



# LOYOLA SCHOOL

EAST COAST RLY COLONY PO. BHUBANESWAR – 751023

Dear Parents/Guardians,

March 29, 2023

As the demands and complexities of teaching children increase, it becomes more evident that we all need to move together to ensure that our children reach their full potential. We believe that all of us – the school and the community, must work together in tandem to ensure success for all our students. We believe, it is everyone's responsibility to empower our children with creative, intellectual, moral and decision making skills, necessary for them to become academically, socially, spiritually, physically and emotionally successful and responsible. Keeping this in mind, before we began the new academic session 2023-24, our teachers went through program of review and reflection of the previous session, syllabus planning, counseling, etc to equip themselves well to accompany our children. On 24<sup>th</sup> March 2023, we began the new academic year 2023-24 with the morning Assembly, during which we welcomed all our beloved children back to school. Children looked fresh in new uniforms, with new bags and books. Obviously, after the completion of a successful academic year they are looking forward to an exciting year ahead. Their broad smiles spur us on. Hope this new academic year brings in a lot of cheer and enthusiasm in our children's life and learning.

Your child has already received the 'Prospectus-cum-Diary'. Please return the first page of "Information Sheet" of the Diary duly filled in and signed, **by 31<sup>st</sup> March, 2023 to the Class Teachers.**

**SCHOOL FEE:** Kindly make the Online Fee Payment for the First Quarter / Whole year (as per your preference) through the school website <https://loyolabbsr.edu.in/quarterly-fees/> from **April 1<sup>st</sup>, 2023 to April 10<sup>th</sup>, 2023** without late fee.

**As mentioned in the school diary in Pages 20 – 22, the fee payment through "Parents Module" will not be operational until informed by the school.**

**SCHOOL TRAFFIC:** There are a few guidelines to be implemented from **3<sup>rd</sup> April, 2023** in view of smooth ARRIVAL to and DISMISSAL from the school, of our children.

ARRIVAL: The **public / hired vehicles** transporting children for UKG – XII, will reach them to **GATE NO: 1**; whereas **private vehicles** (two wheelers / four wheelers) will reach children to **GATE NO: 2**.

DISMISSAL: The same procedure will be followed for picking up children such as **GATE NO: 1 for public vehicles** and **GATE NO: 2 for private vehicles**.

Kindly note:

- ✓ Private vehicles will be redirected to Gate No: 2 in case of trying to arrive or disperse from Gate No: 1.
- ✓ School staff will be at the GATES during the ARRIVAL and DISMISSAL times.
- ✓ Do co-operate with school security / staff / teachers / scouts on duty on the road.

**Kindly note:**

- Absence from school should be notified to the Class Teacher, Junior Vice-Principal (for junior section) and Senior Vice-Principal (for senior section) and a leave application should be sent to the Principal through class teacher.
- Wearing of 'school tie' is optional from March – Sept.
- Parents and guardians are 'restricted' from entering beyond the school gates during arrival and dismissal of the children.
- You will soon receive the term-wise syllabus. This will help you to keep track of your child's progress.
- Teachers will be available during school hours for consultations strictly on appointment through the school Diary.
- You are welcome to meet the Vice-Principals or me between **9.00 a.m. and 10.00 a.m. (Summer timings)** and **11.00 a.m. and 12.00 noon (Regular timings)** on working days. Do write suggestions /complaints through "e-mail" – [info@loyolabbsr.edu.in](mailto:info@loyolabbsr.edu.in).

Dear parents we need your co-operation to mould, build and form our children to become better human beings. So, we also require your support and help with regard to the following:

1. Discipline – Jesuit Institutions all over the world are known to be disciplined and diligent. We want to instill the sense of discipline and diligence in these young minds too. So:
  - a) Students are expected to arrive at the school on time before the warning bell. (refer to pg-9 of school Diary)
  - b) Coming in proper uniform is a must (refer to pg-35 & 36 of school Diary) failing which the child may be sent back home.
  - c) Students are strictly prohibited from bringing mobile phones, I-pods, cameras and other electronic gadgets to school (refer to pg-33& 34 of school Diary). If found, they will be confiscated and not returned. **Wrist watches** are discouraged.
  - d) Students should refrain from using social networking sites too much during free hours at home.
  - e) Speaking in English is compulsory in the school campus (except during 2<sup>nd</sup> Lang periods). Students will be fined Rs. 100/- for not speaking in English during school hours.
  
2. Academics –
  - a) CW / HW marks will be awarded on the basis of regularity, neatness, completion of work, submission on time. Parents need to ensure that HW is completed on time.
  - b) Average of all class tests for the term will be reflected on the Report Card.
  - c) A regular study habit is essential. Self study should be emphasized.
  - d) Parents are required to check the diary regularly and countersign on any note sent by the teacher / office.
  - e) Parents have to collect Report Cards given at the end of each term during the scheduled P.T.Meetings, failing which their ward may not be allowed to attend regular classes. If there are certain unavoidable circumstances, the parents have to inform the class teacher / school office.

**GAMES and SPORTS:** Loyola has ample facilities for sports and games. We have **basketball, tennis, volleyball, throwball, badminton, kabbadi, kho-kho** courts; **football** and **cricket** and **hockey** fields. We hope our children will make optimum use of the facilities provided to them.

**CO-CURRICULAR ACTIVITIES:** Our students are privileged and blessed to be in a school which gives so much importance to co-curricular activities. **Yoga, karate, dance** and **singing** classes will continue as a subject for all children from Std 2 to 5 on a weekly basis.

**PUNCTUALITY AND CLEANLINESS:** We all agree that education must not be purely academic, instead must concentrate on all-round development of the child. **Punctuality** and **cleanliness** are an integral part of holistic development. It is the duty of the parents to ensure that children are neatly dressed in full and proper school uniform and reach school on time, so that your child doesn't miss out on Assembly Prayer and important announcements.

**STUDENT COUNSELLING:** Stress among students is a burning issue today. No doubt teachers are expected to play a counsellor's role in school. However, you have a big role to play in helping your child cope with academic pressure. Your children are privileged to study in a school where a full-time and a part-time counsellors are available to advise, guide and assist the children as and when required. If you intend to avail counselling for your child, with regard to health issues or development problems or environmental conditions or emotional challenges affecting him/her, you can inform the Class Teacher in writing. We would be happy to guide/mentor/counsel them and help to overcome their hurdles and difficulties.

**Let us be together in this endeavour to make our children "men and women for others".**

**Parents are requested to kindly go through the school diary and familiarize themselves with the School Rules and Regulations.**

May God Bless you and your families.



Fr. Victor F Misquith, SJ  
Principal