

## **FOREWORD**

Dear Parents,

Greetings!

Welcome you all for the new academic session. With your continuous support and encouragement, RPS is climbing the steps of success year by year. As we stand on the threshold of yet another academic session, I look forward for your cooperation and enthusiastic participation in the holistic development of our children.

I feel pleasure in handing over this booklet to you.

This Booklet will provide the fragrance of rules & regulations and all other information which is useful and important for you and students all through the year. Kindly keep it safe at home and keep on referring it as and when required.

Feel free to give your feedback as they have been always so important for us.

Thanks

**Deepshikha Agrawal**

## **INSTRUCTIONS:**

### **Attendance:**

To be eligible to appear at the annual examination, a student will have to complete minimum 75% attendance, separately in practical and internal assessment subjects also where applicable.

- Leave will be counted as absent.
- Students attending cultural/sports tournaments/NCC Camps will be given full attendance for the period.
- Parents should regularly check the attendance of their wards.
- Continuous absence without any intimation/approval will lead to the removal from the school rolls. A notice will be sent after a student is absent for three consecutive days without any information. Another reminder will be issued after a week. When there is no response from parents for one month, the name of the student will be struck off the rolls.
- The school will not be responsible if the student misses any important announcement during his/her absence, such as any important announcement regarding dates of practical examination, filling up any forms, issue of some important document or any other information. This is the duty of the parent to check from their own sources if they missed anything important on that day.
- It will not be the responsibility of the school arranging the class- work/homework notebooks from other students if a student remains absent due to certain reasons. The parent will have to arrange them at their own individual levels. However, on request of the parents, teachers can provide extra guidance/help in genuine cases of absence.

### **Special note for parents:**

- Bus facility is optional. In case of argument with bus driver/conductor or boarding of parents in the bus, this facility may be withdrawn with immediate effect and the responsibility of sending the child to school shall be borne by the parents.
- Violation of rules related to uniform/school rules/late arrival/fee dues etc. Will not be considered after 2 intimations and after that student will not be allowed to board the bus and parents will have to bring him/her to school with proper reasons.
- Answer scripts of Annual Examination will not be shown to the parents. If any parents wants to see the examination copies than the same can be done by following a fix procedure.
- At the time of PTM, ward accompanying with parents should be in proper school uniform.
- Early departure from school is not allowed. Only in case of extreme medical conditions, the child can be sent home early.

**Disciplinary Measures:**

The following disciplinary measures may be adopted by the school in dealing with students behaving in an unruly manner.

1. Oral warning and counseling.
2. Written warning
3. Detention during the break.
4. Suspension ( ranging from 7 days to 30 days)
5. Rustication
6. Withdrawal of transport facility for misbehavior in the school bus.

In such case parents will be responsible for their wards commute to school.

**Students' council and Monitor System:**

A students' council will be formed every session in order to instill leadership quality in students. This gives them a sense of responsibility and ownership. The students' Council becomes a mouthpiece of the students. They act as a link between the Head of the school, Teachers and Students. They help to organize different activities scheduled in the event calendar along with teachers. The objective is to ensure that today's students are well prepared to be tomorrow's innovators, leaders and engaged citizens of the world.

**Method of Selection of Class Monitors:**

The Class Monitors shall also be part of Students' Council. The Class Teachers shall appoint the Class Monitor on the basis of the following:

1. Academic report of last session.
2. Participation in co-curricular activities (Inter and Intra School).
3. Attitude and Behaviour of child with teachers, seniors, peers and juniors.
4. On Rotation Basis.

**Issue of Transfer Certificate:**

In case of transfer of parents from station to any other place, and subsequent to this if the parents apply for School Leaving Certificate/ Transfer Certificate, the concerned will have to pay the fee (both Transport and Tuition) for that particular month of the school.

Caution money deposited at the time of admission will only be released if the dues are cleared and SLC/TC has been issued. Caution money will be sent to the address (residential) as recorded in school (in application form) within 1 month of the date of TC, by courier. In case the same doesn't reach the concerned, kindly contact the School Accounts Office.

**Issue of other documents:**

Issue of recommendation letters, certificate showing the Tuition Fee paid to school for reimbursement and other documents as required by parents, will be issued only after a period of 10 days from the date of request. Income Tax Certificate will not be issued. Fees Receipts can be used for the same purpose.

## List Of Holidays 2017-18

<b>Date</b>	<b>Day</b>	<b>Occasion</b>
4 <sup>th</sup> April 2017	Tuesday	Asthmi / Ram Navmi
5 <sup>th</sup> April 2017	Wednesday	Collector's Power Holiday
9 <sup>th</sup> April 2017	Sunday	Mahaveer Jayanti
14 <sup>th</sup> April 2017	Friday	Dr. Ambedkar Jayanti
26 <sup>th</sup> June 2017	Monday	Id-UI-Fitr (Visibility of Moon)
7 <sup>th</sup> August 2017	Monday	Raksha Bandhan
15 <sup>th</sup> August 2017	Tuesday	Janmashtami
31 <sup>st</sup> August 2017	Thursday	Ramdev Jayanti
2 <sup>nd</sup> September 2017	Saturday	Id-UI-Zuha (Visibility of Moon)
5 <sup>th</sup> September 2017	Tuesday	Anant Chaturdashi
21 <sup>st</sup> September 2017	Thursday	Navratra Sthapana
1 <sup>st</sup> October 2017	Sunday	Moharram
4 <sup>th</sup> November 2017	Saturday	Guru Nanak Jayanti
2 <sup>nd</sup> December 2017	Saturday	Milad Un-Nabi (Barawafat)
25 <sup>th</sup> December 2017	Monday	Christmas / Guru Govind Singh Jayanti
14 <sup>th</sup> January 2018	Sunday	Makarsankranti
13 <sup>th</sup> February 2018	Tuesday	Mahashivratri
1 <sup>st</sup> & 2 <sup>nd</sup> March 2018	Thursday & Friday	Holi

### VACATIONS

<b>SUMMER BREAK</b>	<b>11<sup>th</sup> May – 21<sup>st</sup> June</b>
<b>DUSSEHRA BREAK</b>	<b>28<sup>th</sup> Sep. – 1<sup>st</sup> Oct.</b>
<b>DEEPAWALI BREAK</b>	<b>14<sup>th</sup> Oct. – 22<sup>nd</sup> Oct.</b>
<b>WINTER BREAK</b>	<b>30<sup>th</sup> Dec. – 7<sup>th</sup> Jan.</b>

**Monthwise Class & House Duty, Subject Week Celebration & Observation of Important Dates**

MONTH	SATURDAY AND WEEK	HOUSE ON DUTY/ SUBJECT WEEK CELEBRATION
APRIL	15- SATURDAY	SPECIAL ASSEMBLY BY AGNI HOUSE
APRIL	17-22	<b>HINDI WEEK</b>
APRIL	29- SATURDAY	SPECIAL ASSEMBLY BY JAL HOUSE
MAY	6 - SATURDAY	SPECIAL ASSEMBLY BY PRITHVII HOUSE
JUNE	24 – SATURDAY	SPECIAL ASSEMBLY BY VAYU HOUSE
JULY	15 – SATURDAY	SPECIAL ASSEMBLY BY AGNI HOUSE
	17-22	<b>SOCIAL SCIENCE WEEK</b>
JULY	29- SATURDAY	SPECIAL ASSEMBLY BY JAL JOUSE
AUGUST	19- SATURDAY	SPECIAL ASSEMBLY BY PRITHVI HOUSE
	21 -26	<b>SCIENCE WEEK</b>
SEPTEMBER	2- SATURDAY	SPECIAL ASSEMBLY BY VAYU HOUSE
OCTOBER	7- SATURDAY	SPECIAL ASSEMBLY BY AGNI HOUSE
	9-14	<b>ENGLISH WEEK</b>
OCTOBER	28- SATURDAY	SPECIAL ASSEMBLY BY JAL HOUSE
NOVEMBER	4- SATURDAY	SPECIAL ASSEMBLY BY PRITHVI HOUSE
	6-11	<b>MATHS WEEK</b>
	18 – SATURDAY	SPECIAL ASSEMBLY BY VAYU HOUSE
	25 –SATURDAY	SPECIAL ASSEMBLY BY AGNI HOUSE
DECEMBER	2- SATURDAY	SPECIAL ASSEMBLY BY JAL HOUSE
	11-16	<b>BUSINESS WEEK</b>
	23- SATURDAY	SPECIAL ASSEMBLY NY PRITHVI HOUSE
JANUARY	6- SATURDAY	SPECIAL ASSEMBLY BY VAYU HOUSE
	27- SATURDAY	SPECIAL ASSEMBLY BY AGNI HOUSE
	29- 3RD FEB	<b>COMPUTER WEEK</b>
FEBRUARY	17- SATURDAY	SPECIAL ASSEMBLY BY JAL HOUSE
	24- SATURDAY	SPECIAL ASSEMBLY BY PRITHVI HOUSE
MARCH	03- SATURDAY	SPECIAL ASSEMBLY BY VAYU HOUSE
<b>SPECIAL DAY CELEBRATIONS</b>		
	<b>15<sup>th</sup> August</b>	<b>Vayu House</b>
	<b>Teacher’s Day</b>	<b>Prithvi House</b>
	<b>26<sup>th</sup> January</b>	<b>Agni House</b>
	<b>Farewell</b>	<b>Jal House</b>

**CO-SCHOLASTIC CALENDAR SESSION 2017-18**

<b>Month</b>	<b>I to II</b>	<b>III to V</b>	<b>VI to VIII</b>	<b>IX to XI</b>
<b>April</b>	Cartoon Making Competition (Draw few Cartoon)	Pencil Sketching (Theme Based)	Pencil Sketching (Theme Based)	Clay Modelling / Paper Matchy ( Science based )
	Dress Up Race	Burst the Balloon Race	Crawling the ball with Ring	Table Tennis
<b>July</b>	Fancy Dress Competition	Mime Collage Making	Class Room Decoration	Tattoo Making / Face Painting
	Balancing the Cone	Balancing Race with Hoop	Disc Exchange	Sitoli
<b>August</b>	Card Making Competition (Theme Based)	Kite / Puppet Making	Work on Trash	Work on Trash
	One Leg Hoping Race	One Minute Target Race	Jump Rope & Double Dutch	
<b>September</b>				
<b>October</b>	Object Memory (1 Min)	Object Memory (1 Min)	English Elocution	English Debate
<b>November</b>				
<b>December</b>	English Hand Writing Competition	Calligraphy in English	Dance Competition (Inter House) (Solo, Duet, Group) OR Journalistic Writing OR Slogan Making	Dance Competition (Inter House) (Solo, Duet, Group)
<b>January</b>	English Rhyme Recitation	English Rhyme Recitation	Vaad - Vivad	Comedy Time/ Mime
<b>February</b>	Hindi Story Telling	English Story telling		

**Class -II Month Wise Syllabus (2017-18)**

Month	Eng.	Hindi	Math	EVS	Comp.	GK	Craft
<b>April</b>	Block 1,2,3,4	इकाई-१	Block 1,2,3,4	Block 1,2,3,4	L-1,2	Pg. No. 1 to 9	Craft (Pg. 3,5) Art (Pg. 3,4)
<b>May</b>	Block -5	इकाई -२	Block -5	Block -5	L-2	Pg. No. 10 to 15	Craft (Pg. 6) Art (Pg. 5)
<b>June</b>	Block - 6	इकाई - २ व ३	Block - 6	Block - 6	L-2	Pg. No. 16 to 18	Art (Pg. 6)
<b>July</b>	Block 7,8,9,10	इकाई -३ व ४	Block 7,8,9,10	Block 7,8,9,10	L-3	Pg. No. 19 to 27	Craft (Pg. 7,8) Art (Pg. 8,9)
<b>Aug.</b>	Block 11,12,13	इकाई - ४ ( व्याकरण - संज्ञा, सर्वनाम ,लिंग ,वचन )	Block 11,12,13	Block 11,12,13	L-4	Pg. No. 28 to 36	Craft (Pg.9,10) Art (Pg. 11,12)
<b>Sept.</b>	Block 14,15,16	इकाई - ५ व ६	Block 14,15,16	Block 14,15,16	L-5	Pg. No. 37 to 42	Craft (Pg. 11) Art (Pg. 14)
<b>Oct.</b>	Block- 17	इकाई - ६	Block- 17	Block- 17	Revision of Half Yearly	Pg. No. 43 to 51	Craft (Pg. 12,13, 14) Art (Pg. 14,15,16)
<b>Nov.</b>	Half Yearly	Half Yearly	Half Yearly	Half Yearly	Half Yearly	Half Yearly	Half Yearly
<b>Dec.</b>	Block 18,19,20	इकाई - ६	Block 18,19,20	Block 18,19,20	L-6,7	Pg. No. 52 to 57	Craft (Pg. 15,17,21) Art (Pg. 17, 18,19)
<b>Jan.</b>	Block 21,22,23	व्याकरण - (विलोम शब्द , पर्यायवाची, निबंध , पत्र लेखन , अनेक शब्दों के लिए एक शब्द )	Block 21,22,23	Block 21,22,23	L - 7,8	Pg. No. 58 to 63	Craft (Pg.18,19,20) Art (Pg. 20,21)
<b>Feb.</b>	Block 24,25 Revision	दोहरान	Block 24,25	Block 24,25 Revision	Revision	Pg. No. 64 to 66	Craft (Pg. 22,23,24) Art (Pg. 22,23)
<b>March</b>	Annual Exam	Annual Exam	Annual Exam	Annual Exam	Annual Exam	Annual Exam	Annual Exam

**Exam-Schedule (2017-2018)**

<b>Half-Yearly</b>	<b>November</b>	<b>1<sup>s</sup> November onwards</b>
<b>Annual</b>	<b>March</b>	<b>5<sup>th</sup> March onwards</b>

**Note:-** The above mention dates are tentative and can be changed as per circumstances.  
The management reserves all right to pre pone or post pone the exams