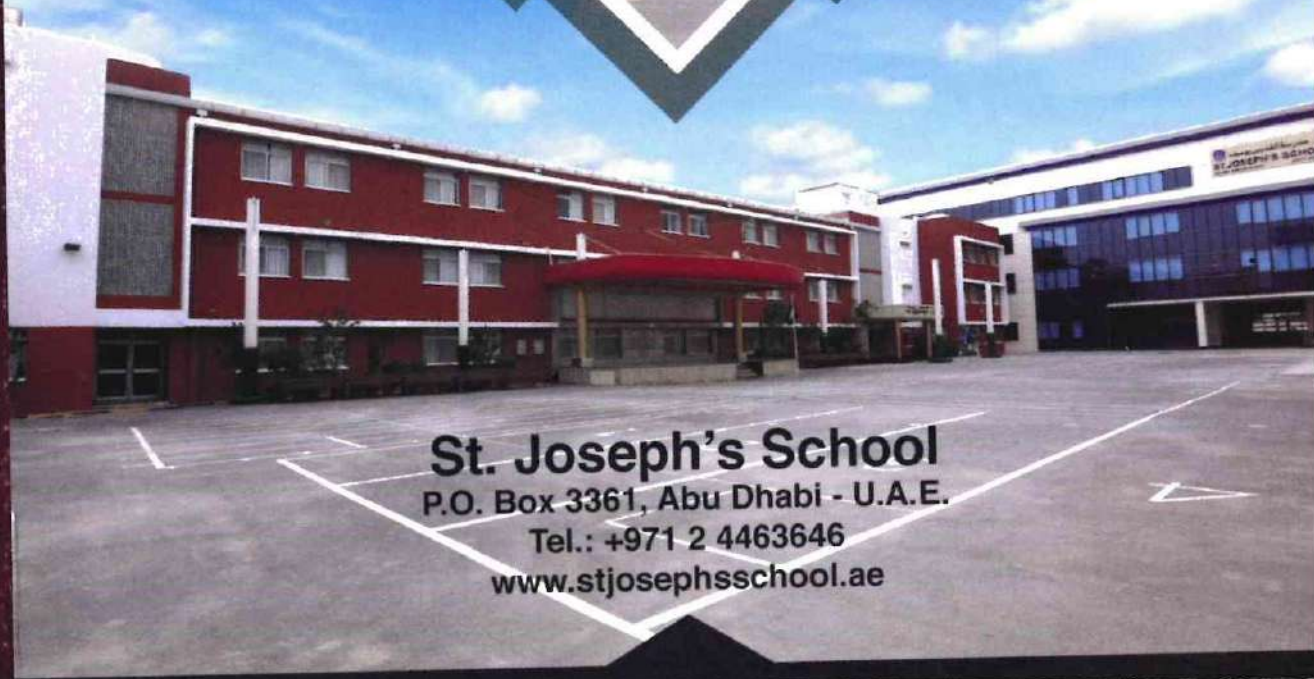


Student's Hand Book



St. Joseph's School
P.O. Box 3361, Abu Dhabi - U.A.E.
Tel.: +971 2 4463646
www.stjosephsschool.ae

ST. JOSEPH'S SCHOOL ABU DHABI

MOTTO

SHINE WHERE YOU ARE

VISION

***TO EDUCATE, INNOVATE AND EMPOWER TO BECOME
GLOBAL LEADERS.***

MISSION

***TO EQUIP STUDENTS WITH SKILLS AND VALUES TO FACE
THE CHALLENGES OF THE 21ST CENTURY THROUGH
INNOVATIVE, VALUE-DRIVEN EDUCATION, EMBRACING
INCLUSIVITY, ALIGNED WITH THE UAE'S PROGRESSIVE
VISION.***

***TO ENABLE STUDENTS TO ACHIEVE THEIR HIGHEST
POTENTIALS BY DEVELOPING THEIR SOCIAL AND
EMOTIONAL PERSONALITY THROUGH ACTIVE LEARNING.***

***TO CREATE IN STUDENTS AN AWARENESS OF GLOBAL
ENVIRONMENTAL ISSUES AND EMPOWER FUTURE
LEADERS COMMITTED TO SUSTAINABILITY AND
CULTURAL DIVERSITY.***

Student's
Photograph

This is to certify that

.....

is a bonafide student of St. Joseph's School, Abu Dhabi

.....

Date

.....

Class Teacher

.....

Principal

Message from the Principal

Dear Students,

Welcome to the academic year 2025-2026

As you embark on this journey, I encourage you to embrace every challenge with resilience and determination. Let curiosity guide your learning, collaboration strengthen your bonds, and creativity enrich your endeavors. Your time in the School is not just about academic achievements but also about becoming individuals who contribute meaningfully to the world.

Remember, every small effort you make adds to your larger success story. Take pride in your accomplishments, but don't shy away from mistakes—they are stepping stones to progress. Strive to be kind, empathetic, and responsible in all your actions, as these qualities define true leaders.

Our school is proud of its traditions and ever-evolving spirit. You are an essential part of this legacy, and your voice, ideas, and actions shape the vibrant community we share. Let's make this year memorable, filled with purpose and joy.

Wishing you all the best for the year ahead.

Sr. Suranjana (Prestina Rocha)
Principal



ST. JOSEPH'S SCHOOL

P.O. Box 3361, Abu Dhabi - Tel. 4463646, Fax. 4461772
Email: info@stjosephsschool.ae | www.stjosephsschool.ae

STUDENT'S HAND BOOK

Name

Class Div. Register No.

ESIS No.

Emirates ID:

Expiry Date:

Address

.....

.....

**THIS HAND BOOK SHOULD
BE BROUGHT TO SCHOOL DAILY**

TIME TABLE

PERIOD	I	II	III	IV	V	VI	VII	VIII	IX
TIME	7.40 8.20	8.20 9.00	9.00 9.40	10.00 10.40	10.40 11.20	11.20 12.00	12.00 12.40	12.40 1.35	1.35 2.15
MON									
TUE									
WED									
THU									
FRI									

B R E A K

B R E A K

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WORKING HOURS

SCHOOL TIMINGS

Monday to Thursday : 7.15 am – 2.30 pm
Friday : 7.20 am – 11.20 am
Weekly Holidays : Saturday & Sunday

SCHOOL OFFICE

7.30 am – 1.30 pm

FEE COUNTER

8.00 am – 12.30 pm

VISITING HOURS

To meet the Principal

Parents may meet the Principal on working days between 8.00 am and 9.00 am., subject to availability, or at other times by prior appointment.

To meet the Teachers

If parents wish to meet teachers outside of Open House days, they may do so during school working hours with prior permission from the teacher.

To meet the Counselors

During the school hours with prior appointment.

Contacts:

Accounts : accounts@stjosephsschool.ae
Technical Issues : itsupport@stjosephsschool.ae
Student Absence : studentabsence@stjosephsschool.ae
Early Pickup : earlypickup@stjosephsschool.ae
School Clinic : sjsclinic@stjosephsschool.ae

STATEMENT MADE BY PARENTS / GUARDIAN

Student's full Name

Class & Div. Nationality Sex

Religion ☐ R.C. ☐ Christian ☐ Hindu ☐ Muslim Other
(Please Tick)

Date of birth Reg. No.

ESIS No.

Emirates ID No.

Expiry Date:

Father's Full Name

Tel. Office Res. Mob.

Email

Emirates ID No.

Mother's Full Name

Tel. Office Res. Mob.

Email:

Emirates ID No.

Home Address

.....

Mode of Transport ☐ Blue Star Bus No. ☐ Own Transport

Sisters or brothers studying in this school:

1 Std. & Div.

2 Std. & Div.

3 Std. & Div.

I have read the rules and regulations of the school and I promise to abide by them and see that my child conforms to the standard required of her/him in conduct and studies. I shall not hold the school authorities responsible if my child / ward is subjected to any injury or harm outside school hours.

Signatures

Father Mother

Guardian Date

SPECIMEN SIGNATURES

The specimen signature of the Parents and Guardians who are responsible for signing the Report Cards or remarks, etc. made by the Principal, or teachers should be given below:

Name

Signature

Father

Mother

Guardian
(state relationship to the pupil)

Guardian
(state relationship to the pupil)

NB.:

In writing to the school about your ward always quote his/her full Name, Class, Section and Register Number.

STATEMENT MADE BY PARENTS / GUARDIAN

Student's full Name

Class & Div. Nationality Sex

Religion ☐ R.C. ☐ Christian ☐ Hindu ☐ Muslim Other
(Please Tick)

Date of birth Reg. No.

ESIS No.

Emirates ID No.

Expiry Date:

Father's Full Name

Tel. Office Res. Mob.

Email

Emirates ID No.

Mother's Full Name

Tel. Office Res. Mob.

Email:

Emirates ID No.

Home Address

.....

Mode of Transport ☐ Blue Star Bus No. ☐ Own Transport

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Signature

Father

Mother

Guardian
(state relationship to the pupil)

Guardian
(state relationship to the pupil)

NB.:

In writing to the school about your ward always quote his/her full Name, Class, Section and Register Number.

PARTNERSHIP WITH PARENTS

Name:

Std: Division :

Father/Guardian:

Occupation:

Nature of work:

Qualification & Special abilities:

Phone: Office Ex-student: Yes/No

Address (Res)

Phone: Res. Mob.

Email

Names of your child/children/ward/Class & Division

1.

2.

3.

4.

Mother/Guardian:

Occupation:

Nature of work:

Qualification & Special abilities:

Phone: Office Ex-student: Yes/No

Address (Res)

Phone: Res. Mob.

Email

Ways Parents Can Help the School

Here are various ways you, as a parent, can support the school:

- Offer to coach a sport or assist in coaching sessions for students.
- Volunteer to teach music (instrument lessons, vocal training, etc.).
- Choreograph performances for school events such as Annual Day or cultural programs.
- Sponsor prizes (trophies, medals, certificates) for Annual Day or Sports Day events.
- Volunteer in helping with costumes/Makeup/dressing up/Practices for Annual Day or Sports Day events.
- Volunteer for Field Trips
- Donate towards financial assistance for needy students (term fee/ full year fees)
- Offer to substitute teach in areas where you have expertise (subjects, skills, etc.).
- Mentor students in personal development, career guidance, or life skills.
- Other Ways

Signature : (Father)

(Mother)

Date:

ST. JOSEPH'S SCHOOL - ABU DHABI
TRANSPORTATION DETAILS

Student's Name:

Class & Div:

ESIS No: Gender: Date of Birth:

Address:

Contact Number: Father: Mother:

Res: Emergency Contact No:

Email:

Mode of Transportation: (tick the correct option)

i) BLUE STAR BUSES: a.m. ☐ p.m. ☐

ii) PARENT: a.m. ☐ p.m. ☐

iii) WALKING: a.m. ☐ p.m. ☐

For students using Blue Star School Buses Transportation

Bus No.: Morning Afternoon

Pick Up Location:

Drop Off Location:

Sisters or Brothers studying in the School: (Std & Division)

a) Std & Division

b) Std & Division

Signature:

Father: Mother:

ST. JOSEPH'S SCHOOL - ABU DHABI
TRANSPORTATION DETAILS

Student's Name:

Class & Div:

ESIS No: Gender: Date of Birth:

Address:

Contact Number: Father: Mother:

Res: Emergency Contact No:

Email:

Mode of Transportation: (tick the correct option)

i) BLUE STAR BUSES: a.m. ☐ p.m. ☐

ii) PARENT: a.m. ☐ p.m. ☐

iii) WALKING: a.m. ☐ p.m. ☐

For students using Blue Star School Buses Transportation

Bus No.: Morning Afternoon

Pick Up Location:

Drop Off Location:

Sisters or Brothers studying in the School: (Std & Division)

a) Std & Division

b) Std & Division

Signature:

Father: Mother:

PARENTS RESPONSIBILITY TOWARDS SCHOOL BUS TRANSPORTATION

(Applicable for school bus users)

1. All the information provided about student's transportation is accurate.
2. I will notify the service provider / school of any change or update of the address provided at least a week prior and inform the bus supervisor if a student is absent on a particular day.
3. I ensure that my child/children is/are at the pick-up point at the designated time. If there is a delay on my part, I will deliver my ward to the school, without holding the driver accountable.
4. The person designated by me shall be present (if I am not present) at the drop off point to collect my ward under the age of 11 years of age.
5. I will collect my ward from school if they are returned to school due to my / designee's absence at the designated drop off point.
6. I will train and educate my ward on the importance of traffic safety, including proper procedures for waiting at the bus stop and boarding the school bus, ensuring compliance with all regulation as
 - Not to violate any safety regulations and expose themselves or others to danger within the bus.
 - To remain seated throughout and with the seatbelts fastened.
 - Not to misbehave or get involved in an improper behaviour.
 - Notify the school administration of any offence or negligence from the driver or supervisor.
7. I am aware that school/ service provider is entitled to deny any student the school transport service if
 - student violates any safety rules or poses danger to others during the bus trip.
 - involved in any inappropriate behaviour on more than three occasions.
 - non-payment of bus fees.
8. I will pay transport fee timely as approved by ADEK as per the fee schedule provided by the school.
9. I am aware of the school transportation policy and other circulars issued by the school, or the service provider related to transportation.
10. I will comply with all rules and responsibilities as per School Transport Regulation guidelines listed by Department of Transport and ADEK.
11. I am aware that school bus will freeze operation during the fog formation and rains, which might affect the student and staff safety.

I acknowledge that I have thoroughly read and comprehended the responsibilities associated with utilizing the school bus facility, and I am committed to adhering to them.

Name:

Signature Date

**ST.JOSEPH'S SCHOOL
ABU DHABI**
(Applicable for non-bus users)

Letter Of Consent

We hereby allow our son/ our daughter,
class....., to use the following mode of transportation while commuting to
and from school:

1. Taxi ☐
2. Public transportation ☐
3. Walking ☐
4. My child will be unaccompanied / accompanied by
while walking home.

We understand that (he/she) will be commuting at (his/her) own risk and that the
school cannot be held liable for any incidents that may occur during (his/her)
transportation.

We assure you that our daughter/son has been instructed on safety measures and
will exercise caution while commuting.

We trust him/her to adhere to all guidelines provided by the authorities and to
conduct (himself/herself) responsibly.

Name:

Signature: Date:

ST.JOSEPH'S SCHOOL
ABU DHABI
(Applicable for non-bus users)

Letter Of Consent

We hereby allow our son/ our daughter,
class, , to use the following mode of transportation while commuting to
and from school:

1. Taxi ☐
2. Public transportation ☐
3. Walking ☐
4. My child will be unaccompanied / accompanied by
while walking home.

We understand that (he/she) will be commuting at (his/her) own risk and that the
school cannot be held liable for any incidents that may occur during (his/her)
transportation.

We assure you that our daughter/son has been instructed on safety measures and
will exercise caution while commuting.

We trust him/her to adhere to all guidelines provided by the authorities and to
conduct (himself/herself) responsibly.

Name:

Signature: Date:

PRAYER BEFORE CLASS

Eternal God - Creator of all - I firmly believe - that I am now
- in Your presence - I adore - Your Divine Majesty - and I ask
of You - to enlighten my mind - that I may know You more
clearly - and to move my heart - that I may love You - above
all things - and my neighbour - for your sake.

Help me - that I may never - in my thoughts - words or deeds
- offend You - and Your Holy Law.

PRAYER AFTER CLASS

We give You thanks - Almighty God - for all the benefits - You
have conferred - upon us.

O my God - I love You - with my whole heart - and above all
things - I am heartily sorry - for having offended You - because
- You are so good - and I firmly resolve not to offend You - any
more.

PRAYER BEFORE AN EXAMINATION

Lord of wisdom, bless us with confidence and courage as we
approach our examination. Help us, please, that our memory
may not fail us, as we strive to answer our paper to the best
of our ability. Bless our hard work with good fruits we pray
Amen.

ST. JOSEPH'S SCHOOL

St. Joseph's School, founded in 1967, is run by the Carmelite Sisters of St. Teresa under the management and patronage of the Apostolic Vicar of Southern Arabia.

The objectives of St. Joseph's School are :

1. To instil a positive attitude towards learning as an immediate enrichment of life and as a preparation for further education ;
2. To orient each child individually through the educational process so that he can maximise his/her potential ;
3. To provide instruction in the core academic areas such as Languages, Mathematics, Science, Social Science and Art ;
4. To provide each child with opportunities to discover and foster interests and talents in the arts and other non - academic areas ;
5. To guide each child in the development of interpersonal relationships in the school, at home, and in the society ;
6. To foster realistic understanding and appreciation of the culture of India, of the host country (U.A.E.) and of all foreign countries and to inculcate in the children a sense of mutual respect, love friendship and universal brotherhood.

STUDENT CODE OF CONDUCT

(Aligned with ADEK Behaviour Policy - Promoting Positive Behaviour Through a Student Code of Conduct)

St. Joseph's School is committed to maintaining an atmosphere and environment where students feel secure, happy, and motivated to learn and where there is a sense of belonging and mutual respect.

The **purpose** of the student code of conduct is.

- To promote pupils' well-being and happiness.
- Create the conditions for an orderly school community in which effective learning can take place, in which there is mutual respect between all members of that community and respect for the school environment.
- To develop a sense of self-discipline in students and an acceptance of responsibility for their own actions.
- To provide a fair and transparent set of procedures that ensure consistent application of sanctions for dealing with unacceptable behaviour that impacts on the smooth running of the school within the context of positive behaviour management.

A student at St. Josephs School must adhere to the following :

- Showing due care and respect for the school, its staff, students, and the wider community by:
 - a) following the school rules
 - b) behaving responsibly, ensuring the safety and welfare of oneself and others.
 - c) caring for the school's property and facilities
- Demonstrate a commitment to learning by attending school and classes on time consistently. Provide explanations for lateness and absences when necessary, showing respect for the learning environment and the importance of regular attendance.
- Approach classwork, homework, and assignments with personal effort and dedication, striving for excellence in academic endeavours.
- Behave responsibly and respectfully both inside and outside the classroom, recognizing the impact of one's actions on the learning of others.

- Participate in extracurricular learning opportunities.
- Speak politely and behave courteously with others by using phrases such as "please" and "thank you" in speech. Demonstrate appreciation and respect for others through positive and respectful communication.
- Respect personal space and boundaries, seeking consent before touching or using the belongings of others.
- Take personal initiative to act as a responsible student by refraining from engaging in misconduct and promoting a safe and inclusive environment for all.
- Report incidents of bullying or misconduct witnessed, demonstrating a commitment to the well-being of fellow students.
- Exhibit sportsmanship in both winning and losing situations, showing grace, respect, and integrity regardless of the outcome.
- Follow good hygiene practices (e.g., washing hands, covering nose and mouth when sneezing/coughing, refraining from spitting, being mindful of unpleasant odors).
- Be vigilant of, caring for, supporting, and/or mentoring younger students, where appropriate.
- Take personal initiative to encourage and promote environmental awareness, conservation, and sustainable practice.
- Foster a spirit of cooperation and inclusivity by working collaboratively with fellow students, valuing their contributions and perspectives.
- Demonstrate an open and welcoming attitude towards all students.
- Dress modestly and appropriately in accordance with the school's dress code and grooming rules.
- Respect UAE national identity and cultural values.
- Recognize the diversity of the school and wider community, and not discriminate against others based on characteristics such as ethnic origin, nationality, culture, language, religion, gender, or ability/ disability.
- Exhibit positive behavior when under the school's supervision.
 - a. This includes periods when students are traveling to and from the school using school transportation and moving between, waiting for, and taking part in all activities organized by the school inside or outside its premises.
 - b. Where students are representing the school indirectly when not under the school's supervision, such as when wearing a school uniform in public settings.

-
- English to be spoken all-round the School, and in all classes except Islamic, Arabic, French and Hindi classes.
 - Play only in designated areas. Stay within boundaries and avoid: Planted areas , Restroom areas, except when needed , Between and behind buildings , Steps and railings , Areas near and behind doors.
 - Do not bring personal items without necessary permission.

I _____ parent of _____
grade _____ hereby acknowledge and accept above mentioned 'student
code of conduct' and will support the school behaviour policy.

Signature:

Date:

PARENTS CODE OF CONDUCT

Parent-School agreement

The purpose of this agreement is to provide a reminder to all parents and visitors to our school about the expected conduct and policies. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Parents must agree to adhere to the following code of conduct at a minimum:

1. Respect the vision, mission, and value statements of the school and its learning environment.
2. Treat members of the entire school community in a professional and respectful manner and maintain relationships in the best interest of students.
3. Demonstrate positive speech and behaviour as an example and show a readiness to address concerns in a professional manner, whether through verbal or written communication, without raising one's voice or using offensive language.
4. Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media.
5. Strive to reconcile a child's perspective with the school's viewpoint to achieve a peaceful resolution to any disagreements.
6. Respect the school's policy on academic honesty and integrity.
7. Commit to my responsibilities -e.g., ensure their children engage in home learning, get adequate sleep, consume healthy foods, engage in physical activity, as wellbeing of a child is a joint responsibility of parent and school.
8. Take responsibility for addressing their child's behaviour or that of those under their care, particularly when it may escalate to conflict, pose safety concerns, or impede other children's learning opportunities.
9. *Prioritize child's consistent attendance and punctuality, refraining from scheduling holidays outside official school breaks, monitoring child's academic progress, and respecting arrival and pick-up times.*
10. Commit to and be respectful of the school's general policies and behave and dress in a manner that is respectful of UAE national identity and cultural values in school premises.

-
11. Respond promptly to teacher invitations for parent-teacher meetings and maintain regular positive communication to support child's growth and consistent progress.
 12. Collaborate with the school by following recommendations for additional learning support when deemed necessary by the school.

I _____ parent of _____
grade _____ hereby acknowledge and accept above mentioned 'student
code of conduct' and will support the school behaviour policy.

Signature:

Date:

SCHOOL UNIFORM

1. Appearance

- Students should come to school neat and clean dressed in full school uniform.
- The P.T uniform should be worn only on the days specified.
- Students should wear ironed uniforms and shoes should be polished.
- Ensure that the pinafore is AT KNEE LENGTH for the girls.

2. Students should refrain from:

- wearing gold jewelry, fancy watches, fancy hair clips, nose rings, finger rings, long earrings, hand bands or any other ornament.
- applying nail polish, henna, tattoos, bhandis etc.
- wearing makeup, eyeliners, lipsticks, kajal, bindi, lipliner and extra piercing in the ears.
- using watches with calculators or games / smart watches.

3. Hair

- Hair Coloring and fancy hairstyling is not permitted.
- Hair should be combed well and must be braided in two plain plaits or two ponytails (depending on the length of their hair) using red/ black ribbon or band.
- Students having short hair will neatly pin their hair using a red / black hair band or hairpins.
- Students of Grade 11 and 12 with hair longer than shoulder length are required to tie their hair in a single braid. Pony tails are not permitted for long hair.
- Students who wear black scarves should pin it neatly. Only black scarves are permitted.
- Boys should cut their hair at regular intervals. It should be well trimmed, and no fancy hair styling is allowed.

4. Other instructions

- Sweaters may not be tied around the waist at any time.
- P.E Uniform should not be faded. Pants should not be above the ankle.

-
- Students should wear full school uniform during all Parent Teacher meetings and other school events.
 - All personal items, including bags, lunchboxes, water bottles and other personal belongings should be clearly labeled. This will aid in the swift return of misplaced belongings.
 - Students must wear their Identity card (lanyard) to school daily.

UNIFORM

GRADE I TO X Regular Wear

GIRLS Grey pinafore with School Logo and white short sleeved blouse with gray piping and shirt collar, black shoes and knee length white socks. knee length shorts (black or Blue) under their pinafore.



BOYS Grey half/full pants, white short sleeved shirt, black shoes and White socks.



WINTER WEAR

Simple knit red sweater with school logo for boys and girls.



GRADE XI AND XII

Grey pants and white shirt collar blouse with grey piping / Grey blazer with school logo / tie approved by school/black shoes with white socks.



PE UNIFORM GRADE I TO XII

Black track pants, house colour T-shirt, White socks and white sports shoes.



EXAMINATIONS & PROMOTIONS

In order to implement the New Policy of Education, the Central Board of Education, New Delhi has drawn up a concrete programme of action to evaluate and assess the students' performance.

The highlights are as follows: -

Assessments & Evaluation

GRADES 1 to 9, 11

It is a Continuous Evaluation. The assessments will be broadly classified into 2 terms.

TERM 1	TERM 2
PERIODIC ASSESSMENT I / PRE – SEMESTER EXAMINATION	PERIODIC ASSESSMENT II / CONTINUOUS ASSESSMENT
TERM I EXAMINATION / FIRST SEMESTER EXAMINATION	TERM II EXAMINATION / FINAL EXAMINATION

- A student must obtain 50% in ministry subjects for Grades 1 to 8 and 60% for Grades 9 to 12.
- A student must obtain 33% in other subjects separately to qualify for promotion to the next grade.
- Grades 10 and 12 as per the CBSE guidelines.
- Moral Education is compulsory for Grades 10 to 12.
- Scholastic Areas Grading Scale: Grades 1 to 12 – Grades are awarded on an 8-point grading scale.
- Co-Scholastic Areas are based on a 3 & 5 point grading scale.
- During examination periods, no student can remain absent except for students with attested medical certificate.
- International Assessment & Standard Benchmark Tests will be aligned to the assessments.
- For further details you may refer the school portal.

STUDENT ATTENDANCE POLICY AND PROCEDURE

PURPOSE: Good attendance is a foundation for academic achievement, and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education.

POLICY: Our school actively promotes and encourages 100% attendance for all pupils. We strive for attendance that is consistently outstanding for all groups of pupils. We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

School Attendance Procedures

- Students are expected to attend school on every school day as specified in the school calendar.
- Students shall arrive at school punctually every day, attend morning assembly, and attend classes on time.
- For the safety of the child, the parent has to inform the school office/ Class teacher before 7.20 am, if the child is absent.
- Daily attendance is sent to ADEK through eSIS website.
- Students reaching school after the assembly, need to report at the school office - a remark is put in the student's handbook which must be presented to class teachers as proof of sign in.
- No leave of absence is granted on previous written application from parent or guardian except for serious reasons. Students' leave of absence applications should be duly approved by the Principal.
- All students are expected to attend school on the re-opening day after the vacation. Absence for more than a week renders the pupil's name being struck off the roll.

-
- In case of absence for less than a week the student, on returning to school, must have the reason of absence entered and signed by the parent or guardian on the 'Leave Record' in the Handbook, without which the student will not be admitted to the class.
 - A student remaining absent on account of sickness and infectious diseases like chicken pox, diphtheria, measles, hepatitis, mumps, whooping cough etc. should be supported by the Medical Certificate issued by the Abu Dhabi Health Authority. Students can attend the school only after producing the medical certificate issued by the AHA certifying them as fit.
 - While submitting leave notes and other letters please mention the full name of the child, class and division.
 - Parents should ensure that family vacations are taken during scheduled school holidays.
 - Students are responsible for completing all assignments missed during their absence.
 - No half-day leave will be granted to the students except in exceptional cases after the approval of the Principal.
 - If a child is found to be sick during school hours, the school's clinic will contact the parents or guardians to inform them of the situation. The parents will then be responsible for arranging to pick up the child as soon as possible to ensure their well-being and to prevent the spread of illness to other students.
 - All early pick-up notifications should reach school no later than 1p.m. to facilitate necessary arrangements. Last pick up time will be 1.30 p.m.
 - In case of an early pick-up, a formal email notification outlining the reason and pertinent details must be sent to : **earlypickup@stjosephsschool.ae.** and cc to **bluestar21sjs@gmail.com** (if the student is availing school transportation)
Your email should have the following details:

Name of the Student
Class & Division
Time of Pickup
Reason
Is the student using School Transport
If Yes, Bus no
Name of the parent made the request
If the parent is not going to pick up, then the following details have to be sent in the email (By giving the details you give the consent to send the child with the person you authorise)
Name of the person
Relation
Emirates ID no.

ADEK PROCEDURES

We would like to inform you that ADEK has activated automated attendance messages in their system for students with unexcused absences. These messages, based on the number of unexcused absences recorded in eSIS, will be sent automatically to parents via SMS and email.

The messages are designed to encourage parents to ensure their child attends school regularly, highlighting the importance of consistent education for their academic growth. If the absence thresholds are reached, the relevant authorities will take further action.

The categories and their corresponding messages are as follows:

1. Initial Absence Notifications

- These messages will explain the impact of missing school and emphasizes the importance of regular attendance.
- Sent after 3, 6, and 8 days of unexcused absence.

2. Referral to ADEK

- These messages will inform parents that their child has been

referred to ADEK for closer monitoring. Further actions may be taken if absenteeism persists.

- Sent after: 11-14 days and 15-17 days of unexcused absence.

3. Notification of Further Action

- This message indicates that the relevant authority will contact parents to discuss the consequences of continued unexcused absences.
- Sent after: 18-19 days of unexcused absence.

4. Consequences and Final Action

- At this stage, the message will notify parents that the relevant authority will take action and contact them to address non-compliance with school attendance policies.
- Sent after 20 or more days of unexcused absence.

Authorized Absences:

Seq	Absence Type	Reasons	Description
1	Absent Reason	Medical appointment	A medical appointment scheduled prior to the absence. Example: A student has a scheduled dental surgery and needs to miss school for the procedure and recovery.
2		Short-term illness	Temporary illness of any kind (e.g., cold, flu, etc.). Example: A student has a mild fever and is unable to attend school for 2 days.
3		Chronic illness	For students with chronic medical conditions who may require more than 10 school days of absence, including those who require medical care outside of the UAE. Example: A student diagnosed with diabetes needs to travel abroad for specialized treatment and requires extended absence from school.
4		Medical for students with Additional Learning Needs (ALN)	Leave for medical or therapeutic reasons for students with additional learning needs. Example: A student with autism requires regular therapy sessions during school hours and is granted time off for this purpose.
5		Family death	Death of a first- or second-degree relative. Example: A student's grandmother passes away, and the student is absent to attend the funeral.
6		Family emergency travel	Urgent family travel for essential reasons such as medical care, escorting a loved one, or handling a family death (outside of first- or second-degree relatives). Example: A student needs to travel abroad suddenly to accompany a parent who is undergoing emergency surgery.
7		Study leave	Leave of up to 4 weeks annually for board and pre-collegiate examinations, with ADEK approval. Example: A student preparing for international exams (e.g., SAT, A-levels) takes a study break, as permitted by the school and ADEK.
8		Examination leave	Leave for board and pre-collegiate examinations, when approved by ADEK. Example: A student is granted leave to sit for a board(external) exam outside of the school's examination period.

Seq	Absence Type	Absent reasons	Description
9		Official community task	Community tasks mandated by authorities, such as cleaning up beaches or other official duties (e.g., a student's required participation in an official court order or legal case). Example: A student is required by the court to participate in community service as part of a legal requirement.
10		Official appearance	Mandatory appearance before an official body (e.g., a family legal case or juvenile delinquency hearing). Example: A student has to appear in court due to a family legal dispute and is unable to attend school on that day.
11		Extracurricular activity	Participation in conferences, competitions, or events with the principal's approval (e.g., Model United Nations, sports events, Olympiads). Example: A student is selected to represent the school in an international debate competition and is absent for several days.
12		Entertainment work	Employment in the entertainment industry. Example: A student who works as an actor in a television show requires time off for filming commitments.
13		Religious holiday	Observation of religious holidays that are not classified as public holidays in the UAE. Example: A student observes a religious holiday not recognized as a public holiday and requires a day off from school to celebrate with their family.
14		Government-approved closure	Absences due to government-sanctioned school closures, such as for extreme weather conditions. Example: The school is closed due to severe sandstorms, and all students are excused from attendance.
15		Unauthorized absence	Absences that do not fall under the list of authorized absence reasons, as per the Student Administrative Affairs Policy. Example: A student skips school to attend a concert without prior approval from the school.
16	Partial absence reason	Authorized late	Lateness that is excused by the school. Example: A student arrives late due to a traffic accident on the way to school, and the school marks it as an authorized late.
17		Unauthorized late	Lateness that is not excused by the school. Example: A student arrives late to school frequently without any valid reason, and the school marks it as an unauthorized late.

SCHOOL BAG WEIGHT POLICY

This policy has been written using information provided by ADEK and is designed to inform all staff, parents, and students. The health of our students is of paramount importance thus every member of the school community should ensure that they have read this policy and that they understand it.

Guidelines: A student's school bag shall not exceed 5-10% of a child's body weight when packed (considering individual factors such as the student's overall health, physical strength, and any existing health conditions) to avoid adverse effects on their spine or body as per Table 2. Maximum Backpack Weight Limit per Grade.

Table 2. Maximum Backpack Weight Limit per Grade

Grade/Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	
Gr 1 / Year 2	
Gr 2 / Year 3	
Gr 3 / Year 4	Not exceed 3 to 4.5 kgs
Gr4/ Year 5	
Gr 5 / Year 6	
Gr 6 / Year 7	Not exceed 6 to 8 kgs
Gr 7 / Year 8	
Gr 8 / Year 9	
Gr 9 / Year 10	Not exceed 10 kgs
Gr 10 / Year 11	
Gr 11 / Year 12	
Gr 12 / Year 13	

To help families adhere to the policy, we recommend that parents explore the following:

- Please refrain from sending unwanted books with your child. Students are requested to bring books as per the timetable.
- No trolley bags are allowed. If the child has any medical condition, please provide a medical certificate and consent form.
- Buy a smaller bag. Only one stationery pouch is allowed.
- Lunch box and bottle should be brought separately. No glass items are allowed.

CULTURAL CONSIDERATION POLICY

(TAKEN FROM ADEK CULTURAL CONSIDERATION POLICY)

St. Joseph's School ensures that members of the school community are aware of the culturally and nationally acceptable topics and practices in the educational context.

PURPOSE & OBJECTIVES

- This policy serves as a guide for the entire school community to embrace cultural diversity while adhering to the laws of the UAE.
- In alignment with our school's mission and vision, and understanding the significance of cultural considerations in the UAE, St. Joseph's school practices will be adherence to the policy.
- School will ensure that teaching and learning resources align with the UAE's cultural sensibilities.

COMMUNITY CONDUCT: Members of the school community shall conduct themselves in ways that are mindful of cultural consideration, including the following:

1. Respecting the UAE's cultural and social norms, values, and traditions.
2. Refraining from (directly/indirectly) promoting inappropriate stereotypes, preconceptions, and assumptions about the UAE and the region.
3. Refraining from directly or indirectly encouraging any behaviour, practice, or displays that are culturally inconsiderate, such as drug and alcohol use, smoking, violence, promoting alternative gender identity and sexual orientation, indoctrination, etc.
4. Refraining from using symbols, colours, or imagery associated with any movement/beliefs related to political, social, or extremist religious groups that are culturally inconsiderate, such as misrepresentations of prominent figures, images that are gratuitously violent or sexual in nature, representation of pride movement, extremist ideas, etc.).
5. Refraining from conducting any activities and/or using any content that leads to the indoctrination and promotion of religious/political extremism, racism, bullying, and all other forms of discrimination.
6. Refraining from holding rallies, demonstrations, and protests on school premises or while holding a school-related event offsite.
7. Ensuring that one's appearance is culturally considerate. Examples include but are not limited to:
 - a. Covering of visible body tattoos and any type of piercings for men and women.
 - b. Appropriate clothing in line with the school's dress code.
8. Ensuring the appropriateness of all school-organized events and celebrations to UAE culture, in adherence with this policy.
9. Adhering to the laws of the UAE by conducting themselves accordingly.

ANTI-BULLYING POLICY

At Saint Joseph's School, we commit ourselves to providing an environment where all students feel safe and protected from harm. This framework endeavors to provide a set of guiding principles to promote a safe, caring and happy learning environment for all members of our school community; to ensure that all students become confident, self-motivated and independent lifelong learners.

The school strives to be a community in which everybody feels valued and safe and within which individual differences are accepted, tolerated and regarded positively. Every student has the right to enjoy school.

Students

- Are aware of what bullying is and what is not.
- Show respect for all members of the school community.
- Speak out against bullying and report it when you see it.
- Support students who are bullied.
- Participate in Anti bullying Week and other curriculum-based work on anti-bullying.

Staff

- Model anti-bullying attitudes and behaviour.
- Are alert to the signs and symptoms of bullying
- Listen and respond to reports of bullying, provide support and refer as needed.
- Implement the school code of conduct and anti-bullying policy

Parents

- Support the values of tolerance and respect in the home.
- Support your child at home and school in developing positive anti-bullying skills.
- Report bullying and encourage your child to do so.
- Work with the school to resolve bullying issues.

Anti-Bullying

Procedures-

- Class teachers will immediately investigate any acts of bullying that they are made aware of
- An appropriate level of counselling should be offered to support the victim of bullying
- An appropriate level of time should be spent talking to the child who bullied, explaining why the action was wrong, and helping them to change behaviour in the future.
- If a child is repeatedly involved in bullying another child, the child's parent will be invited into the school to discuss the situation and the steps necessary to be taken to address the issue. This will involve referral to the social worker, coordinators and follow up.
- All ADEK guidelines will be adhered to.

Monitoring, Evaluation, and review

To ensure that the policy is effective, it will be regularly monitored and evaluated. Anti-Bullying policy will be reviewed at least once per year and amendments made after consultation with all members of staff and students.

SCHOOL OSH POLICY

Aim: Our aim as a place work of and learning is to provide a safe and healthy environment for staff, students and visitors.

Policy: It is St. Joseph's School Policy to recognize the responsibilities of shaping the values of future generations and to ensure our sustainability as a school through proactive leadership in the protection of human health and safety and preservation of our surrounding environment.

OSH Policy measures-

- Conduct regular risk assessments in classrooms, labs, playground and other facilities.
- Develop and communicate a clear evacuation plan.
- Minimizing environment, health and safety impact, hazards and risks arising from our activities and operations.
- Ensures firefighting equipment, alarms and emergency exits are maintained regularly.
- Providing adequate resources to maintain a sustainable, healthy and safe environment.
- Maintain an incident book for injuries and accidents.
- Provide regular training sessions for teachers and staff on first aid, fire safety and managing emergencies
- Develop and communicate a clear evacuation plan.
- Train staff and students on emergency procedures.
- Conduct emergency drills termly as per civil defence requirements to maintain preparedness for emergencies.
- Prevent injury, ill health and environment Pollution.
- Enhance the health and wellbeing of our staff and students.
- Promote awareness and encouraging participation through effective communication and consultation with staff, students, contractors and concerned stakeholders and will be reviewed once in a year unless there is a change in the system.

School Healthy Eating and Food Safety Policy

- A healthy, balanced breakfast or snack box will boost your child's energy levels, helping them stay focused and active throughout the day.
- Students are not permitted to bring any packaged foods (juice, milk, croissants, cakes etc.) for their breakfast or snack.
- Foods high in sugar and fat are strongly discouraged. This includes fast food (such as pizza, fried chicken, burgers, and French fries), deep-fried items, as well as sweets, cornflakes, chocolates, desserts, cakes, and biscuits.
- Food items containing alcohol, carbonated drinks, caffeinated beverages and pork are not allowed to be brought to school.
- Unsafe food items, including those containing allergens (e.g., nuts), are prohibited from being brought for personal consumption or distribution on school premises.
- Students are not permitted to distribute chocolates for birthdays or special occasions if they contain any allergens. All packed items should be carefully checked to ensure they are allergen-free.
- Students are strictly prohibited from sharing their packed breakfast items with others.
- Birthday cakes are not permitted on campus or in any classroom due to the dietary needs of students throughout the school.
- Students will not be permitted to use external food delivery services.
- Students are strictly prohibited from packing their breakfast or snacks in single-use containers. All children are encouraged to bring their own reusable water bottles, single-use plastic water bottles will not be permitted.

HOUSE SYSTEM

To inculcate a sense of loyalty, team spirit and healthy competition, students are divided into 4 Houses. By being part of a House, every student becomes an integral member of a vibrant community that celebrates teamwork, leadership, and excellence. Through inter-house activities and events, we inspire resilience, creativity, and the spirit of fair play, preparing students for success both within and beyond the classroom.

HOUSES	MOTTO
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BLUEBELL	: Through cooperation to success
ROSE	: Serve and not to be served
SHAMROCK	: Forward we go and never backward
SUNFLOWER	: Live for others and not for yourself

SCHOOL PARLIAMENT

The School Parliament is committed to fostering students' personal and social development, empowering them to become confident, capable, and responsible citizens.

Each year, students from Grades IX to XII are elected to key leadership positions, including Head Girl, Assistant Head Girl, Sports Secretary, Literary Secretary, Cultural Secretary, Wellness Leader, Student Ambassador, Captains, Vice Captains of the Houses and Assistant Secretaries. These leaders take an active role in organizing events, ensuring discipline, and maintaining order during school hours and functions. The leadership structure extends to younger students as well, with the Primary Head Girl and Assistant Head Girl selected from Grade V.

Through its inclusive and democratic framework, the School Parliament nurtures leadership, teamwork, and a strong sense of responsibility, preparing students to meet the challenges of the future with confidence and integrity.

CLUBS

Clubs a dynamic part of SJS extracurricular program, offerS students a platform to pursue their interests, discover new talents, and cultivate teamwork.

Literay Club	Verte Club
Fine Arts Club	Music Club

Note: For information on day to day activities and events, kindly visit the Tentative Year Planner at <https://www.stjosephsschool.ae/year-plan>

ACADEMIC AWARDS

Star of Achievement

Classes 5 to 9: Awarded to students who achieve A1/A2 grades in all scholastic subjects, including MOE, in the Term End Examinations.

Class 11: Awarded to students who secure an aggregate of 80% or higher in an academic session, with a minimum of 75% in each scholastic subject.

General Proficiency Award:

Presented to the student who attains the highest overall marks across all sections of a specific grade in an academic session.

100% Attendance Award:

Granted to students who attend school on all working days of the academic year.

ACCOLADE SYSTEM

The Accolade is a recognition bestowed by the staff to honor students for their **exceptional efforts, contributions to the school community, and dedication to serving others.**

S. No.	DATE	ACTIVITIES	STAFF SIGN.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

A certificate will be awarded upon achieving the following milestones of accolades:

10 accolades: Bronze Medal

15 accolades: Silver Medal

20 accolades: Gold Medal

ADMISSION

Admissions are open only for grade I. The child should have completed 6 years by 31st of March. Admissions to all classes depend upon the existing vacancies. Leaving Certificate from the previous school (if from U.A.E. School, Ministry Certificate and if from other countries, counter - signed by an educational officer in that country and attested by the Embassy of that country in Abu Dhabi), 2 passport size photographs, passport copy of the child and the sponsoring parent with the visa and Emirates ID are necessary for admission.

WITHDRAWALS

If a parent wishes to withdraw his child from the school he should submit a written application to the Principal in the proforma given in this Hand Book one month in advance along with the T.C. fee. Transfer Certificate will be issued only when all payments due to the school, are paid.

SCHOOL FEE

PAYMENT OF FEES

1. The school fees will be collected from the parents/guardians in three instalments.
 - a. 1st Instalment : April to June - to be paid beginning of March.
 - b. 2nd Instalment: September to December - to be paid end of June.
 - c. 3rd Instalment: January to December- to be paid beginning of December.
2. Payment of School fees need to be made by Cheque/DD or through Bank Transfer.

3. Kindly draw the cheque in favour of **SAINT JOSEPH PRIVATE SCHOOL LLC**. Please submit only current dated cheque. Postdated cheque will not be accepted. In case of siblings issue only one cheque.
4. You are requested to mention the name of the child, Reg. No., mobile number of both the parents, class and section of the child, behind the cheque.
5. Details for Bank Transfer
- **Name of the Bank** : Bank of Baroda
 - **Branch** : Abu Dhabi
 - **Account Number** : 90020200009506
 - **IBAN No.** : AE840110090020200009506
 - **SWIFT** : BARBAEADADH

NON-PAYMENT OF SCHOOL FEES

For fee defaulters, school will not dismiss students due to a delay in the payment of School fees, however, School will suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to the student's Parents/Guardians.

The Parents/Guardians are contacted by the admin office or the class teacher.

Further, School will also withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled. School will not prevent students from sitting for any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.

REFUND POLICY

If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the School will retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the School will retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the School will retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School will retain the full-term fee.

St. Joseph's School

Fee Structure for the Academic year 2025-26

Grade	Term 1 (April to Jun)	ACER Exam fee	CAT 4 Fee	Book Fees	CBSE		Total Amount Payable for Term 1	Term 2 (Sept to Dec)	Term 3 (Jan to Mar)
					Exam Fees	Reg. Fees			
Grade 1	1995			374	-	-	2369	2660	1995
Grade 2	1995			401	-	-	2396	2660	1995
Grade 3	1995	80	80	418	-	-	2573	2660	1995
Grade 4	1995	80	80	429	-	-	2584	2660	1995
Grade 5	1995	115	80	429	-	-	2619	2660	1995
Grade 6	2238	80	80	462	-	-	2860	2984	2238
Grade 7	2238	80	80	468	-	-	2866	2984	2238
Grade 8	2238	115	80	495	-	-	2928	2984	2238
Grade 9	2715	80	80	484	-	150	3509	3620	2715
Grade 10	2715	80	80	484	700	-	4059	3620	2715
Grade 11 (Science)	3438			470	-	150	4058	4584	3438
Grade 11 (Commerce)	3027			451	-	150	3628	4036	3027
Grade 12 (Science)	3438			451	800		4689	4584	3438
Grade 12 (Commerce)	3027			358	800		4185	4036	3027

Note: Fees Subject to change as per ADEK Approval.

Prestina Rocha

Sr. Suranjana (Prestina Rocha)

Principal

Bank Details

Account Name.: Saint Joseph Private School LLC

Name of the Bank: Bank of Baroda

Branch: Abu Dhabi

Account Number: 90020200009506

IBAN NO: AE840110090020200009506

SWIFT: BARBAEADADH



BLUE STAR SCHOOL BUSES TRANSPORTATION

Blue Star School Buses Transportation, a well acknowledged transportation firm in Abu Dhabi, offers high quality bus transport service to students. Being in the field for a quite long period of time, is committed to provide a reliable and secure bus service, ensuring safety and happiness to student community and their parents.

As safety is our highest priority, all buses comply with the regulations of Abu Dhabi Department of Transport (DOT) and the guidelines of Department of Education and Knowledge (ADEK). Professional staff undergo regular training sessions to ensure the safety and security of the child

CONTACT DETAILS

Mr. Maneesh Mobile : +971 50 399 8672

Mr. Manoj Mobile : +971 50 882 1563

Office : +971 56 798 0504

Email : bluestar21sjs@gmail.com

Kindly note that for any queries, concerns, change of location or letter of consent (authorizing an adult while picking up) can be communicated through the following email ID or a hard copy to be submitted at the transport office in school.

Contact email Id-
bluestar21sjs@gmail.com and cc to transport@stjosephsschool.ae

NOTE TO PARENTS

It is St. Joseph's School Policy that parents play an essential role in their children's education. We ensure that parents are actively involved in their children's learning process.

School Responsibilities

The school promotes parental involvement through the following:

Open House meetings

At the beginning of each academic year, all parents will be invited and encouraged to attend the annual Open House. During the Open House, parents meet their children's Class Teacher and subject teachers. The teachers give presentations in which they explain the curriculum, the classroom rules and procedures, modes of communication between parents and teachers, student assessment techniques, expectations from students and parents, as well as discuss the ways that parents can help and support their children with learning.

Student Prospectus

Parents of newly enrolled students will receive a Prospectus that includes the school's objectives as well as a brief description of the curriculum and the subjects taught along with information related to school timings, promotion, admission and school fees.

Student Handbook

Beginning of the academic year each student will receive a "Student Handbook" that includes the school's mission, vision, and values as well as a brief description of the curriculum and the subjects taught along with information related to school timings, absences, school rules, health and safety rules, uniform, promotion and retention, code of conduct and other issues. Teacher-parent can communicate through the section provided in the handbook.

Parent-Teacher Meetings

Parents are invited and encouraged to attend the Parent-Teacher Meetings that are held twice a year. In these meetings, parents meet their child's teachers and discuss about their progress in all subjects.

Timely information to parents

The School will communicate with parents regularly and frequently through the School Portal, telephone calls and e-mails

Individual Parent-Teacher Meetings

Whenever the parent or teacher has any concern about a student, he or she can request a meeting with the child's teacher and/or parent. An appointment is set and both the parent and the teacher will meet on a particular date and time. In these meetings, the parent and the teacher discuss their respective concerns and issues and agree on a course of action.

Frequent Reports on children's progress

A report on each child's academic and personal development is provided to parents each assessment and term.

Opportunities for volunteering

The School makes every possible effort and creates opportunities to involve parents in school activities. The school informs the parents through memos and invitations. Moreover, the school requests parents to share their ideas and volunteer in events and activities.

Parental Survey

Annually, a parental survey is sent out to all parents. The aim of the survey is to obtain a feedback related to the quality of education and services offered by the school and the areas which need improvement. The responses are collated and analyzed and used as opportunities for improvement, usually embedded in the school improvement plan.

School Policies

Policies are important because they help a school established operating procedures and create standards of quality for learning and teaching, as well as set out expectations and accountability. These policies foster consistency, ensure accountability and help maintain a safe environment for all students and staff.

Parents can refer to the School Policies on the School Portal and Website for detailed information.

ASSEMBLY SONGS

النشيد الوطني
لدولة الإمارات العربية المتحدة
عيشي بلادي عاشَ إتحادُ إماراتنا
عشتَ لشعبِ دينه الإسلامُ هديهُ القرآنُ
حَصْنُكَ باسمِ الله يا وطن
بلادي بلادي بلادي بلاد
حماك الإله ضرور الزمان
أَقْسَمْنَا أَنْ نَبْنِي نَعْمَلْ
نَعْمَلْ نُخَلِّصْ نَعْمَلْ نُخَلِّصْ
مهما عشنا نُخَلِّصْ نُخَلِّصْ
دَامَ الأمانُ عاشَ العلمُ يا إماراتنا
رمز العروبة كلنا نفديك بالدماء نرويكَ
نفديكَ بالأرواح يا وطن

UAE National Anthem

Eeshi Biladi
Aasha etihadu Emaratina
Eshti le shaabin
Deenuhul deenu hul Islamu
Hadiyuhu al Qurano
Hasantoka Bismi allah-ya-watan
Biladi - 3- Bilad
Hamakil elahu shuroora - a - zaman
Aqsamna an nabniya na'amal
Na'amal nukhlus (2)
Mahma eshna nukhlus nukhlus
Da malamano
Aashal alam ya Emaratina
Ramzo ularooba - Kuluna
Nafdeeke beldima narwaeke
Nafdeka belarwah ya - watan

Indian National Anthem

Jana-gana-mana-adhinayaka jaya he
Bharat-bhagya-vidhata.
Punjaba-Sindhu-Gujarata-Maratha-
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchhala-jaladhi-taranga
Tava Shubha Nameh Jage
Tava subha asisa mage,
Gahe tava jaya-gatha.
Jana-gana-mangala-dayaka jaya he
Bharat-bhagya-vidhata
Jaya he, jaya he, jaya he,
Jaya, jaya, jaya, jaya he.

Rabindranath Tagore

राष्ट्रगान

जन गण मन अधिनायक जय हे
भारत भाग्यविधाता
पंजाब सिंधु गुजरात मराठा
द्राविड उत्कल बंगा
विन्ध्य हिमाचल यमुना गंगा
उच्छल जलधि तरंगा
तव शुभ नामे जागे
तव शुभ आशीष मागे
गाहे तव जयगाथा
जन गण मंगलदायक जय हे
भारत भाग्यविधाता
जय हे, जय हे, जय हे
जय जय जय जय हे!

० रवीन्द्रनाथ टैगोर

ST. JOSEPH'S SCHOOL ANTHEM

1. Cheer! Cheer! for St. Joseph's School
Wake up the echoes cheering its name.
Send the volley cheer on high,
Shake down the thunder from the sky.
What tho' the odds be great or small
St. Joseph's School will win over all
While its loyal children marching
Onward to victory.

2. Cheer!.....
What tho' the odds be great or small
St. Joseph's School will love one and all
Loyal, truthful, ever singing
Our song "Shine where you are."

SING HOSANA

1. Give me oil in my lamp, keep me burning,
Give me oil in my lamp, I pray
Give me oil in my lamp, keep me burning,
Keep me burning till the break of day.

- Ch. Sing Hosana (3) to God above (2)

2. Give me love in my heart, keep me serving.

COUNT YOUR BLESSINGS

When upon life's billows
You are tempest tossed.
When you are discouraged, thinking all is lost,
Count your many blessings, name them one by one
And it will surprise you, what the Lord has done.

- Ch. Count your blessings, name them one by one
Count your blessings, see what God has done
Count your blessings, name them one by one
And it will surprise you, what the Lord has done.

THANK YOU LORD

1. Thank you, Lord for giving us life (2)
Thank you, Lord for giving us life
Right where we are
2. Thank you Lord for giving us love (3)
Right where we are
3. Thank you, Lord for giving us joy (3)
Right where we are
4. Thank you, Lord for giving us, peace (3)
Right where we are
5. Alleluia, Praise the Lord (3)
Right where we are

IF I WERE A BUTTERFLY

1. If I were a butterfly
I'd thank you, Lord, for giving me wings
If I were a robin in a tree
I'd thank you, Lord, that I could sing
If I were a fish in the sea,
I'd wiggle my tail and I'd giggle with glee
But I just thank you, Father, for making me me.
Ah - ha - ha

Ch. You gave me a heart and you gave me a smile
You gave me the Lord and you made me your child
And I just thank you, Father, for making me me
Ah - ha - ha

2. If I were an elephant
I'd thank you Lord, by raising my trunk
If I were a kangaroo,
You know I'd hop right up to you.
If I were an octopus
I'd thank you, Lord, for my fine looks
But I just thank you, Father, for making me me
Ah - ha - ha

THIS IS THE DAY

This is the day (2)
That the Lord has made (2)
We will rejoice (2)
And be glad in it (2)

This is the day
That the Lord has made.
We will rejoice (2)
And be glad in it (2)

This is the day (2)
That the Lord has made

MY GOD LOVES ME

1. My God loves me, His love will never end
He rests within my heart for my God loves me.
2. My God loves me
His faithful love endures
And I will live like a child
held in love secure

REJOICE IN THE LORD

1. Rejoice in the Lord always and again I say rejoice (2)
Rejoice, rejoice and again I say rejoice
Rejoice in the Lord always and again I say rejoice.

GOD SEES THE LITTLE SPARROW FALL

1. God sees the little sparrow fall,
It meets His tender view;
If God so loves the little birds,
I know He loves me too.
- Ch. He loves me too (2) I know He loves me too
Because He loves the little things
I know He loves me too.
2. He paints the lily of the field,
Perfumes each lily bell;
If He so loves the little flowers,
I know He loves me well

LOVE HIM IN THE MORNING

Love Him in the morning
When you see the sun arising
Love Him in the evening
Cause He took you through the day
And during the between times
When you feel the pressure coming
Remember that He loves you
And He promises to stay

MAKE ME A CHANNEL OF YOUR PEACE

1. Make me a channel of your peace,
 Where there is hatred, let me bring your love,
 Where there is injury, your pardon, Lord,
 And where there is doubt, true faith in You.

- Ch. Oh. Master, grant that I may never seek
 So much to be consoled as to console,
 To be understood as to understand,
 To be loved as to love with all my soul.

2. Make me a channel of your peace,
 Where there's despair in life, let me bring hope,
 Where there is darkness, only light,
 And where there's sadness ever joy

WE SHALL NOT BE MOVED

1. We're on our way to heaven,
 We shall not be moved.
 On our way to heaven
 We shall not be moved
 Just like a tree that's standing by the water side
 We shall not be moved.

- Ch. We shall not, we shall not be moved
 We shall not, we shall not be moved
 Just like a tree that's standing by the water side, we
 shall not be moved.

2. We're on that road to freedom we shall not be moved ..

ALL THE TIME

- Ch : God our Father looks on us with love, all the time
 all the time (2)
1. He says, " I love you all the time " (2)
 " I will love you forever, I will love you forever,
 I will love you forever all the time".

 2. He says, " I am with you all the time (2)
 " I am with you forever, I am with you forever,
 I am with you forever all the time".

SMILE DON'T YOU KNOW GOD LOVES YOU

Smile don't you know God loves you
Come to think of it we love you too
Take your time to smile at someone
And before you're through
Someone will be smiling back at you

If you ever feel that you are all alone
If you ever feel that you are all alone
If you ever feel that you are all alone
Remember God's love for you is strong
And soon your heart will sing this Happy song

HAPPY GOD

We don't have a sad God
We have a happy God - 2
Who wants us to be happy

We know he watches what we do
And help us to be good
He wants us to be good
Because he is the father of us all
He loves us big or small - 2

IF YOU CAN SING A SONG

If you can sing a song
And praise the Lord
If you can hum along
And praise the Lord
If you can sit down on the ground
Turn your body all around
And make a happy sound
Praise the Lord

If you can reach up high
To Praise the Lord
And try to touch the sky
And praise the Lord
Just like the green leaves on the trees
Swaying in the summer breeze
Make a melody to the Lord

WHISPER A PRAYER

Whisper a prayer in the morning
Whisper a prayer at noon
Whisper a prayer in the evening
To keep your heart in tune

HE'S STILL WORKIN' ON ME

He's still workin' on me
To make me what I ought to be
It took him just a week to make
The moon and stars
The sun and the earth and
Jupiter and mars
How loving and patient he must be
He's still workin' on me

There really ought to be
A sign upon my heart
Don't judge him yet
There's an unfinished part
But I'll be perfect just
According to his plans
Fashioned by the master's loving hands

WITH MY WHOLE HEART

With my whole heart
Lord let me love you with my whole heart
None above you, Praise and love you
With my whole heart

With my whole heart
Lord let me hear you with my whole heart
Ever near you, Help me hear you
With my whole heart

JOYFUL JOYFUL

Joyful joyful we adore thee
God of glory Lord of love
Hearts unfold like flowers before thee
Opening to the sun above

Melt the clouds of sin and sadness
Drive the dark of doubt away
Giver of immortal gladness
Fill us with the light of day

PRAISE HIM

Praise Him, Praise Him
All ye little children
God is love, God is love
Praise Him, Praise Him
All ye little children
God is love, God is love

- 1) Love Him 2) Serve Him
3) Thank Him

PRAISE GOD

When I see a squirmy worm
Diggin round in the ground
Or watch a sleepy ole possum
Hangin upside down
See an army of ants busy
Building a hill or a
Particular pelican with a fish in his bill

I want to praise God
For his creation
Praise God for creatures great and small
Praise God, He is creator and
Maker of us all (Praise God)- 3

When I see a baby bird
Hatching out of its egg
Or watch a pink flamingo
Standing on one leg
See a litter of pups
Slowly opening their eyes
Or a buzzing bee colony
Makin honey all the time - I want to

SEE THE WORK OF THE LORD

The sun comes up in the morning time
See the work of the Lord
Just the way that God designed
See the work of the Lord
God commanded the world to be
See the work of the Lord
Fish and birds, sand and sea
See the work of the Lord

Sun light, Moon Bright
All things for His delight
God made - the whole world
See the work of the Lord.

LOVE IS THE GREATEST GIFT OF ALL

Love is the greatest gift of all - 2
With God's love in my heart
I can be a shining light
God's love is the greatest gift of all

IT'S A HAPPY DAY

It's a happy day
And I thank God for the Weather
It's a happy day
And I really mean it from my heart
It's a happy day
And things are going to get better
Living each day by the promises in God's words

THE BIRDIES IN THE TREETOP

The birdies in the treetop
Sing their song
The angels in the chorus sing along
The flowers in the garden
Lend their hue
So why shouldn't I - 2
Praise Him too.

GOD'S LITTLE THINGS

Little tiny flowers
Little pretty bees
Little pretty babies
All the little things
Though God made the universe
He stayed behind the scene
God specialises in using little things

Little drops of water
Little grains of sand
Makes the mighty ocean
And the beautiful land
Though God made the universe
He stayed behind the scene
God specialises in using little things

Little hugs and kisses
Little bits of love
Will go around the world
Till all have enough
Though God made the universe
He stayed behind the scene
God specialises in using little things.

IT'S A SMALL WORLD

1. It's a world of laughter, a world of tears
It's a world of hope and a world of cheer
There's so much that we share that
 It's time we're aware
It's a small world after all.
- Ch. It's a small world after all (3) It's a small small world.
2. There is just one moon and one golden sun
And a smile means friendship to everyone
Though the mountains are high and the oceans are wide
It's a small world after all - (Ch).

ANYTHING CAN HAPPEN

Any thing can happen if you only let it
Anything can happen my friend
So be careful what you ask for
You just might get it
Anything can happen my friend

Sure as the words you speak
Over and over everyday of the week
Would seem to be an impossible feat
Maybe easier to complete

Sure as the things you do
One by one will come back to you
If you take the time to see things through
You know miracles can come true

THE MORE WE ARE TOGETHER

The more we are together, together, together
Oh! the more we are together, the merrier we shall be
For your friends, are my friends
And my friends are your friends
The more we are together, the merrier we shall be.

H - A - P - P - Y

H - A - P - P - Y

We are happy why not try
To keep the smile throughout the day
Happiness is here to stay.

High and low everywhere
Happiness is in the air
It will blow and never stop
If you love and not give up.

High and low everywhere
Happiness is in the air
If we'll only change one heart
Then at least it is a start.

WHO PUT THE COLOURS IN THE RAINBOW

Who put the colours in the rainbow
Who put the salt into the sea
Who put the cold into the snowflakes
Who made you and me
Who put the hump upon the camel
Who put the neck on the giraffe
Who put the tail upon the monkey
Who made Hyenas laugh

Who made whales and snails and quails
Who made birds and beasts and seals
Who made fish and things that crawl
Who made all of these

Who put the gold into the sunshine
Who put the sparkle in the stars
Who put the silver in the moonlight
Who made earth and mars
Who put the scent into the roses
Who taught the honey bees to dance
Who put the tree inside the acorn
It surely can't be a chance

Who made seas and leaves and trees
Who made snows and winds that blow
Who made streams and rivers that flow
God made all of these

MAKING FUN

Making fun is just no fun
When you see what it's done
Our teasing games and calling names
Can really hurt someone
Sticks and stones can break our bones
But words with unkind laughter
Are very real and we can feel
The hurt a long time after

So lets be careful what we say
Even if the words are just in play
They may hurt others in some way

So lets be careful when we play
That in all we do and say
We don't hurt someone.

TIME TO BE HAPPY

The time to be happy is now
And the place to be happy is here
And the way to be happy is to
Make someone happy and to
Have a little heaven right here.

DON'T GIVE UP

If you're feeling so down in the dumps
Don't give up.
Even if you're sick with the mumps,
Don't give up,
Soon the sun will appear,
And love will replace your fear. - So
Wipe away the tears and Don't give up.

Kentucky birds come flying over your head
Don't give up.
But you don't let them build a nest in your head
Don't give up
So let the bad not scare you
And there's so much the good can do
And love will see you through,
So Don't give up

Don't be down over anything,
Don't give up.
Think of the things that make you want to sing
Don't give up
But soon the clouds will disappear and
Love will replace your fear
So wipe away your tears and Don't give up - 3
Don't give up!

GIVE LOVE AND RECEIVE LOVE

While talking to a friend of mine in school today
I realised how much I have in every way
He didn't have a lunch to eat
And so I thought how nice it is
If he sits down and shares my lunch with me

Cos if you give love
You will receive love
And everyone will have enough
Yes if you give love
You will receive love
Cos thats the sharing loving law of life

Today my mother asked me if
I shared my favourite jeans
Gave them to my younger brother
Cos thats what he really needs
And as I gave my jeans away
I heard my precious mother say
Today I bought new pair just for you

I took a look at all the things
I have today
It seems the more I give
The more I have each day
My parents taught me that to give
Is being really happy
If I give and it will be given to me

MANNERS

Manners proper manners
Sharing love with everybody everyday
Manners proper manners
In cheerful little things you do & say
Manners proper manners
Forget myself and think of those around
Simply thinking more of the others and
Thats how love is found

There are many times each day
When you and I can show
The little deed of kindness
Everywhere we go
Remember others notice all the
Things we do and say
So lets try a little now
And help someone today.

LAUGH AT YOURSELF

I was feeling oh so sad
That I went to see
A friend I had

I want you to know
Won't you listen friend
I got some problem
Can you help me

While playing game
With all my friends
I always lose
I never win
I am too short
I miss the ball
Or when I catch it
I always fall

He said have a laugh at yourself
It will do you good
Don't take your life
So seriously
An extra laugh takes your tears away
Cos everyone needs a smile today.

HAPPINESS

Happiness Happiness is making others happy
Happiness Happiness is there for you and me
Happiness Happiness you can't buy with money
Happiness Happiness can only be received
It's free

So, if you are looking for someone to make you happy
Why don't you just go and give your love away,
And I know if you will live by this simple rules
That you will find
That Happiness will find you today

Happiness Happiness is walking right beside you
Happiness Happiness is knocking at your door
Happiness Happiness you can't live without it
Happiness Happiness there's always more and more
I am sure

LET THE SUNSHINE IN

My mommy told me something
A little child should know
It's all about the devil
And I've learnt to hate to him so
I know he'll be unhappy cause I'm
Never with a frown
If you keep on smiling he'll get
Tired of hangin around

So let the sunshine in
Face it with a grin
Smilers never lose
And frowners never win
So let the sunshine in
Face it with a grin
Just open up your heart and
Let the sunshine in

MAGIC OF LOVE

What can make the birdie sing
That beautiful tune
And what can make that tiny seed
And flowers bloom
What can make me want to share
My toys with you-It's that
Great big wonderful, oh so powerful
Magic of love

One plus one will make two
You need me, I need you
All alone life's no fun
When love knocks you better come

What can make a cloudy day
Turn sunny and bright
What can turn the darkness
Into a starry night
What can make me want to share
Instead of fight - It's that
Great big wonderful, oh so powerful
Magic of love

SIMPLE GIFTS

Tis a gift to be simple
Tis a gift to be free
Tis a gift to come down
Where we ought to be
And when we find ourselves
In the place just right
It will be in the valley of love and delight

When true simplicity is gained
To bow and to bend
We shan't be ashamed
To turn, turn will be our delight
Till by turning turning we come around right

TRUTH

Don't look left, Don't look right
Look straight ahead at the guiding light
Don't get off, off the track
Keep going onwards and don't look back

For, truth is the most important treasure
In the world today
Falsehood is the enemy
Of justice love the future of all
That the Lord is working out to
Do through us who love to live his way

Don't believe, all you hear
Falsehood and evil you'll learn to fear
Put away evil words
Carefully judge anything you hear

JOY IS LIKE A RAIN

I saw raindrops on my window

Joy is like a Rain

Water runs across the pane

Slips away and comes again

Joy is like a Rain

I saw clouds upon a mountain

Joy is like a cloud

Sometimes silver sometimes gray

Always sun not far away

Joy is like a cloud

I saw raindrops on the river

Joy is like a rain

Bit by bit the river rose

Till all at once it overflows

Joy is like a rain

HELPFUL HINTS

I'll remember to wash up before I eat
I'll try to keep my bedroom nice and neat
Put my clothes back on the shelf
Clean up after myself
And always sit up straight in my seat

These helpful habits I am trying to learn
To do my part around the house to show concern
At first it's difficult - I'll
Take em one day at a time

After dinner I'll tell "Ma it was delicious"
And then I'll help to wash the dirty dishes
I'll sweep the kitchen floor
And do my other chores
And mom says thank you with thousand kisses

These helpful habits I am trying to learn
To do my part around the house to show concern
It's getting easier - I'll
Take em one day at a time

I'll be considerate in what I say and do
And remember to say "Please" and "Thank You"
When I'm asked a question
I'll give my full attention
And give a smile when introduced

These helpful habits concern
These helpful habits are now easy to do
Just keep on trying you will learn them too
These helpful habits
Just take em one day at a time.

SOMETIMES I LIKE TO BE QUIET

Sometimes I just like to be quiet
I think there's something special about it
Well I like my friends
I'm with them most of the time
But sometimes I just like to be quiet

If I stop talking and listen
I hear a bird in the tree singing
Her melody sounds so happy to me
So sometimes I just like to be quiet

I like to take time to be peaceful
A special time for me to be still
You'll truly find you'll like it
You'll enjoy the quiet
You may hear something special if you try it
Sometimes its just good to be quiet

WEAR A GREAT BIG SMILE

Wear a great big smile upon your face -2
Chase away your frown
Turn it upside down
Wear a great big smile upon your face.

There's no room for gloom upon your face -2
You can have a love
That is from above
It will give a smile upon your face.

RUDOLF THE RED - NOSED REINDEER

Rudolf the red - nosed reindeer,
Had a very shiny nose,
And if you ever saw it
You would even say it glows
All of the other reindeer
Used to laugh and call him names
They never let poor Rudolf
Join in any reindeer games.

Then one foggy christmas eve,
Santa came to say
"Rudolf with your nose, so bright
Won't you guide my Sleigh tonight."
Then all the other reindeer.
Shouted out with blissful glee,
"Rudolf the red - nosed reindeer
You'll go down in history."

JINGLE BELLS

Dashing through the snow
In a one - horse open sleigh
O'er the fields we go
Laughing all the way
Bells on bob - tail ring
Making spirits bright
What fun it is, to ride and sing
A sleighing song tonight.

Ch. (Jingle bells (2)
Jingle all the way
Oh, what fun it is to ride
In a one - horse open sleigh) (2)

SANTA CLAUS IS COMING TO TOWN

Ch. You better watch out
 You better not cry
 You better not pout
 I'm telling you why
 Santa Claus is coming to town

 He is making a list
 And checking it twice
 He's gonna find out
 Who's naughty or nice
 Santa Claus is coming to town

 He knows when you are sleeping
 He knows when you're awake
 He knows if you've been good or bad
 So be good for goodness sake

SILVER BELLS

1. City side - walks, busy side - walks
 Dressed in holiday - style
 In the air, there's a feeling of Christmas
 Children laughing, people passing
 Giving smile after smile
 And at every street corner you'll hear

Ch. Silver bells (2)
 It's Christmas time in the city
 Ring - a ling, hear them ring
 Soon it will be Christmas day.

FROSTY THE SNOW MAN (X'MAS)

1. Frosty the snowman, was a jolly happy soul
With a corn cob pipe and a button nose and two
eyes made out of coal
Frosty the snowman, is a fairy tale they say
He was made of snow and the children know how
he came to life one day.
- Ch. There must have been some magic in that old silk
hat they found
For when they placed it on his head, he began to
dance around
Oh ! Frosty the snowman was alive as he could be
And the children say that he'd laugh and play
Just the same as you and me.

DECK THE HALLS

1. Deck the halls with boughs of holly
Fa la la la la la la la la
'Tis the season to be jolly, Fa la la
Don we now our gay apparel, Fa la la
Troll the ancient yule tide carol
2. See the blazing Yuel before us Fa la la
Strike the harp and join the chorus Fa la la
Follow me in merry measure, Fa la la
While I tell of Yuletide treasure, Fa la la

LEAVE RECORD

Name		Class	
DATE(S) OF ABSENCE	REASON (ONLY ONE LINE FOR EACH REQUEST)	SIGNATURE OF PARENT/ GUARDIAN	CLASS TEACHER'S SIGNATURE

PRINCIPAL'S NOTE TO THE PARENTS

DATE	REMARKS	PRINCIPAL'S SIGNATURE	SIGNATURE OF PARENT/ GUARDIAN

TEACHER'S NOTE TO THE PARENTS

DATE	REMARKS	TEACHER'S SIGNATURE	SIGNATURE OF PARENT/ GUARDIAN

TEACHER'S NOTE TO THE PARENTS

DATE	REMARKS	TEACHER'S SIGNATURE	SIGNATURE OF PARENT/ GUARDIAN

TEACHER'S NOTE TO THE PARENTS

DATE	REMARKS	TEACHER'S SIGNATURE	SIGNATURE OF PARENT/ GUARDIAN

NURSE'S NOTE TO THE PARENTS

DATE	REMARKS	NURSE'S SIGNATURE	SIGNATURE OF PARENT/ GUARDIAN

NURSE'S NOTE TO THE PARENTS

DATE	REMARKS	NURSE'S SIGNATURE	SIGNATURE OF PARENT/ GUARDIAN

PARENT'S NOTE TO THE TEACHER

DATE	REMARKS	TEACHER'S SIGNATURE	SIGNATURE OF PARENT/ GUARDIAN

PARENT'S NOTE TO THE TEACHER

DATE	REMARKS	SIGNATURE OF PARENT	TEACHER'S SIGNATURE

(Come in full uniform)

[illegible]

SPECIAL CLASSES

(Come in full uniform)

[illegible]

RECORD OF LATE COMING

[illegible]



*"Alone, We Can Do So Little;
Together, We Can Do So Much"*

HELEN KELLER

Form of Application for a Leaving Certificate

Date :

The Principal

St. Joseph's School, Abu Dhabi - U. A. E.

Dear Sister,

Please furnish me with Leaving Certificate of my child / ward.

The necessary particulars are given below :

Full name

Reg. No. ESIS No.

Reason for leaving

Class in which studying

Date of leaving / Last day in school

Leaving for : Outside U. A. E. / Within U. A. E.

a) Within Abu Dhabi, Name of School

b) Within Emirates Name of Emirate

Mobile No.: Father Mother

Email:

I parent of

grade using Bus no., confirm that I have paid all transport dues of my ward and have no pending payments, and my accounts are clear.

Signature of Parents

For the use of the School Staff

1. All Books returned

.....
Class Teacher

2. All dues have been paid

.....
Secretary

***"Education is the
most powerful
weapon which you
can use to change
the world."***

– Nelson Mandela

