



INDIAN SCHOOL SOHAR SULTANATE OF OMAN

PARENT ORIENTATION PROGRAMME

CLASSES:VI-VIII

(2023-2024)

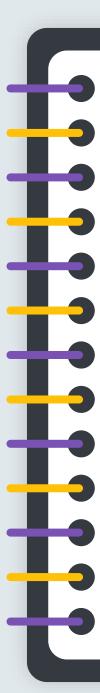
DATE: 15th APRIL 2023



INDIAN SCHOOL SOHAR







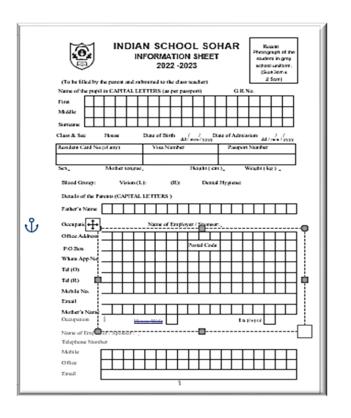
What is code of conduct?

A code of conduct is a set of **principles, expectations**, and/or **rules** that are given to students and parents to make sure that the expectations that the school has for behaviour are clearly communicated to them.

The student code of conduct sets out the standards of conduct expected of students. It holds individuals and groups responsible for the consequences of their actions.

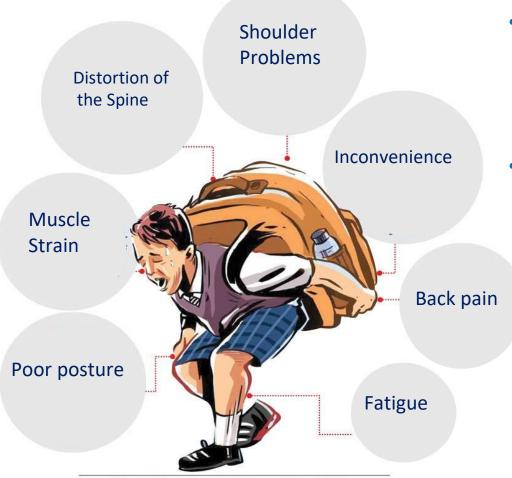
Failure to fulfil these responsibilities may result in the withdrawal of privileges or the imposition of sanctions.

Information Sheet



Affix recent photograph in grey school uniform.

Time Table Note down your timetable carefully.



- Students must bring the text book/note book /activity book etc. as per the instructions given by the subject teacher.
- PDF of NCERT text books are uploaded in smart boards.

What Happens If You Wear A Heavy Bag?



Tips to Pack School Bag

- ❖ Take only the **books that are required** at school. Some subjects might have more than two books, and you must be aware of what book is meant for that day.
- ❖ Organizing books daily helps to take out the books that will not be used for the day and help reduce the bag weight.
- **Avoid packing unnecessary things** just because the bag can hold them.
- ❖ Place the heavier books closer to your back. This way, the weight will not be focused on the shoulders.
- ❖ Make use of the various compartments to put in books, notebooks, stationery and lunch boxes. This will not only help you find things easily, but also distribute the weight more evenly.



Library Rules

- Strict silence must be maintained in the library.
- 2. Library period is strictly meant for reading books.
- 3. No one can take a book from the library without having it duly entered.
- 4. A student may borrow maximum of one book at a time.
- A book is issued for a period of 7 days starting from the date of issue. The book must be returned on the due date. If the due date happens to be a holiday the book must be returned on the next working day.
- 6. Books can be re-issued once again if no one else requires it.
- 7. Reference books, reserved books, new arrivals and periodicals will not be issued to anybody and shall not be taken out of the library.
- 8. Personal books, bags and belongings are not supposed to be brought into the library.
- In case a reader loses a book he/she should replace the book. In case the book cannot be replaced; the current price of the book will be paid by the borrower.



First Aid Room

- > School provides first aid facility to the students and staff members.
- > Students can visit First Aid room located in block A ground floor
- > Students should take permission from the class from the teacher to visit the first aid room. They should go with proper out pass.
- > Do not take a classmate for help and support if not required.
- Any student feeling unwell should be sent to the medical room. If the nurse is not in the medical room, proceed to the reception.

If a child is found to be very sick, he/she will be sent home.

For any emergency, children will be sent to the hospital and parents will be informed.

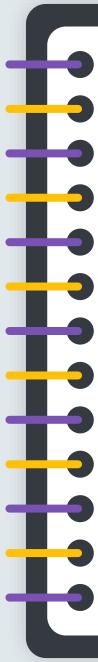
Leave Rules

- Students must be regular to school.
- Leave of absence is granted only for valid reasons and with the prior written application /e mail of the parents.
- In case of long leave, leave applications addressed to the class teacher should be handed over in advance to the class teacher, who in turn will submit it to the supervisor/AVP
- If any student doesn't fulfil the criteria of 75% attendance due to long absence, the student may be detained in the same class as per the CBSE rules.
- If a student is absent from school even for a day, it is imperative that the parent send a leave note addressed to the class teacher on the very next day, which will be filed for future reference. It is advised, the parent must inform the class teacher through mail on the same day. Mail should be sent from the parent's registered e mail id.



Leave Rules

- Except for duly approved reasons, the extension of vacation is not permitted under normal Circumstance. Perennial latecomers who have not intimated school authorities may run the risk of having their names struck off from the school roll.
- Applications for medical leave must always be accompanied by a medical certificate on the first day of attendance after the leave.
- A student who, for some unexplained reason has been absent for a month or more, is liable to have his or her name struck off without advance notice. If readmitted, he or she will have to pay all outstanding fees.



Leave Rules

During periodical examination and tests and other days, students must remain present in the school for the entire day. They are not allowed to go home. If unwell, students can send medical leave with certificate.

Students are not allowed to leave the school premises without the permission of the Principal, Vice-Principal or administrator in case of emergency. The student may be allowed to leave the school only with the parents or authorized person, the parents have deputed with identity

A student suffering from any contagious disease should not be sent to school.

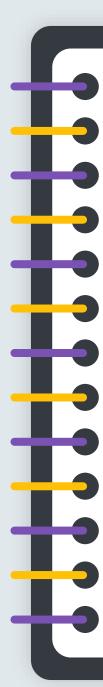




DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

Send leave information through your parents to the class teacher by mail.





Valuables

- ☐ The school does not accept responsibility for the loss of books, money, clothes, mobile phones, etc. Each child is responsible for his/her own things.
- ☐ Parents are advised not to allow their children to bring any valuables to school.



Lost &Found

- ❖ Parents are requested to label (name, class & section) all the items like sweaters, lunch box and any other personal possessions.
- ❖ Do not bring items that are not needed in the school, especially valuable ones.
- ❖ If any item is missing, kindly contact the school reception at the earliest.
- Any item that is not being claimed will be donated after a month.





Keep the classroom clean



Be active in the class



Focus

Lunch Break

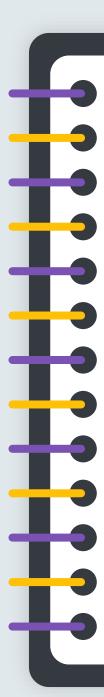
- Use napkin/ mat on the desk for eating tiffin.
- Bring fork/ spoon for eating.
- Bring healthy and nutritious food.





Discipline

- Students are expected to be regular in attendance and academics, obedient and respectful in their behaviour and should avoid malpractices in tests and examinations.
- Students must be in time for the morning assembly.
- ❖ Late attendance will be entered in the diary.
- ❖ Students are not permitted to leave the classroom without apt and genuine reason and without out pass.



Attitude & Behaviour

- Students are expected to maintain high standard in their general behaviour and manner of speech. Bad and improper language will not be accepted.
- ❖ English being the medium of instruction in the school, students are advised to maintain a good level of English. It is compulsory for the students to always speak in English except in classes and activities of other languages.
- ❖ They should be well-behaved, respectful to their elders, honest, truthful and are answerable to the school authorities for their conduct in and outside the school.
- ❖ Students should have deep respect and dedication to their work. Attentiveness in class and regularity in homework and assignments are of prime importance.
- **Students should carry their student diaries to school every day.**

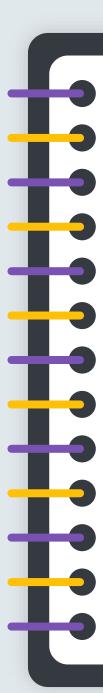
School Uniform

- Personal neatness and cleanliness is appreciated at all times.
- ❖ Nails should be clipped short and clean. Growing long nails and using nail polish are not permitted in the school.
- ❖ Short, neat haircut for boys with no fancy cuts or styles is permitted. Beard or stubble is not permitted. Girls must tie up / plait long hair.
- ❖ Both boys and girls must refrain from using unusual hair colours.
- Girls are permitted to wear small earrings.
- Caps to be worn only in the Sun.

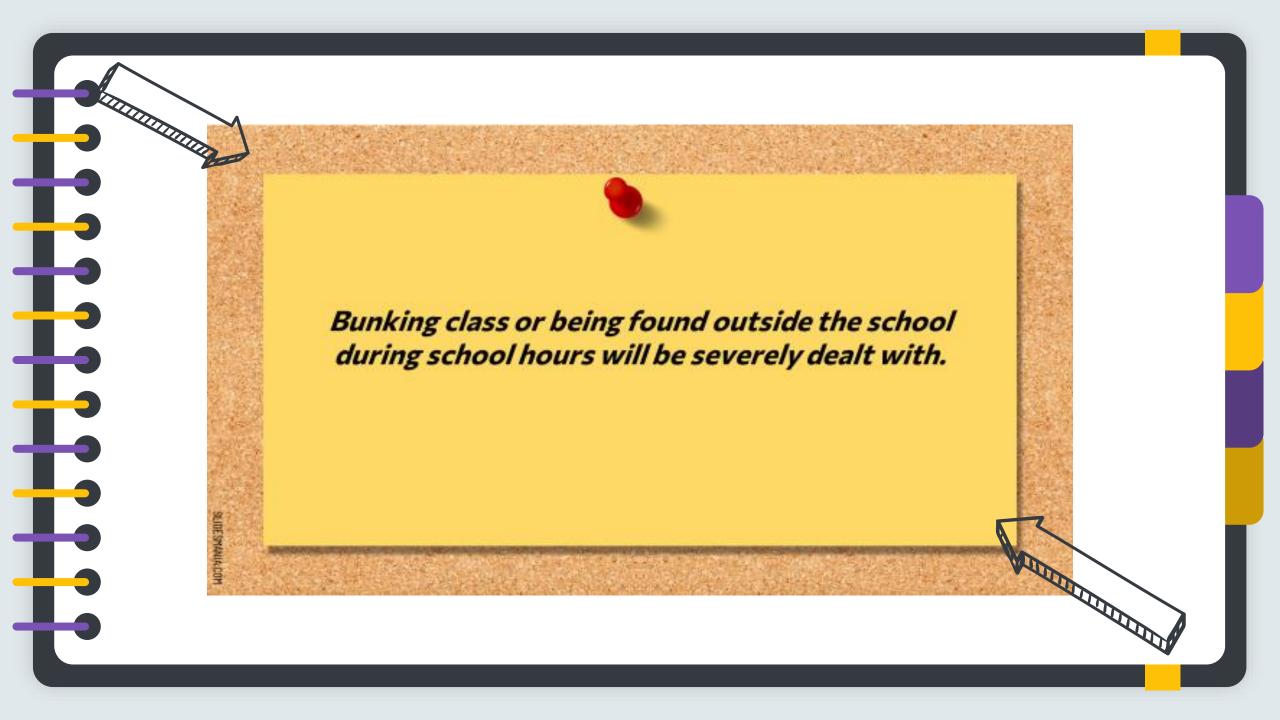
- > Mobiles and other electronic gadgets are strictly not allowed.
- > If confiscated, it will be returned only at the end of the session.

- ➤ Objectionable literature, Mobiles / Smart Phones/ Smart Watches, Internet material and films audio and videos, DVDs, Pen Drives, electronic gadgets etc. are prohibited in school.
- ➤ Harmful and illegal material and substances are also prohibited in school.
- Violation of the same will lead to immediate dismissal.





Forging a parent's signature and changing marks or entries in diary/report cards or elsewhere may warrant a disciplinary action.



Vandalism

Students must realize that the school property belongs to them.

Proper care of school property and things belonging to others is a mark of a well-bred and responsible student.

Student should not write, carve or scratch on the walls and furniture. Graffiti & defacing walls, desks and toilets will be dealt with immediate dismissal.

Any damage to school property will not be overlooked. The loss must be made good by the offender.



Social Media

- Students are advised to engage in responsible behaviour in cyberspace.
- ❖ Students engaging in irresponsible behaviour/ activity pertaining to the above would be penalized.
- ❖ Parents / guardians should monitor their ward's social media activities.

Parental Controls to Ensure Cyber safety

Internet filters

Install Internet filters on your child's devices to block access to inappropriate websites and content.

Privacy settings

Teach your child to use privacy settings on social media platforms and other websites to limit who can see their information and posts.

❖ Time limits

Set time limits for your child's online activities to ensure they are not spending excessive time on their devices.

❖ Safe search

Enable safe search on search engines like Google to ensure that your child is not accidentally exposed to inappropriate content.

❖ parental control software

Install parental control software on your child's devices to monitor and control their online activity.







Communication

Have open communication with your child about their online activity and teach them about the risks associated with cyberspace

❖ Be careful of what to download

some programs and apps carry malware and try to steal information. Teach children to download content from trusted sites only.

Monitor online activities keep an eye on your child's online activities, including the websites they visit and the apps they use educate your child about online safety teach your child about safe online behaviour.

❖ Be a good role model

Set an example for your child by practicing safe online behaviour yourself. Avoid using devices during family time and show your child how you use technology responsibility

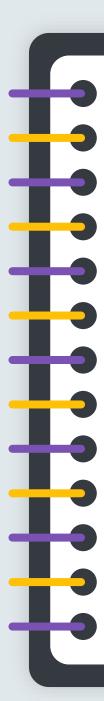
HOMEWORK

Please allow children to do their homework/assignments/projects independently.

BENEFITS:

➤ It helps children to develop their problem-solving and critical thinking skills. By working through their homework on their own, children have the opportunity to develop these skills without relying on others.

It promotes a sense of responsibility and independence in children. When parents allow their children to complete their homework on their own, they are sending a message that they trust their child's abilities and believe in their capacity to succeed.



Birthday Celebration

- Children are not allowed to elaborately celebrate their birthdays in the school.
- Wear sober , simple Indian dress.
- Only small toffees are allowed.
- ❖ Do not go to other classes.
- ❖ Do not go to staff rooms/ other classes during library, or other co curricular periods



Identity Card

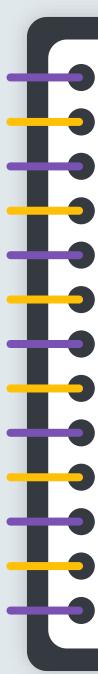
- Every student is required to wear ID card every day.
- All entries must be complete with recent photo affixed on the I card
- Each student will be responsible for the use of his/her Identity Card,
 which is not transferable to any other student.
- Alteration, falsification, or misuse of the identity card will be a violation of the code of conduct and will be subjected to disciplinary action.
- The fee for the replacement of Identity Card due to loss or damage will be RO 1. New Identity Card can be obtained from the bookstore.



Examination Rules

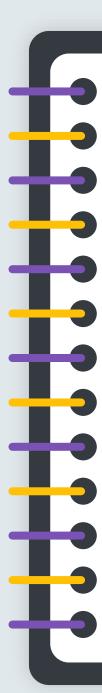
Guidelines For Students:

- > Students are required to bring their own pen, pencil and ink. Only blue black or royal blue ink/ball point pen is to be used. Stationary must be brought in a transparent pouch only.
- No student shall leave his/her seat or the examination hall until the end of the examination without the permission of the invigilator.
- ➤ No student shall speak without the permission of the invigilator. If it is necessary for the candidate to communicate, he/she shall stand up in his/her place and the invigilator will see to his/her requirement.



Examination Rules

- Answers shall be written on both sides of the answer book. No student shall tear out any leaf from the answer book.
- ➤ On the expiry of time the answer book must be handed over to the invigilator irrespective whether the student has answered the paper in full or in part or not at all.
- > Students can be physically searched by the invigilators before or during the examination at any time.
- The student shall not ask for supplementary answer sheet till the main answer book/the earlier supplementary answer book is filled.



UFM

If during examination, a student is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations: -

- Having in possession papers, books, notes, chits, notebooks or any other material relevant to the examination.
- Anything written on writing pads, geometry box, hand or elsewhere.
- Possession of any electronic gadgets like mobile, smart watches etc.
- Contacting or communicating or trying to do so with any student during the
 examination, exchange of answer sheets by the students, writing answers on the
 question paper etc.
- Tearing of any page of the answer book or supplementary answer book etc.

UFM

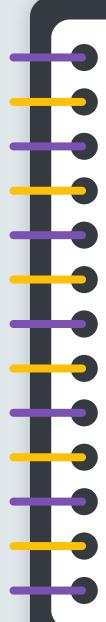
- Passing signals to others during the examination.
- Taking away the answer sheets out of the examination room.
- Breaching examination rules or any direction issued by school from time to time.
- Using or attempting to use any other undesirable method or means in connection with the examination.
- Uploading/sharing any examination related material, correct or wrong, on social media.
- Providing wrong information on the answer sheet.



UFM

ACTION & PENALTY: -

- Answer sheet will be taken by the invigilator along with the confiscated /used material.
- Parents will be intimated to come and meet the disciplinary committee.
- Students involved in the use of unfair means will stay back after the examination and will go home along with the parents only.
- A student adopting unfair means in an examination will be disqualified in that subject.
 He/she will be awarded zero in that examination.
- Student might be disqualified from the examination in that year. (i.e., His/her examination for that year may be cancelled).
- In serious cases, the student may permanently be debarred by the School from taking any school-based examination.



EXAM TIME

DO NOT CHEAT/COPY ZERO WILL BE AWARDED



PROHIBITED

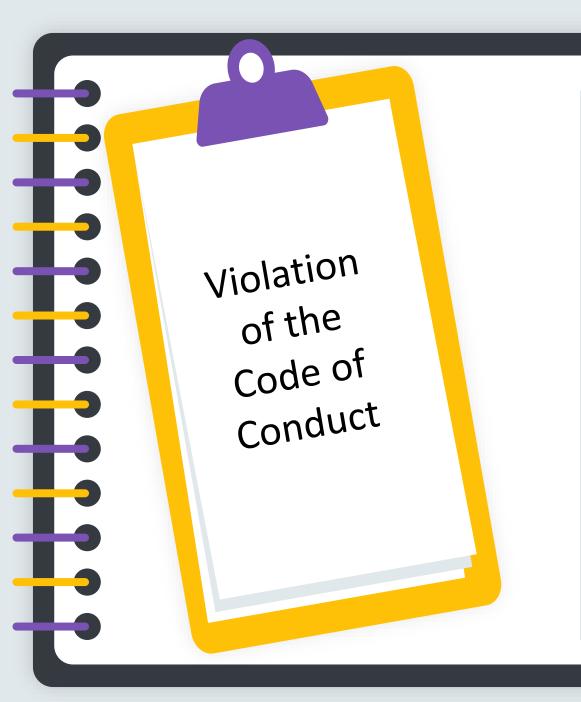


NO CELL PHONES

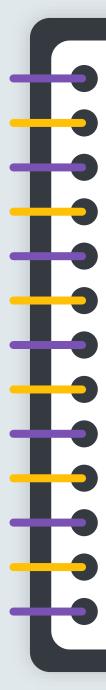


NO SMART WATCHES

IF CONFISCATED WILL NOT BE RETURNED



Discipline committee has the authority to take the final decision on any discipline matter. Violation of the Code of Conduct prescribed by the school attracts appropriate consequences depending on the act of indiscipline.



Safety First



someone else.

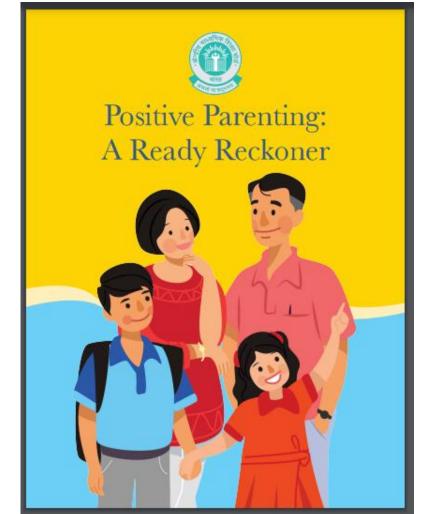
Physical Safety

Transport Safety

Emotional and Social Safety

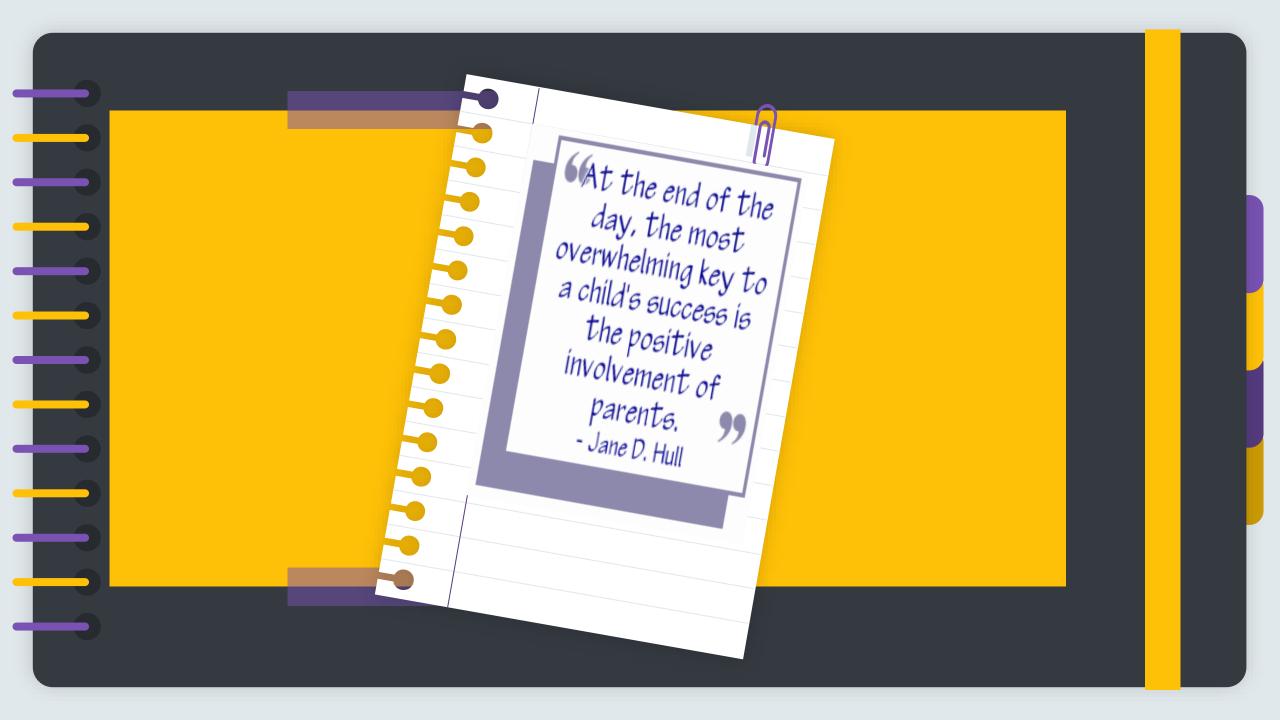
Cyber Safety

 Parents can go through Positive
 Parenting: A Ready
 Reckoner published
 by CBSE, available at:





https://www.cbse.gov.in/cbsenew/documents/CBSE_Positive_Parenting_Book.pdf

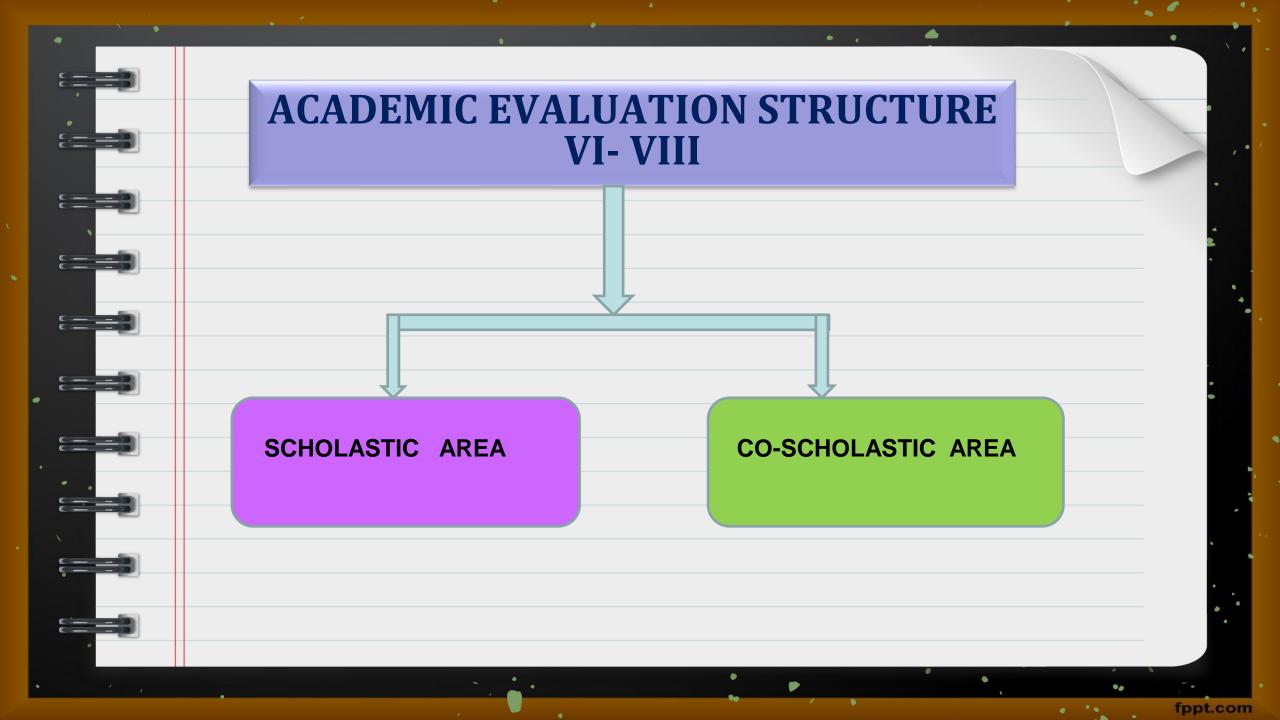




INDIAN SCHOOL SOHAR SULTANATE OF OMAN

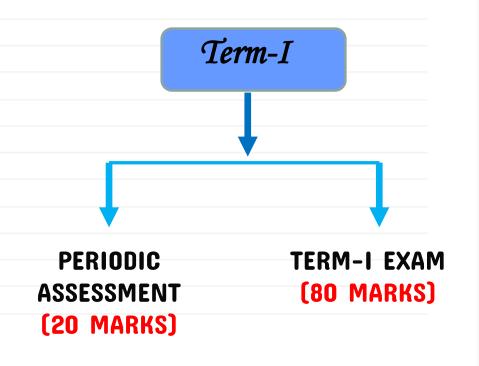
EVALUATION SCHEME

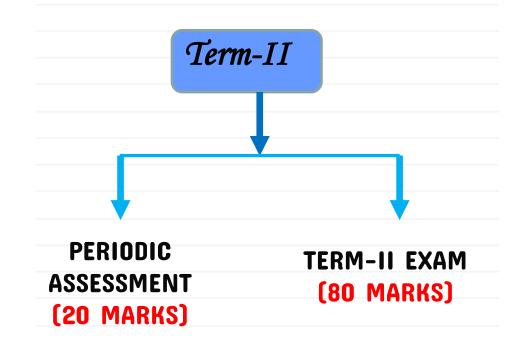
CLASSES:VI-VIII (2023-2024)



ACADEMIC EVALUATION STRUCTURE

The Scholastic Area comprises two terms.





PERIODIC ASSESSMENT (20 MARKS)

	C		
Periodic Test	Multiple Assessment	Portfolio	SEA
5marks	5marks	5marks	5marks

PERIODIC TEST (5 MARKS)

Comprises the syllabus covered before the periodic test.

PORTFOLIO (5 Marks)

Experiential learning, Self-assessment, achievements of students in the subject, reflections, narrations, journals, etc.

MULTIPLE ASSESSMENT (5 Marks)

Quizzes, MCQ's ,case based questions, visual expression etc.(various strategies to be used)

SEA 1. English

6.Social Science
Art Integrated
Project Work

5. Science
Art -Integrated
Project Work &
Experiential
Learning

Speaking & Listening Activity

Subject Enrichment Activity

4. Mathematics

Art -Integrated Learning; Practical Maths Lab Activity 2. Hindi Speaking & Listening Activity

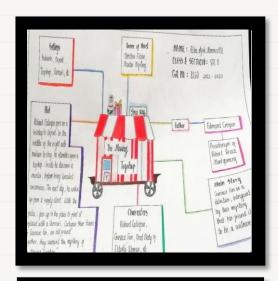
> 3. Arabic / Malayalam /Sanskrit

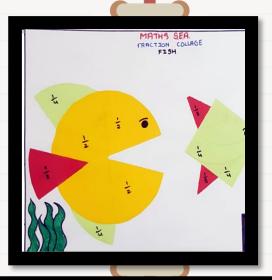
Speaking & Listening Activity

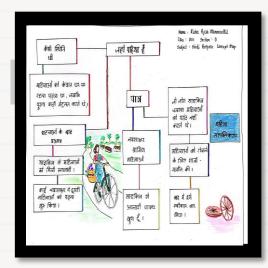
Subject Enrichment Activity (SEA- 5 Marks)

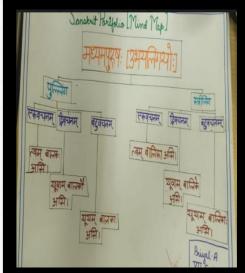
- SEA will be conducted for the enrichment of the understanding and skill development of the students in the subject.
- Details regarding assessments like SEA, Portfolio etc. for VI to VIII subject wise and class wise will be available shortly on our school website. www.indianschoolsohar.com

GLIMPSES OF SEA & PORTFOLIO













DATE OF SUBMISSION

Date of submission of all the activities/assessments must be strictly followed.

TERM EXAM (80marks / 3 hrs.)

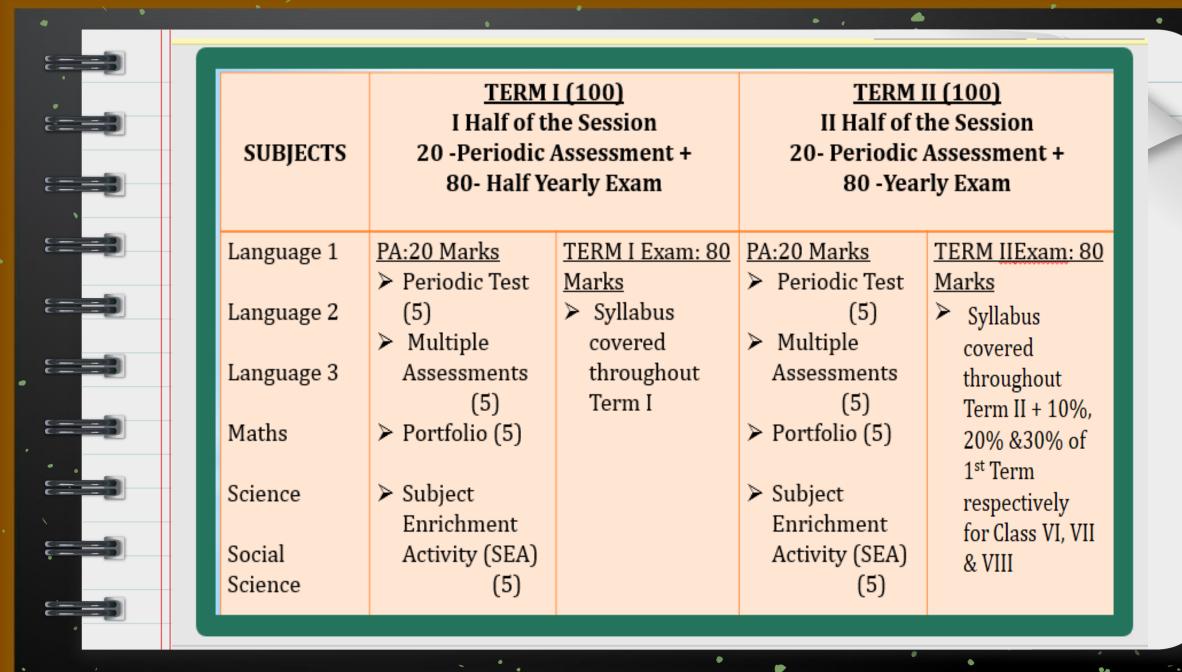
- Marks and
 Grades will be
 awarded for
 each subject.
- 8-point
 grading
 followed by
 CBSE based on
 percentage of
 marks

Term-1

- School will conduct exam in each subject covering 100% syllabus of Term I for 80 Marks at the end of the term.
- Duration 3 hrs.

Term-2

- ❖ School will conduct exam in each subject covering 100% syllabus of Term II & 10%, 20 % & 30% of Term I respectively for classes VI, VII & VIII for 80 Marks at the end of the term.
- Duration 3 hrs.



	Marks	Grade		
	91 -100	A1		
G	81 - 90	A2		
R	71 - 80	B1		
Α	61 - 70	B2		
D	51 - 60	C1		
	41 - 50	C2		
N	33 - 40	D		
G	0 - 32	E		
		(Needs improvement)		

TERM EXAM & IOP EXAM

- Term I and Term II examination will be conducted out of 80 marks for 3 hours in all the subjects (English, Hindi, Mathematics, Social Science, and Science) for classes VI to VIII.
- Any student who does not achieve the minimum required level of 33% in any subject in Term II in the current academic session 2023-24, may have to appear for the improvement of performance (IOP) examination.
- Details regarding IOP will be informed later.

CO-SCHOLASTIC AREA

Each student will be graded on:

- Work Education
- Art Education
- Health and Physical Education

Co-scholastic areas will be assessed on a three point scale ranging from A-C as per the CBSE norms in Term I and Term II.

(A- Outstanding, B- Very Good & C- Fair)

CO-SCHOLASTIC ASSESSMENT

WORK EXPERIENCE (COMPUTER SCIENCE)

- Computer Science performance will be evaluated for work experience.
- Grades will be awarded by the Computer Science Teacher.
- Grading will be done on a 3 point scale(A, B, C)



CO-SCHOLASTIC ASSESSMENT

ART EDUCATION

- Grades will be awarded by the Art Teacher.
- Grading will be done on a 3 point scale(A, B, C)



HEALTH AND PHYSICAL EDUCATION

- Grades will be awarded by the Physical Education Teacher.
- Grading will be done on a 3 point scale(A, B, C)



DISCIPLINE

Students will be assessed for discipline based on the following factors :

- ***** Attendance ***** Behaviour ***** Values ***** Sincerity
- **❖ Tidiness ❖ Attitude towards society**
- **Respectfulness for rules and regulations**

It will be done on a 3-point grading scale in Term I and Term II (A- Outstanding, B- Very Good & C- Fair)

REPORT CARD (VI - VIII)

ACADEMIC SESSION: 2023-24

REPORT OARD FOR OLA 88 VI

ROLL NO. STUDENT'S NAME MOTHER'S NAME PATHER'S/GUARDIAN'S NAME DATE OF BIRTH OLASS & SECTION

SCHOLASTIC AREAS	TE RM - 1				TERM - 2									
Subject Name	PT (6)	MA (6)	PF (6)	8EA (6)	Tem-I (80)	Total (100)	Grade	PT (6)	(6)	PF (6)	8EA (6)	Tem-II (80)	Total (100)	Grade
English														
Mathematics														
8clence														
Social Science														
Hindi (2L)														
Optional Lang(3L)														

GRNO.:

Co-Scholastic Areas:TERM - 1[on a 3- scale]	point (A-C) grading	Co-8cholastic Areas TERM - 2[on a 3-point (A-C) grading scale]			
Subject Name	Grade	Subject Name	G rade		
Art Education		Art Education			
Health & Physical Education		Health & Physical Education			
Work Experience		Work Experience			
Discipline: TERM - 1 [on a 3-point (A-C) grading scale]		Discipline: TERM - 2 [on a 3-point (A-C) grading scale]			
TERM - 1 Attendance		TERM - 2 Attendance			

Class Teacher's remarks:	
8ignature of Class Teacher:	

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D	at	te	2

8chool 8eal

Signature of Principal



- >Students must attend the class regularly.
- ➤ No leave is granted except for valid reasons and only on prior application/ mail by the parents to the class teacher.
- ➤In case of medical leave, submit medical certificates.
- ➤ In case of absence for a day without prior information, submit leave letter.
- ➤ Students should attend all tests and Exams. Tests and examinations will not be re-conducted for the absentee students.
- Ensure that activities & assignments given at regular intervals are completed and submitted in time. Home work schedule subject /day wise is planned for the class and is put in the class notice board.



- All the Students must join their respective subject Google
 Classrooms with code given for syllabus details, submission
 of assignments and other class related activities.
 Worksheets will be uploaded to help students who were on
 leave due to genuine reasons and also for parents to know
 the content.
- PDF of new NCERT books will be made available in the respective subject Google classroom.
- Teachers will guide the students about the deleted portion in the class.

IMPORTANT NOTE

- WhatsApp groups are created for the new session. It is mandatory to join the group with active mobile numbers to receive updates from the school.
- Students must never share their official mail id and password.
 Official mail ids should not be used for any other purpose such as social media sites.
- Be a good digital Citizen and follow netiquettes while using digital media.

IMPORTANT NOTE

- Parents can plan NO SCREEN TIME for the students at home.
- Students must develop the habit of reading textbooks .They
 must carefully note down the tips to make their reading time
 more effective.
- From time to time various Co-curricular activities will be organised and parents will be informed through circulars. They can find the list of various activities and their tentative dates in the school diary.



- Students should arrive on time at school.
- Parents must ensure prompt pickup of their child after school.
- In case the transport is delayed for any reason, children should wait in the school reception (Block D).
- Students should carry the diary to school every day.
- Personal hygiene and neatness is of utmost importance.
- Give emphasis on text book reading and self-study.

SCHOOL FEES

- The annual school fees is to be paid regularly as per the fee chart issued by the school.
- Fees must be paid by the 15th of each month or for several months in advance.
- Late fee will be charged @ RO 1/- per month for every month of unpaid fee within the due date.
- If the school fees remain unpaid for more than two months, the name of the student will be deleted from the school rolls.
- For details regarding fee payment, visit school website.

NOTE

Details regarding complete assessment plan for VI to VIII subject wise and class wise will be available shortly on our school website.

www.indianschoolsohar.com

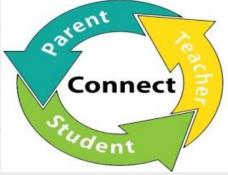
EXAMINATION RULES

Guidelines provided for the examination must be followed strictly.



- Using Parents' login ID, Parents will be able to check their wards profile, attendance, result etc.
- Kindly visit the school website for the procedure/steps to be followed for parents' login in ERP.





- For promoting an educational climate that is conducive to learning.
- To maintain a healthy rapport between parents and teachers.
- To provide an occasion to discuss your hopes, concerns and problems.
- To keep the parents in touch with the curriculum, evaluation and the activities.

COMMUNICATION

- We look forward to building a healthy and harmonious relationship with you for providing your child the best education that we are capable of giving.
- Feel free to contact us if there is a question or situation you would like to discuss.
- Will have additional communication through diary, PTMs etc.



- Attend PTMs regularly to know your ward's progress.
- ➤ Principal, Vice-Principal, Asst. Vice Principal, Class teacher & subject teachers can be contacted via mail.

CONTACT PERSONS

For any queries/clarifications you may mail to concerned person

1. TC/ ADMISSION RELATED ISSUES

Mr. Rahul Chaurasia - opnmanager@indianschoolsohar.com

Ms. Angha - admission@indianschoolsohar.com

2. FEE RELATED ISSUES

Mr. Rahul Chaurasia - accounts@indianschoolsohar.com opnmanager@indianschoolsohar.com

CONTACT PERSONS

3 TEACHING RELATED ISSUES

Respective Class teachers and subject teachers.

They will share their mail id in the class.

4. OTHER ISSUES

Ms.Indira Sukumaran (Asst. Vice Principal): avp@indianschoolsohar.com

Mr. Yashvir Singh (Vice-Principal): vp_ysingh@indianschoolsohar.com

Ms.Sanchita Verma (Principal): principal@indianschoolsohar.com

FOR UPDATES

Please check the School website

www.indianschoolsohar.com for circulars,

activities, photos and other updates.

