



## QUALITY POLICY

*Takshila Educational Society is committed to:*

- » *Society at large*
- » *Education with a global perspective*
- » *Infusion of latest technology for growth*
- » *Enhancement of each student's learning curve*
- » *Providing a congenial working environment by complying with and continually improving the effectiveness of the Quality Management System.*



## Contents

<i>About the Almanac</i>	5
<i>From the Head of School</i>	6
<i>Zero-waste</i>	7
<i>Student Particulars</i>	9
<i>Declaration by Parents</i>	9
<i>School Infirmary Record</i>	11
<i>Home-School Communication Record</i>	12
<i>Record of Non-attendance</i>	16
<i>LIBRARY Record</i>	18
<i>General School Rules</i>	19
<i>Student Health Check-up</i>	20
<i>Lunch Menu</i>	21
<i>Absence from School</i>	22
<i>Late Arrival in School</i>	23
<i>Academic Year and Student Assessment</i>	24
<i>Assessment Schedule</i>	35
<i>Report Cards</i>	38
<i>Key Aspects of Evaluation System and Major Programmes</i>	39
<i>Homework Policy</i>	44
<i>School Uniform Rules</i>	45
<i>Library Rules</i>	47
<i>Rewards and Reprimands</i>	49
<i>Student Council and Monitor System</i>	50
<i>School Transport Rules</i>	51
<i>Payment of fees</i>	54
<i>School website and Mobile App</i>	57
<i>Frequently Asked Questions</i>	59
<i>School Timings and Visiting Hours</i>	69
<i>Open House</i>	70
▪ <i>Uniform Details</i> ▪ <i>SUPW</i> ▪ <i>List of Holidays</i> ▪ <i>Trips &amp; Excursions</i>	
▪ <i>Important Events</i> ▪ <i>Co-curricular Activities</i>	



## About the Almanac

It is essential that students and parents read the Almanac together and fully understand the contents. The Almanac aims at establishing an invaluable link between the school and the parents. It is intended to serve:

1. as an all-in-one ready reckoner and planner for students.
2. as a means of communication between parents and school:
  - to keep parents abreast of what their wards are studying at school and their curricular progress.
  - to keep parents informed about their wards' academic progress.
  - to be a handy reference for various schedules.
  - to be used as a convenient tool for day-to-day correspondence for academics as well as other issues.

**Students should ensure that they bring Almanac to school every day, use it productively and treat it with care.**

Parents should review current pages on a daily basis and must countersign and respond to the comments given by the members of the faculty. Parents should also countersign home assignments and provide an explanation if these are not completed due to some reason.

As a matter of policy, students will get home tasks on familiar subjects. These tasks are intended as revision exercises to reinforce what is learned by students in school. It is advisable that the students attempt these tasks without adult supervision. In case of any difficulty, they may seek help of the teacher the following day.

Comments made by parents in the Almanac should be productive and confined strictly to the student's work and his/her conduct. All other matters concerning school should be conveyed personally through letters/emails addressed to the Head of School.





SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## From the Head of School

***“Education is not the learning of facts, but the training of the mind to think.”***

**– Albert Einstein**

As we step into the academic session 2026-27, these words serve as a timely reminder of the true purpose of education and the responsibility entrusted to us as educators, parents and learners.

Education, in its truest sense, goes far beyond textbooks and examinations. It is a transformative process that nurtures curiosity, cultivates independent thought and empowers learners to question, analyse and innovate. While academic proficiency equips students with knowledge and skills, it is the strength of character - rooted in values such as empathy, honesty, perseverance and respect - that shapes them into balanced and purposeful individuals. Intelligence without integrity is incomplete; character gives meaning and direction to knowledge.

At DPS, we strive to create an environment where thinking minds and caring hearts grow together. Through engaging classroom practices, experiential learning, co-curricular opportunities, and meaningful community connect programmes, we encourage our students to translate thought into action and learning into leadership. Our endeavour is to prepare them not only for examinations, but for life itself.

Aligned with the vision of NEP 2020, our curriculum continues to emphasise holistic development. It is thoughtfully designed to broaden perspectives, stimulate creativity, and deepen cultural understanding. Meaningful exposure to diverse ideas and experiences enables learners to develop adaptability, emotional intelligence, and resilience—qualities that are indispensable in an ever-changing global landscape.

Mindful of our responsibility towards the planet, we continue with Zero Waste as our annual theme this session as well. Zero Waste is not merely an environmental slogan; it is a mind-set and a way of life. By consciously practising the principles of Refuse, Rethink, Reduce, Reuse, Recycle and Repair, we aim to sensitise our students to sustainable living. Small, consistent actions - when multiplied across communities - have the power to significantly reduce environmental degradation and carbon footprint. Through awareness, action and accountability, we hope to nurture environmentally responsible citizens who respect and protect the Earth they inherit.

Our mission remains unwavering - to give our students wings to dream fearlessly, the wisdom to choose rightly and the courage to act responsibly. We aspire to shape individuals who are confident yet compassionate, ambitious yet ethical, rooted in values yet global in outlook.

As we journey through the session 2026-27 together, let us reaffirm our commitment to nurturing not just successful professionals, but good human beings - individuals who contribute meaningfully to society and uphold the ideals of harmony, sustainability and peace.

In the words of Dr A. P. J. Abdul Kalam, “Education gives you wings to fly.”

May our students soar high, guided by knowledge, values and a deep sense of responsibility towards the world around them.



## ZERO WASTE

### ***Small Choices, Lasting Impact...***

Every object we throw away carries a story - of resources extracted, energy consumed and effort expended. Yet, in the rush of modern life, disposal has become easier than reflection. The result is a world producing more waste than it can responsibly manage. It is time we pause, rethink our habits and move consciously towards a Zero Waste lifestyle.

### ***Zero Waste: A Mind-set, Not a Movement***

Zero waste is often misunderstood as an unrealistic ideal. In reality, it is a thoughtful approach to living - one that encourages us to be mindful consumers and responsible custodians of the planet. It challenges the culture of use-and-discard and replaces it with awareness, accountability and action.

At its core, zero waste urges us to ask a simple yet powerful question before every purchase or disposal: Is this necessary and what will happen to it afterwards?

### ***Why Our Choices Matter***

The growing piles of waste around us are not merely an environmental concern; they are a reflection of human behaviour. Overflowing landfills, polluted water bodies and plastic-choked ecosystems remind us that the Earth cannot sustain unchecked consumption.

By adopting zero-waste practices, we actively contribute to:

- Preserving natural resources by reducing the demand for raw materials
- Lowering pollution levels across air, water and soil
- Reducing carbon emissions linked to production, packaging, and transport

Sustainability begins not with grand gestures, but with everyday decisions.

### ***Living the Zero Waste Principles***

A zero-waste life is guided by conscious choices that prioritise longevity over convenience. These principles help us align our actions with our values:

- Refuse what we do not need
- Rethink our buying habits



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

- Reduce excess consumption
- Reuse what we already have
- Recycle responsibly
- Repair before replacing

Each principle reinforces the idea that waste is not inevitable - it is often avoidable.

## ***Our Role as Responsible Citizens***

Zero waste is a shared responsibility and each one of us has a role to play.

- At Home, we can segregate waste, compost organic matter and opt for reusable alternatives.
- At School, simple habits such as carrying refillable bottles, avoiding disposable stationery and using paper judiciously make a meaningful difference.
- In Society, spreading awareness, supporting sustainable businesses and participating in cleanliness drives help build collective consciousness.

When children practise these habits early, sustainability becomes second nature.

## ***Progress, Not Perfection***

The journey towards zero waste does not demand flawlessness. What it requires is consistency and intent. Small changes, repeated daily, create powerful outcomes over time. Every reused notebook, repaired item or refused plastic bag brings us one step closer to a healthier planet.

As environmental advocate Bea Johnson rightly says, “Refuse what you do not need; reduce what you do need; reuse what you consume; recycle what you cannot refuse, reduce or reuse.”

## ***Looking Ahead***

Zero waste is not merely about managing trash - it is about reimagining the way we live. It is about respect: for resources, for future generations and for the planet we call home.

Let us pledge to make conscious choices, inspire one another and move steadily towards a more sustainable tomorrow. Because, when we waste less, we truly live more.

Zero Waste is not an end goal - it is a way forward. And the journey begins with each of us, today.



## Student Particulars

NAME OF THE STUDENT .....

CLASS/SECTION ..... ADMISSION NO. ....

DATE OF BIRTH ..... BLOOD GROUP .....

SUPW CLUB ..... BUS NO. ....

BUS STOP (NO./LOCATION) .....

FATHER'S NAME .....

MOTHER'S NAME .....

RESIDENTIAL ADDRESS .....

.....

.....

FATHER'S MOBILE NO. .... MOTHER'S MOBILE NO. ....

Details of siblings (if any) studying in this School

S.NO.	NAME	CLASS/SEC	ADMISSION NO.

*Student's latest  
photograph in summer  
uniform along with the  
I-card has to be pasted  
here.*

## Declaration by Parents

1. In our absence/in case of emergency the following persons in the city could be contacted:

(a) Name .....

(b) Address.....

.....

Mobile No.....

(a) Name .....

(b) Address.....

.....

Mobile No.....



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

2. Our ward travels by School Bus and will commute .....  
(escorted/unescorted) from the Bus Stop. (Applicable only to Class VI & above)
3. Either one of us (father/mother/local guardian) will sign all her/his leave applications, report cards, etc. Our specimen signatures are as under:

Specimen Signature

.....

.....

(Father)

(Mother)

In case of students staying with relatives.

Name .....

.....

(Local Guardian/Relative)

(Local Guardian/Relatives Specimen Signature)

Landline No.: .....

Mobile No.: .....

Address.....

.....

.....

.....

(Class Teacher's Name)

(Class Teacher's Signature)



















## General SCHOOL Rules

School reserves the right to terminate the continuance of students whose conduct/academic progress is not satisfactory.

- It is mandatory for all students to avail school bus facility except for students residing in nearby areas. (specified as 'supervision areas')
- GPS tracking facility is available for parents of all students availing school transport. However, it is indicative and cannot be used as real time feed to pick up or drop your ward. The schedule given by the school must be followed.
- Supervision students will be allowed to leave the school campus only when the nominated escort shows the Parent copy of the I-Card. In case of a delay in the arrival of the escort, parents should report the matter to the school office.
- It is compulsory for all students to observe the following and deviation will lead to disciplinary action:
  - Every student must carry this Almanac to school every day and use it productively.
  - The prescribed uniform is not just compulsory during school hours but for all school functions as well as occasions wherein students represent school.
  - **Damaging or disfiguring any school property may result in suspension/expulsion from school in addition to a heavy fine.**
  - Students are expected to carry books and notebooks as per the time table; unnecessary material to school should not be brought.
  - Students are prohibited from bringing any reference books, electronic devices-cell phones, cameras, i-pods, i-pads, tablets and storage devices (CDs, DVDs, pen drives, portable HDD, micro SD or SD cards, etc.) to school. Violation may result confiscation of the item and heavy fine will be imposed.
  - On days when students visit the school with their parents—such as during Open House, teacher meetings etc. they are strictly prohibited from using their parents' mobile phones to take photographs anywhere within the school campus or the bus.
  - It is strictly against school policy to bring money to school.
  - Bringing expensive stationery (pens, pencils, fancy pencil - box etc.) to school is strictly forbidden. Such items will be confiscated for good.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

- Students are advised not to buy or receive any articles, gifts or food items from anyone, en route to school, in the interest of their own security.
- **Bursting of fire crackers or splashing Holi colours in school premises/bus is strictly forbidden. Students found guilty will be expelled from school.**
- It is mandatory for all students to be present for their respective school functions.
- School is committed to protecting the environment and expects its students to be environment friendly in all their actions. The use of polybags (plastic bags) is therefore strictly prohibited in school.
- **Students are not allowed to celebrate any occasion/birthday in school or distribute invitation cards/gifts/sweets/chocolates/cakes.**
- **Students are not allowed to organise any get together outside school premises endorsing the name of school.**
- Students from class IV onwards are permitted to wear customized school watches. Watches other than prescribed ones shall be confiscated.
- Students are strictly prohibited from commuting to school on cycles or self-driven two/four-wheelers. Any violation of this rule will result in expulsion from school.
- **In case a student forgets to bring tiffin box to school, parents should neither bring it to school themselves nor send it through someone. Instead, they should intimate school office before recess. School office will not accept the tiffin owing to security reasons.**



## Student Health Check-up

The school is committed to fostering academic excellence and the overall well-being of its students. To support this, an annual health check-up is organised for all students.

It aims to identify any health-related issues and to generate awareness on the importance of personal hygiene and overall wellness.

Health reports are provided in print format, and the data is subsequently uploaded on school website and app.

Parents are recommended to review these reports carefully and take any necessary follow-up actions based on the observations noted.

## Suggested Lunch Menu

A wholesome and balanced diet includes all vital nutrients in appropriate proportions. Millets, often referred to as “Nutri-cereals” are a powerhouse of nutrition. They are rich in carbohydrates, proteins, dietary fibre, iron, and calcium-containing higher levels of these nutrients compared to rice or wheat. Also, millets are an excellent source of antioxidants and are naturally gluten-free.

### NUTRIENT BASED FOOD MENU

Day	Carbohydrates	Proteins	Fats	Vitamins & Minerals
Monday	Whole grain bread, Stuffed parathas, Vegetable sandwiches	Cheela, Soya/ Paneer- based dishes	Lightly fried snacks, Halwa (Suji/ Atta/ Besan/Carrot/Moong Dal), Roasted seeds	Seasonal salad, Fresh fruits
Tuesday	Millet dosa, Millet Idli, Millet khichdi, Millet paratha	Paneer/ Mushroom-based dishes	Vegetable rolls, Cutlets, Millet based savoury snacks, Millet crackers	Seasonal vegetable preparations, Mixed fruit salad
Wednesday	Fried rice, Vegetable pulav, Soya nugget pulav	Stuffed parathas, Paneer wraps, Lentil-based dishes	Porridge, Vegetable cutlets, Vegetable fritters, Roasted nuts	Leafy greens, Sprout chaat
Thursday	Millet poha, Millet biryani, Millet noodles, Millet muffins	Tofu-based dishes, Mixed cheese dishes	Millet based burgers, Vegetable-loaded rolls	Stir-fried seasonal vegetables, Fresh fruits
Friday	Stuffed parathas, Whole wheat/ millet pasta	Cheese-based dishes, Protein-rich rolls	Paneer tikka, Garlic bread, Potato wedges	Mixed vegetable dishes, Fresh fruits

### IMPORTANT POINTS-

Apart from this, parents can send additional lunch container with items like fresh fruits and dry fruits. The napkin and mat issued to children are an integral part of the school uniform hence students must carry these to school daily and use them while having their tiffin.

### Prohibited food items-

- Junk food in the tiffin like biscuits, wafers, chips, namkeen, candies, toffees, chocolates, popcorns, cakes etc.
- Pickles, jams and Maggi.
- Carbonated drinks in water bottles.
- Egg cooked in any form or mixed with other eatables.
- Non-vegetarian food items or frozen snacks.
- White bread, white buns etc.





SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## Absence from School

- Absence from school for more than 5 consecutive days is not allowed, except on medical grounds, subject to prior approval.
- A student who has been absent the previous day will not be allowed to attend class unless the parent has entered an explanation stating the reason for the absence, in the 'Record of Non-attendance' section of the Almanac, for each day (valid for 2 days) the student has been absent from school. Intimation for absence up to 2 days may be sent via email alternatively.
- **In case of absence for more than 2 days on medical grounds, Medical Certificate should be attached along with the application.**
- **In case of absence for more than 2 days without a pre-sanctioned leave on non-medical grounds, the parent should accompany the child on the day of joining and meet school authorities.**
- **In case a student reports to school after absence without an explanation in the Almanac, the parents will be called to school and the student will be sent back home.**
- Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after approval by the Head of School and payment of a prescribed re-admission fee.
- There is no provision for half-day leave, therefore students who are not well should not be sent to school, even on the days of assessments. The child will be marked absent if s/he were to be taken home by parents/guardians/authorised persons during school hours; if it were to be an assessment day, the student would be **awarded a zero for the assessment taken on that particular day.**
- Students who require medical attention during school hours may be sent to school Infirmary by the teacher concerned, who will enter the nature of complaint and sign the 'School Infirmary Record' section of the Almanac.
- Students should not, except in emergency situations, visit school Infirmary, unless an entry has been made in the Almanac by a teacher.
- Parents will be promptly informed in the event of serious illness or emergency and may be requested to come to school to take their ward home, if necessary.
- A student, returning to school after suffering from an infectious or contagious disease, should produce a doctor's fitness certificate permitting her/him to attend school. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school. However, the exact



period of quarantine will depend upon the severity of the infection which should be confirmed by a certified medical practitioner.

Chicken Pox	Till the scabs fall off completely	Not more than 15 days
Cholera	Till the child has completely recovered	Not more than 15 Days
Measles	Two weeks after the rash disappears	Not more than 15 Days
Mumps	Until the swelling has gone	Not more than 15 Days
Whooping Cough	Till the doctor certifies all is well	Not more than 20 Days
Hepatitis	Till the doctor certifies all is well	Not more than 20 Days
Swine Flu	Till the doctor certifies all is well	Not more than 15 Days
COVID	Till the doctor certifies all is well	As per prevailing norms

- All students are expected to attend school on the first day following the vacations. Absence on the day of closing/reopening of school before/after vacations will attract strict disciplinary action.
- It is compulsory for students to achieve optimal mandatory attendance in each term in order to be eligible to take the end-of-term assessment. This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the Head of School.
- **Unexplained absence for more than 10% of total number of working days may result in detention of the child in the same class. Even on medical grounds, a student cannot remain absent for more than 25% of total working days.**



## Late Arrival in School

- Students are expected to reach school 10 minutes before the start of school. Late-comers will not be allowed to enter school premises if it happens to be on more than one day in a month and disciplinary action shall be taken.
- Every time a student is late to school, an entry will be made in the 'Record of Late Coming,' by the gate keeper specifying the date and time of late arrival.





SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## ACADEMICS

# Academic Year and Student Assessment

### ■ Class Pre-Nursery

The academic year for Pre-Nursery is divided into two terms, and there are no formal examinations. The assessment method focuses on activities that promote social, emotional, cognitive, physical, and language development. Evaluations are based on observations of the child's participation in play-based learning, sensory experiences, and artistic expressions. By incorporating structured and unstructured play, children are encouraged to explore, experiment, and discover the world around them.

The milestones each child achieves are carefully documented to track their development and growth. This comprehensive assessment framework allows for a holistic understanding of each student's strengths and areas for improvement, ensuring a supportive and inclusive educational environment for all.

### Classes Nursery-III

The structure of academic year for classes Nursery-III is carefully designed to support young learners' developmental needs. The program spans two distinct terms and notably does not involve formal examinations. Instead, the evaluation of each child's progress is anchored in their daily performance, utilizing the Continuous and Comprehensive Evaluation (CCE) framework. Assessments are multifaceted and theme-based, encompassing written assessments through worksheets, contributions made in notebooks and workbooks, as well as oral assessments facilitated by classroom discussions and interactions. Activity-based assessments are integral to this evaluation process, focusing on the outcomes from Thursday Activities, project work, Learning Centre endeavors, and creative expressions. This multidisciplinary approach ensures that every child's growth is recognized and nurtured throughout their educational journey.

### Classes IV-VIII

The academic year is divided into two terms. Students will be evaluated through formal assessments as well as through their day to day performance under the Continuous and Comprehensive Evaluation (CCE). Four formal assessments will be conducted in the academic session, twice during each term:

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature and will include the entire syllabus of Term-1.



- **Post Mid-Term Assessment (PT2)** is formative in nature and will include the syllabus covered in Term-2 till the test date.
- **Annual Examination (AE)** is cumulative in nature and will be based on selected portion from Term-1 and the entire syllabus of Term-2.

Pre and Post Mid-Term Assessments (PT1 and PT2) will include CCE component in addition to the written test. Continuous evaluation will be carried out throughout the session in various ways which include written work done in school and at home, verbal assessments via classroom discussions and interactions, project assignments and co-curricular activities. Therefore, high marks secured by a student in written assessments will not always result in securing high grade for any subject. **The final grades of all examinable subjects in a term will take into account the performance of student in both the continuous and the written assessments.**

### Evaluation of Academic Subjects: Classes IV-VIII

Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of written assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	Written=10% PF/NB=5% SE=5%	July	2 hours	<ul style="list-style-type: none"> <li>• Written</li> <li>• Portfolio/Notebooks (PF/NB)</li> <li>• Subject Enrichment (SE)</li> </ul>
	Mid-Term (MT)	MT=80%	Sep	3 hours	<ul style="list-style-type: none"> <li>• Written</li> </ul>
Term-2	Post Mid-Term (PT-2)	Written=10% PF/NB=5% SE=5%	Dec	2 hours	<ul style="list-style-type: none"> <li>• Written</li> <li>• Portfolio/Notebooks (PF/NB)</li> <li>• Subject Enrichment (SE)</li> </ul>
	Annual Examination (AE)	AE=80%	Feb-Mar	3 hours	<ul style="list-style-type: none"> <li>• Written</li> </ul>
<ul style="list-style-type: none"> <li>■ Mid-Term Result: PT1 [Written (10%)]+ [PF/NB (5%) + SE (5%)]+ MT (80%) = 100 %</li> <li>■ Annual Result: PT2 [Written (10%)]+ [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100%</li> </ul>					

- **Note: For promotion to the next higher class, it is mandatory for the students to appear for all the formal assessments and have an optimal level of mandatory attendance.**

### ■ Class IX

The academic year is divided into two terms. Students will be evaluated through formal assessments as well as through their day-to-day performance under the Continuous and Comprehensive Evaluation (CCE). Four formal assessments will be conducted in the academic session, twice during each term:



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature and will include the entire syllabus of Term-1 and will be conducted at the end of Term-1.
- **Post Mid-Term Assessment (PT2)** will include the syllabus of Term-2 till the test date and few significant topics of Term-1.
- **Annual Examination (AE)** is cumulative in nature and will be based on the entire syllabus for the session.

Pre and Post Mid-Term Assessments (PT1 and PT2) will include components like written test, multiple assessments, portfolio/notebooks and subject enrichment. Continuous evaluation will be carried out throughout the session in various ways which include written work done in school and at home, verbal assessments via classroom discussions and interactions, project assignments and co-curricular activities. Therefore, high marks secured by a student in written assessments will not always result in securing high grade for any subject. **The final grades of all examinable subjects in a term will take into account the performance of student in both the continuous and the written assessments.**

Evaluation of Academic Subjects: Class IX					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	Average of PT1, PT2, MT = 5% MA = 5% PF/NB=5% SE=5%	July	2 hours	<ul style="list-style-type: none"> <li>• Written</li> <li>• Multiple Assessments (MA)</li> </ul>
	Mid-Term (MT)		Sep	3 hours	
Term-2	Post Mid-Term (PT-2)	AE=80%	Dec	2 hours	<ul style="list-style-type: none"> <li>• Portfolio/Notebooks (PF/ NB)</li> <li>• Subject Enrichment (SE)</li> </ul>
	Annual Examination (AE)		Feb- Mar	3 hours	
<ul style="list-style-type: none"> <li>■ Mid-Term Result: [PT1 (5%) + MA (5%)] + [PF/NB (5%) + SE (5%)] + [MT (80%)] = 100 %</li> <li>■ Annual Result: [Average of PT1, PT2 &amp; MT (5%) + [MA(5%)] + [PF/NB (5%) + SE (5%)] + [AE (80%)] = 100 %</li> </ul>					

- **Note:** The aforementioned assessment scheme for class IX is based on CBSE Circular dated 06.03.2019 and is liable to change with new directives from the Board. For promotion to the next higher class, it is mandatory for the students to appear for all the formal assessments, score at least 33% marks in all examinable subjects and in aggregate, and have an optimal level of mandatory attendance.

## ■ Class X

The academic year is divided into two terms. However, the prescribed syllabus for the session will be completed by mid of Term-2. The final evaluation of student's



progress will be based on the formal assessments conducted at the end of each Term by school and the Board Examination conducted at the end of the session by CBSE. School's evaluation will be based on formal assessments as well as on the student's day to day performance under the Continuous and Comprehensive Evaluation (CCE). In all, five formal assessments will be conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature, will include the entire syllabus of Term-1 and will be conducted at the end of Term-1.
- **Pre-Board 1 (PB1)** will be conducted in the mid of Term-2 and will include the entire syllabus for the session.
- **Pre-Board 2 (PB2)** will also be conducted in Term-2 and will include the entire syllabus for the session.
- **Secondary School Examination** will be conducted by CBSE towards the end of academic year, based on the entire syllabus for the session.

All school-based assessments will include components like written test, multiple assessments, portfolio/notebooks and subject enrichment. Continuous evaluation will be carried out throughout the session in various ways which include written work done in school and at home, verbal assessments via classroom discussions and interactions, project assignments and other co-curricular activities. Final grades of all examinable subjects will be computed by CBSE by considering the student's performance in school's internal assessment (which is cumulative of continuous evaluation and formal assessments) and the Secondary School Examination. The final Report Card will be issued by CBSE after the Board Examination.

Evaluation of Academic Subjects: Class X					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	As per CBSE Guidelines	July	2 hours	Written Multiple Assessments (MA) Portfolio/Notebooks (PF/NB) Subject Enrichment (SE)
	Mid-Term (MT)		Sep	3 hours	
Term-2	Pre-Board-1 (PB-1)		Dec	3 hours	
	Pre-Board-2 (PB-2)		Jan	3 hours	
	Board Examination		March	3 hours	Written
<ul style="list-style-type: none"> <li>■ <b>Mid-Term Result:</b> [PT1 (5%) + MA (5%)]+ [PF/NB (5%) + SE (5%)]+ [MT (80%)] = 100 %</li> <li>■ <b>Pre-Board Result:</b> PB-1/PB-2 = 100 %</li> <li>■ <b>Annual Result:</b> As per CBSE guidelines</li> </ul>					

- **Note:** The aforementioned assessment scheme for class X is based on CBSE Circular dated 06.03.2019 and is liable to change with new directives from



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

**the Board. For promotion to the next higher class, it is mandatory for the student to appear in all the formal assessments, score at least 33% marks in all examinable subjects and in aggregate of all the internal assessments conducted by school as well as the Board Examination conducted by CBSE, and have an optimal level of mandatory attendance.**

## ■ Class XI

The academic year is divided into two terms. Students are evaluated through formal assessments that comprise of written and practical evaluation for assessing theoretical proficiency and applied knowledge, as applicable. Three formal assessments will be conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature and will include the entire syllabus of Term-1 and will be conducted at the end of Term-1.
- **Post Mid-Term Assessment (PT2)** will include the syllabus covered in Term-2 till the test date and few significant topics of Term-1.
- **Annual Examination (AE)** is cumulative in nature and will include the entire syllabus for the session.

Evaluation of Academic Subjects: Class XI					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	PT1=5%	July	2 hours	• Written
	Mid-Term (MT)	MT=10%	September	3 hours	• Written • Practicals/Projects
Term-2	Post Mid-Term (PT-2)	PT2=5%	December	2 hours	• Written
	Annual Examination (AE)	AE=80%	February - March	3 hours	• Written • Practicals/Projects
<ul style="list-style-type: none"> <li>■ <b>Mid Term Result:</b> PT1 (20%)+MT(80%)=100%</li> <li>■ <b>Annual Result:</b> PT1 (5%) + MT(10%)+PT2(5%)+AE(80%)=100%</li> </ul>					

- **Note: The aforementioned assessment scheme for class XI is indicative and is liable to change as per the CBSE directives. For promotion to the next higher class, it is mandatory for students to appear for all the formal assessments, score at least 33% marks in all examinable subjects in Annual Examination as well as in aggregate, separately in both Theory and Practical assessments, and have an optimal level of mandatory attendance.**



## ■ Class XII

The academic year is divided into two terms. However, the prescribed syllabus for the session will be completed by mid of Term-2. The students will be evaluated by school through formal assessments that comprise of written and practical/project evaluation for assessing theoretical proficiency and applied knowledge, as applicable. Yet, the final evaluation of a student's progress will be based solely upon the Board Examination. (Written & Practical/Project Evaluation) will be conducted at the end of the session by CBSE. In all, five formal assessments will be conducted in the academic session:

- **Pre Mid-Term Assessment (PT1)** is formative in nature and will include the entire syllabus covered in Term-1 till the test date.
- **Mid-Term Assessment (MT)** is cumulative in nature and will include the entire syllabus of Term-1, and will be conducted at the end of Term-1.
- **Pre-Board 1 (PB1)** will be conducted in the mid of Term-2 and will include the entire syllabus for the session.
- **Pre-Board 2 (PB2)** will also be conducted in Term-2 and will also include the entire syllabus for the session.
- **Senior School Certificate Examination**, will be conducted by CBSE towards the end of academic year, and will be based on the entire syllabus for the session. The final Report Card will be issued by CBSE after the Board Examination.

Evaluation of Academic Subjects: Class XII					
Term	Type of Assessment	Percentage of weightage in academic session	Month	Duration of Written Assessment	Components of Assessment
Term-1	Pre Mid-Term (PT-1)	PT1 (20%) MT (80%)	July	2 hours	• Written
	Mid-Term (MT)		Sep	3 hours	• Written • Practicals/Projects
Term-2	Pre-Board-1 (PB-1)	PB1 (100%)	Dec	3 hours	• Written • Practicals/Projects
	Pre-Board-2 (PB-2)	PB2 (100%)	Jan	3 hours	• Written • Practicals/Projects
	Board Examination	BOARD EXAMINATION (100%)	Feb-Mar	3 hours	• Written • Practicals/Projects
<ul style="list-style-type: none"> <li>■ <b>Mid-Term Result:</b> PT1 (20%) + MT (80%) = 100 %</li> <li>■ <b>Pre-Board Result:</b> PB1/PB2 = 100%</li> <li>■ <b>Annual Result:</b> As per CBSE Guidelines</li> </ul>					

- **Note:** The aforementioned assessment scheme for class XII is indicative and is liable to change as per the CBSE directives.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

## ■ Grading System - Internal Assessments: Classes IV-XII

Both marks and grades are awarded for individual academic subjects on eight-point scale. Only grades are awarded for the co-scholastic areas, as per the grading scale applicable for the class.

SCHOLASTIC								
Marks	91% & above	81% - 90%	71% - 80%	61% - 70%	51% - 60%	41% - 50%	33% - 40%	Below 33%
Grade (IV-VIII)	A1	A2	B1	B2	C1	C2	D	E (Needs Improvement)
Grade (IX-XII)	A1	A2	B1	B2	C1	C2	D	E (Essential Repeat)

CO-SCHOLASTIC					
Remarks	Outstanding	Very Good	Good	Satisfactory	Needs Improvement
Grade (IV-VIII)	A	B	C	Not applicable	
Grade (IX-X)	A	B	C	D	E

Grade (XI & XII)	A1	A2	B1	B2	C1	C2	D1	D2	E
Marks	91% & above	81% - 90%	71% - 80%	61% - 70%	51% - 60%	41% - 50%	31% - 40%	21% - 30%	Below 20%

**Note: For computation of grades, all decimal values will be rounded off.**

## ■ Grading System - Board Examination: Classes X & XII

Based on the performance of all students appearing in the Board Examination, CBSE shall arrange them in a rank order and thereupon award grades as per the scheme tabulated below:

Grade	A1	A2	B1	B2	C1	C2	D1	D2	E
Candidate Rank	Top 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Next 1/8th passed students	Failed students

**All information pertaining to Assessments is in accordance with the rules, guidelines and notifications of CBSE, updated till March 2026. Any further change by CBSE in the examination pattern, subjects, syllabus, marking scheme, etc., would be duly notified.**



RECYCLE



REUSE



REPURPOSE

## ■ Details of Subjects/Areas to be Assessed

Class	Type of Assessment	Scholastic Areas	Co-Scholastic Areas/ Activities
Pre-Nursery	Continuous Thematic Assessment	English, Hindi, Number Sense, Tamil (Only Coimbatore)	Art, Play, Music & Movement, Physical Skills, Social & Emotional Skills
Nursery - Prep	Continuous Thematic Assessment	English, Hindi, Mathematics, Tamil (Only Coimbatore)	Art & Design, Play, All skills
I - III	Continuous Thematic Assessment	English, Hindi/Tamil*, Mathematics, EVS, 3rd Language**, ICT, STEAM	Art & Design, Play, All skills Music, Outdoor Activities
IV-V	PT1, MT, PT2 and Annual Examination	English, Hindi/Tamil*, Mathematics, EVS, 3rd Language**, ICT, Robotics	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
VI-VIII	PT1, MT, PT2 and Annual Examination	English, Hindi/Tamil*, Mathematics, Science, Social Science, 3rd Language**, ICT	Art & Design, Performing Arts, H&PE, SLP, Discipline, Work Education
IX	PT1, MT, PT2 and Annual Examination	English, Mathematics, Science, Social Science, 2nd Language***, CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
X	PT1, MT, PB1, PB2 and Board Examination	English, Mathematics, Science, Social Science, 2nd Language***, CA	Performing Arts, H&PE, Discipline, Work Education, SLP-SEWA
XI	PT1, MT, PT2 and Annual Examination	English, Physics, Chemistry, Biology, Mathematics, Economics, Computer Science#, Informatics Practices, Accountancy, Business Studies, Entrepreneurship##, History, Political Science, Sociology, Psychology, Legal Studies###, Applied Mathematics	H&PE, Work Experience, General Studies, Attitude & Values, Personality Traits, SLP-SEWA
XII	PT1, MT, PB1, PB2 and Board Examination	English, Physics, Chemistry, Biology, Mathematics, Economics, Computer Science#, Informatics Practices, Accountancy, Business Studies, Entrepreneurship##, History, Political Science, Sociology, Psychology, Legal Studies###, Applied Mathematics	Performing Arts, H&PE, Work Experience, General Studies, Attitude & Values, Personality Traits, SEWA, SLP-SEWA

*PT - Periodic Test; MT - Mid-Term Assessment; PB1 - Pre-Boards 1; PB2 - Pre-Boards 2; EVS - Environmental Science; STEAM - Science, Technology, Engineering, Language Arts & Mathematics; H&PE - Health & Physical Education; SLP - Student Leadership Programme; SUPW - Socially Useful Productive Work; ICT - Information & Communication Technology;*



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

CA – Computer Applications; SEWA - Social Empowerment through Work Education and Action

*\*\*2nd Language offered at DPS Patna, Pune and Ludhiana is Hindi (in I-VIII) and DPS Coimbatore is Tamil (in I-VIII)*

*\*\*3rd Language offered at DPS Patna is Sanskrit (in IV-VIII), at DPS Pune is Marathi (in I-VIII), at DPS Ludhiana is Punjabi (in I-VIII), and at DPS Coimbatore is Hindi (in I-VIII).*

*\*\*\* 2nd Language offered in IX & X at DPS Patna is Hindi/Sanskrit, at DPS Pune is Hindi/Sanskrit/Marathi, at DPS Ludhiana is Hindi/Punjabi, and at DPS Coimbatore is Hindi/Tamil.*

*#Computer Science offered at DPS Patna, Pune & Coimbatore only; ##Entrepreneurship offered at DPS Pune & Ludhiana only; ###Legal Studies offered at DPS Patna & Pune only. Applied Mathematics is offered only with Commerce and Humanities at DPS Patna, Pune & Ludhiana.*

## Rules for Assessment

Attendance is compulsory for all assessments held during the year, failing which the student will be marked a zero. Consideration, if any, will be **only on genuine medical grounds at the sole discretion of the Head of School; after one of the parent personally visit school with hard copy of application attached with Xerox of medical documents and personally meet the school authorities during working hours or else there will no consideration what so ever.**

A minimum attendance record of 90% of the total number of working days in each term/unit is compulsory. In the eventuality of a student missing classes due to health reasons, school will have the sole discretion in deciding a waiver, if any. **However even on medical grounds, absence beyond 25% of working days will not be accepted.**

- There is no provision for reassessing students, who remain absent on the day of the assessment.
- Request for change in assessment dates or timings will not be entertained. Students reporting late for assessment will not be given any extra time for answering the question papers.
- **Unfair Means:** Students found using any unfair means during assessments, will be awarded a zero in that subject. Parents and the concerned student will be called for a dialogue with school authorities. A repeat of such action in future will result in the prompt issue of a Transfer Certificate, without notice.
- The evaluated answer scripts of PT1, PT2, MT, PB1 and PB2 will be distributed to



students within 10 days of the date of the assessment. Errors in evaluation, such as mistakes in the total, unmarked answers, etc., must be brought to the notice of the concerned teachers on the same day itself. Delaying this for even one day may result in ignoring the same while preparing the final result.

- Requests for the issue of Progress Report before the declaration of annual results will not be entertained.
- A duplicate of Report Card (if lost/damaged) shall be issued on a payment of INR 500.

## ■ Promotion Criteria

- **Classes Pre-Nursery to IV:** No child is detained. Results are prepared on the basis of rules framed by CBSE. However, attendance less than optimal level of mandatory attendance and inability to cope with the syllabus resulting in low grades in assessments may result in detention in the same class, after mutual consent of the parents and school authorities. It is mandatory for every student to appear in all assessments prescribed by school for the particular class.
- **Classes V to VIII:** For promotion to the next higher class, it is mandatory for the student to appear for all the formal assessments and have an optimal level of mandatory attendance as stated by CBSE, New Delhi. Additionally, in Class V & VIII student must score a minimum of 25% marks in Mid-Term & Annual Examination and overall 33% marks in all examinable subjects & in aggregate. Students not fulfilling the promotion criteria during the session will be given one chance for improvement of scores through compartmental exams.
- **Class IX:** For promotion to the next higher class, it is mandatory for the student to appear for all the formal assessments, score at least 33% marks (in theory) in all examinable subjects in Annual Examination and in aggregate, and have an optimal level of mandatory attendance as stated by CBSE, New Delhi. Students not fulfilling the promotion criteria during the session for one or two subjects will be given one chance for improvement of scores through compartmental exams. Students failing in more than 2 subjects will be detained.
- **Class X:** As per the CBSE Promotion Policy.
- **Class XI:** For promotion to the next higher class, it is mandatory for the student to appear for all the formal assessments, score at least 33% marks in all examinable subjects in Annual Examination as well as in aggregate, separately in both Theory and Practical assessments, and have an optimal level of mandatory attendance as stated by CBSE, New Delhi. Students not fulfilling the promotion criteria during the session for one subject will be given one chance for improvement of scores through compartmental exams. Students failing in



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

more than 1 subject will be detained.

- **Class XII:** As per the CBSE Promotion Policy.

## ■ Academic Awards

- On the basis of the student's performance in assessments/assignments and examination, the following awards or certificates will be bestowed:

## ■ Proficiency Certificates

- **For Classes IV-X:** Will be awarded subject-wise to the student who has secured 90% and above in individual subjects in all the term assessments and more than 90% attendance in the session.
- **For Classes XI & XII:** Will be awarded to the student who has scored above 85% in individual examinable subjects in the annual consolidated results and more than 90% attendance in the session.
- **Students who missed their scheduled assessment and have been given an average score or have appeared for a retest will not be eligible for a Proficiency Certificate.**
- **Badge of Distinction**
- Students with 100% attendance will be awarded with a Badge.



## Assessment Schedule

### ■ PRE MID-TERM ASSESSMENT (PT1): CLASSES IV-VIII

DATE	DAY	IV	V	VI	VII	VIII
13.07.2026	MON	MATH	EVS	ENGLISH	ICT	3RD LANG.
14.07.2026	TUE	3RD LANG.	3RD LANG.	SCIENCE	MATH	SOC. SC.
15.07.2026	WED	ENGLISH	2ND LANG.	2ND LANG.	3RD LANG.	SCIENCE
16.07.2026	THU	EVS	MATH	MATH	SOC. SC.	ENGLISH
17.07.2026	FRI	2ND LANG.	ENGLISH	3RD LANG.	2ND LANG.	ICT
18.07.2026	SAT	-	-	ICT	ENGLISH	2ND LANG.
20.07.2026	MON	-	-	SOC. SC.	SCIENCE	MATH

Note: ICT Practicals for IV to VIII will be conducted between 06.07.2026 (Mon) and 10.07.2026 (Fri) during regular school hours

### ■ PRE MID-TERM ASSESSMENT (PT1): CLASSES IX-XII

DATE	DAY	IX	X	XI	XII
13.07.2026	MON	MATH	SOC. SC.	BIO/ECON	IP/COMP.SC./ PSYCH./LS/ENTR.
14.07.2026	TUE	ENGLISH	MATH	PHY./ACCNTCY/ POL. SC.	CHM./B.ST./HIST.
15.07.2026	WED	2ND LANG.	CA	IP/COMP.SC./ PSYCH./LS/ENTR.	ENGLISH
16.07.2026	THU	CA	2ND LANG.	ENGLISH	BIO/ECON
18.07.2026	SAT	SCIENCE	ENGLISH	CHM./B.ST./HIST.	MATH/ SOC./ APP. MATH
20.07.2026	MON	SOC. SC.	SCIENCE	MATH/SOC./APP. MATH	PHY./ACCNTCY/ POL. SC.

### ■ MID-TERM ASSESSMENT (MT): CLASSES IV-VIII

DATE	DAY	IV	V	VI	VII	VIII
31.08.2026	MON	MATH	EVS	SOC. SC.	MATH	SCIENCE
02.09.2026	WED	ENGLISH	2ND LANG.	2ND LANG.	ENGLISH	3RD LANG.
04.09.2026	FRI	EVS	MATH	ENGLISH	3RD LANG.	2ND LANG.
07.09.2026	MON	2ND LANG.	ENGLISH	MATH	SCIENCE	SOC. SC.
09.09.2026	WED	-	-	3RD LANG.	2ND LANG.	ENGLISH
11.09.2026	FRI	-	-	SCIENCE	SOC. SC.	MATH

**Note:** ICT Written Assessment (Classes VI-VIII) & 3RD Lang. (Class IV&V): 25.08.2026 (Tue) during normal school hours.

ICT Practicals for IV-VIII will be conducted from 22.09.2026 (Tue) to 29.09.2026 (Tue) during normal School Hours



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO****■ MID-TERM ASSESSMENT (MT): CLASSES IX-XII**

DATE	DAY	IX	X	XI	XII
31.08.26	MON	SOC. SC.	MATH	PHY./ACCNTCY./POL. SC.	CHM./B. ST./HIST.
02.09.26	WED	2ND LANG.	ENGLISH	ENGLISH	BIO./ECON.
04.09.26	FRI	CA	SCIENCE	MATH/SOC./APP. MATH	PHY./ACCNTCY./POL. SC.
07.09.26	MON	MATH	SOC. SC.	IP/COMP. SC./PSYCH./LS/ENTR.	MATH/SOC./ APP. MATH
09.09.26	WED	ENGLISH	CA	BIO./ECON.	ENGLISH
11.09.26	FRI	SCIENCE	2ND LANG.	CHM./B. ST./HIST.	IP/COMP. SC./PSYCH./LS/ENTR.

**■ POST MID-TERM ASSESSMENT (PT2): CLASSES IV-IX & XI**

DATE	DAY	IV	V	VI	VII	VIII	IX	XI
16.12.26	WED	-	-	SOC. SC.	SCIENCE	MATH	SOC. SC.	CHM./B. ST./HIST.
17.12.26	THU	EVS	MATH	ENG	2ND LANG.	3RD LANG.	CA	ENG
18.12.26	FRI	ENG	3RD LANG.	3RD LANG.	ICT	SOC. SC	-	-
19.12.26	SAT	-	-	ICT	3RD LANG.	2ND LANG.	MATH	MATH/SOC./APP. MATH
21.12.26	MON	MATH	EVS	SCIENCE	MATH	SCIENCE	SCIENCE	PHY./ACCNTCY./POL. SC.
22.12.26	TUE	3RD LANG	2ND LANG.	MATH	SOC. SC.	ENG	ENG	BIO./ECON.
23.12.26	WED	2ND LANG.	ENG	2ND LANG.	ENG	ICT	2ND LANG.	IP/COMP. SC./PSYCH./LS/ENTR.

**NOTE: ICT Practicals for IV to VIII will be conducted between 07.12.2026 (Mon) and 11.12.2026 (Fri) during regular school hours**



## ■ PRE BOARDS (PB): CLASSES X & XII

Pre-Board 1 (PB1)			
DAY	DATE	X	XII
04.12.2026	FRI	SCIENCE	PHY./ACCNTCY./POL. SC.
07.12.2026	MON	SOC. SCI	MATHS/SOC./APP MATH
09.12.2026	WED	CA	ENGLISH
11.12.2026	FRI	ENGLISH	BIO/ECON
14.12.2026	MON	MATH	CHM./B. ST./HIST.
16.12.2026	WED	2ND LANG	IP/COMP. SC./PSYCH./LS/ENTR.

NOTE: Pre-Board Practicals for X & XII will be conducted between 17.12.2026 (Thu) and 22.12.2026 (Tue) during regular school hours

Pre-Board 2 (PB2)			
DATE	DAY	X	XII
04.01.2027	MON	SOC. SC.	PHY/ ACCNTCY./POL. SC.
06.01.2027	WED	ENGLISH	IP/COMP. SC./PSYCH./LS/ENTR.
08.01.2027	FRI	2ND LANG	ENGLISH
11.01.2027	MON	MATH	CHM./B. ST./HIST.
13.01.2027	WED	CA.	BIO./ECON.
18.01.2027	MON	SCIENCE	MATH/ SOC./ APP. MATH

- The schedule for Pre-Board 2 is tentative and is subject to change with respect to CBSE Practicals and Board Date Sheet.

## ■ ANNUAL EXAMINATION (AE): CLASSES IV-IX & XI

- Schedule of Annual Examination of Classes IV-IX & XI (for all subjects including ICT and 3rd Language) will be finalized only after the announcement of schedule for class X & XII CBSE Examination 2027. The schedule is expected by the end of December 2026.
- Annual examination for ICT (Classes VI-VIII) & for 3<sup>rd</sup> Language (Classes IV-VIII) would be conducted during regular school hours.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

## Report Cards

To keep parents informed of their ward's academic and co-curricular performance in school, the Report Cards of Term Assessments 1 for Classes Pre-Nursery-III, the Report Cards of Formative Assessments (PT1, PT2) and Mid Term for Classes IV-XII (as applicable) & Pre-Board 1 for Classes X & XII, would be uploaded/published on school website, as per the schedule given here. Parents will be able to view the Report Cards online as well as download and save the same for future reference. Printed Report Cards for the aforementioned Term Assessments shall not be distributed by school.

Holistic Progress Cards for Pre-Nursery to Class III are designed to provide a comprehensive view of a child's development across multiple domains. These cards focus not only on the academic achievements but also on emotional, social, and physical development. Teachers evaluate cognitive skills, creativity, participation, teamwork, and communication abilities. They also provide insights into behaviour, effort and problem-solving skills.

Printed Report/ Progress Cards with Annual Consolidated Results shall be distributed at the end of the year during the Open House in March 2027 for Classes Pre-Nursery to IX & XI. For Classes X & XII, printed Report Card for Pre-Board 1 & Pre-Board 2 shall be distributed during the Open House in January 2027.

### Schedule for uploading/ publishing Report Card on School Website

<i>CLASSES</i>	<i>ASSESSMENT</i>	<i>REPORT CARD PUBLISHING DATE/ DAY (TIME: 5:30 P.M.)</i>
<i>Pre-Nursery to III</i>	<i>Term assessment 1 (TA1)</i>	<i>18.09.2026 (FRI)</i>
<i>IV-VIII, IX &amp; XI</i>	<i>Periodic Test 1 (PT1)</i>	<i>24.07.2026 (FRI)</i>
	<i>Mid-Term Assessment (MT)</i>	<i>09.10.2026 (FRI)</i>
	<i>Periodic Test 2 (PT2)</i>	<i>11.01.2026 (MON)</i>
<i>X &amp; XII</i>	<i>Periodic Test 1 (PT1)</i>	<i>24.07.2026 (FRI)</i>
	<i>Mid-Term Assessment (MT)</i>	<i>09.10.2026 (FRI)</i>
	<i>Pre-Board 1 (PB1)</i>	<i>23.12.2026 (WED)</i>



## Key Aspects of Evaluation System and Major Programmes

### ***What are Formative Assessments (PT1/PT2)***

- Formative Assessments are a combination of written tests and CCE which enable teachers to continuously monitor a student's progress in a non-threatening and supportive environment.
- The written tests shall be held on regular teaching days as per the schedule given.
- These are diagnostic in nature and provide effective feedback to students and teachers for remedial interventions that result in enhanced learning.
- These provide a platform for active involvement of students in their own learning.

### ***How are Mid-Term Assessment (MT) & Annual Examination (AE) different from Formative Assessments?***

- Mid-Term Assessments and Annual Examinations are Summative in nature. These are cumulative and include selected portions of syllabus from the previous terms.
- These measure and indicate the extent to which a student has retained the concepts learnt during the session.

### ***What is the purpose of cumulative assessment?***

- Cumulative assessments help a student to revise the important concepts repeatedly which are otherwise forgotten.
- These maintain a continuity in the learning process and always serve as a bridge of learning from one class to another.
- The gradually increasing portion of contents would prepare students acquire confidence for appearing in Board examination with 100% syllabus.

### ***What is Continuous and Comprehensive Evaluation (CCE)?***

- It is a process to provide holistic profile of the learner through regular assessment of scholastic and co-scholastic domains of development.
- This scheme aims at making evaluation an integral part of teaching-learning process.
- The scheme focuses on all round development of personality of the learners.
- The scheme also envisages improving on-going teaching-learning processes by diagnosing the learning gaps and offering corrective and enrichment input.
- The CCE scheme brings about a paradigm shift from assessment to effective pedagogy.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## ***What does the term 'Continuous' in CCE mean?***

- It focuses on regularity and continuity in assessment.
- The term 'Continuous' means that the assessment is to be completely integrated with the processes of teaching and learning.
- The term also refers to the diagnosis of learning gaps and providing remedial measures to enhance levels of learning while providing support to students so that they can develop/improve their skills.

## ***What does the term 'Comprehensive' in CCE mean?***

- It includes assessment of holistic development of the learner including cognitive, affective and psychomotor domains.
- The term also includes use of a variety of tools and techniques for assessment of the learners.

## ***What do the terms 'Scholastic' and 'Co-scholastic' mean?***

- The term 'scholastic' refers to those aspects which are related to intellect or the brain. It includes assessment of learners in curricular subjects, assignments, project work, practical and oral work etc.
- The term 'co-scholastic' refers to those aspects which are related to the hand and heart. These include psychomotor skills, physical development, life skills, attitude, values, interests and participation in co-curricular activities.

## ***What is Multiple Assessment?***

- Multiple Assessment tool is a component of Periodic Assessment, introduced by CBSE in 2019-20 for classes IX & X. It uses variety of strategies like quizzes, oral test, concept map, exit cards, visual expression etc.

## ***How can assessment in assignments help students?***

- Ultimate purpose of an assignment is to improve students' learning.
- Pre-decided parameters like level of understanding, punctuality and neatness, completeness, creativity, etc., are given due weightage for assessment of an assignment.
- Assignments are designed with utmost care, keeping in mind their purpose and scope of the specific content unit.

## ***What is a project? How can assessment in projects assist students?***

- A project is a task assigned to an individual or a group to develop basic understanding, practical skills, wholesome interest and desired attitudes among students.



- Personal and social qualities like leadership, co-operation, resourcefulness, communication skills, organizational skills etc. can be easily assessed through group projects.
- Parameters such as presentation, technical ability, creative inputs and level of understanding may be used for assessment of projects.

### ***How does the CCE Scheme help students?***

- It reduces anxiety and stress which often builds up if the students are assessed only once through a one-shot assessment at the end of the year.
- It results in higher levels of learning due to timely diagnosis of learning gaps and remedial intervention.
- It helps the learners to develop holistically in terms of different domains of their personality.
- It shifts focus from need for learning to love for learning.

### ***How can participation and achievement in co-curricular activities pertaining to performing arts, visual arts, etc. be assessed?***

- Through the presence or absence of specific indicators using a variety of tools, as suggested in the guidelines. Some of these could be:
- Participates actively in literary and creative activities at School/Inter School/State/National/International levels.
- Takes the initiative to plan and drive various literary events like debates, recitation, book clubs etc.
- Is able to inspire others and involve a large part of school/community in different events.
- Shows keen interest and an aptitude towards a particular art form.

### ***How can participation in Health and Physical Education be assessed?***

- Through the presence or absence of specific indicators using a variety of tools as suggested in the guidelines. Some of these could be:
- Shows good hand-eye coordination: the ability to react quickly to sensory perception, e.g., passing or receiving in football, hockey.
- Demonstrates sportsmanship.
- Displays healthy team and school spirit.
- Demonstrates an analytical aptitude: the ability to evaluate and react appropriately to strategic situations especially as a captain or key member in a team.

### ***What are Attitudes and Values? Why are these considered an***



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

### ***important aspect in the development of the personality of an individual?***

- Attitudes reflect an individual's disposition or tendency to respond to a given stimulus (idea, situation).
- Values are ideas and beliefs that one holds as special. For example, displaying empathy.
- It is mandatory in our role as educators to not only inculcate good values, but also develop positive attitudes in the students in order to help them become responsible global citizens.

### ***What is the intent of Accelerated Learning Programme?***

- One to one teaching to bridge the gap in pre-requisite knowledge required by students to augment academic performance.
- Students who are underperforming in a particular subject will be required to attend the Alternative Learning Programme. For Classes VI and above, these classes will be conducted after school hours and for Classes IV and V, they will be held before school in the morning. Attendance in these classes is mandatory. Failure to attend without valid reason will result in the student being marked absent for the day.

### ***What is Student Leadership Programme (SLP)?***

- The Student Leadership Programme (SLP) is an international pedagogical approach that uses sports for development (S4D).
- S4D refers to the intentional use of sports, physical activity and play to impart leadership skills and life skills to students through an experiential method.
- Implemented in classes IV-XI, SLP utilises the concepts of H&PE (Health and Physical Education) and L&TS (Life & Thinking Skills) to impart core understanding on the themes covering self-awareness, self-management, responsible decision-making, relationship management and social awareness.

### ***What is the intent of SEWA Program?***

- The integrated SEWA (Social Empowerment through Work Education and Action) program (IX-XII) aims to help a student gain wholesome intellectual, personal, social, emotional and social growth. SEWA takes learning beyond the walls of the classroom and sometimes even beyond the boundaries of school. It helps to acquire the following learning skills:
  - Plan, initiate and implement activities.
  - Learn to work in teams and collaborate through organizing activities/events in terms of skills, interest, motivation and professional growth.
  - Identify and nurture areas of strength and identify areas requiring further growth.



- Engage with issues of social concern in the community, society, state and nation. Develop new life skills and strategies and become lifelong learners.

### ***What is the intent of the Read Programme?***

Read Programme is directed towards nourishing and nurturing the reading mind of students by deploying the 'power' of literature to shape thinking and actions for an inclusive world. This is achieved through prescribing curated set of books for every class level. Book selection is designed:

- to cater to varied development age levels and reading interests.
- to stimulate critical thinking by responding to literature.
- to enable joy, surprise, thoughtfulness, reflection, awareness and knowledge.
- to provide diverse range of stories that reflect common and uncommon experiences.
- to entice thinking about values, choices, context and dilemmas through characters, plots and consequences.
- to turn reading into a lifelong engagement.





SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## HOMEWORK Policy

*The homework policy for Pre-Nursery to Class III is designed to support learning at home while considering the developmental needs of young children. Homework tasks are short, simple, and engaging, aiming to reinforce concepts taught in class. For Pre-Nursery, activities like drawing, colouring, and basic fine motor tasks are encouraged through reinforcement sheets.*

As children progress, the homework gradually increases in complexity, with a focus on reinforcing literacy, numeracy, and cognitive skills through various reinforcement sheets. Homework may include tasks such as simple math games, practicing handwriting and reading. These tasks encourage children to apply what they've learnt in class while fostering critical thinking, independence, and a love for learning. Parents are encouraged to support their child's learning at home by providing guidance and ensuring they complete assigned tasks responsibly.





## School UNIFORM Rules

- Students must wear their uniform with pride and ensure that they look neat, tidy and presentable at all times. I-Card for all the students and hair band for girls are integral parts of the uniform and must be worn at all times.
- Students must always come to school in neat and clean uniform, also during the practical and special classes.
- Students are required to attend all school functions/activities, Open House, in or outside school in school uniform only.
- **Students who are not in complete/neat and tidy uniform can be debarred from boarding the bus/entering school.**
- **Sports Uniform is prescribed to be worn only when the students have H&PE Periods or sports activity slated in the schedule for that particular day. Students are not supposed to wear Sports Uniform on days of examination, Open House or any scholastic/co-scholastic event.**
- Regular School Uniform and not Sports Uniform is prescribed for all SUPW Club activities conducted every Wednesday.
- Khadi Uniform is prescribed to be worn by all the students of classes Pre-Nursery to XII every day. For optimal appearance and maintenance, the uniform should be washed, starched and ironed after every use.
- School Belt is mandatory for all the students.
- Each student is supposed to carry a clean handkerchief to school every day without fail. Repeated offence in this regard will incur disciplinary action.
- Students who wear spectacles must ensure that the frame is black in colour. Coloured and/or fancy frames will be confiscated. However, coloured frames are allowed for the students of classes Pre-Nursery-III. Photochromatic /self-tinting glasses are not permitted.
- Students of classes XI-XII are required to wear white lab aprons during Science Practicals and laboratory activities.
- **The length of shorts should be 1" above the knee.**
- **The length of skirts should be 2" below the knee.**
- It is mandatory for all girls from classes Pre-Nursery to XII to wear long



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

white slips. Bloomers (with elastic on thighs) are compulsory for girls from classes Pre-Nursery to III. White cycling shorts are mandatory for girls from classes IV to X.

- It is mandatory for girls to wear stockings if specified with their winter uniform.
- Students are required to wear shirts and tunics/skirts/trousers and shoes as per the design specifications of the prescribed uniform.
- Students are not allowed to apply henna. They are also not allowed to wear rings on ears or fingers or nose. However, a pair of small ear studs is permitted for girls.
- **Girls with long hair should plait their hair. It is mandatory for girls to wear hair bands in school campus, inside the bus as well as outside school campus while representing school. Failure to follow the rules will result in suspension from school.**
- Colouring, bleaching or highlighting of hair is not permitted.
- Body piercing and tattooing of any sort is strictly forbidden for the students.
- Sikh boys of all classes must wear bottle-green patkas/turbans as prescribed by the school.
- Non-Sikh boys should get their hair cut at regular intervals and ensure that it is neatly combed. Also, they are not allowed to grow beards.
- **In case of untidy turnout, students are liable to be sent home from the bus stop/school.**
- Ornaments of any kind, including bracelets, nose pins, rings on fingers, or elaborate earrings/ear studs of precious metal/jewels are not allowed, even if they are worn for religious reasons. The only exception for girls is a pair of small ear studs. Violation of this rule will result in confiscation and/or suspension.

***Non-compliance of aforementioned rules will result in disciplinary action and repeated offence will result in suspension for a week.***





## LIBRARY Rules

*The school's Library is open to all students. However, only Classes IV to XII have a Library period in their weekly schedule. Students visiting the Library have to observe the following rules:*

- Students are encouraged to:
  - treat and use Library as a shared resource.
  - follow code of conduct in Library
  - participate in activities planned in Library schedule.
  - issue and read books regularly.
  - keep books with care.
  - return books timely (within 1 week) or reissue them.
  - use Reference books (not meant for issue) in Library premises.
  - suggest books they wish to be added to the Library collection.
  - recommend ways in which the Library facilities may be improved for its users.
  - help maintain the open access system of the Library by keeping the order and organisation of the collection in various shelves. Books should be placed under consultation with the Librarian.
- Students are discouraged to:
  - bring personal books or belongings to the Library.
  - issue fresh books until the previously issued book is returned.
  - return books late without a valid reason. In such cases, the student's borrowing facility will be withdrawn for a period of up to 4 weeks.
  - mark, disfigure, damaged or misplace book. Such books will have to be replaced by the student, failing which they will be billed thrice the cost of the book.
  - damage or deface Library resources. In such cases, the student may be debarred from the Library for the entire term or academic year and a heavy fine will be levied.
- **Class Library (Classes Pre-Nursery to V):** Classes Nursery to V have a tub of exciting age-appropriate books that are refreshed by the Library every term for children to browse during specified class hours. For Classes IV and V, the entire process of book issue and return, care and maintenance is managed by students. For issue/return, the same rules of the main Library apply.
- **Read Programme Corner (Classes IV to VIII):** Students of Classes IV to VIII are prescribed a set of class-specific books and magazines from diverse



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

genres to read, sans any pressure of assignment or assessment under the Read Programme, aimed at fostering reading—an act that is pivotal to intellectual and emotional well-being, to all aspects of ability. Multiple copies of each title are available in the classroom at the Read Programme Corner for students to issue. Weekly activities and interactions based on these are conducted by the Class Teacher.

- **Read Programme Shelves (Classes IX to XII):** Multiple copies of all titles prescribed under the Read Programme for Classes IX to XII are stocked in the Library for them to select, borrow and read.

## ***Ways to Inculcate Reading Habits in Students***

Parents can follow these steps to develop lifelong reading habits in their children:

- **Create a Reading-Friendly Environment:** Set up a cozy reading corner with interesting books at home.
- **Lead by Example:** Parents should model reading habits by reading themselves at the same time.
- **Encourage Daily Reading:** Assign at least 10-15 minutes of reading every day and do the same yourself to motivate children.
- **Make Reading Interactive:** Talk to the children about what they have read, particularly at the family-meal times.
- **Relate Books to Real Life:** Connect stories to personal experiences and your own life.
- **Allow Freedom of Choice:** Let children pick books based on their own interests because each child prefers a different genre.
- **Encourage Writing Alongside Reading:** Have children write book reviews or short stories themselves.
- **Limit Screen Time:** Encourage reading as a leisure activity over excessive screen use for which you have to take initiative.
- **Subscribe to a Newspaper -** Children should be encouraged to read the headlines everyday.
- **Gift Books on Special Days -** Gifting books on Birthdays, Festivals and Special Occasions can help develop value for books.
- **These strategies can help develop a lifelong love for reading in children. School will continue to put in efforts for the same. However, your intervention will go a long way.**





# REWARDS and REPRIMANDS

The school discipline system is based on the premise that there are consequences for actions. It endeavours to be consistent and fair. For the school community to operate as a safe learning environment where all strive for personal excellence, it is important that clear boundaries are established. While rewards are for motivating the students to sustain good actions and consistently strive for better behaviour and efforts, reprimands are given in order to check undesired actions on the part of the wrongdoer and to deter other students from doing the same.

## ■ Disciplinary Measures

The following disciplinary measures may be adopted by school in dealing with the students who behave in an unruly manner-

1. Verbal warning and counselling
  2. Written warning
  3. Detention during the break, or for the whole day
  4. Suspension (ranging from 7 to 30 days)
  5. Rustication
  6. Withdrawal of transport facility for improper behaviour in school bus. In such cases, parents will be responsible for their ward's pick and drop to school.
- It is expected from all Dipsites that they maintain a very cordial relation with the teaching/non-teaching/housekeeping/transport staff of school. Students are not expected to get into arguments with the staff. In case of complaints, they must approach the Head of School.
  - Misbehaving in class with peers/teachers and bullying peers/juniors may result in suspension from school for a month or even expulsion without notice.
  - Students found to deface/cause damage to school property shall be suspended/expelled from school in addition to levy of heavy fine (equivalent to the cost of damage for sports equipment; twice the cost of damage for lab equipment; and five times the cost of any other damaged property).
  - Weapons or sharp instruments, such as blades, knives etc are not allowed in school premises. Only scissors with rounded edges used for Art & Craft activities may be brought to school.
  - **Students are forbidden from bringing cosmetics, combs, perfumes, deodorants, etc., to school.**
  - **It is not permissible for the students to bring aerated drinks in their water bottles. Any violation of this rule will lead to strict disciplinary action.**
  - **Students are not allowed to bring ink whitener pens or correction fluids to school.**





SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

# STUDENT COUNCIL and MONITOR System

*A Student Council is formed every session in order to instil leadership quality in students. The members of Student Council constitute students from Class VII onwards. This gives them a sense of responsibility and ownership. The Student Council becomes a mouthpiece of the students. The Student Council acts as a link between the Head of school, teachers and students. They help to organise different activities scheduled in the event calendar along with the teachers.*

*The objective behind constituting the Student Council is to ensure that today's students are well prepared to be tomorrow's innovators, leaders and engaged citizens of the world.*

## Criteria and Method of Selection of the Student Council

- Students with a minimum of 75% score in all subjects in the previous session.
- Those with suspension, divesting of badge, malpractice in exams, -misconduct in past two years will be disqualified.
- Students with less than 90% attendance in the previous session will not be considered for any post.
- Students who report to school in improper and untidy uniform will not be considered at all.
- Aspiring students may give their names to the In-charge for various positions. List of eligible candidates shall be displayed on School Notice Board. Students qualifying in the written test will be given opportunity to win the trust of the student body by attesting their suitability for the post. This will be followed by a secret ballot.

## ■ Method of Selection of Class Monitors

- Class Monitors of Class IV-XII shall also be part of the Student Council. Class Teachers shall appoint the Class Monitor on the basis of the following:
  - *Academic report of previous session*
  - *Participation in co-curricular activities (Inter and Intra School)*
  - *Attitude and behaviour of child with teachers, seniors, peer and juniors*
  - *Personal traits and hygiene*
  - *Attendance in previous session (not less than 90%)*
  - *Promptness in discharging duties*





## School TRANSPORT Rules

- **It is mandatory for all students to avail school bus facility except for students residing in nearby areas (specified as 'supervision areas').**
- Only those students whose residences fall under 'supervision areas' will be allowed to commute to and from school by privately arranged transport. Details of the 'supervision areas' may be obtained from the school transport department or can be viewed on the school website under "School Transport".
- **Under no circumstance will a student residing in a non-supervision area be allowed supervision.**
- **Parents of students residing in 'supervision area', who want to avail school transport facility for their wards may contact the Front Office of the school during working hours for details.**
- School bus routes are devised based on commuting time, convenience and demand while ensuring that no route is overly long. Parents should consult school's Transport In-charge for necessary details or any changes desired.
- Bus Stops are created taking into consideration a range of issues like number of students at a particular stop, convenience of larger number of school transport users and turnaround time for school buses.
- Bus stops are finalised at the beginning of a session and are not likely to change mid-session. However, school reserves the right to create, cancel or relocate a particular bus stop any time during the session as expedient. Hence, parents' requests in these matters, though welcome, may not be found implementable by school authorities. Parents should desist from persistent requests for creation or relocation of a bus stop.
- In case there is a permanent change in bus stop and/or bus, permission for the same has to be sought through an application on the prescribed form, available as a download from school's website. The application form duly filled and completed must be submitted at school office or sent by e-mail. The prescribed fee is payable online only and the procedure for carrying out the transaction is given on our website. **It should be noted that the change shall become effective only after school grants permission.** In this case, a new set of identity cards will be issued. The fee for a new set of identity cards is ₹300. **Request for temporary change in bus or bus stops will not be entertained.**
- Students are issued two identity cards (student's copy and parent's copy). The student's copy should be worn by the student before boarding the bus and should be worn at all times till the completion of the return journey.
- Parents (or their duly authorised nominee/s) have to produce the parent's copy



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

of the identity card at the bus stop or school gate, in order to receive their wards, failing which the student will not be handed over to parents or their nominee/s and will be brought back to school office. The parents will then have to pick up the student from school after showing the parent's copy of the identity card.

- There is no provision of replacing the I-Card for free. Replacement, at no cost to the parent, will only be done in case there are factual errors in the data printed.
- If an identity card (or both) is lost, or becomes unusable for any reason, new identity card(s) can be requisitioned by paying the prescribed amount through school ERP, accessible with the student's log in.
- **Identity cards procured from any source other than school are not allowed. Students or parents found in possession of such cards will have to pay a heavy fine (₹2000) and parents will be summoned to school for explanation.**
- A student using school bus is expected to be at the bus stop at least five minutes before the scheduled arrival of the bus. The student has to be on the correct side of the arriving bus.
- Parents should, for the safety of their children, ensure that their wards are always escorted to and from bus stops. For children who, for any reason, have to travel unescorted (class VI onwards) to and from their stops, an application mentioning the same must be sent to the Head of School. Such students should carry both the identity cards (student's/parent's) and produce the same if asked to.
- Students are allowed to board and disembark from their allotted bus at their designated bus stop only, for commute to and from school. **There is no provision for temporary change in bus or bus stops.**
- Students who miss the allotted bus, should not try to board their bus en route or any other bus. In such cases, it is the responsibility of the parents to drop their wards to school. Such students may, however, return by their allotted bus. Parents trying to stop the bus and force their ward to board the bus along the route will lead to withdrawal of bus facility and a heavy fine.
- **Students who do not avail school transport should report ten minutes before school commences.**
- Parents/Guardians of students who do not avail school transport should present themselves at school gate fifteen minutes after the start of dispersal of students from school to collect their wards.
- In case of supervision, if the vehicle transporting the student is found violating any of the rules laid down by appropriate authorities, s/he will then have to begin using school transport or use an alternative mode of transport which is safe, legal and conforms to the prescribed rules.
- In case of change in residence of a student to supervision area, an application



should be made to school in the prescribed format (available on school website), along with a verifiable proof of residence. Supervision will not be allowed on any other ground, except place of residence in the defined supervision areas.

- If, due to certain exigencies, a student has to leave school campus during school hours, the following rules will be observed:
  - A written request must be submitted by the parent.
  - The parent's copy of identity card must be produced.
  - School Leaving Register must be signed.
  - A Permission Slip generated by school office through ERP must be obtained and shown at school gate before leaving the campus.
- Under no circumstance are students allowed to go behind or under the buses parked in school campus. Students are also not allowed to sit in parked buses during school hours.
- Students should not touch the instrument panel, or first aid box, or fire extinguisher in buses.
- Students must make sure that the aisle of the bus is clear, and that school bags and other belongings are placed properly.
- Students must keep all parts of their body inside the bus at all times. They should not put their hands out even for waving.
- No item/object should be thrown inside or outside the bus during the journey.
- The consumption of edibles and any kind of drinks other than water is not permitted in the bus.
- Unruly behaviour like shrieking and shouting is strictly prohibited.
- Any misbehaviour on the part of a student with the bus driver, conductor, bus teacher or another student will be viewed as a grave misdemeanour and lead to suspension from school.
- Parents are not allowed to enter school bus under any circumstance nor is it expected that they get into an argument with the bus teacher/driver/conductor. Transport facility of the child may be suspended or even cancelled for any such confrontation reported.
- The driver's attention must not be distracted for any reason.
- Drivers are authorised to stop buses at designated stops only, unless otherwise directed by the bus teacher, after consultation with the Transport In-charge and the Head of School.
- **For all queries/requests regarding transport, parents should approach the Transport In-charge through e-mail to [transport.jw@dpspatna.com](mailto:transport.jw@dpspatna.com) or [transport.sw@dpspatna.com](mailto:transport.sw@dpspatna.com)/[transport@dpspune.com](mailto:transport@dpspune.com)/[transport@dpsludhiana.com](mailto:transport@dpsludhiana.com)/[transport@dpscoimbatore.com](mailto:transport@dpscoimbatore.com), as applicable.**



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## Payment of FEES

### ■ SCHOOL FEES

The only method of remitting fees to the school is through an electronic transaction between the school and the parent's bank. The school does not accept any other mode of payment, except under certain circumstances that are explained later in this section.

Under this fees collection system, the parent has to submit an e-NACH (Electronic-National Automated Clearing House) Mandate which, when registered with the National Payments Corporation of India (NPCI) by the banking system, enables the school to collect the bi-monthly fees of the student.

### ■ e-NACH Mandate

e-NACH or NACH is a centralised bank-to-bank transfer system that is enabled after registration by NPCI. A unique number is generated for every student, which also identifies the bank account details from which the bi-monthly fees are to be collected. The parent / guardian has to log in to the school ERP to access and submit an e-NACH Mandate for registration. Registration of the Mandate usually takes three working days from the date of submission. In case a parent wants to change the bank from which fees are collected, the school Accounts office must be informed in advance and only after approval should the e-NACH Mandate Form be filled up and submitted. Cancellation of a Mandate is not permitted until a new Mandate is registered and the old Mandate will continue to be treated as valid for fees collection.

### ■ Fees

The school collects Education Fee from all students and Transport Fee from students who use school transport. Fees will be collected every two months using the NACH payment system, directly from the bank account of the parent / guardian, ordinarily by the first day of every alternate month commencing from April, 2026. The Fee Structure for a particular session is communicated through email before the beginning of an academic session. Usually, the school sends an email to all parents before sending the Mandates for collection of bi-monthly fees. However, non-receipt of such an email cannot be an excuse for not paying the school fees regularly and on time. The school does not accept any fees in advance, i.e., before the due date.

### ■ Return / Dishonour of NACH Mandate

In the event of any of the bi-monthly Mandates being returned, parents are expected to deposit the due amount online through the payment gateway provided in school ERP, as the NACH Mandate will not be re-presented for collection of fees.



Administrative Charge will need to be paid along with the due fees. Parents should visit the school website to clear the dues.

### ■ Administrative Charge

Administrative Charge is given in the table below. It should be noted that the period for levying Administrative Charge is calculated from the first day of the month in which the fees become due. The due amount cannot be edited in school ERP as it gets updated as per the due date.

<i>Fees Due Dates</i>	<i>Actual Payment Date (from Fees Due Date)</i>	<i>Administrative Charge</i>
April 01, 2026 June 01, 2026	<i>In first month</i>	₹ 500
August 01, 2026 October 01, 2026	<i>In second month</i>	₹1000
December 01, 2026 February 01, 2027	<i>In third and fourth months</i>	₹ 2000

After lapse of four months from fees due date, student's name will be struck-off the school rolls. However, Administrative Charge will continue to be added till such time that the dues are fully cleared.

Non-submission of e-NACH Mandate, cancellation without providing an alternate e-NACH Mandate or withdrawal / stopping payment of the Mandate will attract an additional Administrative Charge of ₹ 2,000 for every bi-monthly fee cycle. After four consecutive months of non-submission of e-NACH Mandate, the student's name will be struck-off from the school rolls.

Once a student's name is struck-off and ERP is deactivated, a Reactivation Fee of ₹2,500 gets automatically added to the dues.

### ■ Waiver of Administrative Charge

If the Mandate is returned with the reason "Insufficient Balance", but your Bank Statement / Passbook shows sufficient balance from the day BEFORE the NACH Mandate hit your bank account, Administrative Charge will be waived. Administrative Charge will also be waived if your bank account was sufficiently funded before presentation of the Mandate for fee collection, but was returned for technical reasons beyond your control. In the above cases, parents are required to email us a scanned copy of the Bank Statement / Passbook, for consideration of waiver of Administrative Charges. Administrative Charge levied on account of non-submission of Mandate will not be waived, even if the school fees are paid on time. There is no provision for waiver of Administrative Charges, or Reactivation Fee on any other ground, including "KYC Pending" reason given by the parent's bank.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## ■ Refund of Excess Amount

On the rare occasion that fees are mistakenly paid or collected twice for the same student, the excess amount will be returned. Parents must carefully read the bi-monthly email regarding fees collection and subsequent reminders and follow the instructions given therein.

All communication regarding fees and e-NACH Mandates should be sent to the school's "accounts" email ID, with a copy to the "info" email ID.

## ■ Transfer Certificate (School Leaving Certificate)

In case of transfer of parents to any other place, and subsequent to this if the parents apply for Transfer Certificate (TC), the fees (as applicable) will have to be paid for that particular month (in which the application is received by school office). Consent of both parents is mandatory before TC is issued.

Duplicate Transfer Certificate will only be issued after an affidavit (from office of Executive Magistrate) stating the loss of the said document and copy of FIR is submitted at School Office, along with a fee of ₹ 500 paid online.

Duplicate Report Card will only be issued after an application stating the loss of the said document is submitted at School Office, along with a fee of ₹ 500 paid online.

## ■ Issue of Certificates and other Documents

Issue of Bonafide Certificates, Fee Payment Certificate, showing the tuition fee paid to school for reimbursement, and other documents required by parent, will be issued on a specific request sent through email, free of cost. Duplicate/Subsequent copies of Bonafide Certificate and Fee Payment Certificate will be issued on payment of ₹ 100 for each such additional copy during an academic session.

Set of documents (including transcripts, recommendation letters etc.) required for admission to higher educational institutions will be issued to Class XII students on a written request from parents along with a fee of ₹ 500, against which the softcopy and one hardcopy of the set will be provided. For every additional copy of the set, a fee of ₹ 200 will be charged.

## ■ Issue of Duplicate Report Card Covers and Almanacs

Report Card Covers provided to students are meant to be used throughout school life, or till new ones are issued by school. However, duplicate Report Card Covers may be issued on payment of ₹ 100, subject to availability. School Almanacs provided to students at the beginning of every academic session are meant to be used throughout the session. Students are expected to take good care of, and make efficient use of, the Almanac. Replacement copy of the Almanac will not be provided to students, its e-version may be downloaded for reference from school website.





## School WEBSITE and Mobile APP

A lot of emphasis is laid on integration of information technology for smooth functioning of school and for minimizing efforts in communication. With this in view, we maintain school's website which serves as a portal for dissemination of important school information and for reporting the events and programmes organised at the campus. School mobile application, linked to the ERP, is also functional and it may be accessed through individual parent login provided by School. Through the website/mobile app, information related to student profile, school attendance, homework assigned, library usage, assessment results-cum-achievements, calendar events, parental circulars and school events' images may be viewed. Moreover, school mobile app is the most efficient way to communicate with school on issues related to school transport, issue of duplicate I-cards and other documents, intimation of absence as well as other queries.

School website serves as a notice board for giving information about admissions, vacancies, recruitment and their related schedules.

Since we also facilitate certain money transactions online through school website, its data is secured and our URL begins with <https://>.

Other features that continue to be a part of our website are:

- All Report Cards and Statement of Marks, are published on school ERP / Mobile Application and no printouts, except for Annual Report Card, are issued to the students.
- All circulars are uploaded on school website so that parents can directly log in and get the latest information and instructions regarding the academic and co-curricular activities taking place in school.
- The e-version of the Almanac can be viewed and downloaded from the school website.
- We also encourage parents to give their constructive feedback and suggestions to improve our website and mobile app. To do so, parents can click the e-mail link on the contact page of school website. Mails from only the primary/parents' e-mail ID will be entertained
- **Parents are requested to login regularly on school website and mobile app for effective communication with school. Also ensure that school's official ID is marked as a trusted ID so that it is not treated as spam. All communication from school will be made through school website, mobile app and e-mails.**





SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## CALENDAR Year 2026-27

April 2026						
S	M	T	W	T	F	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 2026						
S	M	T	W	T	F	S
31					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

June 2026						
S	M	T	W	T	F	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 2026						
S	M	T	W	T	F	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 2026						
S	M	T	W	T	F	S
30	31					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

September 2026						
S	M	T	W	T	F	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 2026						
S	M	T	W	T	F	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 2026						
S	M	T	W	T	F	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 2026						
S	M	T	W	T	F	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		

January 2027						
S	M	T	W	T	F	S
31					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

February 2027						
S	M	T	W	T	F	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 2027						
S	M	T	W	T	F	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			



# FREQUENTLY Asked QUESTIONS

## ■ Regarding Education & Transport Fees

*(Refer pg. 54-55 for details)*

### **Q. How do I remit fee to school? Is the fee paid monthly or bi-monthly?**

The fee can be remitted only through a transaction known as National Automated Clearing House (NACH) between your and our banks. No other mode of payment will be accepted. Bi-monthly fee (Education & Transport) will be debited from your bank account on the first day of every alternate month starting from April, 2026.

### **Q. What if I change my bank account from one bank to another?**

How do I intimate school if I want the fee to be withdrawn from some other account? If you wish to change your bank account from which the fees are being debited, please contact our Accounts Office. A fresh e-NACH Mandate will have to be submitted online.

### **Q. If NACH Mandate is dishonoured, how do I ensure that fee is paid in time?**

In the event of NACH for bi-monthly Education and Transport fees, if applicable, being dishonoured, you are expected to deposit the amount, along with the prescribed Administrative Charge, through the online payment gateway accessible through school website using the login credentials of your ward. The NACH Mandate is not presented twice in the same fee cycle.

### **Q. If NACH Mandate given by the parent gets dishonoured for reason of 'Insufficient Funds' despite having sufficient balance in the account, what procedure is to be followed?**

If, despite having sufficient balance before and at the time the NACH hits your account, it is returned, you must email the original Bank Statement/ Pass Book to support this. If correct, only the fees due will be payable and the Administrative Charge will be waived. However, any undue delay in communicating with school about the reason for dishonour will not be considered for waiver of Administrative Charge. If the reason for dishonour is "KYC Pending" or anything similar, you must make efforts to clear the deficiency with your bank.

### **Q. Will I be sent a reminder for fee payment?**

School may not send a written notice or e-mail as reminder before presentation



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

of the NACH for collection and/or dishonour of any NACH Mandate. However, non-receipt of such a notice cannot be an excuse for continuing to default on any dues. It is expected that, as a responsible parent/guardian, you shall maintain sufficient balance in your bank account from which fee is to be debited. We expect you to ensure that your ward's fee reaches school regularly and on time.

## ■ Regarding Assessments & Promotion

*(Refer pg. 24-34 for details)*

**Q. If my child misses any test, will s/he be awarded zero or will average marks on the basis of his/her previous performance be awarded?**

There is no provision for retesting the students who remain absent on the day of the assessment. Neither can average marks be awarded to any student under any circumstance. Retests are conducted only at the end of the year for students failing in 1 or 2 subjects as per the promotion criteria. Any consideration (as applicable) shall be extended only if the child's absence on the day of assessment is on genuine medical grounds, and if the parents have personally submitted or have emailed the leave application along with supporting medical documents that very day.

**Q. Will my child studying in classes Pre-Nursery-III be informed before an assessment is conducted?**

No, we do not have formal assessments for children up to Class III. Hence, no prior notice will be sent to the parents. Evaluation of the child's progress is done on the basis of continuous thematic assessments.

**Q. How would I come to know about the performance of my child?**

We organise Open House sessions at regular intervals during which the teachers give a detailed feedback about your child. Should we feel that your child needs more assistance at home, we will call you for a detailed discussion to iron out the issues. Apart from this, please check the answer scripts of formal assessments which are returned to students within 10 days of the date of assessment. Marks for all assessments are published in the ERP as per the schedule on Page-38. These can be viewed and downloaded through Student Login.

**Q. How would I assure myself that no prejudices will work against my child?**

Our school is characterised by honesty, fairness and equity in student-teacher relationship. We respect the dignity, diversity and rights of students. The welfare of the child is an essential principle of our school ethos. Proper and full records are also maintained by the teachers at all levels and stages of continuous assessment.



**Q. How can I apply for report card of my child for assessment other than Annual Examination?**

All students shall be issued Annual Report Cards which shall contain consolidated details of all assessments held throughout the year. However, if a report card is required for any independent term assessment, an application must be submitted in school office citing the reason for the same.

■ **Regarding Absence & Late Arrivals**

*(Refer pg. 22-23 for details)*

**Q. What is the procedure for informing school about a child's absence from school?**

No student who has been absent on the previous day will be allowed to attend class unless her/his parent has entered an explanation stating the reasons for the absence, in the 'Record of Non-Attendance' section of the Almanac, for each day the student has been absent from school. In case of absence for more than two days on medical grounds, Medical Certificate will be required along with the application.

**Q. Is there any provision for half-day leave?**

There is no provision for half-day leave, so students who are not well should not be sent to school. A child will be marked absent if s/he were to be taken home by parents/guardians/authorised persons during school hours.

**Q. What happens if my ward arrives late to school?**

Students are expected to reach school 10 minutes before the start of the Home Room period (start of school). Students arriving late will not be allowed to enter school premises without a plausible explanation. Arriving late for school is not acceptable. Students found to have come late for more than one day in a term/semester will not be allowed to attend classes on the second such occurrence and disciplinary action shall be taken against them.

**Q. What is the procedure for leaving school campus during school hours?**

If, due to certain exigencies, a student has to leave school campus during school hours, the following rules will be observed:

- A written request must be submitted by the parent well in advance.
- The parents' copy of identity card must be produced.
- School Leaving Register must be signed.
- A Permission Slip must be obtained from school office and shown at school gate before leaving the campus.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

**Q. What is the procedure if my child has to take leave of absence for a few days?**

*In case of social and family commitments where the child is expected to be present and needs to remain absent from school, parents are requested to get the absence granted from the Head of School by submitting the application in person. If prior information is not given, the absence will not be granted and this will result in deduction of grades. Application via e-mail will also be valid for up to two days of leave.*

**Q. In case of some sickness or any other serious matter, can my child leave school after taking test?**

*There is no provision for half-day leave, so students who are not well should not be sent to school even on exam/test days. Child will be marked absent if s/he were to be taken home by parents/guardians/authorised persons during school hours, even if it were to be an exam/test day. Child will be awarded zero for the exam conducted on that particular day.*

■ **Regarding Transport Facility**

**(Refer pg. 51-53 for details)**

**Q. Is it mandatory for all students to avail bus facility?**

*It is mandatory for all students to avail bus facility except for those residing in nearby/defined supervision areas clearly specified by school.*

**Q. Can my ward change his/her bus stop temporarily?**

*Students are allowed to use only their allotted bus and bus stop. There is no provision for temporary change in bus or bus stops.*

**Q. Can my child commute under supervision for a day/short period?**

*In case parents want to collect their wards during dispersal on a particular day, the child has to commute under supervision (to be dropped and collected by parents both ways) for that day. Prior intimation must be given to the Bus/Class Teacher and Transport In-Charge in this regard.*

**Q. What is the procedure for permanent change of bus stop?**

*In case there is a permanent change in bus stop and/or bus, the same can be affected by submitting the prescribed application form along with change in proof of residence. Once the request is approved, parent will have to pay the prescribed charges for a fresh set of I-Cards through the payment gateway in ERP. School Front Office/Transport In-charge should be contacted for any such requests.*

**Q. Can my child's bus stop be changed to a more convenient location?**

*Once the bus stops have been delineated and notified on the website, they*



would normally not be changed. However, you could leave an application for the same with the Transport In-charge. School bus routes are drawn up based on convenience and viability, ensuring that no route is overly long.

**Q. Can my child switch over to supervision temporarily, due to some unavoidable circumstances?**

No, we do not allow that. Our policy for making school transport compulsory is embedded in school philosophy of being environment-conscious and eco-friendly. Surely, you know that school buses are far more environmentally sustainable.

**Q. Is my child permitted to board another bus if s/he has missed her/his designated bus?**

No, we would like you to refrain from such actions. It disturbs the seating arrangement already existing and also leads to a wrong precedence in the long run. You are requested to drop the child to school yourself, subject to the condition that you are able to reach school well in time. Such students may, however, return by their allotted bus.

**Q. Can my child go to or come from the bus stop unescorted?**

No, we do not allow that for children up to class V. Should you want this for your child of class VI onwards, you need to give an application for the same to school office. You would be allowed to do so only subject to the approval by the Head of School. Such students, if allowed, should carry both the identity cards (student's and parent's).

**Q. Who ensures the safety of my child in the bus?**

Your child's safety is our priority till such time that s/he is not handed over to you / designated person at the bus stop. Students should also make sure that they follow all safety norms while travelling, which are mentioned in the Almanac. Unruly behaviour in the bus is strictly prohibited.

**Q. Under certain circumstances, can my child go to his friend's home from school itself?**

No child can board/disembark a bus at a bus stop not designated for her/him, at her/his own free will.

**Q. If the bus is delayed on the return journey, what should I do?**

Due to heavy rush hour traffic or other unforeseen circumstances, like traffic jams, rallies, etc., school bus may be delayed. Under such circumstances, you may call school/Administrative office and get further information.

■ **Regarding Interaction with School Authorities**  
(Refer pg. 69 for details)



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO****Q. What is the procedure for meeting my ward's teachers?**

Parents should call up school in advance to ask for an appointment and visit school only after they have been given a confirmed time and date. Should any visiting parent seek to meet school authorities or teachers without appointment they may be denied the request.

**Q. When can I meet the Head of School/Headmistress/Headmaster?**

You can meet the Head of School/Headmistress/Headmaster on all working days with prior appointment.

**Q. If I make a complaint against school system or any individual, what would be the repercussions on my child?**

There would be no adverse repercussions on you or your child. We are a professional organization where we take the inputs of the parents and students very seriously so as to constantly improve the services that we provide to you. Hence all kinds of inputs, suggestions or complaints shall be viewed positively. You can always mail your complaints and suggestions to the school 'info' ID and you will receive the reply within two working days.

**Q. What do I do if I do not get a satisfactory response to my queries/complaints from the concerned authorities?**

You may escalate the issue by sending an e-mail to the Pro Vice-Chairman at [info@takshila.net](mailto:info@takshila.net) and you can expect a reply at the earliest.

**Q. Is it compulsory for my ward to accompany me for Open House?**

Children must accompany their parents for the Open House, dressed in school uniform and must carry their I-Card and Almanac.

**■ Regarding Issue of Documents & Withdrawal**

*(Refer pg. 56 for details)*

**Q. What is the procedure for issue of duplicate Report Card for any class?**

A duplicate of Report Card (if lost/damaged) shall be issued on a payment of ₹500. An application from parents addressed to the Head of School/ Exam Department needs to be sent to school. It takes minimum 03 working days to issue a duplicate Report Card for any class.

**Q. What is the procedure for issue of Certificates and other documents?**

Issue of Bonafide Certificates, Fee Payment Certificate, showing the tuition fee paid to school for reimbursement, and other documents required by parent, will be issued on a request through email, free of cost. Duplicate/Subsequent copies of Bonafide Certificate and Fee Payment Certificate will be issued on payment of ₹100 for each such additional copy during an academic session.



Duplicate Transfer Certificate will only be issued after an affidavit stating the loss of the said document and copy of FIR is submitted at School Office, along with a fee of ₹500.

**Q. What will happen if my child's Identity Card is lost or mutilated?**

I-cards will normally be replaced after every three years. In case the I-card is lost or mutilated, you may log in to school website with your ward's credentials, go to the payment gateway and remit the prescribed amount. After payment, you should send an email to school's 'info' and 'accounts' IDs, mentioning your ward's details, requisition and payment details. The cost, payable online through school ERP, for a pair of I-Cards (student's and parent's) is ₹300, whereas for the Student I-Card Cover with Lanyard/Parent I-Card Cover, it is ₹100.

**Q. What is the procedure for issue of duplicate Report Card Cover/Almanac?**

Duplicate Report Card Covers may be obtained from School Office, subject to availability, upon online payment of ₹100. However, duplicate copies of Almanac will not be issued.

**Q. In case a Transfer Certificate is taken in mid-session, is any fee also refunded??**

Parent/guardian must ensure that the 'Application for Issue of TC' is downloaded from the website and filled up in legible BLOCK LETTERS. A proportionate amount of Fees will be refunded. Since the fees will, from April onwards, be paid bi-monthly, if a student takes a TC in the first month itself, the second month's fees will be returned.

For instance, a student, whose fees have been paid in August for the months of August and September, applies for TC on 31st August and does not attend any classes in September, will be refunded the Education and Transport (if paid) fees for September.

In case of students taking provisional admission to Class XI, no fees paid at the time of admission will be returned if the student leaves school.

Similarly, Institutional Fee and Induction Fee paid at the time of admission by a student are not refundable if the student has attended even a single day of class or after the commencement of the academic session.

**Q. What is the procedure for issue of Class XII student transcripts and/or recommendation letters for applying to foreign universities/institutions?**

An application from parents addressed to the Head of School/Subject Teacher needs to be sent to school and a fee of ₹500 needs to be paid at least a week before the set of documents (including transcripts, recommendation letters etc.) may be issued. The softcopy and one hardcopy will be provided.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

For every additional copy of the set of documents, a fee of ₹200 will be charged.

## ■ Miscellaneous

**Q. What happens if my child is suddenly taken ill during school hours?**

Parents will be promptly informed in the event of serious illness or emergencies and may be requested to come to school or to the designated hospital to take their ward home, if necessary.

**Q. What happens if my ward misplaces a circular?**

All circulars are uploaded on school's website. Parents can directly log in and get the latest Notice and Instructions regarding the academic and co-curricular activities taking place in the school. Most Circulars are now sent through email.

**Q. Can my child carry money and/or mobile phone to school?**

Bringing money to school is not allowed. Bringing mobile phones, cameras, I-pods, pen-drives, compact discs, etc., to school is strictly forbidden. If caught, the item will be confiscated and returned to the parent only after the end of the academic session or a lapse of three months, whichever is later. A fine may also be imposed by the School.

**Q. Is my ward allowed to celebrate his/her birthday in school?**

Students are not allowed to celebrate their birthdays or any other occasion in school by distributing cards, gifts, sweets or chocolates.

**Q. With co-curricular activities becoming an integral part of the assessment, will it be parents' responsibility to help the child or will the concerned teachers guide them?**

Students would be guided for co-curricular activities and projects in school only. However, we would expect you to motivate, encourage and supervise your ward at home. Under no circumstance should a child take professional help and support for his/her projects.

**Q. Is it possible to get the name of my child changed/corrected, after s/he is admitted to school?**

Change/correction in the name of the child is allowed only till the child is in Class VIII. For changing the name of your ward in school records, the following documents (in original) are required:

An affidavit from the Executive Magistrate (Not from the office of Notary), concerning the change/correction in name.

Two newspapers (English/Hindi/Regional Language), where the concerned change/correction of name has been published.



A coloured family photograph (Father, Child & Mother) in postcard size pasted in the Affidavit and attested by Executive Magistrate, half on photograph and rest half on the Affidavit. The child should be in school uniform in the photograph.

One covering letter from the parent addressed to the Head of School for the change/correction in name of student.

However, if the child is in Class IX and above, the change/correction in name is not encouraged and is subject to guidelines laid down by the CBSE.

Change/correction in name after CBSE registrations i.e., Class IX onwards, is allowed only after approval from CBSE. The approval of CBSE for any correction/change is provided, only if the correction/change is permitted by the Court of Law.

**Q. Is it possible to get the name of parents rectified/corrected, after her/ his ward is admitted to school?**

Rectification/correction in the parent name of the child is allowed only till the child is in Class VIII. The following documents (in original) are required:

An affidavit from the Executive Magistrate (Not from the office of Notary), concerning the rectification/correction in name.

Two newspapers (English/Hindi/Regional Language), where the concerned rectification/correction of name has been published.

A coloured Family Photograph (Father, Child & Mother) in postcard size pasted in the Affidavit and attested by Executive Magistrate, half on photograph and rest half on the Affidavit. The child should be in school uniform in the photograph.

One covering letter from the parent addressed to the Head of School for the rectification/correction in name.

However, if the child is in Class IX and above, the rectification/correction in name is not encouraged and is subject to guidelines laid down by the CBSE.

Rectification/correction in parent name after CBSE registrations i.e., Class IX onwards, is allowed only after approval from CBSE. The approval of CBSE for any rectification/correction is provided, only if, the correction/change is permitted by the Court of Law.

**Q. Is it possible to change the Subject option for a student in Class XI after CBSE registration?**

It is not permitted.

**Q. Is it possible to get the Date of Birth (DOB) of the child altered in school records after s/he is admitted to school?**



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

*Change/Correction in the Date of Birth is not allowed. The Birth Certificate, submitted by the parent, at the time of admission of the child, is considered as proof of the date of birth. Any request for alteration in the date of birth will therefore be considered as a forge, and thereby will never be entertained.*

*In case a child is admitted in Class II or above, the date of birth mentioned on the Transfer Certificate of the child, issued from her/his previous school, is considered as the proof for the date of birth.*





## School Timings and Visiting Hours

### ■ School Timings

Classes	Summer/ Winter Timing
Junior Wing (Classes Pre-Nursery - V)	10:00 AM - 03:00 PM
Senior Wing (Classes VI - XII)	07:00 AM - 01:15 PM

### ■ Visiting Hours

School would like the parents to maintain a close rapport with their ward's teachers and meet them periodically. The Head of School and members of the faculty will make every effort to make themselves available to meet parents on request, at a mutually convenient time on working days, by prior appointment. Parents are required to call up school in advance to ask for an appointment and visit school only after they have been given a confirmed time and date.

Should any visiting parent seek to meet school authorities or teachers without an appointment, they may be denied the request.

#### Visiting Hours

The Head of School : 11:30 a.m. - 12:30 p.m.

#### School Office Hours

7:00 a.m. - 4:00 p.m. (Monday-Friday)

7:00 a.m. - 2:00 p.m. (Saturday)

#### Summer/Winter Break

7:00 a.m. - 2:00 p.m. (During Summer Break)

8:00 a.m. - 3:00 p.m. (During Winter Break)

*School Office will remain closed on the second Saturday of the month. Subject to weather conditions, office working timings may change and such changes would be updated on school website.*

**All important information from school shall be communicated through school website/e-mail/SMS. You may contact school through e-mails to [info@dpscoimbatore.com](mailto:info@dpscoimbatore.com). For all queries/requests related to transport of your ward to and from school, e-mails may be sent to [transport@dpscoimbatore.com](mailto:transport@dpscoimbatore.com).**



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

## Open House

'Open House' is held to facilitate a discussion between parents and teachers concerning the student's progress in both academic and co-curricular areas. Parents will be given specific timings to meet their ward's teachers on Open House days and must be punctual, as per the schedule. It is mandatory for parents to attend the Open House. Students must accompany their parents for the Open House, dressed in school uniform with their I-Card and Almanac. Parents are also requested to be in formal attire when they visit school.

To avoid traffic and parking congestion and consequential inconvenience to other parents, you are requested to adhere to the time allotted for your ward. The roll number wise time slots shall be intimated a week prior to the Open House through Email.

<b>Class</b>	<b>OPEN HOUSE-1</b>	<b>OPEN HOUSE-2</b>	<b>OPEN HOUSE-3</b>	<b>OPEN HOUSE-4*</b>
Pre-Nursery	25-04-2026	25-07-2026	23-01-2027	25-03-2027
Nursery	25-04-2026 (New Admissions Only)	25-07-2026	23-01-2027	25-03-2027
Preparatory	25-04-2026 (New Admissions Only)	25-07-2026	23-01-2027	25-03-2027
Class I	25-04-2026 (New Admissions Only)	01-08-2026	30-01-2027	24-03-2027
Class II	25-04-2026	25-07-2026	23-01-2027	25-03-2027
Class III	25-04-2026 (New Admissions Only)	01-08-2026	30-01-2027	24-03-2027
Class IV	25-04-2026	01-08-2026	30-01-2027	24-03-2027
Class V	25-04-2026 (New Admissions Only)	25-07-2026	23-01-2027	25-03-2027
Class VI	25-04-2026	25-07-2026	23-01-2027	25-03-2027
Class VII	25-04-2026 (New Admissions Only)	01-08-2026	30-01-2027	24-03-2027
Class VIII	25-04-2026 (New Admissions Only)	01-08-2026	30-01-2027	24-03-2027
Class IX	25-04-2026 (New Admissions Only)	25-07-2026	23-01-2027	25-03-2027
Class X	01-08-2026	23-12-2026	30-01-2027	---
Class XI	25-04-2026 (New Admissions Only)	25-07-2026	23-01-2027	25-03-2027
Class XII	01-08-2026	23-12-2026	30-01-2027	---

*Note: The above schedule mentions the dates on which Open House shall be conducted. The roll number wise time slots shall be intimated a week prior to the Open House through Email. Time allotted to your ward must be adhered to.*



- Parents can meet the Class Teacher on the day of the Open House. They can also meet the subject teachers subject to availability.
- In case the parents wish to meet the Subject teachers specifically, prior appointment has to be taken either through Almanac or school office or ERP/ School Mobile App. The appointment would be given on working days only during the nonteaching periods of the teacher concerned on that particular day.
- Printed Report Cards of Term-2 for Classes Pre-Nursery-III and of Annual Examination (AE) for Classes IV-IX & XI would be distributed during the Open House scheduled in March 2027.
- Printed Report Cards of Pre-Board 1 & 2 (combined) for Classes X & XII would be distributed during the Open House scheduled in January 2027.
- Schedule for Open House-4 is tentative and may change as per CBSE Board datesheet.



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

## Uniform

CLASSES	BOYS	GIRLS
PRE-NUR to PREP	a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) White Socks with Green Band e) Black Velcro (Aretto Shoes) f) Khadi White Handkerchief (13" x 13")	a) Khadi White Tunic b) School Belt c) Green Hair Band/Rubber Band d) White Long Slips & Bloomers e) White Socks with Green Band f) Black Velcro (Aretto Shoes) g) Khadi White Handkerchief (13" x 13")
I to III	a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) White Socks with Green Band e) Black Velcro/Lace Shoes (Hush Puppies Customised Shoes) f) Khadi White Handkerchief (13" x 13")	a) Khadi White Tunic b) School Belt c) Green Hair Band/Rubber Band d) White Long Slips & Bloomers e) White Socks with Green Band f) Black Velcro/Lace Shoes (Hush Puppies Customised Shoes) g) Khadi White Handkerchief (13" x 13")
IV to V	a) Khadi White Half Shirt b) Khadi White Shorts c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Lace Shoes (Hush Puppies Customised Shoes) h) Khadi White Handkerchief (15" x 15")	a) Khadi White Tunic b) School Belt c) Grey Sports T-Shirt d) Grey Track Pants e) Green Hair Band/Rubber Band f) White Long Slips & Under Skirt g) White Socks with Green Band h) Black Lace Shoes (Hush Puppies Customised Shoes) i) Khadi White Handkerchief (15" x 15")
VI to X	a) Khadi White Half Shirt b) Khadi White Trousers c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Lace Shoes (Hush Puppies Customised Shoes) h) Khadi White Handkerchief (15" x 15")	a) Khadi White Half Shirt b) Khadi White Divided Skirt c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) Green Hair Band/Rubber Band g) White Long Slips & Under Skirt h) White Socks with Green Band i) Black Lace Shoes (Hush Puppies Customised Shoes) j) Khadi White Handkerchief (15" x 15")
XI & XII	a) Khadi White Half Shirt b) Khadi White Trousers c) School Belt d) Grey Sports T-Shirt e) Grey Track Pants f) White Socks with Green Band g) Black Lace Shoes (Hush Puppies Customised Shoes) h) Khadi White Handkerchief (15" x 15")	a) Khadi White Salwar Kurta with Dupatta b) Grey Sports T-Shirt c) Grey Track Pants d) Green Hair Band/Rubber Band e) White Socks with Green Band f) Black Lace Shoes (Hush Puppies Customised Shoes) g) Khadi White Handkerchief (15" x 15")

### Mandatory Items:

School Belt For all students, except girls of XI-XII

School Pencil Pouch For all students

White Bloomer under the Tunics For girls from Classes Pre-Nursery to III

White Long Slips For girls from Classes Pre-Nursery to X

Under Skirts For girls from Classes IV to X

Lab Apron For all Science students of Classes XI & XII

Green Patka For Sikh Students only

Black Windcheater For all students



## Socially Useful Productive Work (SUPW) – Classes IV-X

SUPW is an integral part of our school curriculum. The idea behind it is to allow our students to give expression to their co-curricular interests and aptitudes. Participation in one of the activities pertaining to SUPW is compulsory. Some of these activities are managed by our own faculty and for some we hire external resource persons. The execution of such activities will depend on the availability of resource persons. Once allotted, students have to compulsorily continue as members of that activity for one academic session.

### **Junior Wing**

Art And Craft	Badminton	Basketball
Chess	Dance	Football
Robotics	Silambam	Vocal Music Club

### **Senior Wing**

Atal Tinkering Club	Badminton	Basketball
Bis Club	Chess	Crossword Club
Dance	Football	Health & Mental Wellness Club
Photography Club	Public Speaking Club	Robotics Club
Silambam	Vocal Music Club	



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

## List of Festivals

FESTIVAL	FROM		TO		No. of Days
	DAY	DATE	DAY	DATE	
Good Friday	Friday	03.04.2026	Friday	03.04.2026	1
Ambedkar Jayanti	Tuesday	14.04.2026	Tuesday	14.04.2026	1
Tamil New Year	Tuesday	14.04.2026	Tuesday	14.04.2026	
Id-Ul-Zuha*	Thursday	28.05.2026	Thursday	28.05.2026	1
Independence Day***	Saturday	15.08.2026	Saturday	15.08.2026	1
Onam	Wednesday	26.08.2026	Wednesday	26.08.2026	1
Vinayak Chaturthi	Monday	14.09.2026	Monday	14.09.2026	1
Gandhi Jayanti	Friday	02.10.2026	Friday	02.10.2026	1
Dussehera (Navami)/ Ayutha Pooja (Vijya Dashmi falls on Tuesday, 20.10.2026)	Monday	19.10.2026	Tuesday	20.10.2026	2
Diwali (falls on Sunday, 08.11.2026)	Saturday	07.11.2026	Monday	09.11.2026	3
Christmas	Friday	25.12.2026	Friday	25.12.2026	1
Pongal (falls on Friday, 15.01.2027)	Friday	15.01.2027	Sunday	17.01.2027	3
Republic Day***	Tuesday	26.01.2027	Tuesday	26.01.2027	1
Id-ul-Fitr*	Wednesday	10.03.2027	Wednesday	10.03.2027	1
Holi	Monday	22.03.2027	Monday	22.03.2027	1
Good Friday	Friday	26.03.2027	Friday	26.03.2027	1
TOTAL HOLIDAYS					20

\* Subject to sighting of the Moon.

\*\* Subject to confirmation.

\*\*\* Holiday for Junior Wing students. Senior Wing students shall report to school for limited hours to attend the celebrations.

## Vacations

VACATION	FROM		TO		No. of Days
	DAY	DATE	DAY	DATE	
Summer Break for Session 2026-27	Monday	27.04.2026	Sunday	07.06.2026	43
Winter Break for Session 2026-27	Thursday	24.12.2026	Saturday	02.01.2027	10
Summer Break for Session 2027-28 (tentative)	Monday	26.04.2027	Sunday	06.06.2027	43

**Note: Special Classes shall be conducted for IX-XII during the Autumn Break. Schedule shall be shared later.**

## Important Dates

Last Working Day (Classes Pre-Nursery-III)	15.03.2027 Monday
Start of Academic Session 2027-28**	01.04.2027 (Thursday)

\*\* Subject to change as per CBSE exam schedule



## Trips and Excursions

Class	Place
IV	VOC Park & Zoo
V	Gauss Forest Museum
VI	Semmozhi Poonga
VII	GD Naidu Industrial Museum
VIII	Semmozhi Poonga
IX	Siruvani Dam & Water Facility
X	Textile Mill
XI	Self Learning Camp
XII	PSG Tech and iTech

## Important Events -Tentative Dates/Days

Events	Dates/Days
Summer Special Classes (X - XII)	27.04.2026 to 02.05.2026 (Monday to Saturday)
Summer Special Classes (IX - XII)	01.06.2026 to 06.06.2026 (Monday to Saturday)
100 Days (Nurseries)	15.07.2025 / Tuesday
Investiture Ceremony	23.07.2026/Thursday
Get Set Go (PN to V)	31.07.2026/Friday
Takshila Inter-school Mind Space	13.08.2026 / Thursday
Annual Athletic Meet	24.10.2026/ Saturday
Bal Sangam	13.11.2026/Friday
Jashn-E-Bachpan (Pre-Nursery to IX)	28.11.2026/ Saturday
Self Learning Camp	10.01.2027 to 14.01.2027 (Sunday to Thursday)
IOD Presentation	30.01.2027/Saturday
Khoj (V & VIII)	07.02.2027 / Saturday



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

**ZERO**

## Co-Curricular Activities

April	Pre- Nur - Prep	Smiles & Stories
July	Pre- Nursery	Hundred Days of Fun
July	Nur - I	Get Set Go
August	Pre- Nur - I	Colours of India
September	Pre- Nur - Prep	My Safe World
October	Pre- Nur - Prep	Festivals we Celebrate
November	Pre- Nur - V	Bal Sangam
January	Pre- Nur - I	Jungle Walk
February	Pre- Nur - III	From Seed to Snack
March	Pre- Nur - III	A Full Year of Discovery

DATE	Classes II-III
02-04-2026	My Dream room( II) Little House of Love ( III)
09-04-2026	My Healthy Plate ( II & III)
16-04-2026	Pass the Ball ( II) Learning on the Move ( III)
23-04-2026	We Care for Our Earth ( II& III)
11-06-2026	Learning on the Move ( II) Pass the Ball ( III )
18-06-2026	Hear It, Sketch It ( II ) A Safe Home for Birds ( III )
25-06-2026	My Favourite room Tool ( II) Home Sweet Home ( III)
02-07-2026	Splash of Words ( II) Rain in a Jar Experiment( III)
09-07-2026	Animal Walk Race ( II) Spell Bee( III)
16-07-2026	Spell Bee ( II) Animal Walk Race ( III)
23-07-2026	Bubble Bonanza( II) Best Out Of Waste( III)
30-07-2026	Get Set Go Practice
06-08-2026	Nature in My Pot ( II) My Creative Raincoat ( III)
13-08-2026	India - United We Stand!( II and III)
20-08-2026	Ready, Run, Relay ( II and III)
27-08-2026	Water Trail Detectives( II) Raindrop Tales( III)
03-09-2026	Healthy Choices ( II) Farm Animals ( III)
10-09-2026	Ball Balance Run ( II) Farm-to-Table Treasure Hunt ( III)
17-09-2026	Story Comes Alive! ( II) Ball Balance Run ( III)



RECYCLE



REUSE



REPURPOSE

DATE	Classes II-III
24-09-2026	My Handcrafted Treasure ( II and III)
01-10-2026	Peace March Parade( II and III)
08-10-2026	Little Hands, Big Heals ( II) Millet Marvels ( III)
15-10-2026	Clean Hands, Healthy Community ( II and III)
22-10-2026	My Mini Clinic Presentation( II) From Seed to Snack - The Millet Story(III)
29-10-2026	Diwali Delights( II and III)
05-11-2026	My Happy Game Time ( II) Fit-o-Meter Challenge ( III )
12-11-2026	Fit-n-Fun Challenge Circuit ( II) Bowling Alley ( III )
19-11-2026	Annual Function Practice
26-11-2026	Annual Function Practice
03-12-2026	Fun With Badminton (II) Fit and Fun!(III)
10-12-2026	Best Out Of Waste( II) Bubble Bonanza ( III)
17-12-2026	Fun with Bingo ( II) Steps to a Healthy Me ( III)
07-01-2027	My Mini Garden ( II) Celebrating our Nation( III)
14-01-2027	Magic Chair ( II and III)
21-01-2027	Vyakaran Fooldan' ( II) Traditional Games of India( III)
28-01-2027	Garden Treasure Hunt ( II) Colours of Culture ( III)
04-02-2027	Blooming Roses ( II) All About My State( III)
11-02-2027	Letter Hunt Fun ( II) Monuments of Glory ( III)
18-02-2027	Monuments of Glory ( II) Letter Hunt Fun ( III)
25-02-2027	Showcasing the Best ( II and III)
04-03-2027	My World Around Me( II) Our Year in a Time Capsule( III)
11-03-2027	Culinary Carnival( II and III)

DATE	IV & V
02-04-2026	Smart Fold Studio -Origami
09-04-2026	Live All
16-04-2026	Mime / Silent Act - Zero Waste Actions
23-04-2026	Upcycle Craft Lab
11-06-2026	Grandparents Biography
18-06-2026	Echoes of Courage: Women Who Changed the World
25-06-2026	Adjective Picture Chart
02-07-2026	Pledge Wall for the Planet



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

DATE	IV & V
09-07-2026	Waste to Story: Creative Writing
23-07-2026	Investiture Ceremony
30-07-2026	Get Set Go Practice
06-08-2026	White Dove - Symbol of Peace
13-08-2026	लोकध्वनि: माटी की महक, लोक गीतों के संग
20-08-2026	Trash to Tech
27-08-2026	Beyond Siblings, Beyond Gender-Threads that Bind Hearts
17-09-2026	वाद-विवाद: Zero Waste क्यों आवश्यक
24-09-2026	Little Helpers, Big Hearts - NSS Day
01-10-2026	Respect Every Hand That Works- Role Play: Gandhi Jayanti
08-10-2026	Little Legends Showcase
15-10-2026	Eco-Friendly Puppet Making
22-10-2026	Story & Skit - Good Over Evil
29-10-2026	Time-Travel Diary
05-11-2026	Crafting a Green Festival
12-11-2026	Heroes in Our Hearts
19-11-2026	Annual Function Practice
26-11-2026	Annual Function Practice
03-12-2026	Digital Detox
10-12-2026	Upcycled Stationery Challenge
07-01-2027	My Bright New Year: Resolution Writing
14-01-2027	Soaring Creativity: Kite Making
21-01-2027	My India, My Constitution - Republic Day Celebration
28-01-2027	The Number Knock-Out
04-02-2027	My Reflection 2026-27: WWW & EBI



RECYCLE



REUSE



REPURPOSE

DATE	VI - X
02-04-2026	Our Voice, Our Duty
09-04-2026	One Classroom, One Planet.
16-04-2026	Echoes of Equality: Dr. B. R. Ambedkar Jayanti Observance (Tableaux)
23-04-2026	Colour My Thoughts - Express your highlights, goals, and emotions visually.
11-06-2026	Plantastic! - Create. Decorate. Watch It Grow!
18-06-2026	Voices for a New India
25-06-2026	HER Story Wall
02-07-2026	Turning the Tables: Stories Beyond Stereotypes
09-07-2026	Campus Chronicle: Newspaper Collage
23-07-2026	Investiture Ceremony
30-07-2026	Pi Posters - Math Meets Real Life
06-08-2026	Harvest Harmonies
13-08-2026	Takshila Mind Space
20-08-2026	Flash Speak - One Minute, Unlimited Ideas!
27-08-2026	Beyond Siblings, Beyond Gender-Threads that Bind Hearts
17-09-2026	Truth Behind the Tagline
24-09-2026	Story Weavers
01-10-2026	अहिंसा और शांति उत्सव
08-10-2026	The Great Literacy Quiz
15-10-2026	Choices & Consequences
22-10-2026	Voices Unheard
29-10-2026	Stand Up, Speak Out: Anti-Bullying Awareness
05-11-2026	Save Today, Secure Tomorrow- NFlat Quiz
12-11-2026	Science Vision: Viksit Bharat 2047
19-11-2026	Annual Function Practice
26-11-2026	Annual Function Practice
03-12-2026	Empathy Hour: Abilities not Disabilities.
10-12-2026	Human Rights Through Holiday Stories & Art
07-01-2027	Unity in Diversity- Voices of India
14-01-2027	Inspiring Leadership!
21-01-2027	स्वरांजलि: देशप्रेम गीत प्रतियोगिता
28-01-2027	Step in Sync
04-02-2027	Reflect to Rise: Steps to Self-Improvement



SAVE ENERGY



USE GLASS



LESS PLASTIC



COMPOSTING



RECYCLE

# ZERO

## Record of Late Coming

*Each time a student is late, the gatekeeper will make an entry on this page. In the event of a student being late more than once a month, he/she will not be allowed to enter the class.*





# Class Routine

	MON	TUE	WED	THU	FRI
HR					
1					
2					
3					
4					
RECESS					
5					
6					
7					
8					
9					
HR					