



Swami Vivekananda College

Arise, Awake and stop not till the goal is reached.

2025 Theme - "Nurturing Well-Being in Schools"

03/03/2025

To Our Parents/Guardians

Namaste and greetings to you all!

Thank you sincerely for your support in these 5 weeks of school. Please be advised of the following, which we need your continuing support on:

1. Target – 100% pass rate

The target for the school at all levels and in all subjects is 100%. Together we all can achieve this. The College had strategies in place and we all are working towards achieving this goal. We want all children to pass their examination. Therefore, we seek your full support in ensuring that your child/ward achieves a pass in all their subjects. As parents/guardians, we request you to provide right environment at home to your child/ward to study. You must give your children time at home to study and monitor.

2. 2024 External Examination Result

EXAM	NO. SAT	NO. PASSED	% PASS	HIGHEST MARK	NO. ABOVE 300
FY12CE	233	212	91%	376	92
FY13CE	137	134	98%	373	54

Assessments in Term 1, 2025 – Short Test – 50% Weighting and will be held in week 11.
Please check and provide necessary coaching and guidance to your children.

3. Attendance, punctuality & uniform

Ensure that your child/ward is regular to school so that they do not miss a day's work. This will help them to keep up to date with notes as we are trying our best to complete the syllabus on time. Please check their exercise books and ensure their books are neat and all notes are complete.
Parental firmness is highly necessary.

The arrival time to school is before 08:30am. However, due to rainy weather and bad road conditions, there are traffic issues. As a result, some buses may reach the bus stand late. The last bus will reach school by 08:40am. We expect all students to be in school and in their respective classes before 08:45am. Students arriving after 08:45am will be required to see the Assistant Principal for late arrival pass to enter the classroom. Parents/guardians will be called for explanation if the child/ward is late to school more than 5 times. We urge parents/guardians to take the responsibility and monitor.

Students must be in their proper uniform at all times. Please check the hairstyle (**Zero or 1 fade cut is not permitted**), no beard or moustache, clean uniform, shoes (**Black sandals or black closed shoes – no "slip-ons" or "flip-flops" or canvas allowed**), **no make-up, mehendi or tattoo permitted.** Please refer to the school rules for further information. I expect all students to show respect to the school culture and standards and take pride in the institution.

4. Transport Arrangements in the afternoon

BUS ROUTE	NO. OF BUSES	BUS COMPANY	TIME OF DEPARTURE FROM SCHOOL	REMARKS
Namaka/ Martintar Direct	2	Lautoka General Transport	02:50pm	Sometimes only one or no buses come. In such cases, students will be asked to board the earliest town bus and they will be required to board a connecting bus from the town.
Votualevu Direct	1	Classic	03:00pm	No dropping of students near the town end or along the back road.
Tunalia/ Vuniyasi	1	Classic	04:15pm – 04:30pm	This is a normal route bus that will leave the bus stand around 3:50pm.
Transmitter	1	Classic	02:50pm – 03:10pm	Special bus is arranged for this area.
Town (Including Uciwai)	8	Classic	02:45pm – 03:15pm	All students should be in town by 03:30pm unless there is some unforeseen circumstances.

Please take note:

- a) We are trying our best to ensure that the buses depart from school on time, however, bus timing is beyond our control. Sometimes due to the unforeseen circumstances like accidents on the road, traffic in town, road conditions or bus breaking down, the buses will arrive school late. In such cases, students can use the office phone to inform their parents/guardians.
- b) All students with Blue Card need to reapply. If you did not apply last year, please submit your applications to the office via the form teachers ensuring the forms are filled correctly and relevant documents attached. New cards will be issued only to the new applicants. Students with blue card will have to redeem the money from Vodafone. Some students do not have bus card or do not have money in their card. These students are using other student's cards. It is the responsibility of the parents/guardians to ensure that the cards have money in it. **No cash is allowed.**
- c) It is the responsibility of the parents/guardians to ensure that your child/ward arrives school safely on time (before 8:30am) and reaches home safely at an expected time. Also ensure your child/ward behaves appropriately whilst in transit. Parents/guardians have agreed that they will take responsibility of transportation to and from school before admission was approved.

5. Safety and Care of children

We humbly request parents and guardians to be more vigilant and take responsibility to provide safe and caring environment to our children at home. We urge parents/guardians to strictly monitor their children especially their association with friends, where they are going, with whom they are going, what they are accessing in the phone, internet and Facebook, etc. We need to take precautionary steps now as our children are becoming vulnerable to the society and our right decision today will save our children in future.

Please note that during heavy rain and flooding, we suggest that you keep your children at home under your care. Sending them to school may put their life at risk. Also, if they are sick, please keep them at home and provide them with necessary assistance so that they recover quickly and return to school.

6. Health and hygiene

It is very important that children are provided with healthy food and clean water daily. This will enable your child to be healthy and perform well in school work and extra-curricular activities. Please ensure that children have proper breakfast and bring lunch to school every day.

For Physical Education classes, all students must bring their change, towel, bottle water and deodorant.

7. Extra – curricular activities

We encourage students to participate in extra-curricular activities so that they develop holistically and prepare for life ahead and we humbly seek your full support. We assure you that your child's academic progress will not be compromised in any way. We will ensure that priority is given to the academic work.

Currently we are training athletes for the Nadi Zone Athletics competition. Once selection is done, then proper training will follow.

Please note: All activities will finish during school hours (02:00pm to 03:15pm) and students will be dispersed at the normal time, therefore, they should reach home at an expected time. Parental consent will be taken if there is any activity organised outside school hours.

8. Behavioural Management Policy

The following policies of the Ministry of Education will be strictly enforced. The decision of the Principal shall be final and binding in all cases involving the interpretation of the College rules.

Offence	Clarification	Action	Comments
Illegal substances	Possession or use	Immediate suspension for 3 days	The substances referred to in this category are those deemed illegal under the Criminal Code such as marijuana and other hard drugs.
	Intent to supply		
Substance Abuse/Misuse	Possession or use	Immediate suspension for 2 days	Incidents involving substances that are not illegal but threaten the good order and proper management of the College. Substances such as cigarettes, alcohol and misuse of prescribed medicines are covered by this category.
	Intent to supply	Immediate suspension for 5 days	
Verbal Abuse or Harassment	of students	Immediate suspension for 2 days	Verbal abuse or harassment of staff including offences such as stalking, sexual harassment, sexual innuendo and manipulation.
	of staff	Immediate suspension for 3 days	
Physical assault or Intimidation	of students	Immediate suspension for 3 days	Physical intimidation refers to any physically threatening behaviour.
	of staff	Immediate suspension for 3 days	
Sexual assault		Immediate suspension for 5 days	
Inciting mass disobedience or revolt		Immediate suspension for 5 days	
Wilful damage of property		Immediate suspension for 3 days	A wilful offence occurs when there is intent to deface or cause damage to property.

9. Safety and security of student's belongings

Students are responsible for the safety, care and security of their belongings. College will not take any responsibility of theft, damage or loss of any item. We recommend that students keep their belongings safely and if possible, use locks in their bags. We also discourage students bringing large sum of money to school or expensive items to school.

Mobile phones are strictly not permitted in school. Phones will be confiscated and returned to the parents if students are found to be using it in school. Any student found making videos or taking photos of other students in school uniform and posting it on social media platforms will be reported to the Cyber Crime Unit and can lead to suspension from the College.

All parents must take note that there is zero tolerance on any form of violence and abuse, and if students are found committing such offence, it will be reported to police and the child can be suspended from the College.

10. Expectations and Responsibilities from Parents/Guardians

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behaviour code with their child. Parents should discuss school disciplinary episodes in relation to the school behaviour code.
- Recognizing their child's talents and interests so they may be developed in cooperation with the teachers.
- Enforcing the dress code, including the sports uniform, and insisting that they dress decently.
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- Supporting all school programmes and activities.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behaviour, or viewing of such in videos, movies, song lyrics, and on the Internet.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for students to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counselling.
- Attending all Parent-Teacher Conferences and PTFA meetings.
- Always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment may result in your child being asked to withdraw from the school immediately or not being allowed to continue in the following year.

In conclusion, it is hoped that all of you, our parents and guardians will provide full support to our children so that they can successfully complete their education.

My phone contact is 8987125/8987129 [Office Hours] and 9295980 [After Office Hours]. My email is svcfiji@gmail.com.

With kind regards.



Dr Rajesh Krishna
Principal



SWAMI VIVEKANANDA COLLEGE

AWARDS LIST FOR 2025

TYPE OF AWARDS	AWARD TITLE	EXAM	DESCRIPTION
ACADEMIC AWARDS	Subject Award	Annual Exam 2024 External Exam	<u>Y9 & Y10</u> : Overall level highest in the subject with mark 90% or above. <u>Y11 to Y13</u> : Overall level highest in the subject with mark 90% or above. <u>2024 FY12CE</u> : Overall level highest in the subject with mark 90% or above.
	Honor Roll Award	Annual Exam	<u>Y9 & Y10</u> : An aggregate of 550/600 [Eng + 5 Best] and above with 50% or above in English. <u>Y11 to Y13</u> : An aggregate of 350/400 [Eng + 3 Best] and above with 50% or above in English.
	Distinguish Honor Roll Award	Annual Exam 2024 External Exam	<u>Y9 & Y10</u> : An aggregate of 570/600 [Eng + 5 Best] and above with 50% or above in English. <u>Y11 to Y13</u> : An aggregate of 380/400 [Eng + 3 Best] or above with 50% or above in English. <u>2024 FY12CE</u> : Overall highest aggregate with 50% or more in English.
	Principal's Gold Award	Annual Exam & External Exam	Students – 100% mark in a subject at all levels. Teachers – 100% pass.
	Valedictorian Award	Annual Exam	Y13 overall highest aggregate [Eng + 3 Best] with 50% or more in English.
	Best in Science [ENG, MA, BIO, CHEM, PHY]	Annual Exam	Y13 overall highest aggregate [Eng + 3 Best > 300] in Science with 50% or more in English.
	Best in Commerce [ENG, MA, ACC, ECO, COMP, OT]	Annual Exam	Y13 overall highest aggregate [Eng + 3 Best > 300] in Commerce with 50% or more in English.
	Best in Arts [ENG, MA, ACC, ECO, GEO, HIST]	Annual Exam	Y13 overall highest aggregate [Eng + 3 Best > 300] in Arts with 50% or more in English.
	Best in TEST [ENG, MA, 2 X SCIENCE + 1 TEST OR 1 SCIENCE + 2 X TEST]	Annual Exam	Y13 overall highest aggregate [Eng + 3 Best > 300] in TEST with 50% or more in English.
	Proxime Accessit	Annual Exam	Runner-up Dux – second highest points gained in the Dux criteria.
	Dux	Annual Exam	Highest points gained in the Dux Criteria.
CO-CURRICULAR AWARDS	Principal's Gold Award	All Levels	Students achieving A WIN in any district, national or international level competitions.
	Leadership Excellence Award	Year 13	This award recognizes a student who has demonstrated responsible leadership and who demonstrates the highest levels of integrity and ethical behaviour in their academic or community endeavours.
	Vivekananda Human Excellence Award (Male & Female)	All Levels	This award is to recognize a student for the efforts to imbibe good ideals and values for the development of a sound character and personality.
	Vivekananda Human Excellence Model Student Award (Male & Female)	Year 13	

	Performing Arts Award	All Levels	Performing Arts Award is expressly for a student who excel in one or more of the performing arts. They can specialize in music, dance, theatre performance, drama, or singing. Nominees are expected to demonstrate outstanding talent, which has been evident in notable personal achievements. Also, they should have made some contribution to the local performing arts community.
	Visual Arts Award	All Levels	Visual Arts Award is for those who have excelled in one or more areas of artistic endeavour. That can include drawing, painting, sculpture, crafts, and multimedia projects. It could also be in graphic design, interior design or fashion design, but photography is not included in this category. To catch the eye, those nominated should also be actively involved in the local visual arts community.
	Citizenship Award	Year 13	This award is to recognize a student whose general contribution to the life of the school has been the most worthwhile and significant. The recipient will usually have been involved in a wide range of school activities, and may sometimes have taken a leading role (but this is not necessary). The recipient's contribution will always have been a positive one and in the spirit of a "good citizen" of the school.
	Sports Personality Award (Male & Female)	Year 13	Sportsperson category recognizes a student who have achieved a high standard in the field of sports, whether as an individual or in a team environment. Nominees should also have made efforts to promote their sport, or exercise in general, within the wider community. Sporting excellence in terms of achievements in competition or relative to the individual's physical abilities will be considered.
	Community Service Award	Year 13	This award recognizes a student who has made a positive difference to the wider community through active and enthusiastic participation in community service or volunteering initiatives locally during the 2021 academic year.
	Linguist Award	All Levels	Linguist Award is for a student who have achieved a high level of proficiency in English, Hindi or Vosa Vakaviti. Precision and originality in use of the language, whether that is in writing essays, short stories or speeches, in debates, or perhaps even in creating scripts for student productions.
	Student of the Year	Year 13	The Student of the Year – Grand Prize is awarded to the top all-round student who has excelled in different areas and stands out as an example for other young people in Fiji. Consistently good academic results plus a meaningful contribution to school and community activities, which show how hard work, commitment and thoughtfulness can make a lasting difference.