

# PROSPECTUS

2025 – 2026



## ST. THOMAS LOWER PRIMARY SCHOOL

POTHENCODE, THIRUVANANTHAPURAM - 695 584

(Govt. Recognised No: 282/2015)

[www.stthomaslpspothencode.com](http://www.stthomaslpspothencode.com)



# ST. THOMAS LOWER PRIMARY SCHOOL

## Prospectus 2025 – 2026

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# ST. THOMAS LOWER PRIMARY SCHOOL

## Prospectus 2025 – 2026

St. Thomas Lower Primary School invites students to its 41<sup>st</sup> academic year, 2025-26'. This year, we are providing unlimited opportunities for our students to pursue their education. In order to ensure high-quality education, we are changing the academic structure according to the National Education Policy 2020. The NEP 2020 aims to transform India into a vibrant knowledge society and a global knowledge superpower by making both school and higher education more holistic, flexible, multidisciplinary, and aligned with 21st-century needs. In spite of this, the school management redesigned the entire academic profile including various comprehensive activities along with the curriculum, can help students better understand the lessons. Let's move on to the highlights of the academic year.

## CURRICULUM

The entire curriculum is solely based on the NEP 2020. All subjects were assisted with digital content to improve the learning and understanding of concepts for students. We follow the textbooks of Rachana Sagar, PCM, POC and H&C publications, who have had a great experience in academics for decades. We ensure a strong emphasis on foundational literacy and numeracy (FLN), prioritizing the development of basic skills in reading, writing, and arithmetic in primary school. Each class lasts one hour, which is sufficient to cover the academic portions. All days will start with an introductory hour where students can interact with their class teachers for about 15 minutes. Each division will have 32 students. These all create a new experience for the students in their educational journey.

## School Working Hours

Monday – Friday

Study Time	: 08.30am to 09.10am
Arriving in Class rooms	: 09.10am to 09.20am
Morning Prayer	: 09.25am
Introductory Hour	: 09.30am to 09.45am
1 <sup>st</sup> Period	: 09.50am to 10.50am
2 <sup>nd</sup> Period	: 11.00am to 12.00pm
Lunch Break	: 12.00pm to 12.45pm

3 <sup>rd</sup> Period	: 12.45pm to 01.45pm
4 <sup>th</sup> Period	: 01.50pm to 02.50pm
5 <sup>th</sup> Period	: 03.00pm to 03.20pm
Evening Prayer	: 03.20pm
School Bus Departing	: 03.25pm
Class Dispersing	: 03.30pm

### **List of Text Books & Note Books**

#### **Pre-KG**

SUBJECT	TEXT	PUBLICATIONS	NOTE BOOK
ENGLISH	MOJO WINGS	RACHNA SAGAR	4 Line - 80pgs
MATHS			Maths Column - 80pgs
EVS			
ART			
GENERAL AWARENESS			
MALAYALAM READER	ENTE MALAYALAM	EARLYBIRD	2 line - 80pgs
MALAYALAM HANDWRITING BOOK	KAYYEZHUTHU	H & C	
<b>Note Book</b>		<b>Text Book Rate:</b>	₹ 3,000
	<b>Qty</b>		
4 Line - 80pgs	1		
Maths Column - 80pgs	1		
2 Line - 80pgs	1		
1 Line - 80pgs	1		

#### **LKG**

SUBJECT	TEXT	PUBLICATIONS	NOTE BOOK
ENGLISH	MOJO WINGS	RACHNA SAGAR	4 Line - 200pgs
MATHS			Maths Column - 200pgs
EVS			4 Line - 200pgs
ART			
GENERAL AWARENESS			4 Line - 200pgs
MALAYALAM READER	ENTE MALAYALAM	EARLYBIRD	2 line - 200pgs
MALAYALAM HANDWRITING BOOK	KAYYEZHUTHU	H & C	
<b>Note Book</b>		<b>Text Book Rate:</b>	₹ 3,100
	<b>Qty</b>		
4 Line - 200pgs	3		
Maths Column - 200pgs	1		
2 Line - 200pgs	1		
1 Line - 200pgs	1		



**UKG**

SUBJECT	TEXT	PUBLICATIONS	NOTE BOOK
ENGLISH	MOJO WINGS	RACHNA SAGAR	4 Line - 200pgs
MATHS			Maths Column - 200pgs
EVS			4 Line - 200pgs
ART			
GENERAL AWARENESS			4 Line - 200pgs
MALAYALAM READER	ENTE MALAYALAM	EARLYBIRD	2 line - 200pgs
MALAYALAM HANDWRITING BOOK	KAYYEZHUTHU	H & C	

Note Book	Qty
4 Line - 200pgs	3
Maths Column - 200pgs	1
2 Line - 200pgs	1
1 Line - 200pgs	1

<b>Text Book Rate:</b>	₹ 3,200
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**STD 1**

SUBJECT	TEXT	PUBLICATIONS	NOTE BOOK
ENGLISH	WELCOME COCO	RACHNA SAGAR	4 Line - 200pgs
MATHEMATICS			Maths Ruled - 200pgs
ENVIRONMENTAL STUDIES			4 Line - 200pgs
GENERAL KNOWLEDGE			4 Line - 80pgs
ART & CRAFT			
MALAYALAM READER	KALIPPATTAM	H & C	2 line - 200pgs
HINDI READER	KALIYAN PADAMALA	WARBLER	2 line - 200pgs
INFORMATION TECHNOLOGY	CLICK AND LEARN	DIGVIJAY VIDHYAGURU	4 Line - 80pgs
MORAL SCIENCE & LIFE SKILLS	MY LITTLE WORLD	POC	4 Line - 80pgs
ENGLISH HANDWRITING BOOK	EARLY BIRD	H & C	
MALAYALAM HANDWRITING BOOK	KAYYEZHUTHU	H & C	
HINDI HANDWRITING BOOK	NAVEEN HINDI ANULEKHAN	ORIOLE	

Note Book	Qty
4 Line - 200pgs	2
Maths Ruled - 200pgs	1
4 Line - 80pgs	3
2 line - 200pgs	2
1 line - 200pgs	1

<b>Text Book Rate:</b>	₹ 2,500
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**STD 2**

SUBJECT	TEXT	PUBLICATIONS	NOTE BOOK
ENGLISH	WELCOME COCO	RACHNA SAGAR	4 Line - 200pgs
MATHEMATICS			Maths Ruled - 200pgs
ENVIRONMENTAL STUDIES			4 Line - 200pgs
GENERAL KNOWLEDGE			4 Line - 80pgs
ART & CRAFT			
MALAYALAM READER	KALIPPATTAM	H & C	2 line - 200pgs
HINDI READER	KALIYAN PADAMALA	WARBLER	2 line - 200pgs
INFORMATION TECHNOLOGY	CLICK AND LEARN	DIGVIJAY VIDHYAGURU	4 Line - 80pgs
MORAL SCIENCE & LIFE SKILLS	MY LITTLE WORLD	POC	4 Line - 80pgs
ENGLISH HANDWRITING BOOK	EARLY BIRD	H & C	
MALAYALAM HANDWRITING BOOK	KAYYEZHUTHU	H & C	
HINDI HANDWRITING BOOK	NAVEEN HINDI ANULEKHAN	ORIOLE	

Note Book	Qty
4 Line - 200pgs	2
Maths Ruled - 200pgs	1
4 Line - 80pgs	3
2 line - 200pgs	2
1 line - 200pgs	1

<b>Text Book Rate:</b>	₹ 2,500
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**STD 3**

SUBJECT	TEXT	PUBLICATIONS	NOTE BOOK
ENGLISH	WELCOME COCO	RACHNA SAGAR	4 Line - 200pgs
MATHEMATICS			Maths Ruled - 200pgs
SCIENCE			4 Line - 80pgs
SOCIAL STUDIES			4 Line - 80pgs
GENERAL KNOWLEDGE			4 Line - 80pgs
ART & CRAFT			
MALAYALAM READER	KALIPPATTAM	H & C	2 line - 200pgs
HINDI READER	KALIYAN PADAMALA	WARBLER	2 Line - 200pgs
INFORMATION TECHNOLOGY	CLICK AND LEARN	DIGVIJAY VIDHYAGURU	4 Line - 200pgs
MORAL SCIENCE & LIFE SKILLS	MY LITTLE WORLD	POC	4 Line - 80pgs
ENGLISH HANDWRITING BOOK	EARLY BIRD	H & C	
MALAYALAM HANDWRITING BOOK	KAYYEZHUTHU	H & C	
HINDI HANDWRITING BOOK	NAVEEN HINDI ANULEKHAN	ORIOLE	

<b>Text Book Rate:</b>	₹ 2,600
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Note Book	Qty
4 Line - 200pgs	2
Maths Ruled - 200pgs	1
4 Line - 80pgs	4
2 line - 200pgs	2
1 line - 200pgs	1

## STD 4

SUBJECT	TEXT	PUBLICATIONS	NOTE BOOK
ENGLISH	WELCOME COCO	RACHNA SAGAR	4 Line - 200pgs
MATHEMATICS			Maths Ruled - 200pgs
SCIENCE			4 Line - 80pgs
SOCIAL STUDIES			4 Line - 80pgs
GENERAL KNOWLEDGE			4 Line - 80pgs
ART & CRAFT			
MALAYALAM READER	KALIPPATTAM	H & C	2 line - 200pgs
HINDI READER	KALIYAN PADAMALA	WARBLER	2 Line - 200pgs
INFORMATION TECHNOLOGY	CLICK AND LEARN	DIGVIJAY VIDHYAGURU	4 Line - 200pgs
MORAL SCIENCE & LIFE SKILLS	MY LITTLE WORLD	POC	4 Line - 80pgs
ENGLISH HANDWRITING BOOK	EARLY BIRD	H & C	
MALAYALAM HANDWRITING BOOK	KAYYEZHUTHU	H & C	
HINDI HANDWRITING BOOK	NAVEEN HINDI ANULEKHAN	ORIOLE	

Note Book	Qty
4 Line - 200pgs	2
Maths Ruled - 200pgs	1
4 Line - 80pgs	4
2 line - 200pgs	2
1 line - 200pgs	1

<b>Text Book Rate:</b>	₹ 2,600
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## EXAMINATIONS

The exams will be conducted with great care and seriousness. The question will be generated randomly based on the question banks. A comprehensive and continuous evaluation (CCE) will be done to assess the performance of each student. The progress of each student on each exam will be strictly monitored, and they will be specially cared for in weaker subjects. Monthly tests will be conducted each month.

**List of Examinations**

- 1<sup>st</sup> Mid Terminal Exam
- 1<sup>st</sup> Terminal Exam
- 2<sup>nd</sup> Mid Terminal Exam
- 2<sup>nd</sup> Terminal Exam
- 3<sup>rd</sup> Mid Term Exam
- Annual Examination

**ACTIVITIES**

To better educate students, the school arranges many activities for them at no cost. A special day is dedicated to experiencing all the activities once a week. All Wednesdays should be an activity day for the students.

**Co-Curricular Activities**

The school is offering four major activities. Depending on the taste of the students, all students should participate in any one of the activities.

- Dance
- Music
- Drawing
- Robotics

**Communicative English**

A compulsory special language training in English is provided by the school to students once a week.

**Advanced Sports Activities**

The school employed coaches with advanced equipment and specialized training to improve the pupils' sportsmanship. Students become healthier and more energized as a result.

**Field Trips**

Students' field trips were planned based on their topics.

**Assemblies**

To help the children become better coordinators, special assemblies were planned. The assemblies were led by members of different classes. Every week, assemblies will take place.



### **Club Activities**

Students can select from any of the six clubs based on their preferences.

- English Club
- Hindi Club
- Malayalam Club
- Maths Club
- Eco Club
- IT Club

### **Fests, Meets and Celebrations**

The school hosts a number of Sporting events, Art festivals, and Exhibitions, and the winners advance to the sub district level. Vibrant Celebration of Special days and Annual Day.

## **FACILITIES**

For the better and best studying experience the school provides good and advanced facilities.

- Well Clean Atmosphere
- Clean Drinking Water
- Advanced Security Systems with Secured Entrance
- Spacious Parking Area
- Computer Lab
- Digital Classrooms
- Library
- School Bus Transportation
- Seminar Hall
- Mini Auditorium & Open Auditorium
- Online ERP software for Fee Payments
- Wide School Ground

## **FACULTY**

St. Thomas Lower Primary School has a wide resource of experienced faculty. For the little ones, the institution is a better home because of the faculty's deep attention. Our institution is among the top because of the faculty's proper alignment.

**Headmistress**

Mrs. Leelamma Cyriac

**Section Heads**

KG Section : Mrs. Sheela S

LP Section : Mrs. Seeja S

**Class in Charge**

Pre-KG : Mrs. Shyni Lal

LKG A : Mrs. Jayalakshmi G

LKG B : Mrs. Jiji Mohan

UKG A : Mrs. Sindhu Kumari S

UKG B : Mrs. Lali V

Std I A : Mrs. Anuja U J

Std I B : Mrs. Aswathy C S

Std II A : Mrs. Bindhumole R S

Std II B : Mrs. Deepa Mohan

Std III A : Mrs. Sheeja S

Std III B : Mrs. Sajitha V S

Std IV A : Mrs. Mereena Milton

Std IV B : Mrs. Sneha A S

**Teaching Assistants**

Mrs. Shiju K

Mrs. Beena Mol R S

Mrs. Aswathy B

**Supporting Staff**

LKG A & B : Mrs. Reena J

UKG A & B : Mrs. Bindu P

Std 1 & 2 : Mrs. Usha S K

Std 3 & 4 : Mrs. Prabha Kumari

**Office Assistant**

Mrs. Sheena S P

## DISCIPLINE

The school's adherence to moral principles and ideals sets it apart from other establishments. In order to help students develop positive character traits, the school has established a set of rules that both parents and students must follow.

- Get to and leave the school on time.
- All exams should be attended by students.
- Students are required to wear appropriate uniforms.
- Students should use English when speaking.
- During class hours, parents are not allowed in the classrooms.
- The fee must be paid without a penalty.
- Parents should attend every PTA meeting. Pay attention to children's studies.

## UNIFORM

Monday to Friday

**Pre-KG** : Casual Dress

### Mon, Tue, Thu & Fri

**KG & LP Section** BOYS : Half Sleeve Shirt & Short Trousers, Emblem on left side, ID Card, Blue Socks with red and white strips, School Belt & Black Shoes.

GIRLS : Half Sleeve Shirt & Pinafore, Emblem on left side, ID Card, Blue Socks with red and white strips, School Belt & Black Shoes.

### Wednesday

**KG & LP Section** BOYS : T-Shirt & Track Pants, ID Card, Blue Socks with red and white strips, Black Shoes.

GIRLS : T-Shirt & Track Pants, ID Card, Blue Socks with red and white strips, Black Shoes.

### Uniform Rates

Fabrics

Shirting : ₹130/mtr

Trouser & Pinafore : ₹280/mtr

Belt : ₹100

Socks : ₹100

## FEES

Fee details of students from Pre-KG to STD IV is given below. For Pre-KG students there is no admission fee and one-time fee. All students should pay the One Time Fee before buying the Text Books. The Tuition fee can be paid monthly without fine before 10<sup>th</sup> of every month. (For example the tuition fee of June 2025 can be paid without fine before 2025 June 10<sup>th</sup>). After 10<sup>th</sup> of every month, a fine amount of ₹50 will be added to the fee.

### **Fee Structure of the Academic Year 2025 – 2026**

**Admission Fee for New Admission Students: ₹5000**

#### **One-Time Fees for all Students**

Establishment Fee	: ₹3000
Staff Welfare Fund	: ₹250
PTA Fund	: ₹250
Celebration Fund	: ₹1500
Diary, ID card &	
Wednesday Uniform	: ₹1000

#### **Monthly Tuition Fee**

Pre-KG	: ₹2000
LKG & UKG	: ₹1600
STD 1 to 4	: ₹1700



**Nb.** The fees can only be paid online from this academic year. In the school office, cash will not be accepted. For your User ID and Password, get in touch with the office.

## CONCESSIONS

The most eligible, two Students from each class (not from each divisions) are allowed to study without paying the entire tuition fees of the academic year. If the student fails to study well the concession will be terminated. One time fees is applicable for all. There is a 5% concession for siblings in school bus fares.

## ADMISSION 2025-26

There are a few simple procedures in the admissions process.

#### **For New Admission Students**

1. Carefully read the prospectus.
2. Contact the school office to inquire. Fill the Admission Form via Online.

3. A User ID and Password will be sent to you.
4. Access the fee payment portal by logging in.
5. Simply check the "Admission Fee & One Time Fees" checkboxes and select PAY FEES.
6. The student will be connected with the appropriate class's WhatsApp groups.
7. Bring a copy of your birth certificate and three passport-sized photos to the school once the money has been paid.
8. Afterward, collect the textbooks and uniforms at the school desk, and make the necessary payments there. (\*please see the tentative dates)

### **For Existing Students**

1. Carefully read the prospectus.
2. A User ID and Password will be sent to you.
3. Access the fee payment portal by logging in.
4. Simply check the "One Time Fees" checkboxes and select PAY FEES.
5. The student will be connected with the appropriate class's WhatsApp groups.
6. Bring three passport-sized photos to the school once the money has been paid.
7. Afterward, collect the textbooks and uniforms at the school desk, and make the necessary payments there. (\*please see the tentative dates)

## **SCHOOL BUS**

The school bus tab on the school website, [www.stthomaslpsothencode.com](http://www.stthomaslpsothencode.com), provides information on the routes, schedules, and fares of the school bus. By May 25, 2025, please fill out the School Bus Registration Form and pay the first month's fee. The School Bus Students List will be published on 28 May 2025 on school website.



## **TENTATIVE DATES**

Admission Closes on	: 07 June 2025
Online Payments Starts on	: 12 May 2025
Uniform Distribution	: 12 May 2025 – 23 May 2025 (18 May 2025 Holiday) [10.00am to 03.00pm]
Text Distribution	: 19 May 2025 – 23 May 2025 [10.00am to 03.00pm]

School Bus Registration Commence on : 12 May 2025  
 School Bus Student List Publishing : 28 May 2025  
 School Re-opening : 02 June 2025

## CONTACTS

### School Office

☎ +91 94959 19715

✉ stthomaslpspothencode@gmail.com

🌐 www.stthomaslpspothencode.com

🕒 08.30am to 05.30pm

(Public Holidays and the Second Saturdays are Holidays)



### Principal

☎ +91 62388 03900

✉ principalstlps@gmail.com

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We pray everyone has a successful academic year. On this 41<sup>st</sup> year St. Thomas Lower Primary School is stepping to a new world of education. Our motto is "**Innovate, Educate, Elevate!**" and we strive to use innovations in education with a sole focus on education. We are confident that the most recent syllabus, which is based on NEP 2020, can bring about significant improvements to the academic culture of students. So, to join us, "ENROLL NOW" right now.



**St. Thomas Lower Primary School**

Pothencode. Thiruvananthapuram

Kerala. India | Pin: 695 584