

# SHARDA INTERNATIONAL SCHOOL SEC-9, GURUGRAM



LEARN

ACHIEVE

INSPIRE





**Ms. Supal Gandhi**  
**Principal**



**Dr. Neelima Prakash**  
Academic Director

WELCOME



# SCHOOL CORE VALUES

- ➔ Respect- Dignity and inclusion for all.
- ➔ Integrity- Honesty and accountability.
- ➔ Excellence- Striving for high standards.
- ➔ Curiosity- Love of learning and inquiry.
- ➔ Community- Collaborate and belonging.
- ➔ Responsibility- Ownership of actions.
- ➔ Equity- Fairness and Opportunity.

# SCHOOL TIMINGS

- ➔ All students are encouraged to grace the school by 7:40 am sharp.
- ➔ The school gate will be closed at 7:55 am.
- ➔ Latecomers will be sent home after issuing three warnings.
- ➔ As for the day's adventure, students will embark on their journeys home at 2:00 pm.



# Faculty Members According to Subject

**Teaching Faculty:** Ms. Renu Gupta

**Computer:** Ms. Anita Rawat

## Co-Curricular Faculty Members

**Art and Craft:** Ms. Sagarika Sahu

**Dance:** Mr. Sunny

**Music:** Mr. Raju and Mr. Vikrant

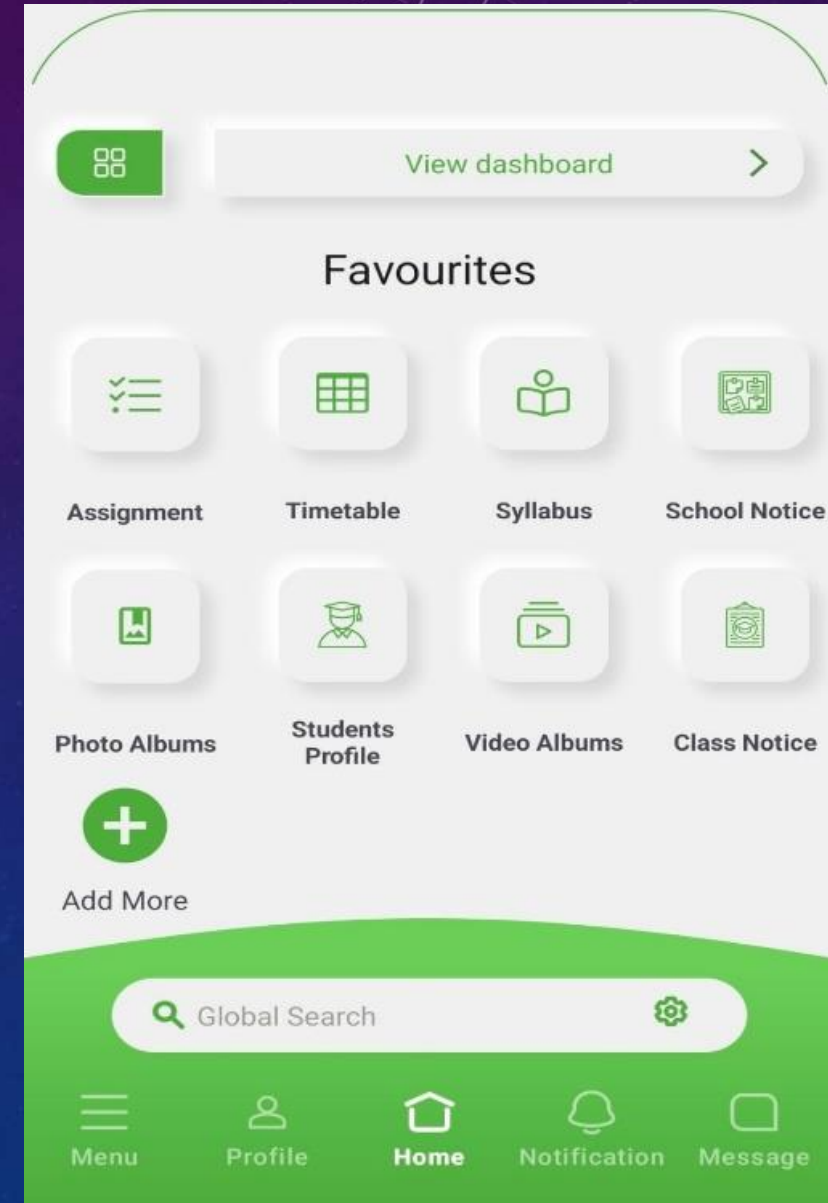
**P.E. Teacher:** Ms. Priyanka

# 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 needs to be applied for in advance and notified at least 24 hours prior.
- A medical leave certificate is required, in case the student is absent for more than 4 days due to medical reasons. In case of a contagious ailment, a fitness certificate needs to be provided.
- 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 him/her 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, passport or visa appointments. Any such request needs to be mailed or informed well in advance.

# School App Guidelines (E-Care)

- Update needs to be checked on a daily basis.
- Homework will be available in “Assignment” tab.
- Leaves requests should be posted in the “Leave” tab (before 8 a.m.).
- Class notifications will be visible in the class notice tab.



# Birthday Celebrations

- \* The students are welcome to school in smart casual attire.
- \* You may send simple sweets for your child to share with classmates.
- \* We request you to kindly avoid sending cake, chocolates and gifts.
- \* You may also choose to donate a story book for the class library on your child's behalf.
- \* As a meaningful gesture, encourage celebrating this special day by visiting an orphanage, or old age home.

# **IMPORTANCE OF SCHOOL ALMANAC**

**School almanac is a source of information and a mode of communication between Teachers, Students and Parents. So, it's mandatory for all the students to carry it to school regularly.**

# Kindly fill the third and fifth pages of the school Almanac properly

**PARTICULARS OF STUDENT**

Father's Photograph	Mother's Photograph	Student's Photograph
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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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# SUPPORTING YOUR CHILD'S SCHOOL ROUTINE

- **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.**



# ANTI-BULLYING POLICY

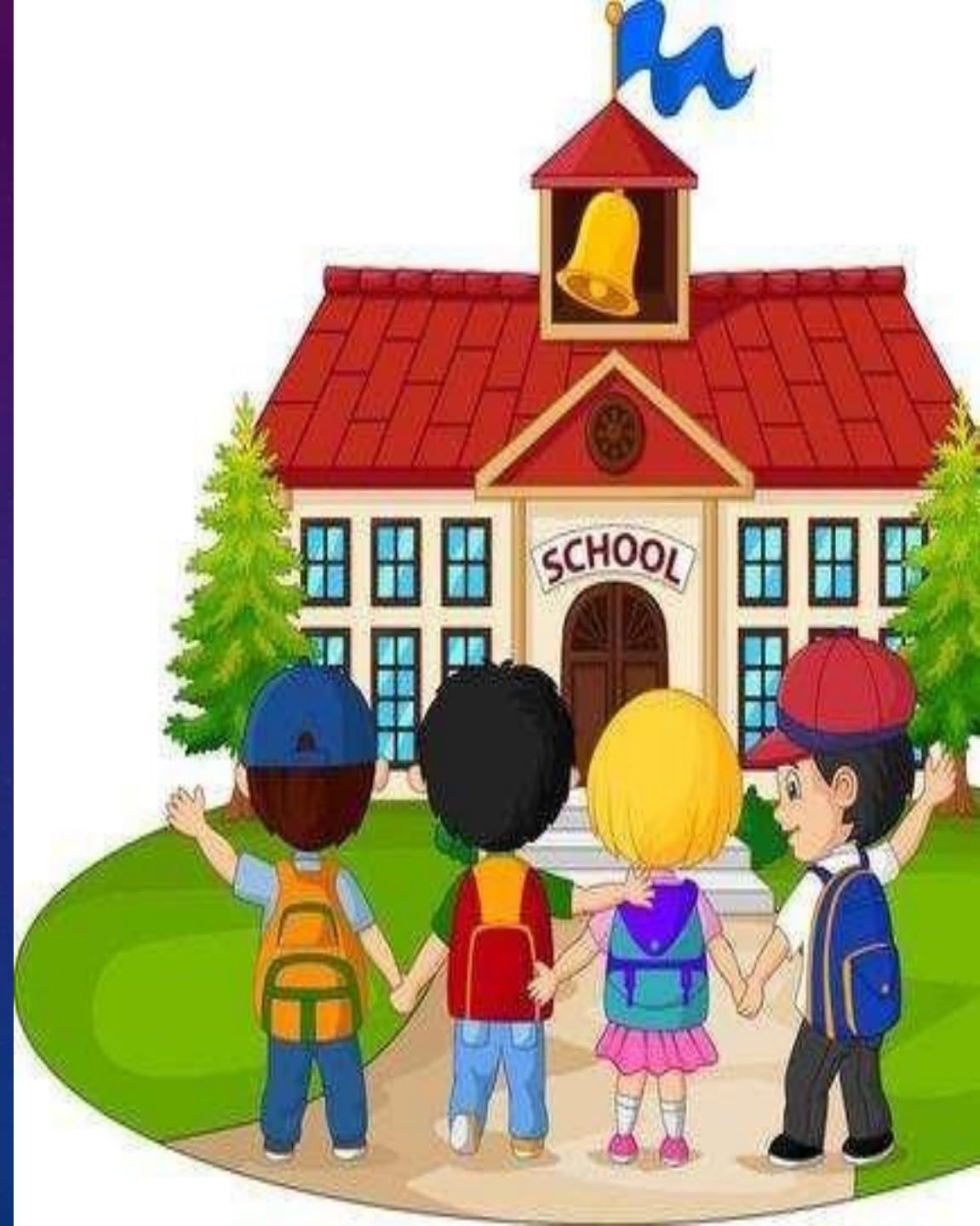
Bullying is strictly prohibited inside the school premises. Strict action will be taken against those who indulge in bullying.



**STOP  
BULLYING**

# SCHOOL READINESS GUIDELINES

- ➔ Students should wear proper school uniform.
- ➔ Each Student must carry the school almanac and wear their identity card.
- ➔ Uniforms should be worn according to the day –
- ➔ Red t-shirt with lower on Monday, Tuesday, Thursday and Friday.
- ➔ Yellow t-shirt with lower on Wednesday and Saturday.
- ➔ If ID card is torn, lost or broken, inform the school reception.
- ➔ If your child comes by van, submit the application, van driver's ID and van number at the school reception.
- ➔ Ensure your child brings healthy homemade food. Packet food, junk food, fancy pencils, erasers, and bottles are strictly prohibited in the school.



# ACADEMIC EXPECTATIONS

- Neat and well Presented work.
- Adhere to deadlines for both class work and Homework.
- Submit Notebooks on time.
- Complete corrections regularly.
- Keep notebooks neat, organized and well-maintained.
- Actively participate in Olympiads.
- Carry the school almanac regularly.
- Bring books and a notebook as per the timetable.
- Label all books and notebooks properly.



# Communication Guidelines-

- PTM: 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 PTM days) from 2:00 pm to 2:45 pm by prior appointment.



# 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 Math
- 1 for EVS

## Note:-

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

# Parenting Tips for effective Parenting

- SET BOUNDRIES
- BE HONEST
- ENCOURAGE YOUR CHILDREN
- BOOST KIDS
- SELF ESTEEM
- CATCH KIDS BEING GOOD



# PARENTS' ROLE AS PARTNER IN EDUCATION



**THANK you**