

Rhema Play School

St.John's English School & Junior College

No.2, II Cross Street, Customs Colony,

Besant Nagar, Chennai - 90. Tel: 044-4215 0911

Prospectus

2022 - 2023

*Our Founder***Dr. G. RAJAKUMAR – A Tribute**

"We live in deeds, not years;
in thoughts not breaths;...
He most lives who thinks most,
feels the noblest, acts the best".



Dr. Rajakumar's life is an example of a great man who is still living through his noble deeds. Dr. Rajakumar, an institution by himself was an educationist, journalist, administrator, evangelist and a visionary. He was a great man of God. He transformed millions of lives who came in touch with him.

Dr. Rajakumar was born on 23rd July 1933 to Dr. Gnaniah and Mrs. Annabakiam Ammal. He completed his formal education and joined the government service in the statistical department. He married our chairperson Mrs. Sakuntala who was a teacher by profession.

As Sir Philip Sydney says,

**"In the truly great, virtue governs with a
Sceptre of knowledge and wisdom".**

Our beloved Founder Chairman Dr. Rajakumar was a man of noble character. He always insisted on perfection in every activity. He was a gentleman with a magnanimous heart. He was known for his humility, philanthropy, punctuality, courage, honesty, dedication and devotion.

In the 1970's the schools around Mandaveli catered to the needs of the elite. Dr. Rajakumar wanted to change this scenario and bring the light of knowledge to the middle-class people. Dr. Rajakumar started a small school in a thatched roof. The seed which he had sown has grown into a huge banyan tree sheltering several educational institutions - nurturing the young minds with holistic education.

"Faith moves mountains". Dr. Rajakumar had immense faith in God. His strong belief in God

enabled him to progress and prosper in his life. "The true measure of loving God is to love Him without measure". Dr. Rajakumar expressed his love for his creator by building churches to enrich the spiritual lives of millions.

This legendary figure had devoted his entire life for the cause of education and the upliftment of the downtrodden.

"As long as the moon shall rise,
As long as the river shall flow,
As long as the sun shall shine,
As long as the grass shall grow"....

Rt. Rev. Dr. Rajakumar will be remembered forever by everyone.

‘The Remembrance of the Righteous is a blessing’

– Prov 10



Our Chairperson

Mrs. SAKUNTALA RAJAKUMAR

“She is far more precious than jewels.
The Heart of her husband trusts in her
and he will not lack anything good.”

– Prov. 31

Mrs. Sakuntala Rajakumar was the co-founder and beloved wife of our founder Rt. Rev. Dr. G. Rajakumar, a pillar of strength and support in times of happiness and adversity. She took on the reins ably and skillfully assisting him in establishing the St. John’s Group of Schools. She was always there by his side guiding, leading, influencing, directing and steering every moment of his life. She was the first teacher of St. John’s School.

“The fear of God is the beginning of wisdom”. Mrs. Sakuntala Rajakumar was very pious and devout. She took on the mantle of being a Reverend’s wife when Dr. Rajakumar was ordained a Bishop. She faithfully rendered her service to the Glory of God.

‘She opens her mouth with wisdom and
loving instructions is on her tongue,

She watches over the activities of her household and is never idle. –Prov:31

Mrs. Sakuntala Rajakumar was a loving and affectionate mother to her children and an adoring grandmother to her grandchildren. She was a friend, philosopher, guide and a teacher to her family. She was strict and disciplined. She held the family together with bonds of love and warmth.

In St. John's Group of Schools she is affectionately called as 'Aunty' by the teachers and 'Grandma' by the students.

'A gracious woman gains honour'. Mrs. Sakuntala Rajakumar was known for her grace and beauty. She was always well dressed for the occasion. She was humble, gentle and very

polite. She was soft spoken and did not indulge in idle chatter.

The saying,

'A word spoken at the right time is like golden apples on a silver tray' -

– is very true of her

'Charity begins at home'. Our Madam Chairperson was actively involved in social work, helping the deprived and the under privileged community. She always had a word of appreciation, a word of comfort, a smile for everyone.

We will miss her awesome personality, her peaceful presence but she will live in our hearts forever....

Rhema Play School

Early childhood is considered as the critical period in human development. Global Brain Research also informs us about the significance of early years for brain development. During this period children need a stimulating environment and sensitive caretakers.

The Social, Physical, Imaginative, Cognitive and Emotional aspects must be emphasized to bring about an all-round development in children.

We prepare a joyous and happy atmosphere that provides good surrounding, purposeful activities and opportunity for growth for we believe that these are the vital needs for the overall development of a child. Such an environment with the right method of teaching complements the process of learning.

A child makes a number of acquisitions during these sensitive periods of growing up. "Education is assistance to life" said Maria Montessori. So we have specific activities which cater to individuals at each level.





The Curriculum

We encourage learning by providing motor and sensory activities to children in play way method.

Special Features of Our Play School

- Spacious air-conditioned class rooms & play areas.
- Trained teachers
- Individual attention for every child
- High tech imported play equipments
- Art corner, puppet theatre
- Field trips
- Day care centre for the convenience of the parents

NOTE:

Things to be Brought

Spare dress, towel, diapers, special food etc., to be provided by the parents.

Purified drinking water will be provided for drinking by the school. However children are encouraged to bring their own water bottles.

- After the completion of Rhema Play School, parents should apply as fresh candidate for LKG admission. Such students will have a partial admission fee concession.
- Fees once paid will not be refunded or adjusted or transferred.
- Payment to be made only **by cash**.



School Academic Session

The academic session is from JUNE to MAY. The academic year comprises of three terms, each term ending with the Terminal Examination.

FIRST TERM

- ❖ First week of June to last week of September.

SECOND TERM

- ❖ First week of October to third week of December

THIRD TERM

- ❖ First week of January to first week of April

Style of Education

The school aims at providing modern all-round education striving for excellence in every field, be it moral instruction or ethical values, physical education or

academic performance with due emphasis on character building.

Medium of Instruction

- ❖ The medium of instruction is English.

Games and Sports

In the realm of games & sports which hold a very special place in the hearts of the tiny ones, we train them very specially and subtly to become healthy in body. Simple and meaningful exercises which are to the liking of the children and at the same time tune their bodies, are practised regularly. Physical stress here is minimised by the joy and happiness that they experience during these P.T. classes. Sports, is an exclusive activity for the primary section, where a variety of colourful and interesting non standard events are organized for them.

Practical Learning

A child learns through experience. As an extended activity, we organize visits to places of educational value. Such visits transform their knowledge into real life experience. Apart from these, children are taken once annually for excursions for enjoying the exhilaration of being out doors.



Subject of Study

1. Recitation
2. Conversation
3. Story Telling
4. Activity
5. Drawing

Activity Classes for Effective Learning

The activities provided in the room are designed, planned and organized in such a way as to give opportunities for the young children to explore and experience the world around them. It concentrates not only on eye hand co-ordination but also on finer muscular development. The room provides an environment that fosters thinking and self confidence. Above all it creates in the young minds a love for learning.

Medical & Physical Examination

The school has a part-time Registered Medical Officer. The Medical Officer visits the school daily.

School Bus

For the convenience of students, the school operates 11 MINI BUSES covering a radius of 20kms from the school campus. Only a limited number of students are enrolled to avail of the school bus facility and the service

is offered on first come first served basis, for students from Pre-K.G to Class XII (based on the availability of seats only).

BUS SERVICE RULES

1. Bus service will be operated only in those areas from where atleast 5 students avail of the service.
2. Bus service will follow only specific routes and cannot take diversion on the demand / request of the parents.
3. Bus will ply only on the Main Road, Broad Roads and not on narrow lanes / streets.
4. Every term the Bus Fee will be collected in advance along with the school fee (i.e., on or before the 10th day of every term)



5. Even under circumstances in which the student is not able to make use of the Bus Service for a part of the term, the Bus fee will be collected in full.
6. BUS FEE once paid is not refundable, adjustable or transferable.
7. BUS FEE will be charged for full term.
8. Parents are advised not to tip nor contact the Driver/Conductor and not to make use of them for their personal work at school.
9. Parents are requested not to contact the School bus drivers / conductors on their Mobile phones.
10. One way bus service will not be permitted.
11. Parents are requested not to collect their school bus going wards at the gate when they are being boarded or after being boarded in the School bus. This is to avoid the serious danger of children being picked up by unauthorised

persons without the knowledge of the School authorities. However, in cases of emergency alone, parents are allowed to pick up the Students from the school Campus if written sanction has been sought from the Principal at least an hour before the dispersal.

12. School buses will not be operated during functions / programmes / celebrations, etc., organized by the school.

BUS CONDUCT RULES

1. No part of student's body (arm, hand etc) should be held out of an open window at any time.
2. Objects should never be thrown in the bus or out of the window.
3. A student must never move from the seat while the bus is in motion.

4. There should be no drinking or eating while travelling in the bus.
5. Students are advised not to litter inside the bus.

Admission Procedure

APPLICATION

Parents seeking admission for their ward should obtain the Prospectus and APPLICATION FOR REGISTRATION against the payment of **Rs.750/-** (Rupees Seven Hundred & Fifty only) by cash.

All completed application forms for registration together with the Registration Fee of **Rs.500/-** (Rupees Five Hundred only) and enclosures should reach the school office within 5 days from the date of receiving the application. Application submitted beyond the stipulated

date will remain invalid and a fresh application should be taken for registration.

REGISTRATION FOR ADMISSION

The duly completed Application Form signed by the Father should be Registered at the school office along with the following documents and registration fee.

1. Recently taken passport size colour photograph should be affixed on the application form in the space provided.
2. Xerox Copy of the Original Corporation / Municipal / Birth Certificate duly attested by a Gazetted Officer.
3. The details entered in the application form should be correct in all aspects. Any discrepancy will render the application liable to be rejected.



The applicant will receive an official receipt and a registration number, which should be quoted in all future correspondence regarding admission of the child.

SPECIFIC PROCEDURE

Points will be awarded to the candidates' admission to Pre-KG based on the following criteria.

- ❖ Age - Candidate should have completed 2 years for Pre-KG on or before 30th June of the year seeking admission.
- ❖ Medical Fitness - Candidates should submit a medical fitness certificate from a registered / practising Paediatrician.
- ❖ Proximity to the school - Preference will be given to those candidates who reside near the school - Besant Nagar, Adyar, Thiruvanmiyur etc. Address proof should be submitted.
- ❖ Sibling - Preference will be given if a sibling is studying in the school. However this is subject to the scrutiny of the academic record and conduct of the sibling.
- ❖ School Bus Facility - Though 11 buses are operated by the school, it cannot cater to all the Primary Students.





Selection Procedure

The academic council will consider each application on the basis of the data and details furnished in the application form and offer admission to the child. New Admissions will be finalised based on the following:

GENERAL PROCEDURE

- Availability of seats / vacancies
- Priority in the order of registration



CALL LETTER FOR PROVISIONAL ADMISSION

- ✓ Call letter will be sent by email to the eligible candidates.

FINALISATION OF ADMISSION

On the basis of the points allotted and personal discussion and also considering all other General & Specific selection formalities, the candidates will be selected as per the required number of vacancies and will be given Provisional Admission. The same will be intimated through Admission Letter (By post/e-mail). Parents will be asked to remit the admission fees and the first term (June to September) school fee, on or before the stipulated date mentioned in the Admission Letter.

REGRET LETTER

- ◆ Regret Letter will be sent by email to those for whom we are unable to give a seat.

School Fee & Remittance

1. In addition to the Admission Fee paid at the time of enrolment and admission to the Institution, every bonafide student has to pay the following fee for the current academic year.

- | | |
|-------------------------------|--------------|
| ➤ School Tuition Fee | ➤ Every Term |
| ➤ Hand Book | ➤ Annual |
| ➤ Text Books & Note Books Fee | ➤ Annual |
- (Amount and date of payment will be intimated)

2. Text Books and Note Books amount have to be paid on or before the date mentioned in the Provisional Admission Letter
3. The School tuition fee should be paid as term fee at the beginning of each term.

NOTE :

1. The school will impose fine on late payment of fee.
2. For tuition fee paid later than the 10th of every term, a fine of Rs.100/- shall be levied.
3. After the 10th of Oct. (II Term) & 10th of Jan. (III Term) the names of regular defaulters will be struck off the roll. If re-admitted at the discretion of the Principal, the readmission fee of Rs.1000/- will be charged after collecting all the arrears.

Bell / Time Schedule

Time	Schedule
09.15 a.m	Commencing Bell - Morning Session (all the students are expected to be in their respective classes, before this bell - Report beyond 9.15 a.m. is entered as late coming.
09.25 a.m	Assembly Bell
09.35 a.m	First Period
10.15 a.m	Second Period
10.55 a.m	Recess Bell
11.05 a.m	Third Period
11.45 a.m	Fourth Period
12.25 p.m	Closure of Pre-KG classes



4. The fee rates are subject to change as per the decision of the Governing Body.
5. School fee, Admission fee or any other fee once paid will not be refunded, adjusted or transferred to some other student's name.

Dress Code

- ✓ Comfortable and decent colour dress.
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Day Care Centre

Day care facility is available for the convenience of parents for classes Pre-K.G. to IV Std. For further details about fee and timing, contact school office.

Purchase of the Text Book & Note Books

The prescribed Text-Books and Note-Books should be purchased from the School Book Depot.

All the Books and Note-Books issued in the school are obtainable from the school depot at market rate. All transaction is **by cash** only. Also the Text-Books and Note-Books prescribed for the class will be sold only as a complete set (Text books and Note Books together) and not as Note-Books or Text-Books alone.

Weekly Schedule and Daily Routine

THE SCHOOL ACADEMIC ACTIVITIES ARE SCHEDULED ONLY FOR FIVE DAYS OF THE WEEK - MONDAY TO FRIDAY.

Saturdays and Sundays will be weekly holidays for school activities.

WORKING PATTERN

Pre-KG classes use the “Work-way’ method and we follow a definite curriculum of learning with proper class-room atmosphere with emphasis on conversation skill, oral work coupled with recreation activities.

Pre-KG classes are conducted only for one session i.e., Morning (Fore-noon) session and they will be working between 9.15 a.m. and 12.25 p.m. with a recess break of 10 minutes for snacks, drinks etc.





AVAILING OF LEAVE

Prior permission should be sought from the Principal for leave / absence for more than 3 days.

Students availing leave due to unavoidable circumstances should produce leave letter on the day the student attends the school after having availed of leave.

Leave application / letter of absence should be submitted in the prescribed form. It should be duly signed by PARENT / GUARDIAN giving the following particulars as called for in the application.

1. Name of the pupil with initial.
2. Class and Section.
3. Day(s) and Date(s) for which applied / absent
4. Total number of day(s) leave applied / absent

5. Reason for absence
6. Date of application
7. Signature of the Parent / Guardian.

EARLY DEPARTURE FROM SCHOOL

Permission to leave early from school should be sanctioned only by PRINCIPAL and with the knowledge of PRINCIPAL, Vice-Principal & Headmistress can grant permission.

These permissions can be granted only under the following conditions:

1. A written requisition letter from parents.
2. When found sick / fatigued / hurt.

Oral requests will not be accepted.

Hand Book

Every Bonafide student of the school will be provided with a Hand Book at the beginning of the academic year.

1. Parents are requested to give due importance to their ward's HAND BOOK for it conveys to them the academic and general activities of the school.
2. It is advisable for the parents to go through the HAND BOOK of their ward daily.
3. Parents are asked to acknowledge all the entries made, wherever requested.
4. Parents are requested to fill in the details called for in the Bio-Data Sheets (Triplicate) in the Hand Book. Duplicate and Triplicate copies will be taken for school records and the first copy will be retained in the HAND BOOK.
5. The hand book must be brought to the school daily by the students. It should be maintained neat & tidy. Tearing of pages or scribbling in the HAND BOOK is strictly prohibited.
6. Parents should not communicate through the HAND BOOK. Any communication should be written separately in a letter form and should be addressed to the PRINCIPAL ONLY.
7. The loss of the Hand Book should be brought to the notice of the Class Teacher. And if not traceable a New HAND BOOK should be purchased at the school office by remitting **Rs.150/-**



Office Working Hours

The School Office will be functioning from Monday to Saturday with working hours 9.00 a.m. to 5.00 p.m. Fee will be received from 9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m.

Parents / Guardians / Visitors are expected to contact school office for any of their contact with their ward, staff and school authorities.

The School office will remain closed on Sundays and on important Government holidays only.

Holiday declared to the school does not mean holiday to the school office.

Correspondent / Principal's Office

The Supervisory Head of the Institution is the Correspondent / Principal. She is the sole Administrative Head and is responsible for the matters and policies of the school.

The Office of the Correspondent / Principal can be contacted for all matters of school interest...

- General administration of the school.
- Office routine.
- Attitude of Non-teaching staff.

- Performance of the staff.
- Even matters presented to the academic supervisory heads / Vice-Principal / Headmistress / Co-ordinators can be referred to the Correspondent... for follow up.

Correspondent / Principal - Parents Contact

1. The Parents / Guardians who wish to contact and counsel with the Correspondent / Principal with regard to their ward(s) are requested to call on the Correspondent / Principal at her school office only in the days and timings allotted for interview with parents.

Monday to Friday - 11.00 a.m. to 12.30 p.m.

(with prior Appointments)

Saturdays - 12.30 a.m. to 1.30 p.m.

(with prior Appointments)

2. However if the parents have their own inconvenience to meet the Principal on the days and timings specified, they can meet the Office staff on any working day between 10.00 a.m. and 05.00 p.m. Any request for appointment with the Principal can be made either in the form of a letter or informed orally. The same will be looked into in order of priority.
3. Parents are strictly asked not to contact the Correspondent/Principal at her residence either in person or over phone.

Parents' Involvement

Parents are considered as their ward's/School's Partners in Education.

A smooth and cordial parent - staff relationship is an essential pre-requisite for the student's progress. Parents desirous to meet the Class Teacher and Subject Teachers are requested to call on them in the school between 09.30 A.M. and 12.30 P.M on the Second Saturday of every month during the Parent-Staff Contact Session.

Identity Card

An individual Identity card with student's photograph affixed and laminated on both sides will be issued to each student at the start of the academic year. This should be worn daily.

Continuous Evaluation

In order to have a continuous assessment of the tiny tots, various academic activities of each child in the class, are carefully observed and the general assessment is recorded in the Comprehensive Progress Report Card.

Progress Report

The Progress Report showing the performance of the pupil will be sent to the Parents after every term.

The Progress Report must be returned duly signed within three days from the date of receipt.

In case of Progress report being misplaced or lost, it should be brought to the knowledge of the Principal. Duplicate Progress Report can be obtained with the Principal's permission and by paying Rs.100/-

To Parents

1. Parents / Guardians are requested to co-operate with the school in maintaining discipline, including diligence, initiative, upright behaviour and courtesy.
2. Parents who seek information regarding their child's progress should do so through the Head of the School and not through the Class Teacher.
3. Parents or Guardians are not allowed to see their children or meet the teacher during the school hours without the permission of the Correspondent / Principal.
4. Parents or guardians are not allowed to wait near the classrooms or the verandah or inside the school campus during the class hours.
5. Parents are expected to co-operate in the work of the School by enforcing regularity, punctuality and discipline and by taking interest in their children's progress. They are specially requested to read the rules carefully and see that they are strictly followed.
6. It is obligatory on the Parent to permit their ward to participate in any of the Group events / Solo events related to School programme like Sports meet, Students Council Day, Annual Day,

Childrens' Day, Independence Day, Republic Day,
Cultural programmes etc.,

7. Parents should meet the expenses of their wards costumes / Special dress / Sports wear / when their wards participate in the School based Programmes
8. A record of the address of the parents/guardian is maintained in the School Office. Any change of address and phone no(s) should be communicated through a letter without delay.
9. Parents are expected to meet the Correspondent/ Principal only during the working hours and

particularly during the specified days and timings for interview.

10. Smoking is strictly prohibited in the School premises and Reception.
11. Rules and regulations and other norms mentioned in the prospectus are framed keeping in mind the general requirement of the Institution. It will not be altered at the request of any Parent or group of Parents.