





Ms. Supal Gandhi

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Principal



Dr. Neelima Prakash

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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.



## **Faculty Members according to Subject:**

**Teaching Faculty Ms Shaily**  
**Computer Ms Anita Rawat**

### **Co-curricular Faculty Member**

**Art & Craft Ms Sagarika Sahu**  
**Dance Mr. Sunny**  
**Music Mr. Raju & Mr. Vikrant**  
**P.E. Teacher Ms. Priyanka**

# 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 are welcome to come to school in smart casuals.
- \* You may send Simple Sweets for your child to share with friends.
- \* We request you to kindly avoid sending cake, chocolates and gifts.
- \* You may choose to donate a storybook for the class library.
- \* Please encourage your child to visit an orphanage, or old age home for their birthday.

## **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.**

# Academic Expectations

Children are to follow subject-specific formatting instructions.

- Maintain Neat and well-presented work .
- Adhere to deadlines for both Class Work as well as Homework.
- Notebooks must be submitted on time.
- Keep notebooks neat, organised and well maintained.
- Bring books and notebooks according to time table.
- Children must regularly do corrections.
- Carry the school almanac regularly.
- Actively participates on Olympiads.





## ANTI-BULLYING POLICY

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

# Uniform Schedule:

Monday, Tuesday, Thursday, and Friday:

Red t-shirt & lower

Wednesday and Saturday:

Yellow t-shirt & lower

# HYGIENE & NUTRITION

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



# School App Guidelines ( E-care):-

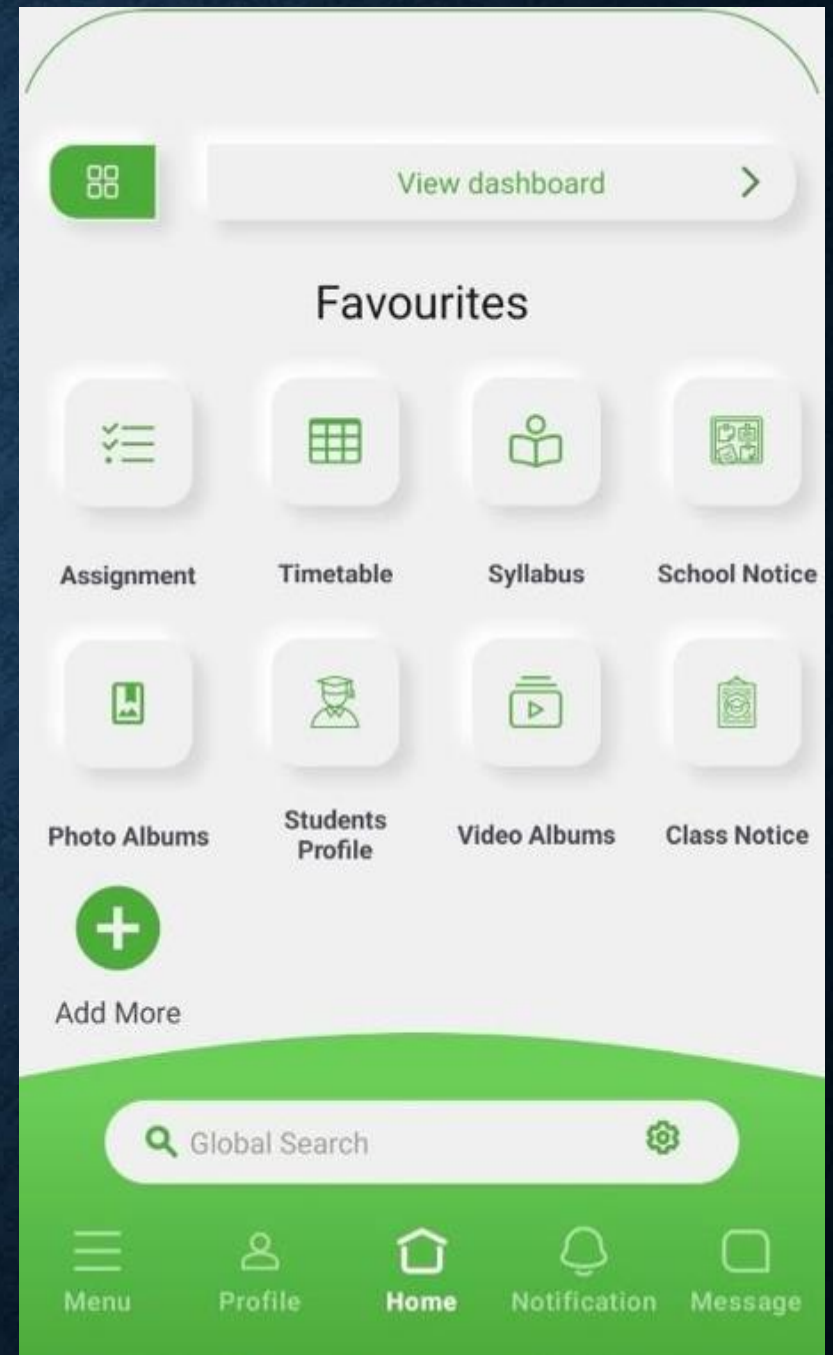
Update needs to be checked on a daily basis.

Homework will be available in “Assignment Tab”

Leaves request should be posted in the “Leave”

Tab before 8 AM

Class notification will be visible in the “Class notice” Tab.



## **Instructions for the School Almanac:-**

**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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Class : \_\_\_\_\_ Sec : \_\_\_\_\_

Admission No. : \_\_\_\_\_ Blood Group : \_\_\_\_\_

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Class Teacher : \_\_\_\_\_

Full Name of Father : \_\_\_\_\_ Occupation : \_\_\_\_\_

Full Name of Mother : \_\_\_\_\_ Occupation : \_\_\_\_\_

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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

## Note:-

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

- **“Let’s Nurture our Children with positive Parenting”**

- \* **Help your child develop good time management habits.**
- \* **Support your Child’s hobbies like drawing, music, or sports.**
- \* **Provide emotional support and listen to your child’s feelings.**
- \* **Do not pile up learning, written, or practice work. Complete all assigned tasks on the same day to avoid pressure later.**
- \* **Maintain a balance between study and play.**
- \* **Help your child understand and follow school rules.**
- \* **Advise to avoid excessive use of mobile phones.**
- \* **Any online search or internet use should be done under parent’s guidance.**

# PARENT'S ROLE AS PER PARTNER IN EDUCATION



**THANK  
YOU**