



**ATS VALLEY SCHOOL**  
**EXPLORE LEARN LEAD**



**SESSION 2021-22**



# ATS VALLEY SCHOOL

## EXPLORE LEARN LEAD

ATS Golf Meadows, Barwala Road,  
Dera Bassi, Dist. - SAS Nagar (Mohali)

Punjab - 140507

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# SCHOOL DIARY

## 2021-22

Name of the Pupil \_\_\_\_\_

Grade \_\_\_\_\_ Section \_\_\_\_\_ House \_\_\_\_\_

Admission No. \_\_\_\_\_ Residential Address: \_\_\_\_\_

Contact No. \_\_\_\_\_



This diary is to be brought to school daily.

## SCHOOL SONG

Out by the garden, where the sky is blue  
There stands a school, so strong and true  
It teaches us bravery, it teaches us strength  
Fruit laden trees are those that bend.

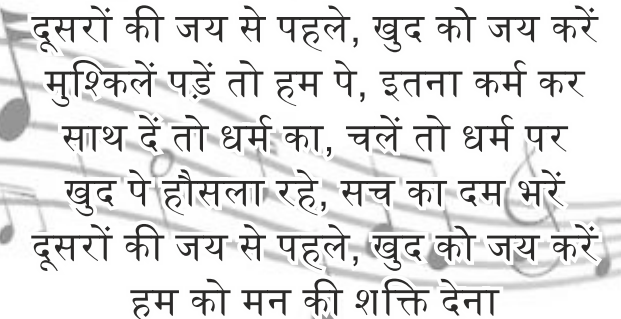
Hard do we work, fair do we play  
(We're) always striving, to do our best  
We balance our work, we balance our play  
(We're) stable and steady, each and every day.

The lessons that we learn, the songs that we sing  
We'll always remember, the teachings they bring  
That justice and equality are quite a feat  
And everyone equally, we always must treat.

This is our school song, this is our hymn  
In the sea of knowledge, we fearlessly swim  
We're open and honest, without disguise  
We're not just educated, we're also wise  
ATS ATS Valley School

## SCHOOL PRAYER

हम को मन की शक्ति देना, मन विजय करें  
दूसरों की जय से पहले, खुदको जय करें - 2  
भेद - भाव अपने दिल से, साफ़ कर सकें  
दूसरों से भूल हो तो, माफ़ कर सकें  
झूठ से बचे रहें, सच का दम भरें  
दूसरों की जय से पहले, खुद को जय करें  
मुश्किलें पड़ें तो हम पे, इतना कर्म कर  
साथ दें तो धर्म का, चलें तो धर्म पर  
खुद पे हौसला रहे, सच का दम भरें  
दूसरों की जय से पहले, खुद को जय करें  
हम को मन की शक्ति देना



# राष्ट्रीय गान

जन गण मन् अधिनायक जय हे,  
भारत भाग्य विधाता ॥  
पंजाब - सिंध, गुजरात मराठा,  
द्राविड़, उत्कल बंग ।  
विन्ध्य, हिमाचल, यमुना गंगा,  
उच्छल जलधि तरंग,  
तव शुभ नामे जागे  
तव शुभ आशिष मांगे  
गाहे तव जय गाथा  
जन गण मंगल दायक जय हे,  
भारत भाग्य विधाता ।  
जय हे, जय हे, जय हे,  
जय, जय, जय, जय हे ॥

## ENGLISH TRANSLATION

Thou art the ruler of the minds of all people,  
Dispenser of India's destiny.  
Thy name rouses the hearts of Punjab, Sind,  
Gujarat and Maratha,  
Of the Dravida and Orissa and Bengal;  
It echoes in the hills of the Vindhyas and Himalayas,  
mingles in the music of Jamuna and Ganges and is  
chanted by the waves of the Indian Sea.  
They pray for thy blessings and sing thy praise.  
The saving of all people waits in thy hand,  
Thou dispenser of India's destiny.  
Victory, victory, victory to thee.



# SCHOOL OATH

## GRADE LKG & UKG

Today, I promise...

I will finish my work and finish my food

I will not hit others and I won't be rude

I will listen when others speak

and greet everyone I meet.

## GRADE 1,2 AND 3

I will be honest

If I make a mistake, I will admit it

I will never break a promise

I will not tease/ trouble my friends.

I will always tell the truth

I will follow the classroom rules

I will take care of the things I borrow

## GRADE 4 AND 5

I will always speak the truth

I will keep my promises

I will be responsible for my own belongings.

I will return the things I borrow.

I will always lend a helping hand to the ones in need

I will remember to say sorry and thank you often.

I will always look at the brighter side.

I will give priority to my needs rather than wants



## **GRADE 6 to 10**

---

I will...

Be neat and hygienic, for a healthy body hosts a healthy mind

Not hit or abuse anybody, for I will not like it if the same is  
done to me

Respect people and things around me, for if you give respect,  
you get respect

Never misuse technology, for it has the power to do good,  
and yet it can be harmful

Not waste food, for there are many who have none  
Accept my mistakes, for that makes me stronger and better

Be honest, most to myself and then to others

Make real friends, rather than online

Not waste water and electricity

Pay taxes when I earn, for only then I have a right to this land

Follow traffic rules, for they are meant to keep everyone safe

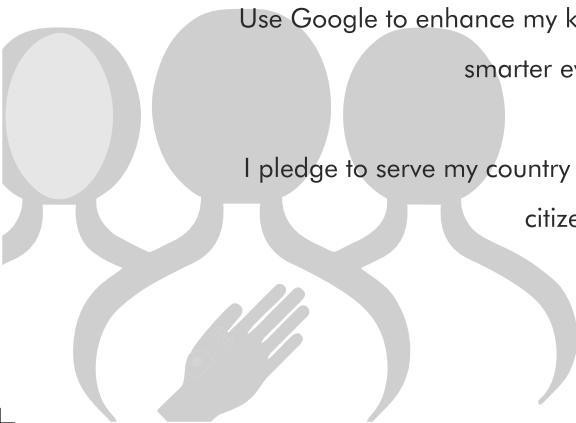
Vote when I am 18, for it is my duty towards my country

Plant trees, for it is my duty towards my home planet

Donate my spare books, toys and clothes to the needy,  
for the joy of giving is greater than any other joy

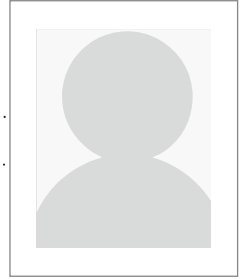
Use Google to enhance my knowledge, for it makes me  
smarter everyday

I pledge to serve my country and community as a good  
citizen.



# INFORMATION SHEET

⇒ **To be filled in and retained in Diary**



**Pupil's Name** (full) : .....

Class..... Sec..... Roll No..... House .....

Date of Birth :

Age ..... Blood Group.....Allergies (if any):.....

## **Sibling(s) in School:**

1)Name:.....Grade:.....

2)Name:.....Grade:.....

Home Address: .....

.....Pin code: .....

Landline No.: ..... Mobile No.: .....

**Father's Name** .....

Mobile No.: ..... Office Address: .....

.....

Designation: ..... Telephone No.(Office): .....

Email ID .....

**Mother's Name:** .....

Mobile No.: ..... Office Address: .....

.....

Designation: ..... Telephone No. (Office) .....

Email ID:.....

Emergency Contact Name & Number

(Other than Parents Name & Number): .....

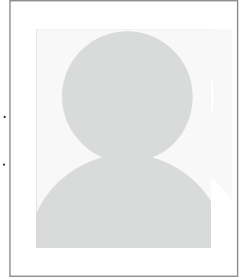
School Bus Pick up Point: ..... Bus Route No.: .....

\_\_\_\_\_  
Father's Sign:

\_\_\_\_\_  
Mother's Sign:

# **INFORMATION SHEET**

⇒ **To be filled in and retained by the school**



**Pupil's Name** (full) : .....

Class..... Sec..... Roll No..... House .....

Date of Birth :

Age ..... Blood Group.....Allergies (if any):.....

## **Sibling(s) in School:**

1)Name:.....Grade:.....

2)Name:.....Grade:.....

Home Address: .....

.....Pin code: .....

Landline No.: ..... Mobile No.: .....

**Father's Name** .....

Mobile No.: ..... Office Address: .....

.....

Designation: ..... Telephone No.(Office): .....

Email ID .....

**Mother's Name:** .....

Mobile No.: ..... Office Address: .....

.....

Designation: ..... Telephone No. (Office) .....

Email ID:.....

Emergency Contact Name & Number

(Other than Parents Name & Number): .....

School Bus Pick up Point: ..... Bus Route No.: .....

\_\_\_\_\_  
Father's Sign:

\_\_\_\_\_  
Mother's Sign:

# COVID-19 GUIDELINES FOR PARENTS AND CHILDREN:

## Instructions for children:

- Always wear a face mask.
- Always carry your personal sanitizer. However, it is suggested to also wash hands at regular intervals.
- Cover your mouth while coughing and sneezing
- Do not touch your face, especially, mouth, nose & eyes without sanitizing/washing your hands.
- No handshakes or hugs with friends allowed.
- Maintain social distancing at all times whether inside the classroom or outdoors.
- The same norms are to be strictly followed if you travel by school transport. Sit at your allocated seats only.
- If at any point in time, you feel unwell, inform your teacher immediately.
- Sharing food is not allowed. It is suggested to bring home cooked healthy food.
- Bring your own water bottle.

## Instructions for parents:

- If you come to school to drop and pick your child, you must wear a face mask inside the premises.
- Please maintain distancing in parent area. Do not make it crowded even if you have to talk to other parents.
- In case your child is unwell, please inform the school immediately.
- Kindly guide and counsel your child to follow the above instructions at all times.
- Please ensure that your child washes his hands and face immediately after reaching back home.

# **SCHOOL DIGNITY & POLICY**

- The respect and dignity of all within the school and involved with the school in any way, which includes students, staff members, parents and visitors irrespective of age, gender, ability and cultural background, is of paramount importance at ATS Valley School.
- Any kind of behavior or statement by any member of the school community which degrades, humiliates, harasses an individual on the basis of age, gender, ability, cultural or socioeconomic backgrounds is unacceptable.
- There are multiple occasions which become opportunities for parents and school team members to closely interact with each other.
- Each meeting must remain within the defined context or agenda and all such interactions should not be disclosed to any other parent.
- Respectful listening, keeping the larger goals in mind and looking together for constructive solutions is fundamental during all meetings or discussions.
- All parents and team members are expected to use respectful and appropriate language at all times. Irresponsible and personal comments which violate the dignity and respect of any child, staff member or parent will not be tolerated.
- The school has no control over social media- WhatsApp groups Facebook communities or phone messages; it is expected that all parents use these tools with a sense of responsibility and sensitivity. Sarcasm, criticism or negative comments about any teacher in the presence of children not be done.
- Any disruptive behavior which interferes with the school's day to day functioning anywhere on school premises will not be allowed.
- School diary and emails are tools of maintaining communication between the school and parents. All stakeholders are expected to be sensitive in their choice of words.
- A lot of time and effort is invested in giving timely responses to all communication received from parents and the personal space and privacy of all school community members needs to be acknowledged and respected.
- School is a platform where parents and school team members come together to create a positive and uplifting environment for children.
- Parents are also welcome to enjoy this environment as their children do. A feeling of distrust against the school hampers the progress of a child. Thus, parents are encouraged to bring their concerns directly to the school and not make their child a party to the same.

- Parents are required to read the rules written in the diary carefully before signing on this page.
- A misplaced school diary will be replaced by another on a payment of Rs 150/- on parent's request in writing.
- Communication sent through this diary must be taken note of and duly signed.
- This diary must be brought daily to the school.

## **PARENTS' DECLARATION**

I/We hereby declare that I/We have read and understood the rules and regulations of the school and shall endeavor to work in partnership with the school to enable my/our ward to reach his/her full potential.

Father's Signature :

Mother's Signature :

# THE HOUSE SYSTEM

The house system is designed to foster in the students a sense of collective responsibility and solidarity, kindling and developing social qualities latent in every student through healthy competitions among four houses. Houses fill each student with a sense of belonging and create conducive opportunities for the holistic development of each student.

The concept of school Houses is an integral part of the School. The four houses at ATS Valley School are **VIVEK, SANYAM, SAAHAS AND NYAYA**. The names are based on Plato's four cardinal virtues of wisdom, temperance, courage and justice respectively.

**"VIVEK"** means wisdom and knowledge. It is the ability to be wise.

**"SANYAM"** means temperance. It is the ability to maintain a balance in all aspects of life and avoid extremes.

**"SAAHAS"** means courage. It is the ability to do something that you know is right or good, even though it is dangerous, frightening or very difficult.

**"NYAYA"** means justice. It is the ability to be fair, just, and reasonable. The students, from LKG are divided into four houses. Each student belongs to a House and actively participates in House activities.

## BEING A GOOD STUDENT OF ATS MEANS

- "I am growing to be of service to my country and mankind". I shall strive to always be:
  - Truthful and honest
  - Gentle and kind
  - Helpful and polite
  - Sporting and non-violent
  - Chivalrous
  - Tolerant



# **SCHOOL UNIFORM**

## **GRADE FOUNDATION (SUMMER AND WINTER)**

- There is no uniform for the students of grade Foundation. They need to be dressed in comfortable clothes and shoes.

## **SUMMER**

### **BOYS**

#### **GRADE LKG to 5**

- Sky blue collared shirt, half sleeved, front buttoned
- Short pants- Beige colour
- Socks- navy blue with two stripes(red and green) on the border
- Shoes-Plain black velcro, normal heel, rubber sole
- Patka (if applicable) Sky blue(matching with shirt colour) and
- School belt

#### **GRADES 6 to 10**

- Shirt-sky blue, half sleeved, tie collared, front buttoned
- Trousers- Beige colour (full length)
- Socks- navy blue with two stripes (red and green) on the border
- Shoes- Plain black, laced, normal heel, rubber sole
- Patka (if applicable) Sky blue(matching with shirt colour) and school belt

### **GIRLS**

#### **GRADE LKG to 5**

- Shirt-sky blue, half sleeved, tie collared, front buttoned
- Skirts-Beige color, knee - length dividers
- Socks-Navy blue with two stripes(red and green) on the border
- Shoes-Plain black, velcro, normal heel, rubber sole
- Hair - The girls have to tie their hair neatly with black bands or ribbons
- School belt

#### **GRADES 6 to 10**

- Shirt-sky blue, half sleeved, tie collared, front buttoned
- Skirts-Beige color, knee length dividers
- Socks-Navy blue with two stripes (red and green) on the border
- Shoes-Plain black, laced, normal heel, rubber sole
- Hair- The girls have to tie their hair neatly with black bands or ribbons
- School belt

\*On Saturdays and all Wednesdays, the students are required to wear their respective house T-shirts and navy blue shorts.

\*All Saturdays are off for grade Foundation

## WINTER

### **BOYS**

#### **GRADES LKG to 6**

- Red full sleeved sweatshirts and grey woolen Track-suits (hooded)
- Woolen dark grey socks with two stripes (red and green)
- Black shoes and grey woolen caps and gloves (without design) are allowed.

#### **GRADES 7 to 10**

- Shirt-Sky blue, full sleeved, tie collared, front buttoned
- Trousers-Full length, beige colour
- Sweater- Navy blue with two stripes (red and green), V-necked, sleeveless
- Blazer- Navy blue with school crest
- Socks- Woolen, dark grey with two stripes(red and green) on the border
- Shoes- Plain black, laced, normal heel, rubber sole
- School tie and belt
- Patka - Sky blue(matching with shirt colour)
- Grey woolen caps and gloves (without design are allowed).

### **GIRLS**

#### **GRADE LKG to 6**

- Girls wear red full sleeved sweat shirts and grey woolen Track-suits (hooded)
- Woolen dark grey socks with two stripes (red and green),
- Black shoes and grey woolen caps (without design) are allowed.

#### **GRADES 7 to 10**

- Shirt-Sky blue, full sleeved, tie collared, front open
- Trousers-Full length, beige colour
- Sweater- Navy blue with two stripes(red and green), V-necked, sleeveless
- Blazer- Navy blue with school crest
- Socks- Woolen, dark grey with two stripes(red and green) on the border
- Shoes- Plain black, laced, normal heel, rubber sole
- School tie and belt
- Grey woolen caps and gloves (without design are allowed).

## **RULES FOR THE UNIFORM:**

- Students are expected to be neatly dressed in full uniform
- If your child's uniform is not available at the counter please place an order well in time for a custom fit.
- Rules regarding uniforms with respect to cleanliness must be observed strictly throughout the academic year.
- Girls are not allowed to apply kajal, eyeliner or nail paints, etc.
- No perfumes, deodorants or hair gel must be used by students.
- Students are allowed to wear simple analogue watches.
- Expensive shoes, bags, etc are not allowed.
- Students are required to wear their I-cards daily.
- Wearing of slippers or sandals is not allowed.

# **IMPORTANT RULES**

## **PUNCTUALITY**

Each day is a new learning experience. Children must come to school regularly and punctually. In order to make it a school regularly and punctually. In order to make it a comfortable and smooth start, ensure that the child reaches the school ten minutes before the given time. Please make punctuality a habit. Students traveling to and from school by private transport must ensure that they are punctual and follow school timings.

## **ARRIVAL AND DEPARTURE**

For safety, students will generally be allowed to leave school only at the scheduled time. Only authorized person carrying the collector's card issued by the school will be allowed to pick up a student. Any change to this procedure should be submitted prior, in writing; the child will NOT BE PERMITTED to leave without the requisite authority letter.

## **IF PARENTS WISH TO PICK UP THEIR CHILD EARLY, THEY NEED TO INFORM SCHOOL AT LEAST HALF AN HOUR PRIOR**

- Send a note with the student in the morning, stating the time and
- Reason for pick up; or call the school office and intimate the same
- The person picking up the student should carry a note signed by the parent (or appointed guardian) informing that the student is to accompany that person.

## **TOYS, GADGETS, AND SPORTS EQUIPMENT**

No toy, gadget, or sports equipment is to be brought to school; unless asked for by a teacher for a specific activity. Students are

prohibited from carrying valuable articles like expensive watches, fountain pens, fancy stationery, mobile phones, i-pods, calculators and jewellery etc. In case of any loss of valuables or other articles, the school authorities shall not undertake any responsibility for the loss.

## **BIRTHDAY**

Parents if they wish, they can send only one toffee/ candy per child of maximum Rs. 5 only. Invitation cards can be distributed through the Class Teacher, ONLY if all students in the class are invited. If only few students are to be invited, the invitations cannot be sent through the school. Even on their birthdays, students must come to school in their school uniform.

## **LIBRARY RULES**

- Students are not allowed to bring their personal books to the library.
- They must maintain silence in the library.
- Books issued should be returned to the library in a good condition. If a book is marked, disfigured, lost or damaged, the borrower will have to either replace the book with its new edition or pay double the recent price of the book.
- Students have to return books within 7 days; they may get them reissued if they wish so.

## **LABORATORY RULES**

- In the laboratory, students must abide by instructions given by the teacher. Students will be responsible for any breakage or loss of apparatus.
- Every breakage or loss should be reported immediately to the Principal and the student has to bear its cost.

## **SCHOOL TRANSPORTATION**

- We do not want any child to spend even one extra minute in the school bus. Their time is very valuable. In selecting the bus stops, safety and efficiency will take precedence over convenience. Students are expected to be present at the bus stop five minutes prior to the scheduled time of arrival of the school bus. Every bus driver is instructed to remain at the bus stop until the scheduled departure time.
  
- If the bus does not arrive as scheduled, please call the Administrative Officer at the number given on the first page. A student and his/her parents are responsible for the student's behavior and conduct until the student has boarded, or disembarked from the bus. For students using the school transport, parents must ensure that they pick up and drop off their child at the designated bus stops in time.
  
- In the morning, students should not be left unescorted at the bus stop.
  
- Also in the afternoon, parents must be present at the bus stop to pick up their child; failing which the student will be taken back to school; and his/her parents will be required to pick him/her up from school.
  
- Children will be handed over only after showing a valid collector card. Please get it from the School office.

## **BUS RULES**

- Students need to wait for the bus to come to a complete halt before boarding or disembarking
  
- Once boarded, students must be seated at all times and stand only when the bus comes to a complete halt
  
- Students must exit and enter only through the front door
  
- Students must ensure they do not litter in the bus nor throw anything out of the bus windows or doors while the bus is in transit.

- Students must not stick any part of their body, or any object, out of the bus while it is in motion.
- Any incident of negligence or rash driving must be reported to the Head of School immediately.
- Students are expected to ensure the safety and well-being of students junior to them.
- All school rules are applicable in the school bus also, inappropriate behavior will be corrected as per school policy on indiscipline, including withdrawal of bus facility.

## **HEALTH AND SAFETY**

- School personnel are not permitted to dispense medication, indiscipline, including withdrawal of bus facility unless expressly informed/instructed to do so in writing by parents.
- If any medication is brought to school, it should be handed over to the Class Teacher along with clear instructions about when it needs to be administered.
- If your child shows symptoms of a communicable disease or an infection, the school office should be notified immediately. Please do not let your child rejoin school until the quarantine period is over. Any student who shows symptoms of a contagious disease or condition like chicken pox, impetigo & head lice etc. will be sent home and must remain there until the condition is controlled. Communicable disease & three or more consecutive days of sickness require a doctor's certificate.

## **FIRST AID**

The school has a well equipped Infirmary for a student to take rest if he/she is not feeling well. If a child does not recover sufficiently to return to class within a short span of time, his/her parents will be contacted to pick him/her up from school. Minor injuries will be attended by the School Nurse or by trained school personnel. Parent(s) will be contacted and requested to take over the responsibility for any care that goes beyond "first aid". The school must have the emergency phone number(s), in case the parent(s) cannot be reached.

## **MEDICATION POLICY**

The school policy for administering medication requires all medication to be given at home, whenever possible. If not possible, the administration of medication to students shall be done only under exception circumstances where absolutely necessary. In such a case, please send a note to the Class Teacher.

## **LEAVE APPLICATION**

- Parents are strongly urged not to let their wards miss the first working day and the last working day of a term. (No extension of deadlines will be given on submission of projects/assignments)
- Leave of absence for a period of one, two, or three days must be mentioned in the leave application and, wherever possible, applied for, in advance
- In case of long leave and/or when a student takes leave to participate in events at the District/State/National/International level, the leave must be applied for, in advance. The application must be accompanied by a statement of intended participation and addressed to the Head of School. The school reserves the right to turn down a request.
- If a student has been absent due to medical reasons, the leave application needs to be accompanied by a medical certificate; and submitted on the same day the student reports back to school
- In case a student is absent on the day of an assessment, he/she will be allotted a zero, unless his/her parent has made a prior contact with the Class Teacher over the telephone or otherwise, with information on the reason of absence. Applications /requests sent in retrospectively are not valid

- If a student remains absent for more than 20 days without any information, his/her name is liable to be struck off the rolls, and dues adjusted accordingly.
- You must also contact the respective Class Teacher to know about the work your child has missed during the absence period. A doctor's certificate of fitness must be sent in when a student rejoins the school after an extended illness.



## **SCHOOL GUIDELINES & INSTRUCTIONS FOR PARENTS / GUARDIANS**

- No parent is allowed to enter the classrooms or speak to their ward or a teacher during class hours.
- You are requested to examine the progress report carefully and see that your ward makes special efforts to improve in the deficient subjects.
- The school offers Punjabi as third language (Compulsory) apart from English (first language) and Hindi (second language) according to the three language formula of the Government.
- No amount of private tuition can substitute classroom teaching. If a student is attentive and regular in his / her studies, there may not be any need for private tuition. Private tuition generally reduces self- confidence, initiative of the student and time for self-study.
- Strugglers may take full advantage of remedial classes, which may be arranged by the school. Similarly, all proficient students should attend the special classes as and when conducted to improve their performance.
- No Student/ Parent/Guardian, without prior written authorization of the School Principal may utilize the school's name, or identifying logo, for any inappropriate purpose.
- Any damage done to the school property will be made good by the student concerned, together with a fine imposed for such an offence.
- Criticism of the teacher or school in the presence of children should be scrupulously avoided because it causes them to lose respect for their teachers with the consequent failure to learn from them. It further retards his/her progress.
- No student will be exempted from physical exercise and games without a doctor's certificate and prior approval of the school authorities.
- Management reserves the right to suitably amend the school rules and regulations from time to time.
- Parents are reminded that without their help and cooperation, no significant improvements can be expected from the efforts made to mould the student's character in the school. Therefore, they are earnestly requested to encourage regularity and discipline.
- Students are not allowed to bring following things such as objects that can cause injury, objectionable books, magazines or other such literature to school

## **DISCIPLINE PROCEDURES**

The school will take disciplinary action against a child who engages in any conduct prohibited by the school policy.

## **PTM**

There will be four PTMs in a year - two in each term. It is highly advisable that children attend the PTM with their parents.

Teachers usually give constructive feedback at these meetings and also praise the child for good work done. This is important for the enhancement of the child's self-esteem. Students have to come to school in uniform during PTMs. It is a deemed working day for all children if their parents attend PTM.

## **NOTES BETWEEN TEACHERS AND PARENTS**

Routine notices will be sent to parents through the student's diary or school app. Parents are requested to check the diary every day and it must be acknowledged.

## **CHANGE IN ADDRESS/TELEPHONE NUMBER**

Any change in the residential/office address/ email ID and telephone number of the parents must be intimated to the school office or to the Class Teacher, in writing. No verbal communication or SMS will be entertained in this regard.

## **CHANGE IN THE MODE OF TRANSPORT**

Any change in the residential/office address/ email ID and telephone number of the parents must be intimated to the school office or to the Class Teacher, in writing. No verbal communication or SMS will be entertained in this regard.

## **CLOSED CAMPUS**

ATSVS is a closed campus, which means that students may not leave the campus without prior permission from the parent(s)

- Visitors and non-students must check in through the school office before being allowed to visit the school.

- The Head of School reserves the right to deny admission to the school campus for safety reasons.
- Personal security guards or drivers are not permitted to remain in the building during the course of the day, unless specific arrangements have been made with the Head of School.

\*School is responsible for the children only in the campus.

## **EMERGENCY DRILLS**

- ATSVS has developed and put in place an emergency plan to ensure the safety of students in the event of a fire, other disasters (such as an earthquake), or an intruder inside the school building.
- Throughout the academic year, drills and evacuations are conducted on a regular basis to familiarize both students and staff members with the school's emergency procedures.
- In compliance with state regulations, fire drills are held regularly during the academic year. Specific instructions for the fire drill exits are posted inside every room as and when required.

## **FIELD TRIPS**

- During the year, the class your child is in, will be participating in several educational field trips. At ATSVS, it is our policy to acquire prior parental permission before allowing a student to travel with members of his/her class. If you would like your child to participate, please read carefully the "CONSENT FORM" sent to you, sign it, and return it to the Class Teacher.
- Transportation will be provided for all field trips. Parents will be notified prior to every trip. As a parent or guardian, your signature on the Consent Form will indicate that you understand that the school and the staff will do everything possible to prevent any accident. However, in the event of a mishap, ATSVS will not be held accountable.
- Students who don't opt to go for trip will have to stay home.

## **LOST AND FOUND**

- ATSVS has a 'Lost and Found' area inside the school office. If your child has lost an article of clothing, water bottle, pencil box, etc., please ask him/her to check the 'Lost and Found' area; or to speak to his/her teacher. Lost-and- found items, which are not picked up, will be periodically disposed of.

## **ATTENDANCE**

- All students are required to fulfill the criterion of 75% attendance for the academic year, in order to be considered for promotion.

## **HOMEWORK POLICY**

- Homework will be daily uploaded on School App.
- Parents are requested to co-operate with the school in the attempt to help their child's progress by paying attention to their regularity, punctuality and discipline and by taking interest in their home -work.

The child may be asked to complete it during school hours under the supervision of a teacher. A formal communication from the Class teacher/subject teacher will be sent to the parent concerned 24 hours before the child is asked to stay back at school to complete the work.

## **PAYMENT OF FEE**

All financial transactions must be between the parents and the school. Students are not allowed to bring any money to the school. All school dues should be paid by cash / cheque in favour of "The ATS Valley School Receipt Account" and deposited at the Axis Bank, Dera bassi branch or through ATS Valley School App.

## **WITHDRAWAL**

- In case of withdrawal, parents should give one calendar month's notice in writing failing which, one month's fee will be charged.
- Transfer certificates for students withdrawn are not issued until all dues are settled.

## **FEE PAYMENT SYSTEM**

- Fees and other charges are payable quarterly in advance; and should be paid by a **Demand Draft/ Cheque** along with a copy of the fee invoice.
- Late fee of INR 55 per day (including Saturdays and holidays) is to be paid as late fee charges, in case the fee is paid after the stipulated date range.
- Parents should write the name of their child, class, and admission number at the back of every cheque.
- Cheque returned by bank on which it is drawn, for any reason whatsoever shall be treated as non payment of dues and an additional amount of Rs. 300/- shall be charged as 'Cheque Return Charges' along with the late fees.

- It is not mandatory for the school to send reminders for the fee dues. Parents need to follow the due dates as mentioned above.

## **FEE SCHEDULE**

School dues are payable quarterly between the 1st and 10th day of the first month of the respective quarter. The schedule for payment of fee for every quarter of 2021-2022 is as follows:

April-June	01-10 April
July-September	01-10 July
October-December	01-10 October
January-March	01-10 January

\*If full year's fee is paid at the beginning of the session, parents can avail 5% discount. Please contact school office for details.

## **ADMISSION & WITHDRAWAL**

The ATS Valley School admission criteria is as follows:

### **Age Criteria**

- 2.5 years or above for Foundation on 31st March
- 3.5 years to 4.5 years for Lower KG on 31st March
- 4.5 years to 5.5 years for Upper KG on 31st March
- 5.5 years to 6.5 years for Grade 1 on 31st March

1. 2 coloured passport size photos of the student
2. 1 parent photo (mother or father)
3. Photocopy of Birth Certificate
4. Transfer Certificate and Photocopy of Report Card (from previous school, if applicable)
5. Photocopy of Aadhaar Card (optional)
6. Medical Report/Vaccination Chart

## **REVIEW MEETINGS**

Review meetings will be held at regular intervals during the year. The dates of the meetings will be intimated well in advance.

The purpose of a review meeting is exclusive meeting with your child's teacher to discuss his/her progress in all areas of the curriculum. Additionally, at any point of time, a student, parent, teacher or administrator may request for a meeting to discuss the progress, or any other matter of concern.

## **STUDENT REPORT**

The academic year is divided into two terms. Report cards are issued at the end of each term. The report cards must be collected from the respective Class Teachers by the parents themselves; and will not be handed over to the children. The reports are to be signed and sent back to the Class Teachers at the earliest. If a report card is lost, a duplicate will be issued on payment of a fee.

## List Of Holidays 2021-22

S.No.	Date	Day	Holiday
1	4/14/2021	Wed	Baisakhi/Dr BR Ambedkar jayanti
2	4/21/2021	Wed	Ram Navmi
3	5/14/2021	Fri	Id-Ul-Fitr
4	8/30/2021	Mon	Janamashtmi
5	10/15/2021	Fri	Dussehra
6	3 Nov to 7 Nov		Diwali Break
7	11/19/2021	Fri	Guru Nanak Jayanti
8	3/1/2022	Tue	Shivratri
9	3/17/2022	Thu	Holi
10	31 May to 30 June		Summer Break
11	25 Dec to 9 Jan		Winter Break



# TIME TABLE

Day												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												

**Note : Use a pencil to fill in the time table.**

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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Handwriting practice lines consisting of 10 horizontal dotted lines.

Handwriting practice lines consisting of 10 horizontal dotted lines.

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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