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# TENDER HEART HIGH SCHOOL

An Institution run by Atma Vishwas Instructional Society (Regd.)

Sector 33-B, Chandigarh  
Phone Nos. : 0172-2607524, 2609622,  
99157 92998, 98151 64146  
Email: tender\_heartin@yahoo.com



2026-2027

**SCHOOL DIARY**

Name\_\_\_\_\_ Admn. No.\_\_\_\_\_

Class\_\_\_\_\_ Section\_\_\_\_\_ Class Roll No.\_\_\_\_\_

Address\_\_\_\_\_

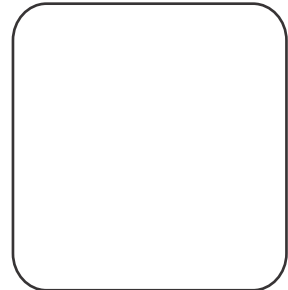
Mobile No.\_\_\_\_\_ Email:\_\_\_\_\_

**NOTE:-** - This diary must be brought to school daily.  
- Kindly maintain the School Diary in good condition.

# STATEMENT MADE BY PARENTS

(For Parents' Record)

Name of the Child.....  
Admn.No. ....Class.....Sec.....R.No.....  
Date of Birth.....  
Height.....Weight.....  
House allotted in School.....Blood Group.....  
Parent's Name : Father.....  
Mother.....  
Address : Residence.....  
.....Aadhar No:.....  
Occupation of Father.....  
Father's Office Address.....  
.....Mobile No & E-mail.....  
Occupation of Mother.....Mobile No & E-mail.....  
Mother's Office Address.....  
Mode of Conveyance.....  
Child allergic to any medicine or anything else.....  
Any other health related information.....  
Brother/Sister studying in this School : Yes  No



Name .....Class .....Admn. No. ....

Specimen Signature of :

Father..... Mother .....

We have read the rules and regulations of the School as given in this School Diary of Academic Session 2026-2027 and we promise to abide by the same and shall ensure that our child also conforms to the standard required in studies and in general conduct.

Mother's Signature.....

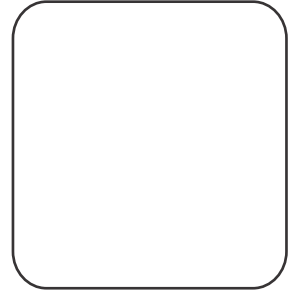
Date.....

Father's Signature.....

# STATEMENT MADE BY PARENTS

(For School Record)

Name of the Child.....  
Admn.No. ....Class.....Sec.....R.No.....  
Date of Birth.....  
Height.....Weight.....  
House allotted in School.....Blood Group.....  
Parent's Name : Father.....  
Mother.....  
Address : Residence.....  
.....Aadhar No:.....  
Occupation of Father.....  
Father's Office Address.....  
.....Mobile No & E-mail.....  
Occupation of Mother.....Mobile No & E-mail.....  
Mother's Office Address.....  
Mode of Conveyance.....  
Child allergic to any medicine or anything else.....  
Any other health related information.....  
Brother/Sister studying in this School : Yes  No



Name .....Class .....Admn. No. ....

Specimen Signature of :

Father..... Mother .....

We have read the rules and regulations of the School as given in this School Diary of Academic Session 2026-2027 and we promise to abide by the same and shall ensure that our child also conforms to the standard required in studies and in general conduct.

Mother's Signature.....

Date.....

Father's Signature.....



## FROM THE PRINCIPAL'S DESK

There is a quiet moment every morning, just before the school fills with voices, when I walk through the corridors and think about what we are really building here. Not grades. Not certificates. Something far more important: the kind of human beings who will walk out of these gates and into the world.

Education, at its heart, is not about answers. It is about learning to ask better questions. A child who memorises a textbook has gained information. A child who looks up from that textbook and asks "but why?" has gained something far more valuable. That instinct, that restless curiosity, is what we must protect above all else.

But curiosity alone is not enough. The world does not need only clever people. It needs kind ones. It needs young men and women who can sit with someone else's pain without looking away, who can win without making others feel small and who can lose without losing themselves. Character is not a subject we can teach in a classroom. It is something children absorb from every adult around them, every single day. That is a responsibility every teacher and every parent carries, whether we think about it or not.

I often tell our students: "Your real education is not the lesson written on the board. It is the moment you stood up for a friend when it was easier to stay silent. It is the afternoon you chose to try again after failing. It is the day you realised that the person you disagreed with was not your enemy, but your teacher in disguise."

We live in an age of extraordinary noise. Our children are surrounded by information, opinions and distractions in quantities no previous generation has ever faced. In the middle of all this, a school must be something simple and steady. A place where a child is seen, heard and gently challenged to become more than they thought they could be.

This diary you hold is a small record of one year in that larger journey. I hope the pages ahead carry not just dates and assignments, but memories of friendships made, lessons that surprised you and at least one moment where you thought, "I didn't know I could do that".

I look forward to a remarkable year ahead, for every one of us.

With warm regards,

Principal

## A NOTE TO THE PARENTS

Dear Parents,

The School Diary serves as an essential medium of communication between school and home. On a daily basis, your child will note down homework assignments in the diary and may also bring home important messages from teachers or the school, including notices and circulars. We earnestly request that you review your child's School Diary carefully every day. Your regular attention and involvement will help you stay involved about, homework requirements and any other communication required by the school. Do acknowledge all messages and circulars received. Students are expected to complete each assignment neatly and submit it in the specified notebook or worksheet. We would greatly appreciate your concern if you could ensure that all assigned work is completed legibly and sincerely. You are also required to sign your child's School Diary daily. Your consistent involvement will immensely benefit your child by fostering responsibility, discipline and better coordination between school and home. Should you have any queries or wish to share any comments or feedback, please feel free to write a note in the School Diary. We assure you that your concerns will be addressed promptly.

We sincerely thank you for your continued involvement and active participation in your child's education.

## SCHOOL SONG

### LEAD KINDLY LIGHT

Lead kindly Light, amid the  
encircling gloom

Lead Thou me on :

The night is dark and I am  
far from home.

Lead Thou me on

Keep Thou me feet; I do not  
ask to see

The distant scene; one step  
enough for me.

-- Cardinal J.H. Newman

### प्रार्थना

तू ही राम है, तू रहीम है, तू करीम, कृष्ण, खुदा हुआ,  
तू ही वाहे गुरु, तू यीशु मसीह, हरनाम में तू समा रहा,

तेरी जात-पात कुरान में, तेरा दरस वेद-पुराण में,  
गुरु ग्रन्थ जी के बखान में, तू प्रकाश अपना दिखा रहा  
तू ही राम है ..... !!

अरदास है, कहीं कीर्तन, कहीं राम धुन, कहीं आह्वान,  
विधि वेद का है यह सब रचन, तेरा भक्त तुझ को बुला रहा  
तू ही राम है ..... !!

सुबह सवेरे लेकर तेरा नाम प्रभु,  
करते हैं हम शुरु आज का काम प्रभु ।

शुद्ध भाव से तेरा ध्यान लगाएँ हम,  
विधा का वरदान, तुम्हीं से पाएँ हम ।  
तुम्हीं से आगाज़, तुम्हीं अंजाम प्रभु,  
करते हैं हम शुरु, आज का काम प्रभु ।  
सुबह सवेरे - - - -

गुरुओं का सत्कार, कभी ना भूले हम,  
इतना बने महान, गगन को छू लें हम ।  
तुम्हीं से है हर सुबह, तुम्हीं से शाम प्रभु,  
करते हैं हम शुरु, आज का काम प्रभु ।

सुबह सवेरे - - - -

### प्रार्थना

9. इतनी शक्ति हमें देना दाता, मन का विश्वास कमज़ोर हो ना,  
हम चलें नेक रस्ते पे हमसे, भूलकर भी कोई भूल हो ना ।  
हर तरफ जुल्म है बेबसी है, सहमा-सहमा सा हर आदमी है,  
पाप का बोझ बढ़ता ही जाए, जाने कैसे ये धरती थमी है  
बोझ ममता से तू ये उठा ले, तेरी रचना का ही अंत हो ना
२. हम अँधेरे में हैं रोशनी दे, खो ना दें खुद को ही दुश्मनी से,  
हम सज़ा पाएँ अपने किए की, मौत भी हो तो सह लें खुशी से ।  
कल जो गुज़रा है फिर से न गुज़रे, आने वाला वो कल ऐसा हो ना ।  
हम चलें नेक .....

## राष्ट्रीय-गान

जन-गण-मन अधिनायक जय हे,  
भारत भाग्य विधाता !  
पंजाब-सिन्धु- गुजरात-मराठा,  
द्रविड़-उत्कल-बंग !  
विंध्य हिमाचल यमुना गंगा,  
उच्छल जलधि तरंग !  
तव शुभ नामे जागे, तव शुभ आशिष माँगे  
गाहे तव जय गाथा !  
जन-गण-मंगलदायक जय हे,  
भारत भाग्य विधाता !  
जय हे, जय हे, जय हे,  
जय जय जय, जय हे !

### सारे जहाँ से अच्छा

सारे जहाँ से अच्छा, हिन्दोस्ताँ हमारा  
हम बुलबुलें हैं इसकी, ये गुलिस्ताँ हमारा

पर्वत वो सबसे ऊँचा, हम साया आसमाँ का  
वो संतरी हमारा, वो पासवाँ हमारा, सारे ....

गोदी में खेलती हैं, इसकी हज़ारों नदियाँ  
गुलशन है जिसके दम से रश्के -ए-जिनाँ हमारा

मज़हब नहीं सिखाता आपस में बैर रखना  
हिन्दी है हम, वतन हैं, हिन्दोस्ताँ हमारा, सारे ...

## “Don’t Quit”

---

When things go wrong, as they sometimes will,  
When the road you’re trudging seems all uphill,  
When the funds are low but the debts are high,  
And you want to smile but you have to sigh,  
When care is pressing you down a bit,  
Rest if you must, but don’t you quit.

Life is strange with its twists and turns,

As every one of us sometimes learns,  
And many failures turn about  
When we might have won had we stuck it out.  
Don’t give up though the pace seems slow —  
You may succeed with another blow.

Often the goal is nearer than

It seems to a faint and faltering man;  
Often the struggler has given up  
When he might have captured the victor’s cup; And  
he learned too late when the night came down,  
How close he was the golden crown.

Success is failure turned inside out —

The silver tint of the clouds of doubt,  
You can never tell how close you are,  
It may be near when it seems so far;  
So stick to the fight when you’re hardest hit —  
It’s when things seem worst that you must not quit.

## SHINE FROM INSIDE

Some say you're too small  
Some say you're too shy  
Some say your dreams are just too high  
But close your eyes and you will see  
There's magic inside — let it run feel  
You don't need a crown to rule your day  
Just trust your heart and find your way  
Shine from inside, let your colors show  
You're stronger than you'll ever know  
Climb that mountain, touch the sky  
You can do it, give a try  
Shine from inside, you're one of a kind  
Brave and bold with a brilliant mind  
Believe in yourself — let the whole world see  
The best of you is who you're meant to be.

# OUR FORTE - LOVE FOR CHILDREN

To us,

A child's laughter is the sweetest music this side of heaven.  
The sheer delight of participating in their innocent fun and games  
Provides us all the stimulus and incentive required.  
To give them the **tender loving-care that is**  
The birth-right of every child.

## TENDER HEART HIGH SCHOOL

Affiliation Code : CH-007  
Affiliated to CISCE, New Delhi

**Tender Heart High School** is an institution run by Atma Vishwas Instructional Society (Regd.) Chandigarh. The School was allotted land by the Administration in 1991 and has its own campus in Sector 33-B, from where it has been functioning since.

**Tender Heart High School** follows the progressive pattern of education and is an English Medium School. Hindi and Punjabi are parallel languages. The School is well equipped with modern educational apparatus and audio visual aids. It is a co-educational School and has Classes from Play group to Class X. The School is affiliated to the CISCE Board, New Delhi and the school strictly adheres to the guidelines of NEP 2020 and NCF 2023

The children at **Tender Heart High School** are given freedom of self-expression and are encouraged to think for themselves. In the progressive atmosphere of the modern age, our endeavour at **Tender Heart High School** is to equip the children with a set of values so needed to bring forth balanced individuals. They are given ample opportunities for self-expression so that they learn to shoulder responsibilities in day-to-day life. Emphasis is laid on qualities such as self restraint and truthfulness towards oneself and society. In this bewildering crisscross of modern concepts and trends, the children are expected to emerge as wholesome individuals, positively receptive to change but without forgetting their cultural roots. They are, therefore encouraged to respect and maintain family ties and are trained to value and imbibe traditional Indian culture with a subtle blend of modernization. Thus, over the years, they develop self-confidence and the ability to discern right from wrong and move

onward into the future with courage and conviction which is the ultimate aim for all our students.

The School has a well furnished, fully air-conditioned computer lab with the latest up-to-date computers with Multi Media and Internet. We have a well stocked library with a special reference section.

The School has physical training facilities under qualified instructors in Yoga, Chess, Volley-Ball, Skating, Basket Ball, Table Tennis, Kho-Kho, Badminton etc.

For our students dance, drama and Indian classical music form a integral part of the regular curriculum. Children are also taught patriotic and folk songs and dances. Students are introduced to Indian and Western music and are trained to enjoy folk songs and light music. We have our own quality sound system and public address equipment. We also have all basic musical instruments required by children for creative music.

The School has a four House system - comprising of students from Classes I to X.

<b>HOUSE</b>	<b>COLOURS</b>
<b>Robin</b>	<b>Red</b>
<b>Skylark</b>	<b>Blue</b>
<b>Bulbul</b>	<b>Yellow</b>
<b>Kingfisher</b>	<b>Green</b>

The segregation of students into Sections A, B, C of various Classes is done to ensure equal distribution of boys and girls in all Classes. Merit is not the criterion in creating section A, B and C. **No request from parent/guardian will be entertained in this respect.**

Importance is given not only to the spirit of competition in academics and extra-curricular activities but also in the day-to-day involvement of students in conducting the Morning Assembly, maintenance of discipline, meticulous cleanliness and care of School equipment and premises by the 'House on Duty' for the week. This teaches them to shoulder responsibilities and develop a sense of belongingness to their Alma Mater.

Parents are requested to extend their whole-hearted co-operation to the staff and management for the success of Annual Functions and on other occasions whenever required. We also solicit their co-operation in maintaining discipline in all areas and seek their assistance in creating an atmosphere conducive to the robust and wholesome development of their children.

## LIST OF HOLIDAYS 2026-2027

<b>Day</b>	<b>Date</b>	<b>Event</b>
Thursday	02.04.2026	New Session Begins
Friday	03.04.2026	Good Friday
Tuesday	14.04.2026	Vaisakhi
Friday	01.05.2026	Budha Purnima
Thursday	21.05.2026	Last Working day before Summer Vacation
Saturday	23.05.2026	Summer Vacation begins
Wednesday	01.07.2026	School Re-opens after Summer Vacation
Saturday	15.08.2026	Independence Day
Wednesday	26.08.2026	Milad-un-Nabi/Id-e-Milad
Friday	28.08.2026	Raksha Bandhan
Friday	04.09.2026	Shri Krishna Janmashtami
Friday	02.10.2026	Mahatma Gandhi's Birthday
Sunday	11.10.2026	Maharaja Agarsain Jayanti
Tuesday	20.10.2026	Dussehra
Monday	26.10.2026	Maharishi Valmiki's Birthday
Thursday	29.10.2026	Karwa Chouth
Saturday	07.11.2026	School closes for Diwali Holidays
Sunday	08.11.2026	Diwali
Monday	09.11.2026	Govardhan Puja
Wednesday	11.11.2026	Bhai Duj
Thursday	12.11.2026	School re-opens after Diwali Holidays
Tuesday	24.11.2026	Sri Guru Nanak Dev Ji's Birthday
Monday	14.12.2026	Sri Guru Teg Bahadur's Martyrdom Day
Friday	25.12.2026	Christmas
Thursday	31.12.2026	Last working day before Winter Vacations
Friday	01.01.2027	Winter Vacation begins
Wednesday	13.01.2027	School re-opens after Winter Vacations
Friday	15.01.2027	Guru Gobind Singh Ji's Birthday
Tuesday	26.01.2027	Republic Day
Saturday	20.02.2027	Guru Ravidas Jayanti
Saturday	06.03.2027	Maha Shivratri
Wednesday	10.03.2027	Id-ul-fitr
Monday	22.03.2027	Holi
Friday	26.03.2027	Good Friday

## ADMISSION

1. Application for admission should be made on the prescribed form available from the School office.
2. Admission to all Classes is granted on the basis of age criterion only. No Admission tests are conducted.

## FEE REGULATION

- (1) The School Fee is charged for twelve months to be paid in four installments.
- (2) School Fees is payable exclusively through an 'Application' named 'School Pad'.
- (3) Fee payment has been generated on month wise basis and parents have the option of paying one month at a time or as per their choice of months.
- (4) Fee payment options are as follows:
  1. Debit Card
  2. UPI
  3. Credit Card
  4. Net Banking
- (5) The last day of payment is 15<sup>th</sup> of the month for which the payment is due.
- (6) Thereafter late fee from the very next day (i.e. 16<sup>th</sup> of that month) of Rs.150/- will be applied after which Rs.15/- per day will be charged over and above the late fee as late charges.
- (7) There is no consideration of Sundays or Holidays as this is an online payment mode.
- (8) No reduction of fee is made for holidays or broken periods of attendance or withdrawal of a child before vacations.

## LAST DATE FOR PAYMENT OF FEE

Quarters	Date	Day	With Late Fee
1st Quarter	15 <sup>th</sup> April, 2026	Wednesday	Rs. 150/- (16 <sup>th</sup> April) Rs.15/- per day (from 17 <sup>th</sup> April)
2nd Quarter	15 <sup>th</sup> July, 2026	Wednesday	Rs. 150/- (16 <sup>th</sup> July) Rs.15/- per day (from 17 <sup>th</sup> July)
3rd Quarter	15 <sup>th</sup> Oct, 2026	Thursday	Rs. 150/- (16 <sup>th</sup> Oct) Rs.15/- per day (from 17 <sup>th</sup> Oct)
4th Quarter	15 <sup>th</sup> Jan, 2027	Friday	Rs. 150/- (16 <sup>th</sup> Jan) Rs.15/- per day (from 17 <sup>th</sup> Jan)

## FEE STRUCTURE FOR 2026-2027

### NEW ADMISSIONS 1<sup>ST</sup> QUARTER (APRIL-JUNE)

To be deposited by Bank Draft/Pay Order in favour of  
Atma Vishwas Instructional Society (Regd.)

	NUR, L.KG & U.KG	I-V	VI-X
Admission Fee	45,000	45,000	45,000
Annual Charges	10,260	10,260	10,260
Books, Stationery, Worksheets	3,150	----	----
Exams/Test Printed Stationery	----	2100	2,095
Tuition Fee (3 months)	18,190	18,890	19,360
Security (Refundable)	5000	5000	5000
<b>TOTAL</b>	<b>81,600/-</b>	<b>81,250/-</b>	<b>81,715/-</b>

### Enrolled students [(1<sup>ST</sup> Quarter (April-June))]

	L.KG & U.KG	I-V	VI-X
Annual Charges	10,260	10,260	10,260
Books, Stationery, Worksheets	3,150	----	----
Exams/Test Printed Stationery	----	2,100	2,095
Tuition Fee (3 months)	18,190	18,890	19,360
<b>TOTAL</b>	<b>31,600/-</b>	<b>31,250/-</b>	<b>31,715/-</b>

### NEW / ENROLLED STUDENTS [(II/ III/ IV Quarter (July, Oct, Jan.))]

	NUR, L.KG & U.KG	I-V	VI-X
Tuition Fee (3 months)	18,190	18,890	19,360
Exams/Test Printed Stationery	21,00	1,980	1,980
<b>TOTAL</b>	<b>20,290/-</b>	<b>20,870/-</b>	<b>21,340/-</b>

**Fee once deposited will not be refunded except the security amount.**

# SCHOOL TIMINGS

Summer Timings: 8.00 am to 2.00 pm | Winter Timings: 8.20 am to 2.15 pm

There will be a warning bell 5 minutes before the school starts. Students should not reach the School, in the morning more than 20 minutes before the first bell.

**Note : 1. Every 2nd and 4th Saturday will be a holiday**

However, if the need arises to complete any pending syllabus, or the stipulated working days, as directed by the ICSE Board, Saturdays may be notified as working days.

Parents may meet the Principal between 9:00 am and 12:00 noon on any working day.

## PARENT-TEACHER MEETINGS

In order to effectively monitor the academic progress and overall development of their ward, parents are required to attend all scheduled Parent-Teacher Meetings conducted during the academic year.

Parents/Guardians are not permitted to visit classrooms or meet teachers during instructional hours. The Parent-Teacher Meetings will be conducted on the following dates :

- |                                |                                  |
|--------------------------------|----------------------------------|
| 1) Friday, 22nd May, 2026      | 3) Saturday, 3rd October, 2026   |
| 2) Saturday, 29th August, 2026 | 4). Saturday, 16th January, 2027 |

Students/Children coming to school on PTM day will wear school uniform and also carry the School Diary with them.

## NOTE FOR PARENTS:

Dear Parents,

In order to avoid any inconvenience and over-crowding on Parent-Teacher Meetings, the time allotted is as follows:

Roll No. 1-10	-	8.20 am	to	9.10 am
Roll No. 11-21	-	9.10 am	to	10.00 am
Roll No. 22onwards	-	10.00 am	to	11.20 am

Each set of Parents is allotted 5 to 7 minutes per teacher, after which they should make way for the next parents. We seek your co-operation and request you to strictly adhere to the time slot allocated to your ward according to the Class Roll numbers mentioned in his/her diary. This is done to ensure that each and every parent is properly attended to by the teachers.

Note : Your Child's Roll No. is \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

## ATTENDANCE

1. Children must attend School regularly and must reach School punctually five minutes before the first bell.
2. Parents must fill up the Leave application form given in the School Diary for the day the student is absent from the School.
3. In case you need to keep your ward at home for any reason such as illness, a family function or an outing, you may do so and record the same in the diary but please do not plan to send the child to School for half a day. Once the child is in School, he/she will be permitted to leave only after the last bell, except in an emergency and with the permission of the Principal.
4. In case of illness, it is best advised that the student stays at home to rest, coaxing the child to attend School only for unit test or worksheet will cause strain and will only delay the recovery.
5. A student returning to School after suffering from an infectious or contagious disease, must produce a doctor's certificate of good health permitting him to attend School.
6. The School will not be held responsible for any injuries sustained by the student at anytime during his/her stay in the School while taking part in studies, sports, treks, tours, excursions or picnics and extra curricular activities or any other form of activity of the School, within or outside the School premises.

## WITHDRAWAL

1. Notice of withdrawal of a pupil at any time of the year must be given in writing one calendar month in advance or one third of the total fee for that quarter will have to be paid in lieu thereof.
2. No reduction of fee is made for holidays or broken periods of attendance or withdrawal of a child before vacation.
3. Transfer Certificates may be collected from the School office one week after the date of application for withdrawal and after all dues have been settled.
4. The Principal can, at any time, in the interest of the School, have a student expelled, if in the Principal's sole discretion, the student or his/her parents/guardians fail to abide by the rules and regulations and in case there is lack of co-operation on the part of the parents in maintaining discipline of the School or if the student's continued presence in the School is detrimental to the interest of other students.

5. Where a withdrawal takes place due to the above reasons, (i.e. 4) the withdrawal notice No.1 will not be applicable.
6. Any child who is absent from School on the first two days of a new academic term without prior notice is liable to have his/her name struck off the rolls. The child may be re-admitted depending upon the availability of a seat and at the discretion of the School authorities, after depositing admission fee, and this will be considered a fresh admission.
7. In all matters pertaining to admission, studies, discipline, behaviour and welfare of the students, the Principal's decision is final and binding on all students/parents/guardians.

## **FINES AND DISCIPLINARY RULES**

- 1 Replacement of a Report Card/I.D. Card lost by a student will be provided with a charge of Rupees 300/-
- 2 Students are not permitted to bring to School any expensive or fancy items such as ipads, mobile phone, cameras, expensive watches or any electronic gadgets. They are not allowed to wear any kind of jewellery. They must NOT carry money, perfumes, gel, pen drives, I-Pad, Mobile phones etc. If any such item is found in possession of the student, it will be confiscated.
- 3 Random checking of school bags will be done as and when required.
- 4 Students are not allowed to drive any motorized vehicle.
- 5 After 3 prior warnings, if children continue coming to School without their School Diary, they will be sent back home.
- 6 When School is in session, the students are strictly forbidden to leave the class without the teacher's permission or a class out-pass.
- 7 Care must be taken of all School property. No student must damage the desks, other furniture or other School property as also co-students' belongings. Any such damage is to be made good by the student who does it.
- 8 To ensure uniformity and discipline, students will not be allowed to wear civil clothes on their birthdays.
- 9 Promotion to the next class will be granted based on the student's cumulative academic performance and overall record. The results declared at the end of the academic year shall be deemed final. 75% attendance is mandatory.
- 10 Second term examination papers will not be shown to the parents. No requests in this regard shall be entertained.
- 11 Students must refrain from posting, sharing, or circulating any individual's personal information, images, videos, or comments that may be deemed inappropriate, offensive, defamatory, or invasive of privacy on any social media or digital platform. Any violation of this policy shall invite stringent disciplinary action in the accordance with school regulations

## TIFFIN RULES

- 1 It has been observed that a substantial number of children do not eat anything before leaving for School and feel dizzy during assembly or complain of stomach ache in the morning itself. Please make sure that your child does not come to School without having a proper breakfast.
- 2 The packed lunch brought by the children to School should be nutritious and appetizing as this meal is physiologically important, it provides them the energy to stay active for the second half of the day and helps them to concentrate and reach their full academic potential.
- 3 It has been observed that children bring junk food (like noodles, burgers, white bread, chips, aerated cold drinks, candies, chocolates etc.) in their tiffin box. Please note that these items are strictly NOT ALLOWED. You are requested to send nutritious food in your child's tiffin that may include whole-wheat bread and wheat pastas, low fat bran muffins, or whole-wheat flour pranthas/rolls, besan preparations, soya preparations, hard-boiled eggs, nuts and sliced fresh fruits etc.
- 4 Avoid giving meals that are oily, fiddly, sticky and messy. For example, don't put chutney and sandwich in the same compartment of the lunch box but use a separate container for the chutney.
- 5 Try to pack a different kind of lunch everyday with a variety in presentation to make it more interesting for your child. For example, cut the sandwiches in different shapes to add interest : for example triangles, square or strips.
- 6 Give your children a lunch-box that keeps their food warm. The tiffin boxes will be regularly checked by the Class Teachers.
- 7 Parents are requested NOT to send lollipops, cream cakes, dry cakes, aerated drinks or chips to be distributed amongst children on their child's birthday. Instead, they may send a packet of biscuits of reputed brands or any stationery item like pens, crayons, sketch pens, pencils, erasers etc. to be distributed.
8. No junk food items are to be either brought or consumed in School.

## SCHOOL TRANSPORT

It is mandatory for all students upto Class V to either use the School bus or be dropped personally by their parents. The use of Auto-rickshaw/Cycle, Rickshaw is NOT PERMITTED for commuting from home to School and back for children of Class V and below.

The routes of the School buses are drawn-up and parents should consult the School transport in-charge and not the driver or conductor directly. For Class VI and above use of bus facility is at the discretion of the parents.

## BUS RULES

1. All students using the School bus are expected to be on the kerb side facing the

- entrance door of the bus at least 5 minutes before the arrival time of the bus.
2. The children should stay away from the main road until the bus arrives and **MUST NOT** come near the entry door of the bus until it has made a complete halt. They should occupy vacant seats immediately after boarding the bus. Students should keep their School bags on the floor and not behind them on the bus seats.
  3. The drivers are authorised to stop the buses at the designated stops only unless otherwise directed by the School. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change mid-term.
  4. When the bus is in motion, students must not move in the bus and no part of their body should be outside the bus. Students are **NOT** allowed to eat or play games in the bus. Objects of any kind must not be discarded inside or thrown outside the bus.
  5. Discipline has to be maintained at all costs as it is important for their safe journey. Parents of children indulging in acts of indiscipline will be duly notified and the bus service will be withdrawn after two such notices. Students will also be held responsible for any damage to buses caused by negligence or vandalism.
  6. The front door of the bus is the only authorised entrance and exit. The driver's attention must not be distracted for any reason. Any serious offence must be reported to the Principal.
  7. The School management shall not be held legally responsible in any way for any untoward incident that might take place during the student's travel in the School bus.

## **SCHOOL LIBRARY RULES**

The School library is open to all students during School hours on all working days and all Classes are provided with at least one library period per week.

### **Students have to observe the following rules**

1. All Students of the School are members of the library.
2. Students shall have access to the Library collection. The reference material, Journals and Periodicals, may be read in the Library only.
3. Strict discipline and silence is to be observed in the Library.
4. Students from Classes IV to X may take one book at a time during their respective Library period or during School working hours.
5. The Library books may be retained not longer than 14 days and the same be returned in proper condition on or before the due date, failing which a fine of Rs. 20/- per day will be charged.
6. No new library book will be issued after 31st January and all previously issued library books should be returned by 15th February.

7. Any loss or damage to the Books/Magazines will constitute injury to the books and will invite imposition of a fine as determined by the Librarian.
7. Students are not allowed to bring their personal books or belongings like School bags inside the Library.
8. Library books are to be deposited back at least one week before any vacation and the librarian reserves the right to call back for a book at any time.
9. A "No Due Certificate" must be obtained from the Librarian to be attached to the application seeking Transfer Certificate at the time of withdrawal of a student.

## **Remedial Measures**

Serious offences which reflect adversely on the student's conduct e.g. breaking bounds, disobedience, late arrival and wilful deceit will indicate the issuance of a letter to the parents informing them of their child's misconduct. The award of three warning letters in an academic year for a particular offence will lead to the suspension of the student for 7 to 14 days. The suspension period will be decided by the School disciplinary committee. A black mark will also be entered in the relevant conduct column, in the academic year's report card.

## **Discipline Policy**

### **Code of conduct for the Students**

Our school believes in maintaining discipline, respect, and responsibility. All the students are expected to follow the rules given below:

#### **1. Punctuality**

- Students should reach the school in time everyday.
- After three warnings for coming late, the students may be sent back home.

#### **2. School Uniform**

- Students must wear a clean, neat and complete school uniform.
- If the uniform is untidy or incomplete, the students may be sent home or parents may be asked to provide the proper uniform.
- Non turbaned boys must keep their hair properly trimmed.

#### **3. Mobile phones and gadgets**

- Bringing mobile phone or other electronic gadgets to school is not permitted.
- Such items will be confiscated, and further action such as a warning or suspension may follow if required.

#### **4. Behaviour in the School bus**

- Students must behave properly and respectfully in the school bus.
- Misconduct may lead to withdrawal of the bus facility

#### **5. Behaviour in the School**

Students must always behave respectfully. The following actions are not allowed:

- Hitting or fighting
- Bullying or threatening others
- Damaging school property
- Disrespecting teachers or elders
- Breaking school rules
- Skipping classes without permission
- **Serious matters will be reviewed by the discipline committee, and appropriate action will be taken.**

#### **6. Incomplete Work**

- Students must complete their classwork and homework in time.
- If work is incomplete, they may not be allowed to participate in games or co-curricular activities until the work is complete.

#### **7. Unfair Means in Examinations**

- Cheating or using unfair means during examinations is strictly prohibited.
- Strict action will be taken by the examination committee.

8. Coming out of classes after the teacher leaves the class and before the arrival of the next teacher is strictly prohibited.

9. Cardigans, books, tiffin boxes, water bottles etc. should bear the name of the owner. The school is not responsible for lost items.

**Note: Anybody going against the above rules will be issued warning cards by the school after one reminder.**

## SUMMER UNIFORM

FOR CLASSES I TO X (To be worn on every Monday, Wednesday & Friday)

### Boys :

1. Patka - Navy Blue
2. Shirt - Blue striped half sleeved shirt
3. Shorts-Grey shorts (Class I to Class V)
4. Trousers - Grey Trousers  
(Class VI and above)
5. Socks - Navy Blue specified socks
6. Shoes - Black
7. School belt

### Girls :

1. Hair Style - one or two plaits
2. Ribbon/Hair band - Sky Blue/White
3. Shirt-Blue striped half sleeved shirt
4. Trousers/Skirt-Grey(Skirt Divided  
for Class IV and above)
5. Socks - Navy Blue specified socks
6. Shoes - Black Ballerina
7. School Belt

## SPORTS UNIFORM(Summer)

FOR CLASSES I TO X (To be worn on every Tuesday, Thursday and Saturday)

### Boys :

1. Patka/Cap -White
2. T-Shirts-House Colour
3. Shorts - White Shorts (Class I to Class V)
4. Trousers-White (Class VI & Above)
5. Socks - House colour specified socks
6. Shoes - White Tennis/White Canvas
7. School Belt

### Girls :

1. Ribbon/hair band-white/House Colour
2. T-Shirts - House Colour
3. Trouser/Skirt-White (Skirt-Divided for  
Class IV & Above)
4. Socks - House colour specified socks
5. Shoes - White Tennis/White Canvas.
6. School Belt
7. Hairstyle - one or two plaits

**Note : No neckties are to be worn with the Summer Uniform.**

## WINTER UNIFORM

FOR CLASSES I TO X [To be worn on every Monday, Wednesday and Friday)

### Boys :

1. Patka/Cap - Navy Blue Patka/Woollen Cap
2. Shirt-Blue striped full sleeved shirts
3. Trousers - Grey worsted.

### Girls :

1. Shirts-Blue striped full sleeved shirts
2. Trouser/Skirt - Grey worsted (Skirt  
Divided for Class IV & Above) -

4. Pullover-Navy Blue Full Sleeve/Sleeveless
5. Blazer-Navy blue School blazer with School Emblem
6. Socks - Worsted grey woollen socks
7. Tie - as specified.
8. Shoes - Black
9. School Belt

3. Pullover-Navy Blue Full Sleeve/Sleeveless
4. Blazer-Navy blue School blazer with School Emblem
5. Tie - as specified.
6. Socks - Worsted grey woollen socks
7. Shoes - Black Ballerina
8. School Belt
9. Hairstyle - one or two plaits.
10. Ribbon/Hair bands - Sky Blue/White

## **SPORTS UNIFORM(Winter)**

**FOR CLASSES I TO X** (To be worn on every Tuesday, Thursday and Saturday)

### **Boys :**

1. Patka/Cap -White
2. T-Shirts-House Colour
3. Pullover - Red and White School Pullover
4. Trousers - White
5. Socks - House Colour/Grey worsted
6. Shoes - White Canvas/Sports Shoes
7. School Belt

### **Girls :**

1. Ribbon/hair band-White or House Colour
2. T-Shirts - House Colour
3. Pullover - Red and White School Pullover
4. Trouser/Skirt - White (Skirt-Divided for Class IV & above)
5. Socks - House Colour/Grey worsted
6. Shoes - White Canvas/Sports Shoes
7. School Belt
8. Hairstyle - One or two plaits.

**Note: 1. No neck ties are to be worn with this uniform.**

**2. Only Navy Blue caps and gloves may be worn.**

**3. Blazer is compulsory.**

**4. Matching leggings prescribed by the School may be worn by girls with skirts.**

## **GENERAL RULES FOR THE UNIFORM**

- 1) No fancy bangles/bracelets, watches, clips, nail polish, kajal, fancy earrings, hair bands, fancy hair clips, heavy karas etc. to be worn.
- 2) For Girl students the skirt length must be minimum one inch below knee.
- 3) Girl students from class IV and above will wear **only 'divided skirts'**.

# UNIFORM MATERIAL SPECIFICATIONS

## SUMMER

1. Shirting - Blue Striped Mafatlal-Shade No. 1 1774.
2. Skirts/Shorts - Grey terrycot S. Kumars shade No. 578-D.
3. Trousers - Grey terrycot S. Kumars shade No. 578-D.
4. Turban - Sky Blue (Punjab Rubia), Navy Blue (Punjab Rubia)
5. Socks - Navy Blue with School stripes, knee length.

## WINTER

- |                     |   |                                |
|---------------------|---|--------------------------------|
| 1. Trousers Woollen | - | Worsted grey S. Kumar No. 3309 |
| 2. Blazers          | - | Modella 666 Shade No. 3.       |
| 3. Socks            | - | Grey Woollen.                  |

Note : Please be very particular that specified shade be used for the School uniform to maintain uniformity and smartness. As all students are expected to be dressed in the uniform as specified, if a student fails to adhere to the uniform regulations, he/she will be sent back home.

## STUDY SKILLS

### GOOD STUDY HABITS

1. Decide what you want to cover during your study time, and reward yourself if you meet your goal.
2. Find a quiet place to study, stay focussed and take short breaks.
3. Allow more study time for subjects that you find difficult.
4. Make a study kit that includes a dictionary, an atlas, a scale, pencils, erasers, pens etc.
5. Write the name and phone number of one person of your Class in the address section given in this diary. You can study with this person or get assignments when you are absent.

### TIPS FOR TAKING A TEST

1. Carefully read all directions on the test paper before you begin.
2. Answer the questions you are sure of first; keep the difficult questions for the last.
3. In some tests, you may need to choose from several answers, if you don't know the answer, cross out the ones you know are wrong. Carefully, think about the correct answer, if you are not sure, make a logical guess.
4. Read true/false statements carefully. If any part of the statement is not true, the answer is false.
5. Identify questions you need to come back to later.
6. Use all the time allowed. Re-read the directions and check over your answers.

## TIPS FOR WRITTEN WORK

1. Pay attention in Class.
2. Ask questions about things you don't understand.
3. Write the day and date neatly at the top of the page.
4. Write neatly.
5. Write 'Q' for question and 'A' for answer in the margin.
6. Draw a straight line after each answer.
7. Keep your notebooks neat and organised.
8. Do your corrections as soon as the notebook/worksheet is given back to you.
9. When you take a test, pay extra attention to the mistakes in your written work.

**Remember: Written work is a record of work done in School and at home.**

## STUDENTS ASSESSMENT GUIDELINES

### CLASSES I to III

The Academic Year is divided into two terms.

Assessment is made on the pattern given below.

- \* The students are assessed on the basis of three comprehensive pre-planned worksheets, during each term, based on the syllabus of that term.
- \* The criterion for promotion will be a minimum aggregate of 50% of the cumulative result of the two terms.
- \* The assessment made will be conveyed to the parents at the end of the 1st term (i.e. Sept.) and 2nd term (i.e. March) of the following year.

### CLASSES IV and V

The Academic Year is divided into two terms.

Assessment is made on the pattern given below.

- \* The students are assessed on the basis of 2 comprehensive pre-planned worksheets and one 'Trial Test' during each term, based on the syllabus of that term.
- \* The criterion for promotion will be a minimum aggregate of 50% of the cumulative result of the two terms.
- \* The assessment made will be conveyed to the parents at the end of the 1st term (i.e. Sept.) and 2nd term (i.e. March) of the following year.

### CLASSES VI to X

The academic year is divided into two terms.

The annual performance and general progress of the students is assessed each term on the basis of the break-up given below :

- \* Two Unit Tests
- \* One Term Examination
- \* The assessment made will be conveyed to the parents at the end of the 1st term (i.e. Sept.) and 2nd term (i.e. March) of the following year.

## ASSESSMENT FOR CLASSES IS AS FOLLOWS

### (a) **Class I and II**

#### **First Term (April to Sept.)**

Total - Two worksheets of 30 marks each to be conducted between April - August. One Worksheet of 40 marks will be conducted in September (**Date Sheet will be sent**).

#### **Second Term (October to March)**

Total - Two worksheets of 30 marks each to be conducted between October-February. One Worksheet of 40 marks will be conducted in March (**Date Sheet will be sent**).

### (b) **Class III**

#### **First Term (April to Sept.)**

Total - Two worksheets of 25 marks each to be conducted between April-August. One worksheet of 50 marks will be conducted in September (**Date Sheet shall be sent**).

#### **Second Term (October to March)**

Total - Two worksheets of 25 marks each to be conducted between October -February. One worksheet of 50 marks will be conducted in March (**Date Sheet shall be sent**).

### (c) **Class IV & V**

#### **First Term (April to Sept.)(Date sheet shall be sent)**

Two worksheets of 20 Marks each and a Trial Test of 60 marks (**Date Sheet shall be sent**).

#### **Second Term (October to March)(Date sheet shall be sent)**

Two worksheets of 20 Marks each and a Trial Test of 60 marks (**Date Sheet shall be sent**).

### (d) **Class VI to X**

#### **First Term (April to Sept.)**

Two Unit Tests and a Term Exam. (**Date sheet shall be sent**)

#### **Second Term (October to March)**

Two Unit Tests and a Term Exam. (**Date sheet shall be sent**)

# EXAM WEIGHTAGE OVERVIEW

for Classes VI - X

Exam weightage structure for Unit Tests, Term Exams and Internal Assessment is given below:

Sr. No.	Assessment	Weightage	
		VI-VIII	IX-X
1.	Internal Assessment includes:- - Subject Enrichment Activities - Class Tests - Projects, Viva - Notebook Submission - Physical Efficiency Test - Practicals	10%	10%
2.	Half Yearly/Final Exams	70%	80%
3.	Unit Tests	20%	10%
	Total	100%	100%

## TENTATIVE DATES FOR EXAMS

TERM I
Classes I - X 1 <sup>st</sup> September 2026 - 22 <sup>nd</sup> September 2026 Viva, Practicals and Physical Efficiency Test Last Week of August
TERM II
Classes I - X 25 <sup>th</sup> February 2027 - 20 <sup>th</sup> March 2027 Pre-Board - Class - X 01 <sup>st</sup> December 2026 - 23 <sup>rd</sup> December 2026

**Note:**

1. The above given dates for First terminal and Second Terminal Examinations are subject to change as and when required.
2. No re-test/No re-exam policy. Only in case of family emergency, Medical emergency (Medical Certificate has to be submitted) or if the student is representing the school for any event, average marks will be awarded.
3. The cumulative assessment of the child's performance will be conveyed to the parents through a formal Report Card.

# WEEKLY TEST SCHEDULE (2026-2027)

## FIRST TERM

### 1st Assessment for Class III, IV, V

Date	Day	Class III	Class IV	Class V
21 April' 26	Tue	English Language	English Language	English Language
28 April' 26	Tue	English Literature	English Literature	English Literature
02 May' 26	Sat	Hindi	Hindi	Hindi
05 May' 26	Tue	Maths	Punjabi	Punjabi
12 May' 26	Tue	S. Studies	G. Science	G. Science
16 May' 26	Sat	G. Science	Maths	Maths
19 May' 26	Tue	Computer	S. Studies	History & Civics
04 July' 26	Sat	-----	Computer	Geography
07 July' 26	Tue	-----	-----	Computer
10 July' 26	Fri	-----	-----	-----
14 July' 26	Tue	-----	-----	English Language
18 July' 26	Sat	-----	English Language	English Literature
21 July' 26	Tue	English Language	English Literature	Hindi
24 July' 26	Fri	English Literature	Hindi	Punjabi
28 July' 26	Tue	Hindi	Punjabi	Maths
01 Aug' 26	Sat	Maths	Maths	G. Science
04 Aug' 26	Tue	G. Science	G. Science	History & Civics
11 Aug' 26	Tue	S. Studies	S. Studies	Geography
18 Aug' 26	Tue	Computer	Computer	Computer
21 Aug' 26	Fri	G.K.	G.K.	G.K.

# WEEKLY TEST SCHEDULE (2026-2027)

## SECOND TERM

### 2nd Assessment for Class III, IV, V

Date	Day	Class III	Class IV	Class V
13 Oct' 26	Tue	English Language	English Language	English Language
17 Oct' 26	Sat	English Literature	English Literature	English Literature
21 Oct' 26	Wed	Hindi	Hindi	Hindi
27 Oct' 26	Tue	Maths	Punjabi	Punjabi
03, Nov' 26	Tue	G. Science	Maths	Maths
17, Nov' 26	Tue	S. Studies	G. Science	G. Science
21, Nov' 26	Sat	Computer	S. Studies	History & Civics
25, Nov' 26	Wed	-----	Computer	Geography
01 Dec' 26	Tue	-----	-----	Computer
05 Dec' 26	Sat	-----	-----	-----
08 Dec' 26	Tue	-----	-----	English Language
15 Dec' 26	Tue	-----	English Language	English Literature
22 Dec' 26	Tue	English Language	English Literature	Hindi
29 Dec' 26	Tue	English Literature	Hindi	Punjabi
19 Jan' 27	Tue	Hindi	Punjabi	Maths
25 Jan' 27	Mon	Maths	Maths	G. Science
30 Jan' 27	Sat	G. Science	G. Science	History & Civics
02 Feb' 27	Tue	S. Studies	S. Studies	Geography
06 Feb' 27	Sat	Computer	Computer	Computer
09 Feb' 27	Tue	G.K.	G.K.	G.K.

Although specified dates have been given for the conduct of various worksheets, they may be changed due to unforeseen holidays/changes in the programme. In that case two or more worksheets may be conducted on any one day and parents cooperation is solicited.

# WEEKLY TEST SCHEDULE (2026-2027)

## FIRST TERM

Date	VI	VII	VIII	IX	X
21 April, 26 (Tue)	Geography	Maths	Hindi	Maths	Bio./Comm. Studies
28 April, 26 (Tue)	Physics	English Lit./Lang.	Punjabi	English Lit.	Hindi/Punjabi
02 May, 26 (Sat)	History & Civics	Computer	Geography	English Lang.	Maths
05 May, 26 (Tue)	Hindi	History & Civics	Computer	Bio./Comm. Studies	Chemistry/Eco.
12 May, 26(Tue)	Computer	Punjabi	Physics	Physical Edu.	Physics
16 May, 26 (Sat)	Chemistry	Biology	Chemistry	Comp. App./Art	Physics
19 May, 26 (Tue)	English Lang./Lit.	Geography	Maths	Physics	Physical Edu.
04 July, 26 (Sat)	Biology	Hindi	English Lang./Lit.	Geography	Comp. App./Art
07 July, 26 (Tue)	Maths	Physics	Biology	Chemistry/Eco.	English Lang.
10 July, 26 (Fri)	Punjabi	Chemistry	History & Civics	Hindi/Punjabi	History & Civics
14 July, 26 (Tue)	Geography	Maths	History & Civics	History & Civics	Geography
18 July, 26 (Sat)	Physics	English Lang./Lit.	Hindi	Maths	Bio./Comm. Studies
21 July, 26 (Tue)	History & Civics	G.K./Computer	Punjabi	Bio./Comm. Studies	Hindi/Punjabi
24 July, 26 (Fri)	Hindi	History & Civics	Geography	English Lit.	Maths
28 July, 26 (Tue)	Chemistry	Biology	G.K./Computer	English Lang.	Chemistry/Eco.
	Chemistry	Biology	Chemistry	History & Civics	Physical Edu.
				History & Civics	Comp. App./Art

## WEEKLY TEST SCHEDULE (2026-2027)

### FIRST TERM

Date	VI	VII	VIII	IX	X
01 Aug, 26 (Sat)	G.K./Computer	Punjabi	Physics	Physical Edu.	Physics
				Comp. App./Art	
04 Aug, 26 (Tue)	English Lang./Lit.	Geography	Maths	Physics	English Lang.
11 Aug, 26 (Tue)	Biology	Hindi	English Lang./Lit.	Geography	English Lit.
18 Aug, 26 (Tue)	Maths	Physics	Biology	Chemistry/Eco.	History & Civics
21 Aug, 26 (Fri)	Punjabi	Chemistry	History & Civics	Hindi/Punjabi	Geography

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## WEEKLY TEST SCHEDULE (2026-2027)

### SECOND TERM

Date	VI	VII	VIII	IX
13 Oct, 26 (Tue)	Geography	Maths	Hindi	Maths
17 Oct, 26 (Sat)	Physics	English Lang./Lit.	Punjabi	English Literature
21 Oct, 26 (Wed)	History & Civics	Computer	Geography	English Language
27 Oct, 26 (Tue)	Hindi	History & Civics	Computer	History & Civics
03 Nov, 26 (Tue)	Chemistry	Biology	Chemistry	Physics
17 Nov, 26 (Tue)	Computer	Punjabi	Physics	Physical Edu.
				Comp. App./Art
19 Nov, 26 (Thu)	English Lang./Lit.	Geography	Maths	Geography

## WEEKLY TEST SCHEDULE (2026-2027)

### SECOND TERM

Date	VI	VII	VIII	IX
25 Nov, 26 (Wed)	Biology	Hindi	English Lang./Lit.	Chemistry/Eco.
01 Dec, 26 (Tue)	Maths	Physics	Biology	Hindi/Punjabi
05 Dec, 26 (Sat)	Punjabi	Chemistry	History & Civics	Bio./Com. Studies
08 Dec, 26 (Tue)	Physics	English Lang./Lit.	Punjabi	Maths
15 Dec, 26 (Tue)	History & Civics	G.K./Computer	Geography	English Lit.
22 Dec, 26 (Tue)	Hindi	History & Civics	G.K./Computer	English Lang.
29 Dec' 26 (Tue)	Chemistry	Biology	Chemistry	History & Civics
19 Jan' 27 (Tue)	G.K./Computer	Punjabi	Physics	Physical Education Computer App./Art
25 Jan' 27 (Mon)	English Lang./Lit.	Geography	Maths	Physics
30 Jan' 27 (Sat)	Biology	Hindi	English Lang./Lit.	Geography
02 Feb' 27 (Tue)	Geography	Maths	Hindi	Chemistry/Eco.
06 Feb' 27 (Sat)	Maths	Physics	Biology	Hindi/Punjabi
09 Feb' 27 (Tue)	Punjabi	Chemistry	History & Civics	Bio/Com. Studies

# RECORD OF ASSESSMENT

## Class I & II

Sr. No.	Subject	TERM - I			TERM - II		
		Work Sheet I	Work Sheet II	Parent's Signature	Work Sheet I	Work Sheet II	Parent's Signature
1	Eng. Lang.						
2	Eng. Lit.						
3	Hindi						
4	Maths						
5	EVS						
6	G.K.						

Specimen Signature : Mother.....Father.....

# RECORD OF ASSESSMENT

## Class III-V

Sr. No.	Subject	TERM - I			TERM - II		
		Work Sheet I	Work sheet II	Parent's Signature	Work Sheet I	Work sheet II	Parent's Signature
1	Eng. Lang.						
2	Eng. Lit.						
3	Hindi						
4	Maths						
5	Science						
6	History & Civics						
7	Geography						
8	Punjabi						
9	Computer						
10	G.K.						

Specimen Signature : Mother.....Father.....

# RECORD OF ASSESSMENT

## Class VI to X

### Term I

Sr. No.	Subject	UNIT TEST - I			UNIT TEST - II		
		Maximum Marks (.....)	Teacher's Initials	Parent's Initials	Maximum Marks (.....)	Teacher's Initials	Parent's Initials
1	Eng. Lang.						
2	Eng. Lit.						
3	Hindi						
4	Punjabi						
5	Maths						
6	Physics						
7	Chemistry						
8	Biology						
9	Hist. & Civics						
10	Geography						
11	Computers						
12	Comml. Std.						
13	Physical Edu.						
14	Economics						
15	G.K.						

Specimen Signature : Mother.....Father.....

**RECORD OF ASSESSMENT**  
**Class VI to X**  
**Term II**

Sr. No.	Subject	UNIT TEST - I			UNIT TEST - II		
		Maximum Marks (.....)	Teacher's Initials	Parent's Initials	Maximum Marks (.....)	Teacher's Initials	Parent's Initials
1	Eng. Lang.						
2	Eng. Lit.						
3	Hindi						
4	Punjabi						
5	Maths						
6	Physics						
7	Chemistry						
8	Biology						
9	Hist. & Civics						
10	Geography						
11	Computers						
12	Comml. Std.						
13	Physical Edu.						
14	Economics						
15	G.K.						

Specimen Signature : Mother.....Father.....

## REWARD

In order to encourage and inculcate a sense of achievement, students will be honoured with medals / certificates / reward for exceptional performance in academics, sports and co-curricular activities.

- (1.) Classes I - V: Students securing an overall aggregate of 95% or above in the First and Second Term will be awarded Certificates of Merit.
- (2.) Classes VI - IX: Students securing the first three positions in the Final Examination will be awarded for their achievement.
- (3.) Certificates of Merit will be awarded to students for 100% attendance during the full Academic Year.
- (4.) Certificates / Medals / Trophies will be awarded to students winning in the School co-curricular activities/sports.
- (5.) Students who win competitions held in other Schools in different fields will be honoured during 'Special Assembly'.
- (6.) Names of the participants of all co-curricular activities held during the Academic Year will be mentioned in the log book.
- (7.) The over-all responsible behaviour of the student and his/her achievements in Academics and co-curricular activities will be considered while nominating a student for the Student Cabinet Committee.



















## IMPROPER UNIFORM RECORD

Sr. No.	Date	Observation	Teacher's Sign.	Parent's Sign.
1				
2				
3				
4				
5				
6				
7				
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9				
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14				
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17				
18				
19				
20				

Abbreviations for Turnout Defaulters:-

U-Uniform | H-Hair | S-Shoes | N-Nails | I-ID Cards

T-Tie | B-Belt | So-Socks



# Recommended Books for Leisure Reading

## **Class I**

- The Cat in the Hat - Dr. Seuss
- Brown Bear, Brown Bear, What Do You See ? - Bill Martin Jr. and Eric Carle
- Chhota Bheem and the Treasure of Himalayas

## **Class II**

- The Magic Tree House - Mary Pope Osborne
- The Very Hungry Caterpillar - Eric Carle

## **Class III**

- The Jungle Book - Rudyard Kipling
- Akbar - Birbal Stories

## **Class IV**

- Heidi - Johanna Spyri
- The Secret Garden - Frances Hodgson Burnett

## **Class V**

- The Adventures of Tom Sawyer - Mark Twain
- Stories of Indian History
- The Adventures of Huckleberry Finn - Mark Twain

## **Class VI**

### **Easy & Fun**

- Matilda – Roald Dahl
- The Blue Umbrella – Ruskin Bond
- Diary of a Wimpy Kid (Book 1) – Jeff Kinney

### **Adventure / Mystery**

- Famous Five (Any Title) – Enid Blyton
- Geronimo Stilton (Any Title) – Elisabetta Dami

### **Classic (Choose 1)**

- The Secret Garden – Frances Hodgson Burnett
- The Jungle Book – Rudyard Kipling

### **Inspirational**

- Wings of Fire (Young Readers Edition) – A.P.J. Abdul Kalam

### **Series Recommendation**

- Harry Potter – J.K. Rowling

# Recommended Books for Leisure Reading

## **Class VII**

### **Engaging Fiction**

- Swami and Friends – R.K. Narayan
- Wonder – R.J. Palacio

### **Adventure / Mystery**

- Feluda Stories – Satyajit Ray

### **Classic**

- Treasure Island – Robert Louis Stevenson
- The Prince and the Pauper – Mark Twain

### **Inspirational**

- The Diary of a Young Girl – Anne Frank

### **Series Recommendation**

- Percy Jackson Series – Rick Riordan

## **Class VIII**

### **Engaging Fiction**

- The Hobbit – J.R.R. Tolkien
- The Giver – Lois Lowry

### **Adventure / Mystery**

- Sherlock Holmes – Arthur Conan Doyle
- The Hunger Games – Suzanne Collins

### **Classic**

- Animal Farm – George Orwell
- Little Women – Louisa May Alcott

### **Inspirational**

- The Story of My Life – Helen Keller

### **Series Recommendation**

- The Chronicles of Narnia – C.S. Lewis

# Recommended Books for Leisure Reading

## **Class IX**

### **Engaging Fiction**

- The Book Thief – Markus Zusak
- Life of Pi – Yann Martel

### **Thought-Provoking Fiction**

- To Kill a Mockingbird – Harper Lee
- Lord of the Flies – William Golding

### **Classic**

- The Old Man and the Sea – Ernest Hemingway
- A Tale of Two Cities – Charles Dickens

### **Inspirational**

- Sean Covey – The 7 Habits of Highly Effective Teens

### **Series Recommendation**

- The Hunger Games Trilogy – Suzanne Collins

## **Class X**

### **Modern Classics**

- 1984 – George Orwell
- The Great Gatsby – F. Scott Fitzgerald

### **Literary Fiction**

- The Kite Runner – Khaled Hosseini

### **Classic**

- Pride and Prejudice – Jane Austen
- Oliver Twist – Charles Dickens

### **Inspirational / Personal Growth**

- Atomic Habits – James Clear
- The 7 Habits of Highly Effective Teens – Sean Covey

### **Series Recommendation**

- The Lord of the Rings Trilogy – J.R.R. Tolkien

# APRIL 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 New session begins	3 Good Friday	4
5	6	7 Calligraphy Competition English VI - X	8 English Recitation I - V	9	10	11
12	13 Vaisakhi Celebration I - V	14 Vaisakhi	15	16	17	18 Art Competition I - X
19	20 Investiture Ceremony VI - X	21 Unit Test	22	23	24 Chess Individuals Juniors & Seniors VI - X	25
26	27	28 Unit Test	29	30		

# MAY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31					1 Budha Purnima	2 Unit Test
3	4	5 Unit Test	6	7	8 Mother's Day Celebration I - V	9
10	11	12 Unit Test	13	14	15 Volleyball Juniors Inter-house VI - VII	16 Volleyball Seniors Inter-house VIII - X Unit Test
17	18 Kho-Kho Juniors & Seniors Inter-house	19 Unit Test	20 Calligraphy Hindi/Punjabi VI - X	21 Last working day before Summer Vacations	22 Parent Teacher Meeting	23 Summer Vacations Begin
24	25	26	27	28	29	30

# JUNE 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# JULY 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 School Re-opens after Summer vacation	2	3	4 Unit Test
5	6 Spell Bee-Inter House I - VII	7 Unit Test	8	9	10 Unit Test	11
12	13	14 Unit Test	15	16	17	18 Unit Test Tree Plantation Day VI - X
19	20 Hindi-Punjabi Recitation IV - V	21 Unit Test	22	23 Hindi Debate VIII - X	24 Unit Test	25
26	27 English Elocution Inter-House VI - X	28 Unit Test	29 Model United Nations VI - X	30 Model United Nations VI - X	31 Dumb Charades VI - X	

# AUGUST 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31					1 Unit Test
2	3	4 Unit Test	5 Table Tennis Inter-house VI - X	6	7 Punjabi/Hindi Elocution Inter-house VI - VII	8
9	10 Badminton Inter-house VI - X	11 Unit Test	12	13 Independence Day Celebration I - X	14	15 Independence Day
16	17	18 Unit Test	19	20	21 Unit Test	22
23	24 English Essay Writing Competition VI - X	25	26 Milad-un-Nabi	27 Rakhi Making Competition I - V	28 Raksha Bandhan	29 Parent Teacher Meeting

# SEPTEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Half Yearly Examination Starts	2	3	4 Shri Krishna Janmashtami	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Half Yearly Examination Finishes	23	24	25	26
27	28	29	30			

# OCTOBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Mahatma Gandhi's B'Day	3 Report Card Day Parent Teacher Meeting
4	5	6	7	8 English Story Telling Competition II - V	9 Yoga Competition VII - X	10
11 Maharaja Agarsain Jayanti	12	13 Unit Test	14	15 Science Quiz VII - VIII	16	17 Unit Test
18	19	20 Dussehra	21 Unit Test	22	23 English Debate Inter-House VI - X	24
25	26 Maharishi Valmiki's B'Day	27 Unit Test	28 G.K. Quiz II - V	29 Karwa Chouth	30	31

# NOVEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Unit Test	4	5	6 Diya/Candle Making I - V	7 School closes for Diwali Holidays
8 Diwali	9 Goverdhan Puja	10	11 Bhai Duj	12 School re-opens after Diwali holidays	13	14
15	16	17 Unit Test	18 Essay writing competition - Hindi VI - X	19 Unit Test	20 Annual Sports Day Juniors	21 Annual Sports Day Seniors
22	23	24 Sri Guru Nanak Dev ji Birthday	25 Unit Test	26 G.K. Quiz II - V	27 Just a minute VI - VIII	28
29	30 Basketball Inter House					

# DECEMBER 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Examinations Pre-Board - X Begin Unit Test	2	3	4 Calligraphy Competition English I - V	5 Unit Test
6	7	8 Unit Test	9	10	11	12
13	14 Sri Guru Teg Bahadur's Martyrdom Day	15 Unit Test	16	17	18	19
20	21	22 Unit Test	23 Pre-Board Class X finishes	24 Christmas Celebration Nursery - V	25 Christmas	26
27	28	29 Unit Test	30 Maths Olympiad VI - X	31 Last working day before Winter Vacations		

# JANUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31					1 Winter Vacation begins	2
3	4	5	6	7	8	9
10	11	12	13 School re-opens after Winter Vacations	14	15 Guru Gobind Singh Ji's Birthday	16 Parent Teacher Meeting and Orientation for Class VIII Students
17	18	19 Unit Test	20	21	22	23
24	25 Unit Test	26 Republic Day	27	28	29 Kho-Kho Competition IV - V	30 Unit Test PTM and Interaction with Parents Playgroup to U.KG

# FEBRUARY 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Unit Test	3	4	5	6 Unit Test
7	8	9 Unit Test	10	11	12	13
14	15	16	17	18	19	20 Guru Ravidas Jayanti
21	22	23	24	25 Final Exam begins	26	27
28						

# MARCH 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 Maha Shivratri
7	8	9	10 Id-ul-Fitr	11	12	13
14	15	16	17	18	19	20 Final Exam finishes
21	22 Holi	23	24	25	26 Good Friday	27
28	29	30	31			

# Calendar 2026

January						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# Calendar 2027

January						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
M	T	W	T	F	S	S
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
M	T	W	T	F	S	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



# LEAVE APPLICATION FORM

To:

The Principal  
Tender Heart High School,  
Sector 33-B, Chandigarh.

Date:

**Subject: Application for Leave**

Dear Madam,

This is to request you to kindly grant leave of absence to my child,.....,  
studying in Class.....,Section....., from.....to.....

The leave is required due to the following reason:

.....  
.....

I assure you that my child will complete all academic work and assignments missed during the above-mentioned period at the earliest.

I shall be highly obliged for your kind consideration and approval of this request.

Thanking you.

Yours truly,

(signature of Parent/Guardian)

Name and address of Signatory:.....

Mobile No.....