



INDIAN SCHOOL SOHAR



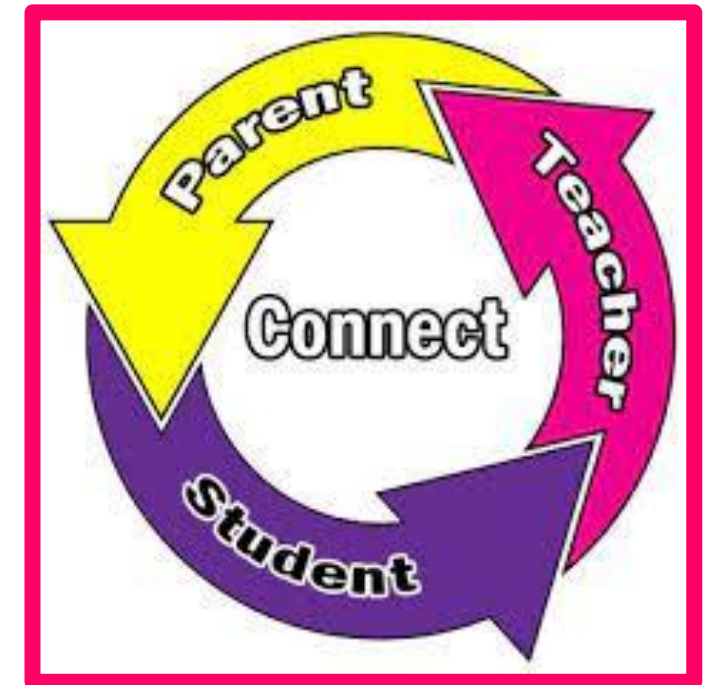
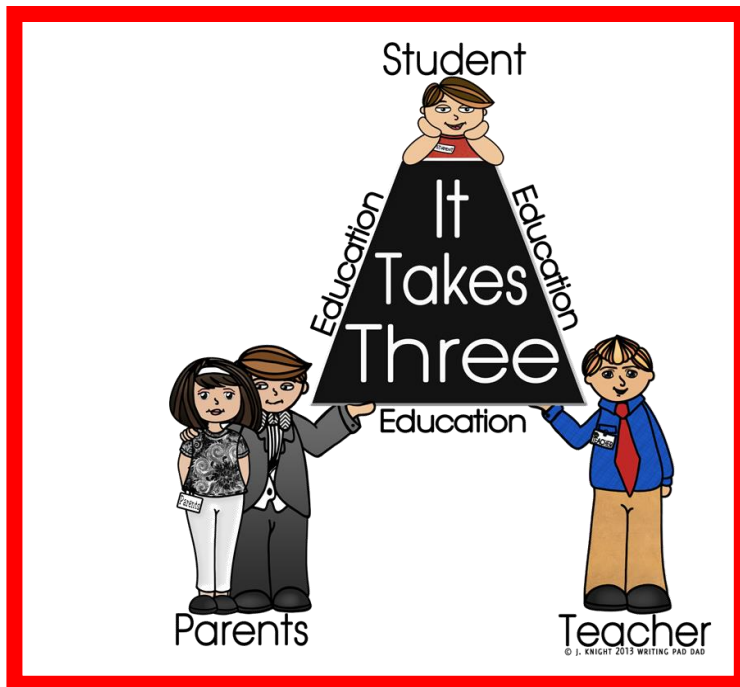


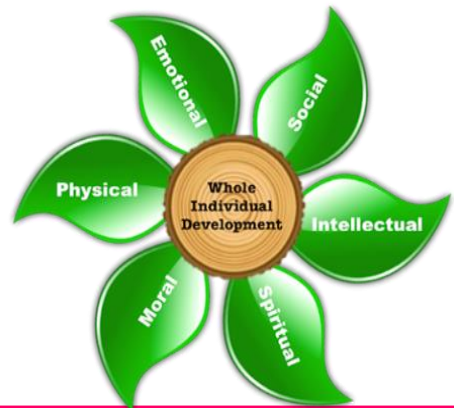
TO PARENT ORIENTATION PROGRAMME

(2024 - 2025)

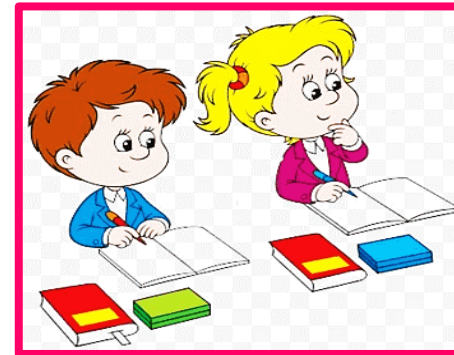
CLASSES I & II

03-04-2024





Our Aim- Holistic Development of the child



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.

READINESS FOR THE NEW ACADEMIC YEAR

- Child should be **on time** to school.
- It is mandatory to wear **school uniform** and **student's ID card** to school every day. The ID card photo must be in **grey school uniform**.
- Kindly go through the details about school uniform.



SCHOOL UNIFORM

Material: For shirt and blouse – White material.

For trousers & pinafores – Thai Toray T 508 grey, two-tone suiting.

It is very essential that the material and shade approved by the school are used; shades other than the approved ones will not be permitted.

BOYS

Grey Uniform

- 1 Grey shorts for Classes I to IV
- 2 Trousers (long pants) for the rest
- 3 White short-sleeved shirt
- 4 Black belt
- 5 Black leather / Canvas shoes with laces,
White socks (calf length)

GIRLS

Grey Uniform


- 1 Grey pinafore
- 2 White short-sleeved blouse
- 3 Black leather shoes, with white
socks (calf length)
- 4 Bloomers - Black

Information Sheet in Diary

When your ward gets the diary-

- Fill and submit the information sheet to the class teacher.
- All the entries must be complete.
- Affix recent photograph in grey school uniform.





INDIAN SCHOOL SOHAR
INFORMATION SHEET
2024- 2025

Recent Photograph of the students in grey school uniform. (Size 3cm x 2.5cm)

(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 _____ Home _____ Date of Birth (dd/mm/yyyy) _____ Date of Admission (dd/mm/yyyy) _____

Resident Card No. (if any)	VISA Number	Passport Number

Sex _____ Mother tongue _____ Height (cm) _____ Weight (kg) _____

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

Date of the Parents (CAPITAL LETTERS)

Father's Name

Occupation

Name of Employer / Sponsor _____

Office Address

Postal Code _____

P.O. Box _____

WhatsApp No. _____

Tel (O) _____

Tel (R) _____

Mobile No. _____

Email _____

Mother's Name _____

Occupation _____ Employed _____

Name of Driver / Transporter _____

Telephone Number _____

Mobile _____

Office _____

Email _____

1

Permanent Address as per Passport

Alternative Emergency No.

Residential Address:

Way No. _____ Building No. _____ Flat No. _____

Locality _____

Details of Brothers / Sisters in the School

G.R.No.	Name	Class & Sec

Made of Transport for the Student:

(Tick on the appropriate box)

1. School Bus <input type="checkbox"/>	2. Vehicle driven by the parent <input type="checkbox"/>
3. Picked up by driver / friend / relative <input type="checkbox"/>	4. Company's vehicle <input type="checkbox"/>
5. Private Bus <input type="checkbox"/>	6. Transit on foot <input type="checkbox"/>

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.

2

Father's Signature

Mother's Signature



- **Personal neatness and cleanliness is appreciated at all times.**
- **Nails should be trimmed regularly and kept clean. Nail paint is not allowed.**
- **Girls must tie up / plait long hair.**
- **Boys must keep their hair short and neat.**
- **Fancy haircut or hair style is not allowed for girls as well as boys.**
- **Girls should wear small earrings (studs) only.**



- **Books have to be brought according to the Time-Table.**
- **All the textbooks and notebooks should be covered with brown paper and labelled properly.**



TIPS TO PACK SCHOOL BAG

- Take only the books that are required at school.
- Organizing books daily helps to take out the books that will not be used for the day and helps reduce the bag weight.
- Place the heavier books closer to your back. This way, the weight will not be focused on the shoulders.
- Make use of the various compartments to put in books, notebooks, stationery and lunch box. This will not only help them find things easily, but also distribute the weight more evenly.





➤ All the stationery items including school bag, water bottle, tiffin box and sweater should have the name of the child in permanent ink. Students should carry their own stationery items.

➤ On birthday, the child can wear a **decent colour dress** so that he/she will be able to carry it throughout the day easily. Kindly **avoid** high heeled sandals, long dresses and jewellery.

➤ No birthday celebrations in class. Only small chocolates are allowed.

➤ Healthy food should be sent every day. Please send a napkin, fork/spoon with tiffin. Do not send glass bottles/boxes.



➤ Child must be given **proper toilet training**. For precaution send a dress and undergarment in the school bag every day.

➤ Parents should make sure that the child **does not carry along** mobiles, watches, toys, ornaments or any other fancy items **to school**. School will not be responsible for the loss of all such articles.

➤ Proper care of school property and things belonging to others is a mark of a well-bred and responsible student. Students should not write, carve or scratch on the walls and furniture or take things from the display boards.

- If your child brings **anything from school** which doesn't belong to him/her like pencil, eraser, toys, books, etc. **do not be harsh**, explain to him/her and send it back the next day.
- 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.
- **75% attendance** is compulsory for promotion. So kindly avoid taking long leave. Leave of absence is granted only for valid reasons and with the prior written application /email of the parents.
- In case of long leave/medical leave please send an email to the Vice Principal (Cc marked to the class teacher) or submit a letter to the class teacher. Applications for medical leave must always be accompanied by a medical certificate on the first day of attendance after the leave.
- To know about **your ward's progress**, attendance is compulsory on all the PTMs. Kindly attend all the PTMs as per the given schedule.
- If the parents want to meet the Class teacher/ Subject teacher other than PTM, they may do so only on working days from **1:00 to 1:30 pm** and from **12:40 to 12:55 pm during Ramadan**. It can be done **ONLY with the prior appointment** fixed through the receptionist (26841885) one day in advance.

- Please check the **school website** (www.indianschoolsohar.com), **your ward's school email and WhatsApp group** for the latest circulars, notices, photographs, etc. Kindly do not delete important messages sent in the class WhatsApp group as you may need them for further reference.
- Kindly note down the **ID** and **password** of your ward's **school email** and **ERP**.
- To ensure **safety and security** kindly advise your child to behave in a **disciplined manner in school bus/ private vehicles and on road**.
- In case of emergency, kindly contact on this number: **26841885** (on working days during office hours).
- Child should know his/her parents' contact numbers and also his /her driver's name and phone number. Parents of children using private vehicles should inform the change of driver through a diary note to the class teacher.



- Kindly follow school timings as given below-

Ramadan Time	7: 30 am to 12: 30 pm
Regular Time	7: 40 am to 12: 30 pm

- Kindly collect your child by 12:30 pm. Students will not be retained in the school after 12:30 pm as it hampers other school activities.

Curriculum & Assessment



- The academic year is divided into two terms.
- Each term comprises of 2 Evaluation Tests-

<u>Term-I</u> April 2024 – September 2024				<u>Term-II</u> October 2024 – March 2025			
<u>Evaluation I</u>		<u>Evaluation II</u>		<u>Evaluation III</u>		<u>Evaluation IV</u>	
Written Test	20 marks	Written Test	20 marks	Written Test	20 marks	Written Test	20 marks
Subject Enrichment Activity (SEA-1)	5 marks	Notebook	5 marks	Subject Enrichment Activity (SEA-2)	5 marks	Notebook	5 marks

Aggregate of two terms will be taken to give the final grade.

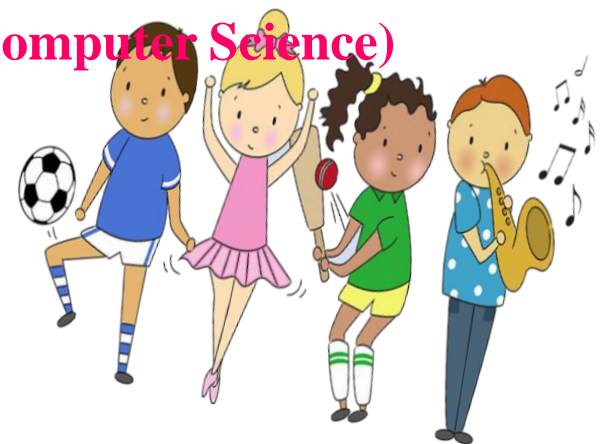
Scholastic grading scale- (8point scale)

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

Curriculum & Assessment

- ❖ There will be a written test in each evaluation.
- ❖ SEA will be in the form of Recitation, Reading Comprehension, Aural Comprehension, Art integrated activities/ worksheets/ projects.
- ❖ **Retest will not be conducted if a child remains absent on the day of test.**
- ❖ Notebook marks will be given on the basis of- Regularity of submission, Neatness, Maintenance and Assignment completion.
- ❖ Time- Table and portion of SEA and Evaluation Test will be given 15 days prior to the test.
- ❖ **Co- Scholastic Subjects** will be assessed twice a year. **(Art, Music, HPE, Computer Science)**
- ❖ Art, Music and HPE will be graded on a 3-point scale-

A	B	C
Outstanding	Very Good	Fair



Curriculum & Assessment

❖ Computer Science

Class- I (25 marks)	
Lab Test	10 marks
Lab Activity	10 marks
Textbook Work	5 marks

Class- II (25 marks)	
E Test based on theory	10 marks
Lab Activity	10 marks
Textbook Work	5 marks

Grading out of 25 marks

A	B	C
17 - 25	9 - 16	1 - 8



- ❖ **E Test (Class II)- There will be 20 questions of 1 mark each in Google Form. 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.**
- ❖ **Retest will not be conducted if a child remains absent on the day of test.**
- ❖ **Answer papers of Evaluation Tests and SEA 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 and Art 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.**
- ❖ **Parents' co-operation is expected and highly appreciated.**

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 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. TC RELATED ISSUES

Mr. Rahul Chaurasia - openmanager@indianschoolsohar.com

Ms. Thulasi - admission@indianschoolsohar.com

2. FEE RELATED ISSUES

Mr. Rahul Chaurasia - openmanager@indianschoolsohar.com

3. TEACHING RELATED ISSUES

Respective Class teachers and subject teachers. They have already shared their email ids.

4. ERP RELATED ISSUES

Mr. Sudarshan Gupta – sgupta@indianschoolsohar.com

5. OTHER ISSUES

Mr. Yashvir Singh - vp_ysingh@indianschoolsohar.com

Ms. Indira Sukumaran - avp@indianschoolsohar.com

IT department- itadmin@indianschoolsohar.com

Mr. Mani - office@indianschoolsohar.com



CYBER SAFETY IS IN OUR HANDS



Few internet safety rules-

It is about keeping personal information safe and secure.

Keep your personal information private and use it on safe sites.

Create passwords with combination of letters, numbers and symbols.

It is about being responsible and respectful.

Some websites may take your personal information by asking you to take a quiz. Be careful!

Check website reliability.

Before purchasing anything on a website ensure it's safe.

Always keep your computer updated

Keep your device software upto date so it is not vulnerable to malware.

PARENTAL CONTROL TO ENSURE CYBERSECURITY

Set up rules for going online **ONLY** with parents.

Set up time and days to go online.

Set up a time period to stay online.

Discuss which sites are appropriate for them to visit and why?



WIFI

Monitor their online activities by-

- * Installing internet filters on your child's devices to block access to inappropriate websites and content.

- * Installing parental control software on your child's devices to monitor and control their online activities.

Be a role model.



THANK YOU!