

LORETO CONVENT



Shillong-793003
Meghalaya



School Diary 2023

LORETO CONVENT

SHILLONG - 793003

Phone : 0364-2225559

STUDENT'S PERSONAL CARD (2023-2024)

Name :

Admission No. Admission Date

Class & Section : **House :**

Adhaar Card No.

Date of Birth : **Religion**

Whether : SC ST BC
OBC GENERAL NONE OF THESE

(Please put a ✓ in the appropriate box)

MOTHER TONGUE

Father's Name :

Occupation:

Designation:.....

E-mail :

Phone (Mobile)..... Office Res.

Home Address

Pin Code

Mother's Name :

Occupation:

Designation:.....

E-mail :

Phone (Mobile)..... Office Res.

Home Address

Sister(s) in the school (if any) :

Name Class & Sec.

Name Class & Sec.

Name Class & Sec.

Note : Any change in the above should be intimated to the School Office in writing.

HEALTH STATUS

Height:cms. Weight:kg.

Blood Group:..... Food/DrugAllergies:

Vision (L) (R) (Good/poor/needs follow-up)

Specific Ailments (If any)

Surgical procedures undergone in the past (if any)

.....

Medication (if any)

Any Change in the above should be intimated to the School Office in writing.

NOTE

Parents are informed that occasional remarks from teachers are conveniently sent through these pages and through the e-communication portal set up by the school. **No leave application will be accepted through email.**

Parents are requested to notify the Principal in writing of any change of address or telephone number.

DECLARATION

I/We have read, understood and agree to comply with the **General Directives of Conduct and Discipline** as stated in the School Diary in the pages that follow.

Father's Signature :

Mother's Signature :

Guardian's Signature :

The above is the specimen signature which we request parents to use when signing the Progress Report.

LORETO CONVENT

SHILLONG - 793003

Phone : 0364-2225559

E-mail id : loretomeg@gmail.com



DIARY 2023-2024

Photograph
of the
Student

Name :

Class : Section

Address :

.....

.....

Pin Code

Father (Mobile No)

Mother (Mobile No)

Emergency Contact No :

**Note : This Diary is to be brought to school daily.
All students must wear their I-Card to school daily.**

STUDENT'S PERSONAL CARD (2023-2024)

Name :

Class & Section : House :

Date of Birth :

Religion (if Catholic mention Parish)

Whether : SC ST BC
OBC GENERAL NONE OF THESE

MOTHER TONGUE

<p><i>Photograph of the Father</i></p>
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(Please put a ✓ in the appropriate box)

Father's Name:

Occupation:

Designation:

E-mail :

Phone (Mobile) Office Res.

<p><i>Photograph of the Mother</i></p>
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Mother's Name:

Occupation:

Designation:

E-mail :

Phone (Mobile) Office Res.

Home Address:

Sister(s) in the school (if any) :

Name Class & Sec.

Name Class & Sec.

Name Class & Sec.

HEALTH STATUS

Height:cms. Weight:kg.

Blood Group:..... Food/DrugAllergies:

Vision (L) (R) (Good/poor/needs follow-up)

Specific Ailments (if any)

Surgical procedures undergone in the past (if any)

.....

Medication (if any)

Any Change in the above should be intimated to the School Office in writing.

NOTE

Parents are informed that occasional remarks from teachers are conveniently sent through these pages and through the e-communication portal set up by the school. **No leave application will be accepted through email.**

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DECLARATION

I/We have read, understood and agree to comply with the **General Directives of Conduct and Discipline** as stated in the School Diary in the pages that follow.

Father's Signature :

Mother's Signature :

Guardian's Signature :

The above is the specimen signature which we request parents to use when signing for Official Purpose.

School Crest



This is the crest familiar to Loreto Pupils worldwide

It is surmounted by the words

“Maria Regina Angelorum”

which indicate the patronage of our Lady,

Queen of Angels.

The emblem is rich in symbolism:

The Cross - Sign of our Salvation;

The Sacred Heart - Source of the infinite love of

Jesus for each one of us;

The Heart of Mary - Our human model and inspiration;

The Anchor - Symbol of hope.

This symbolism is summed up in the final scroll:

“Cruci dum Spiro fido”. Throughout my life,

I shall place my hope in the cross”.

LORETO CHORUS

1. To East and West of that fair Isle
Where the first Loreto stands,
Loreto's banner now doth fly in many distant lands
In sunny Spain, on Afric's strand
And under the Southern Cross
And Westward Ho, where rainbow hued
Niagara's waters toss

CHORUS: Loreto's banner gaily floats
In lands both East and West
Loreto's name each girl reveres.
And holds it ever blest.

2. But first Loreto found a home beneath our Indian skies
Where now o'er plain and mountain peak
The well loved banner flies.
Loreto's standard bearers we
In girlhood's springtime gay,
O may we e'er be loyal and true
To the school friends of today.
3. And when our school days ended are
And our varied paths divide,
Oh may the ideals of our youth
Still ever be our guide,
High ideals of purity, of duty and of truth
Learnt while we bore Loreto's flag
In the sunny days of youth.

NATIONAL ANTHEM

Thou art the ruler of the minds of all people dispenser India's destiny. Thy name rouses the hearts of the Punjab, Sind, Gujarat and Maratha of the Dravid desh and Orissa and Bengal; it echoes in the hills of the Vindhya and Himalayas, mingles in the music of the Ganges and Jamuna and is chanted by the waves of the Indian ocean. They pray for thy blessings and sing thy praise. The saving of all people waits in thy hand, thou dispenser of India's destiny.

RASHTRA GAN



Jana gana mana adhinayaka, jaya he
Bharata Bhaghya Vidhata,
Punjaba, Sindhu, Gujarata, Maratha
Dravida Utkala Banga
Vindhya Himachala, Yamuna, Ganga
Uchhala Jaladhi taranga
Tava subha name jage
Tava subha ashisha mange
Gahe tava jaya gatha,
Jana gana mangala dayaka, jaya he
Bharata Bhagya Vidhata,
Jaya he, Jaya he, Jaya he
Jaya, Jaya, Jaya, Jaya he.

LORETO CONVENT, SHILLONG

Our Foundress : Mary Ward (1585 - 1645)

Institution:

Loreto Convent School Shillong was founded on May 10, 1909 starting with 23-day students and 3 boarders.

The school is a Catholic Institution under the management of the Sisters of the Institute of the Blessed Virgin Mary (Loreto Sisters), which was founded by Mary Ward in the 17th Century.

In 1821 Teresa Ball established the first House of the Institute in Ireland and called it Loreto, the name by which all the subsequent foundations made from Ireland are still known. In 1841, Loreto Sisters under the Leadership of Delphine Hart came to India. This Religious Order is now spread throughout the world and engages itself in many kinds of work, especially the education of girls.

Loreto Convent is owned by the Loreto Educational Society Shillong, a body registered under the Registrar of Societies Registration Act XXI of 1860.

Mary Ward

Mary Ward was born on **January 23rd 1585**, in Elizabethan England, at the time of the great religious intolerance. She was a victim of the persecution of Catholics. A woman of great faith that she was, she saw the need for a sound religious education for young women who would assume responsibilities in society and in the church, for, as she said, "Women in time to come will do much." Inspired at the tender age of fifteen to renounce the world she decided to dedicate her life to God, having refused many proposals of marriage.

In 1609, she left her homeland and with a small group of companions, she opened a school at St. Omer, Flanders where girls were taught reading, writing and sewing, as well as the principles of Christian life.

She had a passionate love for **Integrity, Justice, Sincerity and Freedom** and she consistently endeavoured to live out these qualities. The new type of consecrated life which she began - free from enclosure,

without religious habit and ruled by a woman - received much opposition. **The vision of women's role in the church** was unacceptable and regarded controversial, and in 1631, Mary Ward's Institute was suppressed and she herself was imprisoned as a heretic for a time.

Mary Ward, described as **"A woman beyond compare"** died at York on January 30th 1645. "Unless the grain of wheat falls into the ground and dies, it remains alone" (John 12:24...) The serenity and confidence with which she accepted all kinds of sufferings, not least the physical ones, her fidelity to the Church despite multiple tribulations, made of her the "grain of wheat" sown by God and which, after the rebirth of her Institute, would bear fruit in all continents down to the present day.

TERESA BALL

Francis Ball was born in Ireland in 1794, and educated at St Mary's Convent, a boarding school conducted by the members of the Institute of the Blessed Virgin Mary, in York, England. She heard the unmistakable call of God **"Seek first the Kingdom of God and His Justice and all these things will be added unto you."** At the age of twenty, Francis returned to York to enter the novitiate, preparing herself for the foundation of the Institute of Blessed Virgin Mary in Ireland, and made her profession as Mother Teresa. In 1821 Ball established the first House of the Institute in Ireland and called it Loreto, the name by which all the subsequent foundations made from Ireland are still known.

DELPHINE HART

Loreto in India owes its origin to a visit by Dr. Bakhaus to Loreto Abbey, Ireland, in 1840 to request Mother Teresa Ball to send Sisters to set up a school for Catholic children in Calcutta.

In 1841, Mother Teresa Ball sent 7 Loreto Sisters and 5 Postulants, all in their twenties, under the **Leadership of Delphine Hart to India**, announcing that they would probably never see their homeland again. They were welcomed at Calcutta by Bishop Carew, and installed at Loreto House, 7, Middleton Row. They were the first Congregation of Sisters to come to North India.

AIM OF THE INSTITUTION

Although the **Primary purpose is the education of Catholic girls**, students of other religious denominations, irrespective of caste, creed and community, are also welcome. The aim of the School is to give its pupils a sound moral education while devoting special attention to their intellectual, social, emotional and physical development.

Education provided in the school is for the wholeness and dignity of each child.

The dignity of each student comes from being a person

- : **Created in God's image**
- : **Free to respond**
- : **Striving for excellence achieved at the level of her own potential.**

Each student is valued as a unique person - who is already gifted.

- **Who has a Past, Present and Future.**
- **Whom God has called by a name of her own.**

The School sees the value of Integrity, Justice, Freedom and Love as essential in the educational thrust. Therefore, parents who intend to have their children educated here would need to be convinced of the importance of these values and be prepared to make the necessary sacrifices to live by them.

The Special thrust of the school is to cherish the most deprived of God's people and to enable them to take their place with dignity among others.

GENERAL RULES OF CONDUCT AND DISCIPLINE

1. The primary aim of the school is to give its pupils an education in keeping with the culture and tradition of the country. They are trained to realise their responsibilities and to develop a strong civic sense of spirit that will prepare them for leadership in the society to which they belong. Emphasis is placed on the knowledge and love of God, the formation of a true moral conscience, appreciation of family life and the service of their country.

2. A pupil who fails to attain the required standard in languages will not be promoted. Reports on general progress will be sent to parents during the year. These should be studied carefully and returned to the school authorities signed by a parent or a guardian. Promotion is granted on the basis of the whole year's work. The annual examination is meant to confirm the result of the year.
3. Irregular attendance, habitual idleness, disobedience or conduct injurious to the tone of the school will be dealt with stringently.
4. No books other than school books, periodicals, pictures of newspapers would be brought to school without the permission of the Principal.
5. Every pupil is expected to subscribe towards small school shows and local charities and pay the requisite fees for all school examinations.
6. Pupils are expected to behave in a lady like manner on all occasions. They should address their teachers and all members of the staff with respect and politeness. They must show gentleness and courtesy to their companions. Refinement of manners, uprightness and self-restraint should distinguish every pupil of the school.
7. Enrollment in the school implies willingness on the part of the pupil and parent, to comply with the requirements and regulations of the school.
8. The Principal has the right to suspend attendance or require the withdrawal of any pupil, without having to assign any reason, provided that she is satisfied that such a step is necessary in the interest of the school.
9. Since it is an English medium school, pupils are expected to **speak in English during school hours.**
10. Attendance is compulsory on non-teaching activity days such as Independence Day, Teachers' Day, Sports Day, Concert Days, Childrens' Day, Fete, School Retreats and Workshops, etc.

11. Pupils are responsible for their own books and belongings. Nothing of valuable nature should be brought to school such as iPods, mobile phones, pendrives, cameras, etc. **If caught, they will be confiscated and will not be returned.** No gold rings, chains, bangles allowed. No fancy and colourful spectacles and watches allowed.
12. All wilful damage of school property will be remedied at the cost of the offender.
13. Students are not permitted to give personal gifts to members of the staff.
14. Junior Section children are permitted to give only simple sweets on their birthdays.
15. No collection of any form (cash or kind) for any purpose whatsoever may be made without the Principal's previous sanction.

NOTES TO PARENTS

- i) We acknowledge that **the parent is the first and foremost educator.** The school welcomes communication, participation, collaboration based on mutual trust and understanding.
- ii) The diary is for official purpose only and must be reserved for notices, homework and instructions. It must be brought to school each day and produced for inspection whenever required. Parents are particularly requested to sign Reports and Circulars and to attend Parent-Teacher Meetings when so requested. Failure to do this may cause great inconvenience to children. If they are asked to sign some work of their daughter, it is expected that they do so.
- iii) Parents are informed that occasional messages from the teachers are conveniently sent through this diary and they are encouraged to do likewise. Parents are requested therefore **to check their daughter's diary every day.**
- iv) Parents are earnestly requested to see that their children **attend school punctually.** They are asked to cooperate with the work of the school by enforcing **regularity and discipline** and by taking a general interest in their child's progress.

- v) Parents or guardians should not meet teachers during school hours without the permission of the Principal and without prior appointment, as the member of the staff cannot leave her classroom during a teaching period.
- vi) Parents are requested to read the General Rules of Conduct and Discipline and take note of the regulations regarding the payment of fees.
- vii) Parents are to pack snacks for their children if they have to stay back after school. Students are not allowed to leave the school premises to buy eatables.

School Office Hours are from 9:00 am to 12:00 noon. The Principal is available from 9:00 am to 12:00 noon. (Mondays to Fridays) - otherwise by appointment only.

Parents who have their wards in school are permitted to meet the Principal from 9:00 am to 12:00 noon (Monday to Friday).

CURRICULUM

The medium of instruction of this institution is ENGLISH, KHASI and HINDI are taught as 2nd Language from Class I-X. Third Language is compulsory from Class V-VIII. All pupils are required to attain the required pass mark in order to be promoted to the next class. This is a requirement from the ICSE Board. Change in 2nd language will be allowed till the end of class VI.

Pupils are prepared for the I.C.S.E and I.S.C Examination (Indian Council for Secondary Examination), New Delhi.

In addition to the subjects prescribed in the Board and Council syllabus, the Curriculum includes Religious Instruction (for Catholics) and Value Education (for non-Catholics) as compulsory subjects. Personal and community prayer is initiated through Assemblies, Prayer Groups, Liturgies and School Retreats.

- There are optional practise for Basketball before or after school hours on specific days for tournaments.

YCS, LTS, JPIC, GIRL GUIDES

The ideal of Service is set before the pupils who are expected

to give themselves unselfishly to their immediate duty and to have an awareness of the needs of those around them. This will eventually, bring them to a realisation that the welfare to humankind requires that all contribute to society, that they help others and that they serve their fellowmen. It is hoped that the pupils of Loreto will leave the school with a strong conviction that, in the words of Gandhiji, "Happiness consists not in what you can get, but in what you can give." All girls, therefore, from Class IV upwards are required to do some form of social work.

Classes VIII - X are given opportunities for development of personality and leadership skills through movements like **YCS, LTS, JPIC and Girl Guides (VI - X)**

Young Catholic Students (YCS) is a student movement where students come together to share experiences, faith and life by following the YCS method of See, Judge and Act i.e. Awareness, Reflective Action and Evaluation.

LTS (Leadership Training Service) helps the students to put God above self through prayer and social activities. L.T.S. challenges the students to value themselves and to become responsible citizens of the country and the world.

JPIC (Justice, Peace and Integrity of Creation) helps the students to reflect on situations of injustice, on their causes and possible remedies, and challenges them to think of others (children deprived of the advantages of education) and to work for them.

GIRL GUIDES

Lord Baden Powell was the founder of the Girl Guides movement during the Edwardian era. Opened up new and appealing vistas to the young female Edwardians, vision of a life where women could face the world on equal terms with men, where they could be trained and equipped to cope with whatever emergencies might arise. It is a movement for the youth. For the girl Guides, friendliness and happiness will become a habit, as they train themselves to be able to do their duty to their country and their home.

UNIFORM

The School Uniform is compulsory and students should come to school wearing neat and appropriate uniform. The school uniform is to be worn only during school hours or when engaged in official activities. **No child is to be seen in uniform in public places after school hours.**

The school badge must be purchased from the school and worn daily.

Nails should be neatly trimmed. No coloured nail varnish are allowed on fingernails or toenails and no coloured hair. **Mehendi on the hands is strictly forbidden.**

CLASS	SUMMER UNIFORM	WINTER UNIFORM	P.E.
NURSERY	<ul style="list-style-type: none">• Grey pinafore• Grey shorts• White short/full sleeved shirt• Grey cardigan with red border• White knee length socks• Black shoes• Red ribbon, red hair band, red clips	<ul style="list-style-type: none">• With summer uniform• Grey blazer (Optional)• Plain red muffler• Plain white stockings (to be worn from 1st week of November)• White full sleeved shirt	
K.G-II	<ul style="list-style-type: none">• Grey pinafore• Grey shorts• White short/full sleeved shirt• Grey cardigan with red border• White knee length socks• Black shoes• Red ribbon, red hair band, red clips	<ul style="list-style-type: none">• With summer uniform• Grey blazer (Optional)• Plain red muffler• Plain white stockings (to be worn from 1st week of November)• White full sleeved shirt	<ul style="list-style-type: none">• With summer or winter uniform• White Keds
III - V	<ul style="list-style-type: none">• Grey pinafore• Grey shorts• White short/full sleeved shirt	<ul style="list-style-type: none">• With summer uniform• Grey blazer (Optional)	<ul style="list-style-type: none">• Grey overall• White short sleeved shirt• Grey shorts

CLASS	SUMMER UNIFORM	WINTER UNIFORM	P.E.
III - V	<ul style="list-style-type: none"> • Grey cardigan with red border • White knee length socks • Black shoes • Red Ribbon, red hair band, red clips • House badge 	<ul style="list-style-type: none"> • Plain red muffler • Plain white stockings (to be worn from 1st week of November) • White full sleeved shirt 	<ul style="list-style-type: none"> • White keds • White knee length socks • House badge
VI - X	<ul style="list-style-type: none"> • Grey blazer (compulsory) • Grey skirt • Grey shorts • White short / full sleeved shirt • Grey cardigan with red border • White knee length socks • Black laced shoes • Red ribbon, red hair band, red clips • House badge • Red tie 	<ul style="list-style-type: none"> • With summer uniform • Plain red muffler • Plain dark grey stockings (not to be worn with P.E uniform) • Grey stockings to be worn from 1st week of November • White full sleeved shirt 	<ul style="list-style-type: none"> • Grey overall • House shirt • Grey shorts • White keds • White knee length socks • House badge
XI - XII	<ul style="list-style-type: none"> • Grey blazer (compulsory) • Grey skirt • Grey shorts • White short / full sleeved shirt • Grey cardigan with red border • White knee length socks • Black laced shoes • Red ribbon, red hair band, red clips • House badge • Red tie with grey stripes 	<ul style="list-style-type: none"> • With summer uniform • Plain red muffler • Plain dark grey stockings (not to be worn with P.E uniform) • Grey stockings to be worn from 1st week of November • White full sleeved shirt 	<ul style="list-style-type: none"> • Grey overall • House shirt • Grey shorts • White keds • White knee length socks • House badge

LORETO CONVENT, SHILLONG

SAFEGUARDING POLICY STATEMENT

LORETO CHILD PROTECTION POLICIES AND PROCEDURES, 2019

We, the Sisters, Principal, Staff (Teaching and Non-Teaching) and Parents of Children in Loreto Convent, Shillong commit ourselves to “the affirmation of the dignity of the human person”, affording each Loreto Convent Child love and protection. We undertake therefore to protect the rights of children entrusted in our care by providing them a safe and respectful environment, free from any form of abuse.

We pledge to minimize risks, to be sensitive and alert in recognizing, responding and reporting to the authorized personnel, any form of child abuse, ensuring a prompt, fair and just hearing to the concerned person / persons (both victim and perpetrator / offender)

To ensure proper execution of our policy statement, we appoint the following personnel :

- **Mrs. Sarita Pradhan** : Designated Officer, Ph. No. 7005120504
- **Mrs. Doreen C. Lyngdoh** : Support Person, Ph. No. 9774029774
- **Mrs. Maryobiang Pyrtuh** : School Counsellor, Ph. No. 7005666946

Parents are encouraged to communicate any concerns regarding a/their child with the above personnel.

TIME TABLE

The school follows a Day 1 to Day 6 time table

Principal's Visiting Hours

9 a.m. - 12 Noon (Mon - Fri)

Office Hours

9 a.m. - 12 Noon (Mon - Fri)

Email : loretomeg@gmail.com

For more information log on to

www.loretoshillong.in

SCHOOL TIMING

07:40 a.m.	-	11:40 a.m.	Nursery A & B
07:40 a.m.	-	01:40 p.m.	KG, Classes I & II
07:40 a.m.	-	02:20 p.m.	Classes III to XII

LIBRARY

1. The Library is one of the most valued resources in the education of pupils.
2. Books from the School Library are issued regularly. No other magazines, books or papers may be circulated in the school without the permission of the Principal.
3. When taking a book, if any defect is detected upon return, it should be brought to the notice of the teacher concerned.
4. When students lose a library book, they are asked to either replace the same or pay the price of a new book.
5. Students are not allowed to keep any books borrowed from the library longer than two weeks without permission. A late fine of Rs. 10/- is charged if the books are not returned within a specified time.
6. All library books need to be returned before examination / vacations.

EXAMINATION AND PROMOTION

1. Promotion depends on the child's performance throughout the year in the weekly/unit test and the two terminal examinations and not merely on marks scored in the final examination.
2. **The Unit System** divides the syllabus of each subject into clearly defined blocks of related matter, e.g. one or more chapters of a textbook. As soon as the matter of a particular unit has been completed in class, the student is assessed. **The answer scripts of these assessments**, duly evaluated by the teacher are handed over to the student, taken home, signed by the parents and kept in a separate Unit Test file at home (To be produced for verification whenever required) Online Reports on general progress will be sent to parents during the year.
3. For students who are absent for the Weekly / Unit Tests and Terminal Examination, (Classes V to XII) no provision can be made for Supplementary Tests.
4. No pupil will be allowed to sit for the promotion examination if the attendance during the year is below 80 percent.
5. Parents are requested to clear their child's fees within the stipulated time in order to avoid any inconvenience especially before exams.

WITHDRAWAL

- I) A month's notice should be given before withdrawing a child from the school or a month's fees paid.
- II) The Transfer Certificate (School Leaving Certificate) will be issued when all dues have been paid in full and on receipt of a written application from the parents mentioning therein the date of birth, admission, name, class, section of the pupil.

ABSENCE AND LEAVE

A list of holidays for the current year is printed in this diary.

- i) **All are expected to attend school on the re-opening day after each vacation.** Parents are requested not to take their children on vacation before the set date nor to extend these vacations. **Pupils not attending punctually after holidays are liable to forfeit all certificates if they so deserve during the Academic Year.**
- ii) **Pupils who have been absent from class must have the reason entered in the Regularity Record,** in the diary under 'absence' stating briefly the cause of the absence, signed by the parent. **If a child is absent because of illness or any other reason, for three or more days, the Principal is to be informed by letter and a doctor's certificate is to be brought when the child returns.**
- iii) Parents should inform the School authorities if their child is suffering from any serious illness, chronic ailment, physical handicap or sensory defect (e.g. Heart disorder or epilepsy). In case of Chicken Pox, Measles, mumps or any other such contagious diseases, **parents are advised to maintain a quarantine period of 21 days before the child is sent back to school, along with a doctor's certificate.**
- iv) **To ensure regularity, medical appointments should be made on the weekly holiday and during vacations.**
- v) **If leave is required as in the case of a wedding, or emergency in the family, prior permission must be taken from the Principal only.**
- vi) Every student must be in school by 7:40 a.m. Late arrival is a breach of discipline. Necessary action will be taken against habitual late comers.

FEE REGULATION (CLASS NURSERY - CL XII)

1. **Fees are charged for 12 (Twelve) months.**
2. **Kindly adhere to the Fee Regulation & Fee Structure before paying the fees of your child as there will be NO REFUNDS later on.**
3. **Fees Direction**
 - **Tuition Fees for the First Installment** is to be paid between the **1st and the 10th of April.**
 - **The Annual (Nursery - XII) E-Care Fees** (Nursery to XII), **The Computer Fee, (CI IV - VIII) Maintenance Fee (Nursery to XII), Computer / Home Science Fee (CI IX - XII), Science Fee (CI VII - XII) and Magazine Fee** to be paid between the **1st and the 10th of May.**
 - **Tuition Fees for the Second Installment** is to be paid between the **1st and the 10th of July.**
 - **Tuition Fees for the Third Installment** is to be paid between the **1st and the 10th of September.**
 - **Tuition Fees for the Fourth Installment** is to be paid between the **1st and the 10 of October.**

Failing to comply with these dates of payments may result in Non Issuance of Examination Admit Card to your child.

4. **Examination Admit Cards will only be issued to those students who have cleared their fees.**
5. **A month's notice** must be given before a child is **withdrawn from the school or a month's fees paid in lieu of notice.** Children withdrawn in **November** must also pay the fees for **December, January, February and March.**
6. No deductions are made for the absence of children during holidays or for broken periods. **Fees are charged to the end of March of the following year.**
7. **All fees once Paid will not be refundable.**
8. **Tuition Fees will be raised by 10% only every year.**
9. **A Late fee of Rs. 100/- per month** will be charged if any fees are paid after the **Due Date.**

10. All fees are to be paid using the schools online fee payment portal www.loretofees.co.in
11. **All Modes of Payments** will be accepted by the system.

FEE STRUCTURE FOR APRIL 2023 - MARCH 2024

Tuition Fees : - Rs. 4500/- p.m.

Nursery to Cl. XII

Maintenance Fees :

Nursery to Cl. XII - Rs. 1500/- p.a.

Annual Fees : (Stationery, Examination, Art, Games etc)

E-Care Fees : (SMS Disbursement, I.D. Card, Attendance etc.)

Nursery to Cl. XII - Rs. 2200/- p.a.

Nursery to Cl. XII - Rs. 1200/- p.a.

Computer Fees

Cl. IV to Cl. VIII - Rs. 1500/- p.a.

Computer Fees / Home Science Fees :

Cl. IX to Cl. X - Rs. 1500/- p.a.

Cl. XI to XII - Rs. 2000/- p.a.

Magazine Fee :

Nursery to Cl. XII - Rs. 250/- p.a.

Science Fees :

Cl. VII to Cl. X - Rs. 1500/- p.a.

Cl. XI to Cl. XII - Rs. 2000/- p.a.

Admission Fees :

For New Admissions only - Rs. 20,000/-

Late Fee (If paid after the Due Date) - Rs. 100/- p.m.

.....
Father's Signature

.....
Mother's Signature

RULES FOR FEE PAYMENT

1. **All Modes of Payments will be accepted by the system.**
2. All Fees are to be paid using the school's online fee payment portal **www.loretofees.co.in**. Access the website from safe and secure devices only.
3. Log onto the website using your **registered mobile number only**.
4. Go to **Fee Payment** button and choose the name of the child against whose payment of Fee / Fees is / are to be made.
5. Choose the correct fee type in the order of payment due by checking the appropriate box against the fee type.
6. Parents wishing to pay the fees for the whole year at one go for their child can do so from this year onwards by **checking all of the boxes** against the fee mentioned.
7. After payment is completed, click on the **Verify Payment** button and generate and print the receipt for filing.
8. Check your **Payment History** from time to time. All successful transactions will be displayed in this section.
9. **E-Receipts** will be sent to **your email address** for future reference, if and when required.
10. **Procedure** for payment of fees as given above **must be followed**.

For First time users :

Login ID : Parents Registered Mobile Number

Password : Parents Registered Mobile Number

Dear Parents,

There will be a Parent Teacher Meeting for parents of Class

..... students on

at

Attendance of both parents is mandatory. Kindly come on time.

Signature of Teacher

Signature of Parent

Dear Parents,

There will be a Parent Teacher Meeting for parents of Class

..... students on

at

Attendance of both parents is mandatory. Kindly come on time.

Signature of Teacher

Signature of Parent

Dear Parents,

There will be a Parent Teacher Meeting for parents of Class

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Signature of Teacher

Signature of Parent

Dear Parents,

There will be a Parent Teacher Meeting for parents of Class

..... students on at

..... Attendance of

both parents is mandatory. Kindly come on time.

Signature of Teacher

Signature of Parent

INTERNATIONAL UN DAYS 2023

Sl. No.	Date	Event
1	21st February	International Mother Language Day (Second Language Teachers)
2	3rd March	World Wildlife Day (Geography Dept.)
3	20th March	International Women's Day (JPIC)
4	21st March	World Poetry Day (English Dept.)
5	22nd March	World Water Day (Biology Dept.)
6	6th April	International Day of Sports for Development & Peace (Sports Dept.)
7	7th April	World Health Day (JPIC)
8	22nd April	International Mother Earth Day (JPIC)
9	23rd April	English Language Day (English Dept.)
10	28th April	World Day for Safety and Health at Work (Disaster Management Dept.)
11	30th April	International Jazz Day (Music & Dance Teachers)
12	15th May	International Day of Families (Class Teachers)
13	22nd May	International Day for Biological Diversity (Biology Dept.)
14	31st May	World No-Tobacco Day (JPIC)
15	1st June	Global Day of Parents (Class Teachers)
16	5th June	World Environment Day (JPIC)
17	12th June	World Day Against Child Labour (Child Protection Team)
18	15th June	World Elder Abuse Awareness Day (Psychology Dept. & Counsellor)
19	21st June	International Day of Yoga (Sports Dept.)
20	21st June	International Day of Music (Music Teacher)
21	30th June	International Day of Parliamentarism (Political Science Dept.)
22	15th July	World Youth Skills Day (SUPW)
23	30th July	International Day of Friendship (Mathematics Dept.)

24	30th July	World Day Against Trafficking in Person (Child Protection Team)
25	9th August	International Day of the World's Indigenous People (Sociology Dept.)
26	12th August	International Youth Day (YCS)
27	19th August	World Humanitarian Day (LTS)
28	8th September	International Literacy Day (Guides)
29	15th September	International Day of Democracy (Political Science Dept.)
30	16th September	International Day for the Preservation of the Ozone Layer (Geography Dept.)
31	21st September	International Day of Peace (Guides)
32	1st October	International Day of Older Persons (Psychology Dept.)
33	10th October	World Mental Health Day (Counsellor)
34	11th October	International Day of the Girl Child (JPIC)
35	16th October	World Food Day (Home Science Dept.)
36	24th October	United Nations Day (JPIC)
37	10th November	World Science Day for Peace & Development (Science Dept. & Guides)
38	18th November	World Day for the Prevention of and Healing from Child Sexual Exploitation, Abuse and Violence (Child Protection Team & Counsellor)
39	1st December	World AIDS Day (LTS)
40	10th December	Human Rights Day (History Dept.)
Seasons of Creation - Date to be notified (All Teachers) One Billion Rising - Date to be notified (All Teachers) Mother's Day - 14th May (Class Teachers) Fathers' Day - 18th June (Class Teachers) National Friendship Day - 6th August (Class Teachers) Grandparents Day - 10th September (Class Teachers) World Dance Day - 16th September (Dance Teacher) Hindi Divas - 14th September (Hindi Dept.)		

EVENTS FOR 2023

FEBRUARY	
13th February (Monday)	Re-opening of School (Classes KG to XI)
14th February (Tuesday) to 24th February (Friday)	Final Term Examination (Class XI)
24th February (Friday)	Mass of Holy Spirit/Drawing/ Painting Competition (Junior, Middle & Senior Sections)
25th February (Saturday)	Nursery Parents' Orientation/ Outreach
MARCH	
1st March (Wednesday)	First Day of School for Class Nursery
4th March (Saturday)	Report Card Day-PTM (Class XI)/Informal PTM (Class XII)
6th March (Monday)	Re-opening of School (Class XII)
8th March (Wednesday)	International Women's Day (JPIC)
9th March (Thursday)	Investiture Ceremony
11th March (Saturday)	Vocational Training/Educational Tour (Class XII Humanities & Science)
18th March (Saturday)	Informal Parent Teacher Meeting (Classes Nursery to X)
20th to 24th March (Monday to Friday)	Mary Ward Week
25th March (Saturday)	Loreto Past Pupils' Reunion Day
28th March (Tuesday)	Class Photograph (Classes Nursery-II)
APRIL	
1st April (Saturday)	Vocational Training
3rd April (Monday)	Novelty Race (Junior Section- Classes Nursery to V)

4th April (Tuesday)	Basketball Match (Middle Section)
5th April (Wednesday)	Special Assembly on Easter (YCS)/Basketball Match (Senior Section)
6th April (Thursday) to 10th April (Monday)	Easter Break
13th April (Thursday)	Class Photograph (Classes III-V)
15th April (Saturday)	Catholic Parents' Orientation (Middle and Senior Sections)
18th April (Tuesday)	Special Assembly (Naidu House)
22nd April (Saturday)	Annual Day (School Sports)
29th April (Saturday)	Educational Tour (Class X)/ Outreach/Catholic Parents' Orientation (Junior Section)
MAY	
1st May (Monday)	Crowning of Our Lady/Support Staff Day (YCS)
5th May (Friday) to 19th May (Friday)	Unit Test I (Middle & Senior Sections)
6th May (Saturday)	Outreach
9th May (Tuesday)	Rabindranath Tagore's Birth Anniversary Special Assembly (Tagore House)
11th May (Thursday)	Elocution (Junior & Middle Sections)/Speeches (Senior Section)
13th May (Saturday)	Staff Formation Programme
20th May (Saturday)	Outreach
23rd May (Tuesday)	Class Photograph (Classes VI-VIII)
22nd May (Monday) to 26th May (Friday)	Colour Theme Week (Junior Section)
26th May (Friday)	Quiz (Middle Section)

27th May (Saturday)	Vocational Training/Educational Tour (Class IX)
JUNE	
2nd June (Friday)	First Friday Mass
3rd June (Saturday)	Educational Tour (Class VIII)/ Outreach
5th June (Monday)	World Environment Day (JPIC)
5th June (Monday) to 9th June (Friday)	Grandparents' Day Celebration (Junior Section)
5th June (Monday) to 19th June (Monday)	Half Yearly Examination
26th June (Monday) to 30th June (Friday)	Term Break
JULY	
3rd July (Monday)	Re-opening of School
8th July (Saturday)	Report Card Day-PTM (Classes Nursery-XII)
15th July (Saturday)	Outreach
21st July (Friday)	Dance Competition (Junior, Middle & Senior Sections)
22nd July (Saturday)	Vocational Training/Educational Tour (Class VII)
25th July (Tuesday)	Photograph (Guides, JPIC, Office Bearers)
29th July (Saturday)	Annual Exhibition
AUGUST	
4th August (Friday)	First Friday Mass
5th August (Saturday)	School Fete
12th August (Saturday)	Health Camp (JPIC)
15th August (Tuesday)	Independence Day Celebration (LTS & Guides)
19th August (Saturday)	Catholic Teachers' Retreat

23rd August (Wednesday)	Flower Arrangement (Middle & Senior Sections)/Best Out of Waste (Junior Section)
26th August (Saturday)	Outreach
31st August (Thursday)	Interschool Debate (Classes IX-XII)
SEPTEMBER	
5th September (Tuesday)	Teachers' Day Celebration
8th September (Monday) to 25th September (Friday)	Unit Test II (Middle & Senior Sections)
9th September (Saturday)	Catholic Students' Retreat/Moral Values Orientation (Classes VI-VIII)
16th September (Saturday)	Outreach
23rd September (Saturday)	Vocational Training
30th September (Saturday)	Catholic Students' Retreat/Moral Values Orientation (Classes XI & XII)
OCTOBER	
1st October (Sunday)	Catholic Students' Retreat (Classes XI & XII)
3rd October (Tuesday)	Gandhi Jayanti Special Assembly (Gandhi House)
7th October (Saturday)	Vocational Training
14th October (Saturday)	Outreach
18th October (Wednesday) to 20th October (Friday)	Annual Concert (Junior Section)
23rd October (Monday) to 25th October (Wednesday)	Puja Break
NOVEMBER	
3rd November (Friday)	First Friday Mass
4th November (Saturday)	Vocational Training
10th November (Friday)	Special Assembly (Nehru House)

14th November (Tuesday)	Children's Day
17th November (Friday) to 5th December (Tuesday)	Final Term Examination (Classes V-X & XII) Half Yearly Examination (Class XI)
26th November (Sunday)	Constitutional Day (will be observed on the 24th of November)
DECEMBER	
1st December (Friday)	Advent Wreath Prayer Service (Catholic students of Classes III to XII)
6th December (Wednesday)	Operation Sparkle (Classes Nursery to XII)
7th December (Thursday)	Advent Wreath Prayer Service (Catholic students of Classes III to XII)/Umphyrnai Christmas Party (Classes V & IX)
8th December (Friday)	We Care (Classes X & XII)
9th Decembrer (Saturday)	Thanksgiving Mass for Catholic Parents and Students/Practice for Upcoming Events for other students (Classes Nursery - XII)
11th December (Monday)	Vocational Training
13th December (Wednesday)	Farewell for Class XII (by Class XI)
14th December (Thursday)	Advent Wreath Prayer Service (Catholic students of Classes III to XII)/Practice for Upcoming Events
15th December (Friday)	Christmas Play and Carol Singing (Classes Nursery-XII)/ Pre-Christmas Celebration for Staff
16th December (Saturday)	Prize Distribution, Report Card Day & PTM

List of Holidays - 2023

8th March (Wednesday)	Holi
6th April (Thursday)-10th April (Monday)	Easter Break
10th April (Monday)	Shad Suk Mynsiem
22nd April (Saturday)	Id-UI-Fitre
5th May (Friday)	Buddha Purnima
22nd June (Thursday)	Rev. Thomas Jones Day
26th June (Monday)-30th June (Friday)	Term Break
29th June (Thursday)	Id-UI-Zuha
9th July (Sunday)	Behdienkhlam
17th July (Monday)	U Tirot Singh Day
7th September (Thursday)	Janmashtami
18th September (Monday)	Unitarian Day
2nd October (Monday)	Gandhi Jayanti
23rd October (Mon)-25th October (Wed)	Puja Break
2nd November (Thursday)	All Soul's Day
10th November (Friday)	Wangala Dance
12th November (Sunday)	Diwali
23rd November (Thursday)	Seng Kut Snem
27th November (Monday)	Guru Nanak Jayanti
12th December (Tuesday)	Patogan Nangminja Sangma

N.B : Date for Nongkrem Dance will be notified later.

REGULARITY RECORD ABSENT

Name: Class: Roll No.

No. of days & date	REASON (With Parent's, Guardian's signature & date)	Class Teacher's Signature

REGULARITY RECORD ABSENT

Name: Class: Roll No.

No. of days & date	REASON (With Parent's, Guardian's signature & date)	Class Teacher's Signature

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Name: Class: Roll No.

No. of days & date	REASON (With Parent's, Guardian's signature & date)	Class Teacher's Signature

CALENDAR - 2023

JANUARY

SUN 1 8 15 22 29
MON 2 9 16 23 30
TUE 3 10 17 24 31
WED 4 11 18 25
THU 5 12 19 26
FRI 6 13 20 27
SAT 7 14 21 28

FEBRUARY

SUN 5 12 19 26
MON 6 13 20 27
TUE 7 14 21 28
WED 1 8 15 22
THU 2 9 16 23
FRI 3 10 17 24
SAT 4 11 18 25

MARCH

SUN 5 12 19 26
MON 6 13 20 27
TUE 7 14 21 28
WED 1 8 15 22 29
THU 2 9 16 23 30
FRI 3 10 17 24 31
SAT 4 11 18 25

APRIL

SUN 30 2 9 16 23
MON 3 10 17 24
TUE 4 11 18 25
WED 5 12 19 26
THU 6 13 20 27
FRI 7 14 21 28
SAT 1 8 15 22 29

MAY

SUN 7 14 21 28
MON 1 8 15 22 29
TUE 2 9 16 23 30
WED 3 10 17 24 31
THU 4 11 18 25
FRI 5 12 19 26
SAT 6 13 20 27

JUNE

SUN 4 11 18 25
MON 5 12 19 26
TUE 6 13 20 27
WED 7 14 21 28
THU 1 8 15 22 29
FRI 2 9 16 23 30
SAT 3 10 17 24

JULY

SUN 30 2 9 16 23
MON 31 3 10 17 24
TUE 4 11 18 25
WED 5 12 19 26
THU 6 13 20 27
FRI 7 14 21 28
SAT 1 8 15 22 29

AUGUST

SUN 6 13 20 27
MON 7 14 21 28
TUE 1 8 15 22 29
WED 2 9 16 23 30
THU 3 10 17 24 31
FRI 4 11 18 25
SAT 5 12 19 26

SEPTEMBER

SUN 3 10 17 24
MON 4 11 18 25
TUE 5 12 19 26
WED 6 13 20 27
THU 7 14 21 28
FRI 1 8 15 22 29
SAT 2 9 16 23 30

OCTOBER

SUN 1 8 15 22 29
MON 2 9 16 23 30
TUE 3 10 17 24 31
WED 4 11 18 25
THU 5 12 19 26
FRI 6 13 20 27
SAT 7 14 21 28

NOVEMBER

SUN 5 12 19 26
MON 6 13 20 27
TUE 7 14 21 28
WED 1 8 15 22 29
THU 2 9 16 23 30
FRI 3 10 17 24
SAT 4 11 18 25

DECEMBER

SUN 31 3 10 17 24
MON 4 11 18 25
TUE 5 12 19 26
WED 6 13 20 27
THU 7 14 21 28
FRI 1 8 15 22 29
SAT 2 9 16 23 30

TIME TABLE

TIMING	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
ASSEMBLY : 7:50						
8:10 - 8:50						
8:50 - 9:30						
SHORT BREAK : 9:30 - 9:40						
9:40 - 10:20						
10:20 - 11:00						
11:00 - 11:40						
LUNCH BREAK : 11:40 - 12:20						
12:20 - 01:00						
01:00 - 01:40						
01:40 - 02:20						

Date :

Never look upon thyself as the conqueror unless thou hast overcome thyself. - M.W.

Date :

*Our Blessed Lady is very helpful and bountiful to those that serve her
in any little. - M.W.*

Date :

*What does it matter what becomes of me, so long as I do what my
Master sent me here for ? - M.W.*

Date :

In His will only I find quiet rest. - M.W.

Date :

*It gives God pleasure that we should trust Him when He gives us light
to know that He trusts us. - M.W.*

Date :

*Our Blessed Lady is very helpful and bountiful to those that serve her
in any little. - M.W.*

Date :

*It gives God pleasure that we should trust Him when He gives us light
to know that He trusts us. - M.W.*

Date :

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TEACHER'S REMARKS

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Be a global citizen.

Act with passion and compassion.

Help us make this world safer and more sustainable today and for the generations that will follow us.
That is our moral responsibility.



1
NO
POVERTY



2
ZERO
HUNGER



3
GOOD HEALTH
AND WELL-BEING



4
QUALITY
EDUCATION



5
GENDER
EQUALITY



6
CLEAN WATER
AND SANITATION



7
AFFORDABLE AND
CLEAN ENERGY



8
DECENT WORK AND
ECONOMIC GROWTH



9
INDUSTRY, INNOVATION
AND INFRASTRUCTURE



10
REDUCED
INEQUALITIES



11
SUSTAINABLE CITIES
AND COMMUNITIES



12
RESPONSIBLE
CONSUMPTION
AND PRODUCTION



13
CLIMATE
ACTION



14
LIFE
BELOW WATER



15
LIFE
ON LAND



16
PEACE, JUSTICE
AND STRONG
INSTITUTIONS



17
PARTNERSHIPS
FOR THE GOALS



**SUSTAINABLE
DEVELOPMENT
GOALS**