



Founded: 1994

Inspired by Service for Excellence
(Affiliated to Council for the Indian School
Certificate Examinations, New Delhi)
MEDICAL COLLEGE ROAD, GORAKHPUR
Phone No - 9838786999

STUDENT ALMANAC

we mould lives
METROPOLITAN SCHOOL

(UP - 164)

Inspired by Service for Excellence

(Affiliated to Council for the Indian School Certificate Examinations, New Delhi)

MEDICAL COLLEGE ROAD, GORAKHPUR

Phone No- 9838786999,

Web - [www. metropolitanschool.edu.in](http://www.metropolitanschool.edu.in)



The E-learning Excellence Institution

Aspiring and striving for excellence in all spheres.
Metropolitan endeavours for excellence in body,
excellence in mind & excellence in spirit

The Diary Must be Brought to School Daily

*O lord, give me the serenity
to accept the things I can not change,
the courage to change the things I can,
and the wisdom to know the difference.*

*Where the mind is without fear and
the head is held high,
Where knowledge is free,
Where the world has not been broken up
Into fragments by narrow
domestic Walls,
Where words come out from,
The depth of truth,
Where tireless striving stretches
Its arms towards perfection,
Where the clear stream of reason has not
lost its way into the dreary desert sand
of dead habit,
Where the mind is led forward
by thee into ever-widening thought
and action
Into that heaven of freedom,
my Father, let my country awake.*

- Gurudev Ravindranath Tagore

*Sow a thought reap an action;
Sow an action and reap a habit ;
Sow a habit and reap a character;
Sow a character and reap a destiny.*

- This Diary must be brought to school everyday and followed in detail
- All communications between parent and teachers should be made through this diary.

Personal Data

Photo

Name _____

Class _____ Section _____

Admission No. _____ Roll No. _____

House _____

Date of Birth _____ Blood Group _____

Home Address _____

Tel. _____ Mobile _____

E-mail _____ Tel. _____

Mode of Transport _____ Bus Stop _____ Route No. _____

Father's Name (in Block letters) _____

Father's Designation _____ Mobile _____

Office Address _____

E-mail _____ Tel. _____

Mother's Name (In Block letters) _____

Mother's Designation _____ Mobile _____

Office Address _____

E-mail _____ Tel. _____

Name, Class & Admn. No. of Brothers/Sisters /Neighbour studying in this School

Name _____ Class _____ Admn No. _____

Name _____ Class _____ Admn No. _____

I have read and understood the rules of the school and agree to abide by them.

Father's Signature

Mother's Signature

Note: To be filled in by the parent/guardian

METROPOLITAN SCHOOL

The E-learning excellence Institution

Aspiring and striving for excellence in all spheres. Metropolitan endeavours for excellence in body, excellence in mind & excellence in spirit.

Metropolitan School under the aegis of Late Sardar Amarjeet Singh Memorial Education Society is envisaged to be a 10+2 co-educational English Medium School. Metropolitan School has initially come up as a Day-School and is intended to be a residential School with Day Boarding Facilities.

OBJECTIVES

The School is ambitiously determined to provide wide encompassing education -thus widening a child's horizons and kindling wide ranging interest to mould a child's development into a responsible mature citizen for the nation. The School's philosophy is that while imparting education a concerted effort should be made for character building by inculcating values of integrity, self discipline, secularism, tolerance, respect for individual rights, compassion for the underprivileged and dedication to the Nation. The School is inclusive, secular and non-denominational in nature. Its inclination is towards Indian culture so that its students can integrate themselves to the mainstream of the society easily. For oral education it is intended to use the teaching of major Indian religions and its scriptures to develop virtues of self-discipline, self-reliance, respect for elders and character building. Co-curricular activities of a varied nature will be provided in order to promote harmonious development of body, mind and spirit.

SPIRITUAL AND MORAL VALUES

We expect the students trained in our school :

- to be firm in their faith in God and to have love for personal prayer.
- to have respect for parents and those in authority
- to be kind and sympathetic towards others .
- to have a sense of right value.
- to have strong personal convictions
- to be devoted to duty.
- to have ability to make personal decisions.
- to have developed logical reasoning and critical judgment with regard to mass media.
- to be appreciative of our national heritage and culture.

SOCIAL VALUES

Our students should be:

- Courteous towards others radiating joy and friendliness
- Motivated by a healthy spirit of co-operation
- conviction in the dignity of labour
- able to work with others
- able to adopt themselves to changing circumstances
- aware of the needs of the society in which they live

INTELLECTUAL FORMATION

Our students should be:

- keenly desirous of learning ready to strive for excellence in all they do.
- aware of their talents and skills and develop them to the full.
- able to gain confidence in themselves through participation in public speaking and cultural and co-curricular activities.
- ready and willing to share their knowledge with others.
- able to choose a career which will be of service to the community.
- ambitious to acquire positions of influence in order to be of service to others.

GENERAL RULES OF DISCIPLINE

Students cabinet will be constituted at the beginning of the academic year to involve the students in the maintenance of discipline and others School programmes.

1. The school should be looked upon as a place of reverence. Students should be polite, friendly and well behaved in and outside the School. They should be respectful to their elders and teachers and truthful at all times.
2. Students are urged to contribute to the high tone of the School by their manners and general behaviour. They should be orderly, clean in their person, neatly dressed and should also co-operate to maintain cleanliness in school.
3. They should maintain absolute silence during the General Assembly and while moving into the classroom from the General Assembly. Silence should also be observed on the way to and while returning from games and library.
4. Students should always strive to speak English in the school premises to acquire the skill of conversing in English . They should maintain a high standard in their conversation.
5. All pupils should be present in School on the opening day of each term. Irregular attendance, unjustified absence or objectionable moral behaviour justifies

dismissal. If a pupil is absent for ten consecutive days without an application his/her name will be struck off the rolls. After 3 days absence at the beginning of an Academic Year without an application a pupil will lose his/her seat.

6. No student who has been absent from school or is late will be admitted into class without the permission of the Principal. Penalties may be imposed by the Principal at her discretion for habitual irregularity, late attendance or breach of discipline.
7. No child should leave the premises during class hours without the knowledge and permission of the Principal.
8. Any defacing by graffiti, damage of School property will have to be made good. The decision of the Principal regarding the amount will be final.
9. The school is not responsible for goods lost. Children should not bring or wear valuable articles when coming to School. Carrying cash, mobiles, CD's, electronic gadgets is strictly prohibited. Transgression will lead to their confiscation and suspension of scholar.
10. No pupil suffering from a contagious or infectious disease will be permitted to attend School. After recovery a medical fitness certificate is to be submitted.
11. Students are not allowed to receive visitors or make phone calls. They will not be permitted to leave the class to answer a phone call. If the matter is very urgent the message will be given.
12. A student desirous of being exempted from P.T or games must produce a doctor's certificate to the effect that he/she is physically unfit to participate.
13. Private tutors may not be engaged, except after consulting the Principal and with her written consent. No tuition may be taken from the teacher who teaches the particular subject to the student.
14. For sufficient reasons, such as unsatisfactory progress in studies, serious misconduct, dishonesty or absence from a test/examination, non-payment of school fee a pupil's name may be struck off the rolls.
15. The School encourages celebration of Birthdays. However, such occasions are not for display or position and wealth. The children should carry only toffees for their classmate and teachers teaching them.
16. All pupils when admitted and while studying in this School must make themselves acquainted with the rules notified for their conduct. Ignorance of the rule will not be an excuse.

RECOMMENDATIONS TO PARENTS

1. Parents / Guardians seeking admission of their children / ward are required to submit the prescribed application forms, duly completed in all respect. When a scholar is admitted, the parents/guardian is required to produce a Transfer Certificate from the school last attended. No admission will otherwise be made. The condition of admission will be that Parents/ guardians will comply strictly with terms and rules herein stated and pay the tuition fee and all other charges laid down in this prospectus by the due date. Any further changes made in this prospectus regarding rules, tuition fee or any other charges will be binding on them. The same will be notified on the notice board.
2. Parents are requested to enforce regularity and discipline. They will kindly see that their children prepare their lessons daily. They should ensure children complete the work set to them and they devote sufficient time for their studies. They should see that their children leave home in time to be punctual to School.
3. Politeness and courtesy in speech and conduct should be inculcated as well as cleanliness in dress and person.
4. Leave of absence may be granted for sufficient reason but only on application from the parent/guardian. This must be made in advance, whenever possible, clearly mentioning the class and section of their child/ ward. Absence and Leave record given in this diary must be made use of.
5. Any communication (request of complaints) made by the parent/s guardian should be addressed to the Principal and not to class teacher. When thus communicating with the Principal, parents/guardian are requested to mention in their letters the name and class with section of their children.
6. No visitor (parents or others) is allowed to see pupils on interview their teachers during class hours.
7. All business will be transacted in the office.
8. Parents are requested not to send for or call away their children during class hours, without application, except in case of an unforeseen emergency.
9. Parents / Guardians are particularly expected to sign messages, progress-reports or any similar documents when so requested. Failure to do so may put their children to great inconvenience and render them liable to being sent home. Repeated late coming or forgetting to bring books may be punished in the same way.
10. Giving presents to any of the school employees either in cash or in kind is totally discouraged.
11. Parents must realize that Parent-Teacher Meetings are very important and attend them regularly.

12. We welcome constructive criticism. We feel happy when parents take keen interest in the running of the institution and point out our drawbacks. Without regular feedback from the parents, it will be difficult for us to make progress. Complaints and suggestions must be addressed to the Principal. It is to be done directly either in writing or by meeting the principal personally.
13. Students should not be entrusted with payment of fee. Parents are requested to pay the fee timely preferable by cheques. A pupil who fails to pay fee up-to-date will not be allowed to sit for examination.
14. Parents should desist from permitting children to board or disembark from irregular stops.
15. No eatable, tiffin, unless brought by parents, would be handed over to the child.
16. Answer scripts of students of the Half-yearly and Annual examination, will not, under any circumstances, be given to parents, private tutors or others. The School does not undertake to retain answer scripts of the candidate, who sits for these examinations, for more than one month.
17. School is a participative community. Parents are expected to cooperate whenever contributions are required by their wards thereby, inculcating participative spirit in their wards for various events viz. Teacher's Day, Farewell and Best of Luck Parties for ICSE and ISC by pre - ICSE and pre-ISC Scholars, Fete and Annual Functions etc. some of these are collected along with fee and some independent of the fee.
18. Anonymous phone calls will not be entertained. Parents are requested to ensure their phone number is registered in the School computer. They should intimate the school in case of any change in their phone number.
19. Children using their conveyance must carry a valid licence (as per school d.o.b.) and use helmets. Parents must intimate the Principal accordingly.
20. Every effort has been made to make the Diary as comprehensive as possible. However, it is impossible to include all aspects, traditions and culture of the institution. These are imbibed as scholars and parents are exposed to the ethos of the school.
21. Parents are requested to go through rules and regulations as mentioned in the prospectus, school calendar and report card.
22. The interpretation of any rule in this Prospectus, as well as any amendments to it, rests solely and entirely with the Governing body of the School. This shall be final and binding on parents/guardians and in no case shall lie in any court of law in respect of the decision.

PROMOTION CRITERIA

Promotion are based on continuous assessment of a student's work throughout the year. Promotions in Nursery to III will be granted automatically while IV to VIII the student should have attained the prescribed minimum standard in the aggregate of all the subjects.

- (i) Promotions from class IX into class X and from class XI to class XII will be based on the standards prescribed by the Council for the Indian School Certificate Examination for the award of a pass certificate in the Indian Certificate of Secondary Education (ICSE) Class X and Indian School Certificate (ISC) Class XII examination respectively.
- (ii) Disciplinary action will be taken against any students who is found to have used unfair means in any test.
- (iii) There should be a minimum Attendance of 75% of working days for promotion.
- (iv) A Pupil who fails to qualify for promotions will either be detained in the same class, if he/she does not become more than a year above the average age of the class or he/she will have his/her failure condoned and will be promoted to the next higher class on the condition that should he/she fail to make satisfactory progress in the ensuing year, his/her withdrawal will be required at the end of that year.

WITHDRAWAL NOTICE

The obvious inability of a child to profit from the system in the school may lead to his/her withdrawal being sought by the Principal if:

- (a) A student is not returning to the school the ensuing year, notice of withdrawal must be received by the Principal before 31st March, in the event of the stipulated notice of the withdrawal not being received, the parents concerned will be liable to pay the full fee for the First Term of the ensuing year.
- (b) A parents may be asked to withdraw his child or children in respect to who there is a debit balance in the imprest Account or if any other dues of the school are not paid within 21 days.
- (c) A pupil suffering from any disease or infirmity which, in the opinion of the Principal, will render him incapable of participating in the total life of the School, will not be eligible for admission and should the Principal discover such a disease or infirmity to exist subsequent to the admission of a pupil, he will have the right to require the immediate withdrawal of the pupil.
- (d) It is found, at later date, that particulars given in the Registration form are not true, the Principal may ask for the ward to be withdrawn.

USE OF TWO WHEELERS

You are requested to adhere to traffic regulations and criteria set for driving vehicles.

- (a) Scholars below 16 years of age are not allowed to drive vehicle, hence students of this age group should not bring vehicles to school.
- (b) Scholars of 16 to 18 Years are allowed to drive vehicle without gears.
- (c) Scholars of 18 years and above are allowed to drive vehicle with gears .
- (d) Scholars bringing vehicle should be above 16 years, should have a valid driving licence with the date of birth as per school records. Helmet should be used.
- (e) Scholars must start early to avoid rash driving to reach school on time.
- (f) There should be no speeding/wrong overtaking /rash/reckless driving. In case of irresponsible riding /driving, scholars will be debarred from coming to school by their self-driven vehicles.
- (g) Scholars will not give their vehicles/pillion rides to other scholars, unless a written consent by their parent is registered in the office.
- (h) Parking Rs. 600/- will be charged annually.

PARENT'S UNDERTAKING & TRANSPORT GUIDELINES

- 1. We will pay the fee in force from time to time.
- 2. It would be our responsibility to drop and pick-up our child timely at/from the specified bus-stop.
- 3. We accept that the bus facility is extended to our ward at our own risk and responsibility.
- 4. We understand that scholars are taken on accommodation basis. No separate seat is allotted.
- 5. We understand that designated bus routes, bus stops and time are subject to change.
- 6. We understand that bus does not ply during board examinations.
- 7. We understand that the bus route can be restricted on occasions of festivals and traffic instructions by administration.
- 8. We understand that the bus will ply to and fro from school to India Bal Vihar for extra classes, stay backs, activities other than regular school.
- 9. We understand that the bus service is contractual for the whole year.
- 10. We have read and will hereby consent to the terms and conditions regarding transportation.
- 11. We are aware that during Board Examinations examinees are expected to come on their own. After Board Exams bus service till Indra Bal Vihar will be provided.

UNIFORM

All uniform will be issued by the school at the cooperative store.

SUMMER UNIFORM (April to October)

To be worn with black shoes & Khaki School Socks.

BOYS :

Nur - UKG : Gallace Shorts in school checks, Beige shirt with school monogram.

Class I - IV : Shorts in School checks, Beige shirt with school monogram.

Class V - XII : School check shirt with monogram, Khaki Trousers.

GIRLS:

Nur - UKG : A line frock with school checks and monogram

Class I - IV : Tunic in school checks, Beige shirt with school monogram.

Class V - XII : Beige shirt with school monogram, Pleated skirt in school checks (to be worn with skin colour cycle shorts).

WINTER UNIFORM (November to March)

To be worn with black shoes & Khaki School Socks.

Girls & Boys :

Nur - UKG : Padded Tweed Jacket, Beige full shirt with school monogram, worsted clay brown trousers, Maroon half sweater with school stripes and monograms.

Class I - XII : Padded Tweed Blazer, Beige full shirt with school monogram, worsted clay brown trousers, Maroon half sweater with school stripes and monograms.

SPORTS UNIFORM

To be worn with white canvas shoes and white school socks.

House T-Shirt, Maroon track-suit with School design.

(To be worn with matching track suit in winter).

Note : All clothing and personal items must be marked with Admission No. .
Accessories - mufflers, turbans, caps, gloves, etc. should be Maroon.

SCHOOL & OFFICE HOURS

Winter : 8.00 a.m. to 1.30 p.m., Recess 10.45 a.m.

Summer : 7.30 a.m. to 1.00 p.m., Recess 10.15 a.m.

राष्ट्रगान

जन-गण-मन अधिनायक जय हे,
भारत भाग्य विधाता।
पंजाब, सिंध, गुजरात, मराठा
द्राविड़, उत्कल, बंग,
विंध्य-हिमाचल-यमुना, गंगा,
उच्छल, जलधि-तरंग।
तव शुभ नामे जागे,
तव शुभ आशिष मांगे।
गाहे तव जय गाथा
जन-गण-मंगलदायक जय हो।
भारत-भाग्य विधाता,
जय हे, जय हे, जय हे,
जय जय जय जय हे॥

वन्दे मातरम्

वन्दे मातरम्, वन्दे मातरम्
सुजलाम्, सुफलाम्, मलयज-शीतलाम्
शस्य श्यामलाम् मातरम्॥ वन्दे मातरम्॥
शुभ्र-ज्योत्सनां पुलकितयामिनीम्।
फुल्ल - कुसमित- द्रुमदल-शोभिनीम्
सुहासिनीम् सुमधुर भाषिणीम्
सुखदाम्, वरदाम्, मातरम्॥ वन्दे मातरम्॥

[illegible][illegible]

[illegible][illegible]

[illegible][illegible]

[illegible][illegible]

[illegible][illegible]

TIME TABLE

	1	2	3	4	5	6	7	8
DAY I								
DAY II								
DAY III								
DAY IV								
DAY V								
DAY VI								

HOME ASSIGNMENT

Subject	Assignment	Date : _____
	Parent's Signature	Teacher's Signature

Subject	Assignment	Date : _____
	Parent's Signature	Teacher's Signature

“
"I do not want
my house to be walled
in on all sides and
my windows to be stuffed.
I want the cultures of all lands
To be blown about my house
As freely as possible.
But I refuse to be blown off
My feet by any." ”

- M. K. Gandhi



Metropolitan School
Medical College Road



Metropolitan School
Surajkund



Sanskriti Nursery