

# **Kulachi Hansraj Model School**

## **Primary Wing**

### ***Orientation Programme - Class I***

#### ***Session 2017-18***

*I am a child*

*I am not built to sit still*

*I need motion, I need novelty*

*I need adventure*

*I need to engage the world with my whole body*

*Let me play,*

*Trust me I am learning!*

#### **Dear Parent**

Welcome to the world of child-centric learning at Kulachi Hansraj Model School, Primary Wing.

We, at KHMS, believe that each child is unique and special. Hence, all our endeavours are aimed at enabling optimal development of a child's personality and competencies, in line with his/her individual needs and requirements.

The Early Education Development Programme seeks to incorporate phonic games, group work and fun ways of learning. Skills are enhanced through dramatizations, visits, digital presentations and educational games. All round continuous assessment based on numerous parameters ensures development of multiple intelligences. This requires a structure characterized by mutual trust and co-operative learning.

As partners in education we would appreciate if you –

- **Let the child learn from nature at his own pace.**
- **Respect his individuality.**
- **Let his natural interests like play and curiosity form the basis of his learning.**
- **Let him/her be mentally and physically active in the learning programme.**
- **Understand that children need to be protected, loved and nurtured during their formative years.**
- **Give him freedom to communicate, think, experience, explore, ask questions and search for answers.**
- **Be appreciative in your attitude, conduct and language while dealing with the child. Try not to be judgmental about his/her actions.**

## **Punctuality**

- School begins at 8:10 am on all working days. Please ensure that your ward is not late. Attendance records are maintained and irregularity is not appreciated.
- Please use the students' almanac to notify the class teacher of the reason for absence.
- Child must wear an I-card with complete details at all times during school hours.
- Ensure regularity of work in notebooks. Supervise the homework and assignments of your ward. Please ensure that the correction work done in the notebooks regularly and sign it.

## **Hygiene**

- Ensure the personal hygiene of your ward.
- Keep extra sets of uniform and ensure a change each day.
- Make sure that your ward is attired in the correct uniform in both summer and winter and purchase the correct size.
- Keep nails trimmed as a part of a healthy lifestyle. Please make it a weekly practice.
- Please do not put Mehendi on hands. (for girls)
- Keep hair short and trimmed. Ensure that your ward's hair is lice-free.
- Polish shoes daily and inculcate the habit early in the child too.
- Children must wear brown Gola shoes.
- Please get a regular medical checkup done and ensure that the vaccination schedule is adhered to.
- Report any kind of illness that the child may be suffering from, to the class teacher and the medical room.
- All medicines that the child may be taking on a regular basis, must be reported.
- If your child has weak eyesight, please report it immediately to the class teacher.
- Ensure that the child carries freshly cooked food in his/her tiffin. Avoid junk food.
  - Please give a seasonal fruit in separate tiffin, properly chopped, to be consumed during the fruit break.
  - Please give a clean napkin, spoon/fork, sanitizer and handkerchief daily with his/her name embroidered on it .
- Please give a comfortably-sized water bottle to the child. It can be refilled from the school water taps as the entire drinking supply of the school is RO purified.

## **Academic**

- Label all belongings of the child.
- Please make proper use of the students' almanac to communicate with the class teacher. Ensure that you go through the diary everyday to check for home work, circulars, any other note or information.
- Appointment to see the headmistress or teachers may be sought through the diary.
- Ensure that all personal information of the child is correctly provided on the first page of the diary. In case of any change in Address or Telephone numbers, please notify the class teacher and office immediately.
- School notebooks are colour-coded for easy reference. They must be well- labeled. Ensure that your ward carries books only as per the given time- table. Encourage the child to set his/her bag the previous evening.
- Notebooks are graded at the end of every term, these grades are added to the annual assessment.
- Please send at least 3 sharpened pencils and an eraser in the pencil box. We discourage the use of sharpeners in the school.
- Ensure regular revision and correction work. You will find it easy to track the work done in the school through the note - books and text - books.
- **English is the medium of instruction and the child will find it easy to follow instructions if you contribute to familiarizing the child to the language through its use with short conversations in English at home.**
- **Learning in school is not confined to writing work. Reading and conversation are important aspects of the learning process. Encourage the child to express his views freely in English language.**
- Please maintain a record of all worksheets, circulars and assignments in a separate folder. In case you misplace any, please get the same photocopied from class- mates.

## **Safety Measures**

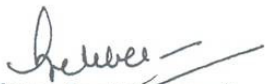
- Parents are requested not to visit the school except by appointment or on PTMs.
- Please do not ask to see the teacher during class hours. It disrupts the schedule of the class and disturbs the children.
- Telephone calls of personal nature are not appreciated. Urgent messages delivered at the reception will be conveyed to the appropriate personnel.
- Please ensure that you maintain a dress code on your visits to the school even while dropping and picking the child. Shorts/night suits/track suits are not appreciated.
- Please do not seek permission to take the child back during school hours.

- Appointments with doctors may be scheduled after school hours. If your ward is unwell, the school doctor will call you to pick up your ward. In no other circumstances, will the child be allowed to leave the school before 1:50 pm. This is done keeping in mind the security of your ward.

## **Conveyance**

- **Private vans are discouraged. The school does not take any responsibility for private conveyance.**
- Please verify the credentials of your van driver and ensure that the name of the transporter and vehicle number is clearly mentioned in the school almanac.
- Ensure that the transport vehicle used fulfills all security and safety norms as specified by the relevant authorities.
- Please fix a particular spot just outside/inside the school gate so the child will be able to meet you/transporter.
- Please ask your transporter to be punctual in picking up the child at 1:50 pm. Children moving around in the school after school hours can be a cause of concern.
- **From 27<sup>th</sup> March to 10 April 2017 Class I students will be leaving the school campus at 12:45 pm. They must be accompanied by parent/guardian/transporter. The child must be collected from the respective classrooms.**
- Normal dispersal time will resume from 11<sup>th</sup> April, 2017 i.e. at 1:50 pm.
- **No parent or transporter will be allowed to enter the school premises after 11<sup>th</sup> April 2017. Children will be expected to be well aware of the designated spot just inside/outside the gate from where he /she must be picked up by parent/driver.**
- For transport queries please contact Ms. Madhu Masson and Ms. Poonam Verma at the school reception (Primary Wing).
- Please ask the transporter to pick up the child on time after school. Late departures are a matter of security concern and the school discourages children loitering around the premises after school hours.

**Looking Forward to a Year of Growth and Harmonious Development.**



**Sneh Verma (Ms.)  
PRINCIPAL**