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# ST. CLARET SCHOOL

Affiliated to Council for the Indian School Certificate Examinations (CISCE)  
ICSE & ISC, New Delhi, (WB 305)

Debpukur, Sewli-Telinipara P.O. North 24 Parganas, Kolkata-700 121, W.B.







**Jesus Christ**  
Our Master



**St. Anthony Mary Claret**  
Our Founder & Patron



**Mother Mary**  
Our Inspiration

**CLARETIAN MISSIONARIES ARE WORKING IN 73 COUNTRIES AROUND THE WORLD.**

## **ST. CLARET SCHOOL**

*Educational Institutions managed by Claretian Missionaries in India*

### **In Other States**

St. Claret College, Ziro, Arunachal Pradesh  
 Little Flower Junior College, Kellemula, Kerala  
 St. Claret School, Medchal, Andhra Pradesh  
 St. Claret School, Nailagjeril, Andhra Pradesh  
 St. Claret School, Narasannapetta, Andhra Pradesh  
 St. Claret School, Basuregady, Andhra Pradesh  
 St. Claret School, Kurnool, Andhra Pradesh  
 Mary Matha School, Marthidi, Andhra Pradesh  
 St. Claret Vidhya Nikethan, Andhra Pradesh  
 St. Claret School, New Buti-Bori, Maharashtra  
 St. Claret School, Chinmur, Maharashtra  
 St. Claret School, Barwadih, Jharkhand  
 St. Terese's School Marwai, Jharkhand  
 Little Flower Public School, Kellemule, Kerala  
 St. Claret School, Vythiri, Kerala  
 St. Claret School, Santa, Madhya Pradesh  
 St. John's Matric. H.S. School, Madurai, Tamil Nadu  
 St. Claret Higher Sec. School, Karumathur, Tamil Nadu  
 St. Claret Matriculation Higher Sec. School, Thirunintravur, Tamil Nadu  
 St. Claret School, Guwahati, Assam

St. Claret School, Kachugeon, Assam  
 St. Claret School, Ampatti Meghalaya  
 St. Claret School, Dangar, Meghalaya  
 St. Francis Xavier School, Mawsynram, Meghalaya  
 Presentation School, Nanghyallam, Meghalaya  
 St. Claret School, Shillong, Meghalaya  
 St. Claret School, Pharmer, Meghalaya  
 All Saint's School, Ranara Meghalaya  
 St. Claret Institute of Management, Bangalore, Karnataka  
 St. Claret College, Bangalore, Karnataka  
 St. Claret Pre University College, Bangalore, Karnataka  
 St. Claret School Bangalore, Karnataka  
 Anthony Claret (AC) School, Bangalore, Karnataka  
 St. Claret School, Basmata, Jharkhand  
 Saint Claret School, Ghatshila, Jharkhand

### **In West Bengal**

St. Claret School, Barrackpore, Kolkata - 121  
 St. Claret School Bishrail, D. Dinajpur Dt.  
 St. Claret School, Sahanagar, Radhakantapur, Burdwan



## I. OUR VISION

Our Vision is to promote educational excellence, leadership and service based on universal love and brotherhood in an environment characterized by respect for the individual and concern for the community; to strive to foster positive values based on the pursuit of truth into the lives of our students to effect holistic transformation within them and in the society.

## II. OUR MISSION

Our mission is to form INTELLECTUALLY COMPETENT, MORALLY UPRIGHT, PROFESSIONALLY SKILLED, SPIRITUALLY EVOLVING, SOCIALLY RESPONSIVE, AND CULTURALLY TOLERANT CITIZENS, through HOLISTIC CLARETINE EDUCATION, for THE CREATION OF A CIVILIZATION OF LOVE.

## III. HISTORY

St. Claret School, Debpukur, Sewli-Telinipara, Kolkata-121 is an English Medium School, established in the Jubilee Year 2000 by the Claretian Society, registered under the West Bengal Societies Registration Act XXVI of 1961. It is a coeducational School, which admits children irrespective of caste and creed. The School is administered by the code of regulations for the Anglo-Indian Schools in West Bengal.



## IV. ST. CLARET AND THE CLARETIAN CONGREGATION

St. Antony Mary Claret is the founder of the Claretian Congregation. He was born in Sallient, Barcelona, Spain, on December 23, 1807. He was first a textile worker and designer then became priest in the year 1833. Later he was consecrated as the Archbishop of Cuba. He died on 24th October 1970 at Fontfroide in France. He founded the Claretian Congregation on 16th July 1849. One of the aims of this Congregation is to educate the young children in the ways of God, instilling in them a deep sense for moral values and social justice. The Claretians work in 73 countries of the world.

## V. OUR LOGO

It contains the **Motto** of the school, which is "To Grow in Knowledge and Love." The **Book** stands for the Sacred Scriptures. **C.M.F.** is the abbreviation, which addresses the Claretians as "the Sons of the Immaculate Heart of the Blessed Virgin Mary." The **Flame** reminds us that we are called to shine forth with **Knowledge** and **Love** against ignorance and hatred.





## VI. ADMISSIONS AND WITHDRAWALS:

1. New admissions are made to **Nursery** – 3 years; **LKG** – 4 years; **UKG** – 5 years; **Class I** – 6 years; **Class XI (ISC)** (with pass marks in all subjects and an average of 80% or above from ICSE / any other recognized national/international board, with good conduct), and other admissions, if any, will depend on the availability of seats.
2. At the time of admission, the parent/guardian must give the correct age of the child, producing the original birth certificate from the municipality. Catholic students must also produce a Baptism certificate.
3. The candidate will have to appear for an interaction with parents and will be examined at the standard immediately below that to which they seek admission.
4. (i) The selection for admission shall be made entirely on the results of the interaction and no other consideration. The school authorities reserve the sole right of refusing or granting admission.  
(ii) The admission process is completed only when the candidate has paid the required fees as per the fee schedule.
5. New students must be introduced personally by their parent / guardian who will also be interviewed and are expected to co-operate with the school authority in helping the child's progress.
6. Pupils coming from a recognized school are required to bring a Transfer Certificate from the last school they attended, and the mark sheet of the last annual examination.
7. Before withdrawing a student from the school a month's notice is to be given or a month's fee in lieu of notice.
8. The transfer certificate will be issued only on the receipt of application from the Parents/ Guardians, after a week of the submission of application.

## VII. STUDIES:

The school prepares the students for the Indian Certificate of Secondary Education (I.C.S.E.) and Indian School Certificate (ISC) examinations of the Council for the Indian School Certificate Examination, New Delhi.

The medium of instruction is English and importance is also given to Bengali and Hindi in the curriculum. A high standard of English is a must for the success in the exams. Therefore, only English should be spoken in the class rooms and the school premises, on the violation of which strict disciplinary action will be taken. Parents should encourage their wards to speak in English.



**Preprimary:** Our pre-primary education is characterized by:

- A playful, child-cantered approach combining Montessori-style methods with structured activities.
- A balanced focus on all domains of—literacy, numeracy, physical, creative, emotional, and environmental.
- Theme-based and experiential learning, often integrating multiple subjects and arts.
- Continuous assessment and individualized learning, reinforcing confidence and readiness for primary schooling.
- Active engagement with parents and inclusion of cultural and creative programs to make the learning environment nurturing and comprehensive.

**Primary:** Our primary education stands out for its:

- Rich, well-structured multidisciplinary curriculum
- Application-based, inquiry-led pedagogy
- Exceptional focus on English and communication
- Balanced emphasis on academics, arts, values, and life skills
- Engaging and supportive learning environments
- Frequent, formative assessments
- Close teacher-student relationships
- Modern facilities and strong community involvement
- Global preparedness and recognition



**Secondary:** Class IX-X (ICSE) students will be registered in IX and will have to appear for ICSE exams in the following year. Students in these two years will be prepared accordingly. They have Computer Applications, Physical Education, Economic Application, Commercial Applications, and AI & Coding as their optional Subjects.

**Senior Secondary:** Class XI-XII (ISC) students will be registered for ISC in XI and will be prepared for ISC through XI & XII. **Science, Commerce** and **Humanities** streams are available. English, Mathematics, Physics, Chemistry, Biology, Bengali, Hindi, Accounts, Commerce, Business Studies, History, Geography, Political Science, Psychology, Sociology, Physical Education, Economics, Computer Science and being taught at ISC level.



## VIII. SCHOOL HOURS, DAYS, & TIME

### Monday to Friday

Classes I-IV: 08.30 A.M. - 01.30 P.M.  
Class V-XII: 08.30 A.M. - 02.15 P.M.  
Nursery LKG & UKG: 09.00 A.M. -  
12.00 Noon

### Monday to Friday

#### OFFICE HOURS:

09.00 A.M. - 12.00 noon

### PRINCIPAL

#### VISITING HOURS

09.30 A.M. - 10.30 A.M. (Monday to  
Friday)

### TEACHERS

02.30 P.M. to 03.30 P.M. (2 and 4<sup>th</sup>  
Friday)

## IX. FEES:

- Tuition fees and other charges as per the fees structure list are to be paid on or before 20th of every month. The fee also can be paid on half-yearly or yearly basis in advance. For details please refer to school notice board / diary.
- The fees for the months of January, February and



March must be paid together before the 20th of January.

- The school fees cover twelve calendar months. No reduction of fee is made for holidays or broken periods. Pupils are liable to be charged full fees as long as their names are officially on the rolls.
- The school reserves the right to increase the fees at any time of the year if any increment is considered necessary. An upward increase in the fee is to be expected every year.
- A late fee of Rs. 100/- will be levied on the failure to pay within the stipulated date.



## X. ABSENCE, LEAVE AND VACATIONS:

- No pupil will be permitted to go home during school hours.
- No pupil should absent himself/herself without obtaining leave previously, unless it is a sick leave.
- Pupils must return after the holidays on the appointed date. In case of sickness, the school authority must be notified and a doctor's certificate must be produced.
- The name of those who are absent without leave



for one month or more may be struck off the roll.

- Pupils must be present on the opening and closing days of each term (Summer, Puja and Winter vacation).





6. Students who have been absent from class must have the reason for their absence briefly noted in their leave record. Reasons of private nature may be intimated by letter. Birthday, excursion and urgent business are not sufficient reasons. Absence from the school in order to study in never allowed.
7. The scholastic year comprises of two terms, the first term i.e. from April to September and the second term i.e. from October to March.
8. There are three vacations namely Summer Vacation of one month i.e. in May/June, Puja Vacation of two weeks i.e. in October / November and Christmas Vacation of two weeks i.e. in December- January. These vacations will be mentioned in the holiday list along with the national and festival holidays.
9. The student should attend school regularly. Taking leave should be discouraged unless it is absolutely unavoidable. The Principal's prior permission is essential for leave of absence. A formal letter accompanied by a medical certificate is necessary in case of sickness over four days.



Unauthorized leave of absence result in dismissal. The students are requested to be in school at or before 8.15 a.m.

10. Parents are requested not to take their children on vacation before the set date, nor to extend these

vacations. Pupils not attending punctually after holidays are liable to have their names struck off the rolls. If they are readmitted, they have to pay the admission fee again.

## **XI. EXAMINATION AND PROMOTION:**

1. Promotion depends on the child's performance throughout the year in the tests. Unit Tests, Class Tests, Assignment and Terminal Examination. There will be two Terminal Examinations in the scholastic year. A certain percentage of these will be added to the Final Examination results.
2. After each term Progress Report Cards will be given. This and other relevant copies or answer scripts must be signed by the parents or guardians to follow the progress of the child.
3. For students who are absent for tests and terminal examination, no provision can be made for supplementary test.
4. If the children are sick, they should never be allowed to attend school for the sake of Examination.
5. The decision of the promotion committee headed



by the Principal is the final and binding.

6. No pupil will be promoted to the next class if the attendance during the year is below 90%.
7. The Diary should be brought at the time of re-admission to the next class.

## **XII. PARENT'S CO-OPERATION:**

1. The parents are requested to read the information printed in the student's diary very carefully.
2. If the process of education is to be consistent, the home and the school need to be closely linked, and here the parents have a very important role to play





in the education of their children. They should collaborate in every possible way with the school teachers. Private tuitions must be avoided, especially from teachers of St. Claret School.

3. They must attend the parents-teachers' meeting held periodically, and communicate with teachers to discuss the progress of their children.
4. Parents are requested not to enter the class-rooms in order to see their wards or interview teachers during class hours. In case of students who are academically weak, their parents must meet the concerned teachers in the school office.
5. Parents should not write any remarks in the children's notebooks. All communications should be addressed to the Principal.
6. Parents are requested to ensure their children attend school punctually and regularly and that they are picked up punctually at the school closing time.
7. Parents must visit only at the designated time and when called for, and produce the Escort Card each time they visit.
8. Electronic gadgets are to be forbidden in the premise. Avoid plastics, packed food, bottled drinks. They are harmful to the children's growth and therefore are forbidden.

### XIII. CO-CURRICULAR ACTIVITIES

The school offers a wide variety of co-curricular activities to provide students the freedom to learn, grow and become what they can become. There are five clubs namely Explorers, Literati, Music lovers, Eco-friends and social altruists, LTS (Leadership Training Service) is another opportunity to discover and develop leadership talents. Extempore, Quiz, Debate, Recitation, Memory test, and Creative Writing, etc. are conducted to develop reasoning and analytical abilities of the students. Drawing, best out of waste, doll making and clay modeling are held to facilitate the growth of the students in Art and Craft. Various outdoor games are organized to develop physical, moral and social growth of the students. All the winners of various competitions are recognized and are awarded.



### XIV. HOLISTIC DEVELOPMENT

Various activities like Discipline, House System, Club Activities, Excursions, Bagless Days, Counselling, Meditation, Scouts and Guides, Leadership classes, Seminars, Workshops, Student Council, etc. are designed to cultivate true character and bring holistic development in the students.







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ICSE & ISC

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Debpukur

Sewli-Telinipara P.O., Kolkata-700121, 24 Parganas (N), West Bengal.

☎ : 8697479485 (Nur-IV) / 7044649811 (V-XII)

✉ : E-mail : ask\_claret\_kolkata@yahoo.com

🌐 : Website : [www.stclaretkolkata.com](http://www.stclaretkolkata.com)

