



**INDIAN SCHOOL DARSAIT**



**CLASS II (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	One side ruled and one side plain	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 # \_\_\_\_\_

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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:**

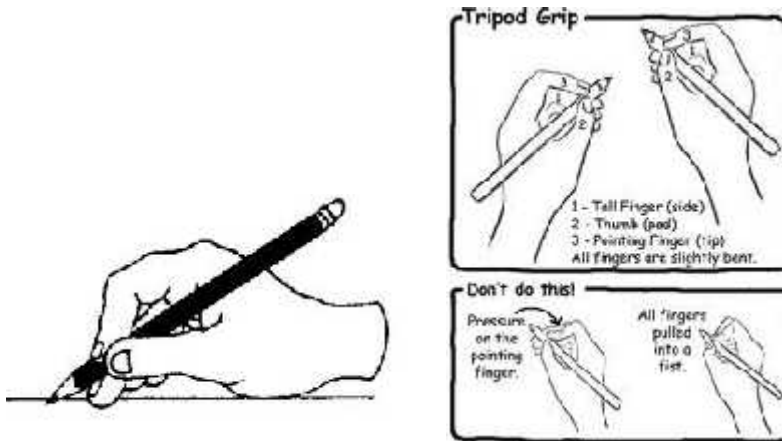
1. If your child faces any problem, health or otherwise, you are advised to inform the class teacher.
2. Teach your child to say his/her father's name, driver's name and their contact number.
3. If your ward is suffering from any communicable disease like chicken pox, he/she should be sent to school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



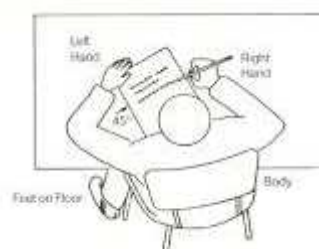
2. **Sitting posture:** The child should be seated comfortably and straight with the body slightly inclined towards the table, suitable to his or her level.



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.*

The future of the world is  
in my classroom today.

# 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 - II (COURSE BOOK)  
2. FERRY ENGLISH WORK BOOK -II**

Sl.No	MONTH	MAIN COURSE BOOK	VOC / GRAMMAR
1	APRIL	Prose- Baby Caterpillar , My First Day at School Poem- Everybody Says	Noun, Punctuation
2	MAY	Prose- My First Day at School, Happy Birthday Grandma Poem- Off to School We Go	Pronoun, Punctuation Simple Present, Present Continuous Tense
3	JUNE		Present Continuous Tense
4	AUGUST	Prose- The Garbage Castle	Present Continuous Tense, Simple Past Tense , Past Continuous Tense
5	SEPTEMBER	Prose- The Burger Story (OBA), A Time to Forgive Poem-What are Grandmas For?	Adjectives
6	OCTOBER	Prose- A Time to Forgive, The Four Seasons Poem- Daddy's Making Dinner	Articles, Conjunctions, Apostrophe
7	NOVEMBER	Prose- My Dear Lamp Poem- Christmas, Traffic	Conjunctions, Apostrophe
8	DECEMBER	Poem- Limericks	
9	JANUARY	Prose- My Dear Lamp	Am/ Is/ Are , Has/Have, Preposition of Place
10	FEBRUARY	Prose- Knock Knock Who's There	Punctuation



## 2. HINDI

किताब का नाम – उत्कर्ष हिंदी पाठमाला 1 (Second Language)

SL No.	MONTH	CHAPTERS
1	APRIL	आओ दोहराएँ, वर्णमाला, गतिविधि, बातचीत (चित्रकथा), यह है मेरा परिवार, आओ इनसे मिले, अ, आ - (I), इ, ई - (I, I) - मात्रा के शब्द बारहखड़ी और वाक्य, बरसात आ गई (मौखिक),
2	MAY	उ, ऊ (U, U) - मात्रा के शब्द बारहखड़ी और वाक्य, रंगों के नाम, जूही की गुड़िया, रु-रू, बरखा रानी (कविता - मौखिक)
3	JUNE	ऋ - ृ - मात्रा के शब्द बारहखड़ी और वाक्य
4	AUGUST	ऋ - ृ, ए - ऐ - मात्रा के शब्द बारहखड़ी और वाक्य, विलोम शब्द, मेले की सैर, ओ - ो, औ - ौ - मात्रा के शब्द बारहखड़ी और वाक्य, कैसे पढ़ पाएँ अखबार (मौखिक), पहेलियाँ, चित्रकथा, मेले की सैर
5	SEPTEMBER	ओ - ो, औ - ौ - मात्रा के शब्द बारहखड़ी और वाक्य, फलों के नाम, मौलिक का गोला
6	OCTOBER	अं, अः अँ, भिंकू बंदर, नन्हें हाथों से, दिनों के नाम (मौखिक), भोली सी गौरैया (कविता), वचन, लिंग, गिनती (1-20)
7	NOVEMBER	ड़, ढ, ज़, फ़, आओ खेलें, दो जुड़े व्यंजन, दसखड़ी, बैट - बॉल का खेल, फूलों के नाम
8	DECEMBER	चंदा मामा (कविता), क्ष, त्र, ज्ञ, श्र, यह भी जानें, हम और हमारे आस - पास
9	JANUARY	गौरैया और गिलहरी, महीनों के नाम, हाथी की दावत, पशुओं के नाम
10	FEBRUARY	जन्मदिन का उपहार, सब्जियों के नाम, शरीर के अंग

## 3. MALAYALAM ( Second Language)

NAME OF TEXTBOOK: PRIYA MALAYALAM - I

SL No.	MONTH	CHAPTERS
1	APRIL	അ, ഹ, ങ, ഞ
2	MAY	ണ്ണ, ന, മ, ക, ഞ, ങ, ത, ന്, യ
3	JUNE	വ, ള
4	AUGUST	ഉ, റ, ൽ, ക, ക, ഖ, ഗ, ഘ, ങ, ച
5	SEPTEMBER	ശ, ജ, ഡ
6	OCTOBER	ത, ട, റ, ഡ, ഡ, ണ, ത, ഡ, റ, ഡ, ന, പ, ഫ, ങ
7	NOVEMBER	ഭ, മ, അക്ഷരമാല, ക്ര, കൃ, ക, എന്റെ ഭാരതം (Oral), സംസാരിക്കുന്ന ഗൃഹ

8	DECEMBER	സംസാരിക്കുന്ന ഗൃഹം
9	JANUARY	അപ്പക്കഥ , അമ്മയ്ക്കെന്തൊരു ഭംഗി , മുന്തിരിങ്ങ പുളിക്കും
10	FEBRUARY	മുന്തിരിങ്ങ പുളിക്കും , നിറങ്ങൾ , ദിവസങ്ങൾ , സംഖ്യകൾ (1-20), പഴങ്ങൾ , പച്ചക്കറികൾ

#### 4. MATHEMATICS

**NAME OF TEXTBOOK: MATHS TIME -2**

SL No.	MONTH	CHAPTERS
1	APRIL	Numbers up to 200
2	MAY	Numbers up to 200 contd., Addition, Measurement
3	JUNE	Measurement contd...
4	AUGUST	Subtraction, Time
5	SEPTEMBER	Time contd., Numbers up to 1000
6	OCTOBER	Numbers up to 1000 contd., Understanding Multiplication
7	NOVEMBER	Understanding Multiplication contd., Shapes & Patterns, Money
8	DECEMBER	Handling Data
9	JANUARY	Addition & Subtraction of higher nos., More Multiplication
10	FEBRUARY	More Multiplication contd., Concept of Division

#### 5. EVS

**NAME OF TEXT BOOK: SACRED BOOK OF ENVIRONMENTAL STUDIES - 2**

SL No.	MONTH	CHAPTERS
1	APRIL	Myself, Growing Older, Fun With Family
2	MAY	Parts of My Body, Our Food Habits, Health Is Wealth
3	JUNE	We and Our Earth
4	AUGUST	Neighbourhood Services, People Help Us
5	SEPTEMBER	What I Wear
6	OCTOBER	Where We Live, Keeping Safe
7	NOVEMBER	How I Travel, Seasons
8	DECEMBER	Seasons continued
9	JANUARY	More About Plants, More About Animals
10	FEBRUARY	The Sun And The Shadows

## 6. ICT

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

SL No.	MONTH	CHAPTERS	
		Theory	Lab
1	APRIL	A Smart Machine	MS Paint
2	MAY	Let's Paint	MS Paint
3	JUNE	Let's Paint	MS Paint
4	AUGUST	Drawing in MS Paint	MS Paint
5	SEPTEMBER	Parts of a Computer	MS Paint
6	OCTOBER	Parts of a Computer	MS Paint
7	NOVEMBER	Keyboard	MS Word
8	DECEMBER	Keyboard	MS Word
9	JANUARY	Let's Start Word 2013	MS Word
10	FEBRUARY	Uses Of Computers	MS Word

## TOPICS FOR THE EXAMINATION

SL No.	SUBJECT	EXAMINATION	TOPICS
1	English	Periodic Test-1	Prose – Baby Caterpillar, My First Day at School Grammar – Noun, Pronoun, Punctuation (Capital letter + Full stop) Creative Writing
		Half Yearly	Prose– Happy Birthday Grandma, The Garbage Castle Grammar – Pronouns, Simple Present , Present Continuous, Simple Past & Punctuations (Full Stop, Capital Letter, Comma) Creative Writing
		Periodic Test-2	Prose – A Time to Forgive, The Four Seasons Grammar – Simple Past and Past Continuous Tense, Adjectives + Articles, Punctuations (Full Stop, Capital Letter, Comma, Question Mark) Creative Writing
		Yearly	Prose - My Dear Lamp, Knock Knock Who's There? Grammar – Conjunctions, Adjectives, Articles, Is/am/are, Has & Have, Preposition of Place, Punctuations (Full Stop, Capital Letter, Comma, Question Mark) Creative Writing

2	Hindi Second Language	Periodic Test-1	अ,आ - (ऀ) , इ,ई - (ि,ी), उ , ऊ (ु ,ू) - मात्रा के शब्द बारहखड़ी और वाक्य, रंगों के नाम
		Half Yearly	रु-रू, ऋ - ृ, ए - ऐ , ओ - ो , औ - ौ,इ,ई - (ि,ी) - मात्रा के शब्द बारहखड़ी और वाक्य, विलोम शब्द , मौलिक का गोला, फलों के नाम
		Periodic Test-2	अं , अः , अँ - मात्रा के शब्द बारहखड़ी और वाक्य ,दो जुड़े व्यंजन - शब्द और वाक्य , गिनती (1-20),वचन, लिंग, बैट - बॉल का खेल
		Yearly	हाथी की दावत ,जन्मदिन का उपहार, पशुओं के नाम, सब्जियों के नाम, गिनती (1-20),वचन, लिंग
3	Malayalam Second Language	Periodic Test-1	അ , പ , ഞ , ണ , ണ്ണ , ന , മ , ക
		Half Yearly	ഉള്ള , റ , റ്റ , ക്ഷ , ക , ച , ഗ , ഘ , ങ , ച , ഛ , ജ , ഡ , ഞ , ണ , ന , മ
		Periodic Test-2	സംസാരിക്കുന്ന ഗൃഹ , അപ്പക്കഥ, ഡ , ഡ , ത , മ
		Yearly	അമ്മയ്ക്കെന്തൊരു ഭംഗി , മുന്തിരിങ്ങ പുളിക്കും , ദിവസങ്ങൾ , സംഖ്യകൾ (1-20) , നിറങ്ങൾ , പഴങ്ങൾ , പച്ചക്കറികൾ ,ണ , ത , മ , ദ
4	Mathematics	Periodic Test-1	Numbers up to 200, Addition
		Half Yearly	Subtraction, Time, Measurement, Numbers up to 200
		Periodic Test-2	Numbers up to 1000, Understanding multiplication, Shapes & Patterns
		Yearly	Numbers up to 1000, Money, Addition & Subtraction of Higher Numbers, More Multiplication, Handling Data Concept of Division
5	EVS	Periodic Test-1	Growing Older, Fun With Family
		Half Yearly	Fun With Family, Parts Of My Body, Health Is Wealth, Neighbouring Services
		Periodic Test-2	What I Wear, Where We Live, Keeping Safe
		Yearly	How I Travel, Seasons, More About Plants, More About Animals, Keeping Safe

Every child is a different kind of  
flower, and all together make this  
world a beautiful garden.