



ATS VALLEY SCHOOL
EXPLORE LEARN LEAD



ATS VALLEY SCHOOL

(Under the aegis of Doon International School)

(ATS Golf Meadows, Barwala Road, Derabassi, (Punjab)-140507)

Contact-9815897247, E-mail: info@atsvalley.edu.in

Website: www.atsvalley.edu.in

SESSION 2024-2025

Name-_____

Class-_____ Sec-_____

House-_____ Roll No._____

Home Address-_____

Tel No._____ Mobile No_____

NOTE:

- ❖ This diary is to be brought to school daily.
- ❖ Parents are requested to read the rules & regulations given in the school diary.
- ❖ Teacher's/Principal's Remark must be read and signed.
- ❖ Appropriate action by parents is essential.

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 everyday.
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 खुद को जय करें - 2
भेद - भाव अपने दिल से साफ कर सकें
दोस्तों से भूल हो तो माफ कर सकें
झूठ से बचें रहें, सच का दम भरें
दूसरों की जय से पहले खुद को जय करें
मुश्किलें पड़े तो हम पे, इतना करम कर
साथ दे तो धर्म का, चलें तो धर्म पर
खुद पे होंसला रहे, बदी से न डरें
दूसरों की जय से पहले खुद को जय करें
हम को मन की शक्ति देना.....

SCHOOL PRAYER

इतनी शक्ति हमें देना दाता
मन का विश्वास कमज़ोर हा ना।
हम चले नेक रस्ते पव हमसे
भूलकर भी कोई भूल हो ना।

इतनी शक्ति हमें देना दाता
मन का विश्वास कमज़ोर हो ना।

दूर अज्ञान के हो अंधेरे,
तू हमें ज्ञान की रौशनी दे।
हर बुराई से बचते रहें हम,
जितनी भी दे भड़ी जिन्दगी दे।।

बैर हो ना किसी का किसी से
भावना मन में बदले की हो ना।

हम चल नेक रस्ते पे हमसे
भूलकर भी कोई भूल हो ना।।

इतनी शक्ति हमें देना दाता
मन का विश्वास कमज़ोर हो ना।

हम ना सोचें हमें क्या मिला है

ये मत कहो खुदा से मेरी मुश्किलें बड़ी हैं
इन मुश्किलों से कह दो मेरा खुदा बड़ा है
आती हैं आधियां तो कर उनका खैर मकदम
तूफ़ां से ही जो लड़ने खुदा ने तुझे गढ़ा है
ये मत कहो खुदा से मेरी मुश्किलें बड़ी हैं
इन मुश्किलों से कह दो मेरा खुदा बड़ा है

अग्नि में तप के सोना है औत भी निखरता
दुर्गम को पार कार के हिमालय कोई चढ़ाए
लाएगी रंग मेहनत आखिर तुम्हारी इकदिन
होगा विशाल तरूवर, वो बीज जो पड़ा है
ये मत कहो खुदा से मेरी मुश्किलें बड़ी हैं
इन मुश्किलों से कह दो मेरा खुदा बड़ा है

वो सर्व शक्तियों से जब साथ है हमारे
हर काम उसके रहते हरदम हुआ पड़ा है
कभी हारना ना, हिम्मत के कदम बढ़ाओ
हज़ारों कदम बढ़ाने वो सामने खड़ा है
ये मत कहा खुदा से मेरी मुश्किलें बड़ी हैं
इन मुश्किलों से कह दो मेरा खुदा बड़ा है

राष्ट्रीय गान

जन-गण-मन अधिनायक जय हे,

भारत भाग्य विधाता ।

पंजाब सिन्ध गुजरात मराठा,

द्राविड़ उत्कल बंग ।

विन्ध्य हिमाचल यमुना गंगा,

उच्छल जलधि तरंग ।

तव् शुभ नामे जागे,

तव् शुभ आशिष मागे ।

गाहे तव् जय गाथा,

जन-गण मंगलदायक जय हे, भारत भाग्य विधाता ।

जय हे, जय हे, जय हे, जय जय जय जय हे ।

NATIONAL PLEDGE

India is my country.

All Indians are my brothers and sisters. I love my country, and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give respect to my parents, teachers and elders and treat every one with courtesy.

To my country and people,

I pledge my devotion.

In their wellbeing and prosperity alone, lies my happiness.

Jai Hind

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 is not to 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 requested to ensure that their wards carry tiffin and other things required in school with them when they leave for school in the morning. The school will not accept anything sent during working hours due to security and administrative reasons. In case your ward has not brought the tiffin, the school shall take care of the child by making him share with his peer group or by providing snacks from the canteen, the bill for which shall be later borne by the parents.
- Parents are requested to read the rules written in the diary carefully before signing on this page.
- 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 :

INFORMATION SHEET

⇒ To be filled in and retained in the school diary

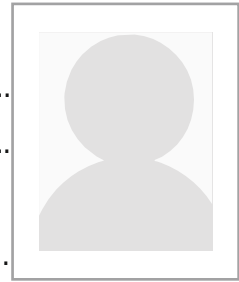
Pupil's Name (full) :

Class.....Sec.....House.....

Date of Birth :

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

Admission No..... House.....



Siblings(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:

TRANSPORT

Kindly give the following information related to your child's means of transport.

To School : Bus No. Bus Route

Return Home : Bus No. Bus Route

Auto-Rickshaw :

Cycle- Rickshaw :

Private Transport :

Parent's Signature

Date:

If there is any change in transport during the session, kindly give the information below:

To School : Bus No. Bus Route

Return Home : Bus No. Bus Route

Auto-Rickshaw :

Cycle- Rickshaw :

Private Transport :

Parent's Signature

Date:

NOTE: Children coming to school by bus need to carry a note in the morning (in the diary) in case they are to return home by private transport in the afternoon. Only in case of an emergency, parent must contact the school office one hour before the departure of the buses. These children will be handed over to the parents only from the reception. This procedure must be followed as a safety measure.

INFORMATION SHEET

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

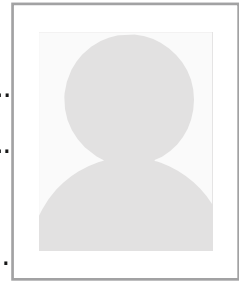
Pupil's Name (full) :

Class.....Sec.....House.....

Date of Birth :

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

Admission No..... House.....



Siblings(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:

MEDICAL CARD OF THE CHILD

To be filled up by parent/guardian (in Capital)

1. Age in years: _____ Blood Group _____
2. Specific diseases suffered in the past: _____
3. Operation Undergone in the past, if any, Specify: _____
4. Allergies, If any _____
5. Immunization:
 - (a) Polio Yes/No
 - (b) DPT Yes/No
 - (c) Measles Yes/No
 - (d) Tetanus Yes/No

(with dates of last injections): _____

 - (e) Typhoid and Cholera

(with dates of last injections): _____

 - (f) Any other : _____
6. Any other chronic ailment/ allergies for which child is on regular medication: _____

Parent's Signature

MEDICAL CARD OF THE CHILD

To be filled up by parent/guardian (in Capital)

1. Age in years: _____ Blood Group _____
2. Specific diseases suffered in the past: _____
3. Operation Undergone in the past, if any, Specify: _____
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5. Immunization:
 - (a) Polio Yes/No
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 - (c) Measles Yes/No
 - (d) Tetanus Yes/No

(with dates of last injections): _____

 - (e) Typhoid and Cholera

(with dates of last injections): _____

 - (f) Any other : _____
6. Any other chronic ailment/ allergies for which child is on regular medication: _____

Parent's Signature

List of Holidays 2024-25

S.No.	Name of Holiday	Date	Day
1	Id-ul-Fitr	10th April, 2024	Wednesday
2	Ambedkar Jayanti	14th April, 2024	Sunday
3	Ram Navami	17th April, 2024	Wednesday
4	Parshuram Jayanti	10th May, 2024	Friday
5	Summer Break	1st June to 7th July, 2024	
6	Guru Arjun Dev ji Matrydom Day	10th June, 2024	Monday
7	Bakri-Eid	17th June, 2024	Monday
8	Sant Guru Kabir Jayanti	22nd June, 2024	Saturday
9	Independence Day	15th August, 2024	Friday
10	Raksha Bandhan	19th August, 2024	Monday
11	Janamashtami	26th August, 2024	Tuesday
12	Gandhi Jayanti	2nd October, 2024	Thursday
13	Dussehra	12th October, 2024	Sunday
14	Valmiki Jayanti	17th October, 2024	Friday
15	Karva Chauth	20th October, 2024	Sunday
16	Diwali Break	30th October- 4th November, 2024	
17	Guru Nanak Jayanti	15th November, 2024	Saturday
18	Birthday of Sardar Kartar Sarabha	16th November, 2024	Sunday
19	Guru Teg Bahadur ji Matrydom Day	6th December, 2024	Friday
20	Christmas	25th December, 2024	Wednesday
21	Winter Break	31st December, 2024 to 12th January, 2025	
22	Republic Day	26th January, 2025	Sunday
23	Ravidas Jayanti	12th February, 2025	Wednesday
24	Maha Shivratri	26th February, 2025	Wednesday
25	Holi	14th March, 2025	Friday

SCHOOL UNIFORM

SUMMER

BOYS

GRADE NURSERY to V

- 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

GRADE VI to X

- 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

House Uniform

- House uniform for both boys and girls (Grade Nursery-X)
- House Tshirt - Red, Blue, Yellow, Green
- Sports Shorts (Navy blue)

*For Grade Nursery to Grade III: On Wednesdays and Saturdays

*For Grade IV onwards (Group B and house activities): On Mondays, Wednesdays and Saturdays

GIRLS

GRADE NURSERY to V

- 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

GRADE VI to X

- 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

WINTER

BOYS

GRADES Nursery to V

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

GRADES VI to X

- Red full sleeved sweatshirts and grey woolen Track-Suits (hooded).
- Shirt - Sky Blue, Full Sleeves, Tie Collared
- Sweater – Dark Grey with stripes (Red Navy Red), V necked sleeveless with school crest.
- Trousers – Full length, Beige colour.
- Blazer – Navy Blue with school crest
- Socks –Woolen, dark grey with two stripes (red & green) on the border.
- Shoes – Plain black, laced, normal heel, rubber sole
- School tie & belt
- Patka – Sky blue (matching with shirt colour) Grey woolen caps and glove (without design are allowed)

GIRLS

GRADES Nursery to V

- Girls wear red full sleeved sweatshirt and grey woolen Track-Suits (hooded).
- Woolen dark grey socks with two stripes (red & green).
- Black shoes and grey woolen caps and gloves (without design) are allowed.

GRADES VI to X

- Girls wear red full sleeved sweatshirt and grey woolen Track-Suits (hooded).
- Shirt - Sky Blue, Full Sleeves, Tie Collared
- Sweater – Dark Grey with stripes (Red Navy Red), V necked sleeveless with school crest.
- Trousers – Full length, Beige colour
- Blazer – Navy Blue with school crest
- Socks –Woolen, dark grey with two stripes (red & green) on the border.
- Shoes – Plain black, laced, normal heel, rubber sole
- School tie & belt
- Grey woolen caps and glove

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.
- For convenience of parents, books and stationery sets are available at Mayor uniform, Panchkula. However, Parents are under no compulsion to buy from this store & may buy the books & stationery online or from any store of their convenience.

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. Inter-House competitions (in sports & co-curricular activities) are held throughout the year. The House Masters/captains & students work hard to win the overall trophy each year.
- 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.

"Where Knowledge Ignites Excellence."

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

"Strive for Excellence with Discipline and Integrity."

"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.

"Inhale courage, Exhale fear."

"NYAYA" means justice. It is the ability to be fair, just, and reasonable.

"Where the powerless find power, the voiceless find voice."

The students from Nursery onwards 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 going 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

GENERAL RULES

WITHDRAWAL / ADMISSION

1. Application for transfer certificate should be made in writing to the Principal by 15th of February failing which first month fees for the new session will have to be paid. Transfer certificate will be issued normally within a week after submission of application /after the results are announced.
2. One month notice in writing should be given by parents before withdrawing their ward from the school during mid-session, failing which fee for one month shall be payable.
3. All dues of the school should be paid in full and library books should be returned before applying for the transfer certificate. A 'No Dues' certificate filled and cleared by all concerned departments has to be submitted by the student /parent to the school office when applying for transfer certificate.
4. Transfer certificate for student withdrawn are not issued until all dues are settled.
5. Transfer certificate, for students, leaving the school during mid - session, should be applied for in writing at least a week in advance on the prescribed form available at school reception. Parents should get the TC countersigned by the DEO /CBSE regional office if required on the school leaving certificate.
6. A pupil will be asked to leave the school on the following grounds:
 - a) Disciplinary issues
 - b) Accumulation of arrears of tuition or / and bus fee.

PUNCTUALITY

Each day is a new learning experience. Children must come to 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 travelling to and from school by private transport must ensure that they are punctual and follow school timings.

RULES FOR PAYMENT OF SCHOOL FEE

1. Fee should be paid monthly before 7th of every month or if paid on quarterly basis before 15th of every quarter. School holiday will not be considered as an excuse.
2. If the last date for payment is a Bank holiday, the fee will be accepted on the next working day without late fee.
3. If the fee is not received by 7th of the month or by 15th if paid on quarterly basis, fine will be levied as following:

Date of Payment	Fine on School fee	Fine on Transport fee
7th of every month (for monthly)	Rs. 200 per week (8th onwards)	-----
15th of every quarter (15th April, 15th July, 15th Oct, 15th Jan)	Rs. 200 per week (16th onwards)	Rs. 200 per week

- a) In case tuition fee is not paid consecutively for two quarters without intimation, the child's name will be struck off from the school records.
- b) The school also has provision for online fee deposit through SchoolPad.
- c) In case fee is deposited through Cheque : The cheque to be in the name of "ATS Education and Welfare Trust," Rs. 300 shall be charged as 'cheque return charges' along with late fees. Please fill child's name, grade and admission number on the backside of the cheque.
- d) It is not mandatory for the school to send reminders for fees dues. Kindly follow the due dates as mentioned above.

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 WELL IN ADVANCE

- 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.

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

Transport is an optional facility provided to students. The school is not bound to provide transport facility to all students. The school transport is available on scheduled routes; as per availability of seats in the buses.

- Bus facility is extended at the parents's own risk and it is their responsibility to drop and pick up the child at/from specified bus stop.
- Transport fee is payable in quarterly instalments, commencing with effect from 1st April.
- Over and above, students availing school transport facility have to abide by the school bus rules. Failure to do so shall result in withdrawal of the school bus facility.
- School Transport is equipped with vehicle Tracking GPS facility. Parents can, track their ward's school bus instead of calling the school office/drivers/ conductors or bus-in-charges.
- In case, any student wishes to discontinue the school transport, one month notice in writing should be given, failing which the transport fee for the ensuing & next month shall be payable (No such request shall be entertained for first & last quarter).

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 that 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.
- If parents wish to pick child from school then information to be sent via mail at info@atsvalley.edu.in or call before 11:00 am at the school office.

HEALTH AND SAFETY

- 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. For communicable disease & three or more consecutive days of sickness, a doctor's certificate is required.

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. Parents 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 numbers, in case the parents cannot be reached.

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.
- A doctor's certificate of fitness must be sent in when a student rejoins the school after an extended illness.
- 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.

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.
- The student responsible for any damage to school property will be required to repair the harm caused and will also be subject to a fine for committing such an offense.
- 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 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.

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 ADDRESSES/TELEPHONE NUMBER

Any change in the residential or office address or telephone numbers of the parents must be intimated to the class teacher and accounts office in writing. No verbal communication or SMS will be entertained in this regard.

CHANGE IN THE MODE OF TRANSPORT

Any change in the child's routine mode of returning home must be communicated to the class teacher in writing. No verbal communication or SMS will be entertained in this regard.

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.
- 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.

SCHOOL EXCURSION

Expectations from students:

1. Students must give respect to the accompanying teachers and attendants.
2. They must not make a nuisance of themselves in public places by being loud in the hotel lobbies, corridors or playing loud music in their rooms at night.
3. Students will occupy allotted rooms and not insist on late nights unless otherwise permitted.
4. Students must travel light, move in groups of 4 or 5 at all times and not upset excursion schedules by reporting late. All must report at least 15 minutes before departure time.
5. Although good care will be taken to ensure that the food is decent, it is hard to please all palates when in large groups and away from home. It is, therefore, expected that, in keeping with the spirit of camaraderie the school excursions promote, all will eat what is served and not insist on individual or

group visits to hotels or restaurants for special meals. Complaint, if unavoidable, may be lodged with the teacher incharge. But under no circumstances will students take it upon themselves to speak with the caterer or the tour operator directly on the matter.

6. In case, of illness, students must inform the teacher on duty who will ensure prompt medical care and information to parents, if necessary. Students must avoid self-medication. Parents to fill medical form provided by school before travel.
7. Students must look after their personal belongings at all times. They must refrain from carrying or leaving behind expensive things in hotel rooms, buses etc. or having too much cash on them.
8. All students must carry the following:
 - (a) Students I-card
 - (b) A comfortable pair of walking shoes
 - (c) Any special medicine as per personal requirement
 - (d) A notepad and a pen
 - (e) Mobile phones are strictly prohibited, during all school excursions.
9. Students should avoid being rude to strangers or pick up fights with them.
10. All safety guidelines should be adhered to, at any cost.
11. Students shall submit a detailed report of the trip after the visit within 3 days.
12. A detailed circular shall be sent to you entailing the specific requirements of the trip which the child needs to adhere to.

LOST AND FOUND

- ATS Valley School 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 stayback at school to complete the work.

ADMISSION

The ATS Valley School admission criteria is as follows

Age Criteria

3+ for Nursery on 31st March

4+ for Lower KG on 31st March

5+ for Upper KG on 31st March

6+ for Grade 1 on 31st March

1. 2 coloured passport size photos of the student
2. 2 photos of the parent (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 of student, mother and father
6. Medical Report/Vaccination Chart

STUDENT REPORT

Report cards will be uploaded on the SchoolApp after the end of each term.

Seeking an Appointment

Please note the following regarding appointment with the concerned authorities:

1. Meetings with class teachers/ subject teachers or the school administration are on appointment only via info@atsvalley.edu.in. Please note the visiting hours for the same.

2. Visiting Hours

- * To meet Principal (with prior appointment) Wednesday and Friday 2:30 pm - 3:00 pm.
- * To meet class/ subjects teachers: (with prior appointment) Wednesday, Thursday and Friday - 2:15 pm to 2:40 pm (summer) 8:15am to 8:40am (Winter)
- * For school administration and class teachers: On first Saturday of every month from 9 am to 1 pm.

3. For transport related queries:

- Parents can write their queries or can meet concerned person with prior appointment via mail transporthead@atsvalley.edu.in with cc to info@atsvalley.edu.in
- Communication via phone calls and messages on 887-202-6123 can be done during 9:00 am to 3:00 pm on Monday-Saturday.

4. For fees related queries:

- Parents can write their queries or can meet concerned person with prior appointment via mail accountshead@atsvalley.edu.in with cc to info@atsvalley.edu.in.
- Communication via phone calls and messages on 985-533-9702 can be done during 9:00 am to 3:00 pm on Monday-Saturday.

RULES OF DISCIPLINE FOR STUDENTS

1. All students must speak in English while in school.
2. Every student should attend school regularly. They must reach the school at least five minutes before the first bell.
3. It is compulsory for all students to report to school on the opening day after each vacation.
4. Rude and argumentative behavior with teachers and the Student Council will be strictly dealt with.
5. Attendance in all school functions is compulsory.
6. The first bell of the day before class is a signal for all to go to the assembly or to their respective classrooms. This should be done in silence.
7. Changing of class between periods should be done in silence and in order.
8. Students should, at all times, show respect and reverence to the school authorities and teaching staff. They should be gentle and polite to their companions.
9. All students should be habitually clean and always neatly dressed. The school uniform is to be worn on all days, including the birthday of the child.
10. No birthday celebrations are allowed in the school. Should parents wish to celebrate their child's birthday in the school, it should be restricted to distribution of one toffee/chocolate per child within the classroom only. No expensive gifts are allowed to be exchanged in the school.

11. Care must be taken of the school property and no student should scratch or spoil the desk or damage any school furniture. It is forbidden to write or draw anything on the walls or in any way damage things belonging to others. Damage done even by accident should be reported at once to the Class Teacher and to the Principal. Any damage done will be made good by the one who causes it.
12. Money should not be lent or borrowed amongst the students.
13. Students are allowed to use cycles while coming to school. Helmets are compulsory. Students not wearing a helmet will be sent back. Cycles must be locked and parked at the cycle stand.
14. No collection of money for any purpose whatsoever should be done. No meeting or picnic should be conducted without prior permission of the Principal.
15. Student will not be permitted to attend parties, go to the cinema or to a friend's house on their way back home from school.
16. No students should bring razor blades or any sharp instruments to the school.
17. Students must look after their own property. The school will not be responsible for articles or money lost. It is not advisable to bring valuable articles like expensive watches, pens etc to school.
18. Students are strictly forbidden to use offensive/indecent language in the school.
19. Students are strictly warned not to buy anything especially eatables from street vendors. School canteen will supply the required food articles.
20. The name, standard and section of the students should be clearly marked on all their belongings.
21. No books other than text books, library books may be brought to the school as per the school time table.
22. All books must be neatly covered, correctly labelled and brought to school as per the school time table.
23. Be courteous and helpful to any visitor whom you may meet on the school premises.

24. Serious action will be taken if the marks/grades are tampered with.
25. The Principal has the right to confiscate books, newspaper, periodicals and any other items, which may be considered objectionable.
26. Students will not be called to answer phone calls during school hours. Students are not allowed to carry mobile phones, MP3 players, iPods, iPads and any other electronic gadget within the school campus. If the child brings such gadget to school, the same shall be confiscated by the Principal/ School Authorities.
27. The Principal has the right to suspend or order the withdrawal of any student who has been found indulging in grave misconduct when convinced that such a step is necessary in the interest of the school.
28. Students found cheating during examination will not be allowed to answer the rest of the papers and promotion will not be granted even if they have passed their previous papers.
29. Students are advised to be punctual to the school. Students coming late to School shall be marked 'Late' in their diaries/app. Further, students coming late on more than two occasions in a month shall be sent back home.
30. Late submission of classwork/ homework is not acceptable and will lead to serious consequences.
31. It is mandatory for all students to attend the assembly.

.....
Signature of Student

.....
Signature of Parent

Date _ _ / _ _ / _ _ _ _

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Handwriting practice section 2: A set of ten horizontal dashed lines for writing practice.

Handwriting practice section 3: A set of ten horizontal dashed lines for writing practice.

Date _____ / _____ / _____

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Handwriting practice lines (10 rows) consisting of a solid top line, a dashed middle line, and a solid bottom line.

Date _ _ / _ _ / _ _ _ _

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Handwriting practice lines (bottom section) consisting of 10 horizontal dashed lines.

