



# Prospectus



# LITTLE FLOWER CONVENT SCHOOL

Nokha, Bikaner – Rajasthan – 334803

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# Our 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  
Forgive us our trespasses  
as we forgive those who  
trespass against us.  
Lead us not  
into temptation  
but deliver us from evil.***

***Amen***



# INTRODUCTION

Little Flower Convent School bases its programme on the conviction that every child, the crowning glory of creation, can be guided to perfection- to the experience of God within him and in every element of creation/nature, the expression of which is love and service to the humanity. To attain this sublime objective and purpose of life every child has to be provided with a physically beautiful, emotionally supportive and carefully structured home like environment to know and feel the immense innate talents and creative thoughts and vision. The Little Flower family offers such a beautiful and serene home. The child's day here naturally flows between social and individual activities that reflect the child's need for both active and quiet play. Special emphasis is given to nurture truthfulness, honesty, politeness, simplicity and self-discipline. Every effort is made to impart knowledge and wisdom to our students forming them morally, physically and mentally fit to face challenges in life and to take initiatives guided by valid and correct judgments becoming active, useful and worthy citizens of our Motherland. Painting, Singing, Puppetry, Acting, Crafts work etc. are the foundations of the curriculum that leads the child to the arena of creative and innovative imagination, thought and action which can change the world, changing the fortunes of every child. The teacher is specially trained to create a wholesome environment for the physical, emotional, social and spiritual development of each child. Besides the teachers, the role of parents in the formation is invaluable. The whole hearted commitment of the parents to the values and visions of the institute would help to fruition the dreams of every 'Little Flower'.



## I. *Management*

Little Flower Convent School is an undertaking of Little Flower Education and Charitable Society, Bikanar, under the Management of Khrist Jyoti Province (Punjab-Rajasthan) of the Little Flower Congregation. Little Flower Congregation is a Catholic Religious Society which undertakes Educational and Charitable Activities in Rajasthan, Punjab, U.P., Kerala and other parts of India.

The objective of the society is to establish, to construct, to support and to develop Educational and Charitable activities and institutions through its branches. Though Little Flower Convent School, Nokha is administered by a Christian Minority Community, admission is open to all without the distinction of caste and creed.



Don't be afraid  
to open up  
your eyes so  
you can see  
tomorrow



## *2. Rules of Conduct and Discipline*

1. The medium of instruction and expression is English. To promote speaking English the students are awarded with marks/grades through internal assessment. Every student is responsible to others to speak English. Imposing fines and other measures intended to motivate the students to learn the language:
2. Both students and parents must read all the rules printed on the school prospectus, school diary and circular, Ignorance of the rules will not be taken as an excuse.
3. The minimum age of the candidates for admission to Nursery is 3 years.
4. It is essential that an authentic document certifying the date of birth of the candidate be produced at the time of admission.
5. Irregular attendance or habitual negligence to the authority or any other type of misconduct is sufficient reason for the suspension or dismissal of a student.
6. Any kind of damage done to the school property must be compensated at the expense of the offender along with the fine that may be imposed.
7. No student shall be admitted to the school without the transfer certificate from the school last attended and duly countersigned by the concerned education officer.
8. No student will be issued a transfer certificate until all the school dues, including fine that is unpaid to the school, are realised.
9. No student will be granted leave without prior written application of the parents/guardians. In all the cases permission is at the discretion of the Principal. Those who absent themselves for 15 consecutive days without the prior permission are liable to have their names struck off the rolls. Re-admission may be granted on payment of fresh admission fee.
10. The parents may be advised to withdraw the child in case they do not fit in with the regulations of the school or not capable of any improvement or if the parents themselves do not co-operate with the school authority.
11. The tendency of the students to go for private tuition is discouraged since it reduces their self confidence and initiative. Those who go to tuition without permission may be dismissed from the school. In case of necessity, parents may in consultation with the Principal arrange for remedial classes for their ward.
12. The students are expected to take active participation in the co-curricular activities, educational tours, picnics etc. arranged by the school. No exemption may be granted to any student

unless in case of illness or such genuine case. No student will be exempted from PT or games unless he/she produces a doctor's certificate.



13. Pupils should attend the school regularly. They must reach the school at least ten minutes before the assembly. Late comers may not be allowed to attend one session of the day in addition to the payment of fine.
14. Every student should bring the school diary daily. Any information or request conveyed to the parents/guardians through the diary by the Principal/Teachers should be complied with and acknowledged.
15. All the pupil must have the text books and the stationary required for their respective class. Sharp-edged instruments, valuables, books, newspapers, periodicals etc. should not be brought to the school.
16. Students who do not possess a valid driving licence are not allowed to bring Motor Vehicles to the school compound.
17. Students should respect the school authorities and the teachers. They should be gentle and polite to the elders, companions and others.
18. No student shall be allowed to go out or to be taken out of the school compound without obtaining the 'out pass' from the Principal. The out pass shall not be issued unless the Principal is satisfied with the genuineness of the matter.
19. All money matters should be dealt with the office.
20. Parents should see that their child comes to the school after his/her daily needs. All the students must have their tiffin brought with them for break. Lunch packets brought by others will not be allowed to reach the students on account of various reasons.
21. Cleanliness of person and dress is expected of every student. The school uniform must be clean, without any type of decorations. Students coming to the school with untidy dress, hair etc. will be refused admission to the class.
22. Students themselves will be responsible for their own belongings. The school will not entertain any claim for the loss of money, clothes, watches, ornaments etc. It is advised to mark the name on all his/her belongings.
23. The section/house of a student is altered as and when required, at the discretion of the school authorities and request for a particular section/house will not be entertained.
24. Conveyance of the children is fully the responsibility of parents. The school shall neither entertain any complaint on this matter nor be responsible in anyway.
25. Use of mobile phones in the school premises is strictly prohibited.





### *3. Payment of Fees*

1. Fee be deposited as per the guidelines on the fee card.
2. No student will be permitted to write the examinations without fee clearance.
3. Fee defaulters will be charged Rs. 50 per month as fine..
4. Fees for any number of months can be paid in advance. However fees once deposited, will not be refunded.

### *4. Examination and Promotions*

1. Regular periodical tests will be conducted in addition to the terminal examinations. Marks obtained in all the tests and terminal examinations will be taken into consideration for promotion.
2. Criteria for promotion, after Final Examination shall be a minimum of 33% of marks in all the papers considering aggregate marks obtained by the candidate in the examinations and the internal assessment made by the school.
3. Those who absent themselves in any subject shall be considered failed in that subject and shall not be awarded any position and shall not be re-examined. In case of grave illness a medical certificate should be produced.
4. A pupil shall be eligible to appear in the Final Examination only if he/she has 80% attendance.
5. Any one found indulging in malpractices during the examination is liable to be debarred from further examinations and the whole examination of the candidate shall be cancelled.
6. Result declared at the end of the academic year is final and no request for re-examination/ re-evaluation shall be entertained nor shall the answer papers be shown.
7. Students who are retained for two consecutive years in the same class shall not be permitted to continue his/her studies in the school.
8. Parents/Guardians are requested to come and examine the result card of their wards and return it duly signed to the class teacher. Signatures found in the progress report should be identical with the specimen signature found in the diary/the admission form.

## 5. *Library*

1. Strict discipline and silence is to be observed in the library and reading room.
2. Library books issued to the students be returned during Library period. Any one failing to return the books on the due date shall incur a fine of Rs.5/- per day.
3. Marking, underlining, cutting, erasing or damaging the pages of books are strictly prohibited. Any damage or loss of library books shall be made good by the borrower by paying a fine according to the discretion of the Librarian/Principal.
4. Periodicals/Magazines are to be read in the Library/Reading Room only and it is to be placed at the specific places after use.
5. If necessary, the Librarian may recall a book at anytime.



## 6. *Suggestion to the Parents*

1. Good education is the joint effort of the school and Parents. So education of your child can be completed only with the help of your full cooperation. The parents should feel proud of their children and should have confidence in their performance. At the same time they should be aware of the weaknesses and problems of their children. Parents should be earnest to report to the principal/ office whenever they are called in. The parents should have faith in the actions taken by the school authorities to facilitate the all round development of their kids.
2. Parents are advised to allow the children to watch only educational and useful programmes on the TV. Habitual watching of movies and film songs may distract the children from their studies.
3. The child should be encouraged to cultivate habitual cleanliness in all his/her work and person. Dress him/her neatly and properly. Do not allow him/her to bring costly things to the school so as to make a display of such item or to show that he/she is more privileged than the rest. Help the child to understand that in the school he/she is one just like any other student.
4. It does sometimes happen that children complain to their parents concerning school matters. Parents are requested to notify the Principal in matters of this kind and to with-hold their judgments until proper investigation is made. A little carefulness along this line often prevents unhappy consequences.
5. If your child has habits or traits of character which need special watching, please report to the Principal so that proper care can be given to your ward.
6. Children are attracted even by trifle things which they would



like to acquire for themselves. If he/she brings home any thing from the school without the teachers' knowledge, send it back the next day itself and inform about it to the persons concerned. It will have its own reward in his/her later life.

7. While sending letters or making remittance of fee or inquiries please note the full name of the child, his/her class and the admission number.
8. Parents are requested to see the diary of their ward regularly and respond to the remarks, if any, made by the teachers/Principal.

Parents and guardians who want to discuss the welfare and progress of their children may meet the Principal with prior permission or at the notified time. Parents shall meet the teachers on the days and occasions notified in the calendar. Parents are requested to make good use of this occasion for building up mutual understanding between the parents and teachers with regard to the all round progress of their wards. It is not a fault finding session, but legitimate complaints may be brought to the attention of the Principal/ Class teachers without any delay. It will be very much appreciated.

10. When the school is in session, parents and guardians should not visit the classes or teachers without the permission of the Principal as it causes disturbance to their normal and legitimate work.
11. Parents and guardians are requested to notify the school of any change in their address and phone number.
12. To be absent from the school to attend social functions is not recommended. Because it retards the child's progress in school and minimizes his/her respect for regular hard work.

## *7. Hints for Students*

### **a) Attitude to God**

1. Remember that we are created in the image of God to love and serve God, our Creator, and to love and serve the humanity, His creation. All learning and wealth in this world amount to nothing without the fear of God on which our temporal and eternal welfare depends.
2. Give glory to God for whatever you have and you are. For He is the Author of every good. Do not glorify your talents.
3. Practice the virtues of modesty (purity), humility, obedience and kindness.



4. To be modest is to have a proper and decent manner of speaking. This virtue is one of the best ornaments of our age.
5. Avoid every kind of sin especially three evils, i.e.,
  - (a) taking the name of God in vain;
  - (b) impurity in thought, word or deed.
  - (c) stealing and telling lies

These evils draw God's anger upon us. But if we keep away these evils from us God will never fail us with His blessings.



## **b) Attitude to Teachers**

1. All students should look upon their school-mates as brothers and sisters and their teachers/ superiors as gurus, mothers and fathers.
2. Pay respect to teachers whether they are own class or not. Be grateful to the teachers who have taught you in the past. Show to your teachers those exterior signs of reverence to which they are entitled, such as, greeting them whenever you meet them.
3. Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can, i.e. in advising. commanding and correcting you. They have nothing else in view than your own good.
4. Self study is most praiseworthy. Therefore, your first occupation must consist in doing the tasks assigned to you by your teachers.
5. Always stand up when your teachers enter the class and when they leave. If they delay in coming, do not make any noise, but wait for them in your places in silence reviewing your lessons.
6. You shall not whisper in the class. It causes disturbances to your fellow students.

## **c) Attitude to Schoolmates**

1. Strive to edify your school-mates by your good example at all times. In fact no sermon is more efficacious than good example.
2. Never make fun of those who are weak in their studies. Let there be no ridiculing of anyone on account of his/her physical defects. On what you laugh at others may some day befall you.
3. Be a source of inspiration to do good to others.
4. Try to encourage your class-mates.

## **d) Behaviour at School**

1. To write or draw on the blackboard (except when called upon to do so), to write words offensive to anyone, to soil walls or maps or anything else are to be avoided.
2. Take care of your text-books, note books and other belongings.



Beware of appropriating your neighbour's property even it be the smallest thing. If you find a lost article give it at once to the teacher/office.

3. Keep the floor dean by allowing no paper or ink to fall on it.
4. Cleanliness and purity of soul are reflected by clean and neat exterior.
5. Students should make use of their free time for reading books and for preparing classes. They should not loiter outside the class room.
6. Students should respect silence.
7. Time is precious. Time lost is lost forever.

### **e) Behaviour Outside School**

1. Speak no ill of your school-mates or of the discipline of the school.
2. Always speak well of your school and of your teachers and class mates.
3. Be proud of your school.
4. Try to practise what is taught in the school.

## **8. School Uniform**

On all class days and at school function the children are expected to wear the uniform prescribed for the season. Each child must be provided with a sufficient number of uniforms.

Note: The School Uniform forbids the use of jewellery or makeup. Long nails and nail polish are not part of the uniform.

It is compulsory to wear the school uniform on the following occasions.

- (i) For extra classes,
- (ii) For trips/picnics,
- (iii) For inter-school functions.

## **9. Registration of Candidate**

1. Parents seeking admission of their ward must register the name in advance. Registration to the Nursery class starts in the month of February. Registration for the admission to other classes depends on the availability of seats. Registration does not guarantee admission and the validity of the registration is only for 3 months from the date of registration.



2. Those students who join the school at any time of the current academic year will have to pay the complete fee of that academic year even if they join late.
3. An attested copy of the most recent results available, if any, should be submitted along with the application form duly completed. Copies of certificates, reports card, etc. submitted are not returned.
4. For selection and admission of any candidate the decision of the Management is final.

## 10. School Hours

### K.G. Section

Summer: 8.30 a.m. to 12.30 p.m.  
Winter: 9.30 a.m. to 1.30 p.m.

### Class 1st onwards

Summer: 7.30 a.m. to 1.30 p.m.  
Winter: 8.30 a.m. to 2.30 p.m.



## *Our Vision*

To create a global educational community of conscientious individuals who have developed their intellectual, artistic and professional talents to the highest degree, and who have an exalted sense of purpose in their lives, inspiring all around them to transcend barriers, overcome odds and work in unison to bring about positive change in the society.

## *Our Mission*

Our mission is to provide quality education of global dimensions leading to man-making and nation- building.