

# Student Diary

**2022 - 23**



**Bal Bharati**  
PUBLIC SCHOOL

**Pre-School & Pre-Primary  
(Montessori I & II)**

**SCHOOL TIMINGS - 8.15 a.m. - 12.45 p.m.**

Email : [bbpspr@balbharati.org](mailto:bbpspr@balbharati.org) / [bbpsgrh@balbharati.org](mailto:bbpsgrh@balbharati.org)

Website : [bbpsgr.balbharati.org](http://bbpsgr.balbharati.org)

Tel. : PR : 25760566, 25741157 GR : 25786897, 25782419

STUDENT'S NAME .....

CLASS & SECTION .....



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## Vision

हंस आत्मज्ञान का एक प्रतीक है। “ईश हंस, हमें शिक्षा दें और हम सीखने और उत्कृष्टता की नई ऊँचाइयों पर लगातार चलते रहें।”



A swan is a symbol of enlightenment. The motto translates as, “O swan, give us knowledge and make us move constantly to newer heights of learning and excellence”.

## हंसो नयतु नः प्रज्ञाम्

To strive for better and better, not resting on one’s laurels; seek solutions, not excuses, deliver results and serve the community by providing quality education.

## Mission

- To develop scholastic personalities and impart knowledge to maximize skills and competencies.
- To impart wisdom that transforms knowledge into a meaningful initiative and enterprise for a harmonious and prosperous society.
- To provide holistic education to society as a whole without any prejudice or discrimination.
- Equip the child to meet all challenges—social, moral, intellectual and comprehend human values.
- To make child responsible, law abiding and enlightened citizens of a global society.
- To instil traits of team work, empathy, patience, perseverance and respect for elders and mentors.
- To ensure sensitivity and commitment to environment and all beings to save the planet for future generations.



## FROM THE PRINCIPAL'S DESK

Dear Parents,

A warm welcome to the new academic session, after the unprecedented crisis due to the pandemic. There have certainly been challenges and transformation in most of our work and daily school activities. BBPS GR Marg embraces the 'back to school' move with enthusiasm and commitment. With this school diary, I take the opportunity to greet all the parents and students who have enabled us to do the same. Our school's presence in the education sector remains strong and undimmed and we continue our striving to recalibrate our systems and enrich our curriculum to offer quality education, that is forward looking and inclusive.

In our attempts to sustain the quality, we need to adhere to rules and regulations, as well as the norms and practices set by the school. In our continuous effort to impart child centred education and imbibe human values we focus on instilling the qualities of Empathy, Team Work, Humility, Integrity, Courage and Self Discipline in our young learners. The growth of each individual student is our focus. We recognize that as we 'work together, and learn together', students will be best able to achieve their potential. We firmly believe that every child can experience success and go on to graduate as a responsible, resilient and confident young adult, well prepared to take charge of their future and to become a productive member of the community. Our staff consistently follows current trends and after brainstorming, we zero-in on the ones that are most appropriate to our classrooms. The students are offered many opportunities to explore their interests and investigate new ideas.

Education is a shared commitment among motivated students, dedicated teachers and enthusiastic parents with high expectations. Our technical initiatives have looked to pioneers in e-learning, where teachers have already found their ways to interact better with their students. Undoubtedly, this period has provided us with a strange glimpse into the possible future of learning and we have accepted the challenge. The role of parents too has been crucial to the success of this e-learning experiment.

The School Diary is a mode of effective two-way communication between the school and the parents. Parents are requested to read the school diary for information regarding regulations. In this diary, we have compiled all the information pertaining to the day-to-day activities of the school; this will be a handbook for your reference as well as a means of communication. The school diary has to be brought to school every day to record the instructions and homework given by the school teachers. This process helps children to be systematic and maintain punctuality.

I wish you all a happy and fulfilling academic year. We look forward to moving as partners in the endeavour to provide children with the best, safe and secure surroundings to grow into worthy individuals.



**L. V. Sehgal**

Principal



# PERSONAL DATA

Student's Name .....  
Admission No. ....  
Class & Section .....  
Date of Birth .....



Blood Group ..... Allergy (if any).....  
Father's Name ..... Occupation .....  
Mobile No. ....  
Mother's Name ..... Occupation .....  
Mobile No. ....  
Guardian's Name ..... Occupation .....  
Guardian's Contact No.....  
Relationship with Student .....  
Res. Address .....  
..... Pin Code .....  
Off. Address .....  
..... Pin Code .....  
Tel. Res : ..... Off : .....  
Mobile ..... Email : .....  
School Bus Route No. (if using) ..... Bus Stop .....  
Brother/Sister studying in the school : Name .....  
Class ..... Admn. No. .... Bus No. ....

## Parent's / Guardian's Photo for verification

Father



Mother



Guardian



.....

**Specimen Signatures**

**Note :** This diary is to be brought to school daily.

**Parents are requested to keep updating the class teacher about any change in address, contact no. through the space provided below.**

Change in address/telephone no. ....  
.....  
.....  
.....

Change in address/telephone no. ....  
.....  
.....  
.....

# TRANSPORT PROFORMA

Student's Name .....

Class & Section .....

Father's Name .....

Contact No. ....

Mother's Name.....

Contact No. ....

Address : Residential.....

.....

Father's Office Address.....

Mother's Office Address.....

Guardian's Name.....

Contact No. ....

Mode of Commuting.....

Bus  Van / Cab  Parent

Bus Route No. ....Bus Stop.....

Name of Van / Cab Driver.....

Token No. of Van Driver.....

Contact no. of Van Driver.....

-----

Changed mode of commuting.....

Date of Change.....

Name of the New Van Driver.....

Token No of the New Van Driver.....

Contact No. of the New Van Driver.....

Parent's Signature.....

**Photo of Van  
Driver/  
Guardian  
who picks  
the child**

**Photo of the  
new Van  
Driver**

**Note** : Parents are requested to keep updating the class teacher about any change in address, contact no. through school diary.

**HEALTH RECORD OF THE CHILD FOR  
THE YEAR 2022-23**

Student's Name ..... Class/Sec. ....

Health Card Number.....

Family Doctor ..... Ph. No.....

Blood Group.....Age as on 31 March 2022.....

Specific disease(s) suffered, if any, in the past .....

Major or Minor Surgery undergone, if any .....Date of Surgery .....

Allergies, if any. Please specify .....

All Immunizations received on time (Yes/No) .....

Any other disease for which the child requires special attention or medical support or is on regular medication. ....

**Any sport restriction, please specify (duly supported by medical documents):**

.....  
.....

Any desired information on Medical Case History of the child to be taken care by the school .....

Parent/Guardian's (Signature).....

**NOT FOR MEDICO /LEGAL PURPOSE**

## **VISITING HOURS**

8.30 a.m. to 9.30 a.m.

(on all working days)

<b>Mr. L.V. Sehgal</b>	Principal
<b>Ms. Vinita Dhawan</b>	Vice-Principal
<b>Ms. Nita Nijhara</b>	Headmistress
<b>Ms. Reetu Dawar</b>	Headmistress
<b>Ms. Neelam Ahuja</b>	Headmistress
<b>Ms. Sapna Bahl</b>	Chief Coordinator
<b>Ms. Deepika Bhola</b>	Senior Accounts Officer
<b>Class Teacher/Counsellor/ Special Educator</b>	Zero period (7.40 a.m. – 8.15 a.m.) and Non-Teaching Saturdays (with prior appointment)

## **JUST ENGLISH, PLEASE**

### **FOSTERING COMMUNICATION SKILLS IN THE CLASSROOM**

Early language and communication skills are crucial for children's success in school and beyond. Language and communication skills include the ability to understand others (i.e., receptive language) and express oneself (i.e., expressive language) using words, gestures, or facial expressions. Children who develop strong language and communication skills are more likely to arrive at school ready to learn.

The preschool years are a crucial time for a child. Home is the child's most important learning environment and the preschool teacher is the child's first and the most influential teacher. At school, we believe in the concept of LSRW (Listening, Speaking, Reading and Writing) and help the child enhance the language skills in the given order through the following :

### **PROMOTING LANGUAGE AND COMMUNICATION SKILLS VIZ LISTENING & SPEAKING**

Using classroom display board/walls to encourage learning of the language.

Setting up of an English corner/room with resource material, educational CD-rooms, story books to be read aloud, audio tapes, videos creating a comfortable and language rich environment for providing activities that make explicit links to classroom learning.

Co-curricular activities such as visits to exhibitions, museums and organizing Literary Week.

Use of school PA system to have storytelling, some talks for special occasions, news reading etc.

### **IMPROVING SPEAKING SKILLS IN ENGLISH**

It is imperative that the confidence is built through eye contact. There should be regular conversation on day to day interactions.

There should be 'Situational Play' activity.

Activities should be interesting so that they over shadow the challenge of the spoken language and hold the child's attention.

Use of sound boxes and walks in nature to identify different sounds.

Watching movies on plasma and then enacting the same in English; teacher to help pick up words and encourage group discussion on the same.

Show pictures and help them to build a story around them.

Relating concepts, whether in Maths or EVS, to concepts in real life.

Create topics of interest and get students to give their individual opinion – emphasis not on correctness of the language but on thoughts and ideas.

Speaking of English mandatory for both students and staff.

Parents are to follow the same strategy at home and be a partner in emphasizing the use of English.

Story narration/poetry recitation- either a recording or model recitation by teachers which will capture the students' attention.

A wise use of flash cards- both for speaking and spellings.

### **SPEAKING TASKS RECOMMENDED FOR PRE PRIMARY STUDENTS**

Self-Introduction (Simple sentences about oneself)

To talk of one's family.

To speak of one's likes and dislikes.

To speak of one's favourite things-people, toys, programmes, activity etc.

Talking about routine tasks such as getting dressed for school, coming to school, games period, morning assembly etc.

Talking/describing one's home, neighbourhood.

Making requests, giving commands-'Can I have a piece of paper, - May I drink water?

Describing an event, people and animals through pictures.

Step-wise instructions to complete a task.

Correct jumbled up instructions.

Responding to instructions and raising doubts/queries.

Giving feedback on a task undertaken.

Playing story chain.

Viewing flash cards and describing- show and tell.

Traffic signals-what they depict.

To see photographs of commonly found objects and talk about them.

A telephonic conversation between two students.(Topic could be given from an incident in school or asking for some homework, project etc).

Singing English songs-very effective tool.

Start lessons by asking students about their weekend/previous evening/favourite TV programme. Teachers may prompt, if required.

Learners may be asked to form sentences.

Students can be provided with a visual or aural input to compare their own responses.

The questioning by teachers should provide ample opportunity for the weaker students to participate and also to stimulate thinking.



## **CIRCLE TIME**

Circle time is a great way for preschoolers to get a sense of community with other kids of their age. We start each day with circle time for our children. We believe that starting with circle time not only helps to introduce the topics and plans for the day but also helps in the development of positive relationships, self-discipline, conflict resolution, assertive communication and democratic group processes alongside the skills of listening, speaking, observing, thinking and concentrating.

It is a special time to share chants and rhymes, songs, play musical instruments, read a story, and participate in movement games and relaxation activities.

### **TIPS FOR CONDUCTING EFFECTIVE CIRCLE TIME**

An open circle is made using chairs only (there should not be any tables or desks which could act as a barrier), allowing everyone to face each other clearly.

We may use a `talking object` to facilitate discussion. This `talking object` is then passed around the circle and only the person who has the talking object is allowed to speak.

The teacher uses the same type of chair as everyone else. This helps to signal that what is happening is a special kind of classroom activity in which the teacher is a facilitator rather than a director.

We need to follow positive reinforcement and try to refrain from too much behaviour checking during this time.

The teacher has a special responsibility to make sure that pre-decided rules of the Circle Time are followed, that everyone's emotions are protected and that suitable activities are prepared.

The teacher must draw a session to a close if students are persistently breaking the rules.

Quality Circle Time is based on the promotion of self-discipline and mutual respect.

### **STEPS TO CONDUCT CIRCLE TIME**

Opening Game: pulls the group together, provides a sense of fun and enjoyment

Round Table: gives everybody a chance to speak. Examples might include: I find it easiest to work in class when...I get fed up when... I was pleased with myself when...

Open Forum: an open, free discussion phase which can be used to discuss and solve problems and set targets.

Celebration of Success: a chance for pupils to thank others, both children and adults, for acts of kindness etc. during the past.

Closing Game: brings a sense of closure and bridges into the next part of the school day.

### **BENEFITS OF CIRCLE TIME**

Instilling social skills

Generating curiosity

Fun-filled and entertaining

Increased attention span

Problem-Solving

Promoting trust, respect, empathy and understanding

## **SCHOOL IS FUN**

Everyday I go to school  
And learn something so new  
From planting seeds to flying kites  
There's always much to do  
There's always, laughter, games and fun  
Lots to explore and lots to learn  
I make sandcastles, I cook samosa and buns  
And everyday a leaf I turn.  
So come with me and let us learn  
Not with pen or paper to unfurl  
But kick a ball and dance with me  
And real learning you will see.

– *Anonymous*

## **I AM GLAD TO BE ME**

I look in the mirror  
And what do I see  
I see the me  
No one else can be.  
I am precious.  
I am glad to be me.  
My hair, my face  
My personality.  
My size, my shape.  
The colour of my skin  
All make up me  
Outside and in.

## DO-RE-MI

Let's start at the very beginning

A very good place to start

When you read you begin with A-B-C

When you sing you begin with

do-re-mi, do-re-mi, do-re-mi

The first three notes just happen to be

Do-re-mi, do-re-mi

[Maria:] Do-re-mi-fa-so-la-ti

[spoken]

Let's see if I can make it easier

Doe, a deer, a female deer

Ray, a drop of golden sun

Me, a name I call myself

Far, a long, long way to run

Sew, a needle pulling thread

La, a note to follow Sew

Tea, a drink with jam and bread

That will bring us back to Do (oh-oh-oh)

# Songs for School Assembly

Learn and practise the songs and participate in the community singing programme. This will help create a feeling of togetherness and belonging thus contributing to national integration.

## राष्ट्र-गान

जन-गण-मन अधिनायक जय हे,

भारत-भाग्य-विधाता।

पंजाब, सिंध, गुजरात, मराठा,

द्राविड़ उत्कल बंग।

विंध्य, हिमाचल, यमुना, गंगा,

उच्छल-जलधि-तरंग।

तव शुभ नामे जागे, तव शुभ आशिष माँगे,

गाहे तव जय-गाथा।

जन-गण-मंगलदायक, जय हे,

भारत-भाग्य-विधाता।

जय हे! जय हे! जय हे!

जय जय जय, जय हे॥



## वन्दे मातरम्

वन्दे मातरम् वन्दे मातरम्  
सुजलां सुफलां मलयज-शीतलाम्  
शस्य-श्यामलां मातरम्  
वन्दे मातरम्  
शुभ्र-ज्योत्स्ना-पुलकित-यामिनीम्  
फुल्ल-कुसुमित-द्रुमदल-शोभिनीम्  
सुहासिनीं सुमधुर-भाषिणीम्  
सुखदां वरदां मातरम्॥  
वन्दे मातरम् वन्दे मातरम्॥

## विद्यालय गान

बाल-भारती के बच्चे हम, करें भारती का वन्दन।  
बाल-भारती के बच्चे हम, करें ज्ञान का संवर्धन।  
हम सब इसके प्यारे तारे, यह है अपना नील-गगन।  
यह है अपना सुरभित उपवन, हम हैं इसके नवल-सुमन।  
जग में फैले कीर्ति सुरभि, मिल कर ऐसा करें यतन।  
दाएँ हाथ में कार्य शक्ति हो, करें बाएँ से विजय-वरण।

करें भारती का वन्दन।

करें भारती का वन्दन।

ज्ञान-दीप को आलोकित कर, निज-कर्तव्य करें पालन।  
अनुशासन, धीरज, साहस और मान हमारा है जीवन।  
जाति-पाति और रंग-धर्म के काटेंगे झूठे बंधन।  
हिंसा, स्वार्थ, अन्याय, अनीति, हमें नहीं हो कभी सहन।

करें भारती का वन्दन।

करें भारती का वन्दन।

देश-जाति के हित में, नित-प्रति करें समर्पित निज जीवन।  
मानवता के मंदिर की देवी का करते अभिनन्दन।  
सत्कर्मों का बीज वपन कर, स्नेह-वारि से कर सिंचन।  
बाल भारती के उपवन को, हम स्वरूप देंगे नूतन।

करें भारती का वन्दन।

करें भारती का वन्दन।

रचयिता - श्री हरिशचंद्र

## SCHOOL UNIFORM

All the students must come to school in proper school uniform. The prescribed uniform is available with the authorized dealer. To maintain uniformity of colour, texture and design, parents are advised to buy the uniform from the authorized source only.

### Summer Uniform (Applicable w.e.f. Session 2023-24)

#### (a) Boys

- |                                      |   |
|--------------------------------------|---|
| (i) Shirt                            | Full sleeves red T-shirt with school logo |
| (ii) Trousers                        | Navy Blue track pants with stripes        |
| (iii) Socks                          | Grey with blue stripes                    |
| (iv) Shoes                           | Black - Actions/Bata/Adidas               |
| (v) White turban/patka for Sikh boys |   |

#### (b) Girls

- |   |   |
|---|---|
| (i) Shirt                                 | Full sleeves red T-shirt with school logo |
| (ii) Trousers                             | Navy Blue track pants with stripes        |
| (iii) Socks                               | Grey with blue stripes                    |
| (iv) Shoes                                | Black - Actions/Bata/Adidas               |
| (v) White hairband/hair pins/rubber bands |   |

### Winter Uniform (Applicable w.e.f. Session 2022-23)

#### (a) Boys

- |                |   |
|----------------|---|
| (i) Shirt      | Full sleeves red T-shirt with school logo |
| (ii) Trousers  | Blue track pants with stripes             |
| (iii) Pullover | Blue                                      |
| (iv) Jacket    | Navy Blue Jacket with red stripes         |
| (v) Socks      | Grey woollen long                         |
| (vi) Shoes     | Black - Actions/Bata/Adidas               |
| (vii) Cap      | Grey Cap                                  |

#### (b) Girls

- |                |   |
|----------------|---|
| (i) Shirt      | Full sleeves red T-shirt with school logo |
| (ii) Trousers  | Blue track pants with stripes             |
| (iii) Pullover | Blue                                      |
| (iv) Jacket    | Navy Blue Jacket with red stripes         |
| (v) Socks      | Grey woollen long                         |
| (vi) Shoes     | Black - Actions/Bata/Adidas               |
| (vii) Cap      | Grey Scarf                                |

#### Note :

- Students need to come to school in full sleeves shirts immediately after the Autumn Break.
- Coloured caps, slacks, jackets, gloves etc. are not to be worn.



## SCHEDULE FOR FEE PAYMENT

Fee Structure for the Session 2022-23 is available on the School Website.

I Quarter	(April-June)	April
II Quarter	(July-September)	July
III Quarter	(October-December)	October
IV Quarter	(January-March)	January

### RULES FOR PAYMENT OF FEES :

- (i) Fee is payable for 12 months from (April 2022 - March 2023) irrespective of the date of admission.
- (ii) Payment should be made between the 1st and the 20th day of the first month of each quarter.
- (iii) All dues should be cleared before the commencement of Annual Examination

### MODE OF PAYMENT OF FEES :

Collection of fees would be done through ECS. ECS usually runs on the 10th day of the first month of each quarter (Specific dates will be notified in each quarter). However, the first fee at the time of admission is to be paid only through a demand draft.

In Case the ECS fails, fee will have to be paid online or by cheque/DD drawn in favour of 'Bal Bharati Public School'.

In case not opted for ECS, fee can be paid online or by cheque/DD drawn in favour of 'Bal Bharati Public School'.

An amount of ₹ 200/- is to be paid in case of a dishonoured cheque.

### TRANSPORT FEE :

Charges are irrespective of the distance and payable for 11 months. Amount is to be deposited alongwith the school fees for every quarter. Once opted, the withdrawal is not allowed.

## **TRANSFER CERTIFICATE :**

Application for TC is to be made at least two weeks in advance. TC will be issued only on clearance of all dues. Duplicate copies of TC are not ordinarily issued. In exceptional cases, a duplicate copy may be issued on production of an affidavit that the original TC has been irrecoverably lost. The responsibility for any possible misuse will rest on the parent.

## SAFETY AND SECURITY AT SCHOOL

<i>S</i>	<i>ee</i>	<i>safety</i>
<i>A</i>	<i>im</i>	<i>safety</i>
<i>F</i>	<i>ollow</i>	<i>safety</i>
<i>E</i>	<i>nsure</i>	<i>safety</i>
<i>T</i>	<i>each</i>	<i>safety</i>
<i>Y</i>	<i>ield</i>	<i>safety</i>

The safety of each child in the school is the combined responsibility of the school and the parents. We have cameras installed across the campus and each corner of the school is kept under constant surveillance at all times. Competent staff, vigilant support staff and trained security officers monitor and ensure safety and security in each area of the school.

- Please ensure that children wear their student I-Card in the school.
- The parents are requested to carry the parent I-Card/Escort Card when they visit the school. Entry into the school will NOT Be PERMITTED without the same.
- No child will be allowed to enter the school premises before 8:00 a.m.
- Once a child enters the school, he/she will not be allowed to leave the school before the school dispersal timings. This will be permitted only in case of emergencies.
- Please ensure that the students do not carry any hazardous or pointed objects like scissors, lead pencils etc. to the school.
- It is emphasized that children should not move out of the classroom alone at any point of time. They should always be accompanied by buddies.
- Parents are requested to ensure the reliability and authenticity of van drivers in case their child travels by private van. That is a provision made by the parents autonomously. It is now mandatory that one parent accompanies the children in the van at all times.

## **TRANSPORT**

- Transport is a facility extended to the students at the school and is not a matter of right for parents. The school reserves the right to add, alter or withdraw this facility on any of the routes with due notice to the parents. The routes can also be changed.
- Any student who avails the bus facility and discontinues in the middle of the session will not get the privilege again for that academic year. The transport fee will not be refunded at any stage. (Flat rates for transport users for all areas.)
- It may be possible that the students applying late for the transport facility are denied bus facility if the number of students desirous of availing bus facility is more than the seating capacity.
- In case of repair/construction of the roads, deviation in route will remain operative till the time the road is declared open and safe by the concerned authorities.
- The school drivers are authorised to stop the bus only at the designated stops. Students are expected to reach the bus stop 5 minutes prior to the scheduled time for boarding the bus.
- The parents must reach the bus stop on time to pick their wards. In case the parent/guardian is not available to receive the ward, the drivers are instructed to bring the child back to the school.

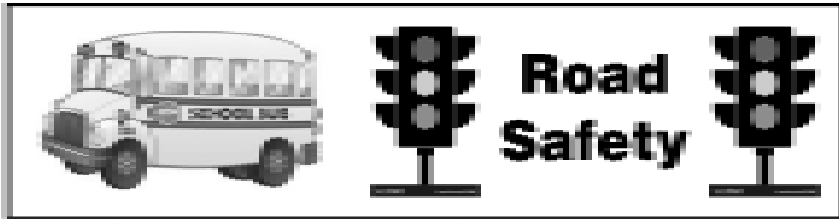
### **The students are expected to :**

1. behave in courteous manner while travelling in the bus. Strict action will be taken in case of inappropriate behaviour or damage caused due to negligence.
2. not to throw any trash/food inside or outside the bus.
3. maintain decorum in the bus so as not to distract the driver.
4. not to take out his or her head, hands or any other body part out of the window.
5. be seated when the bus is in motion.
6. follow the instructions of the teacher on duty.
7. take care of their belongings.

## **PRIVATE TRANSPORT**

In case students are using private vans, parents must verify the antecedents of the driver thoroughly as the school will not be responsible for the same. Parents are advised in their own interest to note the vehicle number and retain a copy of Aadhar Card, License, Registration Certificate of the driver along with permanent address proof. Kindly ensure that the vehicle is carrying only the permitted number of students. Police verification of the drivers is a must. This is also applicable in case of accompanying servants/maids.

## BUS SAFETY AND ROAD SAFETY



- Leave the seat nearest to the entry/exit door for your teachers accompanying you in the bus.
- Do not stand behind or in front of the bus or any other vehicle, as the driver will not be able to see you while reversing.
- Do not try to board or jump off a moving bus.
- Step into or out of the bus only when it is at rest or comes to a complete halt.
- Do not stand on the foot board of the bus.
- Put your bag under the seat or at the specified place.
- Before crossing the road, look to right then left and then to right in order to see whether the road is clear. Cross the road only if it is clear of speeding vehicles.
- Cross the road at Zebra-Crossing.
- Do not play on the road.
- Always wear a seat belt in the vehicle.

### Bus Rules

**Stay in your seat,**

**Talk softly**

**Follow directions.**



## COVID APPROPRIATE BEHAVIOUR IN SCHOOL

While all necessary measures to fight the spread of Novel Corona Virus (COVID 19) are being effectively led by the Central Government and State Governments, there is a need to reinforce the importance of preventive measures and practices in a sustained manner, to deal with the disease over the long run.

Following are some practises to be followed in school by staff, students and parents :

1. All students must :
  - a) Always wear a mask while in school.
  - b) Maintain physical distance.
  - c) Not share books, notebooks or stationery items.
  - d) Not share food or eatables.
  - e) Carry sanitizer and extra mask.
  - f) Maintain respiratory hygiene – cover nose and mouth when they cough or sneeze
  - g) Regularly and thoroughly wash hands.
2. All staff members must :
  - a) Always wear a mask while in school.
  - b) Maintain physical distance.
  - c) Maintain respiratory hygiene – cover nose and mouth when they cough or sneeze
  - d) Regularly and thoroughly wash hands.
  - e) Not share food or eatables.
  - f) Guide and ensure that the students follow Covid Safety norms.
  - g) Ensure cleanliness & sanitisation of classroom and surrounding areas.
  - h) Refrain from coming to school in case of detection of any COVID symptoms in the family.
3. All the parents must :
  - a) Always wear a mask while in school.
  - b) Follow Covid Safety norms while in or around school.
  - c) Avoid crowding in or around the school premises.
  - d) Not send their wards to school in case of detection of any COVID symptoms in the child or any other family member.
  - e) Counsel and guide their wards to follow Covid appropriate behaviour in school.

# CYBER SAFETY

## CYBER POLICY :

This policy applies whenever students are using Bal Bharati Public School Information Technology equipment, services and/or resources, at school or home.

- 1 Students must not eat/drink near the IT devices.
- 2 They must respect school equipment and should not indulge in moving the IT equipment and/or cables.
- 3 Students must not cause damage to any equipment. If they spot any damage, they must inform the teachers immediately.
- 4 They must not use flash drives or any other external media (cell phone, hard disk, CD, camera etc.) for the purpose of saving or transferring the work.
- 5 Installing new software without due permission from the computer faculty is not permitted.
- 6 Viewing social media sites/registering on any website/downloading any material for use must be under the strict supervision of the teacher.
- 7 In the Computer Lab, internet access is allowed only after permission from computer faculty and the computer faculty reserves the right to check the IDs of the users.
- 8 Students are not allowed to bring equipment such as iPad, iPod, PSP, mobile phones etc. to the school. Any such equipment confiscated from the students will be kept by the school.
- 9 Students must report incidents of Cyber Bullying and misuse of IT resources to their teachers/parents immediately.
- 10 Hacking emails of school staff or others is strictly prohibited.

## **WHAT HAPPENS IF A STUDENT BREACHES THE BAL BHARATI PUBLIC SCHOOL'S CYBER POLICY:**

If you breach this policy, you will be subjected to Bal Bharati Public School Behavior Management Policy.

- 1 Minor breaches (like installing new software, accessing internet, connecting IT devices without prior permission of the concerned teacher etc.) of this policy will result in the suspension period of two weeks.

2. Major breaches (like cyber bullying, identity theft etc.) of this policy will result in the suspension period of up to ten weeks.
3. If you behave online in a manner that threatens the well being of another child, student, parent or member of the school community, even if this occurs off-site during or after the school hours, the Principal/VP/HM has the authority to take appropriate action.
4. When it is suspected that a personal electronic device such as a mobile phone is used to capture images of a crime (such as an assault), or contains any other evidence of a crime, the device will be confiscated and handed to the police.
5. If the Principal suspects an electronic crime has been committed, this will be reported to the Police Department. Where there is a further reasonable suspicion that evidence of a crime, such as an assault, is contained on a mobile phone or other electronic device such as a notebook, computer etc., and the device will be confiscated and handed to the investigating police officer. The police will determine any further action.
6. These actions may be taken even if the alleged incident occurs off site and/or out of school hours.

#### **GUIDELINES FOR PARENTS:**

- 1 Place the computer in an open area in your home – not in your children’s bedroom.
- 2 Set clear expectations for your children, based on age and maturity.
- 3 Install parental control (content filtering) software.
- 4 Learn internet basics, be approachable and lead by example.

#### **TIPS FOR PARENTS TO AVOID AND IDENTIFY CYBER BULLYING:**

- 1 Discuss any changes in mood or behavior with them. Help your child to stay connected to family members and friends they trust.
- 2 Talk to your child about cyber bullying before it happens.
- 3 Be aware of what your child is doing online and explore it with them.
4. Keep the lines of communication open so your child will be comfortable talking about if something is worrying them. Help your child to develop the skills they need to interact online safely and respectfully. Guide their online activities and help them learn to communicate appropriately with friends and family.



5. Help your child to block anyone who sends offensive content. Most social networking services allow users to block and report someone who is behaving badly.
- “Cyber bullying won’t stop if it is ignored – you can help by listening to your child and working with them to take control of the situation.”**

**GUIDELINES FOR STUDENTS & PARENTS TO USE THE INTERNET SAFELY:**

- 1 Don’t give out personal information such as your address or phone number.
- 2 Do not share passwords, user names, account IDs or PINs with anyone besides your parents.
- 3 Do not share other people’s personal information or say things that might violate the safety or rights of others, even if you mean it as a ‘joke’.
- 4 Do not leave the ICT devices unattended.
- 5 Don’t become online ‘friends’ with people you don’t know.
- 6 Don’t open emails or attachments from people you don’t know.
- 7 Never arrange to meet someone in person who you have met online.
- 8 If anything you see or read online worries you, tell your parents/ teachers about it.
- 9 Never give out personal details in messenger or in personal profiles.
- 10 Remember that people may not be who they say they are.
- 11 Don’t send pictures to strangers.
- 12 Most reputable chat rooms allow you to block messages from a particular sender.
- 13 Be careful about who you share photos with.
- 14 Use social network’s privacy settings so that only your friends can see your stuff.
- 15 What you do not do in real life, don’t do on the internet. This includes all kinds of cyber bullying using text, photos and videos

# CODE OF CONDUCT FOR STUDENTS

## Do's

- Be regular in bringing and writing the school diary everyday.
- Come to school well-groomed and in proper uniform with shoes well-polished. Boys should get a regular haircut(crew cut).
- Be regular in attendance and never be late to school. Be punctual.
- Attend the Morning Assembly without fail.
- Always move out of the class with a buddy.
- Look after the property of your school. Help to keep it clean and tidy.
- Keep your surroundings and class clean and tidy. Throw waste paper, wrappers etc. into the waste paper basket.
- Turn off the tap after drinking water.
- Keep toilets clean.
- Switch off the fans and lights when not in use.
- Be fair and honest at work, be nice to each other. Show good sportsman spirit.
- Be courteous and respectful to elders.
- Read the newspaper daily.
- Be kind to trees, flowers and animals.

## Don'ts

- Bring articles of value such as rings or pieces of jewellery to school. The school will not be held responsible for the loss of such articles.
- Lend or borrow money or any precious article.
- Make loud noise or create confusion in the class room, school auditorium or elsewhere in the school premises.
- Frequent absenteeism. 75% attendance is compulsory in an academic session.
- Be out of the class without the permission of the teacher/Headmistress/Principal.
- Behave rudely or bully your classmates or any other student.

MOBILE PHONES AND ELECTRONIC GADGETS ARE STRICTLY PROHIBITED. IF CAUGHT, THEY WILL BE CONFISCATED AND NOT RETURNED.

A SUM OF ₹ 50/- WILL BE CHARGED FOR ISSUING A NEW I-CARD / STUDENT DIARY/ESCORT CARD/PARENT I-CARD.

THE PHOTOGRAPH OF A STUDENT WILL NOT BE ATTESTED BY THE PRINCIPAL IF IT IS NOT IN PROPER SCHOOL UNIFORM.

DAMAGE TO SCHOOL PROPERTY WILL INVITE FINE.

## CODE OF CONDUCT FOR PARENTS

Bal Bharati Public School has certain ethics and every parent is advised to follow the code of conduct as given below :

1. Ensure that the diary is carried by your ward to the school every day. Check the diary for any entries from the school. Also use the diary for communication with the school.
2. Ensure you carry the Parent I- card/Escort Card to avoid unnecessary inconvenience to yourself. The entry of a parent will not be permitted without the Parent I-card.
3. Ensure that your ward has a proper breakfast(not just milk) before coming to the school.
4. Arrange for your ward to reach the school in time, at least 5 minutes before the school begins.
5. Children reporting later than 7:30 a.m. on regular school days will be sent back home.
6. Strict adherence to prescribed uniform, cleanliness and personal hygiene is to be ensured.
7. Please check the school website regularly for notifications and updates.
8. Intimate the school regarding any change in your address and telephone number(s). These are vital in the interest of the safety of the students.
9. Adhere to school rules with respect to visit timings/ security.
10. Don't criticize the teachers in the presence of your child.
11. Dignity should be maintained in the manner of dress when visiting the school.
12. Ensure your ward does not carry any electronic gadget/mobile phone/ objectionable literature to the school at any point of time. Once confiscated, these items will not be returned.
13. Be courteous to the school staff and polite in your interaction with anyone in the school.
14. Please make it a point to attend PTMs regularly on due dates and at scheduled time to discuss the progress of your ward.

15. In case of any urgent problem, you may meet the teacher concerned on any other working day with prior appointment.
16. Children will not be permitted to leave during school hours, except in case of an emergency.
17. Please do not send any gifts and eatables on your ward's birthday.
18. Leave application should be sent in advance or with the child when he/she joins school after the leave period.
19. A child suffering from an infectious or contagious disease should join school only after the mandatory period of quarantine is over.
20. It is important for the student to be in proper school uniform.
21. Lunch should be properly packed so that the notebooks and books are not stained or spoiled. The child must also carry a napkin along.
22. Care should be taken that a child does not attend school when he/she is unwell to avoid infecting others. Furthermore, he/she should not avail short leave, half day leave during the test/exam days unless there is an urgency.
23. In an academic session, 75% attendance is compulsory. If found short of attendance, the student will not be promoted to the next class. No separate reminder will be sent to the parents/student in this regard.
24. Regular Medical check up is undertaken by the School Medical Officer. Parents are requested to kindly do the follow-up (if any).

## Rules of Etiquette

- When asking for something, say “Please.”
- When receiving something, say “Thank you”.
- Do not comment on other people’s physical characteristics unless, of course, it’s to compliment them, which is always welcome.
- If you do need to get somebody’s attention right away, the phrase “excuse me” is the most polite way for you to enter the conversation.
- When people ask you how you are, answer them and then ask them how they are.
- When you have spent time at your friend’s house, remember to thank his or her parents for having you over and for the good time you had.
- When you make a phone call, introduce yourself first and then ask if you can speak with the person you intend to speak to.
- Be appreciative and say “thank you” for any gift or compliment you receive.
- If you bump into somebody, immediately say “Excuse me.”
- Do not make fun of anyone for any reason.
- Cough and sneeze into your bent elbow or handkerchief and please say “Excuse Me”.
- As you walk through a door, look to see if you can hold it open for someone else.
- When someone helps you, say “Thank You”.



# LET'S EAT HEALTHY

## Balanced Diet

Balanced diet is one of the most important components in the overall development of the child but it alone is not enough. Physical exercise is also essential. Excess calories must be burnt to keep fit. Brisk walking, jogging, tennis, swimming or other vigorous sports are both energizing and relaxing.



Healthy tiffin facilitates growth and immunity.

## Foods to be avoided:

Noodles, Burgers, White Bread, Chips, Aerated drinks and other food items made with maida like cakes and pastries.

**Remember : EAT HEALTHY, STAY HEALTHY**

# NEP 2020

## INDIA'S NATIONAL EDUCATION POLICY

The National Education Policy 2020 is the first education policy of the 21st century and aims to address the many growing developmental imperatives of our country. This Policy proposes the revision and revamping of all aspects of the education structure, including its regulation and governance, to create a new system that is aligned with the aspirational goals of 21st century education, including SDG4, while building upon India's traditions and value systems.

The National Education Policy lays particular emphasis on the development of the creative potential of each individual. It is based on the principle that education must develop not only cognitive capacities - both the 'foundational capacities' of literacy and numeracy and 'higher-order' cognitive capacities, such as critical thinking and problem solving – but also social, ethical, and emotional capacities and dispositions.

### The Vision of this Policy

The National Education Policy 2020 envisions to build a world-class Education System that is rooted in Indian ethos, and aligned with the principles of Equity, Quality, Access, Affordability and Accountability, to transform India into a global knowledge superpower.

### Aims and Objectives of this Policy:

- a. To restructure school curriculum and pedagogy in a new 5+3+3+4 design for holistic, integrated, enjoyable, and engaging learning.
- b. To include a strong base of Early Childhood Care and Education (ECCE) from age 3 for better overall learning, development, and well-being.
- c. To achieve universal foundational literacy and numeracy in all primary schools by 2025.
- d. To curtail dropout rates and ensuring universal access to education at all levels.
- e. To include hands-on learning, arts-integrated and sports-integrated education, story-telling-based pedagogy, among others, as standard pedagogy within each subject, and with explorations of relations among different subjects.
- f. To lay emphasis on conceptual understanding rather than rote learning and learning-for-exams.



- g. To empower students through flexibility in course choices at secondary level.
- h. To promote multilingualism and the power of language in teaching and learning.
- i. To instil life skills such as communication, cooperation, teamwork, and resilience in students.
- j. To promote values like empathy, respect for others, cleanliness, courtesy, democratic spirit, spirit of service, respect for public property, scientific temper, liberty, responsibility, pluralism, equality, and justice.
- k. To make education equitable and inclusive for all.



## LOCAL EXCURSIONS AND PICNIC

SESSION : 2022-2023

### PRE-SCHOOL

S. No.	Place of Visit	Date	Sign
1.	Rail Museum		
2.	Bal Bhawan		
3.	Children's Park		

### PRE-PRIMARY

S. No.	Place of Visit	Date	Sign
1.	Doll's Museum		
2.	Traffic Training Park		
3.	Zoo		

- **Annual Picnic for Pre-School & Pre-Primary**  
Talkatora Garden/ Nehru Park
- **Day Long Camp for Pre-Primary**

### PARENT TEACHER MEETING 2022- 23

S. No.	Date	Day	Agenda
1.	07.05.22	Saturday	General Discussion
2.	30.07.22	Saturday	General Discussion
3.	20.08.22	Saturday	General Discussion
4.	03.09.22	Saturday	First Term Result Declaration
5.	15.10.22	Saturday	General Discussion
6.	05.11.22	Saturday	General Discussion
7.	03.12.22	Saturday	Second Term Result Declaration
8.	21.01.23	Saturday	General Discussion
9.	March'23		Final Term Result Declaration

# **List of Class Teachers Session 2022-23**

## **Montessori Department**

### **CLASS : PRE-SCHOOL**

**Class Co Ordinator : MS. GURPREET KAUR**

<b>PS A</b>	<b>Ms. Geeta Chandani</b>
<b>PS B</b>	<b>Ms. Sanjana Kalra</b>
<b>PS C</b>	<b>Ms. Divya Sharma</b>
<b>PS D</b>	<b>Ms. Ritu Asija</b>
<b>PS E</b>	<b>Ms. Mridula Ghai</b>
<b>PS F</b>	<b>Ms. Isha Rawal</b>
<b>PS G</b>	<b>Ms. Maninder Kaur</b>
<b>PS H</b>	<b>Ms. Anju Wadhwa</b>
<b>PS I</b>	<b>Ms. Gurpreet Kaur</b>
<b>PS J</b>	<b>Ms. Natasha Jain</b>

### **CLASS : PRE-PRIMARY**

**Class Co Ordinator : MS. SHELLY MALIK**

<b>PPA</b>	<b>Ms. Manila Dhawan</b>
<b>PP B</b>	<b>Ms. Nitu Khurana</b>
<b>PP C</b>	<b>Ms. Shelly Malik</b>
<b>PP D</b>	<b>Ms. Prerna Sharma</b>
<b>PP E</b>	<b>Ms. Jyoti Adhikari</b>
<b>PP F</b>	<b>Ms. Neha Gupta</b>
<b>PP G</b>	<b>Ms. Nitika Arora</b>
<b>PP H</b>	<b>Ms. Rashmi Bhasin</b>
<b>PP I</b>	<b>Ms. Preeti Jaggi</b>
<b>PP J</b>	<b>Ms. Reena Sharma</b>

### **Activity Teachers**

- **Ms. Hittu Anand**
- **Ms. Jeevika. S. Kumar**
- **Ms. Shivangi Gangwani**
- **Ms. Renu Kaushik**
- **Ms. Kojal Pandey**

## **MONTESSORI PROMOTION POLICY**

Evaluation and assessment is a continuous process which is done on the basis of overall performance.

The assessment is carried out in all domains of development i.e. physical, social, language, cognitive and creativity.

The child skills and competencies, verbal interactions as well as behavior is assessed. Age appropriate activities at the learning centers and activity sheets are given regularly to check the child's ability.

The evaluation is done periodically for 3 terms in an academic year. There is no formal examination.

All the children are promoted to the next class.

## LIST OF HOLIDAYS

**Summer Vacations – PP-V : 17.05.2022- 03.07.2022**

**VI-XII : 23.05.2022 – 03.07.2022**

**Autumn Break – 03.10.2022 – 05.10.2022**

**Diwali Break – 24.10.2022 – 26.10.2022**

**Winter Break – 30.12.2022 – 08.01.2023**

<b>Date</b>	<b>Festivals &amp; Holidays</b>	<b>Days</b>
10 April 2022	Ram Navami	Sunday
14 April 2022	Mahavir & Ambedkar Jayanti	Thursday
15 April 2022	Good Friday	Friday
03 May 2022	Eid-ul-Fitr	Tuesday
10 June 2022	Eid-ul-Zuha	Friday
09 August 2022	Muharram	Tuesday
11 August 2022	Raksha Bandhan	Thursday
15 August 2022	Independence Day	Monday
19 August 2022	Janmashtami	Friday
02 October 2022	Gandhi Jayanti	Sunday
03 October 2022	Maha Asthami	Monday
04 October 2022	Maha Navami	Tuesday
05 October 2022	Dussehra	Wednesday
13 October 2022	Karwa Chauth	Thursday

22 October 2022	Dhan Teras	Saturday
23 October 2022	Chhoti Diwali	Sunday
24 October 2022	Diwali	Monday
25 October 2022	Govardhan Puja	Tuesday
26 October 2022	Bhai Dooj	Wednesday
30 October 2022	Chhath Puja	Sunday
08 November 2022	Guru Nanak Jayanti	Tuesday
25 December 2022	Christmas	Sunday
26 January 2023	Republic Day	Thursday
18 February 2023	Maha Shivaratri	Saturday
07 & 08 March 2023	Holi	Tuesday & Wednesday























## School Functions (2022-2023)

S.No	Function	Date	Day
1	Satrarambh	08.04.2022	Friday
2	Art & Craft Workshop	21.04.2022 - 23.04.2022	Tuesday - Thursday
3	Annual Exhibition (PR)	16.07.2022	Saturday
4	PULSE	20.07.2022-23.07.2022	Wednesday-Saturday
5	Art Exhibition (GR)	30.07.2022	Saturday
6	Hindi Play	06.08.2022	Saturday
7	Investiture Ceremony	20.08.2022	Saturday
8	Independence Day Celebration	15.08.2022	Monday
9	Teachers' Day	05.09.2022	Monday
10	Splendour	17.09.2022	Saturday
11	MUN-Intra BBPS, GRH	29.10.2022	Saturday
12	Technovanza 8:0	04.11.2022	Friday
13	Winter Carnival 2022	18.12.2022	Sunday
14	Annual Staff Gathering	29.12.2022	Thursday
15	Republic Day Celebration	26.01.2023	Thursday

**SCHEDULE FOR BAL SABHA ACTIVITIES (2022-2023)**  
**PRE SCHOOL**

**ACTIVITY**

**APRIL**

- Adaptation Programme 04.04.22 – 07.04.22
- My Family Tree 18.04.22
- My Mother Earth 22.04.22
- Know your School 25.04.22
- Health Is Wealth 29.04.22

**MAY**

- World of Puppets 05.05.22
- Mother – God’s Blessings 06.05.22
- Our Little Chefs 10.05.22
- Sports Activity 13.05.22

**JULY**

- Sports Activity 08.07.22
- Activity Week 12.07.22 -15.07.22
- Annual Exhibition 16.07.22
- Colouring Is Fun 25.07.22

**AUGUST**

- Sharing Is Caring 05.08.22
- Proud to be an Indian 12.08.22
- Sports Activity 30.08.22
- Experiment Day - Explore Water 31.08.22

**SEPTEMBER**

- My Letter Wall 08.09.22
- Sports Activity 12.09.22
- Splendour – Inter School Competition 17.09.22
- Costume Fiesta 20.09.22 - 22.09.22
- Camel Art Competition 23.09.22
- Dussehra Celebration 29.09.22

## **OCTOBER**

- Stick Puppet Making 07.10.22
- Rhyme Dramatization 10.10.22
- Sports Activity 19.10.22
- Diwali Celebration 20.10.22

## **NOVEMBER**

- Children’s Day Celebration 10.11.22
- My Favourite Cartoon 14.11.22
- Story Dramatization 17.11.22
- Visit to NGO 22.11.22
- Show and Tell 25.11.22

## **DECEMBER**

- Sports Activity 07.12.22
- Christmas Celebration 20.12.22
- I Can Do..... 22.10.22
- New Beginning 29.12.22

## **JANUARY**

- Skit – Unity In Diversity 17.01.23
- Let’s Ponder- Awareness Drive 19.01.23
- My India, My Pride 27.01.23
- Character Depiction 31.01.23

## **FEBRUARY**

- Creative Expression 06.02.23
- Rhyme Time 09.02.23
- Sports Day 17.02.23
- Plants Our Lifeline 28.02.23

## **MARCH**

- Result Final Term Dates to be declared

## SCHEDULE FOR BAL SABHA ACTIVITIES (2022-2023)

### PRE - PRIMARY

#### ACTIVITY

#### APRIL

- Sports Activity 19.04.22
- My Mother Earth 22.04.22
- Know Your School 25.04.22
- My Favourite Family Member 27.04.22
- Health Is Wealth 29.04.22

#### MAY

- World of Puppets 04.05.22
- Mother – God’s Blessings 06.05.22
- Our Little Chefs 10.05.22
- Sports Activity 12.05.22

#### JULY

- Sports Activity 07.07.22
- Activity Week 12.07.22 -15.07.22
- Annual Exhibition 16.07.22
- Colouring Is Fun 25.07.22

#### AUGUST

- Sharing Is Caring 05.08.22
- Proud to be an Indian 12.08.22
- Story Time 17.08.22
- Costume Fiesta 24.08.22 - 26.08.22
- Sports Activity 29.08.22
- Experiment Day - Explore Water 31.08.22

#### SEPTEMBER

- My Word Wall 08.09.22
- Splendour – Inter School Competition 17.09.22
- Camel Art Competition 23.09.22
- Swimming Competition 27.09.22
- Dussehra Celebration 29.09.22

## **OCTOBER**

- Stick Puppet Making 07.10.22
- Sports Activity 18.10.22
- Diwali Celebration 20.10.22
- Hindi Extempore 31.10.22

## **NOVEMBER**

- Children's Day Celebration 10.11.22
- My Favourite Cartoon 14.11.22
- Story Dramatization 17.11.22
- Show and Tell 25.11.22
- Meri Pathshala 29.11.22

## **DECEMBER**

- Sports Activity 06.12.22
- Christmas Celebration 20.12.22
- I Can Do..... 22.10.22
- New Beginning 29.12.22

## **JANUARY**

- Skit – Unity In Diversity 17.01.23
- Hindi calligraphy 18.01.23
- Let's Ponder- Awareness Drive 19.01.23
- Master Stroke 20.01.23
- My India, My Pride 27.01.23
- Character Depiction 31.01.23

## **FEBRUARY**

- Creative Expression 06.02.23
- English Recitation 10.02.23
- Sports Day 17.02.23
- Experiment Day - Air 22.02.23
- Plants-Our Lifeline 28.02.23

## **MARCH**

- Result Final Term

Dates to be declared

**SCHEDULE AND THEME FOR MORNING  
ASSEMBLY**

**SESSION : 2022-2023**

**PRE SCHOOL & PRE PRIMARY**

<b>THEME</b>	<b>PS</b>	<b>PP</b>
<b>Rules of the Environment</b>	<b>19.07.22</b>	<b>26.04.22</b>
<b>Healthy Habits (Joint Assembly)</b>	<b>21.07.22</b>	<b>21.07.22</b>
<b>Nature Conservation (Joint Assembly)</b>	<b>28.07.22</b>	<b>28.07.22</b>
<b>Independence Day (Joint Assembly)</b>	<b>08.08.22</b>	<b>08.08.22</b>
<b>Janmashtami (Joint Assembly)</b>	<b>17.08.22</b>	<b>17.08.22</b>
<b>Teacher's Day (Joint Assembly)</b>	<b>01.09.22</b>	<b>01.09.22</b>
<b>Gandhi Jayanti (Joint Assembly)</b>	<b>26.09.22</b>	<b>26.09.22</b>
<b>Guru Nanak Birthday (Joint Assembly)</b>	<b>03.11.22</b>	<b>03.11.22</b>
<b>Energy Conservation (Joint Assembly)</b>	<b>13.12.22</b>	<b>13.12.22</b>
<b>Republic Day (Joint Assembly)</b>	<b>24.01.23</b>	<b>24.01.23</b>
<b>Follow the Rules (Joint Assembly)</b>	<b>02.03.23</b>	<b>02.03.23</b>

**ACKNOWLEDGEMENT FORM**  
**PRE SCHOOL & PRE PRIMARY**

**I,**\_\_\_\_\_

**parent of**\_\_\_\_\_

**(Admn. No.**\_\_\_\_\_ **) studying in class**\_\_\_\_\_

**have read and understood all the information given in the school diary. I agree to abide by the rules and regulations of the school as stated herewith.**

**Signature**\_\_\_\_\_

**Name**\_\_\_\_\_

**Date**\_\_\_\_\_

