



**Welcomes You  
TO  
PARENT'S ORIENTATION 2024-25  
Pre-School**





# ORIENTATION



## Purpose:

- To acquaint the new parents about the working and policies of our school.



# School At A Glance



- ❖ **Co Education**
- ❖ **English Medium**
- ❖ **Pre- School to Higher Secondary**
- ❖ **CBSE curriculum**
- ❖ **Commerce & Science Streams**
- ❖ **Residential facility for students  
(5<sup>th</sup> Std. onwards)**



**::: AIM :::**

To offer a positive learning - stimulating environment aided with IT.

**::: VISION :::**

To imbibe traditional values with global education perspective.

**::: MISSION :::**

To be the trendsetter in the customized education.

# Our Curricular and Co-Curricular Team

**Coordinator: Ms. Runki Mandal**



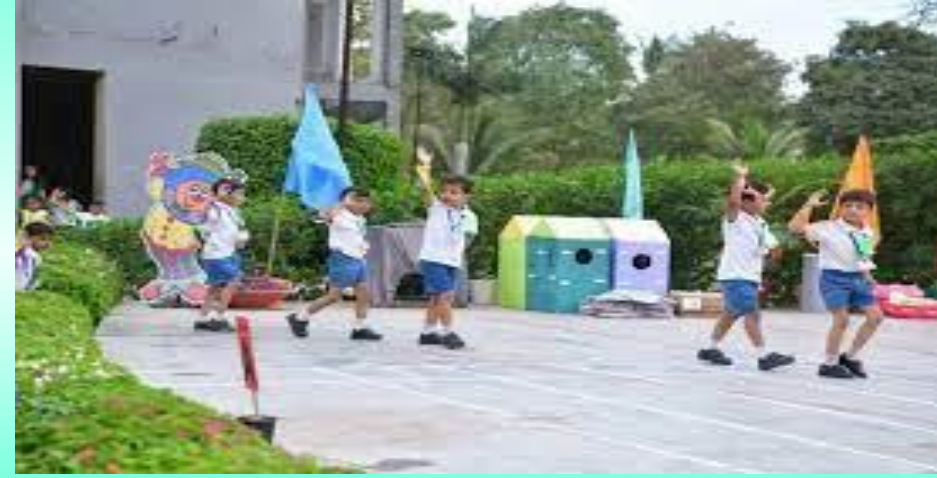
- **Ms. Caran Christian**
- **Ms. Ekta Jha**
- **Ms. Hema Chhaparia**
- **Ms. Hetalben Patel**
- **Ms. Leela Dabhi**
- **Ms. Monika Patel**
- **Ms. Niyanta Trivedi**
- **Ms. Prapti Joshi**
- **Ms. Ruchi Trivedi**





Visit [www.vrajbhoomi.org](http://www.vrajbhoomi.org)

*For Daily Updates*



Visit [www.facebook.com/visma.anand](https://www.facebook.com/visma.anand)



# COMMUNICATION MODE

✓ **Email:** admin@vrajbhoomi.org

samvad@vrajbhoomi.org

✓ **PTMs :** Parents-Teachers Meetings / Open Days.

✓ **Appointment with the Principal:** Between 2 & 3 pm.

✓ **Appointment with Teachers:** With prior appointment only

✓ **Handbook:** Should be used for daily communication

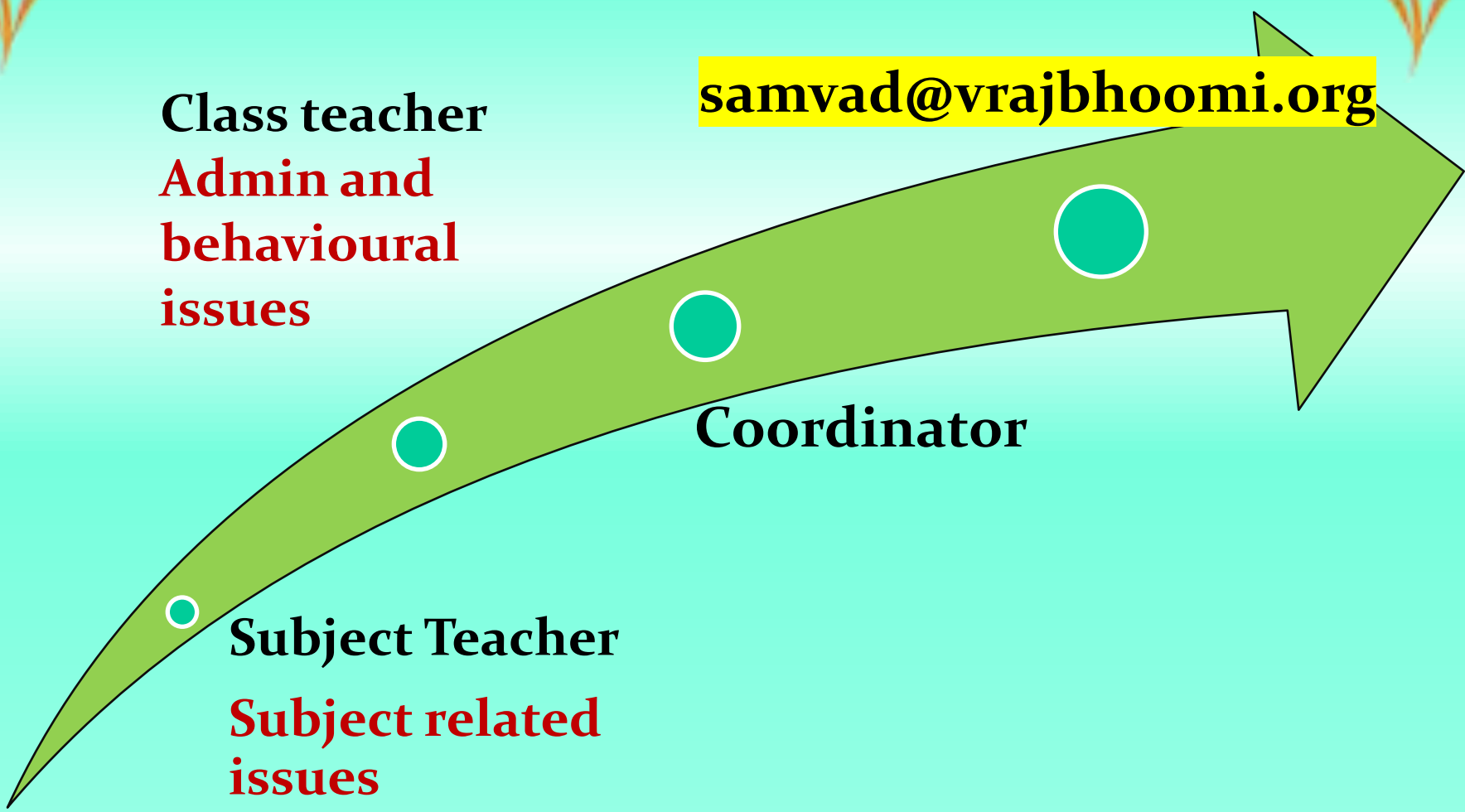
# COMMUNICATION CHANNEL

Class teacher  
**Admin and  
behavioural  
issues**

[samvad@vrajbhoomi.org](mailto:samvad@vrajbhoomi.org)

Coordinator

Subject Teacher  
**Subject related  
issues**









# Telephone Number's:



 **Admin Office** : 9099044833, 9099044834

 **Transport** : 9879618701, 9879618719

 **Dining** : 9879618701

 **Account Office** : 9879618703, 9879618700



# CLASS WISE BROADCAST GROUP



- ✓ For giving uniform message to all the parents, we have created a Broadcast group.
- ✓ Only **registered numbers to the school** is used to create group.
- ✓ The group will be for general messages and academics also.
- ✓ Parents are **requested not to message or call any teacher personally** for any kind of school work.
- ✓ Concerns or issues are to be informed **through handbook** or give a call **in office**.

# POINTS TO KEEP IN MIND

- Parents are requested to check Broadcast messages regularly for daily updates.
- Parents are requested to do **Communication only through the child's handbook.**
- In case of an emergency parents can send **call the Admin Office** and our teachers will get back to you.
- Please note: Classes will be **shuffled every academic year.**
- Timings for the academic year 24-25 for Pre-school are: **9:45 a.m – 1:45 p.m.**

# School Curriculum

Curricular Activities

Co-curricular Activities



## Assessment Process

Continuous  
observation

## Grading

Through C.W.  
and H.W,  
activities,  
Worksheets  
and Mixed  
bag/Revision  
Worksheets

## Curricular Activities

## School Competitions

Recitation,  
Handwriting,  
Drawing



Fine and Gross  
Motor Skills  
Development,  
Games

Role Plays/  
Fancy dress  
competition  
and Act outs

**Co-Curricular**  
**Activities**

**Festivals and  
Celebrations**

Field Trips  
&  
Picnic

# FEES DETAILS

- Fees can be paid **Half-yearly (6 Months) or Yearly(12 Months)**
- Fees must be paid **between 1<sup>st</sup> and 7<sup>th</sup> of the month.**
- **NO reminder will be sent.**



# Routine at School

- School timings for the Academic year 2024-2025 for Pre-School :- **9:45 am to 1:45 pm.**
- There will be assembly, circle time, breakfast, curricular and co-curricular activities as well as lunch.
- Children will board the bus at **1:40 p.m.**



# **SCHOOL RULES**

- ❖ For School Rules please refer the School Hand Book.
- ❖ **All the school circulars will be uploaded on the Broadcast group.**
- ❖ Homework will be uploaded on the website.
- ❖ **Parents need to fill the first two pages of the handbook, paste your child photo and put your signatures on both the pages.**
- ❖ Books will be kept in school with the teachers and will only be sent home whenever Homework is given.

# Leave Policy

- No leave or absence will be granted without prior written application in the Hand Book only.
- In case of **illness**, the school should be notified within **2 days** and a medical certificate is needed in 3 days after resuming the school.
- Once in School, **no leave will be granted for half day without prior permission.**



# Leave Policy

- A student, suffering from an **infectious** or **contagious disease** should produce a **doctor's certificate** before returning to the normal school.
- **85%** of **attendance** is compulsory in each term.





# **BUS DISCIPLINE**

- ✓ **Student should board the bus on time.**
- ✓ **Students should conduct themselves in an acceptable manner at all times.**
- ✓ **Throwing objects, fighting and other improper conduct will not be tolerated.**



# **BUS DISCIPLINE**

- ✓ **Eatables are strictly prohibited on school buses.**
- ✓ **Students can only switch from their assigned bus with a written request from a parent/guardian.**
- ✓ **Any complaints should be reported to the transport office or in handbook.**



# **BUS DISCIPLINE**

- ✓ **Parents are not allowed to stop the bus or board the bus to scold the child.**
- ✓ **Strict actions would be taken in case if child or parent is found breaking the decorum of school bus.**

# Uniform

- ✓ Parents must ensure that their child comes to school in proper uniform.
- ✓ Please note that on ***Wednesday, the child should come to school in Colour Dress.***
- ✓ If not in proper uniform, the child should have a valid reason in the form of a note duly signed by the parents / guardian only.



# **Hair Do** **(FOR BOYS & GIRLS)**

## **BOYS**

- A well trimmed simple haircut.
- No fancy haircut will be permitted.

## **GIRLS**

- Hair below shoulder, tied in one / two plaits
- Hair above shoulder , black hair bands or pony tails

➤ Haircut not allowed (Boys)



➤ Haircut allowed (Boys)



➤ Hairstyle allowed (Girls)



➤ Hairstyle not allowed (Girls)





# No Nail art in school



## No Jewellery ( including religious stones)

Only basic religious material would be allowed to be worn.  
No metal ornaments are allowed.





# **Discipline Policy**

- **Uniform:**

- 1<sup>st</sup> time** – Verbal Warning

- 2<sup>nd</sup> time** – Broadcast Message

- **Arrival at School :**

- The main gate will be **strictly closed** by **9:45 a.m.**



# HOME WORK

- Usually it is noticed that Home work is not taken seriously.
- Kindly note that in **Vrajbhoomi, H.W. also is assessed and graded.**
- Given H.W. should be neatly completed and sent back to school the next day.
- Nursery will not be given H.W.
- Jr.KG. and Sr.Kg. will be given H.W. twice a week in Math and English and once a month in ISC.



**Please note: At VISMA teachers are not allowed to take Tuitions of our students and if they will be found then strict actions will be taken on the particular teacher and student.**

# WORKSHEETS

- Numbered worksheets will be given to kids in all subjects.
- **Parents are requested to maintain separate files subject wise.**
- Since the worksheets will be numbered you are requested to file them in sequence and keep a record of all the given worksheets.
- **Worksheets will be prepared topic wise and included in assessment.**







# PROGRESS CARD



- **The progress card for your child has been prepared keeping in mind each and every aspect of your child's growth and development.**
- **Parameters have been set according to each grade level. As the grade level increases the parameters will also increase / vary.**
- **There are different areas for which your child will be closely and continuously observed and graded.**
- **A record of your child's height and weight will also be maintained each term.**

# The main parameters for which your child will be graded in the Term Report are:

## ➤ Language Skill .....

1. Listening Skills
2. Speaking Skills
3. Reading readiness
4. Writing readiness

## ➤ Mathematical Readiness .....

Mathematical Aptitude

## ➤ Programme of Inquiry i.e information & science

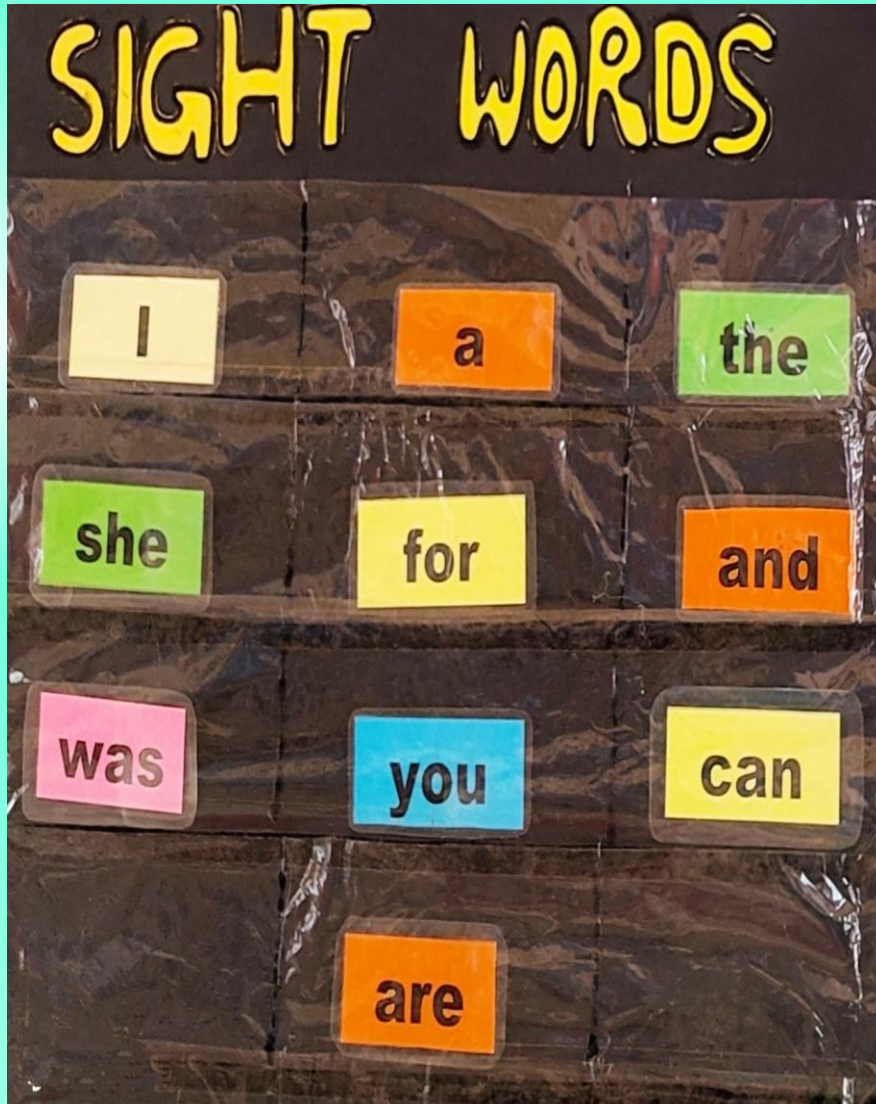
## ➤ Sensorial development

## ➤ Personality development.....

1. Cognitive Skills
  2. Self management skills
  3. Socio-Emotional skills
  4. Positive learning approach
- Aesthetic and cultural- Art And craft, music and dance
  - Physical development/ Gross motor skills



# SIGHT WORDS



For Jr. and Sr. Kg sight words in English, Math and I.SC will be uploaded in the Broadcast group every month. You are requested to take print outs of those sight words and make your child remember it for continuous assessment.

# Monthly Grades

Each child will be observed in the class every day.


Regular assessment will be taken in English, Math, I.Sc, Art & Craft and Behaviour, grades will be given in the handbook on continuous basis.





# Explanation of Grades

<b>A</b>	<b>Excellent Progress</b>
<b>B</b>	<b>Good Progress</b>
<b>C</b>	<b>Satisfactory Progress</b>
<b>D</b>	<b>Scope for Improvement</b>



# ***Important notes*** ***for Parents***



- You are requested to **tag/ label** each and every belonging of your child including shoes.
- Please keep **one extra pair of clothes** in your ward's bag.
- The **handbook** must be checked and sent to school **daily**.
- Please send **1 box of pencil , 5 erasers and a plastic folder** with your child on the first day of school
- Please provide **mother's phone number for Broadcast list**.

# Important notes for Parents

School has provided you with the **calendar of events** , therefore you are requested to **plan your family functions** and holidays only after reviewing it.

The **calendar of events** includes holidays, celebrations, field trips, competitions, Open days and all the other events from **Nursery to Std. XII.**

For Sr.Kg and Jr.Kg -

Information Science Book "Our World" will be sent home at the mid of every month. Please send it back to school the following Monday with your ward.

# Strategies for dealing with Kids

- Fix time and place for studies
- Outings with kids
- Spends Quality time
- Daily Interaction
- TV time
- Reading Stories
- Decision Making
- Work Independently





Attendance and Participation in all activities will also be considered in the Report card :

### Field Trips



### Sports Day



### Celebration of Festivals



### Annual Concert



# How to log in into our website?

- A video will be shared sharing all the details required to log in school website for important notifications or messages.



THANK YOU!