



# JESUS' SACRED HEART SCHOOL DX - 1, SOUTH CITY, LUDHIANA

## GUIDELINES FOR GRADE I –III

Cir No: JSHS /0474 /0323

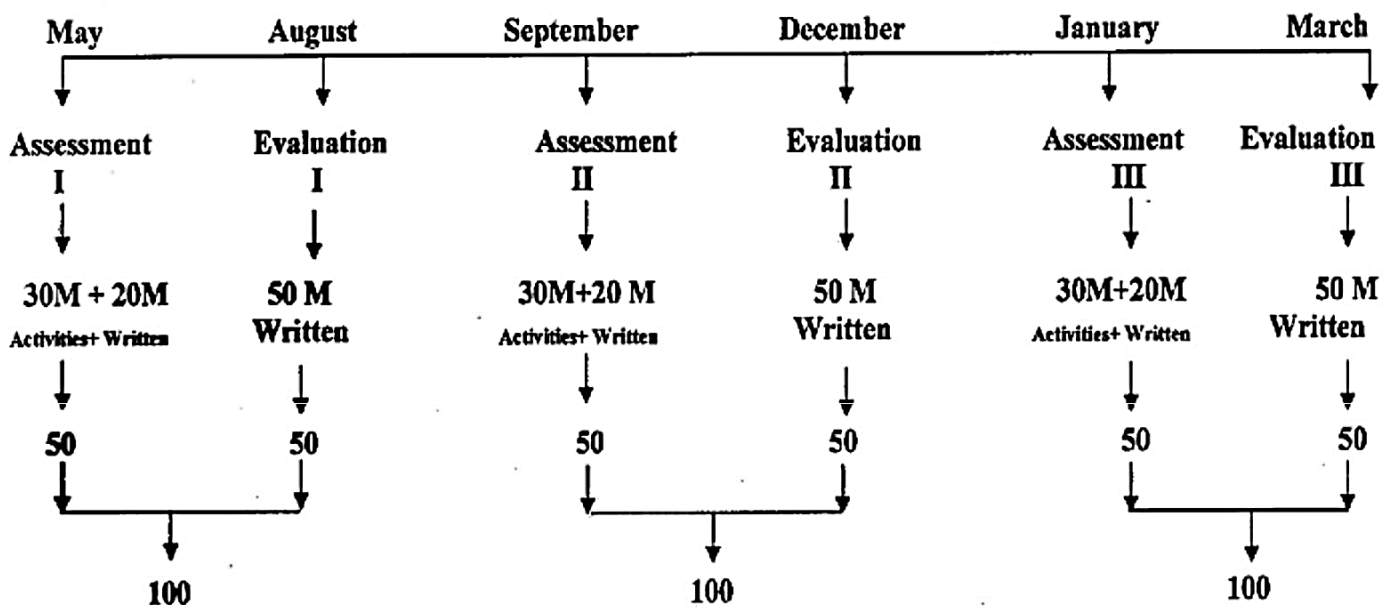
Date: 16.03.2023

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

**Computers** : - Practical based teaching will be carried out for Computers. This subject will be evaluated through various written, oral class tests and practical activities.

**Preparation for Evaluation** : - Dates of Evaluation will be intimated to the parents, however it is suggested that the parents should not over pressurise and create a fear of Evaluations in the mind of the child, as students will be prepared for the same through thorough revisions in school. To bring out the best in your child academically, be regular in recapitulating the topics done in the class. Kindly ensure the presence of your ward to school during Evaluations.

**Project Days**:-Project day will be conducted on the days as specified in activity calendar. It will be conducted once per assessment i.e. assessment 1, 2, and 3. Project day will be utilised for activities based on themes which may include Projects, Group Discussions, Debates, and Speeches etc. These activities are mentioned in the syllabus. A task planner will also be given for every project day mentioning the details/nature of activities. Most Projects will be done in the class and some will be given for homework. Please make sure that your child prepares the projects himself/herself. Kindly ensure to send the required material and the presence of your ward to school on project day as activities will not be conducted again.

**No Bag Day:** - As specified in activity calendar a day will be observed as No Bag Day wherein students will be engrossed in various theme based fun filled Non-Academic activities throughout the day. **Child will be required to bring only tiffin and school diary.**

**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 diary notes will be updated/posted on snap homework & circulars will be posted on snap homework as well as 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. **There are 3 volumes of each content book along with 3 volumes of workbooks** which will be done simultaneously. Hindi & Punjabi subjects will be taught through the books published by renowned publishing houses which follow the CBSE pattern.

**Homework schedule:-**Homework schedule has been planned subject wise. Homework of only one subject will be given daily. The concerned notebooks and workbooks of the subject for which the homework is given, will only be sent home that day. Every Friday, all the notebooks will be sent home so as to keep the parents informed about the work done during the week and the same has to be sent back to school on Monday. **Some books will be permanently kept in school like French, Computer, G.K, Art & Craft and those books will be sent home only on last Friday of the every month.**

**Revision Strategy:-**To ensure systematic revision, **Competency Based Assignment (CBA)** will be sent every Friday, where in parents are requested to ensure that child revises the blocks/chapters put up in the CBA and then completes the CBA. The teacher will discuss and cross check the CBA. For thorough drilling of the concepts Revision sheets, Compiled sheets, Question Banks will also be sent home for additional practice from time to time. CBAs & question banks will be uploaded on snap homework, portal & mobile app.

**Test Plan:-**Test plan has been planned according to the Homework schedule. 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 student's diary also. (At the back pages of the diary). **Parents are required to sign the diaries regularly.**

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

**Life Skills:-**To inculcate values among the students, every month one topic of Life Skills will be taken for discussion/ Activity. Child's response, etiquettes, behaviour etc. will be graded. Teachers will be taking sessions to educate children and thus upgrading the life skills.

**General Knowledge:-**It's a regular part of school curriculum so as to keep student abreast of latest happenings around them.

**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.

**Karadi Path:-**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 ‘**Karadi Path**’ which enables language learning through a process of language immersion while triggering intuitive learning processes.

**Conduction of Morning Assembly:-**Students are encouraged to conduct Morning Assembly so as to instil 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.

**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 as the same words will be assessed in Evaluations as well.

**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, 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-IX** wherein most prominent schools of Ludhiana district and the adjoining areas participate in various Sports, Cultural and Creative activities.

**Wednesday Activities and Clubs:-** To amalgamate learning with fun, every Wednesday will be devoted for activities/clubs. Students opt for activities such as Cricket, Basketball, Skating, Martial Arts, Swimming, Gymnastics, Art & craft, and also become a part of clubs like DIY club, cookery club, sculpture club, dance club, Artisan club, Yuva Club, MUN, Young writers club etc. Child can choose any **one Wednesday activity** and **one club** which will continue for the whole session. A detailed circular in form of Google form link will be sent. Club days are specified in activity calendar.

**Mini Activity: -** For grade I onwards School also offers one Mini activity as a part of weekly curriculum which will be conducted during regular music and dance period and will be continued for the whole session. This activity has been designed to augment the particular skill of the student, in their own area of interest. Any one activity is to be opted out of the options (Vocal Music/Western Instrumental/Indian Dances/ Western Dance). A detailed circular in form of Google form 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 their class performance, aptitude & interest.

**Swimming, Skating & Martial Arts:-**Students will be having Swimming, Martial Arts, Self Defence and Skating classes in their yearly curriculum. For swimming (which will be carried out from the month of April to September), 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 (which will be carried out from the month of October to February), students will keep their skates in a separate bag in the class itself to avoid carrying load every week. **Skates must be well labelled with child's full name written on the bag and skates as well.**

**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 tiffin 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. In case the mat and apron is lost, parents are requested to buy a new set.

**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.

**Mobile app and Student portal:** Parents are requested to keep updating themselves regarding their child's performance by logging in to the student's portal or mobile app. The details of attendance, assignments, fees, library book issue and return details, examination results, winners of competition (if any) of the child will be uploaded regularly. **In case of any discrepancy it should be brought into the notice on / before the final PTM via written information at the front desk. No request will be entertained thereafter.** As a movement towards paperless society we shall be uploading all assignments & question banks on Snap homework, student portal and mobile app.

**Mobile app. & Student portal** can be accessed 24 x 7 on all working days including Sundays.

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

**Subjects in the Curriculum:** - Following Subjects will be taught

- |              |  |          |
|--------------|--|----------|
| 1. Eng       | 2. E.V.S                                     | 3. Maths |
| 4. Hindi     | 5. Punjabi (Introductory Subject in Grade I) | 6. G.K   |
| 7. Computers | 8. French (From II onwards)                  |          |

Kindly send the following books on first day of the school.

	Class-I	Class-II	Class-III
Content books Vol. I	All Subjects	All Subjects	All Subjects
<b>Xseed Workbooks Vol.1</b>	<b>All Subjects</b>	<b>All Subjects</b>	<b>All Subjects</b>
4 lined notebooks	3	4	4
2 lined notebooks	2	2	2
Notebooks with Squares	1	1	1
Grammar Guide	1	1	1
Karadi Path	Entire pack	Entire pack	Entire pack

- ❖ Session 2023-24 will commence from **3<sup>rd</sup> April, 2023 (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. 19 of school diary for uniform details. **Every Wednesday, tracksuits are to be worn.**

### **General Rules:-**

Discipline is an important virtue to possess. Hence 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' page at the back of the diary. Do keep a regular check and sign it regularly.**

### **Uniform Rules:-**

- ❖ Girls are required to tie their hair in one plait using school hair band (**same as colour of school tie in summers**). Colouring/Bleaching of hair is not permitted. Girls with short hair will wear a blue hair band (same as the colour of school tie in summer). Fancy clips other than black colour are not allowed.
- ❖ Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear patkas (same colour as of tie).
- ❖ **Students are required to wear black shoes on all days including Wednesdays. For Boys shoes with Velcro straps (I-III)/ with laces (IV & Above) & for Girls Black shoes with the strap are to be worn on all days. Adidas Article No. D70443 , Liberty Article No. 990602TV & Bata Article No. 339-6249 are allowed.**
- ❖ **Please note that if a child is a regular uniform defaulter for 3 times then a call is made to the parents referring the default of the child. In case the child is still a defaulter after the call then the parents are required to meet the coordinator and in case the child is not properly dressed again after meeting the coordinator or parents don't turn up to meet the coordinator, then a strict action will be taken.**
- ❖ **A set of 2 parent Id cards has been 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.

### **Rules for Late Arrival**

Students should reach the school 5 minutes before the School time and any student who reaches late but before the school start time, due to certain emergency, he/she will be marked defaulter in Report of Student in the diary and will be allowed to enter the school

Any student who is late and reaches the school after the School start time will not be allowed to enter the gate and will be sent back home. In such a case, parents will be informed through a phone call by the front desk

Strict disciplinary action will be taken against those students who have been marked late in the Report of Student for more than once per month. A student coming late during exams/assessments will not be allowed to sit in exams without the permission of the Principal. In such cases extra time will not be given for completion of paper.

### **Transportation :**

Please note that all students have been allotted a pick/drop point and in case a parent is unable to come at the pickup point on time, then **the drivers have been instructed to bring the child back to the school considering the safety of the child.** The parents will then have to come to school to pick up the child after presenting the parent I card.

- ❖ Parents are also requested not to involve in any argument with Driver/conductor/female attendant or the teachers sitting in the bus. Drivers contact no. is given for your information kindly don't call them repeatedly as it disturbs them while driving, please contact the conductor in case of emergencies. For the safety of the children, let's be polite to each other and have patience. Transport facility of the student may be suspended or even cancelled if any such confrontation reported. In case of any complaint, it should be brought into notice of Transport Incharge/front Desk Co-ordinator.
- ❖ In case the bus driver/conductor/female attendant are not behaving properly or are rude the same should be reported at the school's no. 9216100465/921600465 Also in case you see the driver using mobile phones please report the same.
- ❖ Temporary change in van route will not be permitted.
- ❖ No child will be allowed to go with any of his/her friend even if application is received from the parent side. A child will go back to his/her drop point only from school.
- ❖ In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 1:00 p.m. for Grades PNSY, NSY & IV-XII.
- ❖ In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 2:15 p.m. for Grade L.K.G-III.
- ❖ Let's work hand in hand for the safety and security of our children.
- ❖ Kindly call at Front Desk (**9216100465, 9216000465**) in case of any complaint, 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- 12:00 noon (by prior appointment only). Kindly refer to Page no. 16 of the diary for the details of the timings for meeting the 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**