



Know as you Grow

ST. STEPHEN'S SCHOOL

Bihar Govt. Reg. No. : SAM/DAL-006



***A unique public institution of national importance
for fostering excellence in education.***



prospectus

Estd. and Promoted by

Dr. Sujata Jagdish
M.A, M.Ed., Ph.D

Jagdish Singh
M.A

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ST. STEPHEN'S SCHOOL

*From The Desk of
Chairperson*

No creation in the world is a solo effort. Neither is this school. The small children adorn the school campus and the parents constantly inspire us to go ahead in our mission, everyone has a commendable role. We are thankful to all our well-wishers, educationists and parents for their love and blessings. We cannot forget your hearty appreciations and continuous co-operation coming dauntlessly for the betterment of the school.

The past years we have achieved a very high academic excellence and have done well in our endeavour. Truly we stress on value based education to groom our children as the responsible citizens with integrity and moral values. The school provides ample opportunities to use their talents and potentials. It motivates them to love nature and respect their elders. The school insists on moral teachings over-coming all ethnic, religious and linguistic barriers.

Warmly welcome all the freshers to **ST. STEPHEN'S SCHOOL**. Thanks to educationists, well wishers and parents for helping us for maintaining the high tradition and the discipline of the school and making the institution the guiding light to all others.

Thanking again.



Dr. Sujata Jagdish
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prospectus



Location

The school with a fascinating infrastructure and sprawling building is situated in the vicinity of Dalsingh Sarai of Samastipur District, Bihar, well connected with BADNRO State Highways and East Central Railways. The campus enjoys a lush greenary surrounding, a calm and quiet atmosphere away from the din and bustle of the city.





ST. STEPHEN'S SCHOOL

ST. STEPHEN'S SCHOOL, Gospur Road, Dalsingh Sarai is established by revered educationists Dr. Sujata Jagdish and Mr. Jagdish Singh. Under their empirical guidance, the school has started to help many young dreams to turn into success. It is the only institute that has raised the standard in the education arena in a short span of time. The school now is nurturing thousands of students and helping them to grasp their esteemed goals through the pillars of modernization and dedication. The teachers are committed to make their vision an awesome reality and take the students to the dizzy heights of success.

At the school, we sustain a scrupulous quality control at all stages of teaching, student's preparation and improvement of course materials. There is no conciliation at any cost with the quality of education. We always focused at the highest values in each and every feature of quality education.

Presently the school is marked for its brilliant presence with the classes from Baby class to class VIII. The institution will usher by adding a new ascending class every ensuing year. Thus no student already admitted in the school will feel bewildered in search of a better school. A new class to be opened every year will have well equipped modern laboratories, state of the art Computer network, a smart class room and a well stock library. Direct interaction between the teachers and the students with traditional and modern instructional techniques is inspired in a pleasant pollution free and intellectually stimulating environment.

A multi purpose hall as a venue for hosting lectures, seminars, career counseling session, indoor games, various extra curricular activities and a multimedia room equipped with all modern technical faculties are being facilitated to the students very soon. There is a fascinating Baby hall equipped with modern educational equipments for a baby class.

Admission

The school runs in March-April academic session under C.B.S.E. curriculum. Admission strictly based on merit is made after an entrance test and interview. The Parents are requested to be present at the time of entrance test along with birth certificate of the child. The minimum age for admission to baby class is 2 ½ years as on the 1st April of the year. In absence of the birth certificate, affidavit about the birth may be submitted.

For details, please Contact **The School Office** in person during School time or Call on Telephone number 06278-220626 or mobile number 9308957140, 9006770233.

Academics

The school education is based on the syllabus of CBSE. A special focus is given to art and craft as it provides the light for the expression of children. The components of each subject are made to become more viable for their young minds to cope with.

The school offers various courses and subjects along with tests and credit based academic systems for the students to progress at their own pace. A minimum level of performance is necessary for satisfactory progress. The school provides equal opportunities for the learners hailing from all sections of the society irrespective of caste and creed for fostering an analytical scientific attitude and open minded democratic outlook. Report cards of the students are sent to parents during the year.

Right since the inception of the school our teachers, academic advisors and staff have been working tirelessly in achieving perfection in guiding the students.



*“we must act as if
our institutions
are ours to create,
our learning is
ours to define, our
leadership we seek
is ours to become.”*

Peter Block



Examination and Promotion

Examination is conducted on the C.B.S.E. guidelines. There are six examinations with four Formative Assessments (F.A.) and two Sumative Assessments (S.A.). Sumative Assessments I and Sumative Assessments II consequently are the half yearly and the final annual examination with weekly and monthly class tests during the academic year.

Continuous and Comprehensive Evaluation (CCE) of the students is to be taken into consideration while promoting a student to the next class. To pass in subject a student must secure 40% marks. A minimum of 75% attendance is mandatory for all. A student failing in a class for two consecutive years is to be issued a transfer certificate. The decision of the school management and the Principal with regard to promotion will be final and binding.

To foster qualities of team spirit, self confidence, co-operation and the spirit of emulation, a contest in debate, quiz, music, elocution, painting etc will be held at the school level among the houses.

Games tournaments are the important parts of the school activities. A regular yoga classes are to be held for all-round mental and physical health. Students are also encouraged to participate in various competitions in the State, National and International levels.

As games are the regular and compulsory parts of co-curricular activities and therefore physically fit students are normally be admitted to the school. Though handicapped and disabled students are welcome to the school.

A nursery park and playground are to be set up with elegance to expose the child to hobbies. Sports are provided by well experienced and expert teachers.

Outdoor games like athletics, cricket, football, basket ball, volley ball, badminton, hockey, kabbadi etc and indoor games like chess, carom, table tennis etc and debate, quiz, drama, dance etc are competed for at the inter house systems.





School timing

Baby – 9:00 am to 11:00 am

Pre-Nursery to Class VIII – 8:00 am to 2:15 pm

School timing may be changed according to the need of the hour.

The school will remain closed on every Sunday and National holidays.

Bus facilities

Bus and other vehicles are provided to the students depending upon time and availability. Bus points (Stop) are fixed in every route. Parents have to bring their wards to the fixed bus point and take away their wards from bus point at time. Students and parents should keep in mind that the buses will run through main areas of each location along with routes. For transport facilities, parents have to apply to the Principal in the prescribed Performa indicating the bus point with address.

Bus fee is subject to the prices of fuel and salaries of the bus staff. Bus will not ply on poor and precarious roads at any cost.

Intentional damage of bus/vehicle will be punishable. Wrong doers will be punished and fined. Students should not carry sharp objects like compass/divider/pen/pencil/knife or paper cutter openly. These should be kept in an appropriate pencil box.



Uniform and Books

For the sake of uniformity and regularity the school takes care for the arrangements for proper supply of books, stationary items and Uniforms. Parents may avail of books/ stationary/ dress and uniform items by way of purchase. Students and parents should note that the school dress colour and code may not change at any cost. Details can be seen in the school diary. For maintaining high integrity, discipline and tradition, the school is maintaining the teachers dress code.



The school dress code

The school dress code is strictly followed. Parents must see that their wards come to school on time. They must also see the condition of the uniform of their wards as well as their personal hygiene. Incorrect or poorly turned out students are not allowed to enter into the campus and sent back to home. Parents must ensure that their wards does not bring very expensive toys or other articles to the school as the school will not accept responsibility for loss of such items.

As games and the house activities will be the compulsory part of the routine. All the students must have the requisite House Dress prescribed at the time of admission.

All the students must participate in such activities as may be decided by their House Master or Class Teacher. Parents must co-operate by purchasing costumes etc for special functions in which their children are chosen to participate in.



Classes and Curriculum

Pre Primary (Baby – Pre Nursery)

The class is meant for the needs of very small children (Age 2½ - 4) The play & learn method will be applied in a

- a) Neuro-muscular coordination (lifting, placing, moving, clay, modeling, cutting etc.)
- b) Learning by Singing.
- c) Learning by dance.
- d) Learning by actions.
- e) Speaking in English-through stories, song, actions.
- f) Audio/ Video exposure on a video screen.
- g) Outing into the vicinity.
- h) Learning the basic alphabets and numbers (English & Hindi)
- i) Writing and drawing.
- j) Basic Handwork and Craft Projects.

Primary Section (Nursery - Prep)

- a) Neuro-muscular coordination (lifting, placing, moving, clay-modeling, cutting etc.)
- b) Learning by Singing.
- c) Learning by dance.
- d) Learning by actions.
- e) Games in an organised way.
- f) Speaking in English-through stories, song, actions.
- g) Audio/Video exposure on a video screen.
- h) Outing into the vicinity.

- i) Learning the basic English and Hindi alphabets and numbers up to hundred. Sums of basic level.
- j) Phonetic Reading of words and sentences, writing and drawing.
- k) Basic Handwork and Craft Projects.

Classes I & II

The basic skills are ingrained in the children through play way and activity sessions. Easy homework is given and no exams are taken. Reading, writing and mathematical skills are taught by friendly teachers. The Principal controls and directs the flow and methods of teaching at every step.

A system of continuous assessment provides both the teacher and parent a systematic overview of the child on an everyday basis. Report cards are based on the formative and summative aspects and only grades depict the level of progress of the child. Special care is paid to Art and Craft as this provides room for expression of the children.

All teaching and instruction is bilingual.

Classes III & IV

At this stage our student are ready to begin using the tools they were trained with in the Primary section.

Students have to attend regular classes and some subjects are taught with special care. English is divided in two parts for teaching purpose. In true, subjects are made to become more viable for their young minds to cope with.

The House System

The house system is the main forum for the children to test, assess and recognize their skills by competing with other houses. The house system comprises four houses i.e.

Newton House (Red), Einstein House (Green), Raman House (Blue), and Arya House (Yellow). These houses are named after the great personalities of the world.

Outdoor games like athletics, Cricket, Football, Basketball, hockey, volley ball, Badminton, Kabaddi etc and indoor games like chess, carom, table tennis are played at the inter house level and competition is ferocious, bringing out the required levels of grit and aggressiveness yet with the able control of the house masters who monitor every game with competence and grace. Debate, quiz, drama, dance, etc are competed for at the inter house systems. The above aspect is calculated towards the house points at the end of the year. The score of the games and co-curricular events are tabulated to a grand total which is declared in forthcoming year. Prizes and certificates are awarded for every event. The students should try to be actively involved in all events to have confidence in them which will stand them well in the years to come.



Rules



1. The aim of the school is to help students to prepare themselves intellectually and mentally to face the various challenges of life.
2. Report on general progress will be sent to parents during the year. Report Card should be studied carefully and returned to the school authorities signed by parents/guardians.
3. Promotion will be based on the whole year's performance. The decision of the school management and the Principal with regard to promotion will be final.
4. No books, periodicals, pictures, newspaper or mobile etc. shall be brought into school without permission.
5. Students should address all members of the staff with due respect and politeness. They must show gentleness and courtesy to their counterparts. Refinement of manners, righteousness and self-restraint should be cultivated by every student of the school.
6. Parents are expected to be co-operative by enforcing regularity and discipline and by taking general interest in their child's progress. They should check the diary regularly and take note of the teacher's remarks etc. as it will be the communication between the teachers and the parents.
7. Parents are requested to ensure that their children are properly equipped with uniforms, books and other materials required.
8. Truancy, habitual idleness, neglect of homework, disobedience and misbehavior justify dismissal. The action of the Principal shall be final and binding. Students will be responsible to the school authorities for their conduct both in and outside the school.
9. During the absence of the teacher from class, the students must obey the monitor appointed to the class room.
10. Tuition and other fees are to be paid at time. Fee counter will remain open from 8:00 a.m. to 12:00 noon on all working days till the 10th of every month. Fees should be paid monthly either in cash or by cheque to the school office counter. A late fine of Rs. 50 per month will be added with the fee if not paid upto 10th of the current month. Only parents/guardians are allowed to deposit the fee at the counter. Admit card will not be issued to the Students appearing in the examination if Fees are not paid up to date.
11. Notice must be given in advance in writing to the school authority before a child is withdrawn from the school. All dues are to be cleared before transfer certificate is issued.
12. For further details of the rules, school diary may be seen.

Why this St. Stephen's School?

- ▶ We never compromise on quality. Our search for quality is evident in our every action in all our events anytime and anywhere.
- ▶ We teach with accuracy, clarity and assurance to accomplish, whatever we utter, we accomplish.
- ▶ We pursue very well built efficient and focused methods of teaching. In fact, we not only teach a student but also visualize his/her inner potential in the mirror level scrutiny.
- ▶ We pay our attention to each and every student irrespective of merit any position. Class strength is maximum 40 to enhance student - teacher interaction.
- ▶ We teach the craft of methodology to solve intricate and complicated problems by enhancing there inner potential, thinking process and logical skills.
- ▶ We form a right conscience with regard to moral issues. It transcends religious differences, national barriers, social classes and economic pressures.
- ▶ We develop imagination and creativity with a capacity to overcome

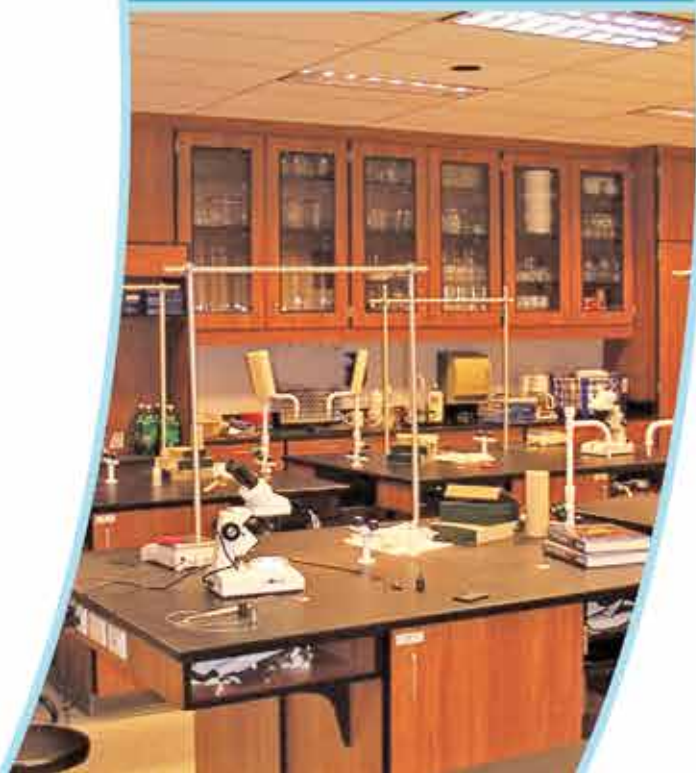


inadequacies of the past, utilize their learning to the present and thus finding solution to new situations.

- ▶ We enable our students to express their own personality and develop the skills of communication.
- ▶ We develop a happy team spirit, working together with encouragement to develop their talents.
- ▶ We introduce the special subjects like P.S.A., English comprehension, Correction system, Two papers of literature both English and Hindi, Conversation in English, Smart class, Educational toys with psychological method and Sound and footage picture with audio-video system which make the school different from the other schools.
- ▶ We prepare the alumni of our school to occupy key positions in industry, organization or academy in India and abroad.
- ▶ In a nutshell, education in the school is for the wholeness as well as dignity of the students.



*In short
We do not just look
as far as the
board exam...
We look to the future
of your child for
after he or she
passes out from school*



Our vision



Developing into an Internationally recognized centre of excellence for providing quality education. The sole aim behind the initiative is to develop the overall personality of the future citizen of the nation. This will produce the creative talents of the students and help in dissemination and sharing of their talents in creativity with other students of the school as well as the members of the society.

Our endeavour to disseminate the information collected, knowledge produced and wisdom generated by our young learners may be engaged in the pursuit of truth under the enlightend guidance of our able teachers. This mission will be effective communication between the teachers and the parents.

A handwritten signature in black ink, appearing to read 'Jagdish Singh'.

Jagdish Singh

Hony. Director

ST. STEPHEN'S SCHOOL



News extract dated **01 Jan. 2014** from
The **Hindustan Hindi** news paper

ADMISSION FORM
Note : Please donot accept this Prospectus without the Admission Form and Admit Card



*Excellence is a habit not an act.
It takes practice and perseverance.*



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Address for correspondence

The Principal

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