



PROSPECTUS 2025-26



ST. XAVIER SCHOOL

(A Unit of the Franciscan Sisters of the Presentation of Mary)

NEAR IIM INDORE, NEEM KHEDA, RAU, INDORE – 453 556 (M.P)

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• GENERAL INTRODUCTION

1.1 HISTORICAL OVERVIEW

The Franciscan Sisters of the Presentation of Mary have the honor of serving the underprivileged women of southern India for 10 valuable decades and 4 decades in North India particularly Madhya Pradesh, Rajasthan and Jammu through literacy programs. In recognition of our commitment to this mission, His Excellency, **Most Reverend George Anathil, SVD, extended his invitation to serve in his diocese.**

The Franciscan Sisters of the Presentation of Mary have made a significant contribution to the educational landscape of the region, particularly through our presence at esteemed institutions such as St. Paul, St. Norbert, and St. Arnold. The unwavering dedication and tireless efforts of our sisters have been instrumental in elevating these schools to pinnacles of academic excellence. We remain committed to providing exceptional educational services under the guidance of the diocese.

St. Xavier School, a beacon of hope and opportunity, is now open near IIM. This new institution is poised to transform the educational landscape of the region by offering a rigorous academic curriculum, coupled with a strong emphasis on character formation and life skills. We are excited to empower the next generation of leaders and innovators.

1.2 OUR LOCATION:

Nestled in the serene environs of Neem Kheda, **Rau**, St. Xavier School enjoys a prime location **near** the prestigious Indian Institute of Management (IIM), Indore.

1.3 OUR COMMITMENT

- To cultivate strong moral character and ethical values in young minds
- To provide equitable educational opportunities for all children
- To provide targeted support for students who require additional academic assistance
- To cultivate individual talents and skills through innovative teaching methods.
- To forge a harmonious community where young minds flourish and knowledge blossoms
- To foster intellectual curiosity and creative problem-solving.

1.4 OUR HERALDIC EMBLEM



1.5 Our Maxim

The lily, a beacon of purity and noble purpose, guides Xavierites towards celestial heights. The radiant lamp, a symbol of divine love, inspires each Xavierite to embody the divine.

1.6 MISSION STATEMENT

By 2040, we at St. Xavier will empower our students to be innovative leaders and way makers who champion social responsibility, shaping a sustainable future.

• THE SCHOOL MANAGEMENT

2.1 OWNERSHIP

Saint Xavier School is owned and managed by the Franciscan Sisters of Presentation of Mary, Indore, a registered society under the registration of Madhya Pradesh Societies Registrickaran Adhinyam,1973. This society is engaged in various socio-economic, educational, humanitarian as well as spiritual activities. We've nurtured young minds for over a century and a half, operating 95 schools and 8 colleges across Tamil Nadu, Kerala, and Andhra Pradesh. This network provides access to quality education, fostering not just academic knowledge but also self-reliance and confidence in young women. Our commitment extends beyond the classroom. Along with education programes, we operate 21 health centres and a multi-specialty hospital, bringing vital medical care to underserved communities in remote areas. Reaching out to those most in need, we run 13 social service centres especially a rehabilitation centre for children with mental and physical disabilities and aid for HIV patients. These centres tackle a range of challenges, ensuring marginalized communities have access to resources and support.

2.2 MANAGEMENT AND ADMINISTRATION

The School is Governed by the Franciscan Sisters of Presentation of Mary, Indore to which the Superior General of

the Congregation is the President. To manage St. Xavier School she has constituted the managing committee headed by the Regional Superior. The present President is Very Revered Sr. Fabiola Mary, Superior General of the Franciscan Sisters of Presentation of Mary (FSPM). This school is owned and managed by the congregation.

• **ADMISSION**

Subject to the availability of seats and the candidate's eligibility, admission in Saint Xavier School is open to all, irrespective of caste, creed or colour.

3.1. ADMISSION IN NURSERY

1. The parents/guardians should obtain the Application Form for Admission and the Prospectus from the School Office, available from the 18th December 2024 onwards, by paying a nominal fee.

2. Photostat copies of the

a. Birth Certificate (from the Municipal Corporation or Panchayat)

b. Aadhaar Card

c. SSSM ID and

d. Two recent passport size photographs of the parents should be submitted along with the Application Form.

3. The Eligible Age: As per the National Education Policy 2020 (those born between 1st April 2021 to 31st March 2022), are eligible for admission in Nursery for the Academic Session 2025-26.

4. Thereafter, the list of the selected candidates will be displayed on the School website and notice boards, and SMS will be sent to the parents of the selected candidates.

5. The parents of the selected candidates should then

report along with their wards for verification as per the date and time allotted to them. They should bring the originals of the Birth Certificate, Aadhaar Card and SSSM ID of the child.

6. Failure to appear for verification at the allotted time, for whatever reason, will result in the candidate forfeiting the selection.

7. After verification, once admission is granted, the admission should be taken and confirmed immediately, by paying the Admission Fee of Rs. 5000/- as well as the first instalment of the fees of Rs. 8000/- by Online/Off line payment.

8. Fees once paid is non-refundable.

3.2 ADMISSION IN OTHER CLASSES

1. Admission is open to all classes, from Nursery onwards.
2. Aspirants for admission in these classes should obtain an Enquiry Form for Admission from the school office and submit it along with the required documents.
3. The Academic Excellence Committee scrutinizes and selects candidates for admission.
4. No donation is accepted by this institution or anyone claiming to be its representative for admission to any class. If anyone from this institution or claiming to be its representative asks for donation, we encourage you to do us a favour by reporting the matter to us.
5. On all matters, the decision of the Managing Committee framed by the Principal is final and binding.

3.3 GENERAL GUIDELINES FOR ADMISSION

1. The Enquiry Form for Admission and Prospectus should be obtained from the School Office paying a nominal fee.

2. The Enquiry Form for Admission should be duly filled and submitted in the School Office before the prescribed time, along with the following documents:

1. A true copy of the Mark Sheet
2. Original Transfer Certificate countersigned
3. A true copy of Aadhaar Card and SSSM ID
4. Two Passport size photographs of the student
5. Two Passport size photographs each of the parents
6. Family SSSM ID and Bank Account Details
7. In case of a specially abled child the Medical Certificate and Parental Declaration is a must.

N.B.: Failure to provide any of the above documents will invalidate the application.

3. Once selected, the candidates will be called for admission. They should come along with their parents to take admission and should also bring the original documents for verification.

4. Once the selection is confirmed, all the admission formalities should be completed within the specified date and time, failing which the candidates forfeit their selection for admission.

3.4 Fee Refund

The fees once paid are not refundable under any circumstance.

● SCHOOL UNIFORM

It is compulsory for all the students to wear the prescribed school uniform on all the working days, that is, on all the class days, examination days, Parent-Teacher Meetings (PTMs) and at all School functions.

1) Class: Nursery

BOYS

- Pink trousers
- Pink shirt with checks
- Pink bow
- School belt
- Plain maroon socks
- Black shoes (Velcro)
- School ID

Winter Uniform:

- Plain V-necked maroon colour sweater (full sleeves) with School emblem
- Maroon cap

GIRLS

- Pink frock with checks
- Black hairband
- Maroon socks
- Black cycling shorts
- Black belly shoes (Velcro)
- School ID

Winter Uniform:

- Plain V-necked maroon colour sweater (full sleeves) with School emblem
- Maroon colour slacks
- Maroon scarf

2) Class: KG - I & KG - II

BOYS

- Navy blue trousers
- Navy blue shirt with checks
- Navy blue bow
- School belt
- Plain navy blue socks
- Black shoes (Velcro)
- School ID

Winter Uniform:

- Plain V-necked navy blue sweater (full-sleeves) with School emblem
- Navy blue cap

GIRLS

- Navy blue frock with checks
- Black cycling shorts
- Black hairband
- Plain navy blue socks
- Black belly shoes (Velcro)
- School ID

Winter Uniform:

- Plain V-necked navy blue sweater (full-sleeves) with School emblem
- Navy blue slacks
- Navy blue scarf

Note: The students of the Pre-Primary Section (Nursery, KG-I and KG-II) come in civil dress on Saturday.

<https://ibb.co/b7Fg2hY>

<https://ibb.co/VgmrZxV>

<https://ibb.co/FYgqvH9>

3) Class: I to V

BOYS

- Steel grey trousers
- Light grey shirt
- School belt
- School tie
- Plain grey socks
- Black shoes with lace
- School ID

Winter Uniform:

- Plain V-necked grey sweater(full sleeves) with School emblem.

GIRLS

- Steel grey tunic
- Grey slacks
- Light grey shirt
- School belt
- School tie
- Black hairband
- Plain grey socks
- Black belly shoes (Velcro)
- School ID

Winter Uniform:

- Plain V-necked grey sweater (fullsleeves) with School emblem and
- Grey slacks

• ACADEMIC SESSION 2025 – 26

The New Academic Session begins as follows: -

- Classes I to V : 01st April 2025
- Nursery, KG I and II : 01st April 2025

[All the dates are subject to change as per the Govt. instructions.]

5.1. SCHOOL TIMINGS - REGULAR

a. Nursery to KG-II : 9:00 a.m. to 11:30 a.m.

b. Classes I to V : 8:10 a.m. to 1:05 p.m.

N.B.: The school timings may be changed at any time as per the need of the School.

5.2 TEXT BOOKS & STATIONERY

The School follows NCERT text books for all Classes. The School does not provide text books or stationery. The list of prescribed text books, note books and other stationery articles will be displayed on the Notice Board and the School website. It will be the responsibility of the parents/guardians and students to ensure that they obtain all the prescribed books, notebooks and stationery articles well in time.

5.3 FEE DETAILS FOR THE SESSION 2025-26

Class	Nursery to KG-II	I to V
Admission Fee (Only once)	5000	5000
Tuition Fees per Instalment	8000	9000
Annual Fees (4 inst.)	32000	36000

Note : 1) The students of St. Xavier School promoted to Class I and the new admissions in Classes I - V need to pay a Caution Deposit of Rs. 2000/-. 2) All the students granted admission are required to pay the whole Annual School Fees. However, for the convenience of the parents the school permits the payment in four installment.

Last Date for Payment of Fees:

1. First Instalment : 05th June 2025
2. Second Instalment : 05th August 2025
3. Third Instalment : 05th November 2025
4. Fourth Instalment : 05th January 2026

6. SCHOOL BUS FACILITY

1. General Guidelines:
 - a. Our School provides limited School Bus facility. It is an additional as well as optional facility. Please use this facility responsibly.
 - b. Those who choose to avail the School Bus facility are expected to strictly follow all the guidelines given.
2. The Bus Routes & Stops:
 - a. The School Bus routes are through the main roads only and those who opt to avail the facility should strictly abide by the predetermined routes and stops.
 - b. Any request for a change of route or stop will not be entertained.
 - c. No request from the parents to drop their children at a bus stop other than the one allotted will be entertained.
 - d. It is the parents' responsibility to ensure that the child boards the bus and is escorted home on the return journey from the allotted bus stops.
 - e. Students should not board or alight the bus when it is in motion.
 - f. Without the prior permission of the Principal, the students can neither board any bus, other than their own allotted, nor get down anywhere other than their own stops.
 - g. Parents should ensure that the students

board the bus on time. If the student is late and misses the bus then it will be the responsibility of the parents to reach the student to the school.

- h. Students are expected to sit on the seats allotted to them. It is compulsory to maintain silence in the bus.
- i. Care should be taken to keep the bus clean and tidy. A heavy fine may be imposed on students who are found causing damage to the bus.
- j. For the safety of the children, the School Campus will be a 'No Vehicle Zone' during the school hours.
- k. All those who come by private van are asked to ensure the quality and fitness of the vehicle. The school does not take any responsibility for the safety of the children while they are being transported to the school by van/ private vehicle.
- l. After the school hours, if there is no parent / guardian to receive the child at the bus stop, the child will be brought back to school and either of the parents will have to come and take the child home.

3. The PAYMENT OF SCHOOL BUS FEES:

- 1) The School Bus seat assigned for the child is for the whole academic year.
- 2) Those who register or request for a seat in our School Bus must do so for the whole academic year and should pay the Bus Fees for the whole academic year.
- 3) For the convenience of the parents, the Bus Fees for the whole academic year (Ten months' Bus

Fee) is divided into four instalments (Quarterly). The Bus Fees for whole academic year can be paid in one or more instalments.

- 4) The Bus Fees on monthly basis will not be accepted.
- 5) While registering for the use of School Bus, at least one instalment of the Bus Fees must be paid.
- 6) Those who register or request for School Bus facility mid-quarter, must pay the Fees for the whole quarter. Only then immediate use of the School Bus will be permitted. Otherwise, they will be permitted the use of School Bus from the next quarter after the payment of Fees.
- 7) Those using the School Bus facility are expected to pay the Bus Fees regularly, on or before the prescribed date. Failure to do so will result in the child being prevented from using the Bus facility till the Fees is paid.
- 8) Registration for the use of Bus Facility should be done without fail every year.
- 9) Those who wish to continue the use of the Bus facility for the next academic year (starting from 01 April) should register anew and confirm the same (by using the Registration Form provided in the Handbook), before 15th March. Failure to do so will result in 'no guarantee for the seat' in the Bus.
- 10) After 15th March the remaining seats will be opened for allotment to others.

6.1 BUS ENQUIRY/REGISTRATON/RENEWAL FORM

Academic Year: 2025-26

*We desire to avail the **School Bus Facility** for our ward. We are happy to provide the following details required in order to help you to consider granting School Bus Facility for our child.*

Request Bus Facility for the Year 2025-26:

Route: Stop:

1) Student's Name [in BLOCK Letters]:

2) Student's Surname [in BLOCK Letters]:

3) Date of Birth of the Child://.....//.....

4) Father's Name: Mobile:

5) Mother's Name: Mobile:

6) Residential Address:

i) House No.: ii) Colony/Sector:

iii) Village/Post: iv) City/Town:

v) State: vi) Pin:

7) Bus: i) Sector Requested: ii) Route Requested:

iii) Stop Requested:

8) Mobile phone number for sending SMS: 1)

9) Please attach **ONE** photocopy of each (for New Registration):

i) Birth Certificate ii) Aadhaar Card iii) Two Passport Size photographs

Declaration by the parent: *We, hereby, declare that all the information provided above are true to the best of our knowledge. We understand that, if any of the information provided above is found to be incorrect, our child will not be considered for obtaining School Bus Facility. We also understand that this is only an Enquiry Form. This does not guarantee admission. We promise to pay the Bus Fees regularly as prescribed.*

Signature of the Applicant: Date:

**School Bus Facility
Terms & Conditions:**

- 1) **The School offers limited School Bus Facility, and it is optional.**
- 2) The School Bus routes are through main roads, with limited pre-determined stops only. No request for any change will be entertained.
- 3) The parents are expected to reach and receive their child at the stop assigned.
- 4) The School Bus for the New Academic Year (2025-26) will start from 01 April 2025.
- 5) The last date for registration for those already availing the School Bus facility, is 15 March 2025. After that it will be open for all.
- 6) New registration for availing the School Bus Facility will begin only from 15 March 2025, depending on the availability of seats.
- 7) Please fill this Form up and carry it to the School Bus Office for Registration or Renewal of Registration.
- 8) First Instalment should be paid at the time of Registration / Renewal of Registration.

(For Office Use Only)

**Bus Office
Admitted and advised to pay the Bus Fee Rs.....
as First Installment for the Year 2025-26**

Bus Incharge

Sign & Stamp

Accounts Office/Fee Counter

Bus Office

Admitted and advised to pay the Bus Fee Rs.
as First Installment for the year 2025-26.

Bus In-charge

Sign & Stamp

Accounts Office/Fee Counter

Received Bus Fee Rs.:

Receiver's Name:

Date :

Sign & Stamp