



RajagiriPublic School

Rajagiri P O, Kalamassery 683104, Kerala, INDIA
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AFFILIATED TO C B S E, NEW DELHI (AFFILIATION NO. 930136)

Dear Parent,

12.03.2018

As this academic year 2017-2018 comes to an end, I would like to bring to your notice certain matters regarding the completion of this year's work and preparations for the coming year.

1. VACATION :

The school will close for Summer vacation on **Tuesday, 20 March 2018 for classes I to IV and Friday, 23 March 2018 for classes V to VIII**. School will reopen on **Friday, 1 June 2018** for students from classes I to X and XII.

2. EXAMINATION RESULTS :

For Classes I to VIII :- The open House will be on **Monday, 09 April 2018** between 9.00a.m. and 12.00noon. Parents can meet the teachers during the above timings.

All fee dues should be cleared by **Friday, 23 March 2018**, otherwise results will be withheld. **It is compulsory for the students to bring back the signed report cards to school on the re-opening day.**

3. TRANSFER CERTIFICATES :

Parents who wish to apply for the TC of their wards may give the advance information to their class teachers by Friday, 16 March 2018 and also submit the request for TC well in advance.

4. RE-OPENING OF THE SCHOOL :

School will **reopen on Friday, 1 June 2018 at 8.15 a.m.** A prayer service will be held at 10.30 a.m. in the school auditorium. Buses will ply at the usual time in the morning and start their return trips from school at 12.00 noon. It is essential that the parents of the new students attend. We look forward to seeing as many of our parents as can make it convenient to attend. The school timing is from 8.15 a.m. to 3.15 p.m.

5. ISSUE OF TEXT BOOKS :

Text books for all the classes will be issued by 'PCM Books'. They will open a counter in the RSCC on the following dates:-

Std	Issue date	Time
I to X	Tuesday, 24 April 2018 to Thursday, 26 April 2018	<u>9.00 a.m. to 2.00 p.m.</u>
	Monday, 14 May and Tuesday, 15 May 2018	

Parents are requested to avail the facility. Cash Payment is to be made at the counter. The price of the books will be put up on the school website by Friday, 20 April 2018.

6. NOTE BOOKS :

Parents who wish to purchase the note books, brown paper etc. from our school can avail of this facility by remitting cash payments. Details of notebooks required is attached with this circular.

7. REMITTANCE OF CONVEYANCE FEE (BUS FEE) (24 to 26 APRIL & 14, 15 MAY 2018 AT RAJAGIRI HIGHER SECONDARY SCHOOL :-

Students who avail the facility of the school bus must remit the fee by Demand Draft drawn in favour of **RECTOR, Rajagiri Boarding House, Kalamassery** and submit the same to the Rajagiri Higher secondary office along with the PHOTO on the above days. The school bus facility will not be

available for boys of class X, XI & XII. Valid bus pass issued from the school office is compulsory while travelling in the school bus. The bus pass is not transferable. PASSPORT SIZE PHOTO IS TO BE AFFIXED ON THE BUS PASS..Bus fees will be accepted by DD only. No cash payment is accepted.

Bus fee should be paid in full in advance. The bus fee will be collected in the Rajagiri Higher Secondary school office on the following dates:-

Std	Bus fee payment date	Time
I to XII	Tuesday, 24 April 2018 to Thursday 26 April 2018	<u>9.00 a.m. to 2.00 p.m.</u>
	Monday, 14 May and Tuesday, 15 May 2018	

Request for bus pass will be accepted only during the above dates. No Bus pass will be issued other than the allotted dates. Change of bus stop is not encouraged.

Since the Government rules restrict the number of students travelling in the school bus, passes will be issued on the first come first serve basis.

SCHEDULE OF SCHOOL BUS FEE 2018 - 2019

A Request Form for conveyance is available at school office. Those who would like to avail school bus in the next academic year 2018 - 2019, please fill the request form along with a Passport Size Photo and remit the bus Fee by DD only in favour of RECTOR, Rajagiri Boarding House, Kalamassery.

CATEGORY	BOARDING POINTS FROM RAJAGIRI	YEARLY FEE
A	Edappally Toll - Janatha (PVTM), Anjumana (OB.Mall)-EMC (H), Pipeline (PVTM), Vallathol, Changampuzha Park-Ponekkara Church - Punnakkal Temple – Manimala Cross Rd - Campion School, Muttom – Pulinchodu, Pathalam - Muppathadam-IdukkiJn., Geetha Theatre - IAC Qts- Puthiya Rd.(Kalamassery), HMT Pump House, Infra Flat -Changampuzha Arch- Club jn., Vidyanagar - University Jn.-Trikkakkara Temple., AKG Road – Marottichuvadu- - Unichira - Kangarapady Jn., Kunnmpuram (Edappally) – Workshop Manjummal – Eloor North Temple.	Rs.10,500/-
B	Kaloor Stadium--Kathrikadavu, Lissy(H) - Menaka--Bot Jetty--Pallimukku, Convent Road-Vyttila Jn., VyttilaJanana-Kochukadavanthra--Manorama Jn.-- GCDA Jn.- SreedharyamAyur Clinic, Subrban (H) -Thammanam Church, Ponnurunny Temple – Vridavanam - Kumaranasan Jn.- Puthiya Rd(Thammanam). PocPadivattom – Chembumukku – Padamugal – Kunnumpuram (Kakkanad), Kaipadamugal - Civil Stn – Athani Road, BMC – Chitrapuzha Bridge, Padam Stop – Thannikkal Jn. – Pottakuzhy Church-Superbakrs, Cheraneloor-Kacheripady-St.Marys Church, Edayakunnam- Chitoor Temple- Lourde Hospital- Cemetery Mukku. Kottapuram -Karumaloor-Marottichuvadu - Kaniyamkunnu – Mariyapady –UC College—ParurKavala, W.Kadungaloor- PanayikulamJn -Koonammavu Market., Federal Garden -- Kadathkadavu-Manappuram Flat, ThiruvloorJn -- Neeerikode—Olanad- Puthenpally church -VarappuzhaShedpaddy. Seminarypady— Perikkapalam—Jeevas, Santhinagar – Cochin Bank – GTN(Nr.Rajagiri Hospital)— Thottumugam—PumpJn., kunnumpuram (Desom) , Amritha Hospital.	Rs.12,550/-
C	Atlantics -- SH College, Power house –Kundannur - Thevara (UP Bridge) , Manjooran Flat (Kakkanad), Irumbanam Toll – SN Jn - Petta- PS Mission hospital, Manakkapady—Vedimara – Perumpadanna (Parur) , Kavilnada – CheriyapillyJn – KMK Jn. – St.Thomas Church, Desom SFS Flat, Parambayam- Kariyad – AngamaliKidangoor.	Rs.13,100/-
D	BOT Bridge	Rs.13,600/-

8. CANTEEN FACILITY :

Students are advised to bring lunch from home. However canteen facility will be available for those who find it very difficult to bring their lunch.

9. SCHOOL UNIFORM :

The management of 'Rajagiri Public School' has decided to change the current uniform of the students . However, there will be a change only in the PT uniform for the academic year 2018-19. The overall change in uniform will be implemented only for the academic year 2019-2020.

The uniform is as detailed below.

Boys	(Std. I-IV) :	Navy blue shorts, white shirts with half sleeves.
	(Std. V - X) :	Navy blue trousers, white shirts with half sleeves.
	(Std. XI-XII) :	Navy blue trousers & blue striped shirt.
Girls	(Std. I-VII) :	Navy blue pinafore & white shirt with half sleeves.
	(Std. VIII-X) :	Navy blue skirt, white shirt with half sleeves, Navy blue sleeveless jacket
	(Std. XI -XII) :	Blue striped kameez with navy blue salwar and a navy blue jacket

For all students: Navy blue belts. (to be supplied from school), Navy blue ties to be worn on Mondays & Fridays. No jewellery is permitted except small ear studs. Girls must use only black hair bands and clips.

All boys should wear white vests and all girls should wear petticoats and bloomers. Fancy hair style or colouring of hair is not permitted.

10. P.T. UNIFORM

Will be intimated later

HOUSE COLOUR T-SHIRTS

The House colour T-shirts will be available in the school store and they can be purchased from the store during the days text books are supplied from the school. The cost of the T-shirt, belt and tie is to be remitted in the school store (*Melange*).

THE SCHOOL UNIFORM

The material for the uniform may be purchased from any Bombay Dyeing showroom, quoting the particular names given below.

- 'Winstar' for the boys navy blue shorts / pants and for the girls' skirts.
- 'Princy' for the boys' and girls' white half sleeved shirts.

You may stitch the school uniform from any tailor of your choice. However parents of new students may contact the following tailoring shops for the pattern and the material.

- Elson's Bombay Dyeing showroom, CSI Centre, Pump Jn, Aluva. Tele : 2623913, 3235608
- Elsons Bombay Dyeing showroom, Near Holiday Inn Hotel, Chakkaraparambu, NH BYE Pass, Palarivattom- Vyttila Bye Pass, Kochi. Tele : 0484-2807744, 9037008608
- City pants, HMT junction, Kalamassery, Ph : 2542066, 9447184983 (only for Boys)
- Dipali - Koonamthai, Edappally, Cochin - 682024, Ph: 3294264 (only for Girls)
Toll Junction, Edappally, Cochin - 682024 Ph : 3228015

Please see to it that you get the proper pattern for your wards. Boys are not permitted to wear low waist trousers.

11. SHOES & SOCKS :

During the rainy season ie. June, July months, Black Sandals can be worn by both boys and girls.

The prescribed pair of shoes for the academic year 2018-2019 is given below. Please see to it that your wards come in proper uniform every day.

SHOES:-

- Class I to V - (boys)** : With the blue uniform, black leather shoes /
Black 'Action Shoe - Synergy' with Velcro strap / Bata Scout.
- Class I to V (Girls)** may wear black leather half shoes with buckles
- Class VI-XII (boys):** Black leather shoes with laces/
'Action Shoe-School time' with laces/ Bata Scout.
- Class I-XII : Girls** to wear black half shoes with buckles /
Action shoes (Belle)/ Bata (Ballerina).

SOCKS

It is compulsory for both boys and girls to wear NAVY BLUE SOCKS.

Ankle socks are not permitted.

Please see that the black shoes are polished every day.

On rainy days, black Sandak sandals can be worn by both boys and girls.

If the correct uniform or shoes cannot be worn on any day, it is essential that a letter be sent by the parent to the class teacher.

12. EXTRA-CURRICULAR ACTIVITIES 2017-18:

Swimming is compulsory for students of Std. I, II, III, IV & V. Yoga is compulsory for students of Std. II to V. The following optionals are available in the school. Students can choose one of the optionals in their category. The child may give his first choice and second choice to his / her class teacher. One of the choices will be allotted to the child.

- Std. I** : Karate, Paper craft, Light Music, Classical Dance,
Western Music, Key board, Aerobics
- Std. II** : Karate, Paper craft, Light Music, Classical Dance,
Western Music, Key board, Aerobics, Football
(The PE department will decide the number of students for football.)
- Std. III** : Karate, Paper craft, Light Music, Classical Dance,
Western Music, Key board, Aerobics , Roller skating, Football
(The PE department will decide the number of students for football.)
- Std. IV** : Karate, Roller Skating, Paper Craft, Light Music, Classical Dance,
Bongo Drums, Keyboard, Western Music, Aerobics
- Std. V, VI & VII** : Karate, Roller Skating, Drums, Violin, Guitar,
Cookery and Needle Craft, Western Music, Art (Painting),
Western Dance (Boys), Aerobics (Girls), Eastern Music
- Std. VIII** : Classical Dance (Girls), Western Music, Guitar, Violin
Western Dance (Boys), Cookery & Needle craft, Roller skating,
Aerobics (Girls), Eastern Music, Football (Boys), Robotics

13. SCHOOL TIMING :

Students should report at 8.15 a.m. and be in school till 3.15 p.m. every day. Parents are not permitted to take the students from school during school hours until and unless there is an emergency.

If the parents have arranged somebody to pick up their wards from school / school bus stops, an authorization letter should be sent.

If the students travelling in school bus are taken home by the parents in the evening, the driver or the helper in their bus has to be intimated.

14. INTER HOUSE COMPETITIONS :

The details regarding the Inter house competitions to be held at our school will be circulated to all the students in the class. Parents are to go through the details and prepare them as per their choice. The details will also be put up on our school website.

15. SCHOOL FEE REMITTANCE :-

The CBSE had instructed all the schools to accept the school fees through online non cash mode. Hence the fee can be remitted through

- **Fednet, Fedmobile**(both free of charges, Need to have a Federal bank a/c).
- **BHIM LOTZA UPI Payments App.**
(Free of charges. Any Public Sector / Scheduled commercial Bank A/c holders)
- **<http://rajagiri.smartcampus.co/account/login>**
(Use the credit / Debit card of any bank (Chargeable)
(Payment procedure will be intimated with the fee structure)

16. BIRTHDAY SWEETS :

It is not necessary for students to bring sweets to school on their birthday. However it is to be remembered that sweets with plastic wrappers **are not to be sent to school**. During the next academic year if parents send sweets with plastic wrappers, **the sweets will be sent back**. **Students are allowed to distribute sweets only in their class rooms**.

It is important that students utilise their holidays as effectively as possible with equal emphasis on outdoor games and self-improvement activities. The importance of wide reading and language improvement has to be constantly kept in mind in the context of the CBSE syllabus and for improving communication skills. Students should be encouraged to read a number of books during the holidays. The time they spend on watching television and playing on the computer or play station should be limited. Please help the children to select good books in English, Malayalam and Hindi and encourage them to read widely since this improves their language and widens their perspective.

I would like to express my thanks to all the parents for their encouragement and support in all the school activities.

Interacting with our parents has been a gratifying experience for me during the academic year.

With regards and best wishes.

Yours sincerely,

Fr. Varghese Kachappilly CMI
PRINCIPAL

Our website :www.rajagiri.ac.in

LIST OF NOTE BOOKS (one year) – 2018-2019

Std. I

English	:	200 pages	-	four line	- 1 book in a year
EVS	:	100 pages	-	four line	- 2 “
Hindi	:	100 pages	-	two line	- 2 “
Mathematics	:	100 pages	-	checked	-2 “
Malayalam	:	100 pages	-	two line	- 1 “

Std. II

English	:	200 pages	-	four lined	- 1 books in a year
EVS	:	100 pages	-	four lined	-2 “ (interleaf)
Hindi	:	100 pages	-	2 lined	-2 “
Malayalam	:	100 pages	-	2 lined	-3 “
Maths	:	100 pages	-	checked	-2 “

Std. III

English	:	200 pages	-	two lined	- 1 book in a year
Hindi	:	100 pages	-	two lined	-2 “
Malayalam	:	100 pages	-	two lined	-2 “
Science	:	100 pages	-	ruled (inter leaf)	-2 “
S. Studies	:	100 pages	-	ruled	-2 “
Computer	:	100 pages	-	ruled	-1 “
Maths	:	100 pages	-	Horizontal lined	-3 “

Std. IV

English	:	200 pages	-	two lined	-1 book in a year
English	:	100 pages	-	two lined	-1
Malayalam	:	100 pages	-	ruled	-2 “
Hindi	:	100 pages	-	ruled	-2 “
Science	:	100 pages	-	ruled (inter leaf)	-2 “
Social	:	100 pages	-	ruled	-2 “
Computer	:	100 pages	-	ruled	-1 “
Maths	:	100 pages	-	Horizontal lined book	-3 “

Std. V

English	:	100 pages	-	two lined	-1 book in a year
English	:	200 pages	-	two lined	-1
Malayalam	:	100 pages	-	ruled	-3
Hindi	:	100 pages	-	ruled	-3
Maths	:	100 pages	-	unruled	-1
				Horizontal lined	- 5
				Ruled	- 1
Science	:	100 pages	-	ruled - inter-leaf	-2
Social Studies	:	100 pages	-	ruled	- 2
Computer	:	100 pages	-	ruled	- 1

Std. VI

English	:	200 pages	-	ruled	-1 book in a year
English	:	100 pages	-	ruled	-1 “
Malayalam	:	100 pages	-	ruled	-3 “
Hindi	:	100 pages	-	ruled	-3 “
Maths	:	100 pages	-	unruled	-1 “
		100 pages	-	Horizontal lined book	-6 “
		100 pages	-	ruled	-1 “
Science	:				
Phy	-	100 pages	-	ruled	-2 “
Chem	-	100 pages	-	ruled	- 2 “
Bio	-	100 pages	-	ruled (inter-leaf)	-3 “
S. Studies	:	100 pages	-	ruled	-2 “
Library	:	100 pages	-	ruled book	-1 “
Computer Science	:	100 pages	-	ruled book	-1 “

Std. VII

English	:	100 pages	-	ruled	-1	book in a year
English	:	200 pages	-	ruled	-1	"
Hindi	:	100 pages	-	ruled	-3	"
Malayalam	:	100 pages	-	ruled	-2	"
Maths	:	100 pages	-	horizontal lined	-4	"
		100 pages	-	unruled	-1	"
Physics	:	100 pages	-	ruled	-2	"
Chemistry	:	100 pages	-	ruled	-1	"
Biology	:	100 pages	-	ruled - interleaf	-3	"
S. Studies	:	100 pages	-	ruled	-2	"
Computer	:	100 pages	-	ruled	-1	"

Std. VIII

English	:	200 pages	-	ruled	-1	book in a year
Malayalam	:	100 pages	-	ruled	-2	"
Hindi	:	100 pages	-	ruled	-3	"
Computer	:	100 pages	-	ruled	-2	"
Physics	:	100 pages	-	ruled	-2	"
Chemistry	:	100 pages	-	ruled	-2	"
Biology	:	100 pages	-	one side ruled	-3	"
S. Studies	:	200 pages	-	ruled	-1	+ record
Maths	:	200 pages	-	ruled	-4	

Std. IX

English	:	200 pages	-	ruled	-	1 books in a year
English	:	100 pages	-	ruled	-	1 books in a year
Hindi	:	100 pages	-	ruled	-	3 "
Malayalam	:	200 pages	-	ruled	-	2 "
Maths	:	200 pages	-	ruled	-	6 "
		20 pages	-	graph book	-	1 "
Science	:	100 pages	-	ruled	-	6 " (Phy/Chem/Bio)
Social Science	:	100 pages	-	ruled	-	1 " (History/Civics/ Geography)
		200 pages	-	ruled	-	1 " (History/Civics/ Geography)
