

*"Towards
Excellence"*



OUR PATRONESS "BLESSED VIRGIN MARY, MOTHER OF JESUS"

The Patron Saint of the school is Mother Mary, the Mother of Jesus, under whose watchful care the children and teachers live day-by-day.

OUR MOTTO

The 'motto' of the school is "One heart and One soul," i.e. the management, staff, students and parents work together as one team in co-operation and mutual support.



ST. MARY'S CONVENT HIGH SCHOOL

Smailpur, Bari Brahmana

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ST. MARY'S CONVENT HIGH SCHOOL

SMAILPUR

PROSPECTUS



About the School

St. Mary's Convent High School, Smailpur, was established in the year 1997 as a Christian Minority Educational Institution. It opened its doors to students on 07 April of the same year. The School is owned by the Diocese of Jammu-Srinagar (Catholic Church of Jammu and Kashmir) and administered by its subsidiary wing known as the Diocese of Jammu-Srinagar Education Society (Reg. No. 1601-S of 1989) under the provisions of article 30 (1) of the Indian Constitution. The School was established primarily for the benefits of children professing Christian faith, but it also admits other students irrespective of race, caste, creed, religion or gender.

Our Policy & Vision of Education

The Policy of Education in the schools run by the Diocesan Education Society is based on the life of Jesus Christ as revealed in the Gospels. This policy encompasses of a growing consciousness of the human dignity and the rights of every person. It enables persons to live in fellowship and mutual helpfulness. The Educational Apostolate both of the diocese and of the SCJM aim at creating a human society free from prejudice, superstition and discrimination based on gender, religion, caste and economic status, leading to concern for others, especially the underprivileged.

The endeavour, therefore of the collaborative ministry is to foster the personal growth of the individuals to become intellectually competent, morally sound, psychologically whole, imbued with the sense of the Divine, respectful of the environment, committed to the cause of justice, love and peace and ever receptive to the challenges of continued growth. Education here enables persons to be loyal citizens and contributing members of the society.





FACILITIES

St. Mary's Convent High School provides all the facilities necessary for the integral development of the students entrusted to its care such as:

- ☛ A large and spacious School campus
- ☛ Beautiful gardens
- ☛ Green and clean environment with many trees
- ☛ Children's park
- ☛ Multi-storeyed buildings with spacious class rooms having proper furniture
- ☛ Computer labs
- ☛ Audio Visual Rooms
- ☛ Smart class

- ☛ Intercom facility
- ☛ CCTV cameras
- ☛ School buses
- ☛ Well furnished library & Health room
- ☛ State of the art new science labs
- ☛ Facilities for sports & games
- ☛ Dance and Music
- ☛ Generator

Faculty: The school takes pride in its human resources of well qualified and committed staff both teaching and ancillary.

AFFILIATION

St. Mary's Convent High School, Smailpur is an English medium School currently affiliated to the J & K Board of school Education. However, the management is planning to change it to CBSE Board.

Academic Session: Academic session of the school is from April to March of the following year.

ADMISSION

Admission to Nursery & LKG

St. Mary's Convent High School admits students at the Pre-primary section beginning with nursery class and LKG. The age requirement would be 3+ or 4+ as the case may be on 1st April of the admitting year. Names may be registered (Registration form is attached to the prospectus) in the school office. A photocopy of the Birth Certificate is to be attached to the Registration Form. There will be no interview or test for the child. There will be an interaction session with the parents on the day of admission. The policy of "first come first serve" will be followed for the selection of the child. The school reserves the right to grant/refuse admission without assigning any reason for the same.

If selected, following **documents** are to be submitted at the time of admission:

1. Original Birth Certificate (which will be kept in school)
2. Passport size photo of the student (2)
3. Photocopy of aadhar card of the student
4. Domicile Certificate
5. Photocopy of parents' aadhar card & copy of Birth Certificate for verification of parent detail (All particulars in both documents should match)
6. Family Photograph



Admission : UKG – Class 7

Admission to these classes will depend on the availability of seats. An admission test will be conducted for these classes. Besides Birth Certificate, a Transfer Certificate countersigned by the Educational Officer concerned of the region and a Character Certificate from the school last attended is required for admission to class 2 onwards.

FEES AND OTHER DUES

The School does not accept any donation for admission nor does it get any grant from any source. The various fees laid down by the School Management shall be applicable to all students. In normal situation, fees to be paid quarterly on the fixed days in the bank counter set up in the school for the convenience of parents. Those who fail to pay on such days will have to deposit them in the South Indian Bank, Gole Market, Gandhi Nagar, Jammu. The school fees are subject to change as and when required to meet the increasing financial requirements of the school. Tuition fee is to be paid for 12 months.

If a student is admitted or withdrawn during a quarter, fees for that particular quarter to be paid too.

Note: Fees once deposited will not be refunded

- Registration Form duly completed in all respects, along with the photocopy of Birth Certificate from the Municipality to be submitted at the school reception as per the date and time stipulated.
- Incomplete forms will not be considered
- Particulars of the student entered on the Admission Form and thereafter in the school records shall be final and no change will be allowed at a later stage.

Note: If it is found that any false information has been provided to obtain admission, the candidate will be barred from studying in this institution.

