

Bloom in Grace



LITTLE FLOWER
CONVENT SCHOOL

PROSPECTUS



DAILY PRAYER OF THE SCHOOL

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread. Forgive us our trespasses as we forgive those who trespass against us. Lead us not into temptation but deliver us from evil. Amen

OUR FATHER is the official prayer of the school. This is the prayer that Jesus taught his disciples. The prayer does not name any God. It addresses God as FATHER. It is a beautiful prayer that all can recite irrespective of caste and creed, for it is a prayer given to the whole humanity that believes in God, creator and protector of the whole universe.

Jesus has taught the humanity that God is a loving father to all.

We cannot see God with our eyes. God is far beyond us, in heaven. But God hears us and wants us to come near to Him.

We honour God's name as holy. When we hear the name of God, we should be happy because God made all things. God made us and loves us.

God wishes to bring good things to our world, so that we can help everyone by doing good every day.

God is like a kind father. We need food to be strong, clothes to cover our bodies, to remain warm to do many beautiful things in the world.

God forgives us when we do mistakes. Therefore, we too must forgive others.

Wherever we go, God is there to take our hand and guide us. Even in danger, God helps us to know what to do and what not to do.



LITTLE FLOWER CONVENT SCHOOL, KOT SHAMIR

NAME, VISION & MISSION



Little Flower is the famous name of St. Therese of Lisieux. She also was known as St. Therese of the Child Jesus. She was a French Catholic nun who lived in the late 19th century. Despite her short life of 24 years in this world, she made a profound impact on humanity through her writings, teachings, and example.

St. Therese's life and teachings hold valuable educational values for all of us. One of the key lessons we can learn from St. Therese is the importance of humility. She embraced her own littleness and recognized that it is through small and humble acts that we can make a difference in the world. Just as a little flower may seem insignificant, the smallest acts of love and devotion may seem insignificant. But the truth is that they do have great significance and impact in the eyes of God and these so-called small acts kindness and love are capable of changing the world positively.

The Little Flower School at Kot Shamir, named after St. Therese, carries forward her legacy. It wishes to inculcate in the students the message of love, humility, peace, and empathy after the model of St. Little Flower. It imparts the lessons of respect and kindness to every living being and enables its students to think high and embrace harmony and universal brotherhood. It believes strongly that education is not simply accumulating knowledge but forming the blooming buds of the humanity to become a blessing for their family, for their village, for the nation, and for the humanity. Let every student who comes to this temple of education BLOOM IN GRACE, maturing in his or her own religious, spiritual, and cultural heritage.



SCHOOL MANAGEMENT

Little Flower Convent School (LFCS), Kot Shamir is a Unit of the Group of Schools Under the Aegis of Khrist Jyoti Province, Punjab-Rajasthan. It continues the legacy of St. Little Flower/St. Therese of Lisieux

by making significant contributions in the educational field in Punjab and Rajasthan. It has established some of the most famous Convent Schools of Punjab and Rajasthan.

SOME OF OUR SCHOOLS

- **Sacred Heart Convent Schools (SHCS)**, Malout; SHCS, Jalalabad; SHCS, Fazilka; SHCS, Surathgarh; SHCS, Sri Ganganagar; SHCS, Green City, Bathinda (To be shortly opened)
- **Little Flower Convent Schools (LFCS)**, Sri Muktsar Sahib; LFCS, Gidderbaha; **LFCS, Kot Shamir**; LFCS, Guruharsahai; LFCS, Zira; LFCS, Hanumangarh; LFCS, Churu; LFCS, Nokha; LFCS, Kesarisinghpur
- **St. Mary's Convent School**, Faridkot; St. Mary's Convent School, Sikar
- **St. Joseph's Convent School**, Moga
- **Bikaner Boys School**, Bikaner
- **St. Paul's Convent School**, Jaisalmer

Khrist Jyoti Province is dedicated to providing quality education and holistic development to students. It strives to create an environment that fosters intellectual growth, character development, and spiritual formation. It aims at empowering students with knowledge, skills, and values that will enable them to become responsible and compassionate individuals in society.

LFCS, Kot Shamir is certainly going to be the place where the future doctors, engineers, scientists, politicians, and above all, talented and responsible citizens of the area are formed under the able and experienced leadership of Khrist Jyoti Group of Schools.



THE ONLY ICSE SCHOOL IN THE VICINITY

Indian Certificate of Secondary Education (ICSE) is recognized by the Education Board in the country and Overseas too. The syllabus of the ICSE Board is designed in such a way that it enables the students for all the competitive examinations. The quality ensured by the syllabus lays foundation for the higher studies of the students in the country and abroad.

Little Flower Convent School is a co-education school which follows the Indian Certificate of Secondary Education (ICSE) pattern of study in all the classes and every student is required to take the following subjects during the course of their studies:

SYLLUBUS

1. English (compulsory to get pass- mark for obtaining the pass certificate)
2. Punjabi (compulsory till Class X)
3. Hindi (being the National language of India, is compulsory up to Class 8 for all students). Those students who get a pass certificate in Hindi subject should continue to take Hindi as optional language, in Class **IX** and **X** along with Punjabi which is compulsory for all up to Class X. School will make the necessary arrangement to engage a teacher monitored by the Principal.
4. Mathematics
5. Science (Physics, Chemistry & Biology)
6. History, Civics and Geography
7. Environmental Studies
8. Physical Education/Computer Application
9. Socially Useful Productive Work & Community Service



MEDIUM OF INSTRUCTION

The medium of instruction is English. Therefore, a high standard is maintained, giving special importance to English, including

spoken English. Hindi as the national language and Punjabi as the regional language are taught from Pre-primary level with priority.

FACILITIES

TYPICAL ENVIRONMENT FOR LEARNING ENGLISH

LFCS is committed to providing a conducive environment for learning English. The school recognizes the importance of English proficiency in today's globalized world and ensures that students are equipped with strong communication skills right from the early years.



SMART CLASS

Through the Smart Class programme teachers use digital resources such as animation, video, diagrams, maps, graphs, and models while teaching the chosen topic in the classroom. In our school computer teachers prepare lesson plan on server before teaching the students.



ACTIVITY ROOM

The room is stocked with a diverse range of educational toys, books, and games to facilitate active learning. A team of experienced teachers is present to guide, supervise, and facilitate activities, ensuring a safe and nurturing environment.





EXPERIENCED TEACHERS FROM KERALA & PUNJAB

LFCS has a well-qualified and experienced team of Christian religious sisters belonging to Holy Family Sisters (CHF). Apart from this team of Christian nuns, the management makes use of the expertise and competence of teachers from the locality with Convent School training and strong English background.

EXTRA-CURRICULAR ACTIVITIES

At Little Flower Convent School (LFCS), we hold a steadfast belief in nurturing the holistic development of our students. Therefore, we place significant emphasis on extracurricular activities as an integral part of the educational experience.

SPACIOUS CAMPUS

Little Flower Convent School is known not only for its high educational standards but also for its lush and spacious campus. Recognizing the potential of the campus as an educational resource, the school has initiated teacher-guided visits to various areas of the campus during conducive weather conditions.



LITTLE FLOWER
CONVENT SCHOOL

ADMISSION: BASIC RULES



available in the website. Admission Fee is a one-time payment for enrolling a student to the school, in whichever class the student is seeking admission. No student will be permitted to write examinations without fee clearance. Fee defaulter will be charged Rs. 50/- per month as fine. Fees of any number of months can be paid in advance. However, fees once deposited will not be refunded. There will be a government approved increment of fee in the Registration, Admission and School Monthly Fee every year. Please see the current Fee Structure of the School from the Registration and Admission Notice.

1. The School Academic Year begins in April and ends in the month of March of the following year.
2. The notice regarding the opening of registration and admission is published in the school website: www.lfcskotshamir.com
3. The Registration Fee will not be refunded. Once the admission is confirmed by the school management, the parents should pay the admission fee mentioned in the Registration & Admission Notice



4. The Management reserves to itself the right of admission.
5. Parents seeking admission of their ward must register the name of the ward in advance.
6. Registration starts normally in the month of November as per the date schedule published. Admission to classes depends on the availability of seats. Registration does not guarantee admission and the

validity of the registration is only for 3 months from the date of registration.

7. The minimum age of the candidates for admission to the Nursery is 3 years+. A corresponding scale of minimum and maximum age holds true for the other classes.
8. Application for Registration should be made on the prescribed form available in the school website.
9. At the time of admission, a student has to submit the following documents:
 - a. Birth Certificate from the Municipality / Panchayat. (Original and a copy)
 - b. Aadhaar Card (Photo copy)
 - c. Pan card (Photo copy)
 - d. Two passport size photographs of the student and a family photo.
10. The date of birth once entered in the admission register of the school will not be changed, as it is against the law. In addition, the parents of all applicants must sign an age declaration, guaranteeing that under any circumstances they shall not make any request for change of date of birth.
11. Admission to classes other than Nursery is on the basis of merit, interview and

availability of seats. No recommendation of any nature shall be entertained. The decision of the management about admission is final.

12. Those students who join the school at any time of the current academic year will have to pay the complete fee of that academic year even if they join late.
13. The Management reserves to itself the right of selection and admission of any candidate.
14. All the documents presented at the time of admission will be retained by the office and will not be returned.
15. Any clerical error regarding date of birth in the report card or certificate issued must be brought to the notice of the office immediately for rectification.

WITHDRAWAL & DISMISSAL

1. One month's notice will have to be given for the withdrawal of the child from the school. However, full fee of the fee slab will be charged. All dues must be cleared before the child is withdrawn and transfer certificate obtained.
2. Duplicate copies of the transfer certificate may be issued on payment.
3. In case a student has to leave the school, he/she can use the School Leaving Certificate application provided towards the end of the School Diary.
4. Students who fail will not be allowed to continue in the school if they do not clear the examination the next year also.
5. The Management reserves its right to dismiss students.



TO THE PARENTS

1. Good education is the joint effort of the School and Parents. So, education of your child can be completed only with your full co-operation. The parents should feel proud of their children and should have confidence in their performance. All the same, they should be aware of the weaknesses and problems of their children. Parents should be earnest to report to the Principal/office whenever they are called. The parents should have faith in the actions taken by the school authorities to facilitate the all-round development of their children.
2. Parents/Guardians are requested to cooperate with the school in ensuring a high standard of morality and discipline among the students.
3. Parents must read all the rules printed on the school prospectus, school diary and circular. Ignorance of the rules will not be taken as an excuse.
4. Enrolment in Little Flower Kindergarten implies the willingness from the part of the parents to comply with the requirements and regulations of the school.
5. The medium of instruction and expression is English. To promote speaking in English the students are awarded with marks/grades through internal assessment.
6. Pupils should attend the school regularly. They must reach the school at least ten minutes before the assembly.
7. All the students must have the text books and the stationery required for their respective classes.
8. Every student should bring the school diary daily. Any information or request conveyed to the parents/guardians through the diary by the Principal/Teachers should be complied with and acknowledged.
9. Parents are advised to allow the children to watch only educational and useful program on the TV. Habitual watching of movies and film songs may distract the children from their studies and focus.
10. The child should be encouraged to cultivate habitual cleanliness in all his/her work and person. Dress him/her neatly and properly. Do not allow him/her to bring expensive things to the school so as to make a display of such items or to show that he/she is more



privileged than the rest. Help the child to understand that in the school he/she is just like any other student.

11. It does sometimes happen that children complain to their parents concerning school matters. Parents are requested to notify the Principal in matters of this kind and to reserve their judgments until proper investigation is made. A little carefulness along this line often prevents unhappy consequences.
12. If your child has habits or traits of character which need special watchfulness and observance, please report to the Principal so that proper care can be given to your ward.
13. Children are attracted even by trifle things which they would like to acquire for themselves. If he/she brings home anything from the school without the teachers' knowledge, send it back the next day itself and inform about it to the persons concerned. It will have its own reward in his/her later life.
14. While sending letters or making remittance of fee or inquiries please note the full name of the child, his/her class and the admission number.
15. Parents are requested to check the diary of their ward regularly and respond to the remarks if any, made by the teachers/Principal.
16. Parents and guardians who want to discuss the welfare and progress of their children may meet the Principal with prior permission or at the notified time. Parents shall meet the teachers on the days and occasions notified in the calendar. Parents are requested to make good use of this occasion for building up mutual understanding between the parents and teachers with regard to the all-round progress of their wards. It is not a fault-finding session, but legitimate complaints may be brought to the attention of the Principal/Class teachers without any delay. It will be highly appreciated.
17. When the school is in session, parents and guardians should not visit the classes or teachers without the permission of the Principal as it causes disturbance to their normal and legitimate work.
18. Parents and guardians are requested to notify the school of any change in their address and phone number.





19. To be absent from the school to attend social functions is not recommended as it retards the child's progress in school and minimizes his/her respect for regular hard work.
20. Parents are advised to ensure that their children prepare their lessons regularly at home and take keen interest in the activities of the school.
21. Criticism of the teacher in the presence of the students should be prudently avoided as this may adversely affect the child.
22. A progress report is sent to parents after each terminal examination. Parents are requested to sign the report card and return it within three days.
23. Any kind of damage done to the school property must be compensated at the expense of the offender along with the fine that may be imposed.
24. No student will be granted leave without prior written application of the parents/guardians. In all the cases permission is at the discretion of the Principal. Those who absent themselves for 10 consecutive days without the prior permission are liable to have their names struck off the rolls. Re-admission may be granted only on payment of fresh admission fee.
25. No student shall be allowed to go out or to be taken out of the school campus without obtaining the 'out pass' from the Principal. The out pass shall not be issued unless the Principal is satisfied with the genuineness of the matter.
26. All money matters should be dealt with the office.
27. Parents should see that their child comes to the school after his/her daily

needs. All the students must have their Tiffin brought with them for break. Lunch packets brought by others will not be allowed to reach the students on account of various reasons.

28. Cleanliness of person and dress is expected of every student. The school uniform must be clean, without any type of decorations. Students coming to the school with untidy dress, hair etc. will be refused admission to the class. The school uniform forbids the use of jewellery or makeup. Long nails and nail polish are not part of the uniform. It is compulsory to wear uniform for extra classes, trips, or inter-school functions.
29. Students themselves will be responsible for their own belongings. The school will not entertain any claim for the loss of money, cloth, watches, ornaments etc. It is advised to write name on all his/her belongings.
30. The section/house of a student is altered as and when required, at the discretion of the school authorities and request for a particular section/house will not be entertained.
31. Conveyance of the children is fully the responsibility of parents. The school shall neither entertain any complaint on this matter nor be responsible in any way.
32. Students will not be called to answer phone calls during school hours.



33. Since the school does not own its own vehicles for the transportation of the students the parents are instructed to make their own arrangements with private vehicle owners or transporters. However, they must make sure that such vehicles are being operated in compliance with the safety measures imposed by the Government. The school management gives approval to those vehicles which are run in conformity with the "Safe School Vahan" policy of the government.
34. Parents and guardians are not permitted to walk into class-rooms or interview teachers without the permission of the Principal.
35. As unaided minority educational institution, the school enjoys total exemption from the RTE Act, and therefore the students who fail to obtain the required marks for promotion as per the ICSE/CBSE/PSEB norms would be detained in the same class and the students will be asked to repeat the year.
36. Parent-Teacher Meeting (PTM) is to be attended by all parents/guardians of the wards. Those students whose parents/guardians have not attended the PTM, without getting prior permission from the Principal, due to any unavoidable reasons, will not be allowed to attend the classes unless and until they bring their parents/guardians to the school.
37. The school will not entertain any anonymous letters. Instead, every parent is permitted to lodge any of their complaints or suggestions through the suggestion box or through the provided provisions.

TO THE STUDENTS

1. Every student should bring the school diary daily to the school to facilitate the Principal/teachers to convey any information or request to the parents/guardians through the diary. If the parents/guardians are asked to meet the Principal/Teachers, they must do it without fail.
2. All pupils are expected to be present for the assembly during which they pray together and no one is to stay in the class room without obtaining prior permission.
3. No student shall be allowed to go out or to be taken out of the school compound without obtaining the 'out pass' from the Principal. The out pass



shall not be issued unless the Principal is convinced of the genuineness of the need and the credentials of the person who has come with the request to take the student from the school for whatever purpose.

4. Personal cleanliness and grooming are expected of every student. The school uniform must be clean, well pressed and complete without any type of decorations. Students coming to the school with untidy dress, hair etc., will be fined and if not corrected will be asked to bring their parents to explain the reason.
5. The class-teachers are duty bound to check diligently the uniform of the students regularly. They should regularly insist on the hair-style of the boys and girls that they follow the regulation of the school.
6. The school will not entertain any anonymous letters. Instead, every parent is permitted to lodge any of their complaints or suggestions through the suggestion box or through the provided provisions.
7. The Principal has the right to confiscate books, newspapers, periodicals, mobile phone and other items which may be considered objectionable. No student should possess any unauthorized sharp instrument or any lethal weapon which is in no way related to the study materials and neither should they bring any contraband items. Intoxicants, drugs or anything objectionable to any inmate of the school. If any such material is found in the possession of anyone, he/she will be suspended from the school with immediate effect, and if the evil intention of the possessor is proved he/she will be debarred from attending this school.
8. Giving presents or gifts to the members of the staff or any other demonstration in their honor also requires previous sanction of the Principal.
9. Care must be taken for all school property and no pupil should scratch or spoil the desks or chairs or damage any school furniture, write or draw anything on the wall, or in any way damage school property or things belonging to others. Damage done even by accident should be reported at once to the class teacher or to the Principal. Any damage done must be made good by the one who does it. Anyone who sees something damaged should report the matter even if he/she does not know who had done it. No Pupil should bring razor blade or any sharp instruments unwarranted to school.
10. Students are not permitted to wear such wrist watches which functions as minicomputers or mobile phones which can be made use to do clandestine activities in the class and in the school campus.
11. Running, playing, shouting and whistling inside the school building is never allowed.






SCHOOL HOURS

SUMMER TIMING	WINTER TIMING
8:30 AM to 1:30 PM	9:30 AM to 2:30 PM

PRINCIPAL'S OFFICE HOURS

(On School days only)

SUMMER TIMING	WINTER TIMING
9:30 AM to 11.30 AM	10:30 AM to 12.30 PM

An aerial photograph of the Little Flower Convent School campus. The school building is a large, multi-story structure with a central dome and a covered entrance. To the left of the building is a large green sports field with a basketball court. The campus is surrounded by lush green lawns, trees, and a parking lot filled with cars. A road with traffic is visible on the right side of the image.

We welcome wholeheartedly all the "blooming buds" in the vicinity of Kot Shamir with their parents to unravel their dreams and empower the future of their families, villages, the nation, and the world.



LITTLE FLOWER CONVENT SCHOOL

BASED ON ICSE PATTERN

Under the Aegis of Khrist Jyoti Province, Punjab-Rajasthan

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