



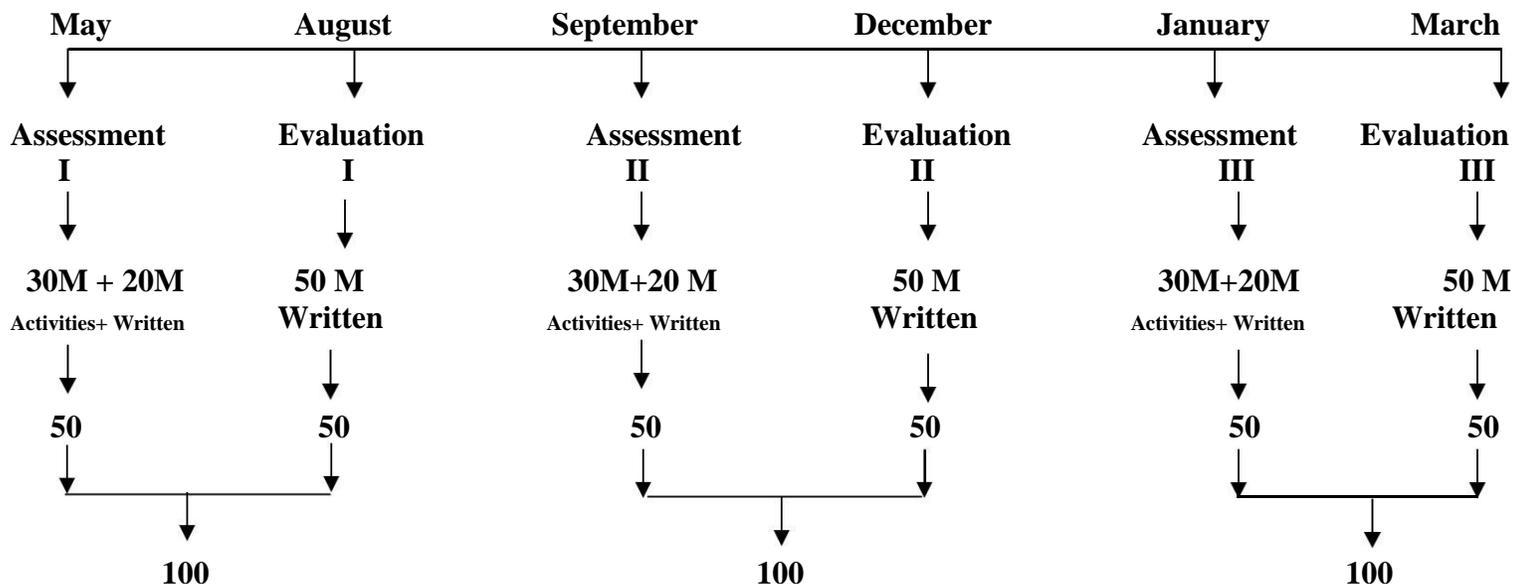
**Home and school go hand in hand to create a learning environment for the child. So it is important that we walk the distance together on the same plane. Here are some guidelines that will help us achieve the desired goal – ‘the child’s uninhibited growth.’**

Respected Parents,

To work hand in hand and polish the skills and personality of your child when he is opening his arms to embrace a new world, here are some particulars which will help you to be a part of his/her newly acquired world.

**Assessment Plan for Classes I-III**

**Major Subjects:- (E.V.S, Maths, English, Hindi, Punjabi)**



**G.K and computers:-** These subjects will be evaluated through various written, oral class tests and practical activities.

**Preparation for Assessment:-**To reduce the stress and anxiety among the students and the parents, **date sheet will not be given to the parents.** Only particular slot of days will be notified where the presence of students will be mandatory. Students will be prepared for assessments in the school itself but to bring out the best in your child academically be regular in revising the topics done in the class.

**Project Days:-**Project day will be conducted once a month as specified in activity calendar. It will be conducted twice per assessment. Project day will be utilised for activities based on themes which may include Projects, Group Discussions, Debates, Speeches etc. These activities are mentioned in the syllabus. Planner will be given for every assessment mentioning the details/nature of activities. Most Projects will be done in the class and some will be given for homework. Ensure your child prepares the projects himself. Please be regular in sending the required material and your wards presence is a must too. Activities will not be conducted again.

**Circulars:-**You will be receiving circulars and diary notes every 2<sup>nd</sup> and 4<sup>th</sup> Thursday regarding any information the school wants to disseminate to the parents. Please refer to the activity calendar regarding the holidays and Wednesday activities. Please be informed that all the circulars will be updated on school’s website for your reference.

**Xseed:-**School has tied up with Xseed to provide an innovative approach to make learning fun. Every topic is taught with the help of activities and is made enjoyable while concepts are thoroughly cleared. Every content book comes along with 3 workbooks which will be done simultaneously.

**Homework schedule:-**Homework schedule has been planned for the subject wise Homework of one subject only will be given daily. As homework of one subject will be given, only the concerned notebook and book will be sent

home that day. Every Friday, all the notebooks will be sent home to keep the parents informed about the work done in the week and the same will be collected back on Monday. Some books will be permanently kept in school like G.K, French, Art & Craft and computers and will be sent home as and when required by the teacher.

**HBT:-**To ensure systematic revision, one Home Based test assignment will be sent every Friday, where in parents are requested to ensure that child revises the blocks/chapters put up in the test and then completes the test in their presence. Parents are also requested to check the test and give marks accordingly. Further the teacher will cross check the HBT. To drill in the concepts further revision sheets are also sent home.

**Test Plan:-**It has been planned according to the Homework schedule and is not intimated to the parents or students. Test day of every subject is fixed. These tests can be written or oral. A proper test record is maintained to evaluate child's performance throughout the year, by every subject teacher. Marks will be updated in students diary also.(at the back of the diary). Parents are required to sign the diaries regularly.

**Maintenance of notebooks:-**Notebooks need to be maintained and well labelled. Books are to be labelled properly too. Ensure the neatness of books as well as notebooks. **Workbooks will be asked for, from time to time as required by the teachers.** Kindly send only well labelled notebooks.

**Life Skills :-**To inculcate values among the students, Life Skills will be taken as a part of E.V.S. Every month one topic of Life Skills will be taken for discussion/ Activity. Child's response, etiquettes, behavior etc will be graded. School Counsellors will be taking sessions to educate children upgrading life skill.

**General Knowledge:-**It's a regular part of school syllabus to keep student abreast of latest happenings around them. **There may be few activities to be done online for G.K as recommended in the course book.** So do help your child with the same.

**Language lab:-**To enhance the confidence of public speaking and to strengthen their base as global citizens it is important to give emphasis on the usage of English Language. To polish this linguistic ability students are ushered into the exciting world of a unique language learning programme-An English Lab.

**Smart class:-**A visual treat is provided to students through Smart Class Programme. It furnishes up-to-date material and supplements classroom teaching through presentations, slides and pictures.

**Labs:-**To develop reasoning and analytical skills, students are taken to different labs like Science lab, Maths lab, Eng lab on a regular basis.

**Conduction of Morning Assembly:-**Students are encouraged to conduct Morning Assembly so as to instill in them stage presence and confidence. There are weekly class wise presentations where every child is given a chance to speak on the stage. Ensure your ward's presence on the day of his turn.

**Vocabulary Words & Dictation:-**Every month a list of difficult words is given from each subject, out of the syllabus covered in that particular month. A dictation of the same is taken **every last Thursday of the month.** This is done to ensure better command over spellings & success in exams too. Parents are requested to get these words revised at home

**Co-scholastic Assessment:-**Apart from Scholastic Assessment there will be Co-scholastic Assessment also. It is related to learner's life skills, attitude, interest, values, physical education and co-curricular activities. Every attribute and behaviour of student is graded on a continual basis.

**Houses:-** each student will be allocated to one house, so to ensure the social and emotional needs of the students and to ensure proper peer monitoring. Child is required to be in house track suit every Wednesday.

**Competitions:-**Every Wednesday (except club days), Inter House and Intra class competitions and inter class competition related to creative streams and sports will be held. Motivate and prepare your child to participate in all such competitions.

**G.S Memorial Inter School Festival:-**To enhance competitive spirit in children G.S Memorial Inter School festival has been introduced for students of Classes I-V wherein most prominent schools of Ludhiana district and the adjoining areas participate in various Sports, Cultural and Creative activities. This year we will be hosting 6<sup>th</sup> Inter School Festival.

**Wednesday Activities and clubs:-** Apart from activities which include Cricket, Handball, Kho-Kho, Skating, Martial Arts, Swimming, Gymnastics, Art & craft, students will also be a part of clubs like self defence club, cookery club, eco club, theatre club, science club etc. Child can choose between any one Wednesday activity for a period of six months and a club which will continue for whole session. A detailed circular will be sent.

**Mini Activity:-**For grade II onwards each students is required to choose any one mini activity related to music and dance which cannot be changed once chosen. It will be a part of regular music and dance period. A detailed circular will be sent.

**French Language:-** Class-II onwards French will be taught as a compulsory subject. There will be no formal exam for French but student will be graded as per his/her class performance, aptitude & interest.

**Swimming, Skating& Martial Arts :-**Students will have Swimming, Martial Arts, and Skating classes in their yearly curriculum. Please send a separate hand bag carrying the swimming costume, slippers and towel for swimming period. This is to avoid wetting and spoiling of books due to the wet clothes. Hand bags and all belongings should be tagged well. For Skating, students will keep their skates in a separate bag in the class itself to avoid carrying load every week. Skates must be well labeled with child's full name written on the bag and skates itself.

**Leave Record:-**If your child is absent from school for one or two days, maintain the leave record in the school diary itself and separate application is not required. If in case the leaves are more than two, due to illness, please send a medical certificate positively. **90% attendance is compulsory.** Long leaves are required to be sanctioned from the Principal beforehand. **(Half days leaves are not allowed)**

**Break:-**The students of Grade I -III will have a fruit break as well as a lunch break. So please send healthy tiffins for both. Fruit tiffin is compulsory. Child can have fruits/ breakfast/cereals in fruit break and a well balanced meal according to diet menu in lunch break. Kindly follow the diet chart strictly. Please refer to page no. 13 of diary for details. Kindly note that the mats and aprons will be sent home on Friday and they have to be sent back to the school after washing on Monday positively.

**Class Presentation:-**To enhance child's confidence as a public speaker, an annual class presentation is conducted wherein all students get a chance to speak before parents and teachers.

**Birthday celebrations:-**Birthday celebrations to be kept to the minimal hence no elaborate celebrations will be allowed. Please send only one chocolate or two sweets per child of the class which should not cost more than Rs. 10 per child. **Children should come in school uniform only.**

**Activity Calendar:-**All celebrations & competitions are mentioned in the activity calendar for your ready reference. Holidays are indicated in Activity Calendar. There will be no notification from school side regarding the holidays.

**Subjects in the Curriculum:-** Following Subjects will be taught **1. Eng 2. E.V.S (Grade I & II) 3. Maths 4. Hindi 5. Punjabi (Introductory Subject in Grade I) 6. G.K 7. Computers 8. French (From II onwards)9. Science (Grade III).** Kindly send the following books on first day of the school:.

	<b>Class-I</b>	<b>Class-II</b>	<b>Class-III</b>
Content books	All Subjects	All Subjects	All Subjects
Xseed Workbooks Vol.1	All Subjects	All Subjects	All Subjects
4 lined notebooks	3	4	5
2 lined notebooks	2	2	2
Notebooks with Squares	1	1	1

**Mobile app and Students portal:** Mobile App and Student Portal has been introduced in session 2016-17. Parents are requested to keep updating themselves regarding their child's performance by logging in to the students portal or mobile app. The details of attendance, assignments, HBTs, fees, library book issue and return details, examination results, winners of competition (if any) of the child will be uploaded regularly.

- Parents will be receiving automated messages & emails of absence of child and the information for activities and competitions to be conducted in the next coming days. Kindly ensure the presence of your ward on the day of activity or competition.

**General Rules:-**Discipline is an important virtue to possess. Hence a great emphasis is laid on it, in every aspect of School life .Every little misconduct of the child is checked and reported by the teacher in report of student at the back of the diary. Do keep a regular check of it and sign it regularly.

- ❖ Every Wednesday, tracksuits are compulsory.
- ❖ Session 2017-18 will start from **3<sup>rd</sup> April, 2017 (Monday)**. Timings for the same will be 09:40 am – 02:45 pm. (Saturdays will remain off for all students).Summer uniform code will be followed. Refer to Page no. 17,18 & 19 of school diary for uniform details.
- ❖ Girls are required to tie their hair in one/two plaits using school hair band(same as colour of school skirt in summers). Colouring/Bleaching of hair is not permitted. Fancy clips and bands are not allowed.
- ❖ Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear patkas (same colour as of shorts/pants).
- ❖ A set of 2 parent Id cards will be issued to all the parents. Those parents who wish to supervise their children back home must carry it along and show it on the front desk. It must be carried every time the parent visits school for function, class presentation, PTM etc.
- ❖ Kindly note that child is required to come in school uniform on PTM, class presentations etc. In case a sibling who is studying in this school is accompanying the parents for class presentation or any other class specific function, then he is also required to come in school uniform.
- ❖ **Kindly call at Front Desk (9216100465,9216000465) in case of any complaint.** Your complaints at the front desk will be given a complaint No. and it will be solved within 24 Hours.
- ❖ You can come and meet the teachers and Co-ordinator on all Saturdays except second Saturday between **10:00 am-12 ‘o’clock** (by prior appointment only). Kindly refer to diary for details of timings for meeting the Principal/Vice Principal

**Important Links:**

School website: [www.jesussacredheart.com](http://www.jesussacredheart.com)

For updates on events and happenings in school kindly visit: <https://m.facebook.com/jesussacredheartschool/>

Xseed program : <https://www.youtube.com/watch?v=uQDev88nTG4>

**PRINCIPAL**