



L.R.I. SCHOOL BUSINESS & SCIENCE

STUDENT DIARY

Kalanki, Kathmandu, Nepal

Tel: 5218188 / 5218515 / 5218170

G.P.O. Box: 12773, Fax: 5219703

URL: www.lrischool.edu.np

Tips for Quality Schooling in L.R.I.

- ❖ **Always be well disciplined with regard to your overall School behaviour.**
- ❖ **Ever maintain a decent look by wearing the prescribed School uniform.**
- ❖ **Bring all your required course-books and note-books everyday to School.**
- ❖ **Remember that “A single class missed is a whole library missed”.**
- ❖ **Carry with you no distracting object and large sum of money.**
- ❖ **Be attentive and interactive with every subject teacher of your class.**
- ❖ **Take the School assignments and exams to enhance your capacity.**
- ❖ **Participate in all curricular activities with absolute zeal.**
- ❖ **Logon to ‘educational websites’ to update in different subjects through extensive reading.**
- ❖ **Make the best use of School facilities with a proud feeling of ownership.**
- ❖ **Pass out with flying colours at the end of every academic session.**

Enjoy a happy life in L.R.I.

PRAYER BEFORE STUDY

O' God, who are truth and origin of all knowledge,
bless our studies which we consecrate to you.
Enlighten our minds, strengthen our memories,
and direct our wills towards what is right.
Grant us to seek truth always
and make us truly wise.

PRAYER AFTER STUDY

O' God, who are truth and origin of all knowledge,
grant that we remember what we have learned.
We offer you our works, endeavours,
our failure and success.
Forgive us our shortcomings
and give us the courage to follow
the path of truth.

PRAYER BEFORE MEALS

O, my Lord,
we thank you
for the food
we are
going to receive
through your kindness.

PRAYER AFTER MEALS

O' my Lord,
we thank you
for the food
we have received
through your kindness.

SCHOOL PLEDGE

Nepal is my country and all those who live in it 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 worth of it.

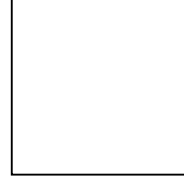
To my country and all my countrymen, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

I swear to abide by the rules and regulations laid down by the School and fulfill and follow all its traditions with sincerity and devotion of heart.

SCHOOL CHORUS

Near the vast Himalayan ranges,
Lies the School we hold most dear,
Forget it not through all life's changes,
Keep its memory bright and clear,
It's a link that none can sever,
Through one's life and eternity,
Let's then be proud forever,
For the wisdom bestowed on us,
Let's then be thankful forever,
To the School and all its ways,
L-R-ions ... L-R-ions ... L-R-ions ...
L-R-ions ... L-R-ions ... L-R-ions ...
L-R-ions ... L-R-ions ...

STUDENT DATA



NAME OF THE STUDENT IN BLOCK LETTERS (According to birth certificate):

पूरा नाम थर (देवनागरीमा) :

Date of birth

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

According to birth certificate: YYYY/MM/DD (BS) DD/MM/YYYY (AD)

Mother's Name: _____
(According to the citizenship)

Father's Name: _____
(According to the citizenship)

Email ID: _____

Permanent Address of the student:

प्रदेश जिल्ला गा. पा./न.पा. वडा नं.

Temporary Address of the student:

प्रदेश जिल्ला गा. पा./न.पा. वडा नं.

Mark of identification _____ Blood Group _____

Name of sibling (1) _____ Grade & Sec. _____

Name of sibling (2) _____ Grade & Sec. _____

Sign. of Mother _____ Sign. of Father _____

Regn. No. _____ Grade & Sec. _____ Roll No. _____

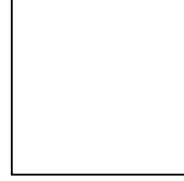
Walker/Boarder/Bus-rider (Bus stop _____) House _____

No.	Authorized guardians (in emergency)	Mobile No.	Sign.
1.			
2.			
3.			

Note: This diary is to be brought to School daily. If it is lost or damaged or is fully used, a new one is to be bought.

5 "Your children are the greatest gift God gave to you, and heir souls the heaviest responsibility." – **Lisa Wingate**

STUDENT DATA



NAME OF THE STUDENT IN BLOCK LETTERS (According to birth certificate):


पूरा नाम थर (देवनागरीमा) :


Date of birth

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

According to birth certificate: YYYY/MM/DD (BS) DD/MM/YYYY (AD)

Mother's Name: _____ 
(According to the citizenship)

Father's Name: _____ 
(According to the citizenship)

Email ID: _____

Permanent Address of the student:

प्रदेश जिल्ला गा. पा./न.पा. वडा नं.

Temporary Address of the student:

प्रदेश जिल्ला गा. पा./न.पा. वडा नं.

Mark of identification _____ Blood Group _____

Name of sibling (1) _____ Grade & Sec. _____

Name of sibling (2) _____ Grade & Sec. _____

Sign. of Mother _____ Sign. of Father _____

Regn. No. _____ Grade & Sec. _____ Roll No. _____

Walker/Boarder/Bus-rider (Bus stop _____) House _____

No.	Authorized guardians (in emergency)	Mobile No.	Sign.
1.			
2.			
3.			

Note: This diary is to be brought to School daily. If it is lost or damaged or is fully used, a new one is to be bought.

RULES OF DISCIPLINE

1. All are encouraged to speak in English within and outside the School premises wherever formal conversation demands so.
2. Strict decorum is to be maintained in and outside the Classroom.
3. Pupils should realize that they are responsible to the School authority not only for their conduct in the School, but also for their general behaviour elsewhere.
4. On their way to or from School, pupils must remember that the School is judged by their conduct. They should greet members of the School family whenever or wherever they meet them.
5. Every pupil is morally bound to contribute to the high standard of the School, by his/her manners and attitude. His/her language must be above reproach.
6. Careful attention must be paid to personal cleanliness and hygiene. The uniform must be clean and neatly pressed, shoes well polished, finger-nails pared, and hair well brushed/combed.
7. Pupils should help in keeping the School clean and preserving School property all the times with a genuine feeling of ownership.

PUNCTUALITY

1. The study classes usually begin from 8:30 am and end around 3:45 pm.
2. All are expected to be present for the Assemblies, as instructed.
3. Pupils must return to their classes promptly after the Recess, so as not to lose any time.
4. No pupil is permitted to leave the School premises during the School hours without permission.

HOUSE SYSTEM

The House system is meant to serve as a source of motivation for children to give their best, and is based on the spirit of help and fair play. It also helps to strengthen team spirit, sharing and other social qualities.

The students' body is grouped into four Houses, each with its standard motto and colour:

<u>COLOUR</u>	<u>NAME</u>	<u>MOTTO</u>
GREEN	PASHUPATI	IN HIM WE BELIEVE
RED	BUDDHA	TOWARDS ENLIGHTENMENT
BLUE	EVEREST	TOWARDS HEIGHTS
YELLOW	BHANUBHAKTA	TOWARDS GREATER PROSPERITY

These four Houses work in a spirit of co-operation and competition, to achieve the standard of excellence set for them. Each House has its leaders, a Captain and two Vice-captains, who take their inspiration and guidance from their House Masters/Mistresses.

Selection of the House Prefects takes place when a new session begins and Class Monitors are appointed by the Class Teachers, later.

STUDENTS' QUALITY CIRCLE

It is a body established to put into practices the aims and objectives of the House System. The Circle is made of a Head Boy and a Head Girl, House Captains, Vice-Captains, Class Monitors and the representatives of various other activities and organizations. The Circle functions under the guidance of the School management and the House Masters/Mistresses in carrying out various activities of the School.

RESOURCE CENTRE

The co-operation of pupils is of the greatest importance for the efficient running of a Library, in the following manner:-

1. The Library is essentially a place of quiet & serious study and, as such, there must be complete silence in the Library at all times.
2. Newspapers, periodicals and magazines are made available for the students during the Library periods and tiffin intervals.
3. For senior students, books are issued for a week. Junior students are allowed to read in Library itself.
4. Any damage is to be pointed out to the Librarian at the time of issue. Fine is charged when a book is lost or damaged or returned after the due date.

Students are invited to make the maximum use of resources and services that the Library has to offer.

PHYSICAL FITNESS

Physical fitness plays an essential role in the overall development of a child's personality and, therefore, forms an important part of School curriculum.

Sports and Games are held on the basis of Inter-House and Inter-School Tournaments, according to the list of activities planned for the year. Opportunities are provided throughout the year for the pupils to take an interest and develop their skills by active participation in Sports and Games.

No student is exempted from Physical training and Games without a Medical Certificate to that effect.

Regularity/Attendance

If a student is absent for any day's activity for whatever reasons, parents must state the reason in this diary and sign as well. However, unreasonable absence is discouraged by the School because students find it difficult to cope up with subsequent activities. As such, regular attendance is mandatory to complete all activities.

Continuous Assessment System (CAS)

There will be three TERMINAL EXAMINATIONS for promotion to the next Class. Besides, three Unit Tests, daily Home-work, Class-work, and other School activities, regularity, punctuality etc. are taken into consideration as the bases for deciding whether the child is fit to move to the next Class or not.

Evaluation Criteria

The Progress Reports are issued periodically, as scheduled in Annual School Calendar. Any student, failing to get through a Class for the second consecutive year, will be asked to leave the School. The final academic result is a Grade-Sheet that mentions Grade Point Average (GPA), as determined by Government of Nepal:-

S. NO.	INTERVAL IN %	GRADE	DESCRIPTION	GRADE POINT
1	90 to 100	A+	Outstanding	4.0
2	80 to below 90	A	Excellent	3.6
3	70 to below 80	B+	Very good	3.2
4	60 to below 70	B	Good	2.8
5	50 to below 60	C+	Above average	2.4
6	40 to below 50	C	Average	2.0
7	20 to below 40	D	Below average	1.6
8	1 to below 20	E	Insufficient	0.8
9	0	N	Not graded	0.0

LEAVE OF ABSENCE

1. Students should attend the School regularly.
2. No leave of absence is granted except for a genuine reason. Application for leave should be made to the Principal.
3. Late arrivals after the vacation are liable to have their names struck-off the Register.
4. Pupils, who are diagnosed to be suffering from or exposed to an infectious disease, will not be allowed to attend the School unless they bring Doctor's Certificate stating that the period of quarantine is over.
5. If a child continues to be absent for one month without permission, his/her name will be struck-off the School rolls. In the case of desiring to rejoin, his/her re-admission shall be subject to the discretion of the School management.
6. Students leaving the premises of School during the course of a day will have to obtain written permission from the Principal.
7. If a child is detained in School beyond Class hours, the written reason will be given in the diary. The parents should not accept any oral excuse for coming home late.
8. The Attendance Roll will be taken at the beginning of the Morning and end of the Afternoon sessions. Those who are not present will be marked absent.
9. Irregular attendance and unjustified or unexplained absence for more than a week will result in the dismissal of a student.

SOLEMN RULES

1. The students are encouraged to converse in English within the School premises except during the vernacular period.
2. The students must turn-out in proper uniform on all School days. The uniform must be clean and neatly pressed, shoes well polished, finger-nails pared and hair well brushed and combed. The boy students must have a decent hair-cut and the girls must tie their hair with the School prescribed ribbon.
3. On their way to or from School, the day scholars must maintain a very high degree of conduct and behaviour keeping in mind the high tone that School holds in the society.
4. The students must always bring with them all the required text books and exercise books, according to their routine. The text books need to be covered nicely with plain brown paper.
5. The students record their homework details etc. in diary, which need to be checked and signed by parents/guardians.
6. For leave of absence including half-day, a written request is to be made by parents/guardians in the child's diary.
7. A student found to be suffering from an infectious disease is not allowed to attend the School until and unless a Medical Certificate from a qualified Doctor is produced.
8. A child who continues to remain absent for two consecutive months without prior intimation or permission from School, is liable to be removed from the rolls.
9. The parents/guardians must ensure that their children/wards are taken home promptly after School hours. The bus-rider students are to be picked-up at the designated bus stops by parents/guardians.
10. The School does not accept responsibility for loss of things, such as money, watch, calculator etc. brought to School by pupils.
11. Applying nail polish and bringing undesirable books or things or jewelry etc. in the School are strictly prohibited.
12. During School hours, pupils are not allowed to go outside the School compound without the permission of Principal.
13. The students are expected to see that they do not litter the School premises with paper, eatable remains etc. during recess and essentially use the bins provided for the purpose.
14. As soon as short and long breaks are over, students must proceed to their

respective classes in line without wasting any time.

15. While moving along corridors or up and down the stairs, children must walk in silence and should allow the teachers first.
16. The students are not permitted to come out of their class-rooms during class-hours or in between periods.
17. Use of foul language or creating an unpleasant scene or resorting to physical assault on anybody, within the School premises, and neglect of regular academic work or use of unfair means in examinations etc. are acts of gross indiscipline, which are not tolerated at any cost.
18. Any damage or disfigurement done to School property by a student must be compensated by the parents/guardians paying the cost of repairs etc.
19. Unauthorized lending or borrowing of money within the School premises is not permissible.
20. No day scholar is entitled to enter the Hostel premises anytime. Besides, no student is allowed to go to the administrative office or Teachers' Room without any genuine work.
21. The parents/guardians are not allowed to see their children/wards or contact any teacher during class-hours without the permission of Principal.
22. The parents/guardians are advised to collect the exam results of their children/wards personally on the dates specified by School.
23. Expenditure on separately-prescribed medicines, Lab tests, hospitalization, and surgery other than First-Aid is billed to the parents.
24. In the event of serious illness of a boarder, his/her parents/guardians are informed immediately. They may be in constant touch with the Hostel Teacher over the phone between 5 pm and 8 am.
25. Disciplinary action will be taken against any student who is found to have used unfair means in the periodic tests or examinations, and should the student concerned continue to repeat the offence, he/she will be required to be withdrawn.
26. Transfer Certificate will be issued to a student only after the parents have paid all sums due to the School.

PROMISORY NOTE

1. Kindly make necessary arrangements to take your child/ward home promptly after the School hours. Those who travel by School Bus should be picked up at the designated Bus Stops.
2. Necessary arrangements must be made so that the children are punctual and do not disturb the routine of the School.
3. The School does not accept any responsibility for books, clothes, money and other articles that are lost by children.
4. All accounts of the previous year must be settled in full before a pupil returns to the School for a new academic session. If dues are not settled, the pupil will not be allowed to rejoin.
5. Besides the Government-gazetted holidays, Dashain etc., School closes for the winter vacation in Poush and reopens in Magh.
6. No child is allowed to remain in the Class-room during the Recess.
7. When students are moving along corridor, while changing classes or going to the Library, Laboratory etc., they must walk in silence and give first preference to the teachers.
8. No undesirable books or articles are to be brought inside the School premises.
9. Any damage or disfigurement done in or about the School premises must be made good by the parents of the child concerned.
10. All should take an honest pride in keeping the School clean. Be very careful during the Recess not to litter the School ground with paper, fruit peels, etc. The waste-paper baskets and the bins provided for the purpose should be used properly.
11. All pupils must possess a copy of the School Diary, which is to be brought on all School days.
12. Pupils are not allowed to visit the Staff Room or Teachers' Quarters any time.
13. If a student leaves the School anytime during the continuity of a session, he/she is required to pay for the whole session.
14. Disciplinary action will be taken against any student who is found to have used unfair means in the periodic tests or examinations, and should the student concerned continue to repeat the offence, he/she will be withdrawn.
15. No Re-exam will be taken in case of absence during Exam.

Father's Signature _____

Mother's Signature _____

FEE GUIDELINES

1. The tuition fee is to be paid for twelve calendar months.
2. School/Hostel fees are required to be paid every month else late fee is liable to be charged in the next month's bill.
3. If fees for three consecutive months are unpaid, a student may be required to be re-registered by her/his parents.
4. The fees/charges, prescribed by the School for different purposes, are subject to revision anytime if the compulsions so demand.
5. No concession or reduction in fees is granted on account of any short or long absence of a student from School.
6. A residential student, present in the Hostel for any portion of a month, is charged for the whole month.
7. Fees once paid, including the annual charges deposited in the beginning of the academic year, are not refunded.
8. A student leaving the School during the continuity of an academic session must pay tuition fees for the whole year, without which no Transfer Certificate is issued.
9. No student can join a new academic session of the School if any amount of dues of the preceding academic year remains unpaid.
10. The charge for Transfer Certificate or Recommendation Letter is collected separately.

PACT WITH PARENTS

1. Parents are expected to co-operate with the School authorities in keeping up with the School standard, by ensuring that their children prepare the given lesson regularly and also take an active and helpful interest in the activities of the School.
2. Parents are informed that occasional remarks are made by the teachers in the School Diary. They are requested to sign the same as a proof that they have read the same.
3. Parents are expected to collect their children's Exam Reports personally on the stipulated dates.
4. If a pupil is likely to be absent due to illness for a long period, the School authorities must be informed within a week.
5. Parents/Guardians are not allowed to see the children or interview teachers during School hours, without the permission of the School management.
6. This Home-work Diary is to be signed daily by the parents or guardians (in the case of a boarder, by the Hostel Incharge) as a proof that the child has done his/her home-work.
7. Parents/Guardians are requested to clear the fees/dues by the 5th of every month, after which a mandatory fine will be charged.
8. Fees, including the admission money, once paid will not be refunded under any circumstances. There is no proportionate fee collection for long holidays etc.
9. Expenditure on separately-prescribed medicines, Lab tests, hospitalization, and surgery other than First-Aid is billed to the parents.

Father's Signature _____

Mother's Signature _____

ROLES OF PREFECTS AND CAPTAINS

1. To help the School in ensuring that students behave decently within as well as outside the School premises.
2. To help in maintaining the English-speaking environment in the School.
3. To help in getting the students properly lined up for Assemblies.
4. To help in checking if the students are in full, proper and clean uniform or not, and also, their hair-cut etc.
5. To help during the Breaks to ensure that students do not throw the waste-papers/things around, do not create any unpleasant scene, do not break the line to get the eatables from School Canteen etc.
6. To help in organizing various Inter-House and Inter-School events/programmes.
7. To help in identifying the weak as well as talented students of different classes.
8. To maintain silence and order inside the Class when there is no teacher.
9. To attend to the guests/visitors in the absence of any School staff around.
10. To plan-out and undertake the campaigns, such as adult literary, cleaning-up of the area etc., from time to time.
11. To inform the office about lost and found belongings of the students.
12. To report to the administration genuine grievances as well as meaningful suggestions of the students for the betterment of academic standard.

Principal _____

Academic Block Chief _____

Class Teacher _____

SUBJECT TEACHERS

	<u>Subject</u>	<u>Teacher's Name</u>	<u>Specimen Sign.</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

Remarks: _____

RECORD OF ABSENTEEISM

No. of days absent

From (Date dd/mm/yy) **To (Date dd/mm/yy)**

Reason

Sign. of Parent/Guardian **Checked by**

No. of days absent

From (Date dd/mm/yy) **To (Date dd/mm/yy)**

Reason

Sign. of Parent/Guardian **Checked by**

No. of days absent

From (Date dd/mm/yy) **To (Date dd/mm/yy)**

Reason

Sign. of Parent/Guardian **Checked by**

No. of days absent

From (Date dd/mm/yy) **To (Date dd/mm/yy)**

Reason

Sign. of Parent/Guardian **Checked by**

No. of days absent

From (Date dd/mm/yy) **To (Date dd/mm/yy)**

Reason

Sign. of Parent/Guardian **Checked by**

RECORD OF ABSENTEEISM

No. of days absent
From (Date dd/mm/yy) **To (Date dd/mm/yy)**
Reason
Sign. of Parent/Guardian **Checked by**

No. of days absent
From (Date dd/mm/yy) **To (Date dd/mm/yy)**
Reason
Sign. of Parent/Guardian **Checked by**

No. of days absent
From (Date dd/mm/yy) **To (Date dd/mm/yy)**
Reason
Sign. of Parent/Guardian **Checked by**

No. of days absent
From (Date dd/mm/yy) **To (Date dd/mm/yy)**
Reason
Sign. of Parent/Guardian **Checked by**

No. of days absent
From (Date dd/mm/yy) **To (Date dd/mm/yy)**
Reason
Sign. of Parent/Guardian **Checked by**

LATE ARRIVALS

S. No.	Date	Time of reporting	Warned by (Sign.)	Parent's Sign.	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

IMPORTANT MESSAGES

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

PARENT'S NOTE

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TEACHER'S REMARKS

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TEACHER'S REMARKS

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TEACHER'S REMARKS

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

TEACHER'S REMARKS

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

DAILY CLASS ROUTINE

DAY/ PERIOD	SUN	MON	TUE	WED	THU	FRI
1 st						
2 nd						
3 rd						
4 th						
5 th						
6 th						
7 th						
8 th						

HOME ASSIGNMENTS	
Day:	Date:
Subject	Work
TEACHER'S COMMENTS _____ _____	
Parent's sign:	Class Teacher's sign:

Day:	Date:
Subject	Work
TEACHER'S COMMENTS _____ _____	
Parent's sign:	Class Teacher's sign: