

The Indirapuram Group of Schools experiences immense pleasure in stepping into another much-awaited Academic Session 2024-25 with renewed zeal and enthusiasm. With the advent of a new session, we are also moving towards a more pragmatic approach towards education. We firmly believe that 'Change is the ultimate result of true learning and education always shows the way to be at pace with the present world in order to prepare for a better and more fulfilling tomorrow. The IGS family wholeheartedly believes in learning by doing, supporting and encouraging the effort of building our learning process by diving into an amazing assortment of traditional Indian values and the contemporary world view. Imbibing the Sustainable Development Goal (SDG) 4 of Agenda 2030 for Sustainable Development adopted by India, which seeks to "ensure inclusive and equitable quality education and promote lifelong learning opportunities for all", has always been the commitment we hold towards society. The school strives to work towards its attainment with utmost fervour.

INDIRAPURAM GROUP LEADING THE EDUCATION REVOLUTION

The curriculum followed by the school is designed in accordance with National Education Policy (NEP) 2020 and two National Curriculum Frameworks (NCF) (FS and SE) which is emphasized on three core concepts namely awareness & implementation, life skills & ethics and learning needs, which in turn has painted a bold dream for children and Youth of India.

THE LEADER

We, at Indirapuram Group, have been at the forefront of adopting and adapting to the structural designs of education described in the policy.

PARTNERING CBSE

We are not only leading schools in implementing the vision in the policy, but also partnering CBSE in creating the frameworks necessary for effective implementation.

Here are some of our initiatives in our group of schools:

ASSESSMENT FOR LEARNING

We are moving from an assessment system that tests memory and encourages rote learning to a system where assessments help learners learn better. So, you will see that slowly we are focusing more on formative assessments. This helps your child to ***deeply understand concepts and take corrective action whenever a gap happens.***


The emphasis therefore is on learning and not on stressful exams which serve no purpose.


HOLISTIC PROGRESS CARD

The Report Card is now the Holistic Progress Card.

Human beings are layered, nuanced and full of multiple capabilities. A number cannot capture a child's capability in any subject. So instead of reporting that your ward has secured 80%, we will be giving you a progress card that gives you a much more ***detailed and accurate*** view of your ward's learning. You will know exactly ***where learning gaps lie and where excellence has been achieved.***

So, you will now get a clear picture about your ward's attainment of each competency, like you will now know that maybe your child writes the language very well, but needs to improve in speaking skills, or she/he is good in Spatial Sense (Geometry) but needs help in





Pattern Recognition. You will know that while your child is great at Civic practices, she/he is struggling to understand Trade and Economics.

So, abilities are not hidden anymore behind an opaque number like 80%. As a guardian, you will have clarity regarding your ward's performance.

SKILLS AND COMPETENCIES vs CHAPTERS

Inside the classroom too there are winds of change. What matters is whether we have the skills we need in every situation and so, in every subject, our focus has moved away *from teaching chapters to teaching competencies*.

But what are competencies? It simply asks, what can you DO?

We are building deep competencies in our students – to speak and write effectively, to argue logically, to think critically, to innovate and solve problems, to creatively tackle any situation, and many more. At every step we are asking, *what can our students DO?*

BOUQUET OF METHODS

As a parent, you will see a variety of ways in which teaching will happen - no longer limited to explanation of the chapter(s) alone and answering questions at the end of the chapter(s).

Learners will engage in group discussions, learn how to research over topics, use digital tools to express themselves, see concepts through the lens of the ARTS, use toys & STEM kits to tinker with science concepts, debate different sides of current events, go on real-life explorations and maintain a personal learning portfolio to track their own learning.

LEARNING TO LEARN

We want our students to become independent learners who question every fact. For the first time, we are moving to a system of teaching where we give the power to the students. So, we are teaching the future of the country how to evaluate, form opinions, examine facts, examine sources, argue effectively and become lifelong learners.

In a rapidly changing VUCA (Volatile, Uncertain, Complex, Ambiguous) world, we lose jobs, companies close and industries change radically, hence we are teaching our students to learn on their own so that in adult life they can constantly learn new skills and never be intimidated by life's challenges. If one door closes, our students will learn new skills and confidently open another door to take on a new journey.

NEW HORIZONS IN OUR EDUCATION LANDSCAPE


New Skills like Programming skills, Design Thinking, Artificial Intelligence, Information Technology and Data Science have been weaved into our curriculum to give our students an edge in this digital world.

ABOVE ALL A GREAT HUMAN BEING


Through all the changes, the innovations and the adoption of new thought to align with changing times, our core remains unwavering and unchanged.

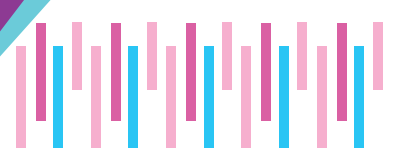
Our students learn to be kind, empathetic and agile human beings who have integrity, courage and grit. That is our core mission and would never change.

The school strongly stands by the belief that we can achieve all that we aim for by working together as a family with a progressive and future ready mind set.



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Vision : To develop physically fit, socially responsible, morally upright global citizens with reflective and inquisitive minds through actions for sustainable goals, standardized tools and inclusive practices.

Mission : The Schools have a mission to maintain a sharp focus on the pursuit of attaining the highest academic standards. In addition, the schools aim at the holistic development of its students by creating in them:

- an understanding and appreciation of India's rich culture
- a sense of integrity, ethics, and uncompromising honesty
- a strong secular ethos
- leadership, with a sense of teamwork and fair play
- an awareness of the environment
- a concern for the less fortunate
- a concern for human rights and democratic values
- an inquisitive mind and a spirit of adventure
- a global perspective

SCHOLAR'S PERSONAL RECORD

(School's Copy)

(TO BE FILLED IN BLOCK LETTERS BY THE PARENTS)

Name (in Block Letters) _____

Admission No. : _____ Class & Section : _____

Date of Birth : _____ Gender : _____ Blood Group : _____

* (Tick the applicable) Bus user/self supervision.

For bus users :-

Bus Route No. : _____ Bus Incharge : _____ Bus Stop : _____

Class Teacher : _____

Complete Residential Address with contact no. : _____

_____ Aadhar No : _____

Mother's/
Guardian's Picture

Stamp Size
Photograph

Student's
Picture

Stamp Size
Photograph

Father's /
Guardian's Picture

Stamp Size
Photograph

Mother's Name : _____ Occupation _____

Office Address with Contact No. : _____

Father's Name : _____ Occupation _____

Office Address with Contact No. : _____

Sibling Details studying in this school with their Admn. No. _____

Mobile No. (for SMS service) _____

E-mail ID (for official communication and e-results) _____

For teacher's use only

House : Art Education (P.A./V.A) :

Co-Scholastic Activities :

Club :

School's ERP login details.

User ID :

Password :



MEDICAL HISTORY OF THE CHILD (TO BE FILLED IN BY THE PARENTS)

Name of the Student _____

Class _____ Section _____ Blood Group _____

Date of Birth (DD/MM/YYYY) _____

Emergency contact number _____

Specify disease suffered in the past (if any) _____

Operations undergone in the past (if any) _____

Allergies (if any) _____

Immunizations

a) Polio	Yes/No	b) DPT	Yes/No
c) Measles	Yes/No	d) DT	Yes/No
e) Tetanus	Yes/No	f) Covid-19	
		First dose	Yes/No
		Second dose	Yes/No

(Date of Last Injection) Typhoid, Cholera, Hepatitis _____

(Date of Last Injection) Others (if any) _____

Any other disease for which the child is on regular medication _____

(Parent's Signature)

Medical Guidance

- Parents are requested to impart health education to their ward(s).
 - Ensure that they maintain personal hygiene and cleanliness. (Trimming of nails, regular hair cut etc.)
 - Ensure that they sleep for at least 7 hours a day.
 - Ensure that they exercise daily.
 - Ensure that they have a balanced diet, nutritionally rich in proteins and milk.
 - De-worm their ward(s) at least once every year (advice to be taken from the family physician).
- Immunize all children as per check-list given below :
 - BCG
 - DPT
 - Oral Polio
 - Measles
 - Tetanus-Booster dose to be given 2/3 year (oral/injections)
 - Hepatitis 'A', Hepatitis 'B'
 - Meningitis, Chicken pox
 - Covid-19 (If applicable)
 - Cervical Cancer (for girls)
- Get a dental and an ophthalmic check up done once every year.



UNDERTAKING BY THE PARENTS

From,

Mr./Mrs. _____

To

The Principal

Indirapuram Public School

Sub : Undertaking in the matter of Education of my Child in the School.

Respected Madam/Sir

The undersigned do hereby undertake that we will ensure that our ward, name _____ Class _____ Sec. _____ will faithfully

abide by all the rules and regulations laid down by the School Management along with changes, if any, intimated to us.

1. She/he will not indulge in any anti-social activities/indisciplined acts.
2. Either one of us (Mother/Father/Guardian) will sign her/his leave application/Report card. Application signed by any one else should not be entertained.
3. In our absence, we authorize the following persons (whose signatures given below) to sign on our behalf as Guardian:

(a) Name : _____

Specimen signature

Relationship with student

Contact No.

(b) Name : _____

Specimen signature

Relationship with student

Contact No.

Mother's signature

Father's signature

Undertaking by the student

I, Miss/Master _____ student of Class _____ Sec. _____ hereby solemnly undertake to abide by all the rules and regulations laid down by my School. I will faithfully follow the guidelines for good conduct and discipline set by my School and I will be at my best behaviour all the time.

I am aware, that I must have a minimum of 75 percent class attendance in the School, failing which I will not be eligible to appear in examination.

I am also aware that I should reach the School on time and strictly in prescribed uniform failing which I will not be allowed to enter the school premises without an explanation.

Signature of student

Signature of Parent



SCHOLAR'S PERSONAL RECORD

(TO BE FILLED IN BLOCK LETTERS BY THE PARENTS)

Name (in Block Letters) _____

Admission No. : _____ Class & Section : _____

Date of Birth : _____ Gender : _____ Blood Group : _____

* (Tick the applicable) Bus user/self supervision.

For bus users :-

Bus Route No. : _____ Bus Incharge : _____ Bus Stop : _____

Class Teacher : _____

Complete Residential Address with contact no. : _____

Aadhar No : _____

Mother's/
Guardian's Picture

Stamp Size
Photograph

Student's
Picture

Stamp Size
Photograph

Father's /
Guardian's Picture

Stamp Size
Photograph

Mother's Name : _____ Occupation _____

Office Address with Contact No. : _____

Father's Name : _____ Occupation _____

Office Address with Contact No. : _____

Sibling Details studying in this school with their Admn. No. _____

Mobile No. (for SMS service) _____

E-mail ID (for official communication and e-results) _____

For teacher's use only

House : Art Education (P.A./V.A) :

Co-Scholastic Activities :

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MEDICAL HISTORY OF THE CHILD (TO BE FILLED IN BY THE PARENTS)

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Date of Birth (DD/MM/YYYY) _____

Emergency contact number _____

Specify disease suffered in the past (if any) _____

Operations undergone in the past (if any) _____

Allergies (if any) _____

Immunizations

a) Polio	Yes/No	b) DPT	Yes/No
c) Measles	Yes/No	d) DT	Yes/No
e) Tetanus	Yes/No	f) Covid-19	
		First dose	Yes/No
		Second dose	Yes/No

(Date of Last Injection) Typhoid, Cholera, Hepatitis _____

(Date of Last Injection) Others (if any) _____

Any other disease for which the child is on regular medication _____

(Parent's Signature) _____

Medical Guidance

- Parents are requested to impart health education to their ward(s).
 - Ensure that they maintain personal hygiene and cleanliness. (Trimming of nails, regular hair cut etc.)
 - Ensure that they sleep for at least 7 hours a day.
 - Ensure that they exercise daily.
 - Ensure that they have a balanced diet, nutritionally rich in proteins and milk.
 - De-worm their ward(s) at least once every year (advice to be taken from the family physician).
- Immunize all children as per check-list given below :

a) BCG	b) DPT	c) Oral Polio	d) Measles
e) Tetanus-Booster dose to be given 2/3 year (oral/injections)	f) Hepatitis 'A',		
g) Meningitis, Chicken pox	h) Covid-19 (If applicable)	Hepatitis 'B'	
- Get a dental and an ophthalmic check up done once every year.

ACADEMIC CALENDAR 2024 -2025

DAY	APRIL	MAY	JUNE	JULY	AUGUST
SAT			1		
SUN			2		
MON	1 New Session Begins		3	1	
TUE	2		4	2	
WED	3	1	5	3	
THU	4	2	6	4	1
FRI	5	3	7	5	2
SAT	6	4	8	6	3
SUN	7	5	9	7	4
MON	8	6	10	8	5
TUE	9	7	11	9	6
WED	10	8	12	10	7
THU	11 (Id-Ul-Fitr)	9	13	11	8
FRI	12	10	14	12	9
SAT	13 PTM (PRE K-XII)	11 PTM (PRE K to XII)	15	13 PTM-PRE K - IX Result PTM (PT-1) X & XII	10 Result PTM (PT-1) (I-IX & XI) PTM-X & XII
SUN	14 (Ambedkar Jayanti)	12	16	14	11
MON	15	13	17 (Id-ul-Zuha)	15	12
TUE	16	14	18	16	13
WED	17 Ram Navami	15	19	17 Muharram	14
THU	18	16	20	18 PT-1 (VI - IX & XI) Starts	15 (Independence Day)
FRI	19	17 PT-1 (X & XII) Starts	21	19	16
SAT	20	18	22	20	17
SUN	21 (Mahavir Jayanti)	19	23	21	18
MON	22	20 (Summer Break & Summer Camp Begins)	24	22	19 (Raksha Bandhan)
TUE	23	21	25	23	20
WED	24	22	26	24	21
THU	25	23 (Buddha Purnima)	27	25 PT-1 (VI-IX & XI) Ends	22
FRI	26	24	28	26	23
SAT	27	25	29	27	24 PTM HPC-1 (PRE PRIMARY)
SUN	28	26	30 Summer Break Ends	28	25
MON	29	27		29	26 (Janmashtami)
TUE	30	28 PT-1 (X & XII) Ends		30	27
WED		29		31	28
THU		30 (Summer Camp Ends)			29
FRI		31			30
SAT					31
SUN					
MON					
TUE					
T. Days	20+1	Pre K - VIII - 13+1 IX & XII 21+1		20	20

ACADEMIC CALENDAR 2024 -2025



SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
					1	1
1			1		2	2
2			2		3	3
3	1		3		4	4
4	2 (Gandhi Jayanti)		4	1 New Year Eve Winter Break Starts	5	5 (Annual Exam VI-IX & XI Starts)
5	3		5	2	6	6
6 PT-2 (VI to XII) Starts	4	1 Diwali Break	6 PT-3 Pre Board-1 (X & XII) Starts	3	7	7
7	5	2 Diwali Break	7	4	8	8
8	6	3 Bhai Dooj	8	5	9	9
9	7	4	9 PT-3 (VI-IX & XI) Starts	6	10	10
10	8	5	10	7 Winter Break Ends	11	11 Session end Assessment-V Starts
11	9	6	11	8	12	12
12	10 Autumn Break	7	12	9	13	13
13	11	8	13	10 (Pre-Board-2 for VIII & XII Starts)	14	14 Holi
14	12 Dussehra	9 PTM-PRE K-XII	14	11	15	15
15	13	10	15	12	16	16
16 Milad-UI-Nabi	14	11	16 PT-3 (VI-IX & XI) Ends	13	17	17
17	15	12	17	14	18	18
18	16	13	18 PT-3 Pre-Board-1 (X & XII) Ends	15	19	19 Session end assessment V (Annual Exam VI-IX & XI End)
19	17	14	19	16	20	20
20 PT-2 (VI-XII) Ends	18	15 Gurunanak Jayanti	20	17	21	21 FAC-4 (I to VI) Ends
21	19	16	21	18	22 PTM Pre K to VIII, IX&XI	22 PTM (Pre Primary) HPC-3
22	20	17	22	19	23	23
23	21	18	23	20 (Pre Board-2 (X & XII) Ends	24	24
24	22	19	24	21	25	25
25	23	20	25 Christmas	22	26 Maha Shivratri	26
26	24	21	26	23	27	27
27	25	22	27	24	28	28
28 Result PTM (PT-2) (III-XII) PRE K-II General PTM	26	23	28 PTM HPC-2 (Pre Primary) I to V Gen. PTM, VI to IX, XI (PT-3 Result PTM)	25 PTM X & XII (PB-2) PTM PRE K to XI		29 Result PTM I to IX & XI
29	27	24	29	26 Republic Day		30
30	28	25	30	27		31
	29	26	31	28		
	30	27		29		
	31 Diwali Break	28		30		
		29		31		
		30				
21	18	20	21+1	18+1	X & XII - 10 Pre K - IX & XI - 19+1	Pre K to IX - 15

*Scheduling of Pre-board - 2 will be as per announcement of Term-2 Exam by CBSE.

LIST OF HOLIDAYS

LIST OF HOLIDAYS DURING THE SESSION 2024-25

S. NO.	DAY	DATE	HOLIDAY
1	Thursday	11.04.2024	Id-Ul-Fitr
2	Sunday	14.04.2024	Ambedkar Jayanti
3	Wednesday	17.04.2024	Ram Navami
4	Sunday	21.04.2024	Mahavir Jayanti
5	Thursday	23.05.2024	Budha Purnima
6	Monday	17.06.2024	Id-Ul-Zuha
7	Wednesday	17.07.2024	Muharram
8	Thursday	15.08.2024	Independence Day
9	Monday	19.08.2024	Raksha Bandhan
10	Monday	26.08.2024	Janmashtami
11	Monday	16.09.2024	Milad-Ul-Nabi
12	Wednesday	02.10.2024	Gandhi Jayanti
13	Saturday	12.10.2024	Dussehra
14	Thursday	31.10.2024	Diwali
15	Friday	15.11.2024	Gurunanak Jayanti
16	Wednesday	25.12.2024	Christmas
17	Sunday	26.01.2025	Republic Day
18	Wednesday	26.02.2025	Shivratri
19	Friday	14.03.2025	Holi

Summer Break:	20.05.2024 to 30.06.2024
Autumn Break:	10.10.2024 to 13.10.2024
Diwali Break:	31.10.2024 to 03.11.2024
Winter Break:	01.01.2025 to 07.01.2025

ASSESSMENT SCHEDULE (2024-25)



ASSESSMENT SCHEDULE - PRE PRIMARY

ASSESSMENT	STARTS	ENDS	PTs/REMARKS
FORMATIVE ASS. CYCLE-1	01.04.2024	23.08.2024	All the assessments would be formative in nature.
FORMATIVE ASS. CYCLE-2	27.08.2024	13.12.2024	
FORMATIVE ASS. CYCLE-3	16.12.2024	22.03.2025	

ASSESSMENT SCHEDULE - I to V

ASSESSMENT	STARTS	ENDS	PTs/REMARKS
FORMATIVE ASS. CYCLE-1	01.04.2024	31.07.2024	* No PTs for Classes I – IV * All the assessment in class V would also be formative in nature except for Session End Assessment of 50 Marks (11.03.2025 to 19.03.2025).
FORMATIVE ASS. CYCLE-2	01.08.2024	18.10.2024	
FORMATIVE ASS. CYCLE-3	21.10.2024	31.12.2024	
FORMATIVE ASS. CYCLE-4	08.01.2025	21.03.2025 (For I to IV) 10.03.2025 (For V)	

ASSESSMENT SCHEDULE - VI to VIII

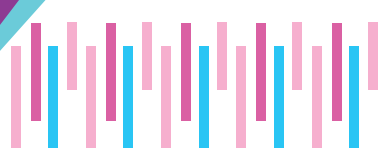
ASSESSMENT	STARTS	ENDS	PTs/REMARKS
FORMATIVE ASS. CYCLE-1	01.04.2024	16.07.2024	PT-1 (18.07.2024) to (25.07.2024)
FORMATIVE ASS. CYCLE-2	26.07.2024	05.09.2024	PT-2 (06.09.2024) to (20.09.2024)
FORMATIVE ASS. CYCLE-3	23.09.2024	06.12.2024	PT-3 (09.12.2024) to (16.12.2024)
FORMATIVE ASS. CYCLE-4	17.12.2024	04.03.2025	Annual Exam (05.03.2025) to (19.03.2025)

ASSESSMENT SCHEDULE (2024-25)

ASSESSMENT SCHEDULE -IX and XI			
ASSESSMENT	STARTS	ENDS	PTs/REMARKS
FORMATIVE ASS. CYCLE-1	01.04.2024	16.07.2024	PT-1 (18.07.2024) to (25.07.2024)
FORMATIVE ASS. CYCLE-2	26.07.2024	05.09.2024	PT-2 (06.09.2024) to (20.09.2024)
FORMATIVE ASS. CYCLE-3	23.09.2024	06.12.2024	PT-3 (09.12.2024) to (16.12.2024)
FORMATIVE ASS. CYCLE-4	17.12.2024	04.03.2025	Annual Exam (05.03.2025) to (19.03.2025)

ASSESSMENT SCHEDULE - X and XII			
ASSESSMENT	STARTS	ENDS	PTs/REMARKS
FORMATIVE ASS. CYCLE-1	04.03.2024	16.05.2024	PT-1 (17.05.2024) to (28.05.2024)
FORMATIVE ASS. CYCLE-2	01.07.2024	05.09.2024	PT-2 (06.09.2024) to (20.09.2024)
FORMATIVE ASS. CYCLE-3	23.09.2024	05.12.2025	PT-3-Pre Board 1 (06.12.2024) to (18.12.2024) Pre-Board 2 (08.01.2025) to (21.01.2025) Board Exam-as per CBSE guidelines

SCHOOL NORMS



WORKING HOURS :

- Primary - 9.00 a.m. to 12:30 p.m.
(All Saturdays closed)
- Classes I - XII - 7:50 a.m. to 2:00 p.m.
(All Saturdays closed)

ADMIN OFFICE :

8:00 a.m. to 3:30 p.m. (On all working days)

FEE COUNTER:

8:00 am to 11:00 am

11:20 am to 3:30 pm

PARENT TEACHER MEET :

- PTM will be held from 8:30 am to 10:30 am on the days specified in the academic calendar which in turn is enclosed in the Almanac unless separately communicated via Circular.
- Parent must attend the PTMs on regular basis in order to know the progress of their ward.
- **Students must wear proper school uniform during PTMs.**
- **During PTM, the parents are requested to carry the I Card of their ward for identification in case the student is not accompanying the parent.**

APPOINTMENT WITH THE PRINCIPAL/VICE PRINCIPAL :

Monday & Wednesday between 08:30 a.m. to 10:00 a.m.

APPOINTMENT WITH THE HEADMISTRESS/HEAD MASTER/ INCHARGE/ CO-ORDINATOR :

Junior Wing & Cambridge Wing (IPS-I) - Monday & Thursday between 07:40 a.m. to 08:40 a.m.

Senior Wing - Wednesday & Friday between 07:40 a.m. to 08:40 a.m.

SPECIMEN SIGNATURES

Mother's Signature

Father's Signature

Guardian's Signature (if any)

A. SCHOOL DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS:

- 1. Wearing I-Card is mandatory for students. In case of loss of I-card another I-card will be issued on payment of Rs. 50/-.**
- Punctuality and regularity in attendance is of utmost importance A minimum of **75% attendance** is compulsory to be eligible to appear in the examination.
- Students who have been absent the previous day must bring a note of explanation through 'Record of Non-attendance' page of the almanac without fail. In case of illness, a Medical Certificate should also be attached. Students who expect to reach home late after the school due to personal reasons must inform their parents/guardians in advance.
- Entry into School premises is not permitted before 7:30 a.m. and after 7:50 a.m. **However, late arrival till 8:00 a.m. will be permitted only three times in a year.**
- Students must come to School in neatly laundered uniform and polished shoes. The hair should be trimmed and combed neatly The nails must be cut regularly. Girls with long hair should make plaits. Skirts should be worn knee-length.
- Students are not allowed to use the school phones without permission.
- Respect for school property and school belongings is an absolute must.
- In the event of collective damage to School property in class room, the entire class will be charged the cost of damage.
- A vigilant outlook should be maintained towards keeping the surroundings clean. All waste papers should be picked up and thrown into the dustbin.
- Students are not allowed to leave the class without class out-pass and without permission of the teacher.
- While moving in between the classes in the corridors and while using the staircases all must keep to the left. Students should move in a way that no child is disturbed.
- A student must speak in decent language all the time. One must ensure that the speech is courteous and polite.
- Students are expected to bring the text books/notebooks according to the time-table.**
- Any communication sent in the school almanac from the school teacher must be acknowledged by the parent/guardian.
- Students are not allowed to receive private tuition from the teachers of the school.
- While taking the examination, every scholar should do so with utmost honesty and refrain from using unfair means.
- English is second language for most of us, but it is also a medium of instruction. In order to acquire proficiency in spoken English, all students must compulsorily converse in English in School (and at home as far as possible).
- A student must extend due courtesy and respect to all staff members. Respect of elders and affection for juniors should be soundly inculcated. Every child is expected to uphold the name & honour of the school.
- Cheering and clapping are allowed on playground at appropriate times.
- Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished. Students must report any incident of bullying and ragging to the teachers immediately who would further forward it to Anti Bullying Committee.**
- In case of infectious diseases, the parents are required to keep the child at home till complete recovery. At the time of rejoining they should submit a medical certificate to the effect that the child is fit to rejoin. However, approval will still be subject to school authorities.



B. PROHIBITED BEHAVIOUR:

1. Use of illegal and obscene language against staff/students on Social media or cyberspace, and clicking pictures of teachers and students and unauthorized posting of them on the Web.
2. Public Display of Affection (or PDA) which includes indulging in physical contact but not limited to, intimate touching, hand holding, fondling, cuddling and kissing in school or a school sponsored activity between two students.
3. Irregular attendance, unjustified or unexplained absence, habitual late coming, leaving the school premises without permission, disobedience and any type of unruly and objectionable behaviour.
4. Writing, scratching, engraving graffiti, drawing and splashing ink or defacing the school walls, furniture and property.
5. Gluing stickers and posters of any kind on the school property.
6. Use of foul and unparliamentary language.
7. Neglect of homework, disobedience and disrespectful behaviour towards members of staff or bad moral influence.
8. Buying eatables from street vendors.
9. Resorting to use of unfair means during examinations.
10. Making noise, talking loudly, shouting, jeering, hacking, booing, name calling, making cat calls, hissing, mocking and whistling, at any time.
11. Participating in any incident of bullying and ragging.
12. Being in restricted areas, ground, empty class rooms, secluded areas, behind buildings (when class is on and without permission.)
13. Collecting money, contribution and donation without written permission of the Principal.
14. Smoking in and around the campus.

Important: No parent or student shall give misleading facts/opinions or any blog(s) to website, social media channel(s) about the school, any teacher or student. If they are defamatory in nature or deemed to be so by the Internal Review Committee, it would be considered as a serious breach of Code of Conduct.

C. PROHIBITED ITEMS:

1. Trinket, Jewellery, Tattoos and Mehendi.
2. Fancy hairband, nail, pointer, designer muffler and caps.
3. Objectionable literature or expensive items.
4. Cell phones, iPods, e-games, pen drives, cameras, music players, earphones, earpods obscene materials etc. Such articles will be confiscated and may be returned on payment of ₹ 5000/- as fine. The student found with such articles is liable to be suspended from school.
5. Gulal/colours of Holi, Crackers, fireworks, fire arms and any other inflammable material.
6. Gift of any kind for distribution in school even for birthdays.
7. Toys, any dangerous instrument, tobacco products, alcoholic drinks, chewing gum, banned food items.

D. SCHOOL UNIFORM:

1. School uniform pattern should be followed strictly.
2. School track suit with white **Gola Sports** Shoes is mandatory for students of Classes XI & XII who have opted for physical Education.
3. Students must wear washed and ironed uniform on school days and Educational excursions.
4. House uniform is mandatory to be worn by all students on CCA days.

E. LIBRARY RULES:

1. All students of the school are members of the library.

2. Strict discipline and silence should be observed in the library.
3. Library books should be taken care of and returned on the due date.
4. Marking, underlining, writing or damaging pages of the books are strictly prohibited.
5. A clearance certificate is to be obtained from the librarian before applying for Transfer Certificate
6. The information regarding the issuance of books can be viewed in the ERP Portal by the guardian.

LIBRARY FINE:

1. Late fine after 7 days: Re. 1/- per day.
2. Loss of book: to be replaced with same book or current cost of book to be paid.

F. MEDICAL AID:

The school has a well-equipped medical room.

1. A comprehensive annual medical checkup of each child is done by qualified doctors to monitor the child's physical growth. A medical card to record the health status and growth of the child is maintained and a report thereof is sent to the parents for information and necessary action.
2. First aid treatment is given by a medical team in case of accidents and emergencies.
3. Parents are informed immediately and may be intimated to take their ward home.
4. While the school assures all possible precautions and care, the School management will not be responsible for any adverse consequences.

G. IMPORTANT POINTS FOR PARENTS

All our considerations are in favour of child, his or her safety, well being and good education. All rules have been framed keeping that in view.

1. All Parents whose wards are commuting to and fro school by privately arranged vehicles are required to ensure and verify that the crew of private vehicle operators possesses the character and antecedent verification report from the police authorities. The School would not be accountable for the same.
2. During extra classes, parents shall make arrangements for their wards to reach the school and to be picked.
3. Books, notebooks, lab manuals etc. need to be covered and maintained neatly. Worksheets should be maintained neatly in the given portfolio.
4. Parents who shift their residence have to officially inform the School about the same so that proper changes are made in the School records. It is mandatory that this procedure is carried out personally by parents themselves and not through correspondence or through their children.
5. If a student loses the almanac, she/he will have to purchase a new almanac.
6. For all the official communication/circulars/e-results/updates Parents to visit the School's online portal. Parents can also download the mobile application from Google Play Store by searching the school name.

H. GENERAL

1. Students cannot be called to the School office to attend to phone calls during school hours.
2. Parents are requested not to compel the teachers to give private tuitions to their ward as it is not permitted.
3. Scholar's personal record & medical history in duplicate must be filled by the parents and submitted to the class teacher on the first working day itself.
4. The school Almanac and ERP are used to keep you abreast of the day to day progress of your child; her/his assignments and keep in contact with her/his teachers.



5. The almanac should be checked by the parents every day and assignments should be completed by the child regularly.
6. The class teacher should be informed if there is any change in address or telephone number. The changes should be recorded in the almanac as well.
7. **Visitor entry is through digitised system at school gate and all parents and visitors are requested to co-operate.**
8. Parents/Guardians are not permitted to enter classrooms to meet their children or to seek unscheduled meetings with teachers during school hours.
9. **The parents and visitors will not be granted permission to meet any school staff during 7:50am to 8:00am, 08:30am to 9:20pm, 12:30pm to 1:20pm & 1:50pm to 2:20pm to help ease student movement.**
10. Personal belongings like lunch box, water bottle etc should not be handed over at the gate or reception be handed over to students.
11. Personal celebrations are not allowed in the school, so parents should not send eatables of any form (inclusive of cakes, sweets etc.) except for toffees on birthdays.
12. Any communication with the school should be written and email is the most preferred form of communication.

RIS, Patna : radiantschool14@gmail.com

IPS, Indirapuram : indirapuramps@gmail.com

IPS, Crossings Republik : indirapuramps.cr@gmail.com

IPS, Patna : ipsgirlspatna@gmail.com

IPS, Pratap Vihar : indirapuramps.pv@gmail.com

13. Parents are requested to visit the school website/ ERP portal regularly for updates (especially for non-scheduled holidays).

I. LEAVE OF ABSENCE

1. A student must not remain absent without prior permission of the Principal. A leave application is to be submitted for the same. The parent/guardian can also apply for the same through ERP Portal.
2. If a student remains absent from School, due to illness or emergency, even for a day, the parent needs to fill in the 'Non Attendance Record' in the School almanac.
3. If the leave is for more than three days, a student needs to submit a leave application.
4. Leave application and leave record should be duly signed by the parents or guardian.
5. **Half days and short leaves are not granted to students.**

J. TRANSPORTATION TO SCHOOL

1. Motorized modes of transportation such as scooters and motor cycles are strictly prohibited keeping in mind the child's safety as well as the illegality involved in permitting an underage child to use these means.
2. Students can avail the School transport in consent with the School authorities subject to availability of seats.
3. Students availing the transport arrangement are required to obtain a Bus Pass from the School office on payment of stipulated bus fees. Parents/Students must carry the pass daily for inspection by the School authorities/bus conductors.

4. The School does not entertain any request for change in bus route to suit an individual's convenience at the cost of time and distance. Parents are requested to study the specified routes and opt for the one which suits them the best.
5. Change of Bus Stop for a day or a week is not entertained. As a rule, such requests should not be made.
6. In case of any emergency, Parents should take their child personally from the School with the prior permission of the Principal. It will be appreciated if such information is sent to the School in advance through an application.
7. Students are not permitted to travel by any other bus except the one allotted to them. The students are expected to reach their pick-up point at least 5 minutes before the arrival time of the bus.
8. Parents are not allowed to travel in the school bus except on the first day of the School. Bus charges are payable for 11 months (April to February) as per the approved bus fee rates along with other School fees/dues.
9. Bus monitors and teacher incharges/route incharges are responsible for orderly behaviour in the bus. They must ensure that only those Students who hold a valid bus pass will travel in the bus. Indiscipline and damage to bus while travelling will result in withdrawal of the bus facility.
10. Parents are requested to co-operate with the School by ensuring that their child travelling in the bus reports at the pickup point well on time, carry their Bus Pass & Identity Card. They should behave in a disciplined way in the interest of their own safety as well as of the other users.
11. Children using their own transport should be dropped and picked up on time by the parents/escorts (authorized by parents).
12. In case of loss of original Bus Pass a duplicate Pass will be issued on payment of Rs 20/-.
13. **Bus facility is chargeable for the whole month, irrespective of the number of days services have been availed.**
14. No one is allowed to withdraw bus facility with effect from October to March except in the case of change of address or withdrawal from the School. To withdraw the bus facility, one month advance written notice has to be given to the Principal.
15. **In case of breakdown of the bus or failure to ply on specific day, parents shall make arrangements for their ward to reach the School.**
16. At the end of every academic year, parents are required to apply (**latest by 15th March**) in writing to the office if they wish to withdraw the bus facility, failing which bus charge will be charged from April as per approved rates.
17. In case of any problem regarding bus, Transport incharge/incharges may be contacted.

Most importantly, we expect parents and guardians to be cordial and polite with the staff of the school. We solicit your whole hearted co-operation in all our endeavours.

Following directives would be applicable in case of blended/online learning.

The staff at IPS is committed to provide hassle free learning to our students under any circumstance and have been keeping up the commitment despite all odds. To bridge the learning gap created due to any pandemic and to make our students excel in academics, the schools have been imparting education in online/blended mode optimally, looking at the directives/situation, thus striving to provide students the best of both face-to-face and online learning experiences.



1. During virtual classes the students must attend all classes including class teachers period wear school uniform, complete assignments and submit on time, keep their bags ready according to time table, interact, stay alert, report their absence to class teachers with reason is case not attending classes.
2. The complete field of education has undergone a massive transformation with mass digitalization & NEP 2020 and in order to move with evolving pace of the world, special assemblies/Days, workshops, competitions, counseling sessions etc are organized online. Students must make use of these events, actively participate and put their best foot forward.

IPS endeavours to optimize learning through real world experiences, in addition to classroom experiences too. It is in this spirit and cooperation that we bring to you this almanac to provide a clear understanding of what the school represents.

RULES GOVERNING FEE COLLECTION

School fee is payable on quarterly basis and should be paid at the beginning of each quarter i.e. 3 months fee at a time as per details given below:-

Quarter Months	Period of Payment	Last date of payment	Period of Payment with fine
April to June	1st to 10th April	10th April	11th to 30th April
July to September	1st to 10th July	10th July	11th to 31st July
October to December	1st to 10th October	10th October	11th to 31st October
January to March	1st to 10th January	10th January	11th to 31st January

IMPORTANT NOTES REGARDING SCHOOL FEE

1. The fee cheques should be dropped in the cheque drop box available at the school gate till the last day of payment without fine of each quarter, after 01:00 p.m.
2. All school dues must be paid at the fee counter of the school by a crossed Local Cheque/Draft in favour of INDIRAPURAM PUBLIC SCHOOL (For Indirapuram, Pratap Vihar, Crossings Republic and Patna). The Cheque/Draft must contain Student's name, Class, Section, Admission Number, Father's Name & Contact Number at the back side of the cheque/DD.
3. Online payment facilities are available through Payment Gateway through ERP only.
4. If the fee is not paid by the "Last Date of Payment" a fine of Rs.10/- per day including all holidays, will be charged from the "Last Date of Payment" till the day of payment of fee.
5. Cheque returned by the bank on which it is drawn, for any reason what so ever shall be treated as non-payment of dues and an additional amount of ₹300/- shall be charged towards expenses along with the late fine and additional penalty as the case may be. In case of bounced cheques, the fee including the Penalty would be accepted only through Demand draft.
6. Issuing of fee reminders is not mandatory for the school. It is the duty of the parents to deposit the fee as per the above schedule.
7. If the fee of a quarter is not paid by the last date in "period of payment with fine," the student will not be allowed to attend classes until an additional penalty of ₹1000/- is paid along with fine of ₹10/- per day.

8. Any fee defaulter falling under Rule (5), shall be regularized only after the permission of the Principal.
9. All communication regarding fee are normally routed through the students. Parents are requested to make their ward aware in this regard.
10. No fee shall be treated as the current quarter fee or advance fee unless and until all previous fee dues are cleared in full.
11. The fee shall be payable for the entire month if the Student attends the School even for one day during the quarter.
12. Pupils may not be allowed to sit for any of the examination unless all dues of the School are paid up-to-date.
13. In case of loss of the original I CARD/BADGE/MARK SHEET, its duplicate would be issued on payment of ₹150/₹150/₹250 respectively.

ISSUANCE OF TRANSFER CERTIFICATE:

One month prior notice is required for the issue of Transfer Certificate.

1. All dues must be cleared and books and other School property items returned before the child is withdrawn and Transfer certificate is obtained.
2. After issuing two written reminders urging compliance and in the event of the failure to comply, the ward's name will be struck off the rolls of the school without any further notice in the below mentioned cases:
 - When parents fail to submit proper documents required as per School norms for admission of their wards, at the time of admission or anytime later, within the prescribed time and continues to stay in default, even after two notices in writing/through telephone to the parents.
 - Parents whose wards suffer from any type of learning disability or have serious learning shortfall that requires special professional assessment, essential to enable the school to help them. In case the parents refuse to comply with the advice of the School it will be the sole responsibility of the parents for non achievement of learning milestones.

IN CASE T.C IS LOST :

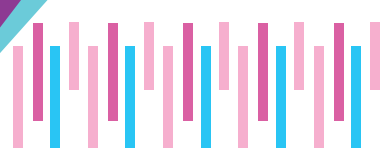
- Duplicate T.C with fine of Rs.100/- would be issued for classes I-VIII [Application from parent is needed].
- For classes IX to XII, duplicate T.C would be issued when in addition to the application a FIR/complaint letter from the police station is also submitted by the parent. A fine of Rs. 100 would also be applicable.

INTER BRANCH TRANSFER:

Inter branch transfers are permitted. Application for the same should be submitted to the Head of the current school and the new school front office should be contacted to understand the new fee structure.

The proceedings would be done as per the interbranch transfer policy - IGS

SCHOOL INFIRMARY



Date & Time of Infirmary visit	Nature of Complaint	Teacher's Signature	Date and Time of Discharge from infirmary	Signature of Duty Nurse /Attendant

Except in the case of an emergency, students must get the necessary entries filled in by the Teacher in the class, before going to the infirmary.

Date & Time of Infirmary visit	Nature of Complaint	Teacher's Signature	Date and Time of Discharge from infirmary	Signature of Duty Nurse /Attendant

Except in the case of an emergency, students must get the necessary entries filled in by the Teacher in the class, before going to the infirmary.

PARENT - TEACHER DIALOGUE



Date	Communication	Signature	
		Teacher	Parent



Indirapuram

PUBLIC SCHOOL

YEAR 2024 - 25

FOR SCHOOL BUS USERS

(To be filled and submitted in case of Address change)

Date _____

Admission No. _____ Class & Sec. _____

Student's Name _____

Father's Name _____

Shifted from (Address) _____

To (New Address) _____

w.e.f _____

Aadhar card No. _____

Phone (R) _____ (M) _____

(Parent's Signature)

(To be filled by Transport Incharge)

Old Bus Route _____

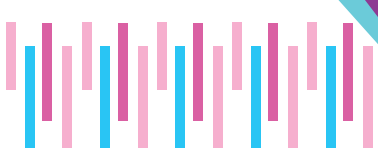
New Bus Route _____

Bus Route Incharge _____

Transport Incharge Sign : _____

Class Teacher's Sign : _____





RECORD OF CIRCULARS

S. No.	Date	Circular for	Signature	
			Teacher	Parent

LATE ARRIVAL RECORD



Date	Time	Remarks	I/C Sign	Parent's Sign



LEAVE AND ABSENCE RECORD

Date of Absence	Details	Signature	
		Teacher	Parent

LIBRARY BOOKS I HAVE READ



Date	Title of the Book	Author/Publisher

ASSIGNED WORK NOT DONE

Date	Subject	Remark by the teacher	Signature	
			Teacher	Parent

KNOW MY TEACHERS



S. No.	Subject	Name of Teacher
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

TIME TABLE



Period	Day	0	1	2	3	R E C E S S				4	5	6	7	8
	Monday													
	Tuesday													
	Wednesday													
	Thursday													
	Friday													
	Saturday													