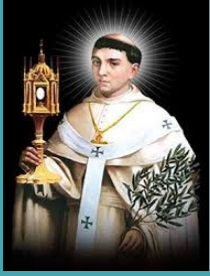


OUR PATRON



ST. NORBERT

DISE Code:
23120324602



ST. NORBERT SCHOOL, DAMOH (M.P.)

Run By: The Society of Abbey of Berne (India)
CBSE Affiliation No.: 1030840, School Code : 50804



The School of your
Dreams



- Strong Academics
- Stimulating Environment
- Focus on Value
- Empowering Teachers
- Empowering Parents
- Empowering Society

PROSPECTUS

INTRODUCTION

Vision and Mission

St. Norbert School was founded in June 2006. It was the vision and commitment of Abbot Rocky D'Souza O. Praem in building up this school for a meaningful education leading to striving for excellence. The school is set up with the vision to offer quality education and better infra structure facilities. This school is open to all meritorious students irrespective of caste, colour and creed. The institution will nature each student to actualize his/her potentialities, to become efficient, skilful, competent, responsible and dedicated to the profession and to the society. This is one of the well known schools in Damoh district. The school is focused on forming socially committed, intellectually competent, spiritually mature, morally upright, psychologically integrated, secular minded, truthful, just and humane individuals of tomorrow.

St. Norbert School's mission is the advancement of learning, knowledge and the professions. We are dedicated to excellence, personal attention and service to the students, and the development of caring learning environment. We are concerned of higher quality teaching.

We ensure that the students formed in St. Norbert School grow with a sense of balance between the intellectual, spiritual and professional. St. Norbert School is noted for its professional training in the communicative English, competitive curriculum, and integrated development of each and every student. We are especially proud of the higher level of satisfaction of the parents and the students and we invite you to be part of the St. Norbert School experience.

Inspiration

Right knowledge can set us free. Christ who taught that TRUTH SHALL SET YOU FREE is the source of inspiration. The School is named after St. Norbert the Founder of Norbertine Order. The seminal influence of his vision and motto of the Order- 'Prepared for every good work' permeates all our educational activities.

About St. Norbert

Norbert of Xanten : He was born at Xanten in the Rhineland, about the year 1080. He also known as Norbert Gennep, was a bishop of the Catholic Church, founder of the Premonstratensian order of canons regular, and is venerated as a saint. At the end of his life he was made an archbishop but he died soon after on June 6, 1134 at the age of 53.



Our Motto

The Motto of our school is to educate and transform. We believe that quality education brings social changes in the communities. School is the temple, the divine place for intellectual, moral, professional and social formation of the communities. Education generates life and changes the quality of life.

Management

St. Norbert School is managed by The Society of Abbey of Berne. The society is established and promoted by Norbertine Fathers, India. We believe that the Intellectual Capital will be the most dynamic commodity for the Global Economy in new millennium.

The vision of the society is the development of the areas providing quality education and better infrastructure facilities to the children. The mission of the society is to provide value based education and discipline formation, establishing school with better infrastructure and competitive teaching faculty and to financially assist the poor, but able students to get primary as well as higher education facilities.

Campus

St. Norbert School is located in Maganj Ward No.-04, Damoh (M.P.) and school offers students an ideal location for study and formation. The school has got a very spacious building with sufficient class rooms, inner courtyard for assembly and gets together, spacious school ground for physical training and sports. The campus and the building create a serene atmosphere for learning.





Board of Directors (The Society of Abbey of Berne)

- President : Rt. Rev. Marcus Champia, O.Praem
- Manager : Fr. Arulanandu, O. Praem
- Secretary : Fr. Jay Prakash Tirkey, O.Praem
- Principal : Fr. Anil Bara



Why choose St. Norbert School, Damoh?

- ◆ Exciting and vibrant atmosphere of learning
- ◆ Value based education
- ◆ Competitive teachers
- ◆ Serene campus
- ◆ Spacious school building
- ◆ Smart class rooms with digital facility
- ◆ Innovative library
- ◆ Better sports facility
- ◆ Creative extra-curricular activities
- ◆ Individual attention
- ◆ Computer education from class I

Infrastructure and Facilities

SPORT FACILITY

To promote health in children special attention is provided in selected games like Football, Volleyball, Badminton, Cricket, Kho-Kho, Kabaddi, Basketball and athletics.



COMPUTER LAB



St. Norbert School has fully equipped computer lab to meet the growing challenges of the computer technology. Each student from primary to the higher classes has access to computer. Professionally qualified and competent teachers provide training to the students.

SCIENCE LAB



We have well equipped science laboratories for tapping the potentiality of scientists of tomorrow.

LIBRARY

The school has well equipped library with students friendly books and periodical magazine besides all leading news papers in the vernacular and English language.



Other Facilities

- ❖ Children's park
- ❖ Ramp for disable
- ❖ Separate toilet (western) for disable
- ❖ 24 hours CCTV surveillance
- ❖ Fire safety
- ❖ Good sanitary condition
- ❖ Green plants around the school
- ❖ Complete boundary/fence around the school
- ❖ Separate toilets for boys and girls in each floor



The Core Values

The school will make every effort to practice the following values with absolute sincerity.

- ❖ Faith in God
- ❖ Love and service to the fellow beings
- ❖ Moral integrity
- ❖ Social responsibility
- ❖ Development of an integrated personality
- ❖ Consistent pursuit of knowledge
- ❖ Liberated perception
- ❖ Just and humane approach
- ❖ National unity and integration
- ❖ Order and punctuality
- ❖ Regularity and hard work
- ❖ Cleanliness and hygiene
- ❖ Enthusiasm and efficiency



Financial Information

St. Norbert School is a private institution and does not receive any aid from the government sector. The school fee is collected for the salary and administration purpose of the school.

Fee Rules & Instructions

- ❖ Last date for payment of fee is 20th of each month.
- ❖ In case the fee is not paid within the stipulated period, a fine of Rs. 50/- will be charged for each month.
- ❖ If the fees are not paid for three months the pupil's name will be struck off the roll.
- ❖ All dues should be cleared in the months of February. Defaulters will not be allowed to sit in class.
- ❖ Fees once deposited will not be refunded
- ❖ You are free to pay the fees for the whole year / six months / three months.
- ❖ Fees can be paid by Cash / Online / Cheque / Bank Counter.
- ❖ No fees will be collected on school holidays.
- ❖ In case the fee card is lost, Rs. 50/- will be charged for the new fee card.
- ❖ The fee may be revised every year taking into consideration the recurrent expenditure of the school chief of which is the salaries of the staff.

Academic Information

Syllabus and Medium

St. Norbert School follows CBSE syllabus and uses English as the medium of instruction. The national and regional languages are given due importance.

Recognition

St. Norbert School has received permission from the Central Board of Secondary Education, Delhi to run a Senior Secondary School. (C.B.S.E. Affiliation No. is 1030840, School Code is 50804 and DISE Code is 23120324602)

Academic Year and School Timings

The academic year is divided into two terms/semesters. The school follows a six day (Monday to Saturday) week schedule. The school timing is 7:45AM to 1:30PM. Remedial coaching in various subjects is given to the weak students whenever required. Teachers take special interest to see that these students overcome their difficulties and rise up academically. Co-Curricular classes (Arts, Dance, Musical Instrument, Music etc) and other activities will be given to students.



Assessment Method

The student's performance will be assessed continuously. The achievement record will show only the grades in place of numerical marks. Assessment will be in the form of Periodic Test and Term Exam. Periodic Test will carry 20 marks and Term Exam will carry 80 marks.



Class Room

Mostly class rooms are converted into Smart Classes with LCD Projector and White Boards and remaining rooms also convert into Smart Classes soon. The number of students in a class room is limited to 35-40 for a better care and progress.

Projects

The students are also given projects and assignment as part of formative assessment on each subject which help them to have practical application. The projects are also guided pursuit of further understanding. Students are expected to actively participate.



Practical

Some lessons may take place in computer lab or science laboratories or in the library with the help of audio visual, science equipments, moreover Smart class rooms will assist students in clarifying their doubts and better comprehension.



English Language Support

The school has a competent English language and study skills advisor, who is able to assist the students with language concerns or issues students may be experiencing. Through one-on-one consultation, students are provided with strategies for improving their language as well as improving vocabulary and grammar.



Admission

Admission Policy and Information

The school is open to all meritorious students irrespective of caste, colour and creed. Children with 3 years only will be eligible for admission to Nursery class and children with 6 years only will be eligible for admission to I Std. Students are admitted in the school in the beginning of every academic year. Nursery, LKG and UKG admission shall be on first come first serve basis.

Record to be submitted along with the Application

| Nursery | LKG & UKG | I to XI & XI |
|------------------------------------|------------------------------------|------------------------------------|
| 1. Birth Certificate | 1. Birth Certificate | 1. Birth Certificate |
| 2. Samagra ID | 2. Samagra ID | 2. Samagra ID |
| 3. Blood Group | 3. Blood Group | 3. Blood Group |
| 4. Passport Size Colour Photo | 4. Passport Size Colour Photo | 4. Passport Size Colour Photo |
| 5. Aadhar | 5. Previous Class Progress Card | 5. Previous Class Progress Card |
| 6. Caste Certificate (except Gen.) | 6. Transfer Certificate (Original) | 6. Transfer Certificate (Original) |
| | 7. Aadhar | 7. Aadhar Card |
| | 8. Caste Certificate (except Gen.) | 8. Bank Account |
| | | 9. Caste Certi. (except Gen.) |



Admission Process

Application

The last date of taking admission is on or before May 5th.

Entrance Test

The entrance test time table for new admission will be provided by the school office. The test will be held from 10 am to 12.30 pm. Entrance test will cover the subjects namely English, Hindi, Mathematics, Science (General Knowledge and Social Science). The test shall be of a general nature, appropriate to the class concerned and will not be based on any particular syllabus. Result of the entrance test will be published after 2 days from the exam date.



Pastoral Care of the Students

Objective

Pastoral care of students are taken care of in order to look after the personal, spiritual, psychological growth of the students from the beginning of his/her admission.

Four Houses

Students from Nursery to IX are to be part of the Houses. The four houses are named after Red, Blue, Green and Yellow. Each house has got its motto, symbol and its colour. The mentor of the house who is a teacher will look after the formation and function of the house. Each house is given a day for coming together in their colours where they have a common prayer and assembly. All the cultural and sports competitions are conducted in house wise. The House System is an integral part of life at St. Norbert School, Damoh. It aims to increase co-operation, mutual understanding, tolerance, self-reliance, motivation, sense of responsibility and participation and above all competition and fun through a range of school based activities. All the students and members of staff are attached to one of the houses, which are named after a colour. Each house is assigned a virtue and a motto.



School Uniform

Students have to wear school uniform on all working days right from the beginning of the school year.

- Belt/Tie - of approved school uniform
- Shoes/Socks - of approved school uniform
- Hair Bands/Ribbon - Black.

I. Monday, Tuesday, Thursday & Friday

- Nursery to XII (Boys)
 - Shirt / Pant - of approved school uniform
- Nursery to V (Girls)
 - Tunic / Skirt - of approved school uniform
- VI to XII (Girls)
 - Kurta / Trouser / Coaty- of approved school uniform



II. Wednesday & Saturday

- Nursery to UKG (Boys & Girls)
 - T-shirt & Lower - of approved school uniform
- I to XII (Boys & Girls)
 - House T-shirt & Tracksuit- of approved school uniform

III. Winter Uniform

- Nursery to UKG (Boys & Girls)
 - Hoodie - of approved school uniform
- I to XII (Boys & Girls)
 - Blazer - of approved school uniform
 - Cap/Gloves - Black



Co-Curricular Activities and Personality Development

Talent Training

Co-curricular activities and classes nurture the inherent talent of every student. The school provides ample opportunities through Fine Arts. Students have classes for Music, Dance, Painting, Instrumental Music and Creative Arts. We have professional people who provide training in creative and performing arts. Participation on one of the co-curricular activities is compulsory. In the Continuous and Comprehensive Evaluation of the students, the performance in one or two co-curricular activities will be graded and the marks will be entered in the Report Card.

Co-curricular Activities

- ◆ Inter House cultural Fest/Competitions
- ◆ Inter House Sport Competitions
- ◆ Hand Writing Competition
- ◆ Essay Writing Competition
- ◆ Drawing Competition
- ◆ Greeting Card Making Competition
- ◆ Dance and Singing Competition
- ◆ Art and Craft Competition
- ◆ Fancy Dress Competition
- ◆ Poem Competition
- ◆ Rangoli and Mehandi Competition
- ◆ Speech Competition
- ◆ Quiz Competitions
- ◆ Sports and Indoor Games
- ◆ Science and other Exhibition
- ◆ Annual Cultural Program
- ◆ Annual Sport Meet

Sports & Games

The sport and games facility in the campus make the students attain physical growth and imbibe sports man spirit. The physical trainers will look after the physical growth of the students and also organise training and nurture the skills of the students in particular games and athletics. The school has separate courts for games. Sport day give the student ample opportunity to exhibit their skills. The school also conduct inter house athletic and sports every year.



Our Kindergarten

A relaxed and happy environment is the most conducive for these impressionable minds to grow and bloom into the blossoms they were meant to be. And to this end, numerous activities were organized throughout the session for our Kindergarten children so that learning becomes an enjoyable experience for the tiny-tots.

- ◆ Student friendly classrooms
- ◆ Equipped Park
- ◆ Special faculty for language improvement
- ◆ Smart Classroom with LCD Projector and White Board
- ◆ Equipped Activity Room
- ◆ PA system (Public Address System)

School Band Group Troupe and School Choir

Talented students in music are given special coaching for the school choir and also for the school band. The school band and the school choir lead the school assemblies and also the sports and arts meet.





SCHOOL STAFF

Conclusion

Information in this book is correct as at December 2023 but is subject to change time to time. The school reserves the right to change the content, method or assessment or any other administrative policy. But St. Norbert School always cares for the welfare of the students and anything that is best for the students.

SCHOOL ROAD MAP



Postal Address:

St. Norbert School,
 Maganj Ward No. – 04, Damoh (M.P.) PIN – 470661
 Contact : 07812-221956, 6266306066,
 9109327667, 9406514351
 Email: st.norbertdamoh@gmail.com
 Website: www.stnorbertdamoh.com

School Office Hours: (Monday to Saturday)

PARENTS & PRINCIPAL VISITING HOURS

9:00 AM to 11:00 AM

PARENTS & TEACHER VISITING HOURS

01:00 PM to 01:30 PM

The school office will remain closed on Sundays and public holidays.