

Student Diary

2023 - 24



Bal Bharati
PUBLIC SCHOOL

Pre School & Pre Primary

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

Email : bbpspr@balbharati.org / bbpsgrh@balbharati.org

Website : 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 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
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

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

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

**Photo of the
new Van
Driver**

Parent's Signature

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 2023-24**

Student's Name Class/Sec.

Health Card Number.....

Family Doctor Ph. No.....

Blood Group.....Age as on 31 March 2023.....

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

Major or Minor Surgery undergone, if anyDate 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)

Mr. L.V. Sehgal	Principal
Ms. Vinita Dhawan	Vice-Principal
Ms. Nita Nijhara	Headmistress
Ms. Reetu Dawar	Headmistress
Ms. Juhi Grover	Headmistress
Ms. Sapna Bahl	Chief Coordinator
Ms. Deepika Bhola	Senior Accounts Officer
Class Teacher/Counsellor/ Special Educator	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 | Half sleeves red t-shirt with school logo |
| (ii) Trousers | Navy Blue track pants with stripes |
| (iii) Socks | Red with stripes |
| (iv) Shoes | Black - Action/Bata/Adidas |
| (v) White turban/patka for Sikh boys | |

(b) Girls

- | | |
|---|---|
| (i) Shirt | Half sleeves red t-shirt with school logo |
| (ii) Trousers | Navy Blue track pants with stripes |
| (iii) Socks | Red with stripes |
| (iv) Shoes | Black - Action/Bata/Adidas |
| (v) White hairband/hair pins/rubber bands | |

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

(a) Boys

- | | |
|---------------|---|
| (i) Shirt | Full sleeves red t-shirt with school logo |
| (ii) Trousers | Blue track pants with stripes |
| (iii) Jacket | Navy Blue Jacket with red stripes |
| (iv) Socks | Navy Blue long |
| (v) Shoes | Black - Action/Bata/Adidas |

(b) Girls

- | | |
|---------------|---|
| (i) Shirt | Half sleeves red t-shirt with school logo |
| (ii) Trousers | Blue track pants with stripes |
| (iii) Jacket | Navy Blue Jacket with red stripes |
| (iv) Socks | Navy Blue woollen long |
| (v) Shoes | Black - Action/Bata/Adidas |

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

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

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.

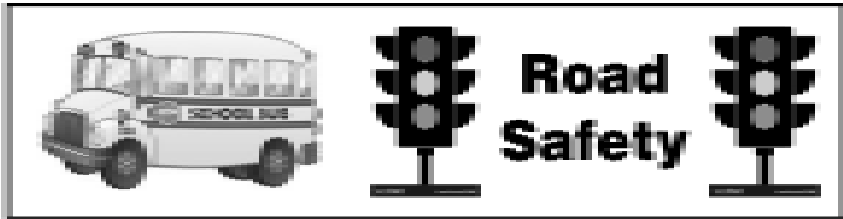
The students are expected to :

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.

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 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**, 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**, 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 8:15 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 Conduct**' for parents' on the school **website : bbpsgr.balbharati.org**, under the tab 'Essential info. followed by 'Policies and Committees'.

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 “I am sorry.”
- 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:

1. To restructure school curriculum and pedagogy in a new 5+3+3+4 design for holistic, integrated, enjoyable, and engaging learning.
2. To include a strong base of Early Childhood Care and Education (ECCE) from age 3 for better overall learning, development, and well-being.
3. To achieve universal foundational literacy and numeracy in all primary schools by 2025.
4. To curtail dropout rates and ensuring universal access to education at all levels.
5. 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.
6. To lay emphasis on conceptual understanding rather than rote learning and learning-for-exams.

7. To empower students through flexibility in course choices at secondary level.
8. To promote multilingualism and the power of language in teaching and learning.
9. To instil life skills such as communication, cooperation, teamwork, and resilience in students.
10. 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.
11. To make education equitable and inclusive for all.

BUS ROUTES

PRM-1	10 Kishan Ganj (Dispensary)
1 BBPS-PR	11 Kishanganj Mkt
2 Pusa Road-(Radha Soami Sastsang)	12 Kishan Ganj Mkt-2 (DMS Booth)
3 Parsad Nagar (MIG Flat)	13 Viveka Nand Puri (Vaishal Dry Cleaner)
4 EPN Chawla Park	14 Padam Ngr
5 WPN (Mother Dairy-303) S.D.Public school	15 Padam Nagar (Community Centre)
6 WPN D.A.V Public School	16 Bharat Nagar (Nala)
7 WPN Uppal Stationery	17 Ashok Vihar - Water Tank
8 WPN Patel Park	PRM-3
9 WPN 24 Block (Patel Nagar)	1 BBPS-PR
10 WPN 24 BLOCK (Vidhya Tample)	2 ORN Aggarwal Sweets
11 WPN MCD School (Joyti Store)	3 Shankar Road (Juice Shop)/Roop Vatika
12 WPN School Corner 28 Block	4 ITI Pusa Gate Entry
13 WPN Bhatia Nursing Home	5 Pusa Gate (Syndicate Bank)
14 WPN Payal Paints	6 Pusa - Kaveri Apartment
15 WPN J Block (Arora Paneer)	7 Pusa Recreation Club
PRM-2	8 ITI Pusa Gate Exit
1 BBPS-PR	9 Inderpuri
2 Dev Nagar Sindhi Gorhi	10 Krishi Kunj (Gate)
3 Dev Nagar Haryana Dairy	11 Naraina 'T' Block (Sanatan Dhram Mandir)
4 Regarpura Khalsa College	12 Naraina 'H' Block
5 Dev Nagar Axis Bank	13 Naraina (Syndicate Bank)
6 Anand Parbat Mandir	14 Sarover Hospital Mansarover Garden
7 Anand Parbat Kamal Restaurent	
8 Sarai Rohilla Sweet Shop (Opp Thana)	
9 Pratap Nagar Metro Station	

BUS ROUTES

15 Mercury Dry Cleaner Mansarover Garden	9 Nagia Park (Sahni Di Hatti)
16 Mansarover Garden D-7	10 Ghanta Ghar
PRM-4	11 Kamla Nagar Satyawati Store
1 BBPS-PR	12 Malka Ganj (Red Light)
2 Kirti Ngr Sheel Property	13 Hans Raj College
3 Kirti Nagar (Bandhan Banquets)-M Block	PRM-7
4 Kirti Nagar ATM	1 BBPS-PR
5 Kirti Nagar Circle	2 Patel Nagar Metro Station Pillar No 192
6 Kirti Nagar D Block	3 West Patel Nagar Bus Stop
7 Kirti Ngr Supas Restaurant	4 WPN Ajmerwala Sweets (Main Road Shiv Mandir)
8 Ramesh Ngr Hanuman Mandir	5 Shadipur Metro Station
9 Ramesh Ngr Ghungroo	6 Shadipur Petrol Pump
10 Ramesh Nagar Sweets Corner	7 Karampura Jhulelal Mandir
11 Raja Garden	8 Moti Nagar DLF Capital Green
12 Bali Ngr Khetrupal	9 Moti Nagar Opp. Fruit Mkt
13 Rattan Park (Maruti Showroom)	10 Moti Nagar Nala
PRM-5	11 West Punjabi Bagh -Morden Bazar
1 BBPS-PR	12 West Punjabi Bagh -Central Mkt
2 Faiz Road-I	13 East Punjabi Bagh Shiv Mandir
3 Brahm Kumari Ashram	14 East Punjabi Bagh -Bhagwan Das Circle
4 Jain Petrol Pump	PRM-8
5 Jeewan Mala Hospital	1 BBPS-PR
6 Rohtak Road (Honda Show Room)	2 Filmistan
7 Gulabi Bhagh (DDA Flats)/Lal Piao	3 DCM
8 Shakti Ngr (Nagia Park)	4 Azad Mkt

BUS ROUTES

5 Roshnara Road	5 N P L Colony (Ridge Road Red Light)
6 R.P. Bagh	6 Todapur Village (Traffic Headquarter)
7 Nanak Piyau	7 Naraina Main Road
8 Kalyan Vihar (Gupta Colony)	8 Rajouri Gdn Relaxo
9 Kirpaal Bagh	9 Rajouri Garden HDFC Bank Red Light
10 Derawala Nagar	10 LIG Flats Rajouri Garden
11 Malwa Taxi Stand	11 Mother Dairy MIG Flats Rajouri
12 Chatrasal Stadium	12 Tagore Garden Metro Station
PRM-09	13 Tagore Gdn Metro Station
1 BBPS-PR	14 Kukreja Hospital Tagore Garden
2 New Rajinder Nagar (Community Centre)	15 Metro Station Rajouri Garden
3 New Rajinder Nagar (Nehru Park)	
4 New Rajinder Nagar (Double Story)	

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

LOCAL EXCURSIONS AND PICNIC

SESSION : 2023-24

PRE SCHOOL

S. No.	Place of Visit	Date	Sign
1.	Bal Bhawan		
2.	Rail Museum		
3.	Traffic Training Park		

PRE PRIMARY

S. No.	Place of Visit	Date	Sign
1.	Dolls Museum		
2.	Bal Bhawan		
3.	Traffic Training Park		
4.	Rail Museum		

* Annual Picnic : Buddha Jayanti Park

* Day-long camp for Pre Primary

PARENT TEACHER MEETING

SESSION 2023-24

S. No.	Date	Day	Agenda
1.	06.05.23	Saturday	General Discussion
2.	05.08.23	Saturday	General Discussion
3.	02.09.23	Saturday	First Term Result Declaration
4.	07.10.23	Saturday	General Discussion
5.	04.11.23	Saturday	General Discussion
6.	02.12.23	Saturday	Second Term Result Declaration
7.	20.01.24	Saturday	General Discussion
8.	March '24		Final Term Result Declaration

**List of Class Teachers
Montessori Department
Session 2023-24**

PRE SCHOOL

PS A	Ms. Manila Dhawan
PS B	Ms. Nitu Khurana
PS C	Ms. Shelly Malik
PS D	Ms. Prerna Sharma
PS E	Ms. Jeevika S. Kumar
PS F	Ms. Neha Gupta
PS G	Ms. Nitika Arora
PS H	Ms. Rashmi Bhasin
PS I	Ms. Preeti Jaggi
PS J	Ms. Reena Sharma

PRE PRIMARY

PP A	Ms. Geeta Chandani
PP B	Ms. Sanjana Kalra
PP C	Ms. Divya Sharma
PP D	Ms. Ritu Asija
PP E	Ms. Mridula Ghai
PP F	Ms. Isha Rawal
PP G	Ms. Maninder Kaur
PP H	Ms. Anju Wadhera
PP I	Ms. Gurpreet Kaur
PP J	Ms. Natasha Jain

Activity Teachers

- Ms. Hittu Anand
- Ms. Shivangi Gangwani
- Ms. Renu Kaushik
- Ms. Neha Yadav
- Ms. Kajol Pandey
- Ms. Vinita 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 creative.

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

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

All the children are promoted to the next class.

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 – 15.01.2024

Date	Festivals & Holidays	Days
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	Budh Purnima	Friday
29 June 2023	Eid-ul-Zuha	Thursday
29 July 2023	Muharrum	Saturday
15 August 2023	Independence Day	Tuesday
30 August 2023	Raksha 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	Choti Diwali	Saturday
12 November 2023	Diwali	Sunday
13 November 2023	Govardhan 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

LEAVE APPLICATION FORM

To
The Class Teacher
Bal Bharati Public School

Dear Sir/Madam,
May I request leave of absence for my ward.....
(of Class.....Section.....) as detailed below :

Date From/To	No. of Days Leave	Reason(s) For Absence	Signature of the Parent/ Guardian	Signature of Class-Teacher

LEAVE APPLICATION FORM

To
The Class Teacher
Bal Bharati Public School

Dear Sir/Madam,
May I request leave of absence for my ward.....
(of Class.....Section.....) as detailed below :

Date From/To	No. of Days Leave	Reason(s) For Absence	Signature of the Parent/ Guardian	Signature of Class-Teacher

YOUR ATTENTION PLEASE

Class Teacher's / Subject Teacher's Remark

Date	Remark	Signature of Parent/ Guardian

ACKNOWLEDGEMENT OF SCHOOL CIRCULARS

No.	Date of Circular	Subject	Signature of Parent / Guardian With Date

ACKNOWLEDGEMENT OF SCHOOL CIRCULARS

No.	Date of Circular	Subject	Signature of Parent / Guardian With Date

PARENT'S REMARKS

Date	Remark	Signature of Parent/ Guardian	Signature of Teacher

PUNCTUALITY RECORD

Date	Time	Remarks	Parent's initials	Teacher's initials

MY ACHIEVEMENTS (2023-24)

No	Name of the Competition	Inter School/ Intra Class	Date & Venue	Position	Teacher's Signature	Parent's Signature

MY ACHIEVEMENTS (2023-24)

No	Name of the Competition	Inter School/ Intra Class	Date & Venue	Position	Teacher's Signature	Parent's Signature

School Functions (2023-24)

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	10 - 12.05.2023	Wednesday-Friday
5	Annual 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 (PS, PP)	30.09.2023	Saturday
14	Interschool MUN	06.10.2023	Friday
15	Skill Programme Day	14.10.2023	Saturday

School Functions (2023-24)

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

MONTESSORI DEPARTMENT, PUSA ROAD CAMPUS

DUTY LIST OF TEACHERS

SESSION 2023-24

PRINCIPAL : Mr. L. V. Sehgal

HEADMISTRESS : Ms. Juhi Grover

CLASS CO-ORDINATORS

Pre-School : Ms. Shelly Malik

Pre-Primary : Ms. Gurpreet Kaur

CURRICULUM PLANNING/LEARNING MODULES/APPRaisal CARDS OF STUDENTS

Ms. Anju Wadhwa (Coordinator)

Ms. Perna Sharma (Coordinator)

Ms. Maninder Kaur

Ms. Nitu Khurana

Class Coordinators

EXAMINATION COMMITTEE

Ms. Rashmi Bhasin (Pre School)

Ms. Anju Wadhwa (Pre Primary)

LEARNING CENTERS

(Videos/PPTS/Activity Sheets/DIY/Toy Bank/Upgradation and Purchase Committee)

Ms. Maninder Kaur (Coordinator)

Ms. Anju Wadhwa

Ms. Manila Dhawan

Ms. Natasha Jain

Ms. Preeti Jaggi

Ms. Reena Sharma

Ms. Ritu Asija

Ms. Nitika Arora

Class Coordinators

CULTURAL PROGRAMME COMMITTEE

Ms. Divya Khanna (Coordinator)

Ms. Manila Dhawan (Coordinator)

Ms. Mridula Ghai

Ms. Shelly Malik

Ms. Ritu Asija

Ms. Geeta Chandani

Ms. Nitika Arora

Ms. Shivangi Gangwani

Ms. Neha Yadav

BAL SABHA ACTIVITIES

All Class Teachers

Class Coordinators

INTER SCHOOL COMPETITION ONLINE AND OFFLINE

Ms. Neha Gupta (Coordinator)

Ms. Anju Wadhera

Ms. Manila Dhawan

Ms. Mridula Ghai

Ms. Divya Khanna

Ms. Hittu Anand

Ms. Geeta Chandani

Ms. Nitika Arora

Ms. Neha Yadav

Class Coordinators

CLASS LIBRARY

Ms. Preeti Jaggi (Coordinator-PP)

Ms. Isha Rawal

Ms. Rashmi Bhasin (Coordinator-PS)

Ms. Gurpreet Kaur

SPORTS ACTIVITY

Ms. Geeta Chandani (Coordinator-PS)

Ms. Nitika Arora (Coordinator-PP)

SPORTS DAY

Ms. Natasha Jain (Coordinator)

Ms. Preeti Jaggi (Coordinator)

Ms. Neha Gupta

Ms. Isha Rawal

Ms. Jeevika S. Kumar

LOCAL EXCURSIONS AND PICNICS

Ms. Natasha Jain (Coordinator - PP)

Ms. Preeti Jaggi (Coordinator - PS)

DISCIPLINE AND DISPERSAL

Ms. Mridula Ghai (Coordinator : Bus Users)

Ms. Reena Sharma (Bus Users)

Ms. Sanjana Kalra (Coordinator : Non-Bus Users)

Ms. Shelly Malik (Non Bus Users)

Class Coordinators

MAINTENANCE OF RECORDS

Ms. Nitu Khurana (Coordinator)

Class Coordinators

RECORDS OF CONSUMABLE AND NON CONSUMABLE GOODS/ APPARATUS/SWINGS/CYCLES

Ms. Natasha Jain (Coordinators : Non-Consumable)

Ms. Gurpreet Kaur

Ms. Mridula Ghai

Ms. Reena Sharma (Coordinators : Consumable)

Ms. Shelly Malik

Ms. Hittu Anand

MAINTENANCE OF FURNITURE AND FIXTURE

Class Coordinators

Class Teachers

DISASTER MANAGEMENT

(Awareness Generation, Safety Measures & Evacuation Team)

Ms. Perna Sharma (Coordinator)

Ms. Sanjana Kalra

Ms. Maninder Kaur

Ms. Natasha Jain

Ms. Jeevika. S. Kumar

Ms. Isha Rawal

Ms. Renu Kaushik

Ms. Kajol Pandey

Ms. Geeta Chandani

Class Coordinators

ORIENTATION PROGRAMME

Ms. Sanjana Kalra (Coordinator)

Ms. Perna Sharma

Ms. Hittu Anand

Class Coordinators

PHOTOGRAPHY/VIDEOGRAPHY

Ms. Geeta Chandani (Coordinator)

Ms. Divya Khanna

Ms. Jeevika. S. Kumar

Ms. Renu Kaushik

Ms. Shivangi Gangwani

Ms. Neha Yadav

PUBLICATION COMMITTEE

(Dairy/Handbook/Newsletter/Sagarika/Website and Reports)

Ms. Jeevika. S. Kumar (Coordinator)

Ms. Nitu Khurana

Ms. Neha Gupta

Ms. Ritu Asija

Ms. Isha Rawal
Ms. Purna Sharma
Ms. Nitika Arora

SOCIAL MEDIA TEAM/CURRENT AFFAIRS

Ms. Neha Gupta (Coordinator)
Ms. Ritu Asija
Ms. Geeta Chandani

WORKSHOPS AND WEBINARS

Ms. Ritu Asija (Coordinator)
Ms. Anju Wadhwa
Ms. Preeti Jaggi
Ms. Mridula Ghai

TIME-TABLE AND LEAVE ARRANGEMENT

Ms. Rashmi Bhasin (Coordinator)
Ms. Sanjana Kalra (Coordinator)

DISPLAY BOARD AND DECORATION

Ms. Hittu Anand (Coordinator)
Ms. Renu Kaushik
Ms. Kajol Pandey
Class Coordinators

DAY -TO- DAY NEWS BOARD

Ms. Hittu Anand

I-CARD AND CLASS PHOTOGRAPHS

Ms. Gurpreet Kaur
Ms. Shelly Malik

CLEANLINESS COMMITTEE

Ms. Rashmi Bhasin (Coordinator)
Ms. Shivangi Gangwani

UNIFORM CHECKING

All Class Teachers

SCHEDULE FOR BAL SABHA ACTIVITIES (2023-24)
PRE SCHOOL

APRIL

- Adaptation Programme 05.04.23, 06.04.23,
10.04.23 - 12.04.23
- My Mother Earth 21.04.23

MAY

- Healthy Food by Little Chefs 02.05.23
- Mother – God’s Blessing 04.05.23
- World of Puppets 09.05.23
- Sports Activity 10.05.23

JULY

- Sports Activity 07.07.23
- Activity Week 10.07.23 - 14.07.23
- Annual Exhibition 15.07.23
- Colouring is Fun 26.07.23

AUGUST

- Sharing is Caring 04.08.23
- Proud to be an Indian 14.08.23
- Sports Activity 22.08.23
- Experiment Day - Exploring Water 28.08.23

SEPTEMBER

- Janamashtami Celebration 04.09.23
- My Word Wall 08.09.23
- Sports Activity 12.09.23
- Splendour–Inter School Competition 16.09.23
- Costume Fiesta 19.09.23 - 21.09.23
- Camel Art Competition 22.09.23
- Grandparents’ Day 30.09.23

OCTOBER

- Puppet Making 06.10.23
- Rhyme Dramatization 10.10.23 - 12.10.23
- Dussehra Celebration 19.10.23
- Sports Activity 27.10.23

NOVEMBER

- Diwali Celebration 09.11.23
- Children's Day Celebration 10.11.23
- My Favourite Cartoon 16.11.23
- Show and Tell 24.11.23

DECEMBER

- Sports Activity 07.12.23
- Poster Making 11.12.23
- Christmas Celebration 21.12.23
- New Year Card Making 22.12.23

JANUARY 2024

- Skit – Unity in Diversity 18.01.24
- Collage Making 29.01.24
- Character Depiction 31.01.24

FEBRUARY

- Creative Expression 06.02.24
- Rhyme Time 14.02.24
- Experiment Day 19.02.24
- Sports Day 23.02.24
- Plants-Our Lifeline 28.02.24

MARCH

- Colours of India 07.03.24

SCHEDULE FOR BAL SABHA ACTIVITIES (2023-24)
PRE PRIMARY

APRIL

- Sports Activity 19.04.23
- My Mother Earth 21.04.23

MAY

- Healthy Food by Little Chefs 02.05.23
- Mother – God’s Blessing 04.05.23
- World of Puppets 09.05.23
- Sports Activity 11.05.23

JULY

- Sports Activity 06.07.23
- Activity Week 10.07.23 -14.07.23
- Annual Exhibition 15.07.23
- Colouring is Fun 26.07.23

AUGUST

- Sharing is Caring 04.08.23
- Proud to be an Indian 14.08.23
- Sports Activity 17.08.23
- Costume Fiesta 23.08.23 to 25.08.23
- Experiment Day - Exploring Water 28.08.23

SEPTEMBER

- Janamashtami Celebration 04.09.23
- My Word Wall 08.09.23
- Sports Activity 11.09.23
- Splendour – Inter School Competition 16.09.23
- Camel Art Competition 22.09.23
- Grandparents’ Day 30.09.23

OCTOBER

- Puppet Making 06.10.23
- Dussehra Celebration 19.10.23
- Sports Activity 26.10.23
- Hindi Extempore 31.10.23

NOVEMBER

- Diwali Celebration 09.11.23
- Children's Day Celebration 10.11.23
- My Favourite Cartoon 16.11.23
- Show and Tell 24.11.23
- Story Dramatization 30.11.23

DECEMBER

- Sports Activity 06.12.23
- Poster Making 11.12.23
- Christmas Celebration 21.12.23
- New Year Card Making 22.12.23

JANUARY 2024

- Master Stroke 17.01.24
- Skit – Unity in Diversity 18.01.24
- Hindi Calligraphy 23.01.24
- Collage Making 29.01.24
- Character Depiction 31.01.24

FEBRUARY

- Creative Expression 06.02.24
- English Recitation 13.02.24
- Experiment Day – Air 19.02.24
- Sports Day 23.02.24
- Plants-Our Lifeline 28.02.24

MARCH

- Colours of India 07.03.24

SCHEDULE AND THEME FOR MORNING ASSEMBLY

SESSION : 2023-24

PRE SCHOOL & PRE PRIMARY

THEME	PS	PP
Dream Big Work Hard (Joint Assembly)	20.04.23	20.04.23
Rules of the Environment (Joint Assembly)	27.04.23	27.04.23
Health is Wealth (Joint Assembly)	18.07.23	18.07.23
Nurture the Nature (Joint Assembly)	27.07.23	27.07.23
Independence Day (Joint Assembly)	10.08.23	10.08.23
Teachers' Day (Joint Assembly)	04.09.23	04.09.23
Gandhi Jayanti (Joint Assembly)	29.09.23	29.09.23
Guru Nanak Birthday (Joint Assembly)	23.11.23	23.11.23
Energy Conservation (Joint Assembly)	14.12.23	14.12.23
Republic Day (Joint Assembly)	25.01.24	25.01.24
Use of Technology (Joint Assembly)	20.02.24	20.02.24
One Earth, One Family, One Future (Joint Assembly)	05.03.24	05.03.24

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_____

