



# SHARDA INTERNATIONAL SCHOOL , GURUGRAM LEARN, ACHIEVE, INSPIRE



**Parent Orientation**  
**Class: IV**  
**(SESSION-2026-27)**

**Ms. Supal Gandhi  
Principal  
Sharda International  
School, sector  
9, Gurugram**



**Dr. Neelima Prakash**

**Academic Director  
Sharda International  
School**



## Faculty Members According to Subjects:

- Mathematics : Ms. Shefali
- English, E.V.S., G.K. : Ms. Tanuja Semwal
- Hindi : Mr. Kishan
- Computer. : Ms. Anita
- Art and Craft : Ms. Sagarika Sahu
- Dance : Mr. Sunny
- Music : Mr. Raju and Mr. Vikrant
- Sports : Ms. Priyanka

## 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 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.
- 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.
- If any day you are unable to pick up your ward from school, please inform the reception in advance and send the Parent ID with the person coming to pickup just for safety purposes.

## 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.

## Attendance & Leave Policy-

- Parents must drop in a mail, in case the child is absent. Please plan leaves as per the school calendar.
- 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.
- 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.

## ANTI-BULLYING SCHEME

### *Zero-Tolerance Policy*

- Bullying in any form (verbal, physical, social, or online) will not be tolerated.
- Strict disciplinary actions will be taken against students involved in bullying.

### *Awareness & Education*

- Regular guidance will be provided to students.
- Teachers will educate students on respect, empathy, and positive communication.

### *Supervision & Monitoring*

- Increased supervision in classrooms, corridors and playgrounds.
- CCTV cameras in key areas to ensure **safe student interactions**.

## 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.



## Academic Expectations:-

Children 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.

## **We Aspire ...**

- **to create independent learners.**
- **to provide a safe child-centered thinking space.**
- **to promote sharing and expanding knowledge.**
- **to develop qualities of integrity, honesty, trust, tolerance and compassion.**
- **to foster a scientific temper within the bonds of humanism.**
- **to help the student to become a meaningful part of his environment.**
- **prepare global citizens.**

**School Almanac is a source of information and a mode of communication between teacher, students and parents. So, it is mandatory for all the students to carry it to school regularly.**

# Kindly fill the third and fifth pages of the school almanac properly

PASTE PHOTO HERE	<b>MY PERSONAL RECORD</b>
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>	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.

<b>PARENTS'/ ESCORTS' DATA FORM</b>	
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>
PASTE PHOTO HERE	PASTE PHOTO HERE
Name _____	Name _____
_____	_____
_____	_____
Details(if any) _____	Details(if any) _____
_____	_____

## Books and Notebooks A Quick Guide

The list of books and notebooks to be kept in school-

- 1.C.T.Notebook-3 (1 maths+1 Hindi +1 English and EVS)
- 2.G.K book
- 3.Art and craft book
- 4.Life Skills book
- 5.Hindi and English handwriting book
- 6.Computer book and notebook

Notebooks	Number
English	2(Hindi notebook)
Hindi	2
Maths	1
EVS	1(Inter leaf)
Computer	1(Hindi notebook)
Class test(C.T)	3(Hindi Notebook)

## **LITTLE THINGS THAT MAKE A DIFFERENCE**

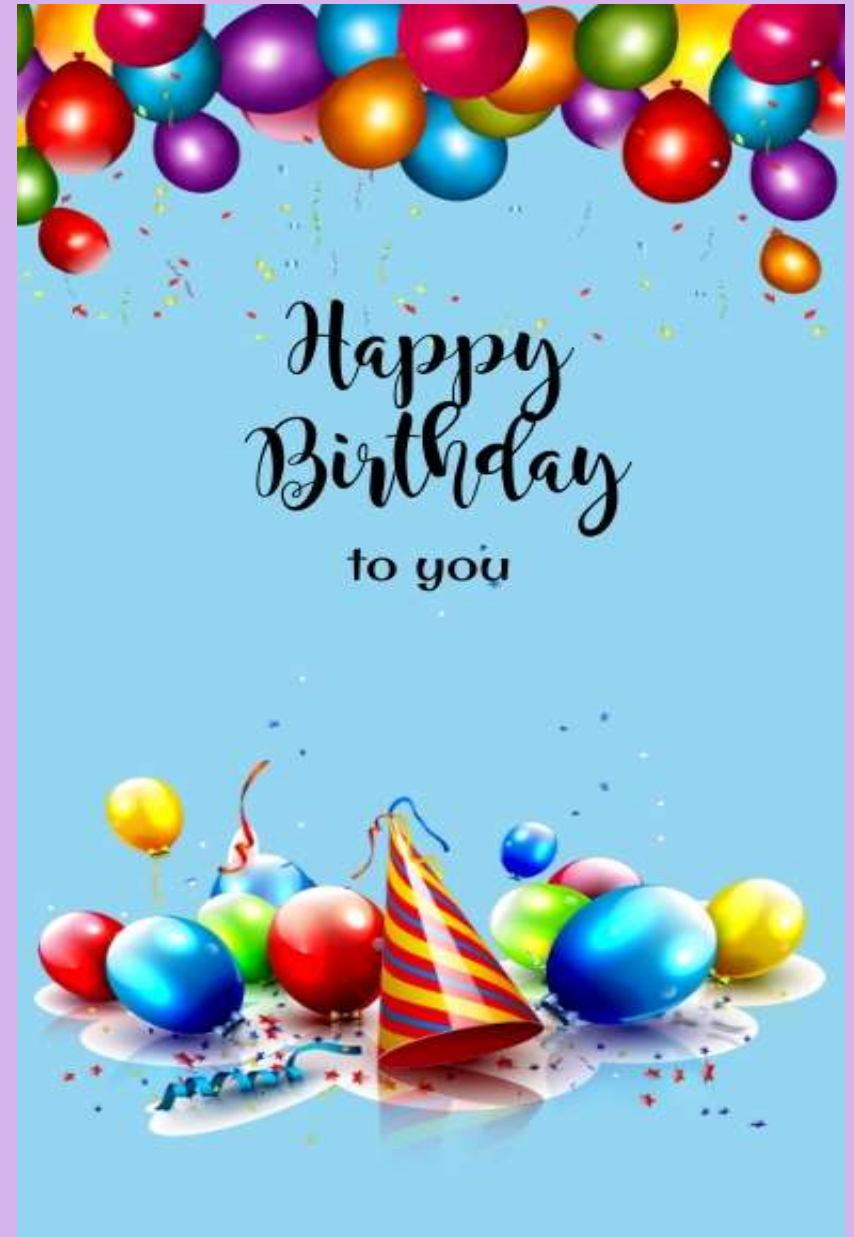
- **Label each belonging of your wards.**
- **Ask your children everyday that how did they spend time in school.**
- **Fix the pages of the notebook whenever you see them coming out.**
- **Send your wards in proper, neat and clean uniform.**
- **Trim their nails and hair on regular basis.**
- **Spend at least 30 minutes quality time with your wards without including any gadget.**



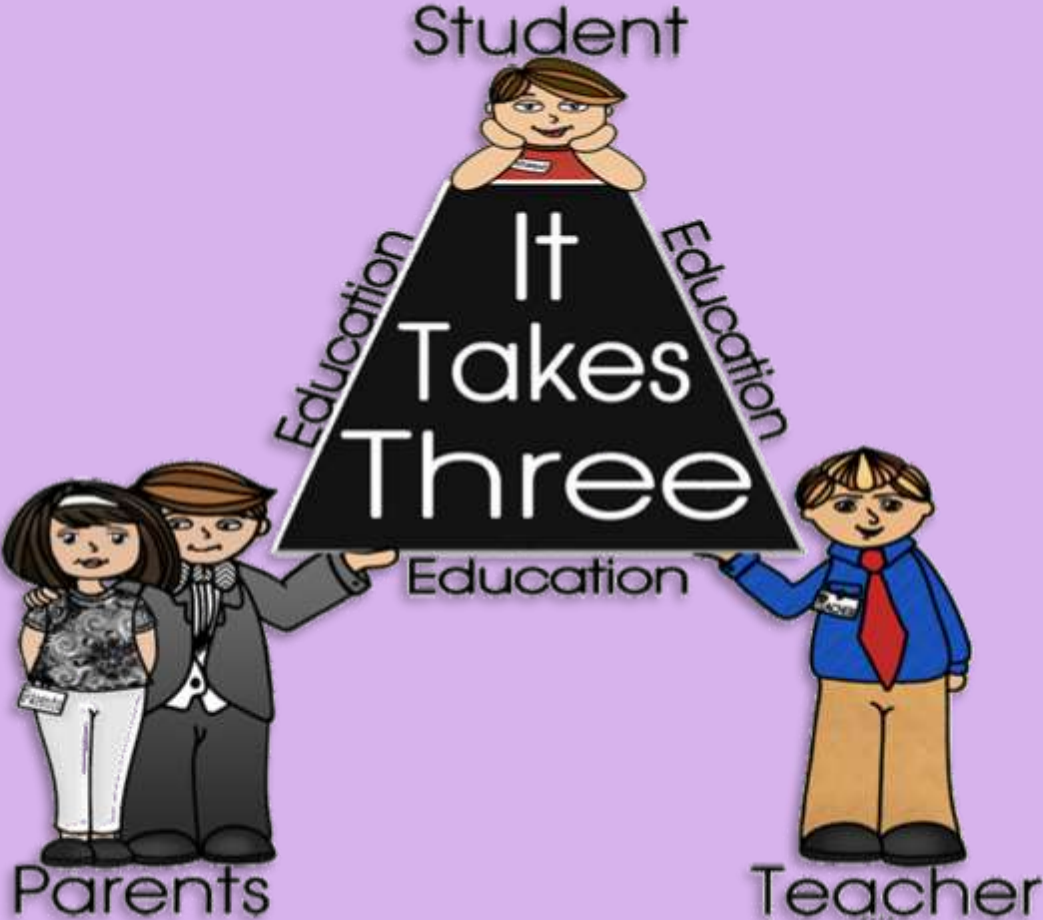
## **BIRTHDAYS WITH PURPOSE**

### **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.**



# PARENTS' ROLE AS PARTNER IN EDUCATION



## “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 parents’ guidance.

### “Stay Updated: Your Quick Guide to E-Care”

E-care updates should be checked daily.

Homework assignments will be available under the “Assignment” tab.

Leave requests should be submitted through the “Leave” tab.

Class notifications can be found in the “Class Notice” tab.



*Dear Parents*  
**Thank You**  
**for your Support.**