

# ***Knowledge Tree***

# ***World School***

## **School Information Manual**

*Version A20230121A*

*Let's give our little ones the childhood  
they deserve..*

## School Rules and Regulations

### School Timings and Working Days

- 8:25 AM to 01:45 PM (Mon to Fri) for Primary Onwards (Class 1 Onwards)
- 8:55 AM to 12:30 PM (Mon to Fri) for Nursery / LKG and Preparatory / UKG
- 8:55 AM to 12:30 PM (Mon to Fri) for Pre-Nursery
- School timings are the same for Summer / Winter season unless communicated via a written circular.
- The child has to **reach the school at least 10 minutes before** scheduled time.
- No child / parent can report to school before **08:00 AM**. The school will not be responsible for custody of any child who arrives before the said time.
- Every Saturday will be observed as a holiday for children.
- Parents are not allowed in the School Study Premises during school working hours.
- In case of late arrival, prior written application must be submitted.
- In case of **early departure, prior written application** must be submitted.
- Post 45 minutes of scheduled arrival time, entry will not be permitted.
- 3 Late Arrivals will result in a disciplinary meeting.
- **Detailed Arrival Timings :**
  - 8:00 AM to 08:25 AM (Mon to Fri) for Primary Onwards (Class 1 Onwards)
  - 8:30 AM to 08:55 AM (Mon to Fri) for Nursery / LKG and Preparatory / UKG
  - 8:30 AM to 08:55 AM (Mon to Fri) for Pre-Nursery
  - During arrival, parent must drop the child at the school arrival area. Dropping outside the school is not permitted. Dropping inside the classroom or beyond the arrival area is also not permitted. Child must be dropped / handed over **STRICTLY** to the Arrival Teacher / Female Attendant only.
- **Detailed Departure / Dispersal Timings :**
  - 01:45 PM to 02:15 PM (Mon to Fri) for Primary Onwards (Class 1 Onwards)
  - 12:30 PM to 01:00 PM (Mon to Fri) for Nursery / LKG and Preparatory / UKG
  - 12:30 PM to 01:00 PM (Mon to Fri) for Pre-Nursery
  - During departure / dispersal, parent must pick the child from the school departure area. Picking the child outside the school is not permitted. Picking the child from straight inside the classroom or beyond the departure area is also not permitted.

### General Regulations

- All children **MUST** have the school **identity card hanging on their dress**, visible with ease, daily.
  - If not provided by the school, please send a written request for the same in the child's school diary or school email ID.
- Parents are required to carry their **guardian I-card** on visit before collecting their ward, you are requested to show the guardian I-card both at the gate and to the staff on duty.
- Each child must carry a **clean handkerchief** in the pocket and a sanitizer in the bag.
- Please adhere to school prescribed **uniform**, personal hygiene and cleanliness of your child at all times.
  - Children must be dressed properly as per the school guidelines.
- **Nails** must be trimmed properly and cleaned from any dirt.
- **Nose** must be cleaned Before and After the Morning Bath so that the child feels comfortable.
- Footwear must **cover the toes**. Comfortable, Non-slippery, fully covered **BLACK** shoes with wel-crow straps or laces are prescribed.
- You must ensure to **write the name, class and section of your ward on the Bag, Water bottle** as well as on the **Lunch box. WITH PERMANENT MARKER**.
- The child **must not carry any valuables to the school**. School administration will not be responsible for any valuables sent with the child.
- For Pre-Primary Children, it is recommended to send **Baby Wipes** in the bag for emergency use.
- Use of **cosmetics** like Nail Paint, Lip Color / Lip Gloss, Etc. is **not permitted**.

## Food and Water

- It is recommended to bring a LABELLED **water bottle** daily to school. Although the school assures highest standards of drinking water for our children, individual water bottles may help give an idea of the child's water intake as well as make it more convenient for the child to drink water.
- School meals are not compulsory. You may send your own lunch or enroll for the meal facility.
- If you have not opted for school meals, IT IS MANDATORY for the parent to send food from home, the child MUST NOT be kept hungry for long durations.
- Food sent from home will not be reheated at the school or taken out from the lunch box to store. Lunch Box will be opened properly, served over the Table Mat in front of the child when food break starts, and closed properly after the child is done eating. Food will not be kept in the refrigerator.
- In case the parent does not send food from home, school meal can be served if the parent informs the school in writing. However, parent is not allowed to ask the school to get a specific food item from outside the school and serve it to the child during school hours. If a child is taking school meal, ONLY the pre-decided school meal will be served to the child as per the meal menu.
- Parents are advised **not to send any Non-Veg. or Egg based food products** with the child to the school.
- Parents are also advised **not to send any potentially-messy food item** with the child. Send food items which are easy to manage and eat for the child. Eg.: No curd, gravy, etc.

## Birthday Celebration of Children

- While we are elated whenever we get a chance to celebrate a child's birthday at school. It is not allowed to bring and serve cake to other children due to various personal / health related concerns. This includes cakes with icing as well as dry cakes or egg-less cakes.
- The parent is **NOT allowed** to distribute any food item or other item to any child or teacher. PLEASE DO NOT GIVE UNNECESSARY EXCUSES OR REQUESTS TO THE SCHOOL TO ALLOW ANY SUCH DISTRIBUTION. The class teacher will celebrate student birthdays in her own planned way.
- Parents are not allowed to organize "Birthday Parties" outside the school for the child's school mates as it creates unwarranted pressure on other parents of the school to do the same.
- Children may wear Birthday Dress instead of School Uniform on their Birthdays.
- Our focus as a school is to shift the values of our children away from Material Dependencies and more towards respect, harmony, and happiness.
- If a child gets any distribution items by mistake, child will only be allowed to distribute it amongst the school staff only.

## School Planner and Almanac

- The school has a number of planners to help you stay up to date with various activities. While some planners are given at the beginning of the session or on the school website (Eg.: **Holiday Calendar**), some may be given monthly (Eg.: **Meal Menu, Monthly Update**), while others may be available with the school but given / communicated on ad-hoc basis (Eg.: Splash Pool Schedule, **Examination Schedule**, Activities, PTMs, Events, Etc.).
- School Diary (Almanac) must be checked and signed each working day by the parent. This will ensure you never miss any update.
- **Holiday List is given on the school website. Any URGENT / LAST MOMENT holiday announcement is updated on the "URGENT ANNOUNCEMENTS" section of the website's home page. Please check it in the morning before leaving for school for any doubts.**

## ID Card Replacement in case of Damaged or Lost ID Card

- If the Stamped Student ID Card is lost or damaged, a new ID Card can be issued from the school on a written parent request after payment of ID Card Charges.
- If the Foldable Guardian ID Card is lost or damaged, a new ID Card can be issued from the school on a written parent request after payment of ID Card Charges.
- If the Printed-Permanent ID Card is lost or damaged, it will NOT be replaced until the next academic session. Only 1 Printed-Permanent ID Card can be issued each year.

### Parent - Teacher Interaction

- Parent Teacher Meetings would be arranged periodically as per the school planner. Parents are requested to attend all meetings so that our child's progress can be discussed on a regular basis.
- Parents can meet the Principal / Coordinator / Teacher on any Saturday to discuss the progress of their child with prior appt.
- If you wish to meet the class teacher on a working day (Monday to Friday) you may meet her after teaching hours / dispersal but within school timings. Please know your teacher's lunch timings before approaching the teacher after school.
- Please read "Whom to contact for a particular issue and How to Contact" to know more details on the legitimate ways of contacting.
- School will generally schedule and organize one Parent-Teacher Meeting once every quarter.
  - Apr-Jun, Jul-Sep, Oct-Dec, Jan-Mar

### Absence and Leave

- Parents need to submit a written application prior to the date of absence. In case the application is not submitted prior to the date of absence due to some unforeseen circumstances, an application should be submitted following the day of absence.
- The application can be made via the School Diary provided. Medical certificate may be required in specific cases (eg.: re-exam). Application may also be e-mailed to the school.

Please ensure our child does not take any leave. EACH DAY spent in the school is important and no amount of "Catch-up" can be equivalent to the learning a child can experience by coming to school.

### Leave Related Pending Work / Update

- While we advise parents not to take any leaves and ensure regular attendance, in case the child has taken a leave, parent can talk to the teacher and discuss about the topics / events missed during the leave.
  - **Completion of Work :** The completion of "ABSENT WORK" by the child is the responsibility of the parent. However, parents can come with the child on any SATURDAY (with prior information) to meet the teacher so that the child can complete his/her ABSENT work. Parent can also request a "15" minute session with the teacher (and child) immediately after last period but within school hours on a working day to complete the child's ABSENT-WORK (with prior information).

### Transport

- Although adequate care is taken for the safety and security of the children, the school, however, is not responsible for any unanticipated event. The school will supervise and manage any unanticipated event to minimise any inconvenience.
- **Students will be picked up / dropped only at the stop fixed by the school.**
- In case the transport facility is discontinued in the middle of the month, Transport Fee will be charged for the whole month.
- In case the transport facility is used for even 1 day in the month, Transport Fee for the whole month will be charged.
- Discontinuation request for the Facility must be communicated in written one-week prior to start of the month otherwise transport fee will be charged for the upcoming month.
- Please ensure you carry and present the Guardian I-Card at the pick-up point.
- The **School cab is not allowed to go inside Societies/Apartment Premises or cater to Door-to-Door pick up** falling out of the route of the cab. School cab will not go inside any lane and **will stay on Main Roads ONLY**. DO NOT approach the transport department to change any predefined rules.
- School cab **will not wait for any child at the designated stop**, parents must ensure that they reach before the cab arrival time. Always know your cab's phone number and arrival time at your stop.
- The transport supervisor (Driver or Attendant) is not authorized to get down from the cab to Pick / Drop the child, parents are requested to assist the supervisor in Boarding / Deboarding the child safely.

- **Lost and Found**

- Any lost belongings of the child must be reported immediately at school reception so that the school can check the Lost and Found Almirah. In case any other child's belongings are accidentally found by any parent in their child's bag, parents are requested to inform the school and submit it to the school reception on the next working day.
- Parents are requested to please realise that children have a tendency to lose their belongings, we need to address this situation by making them more responsible gradually with time. **DO NOT** misbehave with the child or the child's teacher in case of any lost belongings. The school administration will always try their best to find any lost belongings.
- **Labelled items are less likely to get lost.**

- **Third Party Vendors**

- The school will not be responsible for any Third Party Products or Services like Transport, Uniform, Books, Stationary, Etc. Please make sure you alert the school about any third party issues immediately so that adequate action can be taken by the school.

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- If the Foldable Guardian ID Card is lost or damaged, a new ID Card can be issued from the school on a written parent request after payment of ID Card Charges.
- If the Printed-Permanent ID Card is lost or damaged, it will **NOT** be replaced until the next academic session. Only 1 Printed-Permanent ID Card can be issued each year.

## School Uniform

- Children are required to come to school in the designated uniform.
- School uniform is available online as well as at uniform counter.
- Please make sure the **School Belt is adjusted comfortably** and is not too tight or too loose.
- The **socks must be folded till ankle length** to make sure the child is comfortable and does not suffer from any elastic marks.
- Uniforms are available in standard sizes only.
- **Any alterations which are required to be done for the child are the responsibility of the parent.**
- Parents are requested to opt for a comfortably loose size while purchasing the uniform and get it altered accordingly.
- Black Shoes (with wel-crow straps or laces) are must. (Gola Shoes)
- The child must come with Handkerchief and ID Card to the school.
- Spare / Substitute Clothing may be sent with the child if there is a requirement. Please send a Carry-Bag and Newspapers for packing the soiled clothes as per requirement.
- **Summer Uniform : Type 1 : Pre-Primary and Primary Wing**
  - Polo T-Shirt
  - Cotton Blue Color Shorts / Skirt
- **Summer Uniform : Type 2 : Primary Wing Only**
  - School Shirt and House T-Shirt
  - School Shorts / Skirt
- **Summer Uniform Accessories**
  - School Belt
  - Black Gola Type Shoes (Wel-crow Straps or Laces)
  - Blue Socks
- **Winter Uniform : Type 1 : Pre-Primary**
  - 2 Piece Red/Blue Track Suit. Collar to be folded.
  - T-Shirt / Warmer / Etc. can be worn under the Upper / Jumper as per the weather.
- **Winter Uniform : Type 2 : Primary Wing Only**
  - Full Sleeves Shirt (Similar to Summer) with Tie.
  - Trousers / Pants for Boys and Girls both.
  - Half Sleeves Sweater, Grey Color with School Logo.
  - School Winter Jacket in the same color as your pre-allotted summer house color t-shirt.
- **Winter Uniform : Type 3 : Primary Wing Only For Dance / Taekwondo / Sports**
  - School Winter Jacket in the same color as your pre-allotted summer house color t-shirt.
  - Under the jacket, House T-Shirt need to be worn. (Similar to Summer) without Tie.
  - Under the T-Shirt, warmer can be worn if required.
  - School Track Pants for Boys and Girls both similar to Junior Wing Track Pants.
- **Winter Uniform Accessories**
  - Shoes, Socks, Belt same as Summer Uniform
- There is no excuse for any child to come in casual clothing. Incase the child is reporting in casual clothes, please ensure that the clothes do not include the following :
  - Open footwear like sandals, etc.
  - Uncomfortable or movement restrictive clothes like Jeans, Etc.
- **Important Note**
  - Tie is NOT to be machine washed.
  - Winter wear like Sweater / Jacket / Lower are NOT to be machine washed.

### Important Contact Details

S.No	Designation	Contact	Preferred Timings	Remarks
1.	<b>School Reception</b>	8860004317	08:00 AM to 03:00 PM, Monday to Saturday.	For any issue pertaining to Academics, Transport, Meal, Fee or any other query related to your child.
2.	Manager	9868169102	06:00 AM to 09:00 PM, Monday to Sunday.	For any issue related to the school.
3.	Transport	<i>Specific Cab numbers can be taken from reception or cab driver</i>	07:00 AM to 03:00 PM, Monday to Friday.	Any Transport Issue. If unresolved, you may contact the School Head or the Manager.
4.	<b>School Whatsapp</b>	8860004317	<b>08:00 AM to 03:00 PM, Monday to Saturday.</b>	<b>Any Inquiry.</b>

Website : [knowledgetreeschool.com](http://knowledgetreeschool.com)  
: Or GOOGLE "Knowledge Tree World School Gurugram"

E-Mail : [ktworldschool@gmail.com](mailto:ktworldschool@gmail.com)

*The school website has a 24 Hours Feedback form which can be used by the Parents to communicate any feedback to the school administration. Parents may also use any of the above phone numbers for any Inquiry / Feedback / Complaint / Suggestion.*

***The school is also available on Facebook.***

#### Registering for E-Mail Alerts and Attendance Alerts

- Parents are requested to fill in the form given on our website under "**REGISTER FOR E-MAIL ALERTS**" to update one E-Mail ID on which the teacher can send E-Mail Alerts / Attendance Alerts.

## The Teething Phase

### Introduction

As we start our relationship, a bond between you, the school, and our child, we would like to discuss the very important issue we term as the **settling period** or the teething phase. With every beginning, there come new challenges, not just for the child but for the parents and school as well. Hence, the initial phase of settlement requires a lot of **patience, understanding, and effective communication** between all the parties involved.

### Teacher - Student Bond

When the child faces a new environment, change will always be difficult in one way or the other. Even if the child settles easily, the culture the child comes from, the school atmosphere, and the child's peer group will all be new initially. This is a temporary phase where the alignment between different environments is achieved as the child spends more time in the school with his / her teacher and friends.

Parents and Teachers can make this process easier by **communicating effectively with each other**. The parent must inform the teacher about the **habits, behavior and personality** of the child at home while the teacher may discuss a few issues to know the child better. **Eating habits** may also be discussed with the teacher.

Parents may need to **motivate the child initially to come to school**, pointing out the various fun activities which happen at school, meeting the teacher, friends, taking part in the assembly, celebrating various events, etc. Training the child to take care of his/her belongings is also an issue parents may address.

### Transport

Transport is a very sensitive matter for any school. It requires coordination of Parent, Child, School, Driver, Supervisor, and other parents and children involved. We need to understand that the school transport is shared by children, hence, **a small delay can cause a delay in the lives of many parents**, and also hamper the school proceedings.

Parents are also requested to help the driver get used to picking and dropping the child in the initial phases. There may be delays or issues in finding the pick and drop points of children. This may be an effect of addition of any other new child to the transport group as well.

Parents are also requested NOT to break any of the school transport rules and regulations, the pick and drop points specified by the school cannot be changed arbitrarily without prior information as the school is catering to a lot of children at one time.

Transport in Delhi is a very unreliable service, due to the poor traffic conditions, constant constructions and renovations, traffic police checks etc. may cause unforeseen delays. **A delay by one child may also delay the whole route**. Parents are requested to understand the sensitivity of the transport system and understand that safety is our prime concern, and the **driver cannot drive fast in case there has been any delay**.

Once again, our request is for our parents to be patient with the transport service and **not put the driver under any sort of pressure**. In the initial days the chances of service breaks and delays are high and will require support from the parent.

### School Regulations

The rules / constitution of the school is unique to each school, every organization will have some differences in the way it is run. It is important for the parent to understand and adapt to the rules and regulations of the school and **make sure the child attends the school regularly and complies with all regulations METICULOUSLY**.

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## Fee Payment Guidelines

1) Fee for an year / quarter / month must be paid within the first 10 days of that year / quarter / month respectively. **It is not mandatory for the school to give an invoice to remind the parent for Fee Payment, however, parents are requested to ensure that they ALWAYS TAKE RECEIPT for each amount they pay to the school.** After the due date (10 days) late payment will be charged as follows (Including Holidays / Sundays) :

- Day 11 to Day 15 : Rs. 10 Per Day
- Day 16 to Day 20 : Rs. 20 Per Day
- Day 21 to Day 30 : Rs. 20 Per Day
- Day 31 onwards : Rs. 20 Per Day

2) If the fee along with the fine is not paid by the last day of the month the child's name will be struck off the roll as per Delhi School Education Act. (After which Re-Admission Charges will have to be paid by the parent.)

Do not send any cash to be deposited in the school via the child / school diary, teacher, driver, maid, or any other school member. Deposit cash to the authorized person (Accountant) ONLY.

For any cash payment, **please get the receipt instantly.** Payment will NOT be considered VALID if a receipt is not taken immediately by the parent for any payment made.

3) The school is 100 % committed to providing a receipt for any amount you pay. However, it has come to the notice that some parents do not take the receipt after payment (which may be a result of the trust you show on the school). The school hereby requests you to take a receipt for ANY AMOUNT you pay **IMMEDIATELY** at the time of payment. THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY CLAIMS OF ANY KIND BY ANY PARENT IN CASE THE RECEIPT WAS NOT TAKEN. **If receipt is not taken, payment is effectively not made, and your hard-earned money is not used for the welfare of our children.** If a receipt is taken, the school will always have a duplicate copy of the receipt available.

3) Sending cash in the School Diary (Almanac) is strictly prohibited as per Fee Payment Guidelines. School will not be responsible for any loss if the money is not received by the accounts department.

4) **Fee Payment becomes due on the 1st day of the Month/Quarter, the due date automatically becomes the 10th day of that Month/Quarter.** The school (on prior permission by the Principal) may give 5 grace days (till 15th) if it is your first time late fee payment. After the due date, LATE PAYMENT FINE will be charged automatically by the system.

5) Cheque Bounce is a legal issue and also results in financial penalty by banks. For any Cheque Bounce (any reason), Rs. 200/- as fine will have to be borne by the parent. Instead of a cheque, it is recommended to pay by Debit Card. Cheque payments are not accepted generally as Debit Card performs the same function.

**Note : Cheque payments have been discontinued from 1-Feb-2018 onwards. Parent may use Debit / Credit Card instead of cheque payment.**

6) If a payment has been made ONLINE or via CHEQUE, The school will always have a copy of the receipt available in its records for any future reference even if the parent has not been issued a receipt.

7) Any amount once deposited is Non-Refundable.

8) The school charges (Fee, Annual Charges, Etc.) are payable regularly from the moment the child takes admission to the school till the day the child is issued a TC/SLC from the school. **No gaps in payment of any school charges are permitted in any way on account of any reason whatsoever** (Long Leave, Long Medical Leave, School Holidays, Etc.).

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## Assessment, Evaluation, and Examination Guidelines : Class 1 and Above

This wing follows the “Uniform Pattern of Assessment 2017”.

### Aim of Assessment and Evaluation

The main aim of Assessment and Evaluation is to assess the child and let us know where we are, how far we have come, and where we need to go in future. All 3 aspects are important and we must try to learn from Assessment and Evaluation rather than consider it as a “result” of the child. It is not the “result”, it is a report of our current status.

**It is IMPORTANT for a child and his / her future to NEVER MISS AN EXAM or ASSESSMENT, unless there is a medical issue.**

### Date Sheet and Syllabus

The Syllabus for any examination or test is communicated via the school diary at-least 5 days before the date of examination. The Examination Schedule or “Date Sheet” is also communicated via the school diary at-least 5 days before the date of examination. The schedule of examination may be postponed in case of any Govt. Declared Holiday, Natural Calamity, Etc. Any topic not done in class is not a part of the Examination Syllabus.

The schedule of examination is chalked around the working days of the school. Any holiday or breaks (Winter Break, Diwali Break, Etc.) are not considered for examination while planning the examination schedule. Unless specified explicitly as a holiday, any working day between 2 exams (or before / after an exam) will NOT be a holiday. Students will come to school as usual. Please do not “assume” any day as a preparation day and take leave.

### Missing an Examination

In the EXTREMELY RARE scenario that a student misses an examination, following options are implemented :

- 1) In case of a **Medical Issue (with written prescription / proof)** with the child, the school will schedule a re-examination for the child. Parent must submit the proof for the same. Re-Exam form has to be filled.
- 2) In case of any **Non-Medical Issue or Family Emergency or Medical Issue without prescription / certificate** resulting in missing an exam, No Re-Examination will be conducted, for the purpose of evaluation, the average of the last 2 examination in the same academic session will be taken into consideration. In the report card, it will be specified with the average marks that the child missed the exam.
- 3) In case a parent wants the child to register for Re-Exam for a missed exam due to **Non-Medical Issue or Family Emergency or Medical Issue without prescription / certificate**, Form can be filled for re-examination. **Re-Examination Fee of Rs. 50/- per subject will be charged in this case.**
- 4) Any re-exam can ONLY be conducted after the actual scheduled exam and not before the main exam.

### Improvement Examination (Re-Examination in case the child was Present and gave the exam)

Incase the child appeared for an exam but the parent feels that the child could not perform to his / her abilities due to some issue, the parent may fill **RE-EXAMINATION FORM** to conduct a “Re-Exam” or an “Improvement Exam”. This “Re-Exam” clause will only be applicable if the child appeared for the first exam. Only 1 improvement exam is permitted for an exam (Application for re-exam of an improvement exam will not be considered).

If the child scores better in the Re-Exam, the Re-Exam score will be considered. Otherwise the score of the first exam will be considered. **Please Note : Re-Exam fee will have to be paid for each improvement exam.**

### Other Important Guidelines for Parents

- Take Assessment and Evaluation positively, it is an indication to see where we should focus in future.
- Do not miss any assessment and evaluation, it is important for the child’s future.
- Do not put pressure on the child, health and happiness of our child is more important than anything else.
- Ensure that our child is not stressed, maintain a positive and light atmosphere at home.
- Do not panic or create panic. Do not spoil the atmosphere of the house. Do not create “Exam Fear”.
- Do not disturb their daily life balance. Let the child enjoy his / her life. Playing, Socializing, Etc. should be a part of the daily routine even on examination days. It is important to strike the right balance in our lives.
- Do not Criticize or Condemn the child. We need to only ensure that we prepare our child and help the child give his / her best. Let us NEVER de-motivate our children in any way.
- Help our child with his / her exam preparation in a positive way. Involve yourself where required to help the child prepare or practice.

**Assessment and Evaluation : Pre-Primary / Early Childhood Classes**  
(Pre-Nursery / Nursery / LKG / Preparatory / UKG)

The Pre-Primary wing follows the assessment advisory of NCERT's National Curriculum Framework.

*"At this stage (Early Childhood Care and Education), assessment must be purely qualitative; judgments of children's activities [by teacher] in various domains and an assessment of the status of their health and physical development, based on observations through everyday interactions [by teacher]. On NO account should they be made to take any form of test, oral or written."*

**National Curriculum Framework**  
**N.C.E.R.T.**

**Aim of Assessment and Evaluation**

Assessment helps us learn about the progress of the child. The main aim of Assessment and Evaluation is to assess the child and let us know where we are, how far we have come, and where we need to go in future.

The assessment is divided into 3 parts :

- **Scholastic Assessment**  
Status of the child with reference to the target set for the class. This prepares the child for the next class.
- **Co-Scholastic and Developmental Assessment**  
This includes information about extracurricular activities as well as information about the child's linguistic development, interpersonal behaviour, habits, etc.
- **Qualitative Assessment**  
Remarks given by the class teacher about the child's performance / progress and where the child needs to (or can) improve.

**Secondary Assessment**

This is an optional assessment which can be done on Non-PTM days by the parent and teacher whenever a parent comes for an informal interaction with the teacher. This assessment is not exhaustive in nature and is a general snapshot of basic subordinate goals of children of that age-group so that the discussion between parent and teacher is not biased. Secondary assessment is not part of the formal report card.

## How to Communicate with the School

### With the Class Teacher

- Legible Topics
  - Academic Doubts, Food Issue, Behavior Issue, Health Issue, Item Sent, Item Lost, Item Found, Maid Issue, Etc.
- Topics NOT under the purview of the Teacher
  - Fee, Transport Services, Document Issues, Etc.

#### Accepted Ways of Communication

School Diary  
School E-Mail  
School Website  
Communication Register at Reception

#### Unreliable Ways (Not Recommended)

School Telephones  
Verbal Communication to anyone at School  
Asking any maid / office staff about the child.

*Due to security and privacy concerns, Personal Numbers of any Staff Member are not allowed to be shared with anyone. School Telephones are the numbers allowed to be shared.*

### With the Administration / Office

- Legible Topics
  - Fee, Transport, Day Care, Books, Uniform, Meeting with Teacher, Meeting with Manager, Item Sent, Item Lost, Item Found, Security Issue, Written Requests, Document issues, Etc.
- Topics NOT under their purview
  - Academic, Food, Health, Etc. (Ask for a meeting with the concerned person).

#### Accepted Ways of Communication

School E-Mail  
School Website  
Communication Register at Reception

#### Unreliable Ways (Not Recommended)

School Telephones  
Verbal Communication to anyone at School

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### When to Communicate over Telephone or Verbally

Verbal communication without written proof is an unreliable medium. However, due to the fast nature of sharing the message, verbal communication can be used in the following cases :

- Urgent Transport Issue
- Unable to pick the child on time
- Urgent Health Issue (Fever, Etc)
- Care Calls from Teacher in case of Prolonged Absence
- Any Emergencies

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### Sharing your Feedback / Suggestions / Concerns

In case you wish to communicate any Feedback / Complaint / Suggestion / Concern with the management, you may use the "Online Feedback Form" available at the school website.

In case you wish to communicate without disclosing your Name / Identity, the online form has an option which will enable you to submit the form without entering any personal details.

## Other Important Points for Reference

### Mandatory Daily Interaction / Communication with Parents

To make sure the communication between the School, Parent, and Teacher is always current and the child never suffers as a result, please make sure of the following :

- **Sending** the School Diary each day to the school.
  - **Signing** the School Diary each day the school was held.
  - Acknowledging any **circular** sent to you on the very same day.
  - Always keep your SCHOOL's PHONE NUMBER saved in your phone.
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### Labelling the Child's Belongings

You are requested to kindly ensure that all our child's belongings sent to school are labelled. This will include Bag, Bottle, Lunch Box, Belt, Handkerchief, Etc. This will help in making sure the child's belongings are not lost.

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### Extra Set of Clothes for Pre-School Students

You are requested to kindly send a set of extra clothes of our child in the school bag for emergency usage. (Applicable for selected classes only)

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### Splash Kit

For the Splash Pool Activity, the school will request you to send the following items on the day the activity is scheduled :

4 Small Poly Bags	Towel (Medium Size)
Swimming Costume	Hand Towel
Rubber Slippers	Extra Pair of Clothes
News Papers (2)	Ear Plugs

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### Sharing your Feedback / Suggestions / Concerns

In case you wish to communicate any Feedback / Complaint / Suggestion / Concern with the management, you may use the "Online Feedback Form" available at the school website.

Website : [knowledgetreeschool.com](http://knowledgetreeschool.com)

In case you wish to communicate without disclosing your Name / Identity, the online form has an option which will enable you to submit the form without entering any personal details.

## Facility Enrollment and Operations - A Quick Guide for Parents

### Transport

- For availing transport facility, parent must **first fill in the form** and then call school reception to speak to the transport supervisor.
- Transport facility may not be available in all areas. Transport facility is only started at the beginning of each month. No enrollment or discontinuation requests will be processed in the middle of the month.
- Transport Fee is charged for the whole month irrespective of the number of days the transport is used. Hence, even if the transport is used for 1 day, it will be charged for the whole month.
- In case of new admission, transport can be started from the middle of the month but fee for the whole month will be charged.
- Once a route is allotted, the following details will be shared with parent :
  - Route Number, Cab Number, Driver Name and Phone Number.
- Pick / Drop time will ONLY be followed as per the school's pre-decided schedule ONLY. Parents cannot choose their transport timing.
- Pick / Drop timings may change temporarily due to unanticipated events like Traffic, Breakdown, Etc.
- Pick / Drop time may change permanently in the middle of the year due to events like : Change in route, Addition or Removal of another student, introduction of new vehicle, consolidation of 2 vehicles, etc.
- Transport never waits for any student. Hence a student must be available at the designated stop before the scheduled time.
- Please note that during pick up, the route will first pick the farthest child and come closer towards the school. Conversely, during drop, the closest child is dropped first as the cab starts from the school.
- Transport Pick / Drop location will not change temporarily. It must be the same for the whole month. Any temporary change will be charged at **Rs. 200 per day**.

### Meal (Available at Selected Branches Only)

- For availing MEAL facility, parent must **first fill in the form**.
- Meal is prepared within the school itself. The meal menu is planned in such a way that the child learns to eat things for which they may create fuss at home. Meal Menu is shared with the parent.
- Rotation of Wheat Items and Rice Items is done during the week.
- All food items are Vegetarian, Egg is not used during preparation. Veg. stands for Vegetables.
- Milk procured is Pre-Packaged Milk (Mother Dairy / Etc.), not open milk. It is boiled before serving.
- Bread, Kulcha, Etc. procured are Pre-Packaged packets of "Harvest" or Equivalent.
- During Winter Season we temporarily reduce the frequency of yoghurt / curd / raita.
- Schedule may change without prior notice, but any change will be communicated to the parent.
- Dip / Chutney (Tomato / Mint / Coconut / Etc.) will be served wherever required.
- Only Purified (RO + UV) Drinking Water is used during preparation.
- Inform the school in written in case your child is Allergic to any item / Lactose Intolerant / Etc.
- Food items prepared / served in school are not Gluten Free.
- Your ideas / suggestions are welcome at our website's "Feedback Page".

### Day Care (Available at Selected Branches Only)

- For availing DAY CARE facility, parent must **first fill in the form**.
- Please speak to the Day Care incharge regarding the behaviour, routine, and habits of the child before the first day of the child.

### Live CCTV on Mobile (Available at Selected Branches Only)

- For availing LIVE CCTV facility, parent must **first fill in the form**.
- This facility will only be given if slots are available in the system. Otherwise payment will be refunded. Facility is for watching Live CCTV from mobile only.
- User Account will be blocked automatically and no charges will be refunded in case a parent's login is used on multiple devices.
- CCTV Charges are charged for the whole month irrespective of the number of days it is used. Hence, even if the facility is used for 1 day, it will be charged for the whole month. If the login is created as the parent had filled the form and it is not used, 1 month charges will be deductible once login is created.
- Please Note that sitting in the school's CCTV room to watch CCTV is allowed without any charges.

## Our Child, Our Heartbeat

I, \_\_\_\_\_, mother / father of \_\_\_\_\_ along with my Wife / Husband

\_\_\_\_\_, hereby pledge that :

- We will make sure our child comes to school **regularly, on time**, and does not miss any aspect of the School Activities like school assembly, celebrations, activities, etc.
  - In case of transport facility, We will make sure that we will try our best to not delay the school transport in any way.
- We will **check and sign the school diary each day**.
- We will make sure we take part in the **P-T Meeting** and any other events the school organizes for our little ones.
- We will keep track of the safety, health, and hygiene of the child by :
  - Always carries the ID Card and Handkerchief to school.
  - Always carries a Water Bottle to school.
  - Always send food with the child (In case you have NOT enrolled for school meals).
  - Always keep the school informed about any medical issue with the child.
  - Daily look after our child's hygiene (Bathing, cleaning the nose, nails, ears, etc.)
- We will make sure we report about any Lost Item to the school within 24 hours.
- We will cooperate with the teacher by keeping her informed about the child's habits and behavior at home. We will discuss the child's progress regularly with the teacher.
- We realise that no two children are same, each child is special, we will be patient with our child, and love him / her unconditionally, under no means will we compare our child with anyone else.
- We will respect the sanctity of the School as an organization which nurtures the future of the country. We will abide by its rules and regulations.

This school is our school from today, and we join hands with the school to give our child unconditional support.

**Name of Mother**

**Name of Father**

Sign

Sign

Date

Date

***The school promises to stand by our children at all times. We will always be committed to providing genuine care and quality education to our children.***