



Heritage Vidhyalaya

Secondary CBSE School

(Affiliation # 1930665)

Students Diary

Name: _____

Class: _____

**“Our greatest weakness lies in giving up.
The most certain way to succeed is always
to try just one more time.”**

Thomas A. Edison



Kavarkalpatty, Vellalagundam, Valapady, Salem – 636 111

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Time Table

Days	1	2	3	4	5	6	7	8
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Student Information (School Copy)

Student's Name: _____ Class: _____ Sec: _____

Student's date of birth: _____ Blood group: _____

Father's name: _____ Father's mobile # _____

Father's occupation: _____

Mother's name: _____ Mother's mobile # _____

Mother's occupation: _____

Complete postal address of the residence of the student

Address line 1: _____

Address line 2: _____

Landmark: _____

Bus stop name: _____ Bus # _____

Details of brothers and sisters (if any) studying in this school

Full Name, Class and Section _____

Full Name, Class and Section _____

Full Name, Class and Section _____

Declaration by parents

We hereby confirm and declare that the information provided herein is true to the best of our knowledge and belief. We have carefully read and understood all the rules adverted in the School Almanac and undertake to abide by the same without any exception.

We also undertake that either one of us will sign all his/her leave applications, report cards etc.

We also understand that the SMSs sent from by the school are purposeful and informative, and we wish to receive the same without any objection.

Father's sign: _____ Mother's sign: _____

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Student's date of birth: _____ Blood group: _____

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Father's sign: _____ Mother's sign: _____

My Family

Grandfather

Grandmother

Grandfather

Grandmother

Father

Mother

Elder brother / Sister

Me

Younger brother / Sister

About my family

[illegible]

Introduction to School Diary (Page 1 of 2)

The purpose of your Student Diary is to assist with:

ORGANISATION - Using the diary will develop your organisation and time management skills, develop study skills and habits, help you to manage your time effectively, take a more responsible approach to your learning and become an active learner.

COMMUNICATION - The diary will also provide a daily means of communication between the school and the home.

INFORMATION - The diary contains important information about Heritage Vidhyalaya CBSE School's responsibilities and expectations, staff, support services, policies and procedures.

You must:

1. familiarise yourself with the diary content and structure
2. bring your diary to school every day
3. place your diary on your desk in roll call and in every lesson
4. use your diary to record things such as the due date of homework, assignments, assessment tasks, reminders about tests and upcoming events, exams, and notes to return
5. keep your diary neat and presentable, free from graffiti and inappropriate material
6. have your diary signed by your parent and show your roll call teacher
7. not remove pages from your diary
8. not pour any liquid over the papers in diary / write over / scribble out comments written by your teachers or parent
9. remember that teachers and your parent will check your diary

Your teachers will:

1. offer assistance and advice on how to use your diary and record information
2. provide time in each session/period for you to record tasks and events in your diary
3. use the diary to communicate to your parents or ask to see your diary for communication from your parent
4. write notes in your diary about behaviour issues, detentions, lateness to class, visits to the toilet etc

Introduction to School Diary (Page 2 of 2)

5. follow up with students who are not using their diaries effectively
6. (may) record that they have issued you with a merit certificate or that you have worked well in a lesson

Your roll call teacher will:

1. check that you have your diary with you in roll call each morning
2. sign your diary everyday and check that your diary has been signed by your parent
3. if your diary has not been signed by your parent your name will be recorded as a defaulter.
4. if your diary has not been signed three times your roll call teacher will refer you to the Principal and will call your parent to discuss the situation.
5. if your diary has not been signed a fourth time you will be referred to the Chairman and will be asked to bring your parents to school to discuss the situation.

Your parent will:

1. ask to see your diary to check that you are recording and completing your homework etc
2. check for communication from your teachers or write brief notes to your teachers
3. sign the diary in the space provided before Friday each week
4. make arrangements to purchase a replacement of student's diary if you lose yours.

If you forget/lose your diary:

1. you must report to your class teacher before school or during roll call after your name has been marked. You will be issued with a photocopied page from a diary to use for that day
2. if you forget your diary a third time, your class teacher will call home and discuss the situation with your parent.
3. if you forget your diary a fourth time you will be referred to the Chairman.
4. you should make every effort to find your diary. If you cannot find it you will be required to purchase from our school office.

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!

தமிழணங்கே!

உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே!! வாழ்த்துதுமே!!!

Preamble to the Constitution of India

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.

National Anthem

Jana-gana-mana adhinayaka, jaya he Bharatha-bhagya-vidhata.
Punjab-Sindh-Gujarat-Maratha Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga Uchchala-Jaladhi-taranga.

Tavashubha name jage, Tavashubhaasisa mage, Gahetavajayagatha
Jana-gana-mangala-dayakajaya he Bharata-bhagya-vidhata

Jaya he, jaya he, jaya he, Jaya jayajaya, jaya he !

Fundamental Duties

It shall be the duty of every citizen of India:

- a) To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem.
- b) To cherish and follow the noble ideals which inspired our national struggle for freedom.
- c) To uphold and protect the sovereignty, unity and integrity of India.
- d) To defend the country and render national service when called upon to do so:
- e) To promote harmony and the spirit of common brotherhood amongst all the people of India, transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women.
- f) To value and preserve the rich heritage of our composite culture;
- g) To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures.
- h) To develop the scientific temper, humanism and the spirit of inquiry and reform.
- i) To safeguard public property and to abjure violence;
- j) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher level of endeavour and achievement.

National Pledge

India is my country.
All Indians are my brothers and sisters.
I Love my country, and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall respect my parents, teachers and all my elders
and treat every one with courtesy.
I pledge my devotion, to my country and its people.
My happiness lies in their well-being and prosperity.

Jai Hind

All things bright and beautiful

All things bright and beautiful, all creatures great and small,
All things wise and wonderful - the dear God made them all.

Each little flower that opens, Each little bird that sings,
God made their glowing colours, God made their tiny wings.

All things bright and beautiful, all creatures great and small,
All things wise and wonderful - the dear God made them all.

The purple-headed mountain, the river running by,
The sunset and the morning - that brighten up the sky.

All things bright and beautiful, all creatures great and small,
All things wise and wonderful - the dear God made them all.

The cold wind in the winter, the pleasant summer sun,
The ripe fruits in the garden – God made them every one

All things bright and beautiful, all creatures great and small,
All things wise and wonderful - the dear God made them all.

Sare Jahan se Accha

सारे जहाँ से अच्छा हिन्दोसिताँ हमारा
Sāre jahān se acchā, Hindositān hamārā
हम बुलबुलें हैं इसकी यह गुलसिताँ हमारा
Ham bulbulen hain is kī, yih gulsitān hamārā

गुर्बत में हों अगर हम, रहता है दिल वतन में
Ghurbat men hon agar ham, rahtā hai dil waṭan men
समझो वहीं हमें भी दिल हो जहाँ हमारा
Samjho wuhīn hamen bhī dil ho jahān hamārā

परबत वह सबसे ऊँचा, हम्साया आसमाँ का
Parbat wuh sab se ūnchā, hamsāyah āsmān kā
वह संतरी हमारा, वह पासबाँ हमारा
Wuh santarī hamārā, wuh pāsbān hamārā

गोदी में खेलती हैं इसकी हज़ारों नदियाँ
Godī men kheltī hain is kī hazāron nadīyān
गुल्शन है जिनके दम से रश्क-ए-जनाँ हमारा
Gulshan hai jin ke dam se rashk-i janān hamārā

ऐ आब-ए-रूद-ए-गंगा! वह दिन हैं याद तुझको?
Ai āb-i rūd-i Gangā! wuh din hain yād tujh ko?
उतरा तिरें किनारे जब कारवाँ हमारा
Utrā tire kināre jab kārwān hamārā

मज़हब नहीं सिखाता आपस में बैर रखना
Mazhab nahīn sikhātā āpas men bair rakhnā
हिंदी हैं हम, वतन है हिन्दोसिताँ हमारा
Hindī hain ham, waṭan hai Hindositān hamārā

यूनान-ओ-मिस्र-ओ-रूमा सब मिट गए जहाँ से
Yūnān o-Miṣr o-Rūmā, sab miṭ ga'e jahān se
अब तक मगर है बाकी नाम-ओ-निशाँ हमारा
Ab tak magar hai bāqī, nām o-niṣhan hamārā

कुछ बात है कि हस्ती मिटती नहीं हमारी
Kuch bāt hai kih hastī, miṭtī nahīn hamārī
सदियों रहा है दुश्मन दौर-ए-ज़माँ हमारा
Ṣadiyon rahā hai duṣhman daur-i zamān hamārā

इकबाल! कोई महरम अपना नहीं जहाँ में
Iqbāl! ko'ī mahram apnā nahīn jahān men
मालूम क्या किसी को दर्द-ए-निहाँ हमारा !
Ma'lūm kyā kisī ko dard-i nihān hamārā!

We Shall Overcome

We shall overcome, we shall overcome,
We shall overcome someday;
Oh, deep in my heart, I do believe,
We shall overcome someday.

We'll walk hand in hand, we'll walk hand in hand,
We'll walk hand in hand someday;
Oh, deep in my heart, I do believe,
We'll walk hand in hand someday.

We are not afraid, we are not afraid,
We are not afraid today;
Oh, deep in my heart, I do believe,
We are not afraid today.

The truth shall make us free, the truth shall make us free,
The truth shall make us free someday;
Oh, deep in my heart, I do believe,
The truth shall make us free someday.

We shall live in peace, we shall live in peace,
We shall live in peace someday;
Oh, deep in my heart, I do believe,
We shall live in peace someday.

Thank you God

Thank you God for the world so sweet,
Thank you God for the food we eat,
Thank you God for the birds that sings,
Thank you God for everything.

Suggestions to parents (Page 1 of 2)

1. Please check the hair, nails, uniform and punctuality of your ward in the morning.
2. It is always advisable to write to the school about the problems of your child. Your letters will be replied to, after discussion with the concerned teachers.
3. Check your child's diary daily. Do sign the remarks, if any, and take necessary action.
4. If you observe that your child is not assigned homework for sometime or is unable to follow the lesson, the Principal or Head of the Institution should be contacted.
5. Encourage your child to take balanced interest in studies, co-curricular activities and sports.
6. Your child is not allowed to wear jewellery in school. The school bears no responsibility for articles lost in school.
7. Please do not send fees in the form of cash through your child. If your child loses it, or fails to execute the transaction successfully, you will have to pay the fees to avoid defaulting. You will have to preserve the receipts. In case of any confusion, the receipts that you hold is the final proof.
8. If your child is absent from the school, he/she must make up all the work missed during the period.
9. The school contact number should be used in case of emergency, please abstain from the habit of making petty enquiries. Parents are appealed to respect the privacy of the teaching faculty and administrative staff and abstain from causing any disturbance through telephonic/ house visits for any official purpose. Any official matters are to be clarified by using "parent communication" section given in the student diary by all means.
10. Any appointment with the teacher/Principal, should be informed in advance through the student diary. Parents are requested to respect the slot given to meet the concerned as stated by the institution.
11. Parents shall educate their wards to respect civic rules by not allowing minors to drive two wheelers like motor bike/heavy vehicles.

Suggestions to parents (Page 2 of 2)

12. Name and class should be clearly labelled on student's belongings. Lost and found articles will be kept in the office and should be claimed by the child.
13. Students should show the remarks / test report and get them countersigned by their parents without fail.
14. Parents should inform the school, in writing, if there is any change in address & Telephone No.
15. Parents are requested to ensure that their wards carry the text/exercise books according to the timetable of the day, to minimize weight, which otherwise may harm the spine of the child.
16. Parents should drop the children at the school gate by 9:00am.
17. Please meet the Principal or the class teacher whenever you receive a note or a phone call regarding your ward's problem.
18. Should there be any legitimate complaint, do not hesitate to meet the Principal at once for personal intervention.
19. Criticism of the teacher or the institution in the presence of their children should be scrupulously avoided because it may cause loss of respect to their teacher as well as the school, and retard his progress.
20. Payment of fees is the responsibility of the parents and it should be paid in time.
21. We expect you to attend all parent-teacher meetings. This is your opportunity to help us to improve.
22. Parents are requested to instil the habits of sending home-made foods in their lunch boxes. Junk food is totally prohibited in the School.
23. The school reserves the right to suspend or to take disciplinary action against a child whose progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
24. Giving presents or gifts to staff as a demonstration of gratitude or goodwill in their honour is not allowed except with the prior permission of Principal.
25. Parents are expected to cooperate with the school authorities in enforcing regularity and discipline.

Abraham Lincoln's letter to his son's headmaster

Abraham Lincoln was the sixteenth President of the United States of America. The letter he wrote to his son's teacher over a hundred years ago, still reads as if it was written yesterday. See below:

He will have to learn, I know, that all men are not just, all men are not true, but teach him also that for every scoundrel there is a hero; that for every selfish politician, there is a dedicated leader... Teach him that for every enemy there is a friend.

It will take time, I know, but teach him, if you can, that a dollar earned is of far more value than five found...Teach him to learn to lose...and also to enjoy winning. Steer him away from envy, if you can, teach him the secret of quiet laughter. Let him learn early that the bullies are the easiest to lick...Teach him, if you can, the wonder of a book...but also give him quiet time to ponder the eternal mystery of birds in the sky, bees in the sun, and flowers on a green hillside.

In school, teach him it is far more honourable to fail than to cheat...Teach him to have faith in his own ideas, even if everyone tells him they are wrong...Teach him to be gentle with gentle people, and tough with the tough. Try to give my son the strength not to follow the crowd when everyone is getting on the bandwagon...Teach him to listen to all men...but teach him also to filter all he hears on a screen of truth, and take only the good that comes through.

Teach him, if you can, how to laugh when he is sad...Teach him there is no shame in tears. Teach him to scoff at cynics and to beware of too much sweetness...Teach him to sell his brawn and brain to the highest bidders, but never to put a price tag on his heart and soul. Teach him to close his ears to a howling mob...and to stand and fight if he thinks he is right.

Treat him gently, but do not coddle him, because only the test of fire makes fine steel. Let him have the courage to be impatient...let him have the patience to be brave. Teach him always to have sublime faith in himself, because then he will always have sublime faith in mankind.

This is a big order, but see what you can do...He is such a fine little fellow, my son!

ABRAHAM LINCOLN

School Rules (Page 1 of 2)

1. The first bell is a signal for the students to go for the assembly. As soon as they are back to their classes, the students should get their books ready for first period.
2. Inside the school campus during the school hours, English is encouraged to be spoken to acquire greater ease in the study of the language and use it as a medium to comprehend other subjects easily. Any pupil found conversing in any other vernacular will be subject to face disciplinary actions.
3. Visiting of washrooms should be restricted to the cause, any habitual moment from the class after every interval should not be practiced.
4. Change of classroom for co-scholastic periods should be done in silence and in an orderly manner.
5. Refinement in manners, habits of obedience, order, and neatness in dress and above all punctuality are required at all times.
6. Celebration of any special days like birthdays should be treated as a simple affair. Student is permitted to wear colour dress, strictly formal one which aligns with the school decorum. Student may donate books to our school library, or do charity to gain good will, instead of distributing chocolates that contains unfathomable chemicals these days, any violation will be considered to be a wilful violation and will be dealt with strictly.
7. Care must be taken of all school property. Student must own the school property by not resorting to practices that spoil and tarnish the image of being a Heritage Vidhyalaya student. Any damage done to school property / premise will result in enforcing punitive measure of imposing fine that covers all the cost involved in restoring normalcy.
8. Students allotted with responsibilities like members of school cabinet should be a role model in their overall behaviour and wear their respective badges daily.
9. Irregular attendance, disobedience or defiance of authority, lack of sufficient improvement in studies and conduct even after several warnings, misconduct and malpractice/ misconduct/violation of rules in examination are sufficient reasons for dismissal of a student.
10. A written apology will be demanded by the school authorities for the wilful breach of discipline.
11. Being a co-ed school, it is expected that students behave in a manner which brings a good name to school community.
12. Shouting or whistling is certainly not a desirable practice, within or outside the campus.
13. Students are advised to keep the class room and campus neat and clean. They must take care to throw the waste materials into the dustbin.
14. No books, magazines, periodicals etc. other than the prescribed syllabus should be brought to school.

School Rules (Page 2 of 2)

15. Students found using unfair means during the examinations will be marked zero in that subject. These students will not be eligible for any academic awards of school appointments.
16. Bringing fireworks / explosives or splashing colour in school premise is strictly forbidden.
17. The school is not responsible for the loss of any articles that the student brings into the school premises.
18. Carrying electronic communication devices including those that can store / record / play audio-visual content; transmit or receive images; or provide unfiltered connection to the Internet such as iPads, DVD/CD players, game consoles, handheld PC, smart phones, laptops, tablet or any other gadget with similar capabilities of data storage/transmission is not permitted in school and school bus without prior permission and verification of school authorities.
19. The principal of the school and transport in-charge will check the mobile phone available with non-teaching staff including the attendant of the bus.
20. It is reiterated that unmonitored use of any electronic communication device is strictly prohibited in school and school bus and any reported violation in this regard would attract strict disciplinary action.
21. Bringing high value objects or gadgets or any electronic items is strictly prohibited. Non-compliance of these instructions can result in expulsion from the school. If a student is caught with an electronic gadget, the same will be confiscated and will not be returned by the school authority.
22. The school has bus transport available for its students. The students who come to school by their own transport should arrive at school before the warning bell.
23. The violation of the school rules will be viewed very seriously.
24. The school reserves the right to add, alter, and cancel any rule given in this diary at any time at its discretion which will be binding to student and their parents /guardians.

School Bus Safety Tips

1. Get to the school bus stop five minutes early, so you won't have to run across the road to catch the bus. When waiting for the bus, stay away from traffic. Line up at least five giant steps away from the curb or the roadway to wait for the bus.
2. Never run after the school bus if it has already left the bus stop. Never push when getting on or off of the school bus.
3. Always walk at least 10 feet in front of the bus when crossing so that the school bus driver can see you.
4. Stay away from the bus wheels at all times—the driver cannot see you if you are close to the bus wheels!
5. Cross the road with utmost care. Wait until the school bus has stopped and all traffic subside before stepping out onto the road.
6. Be cautious of clothing or backpacks with drawstrings, toggles or key chains that can get caught on bus handrails and doors.
7. When the school bus is moving, always stay in your seat. Never put your head, arms or hands out of the window.
8. Be courteous and respectful to your driver. Listen to the directions. Talk quietly; do not distract your school bus driver.
9. If your school bus crosses railroad tracks, be calm and quiet so that your driver can listen for a train. Always obey your school bus driver's instructions, so that he or she can make safe decisions.
10. Never play with the emergency exits. Backpacks, band instruments, or sports equipment should not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
11. Students are to remain in their seats. Students must sit facing the front of the bus, keep their hands and feet to themselves, and keep their voice levels moderated.
12. When getting off of the school bus, make sure that all drawstrings and other loose objects are secure so that they don't get caught on the handrail or the door.
13. If you leave something in the bus or drop something outside the bus, never go back for it. The driver may not see you and begin moving the bus.
14. Never speak to strangers at the bus stop and never get into the car with a stranger.
15. If your parent meets you at the bus stop, make sure he or she waits on the same side of the street where you will be dropped off so you won't have to cross the street.
16. A parent/guardian or older sibling must be at the bus stop to receive kinders.

Homework Policy (Page 1 of 2)

The purpose of homework, like schoolwork, is learning. Homework is important for students of all ages, as it helps them build on what they have already learnt in the class room, and prepares them for the next stage in their learning.

Homework is also valuable for teachers, as it helps them assess the progress of their students. There is a clear link between the time spent by students on out-of-class study and student achievement.

Homework helps to bridge the gap between home and school. Teachers, students, parents and caregivers should see it as a vital part of the home-school partnership, which supports young people while they learn.

The role of teachers is to:

1. Ensure homework is related to the work being done at school.
2. Set homework, which allows students to demonstrate what they are capable of achieving and which challenges them to progress.
3. Give students sufficient time for the completion of tasks
4. Ensure students are aware of what is expected of them, and how their work will be assessed.
5. Communicate with parents about areas of concern related to homework.
6. Assess homework to determine achievement by students
7. Maintain student homework records.

The task of students is to:

1. Complete homework within the given time frame.
2. Maintain a homework record for their teachers and parents.
3. Show their homework to their parents and ask them to sign it.

Parents can help by:

1. Supporting students in completing homework.
2. Providing, if possible, a dedicated place and desk for homework and study.
3. Assisting teachers to monitor homework by signing given tasks.
4. Communicating with teachers, Principal and Chairman about any concerns with homework or their child's approach to homework.

Homework Policy (Page 2 of 2)

Homework guidelines for classes till grade 7:

1. Secondary students are taught by a number of specialist subject teachers. Homework will be set by all teachers, but not necessarily every day. Sufficient time must be allowed for research activities and larger assignments, so that students can access resources.
2. Homework activities will vary according to the needs of the various subjects being studied. While most homework will consist of completing work begun in class and preparing for future lessons, students may also be given work to consolidate what they have learnt and to help them progress to the next stage of their learning.

As a guideline:

1. students in classes 2 and 3 should be expected to spend about six hours per week on homework.
2. those in classes 4 and 5 - about eight hours per week.
3. those in classes 6 and 7 - at least ten to fifteen hours per week.
4. those in classes 7 to 10 - at least fifteen to twenty hours per week.

School Timings

Reporting:	9:00AM
First Bell:	9:05AM
Assembly / Class Teacher's Time:	9:10AM to 9:25AM
I Period:	9:30AM to 10:10AM
II Period:	10:10AM to 10:50AM
First interval: -----	10:50AM to 11:00AM
III Period:	11:00AM to 11:40AM
IV Period:	11:40AM to 12:20PM
Lunch Break: -----	12:20PM to 12:50PM
V Period:	12:50PM to 1:30PM
VI Period:	1:30PM to 2:10PM
Second interval: -----	2:10PM to 2:20PM
VII Period:	2:20PM to 2:55PM
VIII Period:	2:55PM to 3:30PM
Zero Period: -----	3:30PM to 3:45PM
Dispersal:	3:45PM

School Office Hours: 8:30AM to 5:00PM

School Computer Usage Policy

The Heritage Vidhyalaya CBSE School computer lab and access to internet is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. These facilities must be regarded as a privilege, and access to these facilities will be withdrawn for any misuse. Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of Usage Policy.

General Policies:

1. Use of computing resources only for educational purposes.
2. Appropriate language must be used in all communications including email messages, chat and web pages.
3. No user may deliberately or carelessly waste computer resources (e.g., unnecessary printing) or disadvantage other users (e.g., by monopolising equipment, network traffic etc).
4. Consideration must be given to avoiding inconvenience to other computer users. e.g., log off and leave computers ready for the next user to log in; replace furniture to normal positions when finished.

Acceptable usage includes:

1. Research activities that relate to associated learning activities as part of the school curriculum.
2. The use of email and shared network resources for exchanging appropriate information and engaging in collaborative projects.

Examples of unacceptable usages include:

1. Sending or displaying offensive and anti-social material.
2. Deliberately entering, or remaining in, web sites containing objectionable material.
3. Using obscene language.
4. Harassing, insulting or attacking others.
5. Damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses or physically abusing hardware.)
6. Violating copyright laws. The legal rights of software producers, network providers, and copyright and license agreements must be honoured.
7. Storage of EXE files and compressed program files.
8. Entering other user accounts, changing other user passwords and interfering with files.
9. Disrespect of others' privacy and intellectual property.

Admission of students to our school

1. Eligibility for admission is as follows (this is subject to change in accordance to government guidelines):
 1. Pre-KG: 2½ + years as on 31st March
 2. LKG: 3½ + years as on 31st March
 3. UKG: 4½ + years as on 31st March
2. In general the child should have completed five years before starting Grade – I as on 31st March.
3. Students who have completed UKG from Heritage Vidhyalaya shall be admitted to Grade – I after registering by submitting an application form. For students coming from other institutions admission is subject to availability of seats.
4. Admission to other classes depend on availability of seats and passing an eligibility test.
5. Students seeking admission to standard II and above need to bring Transfer certificate from the school last attended.

Please reach out to our school office to seek assistance in the admission process.

Withdrawal of students from our school

1. Notice for withdrawal of a student should be given in writing by the parent/guardian at least 3 days in advance.
2. A non liability (no due) certificate from the library and the school account section should be given. In some cases, students should produce a non-liability certificate from the Science and Computer laboratories.
3. Transfer Certificates are issued only after payment of all dues.

Note: Parents who withdraw students and seek re-admission shall pay re-admission fee

Frequently Asked Questions

(This is an extract from http://www.cbse.nic.in/fag/FAQs_2016.pdf)

1. What is the minimum age of admission in class I in CBSE affiliated schools?

CBSE has not prescribed age of admission in school in class 1. Parents may follow the minimum age prescribed by the concerned State/U.T. Government where the school is situated.

2. Has the Board fixed any age criteria to appear in class X examination?

No, the Board has not fixed any minimum/maximum age to appear in class-10th examination however; at the time of admission the student should satisfy the requirements of age limits (minimum & maximum) as determined by the State/U.T. Government and applicable to the place where the School is located.

3. Can a student be detained from appearing in Board examination?

*As per Rule 15 of the Examination Bye-Laws in no case Heads of affiliated schools can detain eligible candidates from appearing at the examination **except** in the case of shortage of attendance of the student.*

4. What is the percentage of attendance required to appear in the Secondary / Senior Secondary examination?

At least 75% attendance in an academic session is required to be eligible to appear for the classes IX, X, XI & XII examination. Candidates taking up a subject(s) involving practical examination are also required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. In respect of students participating in Sports at National level organized by recognized Federations/CBSE/School Games Federation of India (SGFI), the required percentage of attendance is 60%. Such candidates taking up a subject(s) involving practical examination are also required to have put in at least 60% of the total attendance for practical work in the subject in the laboratory. In accordance with rule 14 of Examination Bye-laws Shortage up to 15% only can be condoned by the Chairman in respect of those students appearing for the Secondary Examinations conducted by the Board and Senior School Certificate Examination. Cases of candidates with attendance below 60% in class X or class XII, appearing for the Board's examinations, as the case may be, shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization. (iii) The Principal shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case (iv) The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage: (a) prolonged illness; (b) loss of father/mother or some other such incident leading to his absence from the school and meriting special consideration; and any other reason of similar serious nature. (d) Authorized participation in sponsored tournaments and sports meets of not less than inter-school level and at NCC/NSS camps including. The days of journeys for such participation shall be counted as full attendance. (e) Authorized participation in Sports at National level organized by recognized Federations/CBSE/SGFI.

5. Is the syllabus for classes IX and X available on CBSE website?

Yes, the syllabus is available on the CBSE website www.cbseacademic.in and textbooks can be downloaded from <http://ncert.nic.in/textbook/textbook.htm>

Attendance

1. As per CBSE Examinations Bylaws, 75% attendance is mandatory to be eligible for appearing in annual examination. This rule cannot be relaxed at any cause.
2. Leave must be taken only with prior written sanction. Strict action will be taken against those students who remain absent for more than three days without any formal intimation to the school.
3. Medical fitness certificate is necessary in case of illness even for a days absence.
4. Absence from the school for social function should be discouraged. There is no provision for short/half day leave for students.
5. A student suffering from any infectious disease can re-join school only after the completion of the quarantine period certified by a registered medical practitioner. Such period is as follows:
 - a) Chickenpox: Until sab falls completely or three weeks
 - b) Cholera: Complete recovery
 - c) Measles: Two weeks after the rashes
 - d) Mumps: Till the swelling subsides
 - e) Whooping Cough: Six weeks
 - f) Viral fever: Two weeks
 - g) Typhoid: Twenty one days
 - h) Conjunctivitis: Complete recovery
6. If a child is absent without prior information and medical certificate then he/she will be marked absent.
7. If the child has joined in mid session then, the assessment of the child will be based on the tests he/she has appeared in.

School Uniform

1. All students must come to school in clean and tidy uniform.
2. Students are expected to wear Sports Uniform on days they have P.Ed. period.
3. Students must wear shoes prescribed by the school.
4. Students will be checked for proper uniform every day before assembly.
5. Students must wear their ID Cards to school every day.
6. Students should be clean and tidy in person and dress; should clip nails, cut and comb hair neatly,
7. Students should stay away from wearing nail colors, perfumes, colored hair bands etc.
8. Students are allowed to wear color dress only on their birthdays or for any special school programs as instructed by the school.
9. Hair-do for girls: Two plaits with white or black hair band.
10. Students are not to wear anklets, flowers, metal bangles, neck chain and long earrings.
11. Black or white single plastic bangle and small stud are allowed.

Teaching with Technology

Technology can have a reciprocal relationship with teaching. The emergence of new technologies pushes educators to understand and leverage these technologies for classroom use. As technology improves, so is the way of its dissemination to the students in a qualitative manner. Digital classroom solutions provide interactive visual simulations to aid in teaching simple and complex concepts in almost every subject for almost every class.

We feel proud to have been associated with probably the best service provider in this field to cater the needs of our students in this respect. Undoubtedly, with these recent technologies in the classroom, strong conceptual knowledge can be achieved as well.

Short Messaging Service (SMS)

Our school takes advantage of SMS mode of mass communication to let the parents keep an eye on the ward's performance all the time and also keep them aware about any major or minor event that takes place in our school.

School Curriculum

Subjects offered at various levels in our school:

1. Pre Nursery: Tamil, English, Maths, Environmental Studies, and curriculum based on development skills.
2. KG Classes: Tamil, English, Hindi, Maths, Science, Art and Craft, and various co-curricular activities.
3. Classes I to VIII: Tamil, English, Hindi, Maths, Science, Social Science, General Knowledge, Music, Dance, and various co-curricular activities.
4. Class IX and X: Tamil, English, Maths, Science, Social Science, and various co-curricular activities.

School Library

Our school library is open to all active students of the school. The functioning of the library is automated. Students have to observe the following rules in the library:

1. Students must maintain absolute silence in the library.
2. Books are issued in the regular library period.
3. Books are issued for one week only. Multi volumed books and reference books are not issued.
4. Students are allowed to borrow books only on their own identity cards.
5. Books marked, disfigured or damaged will have to be replaced or paid for by the borrower.
6. Students are not allowed to bring their personal books into the library.
7. Bags are strictly prohibited in the library.
8. When the borrower leaves the library, he/she must show the books to the person at the door.

Canteen

The school canteen serves tea, snacks, and other snack on cash payment.

School Transport

Students can avail the school transport subject to the availability of seats. Parents should consult the school transport in-charge for necessary details. Bus facility is not a mandatory service to be availed by the student.

School Holidays

S#	Day	Festival /Event
1	Apr 14, 2018 - Saturday	Tamil New Year
2	Jun 14, 2018 - Thursday	Ramzan
3	Aug 15, 2018 - Wednesday	Independence Day
4	Aug 22, 2018 - Wednesday	Bakrid
5	Sep 13, 2018 - Thursday	Vinayagar Chathurthi
6	Sep 21, 2018 - Friday	Muharam
7	Oct 18, 2018 - Thursday	Ayuthapooja
8	Oct 19, 2018 - Friday	Vijayadasami
9	Nov 06, 2018 - Tuesday	Diwali
10	Nov 21, 2018 - Wednesday	Miladi nabi
11	Jan 14, 2019 - Monday	Thai Pongal
12	Jan 15, 2019 - Tuesday	Thiruvalluvar Thinam
13	Jan 16, 2019 - Wednesday	Uzhavar Thirunal
14	Jan 26, 2019 - Saturday	Republic day

School Vacations

S#	Holidays	From	To
1	Summer Holidays	Apr 23, 2018 - Mon	Jun 02, 2018 - Sat
2	Term I Holidays	Sep 26, 2018 - Wed	Oct 02, 2018 - Tue
3	Pooja Holidays	Oct 18, 2018- Thu	Oct 20, 2018 - Sat
4	Diwali Holidays	Nov 05, 2018 - Mon	Nov 07, 2018 - Wed
5	Winter Holidays	Dec 22, 2018 - Sat	Dec 31, 2018 - Mon
6	Pongal Holidays	Jan 14, 2018 - Sun	Jan 16, 2018 - Tue

Parents – Teachers Meetings

S#	Month	Date	Classes
1	July 2018	Jul 21, 2018 - Sat	1 to 10th
2	October 2018	Oct 06, 2018 - Sat	KG to 10th
3	January 2019	Jan 05, 2019 - Sat	KG to 10th
4	March 2019	Mar 30, 2019 - Sat	Annual reports (KG to 9)

Classes I and II: Topics for English conversation and Group Discussion

Month	Topic
April 2018	<ol style="list-style-type: none">1. Myself2. My family3. My school
May 2018	<ol style="list-style-type: none">1. My class teacher2. My mother
July 2018	<ol style="list-style-type: none">1. How did I spend my summer vacation2. My father3. Importance of plants4. My favourite sport5. Good habits
August 2018	<ol style="list-style-type: none">1. Independence day2. Uses of computer3. What I want to be
September 2018	<ol style="list-style-type: none">1. Types of transport
October 2018	<ol style="list-style-type: none">1. My favourite book2. My favourite festival3. Hygiene4. My best friend
November 2018	<ol style="list-style-type: none">1. Sports day2. Children's day3. Importance of news paper
December 2018	<ol style="list-style-type: none">1. Uses of technology2. Respect time
January 2019	<ol style="list-style-type: none">1. Republic day2. Agriculture
February 2019	<ol style="list-style-type: none">1. About my planet – Earth

Class III: Topics for English conversation and Group Discussion

Month	Topic
April 2018	<ol style="list-style-type: none"> 1. Save mother Earth 2. Health is wealth 3. Honesty is the best policy
May 2018	<ol style="list-style-type: none"> 1. Importance of discipline 2. Time management
July 2018	<ol style="list-style-type: none"> 1. Importance of trees 2. Being eco friendly 3. Traffic rules and road safety 4. First aid 5. Importance of Moral Values
August 2018	<ol style="list-style-type: none"> 1. Unity in diversity 2. Duties and responsibilities 3. My country 4. Freedom fighters
September 2018	<ol style="list-style-type: none"> 1. Balanced diet
October 2018	<ol style="list-style-type: none"> 1. Father of nation 2. Festivals 3. National Flag 4. We – future citizens of India
November 2018	<ol style="list-style-type: none"> 1. Freedom fighters 2. Importance of physical activities 3. Effects of internet 4. Solar system
December 2018	<ol style="list-style-type: none"> 1. Importance of hobbies in my life 2. Importance of English language 3. Maths in every day life 4. Books our best friend
January 2019	<ol style="list-style-type: none"> 1. Laughter as best medicine 2. Use of plastic
February 2019	<ol style="list-style-type: none"> 1. Optimistic mindset

Classes IV and V: Topics for English conversation and Group Discussion

Month	Topic
April 2018	<ol style="list-style-type: none"> 1. Self introduction 2. Influence of fashion on students 3. Role of school on students life 4. Television / Internet a boon or bane
May 2018	<ol style="list-style-type: none"> 1. Impact of advertisements on our daily life. 2. Politics in India
July 2018	<ol style="list-style-type: none"> 1. That one thing I would like to change 2. Benefits of timetables 3. Is examinations required
August 2018	<ol style="list-style-type: none"> 1. Traffic rule – how good are we with it? 2. Use of internet to do homework 3. Facebook – should students use it?
September 2018	<ol style="list-style-type: none"> 1. Price rise and its impact
October 2018	<ol style="list-style-type: none"> 1. How to improve English language skills 2. Friends vs Family
November 2018	<ol style="list-style-type: none"> 1. Practice makes man perfect 2. Consumption of natural resources 3. Luck vs hard work
December 2018	<ol style="list-style-type: none"> 1. Life in metropolitan city vs other cities
January 2019	<ol style="list-style-type: none"> 1. My new year resolutions 2. All that glitters is not gold
February 2019	<ol style="list-style-type: none"> 1. Importance of continuous learning

Classes VI and VII: Topics for English conversation and Group Discussion

Month	Topic
April 2018	<ol style="list-style-type: none"> 1. Environment – whose responsibility 2. Value based education
May 2018	<ol style="list-style-type: none"> 1. Effect of cinema on youth 2. Importance of healthy diet
July 2018	<ol style="list-style-type: none"> 1. Value of sports and games 2. Books are man's best friend 3. Role of parents in shaping our personality 4. Reading news paper vs watching news
August 2018	<ol style="list-style-type: none"> 1. Work-play balance 2. Cricket as a national obsession is a detriment to other sports. 3. Joint family is a blessing 4. Bullet for bullet: Is it the right policy.
September 2018	<ol style="list-style-type: none"> 1. Computers results in unemployment
October 2018	<ol style="list-style-type: none"> 1. Money is required to earn more money 2. Should we have pet animals? 3. Time management is key to success
November 2018	<ol style="list-style-type: none"> 1. Unity in diversity 2. Science – a boon or bane 3. Importance of setting goals
December 2018	<ol style="list-style-type: none"> 1. Dependence on computers is killing originality 2. Is China a threat to the Indian industry? 3. Should India stop trade and all relations with hostile neighbours?
January 2019	<ol style="list-style-type: none"> 1. Partial knowledge is dangerous 2. Grass is greener on the other side
February 2019	<ol style="list-style-type: none"> 1. Imagination is more important than knowledge

Classes VIII to X: Topics for English conversation and Group Discussion

Month	Topic
April 2018	<ol style="list-style-type: none"> 1. Self introduction 2. Influence of fashion on students 3. Role of school on students life 4. Television / Internet a boon or bane
May 2018	<ol style="list-style-type: none"> 1. Impact of advertisements on our daily life. 2. Politics in India
July 2018	<ol style="list-style-type: none"> 1. That one thing I would like to change 2. Benefits of timetables 3. Is examinations required
August 2018	<ol style="list-style-type: none"> 1. Traffic rules – how good are we with it? 2. Use of internet to do homework 3. Facebook – should students use it?
September 2018	<ol style="list-style-type: none"> 1. Price rise and its impact
October 2018	<ol style="list-style-type: none"> 1. How to improve English language skills 2. Friends vs Family
November 2018	<ol style="list-style-type: none"> 1. Practice makes man perfect 2. Consumption of natural resources 3. Luck vs hard work
December 2018	<ol style="list-style-type: none"> 1. Life in metropolitan city vs other cities
January 2019	<ol style="list-style-type: none"> 1. My new year resolutions 2. All that glitters is not gold
February 2019	<ol style="list-style-type: none"> 1. Importance of continuous learning

Fee Policy (Page 1 of 2)

Mid Year Admission: A child joining in October need to pay the **Tuition Fee and Transportation Charges** only from that month i.e., proportionally to the amount of time spent by the child in the school in the academic year and not from the beginning of the year. Other fees like **Books and Uniform charges, Administration and Maintenance charges** shall be **paid in full**. However for a child joining in June/July you will be paying the full year charges as the child will be studying for the full academic year as shown below:

S#	Joining date	Proportion of charges
1	June 15th to July 14th	Full
2	July 15th to Aug 14th	90%
3	Aug 15th to Sep 14th	80%
4	Sept 15th to Oct 14th	70%
5	Oct 15th to Nov 14th	60%
6	Nov 15th to Dec 14th	50%
7	Dec 15th to Jan 14th	40%
8	Jan 15th to Feb 14th	30%
8	Feb 15th to Mar 14th	20%
10	Mar 15th to Apr 14th	10%

Fee Hikes: Heritage Vidhyalaya is committed to run the school with very high ethical standards and intends to revise the fee only to meet our expenses on account of pay hikes to teachers and other expenses – like benchmarking with annual inflation. From the last three years it is observed that this is around 8%. There will be no sharp increase in fee that causes immense hardship to parent's budget. Please note that in the year when your child moves to Class 1 or 6 or 9 your fee will go up by about 15% because of the fee slab change effect along with the fee hike of 8%.

Exam Fee: Fee payable to any external agencies conducting exams like CIE, CBSE, Asset, Checkpoint, etc are not included in the above fee. Each of these agencies publish their fee every year before the exam. These will be intimated separately depending on the communication from corresponding sources. Students from grades 3 to 10 take Asset every year, the exam fee is about Rs.500. Children of grades 5 and 8 take Checkpoint which is conducted by Cambridge and its expensive but highly recommended for all children, and it is any where between Rs.5 to 10 thousand. Children in 9 & 10 take the board exams conducted by CBSE and CIE. While CBSE exam fee is very nominal in hundreds CIE exam fee is very expensive, it could be close to a lakh.

Method of Payment: Fee is to encouraged to be paid only through direct online transfer or through depositing of cheques/cash in the designated branches of our school bank and only against an invoice provided by the school – Please get assisted by our office staff in this regards.

Fee Policy (Page 2 of 2)

Please Note: This table shall be filled only by the class teacher under the instruction of office accounts or management team. Parents must sign the last column after reading the message.

Finance related communication table (between school and parent)

[illegible]

No Due Clearance Record

Student’s name:

Class and Section:

S#	Item	Timelines	No Due clearance (office seal with date & signature)
1	Books and Uniform charges	100% by 10th Apr	
2	Transportation charges	100% by 10th Apr	
3	Tuition Fee	50% by 10th Apr	
		50% by 10th Oct	
4	Admin. and Maintenance charges	100% by 10th Apr	
5	Return all borrowed library books	100% by 10th Feb	
6	Science Lab no due clearance	100% by 10th Mar	

Space below is for office notes and approval comments:

Assessment Policy (Page 1 of 3)

Periodic Tests

Term I is from April to September, and Term II is from October to March. There will be three Periodic Tests of 50 marks for each subject, in a year, and an Annual Exam. The Time Table for each Periodic Test will be given in advance for parents to note.

Periodic Test assessments will be taken using multiple tools such as written tests, assignments, projects, quiz, oral test, comprehensions, debate, elocution, exhibition, skits etc. From each assessment a certain percentage will be taken which will add up to 100 percent at the end of the year and an overall grade will be shown in the report card. (Details of the CCE system can be downloaded from the CBSE Website).

The grades reflected in the Report Card at the end of each term will be based on the Periodic Tests and would also include the pupils performance in class – work, home – work, project work and internal assessments on spelling, writing skill, reading, recitation, mental maths and computer practicals spread over the term.

Classes: LKG and UKG (Pre-Primary)

The students will be assessed on day to day performance and regular classroom observations. The assessments would comprise of worksheets, assignments, recitation, reading, group discussions, dictation, project works, quizzes, extempore, multiple choice questions (MCQs), interactions, short answer questions (SAQs), field projects etc. Hence, there will be limited written tests in Tamil, English, Hindi (for UKG), Maths, EVS examinations for students of Pre-Primary classes.

Classes: I to V

Grade I and II - students will write Periodic Tests on English, Tamil (Vernacular), Maths and Environmental Science (EVS) - which are considered as primary subjects to arrive at grade. Also, they will be writing Periodic Tests on Hindi, GK and Computer Science.

Grade III, IV, V - students will write Periodic Tests on English, Tamil (Vernacular), Maths, Science, and Social Science - which are considered as primary subjects to arrive at grade. Also, they will be writing Periodic Tests on Hindi, GK and Computer Science.

Classes: VI to X

For the purpose of uniformity, students in class VI to IX will follow the same assessment model of class X. These students will write **Periodic Tests** on English, Tamil (Vernacular), Maths, Science, and Social Science - which are considered as primary subjects to arrive at grade. Also, they will be writing Periodic Tests on Hindi, GK and Computer Science. **Periodic Tests** (PT1, PT2 and PT3) will be conducted thrice a year including the syllabus cumulatively as follows:

Assessment Policy (Page 2 of 3)

Classes: VI to X (cont...)

Important Note: The following will be overridden by CBSE policies, if any.

1. Class VI and VII:

1. PT 1 covers 30% of syllabus;
2. PT 2 covers 10% of PT 1 syllabus + additional 20%;
3. PT 3 covers 20% of PT 2 syllabus + additional 30%

2. Class VIII:

1. PT 1 covers 30% of syllabus;
2. PT 2 covers 20% of PT 1 syllabus + additional 20%;
3. PT 3 covers 30% of PT 2 syllabus + additional 30%

3. Class IX and X:

1. PT 1 covers 40% of syllabus;
2. PT 2 covers 40% of PT 1 syllabus + additional 30%;
3. PT 3 covers 50% of PT 2 syllabus + additional 30%

Important Note: Criteria for promotion to Class X

For class IX, students must obtain at least 25% marks in the Periodic Tests (all PT-1, PT-2 & PT-3 taken together) to be eligible to qualify the examination i.e. at least 28 marks out of 80 marks & total 33% in each of the five subjects of scholastic area.

Annual Examination will take place at the end of the session covering the **complete syllabus** for all the classes.

Appearing in all examinations is absolutely mandatory

1. No retest of any kind will be conducted for Periodic Tests.
2. If any exam will be shifted from scheduled dates due to any circumstances then it will be mandatory for all to follow changed schedule as per given instructions & no application / excuse for any reason will be entertained for the same.
3. In genuine case of absence during examination the school Management will decide on the merit of each case. Decision relating promotion of such cases will be at the sole discretion of the school Management (Based on excellence in academics and attendance). The Medical certificate in case of medical leave should be submitted to the school within one week.
4. A student is eligible to appear for the examinations at class X level only when he/she has attained at least 75% of attendance for the 1st of the month preceding the month in which the examination of the School / Board commences.

Assessment Policy (Page 3 of 3)

Important Note: Assessment policies are subject to CBSE guidelines and will be changed / amended / implemented accordingly by our school.

I. Scholastic Area

Students will be graded in 9 point grading scale. Final Result will comprise the marks of Annual Examination – 80 marks; and Internal Assessment – 20 marks

- a. **Annual Examination** will be conducted of 80 Marks in which students need to secure 33% (27 marks).
- b. **Internal Assessment** comprises of Periodic Tests (10 Marks), Notebook Maintenance (5 marks), & Subject Enrichment Activity (5 marks) - out of which student need to secure 33% (7 Marks)

Internal Assessment (20 marks)

1. Periodic Tests (10 marks weightage)

Periodic Tests will be conducted thrice a year including the syllabus cumulatively. It will be conducted out of 50 Marks and *average of the best two out of 10* will be added in the Internal Assessment.

- i. Periodic Test 1 - July (pre-mid term) - 30% of Annual syllabus
- ii. Periodic Test 2 - Sep (mid term) - 50% of Annual syllabus
- iii. Periodic Test 3 - Dec (post-mid term) - 80% of Annual syllabus

2. Notebook Maintenance (5 marks weightage)

This will be assessed before the end of each term based on the following parameters.

- i. Regularity; ii. Assignment Completion; iii. Neatness and upkeep of Notebook

3. Subject Enrichment Activities (5 marks weightage)

This will be comprised of techniques like:

- i. Languages - Activities to develop effective speaking and listening skills like ASL / Reading / Dictation / Debate / Public Speaking etc.
- ii. Activities like Field Trips etc. will be conducted thrice a year.
- iii. Maths - Lab activities and projects as prescribed by CBSE / NCERT.
- iv. Science – Practical activities as prescribed by CBSE in curriculum.
- v. Social Science - Map and project work as prescribed by CBSE in the curriculum.

II. Co-Scholastic Area

- i. Co-Scholastic activities will be assessed on a 5 point grading scale by the concerned teacher framing effective tools for the same
- ii. Grading will not have any descriptive indicators and students will not be upgraded based on the co-scholastic grades
- iii. Co-scholastic area will cover Work Education / Pre Vocational Education / Art Education / Health and Physical Education

Students will be graded by the class teachers for discipline in a 5 point grading scale considering the attendance, sincerity, behaviour and values

Assessment Schedule

S#	Class	Subjects	PT-1	PT-2	PT-3	Annual Exam
1	Pre-KG	Eng-oral	n/a	Sep 06 - Thu	Dec 10 - Mon	Feb 26 - Tue
2	Pre-KG	Tam-oral	n/a	Sep 07 - Fri	Dec 11 - Tue	Feb 27 - Wed
3	Pre-KG	Mat-oral	n/a	Sep 10 - Mon	Dec 12 - Wed	Feb 28 - Thu
4	Pre-KG	EVS-oral	n/a	Sep 11 - Tue	Dec 13 - Thu	Mar 01 - Fri
5	Pre-KG	Eng-written	n/a	Sep 17 - Mon	Dec 17 - Mon	Mar 05 - Tue
6	Pre-KG	Tam-written	n/a	Sep 18 - Tue	Dec 18 - Tue	Mar 06 - Wed
7	Pre-KG	Mat-written	n/a	Sep 19 - Wed	Dec 19 - Wed	Mar 07 - Thu
8	Pre-KG	EVS-written	n/a	Sep 20 - Thu	Dec 20 - Thu	Mar 08 - Fri

Parent's sign

S#	Class	Subjects	PT-1	PT-2	PT-3	Annual Exam
1	LKG	Eng-oral	n/a	Sep 06 - Thu	Dec 10 - Mon	Feb 25 - Mon
2	LKG	Tam-oral	n/a	Sep 07 - Fri	Dec 11 - Tue	Feb 26 - Tue
3	LKG	Mat-oral	n/a	Sep 10 - Mon	Dec 12 - Wed	Feb 27 - Wed
4	LKG	EVS-oral	n/a	Sep 11 - Tue	Dec 13 - Thu	Feb 28 - Thu
5	LKG	Hin-oral	n/a	n/a	Dec 14 - Fri	Mar 01 - Fri
6	LKG	Eng-written	n/a	Sep 06 - Thu	Dec 17 - Mon	Mar 04 - Mon
7	LKG	Tam-written	n/a	Sep 07 - Fri	Dec 18 - Tue	Mar 05 - Tue
8	LKG	Mat-written	n/a	Sep 10 - Mon	Dec 19 - Wed	Mar 06 - Wed
9	LKG	EVS-written	n/a	Sep 11 - Tue	Dec 20 - Thu	Mar 07 - Thu
10	LKG	Hin-written	n/a	Sep 11 - Tue	Dec 21 - Fri	Mar 08 - Fri

Parent's sign

S#	Class	Subjects	PT-1	PT-2	PT-3	Annual Exam
1	UKG	Engl-oral	n/a	Sep 06 - Thu	Dec 10 - Mon	Feb 25 - Mon
2	UKG	Tam-oral	n/a	Sep 07 - Fri	Dec 11 - Tue	Feb 26 - Tue
3	UKG	Mat-oral	n/a	Sep 10 - Mon	Dec 12 - Wed	Feb 27 - Wed
4	UKG	EVS-oral	n/a	Sep 11 - Tue	Dec 13 - Thu	Feb 28 - Thu
5	UKG	Hin-oral	n/a	Sep 11 - Tue	Dec 14 - Fri	Mar 01 - Fri
6	UKG	Eng-written	n/a	Sep 14 - Fri	Dec 17 - Mon	Mar 04 - Mon
7	UKG	Tam-written	n/a	Sep 17 - Mon	Dec 18 - Tue	Mar 05 - Tue
8	UKG	Mat-written	n/a	Sep 18 - Tue	Dec 19 - Wed	Mar 06 - Wed
9	UKG	EVS-written	n/a	Sep 19 - Wed	Dec 20 - Thu	Mar 07 - Thu
10	UKG	Hin-written	n/a	Sep 20 - Thu	Dec 21 - Fri	Mar 08 - Fri

Parent's sign

Assessment Schedule

S#	Class	Subjects	PT-1	PT-2	PT-3	Annual Exam
1	I & II	Comp. Sc.	Jul 04 - Wed	Sep 15 - Sat	Dec 11 - Tue	Feb 26 - Tue
2	I & II	English	Jul 06 - Fri	Sep 17 - Mon	Dec 13 - Thu	Feb 28 - Thu
3	I & II	Tamil	Jul 07 - Sat	Sep 18 - Tue	Dec 15 - Sat	Mar 02 - Sat
4	I & II	Maths	Jul 09 - Mon	Sep 19 - Wed	Dec 17 - Mon	Mar 04 - Mon
5	I & II	EVS / Science	Jul 11 - Wed	Sep 20 - Thu	Dec 19 - Wed	Mar 06 - Wed
6	I & II	Hindi	Jul 13 - Fri	Sep 22 - Sat	Dec 21 - Fri	Mar 08 - Fri

Parent's sign

S#	Class	Subjects	PT-1	PT-2	PT-3	Annual Exam
1	III to VIII	GK & Hin	Jul 02 - Mon	Sep 14 - Fri	Dec 10 - Mon	Feb 25 - Mon
2	III to VIII	Comp. Sc.	Jul 04 - Wed	Sep 15 – Sat	Dec 11 - Tue	Feb 26 - Tue
3	III to VIII	English	Jul 06 - Fri	Sep 17 – Mon	Dec 13 - Thu	Feb 28 - Thu
4	III to VIII	Tamil	Jul 07 - Sat	Sep 18 - Tue	Dec 15 - Sat	Mar 02 - Sat
5	III to VIII	Maths	Jul 09 - Mon	Sep 19 - Wed	Dec 17 - Mon	Mar 04 - Mon
6	III to VIII	Science	Jul 11 - Wed	Sep 20 - Thu	Dec 19 - Wed	Mar 06 - Wed
7	III to VIII	Social	Jul 13 - Fri	Sep 22 - Sat	Dec 21 - Fri	Mar 08 - Fri

Parent's sign

S#	Class	Subjects	PT-1	PT-2	PT-3	*Annual Exam
1	IX and X	English	Jul 03 - Tue	Sep 11 - Tue	Nov 27 - Tue	Jan 29 - Tue
2	IX and X	Tamil	Jul 05 - Thu	Sep 14 - Fri	Nov 29 - Thu	Jan 31 - Thu
3	IX and X	Maths	Jul 09 - Mon	Sep 17 - Mon	Dec 03 - Mon	Feb 02 - Sat
4	IX and X	Science	Jul 11 - Wed	Sep 19 - Wed	Dec 05 - Wed	Feb 05 - Tue
5	IX and X	Social	Jul 13 - Fri	Sep 22 - Sat	Dec 07 - Fri	Feb 07 - Thu

* Annual exam dates mentioned in above table is only applicable only for class IX. For Class X Annual exam dates will be announced later

Parent's sign

Assessment Exam marks

Student’s name:

Class and Section:

S#	Subjects	PT 1	PT 2	PT 3	Annual Exam
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total marks					
Grade					
Teacher’s signature					
Parent's signature					

Monthly Cycle Test Schedule

Cycle Test 1

DATE	VIII	IX	X
12-Jun-2018	ENG/C.S	MATHS	SCIENCE
13-Jun-2018	SCI/HIN	ENG/TAM	S.S.
14-Jun-2018	MAT/G.K.	SCIENCE	ENG/TAM
15-Jun-2018	S.S/TAM	S.S.	MATHS

Cycle Test 2

DATE	Class I and II	Class III to VIII	Class IX and X
21-Aug-2018	ENG/ C.S	ENG/C.S	MATHS
23-Aug-2018	EVS/HIN	SCI/HIN	ENG/TAM
24-Aug-2018	MAT/G.K.	MAT/G.K.	SCIENCE
25-Aug-2018	TAMIL	S.S/TAM	S.S.

Cycle Test 3

DATE	Class I and II	Class III to VIII	Class IX and X
22-Oct-2018	ENG/ C.S	ENG/C.S	MATHS
23-Oct-2018	EVS/HIN	SCI/HIN	ENG/TAM
24-Oct-2018	MAT/G.K.	MAT/G.K.	SCIENCE
25-Oct-2018	TAMIL	S.S/TAM	S.S.

Cycle Test 4

DATE	Class I and II	Class III to VIII	Class IX and X
12-Nov-2018	ENG/ C.S	ENG/C.S	MATHS
13-Nov-2018	EVS/HIN	SCI/HIN	ENG/TAM
14-Nov-2018	MAT/G.K.	MAT/G.K.	SCIENCE
15-Nov-2018	TAMIL	S.S/TAM	S.S.

Cycle Test 5

DATE	Class I and II	Class III to VIII	Class IX and X
07-Jan-2019	ENG/ C.S	ENG/C.S	MATHS
08-Jan-2019	EVS/HIN	SCI/HIN	ENG/TAM
09-Jan-2019	MAT/G.K.	MAT/G.K.	SCIENCE
10-Jan-2019	TAMIL	S.S/TAM	S.S.

Monthly Cycle Test marks

Student’s name:

Class and Section:

S#	Subjects	CT 1	CT 2	CT 3	CT 4	CT 4	CT 5
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total marks							
Grade							
Teacher’s Signature							
Parent's Signature							

Library Books Students Log

[illegible]

Principal’s Remarks

S#	Date	Remarks	Teacher’s sign	Parent’s sign
1				
2				
3				
4				

Teacher’s Remarks

S#	Date	Remarks	Teacher’s sign	Parent’s sign
1				
2				
3				
4				

Parent - Teacher Communications (Page 1)

S#	Date	Message	Parent's sign	Teacher's sign
1				
2				
3				
4				

Parent - Teacher Communications (Page 2)

S#	Date	Message	Parent's sign	Teacher's sign

Record of student’s absence (Page 1 of 2)

S#	Date	Reason for absence	Parent’s Sign	Teacher’s sign
1				
2				
3				
4				

Record of student’s absence (Page 2 of 2)

S#	Date	Reason for absence	Parent’s Sign	Teacher’s sign

Incomplete homework particulars (Page 1)

[illegible]

Incomplete homework particulars (Page 2)

[illegible]

Incomplete homework particulars (Page 3)

[illegible]

Student Merit Log

[illegible]

Parental circular – acknowledgement (Page 1)

S#	Date	Details (parental circular #, Monthly info, etc)	Teacher's sign	Parent's sign
1				
2				
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16				

Parental circular – acknowledgement (Page 2)

[illegible]

Homework / assignment daily notes

Subject	Homework particulars	Date:
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Teacher's sign		Parent's sign

Subject	Homework particulars	Date:
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Teacher's sign		Parent's sign

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Homework / assignment daily notes

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Teacher's sign		Parent's sign

Subject	Homework particulars	Date:
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Teacher's sign		Parent's sign

Students Exam Planner/Revision Schedule

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
4:00pm to 7:00pm			
7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
4:00pm to 7:00pm			
7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

Students Exam Planner/Revision Schedule

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
4:00pm to 7:00pm			
7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
4:00pm to 7:00pm			
7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

Students Exam Planner/Revision Schedule

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
4:00pm to 7:00pm			
7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
4:00pm to 7:00pm			
7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

Students Exam Planner/Revision Schedule

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
4:00pm to 7:00pm			
7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

Date:		Subject:	
Time slot	Portions to cover	Status	Comments
6:00am to 8:00am			
8:00am to 10:00am			
10:00am to 12:00 noon			
12:00pm to 4:00pm			
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7:00pm to 10:00pm			
Teacher's remarks:			
Parent's remarks:			
Parent's sign		Teacher's sign	

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Notes

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Time Table

Days	1	2	3	4	5	6	7	8
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

**“Successful people never worry
about what others are doing”**

**“The expert in anything was
once a beginner”**

**“Mistakes are proof that
you are trying”**

**“Don’t stop when you are tired
Stop when you are DONE”**

**“Push yourself because, no one else
is going to do it for you”**

“There is no substitute for hard work”

**“Believe in yourself, and
you will be unstoppable”**

“Dreams don’t work – unless you do!”

