



Sacred Heart Academy

Affiliated to Council for
the Indian School Certificate Examinations
New Delhi



PROSPECTUS



BRIEF HISTORY

Sacred Heart Academy, Gorakhpur was founded as a kindergarten school in 1996 by SPICE. In its early days it was housed in a private building located at Dharampur crossing, Shahpur, Gorakhpur. The school began with a strength of fifteen students on the roll and continued to have steady growth catering to the intellectual quest of the students in and around Gorakhpur. The school was gradually upgraded to Primary, and Upper Primary level and shifted to the present location and building on 11th December, 2003. Today Sacred Heart Academy is one of the leading Co -Educational English Medium Schools in Gorakhpur with an excellent track record in academics and other curricular and co- curricular activities. The school is affiliated to the Council for Indian School Certificate Examination, New Delhi and prepares children for the Indian Certificate of Secondary Examination (ICSE) at the end of class X and Indian School Certificate (ISC) at the end of class XII.





AIMS AND OBJECTIVES

The school aims at inculcating scientific temper and instilling Indian Culture in the personality of the children of the school so that they may understand the significance of their lives to themselves and to others around them. We strive to make our children grow and develop into responsible, broad minded and disciplined human beings and stand out in the sea of humanity with self esteem but no vain pride. Adhering to our motto of "knowledge, service and efficiency" we aim to develop upright citizens with integrity.

CURRICULUM

An interesting and comprehensive curriculum is followed in the school for the all-round development of the children.

Kindergarten : An enchanting and modern curriculum has been designed for the pre- primary classes (Nursery, LKG and UKG) to enable the children to develop their oral and written skills and lay a strong foundation for their growth ahead. They are taught English, Hindi, Mathematics, Art and Drawing.

Primary Section : English, Hindi, Mathematics, Social Studies, General Science, Computer Application, Sanskrit(Class V), General Knowledge, Value Education and Art and Craft.

Upper Primary : English, Hindi, Mathematics, Physics, Chemistry, Biology, Sanskrit (Upto Class VIII), History and Civics, Geography, Computer Science, Value Education, General Knowledge and SUPW.

The Course of study followed in Classes IX to XII is strictly in accordance with the syllabus prescribed by the Council for the Indian School Certificate Examinations. The following subjects are offered to the students:

For Classes IX and X (ICSE)

Group I: English, Hindi, History and Civics and Geography.

Group II: Science (Physics, Chemistry and Biology), and Mathematics or Economics and Commercial Studies

Group III: Computer Application or Physical Education and SUPW (Socially Useful and productive work)

For Classes XI and XII

SCIENCE STREAM:

- I) English, Physics, Chemistry, Mathematics, Computer Science/ Hindi/Physical Education
- II) English, Physics, Chemistry, Biology, Hindi/Physical Education/ Computer Science

COMMERCE STREAM:

English, Commerce, Accounts, Economics, Hindi/Physical Education

INFRASTRUCTURE

The school has the right ambience for the students as it has a lush green and pollution free surroundings spread over an area of 1.05 hectare of land with well protected boundary walls. The school has well light, ventilated and spacious class rooms, well equipped and furnished Biology lab, Chemistry lab, Physics lab, Computer lab, a rich library with books pertaining to all subjects, music room, multi-purpose hall, examination hall etc. In addition to this the school has a separate Administrative building and conference hall. The school has an extensive play ground with facilities for Cricket, Basketball, Volley ball, Badminton, Football and Kho-kho.

PHYSICAL EDUCATION

A sound body is a pre-requisite for a sound mind. The school attaches due importance to the physical fitness of the children. PT. Drill, Games, and sports are an integral part of the school activities. Annual Sports Day is held every year so that the students learn true sportsman spirit and healthy competition. Besides, our students participate in various inter school events organized by various organizations and come out with flying colours.

COMPUTER EDUCATION

Computer and information technology has revolutionized the world as never before. We believe in equipping our students and keeping them abreast of the changing phenomenon of the world. Computer literacy has become inevitable in the modern day life especially for the generation next. Keeping this in view we impart computer education from Class I with a well integrated syllabus of both theoretical and practical knowledge.



CO- CURRICULAR ACTIVITIES

The purpose of education is not merely development of the brain, nor is it just limited to the class room teaching and bookish knowledge. Education should vet the appetite of an individual in all possible fields. We provide various opportunities for the students to develop their co-curricular and extra curricular skills. Saturdays are considered as no bag day in the school and students of classes I to VIII are provided training in Basketball, Cricket, Taekwondo, Karate, Skating, Dance, Music, Musical Instruments and Yoga. Various cultural competitions and Personality Enhancement Programmes are organized on Saturdays for classes I to VIII and students take active participation in these events.

Various inter house competitions are organized from time to time in order to provide platform to the children to display their talents and develop confidence.

The students are taken out for educational tours to various places of importance so that they get a first hand experience of various things.



DEBATE CLUBS

Healthy debate and exchange of ideas always enhances a person's knowledge, reasoning skill and gives clarity on the topic. The school has English and Hindi Debate clubs that conduct regular debates on various current and relevant topics.

SMART CLASS FACILITY

We firmly believe in making learning an enjoyment for the students. With this purpose Smart Class Facility by TATA Class Edge is provided to the students from Nursery onwards. With the help of smart classes learning becomes easier, enjoyable and lasting. The visuals of the concepts enable the students to grasp the things with more clarity.



REGISTRATION

1. (a) Registration is done mainly for admission to Pre-Primary section (Nursery, LKG & UKG), Classes VI & IX. However registration can be done for other classes subject to the availability of seats.
(b) Registration begins in the 2nd week of January.
(c) The Prospectus and the Registration Form can be obtained from the school office on any working day during school hours.
(d) **REGISTRATION DOES NOT GUARANTEE ADMISSION.**
It shall be subject to merit and availability of seats.
2. **Minimum age at the time of admission :**
Children seeking admission to class Nursery, LKG and Class VI must have completed the age of 3, 3½ and 10½ years respectively on 31st March of the year of admission.
3. **Proof of age :**
 - (a) For Nursery, LKG, UKG & Class I - Birth Certificate issued by competent authority such as Panchayat, Nagar Palika, Nagar Nigam etc. No application for the change of date of birth shall be entertained.
 - (b) For Class II & above - Transfer Certificate from the school last attended.





ADMISSION

1. Admission shall be strictly on the basis of merit drawn on the basis of the performance of the child in oral/written test and interview.
 - a) **Kinder-garten Section :**
 - i) Nursery : Oral test only.
 - ii) LKG & UKG : Oral and Written Test.
 - b) **Primary Section :** Class I to V : Written test in English, Hindi, Maths and Science.
 - c) **Upper - Primary Section :** Class VI to VIII : Written test in English, Hindi, Maths and Science.
 - d) **Secondary Section :** Class IX : Written test in English, Hindi, Maths and Science.
 - e) **Senior Secondary Section :** Based on the marks obtained in class X Board Exam.
2. A child found fit for admission shall deposit the required fee in time failing which his/her admission shall stand cancelled.



SCHOOL UNIFORM

PRIMARY SECTION : (SUMMER UNIFORM)

FOR BOYS : Pink Check Shirt (Half Sleeves), Karbon blue half pants, Karbon blue tie with school logo, School belt, black shoes and Karbon Blue socks with two pink strips.

FOR GIRLS : Pink Check Shirt (Half Sleeves), Karbon blue V neck tunic, Karbon blue tie with school logo, School belt, black shoes and Karbon Blue socks with two pink strips

SATURDAY DRESS : T- Shirt as per house colour with the school emblem, white half pants or white v-neck tunic for girls, white canvas tennis shoes, and white socks with two pink strips and School belt.



WINTER UNIFORM

FOR BOYS : Pink Check Shirt, Karbon blue pants, Mixture of grey V- Neck Sweater with one pink strip on neck, sleeves and lower border, Mixture grey blazer with school logo, Karbon blue tie with school logo, School belt, black shoes and Karbon Blue socks with two pink strips.

FOR GIRLS : Pink Check Shirt, Karbon blue V neck tunic, Mixture of grey V- Neck Sweater with one pink strip on neck, sleeves and lower border, Mixture grey blazer with school logo, Karbon blue tie with school logo, School belt, black shoes and Karbon Blue socks with two pink strips.

SATURDAY DRESS : T- Shirt as per house colour with the school emblem, white full pants or white v- neck tunic for girls, white canvas tennis shoes, and white socks with two pink strips, School belt, Mixture of grey V-Neck Sweater with one pink strip on neck, sleeves and lower border and Mixture grey blazer with school logo.

SENIOR SECTION (class VI onwards)

SUMMER UNIFORM :

Pink Check Shirt (Half Sleeves), Karbon blue pants, Karbon blue tie with school logo, School belt, black shoes and Karbon Blue socks with two pink strips.

SATURDAY DRESS : T- Shirt as per house colour with the school emblem, white pants, white canvas tennis shoes, white socks with two pink strips and School belt.

WINTER UNIFORM :

Pink Check Shirt, Karbon blue pants, Mixture of grey V- Neck Sweater with one pink strip on neck, sleeves and lower border, Mixture grey blazer with school logo, Karbon blue tie with school logo, School belt, black shoes and Karbon Blue socks with two pink strips.



SATURDAY DRESS : T- Shirt as per house colour with the school emblem, white full pants, white canvas tennis shoes, white socks with two pink strips, School belt, Mixture of grey V- Neck Sweater with one pink strip on neck, sleeves and lower border and Mixture grey blazer with school logo.

MODE OF FEE PAYMENT

1. Fee for the full term is payable even if a child joins or leaves the school in mid-session.
2. The fees must be paid in four quarters of April to June, July to September, October to December and January to March. Fees can be paid in cash/cheque/draft payable to Sacred Heart Academy Gorakhpur before the 15th of April, July, October and January.
3. A fee receipt signed and dated should be obtained from the office for every cash payment. This receipt must be produced in case of any dispute regarding payment.
4. Fee once paid will not be refunded under any circumstance.
5. Fee not paid by the 15th will be accepted with a fine of Rs. 50/- till the end of the month, after that the name will be struck off.
6. A child may be re-admitted after payment of re-admission fee of Rs. 200/- together with the balance fee and fine thereon as mentioned in rule 5 above with the written permission of the principal.
7. A student will not be allowed to appear for examination unless all dues are paid.



CONVEYANCE FACILITIES

School Buses/Rickshaws ply on prescribed routes for transportation. Children can avail this facility.

1. Conveyance charge is payable in two equal installments. First installment at the time of admission and second on 1st of October.

MEDICAL FACILITIES

Medical facilities are available in the school to take care of minor ailments and deal with emergencies during school hours. Doctors are available on call to meet any emergency. Regular health check-up is provided to the students.

ASSESSMENT AND PROGRESS

1. The academic progress of a child is periodically assessed on the basis of the performance of the child in monthly tests, unit tests and examinations which are held as under-

1st Unit Test	:	July
Half Yearly exam	:	October
2nd Unit Test	:	December
Annual Examination	:	Feb.-March

Note : Changes can be made in the above mentioned schedule.

2. Parents/Guardians are kept informed of the academic progress of their children through progress reports. Personality Development progress is discussed in Parents-Teacher Meeting and a grade is accorded in the Annual Progress Report.



PARENT TEACHER MEETING

Parents/Guardians are inseparable part of the school. Regular interaction is maintained with them through Parent-Teacher Meeting to ensure all-round development of the child. The feedback from either side is mutually analysed and a common strategy is chalked out for the steady development and progress of a student.

PROMOTION

1. Promotion to the next class will be made at the end of the annual examination according to the promotion rules decided upon by the promotion committee as per the guidelines of the council. For promotion a child must have obtained:
 - a) Satisfactory progress in English and attained the pass standard by the end of the academic year.
 - b) The prescribed minimum standard in the aggregate of all subjects
2. Promotion from Class IX to Class X will be based on the standards prescribed by the Council for Indian School Certificate Examinations for the award of pass certificate in Indian Certificate of Secondary Education Examination.
3. Promotion from Class XI to XII will be based on the standards prescribed by the Council for Indian School Certificate Examinations for the award of pass certificate in Indian School Certificate Examination.
4. A child who is found unfit for promotion shall be detained in the same class.
5. A child must have at least 75% of attendance during the academic year.



LABORATORY RULES

1. Equipment for use in the lab will be issued to the students as per the rules framed by the school.
2. No equipment will be taken outside the school campus.
3. Any damage to the equipment during the practical will be charged from the students.

LIBRARY RULES

1. Books will be issued and returned as per the rules framed by the school.
2. Books will be issued for a definite period of time.
3. Only one book may be issued at a time.
4. Students should point out any damage in the books before getting them issued in his/her name, otherwise he/she will be charged for the damage.

DIARY RULES

1. Parents are requested to check their children's school diaries every day and see that the lessons and home works assigned for the next day are done regularly by their wards.
2. If you feel that your child is not making the desired progress, please make it a point to discuss the matter with the principal.
3. Criticism of a student's teacher or his school in the presence of the child should be avoided because it may cause the student to lose respect for his teacher and the school.
4. Parents are not allowed to see their children or meet their teacher during the school hours. Appointments must be made through the office.
5. It is the responsibility of Parent/Guardian to ensure that the student brings his/her diary to school daily.

GENERAL RULES

- ♦ All communication should be addressed to the Principal.
- ♦ Students should come to school neat, clean and tidy in their proper school uniform. They must be regular and punctual.
- ♦ Students are expected to be at school ten minutes before the school starts.
- ♦ Attendance is compulsory in the school morning assembly, on all national holidays and other holidays when specially asked for by the school.
- ♦ Leave of absence will not be granted except under special circumstances. A certificate by a registered medical practitioner must support request for leave on medical ground. Application for leave is also to be signed by parent or guardian.
- ♦ A child suffering from a contagious or infectious disease will not be allowed to attend the school without proper fitness certificate issued by the attending physician.
- ♦ A Student whose attendance is below 75% of the working days is ordinarily not eligible to appear in the Annual/ Board Examination.
- ♦ Continuance on the school rolls is subject to satisfactory progress of the child. If a child is detained in the same class for two consecutive years, his/her name shall be struck off from the school rolls.
- ♦ Students will not be allowed to leave the school campus during school hours. However, in very pressing and exceptional circumstances the principal may allow a student to leave the school along with his/her parent/guardian.
- ♦ Gift in any form must not be given to members of the staff.
- ♦ All students will have to participate in extra curricular/co-curricular activities, P.T. and Drill etc. Request for exception will not be entertained except on medical grounds.
- ♦ The school authorities will not be responsible in any way for the students after school hours.
- ♦ Fine will be imposed on students if he/she damages school property.
- ♦ Students are forbidden to bring calculator, camera, transistor, video games, mobile phone and other electronic devices to school.
- ♦ Students are not allowed to bring any expensive item or wear costly jewellery. The school authorities will not be responsible if their books, money etc. are lost.
- ♦ Irregular attendance, habitual lack of interest in the school work, stealing or any other offence, liable to affect the discipline of the school, are sufficient reasons for the dismissal of the student from the school

IMPORTANT INSTRUCTIONS TO STUDENTS

- ❖ Bring your school diary duly signed by Parents/Guardian every day to school.
- ❖ Cover your books and note-books with brown paper and label them properly.
- ❖ Be disciplined, polite and courteous. Remember courtesy costs nothing.
- ❖ Have a sense of self-respect and respect your elders and teachers.
- ❖ Avoid indecent language. Make frequent use of the words "Please" and "Thank You" whenever in conversation.
- ❖ English is the medium of instruction in the school, make efforts to improve your language by speaking English during the school hours.

PROSPECTUS



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