



# Saint John School, Banda

**Khutar Road, Shahjahanpur Dt. U.P.**

**Email Id: sjsbanda2016@gmail.com**

**Affiliated to CBSE Affiliation No- 2133854**

## **Guidelines for the New Academic Session 2025-2026**

Dear Parents, Guardians, and Students,

We, the management and staff of Saint John School, express our gratitude to God for His blessings upon our institution, students, and parents. We sincerely thank you for your continuous cooperation and support in the cause of education. May God bless you all.

As we conclude this academic session and prepare for the next, it is essential to follow the school's rules and maintain discipline. Kindly take note of the following important guidelines:

### **1. Commencement of the New Session**

- The new academic session 2025-2026 begins on 1st April 2025.
- **School Timings:**

Preparatory, Junior, Senior 7:30 am. - 1:45 pm.

- Every student must carry their student ID card and handbook on the first day and daily. Entry into the school campus will not be permitted without them.
- The last working day before the summer vacation is 24th May 2025. **No summer camp will be conducted this year.**

### **2. Attendance & Punctuality**

- Students must be present on 24th May 2025 before the summer break, and on 1st July 2025 after the break.
- Absence for the first three days after reopening (1st-3rd July 2025) will result in the student's name being struck off from the school rolls. Re-admission will be required thereafter
- A minimum of 75% attendance is mandatory for all students
- Latecomers will not be allowed entry. Parents must ensure their wards reach school on time.

### **3. Transport & Safety**

- Students are strictly not allowed to use motorized vehicles (two/four-wheelers) to commute to school
- The school does not provide any transport facility other than four buses. Parents must arrange proper transportation.

### **4. Uniform & Grooming**

- Students must wear a clean and complete regular school uniform on Monday, Tuesday, Thursday (Classes I to XII) and the in-house uniform on Wednesday, Saturday. Students from Nursery UKG are required to wear the regular uniform from Monday to Saturday.
- Low waist or slim-fit trousers are not permitted.
- Wearing ornaments or bringing cash, mobile phones, cameras, iPads, car pods, smartwatches, Bluetooth gadgets, or any electronic devices is strictly prohibited

## 5. Books & Stationery

- Students should have all prescribed books and stationery from the first day of the academic session
- The list of prescribed textbooks and stationery is provided, and parents are free to purchase them from any shop.

## 6. Discipline & Conduct

- Any form of indiscipline, including abusive language, fights, or misconduct, will not be tolerated and would result in suspension for a period of time.
- Students must communicate only in English while interacting with teachers and classmates
- Chewing gum and junk food are not allowed within the school premises.
- Half-day leave is not permitted. In case of an emergency, only parents are allowed to take their ward home. If a representative is sent, a bearer letter must be submitted.

## 7. Parent-Teacher Meetings (PTMs)

- PTMs are essential for student development, and parents must attend all scheduled PTMs
- PTMs are meant for cooperation and discussion, not for arguments.
- PTMs should be attended only by parents. Tuition teachers, friends, neighbors, elder siblings, or proxies are not allowed.
- Dates for PTMs will be provided in the Student Handbook or notified via school messages.

## 8. Academic Responsibilities

- Students must complete and submit their classwork, homework, projects, craftwork, and assignments on time.
- Parents should ensure that all projects and assignments are completed as per the given schedule.
- Tuition arrangements with school teachers are strictly prohibited.

## 9. Communication & Contact Updates

- Parents must inform the school office in case of any change in contact number or home address.
- Parents should provide their email ID to the respective class teachers.
- Communication between parents and teachers should be through the Student Handbook, which students must bring daily.

## 10. Fee Payment

- School fees must be paid on time through the online payment, NEFT/RTGS from your bank, and screenshot or payment slip has to be submitted to office.

**Office Timing 8:00 am – 1:00 pm**

**Timing for meeting the Principal – 10:00 am to 12:00 pm**

We seek your cooperation in following these rules to maintain discipline and a productive learning environment. Let us work together for a successful academic year ahead.

**All the best for the new session 2025-2026!**

Sr. Priya Fernandes

Principal

Fr. John Bosco

Manager