

## **HEADMISTRESS MESSAGE**

“There are two lasting begets we can give our children. One is roots, the other wings.” We welcome you and your child to join us in the academic session. Our school has dedicated itself to give quality education with motto “Dedicated to Excellence”. We are highly indebted for full support and cooperation from students, staff, parents and well wishers. We are committed to make it a center of holistic education, integrating the best innovation with value education blended with technology. The curriculum is the focus of our attention. It is age appropriate, students sensitive and meaningful. Curriculum is designed to develop confidence among students. Encourage your child to participate in all school activities and help them in completing assignments sincerely. The best thing to spend on your children is time. It is essential that students, School and parents have continuous interaction to make the system more effective and dynamic. Our combined efforts will help our children to be the best in every field.

**Headmistress**

## **EXPECTATIONS FROM STUDENTS OF D.A.V. POLICE PUBLIC SCHOOL**

Dear students,

You make the building a school, remember these Golden Rules so that you can lead a happy and enriching life.

We expect you to:

1. Maintain good health.
2. Always respect parents, teachers and elders.
3. Try to be tolerant and open minded.
4. Be polite and courteous.
5. Be smart in appearance and have good habits.
6. Be a good citizen. .
7. Be sensitive to unjust situations.
8. Be brave to face the challenges and difficulties of life.
9. Appreciate the good in others.
10. Strive for excellence.
11. Be honest and gentle.
12. Be communicative, gracious and helpful.
13. Be a proud Indian.
14. Be positive.
15. Read good books.

### **CODE AND BEHAVIOUR:**

1. Student must be punctual. They should arrive at the school 5 minutes before the bell. Once the gate is closed, entry will not be permitted.
2. School uniform is compulsory for school days and all school functions. Student must wear the prescribed uniform exact in colour and pattern.
3. Students should come to school clean and tidy with trim hair. Nails must be clipped short. Use of mehandi , hair gel, make-up, nail polish is not permitted,
4. It is compulsory to bring the Almanac daily.
5. Students are not allowed to leave the school nor receive visitors during the school hours.
6. Students should not unnecessarily leave their class at the end of every period While going to the playground, lab, library etc. they should move silently a in an orderly manner.
7. Students must take care of their belongings. Articles like expensive watches, costly pens and jewellery should be avoided. School will not be responsible for goods lost.
8. CDs, head phones and any such gadget is strictly banned and once found will be confiscated.
9. Students must not bring cell phones to school under any circumstances, Any violation of this rule will attract severe disciplinary action. Parents are advised to particularly cautions in this regard.

10. Lending or borrowing of money, selling/buying any article and collecting any subscription or donation is not allowed.
11. Students are not permitted to give gifts to others or members of staff.
12. It is prohibited to bring any sort of publications, reference books or other storage devices not relevant to academic pursuits.
13. Polythene bags are banned in school. Students should make use of the litter bins and take special care to keep the campus clean.
14. Plastic tiffins & water bottles and Aluminum foils are totally banned in the school campus. Use steel tiffins & water bottles and cotton napkins to save environment . .
15. Writing or scribbling on the walls or causing damage to school property and property of others will be treated as misconduct. Any such act shall entail punishment and recovery of the cost even if done accidentally.
16. Shouting, whistling, bullying and using abusive language will be considered as breach of discipline. .
17. Students will be held accountable for disobedience and disrespect to the members of the staff.
18. Exploiting crackers and splashing colours in the school premises is strictly banned .Indulgence in these, will result in expulsion from the school.
19. Students suffering from infections/contagious diseases shall, under no circumstances, be permitted to attend school until full recovery. They should submit a fitness certificate from the doctor on rejoining.
20. Students are not allowed to bring to school any sharp instrument knife or any other object that can cause injury to others.
21. The school or any member of its staff shall not be held responsible for a mishap, accident or injury which in spite of precautions taken by the school, might befall or be suffered by a student during the period of his/her stay in the school or during any educational tour, excursion or camp arranged by the school.
22. Solid reading of lessons and learning new words/terms should be encouraged.

### **DISCIPLINE :**

Discipline is the primary aspect of any institution. It is the primary task to maintain strict discipline at every end, be it sports, ground, labs, classes or excursions etc.

- Students are not allowed to carry mobile phones in school.
- Students are expected to show proper respect to teachers and dignitaries.

- Damage to the school property is an offence and thus the students can be as compensate the loss.
- Students should maintain the regularity and punctuality to the school.
- Students are not allowed to leave the school without permission during work hours.
- Students must communicate in English only.
- Team spirit is a must for students while playing games being inter-house or class activities.

### **Forms of Disciplinary Measures :**

(i.)The following disciplinary measures may be adopted by the school in dealing with erring student who indulge in any act of indiscipline :

- a) BLUE CARD : Blue card will be issued for violation of any rule.
- b) YELLOW CARD : Repetition of the offense would incur the penalty of suspension indicated by issue of yellow card.
- c) RED CARD : Red Card would result in rustication of the student from the school.

(ii.)The Principal of the school who is satisfied that a pupils has indulged in any of the forbidden practices may warn or impose fine or expel the pupil under limitations to his parents or guardian

### **BUS CONDUCT :**

Students' are expected to remain disciplined while plying in buses.

- Students should reach 10 minutes prior to the destined stop
- Children should not throw litter in the buses.
- Not to peep outside the window.
- Once the attendance is done, no child will be allowed to get down of the bus.
- Children must not fight/quarrel among their bus mates.
- Sit on the seat number allotted to every child.
- In case of any injury, First aid box is available in all the school buses.
- They should move in proper bus lines towards the front gate for boarding th bus. On reaching front gate they should wait inside for their bus to arrive an stop near the gate.
- Students should not run or break the bus line under any circumstances in order to upload their own safety and of everyone.
- Bus boarding will start in a proper queue only when the bus has stopped, that too under the guidance of bus teacher and the lady attendant assigned for respective buses.
- Students stay back for extra classes, competition/support/cultural event practice or their movement out of the school premises for a trip/tournament/event or a competition will be allowed only after receiving written consent from the parents.

### **RULES OF COMMUTING :**

While engaging a private vehicle, rickshaw, auto-rickshaw, van etc. parents may please ensure that it is trust worthy and that the number of children are not beyond capacity. Parents should also ensure that the driver is competent, reliable and observes traffic rules as well as speed limit. Please check the Aadhar Card & Driving License for the safety of children.

## **RULES OF ATTENDANCE :**

The school expects every student to attend the classes regularly. In case of shortage of attendance, the student will not be eligible for promotion/any academic award. It is also compulsory to remain present on the last working day before vacation/break as well as on the reopening day.

1. No student shall be absent from the school without obtaining prior sanction of leave. Parents should send the leave application to the class teacher well in advance.
2. If a student fails to come to school on a particular day due to sudden illness or an urgent and unforeseen circumstances, the parent should inform the class teacher that day itself. In such cases, the leave application should be sent the next day.
3. If the leave is due to illness for a period exceeding three days, a Medical Certificate from the doctor should be enclosed along with the leave application.
4. There is no provision for half day leave, so students who are not well or any other urgent work should not be sent to school even on exam/test days.
5. If a student absents from the school without intimation/permission for more than 10 days, his/her name will be struck off from the nominal roll.
6. Students are expected to put in 100% attendance in their regular classes and any special classes as notified by the school. They must appear for all Tests/Examinations without fail. However, attendance below 75% shall not be condoned at all.
7. No leaves are allowed during the Unit Tests or Term exams, re-opening or closing day of a term. Request for re-test for Term Assessments will not be encouraged.
8. Students will not be allowed to go early under any circumstances unless there is a medical or any other emergency. In case it is really un-avoidable, prior permission needs to be sanctioned through an application duly signed by the parents.
9. Under no circumstances can they miss or skip any class while being present in the school.
10. One month written notice to the School Management is compulsory, whenever the withdrawal of student from the school is required will help our children to be the best in every field.

## **Withdrawal from School :**

Generally a student may be withdrawn from the end of the academic Session .A notice for such withdrawn must be submitted to the Principal before 15 March. In such cases the transfer certificate will be issued to the student on 31st March after clearing all dues. However, if a student is to be withdrawn in the middle of the academic year due to some unavoidable circumstances the parents

are required to give one month notice/one month tuition fee except in transfer cases .In such cases the transfer certificate will be issued after clearing all the dues.

### **RULES OF LANGUAGE:**

The medium of instruction being English, it is mandatory for everyone to communicate in English at the school premises. Compliance to this rule will not only provide an opportunity for practice but also enhance language efficiency.

### **BOOKS & BAGS :**

Books & Note-books should be neatly labeled and covered with transparent telex sheets. We discourage a heavy bag, therefore class work copies and text books, not needed for the day's homework will be kept in the school for kinder-garten wing. Please assist your child in managing the bags as per time table. Please give tiffin boxes and water bottles in a separate bag to avoid spoiling of books. All belongings of your child should bear personal marks of identity.

### **AWARDS AND HONOURS:**

Students will be honored at the end of every academic session for centennial attendance and proficiency awards as follows :

1. General Proficiency and proficiency in a particular- subject.
- 2 100% attendance : To students who register academic session.
3. Award for Discipline.
4. Special Talent Awards : To students who have made remarkable achievements in a specific field of activity.
5. Best All-rounder Student Award : To students in each of the four category (kinder-garten, Primary) on the basis of the criteria set by the school.

### **IT CENTRE :**

The School IT Centre has lab with PCs under Local Area Network (LAN). The School expects every student to be computer – enabled.

### **VALUE EDUCATION :**

Value education has come to acquire increasing prominence in educational Discussions . at all levels during the regular teaching. Regular moral value classes are taken to be imbibe these qualities among the students.

### **PARENT-TEACHER MEETING/OPEN HOUSE :**

Parent-teacher meeting is held at regular intervals as per schedule given in the school calendar. The school looks forward to have meaningful interaction with the parents through these meetings. Special meetings are also arranged with Principal. The parents who attend all the meetings of their ward are honored by the school.

### **PARENTAL SUPERVISION:**

In today's social structure, particularly in nuclear families with working parents, the child tends to feel lonely and neglected. It is essential that parents spend quality time with their children. At least one of the parents should give some time to the child on daily basis, not only to ensure that lessons are revised and home work is done but also to give company. Parents should keep their ward under close watch and supervision and be aware of, with whom the child mixes with, how he/she spends time.

### **SAY NO TO PRIVATE TUITION:**

Generally, the school does not recommend private tuition. For primary classes, a little more parental supervision may help the child overcome problems, instead of engaging a tutor. The whole idea is to prepare the child for self-learning.

### **PARENT'S RESPONSIBILITIES:**

We consider parents our equal partners and appreciate their commitment to our goal of providing the best education and development to the children. We would appreciate your co-operation, suggestions, support and participation. Kindly take a note of the following:

- 1, Attend all orientations/workshops, meetings and functions organized for parents.
2. Parents should avoid visiting the school off & on for small reasons.

3. The first approach of the parents should be to meet the principal as going directly to the classes is strictly prohibited. In case the need of teacher is felt for interaction he/she should meet after school teaching hours.

4. Keep a check on your child's performance/progress.

5. Encourage the child to participate in co-curricular activities,

6. Co-operate with the class teachers/subject teachers,

7. The school diary of children should be properly filled, checked and signed on daily basis, If any remark is given in the school diary or notebook, it should be taken positively and also compliance with immediate effect.

8. Any message to be sent by the parents should be written in the diary and it should be ensured that the children show it to the respective class teachers.

9. It should also be ensured that the child has completed the homework on daily basis. The child should be motivated to do the homework and should be monitored by parents while doing the same. Tutions should be avoided.

10. While monitoring the student in homework, parents should see that the handwriting is neat and all the homework is completed.

11. Special care should be taken by the parents of Pre-Primary, Primary classes for handwriting, formation of words, neatness, correction work and incomplete work.

12. It is the duty of parents to check that the child is carrying all the required books and notebooks as per time table.

13. It is the duty of parents to see that their ward comes to school in proper duly washed and ironed, complete uniform. It should be ensured that the nails are properly trimmed and the shoes are polished.

14. Parents should also ensure that the books and notebooks are properly covered with telex sheet and should also motivate the child to maintain the books and notebooks meticulously.

15. Parents should ensure that the pencil box of the student is fully equipped as borrowing and lending of things is strictly prohibited.

16. Give a nutritious tiffin to your child. Please ensure that you give a napkin and a spoon with the tiffin. Also ensure that the food given is not messy or oily. Pickles are not allowed. No junk food is permitted. Please send fruits regularly for fruit break.

17. Inform the office of any change in address, telephone number etc. immediately.



18. Inculcate in children the habit of reading, listening to the news and reading the newspaper and Educational Channels like History & Discovery.
19. Respect and listen to the child's view point on current affairs or other issues.
20. Encourage the habit of self-reliance and self-study and avoid tuition at all costs.
21. Ensure that the child goes to sleep at night in time so that he/she is fresh in school the next day.

## **UNDERTAKING**

We read and understood the rules and regulations of the school and promise to abide by them I see that my child also adheres to the standards required of his/her conduct and studies.

Sign.....

Father/Guardian's Sign .....

Date .....

Name .....

**Class: III**  
**ENGLISH**

**Term – I (April - September)**

**April- May**

**English Reader Book: -**

Unit-1: Animal World

- 1.I Speak, I Say, I Talk (Poem)
- 2.Dogs
- 3.Dolphins

**English Practice Book:**

- 1.Naming Words
2. Replacing Words

**Writing Section:**

1. Imagine yourself to be the woman who was saved by the dolphin. Describe in few sentences what happened to you.(Pg No. 7 of E.R.B.)
2. Write an application to the Principal of your school for Sick Leave.

**July – August**

**English Reader Book:**

- 4.At the Zoo(poem)
5. The Canary

Unit II: Nature Cares

- i) The God of River
- ii) Trees Are the Kindest Thing I Know. (Poem)

**English Practice Book:**

- 3.How many(Numbers)
- 4.Describing Words

**Writing Section:**

- 1.My Birthday Gift (Paragraph)
- 2.Write an application to the Principal of your school for Urgent piece of work

**September**

**English Reader Book:**

- iii) Minu and Dino
- iv) Trees

**English Practice Book:**

5.Verbs

Chapter 1 to 4 of Eng. Practice Book will be repeated.

**Writing Section:**

1. Importance of Trees (Paragraph)
2. My Best Friend

## Term – II (October- March)

### October - November

#### **My English Reader Book:**

UNIT – III ( Regard for values)

1. Nina is the Winner
2. Two little Kittens (Poem)
3. Krishna and Sudama

#### **English Practice Book:**

6. Prepositions
7. Fixing words

#### **Writing Section:**

1. A Visit to Circus/Zoo (Paragraphs)
2. Imagine yourself to be Medha. Write a letter to your cousin narrating to him the accident that happened during the race.(page 61 E.R.B)

### December - January

#### **English Reader-Unit-IV**

1. The Key( Poem)
2. Michael Goes Climbing.

#### **My English Reader Book:**

Unit IV – Adventure:

- i) Man Learns to Fly

#### **English Practice Book:**

7. Fixing Words (Articles)
8. Sentences

#### **Writing Section:**

- i) Write a letter inviting your friend to spend a week with you.  
(Pg. No. 79 of E.P.B.)
- ii) Write a letter to your friend telling him/her about your plan for holidays. (Pg. No. 79 E.P.B.)
- iii) In five to six sentences write what Sudama felt when he returned and saw a beautiful house in place of his hut.(page 72 E.R.B)

### February – March

#### **My English Reader Book:**

- 4 . The Magic Room
- Ch 1 to 3 of Unit – III will be revised.

#### **English Practice Book:**

Chapter- 9 Subject and Predicate  
Chapter 6 to 8 will be revised.

#### **Writing Section:**

1. Importance of Trees.
2. A visit to a Circus/Zoo.
3. Imagine that you are Poppy. In few sentences describe your experience in the magic room.
4. Write a letter inviting your friend to spend a week with you.

(Pg. No. 79 of E.P.B.)

5. Write an application to the Principal of your school for sick leave.

6. Application for urgent piece of work.

## विषय-हिंदी

Term – I (अप्रैल से सितम्बर)

### अप्रैल – मई पाठ्यक्रम

पाठ1से4 (भाषा माधुरी, भाषा अभ्यास)

पाठ - 1 भोलू भुलक्कड़

पाठ - 2 चतुर कौवा

पाठ - 3हाथी और चिड़िया

पाठ - 4चींटी ने पाठ पढ़ाया

परिभाषा- संज्ञा

प्रार्थना पत्र, चित्र वर्णन

### जुलाई – अगस्त पाठ्यक्रम

पाठ - 5 से 7 (भाषा माधुरी, भाषा अभ्यास)

पाठ - 5 बहादुर दोस्त

पाठ - 6 घमंडी मक्खी

पाठ - 7 दादा जी

परिभाषा - सर्वनाम

प्रार्थना पत्र, अनुच्छेद लेखन, चित्र वर्णन

गिनती 1 से 30 अंकों व शब्दों में

### सितंबर पाठ्यक्रम

पाठ - 8 अगर पेड़ भी चलते होते

पत्र लेखन

पाठ1 से 7 (भाषा माधुरी, भाषा अभ्यास)

परिभाषा- संज्ञा, सर्वनाम, अनुच्छेद लेखन, प्रार्थना-पत्र, पत्रलेखन,चित्र वर्णन (दोहराई)

## Term – II ( अक्तूबर से मार्च)

### अक्तूबर – नवंबर पाठ्यक्रम

पाठ- 9, 11, 12 (भाषा माधुरी, भाषा अभ्यास)

पाठ - 9 गीत का कमाल

पाठ - 11 चूँ - चूँ की टोपी

पाठ - 12 सुबह

परिभाषा- विशेषण (संज्ञा व सर्वनाम की पुनरावृत्ति )

प्रार्थना-पत्र, पत्रलेखन, अनुच्छेद लेखन व चित्र वर्णन

### दिसंबर - जनवरी पाठ्यक्रम

पाठ 13 से 15 (भाषा माधुरी, भाषा अभ्यास)

पाठ - 13 ऐसे थे लाल बहादुर शास्त्री

पाठ - 14 सबसे बड़ा मूर्ख

पाठ - 15 बुआ का पत्र

परिभाषा - संज्ञा, सर्वनाम, विशेषण, क्रिया

प्रार्थना पत्र , पत्रलेखन, अनुच्छेद लेखन, चित्र वर्णन

गिनती 31 से 50 अंकों व शब्दों में

### फरवरी पाठ्यक्रम

पाठ - 16 सवाली राम

पाठ-9 से 16 (भाषा माधुरी, भाषा अभ्यास)

परिभाषा - संज्ञा, सर्वनाम, क्रिया, विशेषण

अनुच्छेद लेखन, प्रार्थना- पत्र, पत्रलेखन, चित्र वर्णन(दोहराई)

## Subject- Maths

### Term – I (April - September)

#### April-May

Unit-1 Numbers upto 9999

Unit-2 Addition

Unit-3 Subtraction

### **July-August**

Unit-4 Multiplication

Unit-5 Division

### **September**

Unit-12 Geometry

**Revision of Chapter 1 to 5, 12**

## **Term – II (October- March)**

### **October- November**

Unit-8 Length

Unit-9 Weight

Unit-10 Capacity

### **December- January**

Unit-6 Day, date and time

Unit-7 Money

### **February – March**

Unit – 11 Fractions

**Revision of Chapter 6 to 11**

## **Science**

## **Term – I (April - September)**

### **April - May**

Chapter-1 My body

Chapter-2 Plants

### **July-August**

Chapter-3 Leaf

Chapter-4 Importance of plant

### **September**

Chapter-5 Animals

**Revision of Chapter (1 to 5)**

## **Term – II (October- March)**

### **October- November**

Chapter-6 Feeding habits of animals

Chapter-7 Birds and their nests

### **December - January**

Chapter-8 Food

Chapter-9 Cooking and Eating habits

### **February - March**

Chapter – 10 Water

**Revision of Chapter 6 to 10**

## **Social Science**

**Term – I (April - September)**

### **April- May**

Ch.1 The Family

Ch. 2 Family Similarities

Ch. 3 Our Food

### **July- August**

Ch. 4 Our Dresses

Ch. 5 The Early Man

Ch. 6 Learning About Works

### **September**

Ch. 7 If You Believe You Can You Will

**Revision of Chapter 1 to 7**

**Term – II (October- March)**

### **October - November**

Ch. 8 Let Us Enjoy

Ch. 9 Our Homes

### **December - January**

Ch. 10 Beautiful Homes

Ch. 11 Directions

Ch. 12 Conquering Distances

### **February – March**

Ch 13 Closing of distances

Ch 14 I am proud to be an Indian.

**Revision of Chapter 7 to 14**

## **नैतिक शिक्षा**

**Term – I(April - September)**

### **अप्रैल-मई पाठ्यक्रम**

पाठ- 1 प्रार्थना

पाठ -2 सही या ग़लत

पाठ -3 मीशा और ब्रूनो

### **जुलाई-अगस्त पाठ्यक्रम**

पाठ - 4 लेट लतीफ पीहू

पाठ -5 हां, यह मैंने किया है

पाठ -6 ये हमारा काम है

### **सितंबर पाठ्यक्रम**

पाठ -7 महात्मा हंसराज

पाठ 1 से 7 की दोहराई

## **Term – II (October - March)**

### **अक्टूबर - नवंबर पाठ्यक्रम**

पाठ -8 जब मैं अकेली रह गई

पाठ -9 छोड़ो और आगे बढ़ो

पाठ -10 सब का साथ मस्ती की बात

### **दिसंबर-जनवरी पाठ्यक्रम**

पाठ -11 मेरी बेटी स्टेला

पाठ-12 मैंने चुन लिया

पाठ -13 ये वक्त भी गुजर जायेगा

### **फरवरी पाठ्यक्रम**

पाठ-14 आर्य समाज के नियम

पाठ 8 से 14 की दोहराई