



ARECA SCHOOL - IMPHAL

Information Handbook

From the PRINCIPAL'S DESK....



Dear Parents,

On behalf of Areca School, I extend a warm welcome to all the new students and their parents. I also invite you all to be a part of our extended family.

Our educational vision takes care of multiple dimensions of the human personality - physical, intellectual, emotional, aesthetic and spiritual. The paramount aim is to equip students with latest knowledge, modern skills and a value system that combines the spirit of the everlasting Indian culture and the emerging universal Values.

We, at Areca School, do not believe in mere acquisition of knowledge but skillfull application of it in life. We make our students understand and maintain a balance between mere competition and performance, between mere piling up of degrees and education. The education we aim to give will help our students to sail through tough competition and tough situation smoothly with mental, courage and moral strengths.

I look forward to your ward's commitment, sincere efforts & dedication and your moral support and co-operation. Together we have dreamt of your child's bright future! Together we will realise it!! Together we will achieve it !!!

Thanking you,

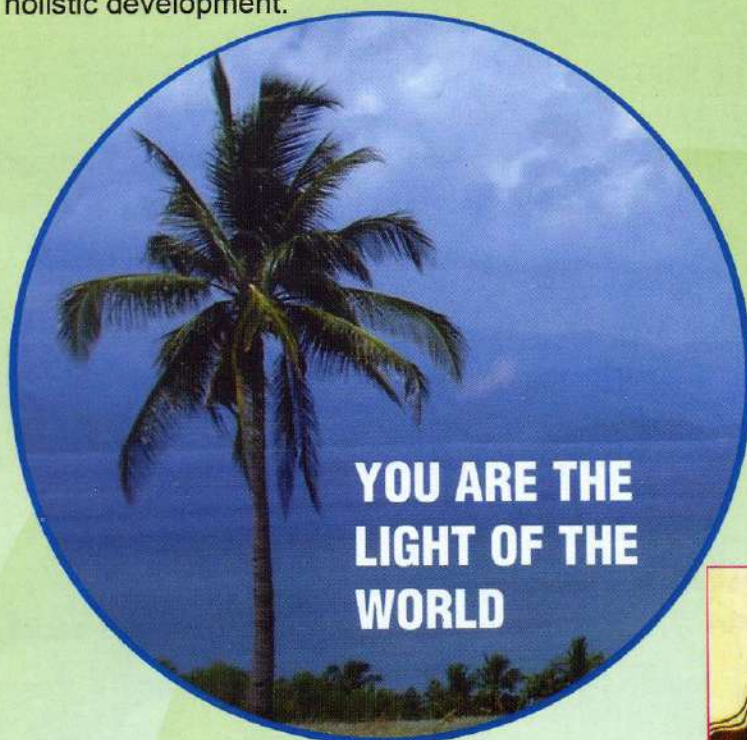
Yours Sincerely,

Principal

ABOUT Us :

Areca School, Imphal stands out as one of the best educational institutes in Manipur. Founded by the Areca Foundation in 2005, Areca School boasts of state-of-the-art infrastructure; and the facilities offered are comparable with the best in the country. The school has been set up by a team of renowned educationists, academicians and other experts.

This co-educational institution aims to impart individually - guided education to children for their holistic development.



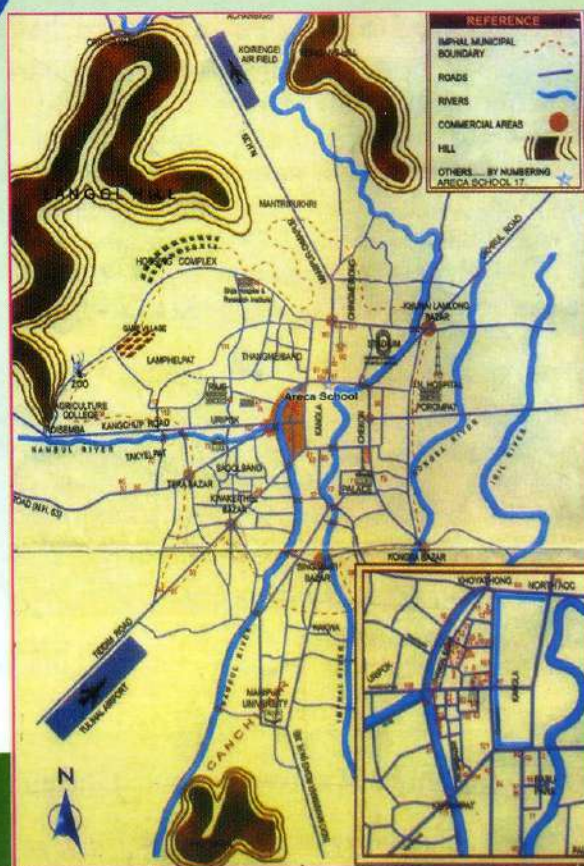
YOU ARE THE
LIGHT OF THE
WORLD

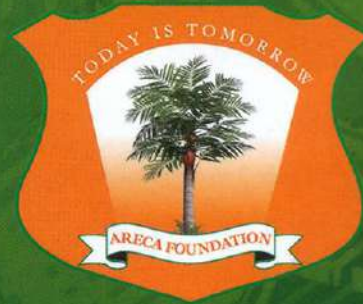
ABOUT THE PALM TREE

The school has been named after the 'Areca Palm Tree', which symbolises victory and prosperity. Like the Areca tree, which is capable of growing and getting firm - footed anywhere on earth, every Arecan will be enabled to emerge victorious in the immensely competitive world and become a successful global citizen.

LOCATION OF THE SCHOOL

The school is ideally situated in the heart of Imphal, the capital city of Manipur behind the P.D.A. complex and near 2nd M.R. gate along the N.H. 30, with the State Bus Terminal and D.M. College close by.





MOTTO

The motto of Areca School - **“You are the light of the world”**- points out to the important role of Children in bringing peace and prosperity to the world.

The Institution is committed to equip the future citizens with knowledge, truth and dignity to face every challenge in the world and to make it a better place to live in. So, wherever an Arecan will go, he/she will shine brightly and spread light all over.

AIM & OBJECTIVES

Areca School was established with the noble mission of helping the society move forward in peace and prosperity.

Holistic Education

Individually - guided learning

Education to face the challenges of everyday life - situations

Education that equips one to face the global challenges

Education focused to make the student a refined citizen, useful to oneself and to the society.

We believe that education should be a tool to free the mind of its limitations and it should empower everyone with wisdom and courage.

Our vision of tomorrow and a strong foundation today, fulfil our motto of “Today is Tomorrow”.

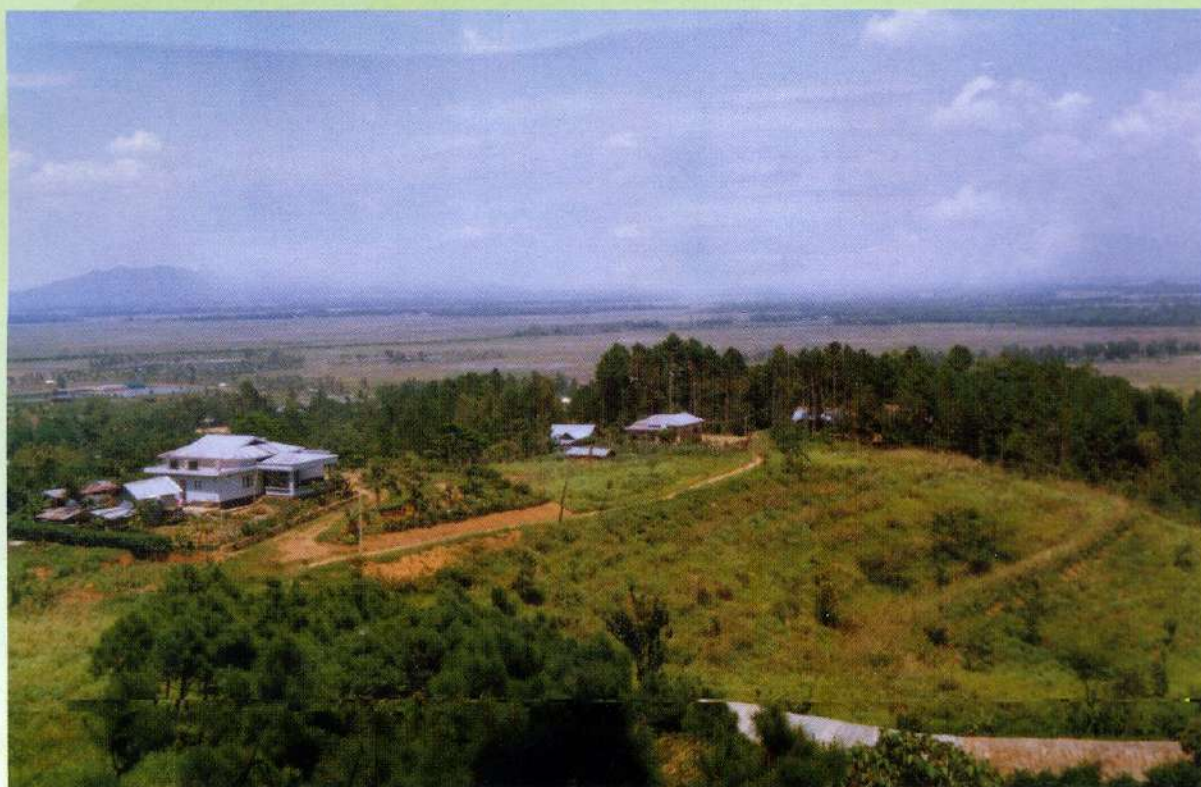
WE GROW AS YOU GROW

The infrastructure of Areca School is ready to run classes till XIIth standard and the process for recognition from CBSE is in progress.

We will be adding subsequent class every year and, admissions will be open for all classes upto the newly added higher grade.



CAMPUS & FACILITIES



Areca outdoor camping area

THE MAIN CAMPUS

Areca School's Superbly landscaped campus comprises of ergonomically constructed school building - a five storey building complex, comprising of 20 classrooms, an auditorium, the administrative block, library, computer room, music room, hostel building, a tuck-shop, indoor games, toy room and play area.

CLASS - ROOM

The spacious and well-ventilated class rooms provide plenty of space for the children and teachers to move around and interact so as to make the teaching - learning process a memorable experience.

The class - room are equipped with state - of - the - art facilities that include - white boards, projectors and other scientific equipments.



COMPUTER ROOM

The School has a well - equipped computer lab. Under the guidance of trained teachers, the students are familiarised with computer operation **right from class one**.



LIBRARY

The School Library is well - stocked so as to facilitate further studies of different subjects. These go a long way in reinforcing what students learn in the class room. The addition of latest books on Science, Arts, Computers, Humanities, Social Studies, Languages, General Knowledge, Environment etc. is a continuous and ongoing process.

MUSIC ROOM

A music room with necessary instruments is provided to nurture the musical talents of the students. Professional instructors impart lessons in classical, Indian oriental, devotional and folk music. The activity ensures the all-round development of the students.

PLAY AREA

TOY ROOM

"All work and no play makes Jack a dull boy!"

At Areca, we believe that education is not merely confined to the four walls of a class room. In order to ensure the physical, mental and intellectual growth of its students, the school offers a wide

spectrum of indoor and outdoor games. In addition, physical training classes imbibe a sense of discipline and punctuality in the Students.

For the lower classes the school provides many interesting toys and play equipments like - sea-saw, slider, humpty-dumpty, tricycle, fish car, roxy two - in -one, puzzles etc.



STAFF ROOM

A well organised staff working bay makes the teachers work more efficiently. We understand the importance of the teachers' holistic effectiveness in shaping your child's future.

AUDITORIUM

A well lit and spacious auditorium designed for conducting all school events. This facility is ideal for functions such as award functions, Parents-Teachers meeting, Annual day & other important events.



TUCK SHOP

The School maintains a well - stocked store where all essential articles like school uniforms, approved text books, stationary, snacks etc. are provided at a reasonable price.



TRANSPORT FACILITIES

A fleet of transport vehicles manned by trained personnel, sensitized to the needs of small children, provide a safe and smooth travel of students from home to school and back.



SCHOOL UNIFORMS

The School uniform derives its colour from the Areca palm tree.

BOYS : Orange trousers, white shirt. dark red tie. red belt, white socks, black shoes. (Navy blue sweater and blazer for winters).

Saturday - white trousers and their respective house T-shirts and white canvas shoes.

GIRLS : Orange skirt, white shirt, dark red tie, red belt, white socks, black shoes, white ribbon (navy blue sweaters and blazer for winters)

All students except the pre-nursery classes are required to come to school in full uniform.



ARECANS



STAFF @ ARECA SCHOOL



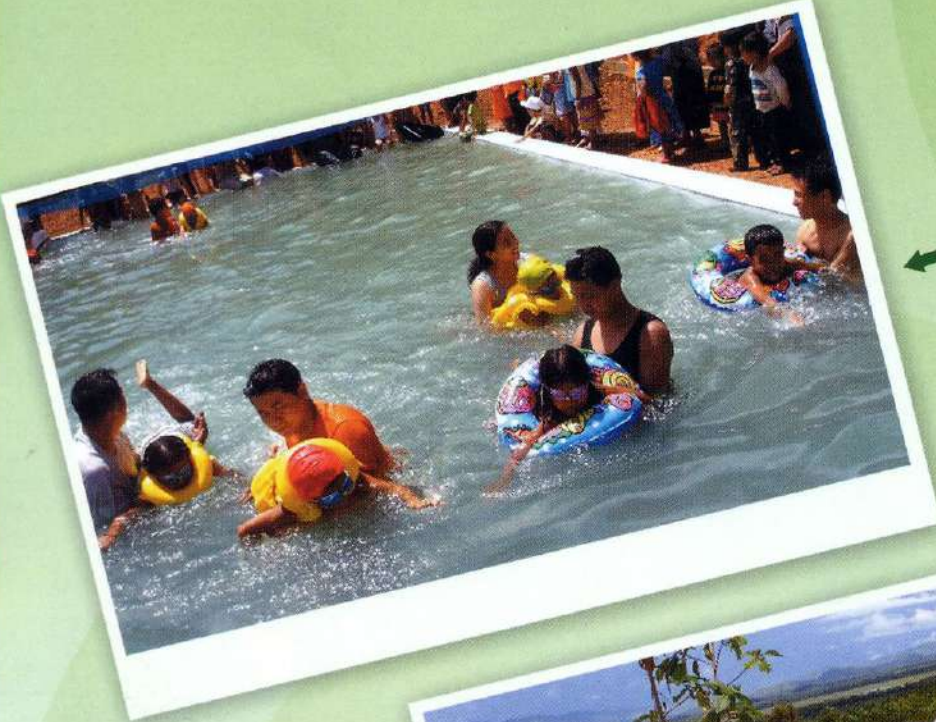
CHAMPS @ ARECA SCHOOL



BOARDERS @ ARECA SCHOOL

OUTDOOR CAMPING AREA

Besides the main campus, the school boasts of 30 acres of land in completely natural surroundings, which is reserved for the planned future upgradation and expansion of the Areca School campus. At present this facility is used as the outdoor camping area.



← Swimming class in progress



→ Towards a greener earth...



REACHING NEW HEIGHTS



CURRICULUM AND TEACHING METHODS

Areca School follows the curriculum and books recommended by CBSE. The medium of instruction is English. In addition, the students are taught Manipuri Script and language. And lessons from the bible are imparted for the children's spiritual and moral development.

Examination & evaluation: Regular and objective assessments of each student performances are carried out through monthly tests and periodic examinations. Report cards are issued after each examination.

Progress Report: The academic performance of every child is brought to the notice of the parents at regular intervals. The final report card reflecting the cumulative performance throughout the year is sent to the parents at the end of every academic session. Information on behavioural, characters and the performances in sports and extracurricular activities is also reflected in the report card.

Counseling: The Main Objectives of counselling are to help the students adjust to the demands and pressures of school life, think objectively and develop healthy interpersonal relationship. The counselling cell headed by a full time counsellor also conducts aptitude, I.Q., E.Q. and psychological tests for every child at least once in an academic year. Counselling helps the students remain motivated and maintain a high morale in the face of adversity.



“ The mediocre teachers tells.
The good teacher explains.
The superior teacher demonstrates.
The great teacher inspires ”

- William Arthur Ward

At **Areca School**, the focus is on participatory and interactive learning. Therefore, our teachers inspire the students to learn by creating a conducive atmosphere. The students are encouraged to become active agents of the teaching-learning process, so as to make it an all – inclusive education.

In addition, latest technology and up-to-date pedagogic methods are used to give our students a competitive edge over others.



PLAY SCHOOL

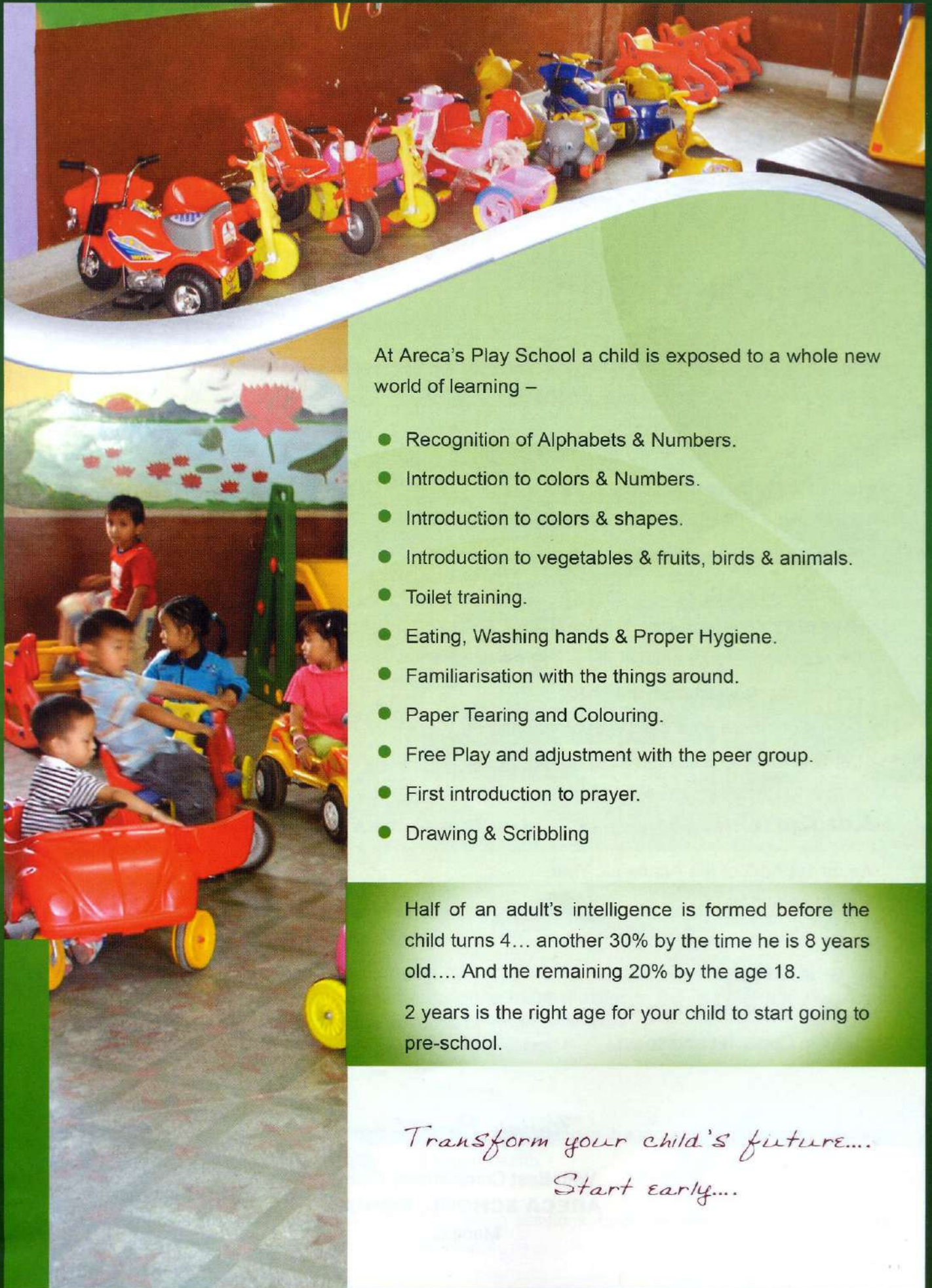
The first introduction of the school for a small baby is an impression for life. This time of life decides the total attitude of the child forever. Coming straight from the cosy lap of the mother to a new place with strangers around is not a very easy transition.

Areca School realizes every bit of how to make this transition a smooth and happy experience.

We realize that your child's first images, forms, feel of toys & play-equipments, and surroundings have to be child-friendly and conducive to his/her all-round development.

At Areca, we create an ambience that is quite like a *child's paradise!*





At Areca's Play School a child is exposed to a whole new world of learning –

- Recognition of Alphabets & Numbers.
- Introduction to colors & Numbers.
- Introduction to colors & shapes.
- Introduction to vegetables & fruits, birds & animals.
- Toilet training.
- Eating, Washing hands & Proper Hygiene.
- Familiarisation with the things around.
- Paper Tearing and Colouring.
- Free Play and adjustment with the peer group.
- First introduction to prayer.
- Drawing & Scribbling

Half of an adult's intelligence is formed before the child turns 4... another 30% by the time he is 8 years old.... And the remaining 20% by the age 18.

2 years is the right age for your child to start going to pre-school.

*Transform your child's future....
Start early....*



PARENTING TIPS

EVERY CHILD NEEDS LOVE AS MUCH AS HE/SHE NEEDS MILK, FOOD AND SCHOOL

- Talk to your child positively about the school.
- Listen patiently to the child.
- Avoid arguing & quarrelling in front of children.
- Treat tests and assignments seriously.
- Hug your child daily.
- Always express your love to your child.
- Do not criticize your child in the presence of others.
- Do not over-expect from the child.
- Do not compare your child with other children.
- Let your child express himself / herself freely.

AGE CRITERIA

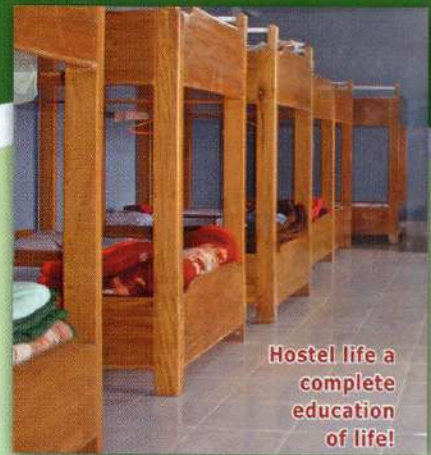
As on 1st April of the Academic Year,
a child should be

- a) 2+ in Pre-nursery
- b) 3+ in Nursery
- c) 4+ in Preparatory School
- d) 5+ in Class 1st and so on.

Happy Parenting

With Best Compliments From:
ARECA SCHOOL, IMPHAL
Manipur

HOSTEL AND BOARDING FACILITIES



HOSTEL BUILDING :

A large hostel building, with modern amenities and separate dormitories for boys and girls, caters to the needs of the boarders. The boarding facilities are available for class one onwards. Resident wardens and qualified staffs / members look after the needs of the boarders 24x7. In a nutshell, the hostel provides '*a home away from home*'.

HOSTEL LIFE A COMPLETE EDUCATION FOR LIFE:

Hostel life is a complete education for life. In addition to the class room learning, there is a lot more to be learnt in the dormitories and hostel. The boarders learn self-discipline through housekeeping activities. They learn table manners, etiquette and cleanliness during their stay in the hostel.

Meals:

The school provides both vegetarian and non-vegetarian food. Special care is taken to provide a balanced diet of cereals, fresh milk, butter, cheese, eggs, meat, fresh vegetables and seasonal fruits. The menu is prepared on the advice of qualified dietician.

Health and medical Facilities:

Round-the-clock medical facilities are available for the boarders. Expert doctors and assistant staff attend to them.

Tutorial and extra classes:

Hostel wardens and concerned teachers supervise the self-study of the boarders. Special attention is paid to ensure the progress of weak students.

Devotional Hours : Devotional programme, conducted every evening, aims to provide determination, balanced mind and concentration in order to cater to the spiritual and devotional needs of the boarders. Speeches and sermons by religious leaders, devotional films, books and music are used to awaken the children's spiritual and devotional faculties.

Physical Training:

The boarders' day begins with a prayer and a physical training in the morning, so that they can face each new day with fresh determination and sound health.

Entertainment and Recreation:

Besides television – viewing, games and story telling sessions, boarders are periodically taken out to amusement parks, museums, zoo and fairs etc.

ADMISSION GUIDELINES

HOSTEL ADMISSION

Parents seeking hostel admission for their children are required to submit the application form attached herewith after going through Areca School Hostel Rules and Regulations.

On admission, necessary fees have to be deposited with the School Accounts Department.

CODE OF CONDUCT

- Students are expected to follow a high moral code of conduct. Should any student indulge in anti-social acts he/she shall be liable to serious disciplinary action.
- Every hosteller must follow the daily routine of the hostel and school, unless exempted on medical grounds or on recommendation of the hostel warden.
- Hostellers are not allowed to stay back in the rooms during school hours/games/study periods.
- No day scholar friend is allowed to visit the hostel rooms.
- Student/Hostellers will be punished for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors etc.
- Hostellers are not allowed to keep any eatable/money/valuable or medicine in their possession.
- Hostellers are not allowed to keep and take medicine tonics without the permission of Hostel Warden/Medical Officer.
- Electrical gadget like mobile phone, music system, heater, kettles, irons or any other such appliances are not allowed in the hostel.
- The contents of cupboards must be arranged neatly. Surprise checks will be made by the Hostel Warden. Any extra items other than those specified in the hosteller's kit will be confiscated.
- Suspension / Expulsion of students / hostellers :
 - a) Serious offences like non - payment of fees, cheating in examinations, stealing, physical violence or damaging school property will be dealt with severely, and could result in suspension/expulsion from the hostel, depending on the severity of the offence.
 - b) Disobedience, defiance of authority, irregular attendance, habitual idleness, neglect of revision-work and disrespect towards teachers and members of the staff or conduct unbecoming of the moral code of the school each is a sufficient ground for dismissal.

Payment of Fees :

- a) The boarding fees cover twelve calendar months. No reduction is allowed for holidays or broken periods. The boarder's are liable to pay fees as long as their names are officially on the rolls.
- b) Parents are expected to pay the fees on time, failing which a late fee will be charged. No fee is refundable.

Change of Status : A boarder may be permitted to become a day - scholar an vice-versa after a session, only if the parents desire so. No student will be permitted to leave and join the hostel in the middle of a session.

Withdrawals : Withdrawal from the hostel will result in his/her name being struck off the school rolls. There will be no refund of hostel fee.

HEALTH :

1. Any hosteller falling sick will report to the warden for necessary action and in case of emergency, Hostel Warden will report to the Principal, Vice Principal immediately and remedial action will be taken up.
2. If a student returns after any illness, he/she should bring fitness certificate, duly signed by a medical doctor and show it to the warden before rejoining the hostel.
3. Morning Exercise is compulsory for all hostellers.

“All Matters covered in this prospectus are subject to change at any time.”

LEAVE RULES

1. When long leave is taken during working days or the students are unable to return in time, leave letters should be submitted to the warden by the Parents/Guardians.
2. Students must report back after vacations on the set date by 5:00 p.m sharp failing which a fine of Rs. 100/- per day of delay will be imposed.
3. Any application for attending ordinary social functions such as relative's marriage, birthdays etc. during the school term will not be entertained.

VISITATION

1. Parents and Guardians are permitted to visit their wards only on the 2nd Saturday of every month between 10:00 a.m and 3:30 p.m but visitation of their ward will not be entertained during school days except in case of emergency and as and when permitted by the School Authority/ Warden.
2. Visitors and Parents are not allowed to visit the hostel/dorm. They will meet their wards in the Visitors Room.
3. Parents are required to leave a Telephone number, Mobile number and address with the warden for immediate contact in case of any emergency.
4. Hostel rooms are out of bounds for the visitors.
5. Parents are not allowed to stay in the hostel.

GENERAL CLOTHES TO BE BROUGHT BY EACH HOSTELLER

- ◆ Bath Towels - 2 ◆ Undergarments - 6 ◆ White Handkerchief - 6
- ◆ Night Suits (Boys/Girls White Kurta Pyjamas) - 2 sets ◆ Slippers - 1pair
- ◆ School Uniform - 2 pairs each ◆ Day Clothes 4 sets ◆ Party Dresses - 2.

FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

Before a student joins / enrol the hostel the following documentation formalities must be completed.

- ◆ An authorisation letter from the parents indicating the name & address of a person along with their photograph attested signature & telephone nos., who would act as the local guardian.
- ◆ Certificate from the local guardians stating that he/she accepts the responsibility of the child in case of emergency, sickness or any other need of the child.
- ◆ Parents to submit their telephone numbers and address for first contact in case of any emergency.
 - (a) List of clothing and items brought along by with the child.
 - (b) Health Certificate regarding medical history etc. duly signed by the Parents is to be verified by the Hostel Warden concerned.
- ◆ It is compulsory for all hostel students to obtain health insurance cover. The Proforma in the form duly completed must be handed over to the Hostel Warden & kept in the personal file of the student.
- ◆ School uniforms and hostel requirements to be fully met by parents.
- ◆ Certificate from a qualified pediatrician that the child is medically fit.
- ◆ A certificate that no cash/costly belonging are retained with the student.
- ◆ A certificate authorizing the school to make arrangements for school activities, such as swimming/excursions/computers/music/dance classes etc.


Principal, Areca School

Hostel Rules and Regulations are subject to amendment from time to time as per the decision of the management.



In the times to come,
when your
child grows and
attains new heights....
you will be glad
you sent him/her to
Areca School, Imphal

Areca School.....
shaping a better
future with knowledge
& education...

Areca School
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