

Level :

Time Table

Period	0	1	2	INTERVAL			3	4	LUNCH BREAK			5	6	7
	9.30-9.50	9.55-10.35	10.35-11.50		11.25-11.05	12.05-12.45					1.25-2.05	2.05-2.45	2.45-3.25	
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														

TRAVANCORE NATIONAL SCHOOL

(SARVASHIKSHA ABHYAN, No:32141101118 GOVT. OF INDIA)
PROJECT OF TRAVANCORE EDUCATION TRUST & TRAVANCORE DYSLEXIA ASSOCIATION
MEMBER OF INTERNATIONAL FEDERATION OF DYSLEXIA AND DYSCALCULIA ASSOCIATIONS, USA
Reg.No.150/IV/2014, UniqueNo:AACTT5312Q/09/15-16/T-0018(Govt.ofIndia)

VPS-314, TC 19/305, MSPNagar, Vattavila,
Poojappura, Thirumala P.O, Thiruvananthapuram-695006
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Email : travancorenationalschool@gmail.com www.travancorenationalschool.com



DIARY 2018-2019

BELONGS TO :

Contact Us

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Executive Director - 9188520104/9446322728
Director - 9188520105

Email : travancorenationalschool@gmail.com

Website : www.travancorenationalschool.com

 : [TravancoreNationalSchool](https://www.facebook.com/TravancoreNationalSchool)

Our Banks

State Bank of India, Peroorkada Br. Tvpm
A/c No. 33934416447
IFS Code : SBIN0016082SWIFT

HDFC Bank, Vazhathacadu, Trivandrum
A/c No. 50100185431651
IFS Code : HDFC0000063

NATIONAL SONG



vande mataram
vande mataram
sujalam suphalam
malayajasitalam
sasya syamala
mataram
vande mataram

subhra jyotsna
pulakita yamini
phulla kusumita
drumadalsobhini
suhasini
sumadhura bhashini
sukhadam varadam
mataram
vande mataram
vande mataram

NATIONAL ANTHEM

Jana- gana -mana -adhinayak , jaya hey
Bharatha bhaagya vidhaatha.
Punjab- sindh- gujarath -maraatha
Dravida utkala banga.
Vindhya -himachala -yamuna -ganga,
Uchchala jaladhi taranga.
Tava shubha name jaage,
Tava shubha ashish mange,
Gahe tava jaya gatha.

Jana- gana –mangala- dayaka, jaya hey
Bharatha bhagya vidhata
Jaya he, Jaya he, Jaya he,
Jaya , Jaya, Jaya, Jaya he!

*

Executive Committee

We are extremely fortunate in having an enthusiastic chairman and Board of Directors and Facilitators who are committed to maintaining and furthering the success of our school. They work hard on our behalf in numerous ways and meet parents to hear your views and discuss any issues.

Chairman
Prajinbabu A.

Executive Director
Adv. Sandhya Prajin

Director
Anamika Prajin

Goodwill Ambassador
G.Venugopal

Little Ambassador
Tejas Prajin

The Executive committee of Travancore Education Trust which runs this school has the power to amend the rules to regulate the working of the school without prior notice

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National Pledge

**“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 give respect to my parents, teachers and elders and treat
 every one with courtesy.
 To my country and my people, I pledge my devotion. In their well
 being and prosperity alone, lies my happiness.”**

Jai Hind

ദേശീയ പ്രതിജ്ഞ

ഭാരതം എന്റെ നാടാണ്. എല്ലാ ഭാരതീയരും എന്റെ സഹോദരീ സഹോദരന്മാരാണ്. ഞാൻ എന്റെ നാടിനെ സ്നേഹിക്കുന്നു. അതിന്റെ സമൃദ്ധവും വിവിധവുമായ പരമ്പരാഗത സമ്പത്തിൽ ഞാൻ അഭിമാനം കൊള്ളുന്നു. ആ സമ്പത്തിന്റെ ശ്രേഷ്ഠത ഉൾക്കൊള്ളുവാൻ ഞാൻ എപ്പോഴും ശ്രമിക്കുന്നതാണ്. എന്റെ മാതാപിതാക്കളെയും ഗുരുജനങ്ങളെയും ഞാൻ ആദരിക്കുകയും ബഹുമാനിക്കുകയും ചെയ്യും. എല്ലാവരോടും ഞാൻ വിനയത്തോടുകൂടിയേ പെരുമാറുകയുള്ളൂ. എല്ലാ ജീവികളോടും ഞാൻ ദയാലുവായിരിക്കും. എന്റെ നാടിനും നാട്ടുകാർക്കും ഞാൻ എന്റെ സേവനം സമർപ്പിക്കുന്നു. നാട്ടുകാരുടെ യോഗക്ഷേമത്തിലും ഐശ്വര്യത്തിലും മാത്രമാണ് എന്റെ സുഖം.

ജയ്ഹിന്ദ്

പ്രാർത്ഥനാ ശീതം

ദൈവമേ കൈതൊഴാം

ദൈവമേ കൈതൊഴാം കേൾക്കുമാറാകണം
പാവമാമെന്നെ നീ കാക്കുമാറാകണം

എന്നുള്ളിൽ ഭക്തിയുണ്ടാകുമാറാകണം
നിന്നെ ഞാനെന്നുമേ കാണുമാറാകണം

നേർവഴിക്കെന്നെ നീ കൊണ്ടുപോയിടണം
നേർവരും സങ്കടം ഭസ്മമായിടണം

ദുഷ്ടസംസർഗ്ഗം വരാതെയായിടണം
ശിഷ്ടരായുള്ളവർ തോഴരായിടണം

നല്ലകാര്യങ്ങളിൽ പ്രേമമുണ്ടാകണം
നല്ലവാക്കോതുവാൻ ത്രാണിയുണ്ടാകണം

കൃത്യങ്ങൾ ചെയ്യുവാൻ ശ്രദ്ധയുണ്ടാകണം
സത്യം പറഞ്ഞിടാൻ ശക്തിയുണ്ടാകണം

ദൈവമേ കൈതൊഴാം കേൾക്കുമാറാകണം
പാവമാമെന്നെ നീ കാക്കുമാറാകണം

Student Data Personal Record

Name of the Class Teacher.....

Name:.....

Blood group:.....

Aadhaar No.....

Admission No:.....Level:.....School: A / D

Father's Name:

Designation:

Religion & CasteCategory: GEN/OBC/SC/ST/OTH

Address:.....

.....

.....

Ph.No..... Email.....

Mother's Name.....

Off.....Res.....Mob.....

Email.....

Gaurdian's Name.....

Off.....Res.....Mob.....

Email.....

Any other contact No.....

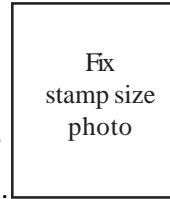
Mode of Transportation : School Bus/ Own Conveyance

Boarding Point :

Name of Sisters / Brother studying in this school if any

Father's Signature

Mother's Signature



Consent Note By Parent

(TO BE FILLED BY PARENT)

DATE:

I _____ Parent/Guardian of _____ studying in Level _____ hereby give my permission to my son/daughter to participate

- 1. Sports activities: This includes regular practice and participation
- 2. CO CURRICULAR ACTIVITIES: PARTICIPATION IN SCHOOL DAY PROGRAMMES, INTER-HOUSE COMPETITIONS, SPECIAL DAYS

I understand to participate in the above activities my son/daughter will be called before/after the school hours. Sometimes even on holidays/ school working days in case of outdoor events. I have no objection to the same.

I hereby undertake that it will be my personal responsibility to compensate for my son's/daughter's missed school work /school studies/ activities. I assure that I will extend all possible support to my son/daughter to cover/ balance his/her studies/activities/ studies and help to score well in all test and evaluation

Name of Parent /Guardian : _____

Signature of Parent/Guardian : _____

Parent Declaration

I Parent/Guardian of _____ of Level _____ is aware of the rules and regulation mentioned in the school diary. I undertake complete responsibility to abide by the terms and conditions prescribed in the student diary and assure my support to the institution in the best interest of my son's/ daughter's overall development and progress

Name of Parent /Guardian : _____

Signature of Parent/Guardian : _____

SCHOOL ANTHEM

വിദ്യാലയഗാനം

ഉദയസൂര്യകിരണമായ്
ഉണരു നീ പ്രകാശമേ
ഉടലിലുള്ളിലൊന്നു പോലെ
വിടരു നീ പ്രഭാവമേ

എന്റെ ഭവനമാണു നീ
എന്റെ ഭൂവനമാണു നീ
എന്റെ ഗഗനമെന്റെ ജ്വലന-
മെന്റെ പ്രാണജീവനം

മിഴികൾ നീ തെളിക്കണം
മൊഴികൾ സുകൃതമാക്കണം
വിമലബോധമേ, അവികല-
മതുലശക്തിയേകണം

വിദ്യതൻ വിഹാരമേ
വിശ്വദീപസാരമേ
വിഷ്ണുമാകെ മാറ്റിയവില
വിശ്വസൗഖ്യമരുളണം

SCHOOL PRAYER

Morning Prayer

ॐ भूर्भुवः स्वः
तत्सवितुर्वरेण्यम्
भर्गो देवस्य धीमही
धियो योनः प्रचोदयात्
ॐ शान्तिः शान्तिः शान्तिः ॥

Om Bhuur-Bhuvah Svahah
Tat-Savitur-Varenyam |
Bhargo Devasya Dhiimahi
Dhiyo Yo Nah Prajodayaat ||
Om Santih Santih Santih

Evening Prayer

असतो मा सद्गमय ।
तमसो मा ज्योतिर्गमय ॥
मृत्योर् मा अमृतं गमय ।
ॐ शान्तिः शान्तिः शान्तिः ॥

Asato ma sat gamaya
Tamaso ma jyotir gamaya
Mrtyor ma amrtam gamaya
Om shanthy, shanthy shanthy

Our School

Our school offers an outstanding special educational programme that is committed to its vision, robust in its academic aims, innovative in instructional approaches and rigorous in its pursuit of excellence. The School has been the precursor of the much desired change to stress free based education and has become a world class institution within this short period.

The School employs a fine blend of proven teaching and instructional approaches based on the experiences of past years. Our highlight is the exclusive method of remedial teaching. We recognize that an increasing number of children have special educational needs of varying degree which is the result of general learning difficulties, specific problems or the need to be able to make full use of a specific ability. Sometimes learning problems can be lengthy and complicated and in other cases they can be overcome in a short period of time, through individual help and guidance.

It is our school's policy that all students have full access to all the opportunities, we offer and achieve the best possible standards using their full potentials. Our school systems, teaching methods, learning approaches and materials meet the range and complexity of individual needs.

Our dynamic associations and partnerships with international institutions bring together the best global initiatives to make learning a passion for our students and schooling a wonderful experience.

At Travancore National School, we redefine education in its most literal sense, meeting the needs of every special need kids.

Salient Features

The Travancore National School is one of the pioneers in imparting comprehensive educational care for children with special needs in the state. Located at Thiruvananthapuram, the State Capital of Kerala, it provides its students 360 Degree care when it comes to their personal as well as educational needs. The Institution is under the administration of Travancore Education Trust and supported by Travancore Dyslexia Association. We also strive to provide excellent, academic, extracurricular and co-curricular opportunities to the kids with the special needs.

Travancore Education Trust is the first Institution to introduce a 5:1 ratio teaching methodology instead of inclusive education for students with learning disabilities like dyslexia, dyscalculia, dysgraphia etc. We aim at introducing this system all over south India. Within a short span itself our methodology has been accepted by International Federation of Dyslexia and Dyscalculia Associations, USA. We were also given membership in the prestigious organisation based at United State of America.

Our faculty members are next to mothers for our children and our school, their second home. For them, the support extended to the kids with special needs are not just part of professional plan but true reflection of their commitment for a better world where every child gets the care and attention he/she needs.

We have been constantly endeavoring to inculcate the latest trends of modern education, teaching tools and scientific advancement in our curriculum and to equip our faculty members accordingly.

- ❖ If you leave something on the bus or drop something outside of the bus, never go back for it. The driver may not see you and begin moving the bus.
- ❖ Never speak to strangers at the bus stop and never get into the car with a stranger.
- ❖ If your parent meets you at the bus stop, make sure he or she waits on the same side of the street where you will be dropped off so you won't have to cross the street.
- ❖ A parent/guardian or older sibling must be at the bus stop to receive kinders

Health Guidless

Parents are requested to impart basic Health Education to their child to ensure maintenance of high standard in personal hygiene.

- ❖ Get a Dental and ophthalmic check up done once every year.
- ❖ Students suffering from chicken pox, cholera, measles ,mumps, whooping cough and jaundice must observe the prescribed period of quarantine as mentioned under the heading 'Absence'.
- ❖ Students suffering from infectious diseases like conjunctivitis, dermatitis, scabies, etc. should not be sent to school.
- ❖ Students suffering from any chronic illness, like asthma, epilepsy, rheumatic ailments and heart disease are advised to be under continuous medical supervision of specialist Doctor, and the school should be informed accordingly in writing mentioning specific first aid if any.
- ❖ In case of any injury or illness during the school hours, school will inform the parents and provide first aid without giving any medicine. Student will be sent to nearest medical center or clinic immediately as per the seriousness of injury. All the medical expenses will be borne by the parents.
- ❖ If any mis-happening takes place with the child during the routine work/ during physical exercise hour, the school or any individual will not be responsible for the same.

School Bus Safety Tips for Parents and Students

- ❖ Get to the school bus stop five minutes early, so you won't have to run across the road to catch the bus..
- ❖ Always walk at least 10 feet in front of the bus when crossing so that the school bus driver can see you.
- ❖ Stay away from the bus wheels at all times—the driver cannot see you!
- ❖ Be cautious of clothing or backpacks with drawstrings, toggles or key chains that can get caught on bus handrails and doors.
- ❖ When the school bus is moving, always stay in your seat. Never put your head, arms or hands out of the window.
- ❖ Be courteous and respectful to your driver. Listen to directions.
- ❖ Talk quietly; do not distract your school bus driver.
- ❖ If your school bus crosses railroad tracks, be calm and quiet so that your driver can listen for a train. Always obey your school bus driver's instructions, so that he or she can make safe decisions.
- ❖ Never play with the emergency exits. Backpacks, band instruments, or sports equipment may not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
- ❖ Students are to remain in their seats. Students must sit facing the front of the bus, keep their hands and feet to themselves, and keep their voice levels moderated.
- ❖ When getting off of the school bus, make sure that all drawstrings and other loose objects are secure so that they don't get caught on the handrail or the door.
- ❖ Never cross the street behind the school bus.

The right mix of motivated students, supportive parents, talented faculties and appropriate infrastructure makes Travancore National School, the best choice for every child with special needs. We are committed to support the needs of special kids to integrate themselves into the society and live a normal life. We consider the educational and training programs imparted to them at this institution as support mechanism for them to take on the world and evolve as the most appreciated citizens of our country.

D - School

Travancore National School has been envisaged as a school for giving specialized training to children with dyslexia(difficulty with managing language)and other related learning disabilities like Dyscalculia(difficulty in learning Mathematics) Dysgraphia(difficulty in writing),CAPD(Central auditory processing disorder) and ADD/ADHD(Attention executive function difficulties).

We have a talent pool of highly trained and dedicated faculty members, who follow the most advanced and scientific remediation programmes in a structured way.

We have in-house psychologists to provide counselling session and life skill training for students.

We specialize in providing personalized classes and individual care and attention to students in a technology-driven rich environment to motivate students.

A - School

Our A-School is dedicated to students with Autism, Intellectual Disability. We have opened an exclusive structural teaching school for these children with autism spectrum disorders where special educators ,psychologists and speech therapist work in tandem to help the needy children rediscover their lives.

Here, the admission for these children has been restricted to the age group up to 12 years.

About Us

School Quality Policy

We at Travancore National School are committed to

- ❖ Impart holistic education for higher academic and social standard.
- ❖ Provide conducive learning environment and opportunities for all round development.
- ❖ Instill positive values, self-discipline, self-confidence, altruism and compassion.

We strive for continual improvement in our quality management system by systematically applying the principles of quality assurance. The policy is communicated to all staff, students, parents and interested parties

Vision

To make Travancore National School, a leading, learning hub for special kids with motivated staff and students engaged in realizing and exploring the limits of their full and human potential to graciously contribute to the society.

- All students are advised to bring their own water bottles either with boiled or filtered water.
- Students are responsible for making up all work missed during period of their absence.
- No student will avail a planned leave without prior sanction of the class teacher. Leave record in the student dairy has to be filled by the parent, failure of which will call for disciplinary problems.

**Note:* Habitual defaulters will be given a dairy note; parents are expected to acknowledge the same. If the default continues, discipline committee will take necessary action. Repeated defaults may result in forgoing best student awards/recognition

House

Green House and Yellow House

It is the House System that enables to channelize the pent up energies of our pupils in the right direction and they will become competent enough to meet the school life with all complex activities with an undaunted enthusiasms and vigor.

One of the main objectives of the House is to foster among the students a sense of collective responsibilities and solidarity and at the same time kindle and develop the creative qualities latent in every child.

Each House is headed by student designated as House Captain Boy & Girl assisted by vice captain boy & girl the House Master/Mistress. Inter-House competitions are organized and trophies are awarded to the best house, for the performance in curricular and co-curricular activities throughout the year. There are two Houses in the school:

Students are assigned to a house and any change in such allocation will be discretion of the Chairman/Exe. Director

Daily

- ❖ Correct School uniform must be worn daily. Parents are expected to make sure that their wards are in proper uniform.
- ❖ All items of apparel must be clean and well pressed; footwear must be regularly polished.
- ❖ All boys must have their hair trimmed regularly; side-burns and long hair in the nape are not allowed. Low waist pencil pants will not be treated as uniform. Boys are not permitted to use, nail polish, earrings, wear golden/silver/diamond ornaments, friendship bands, threads fancy and colour frame for spectacles, fancy watches, fancy hair style. Simple and small studs, simple watch with black strap [if necessary] may be worn. It is compulsory for the boys to wear white vests
- ❖ Girls are not permitted to use colored ribbons, clips or slides, make-ups, lipsticks, nail polish fancy colorful earrings, wear golden/silver/diamond ornaments, friendship bands, threads fancy and colour frame for spectacles, fancy watches, fancy hair style. Girls with long hair should have their hair plaited in two and tied with black bands/ribbons. Simple and small studs, simple watch with black strap [if necessary] may be worn. It is compulsory for the girls to wear white slippers and white tights
- ❖ Students who do not comply with the regulations are liable to be penalized.
- ❖ The school belt, epaulettes and I-card/s are to be worn everyday.
- ❖ Students, who come to school in their own transport, should arrive at the school within the time specified. No student is allowed to come to school in a self – driven scooter, motor cycle or car
- ❖ Students, who come to school in the care of guardian/ servant, should never leave before the person arrives

Mission

To provide an educational environment in which students feel safe, secured, empowered, energized and stress free learning experiences to their maximum potential. The Travancore National School provides holistic education that emphasizes high academic and social standards, promotes healthy life style, cultivates critical thinking, fosters scientific temper, instills desires for lifelong learning.

Vacation

Vacation	From	To
Onam	Aug. 17 th , 2018	Aug. 30 th , 2018
Christmas	Dec. 21 st , 2018	Jan. 3 rd , 2019
Summer	Mar. 22 nd , 2019	Jun 5 th , 2019

Introduction to student Diary

- ❖ Each student need to possess and make use of the diary to record their School activities and home work
- ❖ It must be brought to the school on all working and special days.
- ❖ To make use of the diary to establish a valuable liaison with teachers.
- ❖ To use the school diary as a reference of student's work and conduct and not for criticism.
- ❖ To make use of the School diary for monthly/specified schedule for examination, holidays, vacations, competitions.

What is expected from student

1. **A**ttend the school in proper, smart and neat uniform.
2. **B**e in school five minutes before the first bell.
3. **C**oncern for personal, school and national property.
4. **D**ue respect will be shown to School Leaders and class monitors on duty.
5. **E**nter the school with great desire to learn.
6. **F**oster positive attitude.
7. **G**reet your teacher with respect.
8. **H**elp each other.
9. **I**nstill the habit of updating knowledge.
10. **J**udge others by their manners and not by their looks.
11. **K**ee the books neat and tidy.
12. **L**iberal approach - tolerant and open minded.
13. **M**aintain cleanliness and throw papers and waste in the dustbin.
14. **N**ever tell lies .
15. **O**bey the rules and regulations of the school.
16. **P**lease,sorry,thankyou are good manners to be used in our talk.
17. **Q**ueue up while moving for assembly, Library, or to the playground.
18. **R**esort to unfair means during examinations is out of our dignity.

- ❖ A pupil who has remained absent from school for 3 consecutive days without prior permission should be admitted only with the permission of the Director/Principal
- ❖ If a pupil is late or absent he must bring a written justification on the "Absence Record" in the diary.
- ❖ Attendance on National festivals like Independence Day, Republic Day and Gandhi Jayanti is compulsory. An absentee will not qualify for awards.

Parent Teacher Meeting

Parent teacher co –operation is essential to ensure the complete and harmonious development of the child's personality. We therefore expect you to attend all parents – teacher meetings as this is your opportunity to help us to improve. At the first place any communications/complaints addressed to the school needs to be communicated in the Parent communication section given in the Student diary. Parents can meet the teachers after the school hours to know about their child's performance. In special cases, they can meet the teachers by taking an appointment with the prior permission of the director/Principal. If there is any genuine issue of collective interest; do not hesitate to discuss in the meeting.

Extra Classes and Remedial Classes

- ❖ Extra classes and remedial classes will be taken in the school during / after the school hours.
- ❖ Remedial classes will be conducted for the learners who need support from tutors, after the school hours with prior notice. Attendance is compulsory.

School Library

The school library is open to all bonafide students of the school. At least one library period is provided in the weekly schedule for each class. This fosters among the pupils the habit of sound reading and acquiring knowledge.

Additional charges will be levied for item of expenses that are not included in the school budget provisions, including but not limited to the following.

- ❖ Trips and Activities (to cover cost of travel, entrance fees and any other activities)
- ❖ Extended day programmes, extracurricular activities, annual day etc.
- ❖ Parents may be required to make a contribution towards the cost of repair or replacement of school equipment or books damaged or lost by their child. This will be dependent on the nature and cost of the damage.

The school as a policy will not permit to exclude any pupil from attending a programme/activity/tour meant for the benefit of all students. Parents will be informed by letter, about such programme or activity, its educational value (where appropriate) and the cost involved, so that the activity takes place without compromising on quality. In case of parent's inability to pay the amount for such events on time for any financial reason, school may pay from its funds, to help the student participate in the programme. Such parents will be allowed to pay in convenient instalments and this can be requested in writing to the Exe. Director / Principal, in strictest confidence.

LEAVE / ABSENCE

As regular attendance is an important element of education, no leave or absence will be granted except on medical grounds.

- ❖ 85% attendance is compulsory for all the students to be on roll and to appear for the examination.
- ❖ Uncertified absence for more than a week renders students liable to be struck off from the school rolls
- ❖ Long leave of absence must be obtained from the Director/ Principal in case of serious illness, which needs to be supported by a Doctor's certificate and a covering letter by the parent.

19. **Simplicity**, courtesy and spirit of harmony are our reflections.
20. **Take part** in all co-curricular activities.
21. **Universal brotherhood** and service to mankind are our feelings.
22. **Value the time**, as it does not wait for anybody.
23. **Wearing the school uniform** is our self esteem.
24. **X-ray the weakness** and find solutions.
25. **You will succeed** if you try hard.
26. **Zenith** is the ultimate achievement.

Office Hours

School office hours (Monday- Friday) : 9.30 am – 3.30 pm
School office hours (Saturday) : 10.00 am – 1.00 pm

Visiting Hours

Chairman/ Director/Principal 10am- 2 pm
 Teachers (Only on 1st and 3rd Saturday) 10 am – 12.30pm

- ❖ Parents can meet teachers during school time only through Director/ Principal consent
- ❖ Please refrain from calling the Teacher's residence/mobile unless it is an emergency
- ❖ No school transactions will be conducted out of office hours and on holiday

School Hours (Monday to Friday)

CLASS : Preprimary to Sr. Secondary
TIME : 9.30am to 3.30pm

***Note:** Students should report at least 5 minutes prior to the School hours. Habitual late coming will not be tolerated

School Uniform

Boys: Light Blue Shirt (half sleeve)

Navy blue shorts (3-8yrs)

Navy blue three fourth pants (9-11yrs)

Navy blue pants (abv.11yrs)

[On Wednesday, White shorts/pants with yellow or Green T-Shirt]

Girls: Light blue shirt (half sleeve)

Navy Blue pinafore (knee length-sleeve less)

{On Wednesdays, White skirt with Yellow or Green T-shirt}

***Note:** (Girls should wear leggings/Track suits on every Tuesday & Friday for Yoga and Karate)

Shoes :Black shoe –navy blue socks

White shoes-white socks (on Wednesdays)

Belt :Light blue belt with dark blue stripes.

Badge :Black badge with school emblem

***Note:** For Boys and Girls

Fees are not paid before due date. The student will not be allowed to attend classes and name will be struck off from the school rolls.

*** Note:** Dues details will be published in the school Notice Board.

- ❖ Fees are to be paid in advance every month (Advance fees can also be paid)
- ❖ Parents shall pay the fees only at cash counters at the school campus. No one other than the cashier is authorized to collect or receive fees unless otherwise notified by the management
- ❖ Fees slip will be issued from school office during 09.30 a.m. to 2.00p.m
- ❖ Parents shall obtain signed and sealed receipts for all remittances made to the school
- ❖ Parents are encouraged to use the e-FEE system to pay the fees directly to the prescribed Bank account and send copy of the fees remittance slip by email or through their ward to the class teacher (e-mail to travancorenationalschool@gmail.com)
- ❖ Parents are advised not to send any fees through their wards otherwise permitted by the Exe. Director/ Principal
- ❖ Parents shall keep the fees receipts in safe custody and produce them, when required by the school Director/principal. No copies of receipts shall be issued from the office for any reasons
- ❖ Fees not paid before due date of each month, thereafter, at the end of the month, the name of the student will be struck off of the school roll.
- ❖ Parents who wish to obtain Annual Fee Certificate for IT purpose shall submit application with full information at least 2 weeks in advance.
- ❖ A late fees of Rs.100/- is payable for fees paid after 5 days. If the fees is not paid in full within 10 days from the due date, a fine of Rs.500/- will be collected
- ❖ Fees once paid shall not be refunded under any circumstances

Admission and Withdrawal

- ❖ For fresh admission, parents should apply in the prescribed forms along with the copy of the original Birth Certificate, Adhar , Former assessment reports and medical certificates.
- ❖ Fees in full is payable for the whole year, even if a student does not attend the school for any term or part thereof.
- ❖ Students joining the school in the middle of the term shall pay full fees for the term.
- ❖ Notice of withdrawal and application for “Transfer Certificate” (TC) in the prescribed form shall be submitted to the Exe. Director/ Principal, stating the reason for withdrawal, at least TWO months in advance or BEFORE 31ST DECEMBER, whichever is earlier. If the TC application is not submitted before 31st December 2018, it will be deemed that the ward is continuing in the school for the following academic year.
- ❖ Withdrawal without proper notice period annuls the opportunity for another student and hence TC will be issued only on payment of full fees of following one term.
- ❖ The cost of attestation of TC, if required shall be wholly borne by the parents.
- ❖ Transfer certificate will be issued only after payment of full fees and on submission of the No Dues Certificate from all pertinent departments.

Fee Rules

Travancore National School is a not a profit institution. Our policy on fees has been established to ensure smooth functioning of the school and to meet the expenses for your child’s educational needs.

School fees are to be paid in advance every month. A specially printed pay-in- slip will be issued from the school office for this purpose. If

Curriculum

Academic

Course of study

1. Till Level 9 , we had set our own curriculum and syllabus
2. Secondary and Sr. Secondary , we register for NIOS
3. CCA (NIOS) Eligibility, +2
4. Vocational Training courses

Special skill development packages

The kids are given training in Yoga, Karate, folk song and theatre, arts, dance, and painting based on their innate talents and skills.

Examination Evaluation

1st Semester - June to October

2nd Semester- November to March

Monthly Test papers at the end of the Month.

School Based Comprehensive Evaluation

Poppins & Gems

- ❖ Continuous comprehensive Assessment (written & oral)
- ❖ Summative assessment of at the end of every semester
- ❖ Assessment after every six month.

Level 1 - 12

- ❖ Continuous comprehensive Assessment (Written & Oral)
- ❖ Summative assessment at the end of every semester
- ❖ Projects
- ❖ Assessment after every six months.

* ~~NOTE~~: RULES ARE SUBJECT TO CHANGE AS AND WHEN MODIFIED/ ALTERED BY BOARD/MANAGEMENT

Extra Curricular Activities and Competitions (Compulsory)

To cultivate non – scholastic skills and provide a multi-faceted development, the school offers Extra–curricular Activities, These include Instrumental music, Dance (Western / Classical), Music (Western / Classical), Drawing & Painting, Yoga, Karate, and a wide range of other indoor and outdoor sports and games.. Talent shows and competitions form a regular feature of the school. Parents are requested to encourage maximum participation of their ward and make use of the opportunities to their best.

Special Award

- ❖ 100% attendance Award
- ❖ Star Kid Award
- ❖ Overall Champxion
- ❖ Best House

**NOTE:* Qualifying/Nominations for all the above given Awards will be subject to compliance to school rules. Negative remarks, absence in the opening and closing days of each term, special days of the school

Counselling

Counselling and assessment for students and parents will be by prior appointments.
Call : 9188520103

- ❖ Bringing fireworks/explosives or splashing color/mobiles/iPods/pen drives/cd's etc in school premise is strictly forbidden. Non- compliance of this instructions can results in expulsion from the school.
- ❖ No books, magazines, periodicals, etc, other than the prescribed syllabus, should be brought to school.
- ❖ The school has bus transport available for its students. The students who come to school by their own transport should arrive at school before the warning bell.
- ❖ Students need to take pride in wearing the school uniform as and when they are in the campus.
- ❖ The school reserves the right to add, alter, and cancel any rule given in this diary at any time at its discretion which will be binding to student and their parents /guardians

Bullying

Bullying is the repeated action by one child over another individual with a wilful, conscious desire to hurt, threaten or frighten someone. It can be a physical (hitting, pushing, etc.), social (excluding someone from one's group etc.), psychological (ignoring, funny looks, taunting, etc.), verbal (name calling, spreading rumours). Other forms of bullying might include interference with personal property, extortion, etc.

The victim of bullying will be assured of appropriate action and school shall depute supervisors to check and report bullying. No matter how small the issue may seem, the school will take appropriate action against bullying including cutting of privileges, reporting to parents, etc. or such action appropriate to the case.

Referral to the Counsellor

A student who is experiencing difficulties in abiding by the Student Code of Conduct may be referred to the Counsellor to explore any underlying reasons for a student's behaviour.

May 2018

1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	Due date for Annual Fee
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

Total No. of working days:

18

- ❖ Parents are advised not to grant any money to the students, as any monetary transaction is strictly prohibited.
- ❖ Any appointment with the teacher/Principal, should be informed in advance through the student dairy, parents are advised to respect the slot given to meet the concerned as stated by the institution.
- ❖ Parents are advised to educate their wards to respect civic rules by not allowing minors to drive two wheelers like motor bike/heavy vehicles
- ❖ Name and level should be clearly labeled on student's belongings. Lost and found articles will be kept in the office and should be claimed by the child.
- ❖ Parents should inform the school, in writing, if there is any change in address & Telephone No. or in case of medication
- ❖ Parents are requested to ensure that their wards carry the text/exercise books according to the timetable of the day, absence of which adds excess weight and harms the spine of the child.
- ❖ Parents should drop the children at the school gate by 9.15 am.
- ❖ Please meet the Exe. Director/ Principal or a teacher whenever you receive a note or a phone call regarding your ward's problem.
- ❖ Criticism of the teacher or the institution in the presence of their children should be scrupulously avoided because it may cause loss of respect to their teacher as well as the School, further retard his progress.
- ❖ Payment of fees is the responsibility of the parents and it should be paid in time.
- ❖ We expect you to attend all ***parent-teacher meetings***. This is your opportunity to help us to improve.
- ❖ Parents are requested to instill the habits of sending home- made foods in their lunch boxes . Junk food is totally prohibited in the School.

School Rules

- ❖ The first bell is a signal for the students to go for the assembly.As soon as they are back to their classes, the students should get their books ready for first period.
- ❖ Change of classroom for remedial or computer periods should be done in silence and in an orderly manner.

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Home study and parental co-operation

- ❖ They should see that the children do their home assignment like reading, writing work, revision given by the teacher under the supervision of the parents, instead of forcing child to take up private tuitions.
- ❖ It's the responsibility of the parent to help child to make and implement the study time table and thereby create a positive environment where the child can study independently.
- ❖ Parents are requested to co-operate with the school authorities in helping their children's progress
- ❖ Parents must encourage their children to take active part in classroom discussion, doubt solving, and submission of assignments / projects and not to be a defaulter.
- ❖ Daily attendance is necessary for continuity and steady progress. Hence the children should be sent to school regularly.
- ❖ Parents are requested to be personally present in all the meetings, interact with teachers, take the feedback in a constructive manner, work on suggestions recorded by teachers and to collect progress report in person.
- ❖ It's the responsibility of the parent to help child to make child converse the school activity on daily basis through interaction and thereby create a positive environment where the child can learn to express.
- ❖ Parents need to spend more time in honing the child's values, habits, mannerism, speech and behavior towards each member in the family and neighborhood, instead of pushing for private tuitions.
- ❖ Parents should monitor the daily activities of their ward; check the diary regularly for entries, check their bags occasionally and about their performance. Parents are advised to spend quality time with their wards to instill confidence and motivation
- ❖ The school contact number should be used in case of emergency, please abstain from the habit of making petty enquiries. Parents are appealed to respect the privacy of the teaching faculty and administrative staff and abstain from causing any disturbance through telephonic/ house visits for any official purpose. Any official matters are to be clarified by using Parent communication section given in the student diary by all means.

June 2018

1	Fri	
2	Sat	
3	Sun	
4	Mon	Planning Meeting
5	Tue	Due date for remitting tuition fee
6	Wed	School reopen for D School L5 to 12
7	Thu	School re open for A school
8	Fri	World Ocean Day
9	Sat	
10	Sun	
11	Mon	Last Day for remitting Annual Fee School reopens for Group 1
12	Tue	
13	Wed	
14	Thu	World Blood Donners Day
15	Fri	Id -Ul- Fitr (Holiday)
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	International Yoga Day, Interview for Children Committee
22	Fri	
23	Sat	Staff get together
24	Sun	
25	Mon	Travancore Day Celebration
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	Monthly Staff Meeting

Total No. of working days:

September 2018

1	Sat	
2	Sun	Sree Krishna Jayanthi
3	Mon	
4	Tue	
5	Wed	Due date for remitting tuition fee, Teacher's Day
6	Thu	
7	Fri	
8	Sat	World Literacy Day, Office Holiday
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	Muharram (Holiday)
21	Fri	Sree Narayana Gura Samadhi (Holiday)
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	Staff Meeting
28	Fri	Annual Athletic Meet
29	Sat	
30	Sun	

Total No. of working days:

22

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

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Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

October 2018

1	Mon	Elderly Day
2	Tue	Gandhi Jayanthi (Holiday)
3	Wed	
4	Thu	
5	Fri	Due date for remitting tuition fee
6	Sat	
7	Sun	
8	Mon	Air Force Day
9	Tue	World Post Day
10	Wed	
11	Thu	
12	Fri	
13	Sat	Office Holiday
14	Sun	
15	Mon	World Students Day
16	Tue	World Food Day
17	Wed	
18	Thu	Maha Navami (Holiday)
19	Fri	Vijayadasami (Holiday)
20	Sat	
21	Sun	
22	Mon	First Semester Exam Starts
23	Tue	
24	Wed	UN Day
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	Staff Meeting

Total No. of working days:

November 2018

1	Thu	Keralappiravi Day, School Day Planning Meeting
2	Fri	Quiz Competition Selection, Open House for A-School
3	Sat	Open House for D-School
4	Sun	
5	Mon	Due date for remitting tuition fee
6	Tue	Deepavali (Holiday)
7	Wed	C V Raman Day
8	Thu	
9	Fri	
10	Sat	Office Holiday
11	Sun	
12	Mon	
13	Tue	
14	Wed	Children Day, School Day Rehersal Starts
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	Milad-i- Sherif (Holiday) Child Right Day
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Constitution Day
27	Tue	
28	Wed	
29	Thu	
30	Fri	

Total No. of working days:

24

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

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Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

December 2018

1	Sat	World AIDS Day
2	Sun	National Pollution Control Day
3	Mon	International Day of Persons with Disability
4	Tue	
5	Wed	Due date for remitting tuition fee
6	Thu	
7	Fri	
8	Sat	Office Holiday
9	Sun	
10	Mon	Human Rights Day
11	Tue	
12	Wed	
13	Thu	
14	Fri	Annual Day
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	Staff Meeting, Christmas Celebration& School Closes for Christmas Day
22	Sat	
23	Sun	National Farmer's Day
24	Mon	
25	Tue	Christmas(Holiday) Birth Day of Issac Newton
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

Total No. of working days:

January 2019

1	Tue	
2	Wed	Mannam Jayanthi
3	Thu	School reopens after Christmas vacation
4	Fri	
5	Sat	Due date for remitting tuition fee
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	National Youth Day, Office Holiday
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	Republic Day
27	Sun	
28	Mon	Monthly Test Start
29	Tue	
30	Wed	
31	Thu	Staff Meeting

Total No. of working days:

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

February 2019

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	Due date for remitting tuition fee
6	Wed	
7	Thu	
8	Fri	
9	Sat	Office Holiday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Monthly Test begins
26	Tue	
27	Wed	
28	Thu	Staff Meeting

Total No. of working days:

March 2019

1	Fri	
2	Sat	
3	Sun	Sivarathri (Holiday)
4	Mon	
5	Tue	Due date for remitting tuition fee
6	Wed	
7	Thu	
8	Fri	
9	Sat	Office Holiday
10	Sun	
11	Mon	
12	Tue	Vaikundaswami Jayanthi
13	Wed	Annual Exam Begins
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	Staff Meeting
22	Fri	School Closes for Annual vacation, Class get together
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

Total No. of working days:

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

April 2019

1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	World Health Day
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Office Holiday
14	Sun	Dr. Ambedkar Jayanthi
15	Mon	Vishu
16	Tue	
17	Wed	
18	Thu	Maundy Thursday
19	Fri	Good Friday
20	Sat	
21	Sun	Easter
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

Total No. of working days: 29

Leave Applicaiton

SPECIMEN SIGNATURE OF PARNET/GUARDIAN

NAME OF STUDENT.....Level.....

DATE	DATE OF ABSENCE			REASON	PARENT'S/GUARDIAN'S SIGN	CLASSTEACHER'S SIGN
	REGULAR DAYS	SPECIAL DAYS	EXAMINATION			

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign

Leave Application
 SPECIMEN SIGNATURE OF PARENT /GUARDIAN

NAME OF STUDENT.....Level.....

DATE	DATE OF ABSENCE			REASON	PARENT'S/GUARDIAN'S SIGN	CLASSTEACHER'S SIGN
	REGULAR DAYS	SPECIAL DAYS	EXAMINATION			

LEAVE MORE THAN 3 DAYS/LONG LEAVE

[FORMAT]

The Exe. Director/Principal

Dear Madam/Sir,

SUB: REQUEST TO SANCTION LEAVE

This is to bring to your notice that my ward Master/Ms student of Level..... is unable to attend classes for period ofnumber of days from..... to on account of following reasons mentioned below:

- ❖ Medical reasons
- ❖ Social engagements
- ❖ Any mishappening in the family

I request your good self to sanction the said leave and oblige

Thanking you in anticipation.

Yours faithfully

Parent's /guardian's name

Signature

* Note :

- ❖ IN CASE OF MEDICAL LEAVE THE APPLICATION NEEDS TO BE SUPPORTED WITH A MEDICAL CERTIFICATE
- ❖ THE APPLICATION NEEDS TO BE SUBMITTED BEFORE AVAILING LEAVE

Communication Between School and Home

Date	Subject	Remarks	Teachers sign	Parents sign