

# ST. MARY'S ENGLISH MEDIUM SCHOOL - REPORT

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## School Details

Name of the School	ST. Mary's English Medium School
Affiliation No.	930413
School Code	75372
Complete Address	Manarcad P.O, Kottayam 686019
Principal Name	Swarna Mathew
School E-mail ID	stmarysmcd@gmail.com
Contact Details	0481 2371244, 8078403244
Website	stmarysemsmanarcad.com

## Introduction

ST. Mary's English Medium School was established in 1992 with the aim of providing quality education and holistic development to students. For the past 34 years, the school has maintained a remarkable record of 100% results, reflecting its strong academic foundation and dedicated teaching faculty. At present, around 900 students are enrolled, studying from play class to class X. The school is supported by a committed team of 49 qualified teachers and 16 efficient non-teaching staff members, who work together to create a disciplined, caring and student-friendly learning environment.

## Vision

Be a catalyst in accelerating positive change in young minds so as to prepare them to tackle with them the harsh realities of life and thus become responsible and successful individuals who are a boon to the society.

## Mission

To provide learning opportunities to the children belonging to all realms of society through a process of learning that caters to head, heart and hand; resulting in their formation, reformation and transformation.

## Experiential Teaching

Here the learners gain knowledge and skills through direct experience, active participation and reflection rather than only through lectures or memorization. Students learn best when they actively experience and reflect on what they are learning.

## **21st Century Skills**

21st Century Skills are the abilities students need to succeed in today's world of technology, communication, innovation and global connection. These skills help learners adapt to modern workplaces and everyday life.

### **The 4Cs + Learning Skills:**

- Critical Thinking, Creativity, Communication, Collaboration.

### **Digital Literacy Skills**

- Information Literacy, Media Literacy, Technology Literacy.

### **Life Skills**

- Leadership, Flexibility, Adaptability, Initiative and self-direction, Productivity and Accountability, Social and cross-cultural skills.

## Curriculum and Subjects

Grade	Subjects
Play Class	Rhymes, Basic Values, Play Activities
L.K.G	English, Malayalam, EVS, Rhymes, Maths, Physical Education, Play Activities, Values
U.K.G	English, Malayalam, Hindi, Maths, Physical Education, EVS, Rhymes, Play Activities, Values
Class 1	English, Malayalam, Hindi, Maths, G.K, Physical Education, EVS, AI, Values
Class 2	English, Malayalam, Hindi, Maths, EVS, Physical and Health Education, AI, Values, G.K
Class 3	English, Malayalam, Hindi, Maths, EVS, Physical Education, AI, Values, G.K, Computational Thinking
Class 4	English, Malayalam, Hindi, Maths, Science, Physical Education, Value Education, G.K, AI, Computational Thinking, SST
Class 5	English, Malayalam, Hindi, Maths, Science, Physical Education, Value Education, G.K, Computational Thinking and AI, SST
Class 6	English, Malayalam, Hindi, Maths, Physical Education, Value Education, G.K, Computational Thinking and AI, Science, SST, Kaushal Bodh
Class 7	English, Malayalam, EVS, Kaushal Bodh, Hindi, Maths, Science, SST, G.K, Computational Thinking and AI, Value Education, Art
Class 8	English, Malayalam, Hindi, Science, SST, Maths, G.K, Computational Thinking and AI, Value Education, Kaushal Bodh, Art
Class 9	English, Malayalam, Hindi, Kaushal Vikas, Science, SST, Maths, G.K, Art, Physical Education, Value Education, AI
Class 10	English, Malayalam, Hindi, Science, SST, Maths, G.K, Art, Physical Education, AI, Value Education

## Assessment Methods

The techniques teachers use to measure students learning, understanding, skills and progress. Helps teachers:

- To identify students strengths and weaknesses.
- Improve teaching methods.
- Provide feedback.

- Support student learning and development.

### **Progress Card**

Progress card includes student's continuous academic and overall development during a particular period of study. It provides information about learning progress, skills, behavior, participation and achievement.

### **PTA and Parent Teaching Meeting**

Our school is having a strong PTA to support the educational, social and overall development of students and improve school activities. We have regular Parent Teacher meetings to discuss a student's academic performance, behavior, attendance and overall progress.

### **Trainings for Students and Teachers**

Training programs for students and teachers are structured learning initiatives designed to improve knowledge, skills, performance and personal development in educational environments.

- For Students: Motivational classes, Counseling sessions, Career guidance, Academic skill development, Personality development.
- For Teachers: Motivational classes, Capacity Building program, Subject Enrichment program, STEM education etc. As per CBSE 25 hours of offline trainings were conducted in the school. The teachers were attending online trainings conducted by COE Trivandrum and Diksha app.

## Staff's Details

Principal	1
Total no. of Teachers	44 (Gents: 3, Ladies: 41)
TGT	11
PGT	-
PRT	29
PET	2
Special Educator	1
Non Teaching Staff	16

## Stakeholders

- Students, Parents, Teaching and non-teaching staff, School Management Committee, Various Committees.

## Committees and Departments

The core committee includes Principal, Vice Principal, Head Teachers, Academic Co-ordinators, School Management Committee. Meetings were conducted on regular basis to discuss the progress of the school.

## Discipline Committee / POSCO

Manager	Fr. Sanoj Kurian
Principal	Swarna Mathew
Vice Principal	Beena C. Thomas
Mentors	Bindu V.P, Biji Kurian, Jamily, Jithukuttan
Counselor	Ms. Sunila Mary Raju
Head Teachers	Sreeji Harikrishnan, Elizabeth Sam, Shyni P. Kurian, Remya Ramesh
Academic Co-ordinators	Remya Ramesh, Sunitha Joseph
Staff Secretary	Manjusha Kumari

## Text books and Sources

Grade/Subject	Publication
KG - 3	MacMillan
Class 4 & 5	Collins
Class 6 - 10	NCERT
AI (1-8)	Ratna Sagar
Hindi (1-8)	Good Luck
Malayalam (1-8)	Poorna

## Examinations at a Glance

Class	Examination	Month
IX - X	Periodic Test - 1	July
LKG - VIII	First Mid Term Exam	August
IX - X	Periodic Test - 2	August
LKG - X	First Term Exam	October
IX - X	Periodic Test - 3	December
LKG - VIII	Second Mid Term	January
X	Model Exam I	January
IX	Second Term Exam	February
LKG - VIII	Second Term Exam	March

**ST.MARY'S ENGLISH MEDIUM SCHOOL, MANARCAD**

**STRENGTH 2025 -26**

CLASS	Class wise Total	boys	Girls		SC		OBC		Muslim		General	
					Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
Play Class	12	6	6	12							6	6
LKG	61	28	33	61	3	1	5	8	0	0	19	21
UKG	87	38	49	87	1	1	7	8	0	0	28	35
CLASS I	89	37	52	89	3	1	10	9	0	0	23	40
CLASS II	91	57	34	91	2	1	10	9	1	0	42	26
CLASS III	73	35	38	73	1	0	8	8	1	0	26	29
CLASS IV	54	27	27	54	2	1	7	4	0	0	15	22
CLASS V	61	27	34	61	1	0	6	4	0	0	18	30
CLASS VI	68	42	26	68	1	1	6	4	0	0	34	19
CLASSVII	62	34	28	62	1	2	7	7	0	0	23	17
CLASS VIII	80	42	38	80	3	1	4	6	0	0	35	30
CLASS IX	52	26	26	52	1	3	5	4	0	0	20	19
CLASS X	56	28	28	56	0	1	8	4	0	0	20	23
<b>Total</b>	<b>846</b>	<b>427</b>	<b>419</b>	<b>846</b>	<b>19</b>	<b>13</b>	<b>83</b>	<b>75</b>	<b>2</b>	<b>0</b>	<b>309</b>	<b>317</b>

able to learn in a safe and comfortable environment.

### Textbooks Resources

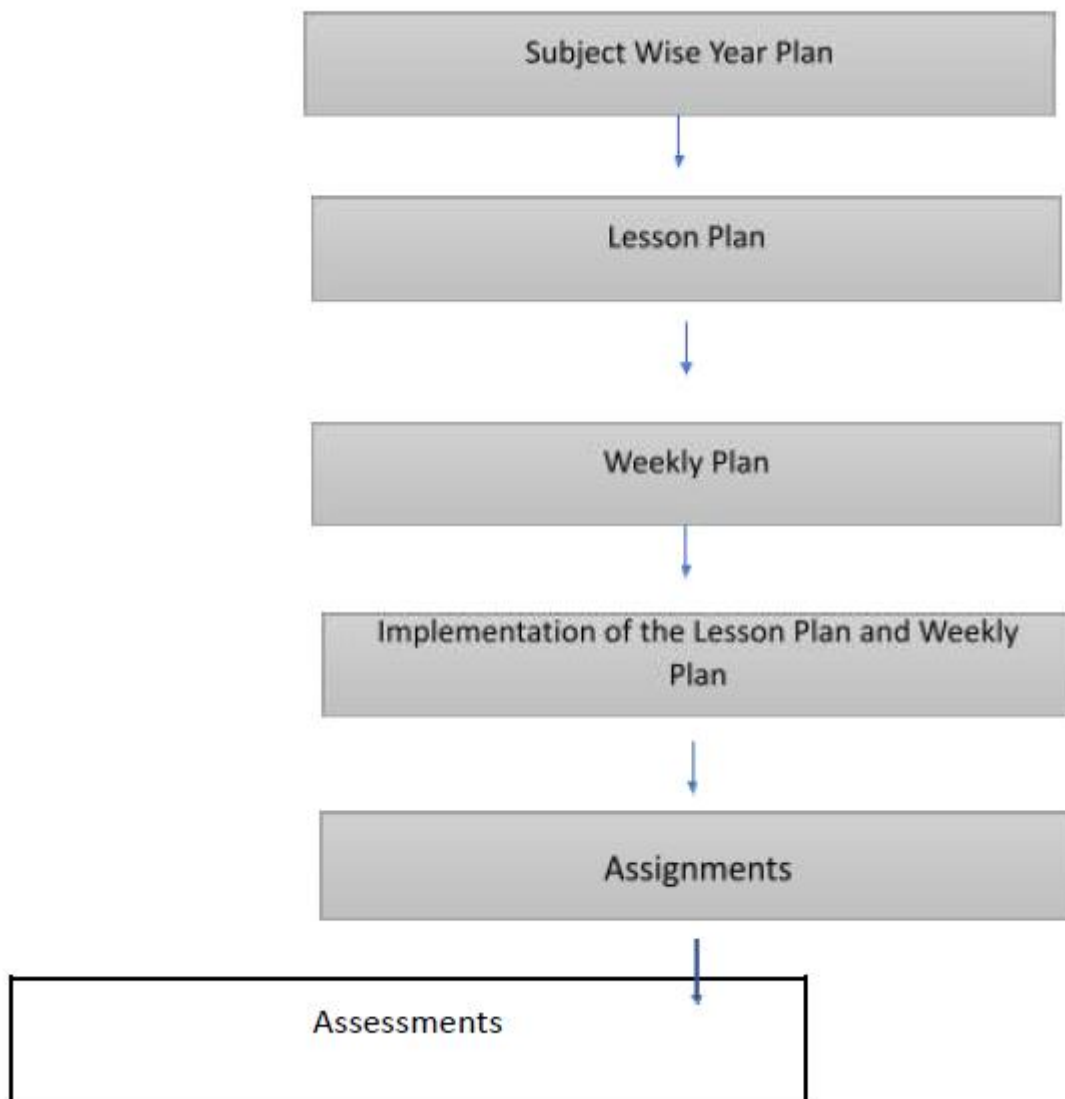
GRADE	PUBLICATIONS
KG	MACMILAN
1 & 2	FLASH – RATNA SAGAR
3 – 5	STAR LIGHT – Orient Blackswan
6 – 10	NCERT

## Pedagogical Solutions

### Planning

All facilitators plan and execute the teaching learning process in a uniform manner.

Every teacher prepares the Year Plan keeping in mind the learning outcomes and the objectives given by CBSE. Blooms Taxonomy is included in the lesson plans. The teacher plans her/ his lessons based on the expected learning outcomes. A template of the Annual plan, Lesson plan & Weekly plan is given to all the teachers.



## Assessment tools

Subject	Grades	Assessment tool
English	I – X	LSRW- Role play, dictation, projects, oral presentations, language games, puzzles, debates and discussions, recitation, pen paper tests, listening activities, reading comprehension
Hindi	I – X	LSRW- Role play, dictation, projects, oral presentations, language games, puzzles, debates and discussions, recitation, pen paper tests, listening activities, reading comprehension
Malayalam	I – X	LSRW- Role play, dictation, projects, oral presentations, language games, puzzles, debates and discussions, recitation, pen paper tests, listening activities, reading comprehension
Math	I – X	Enrichment activities, Mental Math, Math lab activities, Mapping skills, Mixed bag worksheets, pen paper tests
EVS/Science	I – X	Research & presentation, quizzes, lab activities, pen paper tests
Social Science	III – X	Maps, Projects, Role play, Debates, pen paper tests, Quizzes, peer assessment

## Subject Enrichment Activities Assessment

Subject	Name of the activity	Parameters for Assessment
English & Hindi	Reading Fluency	<ol style="list-style-type: none"> <li>1. Clarity</li> <li>2. Volume</li> <li>3. Fluency</li> <li>4. Voice Modulation</li> <li>5. Overall Presentation</li> </ol>
	Recitation	<ol style="list-style-type: none"> <li>1. Clarity</li> <li>2. Pausing and Pacing</li> <li>3. Voice Modulation</li> <li>4. Expression</li> <li>5. Overall Presentation</li> </ol>
	Project	<ol style="list-style-type: none"> <li>1. Content and Organization</li> <li>2. Text Structure (Coherence &amp; Fluency)</li> <li>3. Accuracy (Spelling &amp; grammar)</li> </ol>
	Role Play	<ol style="list-style-type: none"> <li>1. Content</li> <li>2. Creativity</li> <li>3. Confidence</li> <li>4. Coordination</li> <li>5. Expression and Voice Modulation</li> </ol>
	Debate	<ol style="list-style-type: none"> <li>1. Respect for the opposing team</li> <li>2. Clarity and Organization</li> <li>3. Use of Arguments</li> <li>4. Use of examples and facts</li> <li>5. Overall Presentation (Tone, confidence, clarity of speech, Voice modulation, fluency, expression, eye contact)</li> </ol>

	Book Review	<ol style="list-style-type: none"> <li>1. Opening sentence/sentences</li> <li>2. Content and organization</li> <li>3. Opinion and recommendation</li> <li>4. Mechanics</li> <li>5. Closure</li> </ol>
	Creative Writing	<ol style="list-style-type: none"> <li>1. Content and Ideas</li> <li>2. Conventions</li> <li>3. Sentence Fluency</li> <li>4. Creativity</li> </ol>
	Story Telling	<ol style="list-style-type: none"> <li>1. Creativity</li> <li>2. Confidence</li> <li>3. Clarity</li> <li>4. Content</li> </ol>
	Extempore Speech	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Voice Inflections</li> <li>3. Eye Contact</li> <li>4. Preparedness</li> </ol>
	General Conversation	<ol style="list-style-type: none"> <li>1. Comprehension</li> <li>2. Clarity of Speech</li> <li>3. Clarity of Ideas</li> </ol>
Math	Lab activity Mental math	<ol style="list-style-type: none"> <li>1. Handling of material</li> <li>2. Accuracy</li> <li>3. Presentation</li> <li>4. Conceptual understanding</li> </ol> 10 questions (1mark each)
EVS/Science	Project work Practical's	<ol style="list-style-type: none"> <li>1. Creativity</li> <li>2. Presentation</li> <li>3. Observation</li> <li>4. Inference &amp; conclusion</li> </ol> Observation Apparatus handling Conclusion
Social Sciences	Map Work	<ol style="list-style-type: none"> <li>1. Neatness</li> <li>2. Accuracy</li> <li>3. Labelling</li> <li>4. Elements of Map</li> </ol>
	Time Line	<ol style="list-style-type: none"> <li>1. Dates</li> <li>2. Content/Facts</li> <li>3. Number of Events</li> <li>4. Presentation</li> </ol>
	Project (Individual & Group)	<ol style="list-style-type: none"> <li>1. Research Design and Data Collection</li> <li>2. Originality and Creativity of the Content</li> <li>3. Collaboration/Effort put into Project</li> <li>4. Presentation</li> </ol>
	Mind Map	<ol style="list-style-type: none"> <li>1. Colour</li> <li>2. Content</li> <li>3. Radiance</li> <li>4. Illustrations</li> <li>5. Neatness</li> </ol>
	Just a Minute	<ol style="list-style-type: none"> <li>1. Introduction/Eye contact</li> <li>2. Use of Language</li> </ol>

<b>Maximum marks per subject</b>	<b>100</b>
Type of Assessment	<ul style="list-style-type: none"> <li>● Internal Assessment <ul style="list-style-type: none"> <li>□ Periodic Tests</li> <li>□ Subject Enrichment Activities</li> <li>□ Multiple Strategy Assessments</li> <li>□ Portfolio</li> </ul> </li> <li>● Graded Assessment for Co-Scholastic Areas</li> <li>● Term End Exam <ul style="list-style-type: none"> <li>□ Half Yearly Examination</li> <li>□ Annual Examination/ Board Examination</li> </ul> </li> </ul>
Marks/ Grade Distribution	<ul style="list-style-type: none"> <li>● Internal Assessment: 20 marks</li> <li>● Term End Exam/ Board Exam: 80 marks</li> <li>● Assessment of Co-Scholastic Areas: On a 5-point Grading Scale</li> </ul>
Components of Internal Assessment	<ul style="list-style-type: none"> <li>□ Periodic Test: 5 marks</li> </ul>
	<ul style="list-style-type: none"> <li>□ Multiple Assessment: 5 marks (oral tests, class discussion, field-work, concept maps, graphic organizers, visual representation, quizzes, project-work, self and peer assessment, collaborative projects, experiments, classroom demonstrations etc.)</li> <li>□ Portfolio: 5 marks (presentations, classwork and homework assignments, reflections, art integrated learning etc.)</li> <li>□ Subject Enrichment Activity: 5 marks (listening and speaking skills in Languages, practical work in Science, lab work in Math and project work in Social Science)</li> </ul>
Components of Graded Assessment for Co-Scholastic Areas	<ul style="list-style-type: none"> <li>● Health and Physical Education including Work Experience (participation, team-spirit, commitment and honest effort)</li> <li>● Art Education (participation, creative process, material use, appreciation, reflection, effort, craftsmanship and completion)</li> </ul>

## Remediation Plan (Academics)

### Academic Support

Requirement of academic support and remedial classes

Academic support is provided to students, based on their performance in each term. Grades I & II have their support classes during school hours and Grades III-X stay back for academic support on Wednesdays and Fridays. The teachers prepare an action plan with the help of the coordinators and the

## Main events conducted by June to March

1. Re-opening day assembly -3/6/25
2. World Environment Day celebration 5/6/25
3. L. K G vidyarambham 9/6/25
4. National reading day assembly 19/6/25
5. Reading Week celebration with St Mary's Higher Secondary School 20/6/25
6. Investiture and merit day Celebration 21/6/25
7. International Day against drug abuse 26/6/25
8. FESTILUZ- School Youth Festival 19/7/25
9. Chocolate Day celebration by K.G Section 28/7/25
10. Hiroshima Day assembly 7/8/25
11. Partition Horrors Remembrance day assembly 14/8/25
12. Independence Day celebration 15/8/25
13. Red day and Kids Fest celebration by K.G Section 19/8/25
14. Onam celebration 29/8/25
15. Yellow day and Sports day by K. G Section 23/9/25
16. Annual sports meet Inauguration 17/9/25
17. Teachers Day celebration 7/10/25
18. Class IX Trip to Ooty and Wayanad 6/11/25- 9/11/25
19. Malayalam day celebration 12/11/25
20. Science Exhibition and Children's Day Celebration 14/11/25
21. Staff Tour 24/11/25
22. Annual Day and Christmas celebration 19/12/25

23. Christmas carol 23/12/25
24. Free computerised eye testing camp conducted by Inter Optics Kottayam 20/01/26
25. National Youth Day celebration through various programs 22/01/26
26. Republic Day Assembly 28/01/26
27. National mathematics Day assembly 19/02/26
28. Counselling session for Parents and Students by Mr Vijay Kumar R ( Psychologist & Motivational Trainer) 24/02/26
29. National Science Day celebration 28/02/26
30. UKG Graduation Ceremony 09/03/26