

Index

Sr. No.	Title	Page No.
1	Our Vision & Mission	2
2	The School's Values & Social Media	2
3	School Staff, Departments & School Timings	3
4	Staff email ids	4, 5
5	Important Instructions for Parents	6
6	Absenteeism & Leave Rules for Students	7
7	Co-Curricular Activities	7
8	Parental Duties & Code of Conduct - Important Rules	8
9	E-Safety & Library Rules	9
10	Safety Guidelines for Laboratory	9
11	Items which are banned	9
12	Parent - Teacher Meetings	10
13	Re-creation & Snack Break	10
14	Special Medical Needs	10
15	Admission & Withdrawal	10
16	Fees	11
17	Transport Facility	11
18	School Uniform (Summer)	12
19	School Uniform (Winter)	13
20	Programme of School Examination	14
21	Assessment Plan (PG-UKG)	15
22	Assessment Plan (I - VIII)	16
23	Leave Application Form	17

OUR VISION

To ensure that each student achieves his or her potential academically, technologically, socially and emotionally.

OUR MISSION

- To ensure that there are equal opportunities for every child to optimize his/her potential.
- To ensure that students understand that rights come with responsibilities.
- To build self esteem and a sense of community.
- To motivate students to develop a keenness and understanding for lifelong learning.

THE SCHOOL'S VALUES

At Carpe Diem International School

- We believe that every child matters
- We promote mutual respect
- We believe in equality for all
- We promote innovation and creativity
- We value success in all areas of school life
- We work in partnership with parents and the community
- We encourage students to value learning and be lifelong learners
- We develop active citizens who respect their language and traditions and care for and respect their society/ community
- The three golden rules of our school are: Good Manners & Correct Etiquette, Good Speech, Good Academics

SOCIAL MEDIA

Social Media is a great platform for interactions as well as for disseminating timely information. We are accessible to parents and teachers through various portals:

- The Website: <https://www.carpediemschool.in/>
- The School App: SchoolPad for Android & iOS
<https://play.google.com/store/apps/details?id=schoolpad.carpediem.app>
- Facebook Page: <https://www.facebook.com/Carpediemschoolrajpura>
- Instagram: <https://www.instagram.com/carpediemschoolrajpura/>
- YouTube: <https://www.youtube.com/channel/UCjKb6Y7VgYyagZgvr0MXgRw/featured>
- Twitter: <https://twitter.com/SchoolCarpeDiem>
- Gmail: carpediemrajpura@gmail.com
principal@carpediemschool.in
senioradmin@carpediemschool.in

SCHOOL STAFF & DEPARTMENTS

(The composition of departments may change from time to time)

Directors:

Mr. Kushal Aggarwal & Ms. Reetika Aggarwal
Mr. Anantveer Gupta

Principal:

Ms. Nishu Sharma

Admin Assistant

Ms Deepika (98789-84084)

Admission Counsellor

Ms Swati Shukla (98789-84084)

Reception

Ms Sonu Sharma (73475-47569)

Coordinator Kindergarten

Ms. Sonia Aggarwal (82644-99780)

Coordinator Class I - IV

Ms. Amarpreet Kaur (79018-60135)

Coordinator Class V to X

Ms. Preetika Luthra (73475-47564)

IT In Charge & Manager

Mr. Ashish Punj (98725-02546)

Transport In Charge

Mr. Harjant Singh (99880-11234)
Mr Sukhwinder (99882-00696)

VISITING HOURS

FOR FEES: Summers : 08:00 am to 01:00 pm
Winters : 09:00 am to 02:00 pm

PRINCIPAL: With appointment on all working days. On every Tuesday & Friday 11:30 am to 12:30 pm.

TEACHERS: On PTMs or prior appointment.

IN CASE OF EMERGENCY, PLEASE CONTACT FRONT OFFICE.

SCHOOL TIMINGS

CLASS	SUMMERS	WINTERS
Play way to UKG	9:00 AM – 1:00 PM	9: 40 AM - 1:40 PM
GRADE I onwards	7: 50 AM - 02:10 PM	8: 30 AM – 2:40 PM

FOR HOLIDAYS, EVENTS, PA SCHEDULES & PTM, KINDLY ADHERE TO THE YEARLY CALENDAR WHICH CAN BE VIEWED ON SCHOOL APP.

STAFF Email IDs

CARPE DIEM INTERNATIONAL SCHOOL		
SR. NO.	NAME	EMAIL
1	AMANDEEP KAUR NEW	amandeep2carpediem@gmail.com
2	AMANDEEP KAUR DANCE	amandeep4carpediem@gmail.com
3	AMANDEEP SINGH	amandeepcricketcarpediem@gmail.com
4	AMARPREET KAUR	amarpreetcarpediem@gmail.com
5	ANNU SHARMA	annucarpediem@gmail.com
6	BHARAT SEHGAL	bharatcarpediem@gmail.com
7	BHAWNA	bhawna11carpediem@gmail.com
8	DIWAKER MUTREJA	diwakercarpediem@gmail.com
9	GURSHARAN KAUR	gursharankaurcarpediem@gmail.com
10	HARPREET KAUR	harpreetcarpediem@gmail.com
11	HARPREET KAUR NEW	harpreetcarpediem2@gmail.com
12	HIMIKA	himicarpediem@gmail.com
13	INDU SHARMA	indusharmacarpediem@gmail.com
14	JATINDER KAUR	jatindercarpediem@gmail.com
15	JYOTI	jyotiranicarpediem@gmail.com
16	JYOTI MEHTAB	jyotimehtabcarpediem@gmail.com
17	KANIKA JASUJA	kanikacarpediem@gmail.com
18	KAVITA SOOD	kavitacarpediem@gmail.com
19	KHUSHBOO	khushboocarpediem@gmail.com
20	KIRTI KALIA	kirtikaliacarpediem@gmail.com
21	KISHAN KUMAR YADAV	kishancarpediem@gmail.com
22	KOMAL HASIJA	komalcarpediem@gmail.com
23	KULDEEP KAUR	kuldeepcarpediem@gmail.com
24	MANDEEP KAUR	mandeepcarpediem@gmail.com
25	MANINDER KAUR	manindercarpediem@gmail.com
26	MEHAK VERMA	mehakcarpediem@gmail.com
27	MONICA SETHI	activitycarpediem@gmail.com
28	MONIKA BANSAL	monica11carpediem@gmail.com
29	NISHA RANI	nishacarpediem@gmail.com
30	NISHU BANSAL	nishuengcarpediem@gmail.com
31	RECEPTION	carpereception@gmail.com
32	PARVEEN KUMARI	pkumaricarpediem@gmail.com
33	PINKI	pinkisstcarpediem@gmail.com
34	POOJA	poojacarpediem@gmail.com

CARPE DIEM INTERNATIONAL SCHOOL		
SR. NO.	NAME	EMAIL
35	PREETIKA	preetikacarpediem@gmail.com
36	REENA	reena11carpediem@gmail.com
37	RENU BANSAL	renucarpediem@gmail.com
38	RIMPLE	rimplecarpediem@gmail.com
39	RITU KAMAL	ritucarpediem@gmail.com
40	RUPINDER KAUR	rupindercarpediem1@gmail.com
41	SHALINI KAPOOR	shalinicarpediem@gmail.com
42	SONIA AGGARWAL	soniaaggarwalcarpediem@gmail.com
43	SONU SHARMA	carpereception@gmail.com
44	SUSHMA	sushmacarpediem@gmail.com
45	VAGISHA	vagishacarpediem@gmail.com
46	VANDANA THAKKAR	vandanacarpediem@gmail.com
47	VIBHA ARORA	vibhacarpediem@gmail.com

IMPORTANT INSTRUCTIONS FOR PARENTS

1. Please visit the school in a formal dress and switch off/ silent your mobile phone in the school premises.
2. Parents or Guardians of the students, who have already signed the Admission Forms and agreed to observe the rules of the school, should understand that they cannot dictate the school authority on matter of policy or on condition of admission.
3. Parents are also expected to co-operate with the school authority by taking an active and helpful interest in the activities of the school.
4. Holidays and vacations are planned and incorporated in the school calendar. Parents are requested to adhere to the schedule.
5. Since the medium of instruction at the school is English therefore, students are strictly not allowed to converse in regional language in the school premises.
6. Kindly note that it is the responsibility of the parents/guardians to make arrangements for the conveyance for their child, if he/she participates in competitions outside the school.
7. Parents are informed that their children may be sent back home:-
 - a) After two or more warnings for arriving late.
 - b) Not wearing the correct / proper school uniform.
 - c) Not having a remark in the school almanac signed by their parents, or not having the receipt of the circulars acknowledged by their parents within the stipulated period.
8. Suggestions from the parents are always welcome. They should be written/ mailed to the Principal so that same may be referred to, discussed and when possible, incorporated in the school system.
9. Parents should not forget to provide their specimen signatures in the school almanac.
10. Parents are requested to notify the school immediately if there is any change in the address, telephone number or emergency contact number.
11. Whenever school authorities invite parents for any kind of meetings, please ensure that you attend them regularly and on time, in the interest of your ward.
12. Parents must sign the notes given in the almanac to let the teacher know that they have seen the notes.
13. Parents/ Guardians must bring "Escort Card" while coming to school to pick up the child. Please do not insist or argue with the staff to send the child without Escort Card. Such measures are taken for the safety of the students.
14. Only person having photograph on escort card can pick the child from the school.
15. In case the child is to be picked by a person other than the parent/ nominee, a prior written permission must be taken from the school authority.
16. The students who come to school, in the care of helpers, should never leave before the arrival of school teacher/ attendants, helpers must carry ID Card.
17. The loss of ID Card/Escort Card must be reported to the school immediately. New one can be made with extra charges.
18. Any kind of damage done by any student to the school property, is subjected to a fine or payment for replacement/ repair.
19. Every student must have a minimum of 90% attendance to be promoted to the next class. (unless medically advised to take rest.)
20. The school gate will be closed after the first bell rings, and for late arrivals action will be taken immediately. More than one late arrivals would lead to the student being sent back home.

AT THE TIME OF THE TESTS/EXAMS

- **ILLNESS:** If a pupil misses a test due to illness, a letter plus the doctor's prescription must be sent immediately to the school office. Post dated applications and prescriptions will be inadmissible. **DO NOT SEND THE ILL CHILD TO SCHOOL FOR JUST THE TEST PERIOD.**
- **OTHER REASON:** Any other reason for missing a test or exam must be given in writing to the school office with proof. Awarding average marks will be at Principal's discretion.
- Do not send your child for half day as your child is unwell.
- A change in scheduling of tests/ assessments is not permissible. No consideration or change in schedule is granted for students who have to leave to go on a journey/trip or special occasion.
- If a pupil misses several tests/ exam during the school year he/she may not be eligible for an award at the end of the year.
- We also need to know if there are any family medical problems or anything which could cause the child insecurity and changed behavior.
- Extra consideration can be given to students with special medical need. However, an authentic certificate should be provided at the relevant time and NOT when convenient to parents to do so.

ABSENTEEISM & LEAVE RULES FOR STUDENTS

- Parents/ guardians are requested to ensure that their child is regular to school.
- In the interest of students and discipline, parents are strongly advised not to apply for leave in the event of family vacations, ceremonies and functions as it would be detrimental to the student's progress.
- In case of absence due to illness Medical Certificate/ Report must be provided.
- No leave will be granted unless parent/ guardian make a request for leave at least three working days before the start of the absence.
- All absences except for illness, injury, death in student's immediate family require advance approval.
- Advance leave is applicable only for sports events, travel, appointment with doctor/dentist/embassy/ passport office etc.
- **NO HALF DAY LEAVE / SHORT LEAVE IS PERMITTED.**
- Approved absences will be limited to ten days in the entire school year except in medical cases.
- No assessments will be rescheduled or re-conducted to accommodate students' absence.
- Re-entry to school to take child home is allowed only if the school office has called you.
- For any application, parents are requested to use the form given at the end of this booklet or use neat, plain paper and not scraps torn out of a notebook. You can also send through school app or email the class teacher.
- Names will be taken off the rolls if absent without an application for more than two weeks.

CO-CURRICULAR ACTIVITIES

CLUBS: There are several clubs offered to students from Class I onwards like – Dance, Music (Vocal & Instrumental), Robotics, Abacus, Vedic Math, Debate & Dramatics, Music, Dance, SUPW & Art/Craft, Yoga, Indoor games, Taekwondo, Football, Skating and Cricket.

- Club activities are conducted for 45 minutes every day.
- Students can choose two activities in a year out of the choices given.
- Choices once made cannot be changed.
- Students who will choose sports clubs like Taekwondo, Skating, Football or Cricket will have to buy a complete dress and accessories of the particular game he/she chooses.
- Students will not be able to take part in competitions at school or higher level without the specific sports dress.
- There will not be more than 30 students in one club.
- Auditions will be taken by the trainers, on the basis of which the clubs will be allotted.

INTER HOUSE ACTIVITIES

- Inter House competitions are mentioned in school yearly calendar. Houses are allotted to students of class III onwards.
- Inter House Sports competitions like Football, Volley Ball, Basket Ball, Races, Relay Races
- Inter House Co-curricular Competitions: Debates, Salad making, Rangoli, Board Decoration etc

MONTHLY COMPETITIONS

- Details of monthly competitions are given in the yearly calendar.
- Each and every child of the class participates.
- Parents make their child prepare for the competition. Teachers guide the students for the presentation.

TREKS AND TOURS

Treks and tours are arranged for all students in September/ October. We encourage this activity but do not force students to go on these tours. The cost of these treks and tours are borne by the parents.

FUNCTIONS

Annual Function, Annual prize distribution, Annual Sports Meet, Carnivals etc. are annual events where children participate to show and enhance their talents. Students are provided rental costumes, jewelery, props, choreographers and the cost is borne by the parents. Other expenses are taken care by the school.

PARTICIPATION IN COMPETITIONS AND ACTIVITIES HELP STUDENTS TO BUILD SELF- ESTEEM AND CONFIDENCE. IT HELPS IN IMPROVING TEAMWORK & COLLABORATION, MOTIVATION, STRENGTHENING ACADEMICS ETC. PARENTS ARE REQUESTED TO ENCOURAGE THEIR CHILDREN FOR ACTIVE PARTICIPATION.

PARENTAL DUTIES

Parents are required to help their child and the school by ensuring that he /she:

- Always has necessary stationery.
- Always comes neat and clean dressed in proper school uniform.
- That he/she knows it is extremely rude to interrupt others when they are talking.
- Is not allowed to use abusive language at home.
- Understands that physical violence is very wrong.
- Does not pass any comment about any other child and especially about the teacher.
- Is not allowed to watch too much television especially films, fighting and serials.
- Does not use too much of mobile phone and internet. Such things should only be used in the presence of parents and for limited time. **PLEASE DO NOT PROVIDE PERSONAL MOBILE PHONES TO CHILDREN AT SUCH A YOUNG AGE.**

PARENTS SHOULD MAKE SURE

- That there is no shouting and loud arguments in front of the child (comments and comparisons about the child should not be made in the child's presence). Severe suppression in the child's personality can result if they live in the negative atmosphere.
- That the children study consistently and not resort to last minute cramming of the subject.
- That children do not hear bad language or criticism, nor any derogatory remarks about colour/caste/creed/their neighbor and their school.
- Behave respectfully to the school staff. No screaming and shouting is allowed.

CODE OF CONDUCT – IMPORTANT RULES

All pupils are expected to abide by the following school code of conduct and school rules. Failure to follow school rules will attract various forms of punishments:

- Good manners should be shown at all times. Everyone should always demonstrate consideration for other people, their safety and their property.
- Respect must always be shown towards the school's and other people's property.
- Respect for the school environment makes everyone's working conditions more pleasant. Dropping litter is antisocial and culprits should be reported to a member of staff. All litter should be disposed of in the appropriate bins.
- Respect must always be shown to each individual. Any kind of abuse or bullying should be reported to a teacher straightaway. Bullying - verbal or physical – and violent conduct will always be dealt with severity.
- Pupils should take pride in their appearance and wear correct uniform. Sandals and casual footwear is not allowed even if there is a reason.
- **NOT BRINGING BOOKS & NOTEBOOKS, NOT DOING HOMEWORK & CLASSWORK ON MORE THAN TWO OCCASIONS WILL RESULT IN STAYBACK. (Parents will have to pick the child from school, in case of stay back)**
- Students being abusive (using bad language) will be suspended for 2 days. Everyone should walk on the left of corridors and stairs. Those waiting to enter a room should wait in a single file.
- All litter should be placed in the litter bins.
- Doors should be held open, not allowed to close in other people's faces.
- Pupils should stand up and be quiet when a member of staff or a visitor enters the room.
- Pupils should observe appropriate health and safety regulations in and around the school.

The following Rules Will Automatically Attract Serious Disciplinary actions if Ignored:

- School Almanac must be carried at all times and be regularly completed.
- School uniform, as defined on the uniform list, must be worn in the school premises at all times.
- Pupils must not write on, or deface walls, desks, displays or other school property.
- Any electronic equipment or mobile phones are not allowed in school.

ENGLISH MUST BE SPOKEN AT ALL TIMES EVERYWHERE ON THE CAMPUS.

E-SAFETY
COMPUTER & ROBOTICS ROOM

- Students should not attempt to repair, tamper or interfere with any of the computer, headphones, cabling, smart boards or any other equipment in the room.
- Students are not allowed to work alone in the laboratory at any time.
- The school owns the computer network including internet and can set rules for its use.
- All internet use must be appropriate to education.

LIBRARY RULES

You are expected to follow some simple guidelines while in the library.

- All students of the school are members of the Library.
- Strict discipline and silence is to be observed in the library room. Library books should be properly looked after and deposited on the due date.
- Marking, underlining, cutting, erasing and damaging pages of the books are strictly prohibited.
- Test books, reference books, Journals and periodicals are to be read in the Library and are not meant for home use.
- Put the books back on the proper shelf, tuck in chairs and throw away the garbage. Other people need those books too, and neat place to work.

SAFETY GUIDELINES FOR LABORATORY

Science is a hand-on laboratory class. You may be performing laboratory activities which require the use of hazardous chemicals. Safety in the science room is the first priority for students and teachers. Therefore, the following rules must be adhered to:

- Conduct yourself in a responsible manner at all times in the laboratory.
- Be familiar with your lab assignment before you come to lab. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the teacher before proceeding.
- Never work alone. No student may work in the laboratory without a teacher present.
- When first entering a science room, do not touch any equipment, chemicals or other materials in the laboratory area until you are instructed to do so.
- Perform only those experiments which are authorized by the instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
- Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only lab instructions, worksheets and/or reports to the work area.
- Be alert and proceed with caution at all times in the lab. Notify the instructor immediately of any unsafe conditions you observe.
- Keep hands away from your face, eyes and body while using chemicals. Wash your hands with soap and water after performing all experiments.
- Experiments must be personally monitored at all times. You will be assigned a work area. Do not wander about the room, distract other students, or interfere with the lab experiments of others.

ITEMS WHICH ARE BANNED

Under no circumstances may the following be brought into school or onto school buses or property.

- Offensive weapons, knives, cutters and dangerous sprays.
- Racist material.
- Pornographic materials.
- Lighters, matches, fireworks, scissors, pocket lasers.
- Computer equipments: software, CDs, pen drive (except with the permission of the coordinator)
- Chewing Gum, Fizzy drinks, Junk Food.
- Cosmetics/make up/ jewellery/ fancy watches
- Phones, iPods, Money
- Expensive & Fancy stationery items.

PARENT – TEACHER MEETINGS

Parents and guardians are not allowed to see their children or meet teachers during school hours. Parents **MUST NOT** contact staff privately. All communication should be through the school. Parents are not allowed to discuss anything or speak to the staff without approval from the office. If parents are rude to any member of the staff it may result in losing your child's seat at the school.

- Parent – Teacher Meetings are arranged regularly. Check the school calendar for the dates. Up to date information is always given in the school diary and the school App.
- An appointment can be made to meet the Principal for any serious matters. The school authorities, however, will call parents to come to school for any urgent matters regarding their ward/ child.
- Parents are requested to come formally dressed up. Please do not come in slippers, shorts and pyjamas.
- Students can accompany parents on PTM in school uniform only.

RECREATION & SNACK BREAK

- Students to bring their own eatables.
- Tiffins should not be sent in odd hours to be given to students as they will be refused.
- Food in wet gravies, Curry food, non-veg/junk food, chewing gum and pickles are not permissible, nor are chocolate bars and chips/ crisps.
- Both paper and cloth napkins must be sent with tiffins.
- On Birthdays, please do not send candies etc due to several health issues of children. You can send biscuits, stationery items but not big packets with many things in it.

SPECIAL MEDICAL NEEDS

It is in child's interest that parents must provide all information regarding special medical needs to the school. Kindly send photo copies of all doctor's reports to the office. It is in student's interest that the school has all necessary information about the child.

Please do not sent 'medical reports' when convenient – i.e. at exam times or, as per one's own private schedule.

Please arrange for an appointment with the Principal regarding any special problems.

Extra attention can be given to students with special medical needs. However, authentic medical certificates need to be provided at the relevant time NOT when it is convenient to parents to do so.

Please do not send medicine in child's bag to give it in school. Only in case of emergency, medicine can be given to the child if doctor's prescription is sent along.

MEDICAL CARE AT SCHOOL

When students are unwell they can rest in the School Infirmary. If they have high fever or any other emergency situation, parents will be called, or they may be taken to town for immediate hospital attention. EMERGENCY NUMBER is to be provided to the school.

ADMISSION & WITHDRAWAL

- Admission is open to all eligible students irrespective of caste, colour and creed.
- If the school leaving certificate (L.C./T.C.) submitted is from recognized school situated outside the state, it must be countersigned by the DEO of the state.
- Parents and Guardians are asked to fill in the admission form with utmost possible accuracy. No subsequent changes will be permitted thereafter.
- Prospective candidates will be tested in the standards below that to which they seek admission, providing their age is compatible. **AGE CRITERIA IS AS PER CBSE NORMS.**
- T C request must be submitted at least one month before the new session starts else Tuition Fee for the month of April will be charged. School leaving certificate will be issued if all the dues have been paid.
- Not with standing anything in this prospectus, the Principal/ management may, at her absolute direction require any parent at anytime to take/ withdraw his/her ward out of the school.

FEES

- The school fees cover twelve calendar months are paid in monthly, quarterly or yearly installments as per their convenience.
- In case of Govt. orders for online classes, parents will have to pay monthly charges whether you are willing to attend online classes or not. School provides classes for all students.
- Fees can be paid through the school app or at the school fee counter.
- Any cheque returned by the bank will be treated as non payment of fee, subsequently, payment along with the cheque bouncing charges and late fee will be accepted only in the form of cash/ bank draft.
- No reduction is made for holidays or broken periods. Pupils are liable to be charged full fees as long as their names are officially on the Rolls.
- School will not be responsible for any fee amount/ cheque sent in the bag or through transport attendant.
- Transport Fee must be paid directly to the transport incharge.

TRANSPORT FACILITY

The students who have to opt for school transport to kindly note that the school transport has been privatized since 2020-21. At the same time, the school authorities will keep a proper check on the transport and safety measure as per the 'Safe Vahan Policy'. Transport will be Non AC. Parents can contact the transport in-charge at 9988011234 to know about the transport details.

Some general Instructions to keep the discipline are to be followed-

- **Please ensure that your ward is ready five minutes before the scheduled time of the child's pick up time.**
- **Driver will neither go to the child's house to pick or drop the child nor do they ring the door bell.**
- Please do not make the school transport wait as it can cause inconvenience to the children and make them late for the school.
- Pick & Drop facility cannot be extended to the points where lanes are narrow and congested in case stop is fixed for the child.
- Please do not give any verbal information/instructions for any kind of change in the pick up and drop schedule for your ward to the driver, No temporary change or address will be entertained by the school.
- Please refrain from calling the driver on his mobile phone frequently since this can disturb his concentration while driving.
- Any change in address or contact details must be informed in writing to the school office. School holds no responsibility if the same update to the bus drivers or the attendant.
- The students should board the transport only when it has fully stopped.
- The students should stay disciplined during the travel time. In case of regular discipline defaulters, transport will be stopped.
- The students are not allowed to chew gums in the school transport.
- It is not possible for the school transport to pick and drop every child from the doorstep. Parents will have to cooperate and drop and pick the child at the given stop.
- Intentional vandalism such as breaking window panes, tearing and cutting of seat covers and any other related offence will result in disciplinary action.

**SUMMER UNIFORM
PLAY GROUP TO CLASS II**

GIRLS	BOYS
Burberry Tunics with compulsory black cycling shorts	Burberry Shorts
Sky blue Half sleeve shirt with School Logo	Sky blue Half sleeve shirt with School Logo
Beige socks with beige and red lines	Beige socks with beige and red lines.
Black Velcro leather Shoes	Black Velcro leather Shoes
Two plates with sky blue thin ribbons (long hair) Two pony tails with sky blue ribbons (short hair)	Sky blue Patkas for Sikh boys and Army Cut hair for Hindu boys

PHYSICAL EDUCATION / GYM DAYS	PHYSICAL EDUCATION/ GYM DAYS
White T-shirt with Blue denim tunics	White T-shirt with Blue denim shorts
White socks & Velcro Shoes	White socks & white fleets
Navy Blue ribbons	Navy Blue patkas

CLASS III ONWARDS

GIRLS	BOYS
Beige Skirt with compulsory black cycling shorts	Beige Shorts for Grade III - V Beige Trousers from Class VI onwards
Sky blue Half sleeve shirt with School Logo	Sky blue Half sleeve shirt with School Logo
Beige socks with beige and red lines	Beige socks with beige and red lines
Black Buckled leather Shoes	Black Laced leather Shoes
Black School Belt	Black School Belt
Two plaits with sky blue thin ribbons (long hair) Two pony tails with sky blue ribbons (short hair)	Sky blue Patkas for Sikh boys/ Turban for Class VI onwards and Army Cut hair for Hindu boys

PHYSICAL EDUCATION DAYS	PHYSICAL EDUCATION DAYS
School House T-shirt with Black Capri pants.	School House T-shirt with Black Shorts.
Black socks	Black socks
Black Canvas Fleets	Black Canvas Fleets
Two plaits with black thin ribbons (long hair) Two pony tails with black ribbons (short hair)	Black Patkas for Sikh boys/ Turban for Class VI onwards and Army Cut hair for Hindu boys

**WINTER UNIFORM
PLAY GROUP TO CLASS II**

GIRLS	BOYS
Burberry Tunics with compulsory black cycling shorts	Burberry Shorts
Sky blue shirt with School Logo	Sky blue shirt with School Logo
Black Sweater with beige lines	Black Sweater with beige lines
Grey - Black Tweed School Jacket with hood	Grey - Black Tweed School Jacket with hood
Grey full length warm stockings	Beige woollen socks with beige and red lines
Black Velcro leather Shoes	Black Velcro leather Shoes
Two plates with sky blue thin ribbons (long hair) Two pony tails with sky blue ribbons (short hair)	Sky blue Patkas for Sikh boys and Army Cut hair for Hindu boys

PHYSICAL EDUCATION / GYM DAYS	PHYSICAL EDUCATION / GYM DAYS
White T-shirt with School Tracksuit	White T-shirt with School Tracksuit
White socks & Velcro Shoes	White socks & white fleets
Navy Blue ribbons	Navy Blue patkas

CLASS III ONWARDS

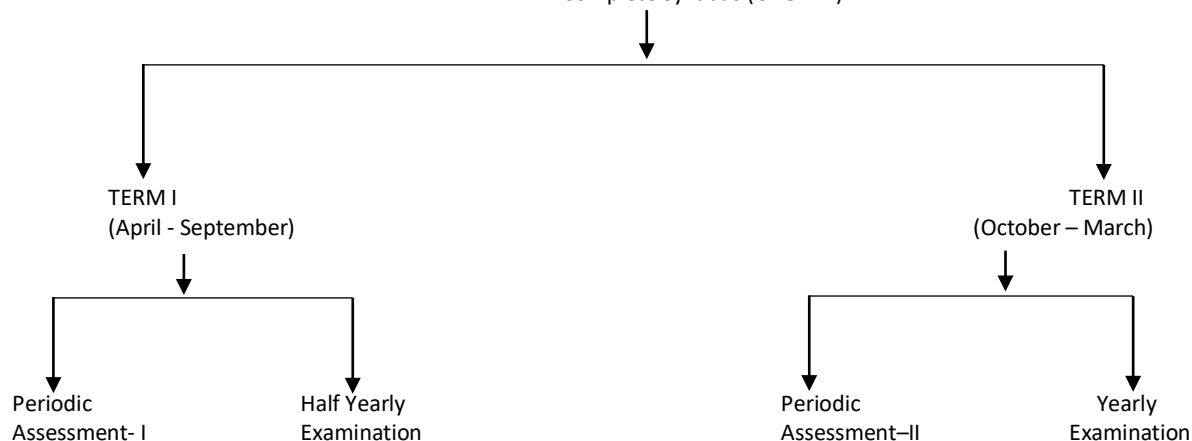
GIRLS	BOYS
Beige Skirt with compulsory black cycling shorts	Beige Trousers
Sky blue Full sleeve shirt with School Logo	Sky blue Full sleeve shirt with School Logo
Black Sweater with beige lines	Black Sweater with beige lines
Grey - Black Tweed School Blazer with School Cravat	Grey - Black Tweed School Blazer with School Cravat
Grey full length warm stockings	Beige woollen socks with beige and red lines
Black Buckled leather Shoes	Black Laced leather Shoes
Black School Belt	Black School Belt
Two plates with sky blue thin ribbons (long hair) Two pony tails with sky blue ribbons (short hair)	Sky blue Patkas for Sikh boys/ Turban for Class VI onwards and Army Cut hair for Hindu boys

PHYSICAL EDUCATION DAYS	PHYSICAL EDUCATION DAYS
School House T-shirt with House Tracksuit	School House T-shirt with House Tracksuit
Beige woollen socks with beige and red lines	Beige woollen socks with beige and red lines
Black Canvas Fleets	Black Canvas Fleets
Two plates with sky blue thin ribbons (long hair) Two pony tails with sky blue ribbons (short hair)	Sky blue Patkas for Sikh boys/ Turban for Class VI onwards and Army Cut hair for Hindu boys

➤ **The school does not prescribe any shop for buying uniform.**

PROGRAMME OF SCHOOL EXAMINATION

Complete Syllabus (UKG-VIII)



SCHEDULE OF EXAMINATION: CLASS UKG – VIII

Periodic Assessment I	:	MAY (check Yearly calendar for the dates)
Half Yearly Examination	:	September (Date sheet will be given 2 weeks before the examination commences)
Periodic Assessment II	:	November –December (check Yearly calendar for dates)
Yearly Examination	:	March, 2019 (Date sheet will be given 2 weeks before the examination commences)

The Half Yearly Examination scheduled to be held in September will be based on the syllabus covered in Term-I. The Term II examination scheduled to be held in March will be based on the syllabus for second semester + 10%, 20%, 30% (for class 6, 7, 8 respectively) of syllabus from Term I will be included, for all subjects.

- The prescribed lessons in all subjects should be studied thoroughly.
- The question papers in all subjects will be based on the C.B.S.E pattern.
- 20% marks are assigned to students on the basis of their performance in PA, on average basis, including projects and assignments.
- Promotions shall be decided on the cumulative record of complete academic year.
- Grades will be awarded for General Knowledge, Physical Education, Art & Craft, Moral Science and Computer.
- No request should be made to conduct a PA before or after the scheduled day. Such requests **SHALL NOT** be entertained.
- Parents are strictly advised not to send their ward only for the test in case of emergency/ illness. If absence is genuine, the child will be given benefit and average marks will be given for PA. Either child has to attend the full day or get the leave sanctioned. **NO SHORT ATTENDANCE OR HALF DAY LEAVES ARE ALLOWED** even during PA days.
- In case a student is found cheating/ copying in any examination, the paper will be cancelled.

ASSESSMENT PLAN (PG - LKG)		
Assessment	Plan of Assessment	
Periodic Assessment (PA1 & PA2)	Internal Grading	
Half Yearly & Yearly Assessment	Worksheet Based Assessment (Grading)	
ASSESSMENT PLAN (UKG)		
TERM - I		
Assessment	Plan of Assessment	
Periodic Assessment 1 (PA1)	Internal Grading	
Half Yearly Examination	Worksheet Based Assessment (Grading)	
TERM - II		
Assessment	Plan of Assessment	Marks
Periodic Assessment 2 (PA2)	Internal Grading	
Yearly Examination	Written Examination	60
	Oral	20
	Subject Enrichment	10
	Notebook Submission	10
Total		100

PLAY GROUP

The children are assessed on the basis of everyday learning and orals.

NURSERY & LKG

ENGLISH & MATHEMATICS

- The children are assessed at the end of the session and given grades.
- Teaching all through the year is based on the Montessori System.
- The focus is on practical activities and orals - phonic sounds of the alphabets are taught.
- Please follow the curriculum given at the beginning of the session.
- EVS and GK are done orally & worksheets based.

UKG

ENGLISH, MATHEMATICS & HINDI

- Parents must follow the school's pattern and teaching is done by sounds.
- Parents should not teach the child as per their own educational experience.
- Understanding and speech is more important than merely being able to write.

ASSESSMENT PLAN Classes: I to VIII				
TERM-1				
Assessment	Plan of Assessment	Marks	Weight age	Remarks(Syllabus)
Periodic Assessment 1 (PA1)	Written Examination	40	10	Syllabus as per work plan
	a) Notebook Submission	5	5	Criteria of Notebook Assessment: <ul style="list-style-type: none"> • Completion of C.W/H.W • Pasting of Worksheets • Maintenance of Notebooks.
	b) Subject Enrichment Activity Submission	5	5	<ul style="list-style-type: none"> • Subject Enrichment Activities to be done in Project Notebooks. • To be evaluated at the end of Term 1.
Half – Yearly Examination	Written Examination Oral/reading/viva		75+5=80	Syllabus of First Term as per Work Plan
	Total		100	
TERM-2				
Periodic Assessment 2 (PA2)	Written Examination	40	10	Syllabus as per work plan
	a) Notebook Submission	5	5	Criteria of Notebook Assessment: <ul style="list-style-type: none"> • Completion of C.W/H.W • Pasting of Worksheets • Maintenance of Notebooks.
	b) Subject Enrichment Activity Submission	5	5	<ul style="list-style-type: none"> • Subject Enrichment Activities to be done in Project Notebooks. • To be evaluated at the end of Term 2.
Yearly Examination	Written Examination Oral/reading/viva		75+5=80	Class I-V : Syllabus as per Work Plan Class VI : 10 % of 1 st term + entire syllabus of 2 nd term Class VII : 20 % of 1 st term + syllabus of 2 nd term Class VIII : 30% of 1 st term + entire syllabus of 2 nd term
	Total		100	

GRADE IX & X ASSESSMENT PLAN WILL BE SHARED FROM TIME TO TIME AS PER CBSE GUIDELINES

**CARPE DIEM INTERNATIONAL SCHOOL
LEAVE APPLICATION FORM**

Date: _____

Name of the child: _____

Class: _____ Section _____

Reason for leave: _____

Day(s) Absent: _____

Missed PA/ Exam: _____

Parents/Guardians sign: _____

Relation with the child: _____

PRINCIPAL: _____