

## St. Xavier's School, Doranda

### GENERAL GUIDELINES FOR KG & PREP (2025 - 2026)

Dear Parents,

St. Xavier's School Doranda aims at forming young men and women of *competence, commitment, compassion and of conscience*. Jesuit Education is inspired by the Ignatian world vision of man based on the innovative methods on the Integral Pedagogical Paradigm. The school follows a new outstanding curriculum with expert faculty members to unravel the joy of learning. Our aim is not simply to develop good professionals in society but St. Xavier's teaches in order to educate, to draw out the best that is in every person. We want our students to be "*persons for others*". We have no room in our educational purpose for harmful tendencies like egoism, deceit, craze for possessions and a spirit of competition which takes advantage of the weaknesses of others. To combat these harmful tendencies, it is essential that everyone, parents, teachers and students be convinced and united in affirming the values of justice, equality, service, honesty, sincerity, generosity and respect for others.

We welcome you in the Xaverian School Family. This is your deliberate choice to belong to us. You have freely accepted the responsibility to extend your cooperation with the Staff and the Management in all round formation of the child by seeking admission here. Keeping this in mind, you are earnestly requested to follow these points honestly and keenly: -

1. **UNIFORM:** - Your ward should be fully in neat and clean uniform every day in the school.

i) **USUAL UNIFORM:** -

<ul style="list-style-type: none"><li>• Light blue and white striped shirt,</li><li>• Deep grey Mélange Shorts.</li><li>• Black shoes, deep grey mélangé socks with light blue stripe.</li></ul>	<ul style="list-style-type: none"><li>• School tie, a belt, Identity Card (compulsory).</li><li>• The logo should also have red and white squares in it.</li></ul>
--	--

ii) **WINTER UNIFORM:** -

- a deep grey mélangé pullover, trousers and full sleeve shirt.

iii) **P. T. Uniform for KG & PREP:**

<ul style="list-style-type: none"><li>• White T-Shirt with Red combination (School prescribed pattern).</li><li>• White pants (white shorts in summer and white trousers in winter).</li></ul>	<ul style="list-style-type: none"><li>• White canvas shoes with white socks.</li><li>• School tie, a belt, Identity Card.</li></ul>
--	---

❖ **Additional Information:**

- An extra pair of shorts must be given to him, in case he soils his school pants.
- Please train him to tie his shoe-laces.
- Proper washroom training should be given to him.

2. **TIFFIN:** - The child should bring his two *TIFFINS* every day, one for the short break (comprising of fruits, biscuits, light snacks) and the other for the long break (a complete and healthy meal). Your ward should bring only vegetarian food to school and avoid bringing junk food. The child should bring a handkerchief, a cloth napkin and a spoon

The Principal  
ST. XAVIER'S SCHOOL  
P.O. DORANDA, P. BOX - 16  
RANCHI - 834 002, JHARKHAND

*Handwritten signature and date:*  
17/03/2025

along with his tiffin. He should bring a water bottle with a strap with his name, class, section mentioned on it. Please DO NOT send a steel bottle.

### 3. SCHOOL DIARY: -

- i) Please fill in the **INFORMATION PAGES** in the Diary correctly.
  - Pupil's Information with a photograph.
  - Information sheet (Page after the front cover)
  - *Promise by the parents* should be read, understood and signed by parents.
  - Yellow sheet must be submitted to the class teacher.
  - **In case of any changes in address and phone numbers, inform the office and Class Teachers immediately**
- ii) All messages from and to the Principal/Vice-Principal/Class Teacher should be done through the diary except for the leave application.
- iii) You are requested NOT to go to the Class Room/Staff Room to meet the Class Teacher or your son directly, instead please contact the Office/Secretary or the Vice-Principal in the office.
- iv) It is mandatory to submit the leave application of any nature beforehand for its approval.
- v) Kindly acquaint yourself well with the school diary.

4. BOOKS AND NOTEBOOKS: - Please note that all books and notebooks will be kept in the classroom. They will be given to the children whenever required. All notebooks must be covered neatly and the same must be replaced immediately when torn, to inculcate the value of cleanliness in the children. All note books and copy books should be labeled with registered names (Name, Class and Section).

### 5. SOME MORE IMPORTANT INFORMATION:

- Parents should check the **School Diary** and message in **CuteBrains App** every day.
- If for any reason, you have to take your ward before the usual time, then please take permission form the office before 11:00 a.m. obligatorily. Similarly, if persons other than own parents who come to collect the child (i.e. uncle, cousin, driver, peon etc.) must carry an authorization letter from the parents and Parent's ID, otherwise children will not be allowed to leave the class and campus. In normal circumstances child will not be allowed to leave 30 minutes before the closing time.
- **IDENTITY CARD:** School Identity Card (ID) will be provided to the child later on. Your child needs to wear his ID card daily.
- You are requested to fill in all the required details with the photographs of the parents and guardian in the ID card before submitting it to the Class Teacher.
- Kindly note that your son attaches the 'NAME TAG' with full house address, Class, Section, Bus Number, Bus Stoppage and Tel. Nos.
- Weekly inspection of the uniform, hair and nails will be done in the school. Please keep them well trimmed.

The Principal  
ST. XAVIER'S SCHOOL  
P.O. DORANDA, P. BOX - 16  
RANCHI - 834 002, JHARKHAND

*Handwritten signature and date:*  
17/05/2024

- Please spend at least 10-15 minutes every day, talking to your son about his school activities, discipline and studies. He will feel loved, cared for, important, and he will feel accountable for self-discipline and studies.
  - Please don't send any money and fancy items like fancy pencil boxes, fancy pencils, fancy erasers, fancy tiffins or fancy bottles with your ward.
- 6. LONG ABSENCE:**
- Repeated absence without granted leave or unexplained absence for five or more than five consecutive days, renders a student liable to have his/her name struck off the rolls. Re-admission, if granted, will be done on payment of Re-admission fee of **Rs. 15000.00 (fifteen thousand only)**.
  - If a student is late or has been absent for an unforeseen reason, the guardian is requested to fill in the reason for this on the page provided for it in his diary along with an application else the student will not be permitted to enter the class.
  - Absence because of illness, emergency or accident has to be reported to the school on the same day or latest by the next day.
  - **SICKNESS:** A student returning to school after an infection or contagious disease should produce a fitness certificate from a doctor permitting him to attend the class.
  - In case a student is absent for three or more than three consecutive days, kindly meet the Principal/Vice Principal with a written application; else permission to attend class will not be granted.
- 7. BUS SERVICE:**
- The school buses follow a fixed route and stop only at the established stoppages, where the students of the neighbourhood should gather. The bus will not deviate from that route.
  - The bus service is given to the students for the whole Academic Year. It cannot be withdrawn at any time in the Academic Year. If it is withdrawn in the middle of the year full bus fee will be charged.

*"When you are dealing with a child, keep all your wits about you, and sit on the floor."-Austin*

*"We worry about what a child will be tomorrow, yet we forget that he is someone today."*

Sincerely Yours,

*Fuldeo Soreng*  
17/05/2025

Fr. Fuldeo Soreng, S.J.  
Principal

The Principal  
ST. XAVIER'S SCHOOL  
P.O. DORANDA, P. BOX - 16  
RANCHI - 834 002, JHARKHAND