INTRODUCTORY NOTE

Welcome to **" The Oriental Public school"** established in 2019, is a co-education institution located at New Sijhua, Radhanagar, Bokaro (Jharkhand) an esteemed institution **Founded by Hajjian Hanifa Bibi, W/O Late Haji Wahid Ali,** on 2nd Feb. 2019 under the **stewardship of Haji Kamrul Haque,** the chairman of **"Haji Wahid Ali Educational & Walfare Trust"** dedicated to nurturing young minds and to promote community schooling facilities of high standard.

The school is affiliated with the central board of secondary education (CBSE), New Delhi duly awarded by **Affiliation Code - 3430744.**

The school is committed to provide high-quality education, focusing on holistic development and community engagement.

Facilities include smart classroom equipped with modern technology, a well stocked library, computer, science labs and indoor sports amenities.

Extracurricular activities such as elocution, music, drawing, quiz, calligraphy, essay writing, debate competitions, and various sports are integral to the school's curriculum.

For admission and further inquiries, interested individuals can contact the school at 06542-316890 / + 91 96932 96679 or via email at opsbokarosijua@gmail.com. The school's official website : opsbokaro.com, provides additional information and updates.

The Oriental Public School is dedicated to nuturing student's intellectual and personal growth, preparing them to become responsible and successful individuals.

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THE ORIENTAL PUBLIC SHCOOL

I. ADMISSION PROCEDURE

Admission is taken after proper test and subject to vacancy:

(a) Age Criteria for the Academic Year 2026-2027 (As per NEP 2020)

Class	Date of Birth in Between		Age	Date as on
Nursery	01-04-2021	31-03-2022	If the child is 3+	31st March 2025
LKG	01-04-2020	31-03-2021	If the child is 4+	31st March 2025
UKG	01-04-2019	31-03-2020	If the child is 5+	31st March 2025
Class I	01-04-2018	31-03-2019	If the child is 6+	31st March 2025
Class II*	01-04-2017	31-03-2018	If the child is 7+	31st March 2025
Class III*	01-04-2016	31-03-2017	If the child is 8+	31st March 2025
Class IV*	01-04-2015	31-03-2016	If the child is 9+	31st March 2025
Class V*	01-04-2014	31-03-2015	If the child is 10+	31st March 2025
Class VI*	01-04-2013	31-03-2014	If the child is 11+	31st March 2025
Class VII*	01-04-2012	31-03-2013	If the child is 12+	31st March 2025
Class VIII*	01-04-2011	31-03-2012	If the child is 13+	31st March 2025
Class IX*	01-04-2010	31-03-2011	If the child is 14+	31st March 2025
Class X*	01-04-2009	31-03-2010	If the child is 15+	31st March 2025

DOCUMENTS REQUIRED

- Photocopy of Birth Certificate of Child.
- Aadhar Card of Mother, Father & Child.
- Passport size photo of Child & Parents.
- For the admission in class II and above, Transfer certificate Report card of Previous class, PEN Number.

ENTRANCE TEST & INTERVIEW

★ An Entrance test will conduct to assess the child ability The test include the subjects like English, Maths, Science & Hindi.

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II. WITHDRAWAL

A calendar month notice must be given before the withdrawal of the students. Such notice must be written by the Parent/Guardian only. No school Leaving Certificate will be issued untill all the dues of the school have been paid. In addition Rs. 300/- charged on T.C. Fee

III. MISCELLANIOUS FEES

Transfer Certificate	:	₹ 300/-
Re-admission Fee	:	₹ 1000/-
Duplicate School Diary	:	₹ 100/-
Duplicate Report Card	:	₹ 100/-
Late Fine (Fee) Per Month	:	₹ 50/-
Bonafide Certificate	:	₹ 50/-
Misc. Certificate	:	₹ 50/-

IV. Examination and Promotion :

1. Examinations of class I to X are held as indicated in the school diary and student will not be allowed to sit in the examination unless all the dues are cleared.

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2. **THE SCHOOL CONDUCTS NO RE-TEST/RE- EXAMINATION. THERE IS NO PROVISION FOR REASSESSMENT OR PROMOTION ON TRIAL.**

3 If a pupil fails to reach regularly the minimum mark for pass in all subjects, he/she will be detained.

4. Marks and other remarks indicating promotion or failure duly signed by the Principal/ Vice Principal are to be considered final.

5 No separate examination will be held for a student who is absent in any examination. Daily performance of the students will be taken into account at the time of promotion to the next class.

6 No double promotion is granted.

V. SUSPENSION AND DISMISSAL

Freedom and Responsibility are the basis of discipline. We expect the students to accept the atmosphere of the school and learn in a free, co-operative manner. Freedom and responsibility have to learnt slowly and freely accepted in an atmosphere in which students exercise judgement and make free choice about matters appropriate to their age and level of understanding. Students' mistakes are tolerated as part of the process of learning but repeated misbehavior against the spirit of the school, hindering other students from peaceful learning is not tolerated even if this causes pain to the parents of the stubborn non co-operative students.

The Principal reserves to himself the right to dismiss any student from the school, whose conduct is , in his opinion, against the moral tone of the school. Immorality in word or deed, willful damage to the school property, grave insubordination, contempt of any school authority, unsatisfactory progress in studies and lack of diligence are sufficient grounds for dismissal.

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The Principal is the sole judge regarding the dismissal of a student and parents/guardians, when they apply for the child's admission to The Oriental public school are understood to have accepted his judgement in such matters as final.

The Principal also reserves to himself the right to suspend a student from attending the school and determine the period of suspension, depending on the gravity of the particular situation.

VI. LEAVE & ATTENDANCE RULES

Regularity, alertness & revision are essential for the students' progress for which the co-operation of the Parents is solicited.

1. If, for any reason a child has to miss school there must be a prior permission to the school authorities.

2. All absence from school, even with a prior permission must be explained by the parents in the Absence Record provided in the school diary.

3. If the leave is more than 3 days, besides the note in the school diary an explanation in a separate letter must be added and sanctioned by the Principal/Vice Principal. Leave is granted only for grave reasons.

4. A student returning to school after suffering from an infection or suffering from a contagious disease should produce a medical certificate of fitness declaring him/her out of quarantine before the student could be admitted into the class.

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5. Repeated absence without a written leave or absence for more than 5 consecutive days renders a student's name struck off the rolls. Re-admission if granted will be done on payment of a re-admission fee of Rs.500

6. **All are expected to attend the classes on the last working day before the start of the vacation and the opening day after the vacation. All defaulters will have to pay Rs. 50/- fine for each day.**

VII. UNIFORMS :

All students must wear the school uniform as prescribed. Each student Should have Two sets of uniforms. Wrist watches, finger rings, nose rings, fancy clips, hair bands, bangles etc are not part of the school uniform.

VIII. FEE REGULATONS

Fees should be paid till 20th (on Monday to Saturday) of each month at the fee counter from 8:00 a.m to 12 noon. If the last date falls on Sunday or any public holiday ,the last date for paying the fees will be the following class day.

When school fees are due for two consecutive months the student's name will be struck off the roll. Re-admission will be required to be paid for re-entry of the name on the roll.

Fees are to be paid regularly within the date notified. If not, Rs. 50/- will be fined upto two months. After that name will be struck o □the rolls.

Please Note: Any child who has his/her fees outstanding will neither be allowed to take the examination nor be considered for the promotion.

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IX. GENERAL RULES OF THE SCHOOL

Enrolment in The Oriental Public School implies on the part of the pupil and the parents willingness to comply with the requirements and regulations of the school.

1. All are expected to reach the school at least 10 minutes before the time fixed for the morning school Assembly and join in the singing and prayers. Late comers should get the clearance from the office before entering the class-room after which they will go to their respective class rooms.

   Students who reach the school after the bell will not be granted attendance and if this continues for 3 days he/she may be asked to return to home. In the school campus all have to converse only in English.

2. **All must wear ID Card in the school premises**
3. Every student should come to school in neat school uniform.
5. No student is allowed to leave the school campus at any time during, school hours without the permission of Principal / Vice Principal. Students will not be sent home with any one other than the parents/ guardians.

   A gate pass will be issued from the office without which the watchman on duty will not allow the child to leave the campus.

X. All students are expected to :

1. Show respect to all the teachers & staff members.
2. Avoid shouting, whistling or running about the school building.
3. Avoid throwing papers, chalk, stones etc. anywhere in or around the school premises except in the dustbins provided for the purpose.
4. Observe all the rules of good conduct on the various buses and on the streets while coming to or returning from school.
5. Strict silence to be observed at the freeze bell in the morning, after the recesses and in the passages.

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6. Students should always keep their note books and text books clear and well covered with brown paper and properly labeled with their names, classes and subjects.

7. **No subscription can be raised without the permission of the Principal. No gift to the members of the staff be made without the explict permission of the Principal/Vice Principal.**

8. Students are responsible for the safe custody of their books and belongings. The school does not take the responsibility of the lost goods.

9. **Principal/Vice Principal has the right to suspend or dismiss any student whose presence in the school is injurious to the moral tone of the school.**

10. **No collection for any purpose what so ever by staff/students may be taken without the prior permission of the Principal/Vice Principal.**

11. Care must be taken of the school property, students must not scratch or spoil the furniture, write on the wall or in any way damage what is provided for their use. Any kind of damage done to the school property will lead to dismissal and the damages should be paid by the students.

12. No one is allowed to put on mehendi, lipstick or nail polish and attend school, for Mehendi & Improper hair cut 100/- fine will be imposed.

13. Mobile phones, any costly gadgets will be confiscated if found with any student in the school and fine of 500/- will be imposed.

14. No one is allowed to bring to school any sharp objects like knife, scissors, blades, crackers or any object harmful to the fellow students. Any defaulter will be suspended from school.

15. **No students is allowed to use physical force to strike any student in or outside school campus or use any abusive language derogatory to one's character. Any offender of this rule will be suspended or dismissed from the school.**

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XI. TIPS TO BE A GOOD STUDENT

1. Never omit any lesson or homework assigned.
2. Always revise the work done in class and get your difficulties solved.
3. If memory work is assigned, learn it overnight and repeat it the first thing in the morning.
4. Repeat at the end of the week, all that was learnt during the week.
5. Make a daily time-table for yourself. In this way you will learn to be a student of regular habits, a most valuable asset in later life.
6. Realize the value of time. Do not wait till the approach of the examinations. The key to success is regular and sincere work.

XII. TO THE PARENTS

Though school can do a lot for a child it cannot do everything. The home is the place where he /she gets his/her first education and training in citizenship. It is the chief place where his/her character is formed and developed. School education indeed promotes the growth of personality and helps to discover and develop the qualities that are in the children. In order to secure all that is best in the education of your child, maximum co-operation between the parents and the school authorities is necessary.

The school desires to have your co-operation and close contact with the teachers of your child in order to develop an atmosphere that is conductive to better and more effective education. This Diary is one of the links which bridges the home and the school. It will be an effective medium for parent-teacher contact. We earnestly request the parents to look into this Diary everyday and see to it that the lesson and home work assigned for the next day are completed. The child should be encouraged to cultivate habitual cleanliness in all his/her work.

Special attention is given to the character formation of the boys/girls and guardians are requested to co-operate with the efforts of the school authorities.

By urging their wards to regularity and punctual attendance.
By giving sufficient time for seeing to their diligence in his/her home work and lessons.

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By occasionally meeting the Principal/Vice Principal as well as the subject teacher to discuss greater progress in their children.
By insisting neatness and cleanliness in their text books, copy books uniform and appearance.

Parents' failure to meet the Principal / Vice Principal / teacher when asked for may cause their wards greater inconvenience.

N.B- Children who are ill should not be sent to school to attend class or to take tests as the chances are that they will spoil both their health and studies. In case of illness application for leave must reach the school without delay. Once a pupil has come school he/she will not be allowed to go home before time.

Parents are also requested

1. To be a living example of the values taught and expected of the children.
2. To keep the school authorities informed of any special problem family circumstances or other relevant facts that are necessary for a proper understanding and guidance of their children.
3. Not to bring/send tiffin, books/other articles etc. to their wards during school hours.
5. Personal memo page should be carefully filled in by the parents the beginning of the academic session. Change of residence/phone nos should be notified to the school office immediately.
6. Giving presents to the staff or other demonstrations of gratitude goodwill in their honour is not allowed. Discourage your child bring gifts for his/her classmates.
7. Any communication (request or complaint) made by the parent must be addressed to the Principal/Vice Principal and not to the the class teachers.
8. Parents are particularly expected to sign the Principal's or teacher's remarks. Failure to do this may put their children to great inconvenience.
9. Kindly see that the child attends the school in proper prescribed uniforms.
11. **Parents are requested not to ask for leave for their wards to attend weddings and other social and religious functions during the term.**

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XIII. HOUSE SYSTEM

To promote team spirit, loyalty and healthy competition among the students, a House system runs in the school. All the students have been divided into four Houses i.e. POWER, UNITY, COURAGE and HONESTY A house is awarded to the students at the time of Admission itself. Each House is headed by a boy and a girl known as HOUSE CAPTAINS and a House Teacher of each as a HOUSE WARDEN.

XIV. Responsibility of the Captains & Prefects / Members of the Students' Council

1. She/he should ensure that the leaders carry out their duties in a responsible and impartial manner.
2. She/he should command the whole school for discipline at prayer assemblies every morning and at all school gatherings.

   Once a month a meeting of leaders (High School) will be held under the guidance of the teachers-in-charge when methods and means are discussed and adopted tor improving discipline and redressing grievances.
3. She /he should be constantly alert, observant and sensitive to the needs of the school and act promptly after consulting and getting orders from the Principal/Vice Principal.
4. She/he should be show exemplary behaviour with head held high providing a shining example of leadership, trust, courtesy, love and goodness.
5. She/he should play an active role in organizing Inter Team and Inter School activities.
6. She/he should bring to the notice of the teachers minor day-to-day problems of students like fights, misunderstandings, injuries damage to school property, missing articles etc.
7. She/he should ensure the discipline in housewise gathering in the hall, in PT classes and in March Past.
8. **SPEAKING ENGLISH IS COMPULSORY.**

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SCHOOL PRAYER

GOD'S LOVE

God's love is so wonderful - 3,
Oh! wonderful love - 2
So high you can't get over it - 2
So wide you can't get around it - 2
So deep you can't get under it - 2
Oh! the wonderful love - 2

SCHOOL PLEDGE

India is my country.
All Indians are my brothers and my sister
I love my country and I am proud of it.
I shall always strive to be loyal and worthy of it.
I shall always regard elders and olders.
To my country and my people
I pledge my devotion
May God grant her peace and prosperity

NATIONAL ANTHEM

Jana gana mana adhinayak jaya he
Bharat bhagya vidhata
Panjab, Sindh, Gujrat, Maratha,
Dravida, Utkal, Banga,
Vindhya, Himachal, Yamuna, Ganga
Uchchal jaladhi taranga
Tab Shub naame jage
Tava Subha ashish mange
Gahe tava jaya gatha
Jana, Gana, Mangal Dayak Jaya he
Bharat Bhagya Vidhata
Jaya he, Jaya he, Jaya he
Jaya, Jaya, Jaya, Jaya he

....Ravindranath Tago

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3. GIVE ME JOY

1. Give me joy in my heart
keep me praising
Give me joy in my heart, I pray
Give me joy in my heart
Keep me praising
Keep me praising till the end of day

Sing hosanna, sing hosanna
Sing hosanna to the King of Kings
Sing hosanna sing hosanna
Sing hosanna to the king

2. Give me oil in my lamp, keep me burning
3. Give me love in my work, keep me serving
4. Give me peace in my mind, keep me resting

WE SHALL OVERCOME

I. We shall overcome - 3 someday
O deep in my heart
I do believe, We shall overcome someday -

II. We are not afraid - 3 someday
O deep in my heart
I do believe, We shall overcome someday

III. We shall live in peace - 3 Someday
O deep in my heart
I do believe, we shall overcome someday.

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APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 New Session 2026-27 Begins	3 Good Friday	4 Foundation day Celebration
5	6	7	8	9	10	11
12	13	14 Ambedkar Jayanti	15	16	17	18
19	20	21	22	23	24	25 No Class / Staffs Meeting
26	27	28	29	30		

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MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4	5	6 1st Periodic Test Starts	7	8	9
10	11	12	13	14	15 Summer Vacation Begins	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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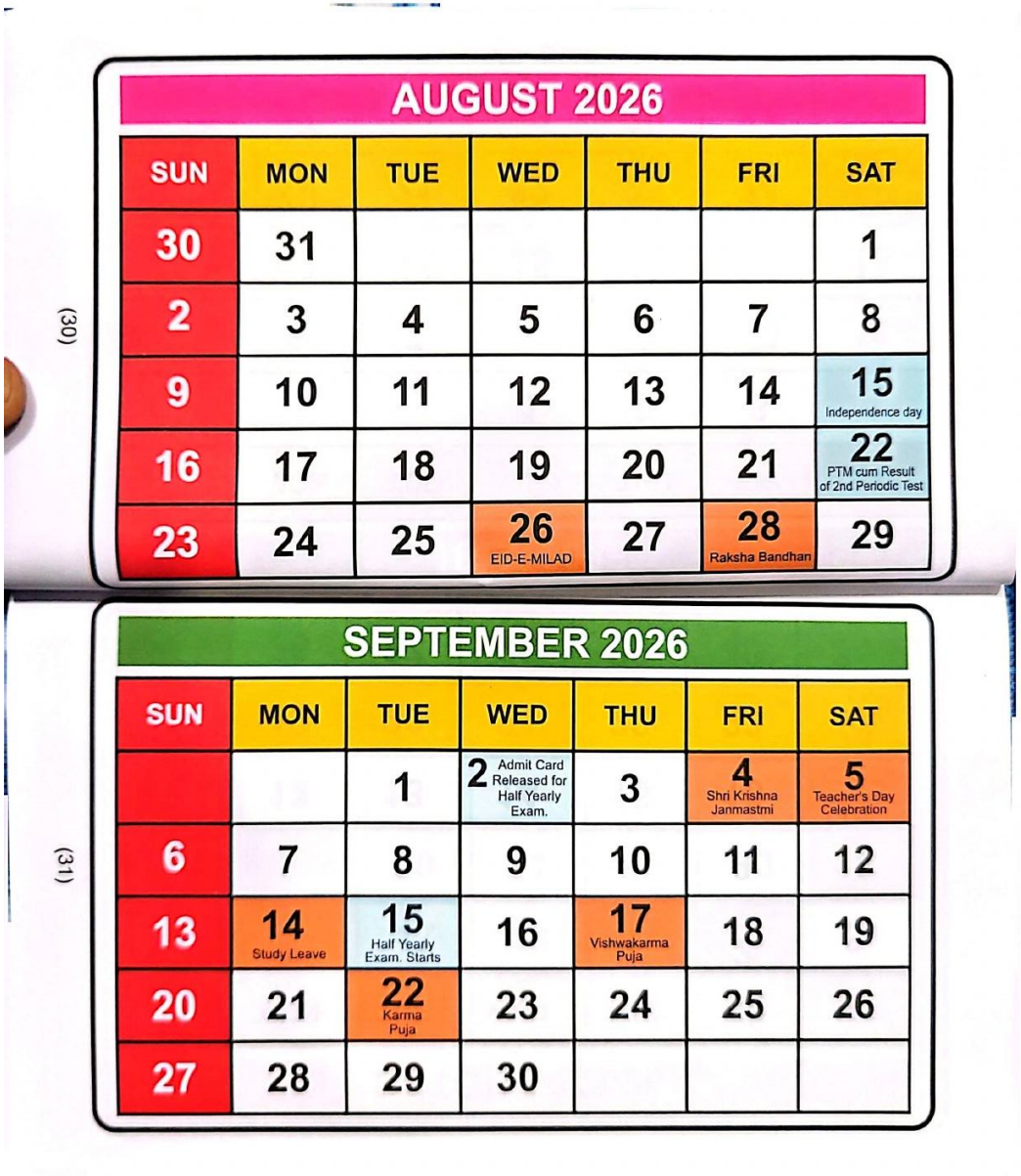
JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13 Teacher's Meeting
14	15 School Reopen after Summer Vacation	16	17	18	19	20 P.T.M / Result of PD 1
21	22	23	24	25	26 Muharram	27
28	29	30				

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 2nd PD Starts	21	22	23	24	25 No Class / Staff Meeting
26	27	28	29	30	31	

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AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15 Independence day
16	17	18	19	20	21	22 PTM cum Result of 2nd Periodic Test
23	24	25	26 EID-E-MILAD	27	28 Raksha Bandhan	29

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SEPTEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 Admit Card Released for Half Yearly Exam.	3	4 Shri Krishna Janmastmi	5 Teacher's Day Celebration
6	7	8	9	10	11	12
13	14 Study Leave	15 Half Yearly Exam. Starts	16	17 Vishwakarma Puja	18	19
20	21	22 Karma Puja	23	24	25	26
27	28	29	30			

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OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 Gandhi Jayanti	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17 Durga puja Holiday Starts
18	19	20	21	22	23	24 Result of Half Yearly Exam.
25	26	27	28	29	30	31

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9 Deepawali Holiday	10	11	12	13	14 Chhath Puja Holiday
15	16 Chhath Puja Holiday	17	18	19 3rd Periodic Test Starts	20	21
22	23	24 Guru Nanak Jayanti	25	26	27	28
29	30					

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DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19 PTM / Result of 3rd PD Test
20	21	22	23	24	25 Christmas	26
27	28	29	30	31 Winter Vacation Start		

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JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4	5	6 Staff's Meeting	7 Classes Resume After Vacation	8	9
10	11	12	13	14	15 Makar Sankranti	16
17	18 4th Periodic Test Starts	19	20	21	22	23 Shab-E-Barat
24	25	26 Republic Day	27	28	29	30

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FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8 Admit Card Released for Annual Exam.	9	10	11 Basnat Panchami	12	13
14	15	16	17	18	19	20 P.T.M / Result of 4th Periodic Test
21	22 Annual Exam Starts	23	24	25	26	27
28						

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5 Jamat-ul-Vida	6 Maha Shivratri
7	8	9	10 Eid-ul-Fitr	11 Eid-ul-Fitr	12	13
14	15	16	17	18	19	20 Annual Result
21	22 Holi	23 Holi	24	25	26	27
28	29	30	31			

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