

STUDENT HANDBOOK 2019-2020

(for CBSE* Section)

Dr. Habil Khorakiwala Education and Health Foundation E-1/NP-1, SEZ, Five Star Industrial Estate, MIDC Shendra Aurangabad Maharashtra, India, Pin-431154
Contact: 0240-6662888,
Website: http://wockhardtschool.com

SECONDARY SCHOOL TIME TABLE

Time	Day	Mon	Tues	Wed	Thurs	Fri	Sat
8:10 am -	8.25 am		Asseml	oly / Circle	Time		
8.10 am - 9:05 am	Lesson 1						
9:05 am -	9:20 am			Break			
9:20 am - 10:00 am	Lesson 2						
10:00 am - 10:40 am	Lesson 3						
10:40 am - 11:20 am	Lesson 4						
11:20 am - 12:00 pm	Lesson 5						
12:00 pm -	12:35 pm			Lunch	'		
12:40 pm - 1:20 pm	Lesson 6						
1:20 pm - 2:00 pm	Lesson 7						
2:00 pm - 2:40 pm	Lesson 8						
2:40 pm -	2:40 pm		Frui	t/Snack Br	eak		
2:50pm - 3:30pm	Lesson 9						

School Contact Details

Uma Mohandas

Principal , CBSE Tel.7888041152 UMohandas@wockhardt.school

Sunanda Kulkarni Account Officer Tel. 0240-6662859

SKulkarni@wockhardt.school

Jayant Pade Admin Manager Tel.9850985551 JPade@wockhardt.com

OFFICE TIMINGS

Weekdays-Monday to Friday-9am to 4pm Saturdays-9am to 2pm

School Term and Vacations Term I

Begins: Monday, 10th June 2019

Term- end vacation:Saturday, 21st Dec 2019 to 1st Jan2020

Term II

Begins: Thursday, 2nd Jan 2020

Term- end vacation: Wednesday, 22nd April 2020 to 8th June 2020

PARTICULARS OF THE STUDENT

Name:				
Class and Section:				
Admission No.: Student's				
House:	Photo 4			
Date of birth:				
Blood group:	3.5cm			
Father's Name (in block letters):				
Father's Occupation:				
Mother's Name (in block letters):				
Mother's Designation:				
Home Address:				
Office Address:				
Telephone No. Res:				
Off. (Father):				
Off. (Mother):				
Mobile (Father):				
Mobile (Mother):				
Bus Stop:				
Bus No.:				
Landmark:				
Name, Class & Phone No. of Brother/Sister/Neighbour studying in WGS.				
Name:				
Grade:Tel.:				
The information furnished is correct.				
Father's 5 Moth	10			
Luoto 4	010 4			
3.5cm 3.5	cm ——			
Father's Signature Mother	s Signature			

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WOCKHARDT GLOBAL SCHOOL-Mission

Our Mission is to develop students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. Our stress is on the total development of each child: spiritual, moral, intellectual, social, emotional, and physical.

WOCKHARDT GLOBAL SCHOOL - Vision

Our vision is to develop a student community of lifelong learners that demonstrate skills, knowledge, and values required for global citizenship to make the world better.

OUR PHILOSOPHY:

Wockhardt Global School (WGS) strives to obtain and maintain a reputation as a school known for having exceptional academic quality, consistently high standards, and outstanding pedagogical leadership. In order to achieve our goals, we are working with partners in our local community, nationally in India, and internationally. We feel that it is important to involve our stakeholders, especially our parents and teachers. WGS promotes intercultural understanding and respect, not as an alternative to a sense of cultural and national identity, but because we see it as an essential part of life in the constantly shrinking Global Village.

CBSE VISION

The CBSE envisions a robust, vibrant and holistic school education that will engender excellence in every sphere of human endeavour. The Board is committed to provide quality education to promote intellectual, social and cultural vivacity among its learners. It works towards evolving a learning process and environment, which empowers the future citizens to become global leaders in the emerging knowledge society. The Board commits itself to providing a stress-free learning environment that will develop competent, confident and enterprising citizens who will promote harmony and peace.

ABOUT ACADEMICS UNIT

The goal of the Academic, Training, Innovation and Research unit of Central Board of Secondary Education is to achieve academic excellence by conceptualising policies and their operational planning to ensure balanced academic activities in the schools affiliated to the Board. The Unit strives to provide Scheme of Studies, curriculum, academic guidelines, textual material, support material, enrichment activities and capacity building programmes. The unit functions according to the broader objectives set in the National Curriculum Framework-2005 and in consonance with various policies and acts passed by the Government of India from time to time.

ACADEMICS

School Timings:

- Monday to Thursday -8:00am to 3:00pm
- Friday- 8am to 4pm (Club activity)
- Teaching Saturdays: 8am-1:30pm

CBSE classes will have 8 lessons per day of 40minutes duration, with a 5-day week. 2 Saturdays will be working to accommodate PTM and other activities.

There will be a snack break and a lunch break.

Scheme of studies:

CORE SUBJECTS	NON-CORE SUBJECTS
Language 1- English	HPE- Health and Physical
	education
Language 2- Hindi	Art and Craft
Language 3-Marathi	Music
Science	Library
Mathematics	
Social Studies	
Computer	

Hobby Clubs (twice a week)

All of the above will be incorporated into the weekly timetable.

ASSESSMENT SCHEDULE:

(Kindly refer CBSE circular no 14 on the CBSE website.)

PERIODIC TESTS AND EXAMINATION

The academic year will be divided into two terms. Assessments and examinations will be cumulative in nature.

Periodic assessment schedule will be as follows:

1st TERM-June to October

*PA 1-Monday, 15th July to Tuesday, 23rd July 2019

PA 2-Thursday, 22nd Aug. to Friday, 30th Aug. 2019

MID TERM EXAMINATION:

Practical and ASL-Monday, 9th Sept. 2019

Mid-Term Exams: Wednesday, 9th Oct. to Monday, 21st Oct. 2019

Art Exam: Tuesday, 22nd Oct. 2019

MID-TERM Report cards: Thursday, 24th Oct 2019

2nd TERM: (November 2019 to April-2020)

PA 3-Tuesday, 10th Dec. to Wednesday, 18th Dec. 2019

PA 4-Monday, 20th Jan. to Thursday, 30th Jan. 2020

(*PA means Periodic Assessment)

FINAL EXAMINATION:

Practical and ASL: Tuesday, 17th March to Saturday, 21th March 2020

Final Exams: Tuesday, 3rd March to Monday, 16th March 2020

Art Exam: Tuesday, 17th March 2020

Final Report card (cumulative): Wednesday, 22nd April 2020.

Assessment schedule and exam timetables will be given to students a week before it is conducted.

ACTIVITIES:

- All students are given the opportunity to participate in all activities whether co-scholastic or enrichment programmes.
 There are project related and hands on activities at all levels and across all classes.
- Inter-house and interschool participation is organised.
 Selection will be based on auditions and merit. Competitions and events are planned throughout the year.
- Hobby clubs will be conducted twice a week. Students can enrol through the school website. Intake will be based on max numbers that can be accommodated in a club.
- List of HOBBY CLUBS offered will be intimated to parents and students through a notice and form from school
- Games, music and arts are part of the weekly timetable, but training for school teams and other competitions will take place at scheduled hours. In case students have to stay back or come to school on holidays, parents will be informed well in advance.

ASSEMBLY

- Assembly is an important meeting place for the whole school or part of the school to pray, meditate, showcase talent, do yoga, reinforce rules, meet visitors and share school plans through announcements.
- There will be house conducted and class assemblies based on a theme or relevant topic for general awareness. This will be marked in the calendar.
- Assembly schedule is as follows:

Monday- whole school assembly

Tuesday- Block assemblies

Wednesday-Yoga/ Remedials

Thursday- Block assembly

Friday- Self- study/Remedials

• Common school assemblies will take place for days of national and international importance.

ATTENDANCE:

- First and last day of school term is compulsory. Parents are requested not to plan vacations that are inclusive of these two days. No leave will be granted and a mention of this default will be recorded in the child's report card.
- Since assessment is continuous, comprehensive and cumulative, parents are advised to make sure the child is present on all days in school, except in case of infectious illnesses.
- In case of illnesses such as chicken pox, measles, flu etc, parents are requested to call up school and inform the concerned teacher. On recovering, the child must produce a medical certificate along with the leave letter.
- In case of an unscheduled holiday, it will be compensated with a working day, which will be intimated to the parents well in advance.
- 3 days or more leave will be sanctioned by Principal only, after a leave letter is submitted at least 3 days prior to the dates mentioned in the letter.
- Details in the leave letter should include: dates, number of school days missed, assessment or activity missed, place of visit, reason for visit and parents sign and mobile number.
- The letter will be shown to Class teacher first then submitted to the office to the Principal.
- Half day leave will not be sanctioned for any purpose whether religious festival or home related functions or travel. Students who are unwell for tests should not come to school, as half day will not be granted.

- Early permission is granted only for academic and sports related events, sudden illness or injury, visit to passport office, diagnostic tests etc. with document to support it.
- NO LEAVE will be granted for overseas travel during the academic year which includes school days.
- Absence without prior permission will lead to strict action affecting grades of the child.

Absence from Formative assessments:

- The grades will be averaged out for paper pencil tests. Other assessments which involves team work will not be graded.
- Orals and practicals will be rescheduled at the convenience of the teacher concerned. Student is expected to follow up with the teacher.
- Submissions of project work, assignments etc. should be done as soon as the child returns to school.

Absence from scheduled Summative assessments:

• Students will be exempt if absence is due to illness and any sporting event scheduled outside the city area.

Attendance of Parents:

- Parents are invited for all big events in school like Prize day, Annual Cultural event and Sports day.
- Parent conferences, orientation and PTM should be attended compulsorily.

AWARDS:

- Appropriate categories of awards are discussed and awarded to students. These include 100% attendence, academic excellence and special categories as deemed by the Head and staff.
- In regular classes and inter house events team and individual events, students will be awarded at the end of the event.

COUNSELLING

• School counsellor will be available for counselling for learning difficulties or issues related to behaviour modification. This will be done with the parents' permission.

COMMUNITY PROJECTS/VISITS

- Students will have an opportunity to visit orphanages, old age homes and schools for physically challenged persons to inculcate in them a sense of social responsibility. This will be age appropriate.
- Counselling on Life skills will also be conducted to help internalise the social issues in and around the community.

CURRICULUM

- WGS follows the NCERT/CBSE recommended curriculum.
 From STD VI to VIII text books will be selected as per
 the quality of content, keeping in mind the core syllabus
 recommended by CBSE.
- Std. IX to XII only NCERT textbooks will be followed.

DISCIPLINE

- As per RTE, NO STAFF MEMBER IS ALLOWED TO ADMINISTER CORPORAL PUNISHMENT TO A CHILD. This will result in summary dismissal of the concerned staff member, whether teaching or non-teaching, without notice period.
- Students must take responsibility to set the high standard of good behaviour in school.
- Good behaviour includes respecting all elders, classmates as well as helpers in school. All should be addressed respectfully and shown courteous behaviour at all times.
- All staff members and students are allowed to approach Principal directly in case they find disturbing behaviour

- shown by any adult or student on school campus
- Unacceptable behaviour will result in 2 verbal warnings, 1 written warning letter to Parents, suspension from school for 3 days and finally removal from school.
- Students who require counselling will be given the opportunity to do so with their parents' permission.

ELECTRONIC GADGETS:

- No mobile phones are allowed on campus. In case of emergency, if brought to school, it will be deposited at the FD in the administration block and signed out by the student, when going home.
- Mobiles brought to school without permission or information will not be returned till the end of the academic year.
- Any other electronic gadgets like laptop, FM radio, ipods etc will require written permission from the Principal for its use.

FIELD TRIPS/PROJECT WORK

- Field trips (day) are organised to augment experiential learning by giving hands on experiences.
- Students will be taken from school, along with the relevant subject teacher, and back at no extra cost.
- Every field trip is assessed in the form of a report or an assessment sheet. Charts, presentations, assembly talk form the informal assessment technique.
- Project work is generally given over holidays as it requires time and effort. It is to be compiled and completed by the student only. Parents may help with resources, but the final output is the student's creativity and organisation. This will include research online, reading and interviews and/or questionnaire filling.

 Project work is part of the CBSE curriculum and guidelines are provided for it. This makes it easier for student to meet the requirements. Cognizance is taken of the child's creativity even in the parameters provided by the teacher. Rubrics for grading are also given to the child, so he/she can work independently.

HOMEWORK

What the student can do:

- Consider home assignments as part of the extended learning process and approach it positively.
- Make a record of the issue and submission dates to plan work accordingly.
- Make sure submissions are done on time, to ensure time management.

What a parent can do:

- Create a quiet but spacious corner for the child at home, with all materials at reachable distance.
- Discuss and create a flexible time schedule to complete work that requires sitting down and completion. Co-operate by switching off mobiles, TV and other gadgets that distract the child.
- Allow your child to read any material and books in any corner of the home and make it a point to discuss some aspects of the book.
- Spend time with your child in planning and organising his/ her work and assist in case of difficulties.
- Assist the school in implementing the school academic programme to bring out the best in your child.

HOUSES:

Every student is assigned a House form Std. 1 to Std. XII
and will continue in the same house till he/she leaves school.
Siblings will also be in the same house.

Houses are as follows:

- ▶ Azul-Blue house
- ▶ Juene- Yellow house
- Verde-Green house
- ▶ Rouge- Red house
- Each house is led by a Captain and Vice-Captain who are appointed by the Principal on the recommendation of the House teachers, based on merit and behaviour.
- Sport uniform has the house colours, which is worn on all sports events and games days.
- A house is guided and mentored by House master/mistress from among the staff.

LIBRARY

- Library lessons are incorporated into the timetable, where the students may read in the library or borrow books for reading over 1 week.
- All students will have a library card in which he/she will record the details of the books read during the year.
- All library books should be submitted to the Librarian one week before close of the terms.
- Students are allowed to use the Library for research or reference under the supervision of the librarian and permission of the teacher.
- Students are encouraged to use personalised bookmarks to avoid damaging the books.

- Damaged books or lost books have to be replaced by a similar one by the student or cost will be borne by the parent.
- All students will be introduced to a library skills session to help them to read in a guided manner.

OLYMPIADS/ASSET

- WGS believes in offering many opportunities to students to improve their examination skills by allowing them to appear for nationally recognised assessment programmes. One such programme is the Olympiads.
- School reserves the right to decide which classes will appear for them. Fees are incorporated into the fee bill in the subsequent month.
- The school does not train the students for these external examinations.

REMEDIAL TEACHING

 WGS offers remedial teaching as part of the learning process. Students identified with learning difficulties will be put on remedial teaching programme to enable them to join main stream teaching learning. Once they show marked improvement in their grades, remedial teaching will be withdrawn.

REPORT CARDS:

- Report cards will be available online on scheduled dates and will be accessible by a registered password by parents.
- Hard copy of the report card will be shown to parents on PTM days as scheduled in the school Diary.

TIMETABLE

- The timetable is given to the students at the beginning of the year
- Parents are expected to help their child to plan and organise the bag for the school day.

TUITION

- According to the RTE, no staff member is allowed to take tuitions after school hours. An undertaking to this effect will be signed by the staff upon joining.
- Students may be tutored at home as per recommendations from school, to help bridge the gap or for reinforcing concepts. This should be discussed with the Principal before putting in place.

TEXTBOOKS AND LEARNING MATERIAL

• Textbooks for CBSE will be bought by parents in the local shop and notebooks will be provided in school.

TRAINING

- For parents: Awareness programmes and induction will be held to help parents to be cognizant of the policies of the school.
- For students: In- house Training programmes conducted by subject experts are designed to develop various skills according to different class level.

ADMINISTRATION:

AFFILIATION

WOCKHARDT GLOBAL SCHOOL is undergoing the affiliation process.

APPOINTMENTS

- Timings to meet all school teaching and non- teaching staff is as follows:
 - Director and Principal: by appointment and Parent teacher meeting days
 - ► Heads of both Admin and Academic: by appointment and PTM days

- ▶ Teachers/HRT's: only on PTM days
- PTM days will be marked in the calendar and will be strictly adhered to, unless there is an unscheduled holiday.
- Appointments can be made by email to PA to Director or by phone to FD.

APPROACHABILITY

- All staff including Principal is approachable for any issue, whether academic or non-academic during school hours.
- Other than Heads, no staff should be contacted after school hours or on holidays.
- Socialising with the WGS family is strictly forbidden as this will result in conflict of interest for the child.
- Matters regarding cafeteria, uniform, transport, safety and fees should be addressed during school hours with the concerned office staff.

CAFETERIA

- Student can avail of the cafeteria facility provided in school for breakfast and lunch.
- This should be clearly discussed with Accounts office and supported by an email or handwritten letter addressed to the school Head or Principal.
- Any food issues should be informed to the HRTs and the Principal.

EMAIL/NIIT/BULK SMS FACILITY

- Parents are requested to use the email facility to communicate with the Principal and school authorities for any information.
- Kindly do not 'CC' to anyone else regarding your child's issue. That will be taken care of by the person with whom the parent has communicated.

- All emails should be addressed to the Director and Principal only.
- WGS uses NIIT facility as student information system. Parents
 must use the individual username and password to look up
 information shared by school from time to time.
- Bulk SMS facility is used to inform parents about any activity or unexpected holiday or change in an activity.
- WGS does not encourage the use of social media among students. Parents are responsible for this. School will intervene only if there is irresponsible comments and references are made to WGS staff.

FACILITIES

- The school has a lab and library centre, activities centre, sports complex, swimming pool, athletics track and field ground and cafeteria.
- All the centres are connected by a communication system for information sharing.
- These facilities are for learning experiences for the student therefore it's the responsibility of each child to take care and maintain it.

FEES

- All fee payments should be made by the due dates as indicated in the Fee Schedule.
- The School will revise and amend the fees on the basis of recommendations by the School Management Committee (SMC)
- Students who have secured admission but join the school after the start of the session would still need to pay the full year's fee.
- If the school offers admission to a student in the middle of a session, the fee payable will be calculated on a pro rata basis for the balance period of the academic year.

- For fee computation, the date of joining shall be considered as the 1st day of the month in which the student is joining the school.
- However, since the school curriculum is quite rigorous, it is advisable for a student to start from the first day of the academic year.

INDUCTION

 At the beginning of the academic year, parents and students have an induction programme to familiarise them with the school ideologies, policies and administrative hierarchies.

ILLNESS/INJURIES

- It is compulsory for parents to inform the school about any illness a child is suffering from and the precautions to be taken in school while administering first aid or prescriptive medicines and food restrictions during recovery. Withholding critical information will be detrimental to the child's health.
- The school provides first aid facility at the hands of a registered nurse.
- If the child requires hospital facilities, the parent will be informed at the outset and the nurse and teacher will accompany the child to the nearest facility.

IDENTITY CARDS:

- It is mandatory for all the students to wear their Identity Cards throughout their presence in school campus.
- To ensure correct information on the ID card, parents are requested to supply the school with the most recent picture and information regarding the child.

LOST AND FOUND

- All belongings lost either on campus on in the bus will be displayed on PTM days.
- Students or parents can come and pick it up after entering their names in the LOST AND FOUND register, kept for that purpose.

PARENT -TEACHER ASSOCIATION:

- The Parent Teacher Association (PTA) is a non -profit, non -political and non -sectarian organisation constituted of the principal, level wise staff- members and parents, who support the school in a variety of ways. The PTA members not only assist in the development of students but also help in the development and improvement of the school.
- The PTA will meet twice a year (one meeting in each term). Members hold office for one year only. It is the link between the school and parent community.
- PTA members are an integral part of all major events of the school. At the PTA meetings, the members will get an overview of the school budget, academic programme overview, result discussions and staff and admissions status.

PHONE CALLS/ ENQUIRES

- All phone calls regarding school matters should be done on the numbers given in contact.
- Appointments to be made during school hours only between 8:30am and 3pm.
- Appointment to meet Principal and other Heads should be done with 24-hour notice unless it's a matter of great urgency.
- Personal numbers of the Director, Principal/Heads should not be used except in extreme cases of emergency.
- · No parent or student is allowed to call any staff member

- on their personal numbers for school related matters or to socialise.
- The Director and Principal will answer all questions related to all matters regarding the school.
- Administration manager- all matters related to transport, fees, IT related matters and cafeteria
- Accountant-Fee deposit, admission protocol and withdrawals.
- To ensure efficiency, you may email the person concerned the day before or seek appointment.

RECEPTION

At the reception, you can:

- Leave a message, leave tiffin box or materials that the child has forgotten or a message for a teacher or your child.
- Send leave applications after signatures from class teacher.
- Seek guidance about your queries and make appointments.

SECURITY

- Security guards control entry and exit to the campus. WGS issues ID cards to students, parents & drivers. Students and parents need to show their ID cards at the gate.
- For the security of all students and staff, visitors MUST check in at the Front office before visiting a classroom or seeing a student or a teacher.
- Parents are advised not to visit classrooms without taking permission from the Head of the School.
- Random bag checks may be carried out on the school premises and when entering the school campus.
- Parents who wish to take their ward from the school during school hours should inform the relevant school office, fill in the exit form and take written permission from the authorized person–Front Office Executive.

TRANSPORTATION

- WGS provides a bus service that runs on various routes throughout the city for all students. Students are picked up approximately between 6:50 a.m. 7.45 a.m. and taken to drop-off points at the end of the school day.
- Students participating in an After School Activity on Friday will be transported to her/his drop-off points, with the bus leaving the WGS Campus at around 4:00 p.m.
- Students are expected to be at their registered bus stop five minutes before time.
- Parents who are dropping off their ward must remain till the child boards the bus, but not get inside the bus.
- Parents are requested not to flag down a bus if they have missed it, instead, go ahead and wait at the next stop. This will ensure punctuality.
- Students are requested to remain seated in the bus till they
 debuss at school or bus stop. Loud talking, running down the
 aisle and disturbing the bus driver will result in fatal accidents.
- Putting their hands or heads outside the window of the bus, throwing paper or sweet wrappers or water on each other or passers-by is strictly prohibited.
- Transport facility is a public service provided to all stakeholders for the convenience of travel to and from school and should be seen as such. This facility will be withdrawn if the students do not adhere to the bus rules.

UNIFORM

 Uniform will be supplied from the school recommended vendor, whose address and phone number is on display at all times in school office.

Rules regarding uniform:

- Clean and ironed uniform is a must
- Short cropped hair for boys

- For girls: long hair should be tied or plaited and short hair should be pinned away from the eyes
- Makeup, piercing, tattoos, nail paint, henna, hair colouring and jewellery is not allowed. Ear studs are allowed.
- Inexpensive wrist watches are allowed which should be removed during games lessons.
- School will not be responsible for jewellery that is lost.

WITHDRAWAL/EXIT PROCEDURES

- In case of withdrawal or transfer of a student, an application to that effect will be emailed to the Head of school. This will be followed by NO DUES certificate from Lab, Library, Accounts and counter signed by HRT and Principal.
- Transfer certificate and other dues will be issued to the withdrawing student.

OTHER

- Consent and permission forms will be given to parent to sign before any activity.
- Parents will be required to pickup or drop off students if they are participating in any event in the city. Letters to this effect will be sent a day before.
- Any queries should be addressed to the Director or the Principal or the concerned official as the case may be.
- There may be some changes from time to time, which will be intimated to all concerned, as early as possible.

PRINCIPAL

CBSE*

Wockhardt Global School.

(*Proposed CBSE school- applied for Affiliation in 2018)

NATIONAL ANTHEM

Jana Gana Man aadhinayaka Jaya he,
Bharata Bhagya Vidhata!
Punjab Sindhu Gujarat Maratha, Dravida
Utkala Banga!
Vindhya Himachala Yamuna Ganga,
Uchchala Jaladhi Taranga!
Tava Shubha name jage!
Tava Shubha Ashish maage!
Gahe Tava Jaya Gatha!
Jana Gana Mangal Dayaka Jaya he!
Bharat Bhagya Vidhata!
Jaya he! Jaya he! Jaya he!
Jaya, Jaya, Jaya, Jaya,he!

PLEDGE

"India is my Country, All Indians are my Brothers and Sisters.

> I love my Country, I am proud of its rich and varied heritage, I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect, and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness"

SCHOOL ANTHEM

Verse 1:

Here, everyday is the dawn of new beginnings
Nurtured with the best of everything
Let's seize each day with open arms,
Let's fuel our dreams with enlightening sparks
We learn beyond the four walls
We don't have any fear to fall
We walk together, we stand tall

Chorus:

We learn, create, we soar, we fly, with love, care, we ascend high, with guidance, we shine light, we're the leaders of tomorrow! our future is bright! we stay up right, Let the fire ignite, we scale new heights.

We scale new heights.

Verse 2:

Fostering our minds and imagination, we're inspired to create great innovations, with courage in our hearts, we take the lead,
Love and humility be our creed
Alma Mater, pledge to you!
We give our best, we stay true.
We focus, we pursue,
Win laurels and hearts too!

Chorus:

We learn, create, we soar, we fly, with love, care, we ascend high, with guidance, we shine light, we're the leaders of tomorrow! we're the leaders of tomorrow!

School Prayers /Invocation

HE IS STILL WORKING ON ME

Chorus:

He's still working on me
To make me what I ought to be
It took him just a week to make the moon and stars
The sun and the earth and Jupiter and Mars
How loving and patient He must because He's still working on me
(Repeat Chorus)

There really ought to be a sign upon my heart
Don't judge him yet, there's an unfinished part
But I'll be perfect just according to His plan
Fashioned by the Master's loving hand (Repeat Chorus)

In the mirror of His word Reflections that I see
Makes me wonder why He never gave up on me
But He loves me as I am and helps me when I pray
Remember He's the potter; I'm the clay(Repeat Chorus

OH LORD! OH FATHER!

Oh Lord! Oh Father!

Take away all our sins

And give us that which is good.

We bow to him in whom is the happiness

We bow to him in whom is the good

We bow to him from whom comes the happiness

We bow to him from whom comes the good

We bow to him who is the highest good.

WHERE THE MIND IS WITHOUT FEAR

Where the mind is without fear,
And the head is held high,
Where knowledge is free,
Where the world has not been broken up into fragments,
By narrow domestic walls,
Where words come out from the depth of truth,
Where tireless striving stretches its arms,
Towards perfection,
Where the mind is led forward by thee,
Into ever-widening thoughts and action,
Into that heaven of freedom, my Father,
Let my country awake.

DAYA KAR GYAN VIDYA KA.

Daya Kar DaanVidya Ka Hame Paramatma Dena, Daya Karana HamariAatma Mein Shuddhata Dena I

Hamare Dhyan Mein Aao, Prabhu Aankhon Mein Bas Jao, Andhere Dil Mein Aakar Ke Param Jyoti Jaga Dena I

Baha Do Prem Ki Ganga, Dilon Mein Prem Ka Sagar, Hame Aapas Mein MiljulKe Prabhu Rahana Sikha Dena I

Hamara Karm Ho Seva, Hamara Dharm Ho Seva, Sada Eeman Ho Seva, WoSevak Char Bana Dena I

Vatan Ke Vaste Jeena, Vatan Ke Vaste Marana, Vatan par jaan fida karna, Prabhu hum ko sikha dena I

Daya Kar DaanVidya Ka Hame Paramatma Dena, Daya Karana Hamari Aatma Mein Shuddhata Dena I

ADORABLE LORD!

Adorable Lord

Lead us to prosperity along the path of virtue.

You know all our actions

Remove from us all acts of sin that lead us astray.

With earnest humility we pray to you

Lead me from the unreal to real

Lead me from darkness to light

Lead me from death to immortality.

Gratitude Prayer

Father, We thank thee for the night,
And for the blessed morning light.
For rest and food and loving care,
And all that makes the world so fair.
Help us to do the things we should,
To be others kind and good.
In all we do in work or play,
To grow more loving everyday!

Monthly Planner- 2019-2020

June - 2019			
Date	Day	Event	
6	Thu	Staff reporting for New Session & Faculty Meeting CBSE	
10	Mon	School reopens	
13 to 14	Thu - Fri	Microsoft training	
15	Sat	CBSE-Parent induction	
24	Mon	Introduction to Clubs	

July - 2019			
Date	Day	Event	
8	Mon	Faculty Meeting- CBSE	
15	Mon	PA1 begins	
19	Fri	Math Fest	
20	Sat	Teaching Day	
23	Tue	PA1 ends	
29	Mon	Field visits begin	

	August -2019			
Date	Day	Event		
3	Sat	Teaching Day		
5	Mon	Faculty Meeting		
12	Mon	Bakri-Eid Holiday		
15	Thu	Independence Day Non instructional working Day		
17	Sat	Parsi New Year-Holiday		
22	Thu	PA2 begins		
24	Sat	PTM - CBSE		
30	Fri	PA2 ends		

	September - 2019			
Date	Day	Event		
2	Mon	Ganesh Chathurthi-Holiday		
4	Wed	Teachers Day Celebration		
6	Fri	4 th Founders' Cup		
7	Sat	4 th Founders' Cup		
9	Mon	Fac Meeting/ Practicals begin		
10	Tue	Muharrum-Holiday		
12	Thu	Ganesh Visarjan-Holiday		
14	Sat	Teaching Day -Hindi Divas		
17	Tue	Marathwada Mukti Diwas - Holiday		
23	Mon	Mid term revision begins		

October - 2019			
Date	Day	Event	
2	Wed	Mahatma Gandhi Jayanti , Lal Bahadur- Shashri Jayanti -Holiday	
5	Sat	Teaching Day	
7	Mon	Faculty Meeting	
8	Tue	Dussera-Holiday	
9	Wed	Mid term exams begin	
22	Tue	Mid term exams end	
23	Wed	Language Day	
24	Thu	Result Day - PTM	
25	Fri	Diwali Vacations begin	

November - 2019			
Date	Day	Event	
6	Wed	School reopens	
12	Tue	Gurunanak Jayanti - Holiday,	
16	Sat	PTM - CBSE	
20	Wed	Universal Children's Day Celebration	
23	Sat	Teaching Day	

December - 2019			
Date	Day	Event	
10	Tue	PA3 begins, Human Right Day	
14	Sat	PTM	
18	Wed	PA3 ends	
23	Mon	Christmas Vacation begins	

January -2020			
Date	Day	Event	
2	Thu	School reopens	
4	Sat	Teaching Day	
6	Mon	Faculty Meeting	
18	Sat	PTM	
20	Mon	PA4 begins	
26	Sun	Republic Day	
30	Thu	PA4 ends	

February - 2020			
Date	Day	Event	
1	Sat	Teaching Day	
3	Mon	Field Visits Week	
18	Tue	IMLD + Marathi Day (on 27th Feb)	
19	Wed	Shivaji Maharaj Jayanti-Holiday	
20	Thu	Holiday for students (Staff INSET)	
21	Fri	Mahashivratri-Holiday	

March - 2020		
Date	Day	Event
2	Mon	Faculty meeting (March + April)
3	Tue	Final exams begin CBSE
10	Tue	Holi-Holiday
14	Sat	World Pi Day
16	Mon	Final exams ends CBSE
17	Tue	Art Exam - Practicals & ASL Begins
18	Wed	Global Recycling Day
21	Sat	Practicals & ASL End - PTM Induction for new Session
23	Mon	New Session begins-CBSE
25	Wed	Gudi Padwa-Holiday
27	Fri	Earth Hour

April - 2020		
Date	Day	Event
2	Thu	Ram Navami-Holiday
4	Sat	Teaching Day
6	Mon	Mahavir Jayanti - Holiday
10	Fri	Good Friday-Holiday
14	Tue	Ambedkar Jayanti-Holiday
22	Wed	CBSE results- PTM (Students report back on 8th June- 2020)

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BOOKS I HAVE READ

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ABSENCE RECORD

Date	Reason for absence	Parents sign	HRT's sign	Principal's sign

ABSENCE RECORD

Date	Reason for absence	Parents sign	HRT's sign	Principal's sign

HRT'S AND SUBJECT TEACHERS COMMUNICATION

Date	Remarks	Parents sign

HRT'S AND SUBJECT TEACHERS COMMUNICATION

Date	Remarks	Parents sign

ACTIVITIES I HAVE PARTICIPATED IN

Date	Description of activity	Teachers remarks and sign	

ACTIVITIES I HAVE PARTICIPATED IN

Date	Description of activity	Teachers remarks and sign	

PARENT TEACHER MEETING RECORD

Date	Comments	Parents sign	HRT's Sign
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