



JESUS' SACRED HEART SCHOOL

DX-1, SOUTH CITY, LUDHIANA

GUIDELINES FOR PRE-PRIMARY

CIR NO: JSHS/0476/0323

DATE : 19.03.2023

Respected Parents,

To work hand in hand and polish the skills and personality of the children when they are leaving the warmth of their parents to embrace a new world, here are some particulars which will help you to be a part of their new acquired world.

Child flourishes in healthy and friendly environment of school. Child gets individual attention due to low teacher-taught ratio. School encourages theme based learning as concepts regarding the themes are reinforced. Smart Class is accessorized with Plasma T.V's, Interactive white board system (IWBS) Digital transformation system (DTS). School facilitates specialized training in the field of martial art, computer, skating, swimming, splash pool, music & dance,. Computer period is introduced from U.K.G onwards. There is a separate reading period for all classes.

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 4 volumes of Integrated content book and workbook which includes Eng, Math and General Science concepts which will be done simultaneously. Student reader book helps the students to enhance their reading skills. (For LKG and UKG Hindi content book and workbook is added along with.)

Assessment System: The assessment of the child's performance will be done regularly through **4 Module system**. Each module comprises of syllabus covered in a span of two to three months. Parents will be kept unknown about these modules. Students will be assessed on the basis of grading. Parents will be given a clear picture of the child's performance by displaying Modules, Worksheets etc. on the day of P.T.M. and the grades of the same will also be updated on the student's portal and mobile apps.

Activity Calendar: On Mondays and Fridays, various activities and competitions are conducted. 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.

Swimming, Skating & Martial Arts:-Students will be having Swimming, Martial Arts, Self Defence and Skating classes in their yearly curriculum. **For swimming** (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. **Proper swimming in big pool starts for grade I onwards. Students of pre-primary have weekly splash pool periods.**

For skating which is introduced in LKG (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.**

Martial art & Gymnastics is a regular part of curriculum. Gymnastics is introduced UKG onwards.

♣ **Session 2023- 24 will commence from**

- Grade LKG & UKG : Monday i.e. 3rd April, 2023
- Grade PNSY & NSY : Monday i.e. 10th April, 2023

♣ School timings:

- Pre-Nursery & Nursery – 09:40 am – 01:30 pm
- L.K.G. & UKG – 09:40 am – 02:45 pm

Drivers will be visiting your place on 26th Mar' 23 between 10: 00 a.m. to 12:00 noon.

General Rules:

- Kindly submit the following things to the class in charge on **the 1st day of the school.**
 1. All books and notebooks (Properly Labelled)
 2. Stationery
 3. A set of casual clothes to be used in emergency.
 4. A bottle of hand sanitizer.
- All the articles should be properly labelled indicating the name and class of the child.
- There will be 2 breaks: Fruit break and lunch break. Please send two separate tiffins along with a blunt fork/ spoon daily in your child's bag.
- Student home work schedule is as follows:-
 - Pre- Nursery : Worksheets on Fridays.
 - Nursery : Homework notebooks to be sent on every Monday, Wednesday and Friday.
 - L.K.G & U.K.G : Home work notebooks to be sent daily.
- Worksheets will be sent on Fridays for all the classes.
- **The School will remain closed on all Saturdays.**

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.**

- Kindly follow the diet chart strictly. Please refer to page no. 13 of the school diary for details. Please don't over stuff your child's tiffin.
- Get in touch with teacher through school diary, or meet her on a working Saturday (except 2nd Saturday) with prior appointment.
- Kindly check diary and acknowledge the diary notes by signing them.
- Keep updating us with your revised phone numbers and addresses by filling the performa available at the front desk.
- Fill out information pages of the diary on Pg.2, 3 & 5.
- Every 2nd and 4th Wednesday of the month will be a diary day. Diaries will be kept back in school on every 2nd and 4th Wednesday of the month and returned on Thursday after serving a note.
- Index of photographs of functions/celebrations will be available on every P.T.M from the front desk. Ordered photographs will be made available to you within few days.
- Please do not send your child to school if he/she is unwell.
- Child should carry a proper rucksack medium sized bag to school.

Uniform Rules:

- School uniform should be worn with pride. I-card is an integral part of the uniform.
- 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. **Shoes** with Velcro straps are to be worn. 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.

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.**

No Bag Day: Every month one day will be observed as No bag Day which is indicated in the activity calendar, wherein students will be engrossed in various fun filled non-academic activities throughout the day. Child will be required to bring only tiffin and school diary.

Mobile app and Student portal:

There are **2 apps** pertaining to the school i.e. **Snaphomework and School mobile app:**

SNAPHOMEWORK

1. Go to Google Play Store / App Store and Search "Snap Homework".
2. Install and open app.
3. Tap on New User.
4. Enter Your Name, Mobile Number & Password.
5. Tap on Create Account.
6. Complete the Phone Verification.
7. Tap on Join Your School at the bottom of the screen.
8. Tap on "Parent".
9. Enter Child Name, Class Code* _____ and admission no. and tap on Add Child
10. Your account is active now.

***Please note that the class code will be provided later through SMS on the registered number in last week of March.**

MOBILE APP

Download from play store/ app store writing the school name.

School ID will be JSHS

Username: JSHS_____adm no.

Password: Password@123

'P' is in upper case

Other than this student details can be checked via school portals by visiting the school website (www.jesussacredheart.com) and clicking on the student portal link.

The credentials are same on portals as used for Mobile app.

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, Grade I onwards 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.

- All diary notices will be updated on Snap homework & all the circulars will be updated on Snap homework and school's website for your reference.

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 with in 24 hours.**

- Parents can meet the principal, wing coordinator& the class In charge by taking a prior appointment as per the following schedule :

Principal: 10:00 a.m. to 11:30 a.m. (on all working days)

Wing Co-ordinator: 10:00 a.m. to 12:00 noon. (on any Saturday except 2nd Saturday)

Class In charge: 10:00 a.m. to 12:00 noon. (on any Saturday except 2nd Saturday)

Important links:

- How to improve dexterity:
https://www.youtube.com/watch?v=VY_Y7FkQznk&feature=youtu.be
- Finger fitness: https://www.youtube.com/watch?v=r2tBH_XyeJc
- Learning English: <https://www.youtube.com/watch?v=b08tyfNfL7M>
- Arm Stretches: <https://www.youtube.com/watch?v=FX0kx6Ik9AA>
- School website: www.jesussacredheart.com
- For updates on events and happenings in school kindly visit:
<https://m.facebook.com/jesussacredheartschool/>

Principal