

Green Tree Academy

Makhan

P.O. Sekmai, Kangpokpi District,

Manipur - 795151

Email Address: greentreamakhan@gmail.com

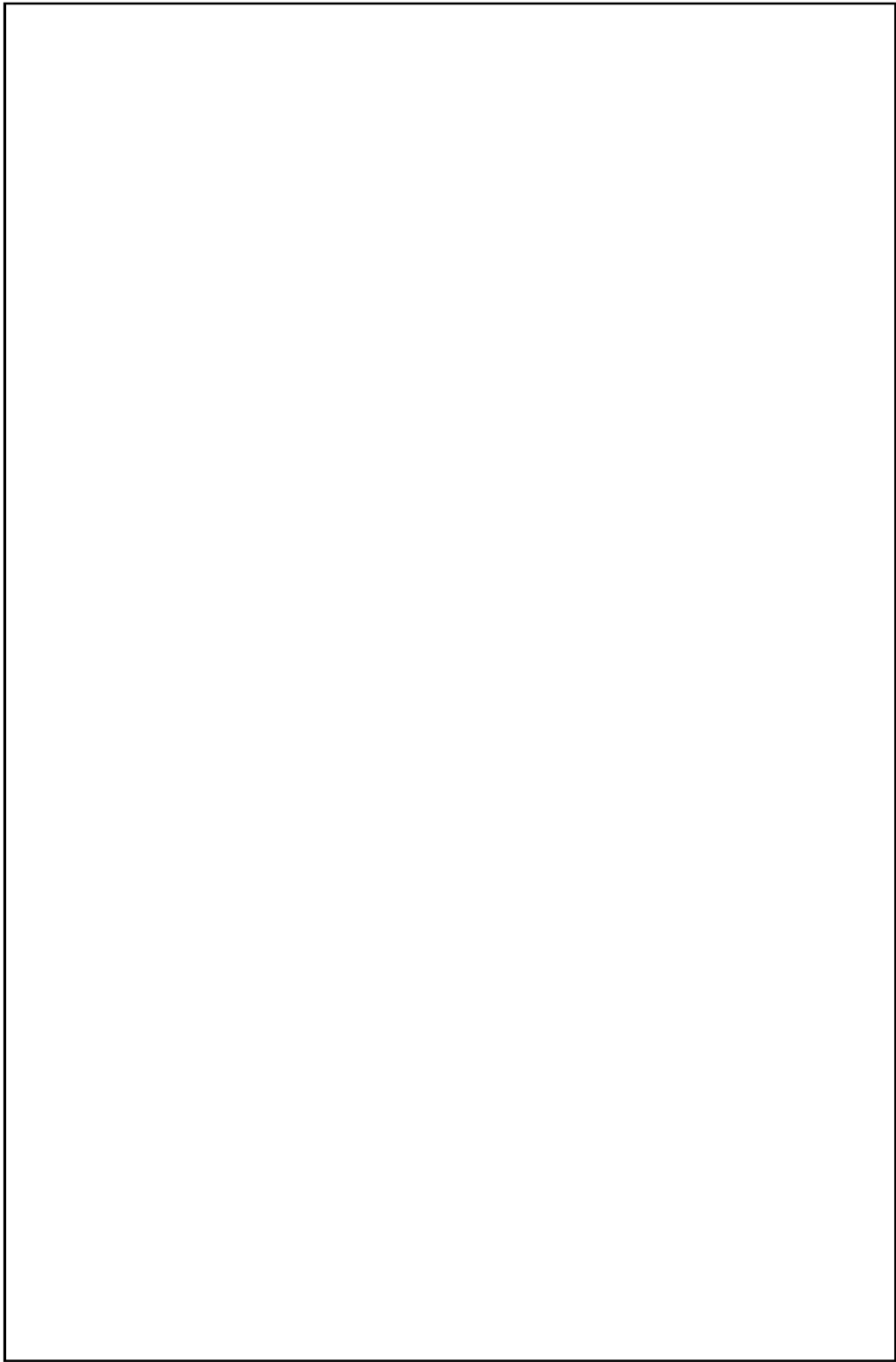


SCHOOL DAIRY

Name

Class Section

Roll No.



OUR MISSION AND OUR VISION

Green Tree Academy embraces holistic education system which recognizes four dimensional educational systems.

- Physical
- Mental
- Social and
- Spiritual

Every educational program today meets the intellectual, physical and social need of a child very well. However, society today sidesteps the spiritual dimension of the child. Green Tree Academy therefore seek to build

- Healthy body
- Healthy mind
- Happy existence and
- Heavenly peace that transcends earthly circumstances

Every child must face practical realities of life- its opportunities and responsibilities, success and defeats. He is to become master or victim of circumstances depends largely upon his preparation to cope with them – his education. Our mission is that youth on the threshold of life might be ready to take their places as good citizens, well prepared for the practical experience of living, fully developed physically, God-fearing, with character untarnished and heart true to principle. We have a vision where every Green Tree Academician will bear good fruits for the society.

Green Tree Academy educational engagement will be focused on

- Potential – what they have
- Practice – learn how to use what they have
- Perform – influence the communities they belong to

What education can be higher than this?

What can equal it in value?

“It cannot be gotten for gold,

Neither shall silver be weighed for the price thereof.

It cannot be valued with the gold of Ophir,

With the precious onyx, or the sapphire.

The Gold and the crystal cannot equal it

and the exchange of it shall not be for jewels of fine gold.

No mention shall be made of coral or of pearls

For the price of wisdom is above rubies”. Job. 28:15-18.

NATIONAL ANTHEM

Jana - Gana- Mana adhinayaka Jaya he,

Bharata - Bhagya - Vidhata.

Punjaba - Sindhu - Gujarata - Maratha -

Dravainda - Utkala - Banga. Vindhya - Himachala -

Yamuna - Ganga - Uchhala - Jaladhi - Taranga

Taba Subha name Jage, Taba Subha ashisha mange,

Gahe tava jaya - gatha, Jana -

Gana- Mana adhinayaka Jaya he,

Bharata - Bhagya - Vidhata.

Jaya he, Jaya he, Jaya he Jaya, Jaya, Jaya, Jaya he

THE SCHOOL EMBLEM



"The school logo invites all the parents and students of Green Tree Academy to adhere to the universal truth that all men and women are of one family regardless of race, creed and religion. There is only one God who rules over the whole human race."

THE SCHOOL MOTTO

"Ye are the light of the world"

"The motto invites you to accept that you are symbolically the light of the world and you are to shine your light wherever there is darkness."

Aim: To Bear Fruit

True Education

"Our ideas of education take too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education p13.1

Student details

Name _____

Class and section _____

Admission No _____

Date of birth _____ Blood Group _____

Father's name (Block Letter) _____

Father's designation _____ Mobile no _____

Office address _____

Email address _____

Mother's name (Block letter) _____

Mother's designation _____

Office address _____

Email _____

Tel _____

Home address _____

Tel no _____

Name, class and section of Brother/Sister studying in Green Tree Academy:

Name _____ 2 _____

Class _____ 2 _____

Section _____ 2 _____

I have read and understood the rules of the school and agree to abide by them.

Father signature

Mother's Signature

Note: - to be filled in by the parent/guardian

TIME TABLE

Days	1	2	B R E A K					3	4	5	LONG B R E A K				6	7	8
Timings																	
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	

MORNING ASSEMBLY PRAYER

Lord of all-knowing/ We come to You bowing/ With emptiness
we come/ Enlighten us with Your wisdom/ Mold us and fashion
us with Your hand/ Until perfection we attain/ No books is
greater than Your words/ No teacher greater than You, O Lord/
Bless our teacher and parents/ Bless our school and our Nation/
Teach us to be pure and holy/ And help us to follow Your will/
Amen.

SCHOOL HYMN

We believed we are called
To a high destiny
So we begin our noble work
Here in Green Tree Academy
With high and holy purpose
Determined through the power of God
Diverged not from the path of rectitude
We aim high; spare no pain to reach our goal

Chorus:

O, Green Tree Academy pupils
Let's keep our motto high and clear
To carry our light wherever we go
Shine wherever there is darkness
And fulfil our Creator's will

Admission

1. The management reserve to itself the right of admission.
2. The management also reserve to itself the right to examine the age/ or maturity of a child for admission to playschool, nursery, KG and Class I.
 - a) Playschool /Nursery– between 1.8 to 2
 - b) KG I – 3-4 years
 - c) KG II – 4-5 years
 - d) Class I – a child who has not attained the age of 5 years will not be admitted to class 1. Admission to higher and lower class will be governed by this rule.
3. A child who has previously studied in another recognized school will have to submit a Transfer Certificate from the school last attended.
4. Admission to all classes except pre-school is finalised after a preliminary test and/or interview and payment of prescribed which once paid are not refundable.
5. Parents desiring their children to continue schooling at this school after Pre-primary should apply in a prescribe form.

FEES

1. The school fees are payable by the 15th of every month. Any student failing to pay fees for three consecutive month, a late fee of 100/- will be levied for the late payment of the fees. There after late fee of 2/- per day will be levied.
2. Fees are subject to revision at the discretion of the management.
3. Fees once paid are not refundable.

4. Provision to make payments of the school fees for the whole year in advance also exist.
5. Pupils may not be allowed to sit for any of the examination unless all the dues of the school are paid up-to-date.
6. All fees are to be paid only at the office hour (between 8am–1pm).

UNIFORM

Boys

- Trousers : Dark Green/Grey
Shirt : Dark Green Check
Blazer : Dark Green
Jersey : Dark Green
Shoes : Black leather gola / bata black with black sole
Socks : School socks
Tie & belt : School tie and belt

Girls

- Skirt /Frock : Dark Green/Grey
Shirt : Dark Green/Grey
Blazer : Dark Green
Jersey : Dark Green
Shoes : Black leather gola / bata black
Socks : School socks
Belt : School belt
Hair band : Green

1. Pupils with unkempt hair would be prevented from attending school.
2. Shoes must be black, leather. Boys are to wear shoes with laces. Slip-ons are not allowed.

3. The school belt is an essential part of the school uniform.
4. Every student must carry his/her identity card to school every day.
5. Casuals will not be allowed, on any occasion since they disturb the required discipline of the school.

ATTENDENCE

1. Students must arrive to school on time and leave school only after the final school bell is rung. Students arriving late to school are reminded about being on time, with a stamp mark on their diaries. The third late coming in a month will automatically requires that the student be sent home that day and all consecutive days when he or she is late to school, during the rest of the term.
2. Pupils must be punctual at the beginning of the day and for all subject classes and activities. Unauthorised absence from the class which is commonly known as 'bunking' is a serious offence, and can be punished with suspension and on repeated incidence, with expulsion.
3. Attendance for morning assembly is compulsory. At the end of the assembly, students will proceed in silence to their classrooms.
4. For every absence, a written statement signed parents/guardian is required on the day the pupil return.
5. A student who arrives late will require to bring a legitimate explanatory note from the parents/guardian. The school may for serious reason, including repeated absence disregard the note and disallowed absence.
6. All explanatory notes for absence/late arrival should be handed over to the class teacher. No one who is late or has

been absent on the previous day will be admitted to class, without the permission of the principal.

7. Student who has not attained 80% attendance shall not be eligible for promotional examination.
8. Attendance on the first day of the school after vacation is absolutely essential.
9. Any unscheduled holidays may be made good by the school without prior intimation to parents/guardian.
10. Confirmation regarding any unscheduled holidays can be done by checking the notice board at the gate.

GENERAL DISCIPLINE

1. The school does not hold itself responsible for injuries sustained by the pupil, for unintended negligence or natural disaster, while in the school. However, first aid will be rendered immediately and injuries necessitating Hospital/ OPD treatment attended to , without delay.
2. Pupils are advised not to have private tuitions. Parents are urge to encourage their children to do their daily work diligently and honestly and to pay utmost attention to the studies in the classroom.
3. Parents and pupils (individually or collectively) are forbidden to give teachers gifts. Neither parties, nor gift presentation by students or parents on birthdays of students or such occasions are allowed. A token of gift of a flower or a sweet may be allowed.
4. Collection of funds for whatsoever use is forbidden without prior permission of the Principal.
5. No student shall indulge in any of the following practices namely

- a) Disfiguring or otherwise damaging any school property;
 - b) Smoking
 - c) Any form of gambling;
 - d) Use of drugs or intoxicants, except or 'prescription by a registered medical practitioner;
 - e) Rowdyism and rude behaviour;
 - f) Use of violence in any form;
 - g) Casteism and communalism;
 - h) Use of obscene language and causing hurt to the modesty of others.
 - i) Playing truant during classes is a serious offence.
6. Serious violation of the rules and regulations and the discipline of the school are punishable including removal or expulsion from school.
 7. In the absence of teacher from the classroom, pupils are required to observe silence and obey the monitor of the class.
 8. Fines, which may deemed necessary to be imposed on the students, are only to improved or to enforced discipline.
 9. Staying away from mandatory school functions, including Annual Day and Sports Day without prior permission and or justification will be considered a discipline default.
 10. English being the medium of instruction in the school, students must speak English even in their private conversation in the school.
 11. Each student's safety is a major concern of the school. Therefore students should wear the identity card with school uniform at all time during school hours.

12. Parents of pre-primary students are required to train their children to tell their names, address and telephone numbers when asked by a teacher or school staff, but not to strangers.
13. Students are responsible to school authorities for their conduct not only in the school but also for their general behaviour outside. Any report or observed objectionable conduct outside the school on the part of the pupils will make them liable to disciplinary action. It is expected that through their good behaviour they enhance the prestige of the School.
14. Parents are advised to inform the Principal about any problem they may be facing regarding their children keeping in mind that it is only with sincerity and openness of the parents that the school will be able to help their child to become a well-adjusted person and a strong character with right attitudes. Needless to say that disclosures made will be treated with utmost confidentiality.
15. Students are not allowed to enter classrooms other than their own.
16. A student involved in any incident even outside the school which brings discredit to the institution either because of unpleasant nature or inviting criminal or legal action by police or the court will be dismissed from the school without further inquiry.
17. Students as well as parents are reminded that the minimum passing marks in the school are 40% both in the semester exams as well as in the final exams.

GIRLS ARE NOT PERMITTED

1. Make up
2. Nail Varnish/ long nails
3. Accessories on wrist, fingers and neck
4. Danglers or earrings (except simple small earring)
5. Untied hair – if shoulder length or more
6. Short skirt (length should be as per school specification)
7. Tattoo

BOYS ARE NOT ALLOWED

1. Long hair, beard
2. Earring
3. Fancy/goatee beards
4. Gelled/ coloured/streaked hair
5. Accessories on wrist, fingers and neck
6. Tattoo

SCHOOL DIARY

1. Every pupil must possess a copy of the school diary which should be brought to school every day. Apart from entering legibly the name and other personal data, pupils should not enter in it anything except what relates to school work.
2. The school diary is to be preserved carefully and no page from it should be destroyed or smudged.
3. Pupils must show to their parents/guardians whenever they are given notes by the Principal or teacher and obtain their signature. Entries by the parents and guardians should be shown to the Principal/Teacher.

CLEANLINESS

1. Pupils must come to school in neat and well pressed school uniforms. Those coming in crumpled or stained uniforms or unpolished shoes are liable to be sent back home or fined.
2. It is the duty of all the students to keep their classroom and other places in and around the school, clean and in order; they should cultivate the habit of using the dustbin.
3. No pupil is allowed to write in the black board unless asked to do so by the teacher.
4. Before leaving the classroom students will pick up the waste paper and any unwanted materials from the floor and place it in the waste paper basket; will leave desks and chairs in proper arrangement; will put off lights and fans.

SCHOOL PROPERTY

1. Every students should take care of the school property ; intended or neglectful damage to school property is a serious breach of school discipline and will have to be made good by the defaulting student.
2. Damage done even by accident should be reported at once to the class teacher.

PARENT TEACHER MEETING (PTM)

1. Parents/guardian are not allowed to meet the teachers during class hours. Those wishing to visit the school or meet the staff of the school must first obtain permission from the Principal/ Headmaster.
2. Periodic meetings of parents with the teachers will be arranged by the Principal in order to ensure co-ordination in the process of the children's education. Notes by the teacher on the PT file should be signed by the parents.

- 3. Parents who regularly failed to attend PTM will be deemed to be not interested in the student's education and as this is pernicious to the school in general and the student in particular, the student may be asked to discontinue.
- 4. On completion of the terminal or final examination report cards should be personally collected by the parents/ guardians.
- 5. Besides the meeting arranged regularly, parents are expected to attend to instructions given through the diary or through special notes and come to school when required.
- 6. Parents of academically weak and / or of students with unsteady disciplinary conduct, who failed to attend PTM will be deemed to be uninterested in their ward's education.

WITHDRAWAL/ DISMISSAL

- 1. All dues must be cleared before the child is withdrawn and transfer certificate obtained.
- 2. Duplicate copies of T.C. may be issued on payment of 100-
- 3. The management reserved to itself the right to dismiss any student.
- 4. Improper conducts, immorality, insubordination, contempt of authority or wilful damage to property is always enough reason for immediate dismissal.
- 5. Any student caught cheating or using unfair means during an examination will not be given only zero in the subject concerned but an incident of this nature may lead to his/ her expulsion.

I have read the rules of the school and agree to abide by them.

.....
Name of the father

.....
Name of the mother

THINK AND EXPRESS

THINK AND EXPRESS days are special days for playschool to class V. All the activities have been planned and design by the teachers to help children THINK and EXPRESS. The emphasis is on learning through real life situations.

The objectives being:

- a) Every child should be able to express his/her thoughts fluently in English. Each child should be able to converse in simple sentences and should be acquainted with classroom language, e.g. Do you have pencil? / I beg your pardon / I have a stomach ache etc. Students should learn expressions so that using them becomes second nature.
- b) Every child should be able to think and question, imagine, dream, experiment (able to reason and go beyond just understanding and learn by trial and error).
- c) Every child should grow in self-confidence and high self-esteem (to overcome shyness, except failure and exhibit positive energy)

The child will learn through first-hand experience and the play way method

It will be beneficial for your child if you carry forward the THINK AND EXPRESS activities at home.

MOTIVATIONAL QOUTES

We may stumble and fall but shall rise again, it should be enough if we did not run away from the battle – Mahatma Gandhi

Opportunities don't happen, you create them – Chris Grosser

You don't have to be great to start, but you have to start to be great – Zig Ziglar

The biggest risk is not taking any risk. The only strategy that is guaranteed to fail is not taking risks – Mark Zuckerberg

Leaders don't force people to follow; they invite them on a journey – Charles S. Laur

If your actions inspire other to dream more, learn more, do more and become more, you are a leader – John Adams

The person who says it cannot be done should not interrupt the person who is doing it – Chinese proverb

The strongest people aren't always the people who win, but the people who don't give up when they lose – Anonymous

The only person you are to be destined to become is the person you decide to be – Ralph Waldo Emerson

Don't worry about failure, you only have to be right once – Drew Houston

The only thing worse than starting something and failingis not starting something – Seth Godin

You will either do it, or keep finding excuses – Steve Jobs

Do not do to others what angers you if done to you by others – Socrates

Home Works/Activities

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It is always the simple that produces the marvellous
– Amelia Barr

Home Works/Activities

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The true secret of happiness lies in taking a genuine interest
in all the details of daily life – William Morris

Home Works/Activities

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ABSENT AND LEAVE RECORD

Date	No. of Days	Reason	Guardian's Signature	Principal's Signature

You are never too old to set another goal or to dream a new dream– C.S. Lewis

ABSENT AND LEAVE RECORD

Date	No. of Days Absent	Reason	Guardian's Signature	Principal's Signature

Success consists of going from failure to failure without loss of enthusiasm – Winston Churchill

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ABSENT AND LEAVE RECORD

Date	No. of Days Absent	Reason	Guardian's Signature	Principal's Signature

Success consists of going from failure to failure without loss of enthusiasm – Winston Churchill

LATE ATTENDANCE

Date	Reason	Parent's	Principal's

You must do things you think you cannot do
– Eleanor Roosevelt

School Clinic Record

Period	Date	Clinic in-charge's Remark	Clinic in-charge	Parent/ Guardian's

The best and most beautiful things in the world cannot
 be seen or even touched, they must be felt with the heart
 Opportunity doesn't knock. It presents itself when you
 beat down the door - Kyle Chandler
 - Helen Keller

School Clinic Record

Period	Date	Clinic in-charge's Remark	Clinic in-charge	Parent/ Guardian's

The only true wisdom is in knowing you know nothing
–Socrates

JANUARY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

A good head and a good heart are always a formidable combination – Nelson Mandela

FEBRUARY

1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Whatever you do in life, surround yourself with smart people who'll argue with you – John Wooden

FEBRUARY

1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Talent is God-given, be humble. Fame is man given, be thankful. Conceit is self-given, be careful – Harvey Mackey

MARCH

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29	30	31				

Do not go where the path may lead, go instead where there is no path and leave a trail – Ralph Waldo Emerson

APRIL

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Experience is not what happens to you, it's what you do with what happens to you – Aldous Huxley

MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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