

# SHARDA INTERNATIONAL SCHOOL





LEARN

ACHIEVE

INSPIRE



**OUR PRINCIPAL  
MS. SUPAL GANDHI**



# **ACADEMIC DIRECTOR**

## **Dr. NEELIMA PRAKASH**



# WELCOME TO CLASS 3

SCHOOL YEAR 2025-2026

## CLASS ORIENTATION



# CORE VALUES

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

# SCHOOL TIMINGS

Punctuality is key!

- All students are encouraged to grace the school by 7:40 a.m. sharp.
- School gate will be closed at 7:55 a.m.
- Late comers 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.





# **GUIDELINES FOR PARENTS**

- **To get the best from the school for your ward, parents are required to cooperate with the institution in its attempt to help children progress by paying attention to their regularity, punctuality, discipline and taking interest in their child's work.**
- **Parents should check and sign the almanac every day, note the homework and other instructions given and provide a conducive environment for studies at home.**
- **Parents are welcomed to school during PTM's.**
- **All circulars/ notices will be uploaded on the E-care.**
- **Trim their nails and hair on regular basis.**



# kindly fill the third and fifth pages of the school almanac properly.

MY PERSONAL RECORD	
<div>PASTE PHOTO HERE</div>	
Name _____	
Class/Section _____	Admission Number _____
Date of Birth _____	
House _____	
Bus Number and Route Number _____	
Residential Address _____ _____	
Telephone Numbers _____	
Father's Mobile Number _____	
E-mail _____	
Mother's Mobile Number _____	
E-mail _____	
Signature _____	
<b>For Emergencies Dial The Following No. +91 - 9910057657 0120-4903107</b>	<small>This almanac is to be brought to the school everyday. Change in address, telephone number to be notified to the school and necessary correction may be made on this page.</small>

PARENTS'/ ESCORTS' DATA FORM	
Mother's Name _____	
Designation _____	
Office Address _____	
Emergency Contact _____	
Specimen Signature _____	
Father's Name _____	
Designation _____	
Office Address _____	
Emergency Contact _____	
Specimen Signature _____	
<b>Permanent Escort 1</b>	<b>Permanent Escort 2</b>
<div>PASTE PHOTO HERE</div>	<div>PASTE PHOTO HERE</div>
Name _____	Name _____
Details(if any) _____	Details(if any) _____

# Faculty Member According to Subject

- English- Ms. Preeti Yadav
- Maths - Ms. Preeti Yadav
- Hindi- Ms. Preeti Yadav
- E.V.S- Ms. Preeti Yadav
- G.k- Ms. Preeti Yadav
- Computer- Ms. Sunanda
- Art and Craft-Ms. Sagarika Sahu
- Dance- Mr. Sunny
- Music- Mr. Raju and Mr. Vikrant
- Games- Ms. Meena Sharan

# Attendance and 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.



# Birthday Celebrations

- The students can come to school in smart casuals.
- Simple Sweets will be allowed to distribute 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.

# HOW TO COME TO SCHOOL

- 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, and yellow t-shirt with lower on Wednesday and Saturday.
- If the ID card is torn, lost or broken, inform at 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.



# ANTI BULLYING POLICY

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





## THINGS TO REMEMBER

- Bring diary to school daily.
- Always bring books and notebooks according to the timetable.
- Always come to school in clean, well-groomed and proper school uniform.
- Label the books and notebooks properly.
- Three Periodic tests, along with a half-yearly and an annual exam will be held throughout the year. The scores will contribute to the overall academic assessment.



# Books and Notebooks

## A Quick Guide

### The List of the notebooks and books to be kept in school-

1. C.T Notebook
2. U.T Notebook
3. G.K book
4. Art and Craft book
5. Value education book
6. English and Hindi handwriting book
7. Computer book and notebook

<u>Notebooks</u>	<u>Number</u>
English	2
Hindi	2
Maths	1 ( Maths Square)
Evs	1 ( Inter leaf)
Computer	1 ( English)
Class test	1 ( Hindi notebook)
Periodic test	1 ( Hindi notebook)

# 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 corrections.
- Keep your notebook orderly and well-maintained.
- Actively participate in Olympiads..







**Looking forward to an  
amazing year!**