



**Milton International School located in Kelambakkam, Chennai OMR, is managed by the Rayyan Educational Trust, a public charitable Trust located in India. Its vision is to enable schools and educational institutions to deliver “Education and not just Literacy”. It is working with like-minded educationists and philanthropists to evolve the process of education in India and make it child-centric and future ready.**

**-OUR VISION-**

**To nurture conscious and responsible global citizens for a**

**sustainable and peaceful world**

**-OUR MISSION-**

**Transform our students to become lifelong learners**

**through a broad, well-balanced curriculum that**

**appreciates and respects multicultural practices and values**

**-OUR MOTTO-**

**Empowering Educational Excellence**

கல்வியின் சிறப்பை மேம்படுத்துதல்

**शैक्षिक उत्कृष्टता को सशक्त बनाना**

**Renforcer l'excellence en éducation**

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**-CONTENTS-**

|  |  |  |
| --- | --- | --- |
| **No.** | **Particulars** | **Page** |
| 1 | Admin Office and Timings | 4 |
| 2 | Student Information | 5 |
| 3 | National Anthem | 6 |
| 4 | School Prayer | 7 |
| 5 | School Uniform | 8 |
| 6 | Note to Parents | 9 |
| 7 | General Rules and Regulations | 11 |
| 8 | Expectations from Students of Milton | 16 |
| 9 | Curriculum | 22 |
| 10 | Assessment and Evaluation | 24 |
| 11 | Co-curricular Programs | 25 |
| 12 | Teaching and Learning | 26 |
| 13 | Prefectorial Board | 27 |
| 14 | House System | 28 |
| 15 | School Goals | 30 |
| 16 | List of Holidays | 31 |
| 17 | Assessment Dates | 31 |
| 18 | School Calendar | 33 |
| 19 | Daily Planner | 44 |
| 20 | Late Arrival Record | 96 |
| 21 | Leave/Absence Record | 97 |
| 22 | Library Record | 98 |
| 23 | My Class Schedule | 99 |

**-ADMIN OFFICE-**

|  |  |
| --- | --- |
| School Front Office | 044-2741 4200 |
| Cultural Custodian | 73393 10666 |
| Administrative Officer | 73393 14666 |

**-OFFICE TIMINGS-**

Monday to Friday 8:30 a.m. to 4:00 p.m.

Working Saturdays 9:00 a.m. to 1:00 p.m.

Note: Please note the above timings to pay fees,

collect books and uniform.

**-SCHOOL TIMINGS-**

Grades V to XI 8:40 a.m. to 3:50 p.m.

Recess I 10:05 a.m. to 10:20 a.m.

Lunch 12:20 p.m. to 1:00 p.m.

Recess II 3:00 p.m. to 3:10 p.m.

**-VISITING HOURS-**

A meeting with the Principal and Teachers requires prior appointment. Parents are not permitted to go to the classrooms. Parents may meet their children and teachers in the reception area of the school campus. Parents are requested to contact the school office to obtain permission and to schedule appointments.



**-STUDENT INFORMATION-**

**Details to be filled in by parents / guardians compulsorily.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the student | | |  | | | | | | | |
| Grade |  | | Admission No. | |  | Blood Group | | | |  |
| Date of Birth |  | | Gender | |  | Aadhar No. | | | |  |
| Father’s Name | | |  | | | | | | | |
| Qualification | | |  | | Occupation | |  | | | |
| Mother’s Name | | |  | | | | | | | |
| Qualification | | |  | | Occupation | |  | | | |
| Residential Address | | |  | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| Contact Number | | 1. | | | | 2. | | | | |
| E-mail | | 1. | | | | 2. | | | | |
| Names of siblings studying in this school | | | | |  | | | | | |
| Grade | |  | | | Gender | | | |  | |
| Mode of Transport | | School Bus | | Private Transport | | Cycle | | Parent pick-up | | |

Please specify any health problem that you wish to notify the school.

Include food / medicine allergies.

|  |
| --- |
|  |

I have read the rules and regulations contained in this book and I agree to abide by them. Parents are requested to take note that the school regularly captures photographs and videos of students’ activities while on campus. The school reserves the right to use them at its discretion for educational and promotional purposes.

|  |  |
| --- | --- |
| Signature (Father) | Signature (Mother) |

**-NATIONAL ANTHEM-**

Jana-gana-mana-adhinayaka jaya he

Bharata-bhagya-vidhata

Punjaba-Sindhu-Gujarata-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

uchchala-jaladhi-taranga

Tava Subha name jage, tave subha asisa mage,

gahe tava jaya-gatha.

Jana-gana-mangala-dayaka jaya he

Bharatha-bhagya-vidhata.

Jaya he, Jaya he, Jaya he,

jaya jaya jaya jaya he.

**-Rabindranath Tagore**

**-PLEDGE-**

India is my country and 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 my parents, teachers and all elders respect

and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well-being and prosperity alone, lies my happiness.

Jai Hind!

**-தமிழ் தாய் வாழ்த்து-**

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்  
தெக்கணமும் அதிற்சிறந்த திராவிடர்நல் திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
தமிழணங்கே! உன் சீரிளமைத் திறம்வியந்து  
செயல்மறந்து வாழ்த்துதுமே!வாழ்த்துதுமே!! வாழ்த்துதுமே!!!

-**மனோன்மணியம்” பெ. சுந்தரனார்**

**-SCHOOL PRAYER-**

Oh’ God, we thank you for giving us another day to live and to think about your countless blessings upon us.

Oh’ God, bless us today and every day with knowledge and wisdom,

guide us with self-discipline so as to be healthy, humane

and considerate to ourselves, our friends and neighbours.

Oh’ God, bless all the children of this world with

good parents, elders and a good school.

Oh’ God, we thank you today and always for answering our prayers

in the most appropriate manner.

**-SCHOOL SONG-**

Chorus:

Miltonians, we lead with might,

With 21st century skills in sight,

Maple and Olive, our houses strong,

Together we sing this school song.

Milton International, our school so grand,

Where global leaders are trained to stand,

With modern skills and a vision bright,

Our future shines with endless light.

Innovation, creativity, and critical thinking,

Are the skills we learn, without blinking,

Communication and collaboration too,

Our school prepares us to follow through.

We take responsibility for our actions,

As we build character and gain satisfaction,

Service to our community is a key,

For leadership that lasts, for you and me.

With a global perspective, we embrace diversity,

And strive for excellence with great tenacity,

Milton International, our school so dear,

We sing this song, with pride and cheer.

**-SCHOOL UNIFORM-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Girls** | **Boys** | **Footwear** |
| V to VI | Purple or yellow  T-shirt  Beige cargo shorts | Purple or yellow  T-shirt  Beige cargo pants | White socks  Black shoes |
| VII to XI | Purple or yellow  T-shirt  Beige capris pants | Purple or yellow  T-shirt  Beige capris pants | White socks  Black shoes |
| V to XI | Green or Red  T-shirt  Black sports pants | Green or Red  T-shirt  Black sports pants | White socks  Black shoes |

**Grooming: Girls**

1. Bob haircut – short hair, up to ear-level may be let loose with a black hairband.
2. Hair below the ear level should be groomed into single / double ponytails or plaits. Colouring of hair is not permitted.
3. Gold ornaments, like neck chains, bangles, bracelet, finger rings, etc. are not allowed.
4. Use of nail polish, eye liner, lipstick and other cosmetics are not permitted. Nails should be regularly trimmed and kept clean.
5. Clothes should be clean, neat and tidy.

**Grooming: Boys**

1. Close haircut, hair should be only up to ear level, properly combed and well kept. Colouring of hair is not permitted.
2. Nailed should be regularly trimmed and kept clean.
3. Gold ornaments strictly not allowed.
4. Clothes should be clean, neat and tidy.

**LIST OF HOLIDAYS**

**-NOTE TO PARENTS-**

1. Please read the Almanac and familiarise yourself with the values, rules and regulations of the school.
2. Help your child to arrive at school well prepared – neatly dressed in his/her appropriate uniform, with all relevant study materials, writing materials, etc. When a student comes to school having completed assignments and well prepared for examinations, it increases the confidence at school.
3. Please note that the language of communication on campus is English, and you child will benefit if he/she is encouraged to speak in English at home.
4. Please be wary of the bag load and encourage your child to review the time-table on a regular basis to avoid carrying excess materials.
5. Cell phones, iPads, iPods, cameras, and other expensive items can cause distractions; hence they are not permitted into the school.
6. Parents who are commuting in two wheelers and four wheelers are encouraged to wear helmet and seat belt respectively. It models a safe and responsible community for the students. Please insist your children to wear the same.
7. Kindly be aware and take responsibility of your child’s progress in school. Ensure that your child goes back home and reviews schoolwork on a regular basis. Parents are requested to check their child’s Teams each day for assignments as well as Parent-Teacher communication or any remarks from teachers. The purpose of these remarks is to inform the parents of the events happening in their child’s school life. Parents are welcome to meet the teachers to discuss matters further, after fixing an appointment.
8. Review the results of Progression Assessment and look for improvement. Please feel free to write to us about any concerns that you may have or any particular achievements that you wish the school to be aware of. You are welcome to request guidance as needed.
9. Parents are requested to assist their child in completing all the assignments and studies and their cooperation is indeed sought in completing their lessons missed while their child was absent from the school.
10. Open days are organized regularly by the school. You are requested to attend these open days to receive your child’s Progress Record and feedback from teachers. If, for any reason, you are unable to attend the

‘Open Day’ you may request for a re-appointment with the class teacher through an email to sign the record. Encourage your child to take balanced interest in studies and co-curricular activities.

1. In the events of closure of the school in extraordinary circumstances such as rain holidays, the school may have to work on one or more Saturdays to compensate for the loss of working days. Attendance on all such Saturdays is mandatory.
2. Parents are requested to be polite and courteous while interacting with the teachers and staff of the school. Any abusive language or gestures are discouraged.
3. Parents are requested to wear formal, appropriate attire while coming to school and avoid homely, casual attire.
4. In case of any change in the student’s information registered with the school such as name, address, please send an email to the class teacher immediately.
5. The school caters to the co-curricular subjects such as Physical Education, Arts, Music along with regular time-table. SPA (Sports and Performing Arts) is also incorporated within the time-table. Parents are requested to refrain from making frequent changes in the SPA choices.
6. The school has a small Health Centre with a trained nurse available at all times. The health centre has other necessities like a wheel chair and stretcher.
7. In case a child suffers any injury within the school campus, an intimation call will be made to the parents immediately.
8. Parents seeking permission to collect their child early from school must write an email to the class teacher and abide to the exit protocol by signing the necessary passes.
9. Please encourage your child to participate in all school activities irrespective of any cultural background. This reinforces on the importance of appreciating differences amidst diversity.
10. Parents are requested to send a formal leave email to the class teacher in case of absence of the child from the school.
11. Parents are requested to be transparent in providing consistent feedback round the year in writing suggestions or grievances to [complaints@miltonkelambakkam.com](mailto:complaints@miltonkelambakkam.com).

**-GENERAL RULES AND REGULATIONS-**

**1. Norms for application of Transfer Certificate (TC) and Bonafide Certificate**

Parents may please note that:

* Transfer certificate will be issued if all dues of the school are settled and clear notice period is given to the school stating the reason of the Transfer.
* If the Transfer Certificate is lost or misplace, a new certificate will be issued by the school upon one-week notice in advance by email to the school.
* Bonafide certificates will not be issued until the fees for the term of the academic year is paid. Only one bonafide certificate will be issued per academic year after clear confirmation of the details from the parent.

**2. Norms for Fee Payment**

Parents may please note that:

* The dates for making fee payment for each term are:

|  |  |  |  |
| --- | --- | --- | --- |
| First Term  (April 2023 to July 2023) | Before March 30th, 2023 |  |  |
| Second Term  (August 2023 to November 2023) | August 1st to 10th, 2023 |  |  |
| Third Term  (December 2023 to March 2024) | December 1st to 10th, 2023 |  |  |

* Mode of Payment:

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode** | **Payment Method** |  |  |
| Cash | School fee counter |  |  |
| Cheque | To be submitted at the school fee counter |  |  |
| Online transfers | Contact school office |  |  |
| Credit/ Debit card | School fee counter |  |  |

* Ensure that the fee payment through online transfers is emailed to [headofaccounts@billabongkelambakkam.com](mailto:headofaccounts@billabongkelambakkam.com) and

[accounts@billabongkelambakkam.com](mailto:accounts@billabongkelambakkam.com)

* Fee details to be emailed are:
* Transaction ID
* Transfer amount
* Date of Transaction
* Student name with class information
* Payment description
* Non-payment of fees:
* The school management expects all parents to pay fees on time so that the general operations of the school are carried forward unhindered.
* In case of non-payment of fee for more than a month, the parents will receive two reminders through e-mails to clear the fees.
* Failure to respond to the e-mails sent by the school, the school reserves the right to issue TC to such students.
* Re-admission of such students will be considered only after payment of full fees (current and outstanding fees of the current academic term) in advance.
* A late fee fine may be charged by the school management depending upon the delay in paying the fees. Any non-payment of fees due to systems failure will be handled by the school management on a case-to-case basis.
* Withdrawal and Refund of fees:
* In any case, any student applies for a Transfer Certificate (TC) in the middle of the academic year, TC will be provided if only all the fees are paid and there are no fee dues to the school.
* Fee refund of students seeking withdrawal will be decided on a case-to-case basis by the management depending on the circumstances under which the refund and withdrawal is sought by the parent.
* Any parent wanting to discontinue the transport or health (catering) programme must send in writing ten days before the payment of next due.
* Fees once paid will not be refunded due to sudden withdrawal of the student from the school.
* Fee dues will be applicable for a child who withdraws from the school without notice.

**3. Norms for School Transport**

* The school will provide transport to its students for any location that is less than 20 kms from the school on payment of the designated fee for the route. Management reserves the right to admit or deny the allocation of transport to any student.
* The request to avail transportation must be given well in advance to the Transport In-charge or Administrative Officer so that the availability of seats can be checked and communicated to the parent.
* The parent must pay the applicable fee for the said facility before availing the same. Once the fee is paid, Head of accounts will intimate the Transport In-charge about the same via an email.
* The residence must be feasible enough for the school bus to travel without any hindrance or causing delay to fellow students of the bus.
* Any last-minute requests for availing transportation will be available only subject to the availability of seats and on first-come-first-serve basis.
* Students must not change transport vehicles allocated to them without the permission of the Transport In-charge.
* Students must maintain discipline while using the school transport. Indiscipline in the bus such as fighting, talking loudly, disturbing fellow students or breaking school assets is not allowed and will be subject to disciplinary action.
* Communication of Pick-up and Drop Points:
* Before availing of the transport facility from the school, the pickup and drop points must be clearly communicated to the Transport In-charge and no changes will be entertained frequently as it affects the pick-up and drop timings of fellow students of the same bus. In case of change in the residence, the new location and request for transportation must be mailed by the parent well in advance and the Transport In-charge will check the feasibility of providing the facility to the changed address.
* Parents must be available at the pick-up and drop points to pick up their child in the said time to avoid unnecessary delay to other students travelling in the same bus. Students will not be handed over to unknown persons considering the safety of the students. In case a guardian comes to pick-up a child from the school or at the drop point, the same has to be communicated with relevant document to the school in advance.
* In case of delays in the pick-up of a student, the bus will not wait for a student and if regularly late, the child will be denied transportation for the term. In case of longer delays to collect the student at the time of returning home, the bus will not wait for the parent and the child will be brought back to school. The parent must collect the child from the school.
* The Contact number of the parent should be reachable for any communication from the school. In case of change of contact number, the parent undertakes to keep the Transport In-charge notified.
* School Transport fee
* The Transport fee for students depends on the distance of the students’ place of pick-up or drop from school and not based on their Grade.
* The transport fee is to be paid for the term in full before availing the facility, otherwise the same will not be provided.
* The transport fee does not qualify for any discounts like sibling discount, staff discount, one-time payment and so on, except in the case of “Privilege Parent discount” (explained under ‘Non-refundable clause of Transport fee’).
* The fee for one-way transport is the same as two-way transport and no separate fee structure is available for one way transportation.
* Non-refundable clause of Transport fee:
* The Transport fee once paid will not be refunded under any circumstances.
* Students who get admitted in mid-year and wish to avail transport are required to pay the term fee for transport they are joining in to avail the facility based on the availability of the same.
* In case any student opts to withdraw from the school transport during mid-year, the transport fee for the term if already paid will not be refunded and if unpaid, must be paid in full to obtain the Transfer Certificate.
* Privileged Parent Discount: The School Board, as a noble gesture of honouring the first 50 parents who enrolled their wards with trust in RET - Kelambakkam had provided 50% discount on Transport fee in the academic year 2018-19. The discounts are lifetime till the students are a part of the school. However, if they choose to withdraw the Transport facility during the tenure of the student in the school, the privilege parent discount will not be applicable. Also, the discounts are applicable only if the facilities were opted for in the same year (2018-19), the first academic year of the school and not on any subsequent academic year.
* The Board of Directors will communicate a regular deadline for each term for payment of fees and parents are expected to pay the fee for their children before that due date. If parents fail to pay the fee or remain unresponsive to calls and mails from the Accounts department, the transportation facility will be withdrawn for the child.
* As per the School Fee Policy, the parent may choose to pay the whole year fee in instalments as per the approval from the Board. In case, the dues are not received in time as agreed upon, the facility will be withdrawn after communicating to the parents.

1. **Norms for School Health (Catering) programme**

• Parents availing the health programme must fill up the food allergy form.

* Any request for change must be intimated one month in advance to the Cultural Custodian.
* Health Programme fees will be collected in advance for the full term. In case of discontinuation of the programme, the fees will not be refunded. The same applies for long absence.
* The catering menu provided by the school is subject to change from time to time.

**-EXPECTATIONS FROM STUDENTS OF MILTON-**

**At school**

1. Students are expected to arrive on time, attend school regularly, study diligently and participate in school activities enthusiastically. If a student is unable to do so, his/her behaviour shall be brought to the notice of the parents by the school authorities in order to bring about behavioural modifications.
2. Students are expected to dress neatly and keep their books and other belongings organized. They are requested to maintain short nails and keep their hair properly trimmed and well groomed. Use of nail polish is prohibited.
3. Students are requested to respect their own and the belongings of others. Students are responsible for any damage to or defacement of buildings, furniture, library books, laboratories, computers, sports equipment etc. If any damage is done deliberately by the students, the school authorities will determine the consequences.
4. It is necessary for students to carry their school almanac, relevant class textbooks, exercise notebooks and necessary items of stationery to the school every day.
5. Students are responsible for their class related materials including books, pens, geometry boxes etc.
6. Students are requested to share all communication from their teachers with their parent and have their parent sign after reading the communication.
7. Inappropriate behaviour between students will be taken seriously by the school management.
8. Students are expected to participate in all physical exercises, sports, games and extra-curricular activities unless excused due to the submission of proper medical documents.
9. Students are requested to consume food only during meal and snack time, at the dining hall or other designated locations only.
10. Students, or the parents are not permitted to offer gifts of any kind to teaching and non-teaching members of school staff.
11. The academic calendar is designed in such a way that students and teachers have about 180 days for teaching and learning. This ensures sufficient time for regular scholastic and co-scholastic activities. The school aims not only at curricular development, but al so to bring about an all-round development of the student. Milton discourages children from availing unnecessary leave from school. However, we do understand that there are times when it is necessary for a student to avail leave. In such unavoidable circumstances, where leave is necessary, the school will grant up to three days leave. Students must submit leave application through an email to the class teacher ahead of time, except during exigency situations. If leave is due to medical reasons, kindly submit a Medical Certificate when the student returns to school.
12. Students are requested to refrain from removing their cupboard keys from their lockers. Students will be subject to warning/disciplinary action if the keys are misplaced or lost.

**At the Dining Hall**

1. Students are requested to adhere to the scheduled meal timings.
2. Students are expected to maintain orderliness and exhibit proper behaviour during meal time.
3. Students are expected to be respectful and co-operative with the dining hall service staff. Students are advised to taste the variety of food offered at mealtimes.
4. Food is prepared nutritionally and hygienically with care. Food has to be consumed in the dining area only.
5. Students are expected to speak with one another in English and they should speak softly.
6. Students are expected to observe proper etiquette, table manners and maintain cleanliness in the dining hall.
7. Entry into the kitchen is restricted.
8. Guests are permitted to enter the dining hall only after the approval from the management.
9. Students are requested to use the toilets before going to the dining hall since toilet facilities are not provided in the close vicinity of the dining hall.
10. Wastage of food should be avoided.
11. Non-vegetarian food will not be served in the school.

**In the school bus**

1. Students should occupy their seats as they enter the bus and they should not reserve seat(s) for themselves or for their friends.
2. For their safety, students should always keep their arms and head inside the bus and not lean out of the windows.
3. Students are expected to take care of their belongings. The school is not responsible for the loss or damage of the student’s personal belongings.
4. It is the moral responsibility of the students to maintain the school bus and the environment litter-free.
5. As a safety measure, students must remain seated while the bus is moving.
6. Eating and drinking while on a moving bus is not permitted.
7. School buses are utility vehicles meant for students and it is the duty of every student to take care of them. Encourage your friends also to take care of the school bus.
8. Students are expected to speak softly while they are travelling. Shouting or fighting inside the bus is not permitted,
9. Respect the bus driver and the escorting staff and kindly follow their instructions.
10. Students are expected to board the bus at the prescribed time and once inside the bus will not leave their seats unless instructed.
11. Parents are not permitted to use the bus.
12. Buses are provided with surveillance and GPS trackers. The movement will be monitored by the school. Any video evidence on inappropriate behaviour, will warrant disciplinary action as outlined.

**Library Rules**

1. Students of class V to XI are permitted to borrow one book at a time.
2. Students who borrow a book are responsible for that book until it is returned. ‘Dog ears’ are not permitted.
3. Books borrowed must be returned shelf-worthy, in proper condition on the due date, i.e., one week from the date of issue.
4. Reference books are not available for issue. These books should be read only in the library.
5. Please report any loss of or damage to library books to the librarian immediately.
6. If a student loses or damages a book while it is in his/her possession, he/she is responsible for replacing it.
7. Students are urged to take only one book at a time for the purpose of reading in the library.
8. Students may leave the book on the table or on the near-by desk and not attempt to place the same in stacks.
9. Students are expected to maintain silence in the library.
10. Personal belongings including books, bags, umbrella etc., are not permitted inside the library.

**Personal Hygiene**

Personal Hygiene is particularly important for students as it helps to curb infections, illnesses and maintain a healthy lifestyle.

1. **Wash your hands**

Students are expected to wash their hands with a sanitizer before and after eating, after using the wash room, play/ physical education classes/ any outdoor activity and after coughing/ sneezing.

1. **Body odour**

Students are expected to keep themselves clean and dry in order to avoid body odour after physical education classes, sports practice, cultural practice or any outdoor activities. You may use a mild deodorant, if necessary.

1. **Feet care**

Students must keep their feet clean and dry, and change their socks every day.

1. **Skin care**

Students are expected to wash their face after any physical activity in order to avoid the accumulation of dirt and sweat on the face. You may carry tissues or wet wipes, if necessary.

**Birthdays**

Kindly avoid sending cakes and gifts for other children. Celebration must be restricted to distribution of toffees/ candies to fellow students and teachers.

We would greatly appreciate parents who can pass on age-appropriate books to the class on their ward’s birthday, in an effort to encourage reading.

**Code of Conduct**

This Code of Conduct has been developed for the benefit of all of us. Please follow these points below and encourage your fellow students to do so. Let us all strive to uphold the values of our school!

Discipline and good behaviour make a safe and happy school for everyone, and trains us for our life after we go into the wider world.

1. Speak in English at all times.
2. Carry your Almanac every day. Teachers may want to communicate with your parents or guardians.
3. Use respectful language. Be kind and respectful with students, teachers and staff.
4. Uniform: You must be well groomed and presentable in your school uniform at all times.
5. Be punctual to the school and for every class.
6. Respect everyone’s learning environment. No boisterous behaviour, shouting, throwing things, chewing, eating, sleeping, or bullying in class.
7. Avoid littering to keep your classrooms and school campus tidy.
8. Lunch and Snack time: Wait for your turn and at canteen and in dining hall. Don’t jump the queue!
9. Your ID card is ONLY for you. It must not be given to any other student for any reason.
10. Keep our campus beautiful. Put all trash in the designated bins. Take care of plants and trees, enjoy the flowers or leaves without plucking them.
11. Respect school property. No marking on furniture or walls.
12. Conserve and value our resources. Never waste precious water or food. Turn off fans, lights and A/C when not in use. Turn off A/C during recess time and keep the windows and doors open.
13. In corridors and on stairs walk on the left for the ease of movement and safety. Avoid running even during recess.
14. Electronic devices: Pen drives are permitted in school only with permission from a teacher. Other electronic devices, including mobile phones, are not permitted in the school.
15. Morning Prayer and Assembly: Come to school on time. Participate in Prayer and Assemblies with respect and attention.
16. Carry the values that you learn in school even beyond the campus.
17. The school has zero tolerance towards any type of malpractice during examinations. If found, the students involved will be subject to warning/ disciplinary action based on the severity of the malpractice.

**-CURRICULUM-**

**Cambridge Primary Programme**

The Cambridge International Primary Programme at Milton covers Grade V.

Students will benefit from small class sizes in air-conditioned rooms, interactive smart boards in every classroom, high quality books and equipment, interactive and inquiry-based learning and all the features of an international curriculum.

The Cambridge Primary programme includes clear learning goals for English, Mathematics and Science. Curriculum and learning resources for other subjects are carefully chosen to complement the Cambridge curriculum at Milton.

The curriculum also includes a comprehensive system of assessment including annual internationally benchmarked Primary Progression Test for Grade V.

Students may choose from any one of the following as the second language Hindi/Tamil/French.

From this academic year, we have introduced Global Perspectives as a subject to further enhance thinking, research and communication skills among Grade V students.

**Cambridge Lower Secondary Programme**

The Cambridge Lower Secondary program develops skills and understanding in English, Mathematics and Science for Grades VI to VIII. The curriculum also includes a comprehensive system of assessment – Cambridge Lower Secondary Progression Tests every year.

**Cambridge Upper Secondary Programme (IGCSE)**

In Cambridge program, learning grades IX and X lead to the International General Certificate of Secondary Education (IGCSE) in seven subjects, and the International Certificate of Education (ICE) if all seven subjects are passed successfully. IGCSE examinations are the most popular international qualification for students of this age in the world.

The subjects currently on offer for IGCSE are: First Language English, Mathematics, Physics, Chemistry, Biology, ICT, Accounting, Business Studies, Economics, Global Perspectives and a choice of French/ Tamil/ Hindi.

**Cambridge International AS and A Levels**

AS and A Levels are outstanding school leaving qualifications recognised by universities in India and all over the world. Studies at A and AS Level are flexible and in-depth, and provide lifelong skills to equip students for further and higher studies. Good grades at A and AS Level ca result in one full year of advanced standing or credit at universities in the US and Canada.

Studies for AS and A Level take place as the Grades XI and XII. Class sizes will be small and learning is focused to develop a deep level of knowledge and understanding. Students can choose from a flexible range of up to five subjects for AS and A Levels including English Language.

**AICE Diploma**

The Cambridge Advanced International Certificate of Education Diploma offers breadth across the curriculum and depth in selected subjects, with a balance of Mathematics and Sciences, Languages, Arts and Humanities.

Learners must pass a combination of Cambridge International AS and A Level examination, with at least one course coming from each of three subject groups, as well as the core component, Cambridge International AS Level Global Perspectives & Research.

The subjects currently on offer for AS and A Level are: English Language, French, Mathematics, Physics, Chemistry, Biology, Information Technology, and Global Perspectives and Research.

**-ASSESSMENT AND EVALUATION-**

The Cambridge International syllabi have two complementary types of assessment: Assessment for Learning (Formative Assessment – Progression Assessments I, II and III) and Assessment of Learning (Summative Assessment – Term Assessment).

Assessment of Learning would be characterised by final examinations conducted at the end of the academic year - March. These are designed to provide a clear way to measure and communicate the level of a student in any given subject to teachers, school management, parents and other institutions.

Assessment for Learning in Milton is usually done before, during and after any unit to give both student and teacher a clear idea of what needs to be learnt next. This could take a form of a short-written test, a quiz, observation of students in class, self-assessment, observation of students completing practical activities, or careful observation while marking the students’ books. The teacher is then able to use the data gathered to adjust the lessons to suit the needs of the students. They can also share the information with students and parents so that they are able to see what specific targets students should aim for next. This is extended to a formal formative assessment conducted thrice in an academic year – July, September and December.

**Promotion Policy for Grades V to XI**

1. Students who achieve 40% and above on aggregate and all individual subjects will be promoted to the next standard.
2. Students who achieve less than 40% in one subject but achieve an aggregate of 40% and above are promoted with a Conditional Pass.
3. Students achieving less than 40% in one subject and with an aggregate of less than 40% will have to undertake a retest in that particular subject.
4. Students achieving less than 40% in two or more subjects, irrespective of the aggregate percentage will be retested in those subjects.
5. Promotion of students in the above-mentioned categories is based on the marks they achieve on the retest – they will either receive a clear

promotion or a conditional promotion. They will be promoted to the next standard only after the results of the re-tests have been declared.

1. Students who are unable to attend examinations due to medical exigencies will NOT be given a retest.

Detention policies as dictated by the respective statutory bodies will be practised.

**-CO-CURRICULAR PROGRAMS-**

1. **Physical Education**

The salient features of the Physical Education program at Milton are:

* Athletic track and courts for specific sports have been set within the campus to encourage outdoor play.
* A minimum of two periods per class per week is allotted for physical training.
* Students are encouraged to participate in various events including competitions held at State and District Levels.

1. **The Arts**

Imagination and Innovation are the characteristics of the human mind. Every individual craves to create an identity for himself/herself. The field of Arts provides an opportunity to every individual to satisfy this inner urge, which is to explore, to Create.

We aim at helping each student connect with their inner self and bring about a balance in the development of intellect and creativity. Music and Fine Arts are the two major arts delivered in the curriculum.

1. **SPA (Sports and Performing Arts)**

Milton strives to strike a balance between curricular and co-curricular programs by providing both within the regular school hours. We believe that these activities provide valuable opportunities for our students to learn new skills, explore their interests, and build relationships with their peers. We encourage you to talk with your child about the activities they are interested in

and to work with them to make informed choices.

Grades V and VI 1. Basketball/ Football/Karate

2. Creative writing/Foreign Language (French)/

Instrumental (Keyboard)

3. Robotics/ Artificial Intelligence/ Cisco

Grade VII and VIII 1. Basketball/ Football/ Dramatics

2. Creative writing/Foreign Language (French)/

Instrumental (Keyboard)

3. Robotics/ Artificial Intelligence

Grade IX 1. Basketball/ Football/ Dance

2. Robotics/ Artificial Intelligence

Grade X and XI 1. Basketball/ Football

**-TEACHING & LEARNING-**

The Cambridge stream has a distinctive style of education based on research and practical classroom experience which encourages a variety of competencies and study skills in the children. During the course of study, children have the opportunity to develop knowledge complemented by hands-on experience and development of skills. Children are taught and assessed in a

wide variety of ways. They enjoy learning as well as developing problem-solving skills, initiative and investigative skills, team work, creativity, originality and transferrable skills that are useful late in life and in the work place. Teaching in this stream focuses on developing children who are capable of applying their learning in new and unexpected situations: they are expected to assimilate their learning to be able to solve previously unseen problems based on their skills and experience.

We design all our curriculum and assessments with the Cambridge learner attributes in mind. The five attributes are a way of recognising that students need to develop attitudes and life skills throughout their education, as well as academic skills, in order to be successful at university and in employment –

i.e., **Confident, Engaged, Innovative, Responsible, and Reflective.**

**Salient features:**

1. **Classrooms**

* Each classroom is Wi-Fi enabled with an interactive smart board.
* Access to excellent range of educational software.
* Public Audio equipment in each classroom.
* Air-conditioned classrooms
* Comfortable ergonomically designed furniture.

1. **Laboratories**

The laboratories at Milton are equipped to an enviable standard. These are established to encourage development of practical skills and experiential learning.

* Well-equipped centres; for students to work in groups or individually as necessary.
* Air-conditioned.
* Provision for use of computers at Computer Lab.
* Monitored and secure internet access for staff and students.

1. **Library**

* The library is well-stocked with books covering a broad spectrum of subjects.
* Digital resource is available.
* Each class has a minimum of one library period per week.
* Extensively used by students and teachers for reading, reference and research.

-**PREFECTORIAL BOARD-**

The Prefectorial Board is an essential part of the student body. This Board consists of a group of students who have been appointed to serve as leaders and representatives of their peers. The Prefectorial Board plays a vital role in maintaining discipline, ensuring the smooth functioning of school activities, and promoting positive values among the student body.

The members of the Prefectorial Board are selected based on various criteria,

such as academic performance, leadership skills, and good conduct. They are responsible for enforcing school rules and regulations, assisting teachers and

staff in managing students, organizing school events and activities and address the needs and concerns of the students appropriately.

The Prefectorial Board has various positions, each with specific roles and responsibilities. These positions include Student Ambassador, President – Activities, House Prefects and Sports Prefect.

* The Student Ambassador is the overall leader of the Prefectorial Board and is responsible for ensuring that the other members of the board fulfil their duties effectively.
* The President – Activities is responsible for organizing cultural events and managing all activities of the school.
* The Sports Prefect is responsible for organizing sports events and managing sports-related activities.
* The House Prefects are responsible for managing the affairs of their respective houses, such as organizing inter-house competitions and promoting a healthy competitive spirit among the students.

**-HOUSE SYSTEM-**

The school body is divided into two houses, **Maple** and **Olive**, which serve as an integral part of the student body, each with its unique identity. These houses provide an opportunity for students to engage in healthy competition and foster a sense of community and belonging.

Each house has a House Prefect and its members, who are responsible for organizing various events and activities throughout the year. These events include inter-house sports competitions, cultural festivals, charity drives, and community outreach programs. It is crucial for students to understand and uphold the values of their houses and to support them in their efforts to create a vibrant and inclusive school environment.

|  |  |
| --- | --- |
| **Maple** | **Olive** |
|  |  |
| **Maple House** is named after the iconic Maple tree, which symbolizes love, strength and resilience. Maple trees are famous during the autumn season in Northern America. As the representation of love, maples encourage the acceptance of all beings as they are; as the representation of strength and endurance, maples instil the virtues of perseverance and will power, both of which will elevate one to great levels in life. | **Olive House** is named after the Olive tree, which symbolizes peace, victory and friendship. Olive tree originated in Asia Minor where it is extremely abundant and grows in thick forests. As the representation of peace, olives encourage a smooth approach to any conflict one may face; as the representation of friendship, olives highlight the importance of good company in one’s life; as the representation of victory, olives encourage us to hoist our flags high. |

**-SCHOOL GOALS-**

At our school, we are committed to creating a sustainable and equitable world, where everyone has access to the resources and opportunities, they need to thrive. In line with this commitment, we have adopted the United Nations’ Sustainable Development Goals (SDGs) as our school goals and values.

The SDGs are a set of 17 interconnected goals that aim to end poverty, protect the planet, and promote peace and prosperity for all. We will adopt one SDG every month.



June 2023 Climate Action

July 2023 Good Health and Well-being

August 2023 Clean Water and Sanitation

September 2023 Peace, Justice and Strong Institutions

October 2023 Zero Hunger and No Poverty

November 2023 Life below Water

December 2023 Life on Land

January 2024 Reduced Inequalities

February 2024 Affordable and Clean Energy

March 2024 Gender Equality

**-LIST OF HOLIDAYS-**

Tamil New Year April 14, 2023 (Friday)

Eid al-Fitr (Ramzan) April 22, 2023 (Saturday)

Eid al-Adha (Bakrid) June 29, 2023 (Thursday)

Independence Day August 15, 2023 (Tuesday)

Onam August 29, 2023 (Tuesday)

Krishna Jayanthi September 7, 2023 (Thursday)

Ganesh Chaturthi September 19, 2023 (Tuesday)

Milad un-Nabi September 28, 2023 (Thursday)

Gandhi Jayanthi October 2, 2023 (Monday)

Ayudha Pooja October 23, 2023 (Monday)

Vijayadashami October 24, 2023 (Tuesday)

Diwali November 11 to 13, 2023

New Year January 1, 2024 (Monday)

Pongal January 15 to 17, 2024

Republic Day January 26, 2024 (Friday)

**-VACATIONS-**

Summer Break April 29, 2023 (Saturday) to

June 8, 2023 (Thursday)

Mid-term Break September 27, 2023 (Wednesday) to

October 2, 2023 (Monday)

Winter Break December 23, 2023 (Saturday) to

January 2, 2024 (Tuesday)

**-ASSESSMENT DATES-**

1. **Grades V to VIII**

Progression Assessment – I July 13, 2023 (Thursday) to

July 19, 2023 (Wednesday)

Progression Assessment – II September 15, 2023 (Friday) to

September 22, 2023 (Friday)

Progression Assessment – III December 15, 2023 (Friday) to

December 21, 2023 (Thursday)

Term Assessment March 8, 2024 (Friday) to

March 18, 2024 (Monday)

1. **Grade IX**

Progression Assessment – I July 13, 2023 (Thursday) to

July 21, 2023 (Friday)

Term Assessment – I September 13, 2023 (Wednesday) to

September 22, 2023 (Friday)

Progression Assessment – II December 13, 2023 (Wednesday) to

December 21, 2023 (Thursday)

Term Assessment – II February 7, 2024 (Wednesday) to

February 21, 2024 (Wednesday)

1. **Grade X (IGCSE)**

Progression Assessment – I April 20, 2023 (Thursday) to

April 28, 2023 (Friday)

Progression Assessment – II July 13, 2023 (Thursday) to

July 21, 2023 (Friday)

Revision Assessment – I August 4, 2023 (Friday) to

August 18, 2023 (Friday)

Revision Assessment – II September 8, 2023 (Friday) to

September 22, 2023 (Friday)

Mock Assessment – I October 13, 2023 (Friday) to

October 27, 2023 (Friday)

Mock Assessment – II November 10, 2023 (Friday) to

November 24, 2023 (Friday)

Mock Assessment – III December 8, 2023 (Friday) to

December 22, 2023 (Friday)

1. **Grade XI (AS Level)**

Progression Assessment – I July 13, 2023 (Thursday) to

July 21, 2023 (Friday)

Term Assessment – I September 13, 2023 (Wednesday) to

September 22, 2023 (Friday)

Progression Assessment – II December 13, 2023 (Wednesday) to

December 21, 2023 (Thursday)

Term Assessment – II February 7, 2024 (Wednesday) to

February 21, 2024 (Wednesday)

\*Please note that the above dates are tentative and might subject to change.

**-SCHOOL CALENDAR-**

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| **April 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Saturday |  |  |
| 2 | Sunday |  |  |
| 3 | Monday |  |  |
| 4 | Tuesday |  |  |
| 5 | Wednesday |  |  |
| 6 | Thursday |  |  |
| 7 | Friday | Good Friday |  |
| 8 | Saturday |  |  |
| 9 | Sunday |  |  |
| 10 | Monday | School reopens for Grades V to X | 1 |
| 11 | Tuesday |  | 2 |
| 12 | Wednesday |  | 3 |
| 13 | Thursday | \*\*Tamil New Year | 4 |
| 14 | Friday | Tamil New Year - Holiday |  |
| 15 | Saturday | Holiday |  |
| 16 | Sunday | Holiday |  |
| 17 | Monday |  | 5 |
| 18 | Tuesday |  | 6 |
| 19 | Wednesday |  | 7 |
| 20 | Thursday |  | 8 |
| 21 | Friday | \*\*Meet and Greet  LWD for Grades V to VIII | 9 |
| 22 | Saturday | Eid al-Fitr - Holiday |  |
| 23 | Sunday | Holiday |  |
| 24 | Monday |  | 10 |
| 25 | Tuesday |  | 11 |
| 26 | Wednesday |  | 12 |
| 27 | Thursday |  | 13 |
| 28 | Friday | LWD for Grades IX and X | 14 |
| 29 | Saturday |  |  |
| 30 | Sunday |  |  |

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| Grades | V to VIII | IX and X |
| No. of Working Days | 9 | 14 |

24

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| **June 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Thursday |  |  |
| 2 | Friday |  |  |
| 3 | Saturday |  |  |
| 4 | Sunday |  |  |
| 5 | Monday | HWD for Grade X - Online |  |
| 6 | Tuesday | HWD for Grade X - Online |  |
| 7 | Wednesday | HWD for Grade X - Online |  |
| 8 | Thursday | HWD for Grade X - Online |  |
| 9 | Friday | HWD for Grades V to X - Online |  |
| 10 | Saturday | Holiday |  |
| 11 | Sunday | Holiday |  |
| 12 | Monday | School reopens for Grades VI to X | 1 |
| 13 | Tuesday |  | 2 |
| 14 | Wednesday | School reopens for Grade V | 3 |
| 15 | Thursday |  | 4 |
| 16 | Friday |  | 5 |
| 17 | Saturday | \*\*Community Engagement Program I |  |
| 18 | Sunday | Holiday |  |
| 19 | Monday | Reopening day for Grade XI | 6 |
| 20 | Tuesday |  | 7 |
| 21 | Wednesday | \*\*International Yoga Day/ World Music Day | 8 |
| 22 | Thursday |  | 9 |
| 23 | Friday |  | 10 |
| 24 | Saturday | Holiday |  |
| 25 | Sunday | Holiday |  |
| 26 | Monday |  | 11 |
| 27 | Tuesday |  | 12 |
| 28 | Wednesday | \*\*Prefectorial Board Elections  Eid Celebration | 13 |
| 29 | Thursday | Eid al-Adha - Holiday |  |
| 30 | Friday |  | 14 |

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| Grades | V | VI to X | XI |
| No. of Working Days | 12 | 14 | 9 |

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| **July 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Saturday | HWD for Grades IX to XI | 1 |
| 2 | Sunday | Holiday |  |
| 3 | Monday |  | 2 |
| 4 | Tuesday | \*\*Investiture Ceremony | 3 |
| 5 | Wednesday |  | 4 |
| 6 | Thursday |  | 5 |
| 7 | Friday |  | 6 |
| 8 | Saturday | Holiday |  |
| 9 | Sunday | Holiday |  |
| 10 | Monday |  | 7 |
| 11 | Tuesday |  | 8 |
| 12 | Wednesday |  | 9 |
| 13 | Thursday |  | 10 |
| 14 | Friday | \*\*Kamarajar Day | 11 |
| 15 | Saturday | HWD for Grades IX to XI | 12 |
| 16 | Sunday | Holiday |  |
| 17 | Monday |  | 13 |
| 18 | Tuesday |  | 14 |
| 19 | Wednesday |  | 15 |
| 20 | Thursday | Holiday for Grades V to VIII | 16 |
| 21 | Friday | Holiday for Grades V to VIII | 17 |
| 22 | Saturday | Holiday |  |
| 23 | Sunday | Holiday |  |
| 24 | Monday |  | 18 |
| 25 | Tuesday |  | 19 |
| 26 | Wednesday |  | 20 |
| 27 | Thursday |  | 21 |
| 28 | Friday | \*\*World Nature Conservation Day | 22 |
| 29 | Saturday | Student-led Conference I Grades V to VIII  Open day for Grades IX to XI |  |
| 30 | Sunday | Holiday |  |
| 31 | Monday |  | 23 |

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| Grades | V to VIII | IX to XI |
| No. of Working Days | 19 | 23 |

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| **August 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Tuesday |  | 1 |
| 2 | Wednesday |  | 2 |
| 3 | Thursday |  | 3 |
| 4 | Friday |  | 4 |
| 5 | Saturday | \*\*Picnic Day |  |
| 6 | Sunday | Holiday |  |
| 7 | Monday |  | 5 |
| 8 | Tuesday |  | 6 |
| 9 | Wednesday |  | 7 |
| 10 | Thursday |  | 8 |
| 11 | Friday |  | 9 |
| 12 | Saturday | Holiday |  |
| 13 | Sunday | Holiday |  |
| 14 | Monday |  | 10 |
| 15 | Tuesday | \*\*Independence Day |  |
| 16 | Wednesday |  | 11 |
| 17 | Thursday |  | 12 |
| 18 | Friday |  | 13 |
| 19 | Saturday | \*\*World Humanitarian Day  Community Engagement Program II |  |
| 20 | Sunday | Holiday |  |
| 21 | Monday |  | 14 |
| 22 | Tuesday |  | 15 |
| 23 | Wednesday |  | 16 |
| 24 | Thursday |  | 17 |
| 25 | Friday |  | 18 |
| 26 | Saturday | Holiday  Open Day for Grade X |  |
| 27 | Sunday | Holiday |  |
| 28 | Monday |  | 19 |
| 29 | Tuesday | Onam - Holiday |  |
| 30 | Wednesday |  | 20 |
| 31 | Thursday | \*\*Raksha Bandhan | 21 |

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| Grades | V to VIII | IX to XI |
| No. of Working Days | 21 | 21 |

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| **September 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Friday |  | 1 |
| 2 | Saturday | \*\*Annual Day |  |
| 3 | Sunday | Holiday |  |
| 4 | Monday |  | 2 |
| 5 | Tuesday | \*\*Teacher's Day | 3 |
| 6 | Wednesday |  | 4 |
| 7 | Thursday | Krishna Jayanthi - Holiday |  |
| 8 | Friday |  | 5 |
| 9 | Saturday | Holiday |  |
| 10 | Sunday | Holiday |  |
| 11 | Monday |  | 6 |
| 12 | Tuesday |  | 7 |
| 13 | Wednesday |  | 8 |
| 14 | Thursday |  | 9 |
| 15 | Friday |  | 10 |
| 16 | Saturday | Holiday |  |
| 17 | Sunday | Holiday |  |
| 18 | Monday |  | 11 |
| 19 | Tuesday | Ganesh Chaturthi - Holiday |  |
| 20 | Wednesday |  | 12 |
| 21 | Thursday | \*\*International Day of Peace | 13 |
| 22 | Friday |  | 14 |
| 23 | Saturday | Mid-term break begins  School Tour |  |
| 24 | Sunday |  |  |
| 25 | Monday |  |  |
| 26 | Tuesday |  |  |
| 27 | Wednesday |  |  |
| 28 | Thursday |  |  |
| 29 | Friday |  |  |
| 30 | Saturday |  |  |

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| --- | --- | --- |
| Grades | V to VIII | IX to XI |
| No. of Working Days | 14 | 14 |

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| **October 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Sunday |  |  |
| 2 | Monday | Gandhi Jayanthi – Mid-term break ends |  |
| 3 | Tuesday |  | 1 |
| 4 | Wednesday |  | 2 |
| 5 | Thursday |  | 3 |
| 6 | Friday |  | 4 |
| 7 | Saturday | Student-led Conference II Grades V to VIII  Open Day for Grades IX to XI |  |
| 8 | Sunday | Holiday |  |
| 9 | Monday |  | 5 |
| 10 | Tuesday |  | 6 |
| 11 | Wednesday |  | 7 |
| 12 | Thursday |  | 8 |
| 13 | Friday |  | 9 |
| 14 | Saturday | Holiday |  |
| 15 | Sunday | Holiday |  |
| 16 | Monday | \*\*World Food Day | 10 |
| 17 | Tuesday |  | 11 |
| 18 | Wednesday |  | 12 |
| 19 | Thursday |  | 13 |
| 20 | Friday |  | 14 |
| 21 | Saturday | Pooja Holidays begins |  |
| 22 | Sunday | Holiday |  |
| 23 | Monday |  |  |
| 24 | Tuesday | Pooja Holidays ends |  |
| 25 | Wednesday |  | 15 |
| 26 | Thursday |  | 16 |
| 27 | Friday |  | 17 |
| 28 | Saturday | \*\*Community Engagement Program III |  |
| 29 | Sunday | Holiday |  |
| 30 | Monday |  | 18 |
| 31 | Tuesday |  | 19 |

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| --- | --- | --- |
| Grades | V to VIII | IX to XI |
| No. of Working Days | 19 | 19 |

|  |  |  |  |
| --- | --- | --- | --- |
| **November 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Wednesday |  | 1 |
| 2 | Thursday |  | 2 |
| 3 | Friday |  | 3 |
| 4 | Saturday | HWD for Grades IX to XI  Open Day for Grade X | 4 |
| 5 | Sunday | Holiday |  |
| 6 | Monday |  | 5 |
| 7 | Tuesday |  | 6 |
| 8 | Wednesday |  | 7 |
| 9 | Thursday |  | 8 |
| 10 | Friday | \*\*Diwali Celebration | 9 |
| 11 | Saturday | Holiday |  |
| 12 | Sunday | Diwali - Holiday |  |
| 13 | Monday | Diwali - Holiday |  |
| 14 | Tuesday | \*\*Children's Day | 10 |
| 15 | Wednesday |  | 11 |
| 16 | Thursday |  | 12 |
| 17 | Friday |  | 13 |
| 18 | Saturday | HWD for Grades IX to XI | 14 |
| 19 | Sunday | Holiday |  |
| 20 | Monday |  | 15 |
| 21 | Tuesday |  | 16 |
| 22 | Wednesday |  | 17 |
| 23 | Thursday | \*\*Thanksgiving Day | 18 |
| 24 | Friday |  | 19 |
| 25 | Saturday | Holiday |  |
| 26 | Sunday | Holiday |  |
| 27 | Monday |  | 21 |
| 28 | Tuesday |  | 22 |
| 29 | Wednesday |  | 23 |
| 30 | Thursday |  | 24 |

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| --- | --- | --- |
| Grades | V to VIII | IX to XI |
| No. of Working Days | 22 | 24 |

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| --- | --- | --- | --- |
| **December 2023** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Friday |  | 1 |
| 2 | Saturday | HWD for Grades IX to XI  Open Day for Grade X | 2 |
| 3 | Sunday | Holiday |  |
| 4 | Monday |  | 3 |
| 5 | Tuesday |  | 4 |
| 6 | Wednesday |  | 5 |
| 7 | Thursday |  | 6 |
| 8 | Friday |  | 7 |
| 9 | Saturday | Holiday |  |
| 10 | Sunday | Holiday |  |
| 11 | Monday |  | 8 |
| 12 | Tuesday | \*\*Bharathiar Day | 9 |
| 13 | Wednesday |  | 10 |
| 14 | Thursday |  | 11 |
| 15 | Friday |  | 12 |
| 16 | Saturday | HWD for Grades IX to XI | 13 |
| 17 | Sunday | Holiday |  |
| 18 | Monday |  | 14 |
| 19 | Tuesday |  | 15 |
| 20 | Wednesday |  | 16 |
| 21 | Thursday |  | 17 |
| 22 | Friday | \*\*National Mathematics Day  Christmas Celebration | 18 |
| 23 | Saturday | Winter break begins |  |
| 24 | Sunday |  |  |
| 25 | Monday |  |  |
| 26 | Tuesday |  |  |
| 27 | Wednesday |  |  |
| 28 | Thursday |  |  |
| 29 | Friday |  |  |
| 30 | Saturday |  |  |
| 31 | Sunday |  |  |

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| Grades | V to VIII | IX to XI |
| No. of Working Days | 16 | 18 |

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| **January 2024** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Monday | New Year Day |  |
| 2 | Tuesday | Winter break ends |  |
| 3 | Wednesday | School reopens for Grades V to XI | 1 |
| 4 | Thursday |  | 2 |
| 5 | Friday |  | 3 |
| 6 | Saturday | Student-led Conference III - Grades V to VIII  Open Day for Grades IX to XI |  |
| 7 | Sunday | Holiday |  |
| 8 | Monday |  | 4 |
| 9 | Tuesday |  | 5 |
| 10 | Wednesday | \*\*World Hindi Day | 6 |
| 11 | Thursday |  | 7 |
| 12 | Friday | \*\*Pongal Celebration | 8 |
| 13 | Saturday | Pongal Holidays begins |  |
| 14 | Sunday |  |  |
| 15 | Monday |  |  |
| 16 | Tuesday | Pongal Holidays ends |  |
| 17 | Wednesday |  | 9 |
| 18 | Thursday |  | 10 |
| 19 | Friday |  | 11 |
| 20 | Saturday | \*\*Movie Day |  |
| 21 | Sunday | Holiday |  |
| 22 | Monday |  | 12 |
| 23 | Tuesday |  | 13 |
| 24 | Wednesday |  | 14 |
| 25 | Thursday |  | 15 |
| 26 | Friday | \*\*Republic Day |  |
| 27 | Saturday | Holiday |  |
| 28 | Sunday | Holiday |  |
| 29 | Monday |  | 16 |
| 30 | Tuesday |  | 17 |
| 31 | Wednesday |  | 18 |

|  |  |  |
| --- | --- | --- |
| Grades | V to VIII | IX to XI |
| No. of Working Days | 18 | 18 |

|  |  |  |  |
| --- | --- | --- | --- |
| **February 2024** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Thursday |  | 1 |
| 2 | Friday |  | 2 |
| 3 | Saturday | \*\*Sports Day |  |
| 4 | Sunday | Holiday |  |
| 5 | Monday |  | 3 |
| 6 | Tuesday |  | 4 |
| 7 | Wednesday |  | 5 |
| 8 | Thursday |  | 6 |
| 9 | Friday |  | 7 |
| 10 | Saturday | Holiday |  |
| 11 | Sunday | Holiday |  |
| 12 | Monday |  | 8 |
| 13 | Tuesday | \*\*World Radio Day | 9 |
| 14 | Wednesday |  | 10 |
| 15 | Thursday |  | 11 |
| 16 | Friday |  | 12 |
| 17 | Saturday | HWD for Grades V to XI | 13 |
| 18 | Sunday | Holiday |  |
| 19 | Monday |  | 14 |
| 20 | Tuesday | \*\*World Day of Social Justice | 15 |
| 21 | Wednesday | LWD for Grades IX and XI | 16 |
| 22 | Thursday |  | 17 |
| 23 | Friday |  | 18 |
| 24 | Saturday | Holiday |  |
| 25 | Sunday | Holiday |  |
| 26 | Monday |  | 19 |
| 27 | Tuesday |  | 20 |
| 28 | Wednesday | \*\*National Science Day | 21 |
| 29 | Thursday |  | 22 |

|  |  |  |
| --- | --- | --- |
| Grades | V to VIII | IX to XI |
| No. of Working Days | 22 | 16 |

\*Please note that the number of working days in February will be subject to change due to Cambridge IGCSE Examinations.

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| --- | --- | --- | --- |
| **March 2024** | | | |
| **Date** | **Day** | **Event** | **Working Day** |
| 1 | Friday | School reopens for Grades IX and XI following promotion to Grades X and XII | 1 |
| 2 | Saturday | HWD for Grades V to XI | 2 |
| 3 | Sunday | Holiday |  |
| 4 | Monday |  | 3 |
| 5 | Tuesday |  | 4 |
| 6 | Wednesday |  | 5 |
| 7 | Thursday |  | 6 |
| 8 | Friday | \*\*International Women’s Day | 7 |
| 9 | Saturday | Holiday |  |
| 10 | Sunday | Holiday |  |
| 11 | Monday |  | 8 |
| 12 | Tuesday |  | 9 |
| 13 | Wednesday |  | 10 |
| 14 | Thursday |  | 11 |
| 15 | Friday |  | 12 |
| 16 | Saturday | Holiday |  |
| 17 | Sunday | Holiday |  |
| 18 | Monday | LWD for Grades V to VIII | 13 |
| 19 | Tuesday |  | 14 |
| 20 | Wednesday |  | 15 |
| 21 | Thursday |  | 16 |
| 22 | Friday | LWD for Grade IX and XI | 17 |
| 23 | Saturday | Academic year-end break begins |  |
| 24 | Sunday |  |  |
| 25 | Monday |  |  |
| 26 | Tuesday |  |  |
| 27 | Wednesday |  |  |
| 28 | Thursday |  |  |
| 29 | Friday |  |  |
| 30 | Saturday |  |  |
| 31 | Sunday |  |  |

|  |  |  |
| --- | --- | --- |
| Grades | V to VIII | IX to XI |
| No. of Working Days | 13 | 17 |

\*\*Events/Celebrations/Competitions/Special Assemblies/Guest Lectures to be held.

**-DAILY PLANNER-**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**-DAILY PLANNER-**

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**-DAILY PLANNER-**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FRIDAY**

**-DAILY PLANNER-**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**-DAILY PLANNER-**

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**-DAILY PLANNER-**

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**-DAILY PLANNER-**

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**-DAILY PLANNER-**

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**-DAILY PLANNER-**

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**-DAILY PLANNER-**

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**-DAILY PLANNER-**

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**-DAILY PLANNER-**

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**-LATE ARRIVAL RECORD-**

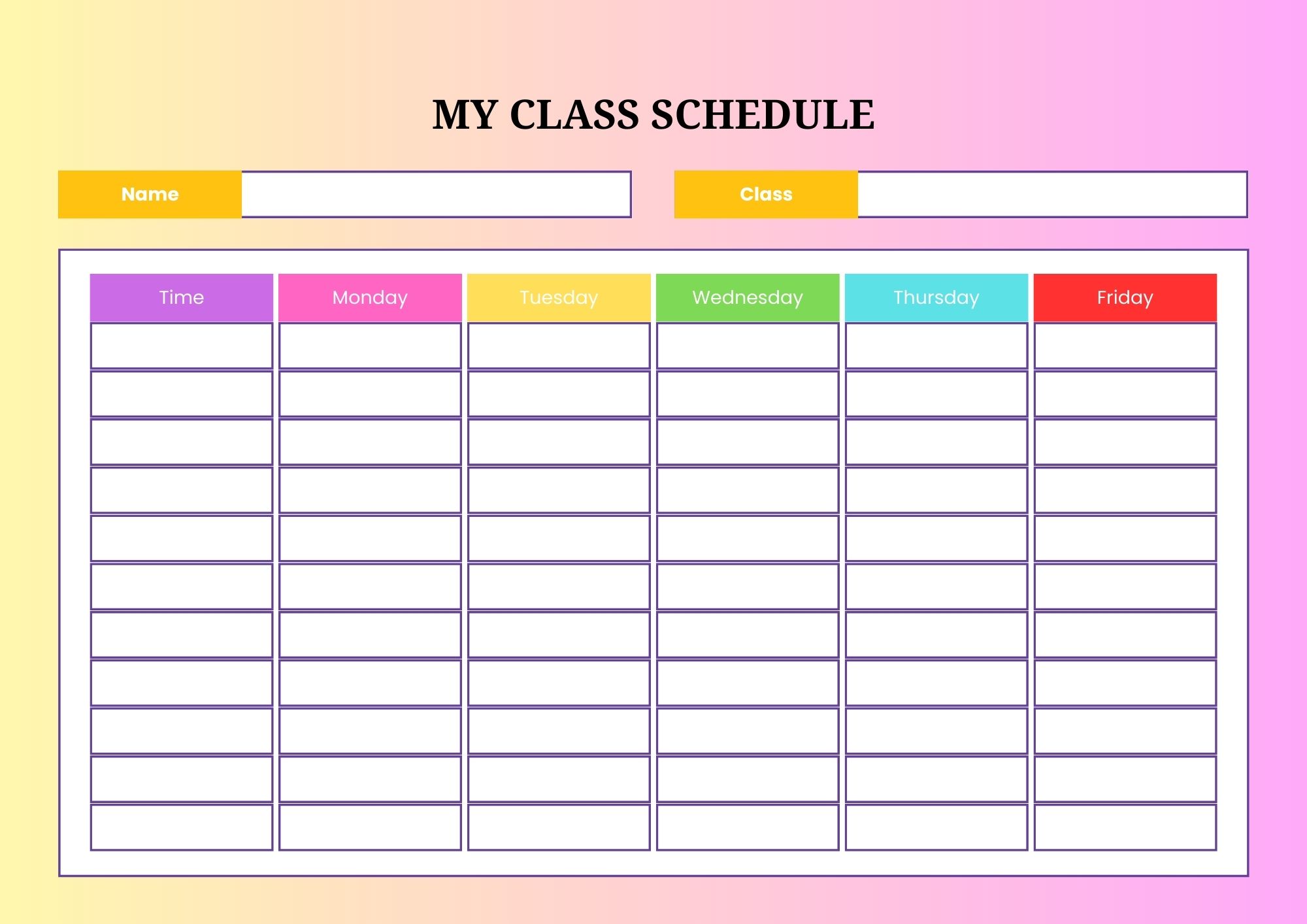
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**-LEAVE/ABSENCE RECORD-**

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**-LIBRARY RECORD-**

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