

M. C. M. WOODLAND HIGH SCHOOL

R.N.B. ROAD, KOKRAJHAR, ASSAM

PROSPECTUS



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 03661-270322

❖ PRELUDE ❖

Our children are the hope of our family, our society and our Nation, who need to develop their mind, body so as to become future worthy citizens. Therefore, to achieve these, the children need early education. The children are quite different from each other in their mental make-ups, attitude, behavior and physique. To bring the best out of them, individual care and attention is absolutely imperative. The children, therefore, should be allowed to progress at their own pace under proper guidance.

Early education enables a child to adjust himself/herself to his immediate surroundings and helps guide the process of unfolding the hidden talent in him/her.



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❖ ABOUT THE SCHOOL ❖

In Kokrajhar town, the number of children in age-groups seeking admission in schools with English as the medium of instruction is on the rise. In response to this social call and to fulfill the growing demand of the local citizens an English school has been established in Kokrajhar. The maiden session of the school started from January 1995.

The school follows the curriculum envisaged by NCERT. However from class IX onwards the school follows ASSEB curriculum. The school is currently affiliated with ASSEB Assam. The school has been dedicated to the memory of our mother Late Srimati "MANSOBHA CHETRI". Thus the abbreviated nomenclature of the school is "M.C.M Woodland high school", (Monsobha Chetri Memorial Woodland high school).

The school is located in the heart of Kokrajhar town on R.N.B Road, Ward no.-6, Kokrajhar. The academic session of the school is from April to March. This is divided into two terms. The first term is from April to August followed by the Half Yearly Examination. The second term is from September to March followed by the Annual Promotion Examination. The performance of each student in the Half Yearly Examination will be evaluated for consideration in the Annual Promotion Examination.

Beside above four, unit tests will be held from time to time with a view to assessing the progress of each student.

The parents play a significant role in shaping their children as the roots of the children are embedded at their homes only. They should, therefore, provide coaching and guidance at home during evening hours for which a work schedule may be drawn which should be invariably followed.

❖ ADMINISTRATION ❖

M.C.M WOODLAND High School is a purely private school founded by socially minded people of Kokrajhar with the sole object of giving good education to the children. This institution is managed by a school Management Committee and ably managed by a team of dedicated and experienced teaching staff. The Committee, therefore, is the sole authority for planning, development and implementation of scheme for all round development of the school.



❖ SOME SALIENT FEATURES OF THE SCHOOL ❖

- I. When separated from their parents even for a short while, the children feel secluded and their behavior suddenly become jittery. At such moments what they need are love, care and affection, which will be found in abundance in woodland school.
- II. The school is so located that the children can breathe a homely ambience without having a feeling of negligence.
- III. Utmost care will be taken by the experienced and matured staff to instill confidence in the minds of the children, which is the essential ingredient for conquering inhibition and shyness. Gradually, they will be able to interact with each other of the same age group more freely. This will surely pave the way for developing comradeship.
- IV. Once this is achieved, formal education will not be a very difficult task.

❖ ETHOS AND GOALS ❖

Woodland School is a very Successful school. The mission of this School is to create a Stimulation and Supportive learning environment in which the full potential of each child can be realized. We think that it is important that our children are happy and secure when they are at School and that parents and staff work closely together in an atmosphere of natural trust for children's benefit.

At "Woodland School" we aim to.

- » Deliver Quality Education
- » Ensure that the curriculum provide a setting in which children grow in understanding
- » Encourage pupils to be independent, taking responsibility for themselves and their work.
- » Promote self- discipline and a caring attitude towards others and their environment.
- » Ensure that the education environment and resources are of the highest possible standard.
- » Maintain the best possible level of staffing, both teaching and non-teaching.
- » Understanding the society in which they live and recognize their obligation towards it.

We do our very best for every student who comes into our care physically intellectually, spiritually, morally, socially and emotionally.

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❖ MOTTO OF THE SCHOOL ❖

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❖ ADMISSION ❖

Admission is open to children of all communities. Any child who has attained the age of 2 (Two) years and 6 (Six) months is eligible to get admission. The first step for a child of this age group is 'NURSERY'.

II. A child should be physically and mentally sound and free from any kind of infections diseases. As a precautionary measure, a certificate from a Registered Medical practitioner will be necessary.

III. As regards proof of age of a child, it is advisable to obtain a birth certificate from the hospital in which the child was born or from Municipal Office.

IV. The school authority reserves the right to admit the child in the appropriate class after a test.

V. A child accepted for admission is required to submit passport size photographs in duplicate. Out of these photographs, one will be kept by the school as record and the other copy will be issued to the child duly attested in the school identity card.





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❖ DISCIPLINE ❖

- I. Politeness, courtesy, good manners, good behavior, good conduct and personal hygiene are the hall marks of good discipline. The Woodland school will endeavor in all possible ways to inculcate these good habits in children.
- II. All children must come to the school in clean & proper school uniforms as prescribed by the school.
- III. All children must come to the school punctually, 15(fifteen) minutes before the commencement of the class.
- IV. Disobedience to teachers, misbehavior with fellow students, vandalism in class rooms will entail disciplinary action.
- V. Children should not leave the class when in session with-out specific permission of the teacher.
- VI. Parents and guardians are advised not to send their children to school with gaudy facial make-ups, hairdos, costly golden ornaments etc.
- VII. Using gels and putting pants below the belt will not be tolerated.



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❖ RULES AND REGULATION ❖

The primary object of the woodland school beside education is to nurture a child by imparting good discipline, morality and the feeling of oneness.

II. The conduct and progress in studies of each student will be recorded in the school diary. The school will send diaries of students to the parents periodically for their information and first hand knowledge. Parents and guardians on their part shall sign and return the diaries to the school

III. The rules and regulations will also be incorporated in the school diaries for rigid adherence.

IV. The name of a student may be ex-communicated, if in the opinion of the school authority, the character of the student is found to be incorrigible.

V. Parents and guardians should in no circumstance, enter the class rooms while the school is in session or otherwise if they have any business with their wards, they should see the principal who shall arrange to call their wards in his room.

VI. For any complaint or suggestion the parents and guardians should address a letter to the principal.

VII. All students should do their home works which may be given by the teachers while in school. Parents and guardians should see that their wards do the works religiously.

VIII. The teachers- guardians meet will be held at least twice a year, where the teachers will appraise the guardians of their wards progress in Academics and the guardians can make suggestions for the better running of the school.

IX. All the text-books and exercise books will be provided by the school.

X. Tuition fees should be paid within the 1st week of each month, failing which a fine will be liable.



❖ SCHOOL UNIFORM ❖

All students shall wear school uniforms while attending school. The school uniform with pattern and color are specified below-
I. Green black color terrykot shorts and prescribed shirts for Girls.

II. Green black coloured tereycot tunics with prescribed shirts for Girls (Upto class II for Girls – Tunic or Skirt with belt & class III above – Skirt for Girls)

III. Matching Grey coloured woollen jersey/ pullover for boys & Girls.

IV. House wise T-shirt for sports with white pant/ Skirts.
V. Neck ties/belt/Socks/School Badge, as prescribed.

VI. Black leather shoes for boys/ girls.

VII. Black leather shoes with straps for girls.

VIII. Identity cards with photographs to be carried by each student during school hours.

2. Students are forbidden to wear school uniforms while visiting markets and places of public entertainments in order to maintain the sanctity of school uniforms.

3. All students shall wear properly cleaned and pressed uniforms while coming to attended the class.

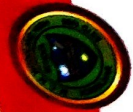
4. The school will supply neck ties belts and school badge at reasonable rates.





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❖ ADMISSION REQUIREMENTS: ❖

The following documents are needed as part of the admission procedure for every student applying for admission

- I. Attested Birth certificate.
- II. Transfer certificate (If applicable).
- III. Medical Certificate.
- IV. Two Recent Photographs.
- V. Progress Report of the previous class.
- VI. Character Certificate (Class-V and above)
- VII. Pen card no. & Aadhar card No.
(for Transferred Student)



10 Books and Stationary:-

Books and stationary will be available in the school

11 Emergencies:-

In the event of children being taken ill at school or has an accident the parents/ guardians are informed as soon as possible. Hence it is essential that we are able to get in touch with parents/ guardians. Please make sure that we have you telephone/ mobile number (updated), and if you are out during the day, an emergency telephone number and address would be very useful.

The class teacher will inform parents if the injury is of a minor nature at the end of the day. All incident are recorded in the "Accident Book". In the event of natural calamity (eg Earthquake etc), the situation would be tackled with utmost care. But however the School shall not be taken responsible for events beyond the control of the school management.



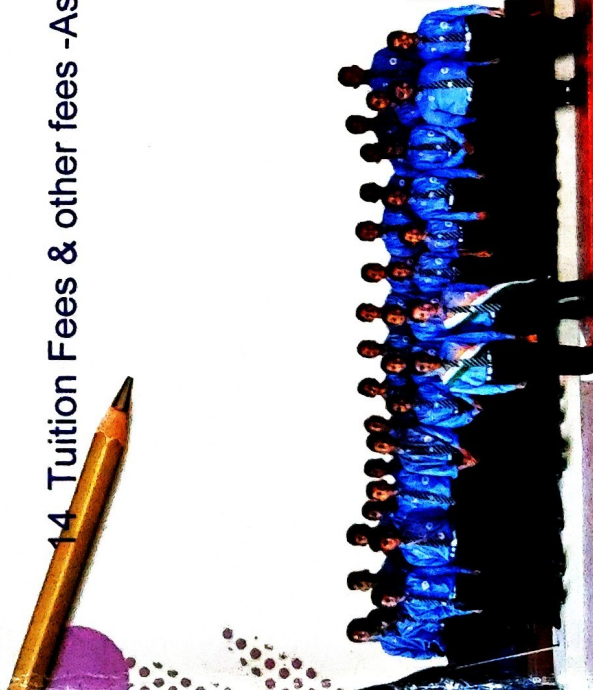
❖ HOLIDAYS ❖

Holiday dates are sent out at the beginning of the school Session We appreciate parents to stick to the dates and not take extra holiday which would disadvantage the student as he/she would miss School. Special (unprecedented) holidays could come up during the year and for which announcement will be done before hand.

13 Added Features:-

- I. Uninterrupted power supply
- II. Pure drinking water facility derived through RO + UF + TDS control.
- III. Smart class
- IV. All the classes are under CCTV surveillance.
- V. Experienced and Qualified teachers.
- VI. Interactions with teacher directly for any doubts.
- VII. Hi- Tech computer classes.
- VIII. Library facilities
- IX. Multimedia and play way Method in Nursery class etc.
- X. Regular Yoga Classes
- XI. PT Classes
- XII. Badminton Competition etc.

14 Tuition Fees & other fees -As applicable





*"Treat him gently, but do not cuddle him, because only the love of file
make fine steel. Let him have the Courage to be impatient.
Let him have the Patience to be brave. Teach him always to have
sublime faith in himself, because then he will always have the true faith
in mankind."*

-Abraham Lincoln

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