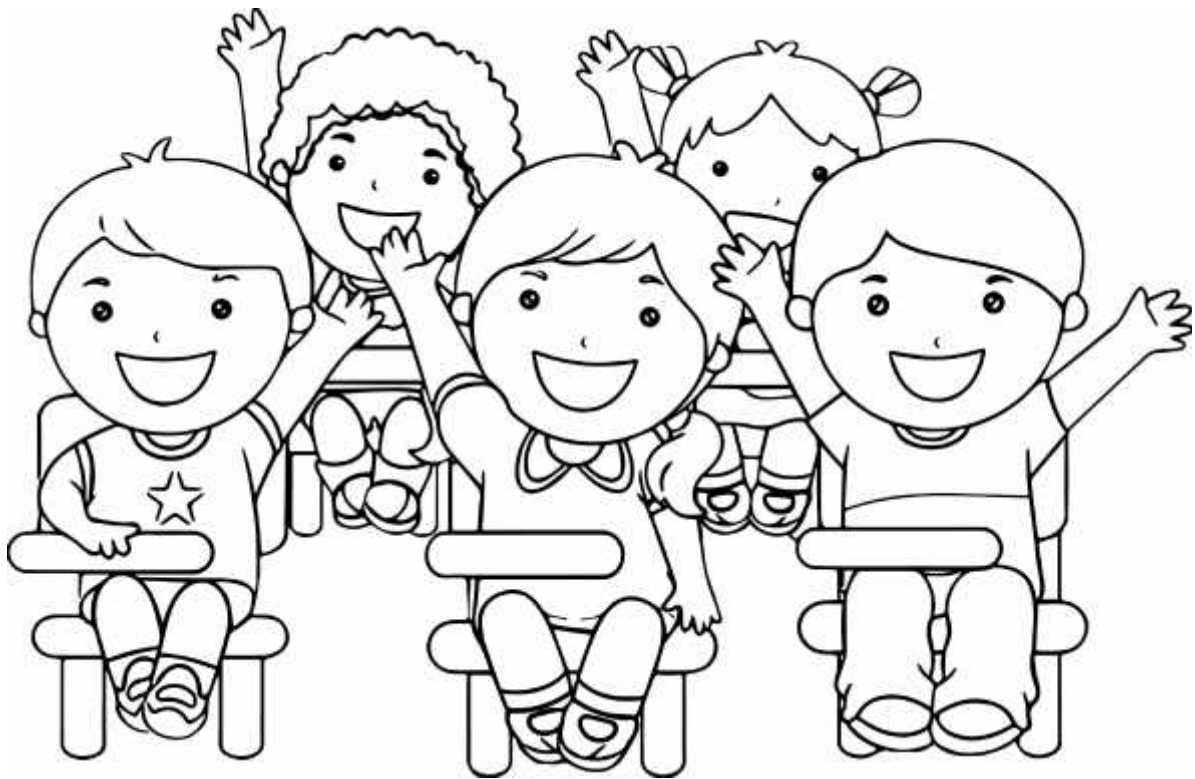




**INDIAN SCHOOL DARSAIT**



**CLASS I (Afternoon Session)**



**A HANDBOOK FOR PARENTS**

**2018-19**

## THE PURPOSE OF THIS HANDBOOK

Welcome to the Parents' Handbook which we hope you will find helpful and informative. We are looking forward to an exciting year of new experiences. We appreciate your full cooperation in ensuring that the guidelines are adhered to. Please take time to read through this piece of information. You may find many helpful ideas and answers to some of the questions that you and your child may have.

### GUIDELINES FOR PARENTS

#### BOOKS

The children are advised to bring the following books as given below.

SUBJECT	KIND OF BOOKS	NUMBER
ENGLISH	Four Line	1
SECOND LANGUAGE	Double Line	1
EVS	Four Line	1
MATH	Square Line	1
ROUGH WORK	Four Line	1

1. Extra notebooks should be retained at home carefully as they will be required later.
2. The following Text Books will be kept in the class at designated places:

- |                         |                        |
|-------------------------|------------------------|
| ) Mathematics Text book | ) Art gallery          |
| ) English workbook      | ) Keyboard (ICT)       |
| ) Cursive writing book  | ) Endless world (G.K.) |
| ) Drawing book          |                        |

3. Please do not send very big bags or trolley bags for your ward.
4. When the books are sent home please sign and return it on the next working day.
5. Daily revision of the work done in class will help the child imbibe the lessons and needs to be done compulsorily.

**School Diary-** The personal details of the ward should be filled by the parents in the prescribed page of the School Diary. The school diary should be brought to school daily. Parents are requested to check the School Diary and all the note books regularly/daily.

#### STATIONERY REQUIREMENTS

The stationery items need to be brought to school daily: 1 file, 3 sharpened pencils, 1 eraser, 1 long plastic ruler, 1 sharpener, 1 glue stick, a pair of scissors (only paper cutting scissors) and 1 set of staedtler colouring pencils (12 colours) daily in a pouch. Kindly inscribe/write the name of the child on all his/her belongings.

## SCHOOL MONITORED SAFE TRANSPORT SYSTEM

As a responsible institution, we are committed to the safety of our children which is our prime concern and we request you to kindly enroll your ward for the School Monitored Safe Transport System with the best interest of our children.

The school has appointed a few teachers as Transport Facilitators, who monitor the safety of the students using this facility by systematically following the norms and guidelines set by the ROP and Ministry of Education.

The safety features like IVMS, Seat belts, cameras, trained attenders, automatic doors and limited number of students as per the seating capacity are the highlights of this system. An active WhatsApp group by route is supported and well accepted by the safe transport engaged parents.

### AFTERNOON ARRIVAL

The students can be seated in the auditorium, as they arrive from 12:30 p.m. Please do not leave your child unattended before 12:30 p.m.; because of our other duties we are unable to accept responsibility for children until that time. There is a flexible arrival time between 12:30 p.m. and 1:10 p.m.

### EVENING COLLECTION

Dispersal of classes I to IV is at 5:20 p.m.

Please note that the school does not provide any "Stay-back facilities" after 5:30 p.m. Hence it is imperative for all the students to be picked up by the parent or the entrusted/ authorized driver latest by 5.30 pm.

### SERIOUS INCIDENTS

If parents become aware of a serious incident on-site, please report it straight to the school office. Information regarding off-site incidents should be phoned and intimated immediately at **24786693/24703760**

### CONTACTING THE SCHOOL

Parents who wish to meet the teachers are requested to contact them from 12:50 p.m. - 1:10 p.m. / 5:20 p.m. to 5:30 p.m. on working days or through e-mail. No parent will be allowed to meet the teacher during the class hours. You could even meet the Principal/ Vice Principal/ Co-ordinator with prior appointment.

If you have any worries regarding academic, behavioural or any other issue affecting your son or daughter please email to the teacher in the first instance. If the teacher feels it is appropriate, she/he will pass your concern on to the appropriate member of the Senior Administration Team. Occasionally, important matters may arise that you feel need to be discussed directly with the higher ups for which you could kindly take prior appointment.

Best Regards,



**Dr. Sridevi P. Thashnath**  
Principal



**FORMAT FOR APPOINTMENT**

Date: \_\_\_\_\_

APPOINTMENT REQUEST - TO MEET CLASS TEACHER/ CO-ORDINATOR /SUPERVISOR/  
VICE PRINCIPAL (PRIMARY)/ PRINCIPAL

I, the Parent of / Visitor from \_\_\_\_\_  
(Child's Name), Class/Section \_\_\_\_\_, would like to seek an appointment with the  
\_\_\_\_\_ to discuss the following matter:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Thanking you,

Yours faithfully,

(Parent's Sign with date) \_\_\_\_\_ Contact # \_\_\_\_\_  
\*\*\*\*\*

APPOINTMENT GIVEN ON: \_\_\_\_\_ TIME: \_\_\_\_\_ S/d- \_\_\_\_\_

**LEAVE APPLICATION POLICY**

(Short) Leave record must be mentioned in the diary.

(Long) Leave Application must be addressed to the Principal/Vice Principal and submitted to the class teacher preferably in the format given below. Kindly check & confirm with the class teacher in a week's time whether the request made has been approved or not.

**LEAVE LETTER FORMAT**

The Principal/ Vice Principal  
Indian School Darsait  
Sultanate of Oman

Date \_\_\_\_\_

Respected Madam,

Subject: Leave application.

With due regards I wish to state that my daughter/son \_\_\_\_\_ (name) \_\_\_\_\_,  
studying in Class \_\_\_\_ Section \_\_\_\_ GR.No. \_\_\_\_\_ will not be able to attend classes  
from \_\_\_\_ to \_\_\_\_ (\_\_\_\_ days), due to \_\_\_\_\_ (REASON) \_\_\_\_\_.

Therefore I request your good self to kindly grant permission for the same.

Thanking in anticipation

Yours faithfully,

Signature: \_\_\_\_\_

Name of the parent: \_\_\_\_\_

Mobile no:- \_\_\_\_\_

**COMPLAINTS:** Most minor queries or complaints can be addressed by the class teacher. CO-ORD/VP is also readily available to see parents regarding any issues or comments.

**SENDING MONEY:** There are times when you need to send money with your ward for purchase of books, field trips, picnics, purchase of photos etc. In such situations, please send the money (exact change) in an envelope with the child's name.

**UNIFORM:** Parents should make sure that their wards wear clean uniform clothes and come neatly dressed to school. P.E. Uniform with white shoes to be worn only on Physical Education (P.E.) days. Please refer the time table for specific days of P.E.

Girls with long hair must tie two long plaits using white band. No gold jewellery and coloured hair bands are allowed. Fancy jewellery including anklets, long earrings, chain and watches are not permitted. Boys must wear belts which are black in colour with normal sized buckles. Boys are required to keep well-trimmed hair.

**FOOD HABITS:** A proper meal would be ideal before they start, provided it is given at least 20-30 minutes before the child leaves for school. Please send clean napkin and a handkerchief every day to school along with the snack box and water bottle. Avoid sending glass bottles to school.

**Kindly note:**

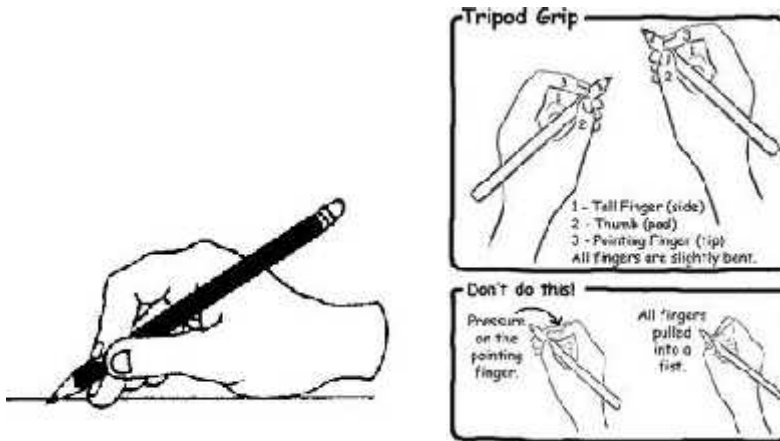
1. If your child faces any problem, health or otherwise, you are advised to inform the class teacher.
2. Teach your child to say his/her father's name, driver's name and their contact number.
3. If your ward is suffering from any communicable disease like chicken pox, he/she should be sent to school only after two weeks and by obtaining a certificate of fitness issued by a doctor.

**TIPS TO BECOME AN EFFECTIVE PARENT**

- Your time & patience will help your children to develop a strong sense of self-worth & confidence.
- Teach your child to say his/her name and telephone number.
- Listen to your children & expect them to listen to you. If they are not in the habit of listening to you, they will have trouble in listening to others too.
- Encourage them to recite and sing their favourite songs (ENG/HINDI/MAL/ARABIC).
- Introduce new words and explain their meanings.
- **Playing outdoors** is a form of exercise that promotes well-being and wholesome physical development. Hence encourage your child to play with other children of his or her age group.
- Instruct the child to ask permission before he or she takes anything that is not his/hers.
- If possible read a bedtime story before they sleep.
- Getting enough sleep is very important for a child. Lack of sufficient sleep can contribute to inattention, hyperactivity, lethargy and disagreeableness among children. They require 8 to 10hrs of sound sleep.
- You are advised to expose your child to spoken English through audio and video cassettes meant for children.

## CURSIVE WRITING

1. **Pencil hold:** The most comfortable & co-ordinate pencil grip is when the pencil is held between the index finger and thumb, with the three fingers supporting the pencil underneath. The fore-arm rests on the paper and the other arm holds the paper down firmly to keep it from moving. The pencil or crayon must be both long & thick enough for little fingers to manage it comfortably.



2. **Sitting posture:** The child should be seated comfortably and straight with the body slightly inclined towards the table, suitable to his or her level.



3. **Light Position:** Please ensure that light is coming from your left if you are a right handed and from right side if you are a left handed or from the top. (The left handed child should be made to sit in a row at the left side always.)



4. **Positioning of books:** For the right-handers, the notebook should be placed to the right of the centre of the body and should be slightly tilted to the left. For left-handers, the notebook should be placed to the left of the centre of the body and it is helpful to tilt the paper slightly to the right.



### Formation of letters:

- ) All letters should slant forward (right) and evenly.

*fox jumps over*

- ) All the small letters should be written without lifting the pencil except to put dot on 'i' and 'j' and crossing 't'.
- ) The gap between two words should be even.
- ) Write the letters formed with circular shape (o) into oval shape eg. a, c, d and straight line based letters (l) into slant based eg. l, b, h
- ) The small letters are divided into three areas like **Upper, Middle** and **Lower Area**. Ensure that all the letters that belong to one area are written without the variations in their height or depth.

### 5. Remember

- Children should not hold their pencils too tightly.
- They should be reminded to write 'left to write' and 'top to bottom'.
- Teachers & parents should check for faulty pencil grip and make the corrections.
- Jerky or unsteady movement of the pencil should be corrected.
- Shapes and sizes of ascenders and descenders should be even and correct.
- Interspacing of letters and words should be correct and uniform.
- A slight consistent slope to the right should be maintained for all the words in a sentence.

We recognise that education is most successful when there is a strong partnership with parents. We hope to develop this with you and look forward to nurturing your child through these first important years of school life.

*Please note that this handbook is intended as a guide for parents and is updated annually.*

Education is the key  
to unlock  
the golden door of freedom.

# YEAR PLAN FOR THE ACADEMIC YEAR 2018-19

*(As far as possible every attempt will be made to complete as per the plan, but kindly note if any unexpected activities /competitions happens especially from the Ministry, there may be an occasion where the concerned topics may be changed.)*

## 1. ENGLISH

**NAME OF TEXT BOOKS: 1. FERRY ENGLISH READER - I (COURSE BOOK)**

**2. FERRY ENGLISH WORK BOOK -I**

SL No.	MONTH	MAIN COURSE BOOK	VOC / GRAMMAR
1	APRIL	Mini Makes Brownies, Ducks on the water (poem)	Naming words, Punctuation
2	MAY	Baby sister	Doing words
3	JUNE	To Mother (poem)	
4	AUGUST	Sharing Is Caring, The Box of Crayons (poem), The True Friend	Action words with –ed
5	SEPTEMBER	The True Friend (contd), I Can Be a Pal (poem)	Pronouns
6	OCTOBER	Why Neel Had No Friends, Good Manners (poem), Arjun and Bholu	Describing words, Articles
7	NOVEMBER	The Mouse and the Lion	Position words
8	DECEMBER	If You Should Meet a Crocodile (poem)	
9	JANUARY	Jatin and Sheena’s Picnic	Joining words
10	FEBRUARY	Open House (poem)	One and many, Punctuation (Comma)

## 2. HINDI (Second Language)

किताब का नाम – उत्कर्ष प्रवेशिका

SL No.	MONTH	CHAPTERS
1	APRIL	अ से ए , रंगों के नाम (Oral)
2	MAY	ऐ से ऋ , मात्रा , पालतू जानवरों के नाम (Oral) , फूलों के नाम (Oral)
3	JUNE	क वर्ग
4	AUGUST	च , ट वर्ग ,शब्दार्थ ,बारहखड़ी ,शरीर के अंग ,गिनती (1-10) (Oral)
5	SEPTEMBER	ट बारहखड़ी
6	OCTOBER	त प वर्ग , शब्दार्थ, बारहखड़ी



7	NOVEMBER	य र ल शब्दार्थ , बारहखड़ी , जंगली जानवरों के नाम (Oral) , सब्जियों के नाम (Oral)
8	DECEMBER	क से ह , शब्दार्थ , बारहखड़ी
9	JANUARY	क्ष से श्र , शब्दार्थ , बारहखड़ी
10	FEBRUARY	बारहखड़ी , वाहनों के नाम , वाक्य

### 3. MALAYALAM (Second Language)

#### NAME OF TEXTBOOK: - PRIYA MALAYALAM - I

SL No.	MONTH	CHAPTERS
1	APRIL	റ , ത , ന , പ
2	MAY	ര , വ , മ , ല , അ , ആ , റ , അ , ആ , അം , റം , റ്റ
3	JUNE	ക , ട
4	AUGUST	ണ , ഇ , ി , ഇ , ി , ച , ഉ , യ
5	SEPTEMBER	ഉ , ു
6	OCTOBER	ഉ , ു , ു , ള , ള , ണ , എ , ഐ
7	NOVEMBER	ഏ , േ , ഐ , ഐ , ഒ , ഒ - റ , ഓ , േ - റ , ഔ , ൔ
8	DECEMBER	ശ , ഷ
9	JANUARY	സ , ഹ , ഉ , ഴ , റ , റ , റ , ശ , ണ
10	FEBRUARY	ക , ച , ട , Colours & numbers (oral)

### 4. MATHEMATICS

#### NAME OF TEXTBOOK: MATHS TIME-I

SL No.	MONTH	CHAPTERS
1	APRIL	Numbers up to 20
2	MAY	Shapes and patterns, Addition up to 10
3	JUNE	Addition up to 10 (contd.)
4	AUGUST	Time , Numbers up to 50
5	SEPTEMBER	Addition up to 20
6	OCTOBER	Subtraction up to 10, Money, Subtraction up to 20
7	NOVEMBER	Handling Data, Numbers up to 100
8	DECEMBER	Measurement

9	JANUARY	Addition and subtraction up to 99
10	FEBRUARY	The concept of multiplication

## 5. EVS

### NAME OF THE TEXT BOOK- SACRED BOOK OF ENVIRONMENTAL STUDIES-I

SL No.	MONTH	CHAPTERS
1	APRIL	Myself, Parts of my body
2	MAY	Parts of my body(continued), My family
3	JUNE	Keeping clean(O)
4	AUGUST	Animals around me
5	SEPTEMBER	People who help us
6	OCTOBER	Plants around me, My clothes
7	NOVEMBER	My clothes(continued), My house
8	DECEMBER	My school(O), My food
9	JANUARY	My food(continued)
10	FEBRUARY	Weather and seasons(O)

## 6. ICT

### NAME OF TEXT BOOK: KEYBOARD - WINDOWS 7 AND MS OFFICE 2013

SL No.	MONTH	CHAPTERS	
		Theory	Lab
1	APRIL	A Computer	MS Paint
2	MAY	Parts of a Computer	MS Paint
3	JUNE	Parts of a Computer	MS Paint
4	AUGUST	Uses Of Computers	Drawing For Children
5	SEPTEMBER	Uses Of Computers Drawing for Children	Drawing For Children
6	OCTOBER	Know your Keyboard	Drawing For Children
7	NOVEMBER	Know your Keyboard Computer Mouse	Notepad
8	DECEMBER	Computer Mouse	Notepad
9	JANUARY	Notepad and WordPad	Notepad
10	FEBRUARY	Notepad and WordPad	WordPad

## TOPICS FOR THE EXAMINATION

SL No.	SUBJECT	EXAMINATION	TOPICS
1	English	Periodic Test-1	Prose - Mini Makes Brownies Grammar-Naming words , Punctuation, Creative writing
		Half Yearly	Prose - Baby Sister 2. Sharing Is Caring Grammar – Action words with –ed ,Naming words, Doing words, Punctuation , Creative writing
		Periodic Test-2	Prose - The True Friend , Why Neel Had No Friends Grammar- Pronouns, Describing words, Creative writing
		Yearly	Prose - The Mouse and the Lion , Jatin and Sheena’s Picnic Grammar - Describing words , Position words, Articles, Joining word (and) ,Creative writing
2	Hindi Second Language	Periodic Test-1	स्वर, मात्रा
		Half Yearly	स्वर, क से ट वर्ग , शब्दार्थ, वारहखड़ी
		Periodic Test-2	त से ह वर्ग, शब्दार्थ, वारहखड़ी
		Yearly	त से व , क्ष से श्र, शब्दार्थ ,वारहखड़ी, वाक्य
3	Malayalam Second Language	Periodic Test-1	റ , ത , ന , പ , ര , വ , മ , ല
		Half Yearly	ക , ട , ണ , ഇ , ി , ഇയ , ി , ച , യ , ഉ , ള , മ , ല , അ , ആ , റ
		Periodic Test-2	എ , ഐ , ഏ , ഘ , ഞ , ഞെ , ഒ , റ - റ , ഓ , ഘ - റ , ഴ , ഷ , സ , ഹ
		Yearly	ക്ക , ച്ച , ട , റ , ന്ൻ , ത്ത , ശ്ശ , എ , ഐ , ഏ , ഘ-റ , ഘ-റ , ശ , ഉ
4	Mathematics	Periodic Test-1	Numbers up to 20
		Half Yearly	Numbers up to 50, Shapes and patterns, Addition up to 20.
		Periodic Test-2	Money, Subtraction up to 20.
		Yearly	Numbers up to 100, Addition and subtraction up to 99, The concept of multiplication
5	EVS	Periodic Test-1	Myself ,Parts of my body
		Half Yearly	My family, Parts of my body, Animals around me
		Periodic Test-2	People who help us, My house
		Yearly	My clothes, Plants around me, My food

## CURSIVE WRITING – SPECIMEN LETTERS

A B C D E F G

H I J K L M

N O P Q R S T

U V W X Y Z

a b c d e f g

h i j k l m

n o p q r s t

u v w x y z