

# PROSPECTUS



Affiliated to CISCE New Delhi



**HOLY ANGELS SR. SECONDARY SCHOOL**  
**SAHIBABAD**



# WELCOME TO HOLY ANGELS' SR. SECONDARY SCHOOL



**Rev. Fr. Hyacinth OFM Cap.**  
*Founder*

## Introduction

Holy Angels' Sr. Secondary School is an unaided Christian Minority Educational Institution managed by St. Paul's Educational and Charitable Society Ghaziabad, of the Franciscan Capuchin Missionaries of Krist Jyoti Province North India. The School, situated at Sahibabad in the National Capital Region (NCR), is affiliated to the Council for the Indian School Certificate Examinations New Delhi (Vide Reg. No. U.P 076) and prepares students for the prestigious Indian Certificate of Secondary Examinations (ICSE) and Indian School Certificate (ISC) The Pre-primary wing of the School is named St. Joseph's K.G. School.

## A Humble Beginning

The School's nativity story dates back to 1973. Rev. Fr. Hyacinth OFM Cap. a missionary priest belonging to the Religious Order of the Friars Minor Capuchin reached Sahibabad. By 1975 he began to stay in a rented room at Shyam Park Extension near the old Post Office. In the same year with just six students and a lady teacher Fr. Hyacinth, a dreamer of dreams dared to open a school in the midst of hardships, struggles and teething troubles of every sort. Being attracted by the saintly persona of the founder, people came to his aid. Rapidly and steadily the admissions grew.

In 1976 a suitable plot of land was procured at Sector 3, Rajender Nagar Sahibabad. On 14th March 1977, Rev. Fr. Jacob Acharuparambil OFM Cap. blessed and laid the foundation stone for the school building. With manual labour, sweat, prayers and faith of the founder, the ground floor of the school building was ready within an year. Soon the school was shifted to a new building. The school grew by leaps and bounds. The devotion and determination of the founder was faithfully followed by those who came after him. The majestic infrastructure that one finds today clearly bears the fingerprints of Fr. Hyacinth and all who stepped into his shoes. With inherent vision and commitment of its successors, in the successive years the school reached the pinnacle of success.

In the infancy stages of the school, the Franciscan Clarist Sisters (FCC) rendered a praise worthy service. Later on the Missionary Sisters of Immaculate (MSI) joined the institution.

The School got affiliated to the Council for the Indian School Certificate Examinations New Delhi in 1986. Ever since the first ICSE batch in 1986, the school has been acclaimed for its outstanding academic achievements in the Board Examinations. For over last five years the school stands as the NCR Topper in its academic excellence. Today we find our students well placed in prestigious premier institutions of higher learning in India as well as abroad.

Our alumini, so great in number, living in all corners of the globe gratefully acknowledge the unique contribution and blessings of Holy Angels' - their Alma Mater - for their success in life. The most fascinating stories of their success fill us with gratitude to God and a great sense of responsibility.



# OUR VISION & MISSION

## Our Motto

**“Lightened to Enlighten”**

**explains our Vision and Mission.**



**Fr. Freddie  
Manager**



**Fr. Byju P.  
Principal**

School is a lighthouse showing light to the whole world. Every child is potentially the light of the world. This principle is adopted from the teachings of Jesus, namely **“You are the light of the world.”** We focus on education for life rather than just for a living.

Our systematically designed curriculum aims at transforming the world through illumined and transformed global citizens. We groom the blooming buds into responsible global citizens who combine the qualities of head and heart. The intellectual, moral, physical and spiritual education imparted to our students make them well integrated personalities ready to take the world ahead.



HOLY ANGELS' SR. SEC. SCHOOL

REPUBLIC DAY

← KG BLOCK  
← AUDITORIUM  
← PLAY GROUNDS  
← GATE No. 1

HOLY ANGELS' SR. SEC. SCHOOL

HOUSE COMPETITIONS

HOLY ANGELS' SR. SEC. SCHOOL  
SAHIBABAD

Happy  
Independence  
Day

Happy  
Independence  
Day

# THUS WE STRIVE TO:

- Challenge each student to fan the flame of the divine spark which is in him/her.
- Expand the vision of young minds beyond the confines of caste, creed and nationality as envisaged by 'Vasudaivakudumbakam.'
- Equip every student with intellectual powers and life skills to face the demands of a fast changing world and an unpredictable future.
- Enable each child to identify and empathise with the society s/he belongs to and serve it with utmost sincerity and dedication.
- Create a dynamic and friendly environment that is conducive for learning and all round development of moulding each student into global citizens.
- Nurture positive and healthy interpersonal relationships between students, staff and parents irrespective of caste and creed.
- Foster and protect the secular fabric of our motherland as envisaged in the Constitution.





# ACADEMICS

A meticulously planned academic programme is implemented in our school. The academic session is from April to March. Classes are held from Monday to Saturday.

To monitor the progress of the child on a monthly basis the school has arranged at least two class tests. In the higher classes Surprise Class Tests, Projects, SUPW, Unit Tests, Half Yearly and Annual Examination are conducted to evaluate the students.

No student at any time is exempted from any examination except for serious illness. A medical certificate by a registered medical practitioner is to be submitted along with a leave application in such a case.

If a student who, due to illness, is unable to sit for the Annual Examination, but whose yearly record is good, may be promoted on the basis of that record and a medical certificate presented.

Result declared at the end of the year will be final. There will be no-reconsiderations nor re-tests held.

The pass criteria for a subject will be: class LKG - II 50%, class III - IV 45%, and 40% for class VI onwards.

Remedial classes are arranged for the weak students.

No student will be allowed to repeat the same class for more than one year. She/he will have to discontinue.

If a student, who has failed in a class, absents himself/herself for a week or more, his/her name is likely to be struck off the rolls.

A pupil shall be eligible to appear in the Annual Examination only if s/he has 75% attendance.

Half Yearly and Annual Examination results are published on our website [www.holyangelsbd.org](http://www.holyangelsbd.org) prior to the actual day of school result. With personalised Login ID and Password, parents and students can access the same.

# FACULTY

Holy Angels is blessed with well qualified, experienced and highly motivated faculty abreast with the latest in the field of education and technology. For the realization of its objectives the school counts on the genuine personal witness of its inspiring teachers.

At regular intervals workshops, seminars and orientation programmes are organized for the faculty to cope up with the demands of the 21st Century classrooms and to increase the efficiency level of the faculty.

Subject Coordinators and Department Heads in consultation with the Principal design strategies to make the teaching learning process more interesting, down to earth and relevant to life.



# INFRASTRUCTURE & FACILITIES

The school has an impressive and well designed building with all essential amenities required for the holistic development of the students. It is spread over four acres of land with spacious basketball court, football ground, volleyball court, skating ring, badminton court, assembly grounds, lawns, an amusement park for children and parking space.

## It also has:

- Airy classrooms conducive to learning.
- Attractive and well illustrated pre-primary classrooms.
- Two Computer Labs with sufficient number of high speed individual computers with LAN and internet connectivity.
- A spacious multi-purpose hall with LCD projector.
- Smart Class in every section.
- Music Room, Drawing Room.
- Well equipped Physics, Chemistry & Biology Labs.
- Well-stocked Library with a wide range of books, periodicals, news papers, reference materials and educational Cds.
- Well equipped School Band
- 100% power backup.
- Reverse Osmosis System(RO) and Water Coolers to provide pure drinking water.
- Infirmary Room with experienced Staff Nurse.
- Environment friendly campus with shady trees, gardens, lawns and water harvesting plants.
- Fully computerised School Office.
- Interactive and Dynamic website with provision to publish articles, poems, paintings etc by students and staff.
- Online Database with personalised Login ID & Password accessed by students and parents.
- Advanced Student Messaging System (SMS) to keep the parents informed about the events in the school .
- Closed Circuit Camera Surveillance to ensure the security of students.



# CO-CURRICULAR ACTIVITIES

Holy Angels is not confined to classrooms; it offers a wide spectrum of co-curricular activities to train confident, dynamic and efficient leaders for tomorrow.

**The following activities are an integral part of our curriculum:**

- Dance, Music, clay modeling, Mehandi, Rangoli, Pot decoration Art& Craft etc.
- Spelling Bee, Creative writing, Extempore, Elocution, Debate, Quiz etc.
- Summer camps for Basketball, cricket, volleyball, football, skating and instrumental music.
- Parliament visit.
- Field trips to places of historical interest and picnics.
- Colorful Kindergarten Graduation Day.
- Celebration of National festivals, special assemblies on national and international days.
- Inter house competitions and various activity days.
- Active participation in Interschool matches and competitions in Zonal, State and National levels.
- Career Guidance workshops for senior students.
- Bharat Scouts and Guides.
- Regular participation in NTSE, International Informatics Olympiad, International Mathematics Olympiad, English Olympiad, Science Olympiad etc.

## SPORTS & GAMES

**The School regards Physical Education absolutely necessary for a balance growth of students. students are trained in :-**

Football, Volleyball, Cricket, Kho kho, Throw ball, Badminton, skating, Table Tennis, Lawn Tennis, Basketball, Athletics and Taekwondo etc.

## SCHOOL PARLIAMENT

The School Parliament consists of the Head boys, Head girls, House Captains, Vice Captains, Club Secretaries and Joint Secretaries and elected Prefects of every class with Principal as head. The Parliamentarians are elected in the beginning of every new session. It helps in maintaining discipline and acts a liaison between students and teachers.

## PARENTAL INVOLVEMENT

Education being a joint venture of both the parents and the school we arrange parent teacher interaction through PTMs on regular basis.

## SCHOOL TIMING

Summer	:	7:30 am to 1:45 pm (classes 1 To 12) 7:30 am to 1:30 pm (class U.K.G) 8:00 am to 12:30 pm (class L.K.G)
Winter	:	8:00 am to 2:15 pm (classes 1 to 12) 8:00 am to 2:00 pm (class U.K.G) 8:30 am to 1:00 pm (class L.K.G)
Visiting Hours (Principal)	:	8:30 am to 9:30 am (Summer) 9:30 am to 10:30 am (Winter)

## SCHOOL FEES

School fees are payable quarterly in the months of April, July, October and January for the respective quarter. After the due date a late fee will be charged as follows:-

(i) For an installment not paid by the prescribed date, a late fee of Rs. 200/- will be charged for each month of the quarter.  
(ii) Fees not paid even after the lapse of the quarter would invite a late fee of Rs. 600/- for that particular quarter. Further delay without intimation to office will have students name struck off from the role. Fees will be accepted at the School Office from Monday to Friday between 8:30 am to 12:30 pm & on Saturday 8.30 am to 11.00 am.

All payments are to be made through demand drafts/ or CTS cheques. If a cheque is dishonoured, the payment of the same will be accepted only by way of D.D., along with a fine of Rs. 200/- (for more details kindly refer the fee book of your ward). Cheque dishonoured for a fresh admission would cancel the admission. In such a case re-admission may be granted with a fine of Rs. 2000/- in addition to the prescribed amount.



# REGISTRATION/ ADMISSION

1. The school reserves the right to admit the pupil to a class suited to his/her level. Admission is finalized strictly on merit after screening/ interview/interaction/test as per the decision of the management from time to time and payment of the prescribed fees. The child seeking admission should be introduced by the parents or guardians who shall remain responsible for the fees, regular attendance and good conduct. The following documents/certificates are required during the sign of admission:-
  - a. A Date of Birth Certificate clearly showing the name of the child from the Municipal Corporation/Zila Panchayat is mandatory for admission. A Photocopy of the same is to be submitted along with the registration form.
  - b. A child coming from an affiliated/recognized school should produce the Transfer Certificate and Result Card. The Transfer Certificate should be counter signed by a competent authority of the respective Board. The admission will not be deemed complete and valid till all the necessary documents are submitted and verified by the school authorities.
  - c. In case of Catholic/Christian candidate, Baptism Certificate and a letter of introduction by the Parish Priest/Pastor are mandatory.
  - d. SC/ST/OBC Certificate (If applicable) to be submitted.
  - e. Address Proof of Residence is mandatory .
2. As a rule, no child less than three and a half years (as on 1st of April) is admitted in kindergarten. This limit increases by one year for each successive class. No change of Date of Birth is entertained.
3. The child will be examined in the matter of the class previous to the one he/she seeks admission.
4. On no account, admission can be demanded by any other right. It is entirely left to the policy and discretion of the Principal.
5. Admission obtained by submitting false document, date of birth, address proof etc. will be cancelled even at a later stage.
6. The Principal reserves the right to allot and re-allot the section of your ward as and when found necessary. The decision of the Principal will be final and binding.
7. No recommendations will be entertained as it will result in the cancellation of the application.



# GENERAL RULES OF DISCIPLINE

1. Irregular attendance, habitual inattention to school work, obscenity in word or act, in-subordination to school authorities, transgressions of the rules given in the diary, cheating or any other misconduct, even outside the school precincts, any behavior considered by the Principal, if not suitable to the good tone and general good of the school are sufficient reasons for fine, suspension or even dismissal.
2. Damage done by the student to the school property will have to be made good by him/her. Classrooms should be kept tidy and attractive. Scribbling on furniture or on walls is strictly forbidden.
3. The class monitors and prefects should ensure that lights and fans are switched off while leaving the classrooms. Bins must be used appropriately for the waste paper etc.
4. The transition between teacher leaving the class and the other arriving is not the time for idle talk or creating disturbance. Await the teacher's arrival in silence and stand up and wish when he/she enters the classroom, and a prayer is to be devoutly recited by all at the beginning and at the end of each period.
5. Students should procure their books with in a week of the declaration of results. All students should have a copy of the school diary making therein proper entries and bringing it to school everyday.
6. Students should be clean and tidy in their person and dress, take pride in their personal appearance, maintain proper body cleanliness be respectful and obliging to their elders and companions. In the classrooms, besides paying attention to cleanliness and personal bearing, they should create and maintain an atmosphere conducive to serious study.
7. During class time, no student may leave the school premises without Principal's permission. Students may leave the classroom only with the teacher's permission.
8. Students are not allowed to bring cell phones, cameras, i-pods, music system, video games, CDs, whitener, marker etc. to school.
9. Parents are not permitted to meet the teachers except on Parent Teacher Meeting (PTM) days. You can also meet them before/ after the school hours.
10. Celebration of birthdays and parties in school is not permitted.
11. All correspondence should be addressed to the Principal. When writing, quote the student's full name, class and section.
12. When the Principal or a teacher enters a classroom, the students, should stand up respectfully, greet them and remain standing till they are directed to sit. They shall do the same when the Principal or the teacher leaves the class room.
13. When the attendance roll is taken, each student should rise and answer respectfully, and also when an elder addresses him/her.
14. Books other than school books, periodicals, newspapers, or any things not approved by the Principal, should not be brought to the school.
15. All collection of money or things for any purpose whatsoever is to be done with prior permission from the Principal. Presenting of gifts to any member of the staff for any occasion, by any student or parent is forbidden.
16. During the absence of the teacher, the class monitors and prefects will be responsible for maintaining discipline in the class.
17. No student should be seen anywhere except in their place of work and play.
18. No student is allowed to change his/her seat in the class allotted by the class teacher.
19. All students should come to school on time, as specified by the principal from time to time. Habitual late coming may lead asking the student to go back home without attending school. Punctuality and discipline should be the watch words of every student. Report on time and be brisk in your walk.
20. No half day leave is permitted.
21. Students are advised to bring lunch with them. No will be accepted during the school hours.



## GOLDEN RULES FOR THE STUDENTS

**Students must follow the rules without any exception:**

1. Students should reach school at least 10 minutes before the morning assembly and they must go to the class rooms immediately after reaching school.
2. Students should keep up the discipline in the school premise and maintain silence in the class rooms.
3. This school is particular about personal cleanliness and adherence to the prescribed uniform. Students found violating these rules will be duly penalized.
4. Good handwriting is the hallmark of an educated person. Therefore every student should strive to have a neat and legible handwriting.
5. Each student is responsible for his/her own belongings. The school does not accept any responsibility for the loss of books, money, clothes, valuables etc.
6. Finger nails must be trimmed and kept neat and clean. Shoes are to be polished every day.
7. All the text books and copies are to be brought to school as per the timetable of each day. The text books and copies should be maintained properly throughout the year with cover and labelled with name, roll number, class and section.
8. School diary should be brought to class daily and even in PTM without fail.
9. Bad behaviour or use of rough, rude and abusive language is prohibited both inside or outside the school premises. Bad conduct will be just a cause for the dismissal from school.
10. Running, playing, jumping on furniture, yelling and shouting inside the class rooms and corridors are not allowed.
11. Crowding in the corridors or entering other class rooms is strictly prohibited.
12. Any kind of damage done to the school property will have to be borne by the defaulting student concerned.
13. No student is allowed to go home during the school hours unless accompanied by parents/authorized persons.
14. Students are strictly forbidden to carry tattoos, stickers, toys, pen drives, CDs, fancy items, cameras, calculators, mobiles, gadgets and valuables to the school.





## GUIDELINES FOR THE PARENTS

### These guidelines must be followed by the parents:-

1. The school diary has to be read very carefully by the parent and then give the signature after reading it.
2. Diary is to be daily examined by the parents and if any remarks are given by the teacher/ principal the same shall be signed by the parents on the same day.
3. Parents should fill the index page of the diary carefully and the same specimen signature of both the parents/guardian must be followed in the diary where needed.
4. Diary remarks or tests conducted not signed in time would invite reduction of marks for internal assessment by the concerned teacher.
5. Parents should send their wards to school daily except when sick or in unavoidable circumstances.
6. Go through the class work and home assignments of the ward daily and make sure that the ward completes the writing and learning work daily before retiring to bed.
7. Parent Teacher Meeting is to be attended by the parents accompanied by their ward regularly without failure. Students should come in their proper school uniform for the PTM.
8. Do not send any cash to school unless it is notified by the school.
9. Do not send any hanging ear rings or chains made of gold as it might invite anti-social elements on the way, or your ward may lose them in the school or on the way.
10. Check if the ward brings home any pen/pencil/sharpener etc. not been supplied by you. If you find any, please return it to the class teacher on the following day. Help the child to be honest and sincere.
11. If there is any change in the address/telephone no. etc. kindly inform the school immediately through a written application to update the same.
12. Please see that you do not criticize the teachers in the presence of the child because thereby the child loses respect for the teachers and consequently fails to learn from them.





## HOLY ANGELS' SR. SECONDARY SCHOOL

(Affiliated to CISCE New Delhi)

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