



Universal

Better Tomorrow Starts Today

HANDBOOK

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The Future Belongs to **the Fearless**

Universal equips every student with the right attitude and skills to help them find their unique place in the world by providing a wholesome and ever-evolving learning environment so that they can fearlessly pursue a better tomorrow.

5 Ideas that Define the Overall Learning **Experience at Universal**

Wholesome

growth through creativity, values, fitness, culture and life skills.

Ever-evolving

curriculum that combines academic rigour with practical relevance.

Environment

that is exciting, flexible, healthy, secure and sustainable.

Learning

comes alive through engaging, interactive, technology-rich content.

Smart

solutions for parent engagement and student success.

SCHOOL SONG

Students of Universal School
Raise your voices with heads held high
Salute with hearts, brave and true
We love and learn in what we do.

Messengers of peace we shall be
Spreading joy for the world to see
Knowledge and wisdom we shall seek
Elevate our school to its peak.

Let's pursue excellence in every sphere
Let's explore the whole world here
With this mission we move ahead
Singing with one accord.

Students of Universal School
Raise your voices with heads held high
Salute with hearts, brave and true
We love and learn in what we do.

NATIONAL ANTHEM

जन-गण-मन अधिनायक जय हे,
भारत भाग्य विधाता ।
पंजाब-सिंध-गुजरात-मराठा,
द्राविड़-उत्कल-बंग ।
विंध्य हिमाचल यमुना गंगा,
उच्छल जलधि तरंग ।
तव शुभ नामे जागे,
तव शुभ आशिष मांगे ।
गाहे तव जयगाथा ।
जन-गण-मंगल दायक जय हे,
भारत भाग्य विधाता ।
जय हे! जय हे! जय हे!
जय जय जय जय हे!

- Rabindranath Tagore

Jana-gana-mana-adhinayaka jaya he
Bharata-bhagya-vidhata
Punjaba-Sindhu-Gujarata-Maratha-
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchhala-Jaladhi-taranga
Tava shubha name jage,
Tava shubha ashisha mange,
Gahe tava jaya-gatha
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he! Jaya he! Jaya he!
Jaya jaya jaya, jaya he!

- Rabindranath Tagore

NATIONAL SONG

वंदे मातरम्
सुजलां सुफलां मलयज शीतलाम्
शस्य श्यामलाम्, मातरम्!
वंदे मातरम्!
शुभ्रज्योत्स्ना पुलकितयामिनीम्
फुल्ल कुसुमित द्रुमदल शोभिनीम्
सुहासिनीं सुमधुर भाषिणीं
सुखदां वरदां मातरम्!
वंदे मातरम्!

- Bankim Chandra Chatterjee

Vande Mataram!
Sujalam, suphalam, malayaja shitalam,
Shasyashyamalam, Mataram!
Vande Mataram!
Shubhrajyotsna pulakitayaminim,
Phullakusumita drumadala shobhinim,
Suhasinim sumadhura bhashinim,
Sukhadam varadam, Mataram!
Vande Mataram, Vande Mataram!

- Bankim Chandra Chatterjee

PRAYERS - Pre-Primary

Walking with the Lord
We are walking in the morning
Lift up your hearts
For you are walking with the Lord
Singing to the Lord
We are singing in the sunshine
Lift up your hearts
For you are singing to the Lord
Hand in hand we all together, walking..... walking....
Black & white & brown together, walking.... walking....
Singing new songs
And living new lives
Building new bridges
And walking with the Lord
We are walking in the morning
Lift up your hearts!
For you are walking with the Lord
Singing to the Lord
We are singing in the sunshine
Lift up your hearts
For you are singing to the Lord!

PRAYERS - Primary & Secondary

PRAYER BEFORE CLASS

My dear Lord
I give this day
All my thoughts
And all my play.

The time I laugh
The work I do
The songs I sing
To you.

My good Lord
I ask this day
Help to live it
Just your way.

To study well
To say what's true
To love my friends
And you.

PRAYER AFTER CLASS

We give you thanks,
Dear God, for another day.
Bless our parents,
Our teachers and our friends.

We love you
With our whole heart.
We are sorry
For having offended you.

VISITING DAYS CALENDAR

Class/Grade	Particulars	Dates
Pre-Primary - Grade 10	Visiting Day 1	21 st June 2025
IBDP 1 & 2	Visiting Day 1	19 th August 2025
Pre-Primary - Grade 10	Visiting Day 2	02 nd August 2025
IBDP 1	Visiting Day 2	03 rd November 2025
IBDP 2	Visiting Day 2	26 th September 2025
Pre-Primary - Grade 9	Term 1 Progress Reports	01 st November 2025
Grade 10	Visiting Day 3	15 th October 2025
IBDP 1 & 2	Visiting Day 3	06 th December 2025
Pre-Primary - Grade 9	Visiting Day 4	17 th January 2026
Grade 10	Visiting Day 4	02 nd December 2025
IBDP 1 & 2	Visiting Day 4	07 th February 2026
Grade 10	Visiting Day 5	08 th January 2026
Grades 7 - 9	Term 2 Progress Reports	13 th March 2026
Pre-Primary	Term 2 Progress Reports	18 th March 2026
Grades 1 - 6	Term 2 Progress Reports	30 th March 2026
IBDP 1 & 2	Visiting Day 5	04 th April 2026

HOLIDAY CALENDAR

YEAR 2025

Date	Month	Day	Holiday
10	April	Thursday	Mahavir Jayanti
14	April	Monday	Dr. Babasaheb Ambedkar Jayanti
18	April	Friday	Good Friday
15	August	Friday	Independence Day (Non Instructional Day)
15	August	Friday	Parsi New Year
16	August	Saturday	Dahi Handi
06	September	Saturday	Anant Chaturdashi
02	October	Thursday	Mahatma Gandhi Jayanti
02	October	Thursday	Dussehra
05	November	Wednesday	Guru Nanak Jayanti

YEAR 2026

14	January	Wednesday	Makar Sankranti
26	January	Monday	Republic Day (Non Instructional Day)
19	February	Thursday	Shivaji Maharaj Jayanti
04	March	Wednesday	Dhuli Vandan

Eid-ul-Fitr, Eid-ul-Zuha, Eid-e-Milad and Muharram will be declared.

Vacations	From	To	Reopening Dates
Summer Vacation	01 st May 2025	01 st June 2025	02 nd June 2025
Ganesh Festival	27 th August 2025	31 st August 2025	01 st September 2025
Diwali	16 th October 2025	26 th October 2025	27 th October 2025
Christmas	25 th December 2025	04 th January 2026	05 th January 2026
Year-end Break 2025-26	28 th February 2026	15 th March 2026	16 th March 2026 (8 -10 & 12) AY 2026-27 begins
Year-end Break 2025-26	14 th March 2026	31 st March 2026	01 st April 2026 (Nursery to 7) AY 2026-27 begins

ACTIVITIES & EVENTS CALENDAR

PRE PRIMARY

APRIL 2025

11	Friday	Favourite Food Day — Jr. KG
21	Monday	Evacuation Drill
22	Tuesday	International Mother Earth Day
23	Wednesday	We Learn to Be Clean Day — Nursery
25	Friday	Yellow Day — Nursery & Jr. KG
30	Wednesday	Being Indian Day — Sr. KG
30	Wednesday	Family Day — Nursery & Jr. KG

JUNE 2025

20	Friday	International Yoga Day
25	Wednesday	Green Day — Nursery & Jr. KG
27	Friday	Bees and Bugs Day — Jr. KG
27	Friday	Happy Feet Day — Nursery
30	Monday	Fun with Shapes Day — Sr. KG

JULY 2025

16	Wednesday	Magical Monsoon Day — Sr. KG
23	Wednesday	Red Day — Nursery & Jr. KG
23	Wednesday	Animal Day — Sr. KG
25	Friday	Animal Day — Nursery
30	Wednesday	International Friendship Day

AUGUST 2025

08	Friday	Rakshabandhan Celebration
13	Wednesday	Janmashtami Celebration
14	Thursday	Independence Day Celebration
20	Wednesday	Sea Creature Day — Nursery & Jr. KG
25	Monday	Blue Day — Nursery & Jr. KG
26	Tuesday	Ganesh Chaturthi Celebration

SEPTEMBER 2025

04	Thursday	Teachers' Day Celebration
24	Wednesday	Brown Day — Nursery & Jr. KG
25	Thursday	Vegetable Delight Day — Nursery
26	Friday	Navratri Celebration

ACTIVITIES & EVENTS CALENDAR

PRE PRIMARY

OCTOBER 2025

06	Monday	The Joy of Giving Week Begins
14	Tuesday	Reading Day-No Bag Day
15	Wednesday	Diwali Party
29	Wednesday	Messy Day — Nursery

NOVEMBER 2025

03	Monday	Evacuation Drill - Nursery - 12
07	Friday	Orange Day — Nursery & Jr. KG
12	Wednesday	Fruit and Vegetable Day — Jr. KG
12	Wednesday	Fruit Fun Day — Nursery
14	Friday	Children's Day

DECEMBER 2025

05	Friday	World Soil Day
19	Friday	Black & White Day — Nursery & Jr. KG
23	Tuesday	Being a Beautiful Bird Day — Nursery & Sr. KG
24	Wednesday	Christmas Party

JANUARY 2026

23	Friday	Republic Day Celebration
30	Friday	Pink Day — Nursery

FEBRUARY 2026

02	Monday	Pink and Purple Day — Jr. KG
06	Friday	Transport Day - Nursery, Jr. KG & Sr. KG
23	Monday	Messy Day — Nursery

MARCH 2026

03	Tuesday	World Wildlife Day
10	Tuesday	Purple Day — Nursery
11	Wednesday	Community Helpers' Day — Nursery & Jr. KG
13	Friday	Year End Party

Note: Dates for the Storytime Saturday, Annual Day, Annual Picnic & Field Trip, Culmination of Unit, Field Day, Sr. KG Student Led Conference & Graduation Day will be informed later.

ACTIVITIES & EVENTS CALENDAR

PRIMARY & SECONDARY SECTION

MARCH 2025

10	Monday	Welcome Assembly	
		Introduction to the Theme of the Year	8 to 10

APRIL 2025

01	Tuesday	Welcome Assembly	
		Introduction to the Theme of the Year	1 to 7
04	Friday	Story Time and D.E.A.R Program	1 to 7
07	Monday	Student Council Campaign	8
08	Tuesday	Student Council Campaign	9
11	Friday	Special Assembly - Dr. B R Ambedkar	9
		Classroom Accord Activity	1 & 2
16	Wednesday	Student Council Campaign	4
17	Thursday	Student Council Campaign	3
19	Saturday	Performing Arts - Intraschool Competition	3 to 8
21	Monday	Evacuation Drill	1 to 12
22	Tuesday	Special Assembly - Earth Day	8
		Student Council Election	3 to 4
		Student Council Election	7 to 11
25	Friday	'Nature Collage Creation' - Activity	1 & 2

JUNE 2025

05	Thursday	Special Assembly - World Environment Day	7
06	Friday	'Nature Poetry Recital' - Competition	1 & 2
13	Friday	'Personal Hygiene Storytime' - Activity	1 & 2
20	Friday	'Bizz Bulls Battle' - Commerce Quiz Competition	9 & 10
		'Experiment Chronicles' - Activity	1 & 2

ACTIVITIES & EVENTS CALENDAR PRIMARY & SECONDARY SECTION

JULY 2025

19	Saturday	Linguist - Intraschool Competition	3 to 8
		French Day Celebration	9
25	Friday	Special Assembly - Creative Eco-Innovations	6
		'Creative Waste DIY' - Activity	1 & 2

AUGUST 2025

01	Friday	Special Assembly - United Hearts, Forever Friends	5
		'Craft Your Friendship Badge'-Activity	1 & 2
08	Friday	'Colourful Cultural Celebration Voyage' -Activity	1 & 2
14	Thursday	Dress up as a Freedom Fighter - Activity	1 & 2
		Patriotic Song and Dance -Competition	3 - 10
15	Friday	Independence Day - Celebration	7-9
		Plantation Drive	DP1 - DP2
22	Friday	Special Assembly - The Linguists Around the World	9
		'Magical World of Storytelling' - Competition	1 & 2
26	Tuesday	Special Assembly- Ganesh Chaturthi	8

SEPTEMBER 2025

04	Thursday	Special Assembly - Teacher's Day	SC
12	Friday	'Story Sequencing Made Simple'- Hindi Activity	1 & 2
15	Monday	Special Assembly - Hindi Diwas	6 to 7

OCTOBER 2025

1 - 4	Wed - Sat	Joy of Giving Week	1 to 12
03	Friday	'Story Writing' - Competition	1 & 2
10	Friday	Master Chef of Universal - Activity	1 & 2
15	Wednesday	Special Assembly - Diwali	8

ACTIVITIES & EVENTS CALENDAR PRIMARY & SECONDARY SECTION

NOVEMBER 2025

03	Monday	Evacuation Drill	Nursery - 12
07	Friday	G.K. Quiz - Activity	1 & 2
14	Friday	Children's Day celebration	
28	Friday	'Show and Tell' - Competition	1 & 2

DECEMBER 2025

05	Friday	'Math Memory Game' - Activity	1 & 2
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JANUARY 2026

16	Friday	'Junior Shark Tank' - Competition	1 & 2
26	Monday	Republic Day Celebration	8 & 9
31	Saturday	Art and Craft - DIY - Intraschool Competition	3 to 8

FEBRUARY 2026

07	Saturday	'Innovate, Create, Compete Together' Intraschool Competition	3 to 8
26	Thursday	Special Assembly - Marathi Diwas	5

Note: Dates for Annual Day, Annual Athletic and Sports Meet, Annual Picnic, Educational Tour, Annual Prize Distribution, Field Trip will be informed later.

ASSESSMENT CALENDAR

Grades	Assessment	Dates
1 & 2	PT 1	10/07/2025 to 18/07/2025
	PT 2	29/09/2025 to 08/10/2025
	PT 3	16/12/2025 to 24/12/2025
	PT 4	05/03/2026 to 13/03/2026
3	PT 1	09/07/2025 to 18/07/2025
	PT 2	26/09/2025 to 08/10/2025
	PT 3	15/12/2025 to 24/12/2025
	PT 4	03/03/2026 to 13/03/2026
4 & 5	PT 1	08/07/2025 to 18/07/2025
	PT 2	25/09/2025 to 08/10/2025
	PT 3	12/12/2025 to 24/12/2025
	PT 4	02/03/2026 to 13/03/2026
6	PT 1	08/07/2025 to 18/07/2025
	Semester 1	26/09/2025 to 08/10/2025
	PT 2	15/12/2025 to 24/12/2025
	Semester 2	02/03/2026 to 13/03/2026
7 & 8	PT 1	08/07/2025 to 18/07/2025
	Semester 1	26/09/2025 to 08/10/2025
	PT 2	15/12/2025 to 24/12/2025
	Semester 2	18/02/2026 to 27/02/2026
9	PT 1	03/07/2025 to 18/07/2025
	Semester 1	22/09/2025 to 08/10/2025
	PT 2	09/12/2025 to 24/12/2025
	Semester 2	12/02/2026 to 27/02/2026

ASSESSMENT CALENDAR

Grades	Assessment	Dates
10	Mock 1	3/07/2025 to 18/07/2025
	Booster	8/09/2025 to 25/09/2025
	Mock 2	27/10/2025 to 12/11/2025
	Mock 3	10/12/2025 to 24/12/2025
IBDP 1	PT 1	18/08/2025 to 25/08/2025
	SEMESTER 1	19/11/2025 to 29/11/2025
	PT 2	16/01/2026 to 28/01/2026
	SEMESTER 2	09/03/2026 to 18/03/2026
IBDP 2	PT 3	07/07/2025 to 14/07/2025
	PT 4	11/09/2025 to 20/09/2025
	Booster	19/11/2025 to 29/11/2025
	Mock 1	16/01/2026 to 28/01/2026
	Mock 2	16/03/2026 to 31/03/2026

- PT : Progression Test
- Please note that the exam schedule may change due to unforeseen circumstances. Therefore, we request parents to avoid making outing plans for at least three working days after each exam to accommodate any necessary adjustments.

ESSENTIAL INFORMATION

TIMINGS

School Timings

- Pre-Primary
Morning Batch : 7:50 a.m. to 10:50 a.m.
Mid -morning : 11:20 a.m to 2:20 p.m.
- Primary
Grades 1 - 4 : 12:15 p.m. to 5:15 p.m.
- Secondary
Grades 5 - 7 : 6:50 a.m. to 12:35 p.m.
Grade 8 : 6:50 a.m. to 12:40 p.m.
Grades 9 & 10 : 6:50 a.m. to 1:30 p.m.
- IBDP : 7:45 a.m. to 3:00 p.m.

Admin Office Timings

Monday to Saturday - 9:00 a.m. to 5:30 p.m.

MEETINGS

- Meetings with Heads and Counsellors are by appointment only and must be scheduled through Ether.
- All teachers are available on Visiting Days. In case of an emergency, you may request a meeting with a teacher through Ether.

SECURITY

To ensure student safety, the school has a comprehensive security system, including CCTV surveillance.

- All visitors must register at the security gate and wait for permission before entering.
- Parents and authorised student pick up personnel must carry their ID cards when visiting.
- Parcels, books, stationery, or food items for students will not be accepted at the gate.
- All visitors must comply with security checks and cooperate with the security personnel.

IDENTITY CARD

- Students must wear their Identity Card daily.
- A duplicate card will be issued at a cost of ₹ 100/- in case of loss.

ATTENDANCE & PUNCTUALITY

- All students are expected to be punctual.
- Late arrivals are not permitted in normal circumstances.
- Early departure is only allowed in emergencies.
- Regular attendance is crucial for effective learning.

LEAVE & ABSENCE

- Absences must be reported through Ether with a valid reason.
- A doctor's note is required for absences exceeding three consecutive days due to health reasons.
- Students with contagious illnesses should remain at home until fully recovered.

ESSENTIAL INFORMATION

MEDICAL GUIDELINES

Parents are encouraged to educate their children about good health habits, including:

- Personal hygiene
- Adequate sleep (at least 8 hours daily)
- Regular exercise
- Balanced diet and safe drinking water
- Annual de-worming (consult your physician)

Quarantine Guidelines: Students with the following illnesses must observe the prescribed recovery period:

- Chickenpox: Until scabs fall off completely
- Cholera: 14 days from the first symptom
- Measles: Two weeks after the rash disappears
- Mumps: Until swelling subsides
- Whooping Cough: Three weeks
- Jaundice: Two weeks
- Conjunctivitis: 3—7 days until symptoms subside
- Scabies/Dermatitis: 3 days post-treatment
- Influenza: 7 days
- COVID-19: As per government guidelines

For chronic illnesses/new illnesses diagnosed (asthma, epilepsy, heart conditions, drug allergies, etc.), parents must provide updated medical information via Ether and meet the teacher.

INFIRMARY

A school nurse is available for first-aid needs.

- Prescription medication will only be administered upon written parental consent via Ether after a discussion with the nurse and class teacher.
- In a medical emergency, the school will promptly provide first aid and take the child to the nearest doctor/hospital to seek medical assistance, if necessary.

VISITING DAYS

- Parents can meet teachers on designated visiting days to discuss their child's progress.
- Progress reports are issued at the end of each term.
- Students must wear their full school uniform on visiting days.

LIBRARY

- Books are issued for one week and may be renewed for another week.
- No books will be issued during vacations.
- Books must be returned in good condition; damage will result in penalties.
- Late returns will incur a fine of Rs 5/- per day.
- Books not returned within 30 days must be replaced or paid for by parents.

ESSENTIAL INFORMATION

BIRTHDAY CELEBRATIONS

- Students may wear a birthday dress on their special day.
- Distribution of sweets, gifts, or invitations is strictly prohibited on school premises.

SNACKS & LUNCH

The school serves nutritious and hygienic snacks to students. To avail of the lunch facility for primary and secondary students, parents can contact the school office.

COMMUNICATION

- All important notifications, updates and circulars will be sent via Ether.
- Parents must update the Admin Office through Ether regarding any changes in residential/work address, email ID, or phone number.
- Parents should regularly check their child's bag for notes or materials.

STUDENT BELONGINGS

- All belongings should be clearly labelled with the student's name, grade/class, and division.
- Items sent from home for school activities should be neatly packed in a pouch for organisation.

LOST PROPERTY

- Lost items can be claimed at the Admin Office within 7 days upon presenting the student's ID card.

GIFTS & PRIVATE TUITION POLICY

- The school follows a No gift and tuition policy for all teachers and staff members. Hence parents and students are required to abide by the same.

NURSERY GUIDELINES

- Parents must provide a labelled zip-lock bag containing an extra set of clothes and diapers.
- Discontinuation of diaper use should be planned in consultation with the teacher.

DRESS CODE

Students must adhere to the prescribed uniform and grooming standards

- ID cards must be worn daily.
- Hair must be neat and tidy.
- Girls: Long hair should be tied back with a black headband.
- Boys: Hair should be neatly trimmed and short.
- Nails should be clean and trimmed short.
- Make-up, nail polish, mehendi, hair colour, and tattoos are not permitted.
- Jewellery is restricted to small stud earrings; smart watches are not allowed.
- Winter wear: Only the school fleece jacket is permitted.

FOOTWEAR

- Black, closed-toe shoes with secure fastenings (laces or straps) must be worn.
- Black clogs are permitted only during heavy rains.

ESSENTIAL INFORMATION

STUDENT CODE OF CONDUCT

“DO THE RIGHT THING, SAY THE RIGHT THING”

At Universal, we uphold the values of:

- Kindness
- Respect
- Responsibility
- Resilience

1. Respect for Others

- Treat classmates, teachers, and staff with kindness and respect.
- Avoid bullying, teasing, or using hurtful language.
- Listen when others are speaking and respect different opinions.

2. Responsibility & Honesty

- Complete assignments on time and put in your best effort.
- Be honest in all academic work—no cheating or plagiarism.
- Take responsibility for your actions and learn from mistakes.

3. School Environment & Safety

- Keep the school clean and respect school property.
- Follow safety rules and report any concerns to a teacher or staff member.
- Avoid bringing prohibited items to school.

4. Attendance & Punctuality

- Arrive on time and attend all classes regularly.
- Bring necessary materials and be prepared to learn.
- Follow school policies for absences and late arrivals.

5. Digital Responsibility

- Use school technology and the internet responsibly.
- Do not share inappropriate content or cyberbully others.
- Keep personal information private and respect others' privacy.

6. Dress Code & Behaviour

- Follow the school's dress code policy.
- Maintain good behaviour inside and outside of school.
- Represent the school positively in all settings.

By following this Code of Conduct, students help create a safe, respectful, and productive learning environment for everyone.

ESSENTIAL INFORMATION

The following misconduct will result in strict disciplinary action:

General Discipline

- Defacing, disfiguring, or damaging school property.
- Bunking classes, assessments, or any scheduled academic activity.
- Engaging in slogan-chanting or unauthorised signature campaigns.
- Scribbling or writing on shirts, uniforms, or any school-related materials.
- Using abusive or inappropriate language.

Handling of Materials and Property

- Damaging, scribbling on, or tearing pages from library books, textbooks, or exercise books.
- Bringing sharp or injurious objects to school.
- Carrying books, gadgets, or materials unrelated to coursework.
- Possessing electronic devices such as mobile phones, smart watches, cameras or fine jewellery.

Behavioural Violations

- Bullying, harassment, or engaging in any form of violence.
- Bursting crackers, throwing colour, water, or water balloons on or near school premises.
- Repeated late arrivals to class, school, or event venues.
- Indiscipline or misbehaviour in school transport.

Serious Violations

- Malpractice in examinations (which may lead to expulsion).
- Engaging in immoral or inappropriate conduct.
- Possessing prohibited materials, chewing gum, alcohol or psychotropic drugs.
- Grave insubordination or defiance of authority.
- Stealing or extorting money/items from other students.
- Any actions or words that may undermine the reputation of the school or its community.



Universal

Better Tomorrow Starts Today

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Ghatkopar (East), Mumbai 400 077.

ghatkopr.universalschool.edu.in