# SHARDA INTERNATIONAL SCHOOL SEC-9, GURUGRAM

# LEARN ACHIEVE INSPIRE

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# Ms. Supal Gandhi Principal



# Dr. Neelima Prakash

Academic Director



## 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. Sunanda

Co-Curricular Faculty Members Art and Craft: Ms. Sagarika Sahu Dance: Mr. Sunny Music: Mr. Raju and Mr. Vikrant P.E. Teacher: Ms. Meena Saharan

## **Attendance & Leave Policy-**

• Parents must drop in a mail, in case the child is absent. Please plan leaves as per the schoolcalendar, 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 dueto 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 casual dress.

- \* 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.

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**

P	ARTICULA	RS OF STL	JDENT				
Father's Photograph		Mother's Pholograph		Student's Photograph			
Name of the Student Class Admission No. Aadhaar Number Date of Birth Class Teacher Full Name of Father Full Name of Mother Residential Address			Sec	ф;			
Telephone No. (Landline)							
Mobile No. Medical history of the stude							
Name, Class & Phone No.	of Brother / S	ster / Neighbou	r studying in S.	1.5.			
Name, Gess & Phone Hurr		Cass					
Name		Class					
Mode of Transport: School	Bus:	Own Conve	syance:				
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I hereby authorize the scho emergency.	ol to take my	child to the nea	arby hospital in	case of any medical			
Father's Signature			Mot	her's Signature			
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			Sharda	International School			

P	ARTICUL	RS OF ST	UDENT			
Father's Photograph	- 2	Mother's Pholograph		Skuden(*s Photograph		
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Class	1					
Admission No.	I		Blood G	roup :		
Aadhaar Number	1					
Date of Birth	1					
Class Teacher	1					
Full Name of Father	1 Occupation					
Full Name of Mother	1Occupation :					
Residential Address	÷					
Telephone No. (Landline)	: (R)					
Mobile No.	: Father:					
Medical history of the stude	nt, if any					
Name, Class & Phone No.	of Brother / Si	ster / Neighbou	r studying in 1	5.1.5.		
Name		Class				
Name		Class				
Mode of Transport: School	Bus:	Own Comve	yance:	(Please +)		
I bereby declare that the ab	ove statemen	ts are true to #	e best of my i	knowledge.		
I hereby authorize the scho emergency.	ol to take my	child to the nea	rby hospital in	case of any medical		
Father's Signature Note : It is filled by the parents / purchase. Anotes are reparated to real the data for data yand is franchistic the data Comparisation sent through the data Any datage in the Resonand Address The Colle is authing there are health	carefully terfore sig t daily. most be taken note and telephone num	of and duty signed	ini to Tre School a	ther's Signature		
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#### 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.



#### ANTI-BULLYING POLICY

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



# 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. 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 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.

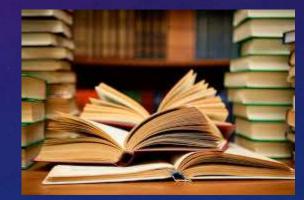
Keep your notebook orderly and well-maintained.

Actively participate in Olympiads.

Bring an almanac to school regularly.

Always bring books and a notebook according to the timetable.

Label the 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

#### Note:-

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

#### Notebooks:-

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

#### PARENTS' ROLE AS PARTNER IN EDUCATION



