

# Student Diary

**2023 - 24**



**Bal Bharati**  
PUBLIC SCHOOL

**VI - VIII**

**SCHOOL TIMING - 7:30 a.m. - 2:00 p.m.**

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

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

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**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 the child a responsible, law abiding and enlightened citizen 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

*According to John Holt, the famous educationist "School is a place in which all children grow not just in size, not even in knowledge, but in curiosity, courage, confidence, independence, resourcefulness, resilience, patience, competence and understanding".*

Dear Parents,

Hearty greetings! This almanac is a happy harbinger marking the smooth annual transition to a new school session. I extend a warm welcome to each one of you. It is with enthusiasm and effective preparation that we embrace the session 2023-24, with all its unique challenges and demands. This school diary further cements the collaborative endeavour that we are engaged in, with all our stakeholders.

Our school's presence in the educational arena remains strong and undimmed. 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 adhere to rules and regulations, as well as norms and practices set by the school. Our school provides the foundation needed to view the world as a limitless space providing innumerable opportunities to shine. Experiential learning, development of skills and a deep sense of mindfulness, gratitude and compassion are the objectives deeply woven into our system. We recognize the need to go beyond the emphasis on academics and encourage our students to emerge as independent thinkers. 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.

Education is a shared commitment among motivated students, dedicated teachers and enthusiastic parents with high expectations. We strive to provide education that explores, challenges, and grooms every aspect of the child's personality. While we are determined to provide seamless learning targeted towards excellent academic performance through the incorporation of the latest teaching approaches, we also ensure that we are actively working on the physical, social, emotional, and spiritual training of our children

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.

Our teachers are professionally equipped to develop adapt and modify curriculum content, pedagogy and assessment which suit the needs and aspirations of our students. We work towards a holistic, experiential, integrated, student-centred educational system that helps to improve the creativity, critical thinking, and problem-solving skills of our young learners. This equips them for the ever-changing employment dynamics and global ecosystems. We educate our children to change the world through peace, empathy, and fraternity and place great emphasis on inner values

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. We believe that all children can learn. We commit ourselves to nurturing the potential in each child. Our teachers help students to test their ideas, draw conclusions & inferences in a collaborative learning environment which transforms the students to become active participants in the learning process.

Our sincere gratitude to all the stakeholders for keeping your trust and belief in the school. We will continue with the spirit of inculcating ethics & ethos in young minds. Wishing all a happy and successful journey of learning!



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 .....

Mother's Name ..... Occupation .....

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. ....

## Specimen Signatures

Father

Mother

Guardian

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

**Parents are requested to keep updating the Class Teacher about any change in address and contact no.**

**HEALTH RECORD OF THE CHILD FOR  
THE YEAR 2023-24**

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 sports 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. Juhi Grover</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)

# Pledge

I am proud to be an Indian.

The great heritage and culture of my country always influences and gives me direction. It is my duty to be aware of the fundamental rights & duties and the Child Rights guaranteed by the Constitution of India. To live with self esteem and dignity is my fundamental right. I will not tolerate any type of abusive activities that occur anywhere against me as well as against other children who are my sisters and brothers. I will always be in the forefront to report any such instances to the parents, authorities and the police. This is my duty and responsibility. Since an abuse-free exploitation-free childhood and world is necessary for my future, I solemnly affirm that I will always stand for the same.

**Jai Hind**

# Preamble

**WE, THE PEOPLE OF INDIA**, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens :

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

**EQUALITY** of status and of opportunity;

and to promote among them all

**FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation;

**IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

# A Prayer for Peace

O Lord! Forgive us our sins.

Help us never to repeat them.

Bless us that we may follow the path shown by great men.

Grant that we may never hurt the feeling of others and

Never think ill of anyone.

Let our deeds be such that they benefit all mankind.

Enable us to work for the good of humanity.

O Lord! Bless those who are suffering and

guide them with your wisdom.

Let there be happiness, peace and prosperity in the whole world.

Om Shanti, Shanti, Shanti.....

## शान्ति प्रार्थना

हे प्रभु! हमारे पापों को क्षमा कीजिए तथा आगे उनकी पुनरावृत्ति न हो।

महापुरुषों द्वारा बताए हुए मार्ग का ही अनुसरण करें। कभी किसी का मन न दुखाएँ, किसी के प्रति हीन विचार न रखें। जो प्रत्येक मनुष्य के हित में हो, वही कार्य करें। विश्व कल्याण की भावना का उदय हो। हे प्रभु! इस विश्व में कष्ट भोग रहे मनुष्यों पर अपनी कृपा दृष्टि रखना, उन्हें सद्बुद्धि देना। विश्व का कल्याण करें। सुख, शान्ति और समृद्धि बनाए रखें।

ओ३म् शान्ति, शान्ति, शान्ति।

# 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।  
ज्ञान-दीप को आलोकित कर, निज-कर्त्तव्य 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।  
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

The prescribed uniform is available with the authorised dealer. In order to maintain uniformity of colour, texture and design, parents are advised to buy the uniform from the authorised source only.

### Summer

#### Boys

- |                              |                         |
|------------------------------|-------------------------|
| (a) Shirt                    | White, H/S with Logo    |
| (b) Shorts / Trousers        | Grey Check              |
| (c) Socks                    | Grey with blue stripes  |
| (d) Shoes                    | As prescribed by school |
| (e) Belt                     | Grey & Blue             |
| (f) Grey Patka for Sikh Boys |                         |

#### Girls

- (a) Suit (Class VI onwards)
- (b) Socks
- (c) Shoes

### Winter

#### Boys

- |                              |                               |
|------------------------------|-------------------------------|
| (a) Shirt                    | White, F/S with Logo          |
| (b) Trousers                 | Grey Check                    |
| (c) Socks / Stockings        | Grey with blue stripes / Grey |
| (d) Shoes                    | As prescribed by school       |
| (e) Belt                     | Grey & Blue                   |
| (f) Tie                      | Navy Blue with Logo           |
| (g) Pullover                 | Grey with Logo                |
| (h) Blazer                   | Navy Blue with Logo           |
| (i) Grey Patka for Sikh Boys |                               |

#### Girls

- (a) Suit (Class VI onwards)
- (b) Socks
- (c) Shoes
- (d) Pullover
- (e) Blazer

*Please note that fancy hairstyles, accessories, narrow bottom trousers, low waist trousers and skirts are not allowed.*

**SCHEDULE FOR FEE PAYMENT**  
**FEE STRUCTURE 2023-2024**

S. No.	Particulars	PS	PP to II	III to V	VI to VIII	IX - X	XI-XII
1.	Regn. Fee (One-Time)	25	25	25	25	25	25
2.	Admission Fee (One-Time)	200	200	200	200	200	200
3.	Tuition Fee (P.M.)	7400	6570	6570	7280	7560	7560
4.	Development Fee (P.M.)	925	820	820	910	945	945
5.	SCP Fee (P.M.)	120	120	120	120	120	120
6.	Activity Fee (P.M.)	310	310	310	310	310	310
7.	Annual Charges (P.A.)	10000	10000	10000	10000	10000	10000
8.	Misc. Charges (P.A.)	455	455	780	780	780	780
9.	Science Fee (Opt.)	-	-	-	-	-	75
10.	Computer Fee (Opt.)	-	-	-	-	-	75

**Fee structure is also available at the school website.**

**NOTE :**

- a) No change in Admission Fee/Reg. Fee/Caution money as directed by Department of Education.
- b) Activity fee for Orientation Programme and Activity Fee for Skill Development amounting to Rs.17000/-are charged at the time of Admission only.

**The School Policy for fee payment is as follows :**

- a) The school will be raising the bills for fee on quarterly basis around 10th of the first month of every quarter.
- b) The parents will have to pay the fee by 30th of that month. In case the due amount is not paid by the parent in above mentioned time period, the following fine is proposed to be charged for the late payment of fee :

Particulars	Amount (Rs.)
From 1st day of the Second month of quarter till 15th of the said month	Rs. 500/-
For further delay upto 30th of the second month of the quarter	Rs. 750/-
For further delay upto 30th day of the last month of quarter	Rs. 1000/-
If still the amount is outstanding, then the school shall be initiating the appropriate proceedings and action under the DSEAR 1973 for striking off the name of the student. Readmission may be granted by charging the entire pending dues with fine calculated as per the above details.	

- c. Cheque returned by the bank for any reason will be treated as Non-payment. New payment to be made by Pay Order only together with penalty of Rs. 500/- and corresponding late fee fine.
- d. All dues should be cleared before the commencement of Annual Examination.

#### **MODE OF PAYMENT OF FEES :**

Fee can be paid either online or by cheque/DD drawn in favour of "BAL BHARATI PUBLIC SCHOOL" or by opting for ECS mode. The procedure for making Online payment is as follows :-

1. Login to the School website : <https://bbpsgr.balbharati.org/>
2. Click the Tab- "Bharati Connect"
3. Click the first option to login to Parent Portal. The username is the Student Id/Admission no. of the student and the Password is the registered Mobile number of either of the parents. Then Click the Payment Portal Tab to make online payment.
4. One can also click the Payment Portal Tab directly on Bharati Connect to make Online Payment.

## **FOR ECS STUDENTS :-**

1. ECS usually runs around 15th of the first month of each quarter (Specific Dates will be notified in each quarter).
2. In case the ECS fails , Fee will have to be paid either online or by cheque/DD drawn in favour of "Bal Bharati Public School".
3. To stop ECS or change the ECS Mandate, a prior notice of at least 15 days before the next ECS run is required.

The First Fee payable at the time of admission is to be paid only through a Demand Draft or Payorder.

## **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>eeek safety</i>
<i>A</i>	<i>im safety</i>
<i>F</i>	<i>ollow safety</i>
<i>E</i>	<i>nsure safety</i>
<i>T</i>	<i>each safety</i>
<i>Y</i>	<i>ield 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 7:15 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. The students in the primary classes only require a scale and a protractor during the Geometry periods. Please don't send a compass with them.
- 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.

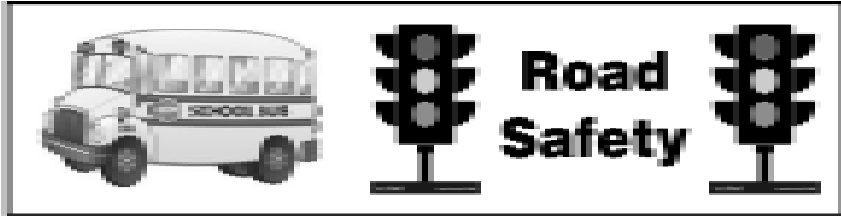
### **The students are expected to :**

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 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.



## 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 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 suspension period of two weeks.

2. Major breaches (like cyber bullying, identity theft etc.) of this policy will result in 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 beyond 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

#### **Note :**

Parents, Students and teachers can access the ‘**Cyber Safety**’ for students’ on the school **website : [bbpsgr.balbharati.org](http://bbpsgr.balbharati.org)**, under the tab ‘Essential info. followed by ‘Policies and Committees’.

# 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 ₹ 150/- 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.

**Note :**

Parents, Students and teachers can access the '**Code of Conduct**' for students' on the school **website : [bbpsgr.balbharati.org](http://bbpsgr.balbharati.org)**, under the tab 'Essential info. followed by 'Policies and Committees'.

## 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).

**Note :**

Parents, Students and teachers can access the '**Code of Parents**' for parents' on the school **website : [bbpsgr.balbharati.org](http://bbpsgr.balbharati.org)**, under the tab 'Essential info. followed by 'Policies and Committees'.

## THE BUDDY PROGRAM

'The Buddy Program' is a student support programme wherein a few students in each class, who need constant help and guidance in doing their daily lessons are identified. These students are then attached to a buddy, who is given a special badge in the assembly. The buddy takes the responsibility of his partner and helps him/her in completing all the tasks assigned by the teacher; including proper maintenance of the notebooks. Besides the badge, the buddy is also given a 'Code of Conduct' which he/she is expected to follow while dealing with their partner. This is a step towards improving the culture of the school and enhancing the self-esteem of both; the students and their peer tutors.



### **All Buddies must adhere to the following rules :**

- A buddy must be patient and understanding.
- He/She will keep a check on the work of the student assigned to him/her.
- He/She will also check his/her diary and make sure the Classwork and Homework have been noted down.
- A Buddy must help his/her friend to complete any unfinished/pending work.
- A Buddy must not dictate or dominate.



## 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 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.

Given below is a chart of various nutritious combinations that can make the packed lunch of your ward a more palatable and delightful experience.

<b>Day</b>	<b>:</b>	<b>Menu</b>
Monday	:	Stuffed Parantha (Potato, Cheese, Carrot, Cauliflower, Onion)
Tuesday	:	Fried Delights with Chutney (Cutlets, Pakoras, Cheelas, Pancake)
Wednesday	:	Sandwich (Corn, Mix Veg., Grilled, Cheesy, Capsicum)
Thursday	:	Mix Veg. Vermicelli
Friday	:	Mix Veg. Upma/Poha/Idli

## Foods to be avoided:

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

In order to incorporate all the food groups in a child's diet, we encourage the child to bring seasonal fruits and nuts as a second helping or supplement to be eaten in the 'Fruit and Nut Break' which is held at 8:20 a.m. everyday. Kindly ensure your ward carries one fruit and a handful of nuts daily.

**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.

# BUS ROUTES

<b>BB-01</b>	
1	West Patel Arora Paneer
2	West Patel Nagar Payal Paints
3	West Patel Nagar Bhatia Nursing Home
4	WPN School Corner 28 Block
5	West Pagel Nagar Mcd School/ Jyoti Store
6	WPN 24 Block
7	West Patel Nagar Patel Park
<b>BB-02</b>	
1	West Patel Nagar Uppal Stationairy
2	WPN Bank of India
3	WPN Patel Hospital
4	EPN Chawla Park
5	West Patel Nagar Mother Diary
6	Prashad Nagar Police Station
7	Prasad Nagar MIG Flat
<b>BB-03</b>	
1	Shankar Road
2	Pusa Gate
3	Kaveri Apartment
4	Pusa Campus
5	Pusa DMS
6	ITI Gate Exit
7	Gate No 2 Krishi Kunj
8	Naraina Flyover
9	Smart Point G Block Naraina
10	F Block Gate No 2 Near Sanatam Dharm Mandir

11	Gurudwara Naraina
12	Mansarover Garden Mercury Dry Cleaner
13	Mansarover Garden D-7
<b>BB-04</b>	
1	Shankar Road
2	A Block Inderpuri
3	Inderpuri B BLK
<b>BB-05</b>	
1	Hari Nagar Swarg Ashram
2	Subhash Nagar Circle
3	Rajouri Garden Mother Diary
4	Rajouri Garden Metro Station
5	Kukreja Hospital
6	Raja Garden Metro Pillar No 375
<b>BB-06</b>	
1	Bali Nagar Khetarpal Hospital
2	Ramesh Nagar Metro Station
3	Maruti Showroom Ratan Park
4	Ramesh Nagar Sweet Corner
5	Ramesh Nagar Ghunghru
6	Ramesh Nagar Gurudwara
7	Ramesh Nagar Hanuman Mandir
<b>BB-07</b>	
1	Kriti Nagar Supas Restraunt
2	Kirti Nagar F BLK Union Bank
3	Kirti Nagar Circle
4	Kirti Nagar ATM
5	Kriti Nagar Sheel Property

## BUS ROUTES

<b>BB-08</b>
1 Dev Nagar Kikarwala Chowk
2 Haryana Dairy Dev Nagar
3 Khalsa College Red Light
4 Axis Bank Dev Nagar
5 Anand Parbat HDFC Bank
6 Sarai Rohilla, Sweet Shop Opp. Thana
7 Shastri Nagar, Mandir
8 Pratap Nagar
9 Kishanganj Dispensary
10 Vivekanand Puri (Vaishali Dry Cleaner)
11 Ashok Vihar Water Tank
12 Laxmi Bai College Main Road Ashok Vihar
13 Ashok Vihar -Montfort School
<b>BB-10</b>
1 Faiz Road
2 New Rohtak Road Jain Petrol Pump
3 New Rohtak Road Jeewanmala Hospital
4 D Mart New Rohtak Road
5 New Rohtak Road Reliance Fresh
6 New Rohtak Rd Hyundai Showroom
7 DDA Flats Gulabi Bagh
8 Shastri Nagar Lal Pyao
9 Nangia Park Shakti Nagar

10 Ghanta Ghar
11 Kamla Nagar Satyawati Store
12 Malka Ganj (Red Light)
13 Hans Raj College
<b>BB-11</b>
1 BBPS-PR
2 BBPS-GR
3 New Rohtak Road Amaryyllis Apartment
<b>BB-13</b>
1 West Patel Nagar Bus Stop
2 Patel Nagar Metro Station Pillar No. 192
3 Shadipur Petrol Pump
4 DLF Capital Green Moti Nagar
5 Karampura Jhulelal Mandir
6 Moti Nagar Opp. Fruit Market
7 Punjabi Bagh EPB Shiv Mandir
8 Bhagwan Das Nagar Circle
9 West Punjab Bagh Shivaji Park
10 EPB Club Road-Morden Bazar
<b>GR-8 (SCHOOL BUS)</b>
1 BBPS PR
2 Filmistan (Fire Station)
3 Dcm (Bus Stand)
4 Azad Market (Masjid)
5 Roshnara Road (Mandir, Kunji Halwai)
6 R.P.Bagh (SBI)

## BUS ROUTES

7	Nanak Piyau
8	Kalyan Vihar (Gupta Colony) (Main Gate)
9	Kirpaal Bagh (Main Road)
10	Derawala Ngr (Malwa Taxi Stand)
11	Model Town (Chatersal Stadium)
<b>GR-9 (SCHOOL BUS)</b>	
1	BBPS-PR
2	New Rajinder Nagar (Community Centre)
3	New Rajinder Nagar (Nehru Park)
4	New Rajinder Nagar (Double Story)
5	Todaypur Village (Traffic Head Qtr)

6	Naraina Main Road
7	Rajouri Gdn Relaxo
8	Rajouri Garden HDFC Red Light
9	LIG Flats Rajouri Garden
10	Mother Dairy MIG Flats Rajouri
11	Tagore Garden Metro Station
12	Kukreja Hospital Tagore Garden
13	Metro Station Rajouri Garden
<b>BB-11</b>	
1	BBPS-PR
2	BBPS-GR
3	New Rohtak Road Amaryyllis Aparment

\* **Bus routes are subject to change.**

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## LIST OF HOLIDAYS

**Summer Vacations** – 15.05.2023- 02.07.2023

**Autumn Break** – 21.10.2023 – 24.10.2023

**Diwali Break** – 11.11.2023 – 15.11.2023

**Winter Break** – 30.12.2023 – 10.01.2024

<b>Date</b>	<b>Festivals &amp; Holidays</b>	<b>Days</b>
04 April 2023	Mahavir Jayanti	Tuesday
07 April 2023	Good Friday	Friday
14 April 2023	Ambedkar Jayanti	Friday
22 April 2023	Eid-ul-Fitr	Saturday
05 May 2023	Buddha Purnima	Friday
29 June 2023	Eid-ul-Zuha	Thursday
29 July 2023	Muharrum	Saturday
15 August 2023	Independence Day	Tuesday
30 August 2023	Rakha Bandhan	Wednesday
06 September 2023	Janmashtami	Wednesday
28 September 2023	Eid-e-Milad	Thursday
02 October 2023	Gandhi Jayanti	Monday
21 October 2023	Saptami	Saturday
22 October 2023	Ashtami	Sunday
23 October 2023	Maha Navami	Monday
24 October 2023	Dussehra	Tuesday



01 November 2023	Karwa Chauth	Wednesday
11 November 2023	Diwali	Saturday
12 November 2023	Diwali	Sunday
13 November 2023	Goverdhan Puja	Monday
14 November 2023	Holiday	Tuesday
15 November 2023	Bhai Dooj	Wednesday
19 November 2023	Chhath Puja	Sunday
27 November 2023	Guru Nanak Jayanti	Monday
25 December 2023	Christmas	Monday
26 January 2024	Republic Day	Friday
8 March 2024	Maha Shivaratri	Friday
24 March 2023	Holika Dahan	Sunday
25 March 2024	Holi	Monday
29 March 2024	Good Friday	Friday

## School Functions (2023-2024)

S. No	Function	Date	Day
1	Satrarambh	03.04.2023	Monday
2	Career Fair	15.04.2023	Saturday
3	SPIC MACAY	28.04.2023	Friday
4	PULSE 2023	10 - 12.05.2023	Wednesday-Friday
5	Art Exhibition (PR)	15.07.2023	Saturday
6	Interact Investiture	28.07.2023	Friday
7	Art Exhibition	05.08.2023	Saturday
8	Independence Day Celebration	15.08.2023	Tuesday
9	English Annual Play	19.08.2023	Saturday
10	Investiture Ceremony	02.09.2023	Saturday
11	Teachers' Day	05.09.2023	Tuesday
12	Splendour (PS, PP)	16.09.2023	Saturday
13	Grandparents' Day (I-III)	30.09.2023	Saturday
14	Interschool MUN	06.10.2023	Friday
15	Skill Programme Day	14.10.2023	Saturday

## School Functions (2023-2024)

S. No	Function	Date	Day
16	Sound Scape 2.0	20.10.2023	Friday
17	Sanskrit Exhibition	04.11.2023	Saturday
18	Technovanza 9.0	17.11.2023	Friday
19	Star Gaze 2.0	11 - 15.12.2023	Monday to Friday
20	Winter Carnival 2023	24.12.2023	Sunday
21	Annual Staff Gathering	29.12.2023	Friday
22	Republic Day Celebration	26.01.2024	Friday

## **LIST OF CLASS TEACHERS (2023-24)**

### **CLASS VI**

VI A	New Science Teacher/ Ms. Pearl Khurana
VI B	Ms. Saumya Sharma
VI C	Ms. Sanju Saigal
VI D	Ms. Sonia Sharma
VI E	Ms. Ritu Sharma/ Ms. Himanshi
VI F	Ms. Shubhi Juneja
VI G	Ms. Sanchi Nayyar
VI H	New Hindi Teacher/ Ms. Renu Gaur

### **CLASS VII**

VII A	New English Teacher/ Ms. Akshim Sethi
VII B	Ms. Shashi Sahni
VII C	Ms. Rajni Devi Rathore
VII D	Ms. Sapna Chugh
VII E	Ms. Sukriti Sehgal
VII F	New Science Teacher/ Mr. Gaurav Kukreti
VII G	Ms. Shweta Shukla
VII H	Dr. (Mrs.) Jyotsna Srivastava

### **CLASS VIII**

VIII A	Ms. Bhawna Garg
VIII B	Ms. Alka Nagpal
VIII C	Ms.V. R. Geetha
VIII D	Ms. Tripti Makin
VIII E	Ms. Mansi Punni
VIII F	New English Teacher/ Ms.Vitasta Dutta
VIII G	Ms. Kaveri Kamra
VIII H	Mr. Virender Kumar

## STAFF DUTY LIST (2023-24)

- **Class Coordinators**

Ms. Charu Saxena (VI)  
Ms. Sandhya Thapar (VII)  
Ms. Archana Bindal (VIII)

- **Examination**

Ms. Maninder Kaur  
Ms. Savita Mehta  
Ms. Alka Nagpal  
Ms. Sapna Chugh  
Ms. Bhawna Garg

- **Time Table / Leave Arrangements**

Ms. Rupinder Kaur  
Ms. Charu Saxena  
Ms. Nidhi Bajaj

- **Prefectorial Board**

Ms. Shashi Sahni  
Ms. Anju Arora  
Ms. Sanju Saigal  
Ms. Rupinder Kaur  
Ms. Maninder Kaur  
Ms. Shweta Shukla  
Mr. Anil Jain  
New P. E. Teacher

- **Inter House Activities**

Ms. Kaveri Kamra (Chief House Master)  
Ms. Ritu Sharma

- **Tours / Excursions**

Ms. Tripti Makin  
Ms. Kaveri Kamra  
New English Teacher/ Ms Vitasta Dutta  
Ms Lakshita

- **Assignments**

Ms. Nidhi Bajaj

Ms. Bhawna Garg

- **Clubs**

Ms. Rupinder Kaur

Club Coordinator

**Astronomy Club**

Ms. Archana Bindal

New Science Teacher/ Mr. Gaurav Kukreti

**Book Club / Literary Club**

Ms. Anju Arora

Ms. Sapna Chugh (Librarian)

Ms. Ritu Sharma

Ms. Sonia Sharma

New English Teacher/ Ms. Vitasta Dutta

Mr. Virender Kumar

**Environment Club**

Ms. V. R. Geetha

Ms. Sandhya Thapar

Ms. Mansi Punni

Ms. Sanchi Nayyar

**Heritage Club**

Ms. Alka Nagpal

Ms. Kaveri Kamra

Ms. Saumya Sharma

**Horticulture Club**

Ms. Sandhya Thapar

Ms. Shilpi Poddar Das

Ms. Sanchi Nayyar

Ms. Lakshita

New Science Teacher/ Ms S K Jain

**Interact Club**

Ms. Anju Arora

Ms. Rajni Rathore

Mr. Munish Shankar

New English Teacher/ Ms. Akshim Sethi

Mr. Virender Kumar

**Photography Club**

Mr. A V L Raghavendra (Convenor)

Ms. Anju Arora

Mr. Ankush Sharma

Ms. Bhawna Garg

New English Teacher/ Ms. Akshim Sethi

**Tech Club**

Ms. Ruchi Gupta

Ms. Bhawna Garg

**Tod Fod Jod Club**

Ms. V. R. Geetha

New Maths Teacher/ Ms. Pearl Khurana

New Science Teacher/ Mr. Gaurav Kukreti

**Health, Wellness and Safety Club**

Ms. Shweta Shukla

New Science Teacher/ Ms. S. K. Jain

**Road Safety Club**

Ms. Savita Mehta

Ms. Ritu Sharma

New Maths Teacher/ Ms. Pearl Khurana

**Vernacular Club**

Ms. Jyotsna Srivastava

Ms. Soma Ganguly

New English Teacher/ Ms. Vitasta Dutta

New Science Teacher/ Ms. S. K. Jain

### **Dramatics Club**

Mr. Ankush Sharma (Convenor)

Mr. A V L Raghavendra

Ms. Tripti Makin

Ms. Anju Arora

New English Teacher/ Ms Vitasta Dutta

### **Quizzing Club**

Ms. Nidhi Bajaj

Ms. Bhawna Garg

Ms. Sanchi Nayyar

New Science Teacher/ Ms S. K. Jain

### **Oratory Club**

Ms. Sukriti Sehgal

Mr. Virender Kumar

New English Teacher/ Ms Akshim Sethi

New Hindi Teacher/ Ms Renu Gaur

- **Yuva Tourism Club**

Ms. Tripti Makin

Ms. Kaveri Kamra

- **Solan Experiential Learning Centre**

Ms. Savita Mehta

New Science Teacher/ Mr Gaurav Kukreti

- **Bus Duty Arrangement**

Ms. Sanju Saigal

- **Computerization of Result**

Ms. Bhawna Garg

Mr. Vijay Kumar Singh

- **Diary and Teachers' Manual**

Ms. Shubhi Juneja

Ms. Sonia Sharma

Ms. Sukriti Sehgal



- **Disaster Management**

Ms. Anju Arora  
Ms. Rupinder Kaur  
Ms. Maninder Kaur  
Ms. V R Geetha  
Mr. Munish Shankar  
Ms. Shweta Shukla  
Mr. Anil Jain  
New P. E. Teacher

- **Display Boards**

Ms. Soma Ganguly  
Ms. Shilpi Poddar Das  
New Science Teacher/ Ms S K Jain  
New Hindi Teacher/ Ms Renu Gaur  
Coordinators

- **Activity Teachers**

Ms. Soma Ganguly	(Art)
Ms. Sapna Chugh	(Librarian)
Mr. A V L Raghvendra	(Dance)
Mr. Suman Jha	(Vocal Music)
Mr. Munish Shanker	(Instrumental Music)
Mr. Ankush Sharma	(Drama)
Ms. Shilpi Poddar Das	(Art)
Ms. Shweta Shukla	(Yoga)
Mr. Anil Jain	(Sports)
New P. E. Teacher	(Sports and School Band)

- **Digital Board**

Ms. Nidhi Bajaj  
Ms. Bhawna Garg  
Ms. Sapna Chugh

- **Inter School Activities and Workshops**

Ms. Anju Arora (Coordinator - Workshops and Courses)

Ms. Saumya Sharma (Workshops and Courses)

Ms. Shweta Shukla (Workshops – CBSE & DoE)

New Maths Teacher/ Ms Pearl Khurana

(Workshops – CBSE & DoE)

Ms Bhawna Garg (Microsoft)

- **Inter School Competitions**

Ms. Anju Arora

Coordinator

Ms. V R Geetha

(Science)

Ms. Sanju Saigal

(Mathematics)

Ms. Shashi Sahni

(Social Science)

Ms. Shubhi Juneja

(English)

Mr. Virender Kumar

(Sanskrit)

Ms. Ritu Sharma

(Hindi)

- **Lab**

Ms. Bhawna Garg (Computer Lab)

Mr. Vijay Kumar Singh

- **Library Committee**

Ms. Sapna Chugh (Librarian)

Ms. Sonia Sharma

Ms. Shweta Shukla

Ms. Ritu Sharma

Mr. Virender Kumar

New English Teacher/ Ms Akshim Sethi

- **Morning Assembly**

Ms. Tripti Makin

Ms. Shubhi Juneja

Mr. Anil Jain

Ms. Shweta Shukla

New P. E. Teacher

Ms. Anju Arora and Ms. Sanju Saigal (Prize and Certificates)

- **Outside Examinations**  
 Ms. Archana Bindal  
 Ms. Mansi Punni  
 Ms. Sanchi Nayyar  
 New English Teacher/ Ms Akshim Sethi
- **Press and Publicity**  
 Ms. Sukriti Sehgal (NIE)  
 Ms. Rajni Rathore
- **Sagarika / Souvenir**  
 Ms. Tripti Makin  
 Dr. (Ms) Jyotsna Srivastava  
 Ms. Shubhi Juneja (Editor)  
 Ms. Sukriti Sehgal  
 Ms. Sonia Sharma  
 Ms. Soma Ganguly  
 Ms. Shilpi Poddar Das  
 Ms. Ritu Sharma
- **Science Coordinator**  
 Ms. Maninder Kaur
- **Smart Panel Coordinator**  
 Ms. Kaveri Kamra  
 Ms. Ritu Sharma  
 Mr.. Vijay Kumar Singh
- **SPICMACAY/ VIRSA**  
 Mr. AVL Raghvendra  
 Ms. Satvinder  
 Mr. Munish Shankar  
 Mr. Suman Kumar Jha  
 Mr. Ankush Sharma
- **Staff Room**  
 Ms. Sanju Saigal (2<sup>nd</sup> Floor)  
 Ms. Shubhi Juneja (3<sup>rd</sup> Floor)

- **Global Activities**

Ms. Alka Nagpal  
Ms. Shubhi Juneja  
Ms. Kaveri Kamra  
Ms. Sonia Sharma  
Ms. Sapna Chugh  
Ms. Bhawna Garg

- **Software Applications**

Ms. Sandhya Thapar (Embibe)  
New Maths Teacher/ Ms Pearl Khurana (Embibe)  
Ms. Mansi Punni (Extra Marks)  
Ms. Sapna Chugh (Extra Marks)

- **MUN**

Ms. Shashi Sahni  
Ms. Rupinder Kaur  
Ms. Kaveri Kamra  
Ms. Alka Nagpal

- **NCC**

Ms. Rajni Rathore  
Mr. Virender Kumar  
Mr. Anil Jain  
Mr. Sunil Kumar Deswal

- **Life Skills Projects (Value Education)**

Dr. (Ms.) Jyotsna Srivastava (Coordinator)  
Ms. Shashi Sahni  
Ms. Sonia Sharma

- **School Band**

Mr. Karan  
Mr. Sunil Kumar Deswal  
New P. E. Teacher

- **MCM**  
Ms. Shubhi Juneja  
Ms. Sonia Sharma  
Ms. Sukriti Sehgal  
Mr. Vijay Kumar Singh
- **Social Media**  
Ms. Sukriti Sehgal  
Ms. Bhawna Garg  
Mr. AVL Raghvendra  
Mr. Vijay Kumar Singh
- **Skill Training**
  - I Financial Literacy**  
Ms. Kaveri Kamra  
Ms. Saumya Sharma
  - II Artificial Intelligence**  
Ms. Ruchi Gupta
  - III Coding**  
Ms. Bhawna Garg
  - IV Travel and Tourism**  
Ms. Tripti Makin  
New English Teacher/ Ms Vitasta Dutta

## HOUSE SYSTEM

House	Motto	Vision & Mission
Abhimanyu	Courage is Destiny	Never give up! Traverse the unknown and conquer the impossible with courage.
Ashoka	Peace and non-violence is eternal	Non-Violence is the ultimate goal of the ocean of humanity. Believe it. Live it.
C. V. Raman	Knowledge is power	Imagination, education & experience are the keys to knowledge. Let this light burn forever.
Jawahar	Duty and honour towards country	Duty and honour reverently dictates what you ought to be, what you can be, what you will be.
Mother Teresa	Compassion cures humanity	Let the candle of compassion illuminate the world bringing joy and cheer to every heart.
Shastri	Dignity of labour	Hardwork is reward, hardwork is strength. It is the purpose of every life.
Shivaji	Embrace the world with a brave spirit	Bravery is the true fire of one's soul. It strengthens and defines all.
Subhash	Let freedom dwell in each soul	Be yourself. Acquire wings to reach the pinnacle. Let the whole world watch you as you walk where your heart leads you.

## LIST OF HOUSE MASTERS (2023-24)

<b>CHIEF HOUSE MASTER</b>	<b>: Ms Kaveri Kamra</b>
<b>ASSOCIATE HOUSE MASTER</b>	<b>: Ms Ritu Sharma</b>
<b>ABHIMANYU</b>	Ms. Rupinder Kaur Ms. Sonia Sharma New Hindi Teacher/ Ms. Renu Gaur
<b>ASHOKA</b>	Ms. Sanju Saigal Ms. V. R. Geetha New English Teacher 1/ Ms. Vitasta Dutta
<b>C.V. RAMAN</b>	Ms. Shashi Sahni Ms. Mansi Punni New English Teacher/ Ms. Akshim Sethi
<b>JAWAHAR</b>	Ms. Shubhi Juneja Ms. Saumya Sharma Ms. Shweta Shukla
<b>MOTHER TERESA</b>	(Dr.) Ms. Jyotsna Srivastava Ms. Sapna Chugh New Science Teacher/ Ms. S K Jain
<b>SHASTRI</b>	Ms. Alka Nagpal Ms. Rajni Rathore New Math Teacher/ Ms. Pearl Khurana
<b>SHIVAJI</b>	Ms. Tripti Makin Ms. Sukriti Sehgal Ms. Sanchi Nayyar
<b>SUBHASH</b>	Ms. Nidhi Bajaj New Science Teacher/ Mr. Gaurav Kukreti Mr. Virender Kumar

**INTER HOUSE ACTIVITIES (2023-24)**  
**THEME : “One Earth, One Family, One Future”**

<b>S.No.</b>	<b>Date of the Activities</b>	<b>Theme</b>
1.	18.04.2023	House Meeting
2.	16.05.2023	Tech Toons (Animated Comic Story Making)
3.	25.07.2023	जयजनभारत / Embellishing Faces (Mask Making Competition)
4.	22.08.2023	Mind Feat (Quiz Competition)
5.	26.09.2023	कलम का सिपाही (English and Hindi Calligraphy Competition)
6	17.10.2023	Mekosha (Asana Presentation)
7.	07.11.2023	Feastomania (Cookery Competition)
8.	19.12.2023	सुरसंगम (Instrumental Music Competition)
9.	23.01.2024	Marionette



## PREFECTORIAL BOARD (2023-24)

### Head Boy

Hridhaan Dawar 8 E

### Head Girl

Medha Gupta 8 B

### Deputy Head Boys

Ryan Sindhi 8 B

### Deputy Head Girls

Pramiti Sethi 8 C

Parth Nagpal 8 H

Ishika Arora 8 D

Nidhish Kaushik 8 C

Mishika Gupta 8 G

Vivaan Gupta 8 H

Sanvee Seth 8 E

### Sports Captain (Boy)

Aarav Gupta 8 E

### Sports Captain(Girl)

Awesome 8 G

### Prefects of Class VI

1 Aakrishti Singh 6 A

2 Aarnav Rachhoya 6 A

3 Advay Gupta 6 B

4 Divena Singh 6 B

5 Aanya Saxena 6 C

6 Myra Sabherwal 6 C

7 Ayaan Choudhary 6 D

8 Reet Bhasin 6 D

9 Dhritil Thapar 6 E

10 Mishika Kalra 6 E

11 Bhavika Malhotra 6 F

12 Shanaya Duneja 6 F

13 Aaradhya Aggarwal 6 G

14 Namya Malhotra 6 G

15 Adhira Sharma 6 H

16 Bhavya Talwar. 6 H

### **Prefects of Class VII**

1	Tavish Gupta	7 A	2	Shreeya	7 A
3	Anaya Chachra	7 B	4	Geetika Parakh	7 B
5	Harshita Jhunjhunwala	7 C	6	Tanisha Garg	7 C
7	Deeva Kaim	7 D	8	Shivam Ghakher	7 D
9	Nitya Devgan	7 E	10	Devansh Goswami	7 E
11	Navriddhi Kaushal	7 F	12	Ayaansh Gupta	7 F
13	Samaira Nagpal	7 G	14	Dhruv Sharma	7 G
15	Priyanshi Talwar	7 H	16	Shivansh Sehgal	7 H

### **Prefects of Class VIII**

1	Jindal	8 A	2	Kanav Rastogi	8 A
3	Avni Jain	8 B	4	Aahana Chawla	8 B
5	Anika Arora	8 C	6	Raisa Bhutani	8 C
7	Aarna gupta	8 D	8	Nakul jain	8 D
9	Aashna Malhotra	8 E	10	Samridhi Jain	8 E
11	Divishi Malhotra	8 F	12	Darsh Sharma	8 F
13	Avni Malhotra	8 G	14	Manan Gupta	8 G
15	Manaswi Sharma	8 H	16	Shaurya Aggarwal	8 H

# **TRIPS AND EXCURSIONS (2023–24)**

## **LOCAL EXCURSIONS**

- CLASS VI - Nehru Memorial Museum
- CLASS VII - Humayun's Tomb
- CLASS VIII - Waste to Wonder Park

## **OUTSTATION TRIPS**

- SUMMER VACATIONS - Nainital/ Bhimtal/ Naukuchital
- AUTUMN / WINTER VACATION - Jaipur

## **LOCAL EXCURSIONS**

- CLASS VI - Teen Murti Bhawan/ Nehru Memorial
- CLASS VII - Humayun's Tomb
- CLASS VIII - Waste to Wonder Park

## **DAY LONG PICNIC**

- CLASS VI – VIII - Rangmanch Farm/ Vishalgarh Farm

## MORNING ASSEMBLY SCHEDULE (2023-24)

Date	Topic	Class
<b>April: Climate Change</b>		
12.04.2023	Welcome of the New Session; World Earth Day	VII-A
19.04.2023	PTA Award Ceremony	Middle Department
26.04.2023	Sustainable Growth: A Step towards Clean Energy	VII-B
<b>May: Quality Education</b>		
3.05.2023	Buddha's Discourse on Education; Buddh Purnima	VII-C
10.5.2023	Celebrating Tagore's Ideas of Education	VII-D
17.05.2023	Advancing Digital Literacy	VII-E
<b>July: Fostering an Equal World</b>		
12.07.2023	Equality at Work Places (In terms of Finance and Gender)	VII-F
26.07.2023	Enhancing Values to Stop BRAIN DRAIN	VII-G
<b>August: Innovation and Digitalization</b>		
2.8.2023	Bringing the World Together: An AI Friendly World	VII-H
9.8.2023	Independence Day	VIII-A
16.8.2023	Digital World. Decent Life	VIII-B
23.8.2023	Raksha Bandhan, Janmashtami	VIII-C
<b>September: Basic Education</b>		
27.9.2023	Gandhi Jayanti, Introduction to the New Prefectorial Board	VIII-D + Proctorial Board
<b>October: Envisioning a New India</b>		
4.10.2023	Each for All and All for Each	VIII-E

## MORNING ASSEMBLY SCHEDULE (2023-24)

Date	Topic	Class
11.10.2023	Investiture Ceremony	Prefectorial Board
18.10.2023	Dussehra; Unity in Diversity: Rashtriya Ekta Diwas	VIII-F
<b>November: Celebrating Culture</b>		
8.11.2023	Diwali, Chhath Puja	VIII-G
22.11.2023	Guru Nanak Jayanti	VIII-H
<b>December: Sharing is Caring</b>		
13.12.2023	Equitable Access to All Resources	VI-A+VIH
20.12.2023	Christmas	VI-B
<b>January: Redefining Rules and Laws</b>		
17.01.2024	Narrowing Margins: Embracing the Tribes	VI-C
24.01.2024	Republic Day	VI-D
31.01.2024	One World: One Language	VI-E
<b>February: Hailing Harmony</b>		
7.02.2024	World Interfaith Harmony Week	VI-F
14.02.2024	Don't Worry, Be Happy - How to Manage Stress?	VI-G

# ASSESSMENT AND PROMOTION POLICY (2023-24)

## 1. ATTENDANCE

Every student must have a minimum of 75% attendance, failing which he/she will not be allowed to sit in the final examination / will not be promoted to the next higher class.

Please discourage the student from missing an exam unless on grounds of extreme emergency like a contagious disease, a fracture etc.

Attendance Range in Percentage	Marks
96-100	5
91-95	4
86-90	3
81-85	2
76-80	1
Up to 75	NIL

2. The following scheme is proposed :-

Examination	Academic Subjects			Computer	GK
		Marks	Weightage		
PT-1	Pen Paper Test	25	5	-	-
Mid Term Exam/ PT-2 (as per CBSE nomenclature)	Pen Paper Test	60	20	25 Marks	50 Marks
PT-3 (as per CBSE nomenclature)	Pen Paper Test	25	5	-	-
Annual Examination	Pen Paper Test	60	50	25 Marks	50 Marks

## 1. PROMOTION POLICY

### Passing Criteria for Classes VI-VII

Assessment of classes VI and VII will be done on the same examination pattern as of class VIII and students of class VI and VII will not be held back in the same class.

### Passing Criteria for Class VIII

To be declared "Pass" at the end of the session for promotion to the next higher class, a student must secure at least 33% marks in each subject studied by him/her during the session. He/she must secure overall 33% marks i.e., 33 marks out of 100. The distribution of 100 marks is as follows :-

Attendance of the Student	05 Marks
Subject Enrichment	05 Marks
Project Based Activities	05 Marks
Portfolio	05 Marks
Multiple Assessment Tests	05 Marks
Unit Test/Periodic Tests (AVERAGE OF PT1 and PT 3)	05 Marks
Mid Term Exam/ PT 2	20 Marks
Annual Examination	50 Marks
<b>TOTAL</b>	<b>100 Marks</b>

- The promotion to the next higher class will also be subject to the condition that a minimum of 25% marks be scored in each subject in the Annual Examination i.e. 13 marks out of 50.
- A candidate not eligible to be declared "Pass" will be declared "Promoted" at the end of the session of a class provided he/she is entitled to grace marks.
- Discretionary Grace marks up to maximum of 10 in all, shall be awarded to a student to reach the minimum required 33% of marks in each subject.
- Provided that a minimum of 25% of marks are secured in each subject in the Annual Examination i.e. 13 marks out of 50 Marks to make him/her eligible for promotion.
- Provided that he/she does not require more than 05 marks in one subject to come up to the minimum required of 33% of marks in that subject.

## Re-Examination

- A candidate who appears in the Annual Examination can be declared eligible for appearing at the Re-Examination in all the failing subject(s). Such a candidate will be eligible to appear in the subject(s) at a subsequent examination to be held within a period of two months from the date of declaration of the result known as the "Re-Examination".
- Re-Examination will be conducted on the same syllabus and pattern as of Annual Examination. Weightage of Marks obtained by the student in Re-Examination will be proportionately calculated out of 70 marks.
- Marks obtained in the attendance of the student (05 marks) plus marks of Subject Enrichment (05 marks) plus marks of Project Based Activities (05)Marks plus marks of Portfolio (05 marks) plus marks of Multiple Assessment (05 marks) plus marks of Periodic Tests/Unit Tests (05 marks) will be carried forward and added with the marks obtained by the student in the Re-Examination.

Attendance of the Student	05 Marks
Subject Enrichment	05 Marks
Project Based Activities	05 Marks
Portfolio	05 Marks
Multiple Assessment Tests	05 Marks
Unit Test/Periodic Tests	05 Marks
Re-Examination	70 Marks
TOTAL	100 Marks

- To be declared "Pass" in Re-Examination, a student will have to secure atleast 25% marks in the subject(s) in which he/she has taken the Re-Examination i.e., 18 marks out of 70, provided that a minimum of 33 marks out of 100 marks are secured in total i.e., Marks of Re-Examination (70 marks) plus marks obtained in the internal assessment (30 marks).
- No benefit of the grace marks will be given to the student appearing in Re-Examination for the promotion to the next higher class.

### Criteria for Essential Repeat:

- If a student does not secure at least 25% marks in the subject(s) in which he/she has taken the Re-Examination and minimum of 33 out of 100 marks in that subject(s) or does not appear in the Re-Examination, he/she will be placed in the category of "Essential Repeat"(ER).
- A student of Class VIII who is not eligible for Pass, Promotion and placed in the category of "Essential Repeat" (ER) will be held back in the same class during the next session.



## **MISSED TEST/EXAMS**

- A) No retest will be conducted for Periodic Tests.
- B) If one of the Periodic Test is missed, then the rest two will be counted for the assessment.
- C) If more than one Periodic Test is a missed, then proportionate marks are to be allotted.

- **SYLLABUS :**

- a) The Question Paper for the Mid Term Exam will be set out of the syllabus of the First Term.
- b) The Question Paper for the Annual Exam will be set out of the whole syllabus of the First and Second Term.

- Assessment Policy for Co-Scholastic Activities

Co-Scholastic Activities will be graded before the Mid Term Examination and Annual Examination on a 3 point scale:

A – Outstanding    B - Very Good                    C –Good

### **The parameters for assessing Co-curricular activities :**

1. Regularity
2. Sincere Participation
3. Output and Teamwork

### **The co-curricular activities covered will be:**

- a) Work Education refers to skill based activity: Information and Communication Technology (Theory and Practical)
- b) Visual Art refers to Art Education
- c) Performing Art refers to one of the following:  
Instrumental Music/ Vocal Music/ Dance/Dramatics.
- d) Physical Education refers to Games & Sports.
- e) Yoga
- f) General Knowledge: It will be assessed before the end of Mid Term Examination & Annual Examination.

## EXAMINATION SCHEDULE (2023-24)

### PERIODIC TEST – I

S.NO	DATE	DAY	VI	VII	VIII
1	17.7.23	Monday	G. Science	Social Science	Maths
2	18.7.23	Tuesday	Hindi	III Lang.	English
3	19.7.23	Wednesday	Maths	G. Science	Social Science
4	20.7.23	Thursday	English	Hindi	III Lang
5	21.7.23	Friday	III Lang.	English	Hindi
6	24.7.23	Monday	Social Science	Maths	G. Science

### MID TERM EXAMINATION / PERIODIC TEST - II

S.NO	DATE	DAY	VI	VII	VIII
1	08.09.23	Friday	Social Science	G. Science	Maths
2	11.09.23	Monday	III Lang.	Hindi	English
3	13.09.23	Wednesday	Maths	Social Science	G. Science
4	15.09.23	Friday	English	III Lang.	Hindi
5	18.09.23	Monday	G. Science	Maths	Social Science
6	20.09.23	Wednesday	Hindi	English	III Lang.

# EXAMINATION SCHEDULE (2023-24)

## PERIODIC TEST - III

S.NO	DATE	DAY	VI	VII	VIII
1	28.11.23	Tuesday	G. Science	Social Science	Maths
2	29.11.23	Wednesday	Hindi	III Lang.	English
3	30.11.23	Thursday	Maths	G. Science	Social Science
4	01.12.23	Friday	English	Hindi	III Lang
5	04.12.23	Monday	Social Science	Maths	G. Science
6	05.12.23	Wednesday	III Lang.	English	Hindi

ANNUAL EXAMINATION : DATES TO BE ANNOUNCED LATER

## PARENT TEACHER MEETINGS (2023-24)

S. NO.	DATE	DAY
1	06.05.23	Saturday
2	05.08.23	Saturday
3	07.10.23	Saturday
4	16.12.23	Saturday
5	20.01.24	Saturday

# **RULES AND PROCEDURE TO OBTAIN PHOTOCOPY OF THE EVALUATED ANSWER BOOKS**

1. Answer sheets of all examinations for Classes VI and VII (except Annual Examination) are returned to the students. However for Class VIII, answer sheets of PT-1, PT-2, PT-3 are shown to the parents in the Parent Teacher Meeting (PTM) for which advance information is given as per school calendar.
2. For Classes VI to VIII Annual Examination, parents can request for a photocopy of the evaluated answer sheets within 3 days of result declaration. **The request has to be submitted on the proforma available at the school reception along with payment of Rs 200/- per subject through a pay order in favour of 'Bal Bharati Public School'.**
3. School shall endeavour to handover the answer sheets along with the correction proforma both of which will be available at the school reception and the parents will be informed telephonically.
4. On receiving the photocopy of the evaluated answer sheets, mistakes detected, if any, can be pointed out by filling in the details in the correction proforma within a day of the receipt of the same. The correction proforma should be submitted at the reception.
5. Examination department will go through the correction proforma and the parent will be informed of the decision.
6. In case there is any deviation in marks/grades, fresh report card will be issued to the parent on return of the original report card already issued.
7. The decision of the competent authority of the school on the marks/grades awarded shall be final and binding on the candidate.
8. The supply of photocopy of answer sheets is an additional facility made available to the students. Any delay in providing the answer sheets due to reasons beyond the control of the school shall not confer any right to the candidate.
9. Misuse of the photocopy of the answer sheets by any student will attract punishment.



















# TIME - TABLE

Period	Mon	Tue	Wed	Thr	Fri
1					
2					
3					
4					
<b>LUNCH BREAK</b>					
5					
6					
7					
8					
9					

**TIME - TABLE**

<b>Period</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thr</b>	<b>Fri</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>LUNCH BREAK</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					

## ACKNOWLEDGEMENT FORM

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

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

(Admin. 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 \_\_\_\_\_

