

RAGHUBIR SINGH JUNIOR MODERN SCHOOL

Humayun Road, New Delhi - 110003



HAND BOOK 2018-2019

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FROM THE HEADMISTRESS' DESK

Since its inception in 1961, Raghbir Singh Junior Modern School has grown from strength to strength. Today, it is recognized as a leading institution in the field of primary education.

The school takes pride in its ability to provide opportunities for overall development of its students; with academics, character training and physical education forming an intrinsic part of the curriculum. Students are motivated to explore their talents, hone their skills and nurture their creativity in the most innovative ways. A plethora of activities planned for the Academic Session offers a platform for them to establish a lasting connect with the varied and illustrious Indian heritage, empowers them with technological understanding and also broadens their horizon during Immersion Programmes, through meaningful interactions with peers.

When eager learners enter the school gates and the premises resound with their happiness and positive energy, one feels confident that the legacy of the Founder Father is being realized every day, in its true spirit.

All along the way, we have upheld our golden ethos and kept the Modern School flag flying high. Let us continue to fill the treasure box of every child with sunshine, love and warmth; giving him the courage to soar high and stay uninhibited to pursue his own interests.

Best Always!

Manju Rajput

MY SCHOOL

Raghubir Singh Junior Modern School is located at Humayun Road, New Delhi - 110003.

VISION: Modern School aims to build a community of confident, global leaders with social conscience and national pride, committed to excellence and continuous learning.

MISSION

1. Strive for excellence in academics, sports, creative pursuits and skills.
2. Provide the best infrastructure and technology in emerging fields of study and knowledge.
3. Constantly raise our benchmarks to integrate our culture and heritage with the best education in the world.
4. Provide the best facilities and training to our teachers.
5. Promote core human values and practise inclusivity and service through academic and socially relevant programmes, engaging all stakeholders.

MY SCHOOL LOGO/CREST



The School Crest has been designed by Sarada Ukil. An artist of great repute, he was amongst the first few teachers of Modern School in 1921 and worked with the school for nearly a decade. The crest signifies the circle of eternity crossed by the three elements in human development of body, mind and spirit, the sun shining between the triangle and the circle. Inside the triangle there is a banyan tree to represent stability and firmness of character, the swan and the lotus represent refinement, culture and the arts, which are the fundamental elements of progress in life.

MY SCHOOL MOTTO: Self – realisation cannot be achieved by the weak willed.

PAYMENT OF SCHOOL FEE

1. For the purpose of payment of fees the school has been divided into three terms.
Term 1: April to July
Term 2: August to November
Term 3: December to March
2. Payment of school fee must be made online. Cheques will not be accepted. Kindly visit the school website, 'www.rsjms.com' and login to the link '**Online Fee Payment**'.
3. For non- payment of fees, the name of the child is liable to be struck off the school rolls. Parents will, thereafter, have to seek fresh approval for which readmission charges, in addition to outstanding dues and fees, will have to be paid.
4. In case of withdrawal or long leave, an application in triplicate must be made to the Headmistress' Office, the Class Teacher and the Accounts Section.

NURTURING A FUTURE READY MODERNITE

COMPETENCIES AND SKILLS:

Core Values and Skills	Self- Awareness, Self- Management Social Awareness, Relationship Management
Social and Emotional Competencies	Responsible Decision Making, Communication, Collaboration, Civic Literacy and Cross Cultural Skills
Reasoning and High Order Thinking	Information Skills, Critical and Inventive Thinking and Global Awareness

A CHILD SCHOOLED AT RAGHUBIR SINGH JUNIOR MODERN SCHOOL IS A/AN:

CONFIDENT PERSON Thinks independently and critically Communicates effectively Has good inter-personal skills	SELF-DIRECTED LEARNER Takes responsibility for own learning Questions, reflects and perseveres Uses technology adeptly
ACTIVE CONTRIBUTOR Exercises initiative and takes calculated risks Is adaptable, innovative and resilient Aims for high standards	ACTIVE CONTRIBUTOR Is informed about world and local affairs Empathises with and respects others Participates actively

SCHOOL SERVICES

1. SCHOOL UNIFORMS:

The School Uniform is available in the Uniform Centre in the school premises.

OPERATING HOURS:

Monday to Friday, 10.00 am to 1.30 pm

2. SCHOOL BOOK SHOP:

Textbooks and stationery are available at the School Book Shop, located in the school premises.

OPERATING HOURS:

Monday to Friday 8.30 am to 1.30 pm

The book shop is closed during school holidays unless specified during year-end book sales.

3. SCHOOL BUS SERVICE:

1. School bus service is not available for Nursery Students. It is available only for students from KG to P5, on specific routes only.
2. Bus fees is paid in TWO equal instalments, with the First and Second Term Fee Bills. To withdraw, one month's notice in writing must be given to the Accounts Office.
3. At the end of the Academic Session, i.e. by 31st March, parents must apply in writing for withdrawal from bus if required, failing which bus fee will be charged from April as per approved rates.
4. Students must travel only in the buses allotted to them by the Transport In charge. Bus drivers are authorized to stop the bus only at designated stops. The list of stops is prepared keeping in view the convenience and safety of

all commuters. No diversion or extension will be entertained on existing routes.

5. At the bus stop the bus guard will hand over a child to an escort, only when he presents the Escort Card issued by the school. In case the escort fails to turn up, the bus guard will escort the child to his residence in an auto, on termination of the bus route. Parents will bear the cost of the auto fare. In case of recurrence, bus facility for that child will be withdrawn.
6. At the time of dispersal, once the children are seated in their respective buses, parents can take their wards only after informing the class teacher and the Bus Guard. A Gate Pass issued by the school must be deposited with the Bus Guard.
7. In case of any emergency, parents must contact the School Office, which will take the necessary action in contacting the person in charge of a particular bus.

4. SCHOOL MEDICAL CENTRE:

Parents must to submit a comprehensive report from the pediatrician of their ward, on his/her official letter head, related to the basic parameters of a General Health Check-up.

- The school has an Infirmary/Medical Centre run by Apollo Life, with a qualified physician and two trained nurses. As per protocol, they are only authorized to administer first aid for any minor injury/medical condition and attend to children who report sick. It is important

that every child undergoes an annual routine medical check-up from concerned specialists, and a comprehensive report is submitted to the school by 15th July every year.

- If a child reports to the Medical Centre, but is well enough to spend the day in school, he/she stays on and the parents are duly informed. In case the child is not fit enough to spend the day in school, parents are immediately requested to take their ward home.
- In case the child needs any further treatment or should be taken to a hospital, the parents are informed while the child is in the care of the medical team in the School Infirmary until the parent arrives.
- In case of an emergency, the school arranges to take the ailing child to Moolchand Hospital, the nearest hospital and informs the parents.

All students are insured under Group Personal Accident Insurance Policy (GPAIP) wherein in-patient and out-patient medical expenses arising out of accidents are covered up to Rs. 25,000 per accident.

5. SCHOOL ADMINISTRATIVE OFFICE:

Monday to Friday: 8.00 am to 3.30 pm
Saturday (except 2nd): 9.00 am to 1.00 pm

6. MEETING WITH THE HEADMISTRESS:

With prior appointment only, taken through an application stating the purpose of the meeting, mailed on the school email id- rsjms@rediffmail.com

7. MEETING WITH TEACHERS:

Parent Teacher Meetings are held periodically, the schedule of which is given in the School Planner. However, if required, parents may meet the class/subject teacher with prior appointment, through a written request in their ward's diary.

HEALTH AND HYGIENE ADVISORY

1. Children must bathe daily and learn to clean their eyes, ears and nose properly. Teeth must be brushed twice daily and nails trimmed weekly.
2. Children should wear under garments and come neatly dressed to school. They must carry disposable tissues/handkerchiefs, especially when suffering from cold.
3. Hair must be checked for lice once a fortnight and boys must get a haircut on a regular basis.
4. Children must sleep early and get at least eight hours' sleep every day. They should exercise daily.
5. Students must take a balanced nutritious diet and drink water which is either boiled or filtered. Tiffin must be neatly packed with healthy food items and napkins must be brought to school.
6. Annual dental or ophthalmic checks must be taken. On the family physician's advice, children should be de-wormed at least once a year.

LIBRARY RULES

The Mission of the Mohini Virendra Singh Library in the school is to ensure that all students and staff become effective and discerning users of ideas and information. It epitomizes the school's commitment to develop a pattern of lifelong learning and to foster a love of learning.

GENERAL RULES AND REGULATIONS:

1. Students should maintain silence at all times or speak softly while working in groups.
2. Eating and/or drinking is not allowed in the library.
3. Students must leave their bags outside the library.
4. All library materials must be checked out before leaving the library.
5. Library books and materials lost must be reported to the Librarian.
6. Students shall be held responsible for any loss of or damage/mutilation/defacement to library books in their possession. They will have to pay the full cost of replacement. For the loss of a book, the market price will be charged.
7. Shelves in the library should be kept in order and used materials should be returned to their proper location.
8. Books and other materials in the library should be handled with care. Books should not be piled on the tables or scattered on the floor.

9. Students who behave in an abusive, disruptive, offensive or unreasonable manner will be asked to leave the library.
10. Text books, magazines and reference books cannot be issued.

CLASS LIBRARY SYSTEM FOR P1 AND P2:

Students of Classes P1 and P2 will explore the world of books through story-telling and reading sessions in class. With a selection of books available in every section, students will be read out to and also be given time to read silently. To further develop their interest, story-telling sessions will be followed by fun-activities related to the text. Not only will students be encouraged to borrow books from the Class Library, but can also contribute books and carry one to school daily. Class P2 will visit the School Library once a week.

SCHOOL LIBRARY FOR P3 TO P5:

Every student of P3, P4 and P5 visits the School Library once a week. A Library Card, duly signed by the Librarian, is issued free of charge to every student, who can borrow one book against the card for a period of 14 days.

The School Librarian assists students in selection of books and teaches them to access books as per category. Visits by distinguished authors are organized periodically and book readings held.

THE HOUSE SYSTEM

The students of Classes P1 to P5 are members of Houses allotted to them. The House System plays an important role in promoting the cultural and co-curricular activities of the school. The Houses plan events/ assemblies/ functions to celebrate National and religious festivals and other important days and events. Inter House events are periodically conducted to motivate students to take part in debates, declamations and other activities. Besides, students of P3, P4 and P5 play inter- house competitions in athletics and team games- cricket, basketball and football.

HOUSE MEETINGS

House activities for children of classes P1 and P2 are differently planned. It is mandatory for students to take part in House activities and bring the required material on the designated days, which is Wednesday for P3, P4 and P5 and Thursday for P1 and P2. Students are expected to wear the prescribed House uniform for winter and summer.

The eight houses of the school function under the supervision of House Masters and are named as under:

1. Acharya Vinoba Bhave House
2. Chhatrapati Shivaji House
3. Dr. Homi Jehangir Bhabha House
4. Mother Teresa House
5. Sardar Vallabh Bhai Patel House
6. Sarojini Naidu House

7. Shaheed Bhagat Singh House
8. Sir C. V. Raman House

EXTRA CURRICULAR ACTIVITIES

1. Extra-Curricular Activities like Music, Dance, Art, Clay and Gymnastics are compulsory for all students.
2. The school has in place a comprehensive and well-structured fitness and sports programme for all students. Comprising of a curriculum with motor and physical fitness drills, sports/ fun games, aerobics and gymnastics, athletics, the programme lays emphasis on nutrition and fitness for overall health. Specialized training is given to students in sports like cricket, football, basketball and gymnastics.
3. Aligned with the school curriculum, excursions and educational tours to places of cultural and historical interest, within and outside the country, are organized periodically for students of all classes. These are optional and groups are escorted by the teachers of the school. Classes Nursery to P2 go for picnics and trips in the city. Duration of trips outside the city is graded, with Class P3 going for an overnight trip, P4 for 3-4 days' duration and P5 participating in longer trips, both within the country and abroad.
4. The school has tied up with prestigious schools in Singapore, Spain and Germany for Student Exchange Programmes for Class P5. Students can opt for one of their choice. Selections are based on merit.

EXAMINATION POLICY AND ASSESSMENT SCHEDULE

The school follows a system of continuous and comprehensive evaluation through oral and written assignments, project work, observational activities and daily interactions. **The Academic Session is divided into two terms: April to September and October to March.**

FOR CLASSES NURSERY TO P2:

No formal examination is held for Classes Nursery to P2.

FOR CLASSES P3, P4 AND P5:

Three cycles of Unit Tests are held for P4 and P5. For P3, there are only two cycles, each carrying 30 marks. For Classes P4 and P5, the first two Unit Tests will be of 30 marks and the third Unit Test will be of 50 marks.

CHILDREN WITH SPECIAL NEEDS:

Children with Special needs are given examination accommodations to help them demonstrate their knowledge and understanding of the subject, notwithstanding their disability. The parents have to submit to the school a copy of the Formal Assessment Report from an authorized medical practitioner, stating the diagnosis of the underlying problem. The accommodations provided are:

1. Modified question papers
2. A scribe for students with specific learning disability or autism
3. A mathematical table grid for students diagnosed with dyscalculia

4. Question papers in a larger font size for visually impaired students
5. Exemption from studying a foreign language
6. Extra time to complete paper
7. A suitable room with minimal distractions

PROGRESS REPORT:

Progress Reports are not given to Nursery and KG students. For students of Classes P1 –P5 progress reports can be viewed and downloaded online. Parents will be informed once the results have been published.

EXEMPTION:

If a student is unable to sit for a paper as a result of representing the school at some event/competition, he is either exempted or an alternate time schedule is arranged for him/her. The child's day- to- day performance is considered for any academic award at the end of the year. The marks obtained in tests are not conclusive of any child's aptitude/preparedness.

ABSENTEEISM:

If a child is unwell, parents must inform the school through an application, which can either be mailed on the school's email id or delivered by hand. The health and well-being of every child is top priority. In the interest of other students in the class, an unwell student will **NOT** be allowed to sit for the examination even if he/she turns up in school. Parents will be asked to take the child home.

PROMOTION:

At the end of the Academic Session, every child is promoted to the next class. Inability to appear for a test does not impact a child's promotion. The school lays emphasis on all-round development of students. Consistency and regularity in day-to-day work are important attributes in internal assessment. For this reason, retests are not conducted in case of absenteeism.

FIRST CYCLE OF UNIT TESTS: For P4 and P5 only

06.07.18	Friday	COMPUTER
09.07.18	Monday	HINDI
13.07.18	Friday	EVS II
16.07.18	Monday	MATH
20.07.18	Friday	EVS I
23.07.18	Monday	ENGLISH

FIRST CYCLE for P3 and SECOND CYCLE for P4 and P5

26.10.18	Friday	P3, P4 and P5 (COMPUTER)
29.10.18	Monday	P3 (ENGLISH), P4 (HINDI), P5 (EVS II)
02.11.18	Friday	P3 (HINDI), P4 (EVS II), P5 (MATH)
16.11.18	Friday	P3 (EVS), P4 (MATH), P5 (EVS I)
19.11.18	Monday	P3 (MATH), P4(EVS I), P5(ENGLISH)
26.11.18	Monday	P4 (ENGLISH) and P5 (HINDI)

SECOND CYCLE for P3 and THIRD CYCLE for P4 and P5

25.02.19	Monday	P3 (ENGLISH), P4 (HINDI), P5 (ENGLISH)
27.02.19	Wednesday	P3 (EVS), P4 (ENGLISH), P5 (EVS I)
01.03.19	Friday	P3 (HINDI), P4 (MATH), P5 (EVS II)
05.03.19	Tuesday	P3 (COMPUTER), P4 (EVS I), P5 (HINDI)
08.03.19	Friday	P3 (MATH), P4 (EVS II), P5 (MATH)
11.03.19	Monday	P4, P5 (COMPUTER)

CODE OF CONDUCT @ R S JUNIOR MODERN SCHOOL

1. GENERAL CONDUCT

- a. The Vision and Mission Statement and the School Motto must at all times resonate in every student's actions and guide him/her towards decision making.
- b. Students should be polite, honest, well-behaved and orderly at all times.
- c. Students should greet teachers and adults at all times.
- d. Students should be kind and offer help to everyone at all times.
- e. Students should take initiative to care for others and respect others.
- f. Students should keep the school clean and take care of school property.
- g. Students should avoid running in corridors and up/down the staircases.
- h. It is the responsibility of a student to ensure that his/her overall appearance is neat and tidy.

2. ABSENTEEISM FROM SCHOOL

- Each day in school is of value. Absenteeism from school without a valid reason and without permission is not appreciated. Vacations should be planned during school holidays. Through an application addressed to the Headmistress, parents must seek permission beforehand if leave has to be taken under unavoidable circumstances.

3. SENDING AN UNWELL CHILD TO TAKE A TEST

- Parents must not send an unwell child to school to take a test, even if the child so desires. The health and well-being of every child is top priority. Quite often, the school faces embarrassment when parents insist that their ailing ward be allowed

to take a test. In the interest of the child and of other students in the class, students who are not well will not be allowed to sit for the test even if they turn up in school. Parents will be asked to take them home. The child can rejoin school once he/she has fully recovered, and a Medical Fitness Report is submitted to the class teacher.

4. ATTIRE AND APPEARANCE

- a. Students must wear the prescribed school uniform during curriculum time, according to the season.
- b. They should wear their Student ID Cards daily.
- c. Fancy, expensive watches are not permitted. Only Class 5 students are allowed to wear watches. The school will not be held responsible if a watch is misplaced or lost.
- d. No fancy earrings, jewellery or accessories are allowed. Girls can wear simple ear studs. Religious items are to be kept under uniform.
- e. All shirts and T-shirts should be neatly tucked in at all times.
- f. Hair should be neat and tidy always. For girls, short hair should be above the shoulders and long hair should be tied up neatly. They should wear only blue or black rubber bands. Boys should get their hair trimmed regularly and keep it short- above the ears and eyebrows.

Refer to the Violations & Consequences Plan @R S Junior Modern School for more details.

5. SCHOOL UNIFORM

- a. As per season, the prescribed school uniform during curriculum time is as follows:
 - In **summer**, students must wear half sleeved

blue cotton shirts, blue cotton shorts/skirt or a frock, blue cotton socks with dark blue double stripes on the top, school belt and black shoes.

- In **winter**, blue full-sleeved shirts must be worn with blue cotton trousers, a sleeveless/full-sleeved sweater, dark blue woolen socks with grey stripes on the top, School Jacket for classes Nursery to P3 and School Blazer for Classes P4, P5.

b. On House Meeting days, students must come in the prescribed House Meeting Uniform.

- In **summer**, they must wear the House colour T-shirt with white shorts/divided skirt with the House colour band, white socks with white shoes.
- In **winter**, students must come in the blue track suit with the House colour band, dark blue woolen socks and black shoes.



*School Jacket for classes Nursery to P3 and
School Blazer for Classes P4, P5*

VIOLATIONS AND CONSEQUENCES PLAN @ R S JUNIOR MODERN SCHOOL

R S Junior Modern School is committed to nurture every student to become a learner of character who will become a good, useful citizen. Self-discipline is the hallmark of a person of character. Violation and consequences Plan @ R S Junior Modern School aims at developing knowledge, skills and values in students so that they evolve into morally upright, emotionally adept and socially responsible persons.

To do so, we want our children to:

- Know what good behaviour and appropriate expectations entail
- Feel the need to demonstrate good behaviour
- Act in a respectful and responsible way

Students who have erred are given support and guidance after consequences are meted out. There is a need for us to guide our students to 'Do the Right Thing' so that they can choose and make the right decision to act in the right way. We have a system of 'Violation and Consequences' in place to guide students.

VIOLATIONS			
No	Violation	Description	Consequence
Attendance			
1.	Late-coming	Arriving in school after 8.10 am without a valid documented reason	<ul style="list-style-type: none"> • Class Teacher will speak to the parents after the third violation • Persistent late-coming will result in parents being called and asked to take the child back home • This may also affect consideration for school based awards.
2.	Absenteeism	a. Being absent without a valid reason and without permission	<ul style="list-style-type: none"> • Parent Conference • Introspection Leave • This may also affect consideration for school based awards.
		b. Being absent from school without a valid reason, just before a test	<ul style="list-style-type: none"> • The answer paper will either not be marked or marks will be deducted
Appearance			
1.	Improper attire and turn-out	Disobeying school rules on School Uniform, hairdo, jewellery	<ul style="list-style-type: none"> • Verbal warning • Warning letter by the Class Teacher • Confiscation of items, accessories, jewellery
Misconduct			
2.	Littering	Dropping or leaving rubbish in the school premises	<ul style="list-style-type: none"> • Student will clean the assigned area • Parents will be called in case of repeat behaviour

3.	Failure to do assignments	Not submitting class work, homework, project work etc. without a valid reason	<ul style="list-style-type: none"> • Finish incomplete work and submit to the teacher by a given deadline • Parent Conference
4.	Failure to bring lesson materials	Not bringing text books, activity books etc. without a valid reason	
5.	Using abusive language/gestures	<ul style="list-style-type: none"> • Speaking in coarse, taunting or abusive language • Showing or using inappropriate gestures 	<ul style="list-style-type: none"> • Counselling by teacher/ Counsellor • Parent Conference • Warning by the Headmistress • Two weeks' introspection leave
6.	a. Possession of items that can distract learning	• Bringing games, game cards, toys, play devices etc.	<ul style="list-style-type: none"> • Confiscation of items • If the violation persists, two weeks' introspection leave
	b. Possession of items on a school trip/excursion	<ul style="list-style-type: none"> • Carrying a mobile phone • Carrying more than the amount of money specified by the school 	
7.	Bullying	<ul style="list-style-type: none"> • Hurting, frightening or intimidating others to deliberately cause harm, distress or humiliation. It can be physical, verbal or psychological in nature. • Targeted more than once on the same person, consistently over a period of time 	<ul style="list-style-type: none"> • Counselling by teacher/ Counsellor • Parent Conference • Warning by the Headmistress • If the violation persists, one month's introspection leave • If the act results in bodily harm requiring ambulance assistance, appropriate action under the Law will be initiated
8.	Assault	Attacking another violently, whether causing injury or not	
9.	Fighting	Attempting to harm or gain power over another, with physical force	
10.	Open defiance and/or rudeness, disruptive behaviour	Refusing to conform to school rules, norms and practices; disobeying teacher(s)' instructions; displaying rudeness/disrespect in speech or body language; interfering with the smooth running of the class	<ul style="list-style-type: none"> • Counselling by teacher • Parent Conference • Warning by the Headmistress • If the violation persists, one month's introspection leave
11.	Cheating in assessment/tests	Possessing notes, copying from others or communicating with another in any way, tampering with marks	<ul style="list-style-type: none"> • Parent Conference • Deduction of marks/cancellation of test at the discretion of the Headmistress • Introspection Leave
12.	Theft	Stealing school property or property belonging to others	<ul style="list-style-type: none"> • Parent Conference • Introspection Leave
13.	Vandalism	Vandalising school or other property	

MY SCHOOL HOLIDAYS – APRIL 2018 - MARCH 2019

S. No	Holiday	Day	Date
1.	Buddha Purnima	Monday	30 April 2018
2.	Id-ul-Fitr	Saturday	16 June 2018
3.	Independence Day	Wednesday	15 August 2018
4.	Id-ul-Zuha (Bakrid)	Wednesday	22 August 2018
5.	Raksha Bandhan	Sunday	26 August 2018
6.	Janmashtami	Monday	03 September 2018
7.	Muharram	Friday	21 September 2018
8.	Gandhi Jayanti	Tuesday	02 October 2018
9.	Dussehra	Friday	19 October 2018
10.	Valmiki Jayanti (Restricted Holiday)	Wednesday	24 October 2018
11.	Diwali	Wednesday	7 November 2018
12.	Govardhan Puja(Restricted Holiday)	Thursday	8 November 2018
13.	Bhai Dooj	Friday	9 November 2018
14.	Milad-un-Nabi (Prophet Mohammad's Birthday)	Wednesday	21 November 2018
15.	Guru Nanak's Birthday	Friday	23 November 2018
16.	Christmas	Tuesday	25 December 2018
17.	Republic Day	Saturday	26 January 2019
18.	Maha Shivratri	Monday	04 March 2019
19.	Holi	Wednesday	20 March 2019

Summer Vacation: Saturday 12 May 2018 to Sunday 01 July 2018.

Dussehra Break: Wednesday 17 October 2018 to Sunday 21 October 2017.

Diwali Break: Monday 05 November 2018 to Sunday 11 November 2018.

Winter Vacation: Saturday 29 December 2018 to Sunday 13 January 2019.

PROPOSED SCHOOL PLANNER

This planner is indicative of the events and activities planned for the entire Academic Session. However, there can be rescheduling/cancellation due to unforeseen circumstances.

DATE	DAY	EVENTS
APRIL		
02.04.18	Monday	New Session begins for P1 to P5
03.04.18	Tuesday	New Session begins for KG
09.04.18 - 20.04.18		CHHATRAPATI SHIVAJI HOUSE on duty
10.04.18	Tuesday	Orientation Programme for parents of Nur, new KG and new P1
11.04.18	Wednesday	New Session for Nursery, new KG and new P1
23.04.18 - 04.05.18		DR. HOMI JEHangIR BHABHA HOUSE on duty
27.04.18	Friday	SPIC MACAY Programme - WORLD DANCE DAY
28.04.18	Saturday	Parent Teacher Meeting (PTM 1) for Nursery to P2
30.04.18	Monday	Buddha Purnima –HOLIDAY

MAY		
05.05.18	Saturday	PTA Annual General Body Meeting
07.05.18 - 06.07.18		MOTHER TERESA HOUSE on duty

**SUMMER VACATION: Saturday, May 12, 2018 to Sunday, July 01, 2018.
(School re-opens on Monday, July 02, 2018)**

JULY		
14.07.18	Saturday	Parent Teacher Meeting (PTM 1a) for P3, P4, P5
Mid July		English Elocution for P3
21.07.18	Saturday	Parent Teacher Meeting (PTM 1b) for P3, P4, P5
09.07.18 - 20.07.18		SARDAR VALLABH BHAI PATEL HOUSE on duty
23.07.18 - 03.08.18		SAROJINI NAIDU HOUSE on duty

AUGUST		
13.08.18 - 24.08.18		SHAHEED BHAGAT SINGH HOUSE on duty
09.08.18	Thursday	Independence Day Function

DATE	DAY	EVENTS
Mid August		English Elocution for P2
15.08.18	Wednesday	Independence Day- HOLIDAY
18.08.18	Saturday	Parent Teacher Meeting (PTM 2) For Nursery to P2
22.08.18	Wednesday	Eid-ul-Zuha- HOLIDAY
26.08.18	Sunday	Raksha Bandhan- HOLIDAY
27.08.18 - 07.09.18		SIR C V RAMAN HOUSE on duty
End August		English Elocution for P4

SEPTEMBER

10.09.18 - 20.09.18		ACHARYA VINOBA BHAVE HOUSE on duty
01.10.18 - 05.10.18		
03.09.18	Monday	Janmashtami- HOLIDAY
05.09.18	Wednesday	Teachers' Day
08.09.18	Saturday	Parent Teacher Meeting (PTM 2a) For P3, P4, P5
Mid September		Hindi Elocution for P2
15.09.18	Saturday	Parent Teacher Meeting (PTM 2b) For P3, P4, P5
21.09.18	Friday	Muharram- HOLIDAY
29.09.18	Saturday	Founder's Day Celebration

OCTOBER

02.10.18	Tuesday	Gandhi Jayanti- HOLIDAY
03.10.18	Wednesday	Creative Writing in Hindi for P3, P4 and P5
08.10.18-26.10.18		CHHATRAPATI SHIVAJI HOUSE on duty
10.10.18	Wednesday	Creative Writing in English for P3, P4 and P5
12.10.18	Friday	English Language Meet
16.10.18	Tuesday	Katha Vachan for P3
17.10.18-21.10.18		Dussehra Break
24.10.18	Wednesday	Valmiki Jayanti- HOLIDAY
End October		Mid Term Reports for P1 to P5

DATE	DAY	EVENTS
29.10.18-23.11.18		DR HOMI JEHangIR BHABHA HOUSE on duty

NOVEMBER

05.11.18 - 11.11.18		Diwali Break
17.11.18	Saturday	Parent Teacher Meeting (PTM 3) For Nursery to P2
21.11.18	Wednesday	Milad-UI- Nabi- HOLIDAY
23.11.18	Friday	Guru Nanak Jayanti- HOLIDAY
26.11.18 - 14.12.18		MOTHER TERESA HOUSE on duty
30.11.18	Friday	Junior Flash- Inter School Competition in Computers

DECEMBER

01.12.18	Saturday	Parent Teacher Meeting (PTM 3a) for P3, P4, P5
Beg. December		English Elocution for P1
05.12.18	Wednesday	Geetanjali Maken English Elocution Competition for P5
08.12.18	Saturday	Parent Teacher Meeting (PTM 3b) for P3, P4, P5
21.12.18	Friday	Annual Sports Meet for P3, P4 and P5
24.12.18 - 25.01.19		SARDAR VALLABH BHAI PATEL HOUSE on duty
25.12.18	Tuesday	Christmas- HOLIDAY
27.12.18	Thursday	Hindi Elocution for P4
29.12.18 - 13.01.19		WINTER VACATION (School reopens on Monday, 14.01.19)

JANUARY 2019

19.01.19	Saturday	Parent-Teacher Meeting (PTM 4) for Nursery to P2
22.01.19	Tuesday	Savitri Pratap Singh Hindi Elocution for P5
25.01.19	Friday	Inter-School Athletic Meet
26.01.19	Saturday	Republic Day- HOLIDAY
28.01.19 - 15.02.19		SAROJINI NAIDU HOUSE on duty

FEBRUARY

02.02.19	Saturday	Parent-Teacher Meeting (PTM 4a) for P3, P4 and P5
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DATE	DAY	EVENTS
07.02.19 - 08.02.19	Thursday & Friday	Junior Sports Meet for Nur and P1 Junior Sports Meet for KG and P2
09.02.19	Saturday	Parent-Teacher Meeting (PTM 4b) for P3, P4 and P5
16.02.18	Saturday	PTA Dinner
Mid February		Hindi Elocution for P1
18.02.19 - 08.03.19		SHAHEED BHAGAT SINGH HOUSE on duty
18.02.19 - 22.02.19		Inter-School Basketball Tournament

MARCH

04.03.19	Monday	Mahashivratri- HOLIDAY
11.03.19 - 22.03.19		SIR C V RAMAN HOUSE on duty
20.03.19	Wednesday	Holi- HOLIDAY
21.03.19	Thursday	Valedictory Ceremony for P5
22.03.19	Friday	Parent-Teacher Meeting (PTM 5) for Nursery to P4

School Closed

(School Reopens for the new Academic Session on Monday 1st April 2019)



ACTIVITY PLANNER FOR NURSERY

Month	Topic for Value Education	Topic	Activity	Montessori Activity
April & May	Admiration for Oneself and the Surroundings	Myself Earth Day	Observing self in the mirror and drawing Worksheet on 'All About Me.' Craftwork related to Earth Day.	Roll the ball (Introductory activity) Silence Game Blocks and Puzzles
July	Love and Respect for Parents and Family	My Family	Family Tree Speaking about members in the family Free expression on 'My Family'	Spooning of Beans Colour Box 1 Worksheet on Colour Box 1
August	Love for our Country	My Body: My Five Senses Independence Day Rakshabandhan	Worksheet on body parts and making a picture booklet Sensorial activities Flag-making: Independence Day celebrations	Video on good habits and personal hygiene Geometry Presentation Tray Sorting of shapes (Triangle, Square and Circle)
September	Habits to stay healthy	Health and Hygiene My Home	Brushing, combing, dressing up activity Worksheet on health and hygiene Making a model house	Montessori Globe 1 (Land & Water) and activity sheet on it Video on Personal Hygiene Video on Planet Earth
October	Respect for Nature	My Garden Gandhi Jayanti Dussehra	Growing a plant Nature walk Worksheet on parts of a plant.	Pink Tower Video & PPT on Germination Hands on experience to learn different parts of a plant (root, stem, leaves and flower)

ACTIVITY PLANNER FOR NURSERY

Month	Topic for Value Education	Topic	Activity	Montessori Activity
November	Love for Animals	Animals Diwali Guru Nanak's Birthday Children's Day	Worksheets related to homes, habitat and young ones of animals. Show and tell related to the topic. Craft work for Diwali and Children's Day	Dressing Frame (Large Coat-Buttons) Video on animals and their habitat and young ones
December	Healthy Eating Habits	Fruits and Vegetables Christmas	Making fruit chaat. Worksheet on Fruits and Vegetables Show and Tell- Be your favourite fruit/vegetable	Number Rods Video on fruits & vegetables and their benefits Video on X- Mas (story and carols)
January	Courage and Patriotism	Fruits and Vegetables continued Republic Day	Role Play- Vegetable Vendor Making cut-outs of tanks and helicopters.	Sorting of fruits and vegetables Sound Game Sandpaper tracing of letters
February/ March	Safety	Transport Revision Work Activity Week	Art and craft activity for land, water and air transport	Video on 'Land, Water and Air transport' Video on Rules for Road Safety Sandpaper tracing of Numbers Animated Story with a moral

ACTIVITY PLANNER FOR KG

Month	Topic for Value Education	Topic	Activity	Montessori Activity
April/May	Cleanliness of Self and Surroundings	All about Myself My Body My Five Senses My Family Earth Day	Worksheet on body parts Activities with various parts of the body Booklet Craft work related to the Earth Day	How to Roll and Unroll an Oil Cloth in a Proper Manner. Self Portrait Months of the Year
July	Respect for Others	My Neighbourhood People who help us	A walk around the school Role play – Dressing up as persons who help us	Video on people who help us Touch Board 1 Worksheet on Touch Board 1 Touch Board II
August	Love for Country	Independence Day Rainy Season	Craft work related to the theme.	Cards & Counters Number Game
September	Respect for Nature	Plants and Gardens	Growing plants in school Different parts of a plant and their function- Show and Tell	Video and PPT on Germination Hands on experience to learn different parts of a plant (root, stem, leaves and flower) Nature Walk
October	Truth and Peace	Gandhi Jayanti Means of Transport/ Safety	Making traffic lights	How to Fold and Unfold a Napkin in a Proper Manner Extension of folding and unfolding of a Napkin Video on Road and Safety Rules

ACTIVITY PLANNER FOR KG

Month	Topic for Value Education	Topic	Activity	Montessori Activity
November	Love for Animals	Animals Children's Day	Making masks and mobiles on Animals	Colour Box 2 Experiment on mixing 3 primary colours (Red, Blue and Yellow) Video and puzzles on Farm, Domestic and Wild Animals Montessori Globe 2 (Continent Globe)
December	Loving and Caring Joy of Sharing	Winter Season Living and Non-Living	Sorting activity to enable categorization of living and non-living Collage Making	Dressing Frame Activity and video on Living and Non- Living things Video on X- Mas (Story and Carols)
January	My Country, My Pride	Republic Day	Republic Day craft	Sound Game Sandpaper tracing of letters Liquid Pouring
February	Love for Our City- Delhi Cleanliness in Surroundings	Our City- Delhi	Project on Our City - Delhi	Video on our city Delhi and historical monuments of Delhi Presentation of Maps
March	Be Happy	Activity week	Visit to Lodhi Garden	LMA Box Story with water displacement experiment Freedom of choice (to work with any Montessori activity)

ASSEMBLY PLANNER FOR P1 AND P2

DAY/DATES		HOUSE ON DUTY/THEME	TALENT
09.04.18 - 20.04.18		CHHATRAPATI SHIVAJI HOUSE	
Wednesday	11.04.18	Welcome Assembly and Baisakhi	P2
Wednesday	18.04.18	Earth Day	P1
23.04.18 - 04.05.18		DR HOMI JEHangIR BHABHA HOUSE	
Wednesday	25.04.18	World Dance Day- Various Dance Forms	P2
Friday	04.05.18	Value- Care for Animals	P1
07.05.18 - 06.07.18		MOTHER TERESA HOUSE	
Wednesday	09.05.18	Summer Season	P2
Friday	11.05.18	We Love Reading	P1
09.07.18 - 20.07.18		SARDAR VALLABH BHAI PATEL HOUSE	
Wednesday	11.07.18	Value - Good Manners	P2
Wednesday	18.07.18	Rainy Season	P1
23.07.18 - 03.08.18		SAROJINI NAIDU HOUSE	
Friday	27.07.18	Olympic Games	P2
Wednesday	01.08.18	Save Water	P1
13.08.18 - 24.08.18		SHAHEED BHAGAT SINGH HOUSE	
Friday	17.08.18	Independence Day	P2
Friday	24.08.18	Raksha Bandhan	P1
27.08.18 - 07.09.18		SIR C V RAMAN HOUSE	
Wednesday	29.08.18	Table Manners	P2
Friday	07.09.18	Janmashtami	P1
10.09.18 - 05.10.18		ACHARYA VINOBA BHAVE HOUSE	
Wednesday	12.09.18	Ganesh Chaturthi	P2
Wednesday	19.09.18	Delhi Metro	P1

ASSEMBLY PLANNER FOR P1 AND P2

DAY/DATES		HOUSE ON DUTY/THEME	TALENT
Wednesday	03.10.18	Gandhi Jayanti	P2
Friday	05.10.18	Khelo India- School Games	P1
08.10.18 - 26.10.18		CHHATRAPATI SHIVAJI HOUSE	
Wednesday	10.10.18	Dussehra	P2
Friday	26.10.18	Value- Discipline	P1
29.10.18 - 23.11.18		DR HOMI JEHangIR BHABHA HOUSE	
Friday	02.11.18	Diwali	P2
Tuesday	20.11.18	Guru Nanak's Birthday	P1
26.11.18 - 14.12.18		MOTHER TERESA HOUSE	
Wednesday	28.11.18	DELHI- Our City	P2
Friday	07.12.18	Winter Season	P1
24.12.18 - 25.01.19		SARDAR VALLABH BHAI PATEL HOUSE	
Friday	18.01.19	Lohri	P2
Friday	25.01.19	Republic Day	P1
28.01.19 - 15.02.19		SAROJINI NAIDU HOUSE	
Wednesday	30.01.19	Basant Panchmi	P2
Friday	15.02.19	Value - Friendship	P1
18.02.19 - 08.03.19		SHAHEED BHAGAT SINGH HOUSE	
Wednesday	20.02.19	Importance of Sports	P2
Friday	08.03.19	Value - Respect for Elders	P1
11.03.19 - 22.03.19		SIR C V RAMAN HOUSE	
Wednesday	13.03.19	Value - Sharing is Caring	P2
Friday	15.03.19	Holi and World Water Day	P1

ASSEMBLY PLANNER FOR P3

DAY/DATES		HOUSE ON DUTY/THEME	TALENT
09.04.18 - 20.04.18		CHHATRAPATI SHIVAJI HOUSE	
Monday	09.04.18	Friendship/Sharing	P3
Monday	16.04.18	Baisakhi	P3
23.04.18 - 04.05.18		HOMI JEANGIR BHABHA HOUSE	
Monday	23.04.18	Great Personality - Dr. Homi Jehangir Bhabha	P3
Tuesday	01.05.18	Buddha Purnima	P3
07.05.18 - 06.07.18		MOTHER TERESA HOUSE	
Monday	07.05.18	Road Safety	P3
09.07.18 -20.07.18		SARDAR VALLABH BHAI PATEL HOUSE	
Monday	09.07.18	Summer Season	P3
Monday	16.07.18	Value- Kindness	P3
13.08.18 - 24.08.18		SHAHEED BHAGAT SINGH HOUSE	
Monday	13.08.18	Independence Day	P3
Monday	20.08.18	Great Personality - Shaheed Bhagat Singh	P3
27.08.18 - 07.09.18		SIR C V RAMAN HOUSE	
Monday	27.08.18	Raksha Bandhan	P3
Tuesday	04.09.18	National Animal - Tiger	P3
10.09.18 - 05.10.18		ACHARYA VINOBA BHAVE HOUSE	
Monday	10.09.18	Let's Save the Environment	P3
Monday	17.09.18	Value- Respect	P3
Monday	01.10.18	Gandhi Jayanti	P3
08.10.18 - 26.10.18		CHHATRAPATI SHIVAJI HOUSE	
Monday	08.10.18	Great Personality- Chhatrapati Shivaji	P3
Tuesday	23.10.18	Dussehra	P3

ASSEMBLY PLANNER FOR P3

DAY/DATES		HOUSE ON DUTY/THEME	TALENT
29.10.18 - 23.11.18		DR HOMI JEHangIR BHABHA HOUSE	
Friday	02.11.18	Bhai Dooj	P3
Wednesday	14.11.18	Children's Day	P3
26.11.18 - 14.12.18		MOTHER TERESA HOUSE	
Monday	03.12.18	Indian Navy	P3
Monday	10.12.18	Save our Planet	P3
24.12.18 - 25.01.19		SARDAR VALLABH BHAI PATEL HOUSE	
Monday	14.01.19	Makar Sankranti	P3
Monday	21.01.19	Republic Day	P3
28.01.19 -15.02.19		SAROJINI NAIDU HOUSE	
Monday	28.01.19	Martyr's Day	P3
Monday	04.02.19	Basant Pachami	P3
18.02.19 - 08.03.19		SHAHEED BHAGAT SINGH HOUSE	
Monday	18.02.19	Popular Outdoor Games in India	P3
Monday	25.02.19	Healthy Eating Habits	P3
11.03.19 - 22.03.19		SIR C V RAMAN HOUSE	
Monday	18.03.19	Holi and World Water Day	P3

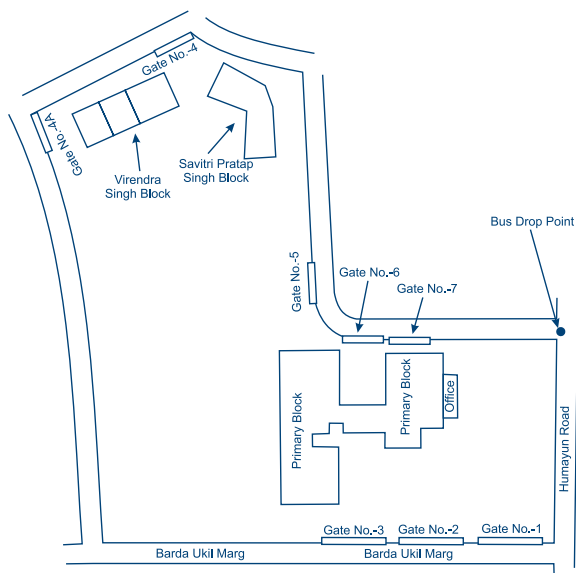
ASSEMBLY PLANNER FOR P4 AND P5

DAY/DATES		HOUSE ON DUTY/THEME	TALENT
09.04.18 - 20.04.18		CHHATRAPATI SHIVAJI HOUSE	
Thursday	12.04.18	Back to School	P4
Thursday	19.04.18	Cyber Security	P5
23.04.18 - 04.05.18		HOMI JEANGIR BHABHA HOUSE	
Thursday	26.04.18	Buddha Purnima	P4
Thursday	03.05.18	World Laughter Day	P5
07.05.18 - 06.07.18		MOTHER TERESA HOUSE	
Tuesday	08.05.18	Rabindra Nath Tagore	P4
Thursday	05.07.18	State of Tamil Nadu	P5
09.07.18 - 20.07.18		SARDAR VALLABH BHAI PATEL HOUSE	
Thursday	12.07.18	State - Odisha	P4
Thursday	19.07.18	Malala Yousafzai	P5
23.07.18 - 03.08.18		SAROJINI NAIDU HOUSE	
Tuesday	24.07.18	Pollution	P4
Tuesday	31.07.18	Famous Indian Writers in Hindi	P5
13.08.18 - 24.08.18		SHAHEED BHAGAT SINGH HOUSE	
Thursday	16.08.18	Value- Anger, our worst enemy	P4
Thursday	23.08.18	Raksha Bandhan	P5
27.08.18 - 07.09.18		SIR C V RAMAN HOUSE	
Tuesday	28.08.18	Janmashtami	P4
Wednesday	05.09.18	Teachers' Day	P5
10.09.18 - 05.10.18		ACHARYA VINOBA BHAVE HOUSE	
Thursday	13.09.18	Ganesh Chaturthi	P4
Tuesday	18.09.18	Value- Health and Hygiene	P5

ASSEMBLY PLANNER FOR P4 AND P5

DAY/DATES		HOUSE ON DUTY/THEME	TALENT
Thursday	04.10.18	Gandhi Jayanti	P4, P5
08.10.18 - 26.10.18		CHHATRAPATI SHIVAJI HOUSE	
Thursday	11.10.18	Dussehra	P4
Thursday	25.10.18	Stories from Panchtantra	P5
29.10.18 - 23.11.18		HOMI JEHANGIR BHABHA HOUSE	
Thursday	01.11.18	Diwali	P4
Thursday	15.11.18	Children's Day	P5
26.11.18 - 14.12.18		MOTHER TERESA HOUSE	
Thursday	29.11.18	Teachings of Bhagwad Gita for Children	P4
Thursday	06.12.18	Parsi Community	P5
29.01.18 - 09.02.18		SARDAR VALLABH BHAI PATEL HOUSE	
Monday	24.12.18	Christmas	P4
Thursday	24.01.19	Republic Day	P5
28.01.19 - 15.02.19		SAROJINI NAIDU HOUSE	
Tuesday	29.01.19	Martyr's Day	P3
Tuesday	12.02.19	Value- Equality	P4
18.02.19 - 08.03.19		SHAHEED BHAGAT SINGH HOUSE	
Tuesday	19.02.19	State- West Bengal	P4
11.03.19 - 22.03.19		SIR C V RAMAN HOUSE	
Thursday	14.03.19	Latest News, Thought of the Day	P4
Tuesday	19.03.19	Holi and World Water Day	P5

ARRIVAL/DISPERSAL SYSTEM AND SECURITY MEASURES



SCHOOL TIMINGS

Nursery:	9.00 am to 11.30 am (April and May), 9.00 am to 12.30 pm (July onwards)
KG to P5:	8.00 am to 1.30 pm

Arrival Plan

The dropping time to school should not be earlier than 7.45 a.m. as teachers are available in classrooms only by 7.50 a.m. The child should not be escorted by the parent till the classroom.

1. Drop off for School Bus Users

Students alight from school buses at the Bus Drop Point on Humayun Road, from where the bus guards escort them into the school premises, through Gate No 7.

2. Drop Off for private car users

Personal Car users drive into Barda Ukil Marg from Humayun Road and following the queue managers on the street, take a u-turn/drive straight to drop off students at Gate No. 2. Parents who park their vehicles on Humayun Road, escort their wards to Gate No. 1. Points of Entry in the morning are Gates no. 1, 2 and 7 only.

3. Drop off for Van users

The private van drivers park their vehicles beyond Gate No. 3 on Barda Ukil Marg or on Humayun Road, and escort the students from Gate No. 2 or Gate No. 7 respectively.

Dispersal Plan

For Nursery Students:

The school bus is **NOT** available for Nursery students. Parents must make their own arrangement to drop their wards at 9.00 am and pick them up at 12.30 pm. If carpools are arranged, parents must submit a letter duly signed by all the carpool parents to the respective class teachers. All car pool users are provided a Car-Pool Card, which must be duly filled by the parents and stamped by the school. All van drivers are issued ID cards with the name/class-section/contact no. of parents listed. Van drivers will be allowed to take students only when they present their ID card. No ad hoc requests for allowing a child to be picked up by an unauthorized person will be entertained.

For K.G. students:

For Parent pick up or personal car users: The dispersal for these children is done from the **courtyard in the Savitri Pratap Singh Block**. The entry and exit for the parents/escort is from **Gate No. 5**, which opens at 1:00 p.m. and parents/escorts must quickly collect their ward and exit from the same gate, as the area around the gate is used for dispersal of the van children soon afterwards. The KG students with siblings in the senior classes (P1 to P5), will be escorted to the area in front of the Main Office in the Primary Block and dispersed at 1:25p.m.

For Van /Car pool children: The dispersal for children travelling by van/car pool will be done from the back courtyard in the Primary Block and these children will sit area wise (as per the zone their residence falls under- North, South, East, West and Central Zone). The cab drivers/drivers must use Gate Nos. 5, 6, 7 for entry and exit.

For School Bus Users: The children commuting by buses will be escorted by class teachers to their respective buses.

For Classes P1 to P5: The timing for pick-up of car users/van users is as follows:

P1, P2 & P3 - 1:10 pm
P4 & P5 - 1:20 pm

1. Bus Users

- Each bus is allotted a lady guard to ensure safety of students travelling by buses. The guards travel from the starting point till the end of the bus route.
- Class teachers escort bus users to their buses to ensure that no student boards the wrong bus.
- Display boards with bus numbers are put up near the gates to indicate which buses have arrived and which are running late. And students waiting for their bus if it is running late, are supervised by teachers.
- Refreshments are provided to the students if the bus is running very late.

2. Van Users Dispersal for these students takes place from the back courtyard of the school. Gates open at 1: 20 pm.

- Areas are allocated for seating students as per the zone/area they reside in and placards to indicate class/zone are put up. Teachers ensure that each student is seated in the correct area.
- In case the weather is not conducive for sitting outside, alternative arrangement is made.
- The name and phone number of the van driver must be mentioned on the first page of the School Diary. This makes it easier for the school to contact them whenever required.
- Parents must have the contact details of the private van driver/operator and names and contact details of the students travelling in the van. They must advise the van driver to limit the maximum number of passengers as per norms mandated for the type of vehicle, and ensure that he drives cautiously, does not over-speed at any given time and follows all traffic rules.
- To ensure safety of students commuting by van, the van driver can be requested for the presence of a lady attendant/mother-volunteer in the mornings and afternoons.
- Van drivers should not be instructed to make purchases from the School Uniform Centre or the Book Shop at the time of dispersal. This causes unnecessary delay in the departure of students.

3. Car Users Dispersal for car users is from the front gates.

- **Avoid Coming Too Early** –Parents must come closer to the time of dispersal of their child in order to avoid waiting for too long.
- **Waiting in the Designated Area**- Parents must wait in the designated area near the gate and avoid walking around the school premises at dispersal time. Car users are dispersed from the

area in front of the Main Office. Parents are advised not to instruct their wards to wait elsewhere in the school premises.

- **Purchases To Be Made After 1:20 pm** - Once dispersal starts, the area near the staircase in the Primary Block is cordoned off till 1: 20 pm. So, parents wanting to visit the Book Shop or the Uniform Centre may do so before 12:30 pm or after 1: 20 pm.

IMPORTANT SAFETY/SECURITY MEASURES

1. **I-D Cards/Gate Pass**

- ID-Cards are given to parents and escorts, which they are required to show at the main gate on every visit to the school. Requests for appointment with the Headmistress/teacher can be mailed on the school email id: rsjms@rediffmail.com or sent through the student's School Diary. Ad hoc/casual visits will not be entertained. Entry of all parents/visitors is monitored and recorded at the Main Gate of the school.
- Keep the Escort Card of your ward in safe custody. If any person other than the parent has to pick up the child, he/she must carry the Escort Card. As far as possible, arrange for the same person to pick up your ward.
- Every private van driver has a card with names of students travelling in the van, names and contact numbers of parents and details of the vehicle used by the van driver
- Gate passes are issued after due verification to parents/drivers in case they have forgotten their ID-Card or if they are picking up a student who travels by bus. **Car/Van users do not need gate passes to leave the school. The Gate Pass is valid only for one day and should be handed over to the bus-guard, without fail.**

2. **Group pick up** - Parents who wish to pick up a group of children on a given day, must have the escort cards of all children, along with letters of authority from their parents. So, please plan much in advance as requests to take any child out of the school, without the two documents, will not be entertained.

3. **Stay Back Or Self Pick-up** –If your ward is not scheduled to travel back home by bus/van on any specific day, please inform the bus guard/van driver in the morning itself. Uninformed drivers keep looking for children at dispersal time and cause delay for other students.

4. Parents must avoid taking their ward back before dispersal time. In unavoidable circumstances, the Headmistress/ Class Teacher must be informed through an application. To ease movement at dispersal time, parents must avoid interactions with other parents and leave the school premises as soon as they have collected their ward.
5. No parent is allowed to touch/confront any other child or directly speak to another parent to resolve any issue. All complaints/issues must be addressed to the Class Teacher.
6. A lunch box/water bottle or any other food item will not be accepted at the school gate/reception after the child has entered the school premises, unless it is brought by the parent, with the valid ID Card issued by the school.
7. Parents should be patient listeners. They must observe their child's activities carefully and counsel him/her on the right code of conduct. They must be mindful of their own behaviour, language, activities and conduct and be watchful of any aberrations in the behaviour of their child and feel free to discuss with the Class Teacher/School Counsellor.
8. The school counsellors conduct sessions repeatedly with children to sensitize them towards 'good touch' and 'bad touch'. Parents must also speak to their wards regarding the same.
9. Develop a positive attitude in your ward. Inculcate in him/her empathy, sensitivity and concern towards others.
10. A list of items prohibited inside the school premises is displayed at the Main Gate. Parents must ensure that they are not carrying any item that can harm a child. A Security Guard escorting a parent is not allowed inside the school.
11. The school conducts periodic fire/disaster drills to practice evacuation, so that the children are prepared to react in case of any emergency. The Evacuation Plans and important contact numbers for emergency are displayed at all vantage positions all over the school.

The school strives to make every student a citizen with good values and seeks support from parents in this endeavour. Suggestions, in written, to improve school systems (with the parent's name and contact number) can be inserted in the Suggestion Box that has been put up outside the School Canteen.

ACKNOWLEDGEMENT OF POLICIES AND GUIDELINES

To be handed over to the Class Teacher by Friday 27th April 2018

We/I have understood and will abide by the provisions and conditions for the following guidelines and policies. We/I understand that failure to adhere to these will result in disciplinary action on my child/ward in accordance to the school's Violations and Consequences Plan.

Contents	Please Tick
Code of Conduct @ R S Junior Modern School	
Violations and Consequences Plan @ R S Junior Modern School	
Examination Policy	
Library Rules	
Rules for Safety of Students and for Arrival/Dispersal	

Name of Parent

Signature

Date





RAGHUBIR SINGH JUNIOR MODERN SCHOOL

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