INDIAN SCHOOL SOHAR SULTANATE OF OMAN

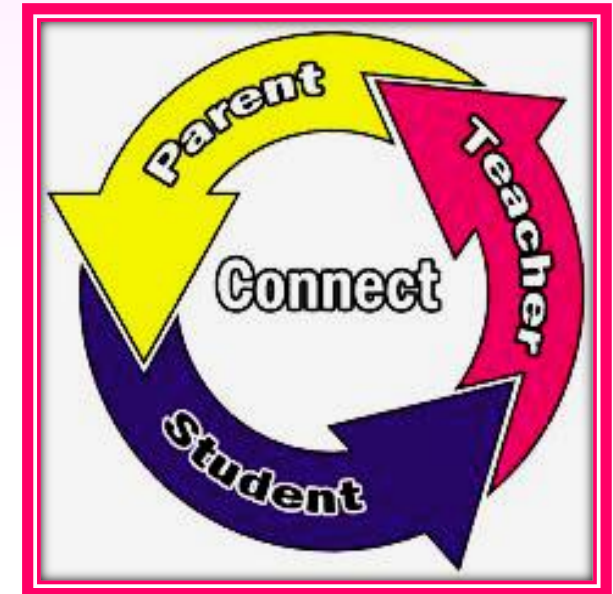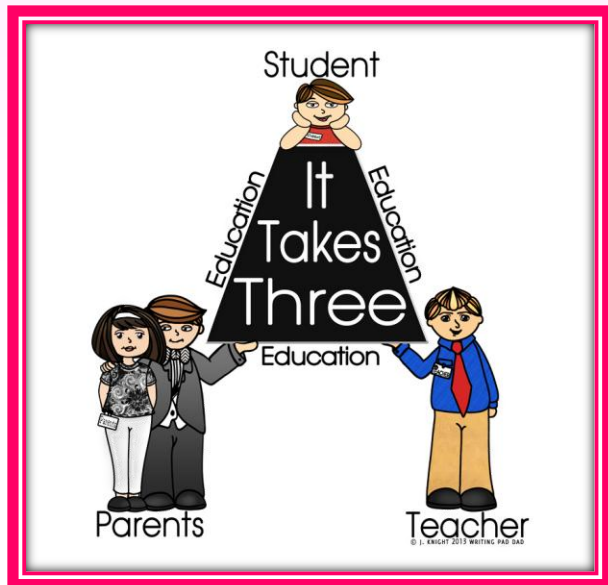➢ **Education is the key element of everyone's life today. Parents are the first teachers of children and they have a key role in shaping up their character.**

➢ **School promotes interest and empowers them with opportunities to become successful individuals. Together we prepare them to be good citizens.**

➢ **Discipline creates good students and lifelong learners.**

➢ **Here are a few guidelines for you to help us shape your child in a better way.**

DISCIPLINE

READINESS FOR THE NEW ACADEMIC YEAR

➢ Students must arrive at school on time.

➢ Wear the uniform and ID card daily. The photo must be in a grey uniform.

➢ Wear the HPE uniform only on HPE days.

➢ Kindly check the school website for uniform details.

❖ SCHOOL DIARY

➤ SCHOOL MOTTO
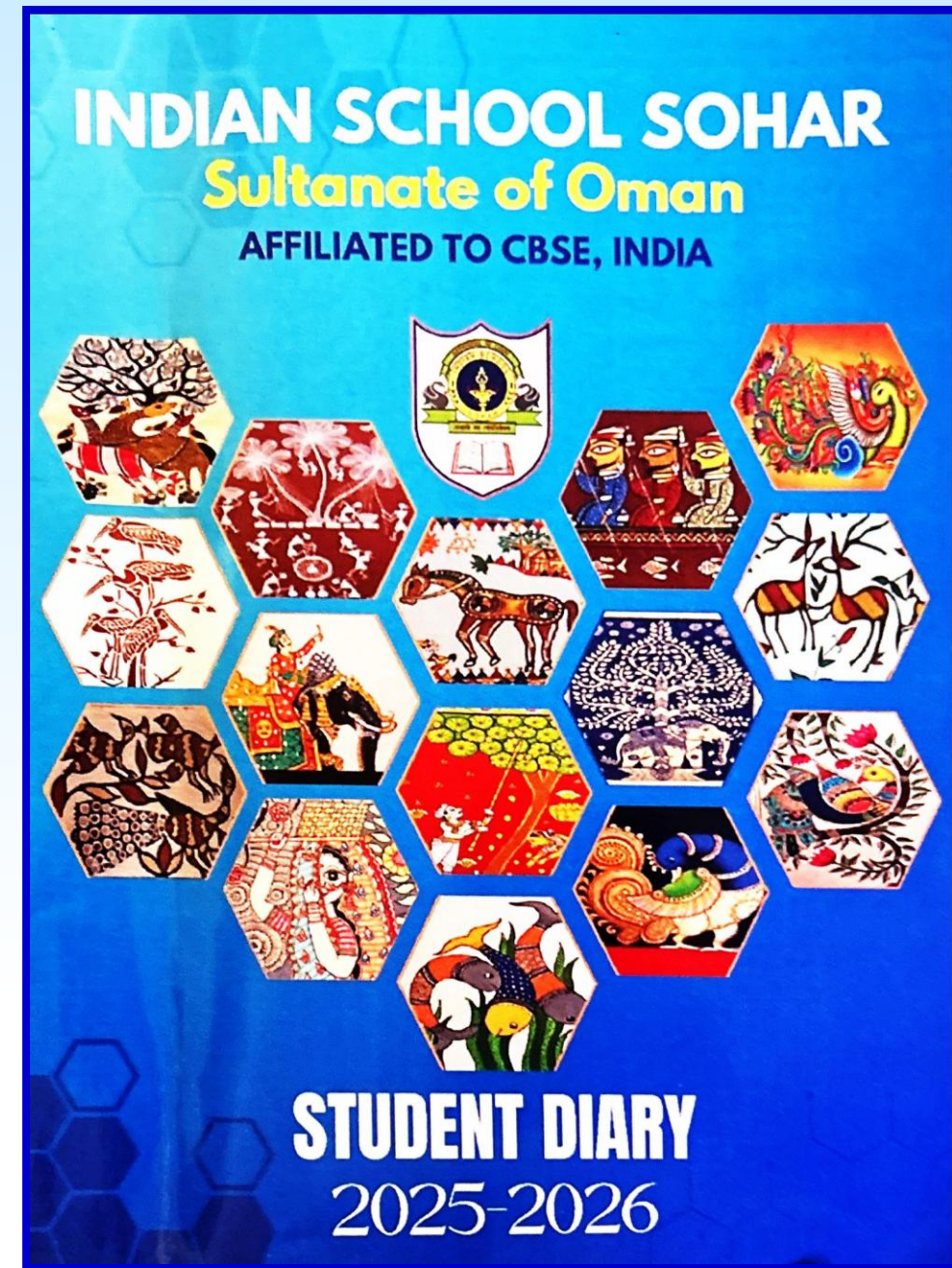
- From Darkness to light

➤ MISSION

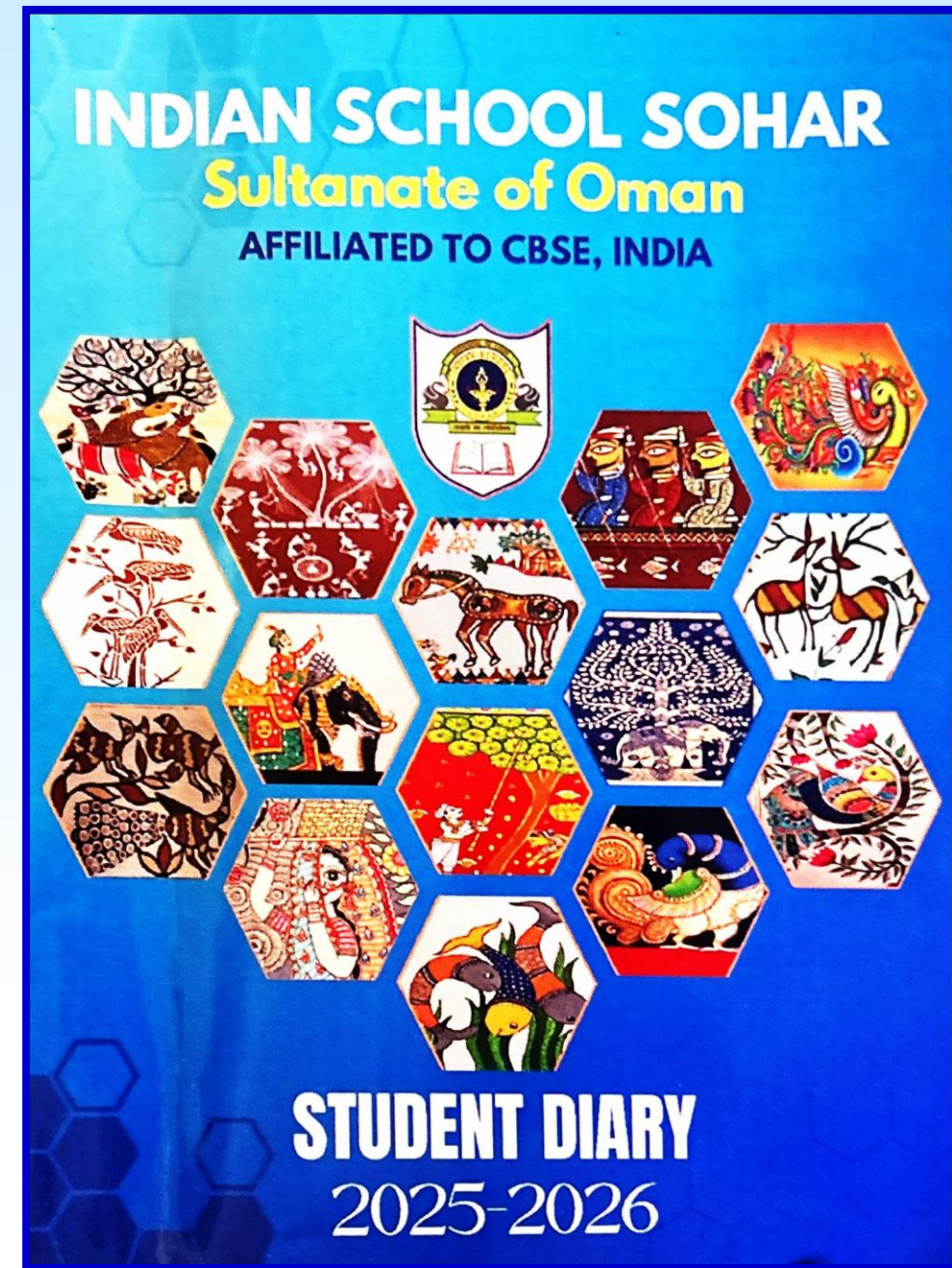- To provide modern education yet retain the traditional Indian essence

➤ VISION

- Aims to be an institution of excellence, in academics, holistic development and character building

❖ SCHOOL DIARY

- It is mandatory to go through the school diary to stay informed about all the rules and guidelines.

- Kindly ensure you read it carefully.

❖ INFORMATION SHEET IN DIARY

➢ **Kindly fill and submit the information sheet to the class teacher.**

➢ **All the entries must be complete.**

➢ **Its is mandatory for the students to have a** **Resident Card.**

➢ **Affix recent photograph in school uniform.**

INDIAN SCHOOL SOHAR
INFORMATION SHEET
2025-2026

Recent Photograph of the student in grey school uniform. (Passport size)

(To be filled by the parent and submitted to the class teacher)
Name of the pupil in CAPITAL LETTERS (as per passport)   G.R.No.

First
Middle
Surname

Class & Sec   House   Date of Birth dd / mm / yyyy   Date of Admission dd / mm / yyyy

Resident Card No.   Visa Number   Passport Number

Gender   Mother Tongue   Height (cm)   Weight (kg)

Blood Group: Vision (L):   (R):   Dental Hygiene:

Details of the Parents (CAPITAL LETTERS)

Father's Name

Occupation   Name of Employer / Sponsor:

Office Address

P.O.Box   Postal Code

WhatsApp No.

Tel (O)

Tel (R)

Mobile No.

E-mail

Mother's Name
Occupation   House-Wife   Employed

Name of Employer / Sponsor :

Telephone Number

Mobile

Office

Email

Permanent Address as per Passport

Alternative Emergency No.

Residential Address:

Way No.   Building No.   Flat No.

Locality

Particulars of Siblings in the School

G R No.	Name	Class & Sec

Mode of Transport:

(Tick the appropriate box)

1. School Bus   2. Vehicle driven by the Parent
3. Picked up by Driver / Friend /Relative   4. Company's Vehicle
5. Private Bus   6. Walking

Driver/ Emergency contact Number:
Any ailment / allergy / previous medical history

We have read all the rules and regulations given in the diary. We hereby promise to abide by them.

Father's Signature   Mother's Signature   Student's Signature

❖ **MOBILE APP**

- For better communication and convenience, a mobile app has been launched.

- It is mandatory for the parents to install mobile app.

- The parents can access the app for Fee payment, Circulars and Report Card.

- To login into mobile app click on the given link OR check school website. https://indianschoolsohar.com/view_circular.php?id=NjY4

❖ PERSONAL HYGIENE & GROOMING

- Maintain cleanliness and neatness at all times.
- Nails must be trimmed and clean. Nail polish is not allowed.
- Girls with long hair must tie or plait it using only black hairbands or rubber bands. Jewellery, fancy hair accessories and make-up are not allowed.
- Boys must keep their hair short and neat.
- Fancy haircuts or hairstyles are not allowed for both boys and girls.
- Girls may wear only small stud earrings.

❖ FOOD & HYGIENE

- Send healthy food daily along with a napkin and fork/spoon. Avoid glass bottles and containers.

- Ensure proper toilet training. As a precaution, pack a spare dress and undergarments in the school bag.

❖BOOKS & PERSONAL BELONGINGS

- Students must bring books as per the timetable.
- All textbooks and notebooks should be covered with brown paper and properly labelled.

- Label all stationery items, school bag, water bottle, tiffin box, and sweater with the child's name using permanent ink.

- Students must carry their own stationery items.

❖TIPS TO PACK SCHOOL BAG

- Carry only the necessary books to school.

- Organize them daily to remove unnecessary ones and reduce bag weight.

Shoulder Problems
Distortion of the Spine
Inconvenience
Muscle Strain
Back pain
Poor posture
Fatigue
What Happens If You Wear A Heavy Bag ?

- Place heavier books closer to your back to ease shoulder strain.

- Use different compartments for books, stationery, and tiffin box to stay organized and balance the weight.

❖BIRTHDAYS

- Children may wear a simple, comfortable outfit on their birthday that is easy to carry throughout the day. Avoid high-heeled sandals, long dresses, and jewellery.

- No birthday celebrations in class, only small chocolates are allowed.

❖DISCIPLINE & RESPONSIBILITY

- Kindly guide your children to respect school property and others' belongings.

- Writing, carving, or scratching on walls and furniture is strictly prohibited.

- If a child brings home something that does not belong to them, such as a pencil, eraser, toy, or book, it should be explained to them and returned the next day.

- Mobile phones, digital watches, toys, and fancy items are not permitted. The school is not responsible for lost items.

- Please do not send your ward to school if he/she is sick. If the student remains absent even for a day, parents should send a diary note regarding the same.

❖ ATTENDANCE & LEAVE

ATTENDANCE MATTERS
every student, every day

- 75% attendance is mandatory for promotion. So kindly avoid taking long leave.

- In case of long leave or medical leave please send an email to the Vice-Principal (Cc marked to the class teacher) or submit a letter to the class teacher. Medical leave requires a doctor's certificate upon return.

❖COMMUNICATION & UPDATES

- Please check your ward's school diary, email, class WhatsApp group, mobile app for important updates and follow the given guidelines.

- Do not delete important WhatsApp messages.

- Keep a record of your child's school email ID and ERP login details.

- Using the Parents' Login ID, you can check your child's attendance, results, and other details.

- Once the Transfer Certificate (TC) is issued, parents will no longer have access to the ERP system.

❖SAFETY & TRANSPORT

- Kindly guide your child how to behave on the school bus, in private vehicles, and on the road.
- In case of emergency, call 26841885 (on working days during office hours).
- Ensure your child knows your contact number and his/her driver's name and phone number.
- Inform the class teacher via a diary note if there is a change in the private vehicle driver.

❖SCHOOL TIMINGS & PICK-UP

- Kindly follow school timings as given below.

- Regular Time - 7:40 am to 12:30 pm
- Ramadan Time - 7:30 am to 12:30 pm
- Kindly collect your child by 12:30 pm. Students will not be retained in the school after this time as it hampers other school activities.

❖ <u>PARENT-TEACHER MEETINGS (PTMS)</u>

- Attendance in PTMs is compulsory.
- If parents wish to meet the **class/subject teacher** other than PTMs, they may do so on working days from **1:00-1:30 pm**.
- A prior appointment must be scheduled through email at least one day in advance.
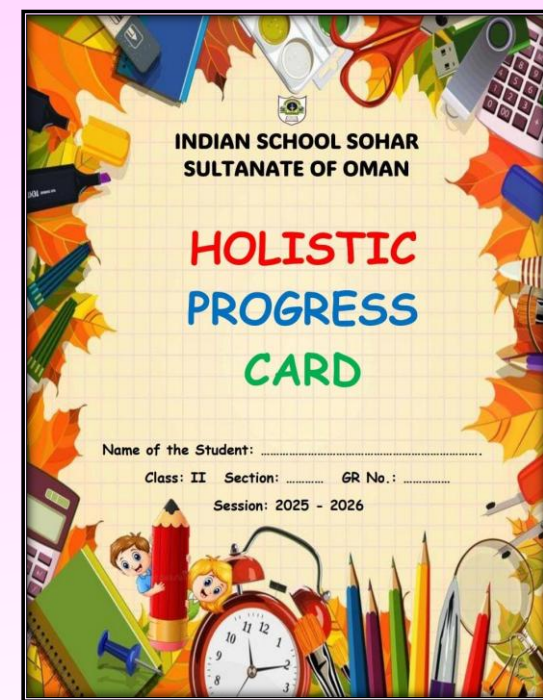
OUR AIM-
HOLISTIC DEVELOPMENT OF THE CHILD

Emotional
Social
Physical
Whole Individual Development
Intellectual
Moral
Spiritual

Holistic Progress Card (HPC)

➢ **What is Holistic Progress Card (HPC)?**

- **The Holistic Progress Card (HPC) is an important initiative introduced by CBSE under the National Education Policy (NEP).**

- **The HPC helps track a child's progress in many areas, giving parents, teachers, and students a clearer picture of their strengths and areas for improvement.**

- **This ensures that students are not just good at exams, but also well-prepared for future challenges in life and work.**

INDIAN SCHOOL SOHAR
SULTANATE OF OMAN

HOLISTIC
PROGRESS
CARD

Name of the Student: ....
Class: II   Section: ....   GR No.: ....
Session: 2025 - 2026

Holistic Progress Card

Aims of HPC

- Its aim is to shift from traditional exam-based assessments to a system that supports all-round development.

- It assesses students' academic performance as well as their overall growth.

- It focuses on both academic and non-academic skills, such as creativity, critical thinking, emotional development, and social skills.

- This approach helps students to grow in a balanced manner, preparing them for life beyond school.

Holistic Progress Card

➤ **Key Components of HPC**

- **Scholastic Performance**: Subject-wise academic progress

- **Co-Scholastic Areas**: HPE, Music, Art and extracurricular activities

- **Life Skills & Values**: Leadership, teamwork and emotional intelligence

Holistic Progress Card

➤ **Key Components of HPC**

• **Teacher's Observations**

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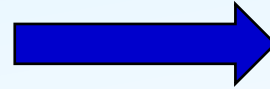
• **Parent's Feedback**

Learner's profile by the teacher

Teacher must present a narrative summary of the child, highlighting the strengths, challenges and suggestions for improvement.

Term 1: _____
_____
_____
_____

Term 2: _____
_____
_____
_____

Parent's feedback

Aspect	Term 1	Term 2
My child enjoys participating in...		
My child can be supported for...		
I would also like to share		
Have I completed age-appropriate vaccination schedule for my child?		

9

Curriculum & Assessment

➤ How the child will be assessed?

❖ The child will be assessed across multiple domains, each of which targets specific areas of growth and development.

➤ **Physical Development-** Gross motor skills, fine motor skills and overall physical coordination

➤ **Cognitive Development-** The ability to think, reason, and understand concepts such as problem-solving, and logical thinking.

➤ **Socio-emotional Development-** The ability to interact with others, manage emotions, and demonstrate empathy, as well as self-regulation skills.
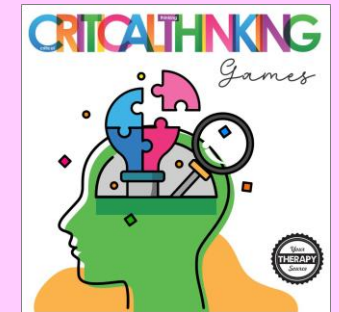
Curriculum & Assessment

> **How the child will be assessed?**

> **Language & Literacy Development-** The development of language skills, including speaking, listening, reading, and writing.

> **Aesthetic Development-** The child's ability to engage in and appreciate artistic and creative activities, such as painting, drawing, and crafting.

> **Cultural Development-** Understanding cultural practices, traditions, and diversity.

> **Positive learning habits-** Building good habits such as sharing, caring, punctuality, obedience, cleanliness, and completing assignments on time.

Sharing is Caring

Curriculum & Assessment

➢ How the child will be assessed?

❖ **Scholastic subjects** will be assessed on a daily basis through a variety of methods like general observations, worksheets, hands-on activities, poem recitation, storytelling, role-plays, etc.,

• The child will also be assessed subject-wise in Languages (English & Hindi), Math & EVS through written tests.

• No retests will be conducted.

• The academic session will be divided into 2 terms.

Term-I : April 2025 - September 2025	Term-II : October 2025 - March 2026
Written test (20 marks)	Written test (20 marks)

• Time-Table and portion for Term-1 & 2 exams will be given 15 days prior to the test.

Curriculum & Assessment

➢ How the child will be assessed?

❖ **Co-Scholastic Subjects**:

✓ **Computer science**

- **Class I**- Assessment will be based on **Lab Activities** done during Computer Science periods.

- **Class II**- Assessment will include **Lab Activities & E-Tests** during Computer science periods.

Class-II	
E-Test based on theory	20 marks

❖ **E-Test (Class II)**

- There will be 20 questions of 1 mark each on 20 different slides. Students have to click the correct answer.

- The test will be conducted during their Computer period. Portions and date of test will be given 15 days prior to the test.

Curriculum & Assessment

➢ **How the child will be assessed?**

✓ **Art, Music & HPE** will be assessed on a daily basis through general observations and activities done during school hours.

Student's Progress

- Based on the observation, teacher will assess the child's progress of learning at different levels: Beginner, Progressing and Proficient.

- Description of Learners-

LEVEL	INTERPRETATION	ICONS
Beginner	Tries to achieve the competency and associated Learning Outcomes with a lot of support from teachers.	☆
Progressing	Achieves the competency and associated Learning Outcomes with occasional / some support from teachers.	☆ ☆
Proficient	Achieves the competency and associated Learning Outcomes on his/her own.	☆ ☆ ☆

❖ Answer papers of Term exams and Activity sheets will be kept in the student's files for the parents to see during the PTMs.

❖ Worksheets done in class will be sent home. Parents are requested to file them carefully and train the children accordingly.

❖ Some books like (English Workbook, English Supplementary Reader, Mathematics textbook, GK book) will be collected and kept in class cupboard as and when necessary. When GK, Mathematics or any other textbook is sent home, let your child do ONLY the work assigned.

❖ Computer textbook will be kept at school and sent home only on weekends.

❖ Children must do correction work given in English, Hindi and Mathematics notebook regularly.

SCHOOL SOCIAL MEDIA

- The school regularly shares updates, photos, and videos on its official website and verified social media pages, including Facebook & You Tube channel.

- Parents are encouraged to follow these platforms for accurate information. If you have any concerns about a posted photo, please email the class teacher.

- Kindly check the CBSE website and school website regularly for updates.

- CBSE Website- https://www.cbse.gov.in/

- School Website- www.indianschoolsohar.com

SOCIAL MEDIA POLICY
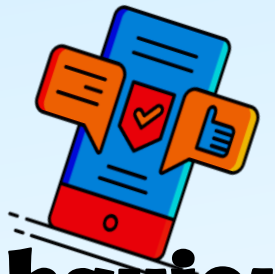
- Students are advised to engage in responsible behaviour in cyberspace.

- Parents/guardians should monitor their ward's social media activities.

- Parents can plan on **NO SCREEN TIME** on some particular day/time for children.

- Please do not allow children to play violent video games, as they can affect their behaviour and well-being.

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.

❖ SCHOOL FEES

- It is parents' responsibility to pay school fees on time.

- Fees can be paid online through **ERP, Mobile App** and also at the school **fee counter** during office hours on all working days.

- Parents can check the fee status through ERP.

- Fee structure is available on official school website- www.indianschoolsohar.com

❖ **For any queries/clarifications you may mail to concerned person-**

CONTACT PERSONS

1. **Principal-** Ms. Sanchita Verma – principal@indianschoolsohar.com
2. **Vice-Principal-** Mr. Yashvir Singh – vp_ysingh@indianschoolsohar.com
3. **Asst. Vice-Principal-** Ms. Indira Sukumaran – avp@indianschoolsohar.com
4. **School counselor-** Ms. Anu Sonia Vincent – counselor@indianschoolsohar.com
5. **TC/WITHDRAWL/ADMISSION RELATED ISSUES**

    Ms. Thulasi – admission@indianschoolsohar.com
6. **FEE /ADMINISTRATIVE & LOGISTIC RELATED ISSUES**

    opnmanager@indianschoolsohar.com

    accounts@indianschoolsohar.com
7. **TEACHING RELATED ISSUES**

    Respective Class teachers and subject teachers. They have already shared their email ids.
8. **ERP RELATED ISSUES**

    Mr. Sudarshan Gupta – sgupta@indianschoolsohar.com
9. **BOOK & OFFICE RELATED**

    Mr. Mani – office@indianschoolsohar.com
10. **TECHNICAL ISSUES**

    IT department – itadmin@indianschoolsohar.com

Parents' co-operation is expected and highly appreciated.