



**GUNDECHA EDUCATION ACADEMY**  
**ACADEMIC YEAR 2016-17**  
**ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS**  
**(FOR STD I & II PARENTS)**

Dear Parents,

*I am honoured to have the opportunity to lead Gundecha Education Academy in my new capacity as Principal. I look forward to work with teachers to continue GEA's mission to provide a world-class educational experience for each child.*

*I have been dedicated to the field of education for more than twenty five years. My most recent teaching cum administrative experience has been shaped by 10 years of leadership as Vice Principal at GEA. I look forward to work with you parents as a partner in your child's education to ensure his or her success.*

Thank you,

Sonu Arora  
Principal

Please discuss these FAQ's with your child

**SECTION A: RELATED TO ACADEMIC ISSUES**

1. **BOOKS:** The details about the books and notebooks are being given below:
  - a) All the text books, note books and files must be labelled whenever they are sent to the school. Please ensure that the label of the book includes the name of the child, Standard, Division and the subject.
  - b) Unlabelled books will not be accepted and if misplaced, it is not the responsibility of the school.
  - c) Workbooks and note books of the students will be kept at school and will be periodically sent home. **Textbooks to be sent strictly according to the timetable.**
  - d) A regular time-table will be effective from June 2016 and will be informed through the school calendar. In June, kindly send the textbooks according to the given 'TIME - TABLE' in order to avoid the children carrying heavy bags to school.
  - e) The child will take home books from school as per the time table followed that day, so as to revise the work done in school. Books whenever sent home **MUST** be sent back to school the very next working day irrespective of whether or not the time-table shows it, unless specific instructions have been received.
  - f) Information regarding the topics done for the day will be uploaded class wise/division wise on a daily basis. This will be effective from June 2016.
  - g) The students will be required to take home all material kept by them in school before a vacation.

**Things to be carried to school daily:**

- ✓ School calendar
- ✓ 6 -sharpened pencils and an eraser
- ✓ Glue stick (not fevicol or gum)
- ✓ Clean napkin for use during lunch breaks
- ✓ Plastic folder to carry H.W. & or worksheets / circulars home.
- ✓ Plastic ruler (15 cm transparent)
- ✓ Red and Blue 4 lined rough book
- ✓ **Do not send unwanted stationery with the child. Fancy pencil boxes, fancy crayon kits, scale etc. are not allowed and will be confiscated if found. Students are NOT permitted to carry sharpeners too.**
- ✓ **We are concerned about the weight of the school bag. Please ensure that the school bag that you purchase is light. Avoid sending fancy pencil boxes. Instead send the stationery in a transparent pouch.**



**Please do not send material for any after school activity or hobby class in the regular school bag of the child as that adds to the weight of the bag.**

## 2. GRADED ASSESSMENT:

Students will not have examinations, however; graded assessments and continuous comprehensive evaluation will be conducted on a regular basis. Graded Weekly Assessment for **Std. I & II** will be on every **Tuesday and Thursday. Refer to the school calendar. In case if an assessment is rescheduled it will be informed through the school calendar.**

The portion for the **weekly test** will be informed through the school calendar as and when.

However, some on-going assessments may not be informed prior but will be taken in the class as and when the topic is taught by the teacher.

## 3. SUPW: Socially Useful and Productive Work is a compulsory graded component for ICSE.

The activities to be done throughout the year have been planned. Some of the related topics have been mentioned in the almanac (school calendar). The compiled material for the same has been provided in the SUPW Kit.

## 4. PERFORMING ARTS (PA): The students will have a separate period each for Music, Dance and Speech and Drama.

## 5. READING SKILLS: To encourage the reading habit in the children the once a week the librarian circulates the books and also conducts reading activities.

**Junior Explorer** is a monthly subscribed magazine for all the students which are distributed in the class to the children. Kindly encourage your child to read the same.

## 6. PROJECTS: The project guidelines will be given a week prior to the project. The students will be required to carry the material and complete the project in the school itself.

## 7. PE AND SPORTS NURSERY: It is expected that all students will participate in school activities and sports. However, a student with a medical concern must submit a written application, signed by the doctor and the HM to be exempted from any such sports activities.

## 8. INTER HOUSE AND INTERCLASS ACTIVITIES: The students are divided into the four houses; Rigveda, Atharvaveda, Yajurveda and Samaveda. Once or twice a week as per the timetable, the students will be taught and made to participate in the interclass and interhouse activities related to literary and oratory skills.

## 9. MEETING TEACHERS: The open house dates have been mentioned in the almanac printed in the school calendar and all parents are expected to make time to attend these. As the class teachers cannot leave the classroom (even during recess), please do not call the school to speak to them or engage them in queries after school.

Instead, you may send an email to the HM who will either address your query or arrange a meeting with the concerned teacher.

Should you require any further clarification regarding Section A of this FAQ, email to: [principal@gundechaedu.org](mailto:principal@gundechaedu.org) with the Subject: Academic Concern

## SECTION B: RELATED TO PUNCTUALITY AND REGULARITY

### 1. LATE COMING:

The school timing for Std. I students is 8:30am to \*3:15pm and students are expected to be in school 5-minutes earlier.

**\*Dispersal of children who walk to school will begin at 3:00pm and dispersal for bus students will begin at 3:05 pm.** Dispersal for the students who walk will be from the garden gate. This will begin from 3.00 p.m.

The issue of students arriving late to school is an increasing problem. Punctuality is important because students who arrive late to school disrupt the general discipline of the school. Also instead of teaching, teachers are spending time marking the calendars of latecomers and correcting their attendance registers etc., resulting in loss of teaching time. The usual reasons given by parents for late coming are: woke up late, traffic, unwell in the morning, missed the bus, this is the first time etc. These can be avoided if you take particular care.

The security personnel will close the school gate 5-minutes after the school begins i.e. 8:35 am and thereafter the student will be given a late remark.

In case if the child has arrived late for the fourth time in the same month please do not leave the child at the school gate. On the fourth late remark the student will not be allowed to enter. In case if the parent has dropped the child, a phone call will be made to the parent to pick the child and take him/her home. *In case if the parent does not come to the pick the child, the child will be marked absent for the day. The child will also be marked **Absent** even for any assessment scheduled for that day.*

In case if the school bus arrives late the children will not be marked late for the day. However, the late coming remark will be marked for all other students travelling by other means of transport.

2. **HALF DAYS:** No half days will be granted under any circumstance. In case your child is unwell or if you have a scheduled appointment to the doctor, kindly do not send the child to school. Once the child is in school, he/she will be sent home only after regular school hours.
3. **ILLNESS:** Parents must send a letter for any absence or illness. Phone calls to the school will not be accepted as a substitute. Please keep your child home until he or she is symptom-free from fever, infection, vomiting, diarrhea or rash for at least 24-hours. Please do so to help prevent the spread of infection to other students.

In case if a child feels unwell after coming to the school, a phone call will be made to the parent. The parent must come with the Parent I card. A Student Gate Pass will be issued by the HM to the parent and a remark in the calendar will be written. This Gate Pass must be handed to the security while taking the child home. The child will NOT be allowed to go home unescorted or with a neighbour who does not have an authority letter (with the photograph of the person). A colour coding of the Gate Pass has been done in order to differentiate between students availing the bus and those who go walking.

No medication will be given to the child from the school except for first aid.

In case if the child has a fracture or difficulty in walking, the parent must meet the HM and is allowed to pick and drop the child from and to the classroom.

Use of the elevator is allowed only against a letter stating the reason and signed by the HM.

#### 4. **RS: (Representing School)**

A student will be marked 'RS' only on the day of the event or match or competition. In case if the child is required to reach the venue of the event after half day or returns before the end of the school day the child must attend school and the assessment scheduled for the day.

Should you require any further clarification regarding Section B of this FAQ, email to: [principal@gundechaedu.org](mailto:principal@gundechaedu.org) with the Subject: *Illness and wellbeing*

### **SECTION C: Mandatory material to be carried to school daily**

#### 1. **SCHOOL CALENDAR:**

Kindly read the school calendar carefully as the rules, student almanac, vacations, holidays etc. have been mentioned.

Please inform the school office of any change of address or contact number promptly through the school calendar. Kindly fill in the appropriate details in the calendar and sign as required. Kindly ensure that the pages are filled within a week, as precious time is wasted in checking the calendars everyday and writing reminder notes and following up to complete the formalities.

If the school calendar is lost, a new school calendar will be made available against a payment of Rs.100/- at the school office.

## 2. **I-CARDS:**

The **Parent I-card** will be issued by the class teacher on the first day of the school. The parents can fill in the details and affix *a stamp sized photograph of both the parents and any other person who is likely to pick up the child from school* and return it to the class teacher on the date specified. Entry in the school premises will be allowed only if you come with your parent I-card issued for **2016-17**. In case of loss/ replacement of Parent I-card, a new one will be made against a payment of Rs.50/- and the required photographs at the school office.

The school has issued **a permanent Student I-card**, which will be used by the student for at least three years and in case of loss of I-card, a new one will be issued on payment of Rs.50/- at the school office. It is **mandatory** for students to wear an I-card everyday, failing which the student needs to buy a temporary I-card from the school office against a payment of Rs. 10/-.

The temporary I card will only be valid for the day on which it is issued.

In case of loss of I-card, the parent must send an application and a payment of Rs. 50/- to the school office. The office will issue a temporary I card which will be valid up to the date of issue of the new one.

Should you require any further clarification regarding Section C of this FAQ, email to: [info@gundechaedu.org](mailto:info@gundechaedu.org) with the **Subject: Mandatory material**

## **SECTION D: MEALS**

### 1. **RECESS:**

We have noticed that some students come to school having eaten no breakfast or having taken just a cup of milk. A healthy nutritious breakfast will help children concentrate better at school as it is the most important meal of the day.

**Delivery of tiffins to the school is not allowed** and tiffins must be carried by the student from home. **Kindly send 2 tiffin boxes (snacks and lunch) with the child as there will be two breaks (long and short break) everyday.**

- Short break timings: 9:30am to 9:45am
- Long break timings: 12:20pm to 12:50pm

Also, please send only the amount of food that your child can actually eat. It has been noticed that some children carry too much to be consumed within the breaks and some others carry only biscuits and snacks for both the breaks. This makes children restless and cranky. The ones who carry too much are seen to throw away the food in the dustbins.

In case if the child has forgotten his/her tiffin or has spilt it and informs the teacher, the child is sent to the canteen with a note from the teacher. The child avails of the canteen facility, however the parent will be required to pay for the meal.



Aqua-guard filtered drinking water is available in the school however; the children may bring their own water bottles. Please purchase light water bottles with a strap so as to make it easier for the child to carry. Do not send metal or empty juice and cola bottles as a substitute for the water bottle.

### 2. **School Canteen**

**Strictly No cash transactions to be made in the canteen. Kindly DO NOT send money with the child for the same.**

In case if a child is availing of the school canteen the lunch or snack coupons will have to be purchased in advance by the parent from the school canteen between the 1<sup>st</sup> and the 10<sup>th</sup> of every month from 3:15pm to 4:00pm.

Should you require any further clarification regarding Section D of this FAQ, email to: [administrator@gundechaedu.org](mailto:administrator@gundechaedu.org) with the **Subject: Meals**

## SECTION E: CIRCULARS

All circulars are uploaded on the school website [www.gundechaedu.org](http://www.gundechaedu.org) regularly. Acknowledge receipt of the same by signing in the calendar in case if a hard copy has been sent from the school.

The school also has an app which allows parents to access all the same information they would normally access from a browser, but with the ease and convenience of an app installed on their mobile device.

Step# 1: **For Android user:** Search for "Gundecha" application on Google Play Store from the list of applications.

**For iPhone user:** Search for "EduSprint" application on App Store from the list of applications.

Step# 2: Click on the GEA logo (for android user) or MICM logo (for iPhone user) when it appears after the search.

Step# 3: Click the "Install" button.

Step# 4: Click "Accept" for various permissions

Step# 5: Launch the app and enter the school code - GEA

Step# 6: You will be required to enter the mobile# and 4-digit validation code which have been allocated against your child's name and can be viewed if you log into the school website [www.gundechaedu.org](http://www.gundechaedu.org) using your child's UID (GEA\*\*\*\*\*).

*Both the parents can install the application on their respective phones using the same number given. Parents who have 2 or more children studying at GEA, and if you receive different mobile numbers, enter both / all the mobile numbers using comma.(e.g. 715\*\*\*\*\* , 998\*\*\*\*\*)*

*Parents who have 2 or more children studying at GEA, will receive separate validation codes, enter both / all the validation codes using comma.(E.g. 2323, 3474)*

Step# 8: After successful installation, you will be able to see your Child's name and Class Details. Click on your child's name to see all the latest information of your child and the school.

Should you require any further clarification regarding Section E of this FAQ, email to: [info@gundechaedu.org](mailto:info@gundechaedu.org) with the Subject: Circulars

## SECTION F: BUS FACILITY

For the safety of your child please avoid the use of private vans that flout the safety norms.

**We do not take any responsibility for the students availing any other means of transport except the school bus.**

**Kindly fill-up the details in the school calendar if the child is availing the bus facility and mention the bus number and the stop. The child needs to carry the bus card given to him every day in the month of April & June.**

Please be at the bus stop at least 10-minutes before the pick-up and drop timing given to you. The child will be brought back to school in case you are not at the drop point.

The bus will follow a fixed route and stops. Kindly do not stop the bus for any reason. Please do not discuss the bus route or stop with the bus driver, conductor or lady assistant. The child will NOT be dropped at any other stop.

If you decide to pick-up your child, who is a regular bus student, directly from the school on any particular day, kindly ensure that you are at the school gate 10-minutes before dismissal. You must inform the respective bus driver or conductor about the same. Kindly send an email to the HM in advance about the same, without which the child will be sent by bus as usual. Kindly carry your Parent I-card to pick your child.

**The bus supervisor, Mr. Sudama may be contacted on mob# 8422000436**

Should you require any further clarification regarding Section F of this FAQ, email to: [administrator@gundechaedu.org](mailto:administrator@gundechaedu.org) with the Subject: Bus facility

## **SECTION G: MISCELLANEOUS**

### **1) PTA REPRESENTATIVE**

The school regularly seeks parental co-operation and assistance through the Parent-Teacher Association (PTA) thereby promoting a closer relationship between parents and the school. The 4-meetings through the academic year provide an opportunity to interact, provide feedback and exchange ideas with the School Management. Parents are requested to fill in the nomination slip for any of the following posts:

- 1) Standard Representative (1-post per standard)
- 2) Joint Secretary (1-post)
- 3) Vice President (1-post)

The last date for sending your nominations by email to [info@gundechaedu.org](mailto:info@gundechaedu.org) / hard copy to your child's class teacher is Tuesday, 12th April 2016. These nominations will be uploaded on the school website under parent login for online PTA elections beginning on Monday, 25th April 2016. Kindly check the school website for the same.

### **2) DURING MONSOONS:**

Kindly send one set of clothes and a pair of socks in a labeled bag on the first day of school. This will be kept in the class during the monsoons. If the spare clothes have been used up at school, kindly replace them the next day. On days of heavy rain, parents must use their discretion and send their child to school accordingly. In case a half-day is declared due to heavy rains, the bag of the child will be kept back in school.

Do not send fancy and oversized umbrellas with pointed handles during the rainy season. The student must carry a simple raincoat folded and kept neatly in a plastic bag to be carried in the school bag.

### **3) BIRTHDAY CELEBRATIONS:**

On the day of their birthday the child can come in coloured clothes with the student I card. Please ensure that the clothes and footwear are comfortable and decent.

Do not send chocolates or sweets for distribution as it creates a discrimination among the students. We would encourage you to donate the amount to an orphanage or an old age home.

They must not arrange for a party in the classroom or the school premises. The school authorities will NOT allow any distribution or celebration at all.

### **4) UNIFORM:**

Please read the relevant page regarding the uniform in the school calendar. **We encourage children to make choices at an early age to boost their confidence. So, they are allowed to wear uniform of any colour on any day other than the days allotted for P.E. uniform.**

- Wearing a clean and well-ironed uniform along with the identity card is compulsory for all students.
- Nails must be clean and cut short.
- The black sports shoes (of the style prescribed by the school) must be worn as a part of the school and P.E. uniform. Slippers, rainy shoes, sandals or shoes other than the pattern recommended by the school will not be allowed.
- Sleeveless white cotton vest / camisole must be worn under the school uniform daily.
- Bloomers must be worn over normal underwear for girls.
- Girls should not apply nail polish or mehendi during the school session.
- Shoulder length and long hair should be braided with black ribbon/band in case of girls. Boys should maintain very short and simple hairstyle. Sikh boys must wear grey or black turbans.
- Grey hoodies of the school pattern will be allowed during the cold season.

### **5) HEALTH CARD**

The health card is sent through the students. You are required to get it filled by an authorized medical practitioner and submit to the class teacher within a fortnight of the reopening of the school in June. The name, stamp and sign of the doctor must be put on the Health Card.

**6) CAN YOU LEND A HAND:**

If you would like to volunteer at the school, please let us know on the questionnaire in the school calendar. We will contact you when we require your help.

*It is our endeavour to provide a safe, secure and conducive environment to your child. Any issue related to safety, security and wellbeing of the child is our priority. Please address the issue to [principal@gundechaedu.org](mailto:principal@gundechaedu.org)*