BEST
CBSE SCHOOL
IN KOLHAPUR

Sou. Sushila Danchand Ghodawat Charitable Trust's

Sanjay Ghodawat International School

A Good Student

CBSE & CAI SECTION
DAY BOARDING SCHOOL

DIARY 2018-19

School Diary 2018-19

PERSONAL INFORMATION

Name of the Pupil : .....

Admission No. : ..... Roll No. : .....

Class : ..... Section : .....

Blood Group : ..... Mother Tongue : .....

Father's Name : .....

Mother's Name : .....

OFFICE ADDRESS

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

....

Tel. No. ..... Tel. No. .....

Mobile No. ..... Mobile No. .....

Email : ..... Email : .....

RESIDENTIAL ADDRESS

.....

.....

.....

Tel. No. ..... Mobile : .....

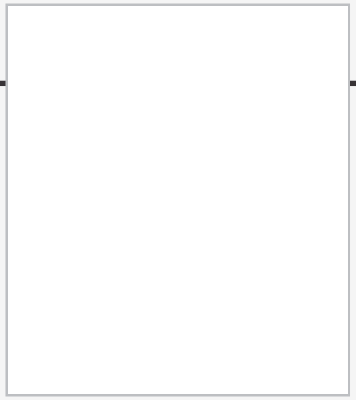
Mode of transport .....

(If private vehicle, mention the vehicle no. Name of brothers/sisters if any, studying in this institution, to mention class as well.).....

Father's/Guardian's signature

Mother's signature

About Myself



My Birthday

Date : _____

Month : _____

Year : _____

My Mother Tongue is

I live in _____

_____

_____

My Phone No is _____

Mobile No is _____

My blood group is _____

I am allergic to _____

_____

_____

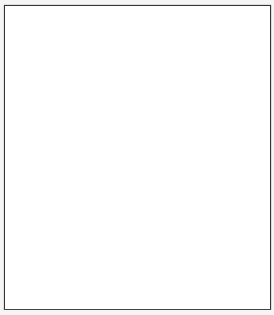
This is what I Love to do _____

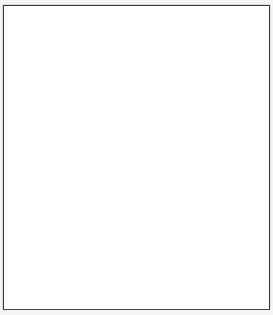
_____

_____

_____

_____ Comes to school to leave me and take me back





My Mummy's occupation is

My Daddy's occupation is

Her Mobile No. is

His Mobile No. is

Her Office address and phone number is

His Office address and phone number is

Her Email id is

His Email id is

Incase of emergency contact my

Name

No

My Mummy's Signature

My Daddy's Signature

Sanjay Ghodawat International School

Gat No. 555, Kolhapur - Sangli Highway,
A/p Atigre, Tal. Hatkanangale Dist. Kolhapur
Zip/ Pin Code : 416 118. State : Maharashtra, India.

CONTACT US

Help Desk : +91 230 2463888

Principal
Mrs. Sasmita Mohanty : +91 95525 87017
Email : principal@sgischool.in

Vice Principal - Secondary Section
Mr. Askar Ali : +91 90113 67579
Email : viceprincipal@sgischool.in

Accounts Department - +91 230 2463876
Transport Manager : Mr. Santosh More : +91 230 2463879
SGI Campus Doctor : +91 230 2463888

MEETING HOURS

Parents are requested to contact School Office for an appointment

Principal : 4.00 pm to 6.00 pm

Vice Principal : 4.00 pm to 6.00 pm (Anytime with prior appointment)

Coordinators : 4.00 pm to 5.30 pm (all Days)

Please contact the school office for prior appointment over phone and send written communication through the almanac.

SCHOOL ANTHEM

WE RISE
Where the seeds sown of virtue are cherished to rise
Where the vision's bright future in every eye
Where no higher stakes are ever denied
Where we conquer the world with SGI

Where hearts are made stronger and minds are healed
Hope, faith, morals are protected by its shield
In every corner, in every field
All Keen Students Here Are Yield

Where we rise

Where the sparkles on meadow are diamonds not haze
Found by miners called teachers digging quarries and caves
Dig until Students' Heart Yearn All Noblemen's Trail
And they shine, on the grounds of SGI

Where we rise

We 're gonna leave out trace
Legacy of glory and grace
Tying the sails on the mast
On the ocean of knowledge we're gonna sail till the last

We got Cambridge and council to strengthen our roots
See us soldiers moving, marching in troops
Future victors loaded in the canons to shoot
In the skies

Where we fly

And we rise
We are proud of SGI
We'll make a prouder SGI
When we'll conquer the world
Conquer the world With SGI

PLEDGE

India is my Country, All Indians are my brothers and sisters. I love my Country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect, and treat everyone with courtesy. To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

I am an Indian Not because I am A Hindu or a Muslim Or a Sikh or a Christian Or a Parsi or a Jew Or because I believe In a particular religion I am an Indian because if I am not then Who am I?

STUDENTS' PRAYER

This is my prayer to Thee My Lord!
Strike, Strike at the root of penury in my heart.
Give me the strength, lightly to bear my joys and sorrows.
Give me the strength to make my life fruitful in service
Give me the strength never to disown the poor or bend my knees before insolent might.
Give me the strength to raise my mind high above daily trifles.
And give me the strength to surrender my strength to Thy will with love.

Rabindranath Tagore.

NATIONAL ANTHEM

Jana –Gana-Mana

(Thou Art the Ruler of All Minds)

The Indian National anthem, composed originally in Bengali by Rabindranath Tagore, was adopted in its Hindi version by the Constituent Assembly as the National Anthem of India on the 24th of January 1950. It was first sung on the 27th of December 1911 at the Kolkata session of the Indian National Congress. The complete song consists of five stanzas. The lyrics were rendered into English by Tagore himself.

Jana gana mana adhi – nayaka jaya he,
Bharatha bhagya vidhatha
Punjab, Sindhu, Gujaratha, Maratha,
Dravida, Utkala, Vanga
Vindya, Himachala, Yamuna, Ganga,
Uchchala Jaladhi tha ranga
Tava Shubha name jage
Tava Shubha ashisha mage
Gahe tava jaya gatha
Jana gana mangala dayaka, jayahe,
Bharatha bhagya vidhatha,
Jaya he, Jaya he, Jaya he
Jaya, Jaya, Jaya, Jaya he.

-Rabindranath Tagore.

Translation of the National anthem – Jana Gana Mana in English

Thou are the ruler of the minds of all people, dispenser of India's destiny.

The name rouses the hearts of Punjab, Sind, Gujarat and Maratha. Of the Dravid and Orissa and Bengal.

It echoes in the hills of the Vindhyas and Himalayas, mingles in the music of the Yamuna and the Ganga and is chanted by the waves of the Indian Sea.

They pray for your blessing and sing thy praise. The salvation of all people is in thy hand, thou dispenser of India's destiny. Victory, Victory, Victory to thee.

Vision

To be a premier professionally managed institution that provides an environment which nurtures excellence, holistic growth and prepares students for a knowledge society and global economy by developing lifelong learning skills.

Mission

1 To be a professionally managed institution through a well designed quality management system that empowers all stakeholders, teachers, students and parents.

2 To create a student-friendly learning environment through innovative learning practices that draw out the best in every student.

Aims and objectives

1 Achieving academic excellence through a scientifically planned curriculum and assessment system.

2 Building competencies by participating in competitions, various cultural and literary programmes.

3 Acquiring a keen spirit in sports and appreciation of the art through multifarious activities.

4 Inculcating a spirit of social responsibility through participation in community projects and outreach programmes.

5 Creating sound self awareness through exercise for self analysis and goal setting.

6 Developing emotional and spiritual well being through exposure to real life situation.

THE HANDBOOK

This handbook aims at establishing a valuable link between teachers and parents with regards to the quality of work attempted by teachers and students both in school and at home.

Please ensure that your ward brings this Handbook to school every day.

It is desirable that parents / guardians go through the Handbook daily to keep check on their wards' performance / regularity in school–work.

Kindly ensure that your ward is regular with assignments / home-work and the same may please be counter-signed by the parents.

The Home tasks must be carried out by the students. Parents may guide their wards to help them out of certain difficult situations.

It will be beneficial if comments made here is in adherence to the students' work and conduct.

Further comments, if necessary can be conveyed in a separate letter addressed to the Principal who will look in to these matters personally.

A child without education, is like a bird without wings. –Tibetan proverb

FROM THE CHAIRMAN'S DESK

"Education is what remains after one has forgotten what has learnt in school."

- Hon. Sanjay Ghodawat

Dear Parents,
Greetings from SGI.

I welcome all of you for the new academic session 2017 – 2018 to continue with the enriching experience of being a part of the Sanjay Ghodawat International School. The school calendar is the plan of action which is designed in a thoughtful manner considering the over all development of each child, who is a part of SGI.

A school to be successful and effective, should have clearly defined aims and objectives and equally clear and well understood norms and practices. Keeping that in mind the calendar of SGI has been designed. I request the parents to refer the calendar for different academic and non academic activities.

With Good wishes,

Sanjay D. Ghodawat.

Sanjay..

FROM THE PRINCIPAL'S DESK

Greetings from SGI family!

"Continuos Learning is the minimum requirement to become successful in any field."

- Mrs. Sasmita Mohanty

Dear Parents and Students,
It is my pleasure to welcome you to Sanjay Ghodawat International School for another new academic year.
All teachers join me to say that we are happy to have you as a part of our school family. We assure that this year will be a more successful and satisfying year for your child than previous year.
One of our biggest goals for this year is to help each child feel successful and achieve academic excellence by working together as parents and educators. We can build a foundation of life-long learning.
The SGIS calendar is designed to assist your child in organizing his/ her daily, weekly and long term assignments. This planner is a tool for communication between teachers and parents. We at SGIS take pride in our relationships with parents and see you as a partner in the important job of educating the children of the community. We welcome your support during the school year and look forward to celebrate with you the achievements of our students.

Sincerely,
Mrs. Sasmita Mohanty
Director- Principal

OUR EXPECTATIONS

- In order to achieve our aims and objectives, we need cooperation from our students. Some advice and our expectations are listed below :
- Courtesy and respect must be the key aspects of pupil behavior. Disrespect and disobedience may result in disciplinary action, involving suspension of the student.
- Students are expected to greet all visitors and members of the staff with respect. They should remember that the school should be judged by their conduct.
- Silence must be maintained during class hours.
- Indisciplined behavior in school bus will render a student ineligible for using the school transportation.
- All the students are responsible to the school authorities for the behavior both in and out of the school.
- Care should be taken to keep the school premises clean.
- Care should be taken of all the school property. No student should scratch or spoil the desks or chairs or damage any school and hostel furniture's, write or draw anything on the walls. Any damage made should be reported to the class teacher and have to be compensated
- All the students are expected to duly complete the Students' Profile on (Page no.2) in the Almanac within 3 days of its receipt. A recent photograph and Parents' signature are mandatory.
- Every student is supposed to wear the Identity Card provided by the school.
- Students are supposed to bring this almanac daily to the school.
- Clean and neatly dressed students are appreciated. We expect that no child will write slogans or scribble anything on the school uniform.
- All the students are expected to value school property.
- Shouting and whistling are frowned upon.
- We expect no student to bring sharp objects like knives, Steel Scale & Cutter to the school.
- Students are advised to keep their class rooms, buses, school building and campus spic and span.
- We expect students not to bring valuable articles like expensive watches, fancy

and costly pens and jewellery to school.

- Students, who commute in the care of escorts, should never leave the school before the escorts arrive. In case of delay, students should contact the school office.
- We believe that every child needs space and freedom to develop his/her fullest potential but it should be remembered that others too need the same.
- Students found tampering with the school records eg: marks allotted by teachers in tests / exams are liable to strict disciplinary action.
- Changing classrooms between periods should be done in silence and in an orderly fashion.
- Students should be clean and neatly dressed. The school uniform is to be worn everyday and for all school functions. Students who are sloppily dressed or not in the complete uniform will be sent home.
- No books (other than text books or library books), magazines, pen drive, cassettes, CDs, money, mobile phones, camera may be brought to school without the Principal's permission.
- Lending or borrowing money and other articles is not permitted.
- SGI Students should observe polite standards, wherever they go. They should always remember that the school is judged by their behavior. Bullying and using foul language are punishable offences. Since it is a co-ed school, it is expected that students behave in a manner, which brings a good name to the school community. They should not indulge in any antisocial activity, in or outside the school.

No student shall indulge in any of the following practices:

1. Spitting in or near the school building.
2. Disfiguring or otherwise damaging any school property.
3. Smoking
4. Any form of gambling
5. Use of drugs or intoxicants except on prescription by a practitioner/Doctor.
6. Rowdy & rude behavior.
7. Use of violence in any form
8. Casteism, communication or practice of untouchability.

- The student is expected to come prepared with his difficulties to facilitate clarification, teaching.
- The observance of rules of discipline of the school and good behavior is an essential condition to the student's continuance in the school. In case any student violates the school rules or indulges in any form of indiscipline, strict action like expulsion / suspension rustication shall be taken against the student.
- Bursting of crackers and playing with colours and any other such unwanted activity is liable to lead to expulsion of a student from the school.
- Self discipline is the forte of the school.
- Parents are not permitted to take away the child during the school hours for any reason and without prior permission.
- No student will be allowed to go home without the written permission from the Principal.

TERMS AND CONDITIONS COVERING SCHOOL TRANSPORT

1. The school does not take responsibility for the loss of school bags or any other article left behind in the vehicle. However, labels on articles clearly mentioning name and class will help in restoring lost and found property.
2. The school has every right to reject requests for extension / deviation of transport facility not falling within the regular route followed.
3. Where there is a change of residence, the school has every right to discontinue the transport facility of the student using it, if the pick up point does not fall within the reach of the regular route followed. Advance information of change of residential address is to be forwarded to the school office by filling the form available in the handbook.
4. The pick up and drop timings during the school examination will change according to the examination timings. The school will adopt a time convenient to all children. Parents are requested to co-operate.
5. The decision of the management in any matters whatsoever shall be final and binding.

AIMS

The School aims to achieve the following :

1. To impart the best academic curriculum to prepare students' admission to universities in India and abroad.
2. To provide outstanding teaching resources – such that students experience all round academic, intellectual, social, cultural, physical, emotional and spiritual development, through a well- rounded curriculum.
3. To impart the right values to students including teamwork, motivation, sensitivity and compassion and practical applied learning.

The School will emphasize the following :

1. Perseverance in "the pursuit of academic excellence"
2. Acceptance of personal responsibility
3. Concern for others
4. Compassion for those of different race, religion and social background
5. An ethical approach to all aspects of life.
6. Respect for integrity and truth
7. Team work
8. Self motivation
9. Practical applied learning
10. Community responsibility towards the less privileged
11. Lasting commitment to international co-operation and readiness promote this cause actively throughout their lives.

CODE OF CONDUCT

Disciplinary Response

A four stage procedure is outline to address the disciplinary infractions:

1. First investigation of the student will be made in order to get a complete picture of the student and the situation.
2. If the student is found guilty, letter to be sent home. In certain cases Principal can speak to the parent over telephone. Student also will be given work

assignment on ethical value.

3. In certain minor cases the students will be made to write apology letter to parents, staff, stating what the misbehavior was, why it happened, what has been learned and what will be done to change the behavior.
4. Even as a part of the disciplinary action students may be denied for any field trip or picnic.

PARENTS ARE REQUESTED TO ADHERE TO THESE TENETS

- Parents should co-operate with the teachers and school in educating their child.
- Parents should sign all remarks/ notices sent by the teacher
- Signing of remarks indicates that you have read the remark.
- Parents should not give any eatables or expensive things to the child.
- English must be the communicative language for children and parents should encourage the child to speak in English.
- Parents are informed to attend all meetings and certain activities / events whenever invited.
- Parents should attend the Open Parents Day and find out the progress of their child.
- Parents are advised not to ask for leave during Tests and Exams
- Please read carefully and file every circular, monthly syllabus or portion sheet that is sent from school.
- Please do not send money/ fees through your child.
- On Birthdays a child can wear coloured clothes. Children are not allowed to bring cake or chocolates to school.
- Parents are informed to fill up information in the school diary.
- In case of any change in your office or residence address, phone number etc, please inform school authorities promptly, in writing or through mail.
- Please avoid applying for half day leave for security reasons. In case of an emergency, a written request to the Principal is mandatory.
- Children, when sick, especially afflicted by contagious diseases, should not be sent to school. In that case a leave application, in the prescribed format given in

the almanac, should be sent to the school.

- A child afflicted with any contagious disease should come to school after quarantine along with a fitness certificate.
- Please ensure that name, class, section and admission number of the pupil is marked on all the belongings of the student.
- Regularity and punctuality are our success mantras. Help the child to master them as early as possible.
- Please ensure that students are not wearing earrings, necklace, chain or other jewellery. Girls can wear only small studs. No student should use nail polish or tattoos.
- SGI school is your school. We need your feedback and support. You are most welcome to meet Class teachers, Class Coordinators and other concerned staff. Principal is always eager to interact with you.
- Imparting health education is very important. Please ensure that the child :

Follows a good daily routine and becomes a model for his/her siblings.

- Maintains proper hygiene
- Please help the child to be self-dependent. Always be available to help, and avoid spoon feeding.
- Children are gullible. Criticizing the teacher and school in their presence should be avoided. We will welcome your discussion as a stakeholder for the betterment of the institution. Together we can do the best for the children.
- And finally please say NO !!! to “private Tutions”.

I have carefully read all the instructions and will abide by them.

Parent's Signature

GUIDELINES FOR PARENTS FOR ONLINE SECURITY

(To monitor use of internet by children)

- By taking responsibility of your children's online computer use, parents can greatly minimize any potential risks. Make it a family rule to :
- Never give out identifying information – home address, school name or telephone number – in a public message such as chat or bulletin boards, and be sure you're dealing with someone that both you and your children know and trust before giving out these via Email. This carefully before revealing any personal information such as age, marital status, or financial information. Consider using a pseudonym or unlisting your child's name if your services allow it.
- Get to know the services your child uses. If you don't know how to go on, get your child to show you. Find out what types of information offers and whether there are ways for parents to block out objectionable material.
- Never respond to messages or bulletin board items that are suggesting obscene, belligerent, threatening, or make you feel uncomfortable. If you or your child receives a message that is harassing, of an obscene nature, or threatening , forward a copy of the message to your surveillance provider and ask for assistance.
- Remember that people online may not be who they seem. Because you can't see or even hear the person it would be easy for someone misrepresent him/herself. Thus, someone indicating that “she” is “12-year-old-girl” could in reality be a 40 year old man.
- Set reasonable rules and guidelines for computer use by your children(see “My rules for Online Safety” as sample, given below). Discuss these rules and paste them near the computer as a reminder. Remember to monitor their compliance with these rules, especially when it comes to the amount of time your children spend on the computer. As child or teenager's excessive use on online services bulletin boards, especially late at night, may be a clue that there is potential problem . Remember that personal computers and online services should not be used as electronic babysitters.
- Be sure to make this a family activity. Consider keeping the computer in family room rather than in the Kid's bedroom. Get to know their “only friends” just as

you get to know all other friends.

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can contact the online service.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

GUIDELINES FOR ATTENDANCE & WITHDRAWAL:

- It is compulsory for the students to avail minimum 90 % of the attendance.
- Parents should send the leave applications in the given format, in advance whenever possible.
- Leave can be granted on prior information but the reason / ground should be reasonable enough. An application can be sent through the bus driver / attendant or the class teacher can be contacted over the phone, followed by the application at the earliest opportunity.
- The student, returning to the school after suffering from an infectious contagious disease, should produce a doctor's fitness certificate permitting her / him to join the school.
- Students suffering from the following diseases must observe the prescribed period for quarantine before returning to the class.

Chicken pox	: till complete falling of the scabs.
Cholera	: till the child has completely recovered.
Measles	: two weeks after the rashes disappear.
Mumps	: Until the swelling has gone, about one month.
Whooping Cough	: Six weeks.
Hepatitis	: Six weeks.

A repeated absence or unexplained absence for more than six consecutive days and more than three days immediately after a vacation renders the student liable to have his / her name struck off the rolls. Readmission may be granted only on the payment of fresh admission fee.

WITHDRAWAL

- One calendar month's notice, in writing or a month's fee in lieu of notice must be given before the pupil can be withdrawn.
- The completed withdrawal form should be submitted to the school office.
- Transfer certificate is not issued until all dues of the school are cleared.

DISMISSAL

1. Students can be asked to leave the school on the following grounds.

I. Constant failure of payment of the fee before the due date.

II. Absence from the school for no reason or for unacceptable reasons for 20 consecutive days or 25 non-consecutive days within two months.

LIBRARY RULES

1. Please do not run in the library.
2. Remember to use a hushed voice so that you do not disturb others in the library.
3. Please return books on time.
4. Respect teachers, staff members, and other students
5. Fines are Rs. 15 per day or the cost of the book, whichever is higher.
6. Keep books clean, dry, and safe from pets.

SCHOOL TIMINGS

Kindergarten	:	8.15 am to 1:30 pm
I to X	:	8.15 am to 4 pm
XI & XII	:	8.15 am to 5.30 pm

SCHOOL UNIFORM

CLASS I - X

SUMMER : BOYS

Monday to Friday	Shirt	:	Yellow
	Pant	:	Navy Blue
	Tie	:	Navy Blue with Yellow Strip
	Socks	:	Navy Blue
	Shoes	:	Black
	Belt	:	Monogrammed School belt
	Saturday	:	House T-shirts
			Track Pants shoes and socks
	Wednesday		
	(For CIE students)	:	Blazer

SUMMER : GIRLS

Monday to Friday	Shirt	: Yellow
	Skirts	: Divided skirts
		White Hair band / White Rubberband
	Tie	: Navy Blue with Yellow Strip
	Socks	: Navy Blue
	Shoes	: Black
	Belt	: Monogrammed School belt
	Saturday	: House T-shirts
		Track Pants shoes and socks

Wednesday (For CIE students) : Blazer

- All students must come to school wearing the prescribed uniform. The house uniform must be worn by the students on Saturdays.
- Failure to comply with school's uniform regulation may result in rustication after two warnings recorded in the school diary.

WINTER

- Pullover provided by the school is compulsory.

BOOKS AND STATIONERY

All the books will be provided by the school through the school stores at the beginning of the session. For the purpose of uniformity, students are required to buy exercise books of the standard design bearing the name of the school. School bag will be provided by the school at the beginning of the academic year. Parents are intimated to write their wards' name on the bag.

SCHOOL INFIRMARY

The school infirmary is staffed with a full time qualified nurse, and is supported by a physician on call. The school nurse is responsible for the routine treatment of minor injuries or illnesses. She assists the school authorities in making decisions on whether an unwell student should remain in school or go home for further health care.

If a child is on medication and is supposed to consume medicine during school hours, parents are required to intimate the school doctor. Any health issues need to be intimated to the doctor during the time of admission.

MEDICAL ADVICE TO PARENTS

It is important to provide accurate and up to date medical record of your child especially if the child is suffering from asthma, epilepsy, rheumatism or any heart problem. The details of the illness must be filled up in the hand book with the treatment being taken and the child should be under continuous medical

supervision of specialist doctor

Impart health education to your child, follow a regular routine of hygiene like-

a. Proper hair care – As to prevent lice infestation.

b. Care of nails-regular trimming of nails.

c. Inculcate habit of washing hands with soap and water before each meal

d. Brushing of teeth regularly twice a day followed by periodical visits to the dentist.

e. De-worm you child at least once a year after consulting your doctor.

f. Ensure that your child gets a good night's sleep of about 7-8 hours, which is not only important for his / her constitutional development but also stops him from feeling sleepy, lazy and sluggish during school hours.

g. Caution your child from eating at road side eateries, specially ice-cream or any other milk products.

h. Make exercise an integral part of your child's daily routine.

TOURS AND EXCURSIONS

Sanjay Ghodawat International School appreciates the fact that the experience of students outside school-campus contribute to the development of their understanding, skills and attitudes. The provision of opportunities for students to learn from the wider community builds on and reinforces the school curriculum. Excursions are an important means of providing such opportunities. We conduct well planned tours and excursions for children. The calendar is drawn and parents are informed well in advance about the tours.

RULES FOR THE SWIMMING POOL

1. All swimmers will have to produce a medical certificate stating that they are medically fit for swimming.
2. The school swimming pool is a private pool and its facilities may be used only by the students and authorized members of the school.
3. Students are strictly forbidden from going near / into the pool unless a teacher or the trainer accompanies them.
4. The swimming pool facilities can only be availed on prescribed timings.

5. The swimmers should swim in proper costumes and bring with them towels, soap etc. The swimmers are not allowed to wear ornaments.
6. All swimmers should take a shower before entering the pool.
7. Nails should be short and trimmed.
8. Floating devices may be permitted into the pool by the trainer or teacher, but only of such size as to accommodate one person only. Inflatable rafts, boards and other multipurpose devices are not permitted in or around the pool.
9. Attendants / drivers / servants and any pets are not permitted in the pool premises under any circumstances.
10. Before entering the pool all students must contact the coach / trainer. The safety precautions as enforced by the lifeguard or the coach must be observed.
11. All instructions given by the coach or the authorities should be strictly followed.
12. The students are not permitted to spit either on the dock or water.
13. The school reserves the right to restrict entry (or removal from the pool premises) of any student whose appearance, manner or conduct is unacceptable to the school authorities.
14. Changes made in the regulations shall be intimated to all the students and will be binding in all circumstances.

HOUSE SYSTEM

Pruthvi	**:**	**Green**
Agni	**:**	**Yellow**
Akash	**:**	**Blue**
Trishul	**:**	**Red**

The House System, which helps to break down a large school into intimate and manageable units, is a defining feature and cornerstone of the School's success and it is at the heart of our quality care. The sense of community within each of the four houses encourages a feeling of identity and belonging. The house teams greet

newcomers as children and send them off as adults on their chosen careers, college or university courses.

The House System also provides opportunities for students to take responsibility as members of the House Councils. Senior students help House Tutors in the lower school as tutor prefects and pupil mentor. They also work closely to help supervise the School on the house duty as House Captains and Vice Captains are elected by their peers.

Inter House competitions are conducted to inculcate the spirit of competitiveness.

March 2018

Sun		4	11	18	25
Mon		5	12	19	26 Staff Picnic
Tue		6	13	20	27 Orientation for New Parents
Wed		7	14	21 World Poetry Day	28 Orientation for Old Parents
Thu	1 Classes for IX & X begin (CBSE & CIE)	8 International Women's Day	15	22 World Water Day	29 Result and Book Distribution
Fri	2	9	16	23 Short Holidays for Classes Nursery to X from 25 to 31st	30 Good Friday Book Distribution
Sat	3	10	17	24	31 Allocation of Class Rooms, Orientation for X and XII

April 2018

Sun	**1** Reporting of Boarding students Parent's Orientation at 2.00 PM	**8** Mahavir Jayanti Outing for CIE Boarders	**15** Outing For CIE Boarders	**22**	**29**
Mon	**2** Regular Classes Begin	**9** Mahavir Jayanti Special Assembly Nomination submission for student Council	**16** Student Council Election	**23** English Day Special Assembly Shakespeare's Play Week Earth Day, World Book Day	**30** Open Parent Day for CBSE day boarding
Tue	**3**	**10**	**17** Shiv Jayanti	**24** Shakespeare's Play Week 1st Monthly Test for Class I-XII CIE	
Wed	**4** Activity Distribution	**11**	**18** World Heritage Day Special Assembly World Health Day - Children's Health Check up, Akshay Tritiya	**25** Shakespeare's Play Week 1st Monthly Test for Class I-XII CBSE Day Boarding & CIE	
Thu	**5** Hobby Club distribution	**12** Canvassing for election	**19**	**26** 1st Monthly Test for Class I –XII CBSE Day Boarding & CIE	
Fri	**6**	**13** Canvassing for election Ambedkar Jayanti Special Assembly	**20**	**27** 1st Monthly Test for Class I to XII CBSE Day Boarding & CIE	
Sat	**7** House Distribution	**14** Ambedkar Jayanti Special Holiday for Day	**21** Inter house Essay Writing Competition & Spell Bee Competition (I –X) Investiture Ceremony	**28** World Dance Day Celebration Inter house Quiz Competition Open Parent for CIE and Summer Vacation begins for CIE.	

May 2018

Sun		6	13	20	27 Reporting for Teachers – All Sections
Mon		7	14	21	28 Workshop For Teachers
Tue	1 Labour Day Maharashtra Day	8	15	22	29 Workshop For Teachers
Wed	2	9	16	23	30 Staff Meeting Department Meeting
Thu	3	10	17	24	31 Preparation for Session beginning Classroom Arrangement Allocation of Time Table
Fri	4	11	18	25 Reporting of Vice Principals and Coordinators	
Sat	5	12	19	26	

June 2018

Sun		3 CIE Boarders to report to the hostel	10	17	24
Mon		4 School Reopens for CIE	11	18 Father's Day Celebration (I-V)	25 Pre mid term exam
Tue		5 World Environment Day Special assembly speech, Essay and art competition	12	19	26 Pre mid term exam
Wed		6	13	20	27 Pre mid term exam
Thu		7	14 Ramzan Eid Special Assembly Inter house football Competition for CIE	21 International Yoga Day	28 Pre mid term exam
Fri	1 School Reopens for CBSE Day Boarding Sessions Opening Assembly	8	15 Ramzan Eid Holiday (CBSE DB and CIE)	22 Inter house Cricket and Shaking Competition for CIE	29 Inter house Basket ball, Throw ball for CIE
Sat	2 Explore your Creativity	9 Inter house self composed poetry and story writing competition	16 Calligraphy (I-X) Inter house Football Competition	23 Teacher's Felicitation for Class X & XII. Inter house Cricket and Skating Competition for CBSE day boarding	30 Inter house Basket ball, Throw ball for CIE

July 2018

Sun	1	8	15	22	29
Mon	2	9	16	23 Balgangdhar Tilak Jayanti	30
Tue	3	10	17	24	31
Wed	4	11 World Population Day Special Assembly	18	25	
Thu	5	12	19	26 Kargil Victory Special Assembly	
Fri	6	13 Inter house Swimming Competition for CIE	20	27	
Sat	7 CBSE Day boarding & CIE Open Parent Day and Science Exhibition	14 Fall of Bastille Special Assembly Inter house Swimming, Debate and Declamation Competition	21 Grand Parents Day for CBSE Day Boarding & CIE Inter Class SGIMUN	28 Holiday	

August 2018

Sun		5	12 International Youth Day	19	26 Raksha Bandhan
Mon		6 Hiroshima Day	13	20	27 Raksha Bandhan Special Assembly
Tue		7	14	21	28
Wed	1	8	15 Independence Day Community Service	22 Bakri Eid Special Assembly Assessment	29 National Sports Day Marathon Run
Thu	2	9 Quit India Movement and Nagasaki Day	16	23 Assessment	30
Fri	3	10	17 Badminton Competition for CIE	24 Onam Special Assembly Assessment	31
Sat	4 Paper Flower Making Competition (I-V) Collage Making Competition (VI-X) Poster Making and Slogan writing	11 Inter house Solo Singing, Story Telling Competition	18 Inter house Badminton for CBSE day boarding and Skit Competition	25 Holiday	

September 2018

Sun	30	2	9	16 CIE boarders to report to the hostel	23
Mon		3	10	17	24 Revision Starts
Tue		4	11	18	25
Wed		5 Teachers Day Special Assembly	12 After school CIE boarders will proceed for Ganesh Chaturthi Vacation	19	26
Thu		6	13 Ganesh Chaturthi Holiday	20 Muharram	27
Fri		7 Zest Fest	14 Hindi Day Celebration - Hindi Speech, Essay Writing competition	21 International Day of Peace Speech Competition on world peace. Inter house carom, tennis, throw ball for CIE	28 Bhagat Singh Birthday Inter house hockey Competition
Sat	1 Krishna Janmashtami Special Assembly Open Parent Day Art and Craft exhibition	8 International Literacy Day, Pick & Speak Competition (I-V) Robotic Competition Exhibition of Writers and their work Inter house hockey competition for CBSE Day boarding	15 Inter house Chess Competition for CBSE day boarding	22 Inter house Carom, Tennis, Throw ball for CBSE day boarding, Book writing competition. Completion of Mid term portion	29 Inter house Graphics and PPT Presentation Competition

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Gandhi Jayanti-International Day of Non - Violence. Lal Bhadur shashtri jayanti , Community Service, Mono Acting	3	4	5	6
7	8 Mid-Term Exam	9 Mid-Term Exam	10 Mid-Term Exam	11 Mid-Term Exam	12 Mid-Term Exam	13 Mid-Term Exam
14	15 Global Hand washing Day	16	17	18 Vijayadashami Holiday	19	20 Open Parent Day for CBSE Day Boarding
21 Educational Tours	22	23	24	25	26	27 Open Parent day for CIE and Boarders can proceed for Diwali Vacations
28	29	30	31 Sardar Vallabhbhai Patel Birth Anniversary (Unity Day-Run For Unity)			

November 2018

Sun		4 Diwali Vacations begin for CBSE day boarding	11 CIE boarders to report to the Hostel	18	25
Mon		5	12 School Reopens for CIE	19	26
Tue		6	13	20 Eid Milad Community Services	27
Wed		7 Diwali	14 Children's Day School Reopens after vacation	21	28
Thu	1	8	15	22	29 Annual Sports Day
Fri	2	9	16	23 Gurunanak Jayanti	30 Annual Sports Day
Sat	3 Group Dance Competition (VI-VII), Personality contest	10	17	24	

December 2018

Sun	30	2	9	16	23 Christmas Holidays
Mon	31	3 Annual exam for IX CBSE DB and I prelim for X CBSE DB Mock test for CIE. Post mid term for VIII cbse DB	10	17	24
Tue		4	11	18	25 Christmas
Wed		5	12	19 Annual Day	26
Thu		6	13	20 Annual Day	27
Fri		7	14	21 Annual Day	28
Sat	1 Selection of Best Students Sports day for Boarding	8	15 Selection of Best Students Ends	22 Annual Day	29

January 2019

Sun		6	13	20	27
Mon		7	14 Mrs. Shushila Dhanchand Death Anniversary Mock test begins begin in CIE	21 II Prelim for X and XII (CBSE DB)	28 Post Mid Term Exam for I to VII
Tue	1	8	15 Maker Sankranti	22	29 Post Mid Term Exam for I to VII
Wed	2 School reopens Fresh X class starts for CBSE DB	9	16	23	30 Post Mid Term Exam for I to VII
Thu	3	10	17	24	31 Post Mid Term Exam for I to VII
Fri	4	11	18	25	
Sat	5	12 Swami Vivekanand Jayanti National Youth Day Special Assembly	19	26 Republic Day	

February 2019

Sun		3	10	17	24
Mon		4 III Prelims for X and XII CBSE DB	11 Final exam for Grade VIII CBSE DB Final exam for VIII & IX CIE	18	25
Tue		5	12	19	26
Wed		6	13	20	27 Marathi Rajbhasha Diwas Marathi Essay Writing and Speech competition
Thu		7	14	21	28 National Science Day **Chairman Sir's Birthday** Science Seminar and Paper Presentation
Fri	1 Post Mid Term Exam for I to VII	8	15	22	
Sat	2	9 Open Parent Day for CBSE DB and CIE	16	23 Holiday	

March 2019

Sun	31	3	10	17	24
Mon		4	11 Final Exam for I to VII CBSE DB & CIE Starts	18	25
Tue		5	12	19	26
Wed		6	13	20	27 Annual Exam Results Distribution of Books & Stationery
Thu		7	14	21 World Poetry Day Children to write own poetry	28 Distribution of Books & Stationery
Fri	1	8 International Women's Day	15	22 World Water Day Awareness programme for Water Conservation	29 Distribution of Books
Sat	2	9	16	23 Staff Picnic	30 Staff Meeting

April 2019

Sun		7	14	21	28
Mon	1 New Session begins	8	15	22	29
Tue	2	9	16	23	30
Wed	3	10	17	24	
Thu	4	11	18	25	
Fri	5	12	19	26	
Sat	6	13	20	27	

RECORD OF NON-ATTENDANCE

Application for leave and note on illness. A student will not be allowed to attend school after absence, unless this record is filled by the parent or guardian.

Date of absence	Reason	Signature of Parent	Signature of Teacher

RECORD OF SCHOOL AND PARENT CONTACT

Date	Remarks	Signature of parent

CHANGE OF ADDRESS AND REQUEST FOR NEW BUS ROUTE

To,

The Principal,

Sanjay Ghodawat International School,

Sir/ Madam,

Kindly note the following changes in your school records with effect from …… (Date).

Name of the student : ……

Class/Section : ……

Previous Bus No. : ……..

Address : ……

……

Tel : ……

Thanking you,

Place: ……

Date: ……. Signature of Parent/Guardian

Due to change in location of house, I request you to allocate a new bus route and intimate the same.

---

1) Temporary change in bus route is not allowed.

Dear Parent,

Your ward……(name of student) of class/sec…… will now travel by bus route number …….. With effect from ……. (Date)

Place: ……

Date: …… Signature of Transport Officer.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

If you move to another location or if you get a new telephone / mobile number, please report this change to the office immediately as per the format given below.

To,

The Principal,

Sanjay Ghodawat International School,

Sir/ Madam,

Kindly note the following changes in your school records with effect from …… (Date)

- ☞ Name of the student : ……
- ☞ Class / Section : ……
- ☞ Door No….. Street : ……
- ☞ Area : …… City : ……
- ☞ Pin : ……

Contact Nos. / Email ID :

- ☞ Phone: ……
- ☞ Mobile: ……
- ☞ Email ID: ……

Thanking you,

Place: .....

Date:..... Signature of Parent / Guardian

MY TEACHERS

NAME OF THE TEACHER	SUBJECT

HOME WORK TIME TABLE

Grade ..... Section .....

DAY	SUBJECT/S	SUBJECT/S	SUBJECT/S
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

3 Pages

COMMUNICATION FROM PARENTS

Date	Particulars

COMMUNICATION FROM SCHOOL

Date	Particulars

LITTLE THINGS THAT MATTER MUCH

STUDENT'S TURNOUT

Date	Remarks	Sign of Class Teacher	Sign of Parent

LIBRARY BOOKS I HAVE READ

Title	Author	A/C. No	Date of Issue	Date of Return	Remarks

Date : Day :

SUBJECT	ASSIGNMENT

Teacher's signature : Parent's signature :

Date : Day :

SUBJECT	ASSIGNMENT

Teacher's signature : Parent's signature :

PRINCIPAL'S REMARKS

Date	Remarks	Principal's Sign.	Parent's Sign.

ACKNOWLEDGEMENT OF SCHOOL CIRCULARS

Date	Circular No.	Class TR's Sign.	Parent's Sign.

ACHIEVEMENT OF STUDENT

Date	Remarks	Teacher's Sign.	Parent's Sign.

APPRECIATION

Date	Remarks	Teacher's Sign.	Parent's Sign.

CLASS TIME TABLE

DAY	I	II	III	SHORT BREAK	IV	V	LUNCH BREAK	VI	VII	VIII
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

2 Pages