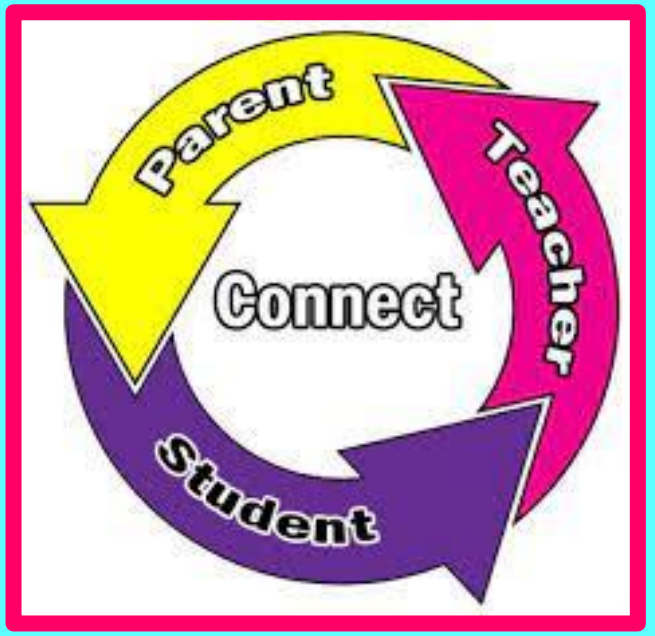
INDIAN SCHOOL SOHAR

TO

PARENT ORIENTATION PROGRAMME

(2023 - 2024)

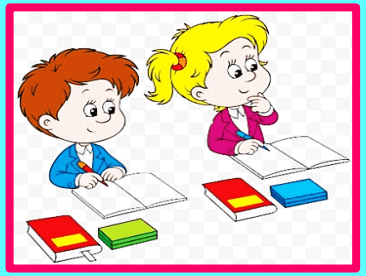
CLASSES I & II



04-04-2023

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

*White Uniform	*White Uniform
1 White shorts for Classes I to IV.	White divided skirt and white short- sleeved blouse for all Classes
2 Trousers(long pants) for the rest	
3 White short-sleeved shirt	
4 White P.T. Shoes and calf length socks	
5 Black belt	

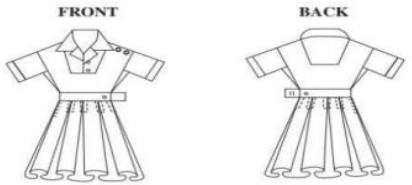
***White uniform on Tuesday**

Winter Uniform: KG - XII

Navy blue woollen plain knit full sleeved pullover with 'V' neck.

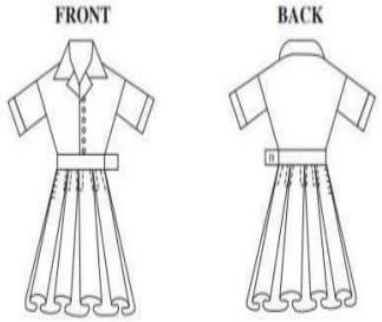
Pattern of the Pinafore:

Parents are requested to note the pattern. ONLY THE CORRECT PATTERN WILL BE PERMITTED TO SCHOOL.



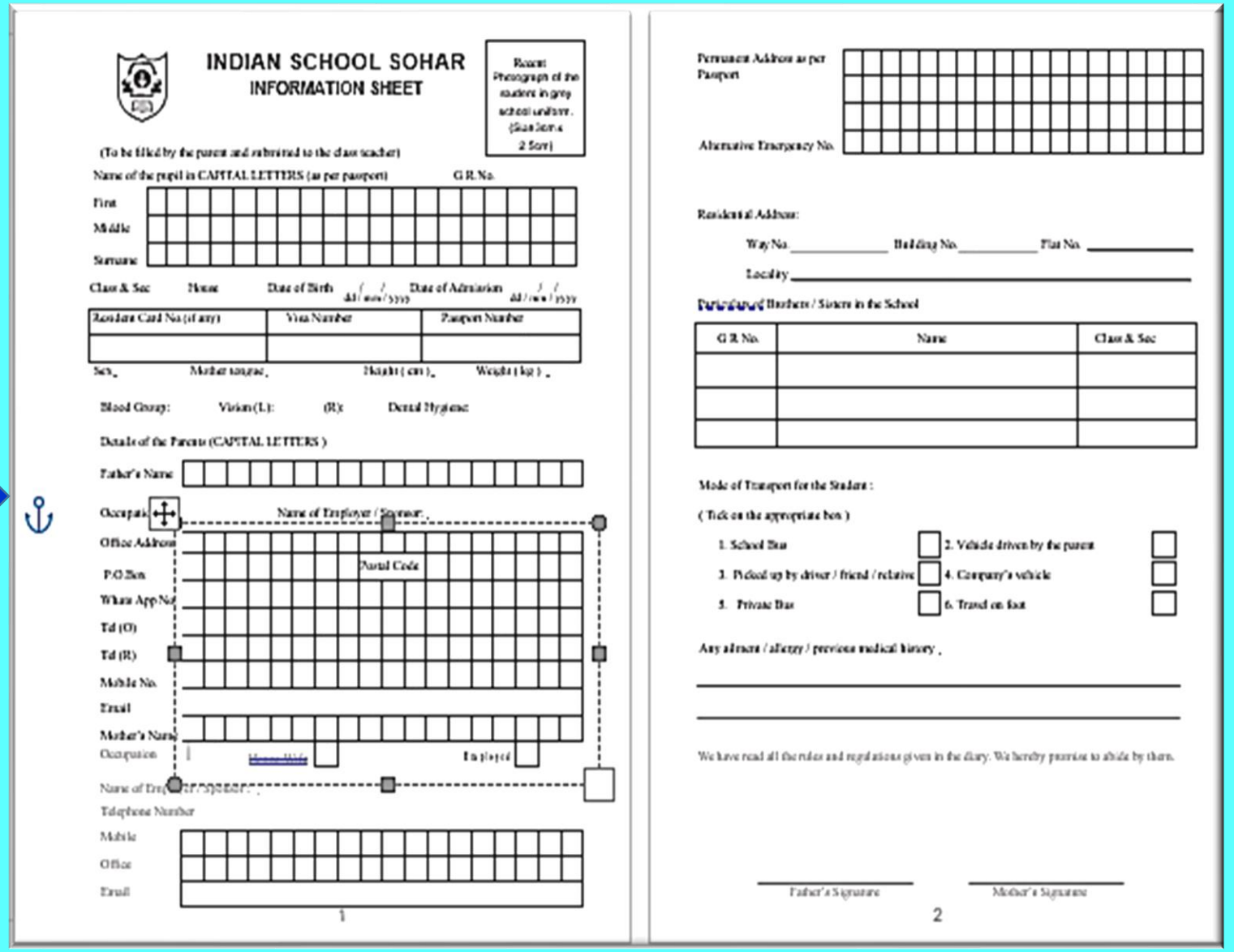
1. The pinafore should be sufficiently broad from the shoulder to the waist and open on the sides.
2. The buttons of the shoulder and the waist should be punched buttons of the pinafore material.
3. The Pinafore skirts should have eight box pleats, four in front and four at the back.
4. The pleats should be sufficiently broad. Each pleat should have enough material tucked in to prevent it from opening when worn.
5. The pinafore should have a zip on the side of the waist where the button is fixed, with the pocket on the other side.
6. The waist band should be proportionate to the size of the pinafore.
7. The pleats should be stitched to 3 inches below the waistband.
8. The pinafore should be 1 inch below the knee.

Pattern of Girls White Uniform:



1. The skirt should be made from white soft suiting.
2. It must have 8 box pleats, 4 in front and 4 behind.
3. Pleats must be stitched 3" from the waistband.
4. The skirt must be divided like trousers, but should fall like a skirt when worn.
5. The box pleats should have sufficient material tucked in order to give the skirt a proper fall.
6. It should be knee-length.
7. The pattern of the blouse should be like that of the school uniform blouse.
8. The sleeves must have a band and simple blouse collar.
9. The blouse should be sufficiently long.

- **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

Recent Photograph of the student 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 House 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:

Details of the Parents (CAPITAL LETTERS)

Father's Name

Occupation Name of Employer / Sponsor

Office Address Postal Code

P.O.Box

Whats App No

Tel (O)

Tel (R)

Mobile No.

Email

Mother's Name

Occupation Housewife Employed

Name of Employer/Sponsor

Telephone Number

Mobile

Office

Email

1

Permanent Address as per Passport

Alternative Emergency No.

Residential Address:

Way No. Building No. Flat No.

Locality

Particulars of Brothers / Sisters in the School

G.R.No.	Name	Class & Sec

Mode of Transport for the Student :

(Tick on the appropriate box)

1. School Bus 2. Vehicle driven by the parent
3. Picked up by driver / friend / relative 4. Company's vehicle
5. Private Bus 6. Travel on foot

Any ailment / allergy / previous medical history .

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

Father's Signature Mother's Signature

2

- 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 supervisor (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 Supervisor/ 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.**

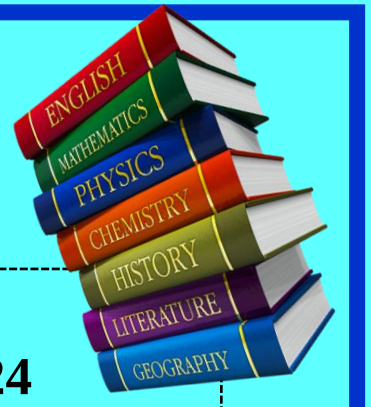
- **Please check the school website (www.indianschoolsohar.com), your ward's school email and WhatsApp group for the latest circulars, notices, photographs, etc. Kindly do not delete important messages sent in the class WhatsApp group as you may need them for further reference.**
- **Kindly note down 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-

Term-I April 2023 – September 2023				Term-II October 2023 – March 2024			
Evaluation I		Evaluation II		Evaluation III		Evaluation IV	
Written Test	20 marks	Written Test	20 marks	Written Test	20 marks	Written Test	20 marks
Notebook	5 marks	Subject Enrichment Activity (SEA-1)	5 marks	Notebook	5 marks	Subject Enrichment Activity (SEA-2)	5 marks

- Aggregate of two terms will be taken to give the final grade.
- Scholastic grading scale- (8 point 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 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 10 questions of 1 mark each on 10 different slides. Students have to click the correct answer. The test will be conducted during their Computer period. Portions and date of test will be given 15 days prior to the test.**
- **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 - opnmanager@indianschoolsohar.com
Ms. Anagha - admission@indianschoolsohar.com

2. FEE RELATED ISSUES

Mr. Rahul Chaurasia - opnmanager@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

Ms.Gauri Gadgeel - supervisorkgto2@indianschoolsohar.com
Mr. Yashvir Singh - vp_ysingh@indianschoolsohar.com
Ms. Indira Sukumaran - avp@indianschoolsohar.com
IT department- itadmin@indianschoolsohar.com
Mr. Mani - office@indianschoolsohar.com

INDIAN SCHOOL SOHAR
SULTANATE OF OMAN

ELECTRONIC SECURITY WEEK
#ECommunication_For_Better_society

5 Internet Safety Tips

Don't Give Out Personal Information

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

Create Complex Passwords

Create passwords with a combination of letters, numbers, and symbols.

Keep Your Computer Updated

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

Avoid Suspicious Online Links

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

Check Website Reliability

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

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ELECTRONIC SECURITY WEEK

#ECommunication_For_Better_society

PARENTAL CONTROLS TO ENSURE CYBERSAFETY

01

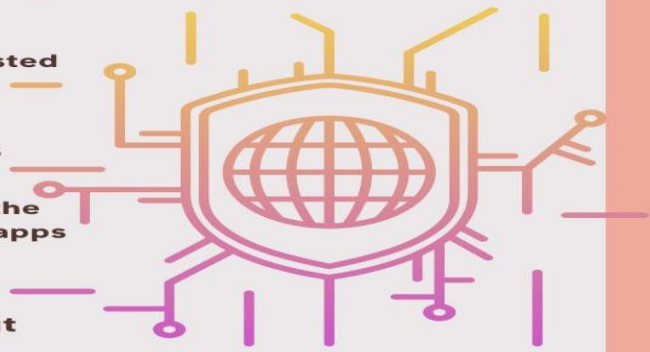
Communication

Have open communication with your child about their online activity and teach them about the risks associated with cyberspace.

02

Be careful of what to download.

Some programs and apps carry malware and try to steal information. Teach them to download content from trusted sites only.



03

Monitor online activities

Keep an eye on your child's online activities, including the websites they visit and the apps they use.

04

Educate your child about online safety

Teach your child about safe online behavior.

05

Be a good role model

Set an example for your child by practicing safe online behavior yourself. Avoid using devices during family time and show your child how to use technology responsibly.

INDIAN SCHOOL SOHAR
SULTANATE OF OMAN

ELECTRONIC SECURITY WEEK
#ECommunication_For_Better_society

Parental controls to ensure Cybersafety

Internet filters
Install internet filters on your child's devices to block access to inappropriate websites and content.

Privacy settings
Teach your child to use privacy settings on social media platforms and other websites to limit who can see their information and posts.

Time limits
Set time limits for your child's online activities to ensure they are not spending excessive time on their devices.

Safe search
Enable safe search on search engines like Google to ensure that your child is not accidentally exposed to inappropriate content.

Parental control software
Install parental control software on your child's devices to monitor and control their online activity.

Thank you!