



# **LITTLE SCHOLARS (10+2)**

AFFILIATED TO CBSE

**STUDENT HAND BOOK  
2024-25**

## **Vision**

To create the most respected education brand that provides highest quality services to the students worldwide in a sustainable & scalable way.

It is our endeavour to mould our students to be compassionate, progressive and professionally successful human beings, responsive to global culture and heritage, in an environment of sharing & caring. We believe that every child has a latent talent, which, if fostered in a conducive environment, will enhance his/her overall development.

## **Mission**

Our mission is to provide a vibrant forum for quality education, with a scientific temper, adaptive to the changing needs of modern times, to ensure all-round development of the child and expose him/her to a wide spectrum of co-cultural learning which is essential to make the child confident and ready to step-out in today's challenging world. The school aims to provide each student a diverse education that promotes self discipline, sense of responsibility, social and global consciousness and excellence in learning.

## **Philosophy**

Integrating technology in education to make our students future ready.

## **Our Motto**

'Service before Self'.

## **From The Management Desk**

Dear students,

The Annual Planner of the school gives you an overview of the activities to be conducted all year through.

The planner brings to the fore the cornerstone of our educational ethos- child centric, holistic development, made possible with the plethora of activities the school offers and your enthusiastic participation in these.

The carefully laid roadmap facilitates reaching your desired goals and plays a crucial part in sending out well rounded personalities possessing the much sought after traits of team play, leadership, hard work, reasoning, and healthy competitiveness.

I would suggest you to give a thought to the events scheduled and take your pick early within the desired parameters.  
Always remember, "He who fails to plan is planning to fail."

All the best!

**-Ritu Bhalla**

Manager, Little Scholars

## From The Principal's Desk

Dear Parents

We extend to you all a very cordial welcome to The Little Scholars School. We have completed forty years of our journey of pursuing excellence in education for the students under our care and I take this opportunity to thank you for reaffirming your faith in us.

Besides the connectivity through E-mail, SMS and school's website, the hand book apprises you with the school rules and regulations, the assessment schedule, co-scholastic activities, student's leave policies and the school planner.

You are requested to peruse the contents of this hand book regularly for better understanding.

**-Shikha Gautam**

Principal, Little Scholars

CBSE City Coordinator

NTA Coordinator

CBSE Resource Person and Inspection Committee Member

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## School Timings

### Summer

Nursery-Class I	:	8:30 am to 01:30 pm
Class II-XII	:	7:20 am to 1:30 pm
Office Hours	:	7:20 am to 3:20 pm

### Winters

Nursery-Class I	:	9:20 am to 2:20 pm
Class II-XII	:	8:10 am to 2:20 pm
Office Hours	:	7:50 am to 3:50 pm

### Visiting Hours

Principal	:	On Monday and Wednesday only
	:	9:00 am to 10:00 am (as per appointment)

Parents are not permitted to go to the classrooms to meet teachers during regular teaching periods. They can meet class teachers only on Wednesday/Friday at the reception area between 12:30 am and 1:30 am by prior appointment.

Telephone (Reception)	:	9105666371
E-mail	:	<a href="mailto:littlescholars.kashipur@gmail.com">littlescholars.kashipur@gmail.com</a>
Website	:	<a href="http://littlescholars-kashipur.com">http://littlescholars-kashipur.com</a>

## **Uniform**

The school uniform is a discipline in itself and should be adhered to strictly. All students must come in proper and clean uniform; otherwise action will be taken as per school rules.

### **SUMMER UNIFORM**

#### **DRESS**

Shirt/T-Shirt

Trousers

Socks

Belt

Patka/Hairband

Shoes

#### **BOYS**

Sky Blue

Grey

Grey

Dark Blue with stripes

Sky Blue

Black

#### **GIRLS**

Sky Blue

Grey

Grey

Dark Blue with stripes

Sky Blue

Black

### **WINTER UNIFORM**

#### **DRESS**

Shirt/T-Shirt

Trousers

Socks

Belt

Patka/Hairband

Blazer

Shoes

Tie

Sweater

#### **BOYS**

Sky Blue

Grey

Grey

Dark Blue with stripe

Sky Blue

Blue

Black

Dark Blue with stripes

Grey with navy blue stripes

#### **GIRLS**

Sky Blue

Grey

Grey

Dark Blue with stripe

Sky Blue

Blue

Black

Dark Blue with stripes

Grey with navy blue stripes

## **House Uniform**

(To be worn on Monday and Friday)

<b>DRESS</b>	<b>BOYS</b>	<b>GIRLS</b>
T-Shirt	As per House colour	As per House colour
Trousers/Skirt (Divided)	White	White
Socks	White	White
Shoes	PT	PT
Patka/Hairpin	White	White
Belt	Dark Blue with stripe	Dark Blue with stripe

**Note:** Permitted mandatory footwear both in summer & winter is black shoes. No shoes of any other colour or kind or chappals or sandals or other form of shoes are permissible. White sports shoes will be worn only for games and P.T. White PT uniform to be worn by the students of nursery to 2 on Mondays and Fridays.

## **Campus Facilities & Organizations**

### **a) Environment Club**

The Environment Club has the students actively participating in activities like recycling of paper, planting saplings etc. besides creating an overall awareness.

### **b) Sports Activities**

The school actively pursues indoor and outdoor sports under the able guidance and supervision of physical education teachers and trained coaches for depending on class, age and ability of individual student.

### **c) Computer Labs**

The school has five computer labs which are well equipped to provide Computer Literacy Programme and computer aided education to all classes right from the Nursery level as part of the curriculum. The school has adopted the following media related to it.

**d) House System**

There are four Houses in the school namely Red, Blue, Yellow and Green. Every student, on admission, is placed in one of these Houses. Points are awarded to students for activities and games, interhouse competition & attendance. At the end of the year the Best House gets the trophy.

**e) Laboratories**

The school has fully equipped and functional General Science, Physics, Chemistry, Biology, Home Science and Maths Labs, etc.

**f) Student's Council**

The school has the Head Boy and the Head Girl. House Captain, Sports Captain, Cultural Captain and Prefects for the respective Houses.

**g) Akshay Patra**

**"The most valuable gift a human can give to others is sharing and caring. Share what you have, care for those you have."**

It has been said that the birth of a child is another important day, which signifies the beginning and the joy of his/her life. Every human on earth has been given with an opportunity to fulfill their own unique mission and birthday is an important and momentous occasion to understand this. It is a time to celebrate, reflect and express gratitude. Little Scholars family is trying another way to bring some more happiness and blessings to your ward's life. From this year, we are going to follow the motto of "sharing is caring". Students having birthday in the same month are free to donate eatables, clothes, rice, flour, utility articles etc. to be shared at orphanage or any other organization. All the things will be collected and the birthday boy/girl will go along with volunteers to share these things to the needy. This will not only bring joy to their hearts but also it will help them to stretch out their hand for social service and achieve the higher goal of assisting the vulnerable section of society. Since parents are important stake holders in the school, we kindly request their cooperation in our noble mission. Please celebrate your child's birthday by making a small contribution. Your gesture can bring a smile to someone's face."

## **Guidelines:**

### **1) Student Council Guidelines:**

Student Council plays a very imperative role in any academic organization. It assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution in collaboration with school administration. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering.

### **2) Eligibility**

- a. All the bonafide students on the rolls of the institution are eligible for nominations themselves.
- b. The candidate shall not have been subjected to any disciplinary action by the school authorities.
- c. Only class XII students are eligible for the Head Posts i.e. Head boy/girl, Cultural head & Editorial head while students of class XI may apply for Sub Category. (In this case, the Heads will be class XII students & sub heads will be class XI students).
- d. In case of Sports head/Cultural head/Editorial head, etc. priority will be given to those who have got good records in the respective field. However, a candidate's keen interest in the respective field and overall outlook will be significant.

### **3) Procedure**

There will be four phases to enter into the Student Council.

- a. Applying for the post- Interested candidates may download the admission form from school's website. (<http://littlescholars-kashipur.com>), fill it and submit it to the concerned authorities.
- b. Secondly, there will be Public Speaking Round wherein the candidates will be presenting their candidature in front of the students and teachers.
- c. Thirdly, short listed candidates will have to go through an interview round with an interview panel including members

of school management.

- d. Lastly, candidates will be selected on the basis of the aforementioned phases and the final decision will be taken by the school authorities which would be intact.

### **5) Student Council Representative's Responsibilities**

1. Abide by all the roles and responsibilities of student council.
2. Keep their assigned homeroom informed of all upcoming events and activities.
3. Act responsibly at all meetings and activities or events that take place in the school. He/she is expected to represent Little Scholars appropriately.
4. Contribute time and effort to help make each activity the best it can be.
5. Maintain strong communication between students and school administration.

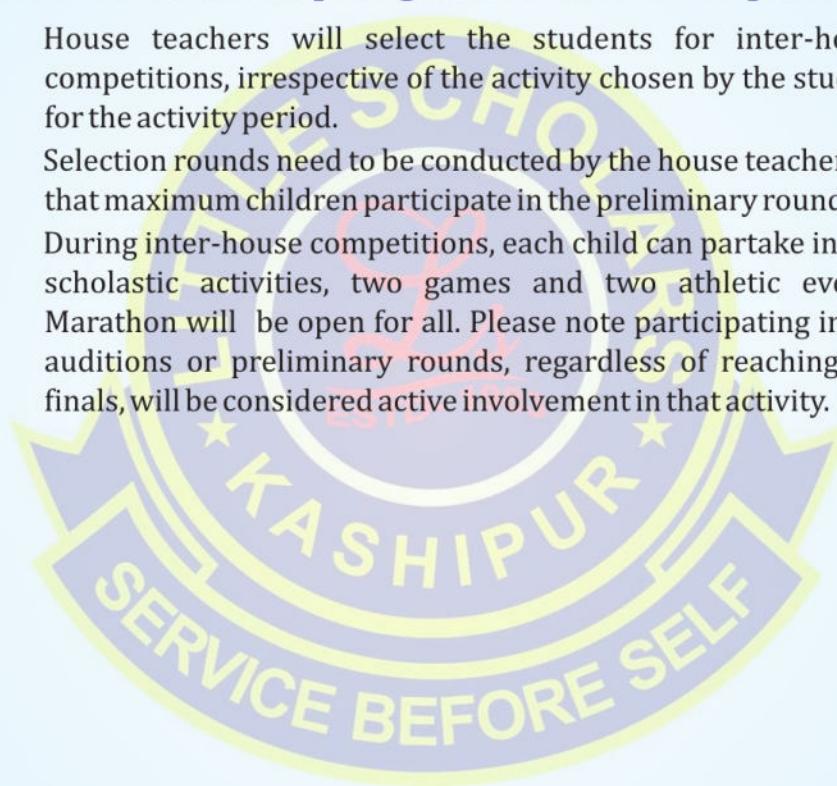
### **Registration Guidelines for the Activity Period**

- Three types of activities are available for the activity period: co-curricular, curriculum-based, and sports activities.
- Co-curricular options include instrumental music, vocal music, and drawing, while sports activities encompass various games, including chess and swimming. Swimming shall be mandatory for all.
- Each child must choose one sports activity and one co-curricular activity. Students must engage in both co-curricular and sports activities. The activities switch every two months, ensuring a balance. If a student chooses a sports activity in the first term, they'll be assigned a co-curricular activity in the second term, and vice versa.
- Students requiring extra academic support will be referred to extra/remedial classes during the activity period.
- A maximum of 35 children from one group (wing) can participate in a single activity.

- ▶ Activities are allocated on a first-come, first-serve basis through the Google form, and once 35 children register for a specific activity, it will be closed.
- ▶ Students are urged to promptly fill and submit the Google form to secure their preferred activities in time.

#### **Guidelines for Participating In Inter House Competitions**

- ▶ House teachers will select the students for inter-house competitions, irrespective of the activity chosen by the student for the activity period.
- ▶ Selection rounds need to be conducted by the house teachers so that maximum children participate in the preliminary round.
- ▶ During inter-house competitions, each child can partake in two scholastic activities, two games and two athletic events. Marathon will be open for all. Please note participating in the auditions or preliminary rounds, regardless of reaching the finals, will be considered active involvement in that activity.



## List of Holidays

1	Jamat-Ul-Vida	05.04.24	Friday
2	Chaitra Suladi/Gudi Padwa/Ugadi Cheti Chand	09.04.24	Tuesday
3	Id-Ul-Fitr	11.04.24	Thursday
4	Baisakhi	13.04.24	Saturday
5	Ambedkar Jayanti	14.04.24	Sunday
6	Ram Navmi	17.04.24	Wednesday
7	Mahavir Jayanti	21.04.24	Sunday
8	Veer Kesari Chand diwas	03.05.24	Friday
9	Buddha Purnima	23.05.24	Thursday
10	Harela	16.07.24	Tuesday
11	Muharram	17.07.24	Wednesday
12	Independence Day	15.08.24	Thursday
13	Rakshabandhan	19.08.24	Monday
14	Chellum	25.08.24	Sunday
15	Janamashtami	26.08.24	Monday
16	Milad-un-Nabi or Id-E-Milad	16.09.24	Monday
17	Anant Chaturdashi	17.09.24	Tuesday
18	Mahatma Gandhi's Birthday	02.10.24	Wednesday
19	Agarsen Jayanti	03.10.24	Thursday
20	Dussehra (Maha Ashtami)/Dussehra (Maha Navmi)	11.10.24	Friday
21	Dussehra	12.10.24	Saturday
22	Maharishi Valmiki's Birthday	17.10.24	Thursday
23	Diwali	31.10.24	Thursday
24	Diwali	01.11.24	Friday
25	Govardhan Puja	02.11.24	Saturday
26	Bhai Duj	03.11.24	Sunday
27	Pratiher Sashti or Surya Sashti (Chhat Puja)	07.11.24	Thursday
28	Iggas Bagwal	12.11.24	Tuesday
29	Guru Nanak's Birthday	15.11.24	Friday
30	Guru Teg Bahadur's Martyrdom Day	06.12.24	Friday
31	Christmas	25.12.24	Wednesday
32	Makar Sankranti / Pongal	14.01.25	Tuesday
33	Republic Day	26.01.25	Sunday
34	Maha Shivaratri	26.02.25	Wednesday
35	Holi	13.03.25	Thursday
36	Dulendi	14.03.25	Friday
37	Ugadi / Gudi Padwa	30.03.25	Sunday
38	Eid-Ul-Fitar	31.03.25	Monday

## Tests & Exam Schedule

Test & Exam	Class I to VIII	IX and XI	X and XII
Syllabus Completion UT1/PA1	20 May 2024	20 May 2024	20 May 2024 (35-40%)
UT1/PA1	10 July 2024	10 July 2024	10 July 2024
Syllabus Completion HY	21 Aug. 2024	24 August 2024	24 August 2024 (75-80%)
Half Yearly Revision Schedule	22 Aug. 2024 to 04 Sep. 2024	27 August 2024 to 04 Sep. 2024	27 August 2024 to 04 Sep. 2024
Half Yearly Exam	09 Sep. 2024 to 24 Sep. 2024	09 Sep. 2024 to 24 Sep. 2024	09 Sep. 2024 to 24 Sep. 2024
Syllabus Completion Pre Board1	—	—	30 October 2024 (100 %)
Preboard1	—	—	08 Nov. 2024 to 20 Nov. 2024
Preboard Practical	—	—	01 Nov. 2024 to 05 Nov. 2024
Syllabus Completion UT2/PA2	08 November 2024	08 November 2024	—
Olympiads 1 <sup>st</sup> Stage Examination (Month)	Nov. & Dec. 2024	Nov. & Dec. 2024	Nov. & Dec. 2024
UT2 / PA2/ Pre Board 2	14 Dec. 2024 to 24 Dec. 2024	14 Dec. 2024 to 24 Dec. 2024	14 Dec. 2024 to 24 Dec. 2024
Syllabus Completion Final Examinations (IX & XI)	—	27 January 2025	—
Final Examinations (IX & XI)	—	07 Feb. 2025 to 22 Feb. 2025	—
Syllabus Completion Final Examination (I to VIII)	13 Feb. 2025	—	—
Final Examinations (I to VIII)	05 Mar. 2025 to 21 Mar. 2025	—	—

(Dates subject to change as per the CBSE board exam dates)

## School Events

DATE	DAY	EVENTS
<b>APRIL</b>		
03.04.24	Wednesday	Parents Orientation/exam
04.04.24	Thursday	New Session Begins
22.04.24	Monday	Investiture ceremony
26 & 28.04.24	Friday -Sunday	LSMUN
18.05.24	Saturday	Observation Day- I + Board Display
18.05.24	Saturday	PTM
13.05.24-18.05.23	Monday to Saturday	Safety Week & Health Check-up
20.05.24-28.05.23	Monday-Tuesday	Summer camp and adventure camp
29.05.24	Wednesday	Summer vacations begin
<b>JULY</b>		
03.07.24	Wednesday	School Reopens after Summer Break
<b>AUGUST</b>		
13.08.24-16.08.24	Tuesday to Friday	IIMUN
15.08.24	Thursday	Independence Day
17.08.24	Saturday	Grandparents Day Celebration
22.08.24	Thursday	Observation Day – II Library Fest
24.08.24	Saturday	PTM + Board Display
<b>SEPTEMBER</b>		
05.09.24	Thursday	Teacher's Day
09.09.24-24.09.24	Monday-Tuesday	Half-yearly exam
<b>OCTOBER</b>		
02.10.24	Wednesday	Gandhi Jayanti/ SETU
04.10.24	Friday	Inter School Badminton Tournament
10.10.24	Thursday	Reports day
24.10.24	Thursday	Grandparents Day
<b>NOVEMBER</b>		
8.11.24-20.11.24	Friday-Wednesday	Pre-Board I
16.11.24	Saturday	Marathon
28.11.24	Thursday	Annual Day
29.11.24	Friday	Sports Day
<b>DECEMBER</b>		
14.12.24-24.12.24	Saturday-Tuesday	Pre Board Class XII & X
27.12.24	Friday	Farewell of class XII
30.12.24	Monday	Declaration of pre board result
<b>JANUARY</b>		
01.01.25	Wednesday	Winter Vacations begin
15.01.25	Wednesday	School Reopens
<b>FEBRUARY</b>		
22.02.25	Saturday	Observation Day III
<b>MARCH</b>		
05.03.25-21.03.25	Wednesday-Friday	Final Exam
26.03.25	Wednesday	Reports Day

## Inter House Co curricular Competitions

### 3 to 5 Activities

26.04.24	Friday	English Story Telling using puppets
10.05.24	Friday	Art and Craft
09.08.24	Friday	Spell Well Competition
15.08.24	Thursday	Dance Competition
22.10.24	Tuesday	Hindi & English Calligraphy
23.10.24	Wednesday	Music Mastero
13.12.24	Friday	Hindi Poem Recitation
24.01.25	Friday	Science Quiz

### 6 to 8 Activities

10.05.24	Friday	Art and Craft
19.07.24	Friday	English debate
09.08.24	Friday	G.K. Quiz
15.08.24	Thursday	Performing Arts Competition
22.10.24	Tuesday	Maths and Science Quiz
23.10.24	Wednesday	Music Mastero
13.12.24	Friday	Hindi debate
24.01.25	Friday	Talent Hunt

### 9th to 10th Activities

03.05.24	Friday	Computer skills - Imagine Cup
24.05.24	Friday	Hindi Debate
26.07.24	Friday	Science Quiz
09.08.24	Friday	English Debate
23.08.24	Friday	Poster Making Quiz
04.10.24	Friday	Maths Quiz
30.10.24	Wednesday	SST Quiz

### 11th to 12th Activities

03.05.24	Friday	English Debate
24.05.24	Friday	Computer Skills Competition
31.07.24	Wednesday	Science Quiz
07.08.24	Wednesday	Maths Quiz
09.08.24	Friday	Poster Making Competition
24.10.24	Thursday	Economic Quiz

## Inter House Sports Competitions

### Classes 3rd to 5th:

24.04.24	Monday to	03.05.24	Friday	Cricket Matches
20.07.24	Saturday to	25.07.24	Thursday	Mini Football
26.09.24	Thursday to	04.10.24	Monday	Badminton
28.09.24	Saturday			Swimming Competition
15.10.24	Tuesday to	20.11.24	Wednesday	Fitness Test
20.01.25	Friday to	25.01.25	Saturday	Kho-Kho

### Classes 6th to 8th:

24.04.24	Monday to	03.05.24	Friday	Cricket Matches
15.05.24	Wednesday to	21.05.24	Tuesday	Basketball
27.07.24	Saturday to	02.08.24	Friday	Chess and Volleyball
02.08.24	Thursday to	07.08.24	Wednesday	Table Tennis
26.09.24	Thursday to	04.10.24	Wednesday	Badminton
28.09.24	Saturday			Swimming Competition
15.10.24	Tuesday to	20.11.24	Wednesday	Fitness Test
30.11.24	Saturday			Marathon
20.01.25	Friday	24.01.25	Friday	Kho-Kho

### Classes 9th to 10th:

24.04.24	Monday to	03.05.24	Friday	Cricket Matches
15.05.24	Wednesday to	21.05.24	Tuesday	Basketball
27.07.24	Saturday to	02.08.24	Friday	Chess and Volleyball
02.08.24	Friday	07.08.24	Wednesday	Table Tennis
26.09.24	Thursday to	04.10.24	Wednesday	Badminton
28.09.24	Saturday			Swimming Competition
15.10.24	Tuesday to	20.11.24	Wednesday	Fitness Test
30.11.24	Saturday			Marathon
20.01.25	Saturday to	24.01.25	Friday	Kho-Kho

### Classes 11th to 12th:

24.04.24	Monday	03.05.24	Friday	Cricket Matches
15.05.24	Wednesday to	21.05.24	Tuesday	Basketball
27.07.24	Saturday	02.08.24	Friday	Chess and Volleyball
02.08.24	Thursday	07.08.24	Wednesday	Table Tennis
26.09.24	Thursday	04.10.24	Wednesday	Badminton
28.09.24	Saturday			Swimming Competition
15.10.24	Tuesday	20.11.24	Wednesday	Fitness Test
30.11.24	Saturday			Marathon
20.01.25	Saturday	24.01.25	Friday	Kho-Kho

## Enrichment Programmes and Display Themes

### Workshop/Counseling Session for Students

Month	Class	Workshop
April	XI	Stream Counseling by Team of Specialists
May	For all Classes	Safety Week
	IX to XII	Gender Sensitivity
July	IX to XII	Talk on Tourism
Aug	Pre-Primary to	Good Touch and Bad Touch
Nov & Dec	XI & XII	Carrier Guidance

\* Yoga session on stress management - working Saturdays  
\* Parents / Alumni talks on working Saturday

### Trials Transformations and Triumphs

MONTHS	THEME
April & May	Safety & Well-being, Earth Day, Mother's Day
July & Aug	Groundwater - making the invisible visible, World Nature Conservation Day, Patriotism, Kargil Vijay Diwas
Oct & Nov.	Sustainability and Environmental Consciousness, Wellness and Mindful Living, Community Engagement and Empowerment
Dec & Jan	Harvest Harmony - Tackling Crop Residue Challenges, Virtual Vistas - Navigating the World of Digital Reality, Strategic Shifts - Navigating Policy Transformations and Solutions
Feb & March	Revitalizing Tomorrow - For a Fair and Sustainable World, Bridging Horizons - Crafting Strong Connections for a Bright Future

### Themes for Board Display

Date	Junior	Senior
18 May	Mother's Day	Biodiversity
24 August	Patriotism	Ancient Civilisations
10 October	Realms of the Earth	Scientific Wonders
22 February	Spring Season	Historic Marvels

## PRE PRIMARY ACTIVITY PLANNER 2024-2025

### APRIL 2024

DATE & DAY	ASSEMBLY TOPIC	ACTIVITY PLANNED
8 April 2024, Monday	Vaisakhi	Vaisakhi Special Craft
15 April 2024, Monday	Spring Season	A visit to a garden
22 April 2024, Monday	Earth Day	Nature Walk

### MAY 2024

DATE & DAY	ASSEMBLY TOPIC	ACTIVITY PLANNED
1 May 2024, Wednesday	Labour's Day	Fancy dress on topic 'Our Comm. Helpers' & To honour Multi- Tasking-Staff
6 May 2024, Monday	Mother's Day	Mother's Day Celebration
13 May 2024, Monday	Health & Hygiene	Table Mat Making
20 May 2024 Monday	School Etiquetts	Norms Chart Making Activity
27 May 2024 Monday	Importance of Sports	Adventure Camp

### JULY 2024

DATE & DAY	ASSEMBLY TOPIC	ACTIVITY PLANNED
08 July 2024, Monday	Safety Rules	Demo of traffic Rules
15 July 2024, Monday	Importance of Plants	Tree Plantation Drive Activity & Introducing Harela
22 July 2024, Monday	Patriotism	Audio/Visual Session (Watching Kargil Diwas Video)
29 July 2024, Monday	Summer Season	Mango Mania

## AUGUST 2024

DATE & DAY	ASSEMBLY TOPIC	ACTIVITY PLANNED
05 August 2024, Monday	Friendship Day	Card Making Activity (Calligraphy Contest)
12 August 2024 Monday	Independence Day	English Elocution (Recitation) Contest
17 August 2024 Saturday	Rakshabandhan	Rakhi Making as well as tying Activity
23 August 2024 Friday	Janmashtami	Janmashtami Celebration
27 August 2024 Tuesday	Monsoon Season	Boat making & Umbrella making with Paper Folding

## OCTOBER 2024

DATE & DAY	ASSEMBLY TOPIC	ACTIVITY PLANNED
07 Oct. 2024 Monday	Dussehra	Dussehra Special Craft Activity
14 Oct. 2024 Monday	Healthy Food	Eat Right, Eat healthy Campaign
21 Oct. 2024 Monday	Festivals	Drawing Competition
28 Oct. 2024 Monday	Diwali	Community Service (Donation Drive for under privilege kids)
30 Oct. 2024 Wednesday	ONLINE Halloween Activity	Online Halloween videos to be posted

### **DECEMBER 2024**

<b>DATE &amp; DAY</b>	<b>ASSEMBLY TOPIC</b>	<b>ACTIVITY PLANNED</b>
09 Dec. 2024 Monday	Winter Season	Winter Special Craft Activity
16 Dec. 2024 Monday	Kisan Diwas (23rd Dec. but assembly on 16th Dec.)	Hindi Elocution (Recitation) Contest. To learn about fruits, Vegetables, Cereals, Pulses & related activity
24 Dec. 2024 Tuesday	Christmas	Christmas Celebration
30 Dec. 2024 Monday	Save water	Colouring Activity

### **JANUARY 2025**

<b>DATE &amp; DAY</b>	<b>ASSEMBLY TOPIC</b>	<b>ACTIVITY PLANNED</b>
24 Jan. 2024 Friday	Republic Day	Patriotic Song Singing Activity
31 Jan. 2024 Friday	Class Presentation	Show & Tell Contest

### **FEBRUARY 2025 (REVISION MONTH)**

<b>DATE &amp; DAY</b>	<b>ASSEMBLY TOPIC</b>	<b>ACTIVITY PLANNED</b>
3 Feb. 2025 Monday	Basant Panchami	Celebrating Yellow Day

### **MARCH 2025 (ANNUAL EXAMINATION)**

### **SPORTS EVENT (CLASSES NURSERY, KG, 1st & 2nd)**

<b>Date</b>	<b>Events</b>	<b>Category</b>
(15.05.24 & 16.05.24) (21.05.24) (Last week of May)	Pt exercise Swimming Pool Party & Adventure Camp	(Boys & Girls) (Boys & Girls) (Boys & Girls)
26.08.24 27.08.24	Doggy Ball Running & Jumping Activity	(Boys & Girls) (Boys & Girls)
22.10.24 23.10.24 24.10.24	Treasure Hunt Musical Chair Mini Football	(Boys & Girls) (Boys & Girls) (Boys)
	Sports Day (Races & Drill)	(Boys & Girls)
13.02.25 14.02.25	Making Eight (Cl. 1st & 2nd) Ball Race	(Boys & Girls) (Boys & Girls)

## Assembly Planner

### NOTE:

- ✓ Please ensure that no political, criminal and controversial aspects are put up as news or for the assembly discussion. It should be informative so that children are aware of the latest advancements in technology, achievements of the nation and other similar aspects.
- ✓ Campus news is mandatory. Kindly refer to the handbook for upcoming activities.

### Morning Assembly Topics 3-5

CLASS	DATE	THEME
5A	15 April	Baisakhi / Dr Ambedkar Jayanti
5B	22 April	Earth Day
	29 April	COMMON ASSEMBLY-Labour Day
5C	6 May	Punctuality
4A	13 May	Importance of Hard work
4B	8 July	Never Give Up
3A	29 July	Ideal Student
3B	30 Sep	Honesty and Integrity
3C	7 Oct	Save wild life
5A	14 Oct	Self discipline is the best discipline.
5B	21 Oct	Gratitude
5C	28 Oct	Diwali
4A	2 Dec	National Pollution control day
4B	9 Dec	Power of reading
3A	30 Dec	Good Manners
3B	20 Jan	Neta Ji Subhash Chandra birthday/ National Day of Patriotism (Celebration)
3C	27 Jan	Martyrs Day
5A	3 Feb	The Power of Music &Art
5B-	10 Feb	Basant Panchami (Celebration)

## Special Assembly Planner 6-10

<b>CLASS</b>	<b>DATE</b>	<b>DAY</b>	<b>THEME</b>
6A	12 April	Friday	Ambedkar Jayanti Celebrations
6B	19 April	Wednesday	World Earth Day
6C	25 April	Thursday	international labor day
10 A,B,C,D	06 May	Monday	National Technology Day
7A	09 May	Thursday	respect and Responsibility
7B	10 May	Friday	national technology day
7C	22 May	Wednesday	Environment Day
8A	18 July	Thursday	Understanding and appreciating different cultures
8B	19 July	Friday	Nature Conservation Day
8C	24 July	Wednesday	Kargil Diwas
9A	25 July	Thursday	Honesty:- The backbone of Trust
9B	26 July	Friday	Gratitude:- Appreciating what we've
9C	31 July	Wednesday	Art of Living
10A	02 August	Friday	International Youth Day
7 A,B,C	05 August	Monday	Bharti Bhasha Week
10B	07 August	Wednesday	Teachers:- Leaders of society
10C	09 August	Friday	Discoveries and Inventions
10D	03 October	Wednesday	Shakespeare and his world
6 A,B,C	07 October	Monday	Dussehra
8 A,B,C	18 November	Monday	Constitution Day
9 A,B,C	16 December	Monday	Veer Bal Diwas
6 A,B,C	3 February	Monday	World Cancer Day
7 A,B,C	10 February	Monday,	Exam Stress
8 A,B,C	17 February	Monday	National Science Day
6-8	24 February	Monday	Ordinary Assembly by all

## Mondays Assembly Planner 11-12

DATE	THEME	CLASS
4th April 2024	Ram Navmi	12 B+12D
8th April 2024	Baisakhi	12 A+12C
15th April 2024	World Heritage Day	12 A
22nd April 2024	Earth Day	12 B
29th April 2024	Labour Day	12 C
6th May 2024	World Technology Day	10 ABCD
13th May 2024	National Technology Day	12 D
20th May 2024	Environment Day	11 A
27th May 2024	Anti-Tobacco Day	11 B
3rd July 2024	Doctor's Day	11 C
8th July 2024	World Population Day	11 D
22nd July 2024	World Nature Conservation Day	12 A
29th July 2024	International Tiger Day	12 B
5th August 2024	Bhartiya Bhasha Week	7 A B C D
12th August 2024	National Photography Day	12 C
2nd September 2024	Teacher's Day	12 A B C D
30th September 2024	Gandhi Jayanti	12 D
7th October 2024	Dusshera	6 A B C
14th October 2024	World Food Day	11 A
21st October 2024	United Nations Day	11 B
28th October 2024	Rashtriya Ekta Diwas	11 C
4th November 2024	World Vegan Day	11 D
11th November 2024	Children's Day	11 A
18th November 2024	Constitution Day	8 A B C
25th November 2024	Law Day	11 B
2nd December 2024	Navy Day	11 C
9th December 2024	Human Rights Day	11 D
16th December 2024	Veer Bal Diwas	9 A B C D
23rd December 2024	Farmer's Day	11 A C
15th January 2025	Army Day	11 B D
20th January 2025	Girl Child Day	11 A C
27th January 2025	Republic Day of India	11 B D

## **GENERAL RULES**

### **SCHOOL RULES**

1. Students should bring hand book to school every day.
2. Students must reach school latest by 7:30 am.
3. The ringing of the bell in the morning is a signal for students to assemble immediately in perfect silence.
4. Changing of classrooms between periods should be done promptly and in an organized manner. Students are required to move in lines.
5. Students are not supposed to miss any teaching/games/activity period whether there is a teacher in the class or not.
6. Shouting, whistling or using foul/rude language is strictly prohibited in the school premises.
7. Special care must be taken of all school property. Littering, braking & scratching of school furniture must be avoided. Damage or breakage done even accidentally should be reported to the class teacher. The students will be required to pay for any damage to school property.
8. Students are not allowed to bring any sharp instruments, expensive watches, mobile phones, I-Pods, cameras, etc. to school. Random checks are regularly carried out and if a student is found carrying any of the above, the same will be confiscated and necessary action will be taken. The school is not responsible for goods lost.
9. The school uniform, only in prescribed school colour, should be immaculate, clean and smart, and should be worn on all working days and school functions. Action will be taken against students who are regularly improperly dressed.
10. Students are not allowed to come to school with henna, nail polish and ornaments.
11. Non-Sikh boys should get their hair cut, shaving of beard at regular intervals. Sikh boys must wear turbans in class IX and above. A patka may be worn only while playing games.
12. Daily Pocket money should not exceed Rs. 50/-.
13. Any student found using unfair means during tests will be given zero in the subject and issued a warning letter. Repetition of same will result in strict-action.
14. No books (other than text books or library books), magazines or money other than pocket money may be brought to the school without prior permission of the Group Coordinator.

15. A student who has been issued two warnings for violation of any school rule will not be allowed to attend classes till parents meet school authorities.
16. The school reserves the right to suspend students whose conduct is not in accordance with the code of conduct of the school and does not show improvement in spite of warnings.
17. Name, class, section and admission number must be clearly marked on all the belongings of students.
18. Students who come to school in the care of domestic helps, should never leave before the domestic help arrives. In case of delay, they should report to the school office.
19. Once a child has come to school, he/she should not be asked to come home on half day leave or leave from any period without prior permission.
20. Parents must collect Report Card on assigned days.
21. Whenever any parent/guardian/domestic help comes to pick up the student he/she should inform school authorities priorly, failing which entry in the school premises will be denied and the student will not be handed over. Once the formalities are over, a gate pass will be issued which should be deposited at the gate.
22. Fees can be paid by cheque/draft/online.
23. Students are not allowed to change their mode of transport. In case it is urgent and a student travelling by bus, has to go to any other place or get off at any stop other than the designated one, prior intimation in writing must be given to the class teacher, the bus-in-charge and permission taken from the Group Coordinator.
24. In case parents wish to personally take their wards along, after the school is over, they may do so only after personally informing the class teacher and bus-route in-charge and also making an entry at the gate.
25. Parents who make independent transport arrangement for their ward by hiring vans/rickshaws etc. will be fully responsible for the same. They must ensure that proper verification of drivers, rickshaw pullers is done and all safety measures taken to avoid any untoward incident.
26. Students are strictly prohibited from bringing motorbikes/scooters/automobiles. If anyone is found violating this rule, the keys will be confiscated and parents will be intimated followed by strict disciplinary action.

27. Students are not allowed to bring crackers and holi colours to school. They are liable to be punished as per school rules.
28. Students should observe polite standards wherever they go and should always remember that they are judged by their conduct. They should greet their teachers/elders with respect. Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished.
29. As per CBSE guidelines, An Anti-Bullying and Ragging committee has been constituted for the prevention of bullying and ragging in the school premises. In case of any such act CBSE guidelines are invoked and punishment can be oral or written warning suspension from attending school for a specific period, withholding of the results, imposition of fine up to a specified amount and rustication from the school in the rarest of rare cases.
30. For the protection of children from sexual abuse, 'The Protection of Children from Sexual Offences (POCSO) Act, 2012" can be invoked and the case dealt with according to the provisions of the Act.

## **LIBRARY RULES**

1. Silence has to be maintained in the library.
2. Library books can be issued or returned in library period only.
3. Each student is issued one book at a time for a period of one week.
4. Failure to return the book on the due date or in case a student loses a book, he or she would have to either replace the book or deposit the price of the book in the library along with the due fine.
5. Students can re-issue the same book for a period of one week.
6. Dictionaries, encyclopedia, magazines and periodicals are not issued.
7. Each student has to bring I-card to the library to issue the book.
8. Don't deface books. They are for your reading which will enhance your vocabulary and expressions.
9. Eatables and water bottles are not allowed inside the library.
10. No dues clearance is mandatory from the library while leaving the school.

## **TRANSPORT RULES**

1. Students can avail of the school transport subject to availability of seats. The routes of the school buses are drawn up and displayed. The parents may consult the Transport In-charge for necessary details.
2. Once the transportation facility is availed, it then will be continued throughout the session (till the end of the that financial year).
3. Parents of Bus users are expected to be at the bus stop at least five minutes before the arrival time of the bus. (Morning as well as afternoon)
4. The buses will not wait for late comers.
5. The drivers are authorised to stop buses at the designated stop only. List of stops are prepared keeping in view the convenience of the bus commuters and any change if required will be decided by the school authorities.
6. Students will be held responsible for any damage to buses caused by negligence.
7. Unruly behaviour in the bus is strictly prohibited. Courteous behaviour is expected at all times.
8. The driver's attention must not be distracted for any reason.
9. Teachers and/or escorts travelling in the bus are responsible for maintaining discipline in the buses. Any serious offence must be reported to the Principal.
10. Under no circumstances will finalized bus routes be changed/ altered.
11. Children who regularly stay back for games will be required to pay for extra transportation on a monthly basis

## **School Policies & Procedures**

### **Scholarships and Bursaries**

The school provides three types of scholarships to support and motivate outstanding students. These are academics, sports and co-curricular.

Students who are in classes III to XII are eligible with one student per category, per class chosen in an academic year.

Scholarship cannot be claimed as a right by anyone and the sole discretion to award it lies with the School Management.

## **REWARDS & REPRIMANDS POLICY**

Students are rewarded and reprimanded as per their code of conduct in the school premises.

- a) Green Card-** Always regular and punctual to school, follows code of conduct religiously, participates in school activities and events, good academic performance, regular with completion of given tasks, wears proper school uniforms, supports his/her peer group, etc.
- b) Red Card-** Careless and untidy work, uniform default, missing classes, continuous late arrival leads to the issue of a Red Card by Class teacher/Class rep./Discipline I/c
- c) Yellow Card-** Serious cases of misconduct such as bullying, bringing prohibited items to the school, regular absence from the school without information, disobedience, lying can lead to issuing of Yellow Card, in such cases.
  - i) The class teacher invites the parents for discussions.
  - ii) The child is counselled by Discipline or Anti-bullying Committee.
  - iii) In case the misconduct persists: The case is forwarded to the Principal.
- d) Pink Card-** Not doing homework repeatedly, Irregular attendance Wrong uniform, untidy hair, untrimmed nails, application of henna and nail polish, wearing jewellery etc., Coming late to school, Disrupting classroom teaching, Missing any class or assembly without permission, Not bringing the school Diary to school, etc.

## **SCHOOL ATTENDANCE**

1. Repeated absence without leave or unexplained absence for more than ten consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only on payment of fresh admission fee, provided the vacancy still exists.
2. As per CBSE rules it is compulsory for students to complete 75% percent of their attendance in the year to make them eligible to receive any merit certificate.
3. Parents should fill up the Leave-Record for each day the student is absent from school, stating the reason for absence.
4. Students who require medical attention/First Aid during school hours are sent by the teacher to the school clinic with the Almanac.

5. No one who has been absent on the previous day will be admitted to the class without a letter from the parent addressed to the Class Teacher, stating the reason for the absence:
6. Students who do not take their examinations will not be eligible for the scholar badge/blazer or any other awards.

### **PROCEDURE OF TRANSFER CERTIFICATE**

1. If a child has to be withdrawn from school, parents are requested to give one calendar month's notice in writing, failing which one month's fee will be charged in lieu thereof.
2. Those who leave school in May must in all cases pay fees for the month of June.
3. Transfer certificates will not be issued unless all dues are paid.
4. TCs will be issued within 15 days of application.
5. Students may be asked to leave school in case of gross misconduct and indiscipline.
6. Transfer Certificate and all other papers will be given only after receiving a written withdrawal letter from parents. Till such time, except in the case of class XII students, the child is deemed to be on the school rolls and his/her attendance will be marked as absent while at the same time attracting school fee.

## **Parental Cooperation**

1. Parents are not allowed to visit the class rooms of their ward except during PTMs. For any urgent matter you may contact the school reception.
2. Circulars sent by school must be seen regularly.
3. The children must be explained the concept of good touch & bad touch.
4. Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
5. Children should not bring toys, mobile phones, i-pod, i-pads or similar electronic devices and cameras etc. to the school.
6. In case of change in address, mobile numbers, E-mail ID, bus route, kindly intimate the school authorities as well as the class teacher immediately.
7. All the parents are requested to ensure that their child has been fully vaccinated for all infectious diseases. After an illness the child may return to school only with a medical fitness certificate.
8. Parent involvement is crucial for fostering the holistic development of the child therefore, parents should participate in school activities and events.

**Note**





Scan to fill forms



## LITTLE SCHOLARS (10+2)

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