

# Sharda International School

## Sec-9, Gurugram





Ms. Supal Gandhi

---

Principal





**Dr. Neelima Prakash**

---

**Academic director**





# 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.

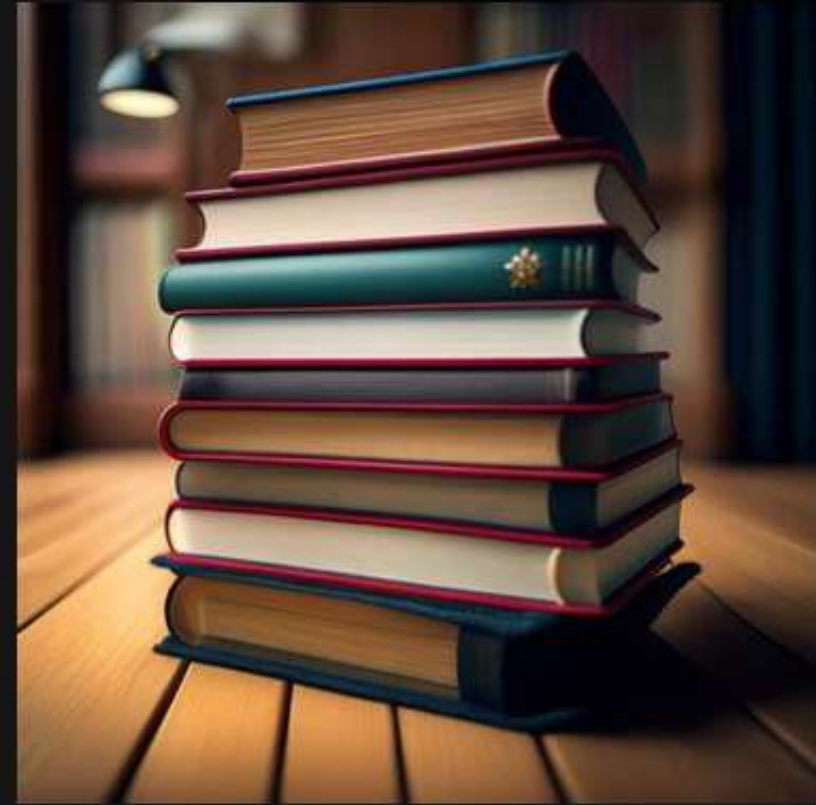
Respecting deadlines for all class work as well as Homework.

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		
Father's Photograph	Mother's Photograph	Student's Photograph
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: <input type="checkbox"/> Own Conveyance: <input type="checkbox"/> (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
<b>Note :</b> 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.		

PARTICULARS OF STUDENT		
Father's Photograph	Mother's Photograph	Student's Photograph
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: <input type="checkbox"/> Own Conveyance: <input type="checkbox"/> (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
<b>Note :</b> 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.		

# 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.**



A top-down view of a wooden desk with various stationery items. In the center is a white rectangular card with the words "THANK YOU" printed in a large, bold, black serif font. Surrounding the card are several items: a blue and silver pen in the top left, a silver pen in the top center, a silver stapler in the top right, a blue ruler in the middle right, a black pen in the bottom right, and a blue stapler in the bottom left.

**THANK  
YOU**