



Dear Parents,

Greetings to you all !

The greatest gifts we can give our children are the roots of responsibility and the wings of independence. Parents and teachers play an inevitable role in shaping the future of the children. Pls. follow the guidelines given below to shape your child in a better way.

General Information

1. Child should come to school regularly and on time (7:40 am). Record of late attendance and improper uniform will be marked in school diary. (Pages 110 &111)
2. 75% attendance is compulsory for promotion. Avoid taking long leave and reporting late after vacation.
3. We have two breaks for the classes III-V. The first break will be for 20 minutes after the 3rd period . The second break will for 10 minutes after the 5th period .
4. Considering the good health of the students it is advised to avoid junk food in the tiffin.
5. Students should be in proper uniform at all times. Students who come to school for any purpose whatsoever during school hours should be in proper school uniform. **White uniform must be worn on Tuesday.** Strictly follow the instructions given on pages 24 –26 in the school diary for uniform and other important details.
6. **Students should carry their student diaries to school every day and it is compulsory to acknowledge the remarks given in the diary.**
7. Parents can interact / communicate through the school diary with the teacher. Parents are requested to regularly check pages 99-109 for communication from the teacher.
8. Information sheets Pages 1 – 4 given in the diary should be filled completely and correctly.
9. Students should bring books as per the time table, especially where there are more than one book for the same subject.
10. Encourage children to maintain good code of conduct, high standard in their general behaviour and manner of speech. Action will be taken for any act of indiscipline. Good behaviour and good language is expected of every child inside and outside school.
11. Proper haircut / hairstyle is insisted in school.
12. Personal hygiene and cleanliness should be given due attention.
13. **Parents should make sure that the child does not carry mobiles, watches, toys, ornaments or any other fancy items to school.**
14. On birthday, the child should be dressed up decently and modestly so that the child will be able to carry the dress throughout the day easily. Kindly avoid high heeled sandals, long dresses and jewellery.
15. Send only small toffees for distribution on birthday.
16. **Kindly attend all the PTMs.**
17. **Parents are requested not to enter the classrooms.**
18. If the parents want to meet the Supervisor/ Class teacher / Subject teacher, they may do so only on working days from 10.10 am to 10:30am. It can be done **only with the prior appointment fixed through the receptionist (26841885) one day in advance.**
19. **Please give one correct mobile number to the Class teacher to send important information through SMS.**
20. **Please check the school website (www.indianschoolsohar.com) /school facebook page for the latest circulars, notices, photographs etc.**
21. **To ensure safety and security, kindly advise your children to behave in a disciplined manner in School buses.**
22. Smart boards have been installed in every classroom. Students should take extreme care of these. It is our collective responsibility to take care of school property.
23. **It is once again reminded that parking in front of Omani residential area is strictly prohibited. It may invite ROP complaint and fine.**
24. **Please avoid sending tiffin, books, pen and other materials during school hours. Due to logistic constraints, it becomes very difficult to send materials to different classes.**

25. Parents must pay fees regularly.
 26. Parents must be aware about the SEA (Subject Enrichment Activity) and Notebook Submission.
 27. Encourage your child to participate in the various school activities for their holistic development.
 28. We have introduced **single line** notebook for Hindi from class IV onwards.
 29. Only one notebook to be used for **Hindi** and **English** as it will include both Literature and Grammar.
 30. For **English, Literature Reader** will be the main book for assessment. Grammar, vocabulary and writing tasks will be assessed from Main Course Book, Workbook and notebook.
 31. Parent login will be available from this academic year. Parent can view their ward's current and previous report cards using G.R. No. as the parent login.
 32. In English assessments, few questions will also be included from between the Literature lessons ,apart from the notebook exercise.
 33. Parents are welcome to avail counseling facility by fixing an appointment with the school counselor Dr. Subhadra Prabhu. (contact number: 26841885, ext:123)
- N:B** Students will not stay back after **Term Exams** and they will attend school only on the day of term exams.

Information regarding curriculum

❖ Full academic year is divided into 2 terms.

Term – I - April 2019 to September 2019 Term –II - Oct 2019 to March 2020

Academic Break up

Periodic Test-I → 12th May 2019 – 19th May 2019 (**20 marks**) (Portions from April onwards and carried forward)

Duration → 1 hour PTM → 25th May 2019

Term – I Exam → 19th Sept 2019 – 30th Sept 2019 (**40 marks**) (Full Syllabus from April to September 2019)

Duration → 2 hours PTM → 12th October 2019

Periodic Test-II → 9th Jan 2020 – 19th Jan 2020 (**20 marks**) (Portions from October onwards and carried forward)

Duration → 1 hour PTM → 25th January 2020

Term –II Exam → 1st March 2020–12th March 2020 (**40 marks**) (Full Syllabus from October 2019 to March 2020)

Duration → 2 hours

Annual Result: Class III → 19th March 2020, Class IV → 24th March 2020, Class V → 25th March 2020

HOW TO CALCULATE MARKS FOR THE FINAL RESULT OF EACH TERM

PT-1 →	20 ÷ 2 = 10 Marks	}	20 Marks
SEA →	= 05 Marks		
Notebook →	= 05 Marks		
Term -I →	40 × 2	80 Marks	
Total →	100 Marks		

PT-2 →	20 ÷ 2 = 10 Marks	}	20 Marks
SEA →	= 05 Marks		
Notebook →	= 05 Marks		
Term -II →	40 × 2	80 Marks	
Total →	100 Marks		

Scholastic Grading Scale: (8 Point Scale)

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

Co-Scholastic Activities - (Assessment Twice a Year)

- ❖ **3 Point Scale** → A – Outstanding B- Very Good , C – Fair
- ❖ **Computer Science - 30 Marks, General Knowledge – 20 Marks**
 - *Written Test - 15 marks
 - *Lab test – 10 marks
 - *Notebook - 5 marks
- Total----- 30 Marks**
- ❖ Art & Craft and Music
- ❖ Physical Fitness
- ❖ Discipline

THANK YOU

Sanchita Verma
PRINCIPAL

Dr. Vinu Kumar
VICE-PRINCIPAL

Alka Singh
SUPERVISOR