



**INDIAN SCHOOL SOHAR**  
**Parent Orientation Programme 2018-19**  
**Classes I and II**

Dear Parents,

Parents have a major role in bringing up children. The school moulds the child's character. Together we prepare them to be good citizens. Discipline plays a significant part in every child's life. Here are a few guidelines for you to help us shape your child in a better way.

1. Information sheets (**Pages 1 to 4**) given in the diary should be filled up properly and completely and **submitted to the Class Teacher on or before 16-04-18.**
2. **Please send two photographs in school grey uniform of size 3 cm × 2.5 cm.**
3. Child should be on time to school. Record of late attendance will be marked in school diary (**Pages 110 and 111**).
4. Strictly follow the instructions given on pages **24-26 in school diary** for **Uniform details**. It is mandatory to wear **Student's ID card** to school every day.
5. Parents should communicate with teachers only through diary.
6. **In case of emergency, kindly contact on this number:26841885 (on working days during office hours).**
7. Kindly check the school diary every day as important days have been mentioned in the diary.
8. **Books have to be brought according to the Time-Table.**
9. All the textbooks and notebooks should be covered with brown paper and labeled properly.
10. All the stationery items including school bag, water bottle and tiffin box should have the name of the child in permanent ink.
11. **Parents should make sure that the child does not carry along mobiles, watches, toys, ornaments or any other fancy items to school. School will not be responsible for the loss of all such articles.**
12. On birthday, the child should be dressed up decently and modestly so that the child will be able to carry it throughout the day easily. Kindly avoid high heeled sandals, long dresses and jewellery.
13. No birthday celebrations in class. So no cakes and gifts to be sent.
14. **Only small toffees can be sent for distribution on birthday.**
15. Please send a napkin, plastic fork/spoon with tiffin. Do not send glass bottles/boxes.
16. Healthy food should be sent every day.
17. **Please do not send your ward to school if he/she is sick.**
18. If your child brings anything from school which doesn't belong to him/her like pencil, eraser, toys, books, etc. do not be harsh, explain to him/her and send it back the next day.
19. **75% attendance is compulsory for promotion. So kindly avoid taking long leave. In case of long leave/medical leave please submit a letter addressing the Supervisor at the school reception OR you can submit it to the Class teacher.**
20. Child should know his/her parents' contact numbers and also his /her driver's name and phone number. Parents of children using private vehicles should inform the change of driver through diary.
21. **The school timings are from 7:40am to 12:15 pm. Kindly collect your child by 12:15pm. Students will not be retained in the school after 12:15 pm as it hampers other school activities.**
22. To know about your ward's progress, attendance is compulsory on all the PTMs. **Kindly attend all the PTMs as per the given schedule.**
23. If the parents want to meet the Supervisor/Class teacher/ Subject teacher other than PTM, they may do so only on working days from 1:00 to 1:30pm. It can be done **ONLY with the prior appointment fixed through the receptionist (26841885) one day in advance.**

24. Please give one correct mobile number to the Class teacher to send important information through SMS.
25. Do not send tiffin, books, pencils and other material during school hours. Due to logistic constraints, it becomes very difficult to send materials to different classes.
26. Please pay school fees regularly.(refer page 23 of the Student Diary for details)
27. Please check the school website (www.indianschoolsohar.com) for latest circulars, notices, photographs, etc. and also visit the school facebook page (www.facebook.com/indianschoolsoharofficial) regularly.
28. To ensure safety and security kindly advise your child to behave in a disciplined manner in school bus/private vehicles and on road.
29. A ream of A-4 size paper to be given to the class teacher on or before 26.04.18(Class I only).

### Parking

- ❖ Parents are requested to abide by all the traffic rules, while dropping or picking up children from the school.
- ❖ Parking in neighbouring residential area is strictly prohibited. It may invite ROP complaint and fine.

### Information regarding curriculum and assessment

- ❖ The academic year is divided into two terms.
  - Term I (April 2018 to September 2018), Term II (October 2018 to March 2019).
- ❖ Each term comprises of 2 Evaluation Tests-  
**Evaluation Test 1 and 2 in Term I**  
**Evaluation Test 3 and 4 in Term II**
- ❖ Academic Break up-

Subjects	Term I				Term II			
	Evaluation Test 1		Evaluation Test 2		Evaluation Test 3		Evaluation Test 4	
English Hindi Math EVS	Pen and Paper Test	15 marks	Pen and Paper Test	15 marks	Pen and Paper Test	15 marks	Pen and Paper Test	15 marks
	Note book	5 marks	Note book	5 marks	Note book	5 marks	Note book	5 marks
	Subject Enrichment Activity (SEA)	5 marks	Subject Enrichment Activity (SEA)	5 marks	Subject Enrichment Activity (SEA)	5 marks	Subject Enrichment Activity (SEA)	5 marks

- ❖ Aggregate of two terms will be taken to give the final grade.
- ❖ Scholastic grading scale- (8 point scale)

A1	A2	B1	B2	C1	C2	D	E
91-100	81- 90	71-80	61- 70	51- 60	41- 50	33- 40	32 and below

- ❖ Pen and paper will be a written test.
- ❖ SEA will be in the form of- Recitation, Reading Comprehension, Aural Comprehension, Activity based worksheets.
- ❖ Note book marks will be given on the basis of- Regularity of submission, neatness, maintenance and assignment completion.
- ❖ Time Table and portions of SEA and Evaluation Tests will be given 15 days prior to the tests.

- ❖ **Co- Scholastic Subjects** will be assessed twice a year. (**Art, Music, PE, Computer Science**)
- ❖ Art, Music and PE will be graded on 3 point scale-

A- Outstanding	B- Very Good	C- Fair
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❖ **Computer Science**

<b>Class- I (25 marks)</b>	
Lab Test	10 marks
Lab Activity	10 marks
Text Book Work	5 marks
<b>Out of 25- marks</b> A- 17- 25 B- 9-16 C- 1- 8	

<b>Class- II (35 marks)</b>	
E Test based on theory	10 marks
Lab Test	10 marks
Lab Activity	10 marks
Text Book Work	5 marks
<b>Out of 35- marks</b> A- 24- 35 B- 12-23 C- 1- 11	

- ❖ **E Test (Class II)**- There will be 10 questions of 1 mark each on 10 different slides. Students have to click the correct answer. The test will be conducted during their Computer period. Portions and date of exam will be given 15 days prior to the test.
- ❖ **No retest** will be given if a child remains absent.
- ❖ **Answer papers of Evaluation Tests and SEA sheets will be kept in the student's files for the parents to see during the PTMs.**
- ❖ **Worksheets done in class ( all other subjects) will be sent home.** Parents are requested to file them carefully and train the children accordingly.
- ❖ Some books like (Math textbooks, GK and Art book) will be collected and kept in class cupboard as and when necessary. When GK, Math or any other textbook is sent home, let your child do only the work assigned.
- ❖ Children must do correction work given in English, Hindi and Math notebook regularly.
- ❖ **Parent's co-operation is expected and highly appreciated.**

**THANK YOU**

**Gauri Gadgeel**  
Supervisor

**Dr. Vinu Kumar**  
Vice-Principal

**Sanchita Verma**  
Principal