d) Stains
e) Tartar:	f) Bad breath
g) Gum Bleeding:	h) Soft tissue
Eyes, Right:	Eyes, Left
Anemia ☐ Mild ☐ Moderate ☐ Severe ☐ Absent	

General Cleanliness

Allergy (if any)

History

Systemic Examination

Respiratory System

Cardio vascular system

Abdomen

Nervous System

Doctor's Note

Date of Examination

Signature with Date	Name & Designation
.....	

39.

Record Of Communication between Teachers & Parents

40.

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

Assignments And Communications

41.

Participation In The School Level Competition

External Examinations At A Glance

SN	Name of the Olympiad	Name of the Organization SOF / Silverzone

Name and signature of Parent

Date

Total	Total	Total
-------	-------	-------

43.

Infirmary Record

[illegible]

Infirmary Record

44.

Early - Exit Record

45.

Record Of Library Books

Read During the Year 2025-2026

Read During the Year 2025-2026

94 St. Paul's International School, Kalamassery

46.

Record Of Good Deeds

47.

Leave Record

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Non Observance Record

for the month of.....

Date	Uniform	Shoes, Socks	Tie, Belt	ID Card	Late Coming	Not Disciplined	Hair Style	Grooming, Nail	Notebook	Parent's Signature	Teacher's Signature			
01.														
02.														
03.														
04.														
05.														
06.														
07.														
08.														
09.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														

Parent's Consent for Study Tour

To
The Principal
St. Paul's International School, Kalamassery

Respected Sir / Madam

I <Parent's Name>
parent of Master / Kumari <Ward's Name>
..... from the Class of

hereby consent to permit my child join the Annual Study Tour conducted
by St. Paul's International School scheduled on

.....
I have no objection in sending my ward for Study Tour as
mentioned in the itinerary. In case of any unforeseen contingencies,
I will not hold the School Management, Principal, Teachers or
organizers responsible.

Yours sincerely

Signature of Parent / Guardian with Date

Name:

Relation:

Parent’s Consent

for Study Tour

To
The Principal
St. Paul’s International School, Kalamassery

Respected Sir / Madam

I <Parent’s Name>
parent of Master / Kumari <Ward’s Name>
..... from the Class of

hereby consent to permit my child join the Annual Study Tour conducted
by St. Paul’s International School scheduled on
.....

I have no objection in sending my ward for Study Tour as
mentioned in the itinerary. In case of any unforeseen contingencies,
I will not hold the School Management, Principal, Teachers or
organizers responsible.

Yours sincerely

Signature of Parent / Guardian with Date

Name:

Relation:

Calendar

of academic events 2025 - 2026

2025 June

Date	Day	Academic & Co-scholastic Events
01	Sunday	
02	Monday	School Reopening Students' Retreat
03	Tuesday	
04	Wednesday	Induction ceremony class I
05	Thursday	Special Assembly, World Environment Day
06	Friday	Bakrid / Eid al-Adha
07	Saturday	Class for std VI to XII
08	Sunday	World Ocean Day
09	Monday	Assembly Theme - Blue Economy
10	Tuesday	
11	Wednesday	Vidyarambham for LKG
12	Thursday	Anti Child Labour Day
13	Friday	Holy Mass for class X to XII
14	Saturday	
15	Sunday	
16	Monday	Assembly Theme - Anti Child Labour Day
17	Tuesday	
18	Wednesday	
19	Thursday	Reading Week begins
20	Friday	Holy Mass for class VII to IX
21	Saturday	International Yoga Day
22	Sunday	
23	Monday	Assembly Theme - Sports and Games
24	Tuesday	
25	Wednesday	
26	Thursday	Reading Week concludes
27	Friday	Holy Mass for class IV to VI
28	Saturday	Parent Interaction I - IV Class for Std VI - XII
29	Sunday	Feast of Saint Paul our Heavenly Patron
30	Monday	Assembly Theme - National Doctor's Day

No. of Working Days : **22 Days**

2025 July

Date	Day	Academic & Co-scholastic Events
01	Tuesday	
02	Wednesday	Student Council Investiture Ceremony
03	Thursday	
04	Friday	Holy Mass for class I to III, medical checkup for classes XII and X
05	Saturday	Class for Std VI - XII, Orientation V & VI
06	Sunday	Muharram
07	Monday	Assembly Theme - Importance of non-renewable resources
08	Tuesday	
09	Wednesday	Club Inauguration
10	Thursday	I Periodic test Class I - X, First Mid term Class XI, XII
11	Friday	Holy Mass for class X to XII
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	Holy Mass for class VII to IX
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	Pie Day
23	Wednesday	
24	Thursday	Karkidaka Vavu
25	Friday	Holy Mass for Class IV to VI
26	Saturday	Kargil Day, Open House for class I to XII
27	Sunday	
28	Monday	Assembly Theme - Man - Animal conflict
29	Tuesday	
30	Wednesday	
31	Thursday	

No. of Working Days : 24 / Total 46 Days

2025 August

Date	Day	Academic & Co-scholastic Events
01	Friday	Inter-House Art and Cultural Competitions, medical checkup for classes XI and IX (Tentative)
02	Saturday	Inter-House Art and Cultural Competitions
03	Sunday	
04	Monday	Assembly Theme- Friends are boons
05	Tuesday	
06	Wednesday	Inter-House Quiz (Cat 1&2)
07	Thursday	Inter-House Quiz (Cat 3&4)
08	Friday	Inter-House Quiz (Cat 5), Holy Mass for class I to III
09	Saturday	
10	Sunday	
11	Monday	Assembly Theme- International Youth Day
12	Tuesday	
13	Wednesday	Inter-House Skating Competition
14	Thursday	
15	Friday	Independence Day
16	Saturday	
17	Sunday	
18	Monday	II Periodic test Class I - X
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	Copa San Paulo Football Tournament, Holy Mass for class X to XII
23	Saturday	Copa San Paulo Football Tournament, Class VI - XII
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	Ayyankali Jayanthi
29	Friday	Inter-House Basketball Championship (Junior), Holy Mass for class VII to IX
30	Saturday	Inter-House Basketball Championship (Senior), Class for Std VI - XII
31	Sunday	

No. of Working Days : 22 / Total 68 Days

2025 September

Date	Day	Academic & Co-scholastic Events
01	Monday	Assembly Theme- Teachers Day
02	Tuesday	
03	Wednesday	Onam Celebrations & Dispersal at 11:30am
04	Thursday	First Onam
05	Friday	Thiruvonam, Eid e Milad, Teachers' Day
06	Saturday	Onam Holidays
07	Sunday	Sree Narayana Guru Jayanthi
08	Monday	Onam Holidays
09	Tuesday	Onam Holidays
10	Wednesday	Onam Holidays
11	Thursday	Onam Holidays
12	Friday	Onam Holidays
13	Saturday	Onam Holidays
14	Sunday	Sree Krishna Jayanthi
15	Monday	School Reopens after Onam Holidays, Assembly Theme- World Ozone Day
16	Tuesday	
17	Wednesday	Inter-House Chess Competition
18	Thursday	Inter-House Carroms Competition
19	Friday	Holy Mass for class IV to VI
20	Saturday	
21	Sunday	Sri Narayana Guru Samadhi
22	Monday	Assembly Theme- International Day of Peace
23	Tuesday	Annual Athletics Meet Selection for ATLAS (H)
24	Wednesday	Annual Athletics Meet Selection for ANDES (H)
25	Thursday	Annual Athletics Meet Selection for ALPS (H)
26	Friday	Annual Athletics Meet Selection for HIMALAYA (H), Holy Mass for class I to III
27	Saturday	Annual Academic Exhibition
28	Sunday	
29	Monday	
30	Tuesday	

No. of Working Days : **16 / Total 84 Days**

2025 October

Date	Day	Academic & Co-scholastic Events
01	Wednesday	Maha Navami
02	Thursday	Vijaya Dasami, Gandhi Jayanthi
03	Friday	Holy Mass for class X to XII, Medical check up for VII A,B and VI
04	Saturday	Class for Std VI - XII, Inter-House Hand ball for Senior Boys and Girls
05	Sunday	
06	Monday	Assembly Theme - Significance of cotton
07	Tuesday	
08	Wednesday	
09	Thursday	Half Yearly Examination I - X, First Terminal Examination Class XI, XII
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	Assembly Theme- Disaster Risk Reduction
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	Holy Mass for class VII to IX
18	Saturday	
19	Sunday	
20	Monday	Deepavali
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	Junior Sports Meet (I - IV) Holy Mass for class IV to VI
25	Saturday	Open House (I to XII)
26	Sunday	
27	Monday	Assembly Theme - Global media and Information Literacy
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	National Unity Day, Malayalam Debate, Holy Mass for class I to III

No. of Working Days : **22 / Total 106 Days**

2025 November

Date	Day	Academic & Co-scholastic Events
01	Saturday	Annual Sports Meet / Kerala Piravi
02	Sunday	
03	Monday	Assembly Theme - Kerala Piravi, English Debate (Cat 4)
04	Tuesday	English Debate (Cat 3), Silverzone International Informatics Olympiad (IIO)
05	Wednesday	Hindi Debate
06	Thursday	Study Tour(X & XII)
07	Friday	Holy Mass for Class X to XII, SOF International GK Olympiad (IGKO) Medical Checkup for KG
08	Saturday	
09	Sunday	
10	Monday	Assembly Theme- International Science Day
11	Tuesday	SOF International English Olympiad (IEO)
12	Wednesday	SOF International Mathematics Olympiad (IMO)
13	Thursday	SOF National Science Olympiad (NSO)
14	Friday	Children's Day, Holy Mass for class VII to IX
15	Saturday	
16	Sunday	
17	Monday	Periodic Test 3 Class X
18	Tuesday	
19	Wednesday	SOF International Hindi Olympiad (IHO)
20	Thursday	
21	Friday	Holy Mass for class IV to VI, Inter-School Graffiti Competition
22	Saturday	Class for Std VI - XII
23	Sunday	
24	Monday	Assembly theme- Red Planet
25	Tuesday	
26	Wednesday	
27	Thursday	Final Rehearsal Annual Day
28	Friday	Annual Day Celebrations (K.G - IV)
29	Saturday	Annual Day Celebrations (V - XII)
30	Sunday	

No. of Working Days : **23 / Total 129 Days**

2025 December

Date	Day	Academic & Co-scholastic Events
01	Monday	Assembly Theme - World Computer Literacy Day
02	Tuesday	I Model Exam Class X, XII
03	Wednesday	
04	Thursday	
05	Friday	Holy Mass for class VII to IX, Medical Check Up for Std I
06	Saturday	Ambedkar Day, Class for std VI - XII, Parent Orientation for VII & VIII
07	Sunday	
08	Monday	Assembly Theme- The soil. Periodic test Class IX, 2nd midterm Class XI
09	Tuesday	
10	Wednesday	
11	Thursday	SILVERZONE International Reasoning & Aptitude Olympiad (IRAO)
12	Friday	Study Tour I & II Holy Mass for class IV to VI
13	Saturday	
14	Sunday	
15	Monday	Assembly Theme - UNICEF
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	Study Tour IX, Holy Mass for class I to III
20	Saturday	Partenza
21	Sunday	
22	Monday	Assembly Theme - National Mathematics Day
23	Tuesday	Christmas Celebrations & Dispersal at 11.30AM
24	Wednesday	Christmas Holidays
25	Thursday	Christmas Holidays
26	Friday	Christmas Holidays
27	Saturday	Christmas Holidays
28	Sunday	Christmas Holidays
29	Monday	Christmas Holidays
30	Tuesday	Christmas Holidays
31	Wednesday	Christmas Holidays

No. of Working Days : **18 / Total 147 Days**

2026 January

Date	Day	Academic & Co-scholastic Events
01	Thursday	Christmas Holidays, New Year
02	Friday	Mannam Jayanti
03	Saturday	School Reopens after Christmas Holidays, Class for std VI to XII
04	Sunday	
05	Monday	Assembly Theme-News paper
06	Tuesday	
07	Wednesday	Periodic Test Class I to VIII
08	Thursday	
09	Friday	Study Tour XI, Holy Mass for class VII to IX, Medical Checkup for Std Vth and Std IV A, B
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	Out Reach Programme, Study Tour (V & VI)
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	II Model Exam Class X, XII
21	Wednesday	
22	Thursday	
23	Friday	Holy Mass for class IV to VI, SOF International Social Studies Olympiad (ISSO)
24	Saturday	Class for Std VI-XII, Feast of conversion of St. Paul
25	Sunday	
26	Monday	Republic Day
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	Holy Mass for class I to III
31	Saturday	Open House I to VII

No. of Working Days : 21 / Total 169 Days

2026 Feburary

Date	Day	Academic & Co-scholastic Events
01	Sunday	
02	Monday	Annual Exam IX & XI, Assembly Theme - Vasant Panchami
03	Tuesday	
04	Wednesday	
05	Thursday	
06	Friday	Holy Mass for class VII to IX, Medical Check up for Std IV C, D and Std III
07	Saturday	Study Tour (III & IV) Study Tour (VII & VIII)
08	Sunday	
09	Monday	Assembly Theme-World Pulses Day
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	Holy Mass for class IV to VI, World Day of Social Justice
14	Saturday	
15	Sunday	Maha Shivaratri
16	Monday	Assembly Theme- Safer Internet
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	Holy Mass for Class I to III
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	Holy Mass for class I to III
28	Saturday	National Science Day, Class for std VI to XII Open House IX & XI, Parent Orientation IX & X

No. of Working Days : 22 / Total 191 Days

2026 March

Date	Day	Academic & Co-scholastic Events
01	Sunday	
02	Monday	Assembly Theme - Sustainable Development
03	Tuesday	
04	Wednesday	
05	Thursday	
06	Friday	Holy Mass for class VII to IX, Medical Check up for Std II
07	Saturday	
08	Sunday	
09	Monday	Annual Exam (01) I - VIII
10	Tuesday	
11	Wednesday	Annual Exam (02) I - VIII
12	Thursday	
13	Friday	Annual Exam (03) I - VIII
14	Saturday	
15	Sunday	
16	Monday	Annual Exam (04) I - VIII
17	Tuesday	
18	Wednesday	Annual Exam (05) I - VIII
19	Thursday	
20	Friday	Annual Exam (06) I - VIII, Valedictory Assembly
21	Saturday	
22	Sunday	
23	Monday	Evaluation 1
24	Tuesday	Evaluation 2
25	Wednesday	Evaluation 3
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	
31	Tuesday	Open House

No. of Working Days : **24 / Total 215 Days**

2026 April

Date	Day	Academic & Co-scholastic Events
01	Wednesday	
02	Thursday	Maundy Thursday
03	Friday	Good Friday
04	Saturday	
05	Sunday	Easter
06	Monday	
07	Tuesday	
08	Wednesday	
09	Thursday	
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	
14	Tuesday	Vishu/ Ambedkar Jayanti
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

2026 May

Date	Day	Academic & Co-scholastic Events
01	Friday	
02	Saturday	
03	Sunday	
04	Monday	
05	Tuesday	
06	Wednesday	
07	Thursday	
08	Friday	
09	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	Retreat
20	Wednesday	Orientation
21	Thursday	Academic Planning
22	Friday	Academic Planning
23	Saturday	Staff Picnic
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	

List Of Office Holidays

All Second Saturdays and Sundays

2025	• June 6, Fri	- Bakrid / Eid al Adha
	• July 24, Thu	- Karkidaka Vavu
	• August 15, Fri	- Independence Day
	• September 4, Thu	- First Onam
	• September 5, Fri	- Thiruvonam / Milad-i-Sherif
	• October 1, Wed	- Maha Navami
	• October 2, Thu	- Gandhi Jayanti
	• October 20, Mon	- Deepavali
	• December 25, Wed	- Christmas Day
2026	• January 1, Thu	- New Year
	• January 26, Mon	- Republic Day
	• March 31, Mon	- Idul Fitr
	• April 2, Thu	- Maundy Thursday
	• April 3, Fri	- Good Friday
	• April 15, Wed	- Vishu

St. Paul's International School Management Team

MANAGING TRUSTEES

- **The Most Rev. Dr. Joseph Kalathiparambil**
Archbishop of Verapoly
 - **Rt. Rect. Dr. Antony Valungal**
Auxiliary Bishop of Verapoly
 - **Very Rev. Msgr. Mathew Kallingal**
Vicar General, Archdiocese of Verapoly
 - **Very Rev. Fr. Sojan Maliekkal**
Procurator, Archdiocese of Verapoly
-

DIRECTOR

- **Rev. Fr. Sabu Nedunilath**
Trust Secretary
-

PRINCIPAL

- **Mrs. Sunitha Binu Samuel**
-

MANAGER

- **Mr. C.C. Raphael**
-

VICE PRINCIPAL

- **Mrs. Deepa Manoj**
-

KG-IN-CHARGE

- **Mrs. Remla V.T.**

St. Paul's International School

Academic Team

ENGLISH	Ms. Delphi T.V. / In-Charge Ms. Suby V. George, Ms. Anusri C.R., Ms. Siney Rajan, Ms. Mily Benoy, Ms. Bini Mary, Ms. Mary Treesa Jinson, Ms. Rajani R.S, Ms. Oshin Alby
MALAYALAM	Ms. Maya M.K. / In-Charge Ms. Dhanya Vishwanath, Ms. Anila M.A., Ms. Shiji D.I., Ms. Aparna Vyas
HINDI	Ms. Mariam Devasia / In-Charge Ms. Anu V. Sajeendran, Ms. Rajani P.R., Ms. Sreeja Vijith, Ms. Roshni Mathew.
FOREIGN LANGUAGES	Fr. Manoj M. Joseph / German Ms. Rose Thejus / French
MATHEMATICS	Ms. Shiney Saju / In-Charge Ms. Deepa Manoj, Ms. Soumya M.S., Ms. Cicily Shelma Thomas, Ms. Rekha Menon, Ms. Lathika C.S, Mr. Amithan S, Ms. Remya Joseph, Ms. Anisha Sabu.
SCIENCE	Ms. Megha M.S. / In-Charge Ms. Anjaly Paul, Ms. Vinitha Johnny, Ms. Susan Jacob, Ms. Shyama Ramakrishnan, Ms. Angitha Ramachandran. Ms. Merlin Joseph, Ms. Meenu Henry.

**COMPUTER
SCIENCE**

Ms. Vineetha Maliakel / In-Charge
Ms. Reshma Jos, Ms. Nithya Soman,
Ms. Mayusha Joseph

**SOCIAL
SCIENCE**

Ms. Rathi Udayakumar / In-Charge
Ms. Regi Jose, Ms. Anisha Mary Stephen,
Ms. Laiza Ignatius, Ms. Maria Lincy P.L.,
Ms. Abina Biju, Fr. Joseph Karikachery

KINDERGARTEN

Ms. Remla V.T. / KG-In-Charge
Ms. Sheeba Jose, Ms. Kavitha N.V.,
Ms. Geethakumari, Ms. Renu A. Menon,
Ms. Sheela Susan John, Ms. Simi R. Nair,
Ms. Ponnambili, Ms. Jexy Eliswa P.X.,
Ms. Maya Anilkumar, Ms. Seethal Lawrence,
Sr. Shiny Mol Z., Ms. Layana Johny, Ms. Vijitha Suresh,
Ms. Sandhya Chandran

**CO-SCHOLASTIC
SUBJECTS**

Sr. Diana / Student Counsellor
Sr. Aruna Mocharia / Special Educator
Ms. Sruthi Babu M., Mr. Devanand V.A.,
Mr. Nijay Joseph Parakkal / Physical Education
Ms. Viji V Nair / Art & Craft
Ms. Sheeba Jinson / Vocal Music
Ms. Smitha M. / Yoga
Ms. Reshmy Selvaraj / Roller Skating

LIBRARY

Ms. Arya K. Babu / Library-In-Charge
Ms. Roslin Harishma P.J.

**ADMINISTRATIVE
OFFICE**

Ms. Treasa Abhayam V.J. / Office-In-Charge
Ms. Sheena Joseph / Accounts-In-Charge
Ms. Binu Baby / Medical Nurse
Ms. Priyanka Vijayaraghavan / IT Section
Ms. Jaitty K.T., Ms. Alphonsa,
Mr. Unnikrishnan A.P. / Supervisor