



Sri Guru Gobind Singh Public School, Sector 35 B, Chandigarh
(Under the aegis of Chandigarh Gurudwara Asthapan Committee)

SCHOOL GUIDELINES

Class Ist to IIIrd



“Self-discipline is a key to many doors. Not least of which is one that leads to a better, stronger, and healthier version of yourself.”

Dear Parents,

Kindly note that the school is introducing foreign language for classes I and II.

PUNCTUALITY

- ❖ Ensure your child arrives at school on time; latecomers won't be allowed to attend school.
- ❖ Ensure your child joins school on the notified date at the start of term or after vacations.
- ❖ Kindly make sure that their ward(s) revises all the work that is being done in the class on regular basis.
- ❖ Wearing ID cards every day is compulsory for all the students.

COMMUNICATION

- ❖ You are requested to check and sign the Parent-Teacher Link book of your ward daily.
- ❖ Address all communication to the Principal through the class teacher.
- ❖ Update the school about any changes in your contact details via the class teacher.
- ❖ Follow the communication hierarchy: Class Incharge → School Coordinator → Counsellor → Principal (by appointment).
- ❖ If any documentation is required, you are requested to give application at the reception, i.e one week prior.
- ❖ Deliver messages to the school directly, avoiding word-of-mouth through children or others.

RESPONSIBILITY

- ❖ Label all the belongings of your ward with his/her name, admission number and class.
- ❖ Kindly bring the table-mats for lunch on regular basis.
- ❖ Cover and maintain reading books and notebooks properly with brown paper and thick cellophane, ensuring pupil details are neatly written with a black marker. Children should carry reading books to school as per the given timetable.
- ❖ Parents must submit two copies of the Aadhaar Card (for student, mother, and father), Birth Certificate, Caste Certificate (if applicable), and School Leaving Certificate (for new students) within the first week of joining. Additionally, Class XI students must submit their last year's DMC.
- ❖ Supervise your child's study and activity at home; if notebooks are unchecked, provide a note in the Parent-Teacher Link book.
- ❖ Parents are requested to facilitate the homework given but do not do it yourself for the child.
- ❖ Ensure your child does not bring valuables to school; the school is not responsible for any loss.
- ❖ Submit requested documentation, activity material, or money on time.
- ❖ Ensure your child wears neat, complete uniform; follow grooming guidelines.
- ❖ The parents to kindly pick and drop their wards on time. A fine will be imposed on the late comers.
- ❖ Pack your child's school bag carefully; no items allowed after school begins for safety reasons.

SAFETY & SECURITY

- ❖ Parents should avoid using transport services without valid licenses for school children, as per CBSE circulars, and utilize the school-provided bus service, paying fees directly to the contractor. Parents are requested to personally see off and receive their children at the bus stop.
- ❖ Avoid collecting children during school hours. In emergencies, only authorized individuals with a photo in the Parent-Teacher Link book should come with an application, and parents must convey the message via phone to the school reception.
- ❖ Any misbehaviour / indiscipline and damage to school property may lead to disciplinary action.
- ❖ Prohibit sharp objects and inappropriate online behaviour.
- ❖ No parental visits to classrooms.

- ❖ Electronic gadgets are prohibited; repeated violations may lead to expulsion.
- ❖ Avoid posting uniformed pictures on social media to prevent consequences by the school management.

CONSIDERATION

- ❖ Children won't receive half-day leave for any reason. If medically unfit, prioritize rest at home. For other reasons, like home functions or birthdays, avoid scheduling during school hours.
- ❖ If a child is found unwell while at school or gets injured while playing, then school will provide first aid and also inform the parents immediately.
- ❖ Ensure that the birthday celebration of your ward in the school is confined to his/her classmates only. Child is permitted to bring any chocolate / toffee (cost Rs 1/-) to distribute. Children of Pre-Nursery to V may come in casual dress on their birthday.

DAY BOARDING FACILITY AND REMEDIAL CLASSES

- ❖ **Pre-Primary: 12:30 pm to 2:40 pm; Classes I-X: 2:40 pm to 5:00 pm.** (Available for working parents).
- ❖ We are dedicated to fostering the academic success of every student. We are excited to offer remedial classes, designed to provide extra support and assistance to students who may need it. These classes play a crucial role in bridging learning gaps, and boosting confidence. Our commitment to providing comprehensive academic support reflects our belief in every student's potential to succeed. We encourage you to take advantage of these resources and embark on a journey of growth and achievement. Together, we can unlock your full potential and pave the way for a bright future! **(Timings: 2:00 p.m. to 2:40 p.m.)**

SCHEDULE FOR FEE

- ❖ The fee is to be paid before the 10th of every month otherwise a fine of Rs. 10 per day will be levied.
- ❖ The school fee is to be deposited via **SchoolPad App** only. Kindly note that the fee once paid will not be refunded.

EXAMINATION AND PROMOTION

- ❖ Regular attendance in Periodic Assessments and Exams is crucial for student promotion. Absenteeism affects promotion and class ranking, so take evaluations seriously for your child's betterment.
- ❖ Under no circumstance, the child will be allowed to retake any exam if missed. In case of any emergency, valid documentation is to be submitted to the school authorities within 1 week.
- ❖ The academic session will be divided into 2 terms with approximately 50% syllabus in each term:

For Classes I to III-

Test	Month	Marks
Class Test-1	May	10 marks
Periodic Test-1	July	40 marks
Mid Term	September	80 marks
Class Test-2	November	10 marks
Periodic Test-2	December	40 marks
Annual	February-March	80 marks

- ❖ Internal assessment covers holiday homework, class tests, periodic tests, student enrichment, portfolio, oral assessment, and practical work/projects throughout the year.

Regards,

School Team