

**Jesus' Sacred Heart School,
DX-1, South City, Ludhiana**

Cir No:- J.S.H.S/ /230/0316

Respected Parents,

To work hand in hand and polish the skills and personality of the children when they are leaving the warmth of their parents to embrace a new world, here are some particulars which will help you to be a part of their new acquired world.

- Child flourishes in healthy and friendly environment of school.
- Childs gets individual attention due to low teacher-taught ratio.
- School has theme based exquisitely painted classrooms. School encourages theme based learning as concepts regarding the themes are reinforced.
- Smart Class is accessorized with Plasma T.V's, Interactive white board system (IWBS) Digital transformation system (DTS).
- School facilitates specialized training in the field of music, dance, martial art, computer, skating, swimming, splash pool.
- **On splash pool/swimming day please send the following things properly labelled: Swimming costume (Boys/Girls), towel, swimming cap & slippers.**
- Martial art is a regular part of curriculum.
- Gymnastics is a part of curriculum from UKG onwards.
- Skating is introduced in L.K.G.
- Computer period is introduced from U.K.G onwards.
- There is a separate reading period for U.K.G classes and onwards.
- Proper swimming in a big pool starts for grade I onwards. Students of pre-primary have weekly splash pool periods.
- On Mondays and Fridays, various activities and competitions are conducted. Kindly refer to the activity calendar for details and prepare your child accordingly. In case of any requisition regarding any competition, diary notes will be served.
- Holidays are indicated in Activity Calendar. There will be no notification from school side regarding the same.
- Kindly submit the following things to the class in charge on **the 1st day of the school:**
 1. **All books and notebooks:** Books should be covered with milky white covers and notebooks with cellophane. Kindly label the books and notebooks with name slips provided by the school.
 2. Stationery
 3. A set of casual clothes to be used in emergency.
 4. A bottle of hand sanitizer.
- All the articles should be properly labelled indicating the name and class of the child.
- There will be 2 breaks: Fruit break and lunch break. Please send two separate tiffins along with a blunt fork/ spoon daily in your child's bag.
- Please don't over stuff your child's tiffin.

- Kindly follow the diet chart strictly. Please refer to page no. 13 of diary for details.
- School uniform should be worn with pride. I-card is an integral part of the uniform.
- Girls with long hair should make two braids along with a sky blue ribbon.
- Girls with short hair will wear a sky blue band.
- Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear sky blue patkas.
- Fancy clips and bands other than plain blue colour are not allowed.
- Kindly note that if a child is a regular uniform defaulter for 3 times then a call is made to the parents referring the default of the child. In case the child is still a defaulter after the call then the parents are required to meet the coordinator and in case the child is not properly dressed again after meeting the coordinator or parents don't turn up to meet the coordinator, then a strict action will be taken.
- Defaulters are marked on the student report page given on the back of the diary.
- Get in touch with teacher through school diary, or meet her on a working Saturday(except 2nd Saturday) with prior appointment.
- Kindly check diary and acknowledge the diary notes by signing them.
- Keep updating us with your revised phone numbers and addresses.
- Fill out information pages of the diary on Pg.2,3&5
- Every 2nd and 4th Wednesday of the month will be a diary day. Diaries will be kept back in school on every 2nd and 4th Wednesday of the month and returned on Thursday after serving a note.
- The assessment of the child's performance will be done regularly through 4 Module system. Each module comprises of syllabus covered in a span of two to three months. Parents will be kept unknown about these modules. Students will be assessed on the basis of grading.
- Parents will be given a clear picture of the child's performance by displaying Modules, Worksheets etc on the day of P.T.M.
- Half day leaves are not allowed. Please give us prior intimation for a full day leave in the school diary's leave record. In case of emergency leaves, kindly send filled in leave record next day. Leaves for more than three days need to be sanctioned prior by the Principal.
- A parent ID card will be issued to all the parents. Those parents who wish to supervise their children back home must carry it along and show it on the front desk. It must be carried every time the parent visits school for function, class presentation, PTM etc.
- No ornaments are allowed in school even for religious purpose. Applying heena, nail paint and kohl is forbidden.
- Kindly note that we do not encourage elaborate birthday celebrations in School. Please don't send birthday cakes, goody bags etc. Only one small chocolate/two sweets are allowed to be distributed. Cost of the same being not more than Rs.10 per head.
- Index of photographs of functions/celebrations will be available on every P.T.M from the front desk. Ordered photographs will be made available to you within few days.
- Please do not send your child to school if he/she is unwell.
- Child should carry a proper rucksack medium sized bag to school.

- **Kindly call at Front Desk (9216100465/9216000465) in case of any complaint.** Your complaints at the front desk will be given a complaint No. and it will be solved within 24 Hours.
 - The Principal and the wing Co-ordinator can be available by a prior appointment as per the following schedule:-
 - * Principal: 10:00 a.m. to 11:30a.m. (on all working days)
 - * Wing Co-ordinator: 10:00a.m. to 12:00 noon. (on any working Saturday except 2nd Saturday)
 - Session 2016-17 will start from 11th April, 2016 (Monday) for classes Pre-Nursery to L.K.G.
 - School timings will be 9:00 a.m. to 12:15 p.m. (Pre-Nur to L.K.G). Summer uniform code will be followed. Refer to Page no. 18 of school diary for uniform details.
 - The school transport facility will be available from 11th April' 16 (Monday) onwards.
 - * The concerned van driver will pay a visit at your residence on 3rd April' 16(Sunday) between 10:00 a.m. - 1:00 p.m. to convey you the following details:-
 - * Pick and drop time.
 - * Pick and drop point
 - * Driver's phone number and van number.
- Kindly ensure your presence at that time. In case of unavoidable circumstances please call on School office number.
- Student home work schedule is as follows:-

Pre- Nursery	: Worksheets on Fridays.
Nursery	: Home work notebooks to be sent on every Tuesday and Thursday.
L.K.G & U.K.G	: Home work notebooks to be sent daily.

Activity worksheets will be sent on Fridays for all the classes.
 - **The School will remain closed on all Saturdays.** On last Saturday of the month there will be a walk-in- PTM where parents can come and meet teachers between 9:00 a.m. -10 a.m. It's not mandatory for all parents to attend this walk-in-PTM. Parents having problems can come and meet the teachers.
 - **Important links:**
 - How to improve dexterity: https://www.youtube.com/watch?v=VY_Y7FkQznk&feature=youtu.be
 - Finger fitness: https://www.youtube.com/watch?v=r2tBH_XyeJc
 - Learning English: <https://www.youtube.com/watch?v=b08tyfNfL7M>
 - Arm Stretches: <https://www.youtube.com/watch?v=FX0kx6Ik9AA>
 - School website: www.jesussacredheart.com
 - For updates on events and happenings in school kindly visit: <https://m.facebook.com/jesussacredheartschool/>

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