



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

SCHOOL GUIDELINES

CLASSES IX and X

Dear Parents,

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today”

PUNCTUALITY

- ❖ Students must arrive at school on time. Latecomers will not be permitted 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.
- ❖ Wearing ID cards daily is mandatory.

COMMUNICATION

- ❖ Read the Link book thoroughly specially page no. 6-12.
- ❖ Address all communication to the Principal through the class teacher.
- ❖ Notify the school regarding any change in contact details promptly.
- ❖ Stay updated about school activities and information.
- ❖ Report any medical issues to the school counsellor and class teacher.
- ❖ Inform the school about leave using the prescribed leave format.
- ❖ Syllabus sheet will be provided.

UNIFORM

- ❖ Ensure your child wear prescribed complete neat and clean school uniform which should be properly ironed. (Refer to page no. 8 and 9 of Link-Book)
- ❖ Proper hair cut for boys and girls should come in two plaits.
- ❖ School uniform of girls have been modified from suits to trousers.

RESPONSIBILITY

- ❖ Label all belongings with the child's name, admission number, and class.
- ❖ Ensure books are covered and maintained properly.
- ❖ Submit required documents within the first week of joining.
- ❖ Facilitate homework but avoid doing it yourself.
- ❖ Adhere to pick-up and drop-off timings.
- ❖ Pack school bags carefully; no items will be allowed to deliver in school after school starts.
- ❖ Expensive items not allowed in school premises.

SAFETY & SECURITY

- ❖ Use licensed transport services for students.
- ❖ Parents should not visit during school hours without prior appointment.
- ❖ No sharp objects or electronic gadgets allowed.
- ❖ Strict action will be taken against posting school uniform pictures on social media.

CONSIDERATION

- ❖ Avoid sending children school with half-day leave requests.
- ❖ Ensure modest birthday celebrations restricted to classmates and birthday celebration is allowed in school uniform only.
- ❖ Avoid social engagements or medical appointments during school hours.

COMMANDMENTS FOR GOOD PARENTING

- ❖ Spend quality time with children.
- ❖ Avoid criticizing the school and teachers in front of children.
- ❖ Monitor and restrict internet and social media access.

SCHOOL / REMEDIAL CLASSES TIMINGS

- ❖ School Timing: 8:00 am to 2:40 pm

- ❖ Remedial Classes Timing: 2:00 pm to 2:40 pm

REMEDIAL CLASSES

- ❖ Specialized sessions to provide additional support to students who are struggling in particular subjects.
- ❖ These classes will focus on individual learning needs, helping students overcome challenges and catching up with their peers.
- ❖ These classes will reinforce previously taught concepts in the class to improve student's scores.
- ❖ It's compulsory for all students to attend these remedial classes as it will provide an edge to the students and help them to overcome challenges and reach their full potential.

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 necessary for promotion.
- ❖ Academic sessions divided into two terms with respective assessments.
- ❖ The internal assessment (throughout the year irrespective of Term I and II) would include the holiday's homework, class tests, periodic tests, student enrichment, portfolio, oral assessment and practical work/ speaking listening activities/ project.
- ❖ The academic session will be divided into 2 terms with approximately 50% syllabus in first term and full syllabus in second term:

FOR CLASS IX

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

FOR CLASS X-

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

CURRICULUM UNDER CBSE BOARD

- ❖ There will be no change in the Curriculum and textbooks for classes IX and X for the academic year 2024-25 commencing from 1st April 2024 for time being. In case, if there will be any change, then you will be notified.
- ❖ Starting from the new term, we will be implementing a colour-coded system for covering notebooks to facilitate organization and easy identification. Please note the following colour scheme:
 - ❖ English Notebooks: Covered with GREEN sheet
 - ❖ Hindi Notebooks: Covered with ORANGE sheet
 - ❖ Punjabi Notebooks: Covered with PINK sheet
 - ❖ Mathematics Notebooks: Covered with YELLOW sheet
 - ❖ Science/EVS Notebooks: Covered with PURPLE sheet
 - ❖ Social Studies Notebooks: Covered with BLUE sheet
 - ❖ IT Notebooks: Covered with RED sheet
- ❖ We kindly request your cooperation in ensuring that the student's notebooks are covered according to the specified colour scheme.
- ❖ **Note: Label the notebooks with name slips and then cover these coloured notebooks with cellophane sheets.**
- ❖ Parents are requested to see the Curriculum 2024-25 available on Boards website www.cbseacademic.nic.in.
- ❖ CBSE Curriculum for classes IX-X 2024-25 can be accessed at the link-Secondary School Curriculum https://cbseacademic.nic.in/curriculum_2025.html.

STUDENT REGISTRATION UNDER CBSE BOARD

CLASS X

- ❖ As we embark on the new session and your child transitions to Class X, it's essential to ensure that you are well-informed about the registration process for the CBSE Board Examination 2025.
- ❖ Kindly review all documents submitted during your child's registration in IX class under CBSE Board. It is important to ensure the accuracy and completeness of the following documents:
 1. Copy of Caste Certificate (for SC, ST, OBC categories) if any
 2. Copy of Aadhar Card for both parents and the student
 3. Birth Certificate of the student
- ❖ If any of the mentioned documents have been updated or require correction since the IX class registration, we kindly request you to submit the updated documents to the Class in Charge.

CLASS IX

- ❖ All students promoted to Class IX must submit the necessary documents to their class in Charge for initiating the registration process under the CBSE Board for the session 2024-25. The required documents include:
 1. Copy of Caste Certificate (for SC, ST, OBC categories)
 2. Copy of Aadhar Card for both parents and the student
 3. Birth Certificate
- ❖ Please ensure that all documents are submitted to the class in Charge within the specified deadline.

FEE

- ❖ All school fees for the session 2024-25 are to be paid online through the school pad app only. Do fee payment before 10th of every month to avoid unnecessary fee fine (Rs 50 per week).

Regards
School Team