

Sharda International School
Sec-9, Gurugram





Ms. Supal Gandhi

Principal



Dr. Neelima Prakash

Academic director



Welcome to
First Grade!

CORE VALUES

- 1 Respect - Dignity and inclusion for all.
- 2 Integrity - Honesty and accountability.
- 3 Excellence - Striving for high standards.
- 4 Curiosity - Love of learning and inquiry.
- 5 Community - Collaboration and belonging.
- 6 Responsibility - Ownership of actions.
- 7 Equity - Fairness and opportunity.

SCHOOL TIMINGS AND PUNCTUALITY

➤ All students are encouraged to grace the school by 7:40 a.m. sharp.

➤ School gate will be closed at 7:55 a.m.

➤ Latecomers will be sent home after issuing three warnings.

➤ As for the day's adventures, students will embark on their journeys home at 2:00 p.m.

Communication guidelines:

P.T.M.: Held as per the school calendar for in-depth discussions.

School Almanac: For regular updates and important notices.

Meetings: Parents may meet teachers on Tuesdays or Fridays (except P.T.M. days) from 2:00 pm to 2:45 pm by prior appointment.

Attendance & Leave Policy-

- Parents must drop in a mail, in case the child is absent. Please plan leaves as per the school calendar, leaves during working days will not be approved.
- Any planned leave must be applied for in advance and notified at least 24 hours before.
- A medical leave certificate is required, in case the student is absent for more than 4 days due to medical reasons. A fitness certificate needs to be provided for a contagious ailment.
- Please schedule appointments (doctor / any other) after school hours as we will not allow students to leave early or come late.
- In case the student has any cold or flu-like symptoms kindly refrain from sending them to school.
- Any leave from 3 to 7 days needs approval from the Principal in advance.
- Early dispersal or half-day will be approved only in case of an emergency, such as passport or visa appointments. Any such request needs to be mailed or informed well in advance.

Birthday Celebrations –

- * The students can come to school in smart casuals.
- * Simple Sweets will be allowed to be distributed by the student.
- * Please do not send cake, chocolates and gifts.
- * A storybook may be donated by the child for the class library.
- * Please encourage your child to visit an orphanage, or old age home for their birthday.



ANTI-BULLYING POLICY

Bullying is strictly prohibited inside the school premises. Strict action will be taken against those who indulge in bullying.

LITTLE THINGS THAT MAKE A DIFFERENCE

- **1. Label each belonging of your wards.**
- **2. Ask your children every day how they spend time in school.**
- **3. Fix the pages of the notebook whenever you see them coming out.**
- **4. Send your wards in proper, neat and clean uniforms.**
- **5. Trim their nails and hair regularly.**
- **6. Spend at least 30 minutes of quality time with your wards without including any gadgets.**

ACADEMICS INSTRUCTIONS

Neat work Presentation.

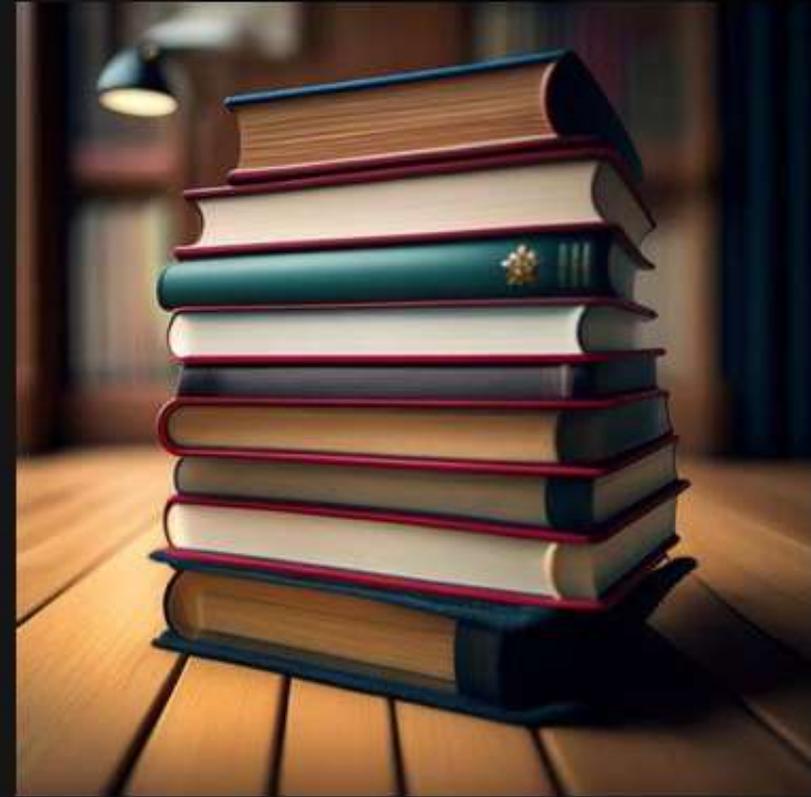
Respecting deadlines for all class work as well as Homework.

Notebooks must be submitted on time.

Children must regularly do correction.

Keep your notebook orderly and well-maintained.

Actively participate in Olympiads...



HYGIENE & NUTRITION

A balanced diet, good eating habits, personal hygiene and food hygiene are essential for good health.



Uniform Schedule:

Monday, Tuesday, Thursday, and Friday:

Red t-shirt & lower

Wednesday and Saturday:

Yellow t-shirt & lower

Academic Expectations

Children are to follow subject-specific formatting instructions.

- Neat work presentation.
- Respecting deadlines for all Class Work as well as Home Work.
- Notebooks must be submitted on time.
- Children must regularly do corrections.

School Almanac is a source of information and a mode of communication between teachers, students and parents. So, all the students must carry it to school regularly.

Kindly fill the third and fifth pages of the school almanac properly

PARTICULARS OF STUDENT

Name of the Student :
 Class : Sec:
 Admission No. : Blood Group :
 Aadhaar Number :
 Date of Birth : House :
 Class Teacher :
 Full Name of Father : Occupation :
 Full Name of Mother : Occupation :
 Residential Address :
 Telephone No. (Landline) : (R) (O)
 Mobile No. : Father : Mother :
 Medical history of the student, if any :
 Name, Class & Phone No. of Brother / Sister / Neighbour studying in S.I.S.
 Name Class Tel.
 Name Class Tel.
 Mode of Transport: School Bus: Own Conveyance: (Please ✓)
 I hereby declare that the above statements are true to the best of my knowledge.
 I hereby authorize the school to take my child to the nearby hospital in case of any medical emergency.

Father's Signature
Mother's Signature

Note :
 To be filled by the parents / guardians.
 Parents are requested to read the diary carefully before signing this page.
 The diary must be brought to the school daily.
 Communication sent through the diary must be taken note of and duly signed.
 Any change in the Residential Address and telephone numbers should be intimated to the School authorities immediately.
 If the Child is suffering from any health problem kindly intimate it to the office and class teacher in writing.

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 Admission No. : Blood Group :
 Aadhaar Number :
 Date of Birth : House :
 Class Teacher :
 Full Name of Father : Occupation :
 Full Name of Mother : Occupation :
 Residential Address :
 Telephone No. (Landline) : (R) (O)
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Books and Notebooks to be submitted on the first day

Books:-

- G.K
- Computer
- Arts
- English cursive
- Life skills
- Hindi sulekh

Notebooks:-

- 2 for English
English/English grammar
- 2 for Hindi
Hindi/Hindi grammar
- 1 for Maths
- 1 for EVS
- 1 for C.T.

Note:-

- **Bring a table mat for lunch break daily.**
- **All books and notebooks should be labelled.**



**THANK
YOU**