



# JESUS' SACRED HEART SCHOOL

## DX-1, SOUTH CITY, LUDHIANA

### GUIDELINES FOR PRE-PRIMARY

CIR NO:JSHS/0586A/0326

DATE : 14.03.2026

Dear 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 development is nurtured in a healthy, safe, and friendly school environment. The school maintains a low teacher–student ratio, ensuring that every child receives individual attention and personalized guidance.

The institution promotes **theme-based learning**, where key concepts are reinforced through integrated activities related to specific themes, helping students understand topics more effectively.

Classrooms are equipped with modern **Smart Class facilities**, including **Interactive White Board Systems (IWBS)** and **Interactive Flat Panel Systems (IFP)**, which enhance teaching through interactive and technology-enabled learning.

The school also provides **specialized training** in various co-curricular areas such as martial arts, computer education, skating, swimming, splash pool activities, music, and dance, supporting the holistic development of students.

Computer education is introduced from **U.K.G. onwards**, enabling children to develop digital skills at an early stage. In addition, a **dedicated reading period** is scheduled for all classes to cultivate a strong reading habit and improve language skills among students.

**NEP-based curriculum** is implemented through interdisciplinary teaching methods, emphasizing critical thinking and holistic learning. It integrates modern technology and focuses on skill development to prepare students for real-world challenges.

**Activity-based self-developed curriculum:** The curriculum focuses on engaging students through interactive, hands-on activities that allows them to learn by doing. It also encourages exploration, creativity, critical thinking, and connects the learners with the real-world.

The curriculum includes four integrated modules—each consisting of a course book and workbook—that cover essential areas such as English literacy, math numeracy, and general awareness. These subjects are taught concurrently, ensuring a well-rounded learning experience.

For LKG and UKG students, Hindi content is added to support language development alongside the core subjects. This approach will help your child build a strong foundation while fostering a love for learning.

**Assessment System:** 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. and the grades of the same will also be updated on the student's portal and mobile apps.

**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.

**Activity Calendar:-** On Mondays and Fridays, various activities and competitions are conducted. 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.

**Swimming, Skating & Martial Arts:-** Students will have Swimming, Martial Arts, Self-Defence, and Skating classes as part of their yearly curriculum. Swimming classes will take place from April to September. For swimming, please send a separate handbag containing the swimming costume, slippers, and towel to ensure that wet clothes do not spoil books. All belongings should be properly labelled. Swimming in the big pool begins for Grade I students and above, while Pre-Primary students will have weekly splash pool sessions. A notification will be sent when the splash pool periods begin.

For Skating, which is introduced in LKG and runs from October to February, students will keep their skates in a separate bag in the classroom to avoid carrying extra load. The bag and skates should be clearly labelled with the child's full name.

Martial Arts and Gymnastics are regular parts of the curriculum, with Gymnastics being introduced in Grade UKG

**Session 2026 - 27 will commence from Wednesday i.e. 1<sup>st</sup> April, 2026.**

School timings:

**Pre-Nursery & Nursery – 09:40 am – 01:30 pm**

**L.K.G. & UKG – 09:40 am – 02:45 pm**

**Note** 

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

- All books and notebooks (Properly covered and Labelled )
- Stationery
- A set of casual clothes to be used in emergency.
- A bottle of hand sanitizer.

✓ All the articles should be properly labelled indicating the name and class of the child.

**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**

## General Rules:

- 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.
- Student home work schedule is as follows:-
  - Pre- Nursery : Worksheets on Fridays.
  - Nursery : Homework notebooks to be sent on every Monday, Wednesday and Friday.
  - L.K.G & U.K.G : Home work notebooks to be sent daily.**Worksheets** will be sent on Fridays for all the classes.
- **The School will remain closed on all Saturdays.**

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.**

- Kindly follow the diet chart strictly. Please refer to page no. 13 of diary for details. Please don't over stuff your child's tiffin.
- Get in touch with teacher through school diary, or meet her on a working Saturday (except 2<sup>nd</sup> 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 by filling the performa available at the front desk.
- Fill out information pages of the diary on Pg.2, 3 & 5.
- Every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month will be a diary day. Diaries will be kept back in school on every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month and returned on Thursday after serving a note.
- 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. For the major events the photographs will also be shared on Snap Home work through a Google Drive link.
- Please do not send your child to school if he/she is unwell.
- Child should carry a proper rucksack medium sized bag to school.
- Please use the school diary for communication. Reception calls with teachers will be limited to special cases only, not for minor issues. Teachers will call back as per their convenience.

## Uniform Rules:-

- ❖ School uniform should be worn with pride. I-card is an integral part of the uniform.
- ❖ Girls are required to tie their hair in one plait with sky blue school hair band. Colouring/Bleaching of hair is not permitted. Girls with short hair will wear a sky blue hair band. Fancy clips other than black colour are not allowed.
- ❖ Non- Sikh boys should get a haircut at regular intervals. Sikh boys should wear sky blue patkas.
- ❖ **Students are required to wear black shoes on all days including Wednesdays. For Boys shoes with Velcro straps (Pre Nursery - III)/ with laces (IV & Above) & for Girls Black shoes with the strap 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.

**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.**

- **No Bag Day:** Every month one day will be observed as No bag Day which is indicated in the activity calendar, wherein students will be engrossed in various fun filled non-academic activities throughout the day. Child will be required to bring only tiffin and school diary.

### **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 JSHPB**

**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](http://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.

**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.**

- Parents can meet the principal, wing coordinator& the class In charge by taking a prior appointment as per the following schedule :
  - \* **Principal: 10:00 a.m. to 11:30 a.m. (on all working days)**
  - \* **Wing Co-ordinator: 10:00 a.m. to 12:00 noon. (on any Saturday except 2<sup>nd</sup> Saturday)**
  - \* **Class In charge : 10:00 a.m. to 12:00 noon. (on any Saturday except 2<sup>nd</sup> Saturday)**
- **Important links:**
  - How to improve dexterity: [https://www.youtube.com/watch?v=VY\\_Y7FkQznk&feature=youtu.be](https://www.youtube.com/watch?v=VY_Y7FkQznk&feature=youtu.be)
  - Finger fitness: [https://www.youtube.com/watch?v=r2tBH\\_XyeJc](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](http://www.jesussacredheart.com)
  - For updates on events and happenings in school kindly visit: <https://m.facebook.com/jesussacredheartschool/>

**Principal**

