



INDIAN SCHOOL SOHAR
Parent Orientation Programme 2017-18
Classes I and II

Dear Parents,

Parents have a major role in bringing up children. The school moulds the child's character. Together we prepare them to be good citizens. Discipline plays a significant part in every child's life. Here are a few guidelines for you to help us shape your child in a better way.

1. Information sheets (**Pages 1 to 4**) given in the diary should be filled up properly and completely with **Residential address, father's and mother's name as it is required to fill in the Report Card.**
2. **Please send two photographs in school grey uniform of size 3 cm × 2.5 cm.**
3. Child should be on time to school. Record of late attendance and improper uniform will be marked in school diary (**Pages 100 and 101**).
4. Strictly follow the instructions given on pages **24-26 in school diary** for **Uniform details**. It is mandatory to wear **Student's ID card** to school every day.
5. Parents should communicate with teachers only through diary.
6. **In case of emergency, kindly contact on this number :26841885 (on working days during office hours).**
7. Kindly check the school diary every day as important days have been mentioned in the diary.
8. **Books have to be brought according to the Time-Table.**
9. All the textbooks and notebooks should be covered with brown paper and labeled properly.
10. All the stationery items including school bag, water bottle and tiffin box should have the name of the child in permanent ink.
11. **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.**
12. On birthday, the child should be dressed up decently and modestly so that the child will be able to carry it throughout the day easily. Kindly avoid high heeled sandals, long dresses and jewellery.
13. No birthday celebrations in class. So no cakes and gifts to be sent.
14. **Only small toffees can be sent for distribution on birthday.**
15. Please send a **napkin**, plastic fork/spoon with tiffin. Do not send glass bottles/boxes.
16. Healthy food should be sent every day.
17. **Please do not send your ward to school if he/she is sick.**
18. 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.
19. **75% attendance is compulsory for promotion. So kindly avoid taking long leave. In case of long leave / medical leave please submit a letter addressing the Supervisor at the school reception.**
20. 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 diary.
21. **The school timings are from 7:40am to 12:15 pm. Kindly collect your child by 12:15pm. Students will not be retained in the school after 12:30 pm as it hampers other school activities.**
22. To know about your ward's progress, attendance is compulsory on all the PTMs. **Kindly attend all the PTMs as per the given schedule.**
23. If the parents want to meet the Supervisor/Class teacher/ Subject teacher other than PTM, they may do so only on working days from 1:00 to 1:30pm. It can be done **ONLY with the prior appointment fixed through the receptionist (26841885) one day in advance.**

24. **Please give one correct mobile number to the Class teacher to send important information through SMS.**
25. **Do not send tiffin, books, pencils and other material during school hours. Due to logistic constraints, it becomes very difficult to send materials to different classes.**
26. **Please pay school fees regularly.(refer page 23 of the Student Diary for details)**
27. **Please check the school website (www.indianschoolsohar.com) for latest circulars, notices, photographs, etc. and also visit the school facebook page (www.facebook.com/indianschoolsoharofficial) regularly.**
28. **To ensure safety and security kindly advise your child to behave in a disciplined manner on road.**
29. **A ream of A-4 size paper to be given to the class teacher on or before 28.04.16(Class I only).**

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.**

Information regarding curriculum and assessment

- ❖ **The academic year is divided into three evaluations. I (April to June), II (August to November) and III (December to March).**
- ❖ **Pen and paper test will be held in each evaluation during first period. Regular classes will continue after the test. No retest will be given if a child remains absent. In case of absence the child will be given the lowest grade. Surprise tests and surprise Spell Checks will also be conducted. No assessment will be done for long absentees for that particular evaluation.**
- ❖ **Answer papers of Evaluation Tests and activity sheets will be kept in the student's files for the parents to see during the PTMs.**
- ❖ **Worksheets of all other subjects will be sent home. Parents are requested to file them carefully and train the children accordingly.**
- ❖ **To reduce bag load Mental Maths , Computer book, GK and Art book will be collected and kept in class cupboard. When GK, Maths or any other textbook is sent home, let your child do only the work assigned.**
- ❖ **Children must do correction work given in English grammar and Maths notebook regularly.**
- ❖ **Parent's co-operation is expected and highly appreciated.**

THANK YOU

Ms. Gauri Gadgeel
Supervisor

Dr. Vinu Kumar
Vice-Principal

Ms. Sanchita Verma
Principal