



## 2022

January	February	March	April	May	June
M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
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3 4 5 6 7 8 9	7 8 9 10 11 12 13	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
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## 2023

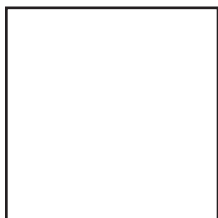
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## HOLIDAY LIST (A.Y. April 2022 to March 2023)

Date	Day	Holiday	Holidays	Class	Sections	Start Date	End Date	Reopens on
02.04.2022	Saturday	Gudi Padwa	Summer Break	I to XII	All Sections	Sunday 01/05/2022	Tuesday 31-05-2022	Wednesday 01-06-2022
14.04.2022	Thursday	Dr. Ambedkar Jayanti						
15.04.2022	Friday	Good Friday						
01.05.2022	Sunday	Maharashtra Day	Diwali Break	I to XII	All Sections	Friday 21-10-2022	Sunday 30-10-2022	Monday 31-10-2022
10.07.2022	Sunday	Bakri Id						
09.08.2022	Tuesday	Muharram	Christmas Break	I to XII	All Sections	Sunday 25-12-2022	Sunday 01-01-2023	Monday 02-01-2023
11.08.2022	Thursday	Rakshabandhan						
15.08.2022	Monday	Independence Day						
31.08.2022	Wednesday	Ganesh Chaturthi						
05.09.2022	Monday	Foundation Day						
09.09.2022	Friday	Anant Chaturdashi						
02.10.2022	Sunday	Gandhi Jayanti						
05.10.2022	Wednesday	Dassera						
08.11.2022	Tuesday	Guru Nanak Jayanti						
15.01.2023	Sunday	Makar Sankranti						
26.01.2023	Thursday	Republic Day						
18.02.2023	Saturday	Mahashivratri						
19.02.2023	Sunday	Shivaji Jayanti						
08.03.2023	Wednesday	Holi						
22.03.2023	Wednesday	Gudi Padwa						
30.03.2023	Thursday	Ram Navami						

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## Personal Information



**My Father**



**My Mother**

Name \_\_\_\_\_

Class and Section \_\_\_\_\_

Blood Group \_\_\_\_\_ Sex \_\_\_\_\_

Student's Aadhar Card No. \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Occupation \_\_\_\_\_ Tel No. \_\_\_\_\_

Office Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Mother's Name \_\_\_\_\_

Mother's Occupation \_\_\_\_\_ Tel No. \_\_\_\_\_

Office Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Residential Address \_\_\_\_\_

Sibling studying at INS: Name \_\_\_\_\_

Class \_\_\_\_\_ Div. \_\_\_\_\_

In case of emergency, contact Mr/Mrs \_\_\_\_\_

Contact Number \_\_\_\_\_

Father's Signature \_\_\_\_\_ Mother's Signature \_\_\_\_\_

Class Teacher's Name and Signature \_\_\_\_\_

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**The school works in two shifts**

Morning shift - Grade I to V and Grade IX to XII

Afternoon shift - Grade I to IX

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**School Timing Morning Shift****Grade I to V**

Monday to Friday	-	7:30 am to 12:40 pm
2 <sup>nd</sup> Saturday	-	7:30 am to 12:40 pm
4 <sup>th</sup> Saturday	-	Non working day for students
4 <sup>th</sup> Saturday	-	PTM- 8:30 am to 10:00 am (Online)

**School Timing Afternoon Shift****Grade I to V**

Monday to Friday	-	12 noon to 5:10 pm
2 <sup>nd</sup> Saturday	-	12 noon to 5:10 pm
4 <sup>th</sup> Saturday	-	Non working day for students
4 <sup>th</sup> Saturday	-	PTM- 10:30 am to 11:30 am (Online)

**Grade VI to IX**

Monday to Friday	-	12 noon to 5:10 pm
2 <sup>nd</sup> Saturday	-	12 noon to 5:10 pm
4 <sup>th</sup> Saturday	-	12 noon to 5:10 pm
4 <sup>th</sup> Saturday	-	PTM- 10:30 am to 11:30 am (Online)

**School Timing Morning Shift****Grade IX to XII**

Monday to Friday	-	7:30 am to 12:40 pm
2 <sup>nd</sup> Saturday	-	7:30 am to 12:40 pm
4 <sup>th</sup> Saturday	-	7:30 am to 12:40 pm
4 <sup>th</sup> Saturday	-	PTM- 1:00 pm to 2:00 pm (Online)

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**School Office Hours**

8:00 am to 5:30 pm

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**Meeting the Principal with prior appointment only**

Morning Shift - 2 pm to 3 pm, Afternoon Shift - 4 pm to 5 pm

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**Prior appointment can be taken to meet the teacher other than PTM if any important matter needs to be discussed.**

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**It is mandatory for the student accompanying parent to school for any reason to come in complete school uniform or else your ward will not be allowed to enter the school.**

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## About the Almanac

It is very necessary that the students and parents read the Almanac together and understand the contents fully. This Almanac aims at establishing an invaluable link between teachers, students and parents. It is intended to serve:

1. As an all-in-one ready reckoner and planner for students.
2. As a means of communication between parents and the school to keep parents abreast with what their child is studying at school and the curricular progress of their wards. To keep parents informed about home assignments, to serve as a handy reference with regards to the student's schedule to be used for regular, day-to-day correspondence (related to academics and conduct) between parents and the school staff.

Students should ensure that they bring this Almanac to school every day, use it productively and treat it with care.

Parents should review pages daily and must countersign and respond to any comments, which may be made periodically by members of the faculty.

Parents should also countersign home assignments to signify their completion and provide an explanation if home assignments are not completed for any reason.

As a matter of policy, students will get home tasks on subjects they are familiar with. These tasks are intended as revision exercises, to reinforce what is learned by students in school and must be undertaken by students entirely on their own, without adult supervision.

Students should seek the help of their teachers at school on the following day, if they encounter any difficulty .

Comments made by parents in the Almanac should be productive and confined strictly to the subject of the student's work and her/his conduct.

All other matters concerning the school should be dealt with separately and conveyed personally or through separate letters / e-mails addressed to the Head of School.

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## About the School

Indira National School, spread out over 5 acres, not far away from the city yet within the city limits, provides fresh air and ample opportunities for the holistic development of the children who will be accomplished individuals in many ways; happy and confident of leading their lot to a bright future.

The Institution has carved a niche for itself in a matter of a few years. We believe that every child is unique and an effort is made to cater to his / her individuality. Multiple intelligence being the need of the hour, a different approach is adopted to take care of the children.

Above all, the focus is to mould every child from INS to be a responsible citizen of the world, with strong fundamentals and deep rooted values, to see them through the challenges of life.

A school, we believe, should be a place where a child loves to be in and not where he/she dreads to go.

## Vision

"Every child comes with the message that God is not yet discouraged with man". We at Indira believe that in every child there is a manifestation of God and we blend these Godly qualities with the skills required for the 21<sup>st</sup> century.

## Mission

Our Mission is to make children aware of the beauty of the world around them, sensitise them to the environment, social and other wise, help them make responsible choices in life. We strive to enable children to see, feel, sense and touch life as it is. We at Indira build the base of a future India right from the first step the child takes to school and carries on till he passes out of its corridors as a knowing, caring, responsible and extremely conscientious citizen of India.

## Our Aim

- To provide holistic education in a stress free, supportive and safe environment.
- To provide education that is learner centered, based on Indian value systems incorporating the best of modern knowledge systems.
- To provide value for money in the process of creating global citizens.

## Our Philosophy

- To make a positive difference in the existing system of education and the traditional definition of a school.
- To provide for an all round education of the body and mind in a stress free environment, supported by trained personnel, sensitive to the child's needs.
- To provide an environment that will enable children to develop to their full potential and to become self confident, self dependent and honest individuals.

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## School Song

### Verse I :

I Entered As A Toddler, Shy And Scared  
Indira National School Gave Me Courage Instead  
A Haven of Wisdom, A Cocoon of Care  
A Source of Knowledge And Friendship so Rare

### Chorus :

Enlightening, Enhancing, Empowering Our Lives  
Our School Towards Excellence Constantly Strives.

### Verse II :

The Lessons, The Houses, The Teachers so Noble  
The Plans, The Games, and the perfected Skills  
The Wings it Gives to Soar Up Ahead  
And Yet the Prudence with Care to Tread

### Chorus :

Enlightening, Enhancing, Empowering our Lives  
Our School Towards Excellence Constantly Strives.

### Verse III :

Times fly by and the Years Roll on  
I Blossom and mature with each New Dawn  
Making me Proud of My School's Gracious Mission  
Its Efforts and Dreams, Its Splendid Vision

### Chorus :

Enlightening, Enhancing, Empowering our Lives  
Our School Towards Excellence.



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## School Prayer

### प्रार्थना

अज्ञान के अंधेरो से हमें ज्ञान के उजालों की ओर ले चलो  
असत्य की दीवारों से हमें सत्य के शिवालों की ओर ले चलो ॥ धृ॥  
सारे जहाँ के सब दुःखों का एक ही तो निदान है।  
या कहूँ अज्ञान अपना, या कहूँ अभिमान है।  
नफरतों के जहाँ से, प्रेम के प्यालों की ओर ले चलो ॥१॥  
अपनी मर्यादा न तोड़े, अपनी सीमा में रहें  
ना करें अन्याय, ना अन्याय औरों का सहें  
कायरों से दूर हों, वीर हृदय वालों की ओर ले चलो ॥२॥  
आज हिंसा के प्रलय में काँपता इन्सान है  
थरथराती लौ जले फिर भी रगों में जान है  
एकता विश्वास के युग चिरंतन मिसालों की ओर ले चलो ॥ ३॥

### Pledge

India is my country.

All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders, respect  
and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well-being and prosperity alone lies my happiness.

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## National Anthem

जन गण मन अधिनायक जय हे  
भारत-भाग्य-विधाता ।  
पंजाब सिंधु गुजरात मराठा  
द्राविड़ उत्कल बंग ।  
विंध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग ।  
तव शुभ नामे जागे,  
तव शुभ आशिष माँगै ।  
गाहे तव जय गाथा ।  
जन-गण मंगलदायक जय हे,  
भारत-भाग्य-विधाता ।  
जय हे, जय ह, जय हे,  
जय जय जय, जय हे॥

## National Song

वंदे मातरम्,  
वंदे मातरम्,  
  
सुजलाम सुफलाम, मलयज शीतलाम्  
शस्य शामलाम मातरम्,  
वंदे मातरम्,  
  
शुभ्र ज्योत्स्ना पुलकित यामिनीं,  
फुल्लकुसुमित द्रुमदल शोभिनीं सुहासिनीं,  
सुमधुर भाषिणीं, सुखदां वरदां मातरम्,  
  
वंदे मातरम्,  
वंदे मातरम्,

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## **Admission : Refer School website for more details**

- New admissions are subject to vacancies. No correspondence will be entertained as regards to admissions.
- The management reserves the right to admit or retain a pupil in the school.
- New pupils are admitted on payment of the admission fee. The admission fee is non-refundable, under any circumstances. According to the government regulation only candidates who complete 6 years by 31<sup>th</sup> December of the year in which admission is sought, can be admitted to Std. I.
- At the time of admission a candidate has to produce an Official Birth Certificate such as the Municipal or Baptism Certificate in support of the date of birth entered in the admission form. If the child's name is not mentioned on the birth certificate, then original Passport along with a Photocopy to be shown for name verification at the time of confirmation of the seat.
- Original Report Card / Mark Sheet along with a photocopy.
- For out of state candidates, Transfer Certificate must be countersigned by the Education officer of that State.
- The school fees will be charged pro-rata on basis of admission date.

## **Withdrawal**

- A month's prior notice is required to be given for the withdrawal of the student before the payment schedule else fees for the month will be charged.
- School leaving certificate will not be issued until all the school dues have been paid in full.

## **Rules for issue of Leaving Certificate**

Parents are requested to note the following:

- T.C. Application Form is attached with calendar.
- The process will take 7 working days.
- The Admission fee receipt to be produced while claiming the Caution Money deposit.
- Caution Money will be refunded against original receipts only.
- The application regarding the cancellation of admission should be given a month prior to the school failing which the fees for the next month will be charged.

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## Recommendation to Parents

### Academic Year - 2022 - 23

- Parents are an integral part of the school and the school expects them to cooperate in enforcing all the guidelines that will benefit the child and assist in the smooth functioning of the school.
- The calendar serves as a bridge between teachers, students and parents. Parents are requested to sign the remarks written by teachers in the school calendar.
- When a circular is sent, parents are requested to acknowledge the same on page 39- 'Record of circular' of the school calendar.
- Parents can use the calendar to communicate with the teachers regarding their child's academics or behaviour. Any other matters of concern should be addressed first to respective Section Heads (Vice Principal).
- The school insists on strict punctuality, regular school attendance, regulation regarding uniform, cleanliness in dress, good grooming and fidelity to study and work assignments. Absence from school for merely social functions is discouraged.
- As the medium of instruction in the school is English, parents should provide ample opportunities to their ward to converse in English at home.
- Parents need to check that their ward does not carry a mobile phone to school. In case of emergencies the school land line to be used by students.
- If a student is found carrying a mobile phone or any other electronic device, it will be confiscated and will be returned only in the month of March.
- Parents are requested to encourage their ward to take a balanced interest in academics, co-curricular activities and sports.
- Parents are advised to strictly avoid criticism of school and school teachers in the presence of the ward, as it may lead to loss of respect for the school / school teachers which may in turn lead to failure to learn from him / her, resulting in lack of ward's progress.
- Management has a right to change the policies.
- Keeping the safety and security of children in mind, no parent will be allowed to enter the compound without a prior appointment.

I have read the recommendations and will follow them.

Name of your ward : \_\_\_\_\_

Class : \_\_\_\_\_ Div. : \_\_\_\_\_

Date : \_\_\_\_\_

**Parent's Signature**

\_\_\_\_\_  
\_\_\_\_\_



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## Procedure to approach the Principal

For the smooth functioning of the school the following procedure needs to be followed by the parents :

- a) Any queries / concerns related to your ward should be first discussed with the class teacher.
- b) If more clarification is needed then you may approach the respective Section Heads
- c) In case of any serious issues the Section Heads will try to resolve the matter. If it is required, respective Heads will take the matter to the Principal.
- d) All concerns can be resolved, and they should be resolved in the school itself, for we all are a part of one big family i.e. the INS family.

## General Rules

**To maintain peace and harmony in the school environment :**

1. The school reserves the right to terminate the admission of students whose conduct is unexemplary for others.
2. Bullying and ragging in the school are punishable offenses by law. Students found indulging in the same will be suspended.
3. Bringing money, non-vegetarian food or consuming any kind of alcohol and smoking in the school campus is not allowed. Students found guilty will be suspended from the school without any notice.
4. Splashing colours during Holi in the school premises or in the school bus is strictly forbidden.
5. It is mandatory for all students, unless instructed otherwise, to be present for festivals and functions celebrated in the school. The school is committed to protect the environment and expects its students to be environment friendly in all their actions. The use of polybags (plastic bags) is, therefore, strictly prohibited in the school and students should consciously avoid their use for any purpose.
6. Students are not allowed to celebrate their birthdays or any other occasion in school by distributing invitation cards or gifts or sweets or chocolates. **Student can donate a book to the school library.**
7. In case, a student misses out on bringing tiffin to school, the parents are requested to bring the tiffin to school themselves or send it through someone.
8. **Unwell** - If your ward is unwell do not send him/her to school. Still, if you send your ward to school, parents are requested not to disturb the school staff members by

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making phone calls to know the well being of the child. Also do not make any request to speak to your ward during the school hours. School will take care of the same and if required you will be called to pick up your ward in case of emergency.

Please schedule the appointments with doctors during evening hours, avoid the same during school hours.

10. **Late coming to school by pvt drop & pick up** - Under no circumstances child will be allowed to come late to school. Three late remarks given in the calendar in a month, the child will be sent back home. Once the gate is closed, you are requested to take your child back home. Do not leave the child near the gate and move immediately, the school will not be responsible for any mishaps.
11. **Assessments** - Assessments are planned well in advance and the tentative schedule is given in the Almanac be considered only on medical ground / hospitalization. Internal assessments will be conducted during a specific period of time and you will be informed one week prior about the same. Students are requested to be present for the same.
12. **In case if the child misses the bus in the morning, the parents can drop the child to school as per the school timings of the respective classes. Write a note to the class teacher in the Almanac, inform at the security gate and to the respective driver and moushi of the bus. We will take care of the same at the time of dispersal that your ward boards the bus safely.**
13. Students are expected to move in the corridors and stairs in a disciplined manner. They should walk in a line in perfect silence at all times.
14. **Students need to refrain from bringing any sharp objects to school.**
15. Students should not carry mobiles / electronic gadgets to school and while travelling in the school bus.
16. Students who use offensive language, bully & hurt other students or cause damage to school property are liable to be penalized.
17. Students who forget belongings can collect them from the Lost & Found area in the office.
18. Every pupil should endeavour to keep the high standard of the school, by excelling in good manners.
19. Students should take pride in keeping the school clean.
20. The school management reserves the right to alter or amend any of these rules and the same shall be binding on all concerned.
21. Attendance during Republic day and Independence Day Celebrations is mandatory for all students of Class VI - XII. No leave will be sanctioned on these days.
22. In case your ward has been chosen to participate in interschool competitions, which are beyond the permit limit of the school transport facility, the charges are to be borne by the parent.
23. Teachers are not to be presented with gifts on any occasion.
24. Any kind of tattoos are strictly prohibited.
25. The students taking part in events / activities beyond the PCMC limit, parents will accompany the children.

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26. No coloured eye lenses are to be used by the students.
  27. Children will not be awarded 100% attendance award in the academic year if a child takes half day / early exit for more than three days in the academic year.
  28. **Unfair Means** : Students found using any unfair means during assessments will be treated very seriously and a disciplinary action will be initiated. Parents and the concerned student will be called for an interaction with the school authorities. A report of such action in future will result in the prompt issue of a Transfer Certificate without notice.

## Sports

1. CBSE, Zonals local events - The students will be accompanied by school teachers and transport facility will be provided to and from venue to school.
2. For matches other than the above mentioned ones the parents will accompany the students.
3. For individual events the parent will accompany the child.
5. Only those parents who are interested to support their wards for the sports events should allow their wards to participate.

## CSR ( Corporate Social Responsibilities)

At INS various activities are organized through CSR, through which the most needy people in the society are helped. Like every year, this year too our school is ready to take up the responsibility of helping the needy.

Circulars for the activities will be sent to the wards. It's a humble request for the parents to support and cooperate in the initiatives taken up by the school.



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## Discipline Code

**A. The following acts and conduct on the part of the students will amount to misconduct :**

- i) Misbehaviour towards teachers or any other employee of the school.
- ii) Intentional disturbance of classes.
- iii) Absence from classes without the permission of the teacher / Co-ordinator / Vice-Principal / Principal.
- iv) Bullying / Intimidating others.
- v) Eve - teasing/misbehaviour towards girl - students.
- vi) Damaging / disfiguring school property.
- vii) Propagating a strike / disrupting the conduct of classes or other school activities.
- viii) Propagating communal / caste feeling among students.
- ix) Indulging in physical violence in any manner in school and the school bus.
- x) Disobeying lawful orders of the teacher / Principal.
- xi) Bringing unauthorized people/ articles / instruments.
- xii) Theft / pilferage of school / student's property.
- xiii) Any behaviour unbecoming of a student.
- xiv) Indulging in acts of moral turpitude.
- xv) When students move along the corridors and when changing class, they must maintain silence and walk in a single line keeping left.
- xvi) Students are expected to speak only in ENGLISH during school hours.

**B. In case of misconduct, school shall take action as per observation, which may involve:**

- 1. Oral warning to the student.
- 2. Written warnings.
- 3. Suspension from classes / school.
- 4. Final written warning in case of no improvement.
- 5. Suspension of one week. (Refer to Pg. No. 195)

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Signature of Student

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Signature of Parent

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## Path to Success

The school has recently introduced an award system for all the students. We believe that, for our pupils to acquire the correct skills and attitudes to become responsible members of society, their development needs to be nurtured in a happy, structured, safe, calm and caring environment. We believe that one of the ways to nurture the students and shape their personalities is through a structured award system. After careful observation and research, categories of the awards are listed.

The teachers announce these awards at the end of each month and place them on the bulletin boards of their classes where the children's names are proudly displayed. At the start of the academic year, the children are oriented about these award categories and motivated to achieve the same. Through these awards the children are encouraged to be polite, co-operative, prompt and prepared to work. Through this system, every student is encouraged to achieve his / her potential and do better with each passing day.

### **For students from grades 1-5, the following award categories are in place :**

1. Star of the month - A child who has performed well overall.
2. Sweet kid award - A child who is nice to everyone.
3. Good Samaritan award - A child who has been very helpful to the teachers or the peers.
4. Shower of praise for \_\_\_\_\_ (the thing a child has done which has been exceptional) given to \_\_\_\_\_ (name of the child)
5. Hang in there, you're doing better.
6. High academic performance.
7. Sunshine kid award - given to a child who is always bright, cheerful and happy.

### **The categories for the students from grades 6-9 encourage them to develop various aspects of their personalities like leadership, decision making, being proactive with work, taking responsibilities and interpersonal skills.**

1. Leadership award : A good motivator and enjoys empowering others to achieve goals.
2. Interpersonal sensitivity award : Sensitive to the needs of others and works well with colleagues.
3. Quality orientation award : Is meticulous in his / her approach and tries to ensure that the quality standards are met with.
4. Action orientation award : (Making decisions, taking actions) will often initiate projects and is always ready to make decisions.

The award system is designed to provide individual students the positive recognition of achievement and progress.

We look forward to the valuable support of the parents in motivating the children to aspire to achieve these awards.

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# School Uniform

## Grade I to IV

	GIRLS	BOYS
1.	Blue Striped frock with blue belt	Blue Striped shirt
2.	Black cycling shorts	Blue shorts
3.	Blue socks	Blue socks
4.	Black shoes	Black shoes
5.	White hairband	Blue hooded Jacket
6.	Blue hooded Jacket	I - Card
7.	I - card	School belt
8.		Blue colour tie

## Grade V to X

	GIRLS	BOYS
1.	Blue Striped shirt	Blue Striped shirt
2.	Blue skirt	Blue trousers
3.	Blue waist coat	Blue waist coat
4.	Blue socks	Blue socks
5.	Black shoes	Black shoes
6.	White hairband	Blue hooded Jacket
7.	Blue hooded Jacket	I - Card
8.	I - card	School belt

## Grade XI to XII

	GIRLS	BOYS
1.	White shirt	White shirt
2.	Navy Blue skirt	Navy Blue trousers
3.	Navy Blue waist coat	Navy Blue waist coat
4.	White socks	White socks
5.	Black shoes	Black shoes
6.	Blue hooded Jacket	Blue hooded Jacket
7.	I - card	I - Card
8.	Red scarf	Red colour tie
9.	School belt	School belt

**P. T. Uniform to be worn on FRIDAYS, consists of House T-shirt and black shorts for boys and House T-Shirt and black shorts for girls. Belt for both girls and boys.**

**Sikh boys may wear a black patka or turban.**

**During winter Nov. to Feb. boys can wear full length blue pants and girls full length blue leggings.**

1. Students are expected to come in proper and complete uniform to school at all times, even during the exam days and open days. The school uniform is to be worn when the student represents school for any event.
2. Uniform needs to be well maintained and clean.
3. Boys will maintain short hair and girls will use hair band in case of short hair and 2 plaits with white rubber bands in case of long hair. Girls should ensure that hair should not fall on the forehead.
4. Students not wearing complete uniform will be considered defaulters and parents will be asked to pick up the ward from school. In case of a genuine problem parents are expected to send a written note in the calendar.
5. Wearing watches is not permitted till standard VI. Fancy watches will be confiscated.
6. Wearing expensive / valuable ornaments is not allowed.
7. Nails to be trimmed off by both boys and girls. Girls should not apply mehendi or nail polish.

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## Attendance

1. 85% of attendance is required to be eligible for promotion to the next class.
2. Prior permission of the Principal is required to avail the leaves for personal reasons.
3. All students are expected to attend the first day of school after every vacation break.
4. In case a child has been absent, the parent is expected to send a note in the calendar.
5. A student returning to school after suffering an infectious or contagious disease should produce a doctor's fitness certificate permitting him / her to attend school.
6. Absence from school for merely social functions is strongly discouraged.

## Library Rules

1. Books will be issued to the students during the regular library periods.
2. The student is expected to take proper care of the book and return the book during the following library period.
3. A fine of Rs. 2/- per day will be levied for a book which is not returned within two weeks.
4. In case of the book being lost, the student will either have to replace it or pay for it.
5. Text books, magazines and reference books are not issued. They are to be referred in the library.
6. Students are expected to handle journals, magazines, reference books etc. in the reading room with care. A student may be penalized for tearing or disfiguring the pages of books or magazines.

## Home Work Schedule

- Homework will be given on a regular basis.
- Std III to V the homework duration would be 45 mins to 1 hour.
- Std. VI to VIII the homework duration would be 1 hour to 1 hour 30 mins.
- Std. IX and X the homework duration would be 1 hour 30 mins to 2 hours.

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**Tentative Academic Calendar - (A. Y. April 2022 to March 2023)**

Std I to IV			
Exam	From	To	Exam Details
Periodic Test 1 (PT1)	15.07.2022	23.07.2022	Time Table will be shared
Half Yearly (HY)	16.09.2022	24.09.2022	Time Table will be shared
Periodic Test 2 (PT2)	09.12.2022	16.12.2022	Time Table will be shared
Annual Exam	Feb / March, 2023		Time Table will be shared
Std V to VIII			
Exam	From	To	Exam Details
Periodic Test 1 (PT1)	15.07.2022	23.07.2022	Time Table will be shared
Half Yearly (HY)	16.09.2022	24.09.2022	Time Table will be shared
Periodic Test 2 (PT2)	09.12.2022	16.12.2022	Time Table will be shared
Annual Exam	Feb / March, 2023		Time Table will be shared
Std IX			
Exam	From	To	Exam Details
Periodic Test 1 (PT1)	15.07.2022	23.07.2022	Time Table will be shared
Periodic Test 2 (PT2)	12.09.2022	24.09.2022	Time Table will be shared
Periodic Test 3 (PT3)	09.01.2023	16.01.2023	Time Table will be shared
Annual Exam	Feb / March, 2023		Time Table will be shared
Std X			
Exam	From	To	Exam Details
Periodic Test 1 (PT1)	15.07.2022	23.07.2022	Time Table will be shared
Periodic Test 2 (PT2)	12.09.2022	24.09.2022	Time Table will be shared
Periodic Test 3 (PT3)	10.11.2022	17.11.2022	Time Table will be shared
Prelim 1	12.12.2022	24.12.2022	Time Table will be shared
Annual Exam	Feb / March, 2023		Time Table will be shared
Std XI			
Exam	From	To	Exam Details
Unit Test 1 (UT1)	15.07.2022	23.07.2022	Time Table will be shared
Half Yearly Exam	12.09.2022	24.09.2022	Time Table will be shared
Unit Test 2 (UT2)	10.11.2022	17.11.2022	Time Table will be shared
Board Exam	Feb / March, 2023		Time Table will be shared
Std XII			
Exam	From	To	Exam Details
Unit Test 1 (UT1)	15.07.2022	23.07.2022	Time Table will be shared
Half Yearly Exam	12.09.2022	24.09.2022	Time Table will be shared
Unit Test 2 (UT2)	10.11.2022	17.11.2022	Time Table will be shared
Prelim 1	12.12.2022	24.12.2022	Time Table will be shared
Board Exam	Feb / March, 2023		As per CBSE declared dates.

Dates of Annual exam for Classes I to VIII will be finalized only after the announcement of schedule of Class X & XII examinations (2023) by the CBSE Board. The schedule is expected at the end of January 2023 by the Board.

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## Safety And Security Measures

We are all very distraught at the incidents of various types of child abuse in school. Whilst at our school, safety and security of students has always been a way of life. Nevertheless, we have taken a fresh overview of our systems to tighten areas where there may be a slightest scope for improvement.

Following measures are taken to tighten the security system :

1. Entry is only through the front gate .
2. Visitors are granted entry only against their identification, verified by the security. Gate Pass and Visitor Badge with the **ID proof number** is issued to the visitor. Parents will be granted entry only if they have the escort card provided by school.
3. Housekeeping staff, guards / gardeners / canteen persons are verified against the list provided to the security and then are allowed to enter the school campus. Police verification of contract staff has been done.
4. Teachers are on the floor duties wherein they check the smooth flow of students into the building in the morning and their movements during break time as well as at the time of dispersal.
5. **Buddy System:** Children are allowed to move in pairs only inside the school premises.
6. Female attendants are deputed outside the washrooms for assistance.
7. No male attendant is assigned for Primary Section washrooms.
8. No parent will be allowed to meet the teacher during school hours. Parents can meet the teacher on any other week day with prior appointment only.
9. It is mandatory to intimate the school authorities regarding change in address and phone number of the parents.
10. Students are not allowed to go home during school hours. In case of an emergency, only parents are allowed to pick their wards from the school. Please do not send the elder siblings or any other relative with a note. Parents Escort card / any Id proof is mandatory.
11. 139 CCTV cameras have been installed inside the premises. A few more are to be installed to cover more areas. CCTV is monitored continuously during the school working hours.
12. Separate washrooms are provided to the support staff. Workers and maids use separate toilets outside the main building.
13. Verification of private transport personnel, other than that of Prasanna Purple, will be the responsibility of the parents.
14. Female attendants are provided in each and every bus of “Prasanna Purple”
15. Safety Audit is carried out every six months and review of safety process is done continually.
16. Repairs and maintenance involving workmen from outside is restricted to Sundays / non-working Saturdays / after school hours only.

Please let's work together continuously to keep the children safe at all times.

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## Tips for picking up students from school / Early exit

All parents , whether they are walking or driving can participate in several types of safety procedures for picking up students from school ensure that everyone can leave school safely and easily.

### Other Non-Routine for School Pick Ups or Early Appointments :

Please understand that once dismissal has begun, we will not hold up the buses or pull students off for late arriving parents pick ups.

1. Use the early pick up page printed in the school calender in case of early exit. Send it to the class teacher with your child in the morning .
2. Early exit will be permitted only in case of any family emergency / medical issue. (only between 11.00 am to 12.00 noon for Morning shift and 3.30 pm to 4.00 pm for Afternoon shift). If possible, avoid scheduling medical appointment or non school activities during school hours.
3. **Escort card / Id proof of a parent only** - It is mandatory for early exit / Pvt pick to carry escort card / Id proof of a parent only, else the child will not be handed over to the parent / concerned person.
4. Try to drop / pick up students ten minutes early to avoid the worst traffic congestion.
5. Teach students to be responsible pedestrians and discourage horseplay and other dangerous behaviour near the pick up area.
6. Most important, parents should be patient, respectful and courteous to other drivers while they pick their ward from school. Anger and frustration can lead to careless, unsafe behaviour and being a positive role model can help students learn safe procedure.

### EARLY EXIT RECORD ( A.Y. 2022 - 23)

Date	Name of the student	Class & Div.	Time of exit	Parents Sign	Teachers Sign

[illegible]



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# Examination Time Table

Periodic Test 1

Time : \_\_\_\_\_

S.No.	Date	Subject	Parent's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Half yearly Exam

Time : \_\_\_\_\_

S.No.	Date	Subject	Parent's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Periodic Test 2

Time : \_\_\_\_\_

S.No.	Date	Subject	Parent's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Annual Exam

Time : \_\_\_\_\_

S.No.	Date	Subject	Parent's Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Morning Shift		Time - Table I to XII					
PERIOD	TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Assembly	07:30 am - 07:45 am						
1 <sup>st</sup> period	07:45 am - 08:25 am						
2 <sup>nd</sup> period	08:25 am - 09:05 am						
3 <sup>rd</sup> period	09:05 am - 09:45 am						
Break	09:45 am - 10:00 am						
4 <sup>th</sup> period	10:00 am - 10:40 am						
5 <sup>th</sup> period	10:40 am - 11:20 am						
6 <sup>th</sup> period	11:20 am - 12 noon						
7 <sup>th</sup> period	12 noon - 12:40 pm						

Afternoon Shift		Time - Table I to IX					
PERIOD	TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
—	—	—	—	—	—	—	—
Assembly	12 noon - 12:15 pm						
1 <sup>st</sup> period	12:15 pm - 12:45 pm						
2 <sup>nd</sup> period	12:45 pm - 1:20 pm						
<b>Lunch Break</b>	1:20 pm - 1:35 pm						
3 <sup>rd</sup> period	1:35 pm - 2:05 pm						
4 <sup>th</sup> period	2:05 pm - 2:40 pm						
5 <sup>th</sup> period	2:40 pm - 3:15 pm						
<b>Short break</b>	3:15 pm - 3:25 pm						
6 <sup>th</sup> period	3:25 pm - 4:00 pm						
7 <sup>th</sup> period	4:00 pm - 4:35 pm						
8 <sup>th</sup> period	4:35 pm - 5:10 pm						



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## Skill Counselling Program :

We at Indira National School, offer counselling to help students work through their difficulties, understand themselves better, and find ways to manage their situation. Working with a counsellor may help you see your problem with greater clarity, get some insight into its origin and think about how to move forward.

Counselling may not 'solve' your problem but we hope it will equip you with some new ways to think about it while helping you to mobilize your resources and feel more in control.

We also present a range of workshops to help build skills to respond to the demands of life.

At the Skill Enhancement Centre we work towards enhancing skills of students, by bridging the gap between the chronological age and the learning age of the child.

Kindly avail of the services of the School Counsellor by filling the NOC at the end of the calendar. The services are provided at no extra cost.

## House System

House	Colour
Ajanta	Green
Charminar	Blue
Konark	Yellow
Taj	Red

**Houses are allocated to students at the time of admission and cannot be changed. The student will have the same House throughout his / her tenure at school.**

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## Infirmary Record

Date & Time	Nature of complaint	Teacher's Signature	Date & Time of Discharge from school	Signature of Duty Nurse Attendant

# Parent - Teacher Communication Record

**To be used by parents / school staff for day - to - day communication**

[illegible]











## Record of Non - Attendance

For more than 2 days of absence a written application duly signed by the parent along with a medical certificate is a must.

[illegible]

## Record of Non - Attendance

For more than 2 days of absence a written application duly signed by the parent along with a medical certificate is a must.

[illegible]

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## Library Record

Date	Title Books I have read	Author

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## Record of Circulars Sent

Date	Circular number	Teacher's Signature	Parent's Signature

## Record Sheet (2022-23)

April	June	July	August	September
1	1	1	1	1
2	2	2	2	2
Sunday	3	Sunday	3	3
4	4	4	4	Sunday
5	Sunday	5	5	5
6	6	6	6	6
7	7	7	Sunday	7
8	8	8	8	8
9	9	9	9	9
Sunday	10	Sunday	10	10
11	11	11	11	Sunday
12	Sunday	12	12	12
13	13	13	13	13
14	14	14	Sunday	14
15	15	15	15	15
16	16	16	16	16
Sunday	17	Sunday	17	17
18	18	18	18	Sunday
19	Sunday	19	19	19
20	20	20	20	20
21	21	21	Sunday	21
22	22	22	22	22
23	23	23	23	23
Sunday	24	Sunday	24	24
25	25	25	25	Sunday
26	Sunday	26	26	26
27	27	27	27	27
28	28	28	Sunday	28
29	29	29	29	29
30	30	30	30	30
		Sunday	31	
<p>'U' to the left of the date indicates that the student was not wearing proper / complete uniform.</p> <p>'N' indicates nails were not cut/nail polish applied.</p>				



## Record Sheet (2022-23)

October	November	December	January	February	March
1	1	1	Sunday	1	1
Sunday	2	2	2	2	2
3	3	3	3	3	3
4	4	Sunday	4	4	4
5	5	5	5	Sunday	Sunday
6	Sunday	6	6	6	6
7	7	7	7	7	7
8	8	8	Sunday	8	8
Sunday	9	9	9	9	9
10	10	10	10	10	10
11	11	Sunday	11	11	11
12	12	12	12	Sunday	Sunday
13	Sunday	13	13	13	13
14	14	14	14	14	14
15	15	15	Sunday	15	15
Sunday	16	16	16	16	16
17	17	17	17	17	17
18	18	Sunday	18	18	18
19	19	19	19	Sunday	Sunday
20	Sunday	20	20	20	20
21	21	21	21	21	21
22	22	22	Sunday	22	22
Sunday	23	23	23	23	23
24	24	24	24	24	24
25	25	Sunday	25	25	25
26	26	26	26	Sunday	Sunday
27	Sunday	27	27	27	27
28	28	28	28	28	28
29	29	29	Sunday	29	29
Sunday	30	30	30		30
31		31	31		31

**'Sh'** indicates not wearing proper/polished shoes.  
**'L'** indicates Late.  
**'LB'** indicates lost belonging record.  
**'H'** indicates hair to be cut.

**April 2022**

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1st Fri.

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Teacher's Signature

Parent's Signature

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2nd Sat.

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Teacher's Signature

Parent's Signature

*Arise, awake and stop not until the goal is reached.*

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**April 2022**

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3rd Sun.

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Teacher's Signature

Parent's Signature

4th Mon.

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Teacher's Signature

Parent's Signature

*Contentment consists not in great wealth but in few wants.*

**April 2022**

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5th Tue.

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Teacher's Signature

Parent's Signature

6th Wed.

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Teacher's Signature

Parent's Signature

*Confidence is the companion of success.*

**April 2022**

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7th Thur

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Teacher's Signature

Parent's Signature

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8th Fri.

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Teacher's Signature

Parent's Signature

*Ask and you shall receive, demand and you will get less.*

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**April 2022**

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9th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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11th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*We cannot direct the wind ---- but we can adjust our sails.*

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**April 2022**

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12th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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13th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Good leadership starts with good communication with people.*

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**April 2022**

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14th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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15th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Speak kind words and you will hear kind echoes.*

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**April 2022**

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16th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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18th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Helping someone else is the secret to happiness.*

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**April 2022**

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19th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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20th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*A smile is a universal language which is understood around the world.*

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**April 2022**

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21st Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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22nd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*To be doing good is man's most glorious task.*

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**April 2022**

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23rd Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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25th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*He conquers, who endures.*

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**April 2022**

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26th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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27th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Our todays and yesterdays are the blocks with which we build our tomorrows.*

**April 2022**

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28th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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29th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Decide and be firm about your goal.*

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[illegible][illegible]



**June 2022**

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2nd Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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3rd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Joy is not in things, it is within.*

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**June 2022**

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4th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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6th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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*Nothing is impossible if you win time.*

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**June 2022**

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7th Sat.

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Teacher's Signature

Parent's Signature

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8th Wed.

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Teacher's Signature

Parent's Signature

*Happiness is a matter of spirit, not of things.*

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**June 2022**

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9th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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10th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Do what you can and be ready for what comes next.*

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**June 2022**

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11th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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13th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Kind words heal wounded hearts.*

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**June 2022**

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14th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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15th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*I grumbled that I had no shoes, till I saw a man without feet.*

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**June 2022**

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16th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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17th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Time lost is opportunity lost.*

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**June 2022**

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18th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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20th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*A stitch in time saves nine.*

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**June 2022**

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21st Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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22nd Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*More hearts are opened by 'Please' than by 'Keys'.*

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**June 2022**

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23rd Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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24th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*The business of life is to move forward.*

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**June 2022**

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25th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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27th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*It is better to wear out than to rust out.*

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**June 2022**

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28th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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29th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Let us do all the good we can, while we have time.*

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## June 2022 / July 2022

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30th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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1st Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*You are judged by the company you keep.*

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**July 2022**

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2nd Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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4th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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*Growth begins where blaming ends.*

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**July 2022**

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5th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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6th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Think twice before you speak.*

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**July 2022**

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7th Thur.

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Teacher's Signature

Parent's Signature

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8th Fri.

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Teacher's Signature

Parent's Signature

*Patience is the companion of wisdom.*

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**July 2022**

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9th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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11th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*We forgive to the extent that we love.*

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**July 2022**

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12th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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13th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*To accept advice is but to increase one's own ability.*

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**July 2022**

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14th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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15th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Whatever is worth doing at all is worth doing well.*

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**July 2022**

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16th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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18th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*If I cannot do great things, I can do small things in a great way.*

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July 2022

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19th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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20th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Always face the sunshine and let your shadow fall behind.*

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**July 2022**

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21st Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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22nd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*He who has a WHY to live, can live any HOW.*

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**July 2022**

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23rd Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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25th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Nothing great was ever achieved without enthusiasm.*

**July 2022**

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26th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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27th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Don't get discouraged, it is often the last key in the bunch that opens the lock.*

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**July 2022**

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28th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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29th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*You live only once, but if you live right, once is enough.*

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## July 2022 / August 2022

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30th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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1st Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*It is nice to be important but it is more important to be nice.*

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**August 2022**

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2nd Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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3rd Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Success in life depends on each day's work.*

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**August 2022**

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4th Thur.

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Teacher's Signature

Parent's Signature

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5th Fri.

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Teacher's Signature

Parent's Signature

*Forgiveness is a free gift, but you must accept it.*

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**August 2022**

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6th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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8th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Look backward with gratitude and forward with confidence.*

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**August 2022**

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9th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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10th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Take time to laugh, it is the music of the soul.*

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**August 2022**

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11th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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12th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*All your dreams can come true if you have the courage to pursue them.*

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**August 2022**

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13th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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15th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Never put off till tomorrow, what you can do today.*

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**August 2022**

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16th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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17th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Never trouble another for what you can do yourself.*

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**August 2022**

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18th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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19th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*You have to create your own opportunities.*

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**August 2022**

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20th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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22nd Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Working together works.*

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**August 2022**

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23rd Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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24th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Apologise quickly and graciously, anger slowly and thoughtfully.*

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**August 2022**

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25th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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26th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Fear always springs from ignorance.*

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**August 2022**

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27th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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29th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*To convince others, you have to convince yourself.*

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**August 2022**

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30th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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31st Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Goals are met when we co-ordinate our efforts with those of others.*

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September 2022

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1st Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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2nd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*One small positive thought in the morning can change the entire outcome of your day!*

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3rd Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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5th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Morning is a wonderful opportunity to wish to love to care to smile and to see you in good mood.*

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6th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

7th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Positive mind, positive vibes, positive life.*

8th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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9th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*We don't have to agree on anything to be kind to one another.*

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10th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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12th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Turn your face to the sun and the shadow falls behind you*

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13th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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14th Wed \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Change your thoughts and you change your world.*

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15th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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16th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Opportunities are everywhere. It's up to me to find (or create) them and make things happen.*

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17th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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19th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*A great attitude becomes a great day which becomes a great year.*

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September 2022

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20th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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21st Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Self-care is so important. When you take the time to replenish your spirit, it allows you to serve...*

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22nd Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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23rd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Goals are met when we co-ordinate our efforts with those of others.*

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September 2022

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24th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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26th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Goals are met when we co-ordinate our efforts with those of others.*

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September 2022

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27th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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28th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Goals are met when we co-ordinate our efforts with those of others.*

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29th Thur. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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30th Fri \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*The future depends on what we do in the present.*

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1st Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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3rd Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Our greatest battles are with our own minds.*

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4th Tues. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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5th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*They can, because they think they can.*

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6th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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7th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Every moment is a new chance.*

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8th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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10th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Change is the nature of all objective things.*

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11th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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12th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Necessity is the mother of invention.*

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13th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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14th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*A good beginning makes a good ending.*

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15th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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17th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*There is never a wrong time to do the right thing.*

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18th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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19th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*You can't get anything unless you start.*

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20th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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**Diwali Break**

Friday 21st October 2022 to 30th October 2022

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Teacher's Signature

Parent's Signature

*There is no enemy like anger.*

31st Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

1st Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*The happiest people don't have the best of everything; they just make the best of everything.*

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2nd Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

3rd Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Now, as we close one chapter, the pen is gradually inking up, preparing itself to write the next.*

4th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

5th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Thank you for helping me build my life.*



**November 2022**

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7th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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8th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Positive thinking will let you do everything better than negative thinking will.*

9th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

10th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Obstacles are things a person see when he takes his eyes off his goal.*

**November 2022**

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11th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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12th Sat \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*To climb steep hills requires a slow pace at first.*

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**November 2022**

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14th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

15th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Wake up every morning with the thought that something wonderful is about to happen.*

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16th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

17th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Your best teacher is your last mistake.*

**November 2022**

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18th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

19th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Wrong means can never led to right ends.*

**November 2022**

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21st Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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22nd Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*The elegance of honesty needs no adornment.*

23rd Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

24th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Life is God's gift to you. The way you live it, is your gift to God.*



**November 2022**

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25th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

26th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Failure is the stepping stone to success.*

28th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

29th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Cleanliness is next to godliness.*

30th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

1st Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Well begun is half done.*

## December 2022

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2nd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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3rd Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Right planning and timely execution is the key to success.*

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5th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

6th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*A thing of beauty is a joy forever.*

**December 2022**

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7th Wed.

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Teacher's Signature

Parent's Signature

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8th Thu.

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Teacher's Signature

Parent's Signature

*Where there is great love there are always miracles.*

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**December 2022**

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9th Fri.

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Teacher's Signature

Parent's Signature

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10th Sat.

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Teacher's Signature

Parent's Signature

*Arise, awake and stop not until the goal is reached.*

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**December 2022**

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12th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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13th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Contentment consists not in great wealth but in few wants.*

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**December 2022**

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14th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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15th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Confidence is the companion of success.*

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**December 2022**

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16th Fri.

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Teacher's Signature

Parent's Signature

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17th Sat.

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Teacher's Signature

Parent's Signature

*Ask and you shall receive, demand and you will get less.*

**December 2022**

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19th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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20th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*We cannot direct the wind ---- but we can adjust our sails.*

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**December 2022**

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21st Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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22nd Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Good leadership starts with good communication with people.*

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**December 2022**

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23rd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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24th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Speak kind words and you will hear kind echoes.*

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**Christmas Break**

Sunday 25th December 2022 to Sunday 1st January 2023

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Teacher's Signature

Parent's Signature

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2nd Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Helping someone else is the secret to happiness.*

**January 2023**

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3rd Tue.

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Teacher's Signature

Parent's Signature

4th Wed.

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Teacher's Signature

Parent's Signature

*A smile is a universal language which is understood around the world.*

**January 2023**

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5th Thu.

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Teacher's Signature

Parent's Signature

6th Fri.

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Teacher's Signature

Parent's Signature

*What you are in God's gift to you, what you become is your gift to God.*

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7th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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9th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*He conquers, who endures.*

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**January 2023**

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10th Tue.

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Teacher's Signature

Parent's Signature

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11th Wed

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Teacher's Signature

Parent's Signature

*To be doing good is man's most glorious task.*

**January 2023**

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12th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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13th Fri \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Our todays and yesterdays are the blocks with which we build our tomorrows.*

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14th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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16th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Decide and be firm about your goal.*

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17th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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18th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Realise the importance of time and manage it well.*

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**January 2023**

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19th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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20th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Joy is not in things, it is within.*

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**January 2023**

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21st Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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23rd Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Nothing is impossible if you win time.*

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**January 2023**

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24th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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25th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Never put off till tomorrow, what you can do today.*



26th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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27th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*You have to create your own opportunities.*

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28th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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30th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

## January 2023 / February 2023

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31st Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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1st Wed \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Apologise quickly and graciously, anger slowly and thoughtfully.*

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**February 2023**

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2nd Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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3rd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Fear always springs from ignorance.*

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**February 2023**

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4th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

6th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*To convince others, you have to convince yourself.*

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**February 2023**

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7th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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8th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Goals are met when we co-ordinate our efforts with those of others.*

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**February 2023**

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9th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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10th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Integrity is the first step to true greatness.*

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11th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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13th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*The future depends on what we do in the present.*

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**February 2023**

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14th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

15th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Our greatest battles are with our own minds.*

**February 2023**

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16th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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17th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*They can, because they think they can.*

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**February 2023**

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18th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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20th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Wrong means can never led to right ends.*

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**February 2023**

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21st Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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22th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*There is no enemy like anger.*

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**February 2023**

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23rd Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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24th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*welcome every morning with a smile.*

**February 2023**

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25th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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27th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Look on a new day as another special gift*

## February 2023 / March 2023

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28th Tue..

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Teacher's Signature

Parent's Signature

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1st Wed.

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Teacher's Signature

Parent's Signature

*How to be positive - Say "I can," instead of "I can't!" Smile more. Be optimistic.*

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**March 2023**

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2nd Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

3rd Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Positive thinking evokes more energy more initiative more happiness.*



**March 2023**

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4th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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6th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Striving for success without hard work is like trying to harvest where you haven't planted.*

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**March 2023**

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7th Tue.

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Teacher's Signature

Parent's Signature

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8th Wed.

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Teacher's Signature

Parent's Signature

*Thank you for helping me build my life.*

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**March 2023**

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9th Thu.

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Teacher's Signature

Parent's Signature

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10th Fri.

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Teacher's Signature

Parent's Signature

*One child, one teacher, one pen and one book can change the world.*

**March 2023**

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11th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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13th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Education is the key to unlocking the world, a passport to freedom.*

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**March 2023**

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14th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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15th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*You learn something everyday if you pay attention.*

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**March 2023**

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16th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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17th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*The most important day of a person's education is the first day of school, not Graduation Day.*

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**March 2023**

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18th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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20th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*The whole purpose of education is to turn mirrors into windows.*

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**March 2023**

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21st Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

22nd Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Live as if you were to die tomorrow. Learn as if you were to live forever.*

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**March 2023**

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23rd Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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24th Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Let us remember: One book, one pen, one child and one teacher can change the world.*

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**March 2023**

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25th Sat. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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27th Mon. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*This is a new year. A new beginning. And things will change*

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**March 2023**

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28th Tue. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

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29th Wed. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*Intelligence plus character that is the goal of true education.*

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**March 2023**

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30th Thu. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

31st Fri. \_\_\_\_\_

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Teacher's Signature

Parent's Signature

*“The job of an educator is to teach students to see the vitality in themselves.”*

### Exam Portion for Periodic Test 1

Date \_\_\_\_\_

[illegible]

Exam Portion for \_\_\_\_\_

Date \_\_\_\_\_

[illegible]

### Exam Portion for Half yearly exam

Date \_\_\_\_\_

[illegible]

Exam Portion for \_\_\_\_\_

Date \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## Exam Portion for Periodic Test 2

Date \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Exam Portion for \_\_\_\_\_

Date \_\_\_\_\_

[illegible]

### Exam Portion for Annual Exam

Date \_\_\_\_\_

[illegible]

Exam Portion for \_\_\_\_\_

Date \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Exam Portion for \_\_\_\_\_

Date \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Exam Portion for \_\_\_\_\_

Date \_\_\_\_\_

[illegible]

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## Skill Counselling Center - NOC

A.Y. 2022 - 23

This is to state that we, Mrs. / Mr. \_\_\_\_\_

Parents of Miss. / Mast. \_\_\_\_\_

Class : \_\_\_\_\_ have no objection to our child availing the benefit of the Skill Enhancement Centre.

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date





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## Information of Private Transport

**A.Y. 2022 - 23**

I \_\_\_\_\_ declare that my ward  
will be using private transport for the academic year 2022 - 23. The details are as  
follows.

Signature of the Parents \_\_\_\_\_

Full Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_

Details of Rikshaw / Van Driver

Name : \_\_\_\_\_

Mobile : \_\_\_\_\_

Vehicle No. : \_\_\_\_\_

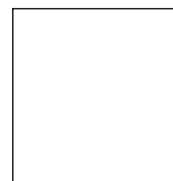


Photo of Driver



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## Declaration by Parents

A.Y. 2022 - 23

Our ward Miss / Master \_\_\_\_\_ is a student of  
Class \_\_\_\_\_ Div \_\_\_\_\_ and either one of us (Father/Mother/Local guardian)  
will sign all her/his applications, report cards etc. Our specimen signatures are as under.

Name : Father \_\_\_\_\_ Specimen Signature \_\_\_\_\_

Mother \_\_\_\_\_ Specimen Signature \_\_\_\_\_

Local Guardian \_\_\_\_\_ Specimen Signature \_\_\_\_\_

In our absence the following individuals in the city could be contacted :

1. Name : \_\_\_\_\_ 2. Name \_\_\_\_\_

Address : \_\_\_\_\_ Address : \_\_\_\_\_

Phone : \_\_\_\_\_ Phone : \_\_\_\_\_

\_\_\_\_\_  
Class Teacher's Name

\_\_\_\_\_  
Class Teacher's Signature

I have read the rules and regulations of the school and promise to abide by them.

I undertake to pay the school fees as per the schedule given by the school.

\_\_\_\_\_  
Signature of the Parent / Guardian

\_\_\_\_\_  
Date



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## Field Trip Declaration

**A.Y. 2022 - 23**

I understand that school will organize field trips during the academic year.

I would like / not like my child Master/Miss .....  
studying in class ..... to be part of such trips.

I shall not hold the school responsible for any untoward incident/s that may occur during the field trip.

Date :

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Father's Signature



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## Travel Undertaking

**A.Y. 2022 - 23**

(To be filled in by parents for use of two - wheeler - Std : XI & XII only)

We take the responsibility that our ward Miss / Master \_\_\_\_\_  
of Std : \_\_\_\_\_ Div : \_\_\_\_\_ will wear a helmet, carry driving license and  
drive safely to school.

Name of Parent : \_\_\_\_\_

Signature of the Parent : \_\_\_\_\_

Acknowledgment by : Class Teacher : \_\_\_\_\_

: Principal : \_\_\_\_\_

Date : \_\_\_\_\_

## No Objection Certificate for Out door Sports Events

I Shri. / Smt. \_\_\_\_\_ give my consent to my ward  
Master / Miss \_\_\_\_\_ Std. \_\_\_\_\_ Div. \_\_\_\_\_ to participate in the  
\_\_\_\_\_. I have no objection to my child traveling for the event.  
School will not be responsible for any injuries that might happen during any travel or sports  
event. All expenses towards travel, lodging, boarding and food will be borne by me.

Parent Sign. : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

Note : Parents are requested to deposit Rs. \_\_\_\_\_ with the sports teacher  
\_\_\_\_\_ towards travel, lodging, boarding and food expenses of your ward. Utmost  
care will be taken by the school to ensure the safety of your ward.

Date : \_\_\_\_\_





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## Discipline Card

### A.Y. 2022 - 23

Student' Name \_\_\_\_\_ Class \_\_\_\_\_ Div. \_\_\_\_\_

Sign. of Teacher \_\_\_\_\_

Sign. of Parent \_\_\_\_\_

Warning      1      \_\_\_\_\_

Warning      2      \_\_\_\_\_

Warning      3      \_\_\_\_\_

Date : \_\_\_\_\_

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Final Warning :

Date :

Sign. of Principal

Sign. of Parent

\_\_\_\_\_

\_\_\_\_\_

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Suspension from School : - After final warning

Date :

From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sign. of Principal

Sign. of Parent

Date : \_\_\_\_\_



# APPLICATION FORM FOR BONAFIDE CERTIFICATE

A.Y. 2022 - 23

Date \_\_\_\_\_

## APPLICANT DETAILS

1. Student Full Name \_\_\_\_\_
2. Std. \_\_\_\_\_ Section \_\_\_\_\_ GR No \_\_\_\_\_
3. Caste \_\_\_\_\_ Sub Caste \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Mother's Name \_\_\_\_\_
6. Date of Birth (in words) \_\_\_\_\_
7. Father's Mobile Number : \_\_\_\_\_ Email Id : \_\_\_\_\_
8. Mother's Mobile Number : \_\_\_\_\_ Email Id : \_\_\_\_\_
9. Reason for Application \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

**Note: An amount of Rs. 50/- needs to be paid to the Accounts Department for the Bonafide Certificate.**

## FOR OFFICE USE ONLY

Received an amount of Rs. 50 /-toward Bonafide Certificate Charges.

Initials \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

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# APPLICATION FORM FOR TRANSFER CERTIFICATE

A.Y. 2022 - 23

Date \_\_\_\_\_

## APPLICANT DETAILS

1. Student Full Name \_\_\_\_\_
2. Name that should appear in the TC \_\_\_\_\_
3. Std \_\_\_\_\_ Section \_\_\_\_\_ GR No \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Mother's Name \_\_\_\_\_
6. Father's Mobile Number : \_\_\_\_\_ Email Id : \_\_\_\_\_
7. Mother's Mobile Number : \_\_\_\_\_ Email Id : \_\_\_\_\_
8. Reason for Application \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

## For Office Use Only

To be filled by the Class Teacher -

Attendance details \_\_\_\_\_

Scholastic subjects \_\_\_\_\_

Co-scholastic subjects \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

Received by

- |                                   |                |            |
|-----------------------------------|----------------|------------|
| 1. Front Office / Admin Office    | Initials _____ | Date _____ |
| 2. Library - Dues cleared         | Initials _____ | Date _____ |
| 3. Accounts office - Dues cleared | Initials _____ | Date _____ |
| 4. ERP                            | Initials _____ | Date _____ |

\_\_\_\_\_  
Principal's Signature



## APPLICATION FORM FOR CHANGE IN ADDRESS OR PHONE NUMBER

A.Y. 2022 - 23

Date \_\_\_\_\_

### Applicant's Changes Sought to be Made

1. Student Name \_\_\_\_\_
2. Std \_\_\_\_\_ Section \_\_\_\_\_ GR No \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Mother's Name \_\_\_\_\_
5. New Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_
6. Father's Mobile Number : \_\_\_\_\_ Email Id : \_\_\_\_\_
7. Mother's Mobile Number : \_\_\_\_\_ Email Id : \_\_\_\_\_
8. Subsequent to the aforementioned changes we have -
  - a. Made changes in our child's Almanac / School Diary - \_\_\_\_\_
  - b. Made changes in our child's I - card / Issued a new I - Card - \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Parent

### For Office Use Only

Received by

- |  |                           |
|--|---------------------------|
| 1. Front Office / Admin Office                               | Initials _____ Date _____ |
| 2. ERP and changes updates                                   | Initials _____ Date _____ |
| 3. Class Teacher and changes noted in<br>Attendance Register | Initials _____ Date _____ |

Date : \_\_\_\_\_

