



D.A.V. PUBLIC SCHOOL, WEST PATEL NAGAR



ANNUAL PLANNER 2018-19

D.A.V. PUBLIC SCHOOL

(Under DAV College Managing Committee)

WEST PATEL NAGAR, New Delhi -110008, Phone. No. 011-25881101|25886238

Email id: davpswp@yahoo.in

Website:- www.davwestpatelnagar.in

LIST OF HOLIDAYS DURING ACADEMIC SESSION (2018-19)

(1st April, 2018 to 31st March, 2019)

S.No	HOLIDAY	DATE	DAY
1.	Summer Holidays – For students School will reopen on 2 nd July, 2018	21 st May, 2018 to 30 th June, 2018	-
2.	Summer Holidays – For Teachers (Teachers will report duties on 27 th June, 2018	21 st May, 2018 to 26 th June, 2018	-
3.	Workshop for Teachers	27 th June 2018 to 29 th June, 2018	-
4.	Independence Day	15 th August, 2018	Wednesday
5.	Id-Ul-Zuha (Bakrid)#	22 nd August, 2018	Wednesday
6.	Raksha Bandhan	26 th August, 2018	Sunday
7.	Janmashtami	3 rd September, 2018	Monday
8.	Moharram	21 st September,2018	Friday
9.	Mahatma Gandhi Jayanti	2 nd October, 2018	Tuesday
10.	Dussehra Holidays (Autumn Break) for Teachers & Students	17 th October, 2018 to 20 th October,2018	-
11.	Maharishi Valmiki's Birthday	24 th October, 2018	Wednesday
12.	Karaka Chaturthi (Karava Chouth)	27 th October, 2018	Saturday
13.	Diwali (Deepavali) Break	6 th November, 2018 to 10 th November, 2018	-
14.	Milad-Un-Nabi or Id-E-Milad #	21 st November, 2018	Wednesday
15.	Guru Nanak's Birthday	23 rd November, 2018	Friday
16.	Christmas Day	25 th December, 2018	Tuesday
17.	Winter Break for Teachers & Students (School will reopen on 10 th January, 2019)	31 st December, 2018 to 9 th January, 2019	-
18.	Makarsakranti	14 th January, 2019	Monday
19.	Republic Day	26 th January, 2019	Saturday
20.	Maha Shivaratri	4 th March, 2019	Monday
21.	Holi	21 st March, 2019	Thursday

Note: In case State Government declares any change in the date of any of the aforesaid holiday, the same will be observed on the rescheduled date. Likewise, in case, any of the aforesaid holidays are not declared by the State government, then on that date School will function on their usual timings.

Any change in the date of these Holidays will depend upon sighting of the Moon & declaration by the respective State Govt.

ABOUT THE SCHOOL

A School which cares:-

Everyone in the school community deserves to be cared for unconditionally and valued equally as a unique creation, made in the image of God. Our aim is to involve ourselves in creating a better world by designing meaningful learning processes, in a powerful learning environment. Fostering a spirit of “Service before self”, we equip our community to contribute to a sound and healthy global society.

School’s Mission

The school focuses on the holistic development of the child. Each child is recognized as an individual with unique needs, talents, strengths and weakness. The school respects this and fosters a caring environment and emphasizes on the social, emotional, physical and intellectual aspect. The role of the school is to help each child discover his/her best potential and enhance his/her skills. The school also aims to inculcate values that will allow him/her to act with thoughtfulness and humanity. Providing quality education, being receptive to change, introducing new technologies like SMART classes and organizing activities that promote a cultural and heterogeneous growth. The school promotes a safe, orderly, caring, inclusive and supportive environment.

SCHOOL RULES

1. Every student should wear an Identity card.
2. Every student should carry the almanac daily. The Almanac is to be maintained neatly and carefully.
3. Every student is expected to take good care of his/her desk and chair provided by the school. It is praise worthy if the furniture is kept in good condition.
4. A major factor towards success in life is regularity and punctuality. Any work assigned to the students should therefore, be done on time. The habit of regularity certainly enhances the charm and pleasantness of the job undertaken.
5. Parents and guardians are not allowed to visit their wards or teachers in the classroom without the permission of the Headmistress.
6. Students must understand that a school is judged by the discipline and conduct of its students. They should always be polite and courteous to their teachers and elders.
7. **No child is allowed to take half day in any case.**
8. **A sick child should not be sent to school.** In case of an emergency, the school will inform & the parents will be requested to take the child back.
9. **Attendance, adding up to 80% of the total number of working days is compulsory for students.**
10. The school insists on the following measures to be observed by the members of staff and all the students. Care must be taken to observe the “green rules” in order to maintain clean, green surroundings. That is, school premises will not be littered with disposable tumblers, papers or polythene bags.
11. Fire safety equipments have been put at strategic locations for the safety of our students. The school has been kept under a complete monitoring of CCTV Cameras.
12. **The parents must update any change in address, telephone no. or any other information about their wards earnestly.**
13. Kindly ensure that your ward uses Facebook or other social networking site in your presence as this can be misused for luring youngsters to engage in antisocial activities.
14. Parents must be regular in attending Parent Teacher Meeting.
15. **In case of absence due to sickness during the exam/ test. The parents have to inform the school by application and medical certificate within two days. In case of absence without permission the exam / test will be marked zero. No exam/ test will be conducted again.**
16. Irregular attendance, habitual idleness, neglect of homework, disobedience and disrespect towards the members of the school staff will be dealt with severely.

17. D.A.V. Public School students should invariably be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers when they meet them. Bullying and use of foul language are punishable offences.
18. Using the private vans/ vehicle is the sole responsibility of the parent. School is not responsible for any mishap in that case.
19. The application of withdrawal should be submitted by 31st March of that particular year if desired otherwise the fee for the month of April will be charged.

⦿SCHOOL TIMINGS

CLASSES: P.S. & P.P. 7:55 A.M. to 12:30 P.M. (Monday to Friday)
Saturday off

CLASSES: 1 to VII 7:55 A.M. to 1:50 P.M. (Monday to Friday)
7:55 A.M. to 11:30 A.M (Saturday)

Second and Fourth Saturday of every month will be a holiday for students.

ARRIVAL IN SCHOOL

The school gate will open in the morning at 7:30 a.m.

1. School gate will close at 8:00 a.m. 5 minutes after the first bell rings.
2. Late arrivals will not be allowed to enter the class after the bell has rung except in special cases as decided by the school authorities.
3. Three late arrivals in a month would lead to strict disciplinary action.
4. The school will not be responsible for any child in the school premises before 7:30 a.m.
5. No student will be allowed to leave the school premises after entering the school.

SCHOOL TRANSPORT

The school transport (24 seater mini bus) is the safest of all ways to transport the child to and from school.

- School is responsible for picking up and dropping the child back, in time.
- School bus always has a teacher and a peon on board to take care of the child in case of an emergency.

MEETING THE HEADMISTRESS

Parents can meet the headmistress from 9 A.M. to 11 A.M. on all working days.

MEETING THE CLASS TEACHERS

Parents are called to the school on special P.T.M. organized by the school. The parents should attend the P.T.M. along with their wards. **Students should come in proper school uniform to attend the PTM.** In case of any emergency, parents are requested to meet the class teacher after school i.e. 1:50 P.M. to 2:30 P.M.

PARENT TEACHER MEETING

Parents-teacher sessions are regularly conducted for an improved performance of the students and to make the parents of the respective students aware of their wards strengths and weaknesses.

Note:- Students should accompany their parents on the PTM day in proper school uniform.

Date	Timing
05-05-18	8:30 AM to 11:30 P.M.
28-07-18	8:30 A.M. to 12 Noon Display of Holidays H.W.
(Before half yearly) 25-08-18	11:30 A.M to 1:30 P.M.(III TO VII)
06-10-18	8:30 A.M. to 11:30 A.M. 1 st Reporting Result (Preschool to II) Half Yearly Result

24-11-18	11:30 A.M. to 1:30 P.M.
29-12-18	11:30 A.M. to 1:30 P.M.
19-01-19	8:30 AM to 11:30 P.M. 2 nd Reporting Result –(Preschool to II)
(Before final term) 02-02-19	11:30 A.M. to 1:30 P.M. (III TO VII)

Any change in the schedule will be intimated.

INSTRUCTION OF PAYMENT OF FEES 2018-19

1. Fee card must be produced on the payment of fee.
2. Payment can be made in cash only upto 13th of the month in which it is due as per the schedule.
3. **Default in non- payment in the paying month attracts fine. Name of the ward is likely to be struck off from school roll for consecutive default for 3 months.**
4. Fee counter will remain open on all working days other than public or Gazette holidays.
5. School Office is open during summer and winter Break.

HAWAN

As a part of a curriculum 'HAWANS' are performed in school premises weekly & on important days class-wise. Children are taught about the significance of HAWAN and about the impact of HAWAN on the surroundings, atmosphere and on our minds. They are told about the Purification of body and mind. To inculcate the values and tradition of Arya Samaj, the children are made to take part in performing HAWANS themselves by putting Samidha, Samagri in HAWANKUND. Gayatri mantras are chanted. Children learn to recite many more mantras.

ENVIRONMENT AND VALUE EDUCATION

The evaluation system lays equal emphasis on all aspects of a child's life. It focuses on scholastic and co-scholastic area as well like thinking skill, social skill, emotional skill, environmental consciousness, value system, behavior, etiquettes and responsibility.

Nothing can be ignored or neglected be it scholastic or the co-scholastic area as both are important for all round development of a child.

Green Steps at Home and School

To create awareness for all the environment the curriculum will include concept of nature, components, important days and role as a responsible citizen.

We guide our students to be environment friendly and start taking green steps in everyday life for their visible involvement in preventing environmental degradation.

These steps include –

1. Not wasting paper as it comes from plants.
2. Saving Water
3. Not causing any damage to plants, birds and animals.
4. Switching off electric lights / devices when not in use.
5. Using Cloth / Jute Bags.
6. Saying no to the use of crackers / Fireworks.
7. Growing more and more plants within or outside our homes.

SCHOOL WEBSITE

We maintain the school website which serves as a portal for dissemination of information about the school. It reports events and programmes that are conducted in school. School website also serves as a notice boards giving information about school.

ADDITION OF SMART CLASSES

To make the students technologically aware and to move ahead with this technological world Smart Boards have been added with module from Pre-school to class VII.

Introduction of Digital Interactive Smart Board has already turned a classroom into an e-Pathshala leaving behind the traditional chalk and talk method of teaching learning. Smart Boards have CPUs, UPSs, e-pen, projector and the facility of teaching through presentations. Now teaching learning has become both easy and interesting as the e-boards are extremely student friendly.

EXCURSIONS

The school arranges frequent visits to places of interest. We believe in providing an all-round experience to the students for the total development of their personality.

BIRTHDAY CELEBRATION

1. All the students from all Classes have to bring a POTTED PLANT on their Birthday, to add greenery in the school premises and to create environment awareness among them.
2. Students from L.K.G. to IV can come in party dress and from V to VII have to come only in school uniform on their B'days.

ADOPT A CHILD

Special care for a child is a motto which has been set in the school curriculum. Every teacher adopts a child whom she thinks she can guide, understands and provide the needed emotional, moral and educational support.

DAY BOARDING

We introduced day boarding facility in 2009 and this initiative was highly appreciated by the parents. It proved to be very helpful to those students who need extra attention in their academic development. At present there are more than 50 students from different classes.

HEALTH & WELLNESS

Many children are becoming overweight and obese. Causes of obesity in children include unhealthy food choices, lack of physical activity and eating habits. A balanced diet is important to maintain health. No single food will provide all the essential nutrients that our body needs to be healthy and function efficiently. A balanced diet should contain protein, fats carbohydrates and fiber in the form of fresh vegetables and fresh fruits, all in the right measure, and of course fresh drinking water.

It is essential for a healthy body and a healthy mind. **Fruit time in the morning is a small step for healthy living.**

You are what you consume!

The school lays great emphasis on physical fitness of students and tries to provide facilities for games, sports and recreational activities.

It is of utmost importance to impart health education to our children so that they can become fit and confident individuals.

1. All parents must ensure that children:

- Maintain personal hygiene such as trimming of nails/ hair and stay neat and clean.
- Exercise regularly. Have a balanced diet.
- Must avoid consumption of eatables from roadside vendors and kiosks.
- Be immunized regularly against prescribed infections and diseases (Chicken pox, cholera, measles, whooping cough and jaundice) must observe the prescribed period of quarantine.

2. Students suffering from infectious diseases such as conjunctivitis, dermatitis and scabies etc. **should not be sent to school until they have fully recovered and are fit to attend classes.** The same must be certified by a qualified doctor in the form of a medical certificate to be sent to the class teacher.

3. **Any special medication or ailment must be brought to the notice** of all concerned along-with supporting medical documents.

PROJECT – TEACH A MAN TO FISH (SRIJAN)

The school enterprise challenge (SEC) is an International Award Programme for schools around the world. It is a challenge for the students to learn new things, face problems and find solutions, achieve goals and contribute their best to the society. Our school is also participating in this project which aims to set up a real school business model. The significant educational value behind this project is to inculcate thought process of recycling things in the minds of the students. Also helps in skill development.

SCHOOL ACTIVITIES

CLASS – P.S. TO CLASS II

Extracurricular endeavours for the month of April 2018-March 2019 Activities

Class	Activities
April/May	
P.S.	Green badges, Thank you mother coloring activity
P.P.	Yoga, aerobics, wall message for mother
I	‘Little Chef’-healthy food fiesta, making a bouquet of flowers(Paper Folding)
II	‘Give Mother Earth a hand’ Poster Making, Poem Recitation (Mother’s Day)
July	
P.S.	Planting Saplings, Wearing green bands
P.P.	Hug a plant and take care
I	Recycled/ Waste paper tiger
II	Self Introduction(Me and My dreams)
Dressing self – PS and PP	

August- Independence Day Celebration		
P.S.		Coloring flag
P.P.		Kite Decoration
I		“The thread which binds”-Rakhi Making
II		English recitation Poem- “I love my country”
September		
P.S.		Buttoning the shirt & Shoe lace tie
P.P.		Recite peace song / Decoration Material
I		Bouquets of flowers with origami sheets
II		Hindi creative writing competition
October (Diwali Celebration)		
P.S.		Poem recitation and decoration of diya and candles
P.P.		Decoration of diya and candles
I		Character dramatization
II		Making waste paper lanterns , Sri lakshmi foot prints
November		
P.S.		Fun Games(Children Day Celebration)
P.P.		
I		Rhyme Recitation in Hindi
II		Slogan Writing (Road Safety)
DECEMBER		
P.S.		Christmas Celebration, Singing Carols & coloring Activity, Decoration of Christmas Tree
P.P.		
I		Making New Year Greetings
II		G.K. Quiz Competition
JANUARY– Republic Day		
P.S.		Paper Tearing & Pasting in National Flag
P.P.		Tricolor paper wind Chime
I		Patriotic group song
II		English Spellathon Competition
FEBRUARY		
P.S.	Sports week	Show & Tell Activity
P.P.		Spellathon(English & Hindi)
I		
II		
MARCH		
P.S.		Story Dramatization
P.P.		
I		
II		

SCHOOL HOUSE SYSTEM

The School has established a House system to encourage students to work together in unison, with Co-operation for healthy competition. The daily maintenance of discipline and cleanliness of the school is in the hands of the House on duty. The students have been divided into four houses, named **Venus, Mars, Earth, and Saturn**. The House Captain with House prefect will carry out the day-to-day responsibilities of the school. They have to organize a few Inter House Competitions and also conduct a special assembly.

RESPONSIBILITIES OF HOUSE ON DUTY

1. Check the late-comers at the main gate of the school.
2. Maintaining discipline in the morning assembly.
3. Check movement of students without class pass.
4. Smooth disciplined dispersal of the students.
5. Decoration of Reception Boards.

HOUSE ACTIVITIES

Group I	Group II
<u>April /May</u>	
i)Pot Decoration & Best out of waste ii)Making of Photoframe	i)Earth Day Photography ii)Chocolate Making
Rally and Nukkad Natak by ENERGI club	
<u>July</u>	
i)Speech on Sweetest Name in the World – ‘My Parents’ ii) Conserve nature by reuse – Best out of waste (Gift for Parents)	i)Talk Time- Climate change or Futuristic Energy saving devices. ii)Designing on paper plates.
‘World Nature’s Conservation Day by Learn to Act Club’	
<u>August</u>	
i)Salute to a Martyr(Characterization of freedom fighters)	i)Hindi Literature Festival
‘Independence Day Celebration - Performance by Choir Club’	
<u>September</u>	
i)‘Skillfully Me’ – One minute activities to test multiple skills	i)Presentation on ozone Day, Peace Template
‘Teacher Day Celebration’	
<u>October- Value Education Week</u>	
i)Science Galore (Poster Making) ii) Science Song explaining a concept	i)Depict Science Experiments
Diwali Celebration ‘Best out of waste Exhibition by Entrepreneur Club’ Rally by ENERGI club for Green Diwali Celebration	
<u>November – ‘Sports Week’</u>	
i)Slogan on My Childhood ii) Poetry on ‘Life is beautiful’	i)Skit Showing Generation gap, traditions, modernity
Children Day Celebration	
<u>December</u>	
i)English News Reading	i)Pulsing ‘Beat & Hearts’ (Solo Dance)
Christmas Celebration Quiz Competition on Mathematical Applications by Logical Club Food by Tasty Bites Club & Best out of waste by Entrepreneur Club	
<u>January & February</u>	
i)Fashion Show depicting culture of any state of India	i)Talk on ‘India My Pride’
Republic Day Celebration	

EVALUATION SYSTEM

ASSESSMENT UP TO CLASS II

We are already following the EEDP presented by the DAV Education Board. The Child will be evaluated continuously throughout the year in various areas of learning set in the curriculum. Tests will be conducted from time to time for continuous evaluation. The child will be graded on the basis of this evaluation. Record of progress of each child is maintained by class teacher in the form of cumulative record and checklist. Checklist shows the common developmental milestones of each child.

ASSESSMENT STRUCTURE

(A) SCHOLASTIC ASSESSMENT

Scholastic Assessment has been divided into two terms.

Class III to V

Term I includes U.T.-1, U.T.-2, Half Yearly Exams, Notebook and Subject Enrichment Activities.

Term II includes U.T.-3, U.T.-4, Final Exam, Notebook and Subject Enrichment Activities.

Test Days for these classes are Tuesday and Friday.

U.T. 1 :- 1st week of May to 2nd week of July.

U.T. 2 :- August

Half yearly – Last week of August

U.T. 3 :- 2nd week of November to 1st week of December

U.T. 4 :- January

Final Exam :- 3rd week of February

Class VI & VII

Term 1 includes Periodic-1, Half yearly Exams, Notebook and Subject Enrichment Activities.

Term 2 includes Periodic- 2, Final Exam, Notebook and Subject Enrichment Activities.

Test Days for these classes are Monday and Thursday.

Periodic 1 – May to July

Half Yearly – Last week of August

Periodic 2 – November to December

Final – Last week of February

We follow a pattern of continuous evaluation by conducting weekly unit tests. This system of regular constant evaluation through periodic tests and terminal exams inculcates the habit of regular study and at the same time, we make their study value based.

Weekly tests are compulsory for all students of class III onwards. Satisfactory explanation for absence has to be given to the class teacher. A student will not be allowed to leave the school after the exam.

(B) CO-SCHOLASTIC ASSESSMENT

1. Art
2. Physical Education
3. Activities
4. Personality Traits

(C) DISCIPLINE

It includes attendance, sincerity, behavior and values. Discipline significantly imparts career shaping and it helps build character. Sincerity, good behavior and values develop strength and foster unity and co-operation. Class teacher will be responsible for grading the students on Five point scale (A to E)