

**Guru Tegh Bahadur 3<sup>rd</sup> Centenary Public School**  
**C-Block, Mansarover Garden, New Delhi- 110015**

**Guidelines For Parents**

**Std. – IV**

**Session- 2023-2024**

Dear Parents,

We firmly believe that teachers, students & parents are equal stakeholders in the process of education. Therefore we wish to apprise you of the academic and also non-academic areas concerning your ward.

The following **areas** need **special attention**:

**1. Attendance**

- Every student must attend the school regularly and should be punctual.
- The school timing is 7:30 am to 2:00 pm. The school gates will close at 7:30 am sharp. Strict adherence to school timings is must.
- It is obligatory for a student to be present on the closing and the reopening day of the school.

**2. Uniform**

- The student should be sent to school neatly and smartly dressed up in proper school uniform. He / She must have sufficient pairs of uniform.
- Grey scarf and grey cap (for Non-Sikh boys) is compulsory during the assembly.
- Only plain black Gola shoes or Canvas shoes with Velcro are allowed. Shoes must be polished.
- Every Friday, the child must wear the House Uniform allotted by the class teacher.
- Wearing I-Card is compulsory.
- Polo neck T-Shirt & black threads are not to be worn under shirts.

**3. School Bag**

- **Students must bring the school bag according to the time table.**

**4. Maintenance of Notebooks**

- One notebook should be made for each subject.
- Proper maintenance of notebooks is important. Notebooks should be covered. Name, Class, Section, Roll No. & Subject should be clearly written on the cover page.
- **Notebook submission** is a part of assessment aimed at enhancing seriousness of the students towards doing the class work and homework. Marks will be awarded for regularity, completion of work, neatness and upkeep of notebooks.
- Encourage the students to do the school work himself/herself under the parental guidance.

## **5. Value Education**

- We aim to make children good human beings. Thus, we give lot of importance to impart moral values of honesty, integrity, kindness, punctuality, sincerity, love, hard work and discipline. **Be a role model for your ward.**
- The students must refrain from **using abusive, crude and rude language**. Make your ward understand the value of self- discipline, cleanliness and good health.

## **6. Parental Support**

- The student must converse in English at home also.
- Emphasis should be given to both English and Hindi reading.
- Make sure that your ward learns tables every day.
- Holiday homework should be submitted on time.
- Avoid sending junk food and money to school.
- Student should be encouraged about the personal hygiene at home. (i.e bath every day, trim nails properly etc).
- Do not send your ward to school if he/she is unwell.
- Kindly note that no half-day leave will be sanctioned to your ward.

## **7. Safety Guidelines**

- The safety, security & well- being of our children is our prime duty. Sensitize your ward to be cautious all the time. They must not accept any eatable from strangers or talk to strangers after they leave the school. They should shout for help if anyone is trying to intimidate them. They must not roam around and immediately board their bus/ van. Self-safety should be their priority.
- You are requested to ensure that the private vans in which your ward commutes are safe and your ward is picked up and dropped in a secure manner.
- If your ward is using private transport, you must get satisfied about the conduct and antecedents of the driver and the attendant.
- Also, at the time of dispersal, only a parent or a person authorized by the parents, with a proper authority letter, should come to the school to pick up your ward.

## **GUIDELINES OF EXAMINATION AND PROMOTION FOR CLASS IV**

### **Session 2023 - 2024**

### **General Guidelines**

- Examination system and promotion rules in the school are in conformity with the new guidelines issued by the CBSE w.e.f. Academic Session 2023 – 24.
- Pen & Paper examinations of classes III to VIII will test the achievements of basic learning outcomes, through assessment of core concepts and knowledge from the National and Local Curricula along with the relevant Higher Order Skills and application of knowledge in real life situations, rather than the rote memorization.
- A summary of the analysis of class wise and subject wise result shall be prepared & kept in record to serve as an input for academic enrichment and remedial purpose.
- There shall be a regular examination in the fifth class and in the eighth class at the end of every Academic Year.

- Regular assessment of a student will be done throughout the academic session and marks will be awarded for Attendance of student, Subject Enrichment Activities, Project Based Activities, Portfolio, Periodic Tests and Multiple Assessments.
- Mid Term Examination will be conducted in September/October from the syllabus covered up to the Mid Term Examination.
- Annual School Examination will be conducted in February/March from the syllabus as prescribed by CBSE and Directorate of Education, Delhi.
- It is obligatory on the part of the student to appear in all Periodic Tests, Mid-Term Examination and Annual Examination.
- Promotion to higher class will be made on the basis of Internal Assessment and Final Examination.

## Parameters of Assessment

Regular Assessment of students of classes III to VIII will be done throughout the Academic Session as per the weightage of marks given in the table:

Internal/External Assessment	Description	Weightage of Marks
Internal Assessment	Attendance of Student	5
Internal Assessment	Subject Enrichment	5
Internal Assessment	Project Based Activities	5
Internal Assessment	Portfolio	5
Internal Assessment	Multiple Assessments	5
Internal Assessment	Periodic Test/Unit Test	5
Mid Term Exam. & Annual Exam. (External)	These examinations will test the achievements of basic learning outcomes, through assessment of core concepts and knowledge from the National and Local Curricula along with the relevant Higher Order Skills and application of knowledge in real life situations, rather than the rote memorization.	Mid Term – 20 Annual Exam. – 50
	<b>Total</b>	<b>100</b>

## Rules Regarding Absence during Examination

- In case a student is unable to appear in Examination in one or more subjects on medical ground needs to submit a medical certificate issued by a registered Medical Practitioner.

## Attendance of Student – 05 Marks

Attendance Range in Percentage	Marks
96 – 100	5
91 – 95	4
86 – 90	3
81 – 85	2
76 – 80	1
Up to 75	Nil

***Parents are requested to keep regular check of Whatsapp Study Group of their ward for all important messages and circulars.***

We sincerely hope that all of you will extend your whole hearted support & co-operation in our endeavor to provide wholesome education. Let us jointly make effort to promote and enhance the performance and well-being of our children.

Thanking You,

Regards  
GTB- 46575555