



JESUS' SACRED HEART SCHOOL DX - 1, SOUTH CITY, LUDHIANA

GUIDELINES FOR GRADE I – III

Cir No: JSHS /0587B/0326

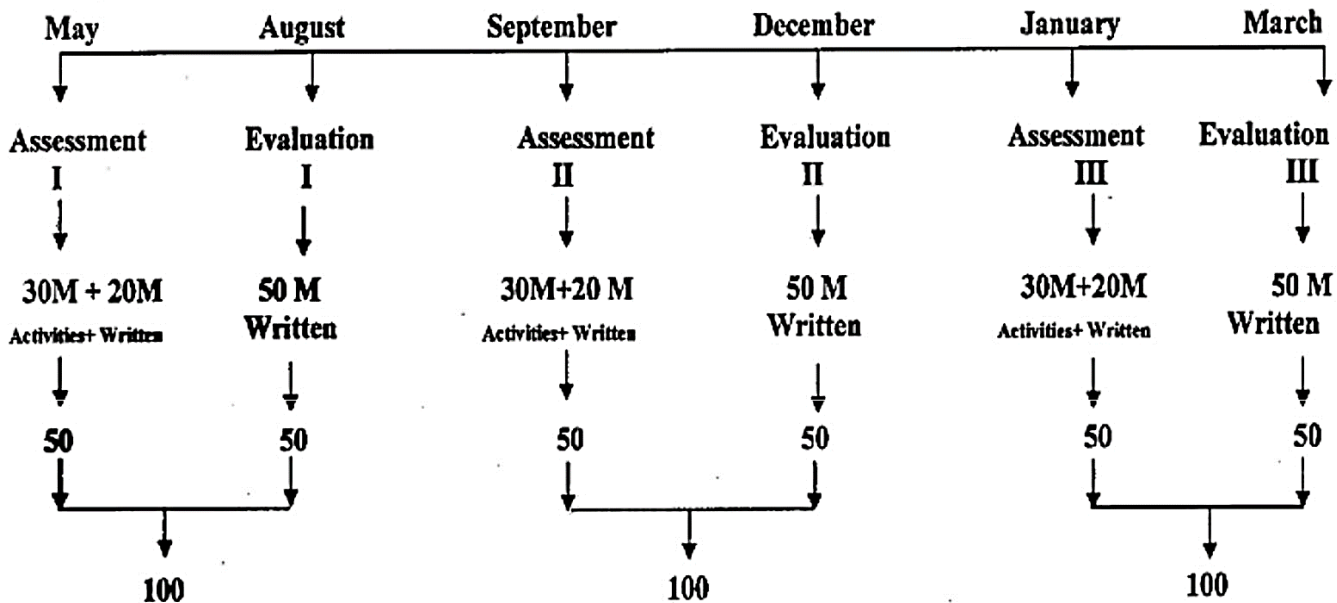
Date: 14.03.26

Dear Parents,

To work hand in hand and polish the skills and personalPity of your child when he is opening his arms to embrace a new world, here are some particulars which will help you to be a part of his/her newly acquired world.

Assessment Plan for Classes I-III

Major Subjects: - (E.V.S, Maths, English, Hindi, Punjabi)



G.K : - It's a regular part of school curriculum so as to keep student abreast of latest happenings around them. G.K will be evaluated through various written test, class tests and activities.

Computers: - Practical based teaching will be carried out for Computers. This subject will be evaluated through written tests, oral class tests and practical activities.

Preparation for Evaluation : - Dates of Evaluation will be intimated to the parents, however it is suggested that the parents should not over pressurise and create a fear of Evaluations in the mind of the child, as students will be prepared for the same through thorough revisions in school. To bring out the best in your child academically, be regular in recapitulating the topics done in the class. Kindly ensure the presence of your ward to school during Evaluations.

The Holistic Progress Card (HPC) is prepared based on clearly defined learning outcomes. It gives a clear report of each student and helps parents understand their child's academic progress, skill development, and overall growth.

The report includes different learning indicators across various domains, which are assessed at different performance levels. This helps show the child's strengths, areas that need improvement, and overall progress.

Assessment is done through reflection worksheets and regular classroom observations. Students are evaluated on their knowledge, understanding, application, and thinking skills. The process is continuous, based on daily classroom learning and participation in different activities, and it provides useful feedback to both students and parents.

Project Days:-Project day will be conducted on the days **as specified in activity calendar**. It will be conducted once per assessment i.e. assessment 1, 2, and 3. Project day will be utilised for activities based on themes which may include Projects, Group Discussions, and Speeches etc. These activities are mentioned in the syllabus. A task planner will also be given for every project day mentioning the details/nature of activities. Most Projects will be done in the class and some will be given for homework. Please make sure that your child prepares the projects himself/herself. Kindly ensure to send the required material and the presence of your ward to school on project day as activities will not be conducted again.

No Bag Day: - As specified in activity calendar a day will be observed as No Bag Day wherein students will be engrossed in various theme based fun filled Non-Academic activities throughout the day. **Child will be required to bring only tiffin and school diary.**

Circulars:- Please refer to the activity calendar regarding the holidays and Wednesday activities. Kindly note all diary notes will be updated/posted on snap homework & circulars will be posted on snap homework as well as on school's website for your reference.

Xseed:-School has tied up with Xseed to provide an innovative approach to make learning fun. Every topic is taught with the help of activities and is made enjoyable while concepts are thoroughly cleared. **There are 3 volumes of each content book along with 3 volumes of workbooks** which will be done simultaneously. Hindi & Punjabi subjects will be taught through the books published by renowned publishing houses which follow the CBSE pattern.

Homework schedule:-Homework schedule has been planned subject wise. Homework of only one subject will be given daily. The concerned notebooks and workbooks of the subject for which the homework is given, will only be sent home that day. Every Friday, all the notebooks will be sent home so as to keep the parents informed about the work done during the week and the same has to be sent back to school on Monday. **Some books will be permanently kept in school like French, Computer, G.K, and those books will be sent home only on last Friday of every month. Art & Craft books are retained in school and sent home only during vacations.**

Revision Strategy:-To ensure systematic revision, **Competency Based Assignment (CBA)** will be sent every Friday, where in parents are requested to ensure that child revises the blocks/chapters put up in the CBA and then completes the CBA. The teacher will discuss and cross check the CBA. For thorough drilling of the concepts Revision sheets will also be sent home for additional practice from time to time. CBAs will be uploaded on snap homework, portal & mobile app. Compiled Tests are taken up to ensure vigorous revision.

Test Plan:-Test plan has been planned according to the Homework schedule. Test day of every subject is fixed. These tests can be written or oral. A proper test record is maintained to evaluate child's performance throughout the year, by every subject teacher. Marks will be updated in student's diary also. (At the back pages of the diary). **Parents are required to sign the diaries regularly.**

Maintenance of notebooks:-Notebooks need to be maintained and well labelled. All books are to be labelled properly too. Ensure the neatness of books as well as notebooks. **Books will be asked for, from time to time as required by the teachers.** Kindly send well labelled notebooks and books to school.

Life Skills:-To inculcate values among the students, every month one topic of Life Skills will be taken for discussion/ Activity. Child's response, etiquettes, behaviour etc. will be graded. Teachers will be taking sessions to educate children and thus upgrading the life skills.

Smart class:-A visual treat is provided to students through Smart Class Programme. It furnishes up-to-date material and supplements classroom teaching through presentations, slides and pictures.

Karadi Path:-To enhance the confidence of public speaking and to strengthen their base as global citizens it is important to give emphasis on the usage of English Language. To polish this linguistic ability students are ushered into the exciting world of a unique language learning programme ‘**Karadi Path**’ which enables language learning through a process of language immersion while triggering intuitive learning processes.

Conduction of Morning Assembly:-Students are encouraged to conduct Morning Assembly so as to instil in them stage presence and confidence. There are weekly class wise presentations where every child is given a chance to speak on the stage. Ensure your ward’s presence on the day of his turn.

Dictation:-Every month a list of difficult words is given from each subject, out of the syllabus covered in that particular month. A dictation of the same is taken **every last Thursday of the month**. This is done to ensure better command over spellings & success in exams too. Parents are requested to get these words revised at home as the same words will be assessed in Evaluations as well.

Co-scholastic Assessment:-Apart from Scholastic Assessment there will be Co-scholastic Assessment also. It is related to learner’s life skills, attitude, interest, values, physical education and co-curricular activities. Every attribute and behaviour of student is graded on a continual basis.

Houses:- Each student will be allocated one house, so as to ensure the social and emotional needs of the students and to ensure proper peer mentoring. Child is required to be in house track suit every Wednesday.

Competitions:-Every Wednesday (except club days), Inter House, Intra class competitions and Inter class competitions related to creative streams and sports will be held. Motivate and prepare your child to participate in all such competitions.

G.S Memorial Inter School Festival:-To enhance competitive spirit in children G.S Memorial Inter School festival has been introduced for students of **Classes I-IX** wherein most prominent schools of Ludhiana district and the adjoining areas participate in various Sports, Cultural and Creative activities.

Wednesday Activities and Clubs:- To amalgamate learning with fun, every Wednesday will be devoted for activities/clubs. Students opt for activities such as Cricket, Basketball, Skating, Martial Arts, Swimming, Gymnastics, Art & craft, and also become a part of clubs like DIY club, cookery club, sculpture club, dance club, Artisan club, Yuva Club, MUN, Young writers club etc. Child can choose any **one Wednesday activity** and **one club** which will continue for the whole session. A detailed circular in form of Google form link will be sent. Club days are specified in activity calendar.

Mini Activity:- **For grade I onwards School also offers one Mini activity** as a part of weekly curriculum which will be conducted during regular music and dance period and will be continued for the whole session. This activity has been designed to augment the particular skill of the student, in their own area of interest. Any one activity is to be opted out of the options (Vocal Music/Western Instrumental Music/ Indian Dance/ Western Dance). A detailed circular in form of Google form will be sent.

Special Assemblies: Students also get an opportunity to participate in class-wise special assemblies centered around themed topics. It’s a unique opportunity for them to participate and learn collaboratively.

French Language:- Class-II onwards French will be taught as a compulsory subject. There will be no formal exam for French but student will be graded as per their class performance, aptitude & interest.

Swimming, Skating & Martial Arts:-Students will be having Swimming, Martial Arts, Self Defence and Skating classes in their yearly curriculum. For swimming (which will be carried out from the month of April to September), please send a separate hand bag carrying the swimming costume, slippers and towel for swimming period. This is to avoid wetting and spoiling of books due to the wet clothes. Hand bags and all belongings should be tagged well. For skating (which will be carried out from the month of October to February), students will keep their skates in a separate bag in the class itself to avoid carrying load every week. **Skates must be well labelled with child's full name written on the bag and skates as well.**

Leave Record:-If your child is absent from school for one or two days, maintain the leave record in the school diary itself and separate application is not required. If in case the leaves are more than two, due to illness, please send a medical certificate positively. **90% attendance is compulsory.** Long leaves are required to be sanctioned from the Principal beforehand. **(Half days leaves are not allowed)**

Break:-The students of Grade I -III will have a fruit break as well as a lunch break. So please send healthy tiffin for both. Fruit tiffin is compulsory. Child can have fruits/ breakfast/cereals in fruit break and a well-balanced meal according to diet menu in lunch break. Kindly follow the diet chart strictly. Please refer to page no. 13 of diary for details. Kindly note that the mats and aprons will be sent home on Friday and they have to be sent back to the school after washing on Monday positively. In case the mat and apron is lost, parents are requested to buy a new set.

Class Presentation:-To enhance child's confidence as a public speaker, an annual class presentation is conducted wherein all students get a chance to speak before parents and teachers.

Birthday celebrations:-Birthday celebrations to be kept to the minimal hence no elaborate celebrations will be allowed. Please send only one chocolate or two sweets per child of the class which should not cost more than Rs. 10-20/- per child. **Children should come in school uniform only.**

Activity Calendar:-All celebrations & competitions are mentioned in the activity calendar for your ready reference. Holidays are indicated in Activity Calendar. There will be no notification from school side regarding the holidays.

Mobile app and Student portal:

There are **2 apps** pertaining to the school i.e. **Snap homework and School mobile app:**

SNAP HOMEWORK

1. Go to Google Play Store / App Store and Search "Snap Homework".
2. Install and open app.
3. Tap on New User.
4. Enter Your Name, Mobile Number & Password.
5. Tap on Create Account.
6. Complete the Phone Verification.
7. Tap on Join Your School at the bottom of the screen.
8. Tap on "Parent".
9. Enter Child Name, Class Code* _____ and admission no. and tap on Add Child
10. Your account is active now.

***Please note that the class code will be provided later through SMS on the registered number in last week of March.**

MOBILE APP

Download **Campus care 10x** from play store/ app store.

School ID will be JSHLPB

Username: Registered Mobile no.

Password: (will be sent by school via SMS)

Other than this student details can be checked via school portals by visiting the school website (www.jesussacredheart.com) and clicking on the student portal link.

The credentials are same on portals as used for Mobile app.

Parents are requested to regularly stay updated about their child's progress by logging in to the Student Portal / Mobile App.

The app provides important information related to your child, including:

- * Attendance records
- * Examination results
- * Results and achievements in co-curricular and sports competitions
- * Library book issue and return details (Grade I onwards)
- * Assignments and academic updates
- * Fee details

In case of any discrepancy in the uploaded information, especially regarding attendance (100%), examination results, or co-curricular and sports results, parents are requested to bring the matter to the notice of the school on or before the Final PTM through written information at the Front Desk. No request will be entertained thereafter.

Parents can also track the school bus through the GPS tracking facility available in the app. The route details, along with the driver's and conductor's names and their contact numbers, are also accessible on the app for your convenience.

As a step towards a paperless society, from Grade I onwards all assignments will be uploaded on Snap Homework, the Student Portal, and the Mobile App.

Mobile app. & Student portal can be accessed 24 x 7 on all working days including Sundays.

Parents will be receiving automated messages & emails of absence of child and information of the activities and competitions to be conducted in the upcoming days. Kindly ensure the presence of your ward on the day of activity/competition.

- All diary notices will be updated on Snap homework & all the circulars will be updated on Snap homework and school's website for your reference.

Subjects in the Curriculum: -

Following Subjects will be taught

- | | | |
|--------------|--|----------|
| 1. Eng | 2. E.V.S | 3. Maths |
| 4. Hindi | 5. Punjabi (Introductory Subject in Grade I) | 6. G.K |
| 7. Computers | 8. French (From II onwards) | |

Note 

- ✓ **Parents must personally visit the school to handover the following things to the class incharge on Saturday, 28th March 2026**

	Class-I	Class-II	Class-III
Xseed Content books Vol. I	Eng, EVS, Math	Eng, EVS, Math	Eng, EVS, Math
Xseed Workbooks Vol.1	Eng, EVS, Math	Eng, EVS, Math	Eng, EVS, Math
Xseed Grammar Guide	1	1	1
Karadi Path (For session 2026-27 , It will be given in class)	Entire pack	Entire pack	Entire pack
Hindi Book	1	1	1
Punjabi Book	1	1	1
Punjabi Writing Book	1	1	-
French Book	-	1	1
Computer Book	1	1	1
G.K. Book	1	1	1
Art Book & Crayons	1	1	1
4 lined notebooks	3	4	4
2 lined notebooks	2	2	2
Notebooks with Squares	1	1	1
Folders	4	4	4
	A4 Size Sheets (Coloured & White), Fevicol	A4 Size Sheets (Coloured & White), Fevicol	A4 Size Sheets (Coloured & White), Fevicol

Parents are requested to adhere to the given Time slots for the submission:

Alphabet	A – I	:	9:00 - 10 :00 a.m.
Alphabet	J – R	:	10:00 – 11 :00 a.m.
Alphabet	S- Z	:	11:00 – 12:00 noon

- ❖ **Session 2026-27** will commence from **1st April, 2026 (Wednesday)**. Timings for the same will be 09:40 a.m. – 02:45 p.m. Saturdays will remain off for all students. Summer uniform code will be followed. Refer to Page no. 19 of school diary for uniform details. **Every Wednesday, tracksuits are to be worn.**

General Rules:-

Discipline is an important virtue to possess. Hence great emphasis is laid on it, in every aspect of School life .**Every little misconduct of the child is checked and reported by the teacher in ‘REPORT OF STUDENT’ page at the back of the diary. Do keep a regular check and sign it regularly.**

Uniform Rules:-

- ❖ Girls are required to tie their hair in one plait using school hair band (**same as colour of school tie in summers**). Colouring/Bleaching of hair is not permitted. Girls with short hair will wear a blue hair band (same as the colour of school tie in summer). Fancy clips other than black colour are not allowed.
- ❖ Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear patkas (same colour as of tie).
- ❖ **Students are required to wear black shoes on all days including Wednesdays. For Boys shoes with Velcro straps (PNSY-III)/ with laces (IV & Above) & for Girls Black shoes with velcro straps are to be worn on all days. Adidas Article No. D70443 , Liberty Article No. 990602TV & Bata Article No. 339-6249 are allowed.**
- ❖ **Please note that if a child is a regular uniform defaulter for 3 times then a call is given 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.
- ❖ **A set of 2 parent Id cards has been 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 functions, class presentations & PTM (Entry at the gate) etc.**
- ❖ Kindly note that child is required to come in school uniform on PTM, class presentations etc. In case a sibling who is studying in this school is accompanying the parents for class presentation or any other class specific function, then he is also required to come in school uniform.

Rules for Late Arrival

- Self-commuter students must arrive at school by 9:30 am. In case of change of timings, the child should reach school ten minutes prior to the reporting time else he / she will be marked as a defaulter.
- Students arriving late by 9:40 am will be marked as late in the student diary.
- Those arriving after 9:40 am will not be allowed to enter and will be sent home.
- **Strict disciplinary action will be taken if a student is marked late more than once per month.**
- Late comers during exams won't be allowed to sit without the Principal's permission and no extra time will be given for completion.

Transportation :

Please note that all students have been allotted a pick/drop point and in case a parent is unable to come at the pickup point on time, then **the drivers have been instructed to bring the child back to the school considering the safety of the child.** The parents will then have to come to school to pick up the child after presenting the parent I card.

- ❖ Parents are also requested not to involve in any argument with Driver/conductor/female attendant or the teachers sitting in the bus. Drivers contact no. is given for your information kindly don't call them repeatedly as it disturbs them while driving, please contact the conductor in case of emergencies. For the safety of the children, let's be polite to each other and have patience. Transport facility of the student may be suspended or even cancelled if any such confrontation reported. In case of any complaint, it should be brought into notice of Transport Incharge/front Desk Co-ordinator.
- ❖ In case the bus driver/conductor/female attendant are not behaving properly or are rude the same should be reported at the school's no. 9216100465/9216000465 Also in case you see the driver using mobile phones please report the same.
- ❖ Temporary change in van route will not be permitted.
- ❖ No child will be allowed to go with any of his/her friend even if application is received from the parent side. A child will go back to his/her drop point only from school.

- ❖ In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 1:00 p.m. for Grades PNSY, NSY & IV-XII.
 - ❖ In case a parent wants to pick his/her ward who commutes by school van, then the parent should inform the front desk by 2:15 p.m. for Grade L.K.G-III.
 - ❖ Let's work hand in hand for the safety and security of our children.
- **Kindly call at Front Desk (9216100465, 9216000465) in case of any complaint, Complaints received at the Front Desk will be registered and resolved within 24 hours.**
 - You can come and meet the teachers and Co-ordinator on all Saturdays except second Saturday between 10:00 am- 12:00 noon (by prior appointment only). Kindly refer to Page no. 16 of the diary for the details of the timings for meeting the Principal.

Important Links:

School website: www.jesussacredheart.com

For updates on events and happenings in school kindly visit:

<https://m.facebook.com/jesussacredheartschool/>

Xseed program : <https://www.youtube.com/watch?v=uQDev88nTG4>

PRINCIPAL