



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

**SCHOOL GUIDELINES**

**CLASSES IV& V**

Dear Parents,

**Each new session is a chance to rewrite your story, to discover new passions, and to unlock hidden potentials. Embrace the opportunity, for within its grasp lies the power to sculpt your future."**

**PUNCTUALITY**

- ❖ Students must arrive on time as latecomers will not be allowed to attend classes.(Refer to page no. 7 of link- book)
- ❖ Ensure your child joins school promptly at the beginning of each term or after vacations.
- ❖ Regularly revise class work with your child to enhance learning retention.
- ❖ **Wearing ID cards daily is mandatory for all students.**

**COMMUNICATION**

- ❖ Check and sign your child's Parent-Teacher Link book daily for updates and important information.
- ❖ **Read the link-book thoroughly especially page no. 6 to 12.**
- ❖ Address all communication to the Principal through the class teacher for efficient coordination.
- ❖ Notify the school promptly regarding any changes in contact details to ensure effective communication.
- ❖ Stay updated about school activities and information to remain involved in your child's education.
- ❖ **Report any medical issues to the school counsellor and class teacher for appropriate support and assistance.**
- ❖ Inform the school about leave using the prescribed leave format to facilitate smooth administration.
- ❖ Syllabus sheet will be provided, which will contain all the outline of the topics, assignments, and expectations.

**UNIFORM**

- ❖ Ensure your child wears the prescribed neat and clean uniform daily.( Refer to page no. 8 and 9 of the Link- Book)
- ❖ Uniforms should be properly ironed to maintain a tidy appearance.
- ❖ Make sure your child comes to school in complete school uniform, including all required elements.
- ❖ Boys should have a proper haircut, while girls should come with their hair styled in two plaits for a neat and tidy appearance.
- ❖ School uniform of girls got modified from suits to trousers

**RESPONSIBILITY**

- ❖ Label all belongings with the child's name, admission number, and class to prevent loss or mix-ups.
- ❖ Ensure books are covered and maintained properly to prolong their lifespan and keep them in good condition.
- ❖ Submit required documents within the first week of joining to complete administrative formalities efficiently.
- ❖ Facilitate homework but avoid doing it yourself to encourage independent learning and responsibility.
- ❖ Adhere to pick-up and drop-off timings to ensure smooth operations and safety of all students.
- ❖ Pack school bags carefully as no items will be allowed to be delivered to school after it starts, promoting responsibility and preparedness.
- ❖ Expensive items are not allowed on school premises to prevent loss or theft and maintain a focus on learning.

**SAFETY & SECURITY**

- ❖ Ensure students use licensed transport services for their safety and security during commute.
- ❖ Parents should refrain from visiting during school hours without a prior appointment to minimize disruptions to the learning environment.
- ❖ Prohibit sharp objects or electronic gadgets on school premises to prevent accidents and distractions.
- ❖ Enforce strict action against posting school uniform pictures on social media platforms to maintain students' privacy and safeguard the school's reputation.

**CONSIDERATION**

- ❖ Encourage full-day attendance by avoiding half-day leave requests to maintain consistent learning and minimize disruptions.
- ❖ Keep birthday celebrations modest and limited to classmates only. Ensure celebrations occur in school uniform to maintain a cohesive learning environment.
- ❖ Avoid scheduling social engagements or medical appointments during school hours to prioritize academic commitments and minimize interruptions to learning

**SPORTS FACILITIES**

- ❖ School provides a variety of sports options with qualified coaches to cater to different interests and abilities.
- ❖ Sports offerings include Gatka, Football, Skating, Fencing, Kho-Kho, Volleyball, Cricket, Taekwondo, Badminton, Chess, Carom, Yoga, ensuring a comprehensive athletic experience.
- ❖ **Timing:-** Morning:- 7:15 a.m. – 8:00 a.m., Evening:- 5:00 p.m. – 6:00 p.m.

**LAB FACILITIES**

- ❖ The school offers well-equipped facilities to facilitate practical learning across various subjects and interests.
- ❖ Facilities include a Library, Art Room, Sports Room, Music Room, Medical Room, and specialized labs for Biology, Physics, Chemistry, Computer Science, and Mathematics, providing students with access to diverse learning resources.

- ❖ These facilities enable students to engage in hands-on learning experiences, fostering creativity, critical thinking, and skill development across different disciplines.

### **COMMANDMENTS FOR GOOD PARENTING**

- ❖ Dedicate quality time to spend with children, engaging in meaningful activities and conversations to strengthen bonds and nurture their emotional well-being.
- ❖ Avoid criticizing the school and teachers in front of children to maintain a positive atmosphere and promote respect for authority figures, fostering a healthy relationship between students and educators.
- ❖ Monitor and restrict internet and social media access to ensure children's safety online, promoting responsible digital citizenship and protecting them from potential risks and inappropriate content.

### **SCHOOL / REMEDIAL CLASSES TIMINGS**

- ❖ School Timing: 8:00 am to 2:40 pm
- ❖ Remedial Classes Timing: 2:00 pm to 2:40pm

### **CURRICULUM**

- ❖ There will be no change in the curriculum and textbooks for classes IV and V for the academic session 2024-25. Commencing from 8<sup>th</sup> of April 2024 for time being. In case, if there will be any change you will be notified.
- ❖ Starting from the new term, we will be implementing a color-code system for covering notebooks to facilitate organization and easy identification. Please note the following color scheme:
  - **English Notebook will be covered with GREEN Sheet**
  - **Hindi Notebook will be covered with ORANGE Sheet**
  - **Punjabi Notebook will be covered with PINK Sheet**
  - **Mathematics Notebook will be covered with YELLOW Sheet**
  - **Science / EVS Notebook will be covered with PURPLE Sheet**
  - **Social Studies Notebook will be covered with BLUE Sheet**
  - **IT Notebook will be covered with RED Sheet**
- ❖ We kindly request your corporation in ensuring that the student's notebook is covered according to the prescribed color scheme.

### **DAY BOARDING FACILITY**

- ❖ Available for working parents.

CLASSES	TIMINGS
Pre-Primary	12:30 pm to 2:40 pm
I-X	2:40 pm to 5:00 pm

### **EXAMINATION AND PROMOTION**

- ❖ Regular attendance in assessments is essential for promotion to the next grade.
- ❖ Academic sessions are divided into two terms, each with its respective assessments.
- ❖ Internal assessment includes holiday homework, class tests, periodic tests, student enrichment, portfolios, oral assessments, practical work, speaking-listening activities, and projects.
- ❖ The academic session is divided into two terms, with approximately 50% of the syllabus covered in each term.

#### **For Classes IV-V**

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

**Note: All school fees for the session 2024-25 are to be paid online through the school pad app only. Do fee payment before 10<sup>th</sup> of every month to avoid unnecessary fee fine of Rs. 50/- per week.**

**(Refer to page no. 7 of Link -Book)**

**Regards**

**School Team**