

SHARDA INTERNATIONAL SCHOOL

SEC-9, GURUGRAM



LEARN
ACHIEVE
INSPIRE





Ms. Supal Gandhi
Principal



Dr. Neelima Prakash

Academic Director

Welcome to Grade 2

2025-2026

Class Orientation



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 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 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

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
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.		

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
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.		

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

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.**

PARENTS' ROLE AS PARTNER IN EDUCATION





*Thank
You*