



INDIAN SCHOOL DARSAIT



A HAND BOOK FOR PARENTS

2018-19

**CLASS III
(Afternoon Session)**



“The highest education is that which does not merely give us information but makes our life in harmony with all existence”

Rabindranath Tagore

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 note books.

SUBJECT	KIND OF BOOKS	NUMBER
ENGLISH	Four Line	2
SECOND LAN	Single Line	1
THIRD LAN	Double Line	1
EVS	One side ruled and one side blank	1
MATH	Ruled	1
ROUGH WORK	Single 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:
 -) English Workbook
 -) Cursive writing book
 -) English Literature Reader
 -) Art Gallery
 -) Endless World
3. Kindly send the text books & note books as per the timetable.
4. Parents are expected to sign the note books of their ward once a fortnight.
5. Daily revision of the work done in class will help the child imbibe the lessons and the same needs to be done compulsorily at home.

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.

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.

STATIONERY REQUIREMENTS

The stationery items need to be brought to school daily are as follows:

1 file, 3 sharpened pencils, 1 eraser, 1 ruler, 1 sharpener, 1 glue stick, and 1 set (12 colour) of Staedtler colouring pencils daily. Kindly inscribe/write the name of the child on all his/her belongings.



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 on phone to 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

A handwritten signature in green ink, appearing to read 'Dr. Sridevi P. Thashnath'.

Dr. Sridevi P. Thashnath
Principal



Dr. Sridevi P. Thashnath
Principal
Indian School Darsait, Muscat
(CBSE Affiliation No. 6130012)

FORMAT

Date : _____

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

I, the Parent of / Visitor from _____ (Child's Name), Class/Sec _____, 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 submit 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.

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 amount) in an envelope with the child's name.

UNIFORM: It is compulsory for all the students to be in proper uniform which is approved or provided by the school. Parents should make sure that their wards are refraining from wearing uniforms that are unwashed and crumpled. P.E uniform must be worn on Physical Education (P.E.) days. Refer time table for specific days of P.E.

Girls must tie a plait (for long hair) or pony tail (for short hair). They are expected to use only white hair accessories (clips, hair bands etc.). Parents of the students who wear headscarf, kindly ensure that it is tied in a proper way. Students are not allowed to wear fancy, gold or expensive ornaments (anklets, long ear rings, chain and fancy watches) to school.

Boys should have short hair. Spikes or any trendy hair cut is not permitted. Boys must wear belts which are black in colour with normal sized buckles. Students are not allowed to wear any kind of fancy shoes.

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.

HOME WORK: Homework is defined as any required schoolwork completed outside of the instructional day. The goal and purpose of homework is to provide practice in skills that have been taught and/or to deepen understanding of concepts presented in class.

1. Parents are expected to ensure that their child completes the homework and once corrected by the teacher, should check it and help the child correct the mistakes.
2. To ensure that homework is an effective part of the educational process, we believe open communication between teachers, parents and students is critical.

KINDLY NOTE:

1. If your child faces any problem regarding physique/health, you are advised to inform the class teacher.
2. Make sure that your ward knows 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 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 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.
- Arrange for 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 does not belong to them.
- 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 10 hours 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 center of the body and should be slightly tilted to the left. For left-handers, the notebook should be placed to the left of the center of the body and it is helpful to tilt the paper slightly to the right.

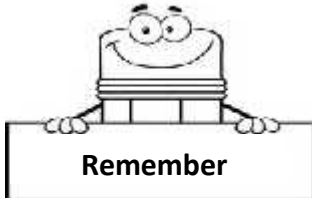


5. Formation of letters

- ⌋ 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.



- ✓ 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 your cooperation and look forward to nurture your child through these first important years of school life.

Finally, please note that this handbook is intended as a guide for parents and is updated at least annually.



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

Textbook: 1. ENGLISH FERRY READER -3
2. ENGLISH FERRY WORKBOOK -3
3. ENGLISH FERRY LITERATURE READER-3

SL. NO	MONTH	LITERATURE READER	MAIN COURSE BOOK & WORKBOOK	VOC / GRAMMAR
1	April	1) The fly - Poem	Cookies for Santa - Poem 2) Growing years 3) Androcles and the lion	Grammar - Nouns (Proper, Common, Collective), Subject and Predicate Subject verb agreement Voc- Word web and sound words, Rhyming words, dis and un opposites, Contextual meanings Composition –Sequencing a story
2	May	2) The quarrel of the quails 3) Poem – Don't be afraid of the dark	1) Reggie Mouse's shrinking clothes Poem - A view of a cat	Grammar – Kinds of sentences Voc – Animal and movement sound Composition – Shape poem
3	June		4)The elephant festival of Jaipur	Composition – Acrostic poem Voc – Vocab port
4	August	4) How the bear lost its tail	4) The elephant festival of Jaipur (contd), Poem – From a railway carriage, 5) How the demon was defeated	Grammar –Tenses Voc- Similes Homophones Composition –Letter writing – Informal
5	September	5) Peter Rabbit in a tight place	6) Peter has a great laugh	Revision, Voc- Degrees of comparison Composition- Paragraph writing
6	October	6) Poem – The swing	Poem – If I had a magic carpet 7) Down the Rabbit hole	Grammar –Subject object Pronoun, Kinds of Adjectives, Voc- Compound words, Phrasal verbs, Uncountable nouns, Composition - Imaginative description
7	November	7) Poem – What is pink?	8) The Elves and the shoemaker Poem- Fairies	Grammar - Conjunctions
8	December	8) Hercules and the three golden apples		Voc –Vocab port, Composition – Invitation card
9	January	9) Birbal and the washerman	9) The unhappy tree	Grammar – Kinds of Adverbs Voc – Plurals ,Composition - Dialogue writing

10	February	Poem - The way of nature 10) The milkmaid and her pail	Grammar–Preposition, Possessive adjective and Possessive Pronoun, Voc- Pair words Suffixes Composition - Comparing story book characters
----	----------	---	---

2. HINDI

SECOND LANGUAGE

किताब का नाम – उत्कर्ष – 2

Sl.No	MONTH	CHAPTERS
1	April	वर्णमाला, नया सेवरा, संज्ञा
2	May	धुँधरूवाली रिंग, लिंग, सर्वनाम, दिनों के नाम , चुटकी चिडिया
3	June	सच्चे मित्र, वचन
4	August	सच्चे मित्र , ईशान का बस्ता, पर्यायवाची, अनुच्छेद, गिनती 11-30, र के रूप
5	September	ईशान का बस्ता, अनुच्छेद
6	October	वर्षा और पानी, प्रकृति का ए सी, विशेषण ,में और मैं का प्रयोग
7	November	नई तसवीर ,बादशाह की रजाई, लालची बंदर Oral, क्रिया
8	December	गुलमोहर का पेड, अनुच्छेद
9	January	गुलमोहर का पेड, कैरमबोर्ड , अनुच्छेद
10	February	महीनों के नाम , डिस्कवरी चैनल

3. MALAYALAM

SECOND LANGUAGE

Textbook: - Priya Malayalam 2

Sl.No	MONTH	CHAPTERS
1	April	എന്റെ രാജ്യം, ആമയും അരയന്നങ്ങളും, വാക്യം ക്രമപ്പെടുത്തുക
2	May	കുഞ്ഞിക്കുരുവിയും കറുമ്പൻ കാക്കയും, വചനം, പക്ഷികൾ - മൃഗങ്ങൾ
3	June	കുഞ്ഞിനോട്
4	August	അമ്മുവിന്റെ സമ്മാനം, ഓണപ്പുള്ളി (oral)
5	September	സത്യസന്ധത
6	October	ജലദേവത, കളിയാടീടാൻ വരുമോ, ഒറ്റപ്പാദം, മാതൃകപോലെ എഴുതുക
7	November	മൺകൂടത്തിലെ നീഡി, എന്റെ നിറം, പൂക്കൾ-മരങ്ങൾ
8	December	ആരോഗ്യ ശീലങ്ങൾ
9	January	പ്രാവിനോട് (oral), ചാച്ചാജി
10	February	ഹോജയുടെ കുസൃതി ,എന്റെ നാട് (oral) പരസ്പര സഹായം (oral)

4. MATHEMATICS

Textbook: Maths Time

Sl.No	MONTH	CHAPTERS
1	April	Numbers, Addition
2	May	Addition, Handling Data, Subtraction
3	June	Subtraction (contd)
4	August	Multiplication
5	September	Multiplication (contd), Shapes and Patterns
6	October	Understanding Division, More Division
7	November	Time, Money
8	December	Money (contd)
9	January	Measurement
10	February	Fractions

5. EVS

Textbook: Sacred Book of Environmental Studies

Sl.No	MONTH	CHAPTERS
1	April	A Healthy and A Safe Me, My Home, My Family and My Neighbourhood
2	May	My Body, My Food, I know the Directions
3	June	I know the Directions (contd.)
4	August	How to Travel, How I communicate
5	September	How I communicate (contd.)
6	October	My Clothes, Recreation and Festivals
7	November	Water, Air
8	December	Air (contd.)
9	January	Weather and Seasons
10	February	The Sun and The Solar System, Parts of Plant and their Functions

6. ICT

TEXT BOOK: KEYBOARD - WINDOWS 7 AND MS OFFICE 2013

SL.NO	MONTH	THEORY	LAB
1	April	More About Paint	MS Paint
2	May	More About Paint, Operating System	MS Paint
3	June	Operating System (contd)	MS Paint
4	August	Editing Text in MSWord	Editing Text in MSWord
5	September	Formatting Text in MSWord	Editing, Formatting in MSWord
6	October	Formatting Text in MSWord	Formatting Text in MSWord
7	November	Enjoy with Tux Paint	Tux Paint
8	December	Enjoy with Tux Paint	Tux Paint
9	January	Let's learn KTurtle, KTurtle commands	KTurtle
10	February	Writing & Math in KTurtle	KTurtle

TOPICS FOR EXAMINATION

Sl. No	SUBJECT	EXAMINATION	TOPICS
1	English	Periodic Test 1	<u>Comprehension</u> –Unseen Passage <u>Prose</u> - The growing years, Androcles and the lion <u>Grammar</u> - Subject and Predicate & Subject verb agreement, Kinds of sentences, <u>Writing</u> - Sequencing the story
		Half Yearly	<u>Comprehension</u> – Unseen Passage <u>Prose</u> - The growing years, The elephant festival of Jaipur, How the demon was defeated , Poem – Don't be afraid of the dark <u>Grammar</u> - Subject and Predicate & Subject verb agreement, Kinds of sentences, Simple present, Past and Future tense, Present, Past and Future continuous tense, <u>Writing</u> - Sequencing the story, Informal letter
		Periodic Test 2	<u>Comprehension</u> –Unseen Passage <u>Prose</u> - Peter has a great laugh, Down the rabbit hole <u>Grammar</u> - Subject Object Pronoun, Kinds of Adjectives <u>Writing</u> - Imaginative writing
		Yearly	<u>Comprehension</u> –Unseen Passage <u>Prose</u> - Peter has a great laugh, Down the rabbit hole, The Elves and the shoemaker Poem – Fairies <u>Grammar</u> - Subject Object Pronoun Kinds of Adjectives, Conjunctions, Prepositions, <u>Writing</u> - Imaginative writing, Dialogue writing
2	Hindi (II nd Lang)	Periodic Test 1	घुँघरूवाली रिंग, नया सवेरा, लिंग, सर्वनाम, संज्ञा, दिनों के नाम
		Half Yearly	घुँघरूवाली रिंग, सच्चे मित्र, ईशान का बस्ता ,संज्ञा, लिंग, वचन सर्वनाम, गिनती (11-30), र के रूप अनुच्छेद, पर्यायवाची
		Periodic Test 2	नई तसवीर, प्रकृति का ए सी , क्रिया, विशेषण, में और मैं का प्रयोग
		Yearly	डिस्कवरी चैनल, कैरम बोर्ड, नई तसवीर, संज्ञा, सर्वनाम, क्रिया, अनुच्छेद लिंग, वचन, विशेषण, में और मैं का प्रयोग , र के रूप, महीनों के नाम
3	Malayalam (II nd Lang)	Periodic Test 1	എന്റെ രാജ്യം, ആമയും അരയന്നങ്ങളും, കുഞ്ഞിക്കുരുവിയും കുറുമ്പൻ കാക്കയും, വചനം, പക്ഷികൾ-മൃഗങ്ങൾ, വാക്യം ക്രമപ്പെടുത്തുക
		Half Yearly	ആമയും അരയന്നങ്ങളും, കുഞ്ഞിനോട്, അമ്മുവിന്റെ സമ്മാനം, സത്യസന്ധത, എതിർലിംഗം, ചിത്രം നോക്കി വാക്യങ്ങൾ എഴുതുക, വചനം, പക്ഷികൾ- മൃഗങ്ങൾ, വാക്യം ക്രമപ്പെടുത്തുക
		Periodic Test 2	കളിയാടീടാൻ വരുമോ, ജലദേവത, മൺകുടത്തിലെ നീഡി, ഒറ്റപ്പാദം, മാതൃകപോലെ എഴുതുക, വചനം
		Yearly	എന്റെ നിറം, കളിയാടീടാൻ വരുമോ, ആരോഗ്യ ശീലങ്ങൾ, മൺകുടത്തിലെ നീഡി, ഹോജയുടെ കുസൃതി, ഒറ്റപ്പാദം, മാതൃകപോലെ എഴുതുക, പൂക്കൾ-മരങ്ങൾ, ചിത്രം നോക്കി വാക്യങ്ങൾ എഴുതുക, എതിർലിംഗം, വചനം, പക്ഷികൾ-മൃഗങ്ങൾ, വാക്യം ക്രമപ്പെടുത്തുക

4	Math	Periodic Test 1	Numbers, Addition, Handling Data
		Half Yearly	Subtraction, Multiplication, Shapes and Patterns, Addition, Numbers,
		Periodic Test 2	Understanding Division, More Division, Time
		Yearly	Money, Measurement, Fractions, Understanding Division, More Division
5	EVS	Periodic Test 1	A Healthy and A Safe "Me", My Home, My Family and My Neighbourhood
		Half Yearly	A Healthy and A Safe "Me", My Home, My Family and My Neighbourhood, My Body, My Food
		Periodic Test 2	My Clothes, Water, Air
		Yearly	Water, Air, Weather & Seasons, The Sun & the Solar System, Parts of a Plant and their Functions



SUGGESTED LIST OF STORY BOOKS

Sl. no	Name of the book	Description
1	The Glum Peacock	Tabish Khair tells a story of a turquoise peacock who decides to give away all his flamboyant colours, till he is left with only a chic grey. Soon he regrets it. Will his friend, the scaly Miss Snake, be able to help him out? Publisher: Zubaan Books
2	At Least a Fish	By Anushka Ravishankar, this is a story about Ana, who gets fish as a birthday gift instead of a pupp
3	Why Are You Afraid To Hold My Hand	Inspired by the Spastics Society of India, this little book by Sheila Dhir is a celebration of the normalcy of the differently-abled. Publisher: Tulika
4	Mathematwist: Number Tales From Around the World	T V Padma writes a collection of stories from different countries. Each story sets the brain ticking, encouraging problem-solving skills with a high quotient of fun! And each is followed by a simple explanation of the maths behind the 'magic'. Publisher: Tulika
5	The Aditi and Friends series	Suniti Namjoshi features Aditi and her friends – an ant, a one-eyed monkey, an elephant and two dragons. Publisher: Tulika
6	Little Indians	Pika Nani tells of stories and fascinating facts that take you on a double-decker ride across 15 states in India. Publisher: Tulika
7	One World	Radhika Menon's collection is a series of theme based books focusing on various topics. Publisher: Tulika
8	Sorry, Best Friend	A collection edited by Githa Hariharan and Shama Futehally, featuring 10 stories that look at the India our children live in with clear, steady eyes. And while they see suspicion and division, they also find many reasons for hope. Publisher: Tulika
9	The Jungle Book	By Rudyard Kipling and as equally delightful as the movie, it is probably one book that many children are going to read after they have seen the movie and fallen in love with it. Publisher: _
10	The Rusty Series	A collection of stories by Ruskin Bond about a boy, Rusty, who is quiet, intelligent and longs for love. Publisher: Puffin
11	The Conch Bearer	The Conch Bearer, by Chitra Banerjee Divakaruni, was a Booklist Editors' Choice, Publisher's Weekly Best, Book of the Year, and is a 2005 Texas Bluebonnet Award nominee. In a dingy shack in the less-than-desirable Indian neighborhood he calls home, twelve-year-old Anand is entrusted with a conch shell that possesses mystical powers. Publisher: Aladdin
12	Wisha Wozzariter	Wisha Wozzariter Payal Kapadia tells the story of ten-year-old Wisha, who wishes to be a writer. When she meets Bookworm, she stops wishing and starts writing. Publisher: Penguin India.
13	Moin And The Monster	Following one of the monster rules – Rule 17- 'A Monster can be sent to the human world' – an invisible monster enters Moin's life. Anushka Ravishankar blends the story perfectly. Publisher: Duckbill
14	Granny's Sari by Asha Nehemiah, Subir Roy	Granny S Favourite Sari Has Been Blown Away By The Wind. As They Go Looking For It, Granny And Anu Meet Many Persons Who Have Used The Sari To Their Advantage.
15	Hand made in China	Olivia Fraser takes us on a delightful journey around the various states of the country and gives us a glimpse of some of the many things that are handmade in India. Publisher: Pratham Books.