Cir- GW/PR/010/2026-27

Orientation Letter Classes Playway to XI

Congratulations! Your child is now ready to embark upon a new journey - one which will open up a world of learning opportunities and experiences. This is the most important phase in the life of your precious child as it is during these years that the character, personality, future or rather the whole life of your child will be sculpted. You have entrusted us with the tremendous responsibility of nurturing your most precious gift. We thank you for the faith that you have reposed in us. We would like to assure you that we take this responsibility very seriously and promise that we will do our best to live up to your expectations. Together, as a team, we can and we will nurture and raise truly educated individuals who will make us proud.

1. LEARNING PROGRAMME

National Education Policy is a visionary education policy aimed to bring out capabilities and transform the learning landscape. It tests the core capacities and competencies of the learner with a greater focus on holistic development.

The NEP 2020 has been implemented and we will continue to teach as per NEP guidelines in the NCF 2022 document. The vision of the policy is to instill among the learners the requisite skill sets, knowledge and values to meet the 21st century goals. This policy proposes the revision and revamping of all aspects of education structures namely Content, Pedagogy and Assessment.

2. PEDAGOGY

At Gurukul World School, focus is more on learning to analyze situations critically and solve real life problems. Students are imparted knowledge so that they can innovate, adapt and absorb new ideas. There is greater attention on experiential learning, subject integration, arithmetic & mathematical thinking, reading, writing and speaking based on NCERT learning objectives.

Curricular and pedagogical structure at Gurukul World School has been configured to make it responsive and relevant to the developmental needs and interests of the learners. The teaching methodologies are designed to optimize learning for students based on their cognitive development towards real understanding and learning how-to-learn. In order to meet the 21st century skills – critical thinking, communication, collaboration, problem solving, we lay emphases on project-based learning, competency-based education, experiential learning, development of scientific temper and Art Integrated Learning.

Our priority is to develop every child's creativity, language and cognitive skills through required exposure and practical experiences, provided through the latest educational and technological aids which are incorporated into the everyday school routine.

Homework, when given, is in the form of innovative worksheets or writing tasks especially to be done at home or recapitulation of work done in class, which the child can attempt independently under parent supervision.

It has been established that a child learns faster through first-hand information and practical experience. So, in addition to hands on learning, we organize field trips, excursions and visits by experts to school regularly.

3. ASSESSMENT

The assessment at our school is majorly formative. The focus is not on rote learning rather on competencies and conceptual clarity. The underlying principles for assessment are to optimize learning and development of all learners.

The evaluation system is as per CBSE guidelines. Each academic session is divided into two terms Term I and Term II. At the beginning of each term, you will receive a Term Letter detailing the syllabus for that term. At the end of each term a written examination will be conducted for students of grades III – X in each subject to evaluate students' progress. Regular ongoing periodic written tests will also be conducted. Multifarious activities will be conducted throughout the year which will be a part of student assessment.

For students of classes Playway to II there will be no formal assessment / evaluation. Students will be assessed / evaluated informally through worksheets, activities, quizzes etc., regularly and formatively throughout the year by the teacher.

4. SCHOOL TIMING:

Playway to UKG: Summer- 9.00am to 01:20pm
Classes I to II : Summer- 8:00am to 01:20pm
Classes III to X : Summer- 8:00am to 02:30pm
Class XI : Summer- 8:00am to 01:20pm

- **All Saturdays are off for Classes Playway to UKG and class XI.**
- **2nd Saturdays will be off for Classes I-X**
- **1st, 3rd & 4th Saturdays will be working for Classes I-X Timings 8:00am to 1:20pm.**

5. CLASS LIBRARY

A Class library is established in each class for each academic session. Every parent is requested to **deposit at least one labeled age-appropriate book with the class teacher** of their ward. Reading habit will be inculcated and reading skills enhanced through the use of books from the class library. **The book/s will be returned to the children at the end of the academic session.**

6. BIRTHDAYS

No gifts or celebrations on birthdays are allowed in the school. You may send **one pencil & eraser / a small box of crayons / two toffees** per child if desired. Anything other than this will be sent back. Kindly do not leave anything at the reception in this connection for the teaching or the non-teaching staff.

Children only up till class V are allowed to wear casual clothes on their birthday.

7. SCHOOL DIARY

The school diary is an important means of communication between the parents and school. It is mandatory to bring the school diary to school every day. Please ensure that it is maintained properly, **checked for any communication from the teacher and signed daily**. You are requested to acknowledge the circulars by signing the "Acknowledgement of School Circulars" page. Any change in personal information like phone numbers, address etc. to be updated in the school records and School Diary through a written note.

8. CORRECTION WORK

Please go through the notebooks, worksheets and books sent home and ensure that all correction work of the checked work is completed regularly.

9. SCHOOL BAG

Please support us in our endeavor to reduce the weight of school bags by checking the bag daily at home and ensuring that your child is not carrying extra books/material to/from school. In case a student is regularly carrying extra books/notebooks not matching the homework schedule in the diary please inform the teacher through a diary note or message through Schoolpad App so that we can take requisite action.

10. NAME LABELS

Please put Name Labels of your child on all personal belongings.

11. PARENT TEACHER MEETINGS

Parent teacher meetings and Orientation Programme are scheduled from time to time to give parents opportunity to interact with the teachers, discuss about their wards' progress and get familiar with the working of the school. Any doubts and queries that you may have can be clarified during these interactions. Please make it a point to attend these as they will facilitate your child's development.

12. SCHOOLPAD

The school is using the school management software Schoolpad. Kindly download the Gurukul World School App on your smart phone. The App is to be used to receive and send messages, apply for leave, access homework, read notices etc. Kindly check the App every day.
A free to download GPRS bus tracking App 'School Bus Tracker' for Android Phones and 'Smart Parent APP' for IPhone is available for bus students. Parents are requested to download and use it.

13. PUNCTUALITY

Punctuality is a habit to be stressed and imbibed from day one. Children must be in school at 09:00am (Classes Playway to UKG) and 08:00am (Classes I to XI) five minutes before the scheduled start. Parents are requested to drop the students at the school gate and not to accompany them to the classrooms.

14. UNIFORM

Uniform as prescribed and specified in school diary.

Grades Nursery to UKG to wear school uniform on all weekdays (Monday to Friday).

Grades I & II to wear school uniform on all weekdays (Monday to Saturday).

No casual clothes except on Birthdays and Celebrations / Functions when asked by the school.

15. CONDUCT

Conduct of a student reflects on his / her institution and family. We seek the support of parents in our endeavour to ensure appropriate conduct by our students at all times.
Students to respect and take care of school property at all times.
Foul and impolite language and inappropriate conduct will not be tolerated. Students will have to face strict consequences for any misconduct.
It is a request to all parents to monitor / supervise content being accessed / viewed by students on internet / OTT / TV.

16. TIFFIN

A nutritious tiffin and a small **fruit tiffin** that should have any fruit/s of the child's choice for the short fruit break and a napkin should be sent to school every day. **Please do not send junk food as tiffin.** Do send interesting and appetizing snacks in your child's tiffin. Avoid sending fried foods especially in summers. Assortment of whole-wheat biscuits, vegetable sandwiches, a fruit or a piece of dry cake are ideal refreshments. **Candies / chocolates / aerated drinks / tetra packs of juice not allowed.**

Always ensure that the child's tiffin and bottle are cleaned regularly.

17. FRIDAY SPECIAL

We are giving our students the freedom to customize their own healthy Friday tiffin. This new initiative, "Design Your Own Friday Special," aims to:

- Encourage healthy eating habits and food choices
- Foster creativity, self-expression, and decision-making skills
- Develop problem-solving skills and independence

We believe that this new initiative will not only promote healthy eating habits but also help our students learn about different food groups, nutrition, and meal planning

We are excited to see our parents and students take ownership of their food choices and develop a lifelong appreciation for healthy eating.

18. PERSONAL HYGIENE

Personal hygiene is emphasized by the school. Children must come to school neat and tidy. Their uniform must be neat, clean and ironed, and shoes clean.

- Hair should be neatly combed/cut and nails trimmed.
- Nail paint, Henna and fancy hair accessories are not allowed in school.
- Children must carry a handkerchief with them.

A letter of explanation is required if a child is not in full uniform for some valid reason.

19. VALUE EDUCATION

To inculcate good moral character the school takes value education very seriously and as a part of this a value has been assigned for each month of the academic year, the same is mentioned in the school diary also. The teaching of value for each month will be comprehensively undertaken in school and parents should also discuss about these values with their wards and work in collaboration with the school to help develop a good moral character in our students.

20. SAFE SURFING: A SHARED RESPONSIBILITY

As we navigate the digital age, it's essential to acknowledge the potential risks associated with social media usage, particularly for our minor children. Cybercrime, online harassment, and exposure to inappropriate content are just a few of the dangers that lurk online.

As a school, we urge you to be vigilant and mindful of your child's social media activities.

We request that you:

- Monitor your child's online behavior and ensure they are using social media responsibly
- Set clear guidelines and rules for social media usage
- Encourage open communication with your child about online safety and potential risks
- Report any suspicious or concerning online activity to the school authorities or relevant law enforcement agencies

Additionally, we recommend that you:

- Review the privacy settings and security features of social media platforms
- Ensure your child understands the importance of not sharing personal information like name, address, phone numbers, photos, passwords, social media id details or meeting strangers online
- Educate your child about the consequences of cyberbullying and online harassment

Let's work together to create a safe and responsible online environment for our children.

21. <u>DISPERSAL/TRANSPORT</u>

- Any request/information regarding a **bus user not using the bus** on a particular day/s or a child **going privately being picked from school by someone other than the parent**, to be conveyed to the school either as a written note in the School Diary, through a message in Schoolpad App or via phone call at the school reception only. **<u>Please do not convey any such request to any nanny, driver or conductor</u>**. Also kindly wait for and seek confirmation of the request made through the Schoolpad App or School Diary. Also ensure that such request is made at least **a day prior** or by the morning of the day in question. **Transport service once availed is to be continued for the complete academic session – April to March. Request for withdrawal of transport service will not be entertained during the year.**

22. *Small things go a long way to make a difference in a child's holistic development. A foundation for the same is laid at a young age. Kindly keep the following important points in mind.*

- Please file all school circulars you receive. They carry essential information, which you might need to cross check at a later date.
- Parents are requested to take prior appointment (date and exact time) before coming to meet teachers. On the spot requests will not be entertained.
- Parents are not allowed to walk into the classrooms.
- Students are strictly not permitted to bring mobile phones to school.
- **Students are strictly not allowed to wear / bring any fancy items (hair accessories / watches/bangles / sliver kadas / chains / bracelets / rings / earrings / pens, erasers, sharpeners, pencil boxes etc.)**
- School will not take responsibility of loss / breakage / damage of any fancy items.
- Students to only carry ordinary pencils / pens for writing.
- Fancy items / mobile phones will be confiscated and parents will have to come to school to collect the same.
- Students have to bring books/notebooks/stationery to school as specified by the teachers.
- For students travelling to and from school privately it is requested that parents submit general details of drivers in case the parents are not ferrying the students themselves.

- Leave should be intimated to the school by giving leave application or through Schoolpad app. Any leave for more than two days except in case of emergencies requires prior sanction from the principal.
- Leaving school early is not permitted. In special cases, parents should intimate the school in writing a day in advance or at least in the morning of the day that the child has to leave early. On the spot requests will not be entertained except in case of real emergencies.
- Parents are requested to send material required for activities in time. Teachers will give the requirement at least 3-4 days prior to the day of the activity.
- Students to carry books and notebooks from school according to the homework schedule.
- Any money to be sent to school should be the exact amount and be sent only in a sealed envelope with the student's name and amount clearly mentioned on the envelope. This envelope is to be handed over only to the class teacher or to be stapled in the school diary with a note for the teacher.
- **Any message, information, request etc. regarding the child to be conveyed to the school should be either written in the School Diary, e-mailed at** gurukulworld69@gmail.com, **conveyed through a message in Schoolpad App or conveyed via phone call at the school reception. Please do not convey any message, request or information to any nanny, driver or conductor. Also, kindly wait for and seek confirmation of the request made through email, the Schoolpad App or the School Diary.**
- **Kindly do not share any information / message / request / leave through WhatsApp messages on the teachers' numbers as the teachers do not use their phones when in school.**

Looking forward to your whole hearted co-operation and support.

Poonamjit Kaur
Principal