

THE BAKER VIDYAPEEDH

SENIOR SECONDARY SCHOOL

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GENERAL

The Baker Vidyapeedh was established on 1st June 1993 on the sprawling Baker Hill, by Rt. Rev. Dr. M.C. Mani, the then Bishop of C.S.I. Madhya Kerala Diocese, Kottayam under the eminent leadership of very Rev. C.K. Mathew, Mr. Varkey George Ex-MP, Col. P.K. Jacob and Dr. Cheryan Jesudas, with a view to meet the long felt need for an English Medium School with a comprehensive syllabus for all-round development. The school made its humble beginning in the old Nursery School building of The Baker Memorial Girls Higher Secondary School. The Baker Vidyapeedh is wholly owned and managed by the Madhya Kerala Diocese of the Church of South India. The Diocese is the successor and inheritor of the Anglican Diocese of Travancore Cochin, which laid the foundation of English Education in the state. The foremost place this state enjoys in the field of education and consequent benefits may very well be attributed to the pioneering works of the missionaries of this Diocese. The Corporate Educational Agency of the Diocese, is one of the biggest educational agencies in the state and is continuing its great service to the society.

The Baker Vidyapeedh is in the heart of Kottayam town, with access to M.C. Road in the North and Sastri Road in the South. The Baker Vidyapeedh was established as a co-educational institution. The baton of the Principal was handed over to Mr. Thampi Cheryan, a far sighted personality and the school was shifted to the present location in June 1996. The building was dedicated to the service of education on 6th January 1997 by Rt. Rev. Dr. Sam Mathew, the then Bishop of C.S.I. Madhya Kerala Diocese, Kottayam.

1. The Central Board of Secondary Education, Delhi (CBSE) formally accorded affiliation to the school on 1st April 1998. The first batch of students was presented for All India Secondary School Examination (AISSE) in March 2001.
2. The school was upgraded to the Senior Secondary level w.e.f. 1st April 2004. The first batch of students for All India Senior School Certificate Examination (AISSCE) was presented in March 2006.
3. The school crossed yet another milestone in its path of progress when a 'Pre-school' was commissioned in the year 2005-06. The building constructed for the purpose in the Nursery School campus was dedicated on 23rd July 2005 by the Bishop Rt. Rev. Thomas Samuel and started functioning on 19th September 2005. Children between the age of 20 months and 40 months are admitted to Pre-School.
4. The School incorporates modern educational techniques in the curriculum and provides refresher and orientation courses to the faculty to keep them abreast with the latest developments in the field of education. The school is governed by a Committee consisting of eminent educators, administrators and spiritual leaders, which has an open mind and extends necessary advice and help to the Principal and his team to strive for excellence in the field of education.
5. The school has a team of motivated and dedicated teaching faculty, well stocked library, well equipped laboratories, computer labs. with internet connection, audio-visual room, smart class rooms etc., to develop the students to their fullest potential.

AIMS

6. (a) To impart a full, disciplined, liberal and comprehensive education to both boys and girls and to enable them to achieve a very high standard of intellectual, physical and spiritual development in the background of the rich cultural and spiritual heritage of our nation, so that they may discharge their duties as upright citizens of our Sovereign, Democratic and Secular Republic without fear or favour.
- (b) To develop the full potentials of the students and to bring out their talents.
- (c) To create social consciousness, dignity of labour and concern for the down-trodden in the minds of the pupils, so that they may become instruments of social changes.
- (d) To give encouragement to exceptionally brilliant students from educationally and financially backward sections by establishing schemes of scholarship and endowments.

CURRICULUM

7. (a) There is no prescribed curriculum for the Pre-school. The aim of the Pre-school is to stimulate the child's imagination by providing opportunity for the child to grow and develop while seeing, listening and playing.
- (b) Teaching in Nursery (LKG and UKG) classes is informal and no homework is given to students. In these classes, the emphasis is on development of social attitudes of the students and to motivate them for formal schooling. Every effort will be taken to ensure that their stay in the school is most enjoyable. A brochure on each student is maintained and shown to parents twice a year.

(c) The school is affiliated to the C.B.S.E. Delhi and follows syllabus prescribed by the CBSE.

(d) The medium of instruction is English. Three language formula with English as the first, Malayalam as the second and Hindi as the third language, is followed.

(e) Subjects Offered for Senior Secondary Classes

The following subject groups are offered at the Senior Secondary level.

Group (PC MB) : English/Physics/Chemistry/
Mathematics/Biology

Group (PC MC) : English/Physics/Chemistry/
Mathematics/Computer Science

Group (PC BIP) : English/Physics/Chemistry/
Biology/IP

Group (Commerce) : English/Accountancy/Economics/
Informatics Practices/Business Studies
: English/Accy/Eco/Business Studies/
Mathematics

EXTRA CURRICULAR ACTIVITIES

8. The school offers a variety of extra and co-curricular activities to students of primary and secondary classes. The following activities are included in the regular schedule of work.

- a) Art and Craft : Drawing, Fabric painting
- b) Clubs and Societies: Yoga, Eco club, Chess, Literary clubs, Quiz club, etc.
- c) Dance : Classical Dance
- d) Music : Classical music, Western
- e) Martial Art : Karate
- f) Sports and Games : Roller Skating, Basket Ball etc.

Attendance will be marked and participation and performance will be graded and recorded. Some of the extra curricular activities are offered on payment of additional fees. No refund will be made to those who drop out of such activities after joining.

ADMISSIONS

9. (a) Admission is offered to anyone without consideration of caste, creed, religion or sex. However, the management reserves the right of admission.
- (b) Parents seeking admission to their children are required to fill in a prescribed application form and sign the undertaking therein and produce copies of supporting documents as mentioned in this prospectus.
- (c) Prescribed application form can be had from the school office on payment. The cost of the application form will not be refunded under any circumstance.

Admission to Pre-school

10. Admission to pre- school can be made at any time during the year. However, acceptance will depend on availability of seats. Photocopy of the Birth Certificate issued by the Registrar of Births and Deaths has to be provided.

Age-Admission to Nursery Classes (LKG & UKG)

11. (a) Admission to the school is normally through the LKG class.
- (b) Applicants to LKG should have completed $3\frac{1}{2}$ years of age on 1st June in the year on which admission is sought.
- (c) Application for admission to LKG, UKG will be issued from the school office on all working days.

- (d) Completed applications along with the photocopy of the Birth Certificate issued by the Registrar of Births and Deaths should be submitted to the office.
- (e) All applicants along with their parents will be invited by the admission committee for an interview. List of selected candidates will be displayed on the notice board.
- (f) All selected candidates are required to pay the fees in full.
- (g) If the selected candidates fail to deposit the fees on the stipulated date, their admission will be cancelled without any warning and the chance pass on to the next in the waiting list.
- (h) All selected candidates should have been immunised against communicable diseases.

Admission to Primary & Secondary Classes

12. (a) Application for admission to primary and secondary classes will be available from the month of November for the following academic year. Completed applications should be submitted to the office along with photocopy of the Birth Certificate issued by the Registrar of Births and Deaths.
- (b) The students who completed UKG from the school are automatically absorbed in to class I. However, their parents are required to fill in a fresh application form during the month of January. Such students are given priority for admission to class I.
- (c) Applicants to class I should have completed five years and six months on 1st June of the year on which admission is sought.

- (d) Admission to all classes subject to availability of vacancies, will be based on an entrance test and personal interview of the candidate accompanied by the parents

Admission to Senior Secondary Classes (Class XI)

13. (a) Admission to senior secondary classes will begin soon after class X Examinations. Students who pass out from the school also are required to reapply and get admitted to Class XI. The details of the fees can be obtained from the office.

- (b) Normally, no candidate will be admitted to classes X and XII directly.

WITHDRAWAL

14. A student may be withdrawn from the school on the basis of a written application by the parent /legal guardian. Generally a notice of at least two days is required for withdrawing a student. If a student is withdrawn during the course of a year, complete fees for that academic year must be paid.

THE FEES

15. (a) **At the time of admission**

All newly admitted students, irrespective of the class to which admission is granted, have to pay the fees before admission is confirmed. The details can be obtained from the office.

LIBRARY

16. The school has a well stocked library with a good collection of children's books and reference books. The library also subscribes to a number of children's magazines, popular periodicals and important newspapers.

STUDENT COUNSELLING

17. A qualified clinical psychologist visits the school regularly for counselling the students. Parents, if invited for a discussion, are requested to co-operate in the best interest of their children. Even without invitation, parents can meet the counsellor by making prior appointment through the Principal.

CAREER GUIDANCE

18. Career guidance and motivation classes are offered for the students of class IX to XII several times during the academic year.

MEDICAL INSPECTION

19. Every student of class I and above will be medically examined by a qualified doctor once in a year. Parents are requested to follow up any recommendation made by the doctor.

SCHOOL UNIFORM

20. All students have to wear the prescribed school uniform on all working days unless otherwise notified / exempted.
21. The prescribed uniforms are as follows:-

(a) Pre School & Nursery Classes

- (i) No uniform dress is prescribed for Pre-school children. All Nursery students have to wear the prescribed school uniform on all working days except Fridays. They are permitted to wear private dresses on Wednesdays and on birthdays.
- (ii) Children of both Pre-school and Nursery section can use any foot wear (black colour) that can be easily put on and removed by themselves such as slip-ons or sandals. However, hawai type rubber slippers are not permitted.

(b) Uniform for Nursery (L.K.G / U.K.G)

BOYS :(i) Beige and brown coloured striped half sleeve shirts.

(ii) Coffee brown shorts.

GIRLS : (i) Brown A line frock with pocket & collar, beige and brown.

(c) Uniform for Primary to Senior Secondary Classes

BOYS :

(i) Beige and brown striped half sleeve shirts for classes up to X and beige coloured half sleeve shirt for classes XI and XII.

(ii) Coffee brown shorts for classes up to V and trousers for classes VI and above

(iii) Paragon black shoes velcro and black school socks.

(iv) School belt

(v) White shorts / trousers and house colour 'T' shirt with Paragon white canvas shoes and white socks on Wednesdays.

GIRLS :

(i) Beige and brown striped blouse upto class X.

(ii) Coffee brown pinafore for classes up to V and skirt and over coat for classes VI to X.

iii) Beige and coffee brown check skirt and overcoat and beige coloured blouse with collar for classes XI and XII

(iv) Paragon black shoes velcro and black school socks.

v) School belt

vi) Black hair band

- vii) White skirt and house colour 'T' shirt with Paragon white canvas shoes and white socks and house coloured hair band on Wednesdays.

The school will distribute uniform materials which will have to be stitched according to the approved uniform pattern.

NB: Short shirts and low waist pants are not allowed for boys-Pants should be stitched with pleats.

Innerwear should compulsorily be worn by all students.

ACADEMIC YEAR & SCHOOL TIMING

22. (a) The academic year is from May to April
- (b) The working hours of the school are as follows:
- (i) Pre-school and Nursery classes (LKG & UKG) function from 9.00 a.m. to 3.30 p.m. However, children can be kept in the school till 5.00 p.m. under 'day care' facility.
 - (ii) All other classes (1 to XII) function from 9.00 a.m. to 4.00 p.m.

Notes:- The Management reserves the right to revise the school timings, if necessary.

DAY CARE

23. A day care unit functions in the school for the Pre-school and Nursery students who cannot go home after their classes. Such students will be kept under the care of ayahs till 5.00 p.m. A nominal fee is charged from those who use this facility.

CONVEYANCE

24. The school buses operate on specific routes for the conveyance of students. Payment for using the facility should be made in advance at the beginning of each month. Bus crew are not authorized to collect the fees.

ASSESSMENT AND PROMOTION

25. (a) School follows the assessment structure and examination pattern prescribed by the CBSE.
- (b) A student is promoted only if he/she secures 40% marks in each of the subjects taught.

REPORT CARDS AND PERFORMANCE COUNSELLING

26. After each term examinations, the parents will be invited to the school to discuss the performance of each student with the class teachers and subject teachers. The report cards will be personally handed over to the parents during such meetings. The parents can clarify any aspect of the academic work of the school with the teachers and the Principal. Every parent must make it a point to attend these meetings, as such meetings will give an insight into the functioning of the school and the performance of the student.

PARENTS-TEACHERS MEETING

27. Normally, Parents-Teachers meeting will be conducted twice a year. These meetings will be chaired by the Manager. During such meetings, ideas and suggestions for all-round development of the school will be discussed. The first Friday of every month between 3.00 p.m. and 4.00 p.m. will be earmarked for informal interaction between parents and teachers.

GENERAL RULES AND CODE OF CONDUCT

1. Students should arrive at the school at least five minutes before the first bell. Attendance in the morning assembly is compulsory.

2. On all working days and at school functions all students are expected to wear the uniform unless otherwise exempted.
3. Text books, note books, bags, tiffin boxes, umbrellas etc must bear the name of the owner. The school is not responsible for any loss or damage.
4. Students should bring with them a clean napkin to spread over the table while taking food.
5. No books other than those required for school work may be brought to the school.
6. Expensive jewellery should not be worn by the students while attending the school.
7. Students are not permitted to carry pocket money in excess of their daily requirement.
8. Students are required to attend excursion/study tour organised for them. Such programmes will form part of the project work for which grades will be awarded.
9. Earnest attempt should be made to keep the school buildings and premises clean.
10. School property should be carefully handled. Any damage caused to the school property will be made good at the cost of the party concerned.
11. Respect to teachers and elders should be observed at all times. Every student is expected to greet politely the teachers on his/her first meeting them in the day. The practice of saying 'Thank you' must also be developed. Such courtesy should be extended to other students as well.

12. While using the corridors and staircases, 'Keep to left' rule must be observed.
13. Students are expected to converse in English as far as possible within the school campus.
14. Students should learn their lessons daily. They should try to spend atleast two hours every day to study the lessons.
15. No student shall leave the school premises during working hours or during recess without the permission of the Principal.
16. Leave is granted to students only on sound reasons. Request for leave must be made by the parents in the space provided for that purpose in the Diary.
17. Students should not attend the school when they are having any infectious or contagious disease.
18. Irregular attendance, habitual negligence of school work, dishonesty, misconduct, non payment of fees on time etc., are sufficient reasons to attract severe disciplinary actions including dismissal from the school.
19. Enrolment of the student to the school implies that the parents and students have agreed to abide by the rules and regulations of the school.
20. The Management reserves the right to modify, amend or add to the rules and regulations of the school as and when required.
21. Mobile phones and electronic gadgets are strictly prohibited in the school.
22. Only parents are permitted to take their wards otherwise authorisation letter should be produced.

23. All the common functions conducted in the school such as Onam celebrations, Christmas celebrations, Annual day celebrations, Sports day etc... should be attended and no one is exempted, unless there is a grieve reason.
24. All books should be neatly covered with brown paper.
25. School excursion is compulsory and the students will not be exempted from it.
26. Anklets, coloured and dangling jewellery, nailpolish, hair colour, henna on the palm and feet are not allowed in the school campus.
27. Girls can wear small earrings/studs and black hair bands.
28. Students are not allowed to enter other classes even during interval except for activity classes.
29. Students are not allowed to remain in the class room during assembly and mass P.T. without permission.
30. Students can avail the telephone facility at the school office to make necessary calls only with the permission of their class teachers.
31. Leave up to 2 days can be granted by the class teacher. Leave for more than two days is to be granted by the Principal only.
32. Withdrawal of students during school time is not encouraged. If there is urgency permission from the Principal should be taken.
33. Only children upto class V can wear colour dress on their birthdays. All children are requested to donate a book to the library on their birthdays.

34. All work should be done in a sincere and honest manner, Strict disciplinary actions will be taken against examination malpractices.
35. Students are not allowed to share the articles such as pen, pencil, eraser, scale, instrument box etc. in the examination hall.
36. If any urgency arises students should inform the respective class teachers and get permission from them to go home.
37. During heavy rain students are allowed to wear black sandals.
38. Students are allowed to have only formal haircut.

Kottayam

MANAGER

