

XIME INTERNATIONAL SCHOOL

PALLIKUNNU, ETTUMANOOR
KOTTAYAM - 686 631

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Name.....

Grade.....

Roll. No..... Adm.No.....

Contact No.....

THE BOARD OF GOVERNORS

1. Prof. J. Philip, Principal Founder, XIME & Former Director, IIM Bangalore
2. Mr. Anil J. Philip, President, XIME Society & Former Executive VP, Vodafone / Idea.
3. Amb. C. P. Ravindranathan, IFS (Retd) Former Ambassador to Australia & Chairman, XIME Kochi.
4. Mr. P.C. Cyriac, IAS (Retd.) Former Addl. Chief Secretary, Govt. of T.N. & Chairman, XIME Chennai.
5. Very Rev. Fr. Dr. James Palacakal, Vicar General, Archdiocese of Changanacherry.
6. Rev. Fr. Joseph Karukayil, Manager, CMS, Archdiocese of Changanacherry, Kottayam.
7. Ms. Mareena Siby, Academic Director, Seth M. R. Jaipuria School.
8. Ms. Teresa Varghese, Director, Krithium Solution Pvt.Ltd., Kochi.
9. Mr. Jomy George, Advocate, High Court of Kerala.
10. Mr. Harrish F. Mathew, Hon. Secretary, XIME Society

SCHOOL ADMINISTRATION

Principal	: Mrs. Sijji Jose 9847270999
Campus Manager	: Mr. Joseph Thomas 9447769269
Office Admin/ Headmistress (Jr. School)	: Mrs. Reshma Susan 9495931237



Motto of the School

Inspiring Curious Minds

Vision

To be a leading institution in foundational education, nurturing young minds toward holistic development and global stewardship.

Mission

To provide an environment that emphasizes a balanced approach nurturing children's academic, social, and emotional development, thus fostering a culture of lifelong learning and responsibility.





PERSONAL DATA

Name of the Pupil :

Class Division.....No

Religion / Caste

Blood GroupDate of Birth

Gender House



Identity marks:

1.....

2.....

Address

.....

Telephone No.

Name and Occupation of Father

.....

Mobile No.

Name of Mother

Mobile No.

Name of local guardian (if any)

Address and Tel. No

.....

In case of emergency, Tel. No. to be contacted

Name of siblings studying in this School (if any)

.....

Mode of TransportSchool Bus Number.....

If by School bus, Boarding Point

.....

Name of Class Teacher

Tel. No. of Class Teacher

Signature of the Guardian / Father

Signature of Class Teacher

PERSONAL DATA



Name of the Pupil :

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Name of Class Teacher

Tel. No. of Class Teacher

Signature of the Guardian / Father

✂ Signature of Class Teacher



BELL TIME

9.00	am	-	I st Bell (Short)
9.10	am	-	II nd Bell (Long) Prayer & Pledge
9.15	am	-	Attendance
9.30	am	-	I st period
10.10	am	-	II nd period
10.50	am	-	Snack time
11.00	am	-	III rd period
11.40	am	-	IV th period
12.20	pm	-	Lunch Break
12.55	pm	-	V th period
1.30	pm	-	VI th period
2.05	pm	-	Short Break
2.10	pm	-	VII th period
2.50	pm	-	Get ready
2.55	pm	-	National Anthem
3.00	pm	-	Disperse (Long Bell)



CORE VALUES

At XIS, we INSPIRE!

- Innovation** - Encouraging creativity and the pursuit of new ideas and solutions.
- Nurturance** - Fostering growth and creating a supportive environment.
- Social Sensitivity** - Being mindful of social diversity and harmony.
- Perseverance** - Showing determination and resilience in the face of challenges.
- Integrity** - Upholding moral and ethical principles and being honest in all actions.
- Responsibility** - Cultivating a global stewardship through a community- focused mindset.
- Empathy** - Developing an understanding and appreciating the feelings of others.

SCHOOL PRAYER

Oh God, we thank you, for the night
 And for the pleasant morning light,
 For rest and food and loving care
 And all that makes our life so fair.
 Help us to do the things we
 should, To be to others kind and
 good
 In all we do and all we say
 To grow more loving every day.



THE PLEDGE

India is my country and all Indians are my brothers and sisters.
I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect
and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well-being and
prosperity alone lies my happiness.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he

Bharata-bhagya-vidhata.

Punjab-Sindh-Gujarat-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Uchchala-Jaladhi-taranga.

Tava shubha name jage,

Tava shubha asisa mage,

Gahe tava jaya gatha,

Jana-gana-mangala-dayaka jaya he

Bharata-bhagya-vidhata.

Jaya he, jaya he, jaya he,

Jaya jaya jaya, jaya he!

GRADES & SUBJECTS OFFERED

(Kreedo Curriculum is being followed in Play Class to Grade II)

Play Class: English, Maths, EVS, Sensorial

(Art, Life Skills)

KG I : English, Maths, EVS, Sensorial, Malayalam, Hindi

(Art, Life Skills)

KG II : English, Maths, EVS, Sensorial, Malayalam, Hindi

(Art, Life Skills)

Grade I : English, Maths, EVS, Logical Reasoning, Malayalam, Hindi

(Art, Computer Science, Moral Science)

Grade II : English, Maths, EVS, Logical Reasoning, Malayalam, Hindi

(Art, Computer Science, Moral Science)

(Activity- Based Curriculum for Grade III onwards)

Grade III : English, Maths, Science, Social Science, Malayalam, Hindi

(Art, Computer Science, Moral Science)

Grade IV : English, Maths, Science, Social Science, Malayalam, Hindi

(Art, Computer Science, Moral Science)

SCHOOL UNIFORM

The prescribed uniform for students is simple and elegant. Each student is provided with an identity card which is compulsory along with the uniform.

- Monday : Formals (Cotton shirt & Trousers / Skorts)
Tuesday : Regular (T-shirt & Trousers / Skorts)
Wednesday : Activity (T-shirt chinese collar & Trousers for all)
Thursday : Regular (T-shirt & Trousers / Skorts)
Friday : Regular (T-shirt & Trousers / Skorts)

GROOMING AND GENERAL CODE OF CONDUCT

- Students are required to wear their ID cards daily.
- Children should come to the school wearing the full uniform.
- Each student needs to bring his /her school diary on a regular basis.
- As far as possible, pack dry lunch items like chappathi, dosa, idli etc.
- All articles sent to the school must bear the child's name.
- Ornaments of any sort are not allowed.
- Provide an umbrella or raincoat during rainy season.
- Underpants and vests for boys and petticoats for girls are necessary daily wear.
- Check the child's school bag daily before and after school.
- Changes in modes of conveyance should be intimated to the office well in advance.
- A Pupil absent from school because of illness or some unforeseen circumstances should bring a letter written in the Leave/Absence Record for his/her absence. Medical Certificate should be produced if the leave is more than one week.

- Maintaining cleanliness and orderliness in classrooms and throughout the school grounds is essential. All rubbish should be properly disposed off in designated bins.
- English usage is mandatory within the school premises, on the school bus, at bus stops while awaiting boarding, and whenever students are wearing the school uniform.
- Students should wear the School Uniform in the proper way.
- Altering of school uniform - slim fit & tight fit - is not allowed.
- Boys are not allowed to keep long hair. Periodic cutting of hair is mandatory. Haircut should be normal and proportionate.
- Students should wear black shoes and uniform socks.
- Girls with long hair shall plait it and tie it with black hair bush.
- Students are not allowed to colour their hair.
- Students are not allowed to wear rings and bands.
- Keeping long nails and applying nail polish are not allowed.

The Following are not allowed in the school:

- Mobile Phone / Electronic gadgets
- Smart Watch / Fitness band
- Gold Ornaments
- Ear rings for boys.
- Dangling Ear rings for girls
- Rings
- Necklaces / Bracelets
- Canvas shoes, Sandals, slip-ons, slippers etc.

TRANSPORTATION

Transport is arranged for the convenience of the parents and students. Children should wait in queue for the arrival of the bus and board the bus with decorum. Any kind of misconduct at the bus stop/inside the bus/while alighting from the bus will be seriously viewed and the child will be deprived of the school transport facility immediately.

Departure and arrival time should be strictly followed. Parents are expected to be at their respective bus stop 10 minutes before the fixed time for the arrival of the bus. Students with habitual vomiting tendencies should be provided with adequate precautionary measures.

Students are not permitted to eat or drink while travelling.

RULES AND REGULATIONS

1. Punctuality is very important. Students must be in the School by 9.00 a.m and should leave only by 3.00 pm.
2. The medium of instruction is English. Students and teachers should speak only English in the School campus.
3. Students are not allowed to leave the school campus during working hours without prior permission from the Principal.
4. All Students must participate in any one of the Extra Curricular Activities (ECA).
5. Students are not allowed to bring any electronic or digital items to the campus.
6. Nails and hairs must be trimmed properly. Shoes should be polished regularly. On rainy days students may wear black colour Crocs/rainy shoes without socks, if desired. Girls should wear only, black colour hair bands. Use of chappels/sandals is strictly forbidden even on rainy days.
7. Students should be well behaved, polite and respectful to all the teachers and other members of the staff.

8. Running, playing or shouting inside the school building is not allowed. When students move along the corridors or courtyard as when changing classes, they must walk in silence and in single line.
9. Students should not write or scratch on the desks, chairs, walls or doors of the school nor damage property belonging to others.
10. Any damage or loss of the school properties caused by the students will be notified to their parents or guardians and it shall be their obligation to make good the damage.
11. The school shall not be held responsible in any way for any illness, injury, accident or mishap happened to any student, but first aid and medical assistance will be given if found necessary.
12. Students who indulge in malpractice during examination or tests will be given no marks in the respective subject followed by disciplinary action.
13. Students have to bring school diary and other articles needed for the day on regular basis.
14. Students may not be summoned to attend telephone calls during class time.
15. Collection of money for any purpose whatsoever by the students will not be allowed without the permission of the Principal.
16. Students must read the notice board and take heed of the announcements made in the assembly.
17. 4 Wheelers / Two Wheelers should be parked at the place allotted. Vehicles found in unauthorized places shall be impounded and released only on payment of fine.
18. The school authorities have the right to issue Transfer Certificate or expel those students who go against the rules and moral standards of the school.
19. The Administration of XIME reserves right to make any changes in the requirements and regulations for admission, regulations for continuing in the course, contents of the courses, fees charged, regulations affecting students, attendance etc.

INSTRUCTIONS TO PARENTS

1. Parents are urged to promptly inform the school office of any changes in their address or phone number or mail id.
2. Parents must submit the format for TC from the school diary 1- month prior for the withdrawal of their child from school. T.C. will be issued after settlement of all dues. In case of leaving the school at the end of the year, parents should submit application for TC before March 15.
3. Parents are not allowed to visit the classes during school hours. They can meet the teachers during intervals and after 3.00 p.m.
4. Parents who want to take their children during class hours (in case of emergency only) should come in person and get the permission from the Principal.
5. Parents are requested not to send their wards to school in case they are suffering from any contagious or infectious diseases.
6. Parents are directed to look into their child's School Diary everyday and see that the lessons and home work assigned for the next day are done regularly. Remarks made in the School Diary should be acknowledged and countersigned regularly by the parents.
7. Parents are advised not to request for leave for their wards during examinations.
8. Progress cards must be duly signed by the parent.
9. Parents should ensure that children bring their diary to school every day. Students and parents are required to observe and adhere to these rules.
10. Parents are requested to send a small towel along with the lunch box.

EXTRA CURRICULAR ACTIVITIES (ECA)

The school provides ample opportunities for students of classes KG I to Grade 4 to acquire skills and expertise in the following extra curricular activities. Each student can choose any 1 ECA from the following in an academic year. Changing ECA is permitted only upto July 01.

1. Dance
2. Vocal
3. Martial Arts
4. Football

All Students are opted-in for Music Education (Jingle Bells Education) by the School.

JUNE 2025		
1	Sun	
2	Mon	Re-Opening
3	Tue	Cycle day
4	Wed	
5	Thu	Environment Day (Green Day)
6	Friday	Bakrid / Eid Al Adha Holiday
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	Father's Day
16	Mon	
17	Tue	
18	Wed	Investiture ceremony
19	Thu	Reading Day (Reading Competition)
20	Fri	
21	Sat	International Yoga Day, First PTA Meeting
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	Last date for payment of First Installment of Bus & Tuition Fees

JULY 2025		
1	Tue	Doctor's Day, Fruits Day (Blue Day)
2	Wed	
3	Thu	St. Thomas Day Holiday
4	Fri	
5	Sat	
6	Sun	Muharam Holiday
7	Mon	Chocolate Day (Brown Day)
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thu	Emoji Day (Yellow Day)
18	Fri	
19	Sat	
20	Sun	Chess Day
21	Mon	
22	Tue	
23	Wed	
24	Thu	Karkidaka Vavu Holiday
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	International Friendship Day
31	Thu	

AUGUST 2025

1	Friday	
2	Sat	
3	Sun	
4	Mon	
5	Tue	FA-1 Starts
6	Wed	
7	Thu	
8	Fri	
9	Sat	Second Saturday
10	Sun	
11	Mon	
12	Tue	FA-1 Ends
13	Wed	
14	Thu	
15	Fri	Independence Day Holiday (Patriotic Song Competition) Green, Safron, White
16	Sat	
17	Sun	Kerala Farmer's Day
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	Ayyankali Jayanthi Holiday
29	Fri	National Sports Day
30	Sat	
31		

SEPTEMBER 2025		
1	Mon	
2	Tue	
3	Wed	Onam Celebration, School Closes for Onam Vacation
4	Thu	First Onam
5	Friday	Teachers' Day, Thiruvonam
6	Sat	
7	Sun	Grandparents' Day
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	Sree Krishna Jayanthi / Hindi Day Holiday
15	Mon	School Reopens after Onam Vacation.
16	Tue	
17	Wed	Kids Talent Fest
18	Thu	
19	Fri	
20	Sat	
21	Sun	Sree Narayana Guru Samadhi
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	World Heart Day (Red Day)
30	Tue	Last date for payment of Second Installment of Tuition Fees

OCTOBER 2025		
1	Wed	Mahanavami Holiday
2	Thu	Vijayadeshmi, Gandhi Jayanthi Holiday
3	Friday	Cleaning and Gardening
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	Sports Day
11	Sat	Second Saturday
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	World Food Day - Food Fest
17	Fri	School Tour
18	Sat	
19	Sun	
20	Mon	Deepavali Holiday
21	Tue	
22	Wed	
23	Thu	
24	Fri	Drawing Competition, Orange Day
25	Sat	Artist Day
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	Last date for payment of Second Installment of Bus Fees
31	Fri	National Unity Day

NOVEMBER 2025		
1	Sat	Kerala Piravi
2	Sun	
3	Mon	
4	Tue	SA-1 Starts
5	Wed	
6	Thu	
7	Fri	
8	Sat	Second Saturday
9	Sun	
10	Mon	
11	Tue	National Education Day
12	Wed	
13	Thu	
14	Fri	Children's Day
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	SA - 1 Ends
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31		



DECEMBER 2025		
1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Friday	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	Annual day and Christmas Celebration. School closes for Christmas Vacation
20	Sat	
21	Sun	
22	Mon	National Mathematics day
23	Tue	National Farmers' day
24	Wed	
25	Thu	Christmas
26	Fri	
27	Sat	
28	Sun	
29	Mon	School Reopens after Christmas
30	Tue	
31	Wed	

JANUARY 2026		
1	Thu	
2	Friday	Mannam Jayanthi Holiday
3	Sat	Second PTA Meeting
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	
12	Mon	
13	Tue	FA-2 Starts
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	FA-2 Ends
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Republic Day (Speech Competition)
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	Last date for payment of Third Installment of Tuition Fees



FEBRUARY 2026		
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Friday	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	Shiva Rathri
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	National Science Day - Exhibition - Purple Day.

MARCH 2026		
1	Sun	
2	Mon	
3	Tue	SA-2 Starts
4	Wed	
5	Thu	
6	Friday	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	SA-2 Ends
20	Fri	EID- AL- Fitr Holiday
21	Sat	
22	Sun	World Day of Water
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	Kids' Graduation Ceremony / Foundation Day
28	Sat	
29	Sun	
30	Mon	
31	Tue	School Closes

STATEMENT			
Subject	Assessment -I	Assessment -II	Term-I
English			
Malayalam			
Hindi			
Social Studies/ EVS			
Science			
Mathematics			
Sen / LR			
Computer			
Moral Science /L.S			
Total			
Rank			
Grade			
Signature of Class Teacher			
Signature of Principal			
Signature of Parent/ Guardian			

HOME WORK / TEACHER'S COMMUNICATION

Date

Parent's Sign Class Teacher's Sign

Date

Parent's Sign Class Teacher's Sign

Date

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Parent's Sign Class Teacher's Sign

Date

Parent's Sign Class Teacher's Sign

Date

Parent's Sign Class Teacher's Sign

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TIME TABLE

Period	MON	TUE	WED	THU	FRI
1					
2					
3					
4					
5					
6					
7					
8					

FORMAT FOR TRANSFER CERTIFICATE

To

The Principal,
Xime International School, Ettumanoor

Dear Sir,

Please issue the Transfer Certificate to my ward. The necessary particulars are given below.

Admin. No.

Name

Standard Division

Date of Birth

Date of leaving school

Reason for leaving

Address

Father's Name

Mother's Name

Yours faithfully

Signature of Parent / Guardian





