



PARENTS
ORIENTATION DAY

WELCOME TO CLASS 3

YEAR 2026-27

SHARDA INTERNATIONAL SCHOOL





LEARN

ACHIEVE

INSPIRE

**OUR PRINCIPAL
MS. SUPAL GANDHI**



ACADEMIC DIRECTOR
Dr. NEELIMA PRAKASH



Faculty Member According to Subject

- English, Maths, Hindi, E.V.S, G.K Ms. Preeti Yadav
- Computer Ms. Anita
- Art and Craft Ms. Sagarika Sahu
- Dance Mr. Sunny
- Music Mr. Raju and Mr. Vikrant
- Games Ms. Priyanka

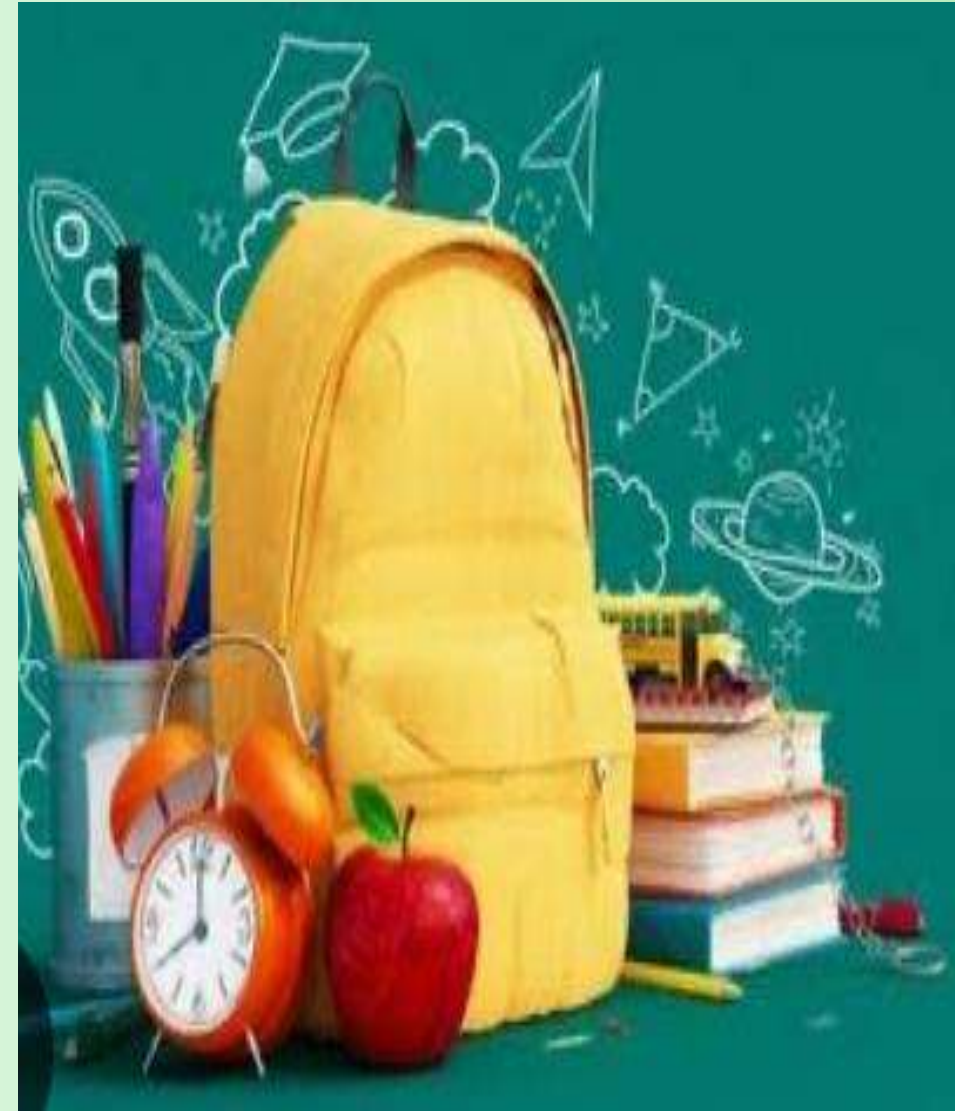
CORE VALUES

- **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

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

- **School Almanac:** For regular updates and important notices.
- **P.T.M :** Held as per the school calendar for in-depth discussion.
- **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.
- **All circulars/ notices** will be uploaded on the E-care.
- **Trim their nails and hair** on regular basis.
- **If parents are unable to pick up their child at dispersal time, please inform the reception in advance about the person who will pick up the child.**

HOW TO COME TO SCHOOL

- Students should wear proper school uniform.
- Each student must carry the school almanac and wear their identity card.
- 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.



UNIFORM SCHEDULE

- Monday, Tuesday, Thursday, and Friday

- Red T-shirt & lower



Wednesday and Saturday

- Yellow T-shirt & Lower



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.
- 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 POLICY

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



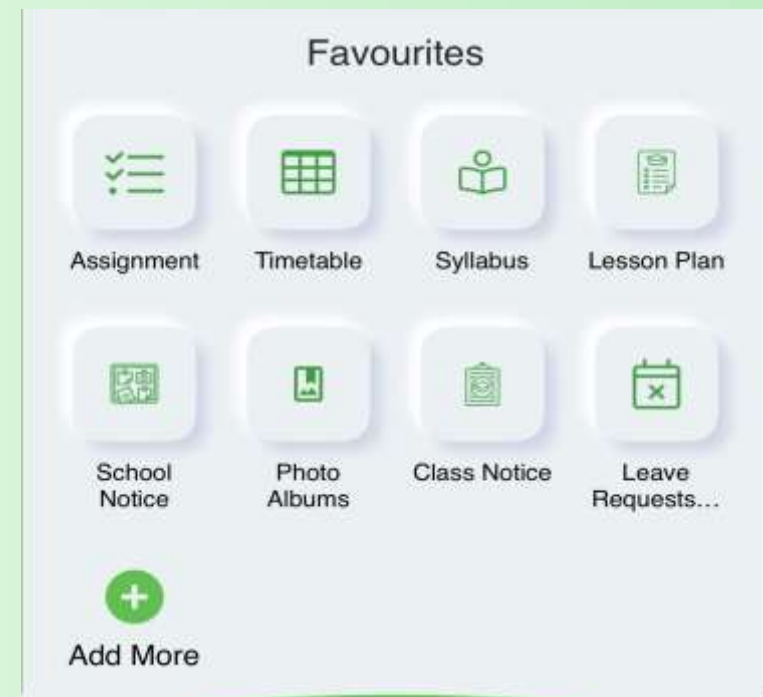
THINGS TO REMEMBER

- 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.



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.





A balanced diet, good eating habits, personal hygiene and food hygiene are essential for good health.

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 and activities.**



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

**MY
PERSONAL
RECORD**

PASTE PHOTO HERE

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 _____

**For Emergencies
Dial The Following No.
+91 - 9910057657
0120-4903107**

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.

PARENTS'/ ESCORTS' DATA FORM

Mother's Name _____

Designation _____

Office Address _____

Emergency Contact _____

Specimen Signature _____

Father's Name _____

Designation _____

Office Address _____

Emergency Contact _____

Specimen Signature _____

Permanent Escort 1	Permanent Escort 2
PASTE PHOTO HERE	PASTE PHOTO HERE
Name _____ _____	Name _____ _____
Details(if any) _____	Details(if any) _____

Books and Notebooks

A Quick Guide

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

1. C.T Notebook

2. G.K book

3. Art and Craft book & File

4. Learning skills for life

5. English and Hindi handwriting book

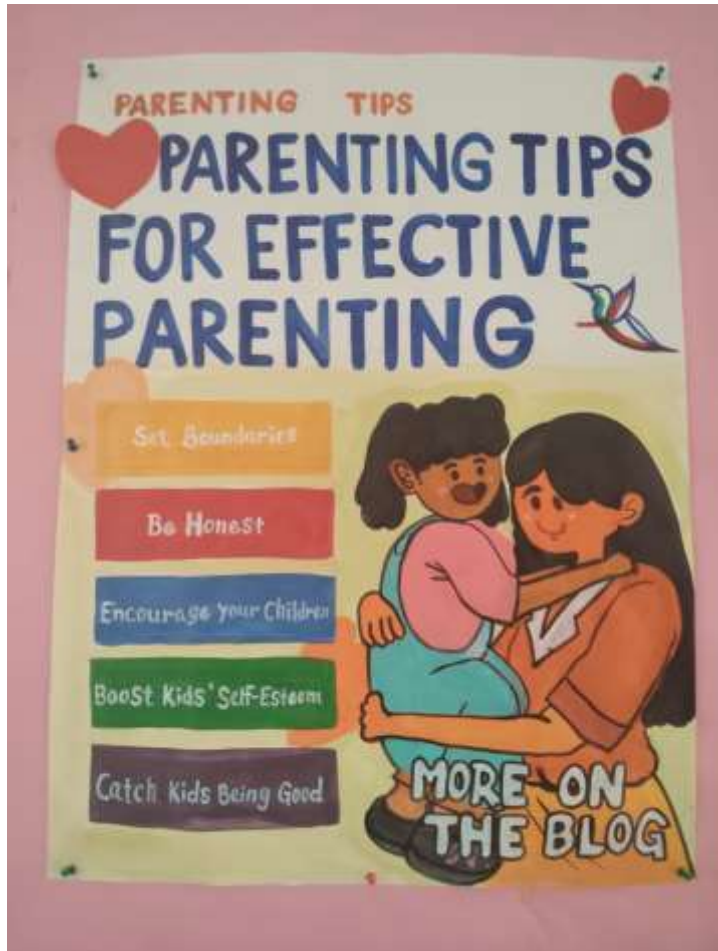
6. Computer book and notebook

<u>Subject</u>	<u>Notebook</u>
English	Reader & Grammar
Hindi	Reader & Grammar
Maths	Maths Square
Evs	Inter leaf
Computer	English
Class test	Hindi

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.**

“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 listening to your child’s feelings.
- Do not pile up learning, writing, 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 parent’s guidance.

Student



Education

Education

It
Takes
Three

Education



Parents



Teacher

© J. KNIGHT 2013 WRITING PAD DAD



**Looking forward to an
amazing year!**