Notre Dame Holy Cross Higher Secondary School

SCHOOL DIARY

2026-27

Moharpara, North Pulinpur, Duski Road
Teliamura, Khowai, Tripura-799203

holycrossmoh@gmail.com
www.holycrossschoolmoharpara.in

"We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart."

Blessed Fr. Basil Moreau
Founder of Holy Cross





NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL

Moharpara, North Pulinpur, Duski Road, Teliamura, khowai

Tripura - 799203

E-mail: holycrossmoh@gmail.com

Web: www.holycrossschoolmoharpara.in

Contact: 03825-295041

School No : 35411

UIDISE : 16061200307

My School Diary

2026-27

Name_____

Class_____Section_____Roll no_____

Table of Content

No.	Content	Page No.
1.	Personal Data	2
2.	Principal's Message	5
3.	Notre Dame Holy Cross Hr. Sec. School, Moharpara	6
4.	Prayers	9
5.	Songs	10
6.	CODE OF CONDUCT: Discipline	16
7.	Movement & Behaviour	18
8.	Attendance / leave of absence	18
9.	Uniform	20
10.	Banned Items	20
11.	Disciplinary Procedure	21
12.	Child Protection Policy	22
13.	Anti Ragging Cell	23
14.	CCTV Footage Policy	24
15.	General Instructions	25
16.	Responsibilities of Class Leaders	28
17.	Admission Information	29
18.	Academic Evaluations	31
19.	Library Guidelines	33
20.	For the attention of the Parents	35
21.	Parent–Student Undertaking	36
22.	Academic Dates	37
23.	Remark of Class Teacher/Headmistress/Principal	50
24.	Record of being late	52
25.	Record of not wearing school uniform	54
26.	Student's Leave Letter	56
27.	Non-Attendance and Leave Record	57
28.	Attendance Record	63
29.	Library Record	64
30.	Student Academic Score Sheet	68
31.	Student's Notes	69
32.	Examination Time Table	74
33.	Class Time Table	76
34.	School Time Table	77

Personal Data



Name .....

Std.: ..... Sec.: ..... House .....

Date of Birth ..... (M / F) .....

Admission No.: ..... Blood Group .....

Address .....

.....

.....

Adhaar No.: ..... P.E.N No.: .....

APAAR No.: ..... ABHA No.: .....

Bank Acc. No.: ..... Bus No.: .....

Tel No.: ..... Ration Card.: .....

Father Name .....

Occupation .....

Mother Name .....

Occupation .....

Hostel Name (Optional) .....

** Specimen Signature of Parents or Guardians who will sign the pupil's Diary:*

Father ..... Mother/Guardian .....

Initial ..... Initial .....

Religion ..... SC/ST/OBC/GEN .....

** Name of brothers / sisters studying in the school, if any*

(1) ..... Std.: ..... Sec.: .....

(2) ..... Std.: ..... Sec.: .....

** Name of brothers / sisters who are past pupils of this school*

1) .....

2) .....

Reg. No.: 3612/2000

INSTITUTION

Notre Dame Holy Cross Higher Secondary School is a catholic institution established and administered by the Holy Cross Educational foundation.

The institution comes under the Rights and Power granted to religious and linguistic minorities by the Constitution of India (Article 30)

Constitution of India – Article 30

Right of minorities to establish and administer educational institutions.

School Working Days: Monday to Saturday

Office Hours: 08:30 am to 02:00 pm
School Hours: 08:30 am to 01:40 pm
Saturday: 08:30 am to 12:30 pm (Office & School)

Holidays are observed as per the State and National Calendar.

The Diary is to be bought to School Daily.

THE CONSTITUTION OF INDIA



WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

In Our Constituent Assembly this Twenty-Sixth Day Of November, 1949, do hereby adopt, enact and give to ourselves this constitution.

Principal's Message

I warmly welcome you all to Notre Dame Holy Cross Higher Secondary School, Moharpara. Rooted in the Holy Cross tradition, our mission is to educate both the mind and the heart — forming individuals of character, compassion, and competence. Inspired by the spirit of our founder, Blessed Basil Anthony Moreau, we believe that true education integrates faith and knowledge, leading each learner to live with purpose and serve others with love. The Latin phrase "Facta Non Verba" — Actions, not words — captures this ideal perfectly, reminding us that real learning is revealed through the goodness of our deeds and the depth of our service to humanity.

Notre Dame Holy Cross Higher Secondary School, Moharpara is committed to providing quality education to students from all backgrounds. We uphold the belief that every child has a right to learn and grow, and we strive to offer the best resources and environment for holistic learning.

Our school provides a strong platform for students to excel academically, socially, and personally. We prepare our young minds to face the challenges of an ever-changing world with confidence, integrity, and wisdom. Our dedicated teachers nurture each student individually — guiding, mentoring, and inspiring them to reach their highest potential and to translate their dreams into meaningful achievements.

Principal

Notre Dame Holy Cross Higher Secondary School, Moharpara

Mission Statement of Notre Dame Holy Cross Higher Secondary School, Moharpara

Rooted in the Holy Cross charism of education, we shall avoid no sacrifice and leave no stone unturned in providing holistic and quality education to the young entrusted to our care. Our students come from diverse social, intellectual, economic, ethnic, and religious backgrounds, and possess a wide range of talents and abilities.

> "We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart." — *Blessed Basil Anthony Moreau*

With zeal and dedication, we strive to form informed and responsible citizens of this earthly society, guided by heavenly values and moral integrity. Through our mission of education, we aim to form persons of excellence, blending gentleness with firmness, and prudence with vigilance, which together form the true spirit of successful education.

"Educating Heart and Mind"

In 1837, Blessed Basil Anthony Moreau, founder of the Congregation of Holy Cross (Sainte-Croix), envisioned education as a means to empower the young for a better world and to heal the broken society of post-revolutionary France. His vision was to form individuals who combined faith, learning, and service to bring about transformation in their communities.

To achieve this mission, he formed a Congregation of Priests for pastoral and educational ministry, the Marianite Sisters for educational and domestic ministry, and incorporated the Brothers of Saint Joseph to engage in both formal and non-formal education. These three complementary groups came together under one family — Sainte-Croix (Holy Cross) — united by the mission of *"sowing the seeds of love and peace."*

Historical Context

Following the French Revolution of 1789, which rebelled against political and religious oppression, France endured grave destruction and turmoil. Churches, schools, and seminaries were nationalized; religious congregations were banned, and the faith community suffered great persecution.

In 1802, Napoleon's Concordat reopened the doors for the revival of the Church and the restoration of religious organizations. Many charismatic leaders emerged to rebuild society, focusing their energy on education — the greatest need of the time.

Amid this renewal arose Basil Anthony Moreau, born on February 11, 1799, to Louis and Louise Moreau, the ninth of fourteen children. Gifted with intelligence, piety, and leadership, he was ordained a priest on August 12, 1821, at the age of 22. Recognizing his ability to form young minds, his bishop entrusted him with the training of seminarians at the diocesan philosophy house of Le Mans, France.

Under his leadership, the Congregation of Holy Cross gradually expanded beyond France, establishing communities in Algeria (1840), the United States (1842), Canada (1847), Chile (1853), East Bengal (1853), and India (1960).

Notre Dame Holy Cross Higher Secondary School, Moharpara

Founded in 1993, Notre Dame Holy Cross Higher Secondary School, Moharpara, Tripura, is an unaided private minority institution owned and managed by the Fathers of the Congregation of Holy Cross through the Holy Cross Educational Foundation.

Guided by the Holy Cross vision of *"Educating Heart and Mind,"* the school is committed to:

1. Promoting academic excellence
2. Upholding cultural values and traditions
3. Advancing sports and co-curricular activities

Objectives

1. To provide education that promotes, advances, and shares knowledge for the holistic development of every learner.

2. To train children, youth, and adults to become responsible citizens of India, inspired by the teachings of Jesus Christ and driven by a spirit of service.

3. To foster integrity, moral strength, and selfless idealism in students through all academic and co-curricular activities of the school.



PRAYER DURING THE ASSEMBLY

Oh! My God, we thank you for all the good things you have given us, especially for this beautiful day. Help us, help our parents, teachers, school mates and our dear ones. Increase in us a desire for knowledge and a generosity of heart to use that knowledge for the good of others. Help us always to follow the truth with peace and sincerity. Protect us from all harm and defend us from all evil.

PRAYER BEFORE CLASS

O God/ who are truth/ and the origin of all knowledge / grant that we may remember/ what we have learned/ we offer our works, joys / our success and failure/ Forgive us our shortcoming/ and give us the courage/ to follow always/ the path of truth.

PRAYER AFTER CLASS

O God/ of infinite wisdom/ and the source of all knowledge/ grant that we may remember/ what we have learned/ we offer our works, joys/ our success and failure/ Forgive us our shortcomings/ and give us the courage/ to follow always / the path of truth.

PRAYER DURING EXAMINATION

Dear God, we ask for your guidance as we are about to take our exam. we pray that all the effort we spent on studying the material will be worth it. we know that without you watching over us, we won't be able to achieve the best score. We put our faith and trust in you, Lord. Guide us through this exam and lead us to success. In Jesus' name Amen.

STUDENT'S PLEDGE TO THE NATION

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall respect my parents, teachers, and all elders and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

THE NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya-he Bharata-Bhagya-vidhata.
Punjaba-Sindhu-Gujarata-Maratha Dravida Utkala Banga
Vindhya -Himachala-Yamuna-Ganga Utchala Jaladhi taranga
Taba subha name jage Taba subha ashisha mange, Gahe tava jaya gatha.
Jana-gana mangala-dayaka jaya he, Bharata-Bhagya-Vidhata.
Jaya he, jaya he, jaya he, Jaya, jaya, jaya, jaya he.

SCHOOL ANTHEM

A happy band, from Far and Near, we meet to learn, this right today
Beloved School Holy Cross hail, Our Love for thee shall never fail.
For God is all our strength, in him we do and dare,
the hard right against the wrong
We'll cherish and revere, then proudly let us stand,
united heart and mind
And pray that God may bless and keep Holy Cross.

WE WELCOME YOU

As we gather, in this place today, Holy spirit come and have your way
Have your way...
As we lay a side our own desired Sweep across our hearts with holy fire
Have your way....

Chorus: This is your house, your home. We welcome you
Lord, we welcome you.
This is your house, your home We welcome you today. (2)

ABIDE IN ME

I am so happy as I wake at the break of every dawn
For its leap to Holy Cross, I see. And the reason of my joy
Yes, the secret all is this, For its memories abide in me.

Chorus: They abide ..... they abide.....
Holy Cross abide in me.
I am so happy as I wake at the break of every dawn
For its memories abide in me.

Once that I was groping in with a longing deep within
For the knowledge that was truly rich and deep
Many a thirst is vanished now
My love for you shall remain and your memories abide in me.

"THE LORD'S PRAYER"

Our Father, who art in heaven, Hallowed be thy Name. Thy Kingdom comes. Thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the Kingdom, the power and the glory for ever and ever. Amen.

WELCOME SONG

With Smile on our face, with love in our hearts, with joy in our life
We welcome you this day — 2
We are glad you're here
We are glad you've come — 2
1-2-3 let's give a cheer

Hearty welcome, happy welcome, cheerful welcome, great welcome
Joyous welcome, gracious welcome, lovely welcome, warm welcome
May God bless you, may he always guide you, may he hold you through
May your wishes all come true-2

We are glad you're here
We are glad you've come — 2
1-2-3 let's give a cheer
Hearty welcome, happy welcome, cheerful welcome, great welcome
Joyous welcome, gracious welcome, lovely welcome, warm welcome.

ASATO MA SADGAMAYA

Asato ma sadgamaya (Lead me from unreality to reality)
Tamaso ma jyotir gamaya (Lead me from darkness to light.)
Mrityorma amritam gamaya; (Lead me from dead to immortality)
*Om shanti, shanti shanti, (*Om Peace, Peace, Peace)

WALKING WITH THE LORD

Chorus: Walking with the Lord. We are walking in the morning.
Lift up your hearts.
For you are walking with God.
Singing to the Lord
We are singing in the sunshine
Lift up your hearts,
For you are singing to God.

Rain and storm will not prevent us walking,
Walking Faith and hope and love,
Will send us walking. walking. Crossing all barriers,
Climbing all stiles Breaking through fences. Walking distant miles.
Well, we're walking with the Lord .....

BIND US TOGETHER

Chorus: Bind us together Lord,
Bind us together with cords That cannot be broken,
Bind us together Lord,
Bind us together Lord Bind us together in love.
There is only one God. There is only one king. There is only one Body.
That is why we sing.....

FATHER, I THANK YOU

Chorus: Father, I thank you for your goodness,
You show yourself to children
And in my life, I see you leading me
into my childhood once again

Verse 1: Under the shadow of your guiding hand,
I walk the journey of my life
Across the years I see you leading me.
And I am young again

Verse 2: Beside your waters I am growing still
Your spirit rises in my heart
Renewing every fibre of my life
And I am strong again

MOVE IN ME

Move in me precious Lord (3) one more time.
To fulfil your every word.
Every promise, I have heard.
Move in me Precious Lord, One more time.

LET IT SHINE

This little guiding light of mine. I am going to let it shine (3)
Let it shine all the time, let it shines.
Hide it under a bushel, Oh! No. I am going to let it shine (3)
Let it shine all the time, let it shine.
Let my light, burn for Thee. I am going to let it shine (3)
Let it shine all the time, let it shine.

ALL THINGS BRIGHT AND BEAUTIFUL

All things bright and beautiful
All creatures great and small.
All things bright & wonderful
The good God made them all.

Verse 1: Each little flower that opens, each little bird that sings
He made their glowing colours, He made their tiny wings.

Verse 2: The purple headed mountains, The river running by
The sunset and the morning, that brightens up the sky.

I JUST KEEP TRUSTING

I just keep trusting my Lord, As I walk alone
I just keep trusting my Lord, And He gives me a song.
Thou' the storm clouds darken the sky, O'er the heavenly trail
I just keep trusting my Lord, He will never fail.
He is a faithful friend (2) Such a faithful friend (2)
I can count on Him (2) To the very end. (2)

WELCOME SONG

Welcome we welcome
A hearty Welcome
Welcome you to Holy Cross Notre Dame ----------2

Aha.... we welcome you, yes we welcome
with joyful hearts we all welcome you,
yes, we welcome you
with joyful hearts we all welcome you 2

Happy to see you, happy to have you on this bright and beautiful day – 2

IT TAKES COURAGE

Chorus: It takes courage to answer a call
It takes courage to give you all
It takes courage to risk your name
It takes courage to be true.
It takes courage to dare what no others will share.
To be standing alone on whom no one will won.
To be ready to stake for another man's sake.
It takes courage to be true.
It takes courage to say, what you know will not pay.
To give each one his share.
Though there'll be less to spare.
To be seeking on more than the neighbour next door.

PRAYER FOR PEACE

Lord, make me a channel of your peace.
Where there is hatred, let me bring your love
Where there is injury, your pardon Lord
And where there's doubt, true faith in you
Oh, Master, grant that I may never seek
So much to be consoled as to console.
To be understood as to understand
To be loved as to love with all my soul.
Make me a channel of your peace.
Where there's despair in life, let me bring hope
Where there's darkness, only light
And where there's sadness, ever joy

WE SHALL OVERCOME

We shall overcome, we shall overcome, we shall overcome, some day.
Oh, deep in my heart, I do believe, we shall overcome, some day.

We'll walk hand in hand, we'll walk hand in hand, we'll walk hand in hand, some day.
Oh, deep in my heart, I do believe, we shall overcome, some day.
We shall live in peace, we shall live in peace,
we shall live in peace, some day.
Oh, deep in my heart, I do believe, we shall overcome, some day.
We shall all be free, we shall all be free, we shall all be free, some day.
Oh, deep in my heart, I do believe, we shall overcome, some day.
We are not afraid, we are not afraid, we are not afraid, TODAY
Oh, deep in my heart, I do believe, we shall overcome, some day.
We shall overcome, we shall overcome, we shall overcome, some day.
Oh, deep in my heart, I do believe, we shall overcome, some day.

SHOWER OF BLESSINGS

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the saviour above.
Showers of blessing
Showers of blessing we need
Mercy drops round us are falling
But for the showers we plead
There shall be showers of blessing
precious reviving again
Over the hills and the valleys
Sound abundance of rain
Showers of blessing
Showers of blessing we need
Mercy drops round us are falling, but for the showers we plead.



CODE OF CONDUCT

"Well behaved students treat everyone as they themselves wish to be treated"

DISCIPLINE

1. Students must bring their school diary, textbooks, and notebooks according to the timetable every day. Non-compliance is liable to disciplinary action.
2. Students should treat their classrooms as sacred spaces. Silence and order must be maintained at all times. In the absence of a teacher, students must obey the appointed class leader or monitor.
3. Running, playing, banging desks, shouting, or any unruly behaviour inside classrooms is strictly prohibited.
4. Students must walk quietly and in an orderly manner to attend the assembly. Carrying the school diary is mandatory.
5. Leaving the classroom during class hours is not permitted without a valid reason and written permission. Only the class leader may step out for official purposes with permission.
6. Students are not permitted to enter other classrooms without authorization.
7. Respect for school property is a moral obligation. Any damage must be repaired or compensated by the student concerned.
8. Forging parents' signatures or altering entries in the school diary will result in suspension.
9. Skipping or "bunking" classes during school hours will be dealt with seriously.
10. Use of foul or objectionable language, or stealing of any kind, is a serious offence.
11. Students are encouraged to speak in English on campus.
12. The school is not responsible for the loss of books, money, or valuables. However, lost property found must be deposited in the school office.

13. Use of bathrooms and refilling of water bottles are allowed only during break times, except in emergencies with permission.
14. Notebooks and assignments must be maintained neatly.
15. Students using the computer lab, science lab, or smart classroom must handle all equipment responsibly. Damages will be borne by the student concerned.
16. Birthday celebrations in school are not allowed. Students may instead donate books to the class library.
17. Petitions or collective complaints from students will not be entertained. Personal grievances may be addressed individually to the Grievance or Discipline Committee.
18. All students must show courtesy, respect, and consideration to others. Bullying, violence, theft, neglect of work, disrespect, or harassment of any form is strictly prohibited.
19. Boys and girls must maintain appropriate behavior in and around the school campus. Violations will lead to immediate action and parental intimation.
20. The school follows a Zero Tolerance Policy for:
    - Physical violence or bullying.
    - Use of alcohol, tobacco, or narcotic substances within or outside the campus.
21. Students must not leave books, valuables, or personal belongings unattended in classrooms.
22. Students must bring home-cooked food in lunch boxes. The school promotes a plastic-free campus.
23. Students found using unfair means during tests or exams will receive a zero and a warning. Repetition will result in dismissal.
24. Buying, selling, or exchanging articles among students is strictly prohibited.
25. Students must keep the classrooms and campus clean and use dustbins for litter disposal.

MOVEMENT & BEHAVIOUR

We expect students to adhere to the following strictly:

I. Silence must be maintained in corridors during class hours to preserve a conducive atmosphere for learning.
II. Bathroom use should be limited to break times unless there is an emergency.
III. Students are expected to dispose of litter in bins before the final prayer each day.
IV. Kind, respectful, and uplifting language is always expected.
V. Students should use electricity and water mindfully.
VI. During assemblies, celebrations, and dismissal, students must maintain decorum and move in an orderly manner.
VII. Greeting teachers before and after class is a valued tradition of respect.

ATTENDANCE / LEAVE OF ABSENCE

1. We encourage all students to arrive on time each day to ensure a maximized learning experience. In the event of a late arrival, students are requested to obtain written permission from the Principal or Vice-Principal before entering the classroom.
2. Students arriving late are requested to enter their names in the register at the reception and obtain permission before entering their classes.
3. Parents or guardians should record all absences in the designated space in the school diary to help us maintain accurate records and support student wellbeing.
4. A minimum of 75% attendance is required for promotion. Up to 10% may be considered for medical or unavoidable reasons.
5. Leave for celebrations or personal matters must be applied for in advance through a written note from parents.
6. Medical leave must be supported by a medical certificate upon return.

7. Attendance is compulsory on the first and last working days before and after vacations.
8. For long absences, written applications addressed to the Principal must be submitted through the Class Teacher. Insufficient attendance may result in detention.
9. Absence for one month or more without information will lead to removal of the student's name from the rolls. Re-admission will require clearance of all dues.
10. Regular absenteeism or pattern of irregular attendance will require a written explanation from parents.
11. Leave will be granted only for valid reasons and with the parent's signature.
12. If no valid reason or supporting documents are submitted, the student will be marked absent.
13. Students not reporting within a week after vacations may have their names struck off the rolls.
14. Punctuality and regularity are expected from every student.
15. We understand that health comes first. If a student is unwell on exam day, parents are requested to submit a leave application and a medical certificate to the principal in person on the same day. Please note that retests or re-examinations are not conducted.
16. To ensure a safe and healthy environment for all, students are advised to stay home if they experience:
    - Vomiting (twice or more in 24 hours) or inability to eat/drink normally
    - Fever of 101°F or higher
    - Severe coughing or breathing difficulty
    - Repeated diarrhoea
    - Persistent abdominal pain (over 2 hours)
    - Open sores or mouth ulcers
    - Unexplained skin rashes or red eyes

- Head lice or scabies
- Contagious conditions like strep throat, chickenpox, impetigo, etc.

17. A medical fitness certificate is required when a student returns to school after being absent due to illness or injury.

UNIFORM

1. Personal neatness and cleanliness must be maintained at all times.
2. Students not in proper school uniform will not be allowed inside the campus, even on non-instructional or event days.
3. Nails must be short and clean; nail polish is not permitted.
4. Unusual or coloured hairstyles are not allowed.
5. The school uniform must be worn on Monday, Tuesday, Thursday, and Friday; House Dress on Wednesday and Saturday.
6. Shirts must be tucked in; girls' kurtis must be below knee length.
7. Boys must have short, neat haircuts without fancy styles or use of gel.
8. Girls must tie or plait long hair with a white ribbon or simple black clip. Fancy accessories are not permitted.
9. Wearing jewellery, rings, bangles, chains, anklets, or nose piercings is prohibited.
10. Mixing parts of school uniform and house dress is not allowed.
11. Only the school sweater or blazer may be worn during winter.

BANNED ITEMS

1. The following are strictly prohibited on the school campus: Mobile phones, tablets, jewellery, cosmetics, cash above ₹100, magazines, tobacco, alcohol, drugs, chewing gum, smartwatches, deodorants, knives, cigarettes, energy drinks, plastic wrappers, lighters, matches, playing cards, or food packed in plastic.
2. Confiscated items will not be returned.

3. If a mobile phone is found, the SIM card will be given to parents, and the phone will be returned only at the end of the academic session.
4. Possession of tobacco, alcohol, or drugs will result in immediate dismissal.
5. Tattoos of any kind are strictly prohibited.

DISCIPLINARY PROCEDURE

Parents/guardians will be notified through a letter or diary note of any misconduct. They must acknowledge the intimation.

1. A warning letter will be issued for serious offences.
2. Students may be assigned corrective or community tasks for minor offences.
3. Suspension or expulsion may occur if:
    - The student repeatedly commits offences.
    - The behaviour endangers the safety of others.
    - The act damages the reputation of the school.
4. Students may be asked to withdraw for:
    - Indiscipline.
    - Unsatisfactory academic progress.
5. The school discourages corporal punishment, but expects students to uphold respectful conduct at all times.

Please note that disciplinary action will be taken for any other infractions, subject to the discretion of the school.

DISCIPLINARY ACTION

1. Notification to parents.
2. Issuance of a disciplinary notice.
3. Corrective social work or community service.

4. Meeting of the Discipline Committee.
5. Loss of privileges as determined by the Committee.
6. Suspension for serious offences.
7. Payment for damages caused to school property.
8. Temporary withdrawal from classes.
9. Expulsion from school for grave misconduct.

CHILD PROTECTION POLICY

At NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL, we believe every child deserves to feel safe, respected, and nurtured. Our Child Protection Policy reflects our deep commitment to safeguarding the dignity and well-being of every student entrusted to our care. This policy is rooted in the values of trust, vigilance, and compassion, and aligns with the provisions of the POCSO Act, 2012.

Scope:

This policy applies to all students, teachers, administrative and support staff, volunteers, visitors, and any individual associated with the school.

School Grievance Cell:

To strengthen our child safety framework, the school has established a dedicated School Grievance Cell. This team ensures that all concerns are addressed promptly, sensitively, and in accordance with the law. They will handle all complaints with confidentiality and sensitivity. They will also liaise with the relevant authorities and counsellors as necessary.

Objectives:

- To create a safe, supportive, and inclusive environment for children.
- To educate students, staff, and parents about child protection and the POCSO Act.
- To establish precise mechanisms for reporting and resolving concerns related to all forms of child abuse.
- To promote a culture of vigilance, accountability, and care.

Preventive Measures:

- **Awareness Programs**: Regular workshops on safe/unsafe touch, online safety, and child rights.
- **Background Checks**: Mandatory verification of all employees and contractors.
- **Surveillance**: CCTV coverage in key areas and child-friendly monitoring.
- **Digital Safety**: Strict guidelines for internet use within school premises.

Reporting Mechanism:

- Multiple channels for reporting, including a confidential complaint box and direct access to the School Grievance Cell.
- All cases are documented and forwarded to the appropriate authorities as per legal requirements.

Support for Sufferers:

- Professional counselling for affected children and families.
- Assurance of confidentiality, dignity, and emotional care throughout the process.

NOTRE DAME HCHS School, stands united in its mission to protect every child. Through this policy, we reaffirm our promise to foster a secure, empowering, and compassionate environment where every child can grow in confidence and peace.

ANTI RAGGING CELL (ARC)

At NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL, we believe that discipline is best nurtured through dignity, empathy, and shared responsibility. Our ARC is a proactive initiative that promotes respectful behaviour, prevents bullying in all its forms, and fosters a safe and inclusive school culture.

Anti Ragging Cell, led by the School Discipline Committee includes awareness campaigns, curriculum integration, counselling support, and clear reporting systems. Students, staff, and parents work together to identify concerns early, support those affected, and maintain a zero-tolerance policy against bullying.

Positive behaviour is celebrated. Repeated misconduct is addressed through a fair, point-based system, which may be reflected on the student's progress card. Deductions apply for actions such as disrespect, property damage, or physical aggression.

Reporting & Support:

- Students should report concerns verbally, through forms, or via an anonymous suggestion box.
- All cases are handled confidentially and fairly by trained staff.
- Emotional support is offered to both victims and perpetrators.

Students are expected to uphold respect, inclusion, and empathy. Unacceptable behaviours include teasing, spreading rumours, physical aggression, and online harassment. Consequences may include verbal warnings, written notices, counseling, suspension, or deduction of marks.

Together, through Anti Ragging Cell and related programs, we are cultivating a school environment where kindness is championed, bullying is not tolerated, and every child can grow with confidence and care.

CCTV FOOTAGE POLICY: ENSURING SAFETY WITH INTEGRITY

At NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL, the safety and dignity of every child is our highest priority. To support this commitment, CCTV cameras are installed in key areas across the campus to help maintain a secure and child-friendly environment.

While these recordings serve as an essential tool for monitoring and safeguarding, please note that CCTV footage is not shared or viewed by external parties, including parents, except when mandated by law enforcement authorities. This approach ensures the privacy of all students and upholds the integrity of our protective systems.

In the event of any concerns or grievances, our trusted School Grievance Committee (SGC) will thoroughly review the relevant footage and recommend appropriate action in a fair, sensitive, and confidential manner. We encourage all parents and guardians to trust this process, knowing that every case is handled with the utmost care and justice.

Together, let us continue to foster a safe, respectful, and transparent school environment—where every child can thrive with confidence.

GENERAL INSTRUCTIONS

1. **Emergency and Safety Preparedness:**
   The safety and well-being of our students is a shared priority. To ensure readiness, Notre Dame HCHS School organizes regular fire drills and interactive safety workshops. Clear evacuation guidelines are posted in classrooms, and students are encouraged to respond calmly and attentively, with guidance from our caring staff. These practices empower our community to act confidently and responsibly in any situation.

2. **Parent Code of Partnership:**
   At NOTRE DAME HCHS School, respectful communication and constructive engagement with teachers and staff strengthen our shared mission of holistic education. We invite parents to use established channels for feedback and support to ensure a harmonious and nurturing environment for all. We discourage unofficial interference in classrooms and discourage confrontation with teachers. Classroom interactions are guided by mutual respect and professionalism, fostering a space where learning thrives.

3. **Shared Commitment**:
   Enrolling your child signifies your support for the school's values, policies, and decisions. We encourage you to read and follow these guidelines carefully.

4. **Daily Engagement**:
   Your involvement makes a difference! Please help ensure regular attendance, punctuality, and discipline, and take an active interest in your child's progress.

5. **Homework Support**:
   Encourage consistent study habits and ensure homework is completed regularly.

6. **Diary Check-in**:
   Parents are requested to review their child's school diary daily for remarks and homework updates and acknowledge teacher notes with their signature.

7. **Student Photographs:**
   At the start of the academic year, each student is requested to bring two glossy passport-size photographs:
   - One for the class teacher, along with the identity certificate
   - One to be affixed on the first page of the School Diary

8. **Notebook Review**:
   Periodically check and sign subject-wise homework notebooks to stay informed and engaged.

9. **Academic Concerns**:
   If your child (Classes V–XII) isn't receiving homework or seems to struggle with lessons, please reach out to the Headmistress for timely support.

10. Extended Hours:

For activities before or after school, we request parents to arrange transportation. If invited to meet the principal regarding academics or conduct, kindly attend on the specified date.

11. Communication Channel:

For queries or concerns, please get in touch with the Headmistress, rather than the class teacher.

12. Early Departure:

If your child needs to leave during school hours, kindly submit a written request and collect your ward in person after receiving approval.

13. Changes in School Records and U-DISE:

Modifications to school records and U-DISE are generally discouraged, as clearly stated in the admission form. However, if a change is necessary, parents may apply by following the prescribed procedure, which involves coordination with the state Education Department and adherence to its policies. A nominal processing fee of ₹500/- applies.

14. Social Media:

1. Posting indecent comments, photos, or information about the school, staff, or students on social media is forbidden.
2. Students must seek prior permission from the Principal before sharing any school-related content online.
3. Students are strongly encouraged to refrain from posting personal or school-related material on social platforms.

15. Digital Responsibility:

Students are expected to uphold the school's dignity online. Posting inappropriate comments or photos about the school, staff, or peers is strictly prohibited. Cyberbullying, misuse of digital platforms, or online disrespect will be addressed seriously.

16. Language & Role Modelling:
Students should speak English in school and on the school bus to build fluency. Senior students are expected to set a positive example for their juniors. Disrespect toward staff or neglect of responsibilities may result in disciplinary action.

17. School Diary & Identity Card:
The school diary and identity card are essential records and must be brought daily.

- These may be replaced upon written request; replacement costs will apply.
- Students must present their diary and ID card when asked.

RESPONSIBILITIES OF CLASS LEADERS

1. Class teachers must select leaders noted for good conduct and diligence.
2. Leaders must be responsible, disciplined, and respected by peers.
3. They shall assist in maintaining order, cleanliness, and classroom organization.
4. They must erase the blackboard and write the date and student attendance count daily.
5. Leaders are accountable for classroom discipline during the teacher's absence.
6. Periodic leadership meetings will be held to discuss discipline and class improvement.
7. Leaders must report any serious incidents or breaches of discipline to a teacher or the Principal promptly.
8. If a teacher is absent, leaders should inform the Headmistress within the first five minutes of class.

RESPONSIBILITIES OF THE SCHOOL PREFECT LEADERS (SPL & ASPL)

1. Ensure that class leaders perform their duties responsibly and impartially.
2. Maintain discipline during morning assembly, prayers, and all school functions.
3. Remain observant, alert, and responsive to school needs, consulting the Principal when required.
4. Exhibit exemplary behaviour, leadership, courtesy, and humility.
5. Report minor issues such as fights, misunderstandings, lost property, or damage to staff promptly.

ADMISSION INFORMATION

ADMISSION AGE & GUIDELINES

1. Nursery 3+ yrs (36 Months completed by 31st March)
2. LKG 4+ yrs
3. UKG 5+ yrs
4. Class 1 6+ yrs

ADMISSION TO OTHER CLASSES

Please pay attention to the following details when admitting to classes other than K.G.,:

- Submission of a photocopy of the birth certificate (Municipal or Hospital record)
- Transfer Certificate from the previous school, countersigned by the D.E.O. or senior officer.
- The student's P.E.N number must be mentioned on the TC or related documents.
- Admission is based on oral and written assessments
- School authorities determine section allocation
- Date of birth must be accurately declared at admission; no changes will be entertained thereafter.

PROMOTION CRITERIA

Advancement to the next class is based on a comprehensive review of the student's overall development:

- Minimum 75% attendance
- Completion of written assignments and projects
- Performance across all assessments
- School fee clearance

GUIDELINES FOR PAYMENT OF SCHOOL FEES

1. Each student will receive a School Fee Booklet from the school office. Only one booklet will be issued per student. In case of loss or damage, a replacement booklet must be purchased from the school office.
2. School fees must be paid at the school office fee counter during office hours.
3. Fees should be paid on or before the 10th of each following month. A fine of ₹10 per month will be charged for late payments. The fine is cumulative—for example, if fees for April and May are paid after the 10th of June, the total fine will be ₹20.
4. The school fees cover twelve calendar months. No reduction will be made for holidays or broken periods.
5. To support smooth academic progression, students are requested to clear all dues before each terminal examination.
6. Students who have outstanding fees will not be issued admit cards or allowed to appear for examinations.
7. Fees must be paid as long as the student's name remains on the school roll, even if the student is absent.
8. The school fees and other charges are subject to revision whenever necessary, due to changes in maintenance costs, teachers' salaries, or other expenses.

9. Students joining or leaving the school during an academic year are required to pay the entire term's fees for that session (April to March).
10. Parents/Guardians may choose to pay the full annual fees at the beginning of the academic year if they wish.
11. Our fee policy remains consistent for all families, regardless of the number of children enrolled, ensuring fairness and transparency.

ACADEMIC EVALUATIONS

- 1st Periodical Test : June
- Half- Yearly Examination : October
- 2nd Periodical test : December
- Annual Examination : February/March

PROMOTION TO HIGHER CLASS DEPENDS UPON:

1. Regularity in Attendance: A minimum of 75% attendance is mandatory for promotion.
2. Active Participation: Consistent and meaningful participation in daily class activities.
3. Completion of Assignments: Submission of written work, projects, and assignments as instructed by subject teachers.
4. Academic Performance: Satisfactory performance in all internal assessments and examinations. *Project submission is compulsory for promotion.*
5. Minimum Passing Marks:
    - For a total of 100 marks – 33 marks required to pass
    - For a total of 50 marks – 17 marks required to pass
    - For a total of 20 marks – 7 marks required to pass
6. Academic Standard: A pupil who fails to meet the required standard in all subjects will not be promoted to the next class.

7. Overall Evaluation: Promotion is based on the cumulative performance throughout the academic year, including tests, assessments, and classwork. Regular attendance and consistent effort are essential.
8. Absence from Assessments: Students who fail to appear for any assessment will be treated as having scored no marks for that test.
9. Final Decision: The decision of the school authorities regarding promotion shall be final and binding.

WITHDRAWAL OF A STUDENT & DOCUMENTATION

1. **Processing Timeline:**
   All official extracts or certificates will be processed within three working days from the date of request.

2. **Transfer Certificate Processing:**
   Transfer Certificate [TC] will be issued only upon a written request submitted by the parent or guardian.

3. **In-Person Collection of TC:**
   For Transfer Certificates, parents or guardians must apply in writing and collect the document personally to ensure a secure and accurate handover.

4. **Clearance of Dues:**
   Transfer Certificates will be processed only after all outstanding dues have been settled, ensuring smooth and transparent issuance.

5. **TC Processing Fee:**
   A nominal fee of ₹100/- is applicable for each Transfer Certificate request.

6. **Authenticity of TC Details:**
   All information in the Transfer Certificate will reflect the official school records maintained during the student's enrolment, ensuring consistency and institutional recognition.

7. **Inclusion of Permanent Education Number (PEN):**
   The student's Permanent Education Number (PEN) will be included in the Transfer Certificate. Please note that PEN details will not be shared over phone calls.

8. **Other Certificates and official Documents:**
   All certificates and official documents will be issued only upon a written request submitted by the parent or guardian.

9. **Processing Charges for extracts from school Records:**
   A processing fee of ₹100/- will be applicable for any extracts or certificates requested from school records.

10. **Duplicate Progress Report:**
    In case of loss of the original Progress Report, a duplicate may be issued upon written request, along with a processing fee of ₹100/-.

LIBRARY GUIDELINES

We have a state-of-the-art library, a space for focused study, quiet reflection, and the joy of reading. To ensure a respectful and enjoyable environment for everyone, we kindly request that you observe the following guidelines:

1. **Cherish the Quiet:**
   Please maintain silence and uphold a peaceful atmosphere that supports concentration and learning.

2. **Carry Light, Read Bright:**
   Kindly leave bags, food items, water bottles, and chewing gum outside the library to keep the space clean and comfortable for all.

3. **Handling Books with Care:**
   When you have finished reading, place the books on the reading table or designated return shelf. Our library team will be happy to handle shelving.

4. **Borrowing Books:**
   Students can borrow books once every two weeks to enjoy reading and exploration.

5. **Return on Time, Share the Joy:**
   Please return books by the due date to help others enjoy them too. Overdue returns incur a nominal fee of Rs. 20 per day per book.

6. **With Permission, please:**
   All library resources may be used or borrowed only with prior permission from the librarian.

7. **Preserve the Pages:**
   Let's keep our library materials in great shape! Please avoid writing in, folding, or damaging them. In the event of any damage, replacements must be made within seven days; otherwise, compensation for the value may be applicable. If a book has any damage or defect, kindly inform the Librarian upon issue.

8. **Respect Library Property:**
   Any accidental damage to library property, including books, will result in appropriate restitution as outlined in library policies.

9. **Use Your Membership:**
   Issuing books in someone else's name isn't permitted. Let us all enjoy the library fairly.

10. **Purposeful Presence Only:**
    To maintain the quiet ambiance, group projects and meetings are best held outside the library space.

11. **Uphold a Positive Spirit:**
    Courtesy and cooperation help our community thrive. The librarian, along with the administration, may take necessary steps should serious behavioural issues arise.

12. **Bring Your Essentials:**
    Don't forget your ID card and diary when you come to issue books!

FOR THE ATTENTION OF THE PARENTS

Education is a collaborative journey where parents serve as essential co-educators. The school requests your wholehearted cooperation to help your children benefit fully from our programs. Please ensure they:

1. Develop love and loyalty toward the school and its teachers.
2. Maintain the regularity and discipline expected by the school.
3. See that the children do not loiter on school premises or nearby streets after school hours.
4. Complete evening homework and revise daily lessons under your supervision.
5. Seek prior permission from school authorities to meet teachers or students during school hours.
6. Clearly indicate the student's name, class, and section on all letters to the Principal.
7. Inform the Principal immediately of any psychological concerns in your child for timely counselling support.

Your partnership is vital to your child's success. Thank you.

PARENT–STUDENT UNDERTAKING

Parent/Guardian Undertaking

I, _____ (Parent's Name), father/mother/guardian of _____ (Student's Name), studying in Class _____ Section _____ Roll No. _____, hereby declare that:

1. I have carefully read and understood all the rules, regulations, and guidelines mentioned in the School Diary of Notre Dame Holy Cross Higher Secondary School, Moharpara.
2. I agree to abide by these rules and policies and will ensure that my child/children also follow them faithfully.
3. I understand that the school expects high standards of discipline, conduct, punctuality, and academic effort from every student, and I will support the school in upholding these values.
4. I will regularly check and sign the school diary and cooperate with the school in matters related to my child's progress and behaviour.

Parent/Guardian's Signature: _____

Name: _____

Date: _____

Contact Number: _____

Student Undertaking

I, _____ (Student's Name), studying in Class _____ Section _____ Roll No. _____, hereby confirm that I have read or been explained the rules and guidelines in the School Diary. I promise to follow them and uphold the discipline and values of the school.

Student's Signature: _____

Date: _____

April – 2026

1	Wednesday	Holiday	Annual Vacation
2	Thursday	Holiday	Annual Vacation / Maundy Thursday
3	Friday	Holiday	Annual Vacation / Good Friday
4	Saturday	Holiday	Annual Vacation / Holy Saturday
5	Sunday	Holiday	Annual Vacation / Easter Sunday
6	Monday	Holiday	Annual Vacation
7	Tuesday	Holiday	Annual Vacation
8	Wednesday	*NID	Annual Fee Payment and Books distribution
9	Thursday	*NID	Annual Fee Payment and Books distribution
10	Friday	*NID	Annual Fee Payment and Books distribution
11	Saturday	*NID	Annual Fee Payment and Books distribution
12	Sunday	Holiday	
13	Monday	*NID	Teachers' Seminar
14	Tuesday	Holiday	Biju / Buisu Festival
15	Wednesday	Holiday	Bengali New Year's Day
16	Thursday	*NID	Teachers' Seminar
17	Friday	*NID	Teachers' Seminar
18	Saturday	*NID	Orientation for Teachers
19	Sunday	Holiday	
20	Monday	Holiday	Garia Puja
21	Tuesday	Holiday	Garia Puja
22	Wednesday	Holiday	Garia Puja / Hostel Re-opens
23	Thursday	Class	School Re-opens / Student's Orientation
24	Friday	Class	Election of Class Leaders /House Captains/ SPL & ASPL
25	Saturday	Class	Investiture Ceremony
26	Sunday	Holiday	
27	Monday	Class	
28	Tuesday	Class	
29	Wednesday	Class	
30	Thursday	Class	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 07

May – 2026

1	Friday	Holiday	Budha Purnima / May Day
2	Saturday	Class	
3	Sunday	Holiday	
4	Monday	Class	
5	Tuesday	Class	
6	Wednesday	Class	
7	Thursday	Class	
8	Friday	Class	
9	Saturday	Holiday	Birthday of Rabindranath Tagore
10	Sunday	Holiday	
11	Monday	Class	
12	Tuesday	Class	
13	Wednesday	Class	
14	Thursday	Class	
15	Friday	Class	
16	Saturday	Class	
17	Sunday	Holiday	
18	Monday	Class	
19	Tuesday	Class	
20	Wednesday	Class	
21	Thursday	Class	
22	Friday	Class	
23	Saturday	Class	
24	Sunday	Holiday	
25	Monday	Holiday	Birthday of Kazi Nazrul Islam
26	Tuesday	Class	
27	Wednesday	Holiday	Id-ul-Zuha
28	Thursday	Class	
29	Friday	Class	
30	Saturday	Class	
31	Sunday	Holiday	World No Tobacco Day

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 22

June – 2026

1	Monday	Class	
2	Tuesday	Class	
3	Wednesday	Class	
4	Thursday	Class	
5	Friday	Class	World Environment Day - Ending Plastic Pollution
6	Saturday	Class	
7	Sunday	Holiday	
8	Monday	Class	UNIT TEST - I
9	Tuesday	Class	UNIT TEST - I
10	Wednesday	Class	UNIT TEST - I
11	Thursday	Class	UNIT TEST - I
12	Friday	Class	UNIT TEST - I
13	Saturday	Holiday	
14	Sunday	Holiday	Summer Vacation begins / Id-ul-Zuha (Bakrid)
15	Monday	Holiday	Summer Vacation
16	Tuesday	Holiday	Summer Vacation
17	Wednesday	Holiday	Summer Vacation
18	Thursday	Holiday	Summer Vacation
19	Friday	Holiday	Summer Vacation
20	Saturday	Holiday	Summer Vacation
21	Sunday	Holiday	World Yoga Day / Summer Vacation
22	Monday	Holiday	Summer Vacation
23	Tuesday	Holiday	Summer Vacation
24	Wednesday	Holiday	Summer Vacation
25	Thursday	Holiday	Summer Vacation
26	Friday	Holiday	Muharram / Summer Vacation
27	Saturday	Holiday	Summer Vacation
28	Sunday	Holiday	Summer Vacation
29	Monday	Holiday	Summer Vacation
30	Tuesday	Holiday	Summer Vacation/Hostel Re-opens

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 11

July – 2026

1	Wednesday	Class	School Re-opens
2	Thursday	Class	
3	Friday	Class	
4	Saturday	Class	
5	Sunday	Holiday	
6	Monday	Class	
7	Tuesday	Class	
8	Wednesday	Class	
9	Thursday	Class	
10	Friday	Class	
11	Saturday	Holiday	
12	Sunday	Holiday	
13	Monday	Class	
14	Tuesday	Class	
15	Wednesday	Class	
16	Thursday	Holiday	Rath Yatra
17	Friday	Class	
18	Saturday	Class	
19	Sunday	Holiday	
20	Monday	Class	
21	Tuesday	Class	
22	Wednesday	Holiday	Kharchi Puja
23	Thursday	Class	
24	Friday	Class	
25	Saturday	Class	
26	Sunday	Holiday	
27	Monday	Class	
28	Tuesday	Class	
29	Wednesday	Class	
30	Thursday	Class	
31	Friday	Class	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 24

August – 2026

1	Saturday	Class	
2	Sunday	Holiday	
3	Monday	Class	
4	Tuesday	Holiday	Ker Puja
5	Wednesday	Class	
6	Thursday	Class	
7	Friday	Class	
8	Saturday	Holiday	
9	Sunday	Holiday	
10	Monday	Class	
11	Tuesday	Class	
12	Wednesday	Class	
13	Thursday	Class	
14	Friday	Class	NESNIM (arrival PM)
15	Saturday	*NID	NESNIM / Independence Day / The Assumption of Mary
16	Sunday	Holiday	NESNIM
17	Monday	Class	NESNIM
18	Tuesday	Class	NESNIM (Departure AM)
19	Wednesday	Holiday	Birthday of Maharaja Bir Bikram Kishore Manikya
20	Thursday	Class	
21	Friday	Class	
22	Saturday	Class	
23	Sunday	Holiday	
24	Monday	Class	
25	Tuesday	Class	
26	Wednesday	Holiday	Birthday of Prophet Mohammad
27	Thursday	Class	
28	Friday	Class	
29	Saturday	Class	
30	Sunday	Holiday	
31	Monday	Class	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 21

September – 2026

1	Tuesday	Class	
2	Wednesday	Class	
3	Thursday	Class	
4	Friday	Holiday	Janmashtami
5	Saturday	*NID	Teachers Day
6	Sunday	Holiday	
7	Monday	Class	
8	Tuesday	Class	
9	Wednesday	Class	
10	Thursday	Class	
11	Friday	Class	
12	Saturday	Holiday	
13	Sunday	Holiday	
14	Monday	Class	
15	Tuesday	*NID	Feast Day - Congregation of Holy Cross
16	Wednesday	Class	
17	Thursday	Class	
18	Friday	Holiday	Biswakarma Puja
19	Saturday	Class	
20	Sunday	Holiday	
21	Monday	Class	
22	Tuesday	Class	
23	Wednesday	Class	
24	Thursday	Class	
25	Friday	Class	
26	Saturday	Class	
27	Sunday	Holiday	
28	Monday	Class	
29	Tuesday	Class	
30	Wednesday	Class	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 21

October – 2026

1	Thursday	Class	
2	Friday	Holiday	Gandhi Jayanti
3	Saturday	Class	
4	Sunday	Holiday	
5	Monday	Class	Half Yearly Exam Begins
6	Tuesday	Class	Half Yearly Exam
7	Wednesday	Class	Half Yearly Exam
8	Thursday	Class	Half Yearly Exam
9	Friday	Class	Half Yearly Exam
10	Saturday	Holiday	Mahalaya
11	Sunday	Holiday	
12	Monday	Class	Half Yearly Exam
13	Tuesday	Class	Half Yearly Exam
14	Wednesday	Class	Half Yearly Exam
15	Thursday	Class	Half Yearly Exam
16	Friday	Class	Half Yearly Exam
17	Saturday	Holiday	Puja Holidays Begins / Maha Saptami
18	Sunday	Holiday	Puja Holidays
19	Monday	Holiday	Puja Holidays / Maha Ashtami
20	Tuesday	Holiday	Puja Holidays / Vijaya Dashami
21	Wednesday	Holiday	Puja Holidays
22	Thursday	Holiday	Puja Holidays
23	Friday	Holiday	Puja Holidays
24	Saturday	Holiday	Puja Holidays
25	Sunday	Holiday	Puja Holidays / Lakshmi Puja
26	Monday	Holiday	Puja Holidays Ends / Hostel Re-opens
27	Tuesday	Class	School Re-opens
28	Wednesday	Class	
29	Thursday	Class	
30	Friday	Class	
31	Saturday	Class	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 17

November – 2026

1	Sunday	Holiday	
2	Monday	Class	
3	Tuesday	Class	
4	Wednesday	Class	
5	Thursday	Class	
6	Friday	Class	Parents' Day
7	Saturday	Class	
8	Sunday	Holiday	
9	Monday	Holiday	Diwali
10	Tuesday	Class	
11	Wednesday	Holiday	Bhatri Dwitiya
12	Thursday	Class	
13	Friday	Class	
14	Saturday	*NID	Children's Day
15	Sunday	Holiday	
16	Monday	Class	
17	Tuesday	Class	
18	Wednesday	Class	
19	Thursday	Class	
20	Friday	Class	
21	Saturday	Class	
22	Sunday	Holiday	
23	Monday	Class	
24	Tuesday	Class	
25	Wednesday	Class	
26	Thursday	Class	
27	Friday	Class	
28	Saturday	Class	
29	Sunday	Holiday	
30	Monday	Class	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 22

December – 2026

1	Tuesday	Class	
2	Wednesday	Class	
3	Thursday	Class	World Disabled Day
4	Friday	Class	
5	Saturday	Class	
6	Sunday	Holiday	
7	Monday	Class	
8	Tuesday	Class	
9	Wednesday	Class	
10	Thursday	Class	
11	Friday	Class	
12	Saturday	Holiday	
13	Sunday	Holiday	
14	Monday	Class	
15	Tuesday	Class	
16	Wednesday	Class	
17	Thursday	Class	Pre- Christmas Celebration
18	Friday	Class	Unit Test - II
19	Saturday	Class	Unit Test - II
20	Sunday	Holiday	
21	Monday	Class	Unit Test - II
22	Tuesday	Class	Unit Test - II
23	Wednesday	Class	Unit Test - II
24	Thursday	Holiday	Winter Vacation Begins
25	Friday	Holiday	Christmas Day
26	Saturday	Holiday	Winter Vacation
27	Sunday	Holiday	Winter Vacation
28	Monday	Holiday	Winter Vacation
29	Tuesday	Holiday	Winter Vacation
30	Wednesday	Holiday	Winter Vacation
31	Thursday	Holiday	Winter Vacation

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 19

January – 2027

1	Friday	Holiday	New Year's Day / Winter Vacation
2	Saturday	Holiday	Winter Vacation
3	Sunday	Holiday	Winter Vacation
4	Monday	Holiday	Winter Vacation
5	Tuesday	Holiday	Winter Vacation
6	Wednesday	Holiday	Winter Vacation
7	Thursday	Holiday	Winter Vacation
8	Friday	Holiday	Winter Vacation
9	Saturday	Holiday	Hostel Re-opens
10	Sunday	Holiday	
11	Monday	Class	School Re-opens
12	Tuesday	Class	
13	Wednesday	Class	
14	Thursday	Class	
15	Friday	Holiday	Makar Sankranti (Date may vary)
16	Saturday	Class	
17	Sunday	Holiday	
18	Monday	Class	
19	Tuesday	Class	
20	Wednesday	Class	
21	Thursday	Class	
22	Friday	Class	
23	Saturday	Holiday	Netaji's Birthday
24	Sunday	Holiday	
25	Monday	Class	
26	Tuesday	Holiday	Republic Day
27	Wednesday	Class	
28	Thursday	Class	
29	Friday	Class	
30	Saturday	Class	
31	Sunday	Holiday	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 15

February – 2027

1	Monday	Class	
2	Tuesday	Class	
3	Wednesday	Class	
4	Thursday	Class	
5	Friday	Class	
6	Saturday	Class	
7	Sunday	Holiday	
8	Monday	Class	Staff Evaluation
9	Tuesday	Class	Staff Evaluation
10	Wednesday	Class	Staff Evaluation
11	Thursday	Holiday	Vasant Panchami / Saraswati Puja (Date may vary)
12	Friday	Class	Staff Evaluation
13	Saturday	Holiday	Staff Evaluation
14	Sunday	Holiday	
15	Monday	Class	
16	Tuesday	Class	
17	Wednesday	Class	
18	Thursday	Class	
19	Friday	Class	
20	Saturday	Class	
21	Sunday	Holiday	
22	Monday	Class	
23	Tuesday	Class	
24	Wednesday	Class	
25	Thursday	Class	
26	Friday	Class	
27	Saturday	Class	Distribution of Admit Card
28	Sunday	Holiday	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 22

March – 2027

1	Monday	Class	
2	Tuesday	Class	
3	Wednesday	Class	
4	Thursday	Class	Annual Examination Begins
5	Friday	Class	Annual Examination
6	Saturday	Holiday	Maha Shivaratri (Date may vary)
7	Sunday	Holiday	
8	Monday	Class	Annual Examination
9	Tuesday	Class	Annual Examination
10	Wednesday	Holiday	Id-ul-Fitr (Date may vary)
11	Thursday	Class	Annual Examination
12	Friday	Class	Annual Examination
13	Saturday	Class	Annual Examination
14	Sunday	Holiday	
15	Monday	Class	Annual Examination
16	Tuesday	Class	Annual Examination
17	Wednesday	Class	Annual Examination
18	Thursday	*NID	Answer Script Evaluation / Annual Vacation for students
19	Friday	*NID	Answer Script Evaluation / Preparation of Admit Card
20	Saturday	*NID	Answer Script Evaluation / Preparation of Admit Card
21	Sunday	Holiday	
22	Monday	Holiday	Holi (Date may vary)
23	Tuesday	*NID	Answer Script Evaluation / Preparation of Admit Card
24	Wednesday	Class	Result Day
25	Thursday	Holiday	Annual Vacation
26	Friday	Holiday	Good Friday / Annual Vacation
27	Saturday	Holiday	Annual Vacation
28	Sunday	Holiday	Annual Vacation
29	Monday	Class	Annual Vacation
30	Tuesday	Class	Annual Vacation
31	Wednesday	Class	Annual Vacation

Other holidays will be notified later *Working Days: 13*

*(*NID = Non-Instructional Da13*

April – 2027

1	Thursday	*NID	Annual Fee Payment and Books distribution
2	Friday	*NID	Annual Fee Payment and Books distribution
3	Saturday	*NID	Annual Fee Payment and Books distribution
4	Sunday	Holiday	
5	Monday	*NID	Annual Fee Payment and Books distribution
6	Tuesday	*NID	Hostel Re-Opens / Orientation for Teachers (Timetable/ responsibilities)
7	Wednesday	Class	School Re-opens
8	Thursday	Class	
9	Friday	Class	
10	Saturday	Class	
11	Sunday	Holiday	
12	Monday	Class	
13	Tuesday	Holiday	Biju Festival (Date may vary)
14	Wednesday	Class	
15	Thursday	Holiday	Bengali New Year (Date may vary)
16	Friday	Class	
17	Saturday	Class	Election of Class Leaders /House Captains/ SPL & ASPL
18	Sunday	Holiday	
19	Monday	Class	
20	Tuesday	Class	
21	Wednesday	Holiday	Garia Puja (Date may vary)
22	Thursday	Class	
23	Friday	Class	
24	Saturday	Class	Investiture Ceremony
25	Sunday	Holiday	
26	Monday	Class	
27	Tuesday	Class	
28	Wednesday	Class	
29	Thursday	Class	
30	Friday	Class	

Other holidays will be notified later
*(*NID = Non-Instructional Day)*

Working Days: 18

Remark of Class Teachers / Headmistress / Principal

Date	Remarks	Guardian's Signature

Remark of Class Teachers / Headmistress / Principal

Date	Remarks	Guardian's Signature

RECORD OF BEING LATE

Date	Reason for being late	Parent Signature	Squad head Signature	Class Teacher Signature

RECORD OF BEING LATE

Date	Reason for being late	Parent Signature	Squad head Signature	Class Teacher Signature

RECORD OF NOT WEARING SCHOOL UNIFORM

Date	Reason for not wearing the Uniform	Guardian's Signature	Squad head Signature

RECORD OF NOT WEARING SCHOOL UNIFORM

Date	Reason for not wearing the Uniform	Guardian's Signature	Squad head Signature

STUDENT'S LEAVE LETTER FORMAT

[Your Name]
[Your Class/Section]
[Roll no]
[Date]

To,
The Principal
Notre Dame Holy Cross Higher Secondary School
Moharpara

Subject: Application for [Number of Days] Leave

Respected Principal/Headmistress/Class teacher

I am writing to request leave for [number of days] days, from [start date] to [end date], due to [mention reason briefly, e.g., illness / family function / personal reason].

I kindly request you to grant me leave for the mentioned period. I shall resume classes immediately after the leave period.

Thank you for your understanding and kind consideration.

Sincerely,
[Your Signature]
[Your Name]

Non-Attendance and Leave Record

Leave for three or more days must be applied for with a medical certificate, and the reason should be briefly entered in ink. Note that a minimum of 75% attendance is required for promotion to the next class.

Date	Reason	Parent's Signature	Sign of Teacher / HM/ Principal
	I have been absent from school for …….. days from …../ …../ 2026 / 2027 to …../ …../ 2026/ 27 on account of …… …… ……		
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ATTENDANCE RECORD

[To be filled in by the student and signed by the Class Teacher]

No.	Month	Total Working Days	No of Days Present	No of Days Absent	Percentage	Signature
1.	April					
2.	May					
3.	June					
4.	July					
5.	August					
6.	September					
7.	October					
8.	November					
9.	December					
10.	January					
11.	February					
12.	March					
	Total					

Note:

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.....

.....

Parent Signature

Library Record

[To be filled in by the student and signed by the Librarian]

Accession number	Roll No.	Name of Book & Author	Date of Issue	Date of Return	Sign of Librarian	Fine if any (Rs.)

Library Record

[To be filled in by the student and signed by the Librarian]

Accession number	Roll No.	Name of Book & Author	Date of Issue	Date of Return	Sign of Librarian	Fine if any (Rs.)

Library Record

[To be filled in by the student and signed by the Librarian]

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Library Record

[To be filled in by the student and signed by the Librarian]

Accession number	Roll No.	Name of Book & Author	Date of Issue	Date of Return	Sign of Librarian	Fine if any (Rs.)

Student Academic Score Sheet

Parents must visit the school on the assigned date to review their child's answer sheets. Those arriving after the designated date will receive only the results, with no opportunity for interaction with the class teacher or subject teacher.

Name..... Roll no..... Class & Section .....

Subjects	1st P.T. Exam	Half Yearly Exam	2nd P.T. Exam	Annual Exam
English/English I				
English II				
Hindi				
Bengali				
Mathematics				
Science				
Social Science				
Computer/ I.T				
Value Education				
G.K				
E.V.S				
Physical Education				

Parent Signature Class Teacher Headmistress/Principal

Student's Notes

Student's Notes

Student's Notes

Student's Notes

Student's Notes

P.T. I. Examination Time Table				
Date	Morning		Afternoon	
	Time	Subject	Time	Subject

Half Yearly Examination Time Table				
Date	Morning		Afternoon	
	Time	Subject	Time	Subject

P.T. II. Examination Time Table				
Date	Morning		Afternoon	
	Time	Subject	Time	Subject

Annual Examination Time Table				
Date	Morning		Afternoon	
	Time	Subject	Time	Subject

CLASS TIMETABLE

Days	Period 1	Period 2	Period 3	Break	Period 4	Period 5	Break	Period 6	Period 7
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

NOTRE DAME HOLY CROSS HIGHER SECONDARY SCHOOL
Moharpara, North Pulinpur, Teliamura, Khowai, Tripura – 799203
Email: holycrossmoh@gmail.com, Web: www.holycrossschoolmoharpara.in
CBSE Affiliation No. 2030035, Centre No.: 35411, M.: 9362773558

School Timetable 2026-27

Monday to Friday

(School Timing 8.15 am to 1.45 pm)

Class I to XI	
PERIOD	TIMING
ASSEMBLY	08.15 AM – 08.30 AM
1st Period	08.30 AM – 09.20 AM
2nd Period	09.20 AM – 10.00 AM
3rd Period	10.00 AM – 10.40 AM
BREAK	10.40 AM – 10.55 AM
4th Period	10.55 AM – 11.35 AM
5th Period	11.35 AM – 12.15 PM
BREAK	12.15 PM – 12.25 PM
6th Period	12.25 PM – 01.05 PM
7th Period	01.05 PM – 01.40 PM
Prayer & Departure	01.40 PM – 01.45 PM
Teaching Staff	01.45 PM – 02.15 PM

K.G. I & K.G. II	
PERIOD	TIMING
ASSEMBLY	08.15 AM – 08.30 AM
1st Period	08.30 AM – 09.20 AM
2nd Period	09.20 AM – 10.00 AM
3rd Period	10.00 AM – 10.40 AM
BREAK	10.40 AM – 10.55 AM
4th Period	10.55 AM – 11.35 AM
5th Period	11.35 AM – 12.00 PM
Prayer & Departure	12.00 PM – 12.05 PM

**** Note the timings of the staff:*

Timing	Staff
07.30 AM	Non-Teaching Staff arrival
08.00 to 08.15 AM	Teaching Staff gives the biometric, attendance and goes to respective classes.
2.15 PM	Teaching Staff Departure
03.00 PM	Non-Teaching Staff Departure

Saturday

(School Timing 8.15 am to 12.20 pm)

Class I to XI	
PERIOD	TIMING
ASSEMBLY	08.15 AM – 08.30 AM
1st Period	08.30 AM – 09.20 AM
2nd Period	09.20 AM – 10.00 AM
3rd Period	10.00 AM – 10.40 AM
BREAK	10.40 AM – 10.55 AM
4th Period	10.55 AM – 11.35 AM
5th Period	11.35 AM – 12.15 PM
Prayer & Departure	12.15 PM – 12.20 PM

Pre-Primary: KG.I & II	
PERIOD	TIMING
HOLIDAY	

- School timing for **Teaching Staff** on regular day is **08.00 AM to 02.15 PM.**
- School timing for **Supporting Staff (Office Staff & Non-Teaching Staff)** on regular day is **07.30 AM to 03.00 PM.**
- Departure timing for **Non-Teaching Staff on Saturday** is **02.00 PM.**
- School **Security timing: 7.30 AM to 5 PM.**
- **Second Saturday** of the month is holiday.

"EDUCATING HEART AND MIND"
(Vision of Bl. Fr. Moreau, the Founder.)

Personal Data (Office Copy)

Stamp Size photo in Unifrom

Name .....

Std.: ..... Sec.: ..... House .....

Date of Birth ..... (M / F) .....

Admission No.: ..... Blood Group .....

Address .....

.....

.....

Adhaar No.: ..... P.E.N No.: .....

APAAR No.: ..... ABHA No.: .....

Bank Acc. No.: ..... Bus No.: .....

Tel No.: ..... Ration Card.: .....

Father Name .....

Occupation .....

Mother Name .....

Occupation .....

Hostel Name (Optional) .....

** Specimen Signature of Parents or Guardians who will sign the pupil's Diary:*

Father ..... Mother/Guardian .....

Initial ..... Initial .....

Religion ..... SC/ST/OBC/GEN .....

** Name of brothers / sisters studying in the school, if any*

(3) ..... Std.: ..... Sec.: .....

(4) ..... Std.: ..... Sec.: .....

** Name of brothers / sisters who are past pupils of this school*

3) .....

4) .....

God Bless You!

School Uniform







Design Direction

The uniform design for Boys from Kindergarten to Class XII remains the same.

For Girls

- Frocks for KG to Class II
- Tunic for Class III to VII
- Kurti for Class VIII to XII

For further details regarding the uniform, please contact the school office.



"Let your light shine."

- Matthew 5:16



"Dream Big, Shine Bright."