



## ST. FRANCIS DE SALES SCHOOL – GUWAHATI

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### Guidelines for Parents/Guardians of CLASS 2

Session (2023-24)

Dear Parents,

Your cooperation and involvement is necessary for the discipline and academic progress of your wards. Please find below few necessary guidelines for the new session.

- 1. Regular school hours are from 7.45 am to 2.10 pm (Monday to Friday). Saturday is a holiday for the students.**
- 2. Arrival and dispersal for Class 1 shall be from EXIT GATE NO-6 of Mermier Block (Block B).**
- 3. Parents shall not be allowed to enter the premises of Mermier Block from 19<sup>th</sup> April. Parents shall drop their wards at Exit Gate -6.**
- 4. For dispersal in the afternoon, students shall follow order mentioned here : 2A, 2B, 2C, 2D, 2E, 2F. Parents are requested to maintain the same order outside Exit gate 6 for picking up their wards.**
- 5. The students must come to the school in proper school uniform and shoes. Kindly refer to the School Diary for details of the dress code.**
- 6. Students shall wear the House Uniform on Yoga and Games days only. Students shall wear the regular school uniform for Drill. If yoga and drill are on the same day, students shall wear the House Uniform.**
- 7. The students shall regularly wear the Student ID card every day after receiving it.**
- 8. Girls must tie two pony-tails (for long hair) and those with short hair may use a hair band. No designer hair band/rubber band etc will be allowed.**
- 9. Nails must be properly trimmed. Girls are not allowed to sport nail paint, bindis, mehendi and other ornamental accessories. Students are not allowed to wear or bring valuables like expensive watches, gold/silver ornaments, toys etc. School will not be responsible for the loss of any such valuable items.**
- 10. It is compulsory to send one hand towel, face mask and sanitizer in the child's bag daily.**
- 11. All belongings of the students has to be properly labeled (school bag, water bottle, tiffin boxes, pencil box, books and copies etc)**
- 12. An easy to open Pencil Box with at least two pencils, 1 eraser, 1 scale and one sharpener must be sent in the school bag every day.**
- 13. Kindly send two tiffins with clips which are easy to open. Students should carry two napkins, a plastic spoon/fork and a water bottle duly labeled along with their tiffin.**
- 14. There shall be two food break-one fruit break and one lunch break.**
- 15. Parents are requested to send only healthy and nutritious food in the child's tiffin which can be eaten by the child with little or no assistance. One fruit cut into small pieces is compulsory as snack.**
- 16. Choose a water bottle with the hanger .Do not send water bottles in their bags to avoid spillage.**
- 17. There shall be a Water Bell at 11.30 am everyday to encourage students to develop the habit of drinking water throughout the day.**
- 18. The student must carry the School Diary every day for effective communication. School Diary has been handed over to the child. Parents are instructed to read the School Diary for better understanding of the school rules and regulations.**
- 19. Parents are requested to fill the first page of the Diary with student information latest by 19<sup>th</sup> of April.**
- 20. Even though the school has an infirmary run by competent nurses, parents are requested not to send the child to school on days when he/she is unwell or suffering from any contagious disease.**
- 21. Students are expected to be toilet trained. Wetting and soiling in school can affect his/her confidence. In case the child is not completely toilet trained, kindly send a spare dress (not uniform) in your child bag.**

22. Parents are responsible for the safe passage of the child to and from the school if school transport is not availed.
23. To avail school transport, parents are requested to book the seats through Desalite Connect only and contact the School Admin (**7099045255**) for any clarifications during school working hours.
24. Parents are requested to send a ruled copy of 10 pages for rough work in the child's bag every day.
25. Kindly contact the school through the 'Contact the School' option available in Desalite Connect for any clarifications.
26. Parents may meet the Class teacher on every working Saturday between 12pm to 1.15 pm with prior appointment.
27. Please follow the class timetable for sending books to school.
28. The school conducts four periodic tests (PT1, PT2, PT3, PT4) and two Term examinations for comprehensive assessment. The School also conducts a scholarship examination 'Desalite Olympiad' once a year.
29. Art, Moral Science, General Knowledge, Yoga, Drill are minor subjects assessed only in the Term examinations.

THE DETAILS OF THE TEXTBOOKS AND COPIES is tabulated below:

| SUBJECT                               | NAME OF THE BOOKS   | COPIES TO BE MAINTAINED TO THE SUBJECT           |
|---------------------------------------|---|--|
| ENGLISH- 1                            | <ul style="list-style-type: none"> <li>• Communicate with Cambridge-Textbook</li> <li>• Communicate with Cambridge-Workbook</li> </ul>  | Four line copy                                   |
| ENGLISH-2                             | <ul style="list-style-type: none"> <li>• Cambridge School Grammar</li> <li>• Worksheets on English Grammar &amp; Composition. (Shall be kept in the school for practice)</li> </ul>           | Four line copy<br>None                           |
| RDH (Reading, Dictation, Handwriting) | <ul style="list-style-type: none"> <li>• Brilliant Cursive Writing. (Cursive writing book shall be kept in the school for practice)</li> </ul>  | • Four line copy                                 |
| MATHEMATICS                           | <ul style="list-style-type: none"> <li>• Maths Edge</li> <li>• NCERT Worksheets- Maths(Shall be kept in the school for practice)</li> </ul>   | Square line copy<br>None                         |
| EVS                                   | <ul style="list-style-type: none"> <li>• My Green World (Textbook)</li> <li>• My Green World (Workbook)</li> <li>• NCERT Worksheets-EVS (Shall be kept in the school for practice)</li> </ul> | • Four line copy<br>• Scrap book<br>None         |
| HINDI                                 | Tarang-1  | Single line copy                                 |
| ASSAMESE                              | <ul style="list-style-type: none"> <li>• Buniyad(Textbook cum Workbook)-1</li> <li>• Saraswati Hastilpi</li> </ul>  | Single line copy-2 (one for written work and one |

|                                      |  |                                     |
|--------------------------------------|--|-------------------------------------|
|                                      |  | for<br>Dictation/Handwriting)       |
| <b>COMPUTER SCIENCE<br/>(COM.SC)</b> | <b>Cyber Beans-1</b>   | <b>Four line copy</b>               |
| <b>ART</b>                           | <b>ABCD-1</b>  | <b>Drawing Copy</b>                 |
| <b>MORAL SC</b>                      | <b>A Spoonful of Honey</b>   | <b>Four line copy</b>               |
| <b>GK</b>                            | <b>Wings of Knowledge-1</b>  | <b>Four line copy</b>               |
| <b>MINDSPARK (MSP)</b>               | <b>No textbook</b>   | <b>It is a lab based math class</b> |
| <b>MATHS OLYMPIAD<br/>(M OLY)</b>    | <b>One booklet for Olympiad</b>  | <b>Square line copy</b>             |
| <b>SCIENCE OLPMPIAD<br/>(E OLY)</b>  | <b>One booklet for Olympiad</b>  | <b>Four line copy</b>               |
| <b>LIBRARY PERIOD</b>                | <b>Students shall bring one age appropriate book of their choice to be kept in the class library for reading during the library period</b> | <b>None</b>                         |
| <b>YOGA</b>                          | <b>None</b>  | <b>None</b>                         |
| <b>DRILL</b>                         | <b>None</b>  | <b>None</b>                         |
| <b>SEWA</b>                          | <b>Classroom Project based on a theme. Materials will be listed and brought by students based on the project requirement.</b>              | <b>None</b>                         |

**Apart from the above listed subjects, the school assigns project work and presentations to students. The details of such activities shall be shared with parents from time to time.**

**Please find below the scheduled time-band of the classes.**

| TIME TABLE FROM MONDAY TO FRIDAY |                            |           |             |                           |             |             |             |                                |             |             |             |  |
|----------------------------------|----------------------------|-----------|-------------|---------------------------|-------------|-------------|-------------|--------------------------------|-------------|-------------|-------------|--|
| DAY                              | Assembly 7:55-8:15(20 min) | 1         | 2           | 9:40AM – 09:50AM (10 min) | 3           | 4           | 5           | 2nd Break 11:50-12:10 (20 min) | 6           | 7           | 8           |  |
|                                  |                            | 45 min    | 40 min      |                           | 40 min      | 40 min      | 40 min      |                                | 40 min      | 40 min      | 40 min      |  |
|                                  |                            | 8:15-9:00 | 9:00 - 9:40 |                           | 09:50-10:30 | 10:30-11:10 | 11:10-11:50 |                                | 12:10-12:50 | 12:50-01:30 | 01:30-02:10 |  |
| MON                              |                            |           |             |                           |             |             |             |                                |             |             |             |  |
| TUE                              |                            |           |             |                           |             |             |             |                                |             |             |             |  |
| WED                              |                            |           |             |                           |             |             |             |                                |             |             |             |  |
| THU                              |                            |           |             |                           |             |             |             |                                |             |             |             |  |
| FRI                              |                            |           |             |                           |             |             |             |                                |             |             |             |  |
|                                  |                            |           |             |                           |             |             |             |                                |             |             |             |  |
|                                  |                            |           |             |                           |             |             |             |                                |             |             |             |  |

30. Kindly do not send the English 1 Cambridge Workbook , EVS Workbook, EVS Scrapbook in your child's bag daily. The teacher will inform the parents one day prior when these books will be required in the class.
31. The books mentioned shall be retained by the teacher in the classroom. Kindly send them in your child's bag to be handed over to the teacher as per the timetable.
  1. English Cursive Handwriting book
  2. English Worksheet for Grammar

3. NCERT Mathematics worksheets
4. EVS Worksheets
5. Assamese cursive handwriting book

**32. Parents are requested to check Desalite Calendar every day for daily school events.**