

ORIENTATION FOLDER

.....
PRIMARY SECTION

CLASS-IV
A.Y. 2026-27

ALL STUDENTS



G.D.GOENKA
INTERNATIONAL SCHOOL, SURAT

THE COMPLETE SMART PREMIUM SCHOOL

VISION

WE BELIEVE IN

HIGHER
THOUGHTS

STRONGER
WORK

BRIGHTER
RESULTS

TOWARDS
ACADEMIC AND
HUMAN
EXCELLENCE!

MISSION

WE COMMIT
TO

ACCOMPLISH
OUR VISION

WITH
UTMOST
DEDICATION.

SPECIFIC OBJECTIVES

1. To instill in students a passion for lifelong learning and to nurture their growth as conscientious global citizens.

2. To ensure active involvement among all stakeholders, ensuring a collaborative effort towards student development and success.

WE BELIEVE IN →

HIGHER
THOUGHTS

STRONGER
WORK

BRIGHTER
RESULTS



CLASS: IV

THINGS GIVEN IN SOFT COPY (SHARED IN WHATSAPP GROUP AND GOOGLE CLASSROOM)

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THINGS GIVEN IN SOFT COPY (SHARED IN WHATSAPP - INDIVIDUALLY)

Sr. No.	Particulars
1	ERP (Edu sprint) ID & Password - Only for New Admission Students
2	Google Classroom ID and Password - Only for New Admission Students

Section Directives



PREFACE

The **GDGIS Section Directives** serve as a comprehensive guide to introduce new parents and students to the rules, regulations, and functioning of our school system for the academic year. Thoughtfully designed, this document aims to empower and support every parent in our esteemed academic community.

Within these pages, you will find essential information, policies, and insights to enhance your experience and contribute to the collective success of our school. Your cooperation in upholding our educational values and school operations is the strong foundation of our institution is always appreciated.

We hope this guide becomes a valuable companion on your journey with us.

Welcome to GDGIS!



SCHOOL MOTTO –

- Higher Thoughts, Stronger Work, Brighter Results for Academic and Human Excellence.

Purpose of the Directives:

These directives have been thoughtfully curated to provide you with detailed insights into the operations of the Primary section. By familiarizing yourself with this document, you will gain a thorough understanding of our educational philosophy, policies, and procedures, fostering a harmonious partnership between the school and the parents.

Key Highlights:

As we embark on this exciting academic journey together, we believe that effective communication is key to fostering a positive and enriching educational environment. To ensure clarity and understanding, we present to you the Primary Section Directives—a comprehensive guide outlining essential information, rules, and regulations governing the functioning of our school.

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GENERAL INSTRUCTIONS:

- Handkerchief to be sent regularly.
- Refer to annual calendar, available on the website (under the 'GDGIS Calendar' option), regularly to be aware about upcoming events.
- If your ward has any allergy to any kind of food and also whether he/she will have Regular or Jain food, ensure you convey the same to the concerned class teacher.
- In case of address change, phone number changes, transport change inform at the front desk at the earliest through single window request form as per the respective single window format.
- For the child's safety- we encourage you to send a parent card with the guardian with whom the child will go back home from the school.

SCHOOL TIMING:

SECTION TIMINGS A.Y. 2026-27		
PRIMARY SECTION		
MONDAY-SATURDAY (07:45 AM TO 02:40 PM) (1 ST AND 4 TH SATURDAY HOLIDAY)		
TIME	TOTAL TIME (in mins)	PARTICULARS
07:45 TO 07:55	10	HOMEROOM
07:55 TO 08:00	5	MOVING TIME FROM CLASS TO ASSEMBLY ZONE
08:00 TO 08:20	20	ASSEMBLY
08:20 TO 08:25	5	MOVING TIME FROM ASSEMBLY ZONE TO DINING
08:25 TO 08:45	20	BREAKFAST
08:45 TO 08:50	5	MOVING TIME FROM DINING TO CLASS
08:50 TO 09:25	35	LEARNING SESSION 1
09:25 TO 10:00	35	LEARNING SESSION 2
10:00 TO 10:05	5	MOVING TIME
10:05 TO 10:40	35	LEARNING SESSION 3
10:40 TO 10:45	5	MOVING TIME
10:45 TO 11:20	35	LEARNING SESSION 4
11:20 TO 11:25	5	MOVING TIME
11:25 TO 12:00	35	LEARNING SESSION 5
12:00 TO 12:05	5	MOVING TIME FROM CLASS TO DINING
12:05 TO 12:30	25	LUNCH
12:30 TO 12:35	5	MOVING TIME FROM DINING TO CLASS
12:35 TO 01:10	35	LEARNING SESSION 6
01:10 TO 01:15	5	MOVING TIME
01:15 TO 01:50	35	LEARNING SESSION 7
01:50 TO 01:55	5	MOVING TIME
01:55 TO 02:30	35	LEARNING SESSION 8
02:30 TO 02:40	10	DISPERSAL
TOTAL TIME	415	



UNIFORM:

- Dress code must be maintained aesthetically and should be appropriate for school.
- The uniform has to be neat, clean, properly fitted and should be worn correctly.
- Uniform schedule to be followed as per the table mentioned below:

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	2 ND , 3 RD & 5 TH SATURDAYS
UNIFORM	BLUE T-SHIRT BLUE TRACK PANT	BLUE T-SHIRT BLUE TRACK PANT	WHITE T-SHIRT WHITE TRACK PANT	BLUE T-SHIRT BLUE TRACK PANT	BLUE T-SHIRT BLUE TRACK PANT	WHITE T-SHIRT WHITE TRACK PANT

- T-Shirts should be always tucked in the trousers.
- Identity card is an important part of uniform and must be worn at all times.
- School Shoes black on regular days and white on Wednesdays and working (Saturdays) are to be worn mandatorily.
- Only on birthdays, children can wear the party dress. Parents to ensure the decency of the dress worn during birthdays or any other celebrations.
- During winter, children should wear the Black Jacket given from school.
- Fingernails must be clean, well-trimmed on regular basis.
- Nails should be unpolished on all the days.
- For Boys- Hair should be well trimmed regularly. No spikes and no fancy haircuts are permitted.
- For Girls - It is mandatory for girls with long hair to tie their hair in plaits.
- Girls should tie their hair with black rubber band, hair bands, clips and pins on regular days and white bands on Wednesdays & Saturdays.

ALMANAC:

- It is mandatory to bring the almanac on daily basis.
- Almanac needs to be checked and signed daily by the parents.
- For any communication with the teacher, parents need to write on the page for the respective week.
- Circulars or any information shared through almanac needs to be acknowledged on the regular basis.
- Undertaking/Memorandum should be filled and sent to the class teacher on the very first day of academic year.
- Transport consent to be filled and any change in future to be informed to school through single window form.
- Social Media consent to be filled for school's reference and sent to the teacher on the first day of school.

WRITING STANDARDS			
SR.NO.	GUIDELINES	PARENTS	STUDENT
1	Handwriting	Legible	Legible
2	Pen Color	Blue	Pencil
3	Enquiries	To be written on "Particulars of Communication" Page	Must show it to the teacher
4	Material check	To be check on "Particulars of Communication" Page	Must get it signed by the respective team
5	Daily communication	Check and communicate	Must show it to the teacher



Rules for Almanac:

ALMANAC CHECKS			
SR.NO.	GUIDELINES	PARENTS	STUDENT
1.	Parents Notes, Circulars and Slips (Xerox)	Check everyday	Must show to their parents
2.	First two pages verification – a. Personal Memoranda b. Undertaking c. Transport Consent d. Social Media Consent	Compulsory to be done at the starting of the year	Must get it filled and then submit to the class teacher
3.	Teacher’s signature and then format of notes	Appreciation and Correction must be acknowledged by the word “NOTED” and Sign should be done	Must show to their parents and get the sign done
4.	Time Table Updates and Field Trip Notices	Must check the Almanac for any update of the field trip	Must show to their parents
5.	Print outs	Check if any recent prints have been given in the Almanac	Must show to their parents
6.	Appreciation notes	-	Must show to their parents

NOTE BOOKS:

- The notebooks are to be well maintained by students. Filling the index page with Sr.No., date, topic name, page number & teacher’s sign is a must.
- Notebooks should be labelled with student’s name, class & division.
- The notebooks will be tagged with coloured strips for the ease of students. The notebooks for different subjects with colour cello strip are as follows:

CLASS IV			
SR. NO.	SUBJECT	TYPE	COLOUR CODE
1	English/Lifeskills	1 Line	Blue
2	Hindi	2 line	Red
3	Mathematics	1 cm Square	Orange
4	EVS	1 Line Interleaf	Green
5	Computer	1 Line Interleaf	Pink
6	Other Subject - Robotics	1 Line Interleaf	Purple
7	Gujarati	Single Line	Yellow

TEXTBOOKS:

CLASS: IV			
SR.NO	TEXTBOOK	SUBJECT	PUBLISHER
1	TOUCHPAD PLUS VER 2.1 - 4	COMPUTER	ORANGE
2	COLLINS INFINITY ENGLISH - 4	ENGLISH	COLLINS
3	COLLINS INFINITY MATHEMATICS - 4	MATHS	COLLINS
4	COLLINS INFINITY ENVIRONMENTAL STUDIES - 4	EVS	COLLINS
5	COLLINS INFINITY ENGLISH GRAMMAR AND COMPOSITION - 4	ENGLISH	COLLINS
6	GUNJAN HINDI PATHMALA - 4	HINDI	MADHUBAN



7	VYAKARAN SAMBODH (3) - 4	HINDI	MADHUBAN
8	REVISED GULAL-2	GUJARATI	NEW SARASWATI HOUSE
9	SANKSHIPT RAMAYAN	संस्कृति से संस्कार (MYTHOLOGY)	P.P. PUBLICATION

LEAVES:

- For any planned leaves taken by your ward, teachers need to be informed prior.
- If the leave is unplanned, a leave note should be sent in single window format which can be downloaded from the website or can be issued from the front desk. A PDF sample of the same will be shared in the WhatsApp group also.
- In case of very long leave, parents will be required to cooperate with the pending work and prior permission from Principal is needed.
- Early leaves will be granted only in case of dire emergency with genuine reasons. In all other cases, intimation for early leaves need to be given at least 2 days prior.
- 1st & 4th Saturdays will be holiday for students.
- Minimum 85% attendance is mandatory for every student at the end of every month and year.

BIRTHDAY CELEBRATION POLICY:

In our continuous effort to nurture healthy habits and ensure the well-being of our young learners, the school has formulated the following Birthday Celebration Guidelines for the students of GDGIS. We request your cooperation in strictly adhering to the sequence of points mentioned below.

- **The below given Guidelines are initiated with the aims to:**

- a) Encourage healthy eating habits among children.
- b) Reduce excessive sugar consumption.
- c) Promote equality and inclusivity in celebrations.
- d) Minimize food allergies and health risks.
- e) Support children's overall health and development.
- f) Reinforce mindful and meaningful celebrations.

We believe that birthdays can be celebrated joyfully while also reinforcing positive lifestyle choices from an early age.

1. Dress Code

- a) The birthday child may come to school in casual, comfortable, and age-appropriate attire.
- b) The outfit should be simple and suitable for regular school activities.
- c) Avoid heavy accessories, fancy footwear, or elaborate costumes.

2. Strict "No Gifts, No Chocolates, No Sugar" Policy

To promote healthy and equal celebrations, the following are strictly not allowed:

- a) No return gifts, toys, or goody bags
- b) No chocolates, candies, sweets, or sugary treats
- c) No cakes, cupcakes, pastries, muffins, cookies, or bakery items
- d) No sugar-based products (white sugar, brown sugar, syrups, etc.)
- e) No food items made from maida/refined flour
- f) No packaged snacks (chips, biscuits, juices, etc.)



g) No artificial colours, flavours, or preservatives

h) No deep-fried items

The above-mentioned items are not allowed for school staff as well.

3. Permitted Healthy Food Items

Parents may send only healthy, homemade, or naturally prepared items that meet the following criteria:

- No added sugar
- No maida/refined flour (use whole grains such as whole wheat, ragi, oats, millet, etc.)
- No artificial colours, flavours, or preservatives
- No deep-fried items
- Fresh and hygienically prepared

Examples of acceptable snacks:

- Dates
- Jaggery-based chikkis
- Plain dry fruits
- Roasted nuts (if no allergy restrictions)
- Whole-grain crackers

5. Packing & Quantity Guidelines

- Send food in simple, disposable, ready-to-serve containers.
- Ensure the quantity is appropriate for the class strength — no excess required.
- All items must be fresh and properly packed.
- Kindly consider common food allergies (especially nuts) and avoid items that may trigger allergic reactions.

6. School Celebration Format

- The child will receive a birthday badge or a small classroom acknowledgment (such as a book).
- A birthday song will be sung in the assembly/class to make the child feel special.
- Celebrations will remain simple, joyful, and inclusive for all students.

FIELD TRIPS:

- Ensure your ward carries a hat/cap/glasses during field trips.
- Proper school uniform must be worn along with the ID-card.
- Child must carry water bottle and notepad.
- If the child is medically unfit for the trip then prior information to be given to class teacher.

PTM:

- Parents are requested to be present on the allotted time during PTM.
- If in any case you miss attending the PTM, parents need to take prior appointment to meet the teacher and ask the availability over the phone.
- Anecdotal records of students will be shown to parents.
- Report cards will be live to only those parents who attend the PTM.
- In case if the parent is not able to attend for any genuine reason then inform the school through single window.
- Kindly park your vehicle properly on major events and cooperate with security team.



HOMEWORK SCHEDULE:

- Assignments are given for various purposes. Homework both extends and reinforces instruction through practice. Homework is an avenue by which parents and teachers may monitor progress and detect any difficulty a student may experience. Parents should be encouraged to provide a constructive time and place for the student to study.

GRADE IV HOMEWORK SCHEDULE		
DAYS	SUBJECTS	SUBJECTS
MONDAY	-	
TUESDAY	ENGLISH	MATH
WEDNESDAY	HINDI	MATH
THURSDAY	-	-
FRIDAY	EVS	MATH
SATURDAY	MATH	GUJARATI

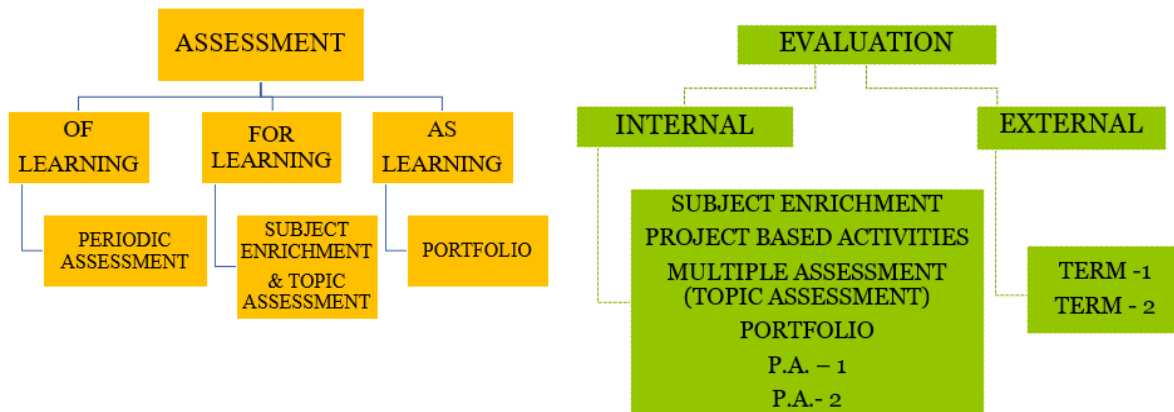
ANY ELECTRONIC GADGET OR IPAD USAGE –

- School does not promote the usage of any electronic device like Ipad at home.
- Parents are requested to confirm with teacher if at all the child states.
- Parental monitoring should be there during gadget usage.

RULES FOR SENDING ITEMS AFTER SCHOOL HOURS BEGIN –

- Parents are not permitted to send any books, stationery, swimming bags, skating bags, or other materials after 8:00 a.m. once school hours have commenced.
- All required items must be sent with the student at the time of arrival to ensure smooth conduct of the school schedule.
- The school will not accept or deliver any belongings brought by parents after the stipulated time.

EVALUATION SYSTEM:



- **Class 3 :** According to the CBSE system, the year will be divided into two parts; Term 1 and Term 2.

Subject	Periodic Assessment	Subject Enrichment + Project Based Activities	Student's Portfolio	MA (Topic Assessment)	1 st Term Exam	Tabulation of Term Grade
English & Hindi	30 marks Test	Reading, Creative Writing, Dictation, Recitation & Class Participation = 10	5	5	50	30+10+5+5+ 50 = 100
Maths		Maths Lab & Project = 10	5	5	50	
EVS		Lab Activities & Project = 10	5	5	50	



SUBJECT ENRICHMENT RUBRICS FOR CLASS III

ENGLISH		EVS	
RUBRICS	MARKS	RUBRICS	MARKS
Reading	10	Environmental Sensitivity and Group discussion	10
Creative Writing	10	Activity and Projects	10
Dictation	10	Concept and Application	10
Recitation	10	Total Marks	30
Total Marks	40	Later in subject enrichment it will be converted to 10 and will be reflected in the report card.	
Later in subject enrichment it will be converted to 10 and will be reflected in the report card.			
HINDI		MATHS	
RUBRICS	MARKS	RUBRICS	MARKS
Reading	10	Computational Skill	10
Creative Writing	10	Activity	10
Dictation	10	Concept and Application	10
Recitation	10	Total Marks	30
Total Marks	40	Later in subject enrichment it will be converted to 10 and will be reflected in the report card.	
Later in subject enrichment it will be converted to 10 and will be reflected in the report card.			

- The final result of the academic year will be calculated as given below. 50% marks (Term 1) + 50% marks (Term 2) = Final result.
A minimum of 33% marks in each subject needs to be scored for passing the exam.
- No retest will be conducted in case the child misses the exam. Exemption will be given on medical grounds on submission of authentic proofs.

BOOSTER PLANNING/ STAY BACK SYSTEM:

- Performance of the student will be discussed with parent and information about the booster teaching / pending work options will be given.
- The options are as below:**
Primary Booster Timings:
1. Monday To Saturday - 08:00 am To 08:20 am (Morning)

BOOSTER CLASS TIME-TABLE	
Time - 8:00 AM TO 8:20 AM	
DAYS/CLASS	IV
MONDAY	HINDI
WEDNESDAY	ENGLISH
THURSDAY	MATH
FRIDAY	-
SATURDAY	EVS



2. 02:50 pm To 03:40 pm (After School As Per Schedule)

BOOSTER CLASS TIME-TABLE	
Time - 2:50 PM TO 3:40 PM	
DAYS/CLASS	IV
MONDAY	ENGLISH
TUESDAY	MATH
WEDNESDAY	HINDI
THURSDAY	EVS
FRIDAY	EVS/MATHS

TOPIC ASSESSMENT:

- Topic Assessment is conducted after the completion of chapter for all main subjects.
- Total 6 cycles in a year per subject.
- Topic Assessment Schedule: Every Tuesday and Friday

Benefits-

- Students can improve their learning during future study sessions.
- Regular testing boosts metacognitive monitoring abilities.
- Students are better able to apply knowledge to new contexts.
- It helps determine knowledge gaps.
- It improves knowledge retention.
- Topic Assessment reflection is conducted within 7 days of the topic assessment to reflect on the common mistakes that students have done and show the best paper of test for guidance.

STUDENT PORTFOLIO:

The following data is to be filled in the student portfolio and observed by the class teacher:

- Student's Medical Data to be maintained.
- Academic Achievement Record of the students to be maintained.
- Badges Record to be maintained.
- To take a record of a student who received any certificate or participated in any PVA Activity from PVA department.
- To take a record of a student who received any certificate or participated in any Sports Activity from Sports department.
- Take the library records of the students from Librarian.
- Subject-wise best activities of students to be maintained.
- Attendance Record of the student to be maintained.
- Life skill session record to be taken.
- Self-Assessment record to be taken on half yearly basis.
- Peer and Parent feedback to be taken on half yearly basis.



BADGES SYSTEM:

- Badges are awarded according to the points gained in different categories:
 - Mentioned in Discipline log books consolidated sheet.
 - On the basis of observation.
 - These points are given by class teachers. The highest scorer gets the badge.
- Annual badges are to be given on the 1st day of school for the next academic year.
- On 29th every month the badges will be collected back by the teachers in the class.
- List of students will be prepared by the class teachers and House parents by 25th every month for the next month distribution.
- If the badge is lost by the student, class teacher will collect Rs. 150 from the student.
- Students can wear the Annual badges throughout the next academic year and the badges will not be collected back.
- Below mentioned are the details of categories and frequency of motivational badges given to the students.

Sr. No.	Badges Categories	Badges Distribution Frequency	CRITERIA	Class Applicable
1	All Rounder	<u>Annually</u>	1. Academics 2. Sports achievements 3. PVA achievements 4. Discipline 5. Any other achievements	<u>Nur to 11th std</u>
2	Star Scholar		1. Academic results highest marks - Grade 3 to 12 2. Academic results based on regular observation of Nur to Grade 2	<u>Nur to 11th std</u>

Sr. No.	Badges Categories	Badges Distribution Frequency	CRITERIA	Badges Distribution Grade Wise / Division Wise
1	Class monitor	<u>Once in two months</u>	1. Discipline 2. Leadership Qualities 3. Speaking skills	<u>1st std to 12th std</u>
2	Profound English Speaker	<u>Monthly</u>	1. Communication of the student with the peer group and teachers	<u>NUR TO 12 std</u>
3	Well Disciplined		1. Regular observation of the students	<u>NUR TO 12 std</u>
4	Proficient Reader		1. Regular observation of the students in the class by the teacher	<u>NUR TO 12 std</u>
5	Lifeskills Genius		Based on the observation in the class: 1. Good human 2. Behaviour	<u>JR. KG to 11th std</u>



PVA & SPORTS:

- PVA & Sports sessions will be mandatory for all.
- List of activities offered are as follow

Class IV	
PVA	SPORTS
Art & Craft	Swimming
Percussions	Skating
Keyboard	HPE/Track & Field
Dance	Cricket
Vocal	Football

- Sports - Monthly 4 sessions will be there, in which 3 practical sessions will be conducted on ground and 1 theory session will be conducted in class room with worksheet.

DISCIPLINE:

- Any act of bullying, verbal abuse, damage to school property will call for a disciplinary action.
- The disciplinary actions are stated below:

Stage 1	Oral warning.
Stage 2	Parent will be informed through almanac.
Stage 3	Issue of Blue card and meeting with parents.
Stage 4	Issue of Yellow card, meeting with parents & suspension can be of 3 to 7 days.
Stage 5	Issue of Red card, meeting with parents & suspension can be of more than 7 days.
Stage 6	Meeting with parents & expulsion of student.

COMMUNICATION TO TEACHERS:

- Almanac is the best way to communicate with the teachers.
- To talk to the teachers, you may call between 02:30 pm to 03:30 pm.
- To meet the teachers, take a prior appointment.

LIBRARY RULES:

- Library books are issued to children on weekly basis.
- Books are to be returned to library after a week.
- In case of loss or damage to the book while in possession of the students, parents will be liable to either replace the same book or pay double the amount of the book's actual price.
- Clearing of Library dues is mandatory before every exam.

**Important Information
for the Academic Year
2026-27**



SCHOOL RULES FOR STUDENT (Amendment-1)

Observed by	<u>PRINCIPAL</u>
Maintained by	<u>COORDINATOR</u>
Applicable to	<u>STUDENTS</u>
Duration of work	<u>AS AND WHEN</u>
Review time	<u>YEARLY</u>
Connected documents	<u>NA</u>

- I. Every student should carry the Almanac to the School daily.
- II. Student who comes to school on their own should arrive at the school atleast five minutes before the bell rings.
- III. Students should regularly be clean and always neatly dressed. The school uniform must be worn on all working days **as per the uniform schedule.**

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	2 ND , 3 RD & 5 TH SATURDAY
UNIFORM	BLUE T-SHIRT BLUE TRACK PANT	BLUE T-SHIRT BLUE TRACK PANT	WHITE T- SHIRT WHITE TRACK PANT	BLUE T-SHIRT BLUE TRACK PANT	BLUE T- SHIRT BLUE TRACK PANT	WHITE T- SHIRT WHITE TRACK PANT

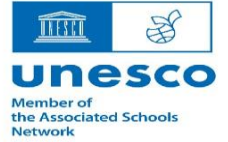
- IV. It is not advisable to bring valuable articles to school. Girls can wear very small studs or ear rings of gold or silver.
- V. Students are not allowed to bring mobile phone/ iPad/ camera etc. into the school campus. These gadgets if found in possession of the student within the school campus will be confiscated.
- VI. The name, class and section of the pupil should be clearly marked on the jacket and all other belongings of the student.
- VII. Changing classrooms between periods when necessary should be done silently and in an orderly manner.
- VIII. Shouting, loud talking, singing **during class** or whistling is not allowed in school.
- IX. Care must be taken for all school property and no student should scratch or spoil the desks or charts or damage any furniture, write or draw anything on the walls or damage things belonging to others. Damage done should be reported at once to class teacher or to the Section **Coordinator or Assistant Coordinator**. Any damage done will have to be **replaced or repaired** by parents of the student(s) concerned.



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- X. Each student should have 3 identity cards with his/her photograph, which includes one for student Id-card and other two for parents Id-card. Student Id card has to be worn by the child daily and the Parent Id cards to be kept with the Parents (Mother/ Father). Those who are coming to pick up the Students from the school/bus stop must always bring the School Parent Identity card for identification.
- XI. Students are not allowed to use the school telephone without the permission of the **Coordinator**. They will not be called to answer phone during class hours.
- XII. Students **cannot leave the section without Coordinator / Teacher permission**.
- XIII. **Do not engage in cyber bullying, such as harassment, teasing, spreading rumors about classmates or any disruptive behavior. (Blue card will be issued in such case)**
- XIV. Communication with the teacher should be through the Almanac/WhatsApp on a regular basis, to monitor the performance of the student. Requests for meeting teachers on school days other than on PTM days will not be entertained, if necessary prior approval of the **Principal / Coordinator** must be obtained.
- XV. Appointment with Dentists/Doctors or others should be avoided during school hours. Such requests for early leave will not be entertained.
- XVI. **Early leave is only permitted in case of family emergency or government appointments (passport, visa etc. Need to submit proof for the same)**



CODE OF CONDUCT FOR STUDENTS
(AMENDMENT 1)

Observed by	<u>PRINCIPAL</u>
Maintained by	<u>COORDINATOR</u>
Applicable to	<u>STUDENTS</u>
Duration of work	<u>AS AND WHEN</u>
Review time	<u>YEARLY</u>
Connected documents	<u>NA</u>

I. General:

1. The school community is expected to live in the spirit of brotherhood, peace, harmony, good citizenship and reflect high moral values at all times.
2. Students are governed by this code of conduct from the time they join school till the time they leave.
3. All students will adhere to this code of conduct at all times, to maintain a very high standard of behaviour and conduct in this school.

II. Special attention will be paid to the following:

1. The students will be smartly dressed in accordance with the school regulation. Untidy and unkempt haircuts will not be permitted.
2. The students need to be considerate, courteous and polite to all students, adults and helpers.
3. All teachers and visitors should be respectfully wished in an appropriate manner.
4. All members of the student body and prefects are responsible for the discipline of the school and compliance with all rules.
5. Students will interact with teachers respectfully at all times, and obey instructions given to them, both in the class and on campus.

III. Uniform:

Students are expected to wear the prescribed uniform at all times. Private clothing is not to be worn on the school campus unless specified.

Dress Code: In order to create a consistent and safe environment that is free of distractions. GDGIS has a uniform dress code for all students. We believe that a higher standard of dress encourages greater respect for individuals, students and others, and results in higher standard of behaviour. In other words, students who come to school dressed properly will excel academically and conduct themselves appropriately while at school.

IV. Damaging school property:

The school will not tolerate any damage to books, games kit and belongings of fellow students,



belonging of teachers and damage to school property. In addition to being fined, the parents/guardians will be asked to pay the full cost of damaged articles; such misbehaviour may also result in students' expulsion.

V. **Expensive items:**

Expensive items such as cameras, iPods, mobile phones, expensive sneakers and so on are not permitted at school. The school is not responsible for the loss or theft of such items, and if brought to the school, they will be confiscated.

Confiscated items to be deposited in the school / **Section Coordinator** office.

Borrowing or Lending

Borrowing or lending of any items is strictly prohibited.

No student is allowed to bring money to school. Any money fund will be confiscated and deposited in the house fund or the fund used for charitable purpose. The student will also be fined an equal amount of money found with him/her, and this too will be given to either of the above funds.

VI. **Litter:**

The cleanliness of the school campus is the responsibility of every person on the campus. Bins are provided for use. There is no indignity in picking up litter and putting it in the bins.

VII. **Behaviour with school helpers:**

All school helpers (Housekeepers, Didi's, Laundry, Security etc.) should be addressed politely. They will not be used by students for unauthorized activities such as purchasing the articles from the market, washing clothes or using their mobile phones to make calls.

VIII. **Behaviour in the class:**

All students are expected to be well disciplined in the class. Roaming, shouting, bullying, running, laughing without any reason, playing with the I-pad, looking out of the window, using abusive language should be stopped with immediate effect. Be attentive in the class take running notes, copy down important points, and respond to teachers' questions. Be updated with class notes, homework, practical's etc. When you are not clear with the topic raise your hand and clarify your doubts with the teacher.

IX. **Behaviour in dining hall:**

You are supposed to go and leave the dining hall in a line. Shouting, pulling, talking while taking food should be stopped. Bear in mind everywhere your behaviour is noticed and monitored. Take food in a decent manner. Eat sufficiently; eat all food items given to you. Your food is prepared by a qualified dietician. **Don't waste food. Take little in 1st serving if needed can take 2nd serving.**

X. **Discipline Code:**

Getting along with others is the key to success or failure. The school provides each student with the maximum opportunity to acquire education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and



enforced with this thought in mind. School rules apply in the classroom, on the school ground, going to and from school, and at any event where our school is represented, regardless of location.

- Hat, caps or other head covering shall not be worn in classrooms, except for valid religious or medical reason authorized by the administration and verified in writing by a physician.**
- Undergarments must be concealed at all times, including when students are standing or walking**

XI. Use of unfair means in Examinations:

Cheating and using unfair means in examination will result in the student being awarded a zero in the paper of that examination. If repeated the entire result will be annulled.

XII. Physical and verbal abuse:

Any form of physical and verbal abuse in the school is totally unacceptable. Under no circumstances should student abuse or fight with each other. Strict action will be taken against the defaulter.

XIII. Detention:

Students will be put on detention where they will have to sit and study during free time / games / activity class, if they do not do homework, class work, practical record work, or any kind of anomalies like not obeying school rules or not following the code of conduct.

XIV. Spoken English:

GDGIS is an English medium school and the students are expected to speak in English at all times. One should not speak in any other language.

XV. Wearing of watches:

Only students of class VI and above are allowed to wear watch. The watch must not be expensive and it will be the responsibility of the student to look after it. Wearing a watch would raise the expectation of punctuality and doing things on time for students.

XVI. Leave Rules:

- Any leave required must have prior permission from the Principal.
- All students are expected to have at least 90% attendance during the year. Students who fall short of attendance at the end of the year will not be allowed to sit for the promotional examination.
- All medical leave must be accompanied by a medical certificate.

XVII. Means of Communication:

The following mediums are used for communication with students:

- Administrative instructions are published from time to time. All students are expected to read the notices displayed on the notice boards.
- Important announcements are made during the morning assembly in Campus news.
- The teachers or school Captain/Prefect will make important announcements during breakfast or meals.
- Special address by **SECTION** Coordinator or Asst. Coordinator.



XVIII. Public Display of Affinity, Touch and Affection:

1. No public display of affection will be permitted between students. This extends to touching, isolating, holding hands, kissing, linking arms, or putting arms around shoulders.
2. Even the most harmless intent may be misunderstood; therefore, it is advisable to refrain from it. Strict disciplinary action will be taken against students found indulging in the public display of affection.

XIX. Movement in the school:

1. Whenever a child is moving out of the class for Meal / PVA, Sports, Library class, it has to be in 2 – balanced line. Monitor will form the line inside the class & then the movement will be accordingly in the school corridor / premises.
2. Students must greet the teacher when they come across HOD or any other teacher in the school premises.

XX. Rules For Sending Items After School Hours Begin –

- Parents are not permitted to send any books, stationery, swimming bags, skating bags, or other materials after 8:00 a.m. once school hours have commenced.
- All required items must be sent with the student at the time of arrival to ensure smooth conduct of the school schedule.
- The school will not accept or deliver any belongings brought by parents after the stipulated time.



HOMEWORK RULES

- I. Comprehensive exercises should be discussed in class & then students should be encouraged to write all answers on their own.

CLASS I AND II HOMEWORK SCHEDULE	
DAYS	SUBJECTS
MONDAY	EVS
TUESDAY	-
WEDNESDAY	MATH
THURSDAY	ENGLISH
FRIDAY	HINDI
SATURDAY	GK/PHONICS

GRADE III AND IV HOMEWORK SCHEDULE		
DAYS	SUBJECTS	SUBJECTS
MONDAY	-	
TUESDAY	ENGLISH	MATH
WEDNESDAY	HINDI	MATH
THURSDAY	-	-
FRIDAY	EVS	MATH
SATURDAY	MATH	GUJARATI

- II. Creative writing in the languages should be discussed in class.
- Key words should be given on the board.
 - The final writing assignment may then be completed at home.
- III. The home assignment for the primary class must have:
- No written work should be more than 20 minutes
 - One written assignment besides five sums in Maths & two oral or learning assignments can be given every day.
 - Two written assignments can be given on Friday besides the Maths assignment.
- IV. The home assignment for the middle section must have
- No written work more than 30 minutes
 - The written assignment besides the Maths exercise
 - Three written assignments can be given on a Friday.
- V. No assignments are given the day before topic assessment.
- VI. **Diwali Homework should sync with Ek Bharat Shrestha Bharat or CBSE project / Circular.**



GDGIS ATTENDANCE POLICY FOR STUDENTS (Amendment 7)

Observed by	<u>PRINCIPAL</u>
Maintained by	<u>SINGLE HEAD</u>
Applicable to	<u>STUDENTS</u>
Duration of work	<u>AS AND WHEN</u>
Review time	<u>YEARLY</u>
Connected documents	<u>SOP-24</u>

Consistent attendance in class is a critical component for students' academic success. Therefore, attendance policy and procedures have been carefully designed to encourage regular attendance.

FOR PARENTS AND STUDENTS

1. Encourage each child to attend the school regularly.
2. It is mandatory for every student to maintain an attendance of at least 85% during the academic year failing of which he/she will not be promoted to higher class as stated by CBSE.
3. Working days: **Primary - 205**
% is calculated by dividing the no. of days present by no. of working days.
4. For classes 10th & 12th, it is mandatory for every student to maintain an attendance of 100% during the academic year.
5. 10% shortage in attendance can be considered on account of Medical Grounds (To be validated with Medical Certificate)
6. Leave of Absence is granted only for compelling/unavoidable reasons subject to a written application well in advance.
7. No leaves would be granted throughout the year without genuine reason.
8. In case of participation in PVA or Sports events for competitions outside the school, parents must submit the letter of participation and exemption can be given in genuine case, but in no case attendance can be shorter than 85% of working days.
9. Proper leave application in the 'Single Window Format' is to be submitted by the parents/guardians at the school two days' prior the leave. No other formats will be entertained.
10. Repeated absence without permission or unexplained absence for more than 15 consecutive days and if any request then it will be 45 days with proper documents but after that it will not be taken into consideration therefore, renders the students liable to have his/her name struck off the rolls. Re-admission may be allowed on the payment of the fresh Application form.
11. If the child is absent even for a day without any information, the leave application should be submitted duly signed by parents/guardian and should reach the school the very next day failing which the school will take strict action. (He/she will be marked absent till application is submitted & result will be withheld if it is repeated thrice in a semester).



12. Early leaves and half days will not be entertained except the medical case.
13. It is permissible only if it is approved at least 2 days prior.
14. Absence of exam days will not be entertained other than genuine medical reasons. The medical reasons should be immediately reported i.e. during those examination days only.
15. No Re-test in any circumstances.
16. At the end of November & January warning letters to be sent to parents whose child's attendance is less than 85%. Parents need to be informed well in time that in such cases a child may not be allowed to sit for annual exams. (As per the attendance policy)
17. State level, National level competition winners can be given a grace of 10%. (In terms of attendance)
18. No leaves will be granted during Revisions before any exams and during exams unless and until it is a genuine medical reason or demise in the family.
19. Any child who misses out with any exam throughout the academic session will not be entitled for any medals/merit certificate.
20. For the students appearing for board exams (classes 10TH& 12TH), it is compulsory to attend PA-1, TERM-1, PRE-BOARD -1 & 2 and the revision classes before final examination unless they are Hostellite (Case to Case).
21. **The class teacher will call the parent after the second day if the child is absent and ask for the reason and a single window. If the parent does not turn up until the third day, then mail has to be sent from the coordinator's email address.**
22. **If students do not turn up after vacation without any information or proof, the mail will be done from the coordinator or school side. The following table is applicable:**

Sr. No	Vacation Time	Month	Reporting Time
1	Mini Vacation	March	April (First day of school reopening)
1	Summer Vacation	May	June (First day of school reopening)
2	Diwali Vacation	Oct / Nov	Oct / Nov (First day of school reopening)

● **ONLY FOR HIGHER SECTION BOARD CLASS STUDENTS:**

1. As per CBSE norms a student who has at least 85% attendance as on January 1 will be eligible for appearing in Class 10 and Class 12 examination.

Note:

- If any student has less than 85% attendance will not be allowed to appear for the examination.
- However, there are certain cases where a student with less than 85% of attendance can sit for their CBSE board exams.
- In case of shortage of attendance, schools will be required to procure 'certain' documents from student(s) or parents and submit those documents to the concerned Regional Office of the Board.
- Schools need to compile shortage of attendance cases by January 7, of every year. Thereafter regional office will have to communicate to school by January 21st.
- The CBSE will have to give its final approval latest by February 7.

The 'valid reasons for condonation of shortage of attendance' as per CBSE:

1. Prolonged illness (documents: medical certificate, medical reports, X-rays and requests from the parents).
2. Loss of father/ mother/ or some other such incident leading to student's absence from school



(documents: request from parents, death certificate).

3. Authorized participation in sports at National level organized by CBSE/SGFI (documents: request from parents, certificates issued by concerned authority).
4. Authorized participation in sports at National/ International level organized by recognized authority (docs: Request from parents, Recommendation from Sports Authority of India or recommendation of schools concerned in the proforma attached).

TEACHERS

- I. All the documents of leave must be maintained efficiently and diligently.
- II. Any leave which comes must be forwarded to the Coordinators for approval and is then sent to Front desk for higher authorities' approval for sanctioning the leave.
- III. Every month in the first week (1-5th) the attendance must be checked and % must be maintained.
- IV. Maintain **Informed and Uninformed leave** in separate columns.
- V. Convert Uninformed to Informed in the data after collecting Single Window from Parent.
- VI. Child will not be exempted from exams on Medical after submission of leave application with Medical Certificate unless higher authority approves of it, with 'Exempted' written on application.
- VII. Average marks will be given only if the Single window is approved.

The following table is applicable for the grant of the leave:

SR. NO	TYPES OF LEAVES	MAXIMUM DAYS CAN BE APPROVED	REGULAR WORKING DAYS	EXAM DAYS (PROCURE DOCUMENT FOR EXEMPTION)				REMARKS
				PA-1	PA-2	PRE BOARD	FINAL EXAM	
1	EMERGENCY IN FAMILY	15	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	PROCURE DOCUMENT
2	SICK LEAVE	CASE TO CASE	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	
3	FAMILY FUNCTION	5	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	APPROVED FOR REGULAR AND TOPPERS	NA	
4	COMPETITION / SPORTS / ANY GAME OUTSIDE	CASE TO CASE	APPROVED FOR REGULAR	APPROVED FOR REGULAR	APPROVED FOR REGULAR	APPROVED FOR REGULAR	NA	
5	FAMILY TRIP	CASE TO CASE	NA	NA	NA	NA	NA	
6	MEDICAL APPOINTMENT	3	APPROVED FOR REGULAR AND TOPPERS	NA	NA	NA	NA	
7	PASSPORT / VISA / ANY GOVERNMENT APPOINTMENT	1	NA (CASE TO CASE)	NA (CASE TO CASE)	NA (CASE TO CASE)	NA (CASE TO CASE)	NA (CASE TO CASE)	



STUDENTS EXAMINATION EVALUATION POLICY – PRIMARY SECTION (7th Amendment)

Observed by	HOS
Maintained by	Examination Incharge
Applicable to	Primary, Middle & Higher section
Duration of work	Throughout the year
Review time	After Diwali break
Connected documents	CL-24

I. OBJECTIVE

1. Evaluation not only measures the progress and achievement of the learners but also the effectiveness of the teaching materials and methods used for transaction. Hence, evaluation should be viewed as a component of curriculum with the twin purpose of effective delivery and further improvement in the teaching-learning process.
2. Assessment is an integral part of teaching and learning process. To ensure the effectiveness of student's educational experience it is important that varied assessment techniques should be used at regular intervals.
3. The objective of this policy is to have systematic evaluation of teaching-learning process in the school.
4. Assessment plays an important role in students' learning and achievement. It gives us insight about what they have achieved and what they have to achieve and planning can be done accordingly.
5. It gives an analysis of all teachers and the students to further prepare the line of action for better performance.
6. Students can be identified at an early age about their areas of expertise as well as their weak areas and accordingly generalized remedial plan also can be generated.

II. SCOPE

This policy is applicable to teachers and students of Class I & II informally and from Class III & IV in a formal manner.

III. ROLE AND RECOMMENDATIONS OF THE POLICY

1. Use a variety of ways to collect information about the learner's learning and progress in all subjects.
2. Acquire a level of achievement in different subject areas in the requisite measure.
3. Develop child's individual skills, attitudes and motivation.
4. To prepare students for competitive examination.
5. Monitor the changes taking place in child's learning, behavior and progress over a period of time.
6. Respond to different situations and opportunities both in and out of school.



7. Retain what is learnt over a period of time.
8. To provide quality feedback to students so as to ensure growth in learning of students.
9. To provide quality feedback to teachers regarding learner's stage in the learning process, level of knowledge acquired and the extent of skill development.
10. To provide feedback to parents regarding student's progress through grades for students of class I & II and through marks for students of class III & IV.

Evaluation System at GDGIS, Surat is exactly in accordance to that of CBSE system and Standard for competitive examinations:

1. Is vital to guiding instruction, teaching and learning
2. Is an on-going, purposeful and effective process.
3. Involves teachers, students, peers and parents
4. Uses a variety of strategies and tools
5. Makes learning expectations and assessment strategies clear to students
6. Provides regular opportunities for students to reflect on their own learning
7. Shows students' progress over time
8. Instructs and guides teaching and learning in the classroom.
9. Identifies strengths and scope of improvement for each student.
10. Involves active engagement of all stakeholders of the school community.

IV. EVALUATION SYSTEM

The academic year is divided into two terms. For classes I & II each term comprises of 4 assessment worksheets.

For classes III & IV each term comprises of 1 Periodic Assessment and 1 Terminal examination at the end of each term.

PERIODIC ASSESSMENT

Periodic Assessment is of 30 marks and will be conducted during regular school hours. Regular school timetable will be followed after the assessment.

TERM EXAM

Term exam is of 50 marks.

Multiple Assessment, Portfolio and Subject enrichment activities sum up to 20 marks.

FINAL TERM RESULT

The final term result will be reflected as given below:

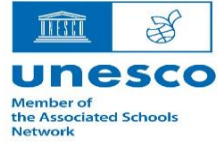
30 Marks (Periodic assessment) + 50 Marks (Term Exam) + 20 Marks (Multiple Assessment, Project Based Activities, Portfolio and Subject enrichment) = **100 Marks**

V. ACADEMIC ASSESSMENT FOR CLASS I & II

Class I & II: Each child is assessed for the level achieved in various skills and moves up according to his/her own abilities.

Evaluation Guidelines for Class I & II

1. Students of Class I & II do not have formal examination so they are assessed on their day to day scholastic activities.
2. Revision assessments will be conducted quarterly in the form of worksheets in the months of July, September, December and March.



3. On the basis of assessment worksheets grades are given at the end of each term. The grade criteria is as follows:

Grade	Marks
A+	45-50
A	40-44
B	34-39
C	29-33
D	Below 29

VI. Exam and Marks Distribution Details (Class III & IV)

The following chart shows distribution of various exams conducted throughout the year to evaluate student's performance.

Marks Distribution Table for class III & IV

Subject	Periodic Assessment	Subject Enrichment + Project Based Activities	Student's Portfolio	MA (Topic Assessment)	1 st Term Exam	Tabulation of Term Grade
English & Hindi	30 marks Test	Reading, Creative Writing, Dictation, Recitation & Class Participation = 10	5	5	50	30+10+5+5+50 = 100
Maths		Maths Lab & Project = 10	5	5	50	
EVS		Lab Activities & Project = 10	5	5	50	

SUBJECT ENRICHMENT RUBRICS FOR CLASS III TO IV

ENGLISH		EVS	
RUBRICS	MARKS	RUBRICS	MARKS
Reading	10	Environmental Sensitivity and Group discussion	10
Creative Writing	10	Activity and Projects	10
Dictation	10	Concept and Application	10
Recitation	10	Total Marks	30
Total Marks	40	Later in subject enrichment it will be converted to 10 and will be reflected in the report card.	
Later in subject enrichment it will be converted to 10 and will be reflected in the report card.			
HINDI		MATHS	
RUBRICS	MARKS	RUBRICS	MARKS
Reading	10	Computational Skill	10
Creative Writing	10	Activity	10
Dictation	10	Concept and Application	10
Recitation	10	Total Marks	30
Total Marks	40	Later in subject enrichment it will be converted to 10 and will be reflected in the report card.	
Later in subject enrichment it will be converted to 10 and will be reflected in the report card.			

- Each academic year is divided into two terms.
- The final result of the academic year will be calculated as given below.
50% marks (Term 1) + 50% marks (Term 2) = Final result.
- A minimum of 33% marks in each subject needs to be scored for passing the exam.



Grading Scale for Scholastic Areas (Class II – IV)	
School will award grades as per the following grading scale	
Marks Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 & below	E (Needs improvement)

VII. GUIDELINES FOR THE SYLLABUS FOR TERM EXAMINATION:

1. Term I examination
50% of the total syllabus will be included in Term I.
2. Term II examination
 - **Languages:** Other than syllabus covered in second term, the writing skills and grammar taught in the 1st Term can also be tested in the final examination.
 - **Maths, EVS:** Syllabus covered in the 2nd term is tested.

Subject Enrichment activities: (Kindly refer the subject enrichment rubrics table)

These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term. However, they should be evaluated at the term-end.

Languages: Aimed at equipping the learners to develop effective listening and speaking skills. The language teachers may devise their own methods and parameters for assessment of the languages. (As per rubrics table)

Mathematics- Lab activities may be undertaken as suggested by the NCERT syllabus and textbooks. (As per rubrics table)

EVS: Practical work and activities in EVS may be undertaken as suggested by the NCERT syllabus and textbooks. (As per rubrics table). Map or the project work may be undertaken as suggested by the NCERT syllabus and textbooks. (As per rubrics table)

Co-scholastic Activities (Class I to IV): For the holistic development of the student, co-curricular activities in the following areas be carried out in CBSE affiliated schools by the teachers and will be graded term-wise on a 3-point grading scale (A= Outstanding, B= Very good, C = Fair). The aspect of regularity, sincere participation, output a team work be the generic criteria for grading in the following co-scholastic activities.

- (a) Work Education – Work Education refers to skill-based activities resulting in goods or services useful to the community.
- (b) Art Education (Visual & Performing Art)
- (c) Health and Physical Education

Discipline (Class I to IV): The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, tidiness, respectfulness for rules and regulations, attitude towards society, nation and others. Grading on discipline will be done term-wise on a 3-point grading scale (A= Outstanding, B= Very good, C = Fair).



Record Keeping: The CBSE schools will follow the simple documentation procedure and collate the same at the time of preparing the report card. Unnecessary lengthy and repetitive documentation by teachers must be avoided.

VIII. REPORT CARD :

Based on the above scheme, report cards for classes I to IV will follow the annexed formats.

(a) Annexure-2 : format for the report card for classes I to IV.

IX. The above-mentioned assessment pattern is in accordance with the norms to be followed by all the CBSE affiliated schools.

X. ASSESSMENT OF CHILDREN MISSING EXAMS

1. Student should not be absent for any of the exams. But if due to some unavoidable circumstances like medical emergency, death in the family, family function outside the city then proper intimation should come to school. In case of pre-planned family events single window should be submitted a week prior to the exam. In case of emergency, a telephonic intimation is to be given to school and single window to be submitted as soon as possible.
2. In such unavoidable circumstances, 5 marks for notebook enrichment and 15 marks for subject enrichment will be given, but no retest will be taken. In genuine cases the Principal can write "Exempted from missing exam" in the leave and it is to be with the Coordinator and software should be programmed in such a way to take the average of the result excluding the exempted subject.
3. If a student has joined late (new admission) in the month of July then also no retest will be conducted but his/her notebook & subject enrichment marks will be given.
4. Due to some unavoidable circumstances if the child misses the main exams i.e. Term I then he/she can be assessed in Finals. If he/she misses Term II exam then Head of the School, Coordinator and Class Teacher can take a call for the promotion of the child.
5. If the child has injured his/her writing hand, oral exam would be taken. In oral tests, marks would be allotted according to the errors done by the child including spellings, if no error then full marks can be given. A scribe of a class lower than the examinee can be given for Mathematics exam.
6. However, if the child is participating in a National level competition or event, then a retest will be taken.

XI. SCHOOL RULES (For attendance to sit in exam)

1. Students must fulfill minimum criteria of attendance i.e. 75% to be allowed to sit for the exam i.e. PA I, Term I, PA II and Term II

XII. GUIDELINES FOR WRITING EXAM

1. Do the easiest question first. First attempt the questions you are confident and then go for the ones which will take time to recall.
2. Always include keywords in your answers and underline with pencil.
3. Split the answer in points and describe each point in detail.
4. Write answers according to the marks. If it is 5 marks question then write introduction of the topic, supportive statements, advantage, disadvantage and application of the same concept.
5. Underline headings and sub headings.
6. Leave a gap of one line while writing points.
7. In EVS, the best way to give answers is by diagrams. Hence examiner can know that you understood the topic well.



8. Draw the diagram properly using pencil and scale and label it.
9. Maintain good handwriting. Handwriting should be legible. Use scale to draw straight lines.
10. Keep your paper neat and clean. Over writing, scratching can make your paper look untidy.
11. Do check whether you have answered all the questions and have written correct question number against each answer.
12. Do not leave any question unattempted. Attempt each and every question.
13. After the completion of the paper, read it line by line.
14. Finally, cross check that you have answered all the questions.

XIII. CONCLUSION

The above-mentioned parameters can be amended from time to time at the sole discretion of the management.

G.D GOENKA INTERNATIONAL SCHOOL, SURAT

EXAMINATION COMPONENTS 2026-27

CLASSES III & IV

FIRST TERM (APRIL - SEPTEMBER)

<u>SCHOLASTIC PERFORMANCE</u>	
EXAM COMPONENT	MARKS
Periodic Test	30
Multiple Assessment (Topic Assessment)	5
Subject Enrichment	5
Project Based Activities	5
Student's Portfolio	5
First Term Exam (Mid Term Exam) *	50
TOTAL	100

* EXCLUDE COMPUTER SUBJECT (THEORY 30 MARKS AND PRACTICAL 20 MARKS)

<u>CO-SCHOLASTIC</u>	
Work Education	GRADE
Art Education	
Health & Physical Education	
Discipline	
Robotics	
Attendance	
Life skill	

CLASSES III & IV

SECOND TERM (OCTOBER - MARCH)

<u>SCHOLASTIC PERFORMANCE</u>	
EXAM COMPONENT	MARKS
Periodic Test	30
Multiple Assessment (Topic Assessment)	5
Subject Enrichment	5
Project Based Activities	5



G.D.GOENKA INTERNATIONAL SCHOOL, SURAT

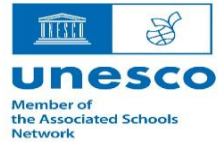
THE COMPLETE SMART PREMIUM SCHOOL

CBSE Affiliation No.: 430166

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www.gdgoenkasurat.com



Student's Portfolio	5
First Term Exam (Mid Term Exam) *	50
TOTAL	100

* EXCLUDE COMPUTER SUBJECT (THEORY 30 MARKS AND PRACTICAL 20 MARKS)

ANNUAL RESULT			
	<u>TERM-1</u>	<u>TERM-2</u>	TOTAL
EXAM COMPONENT	MARKS	MARKS	
Periodic Test	30	30	60
Multiple Assessment (Topic Assessment)	5	5	10
Subject Enrichment	5	5	10
Project Based Activities	5	5	10
Student's Portfolio	5	5	10
First Term Exam / Annual Exam	50	50	100
TOTAL	100	100	200

CO-SCHOLASTIC	GRADE
Work Education	
Art Education	
Health & Physical Education	
Discipline	
Robotics	
Attendance	
Life skill	

NOTE :

Multiple Assessment :	Topic Assessment, Quizzes, Project-Work, Collaborative Projects, Experiments, Classroom Demonstrations.
Subject Enrichment :	ASL, Subject Activities, Practical Work.
Portfolio :	A range of evidence of student performances being assessed.

GRADING CRITERIA					
SCHOLASTIC				CO- SCHOLASTIC	
Marks Range	Grade	Marks Range	Grade	Marks Range	Grade
91.00 - 100.00	A1	81.00 - 90.00	A2	80.00 - 100.00	A
71.00 - 80.00	B1	61.00 - 70.00	B2	40.00 - 79.99	B
51.00 - 60.00	C1	41.00 - 50.00	C2	0.00 - 39.00	C
33.00 - 40.00	D	00.00 - 32.99	E		

single window form



STUDENT SINGLE WINDOW REQUEST APPLICATION

Date of Application

Student Name _____ Class _____ Div _____

SR. NO.	PARTICULAR	(✓)
1	Academics	
2	Change of Stream	
3	Change of Subject	
4	Recommendation Letters Transcript	
5	Bonafide	
6	Change of Address	
7	Change of Contact	

SR. NO.	PARTICULAR	(✓)
8	Change of E-mail	
9	Fee Related	
10	Fee Refund	
11	Hostel Related	
12	Hostel Tuition	
13	Food Related	
14	Others	

Request Details

Parents / Guardian Sign _____ Contact No. _____

To be Filled by Office Personnel

ERP No.

■ Front Desk's Remarks _____

Approved

Not Approved

Sign _____

■ Section Coordinator's / Dept. Incharge Remarks _____

Approved

Not Approved

Sign _____

■ Hostel Incharge's Remarks _____

Approved

Not Approved

Sign _____

■ Account Incharge's Remarks _____

Approved

Not Approved

Sign _____

■ Director Operation's Remarks _____

Approved

Not Approved

Sign _____

■ Director Principal's Remarks _____

Approved

Not Approved

Sign _____

■ Chief Mentor's Remarks _____

Approved

Not Approved

Sign _____

Status

Request Close Dt

Courtesy Call Dt



**STUDENT SINGLE WINDOW REQUEST
FOR LEAVES**

Date of Application

Student Name _____ Class _____ Div _____

SR. NO.	PARTICULAR	(✓)
1	Leave	
2	Early Leave	
3	Late Entry	

Request Details

Parents / Guardian Sign _____ Contact No. _____

To be Filled by Office Personnel

ERP No.

■ Front Desk's Remarks _____

Approved

Not Approved

Sign _____

■ Section Coordinator's Remarks _____

Approved

Not Approved

Sign _____

To be filled by Coordinator

Leave already taken

Leave pre approval

Attendance Record / %

■ Hostel Incharge's Remarks _____

Approved

Not Approved

Sign _____

■ Director Principal's Remarks _____

Approved

Not Approved

Sign _____

■ Chief Mentor's Remarks _____

Approved

Not Approved

Sign _____

Status

Request Close Dt

Courtesy Call Dt



STUDENT SINGLE WINDOW REQUEST FOR PVA & SPORTS

Date of Application

Student Name _____ Class _____ Div _____

SR. NO.	PARTICULAR		(✓)
1	Regular School	Change of Sports Activity	
		Change of PVA Activity	
2	Evening Academy	Enrollment in Sports Academy	
		Change of Sports Activity	
		Enrollment in PVA Academy	
		Change of PVA Activity	

Request Details

Parents / Guardian Sign _____ Contact No. _____

To be Filled by Office Personnel

ERP No.

■ Front Desk's Remarks

Approved

Not Approved

Sign

■ Section Coordinator's Remarks

Approved

Not Approved

Sign

■ Sports / PVA Coordinator's Remarks

Approved

Not Approved

Sign

■ Director Principal's Remarks

Approved

Not Approved

Sign

■ Chief Mentor's Remarks

Approved

Not Approved

Sign

Status

Request Close Dt

Courtesy Call Dt



**STUDENT SINGLE WINDOW REQUEST
FOR TRANSPORT**

Date of Application

Student Name _____ Class _____ Div _____

SR. NO.	PARTICULAR	(✓)
1	Transport Inquiry	
2	Transport Enrollment	
3	Transport Deactivation	

Request Details

Parents / Guardian Sign _____ Contact No. _____

To be Filled by Office Personnel

ERP No.

■ Front Desk's Remarks _____

Approved

Not Approved

Sign _____

■ Section Coordinator's Remarks _____

Approved

Not Approved

Sign _____

■ Transport Incharge's Remarks _____

Approved

Not Approved

Sign _____

■ Account Incharge's Remarks _____

Approved

Not Approved

Sign _____

■ Director Operation's Remarks _____

Approved

Not Approved

Sign _____

■ Chief Mentor's Remarks _____

Approved

Not Approved

Sign _____

Status

Request Close Dt

Courtesy Call Dt

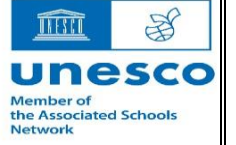
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SYLLABUS 2026-27

MONTH : APRIL/MAY CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 5	The Samurai Warrior and the Tea Master
	Collins Infinity English Grammar and Composition	Grammar 1	Nouns Revision
	Collins Infinity English Grammar and Composition	Grammar 2	Common, Proper, Abstract Nouns
	Collins Infinity English Grammar and Composition	Grammar 3	Collective Nouns
	Collins Infinity English Grammar and Composition	Lesson 2	I'm Late for School
HINDI	व्याकरण संबोध - ३	पाठ 1	भाषा
	व्याकरण संबोध - ३	पाठ 2	वर्ण और वर्णमाला
	गुंजन हिंदी पाठमाला - ४	पाठ 1	ऐसा वर दो
	गुंजन हिंदी पाठमाला - ४	पाठ 2	ईदगाह
	गुंजन हिंदी पाठमाला - ४	पाठ 12	दादा जी का लॉकडाउन
	व्याकरण संबोध - ३	पाठ 19	रचनात्मक लेखन (अनुच्छेद लेखन)
MATHS	Collins Infinity Mathematics	Lesson 1	Place Value of Large Numbers
	Collins Infinity Mathematics	Lesson 2	Addition and Subtraction of Large Numbers
EVS	Collins Infinity	Lesson 1	Changing Families
	Collins Infinity	Lesson 3	Amazing Animals
	Collins Infinity	Lesson 2	Senses of Touch and Smell (Read only chapter)
GUJARATI	गुलाल -2	ચિત્ર વર્ણન	શાળાનો પ્રથમ દિવસ મારો પરિચય અને વર્ણમાળા



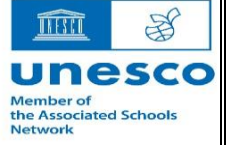
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	गुलाल -2	काना ,मात्रा वगरना शब्द	बे अक्षरोवाला काना ,मात्रा वगरना शब्दो त्रण अक्षरवाला काना ,मात्रा वगरना शब्दो चार अक्षरवाला काना ,मात्रा वगरना शब्दो
COMPUTER	Touchpad	Lesson 1	Data Storage and Memory
ROBOTICS	NA	NA	Introduction to Robotics
	NA	NA	Introduction to parts of 9656 kit
LIFESKILL	NA	NA	1. Main Topic: Goenkan Life Skills Sub Topic: Introduction to Life Skills 2. Main Topic: Goenkan Good Human Sub Topics: Organising Oneself Gratitude & Appreciation Honesty & Truthfulness Value of Family & Relationships Caring for Peers
SANSKRITI SE SANSKAR	संक्षिप्त रामायण	भूमिका – ग्रंथ व पात्र परिचय	ग्रंथ का परिचय प्रमुख पात्रों का परिचय रामायण की रचना
	संक्षिप्त रामायण	आदि कांड (भाग-1)	अयोध्या और महाराज दशरथ राम-जन्म
	संक्षिप्त रामायण	आदि कांड (भाग-1)	राजकुमारों की शिक्षा विश्वामित्र का आगमन
	संक्षिप्त रामायण	आदि कांड (भाग-2)	ताड़का वध, यज्ञ रक्षा, मिथिला गमन
PVA			
SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	1.Inventor of Keyboard & Piano 2.Introduction of Keyboard & Piano 3.Recap of C, G & D Major scale 4.Shloka	1. Inventor of Keyboard (Theory) (Chapter 1) 2. Inventor of Piano (Theory) (Chapter 2) 3. Introduction of Piano Inventor (Theory) (Chapter 3) 4. Introduction (Origin of Music, Keyboard & Piano) (Theory / Practical) (Chapter 4) 5. Recap of C, G & D Major scale with right hand 6. Maha Mrutyunjaya Mantra



PERCUSSION	Google/YouTube/Self Experience	<ol style="list-style-type: none"> 1. Inventor of Percussion 2. Introduction of Percussion Inventor 3. Introduction of all Instruments 4. Recap Notes 5. Recap Hand Movement 6. Recap Pattern 	<ol style="list-style-type: none"> 1. Inventor of Percussion (Theory) (Chapter 1) 2. Introduction of percussion inventor (Theory) (Chapter 2) 3. Introduction of all instruments (Drum, Dhol, Tabla, Congo, Tumba, Bongo, Marching Snare drum and Marching Bass Drum) (Theory) (Chapter 3) 4. Introduction of Basic Notation with Instruments parts for Drums, Octopad and Congo.(Theory) (Chapter 5) 5. Basic hand movements on their selected instruments (RLRL) (Practical) 6. Recape of 3/4 waltz pattern and 4/4 simple rock beat (Practical)
ART & CRAFT	Handmade Sample & Demonstration	Design Summer Vacation	Draw & Colour Index page creation in Artistic way Warli Art Summer Vacation
VOCAL	Google/YouTube/Self Experience	<ol style="list-style-type: none"> 1. Mantra 2. Hindi Prayer 	<ol style="list-style-type: none"> 1. Bramha Murari 2. Prayer -O Maat Pita Tumhe Vandan
DANCE	YouTube/Self Experience	Freestyle and Choreography	<ol style="list-style-type: none"> 1. Freestyle movements (Practical) 2. Freestyle on beats (Practical) 3. Choreography (Practical)
SPORTS			
SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Introduction of Cricket (Warm-up Exercise & After Class Breathing Exercise)	<p style="text-align: center;">ORIGIN</p> <ol style="list-style-type: none"> 1. Origin of Cricket (Theory) (Chapter 1) 2. Origin of BCCI (Theory) (Chapter 1) 3. Origin of ICC (Theory) (Chapter 1) <p style="text-align: center;">HISTORY</p> <p>History of Cricket (Theory) (Chapter 2) History of BCCI (Theory) (Chapter 2) History of ICC (Theory) (Chapter 2)</p>
	Sports Booklet	Introduction of Cricket (Warm-up Exercise & After Class Breathing Exercise)	<p>Equipment (Theory) (Chapter 5)</p> <ol style="list-style-type: none"> 1. Training Equipment 2. Player's Equipment <p>Rules & Regulation (Theory) (Chapter 3)</p> <ol style="list-style-type: none"> 1. Rules of Cricket 2. Rules of ICC 3. Rules of BCCI



FOOTBALL	Sports Booklet	<p>Introduction of History of Football, Origin of Football, Rules and Basic Skills / Warm-up & cool down (Class-4)</p>	<p>1. Introduction of History of Football (Chapter 2) 2. Origin of Football (Chapter 1) 3. 17 Laws of football (Chapter 3) 4. Wall Passing (Theory)</p> <p>Note:- In a month, three practical classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the classroom.</p>
	Sports Booklet	<p>Introduction Famous Football Player (Class 4)</p>	<p>Tell students about Top 5 Indian and Foreign Football Player (Theory) (Chapter 8)</p>
SKATING	Sports Booklet	<p>1. Game Introduction 2. Game History 3. Rules Regulation & Measurement 5. Skill of Roller Skating 6. Equipment Skill of Roller Skating</p>	<p>Recap for students</p> <p>1. Origin & History of Skating (Theory) (Chapter 1) 2. General Rules and Guidelines (Theory) (Chapter 3) 3. Players Equipment & Training Equipment (Theory & Practical) (Chapter 5) 4. Forward Scissors (Theory & Practical) (Chapter 4)</p> <p>Note: - In a month, three practical classes will be held on the dome, along with one topic-specific worksheet to be conducted in the classroom.</p>
	Sports Booklet	<p>1. Game Introduction 2. Game History 3. Rules Regulation & Measurement 4. Equipment</p>	<p>1. Demonstration and Instruction of Wearing Safety Guards 2. Practice of Safety Guard Wearing 3. Forward Scissors (Theory & Practical) (Chapter 4)</p>
SWIMMING	Sports Booklet	<p>History, Origin Swimming stroke, Swimming Pool Measurement Equipment's Famous Players Safety Rules Freestyle Flip Turn</p>	<p>1. History, Origin (Theory) (Chapter 1& 2) 2. Swimming Stroke (Theory) (Chapter 4) 3. Swimming Pool Measurements, Equipment (Theory & Practical) Chapter 3 & 5) 4. Famous players (Theory - Chapter 7) 5. Recap of Freestyle Flip Turn 1. Roll Practice</p> <p>Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.</p>



	Sports Booklet	<p>Backstroke Leg Action (PEC- 4 Card- 15)</p> <p>Warm up Activities</p>	<ol style="list-style-type: none"> 1. Straight Legs - legs not bending too much 2. Small Fast Kicks - short kicks from hips 3. Pointed Toes - toes long and relaxed (Practical - Chapter 4) <p>Note:- In a month, one practical classes will be held on the swimming pool.</p>
HPE/TRACK & FIELD	Sports Booklet	<p>Warm-up & Cool down, Basic Knowledge of Track and Field, Track and Field Players (Athletes) (Track & Field book)</p>	<ol style="list-style-type: none"> 1. Static & Dynamic Stretches, Sport-specific Movements 2. Basic Knowledge About Various Track and Field Event and Rules and Regulations (Theory) (Chapter 3) 3. Indian and Foreign Athletes (Theory) (Chapter 10)
	Sports Booklet	<p>Warm-up & Cool down, Basic Running Drills (ABC Drills) (Track & Field book)</p>	<ol style="list-style-type: none"> 1. Static & Dynamic Stretches, Sport-specific Movements 2. Running Movement Drills (ABC Drills)

"Don't let what you cannot do interfere with what you can do." – John Wooden



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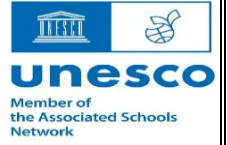
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SYLLABUS 2026-27

MONTH : JUNE CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 2	Everything Is Possible
	Collins Infinity English Grammar and Composition	NA	Picture Composition
	Collins Infinity English Grammar and Composition	Grammar 4	Countable & Uncountable Nouns
HINDI	व्याकरण संबोध - ३	पाठ 3	मात्राएँ शब्द और वाक्य
	गुंजन हिंदी पाठमाला - ४	पाठ 3	स्वामी विवेकानंद
	NA	NA	अपठित गद्यांश
MATHS	Collins Infinity Mathematics	Lesson-3	Multiplication of Numbers
EVS	Collins Infinity	Lesson 4	Teeth, Beaks and Claws
	Collins Infinity	Lesson 5	Roots and Flowers
GUJARATI	गुलाल -2	आ' नी मात्रा	કાના વાળા શબ્દ ચિત્ર વર્ણન કવિતા : કાકા આવ્યા, કાકા આવ્યા
COMPUTER	Touchpad	Lesson 2	Managing Files and Folders in Windows 10
ROBOTICS	NA	NA	Distance Measuring Car
LIFESKILL	NA	NA	Main Topic: Goenkan Good Human Sub Topics: Empathy Through Reading Respect for Juniors & Elders
SANSKRITI SE SANSKAR	संक्षिप्त रामायण	आदि कांड (भाग-3)	अहल्या उद्धार, धनुष यज्ञ
	संक्षिप्त रामायण	आदि कांड (भाग-3)	राम-विवाह, परशुराम आगमन
	संक्षिप्त रामायण	अयोध्या कांड (भाग-1)	राम के राज्याभिषेक की तैयारी मंथरा का षड्यंत्र



PVA

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	1. History of Music, Keyboard and Piano 2. Recap of Shloka 3. English Prayer	1. History of Music, Keyboard and Piano (Theory) (Chapter No 5) 2. Recap of Maha Mrutyunjaya Mantra 3. Our Father
PERCUSSION	Google/YouTube/Self Experience	1. History of music and percussion 2. 4 Beat Pattern	1. History of Music and Percussion (Theory) (Chapter 4) 2. Variation of Simple Rock Beat (Practical)
ART & CRAFT	Handmade Sample & Demonstration	Summer Vacation Line & Color Revision & PA-I Evaluation	Summer Vacation Elements of art Revision & PA-I Evaluation
VOCAL	Google/YouTube/Self Experience	1. Raag-Desh 2. English Prayer	1. Raag-Desh, Aroh, Avroh, Pakkad, Bandish 2. You are with me
DANCE	YouTube/Self Experience	Contemporary basics	1. Introduction, Origin and History and Famous artist in solo/Duet and Group Dance (Theory/Practical) (Chapter No-2, 3 and 7) 2. Feet pointing (Practical) 3. Leg extensions (Practical) 4. Arm Release (Practical) 5. Stretchings (Practical)

SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	(REVISION) Introduction of Cricket (Warm-up Exercise & After Class Breathing Exercise)	Equipment (Theory) (Chapter 5) 1. Training Equipment 2. Player's Equipment Rules & Regulation (Theory) (Chapter 3) 1. Rules of Cricket 2. Rules of ICC 3. Rules of BCCI
FOOTBALL	Sports Booklet	Passing Warm-up and Cool Down (Class-4) PEC-4 Card-06, Interpreting the Ball	Two Touch Passing the Ball Inside of the Foot Drill Worksheet (Chapter 4) (Theory) (Practical) Note:- In a month, three practical classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the classroom.



SKATING	Sports Booklet	Forward Scissors PEC 4 (Card 4) Quick run	Dubble Push
SWIMMING	Sports Booklet	Back Stroke Kicking	1. Kick from Hips 2. Streamline Kick Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.
HPE/TRACK & FIELD	Sports Booklet	Basic Knowledge of Track and Field, Balance, Coordination and Speed (Track & Field book)	1. Origin and History (Theory) (Chapter 1&2) 2. Running Movement Drills (ABC Drills) 3. Sprint Practice (Practical) (Chapter 6 &7) Note:- In a Month, three practical Classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the Classroom.

"Education is what survives when what has been learned has been forgotten." -B. F. Skinner



SYLLABUS 2026-27

PA-I CLASS : IV

Revision Dates - 29-06-2026 to 06-07-2026

Exam Dates - 07-07-2026 to 11-07-2026

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 5	The Samurai Warrior and the Tea Master
	Collins Infinity English Grammar and Composition	Grammar 2	Common, Proper, Abstract Nouns
	Collins Infinity English Grammar and Composition	Grammar 3	Collective Nouns
	Collins Infinity English Grammar and Composition	NA	Picture Composition
HINDI	व्याकरण संबोध - ३	पाठ 1	भाषा
	व्याकरण संबोध - ३	पाठ 2	वर्ण और वर्णमाला
	गुंजन हिंदी पाठमाला - ४	पाठ 1	ऐसा वर दो
	गुंजन हिंदी पाठमाला - ४	पाठ 2	ईदगाह
	NA	NA	अपठित गद्यांश
	व्याकरण संबोध - ३	पाठ 19	रचनात्मक लेखन (अनुच्छेद लेखन)
MATHS	Collins Infinity Mathematics	Lesson 1	Place Value of Large Numbers
	Collins Infinity Mathematics	Lesson 2	Addition and Subtraction of Large Numbers
EVS	Collins Infinity	Lesson 1	Changing Families
	Collins Infinity	Lesson 3	Amazing Animals
COMPUTER	Touchpad	Lesson 1	Data Storage and Memory
	Touchpad	Lesson 2	Managing Files and Folders in Windows 10

Here's how you can support children during exams:

1. Be familiar with your child's exam schedule. This will help you with planning their routine during exam and revision days.
2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.



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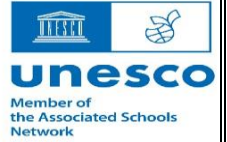
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SYLLABUS 2026-27

MONTH : JULY CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 2	Everything Is Possible
	Collins Infinity	Lesson 12	The Potter
	Collins Infinity English Grammar and Composition	Grammar 5	Nouns: Gender
	Collins Infinity English Grammar and Composition	Grammar 6	Nouns: Possession
	Collins Infinity English Grammar and Composition	Grammar 7	Subject & Predicate
HINDI	व्याकरण संबोध - ३	पाठ 4	संज्ञा
	गुंजन हिंदी पाठमाला - ४	पाठ 4	प्रकृति की सुषमा
	NA	NA	अपठित गद्यांश
MATHS	Collins Infinity Mathematics	Lesson-4	Division of Numbers
	Collins Infinity Mathematics	Lesson-5	Factors and Multiples
EVS	Collins Infinity	Lesson-6	Green Cover
GUJARATI	गुलाल -2	छ 'अने 'ई' नी मात्रा	ह्रस्व 'छ' अने दीर्घ 'ई' नी मात्रा
COMPUTER	Touchpad	Lesson 3	More on MS-Word 2016
ROBOTICS	NA	NA	Catapult
LIFESKILL	NA	NA	1. Main Topic: Goenkan Good Human Sub Topic: Respect for Juniors & Elders 2. Main Topic: Goenkan Social Behaviour Sub Topics: Safe Touch vs Unsafe Touch Anger Management
SANSKRITI SE SANSKAR	NA	NA	NA



PVA

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	1. English Song 2. English Prayer	1. It's a beautiful day by Teacher Luchie 2. Everything I Am
PERCUSSION	Google/YouTube/Self Experience	Marching Beat	Basic Marching Beat (Practical)
ART & CRAFT	Handmade Sample & Demonstration	Revision & PA-I Evaluation Folk Art	Revision & PA-I Evaluation Madhubani Art (bihar) by color pencil
VOCAL	Google/YouTube/Self Experience	Prayer	1. Tu Pyar Ka Sagar Hai 2. NCC Song
DANCE	YouTube/Self Experience	Contemporary basics Choreography	1. Stretchings (Practical) 2. Basic Leg Extensions (Practical) 3. Choreography (Practical)

SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Ground Fielding Defensive Skills & Attacking Skills & Famous Players (Theory) PEC-4, Card-6 (Intercepting the Ball)	1. Underarm Throwing 2. High Catch 3. Close Catch 4. Ground Fielding
FOOTBALL	Sports Booklet	Passing Warm-up Cool Down (Class-4) PEC-4 CARD-06, Interpreting the Ball	One Touch Passing (Theory) Worksheet Note:- In a month, three practical classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the classroom.
SKATING	Sports Booklet	Backward Scissors	1. Backward Scissors (Theory & Practical) (Chapter 4) 2. Introduction of Skating Players (Theory & Practical) (Chapter 8) Note:- In a month, three practical classes will be held on the dome, along with one topic-specific worksheet to be conducted in the classroom.



SWIMMING	Sports Booklet	Backstroke Arm Action (PEC-4 Card-15) Warm up Activities	1. Straight Arm Recovery 2. Hand Entry by Ear 3. Underwater Pull (Practical - Chapter 4) Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.
HPE/TRACK & FIELD	Sports Booklet	Class-4 PEC- 1 &2, Flexibility, Endurance, Coordination, Explosive Power Body Management Skills (Track & Field book)	1. Different Type Jumping Exercises (Playometric) 2. Mini Kho 3. Running Movement Drills (ABC Drills) 4. Endurance Training (Practical) (Chapter 6) Note:- In a Month, three practical Classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the Classroom.

**"Give a man a fish and you feed him for a day; teach a man to fish and you feed him for a lifetime." -
Maimonides**



SYLLABUS 2026-27

MONTH : AUGUST CLASS : IV

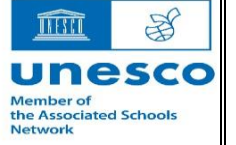
SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 4	The Fox's Wedding
	Collins Infinity	Lesson 7	The Will & Earnestness (Read-only)
	Collins Infinity	Lesson 3	The Will & Earnestness (Read-only)
	Collins Infinity English Grammar and Composition	Grammar 8	Adjectives
	Collins Infinity English Grammar and Composition	Grammar 38	Paragraph Writing
	Collins Infinity English Grammar and Composition	Grammar 9	Degrees of Comparison
	Collins Infinity English Grammar and Composition	Grammar 10	Pronouns
	Collins Infinity English Grammar and Composition	Grammar11	Articles
HINDI	व्याकरण संबोध - ३	पाठ 5	लिंग
	गुंजन हिंदी पाठमाला - ४	पाठ 5	हमारा तिरंगा झंडा
	गुंजन हिंदी पाठमाला - ४	पाठ 6	एवरेस्ट के साथ मेरी भेंट
	व्याकरण संबोध - ३	पाठ 18	रचनात्मक लेखन (पत्र लेखन-अनौपचारिक पत्र)
MATHS	Collins Infinity Mathematics	Lesson-5	Factors and Multiples
	Collins Infinity Mathematics	Lesson 6	Fractions
	Collins Infinity Mathematics	Lesson-11	Geometry
EVS	Collins Infinity	Lesson 8	People and their Work
	Collins Infinity	Lesson 9	What's on My plate



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	Collins Infinity	Lesson 7	Taking a break (Read only chapter)
GUJARATI	ગુલાલ -2	ઉ' અને ઊ ની માત્રાઓ	હસ્વ 'ઉ' અને દીર્ઘ 'ઊ' ની માત્રાઓ કવિતા : ધૂમ હાથી, ઝુમ હાથી
COMPUTER	Touchpad	Lesson 4	Powerpoint 2016
ROBOTICS	NA	NA	Revision / Evaluation
LIFESKILL	NA	NA	Main Topic: Goenkan Social Behaviour Sub Topics: Appropriate Social Behaviour in School Fair Play & Sportsmanship Bullying Awareness & Prevention
SANSKRITI SE SANSKAR	સંક્ષિપ્ત રામાયણ	અયોધ્યા કાંડ (ભાગ-1)	દો વરદાન, કૈકેયી કોપ ભવન
	સંક્ષિપ્ત રામાયણ	અયોધ્યા કાંડ (ભાગ-2)	રામ વન ગમન, ચિત્રકૂટ ગમન, ભરત મિલન
PVA			
SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	1.Revision & Term-I evaluation 2. Recap of English Prayer	1.Revision & Skill Evaluation (Theory/Practical) (Chapter 8) 2. Recap of Everything I Am
PERCUSSION	Google/YouTube/Self Experience	1.Revision & term-I evaluation 2. Hand movement	1.Revision & Skill Evaluation (Theory/Practical) (Chapter 7) 2. Hand Exercise 2 (Practical)
ART & CRAFT	Handmade Sample & Demonstration	1. Concept Development 2. Work Education	1. My Country's National Animal by Pencil Color 2. Magazine Collage
VOCAL	Google/YouTube/Self Experience	1. Revision & Term-I Evaluation 2. It's a Small World After All	1.Revision & Term-I Evaluation 2. Its a Small World After All
DANCE	YouTube/Self Experience	Revision and Evaluation	Revision and Evaluation



SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Batting Basics (PEC-4, Card-15) Warm-up Activities	1. Knowledge About Vertical & horizontal Strokes (Theory) 2. Grip 3. Stance
	Sports Booklet	Term-1 Evaluation	Skill Evaluation
FOOTBALL	Sports Booklet	Term-1 Evaluation	Skill Evaluation (Chapter 6)
SKATING	Sports Booklet	Term-1 Evaluation	Skill Evaluation (Chapter 6)
SWIMMING	Sports Booklet	Term-1 Evaluation	Skill Evaluation
HPE/TRACK & FIELD	Sports Booklet	Term-1 Evaluation	Fitness Assessment Test 1. 50 Meter Sprint (Practical) (Chapter 6) 2. Standing Broad Jump (Practical) (Chapter 6) 3. Shuttle Run (Practical) (Chapter 6) 4. Sit and Reach Test (Practical) (Chapter 6)

"The roots of education are bitter, but the fruit is sweet." -Aristotle



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SYLLABUS 2026-27

MONTH : SEPTEMBER CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 8	Myriad Colours of Meghalaya
HINDI	गुंजन हिंदी पाठमाला - ४	पाठ 7	चींटी और कबूतर
	NA	NA	अपठित गद्यांश
MATHS	NA	NA	Tables 2 TO 20
EVS	Collins Infinity	Lesson-10	Eating Together (Read only chapter)
GUJARATI	ગુલાલ -2	NA	Revision
COMPUTER	Touchpad	Lesson 3,4	Revision for Theory & Practical Exam
	Touchpad	Lesson 5	More About the Internet
ROBOTICS	NA	NA	Sweeper bot
LIFESKILL	NA	NA	Main Topic: Goenkan Social Behaviour Sub Topic: Carbon Footprint & Responsible Living
SANSKRITI SE SANSKAR	संक्षिप्त रामायण	आदि कांड अयोध्या कांड	Reflection

PVA

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	Patriotic Song	Sare Jahan Se Achha
PERCUSSION	Google/YouTube/Self Experience	Trinity song	Toe Tapper (Practical)
ART & CRAFT	Handmade Sample & Demonstration	Revision & Term-I Evaluation	Revision & Term-I Evaluation
VOCAL	Google/YouTube/Self Experience	Janmashtami Song (Gujarati)	Pelo Shyam
DANCE	YouTube/Self Experience	Group Work	1.Group Formations (Practical) 2.Team Games (Practical) 3.Group Choreography (Practical)



SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Term-1 Evaluation	Skill Evaluation
FOOTBALL	Sports Booklet	Dribbling Warm-up and Cool Down (Class-4) PEC-4 Card-2, Mini Kho	Dribbling Figure-8 (Theory) (Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the classroom.
SKATING	Sports Booklet	Cross Step	Cross Over (Theory & Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the dome, along with one topic-specific worksheet to be conducted in the classroom.
SWIMMING	Sports Booklet	Backstroke Body Roll	Back Stroke (Theory) (Chapter 4) 1. Side-to-Side Roll 2. Roll with Arm Pull 3. Hip and Shoulder Roll (Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.
HPE/TRACK & FIELD	Sports Booklet	Body Composition (BMI), Coordination and Speed	1. Height & Weight (Practical) (Chapter-6) 2. Running Movement Drills (ABC Drills)

"An investment in knowledge pays the best interest." – Benjamin Franklin



SYLLABUS 2026-27

MONTH : TERM I CLASS : IV

Revision Dates - 01-09-2026 to 12-09-2026

Exam Dates - 15-09-2026 to 26-09-2026

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 2	Everything Is Possible
	Collins Infinity	Lesson 12	The Potter
	Collins Infinity	Lesson 4	The Fox's Wedding
	Collins Infinity English Grammar and Composition	Grammar 5	Nouns: Gender
	Collins Infinity English Grammar and Composition	Grammar 7	Subject & Predicate
	Collins Infinity English Grammar and Composition	Grammar 8	Adjectives
	Collins Infinity English Grammar and Composition	Grammar 9	Degrees of Comparison
	Collins Infinity English Grammar and Composition	Grammar 38	Paragraph Writing
HINDI	व्याकरण संबोध - ३	पाठ 5	लिंग
	व्याकरण संबोध - ३	पाठ 3	मात्राएँ शब्द और वाक्य
	गुंजन हिंदी पाठमाला - ४	पाठ 4	प्रकृति की सुषमा
	गुंजन हिंदी पाठमाला - ४	पाठ 5	हमारा तिरंगा झंडा
	गुंजन हिंदी पाठमाला - ४	पाठ 6	एवरेस्ट के साथ मेरी भेंट
	NA	NA	अपठित गद्यांश
	व्याकरण संबोध - ३	पाठ 18	अनौपचारिक पत्र
MATHS	Collins Infinity Mathematics	Lesson-3	Multiplication of Numbers
	Collins Infinity Mathematics	Lesson-4	Division of Numbers



	Collins Infinity Mathematics	Lesson-5	Factors and Multiples
	Collins Infinity Mathematics	Lesson 6	Fractions
	Collins Infinity Mathematics	Lesson-11	Geometry
EVS	Collins Infinity	Lesson 4	Teeth, Beaks and Claws
	Collins Infinity	Lesson 5	Roots and Flowers
	Collins Infinity	Lesson 6	Green Cover
	Collins Infinity	Lesson 8	People and their Work
	Collins Infinity	Lesson 9	What's on My plate
GUJARATI	ગુલાલ -2	NA	ઇ 'અને 'ઈ' ની માત્રા
	ગુલાલ -2	NA	આ ' ની માત્રા (કાના વાળા શબ્દો)
	ગુલાલ -2	NA	ઇ 'અને 'ઈ' ની માત્રા
COMPUTER	Touchpad	Lesson 3	More on MS-Word 2016
	Touchpad	Lesson 4	PowerPoint 2016
ROBOTICS	NA	NA	Introduction to Robotics
	NA	NA	Introduction to parts of 9656 kit
	NA	NA	Distance measuring car
	NA	NA	Catapult

Here's how you can support children during exams:

1. Be familiar with your child's exam schedule. This will help you with planning their routine during exam and revision days.
2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.



SYLLABUS 2026-27

MONTH : OCTOBER CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 8	Myriad Colours of Meghalaya
	Collins Infinity	Lesson 9	How the Leaves Came Down
	Collins Infinity	Lesson 13	Liza and the Lost Letter
	Collins Infinity English Grammar and Composition	Grammar 12	Verbs
	Collins Infinity English Grammar and Composition	Grammar 13	Simple Present & Present Continuous
	Collins Infinity English Grammar and Composition	Grammar 37	Letter Writing
HINDI	व्याकरण संबोध - ३	पाठ 6	वचन
	व्याकरण संबोध - ३	पाठ 7	सर्वनाम
	गुंजन हिंदी पाठमाला - ४	पाठ 8	केरल का निमंत्रण
MATHS	Collins Infinity Mathematics	Lesson-7	Decimals
	Collins Infinity Mathematics	Lesson-12	Perimeter and Area
EVS	Collins Infinity	Lesson-11	Tasty Bites
	Collins Infinity	Lesson-12	Sources of Water
GUJARATI	गुलाल -2	એ અને 'એ' ની માત્રા	એ અને 'એ' ની માત્રા
COMPUTER	Touchpad	Lesson 5	More About the Internet
	Touchpad	Lesson 7	More Blocks in Scratch
ROBOTICS	NA	NA	Fishing rod
LIFESKILL	NA	NA	Main Topic: Goenkan Team Work Sub Topics: Sharing & Helping Others Collaborative Games Leadership & Followership Conflict Resolution



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SANSKRITI SE SANSKAR	संक्षिप्त रामायण	अरण्य कांड (भाग-2)	शूर्पणखा प्रसंग खर-दूषण वध सीता हरण
	संक्षिप्त रामायण	अरण्य कांड (भाग-3)	जटायु वध शबरी मिलन
	संक्षिप्त रामायण	किष्किंधा कांड	राम-सुग्रीव मित्रता

PVA

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	English Song	Senorita
PERCUSSION	Google/YouTube/Self Experience	School Prayer	Our Father (Practical)
ART & CRAFT	Handmade Sample & Demonstration	Composition & Color	1. Draw & Colour Birds by Pastel Shading Techniques 2. A Bright Diwali Night by Pastel Color
VOCAL	Google/YouTube/Self Experience	1. PVA Anthem 2. Sports Anthem	1. PVA Anthem 2. Sports Anthem
DANCE	YouTube/Self Experience	Group work	1. Group Formations (Practical) 2. Group Choreography (Practical)

SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Khelo India Fitness Assessment	Physical Fitness Assessment
	Sports Booklet	Front Foot Off Drive PEC-4, Card-4 Quick Run	1. Knowledge About Front Foot Cover Drives (Theory) 2. Backlift 3. Footwork 4. Impact Position & Body Posture
FOOTBALL	Sports Booklet	Dribbling (Khelo India Assessment) Warm-up and Cool Down (Class-4) PEC-4 Card-7, Playing 2 Against 1	Dribbling Shuttle Run (Theory) (Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the classroom.



SKATING	Sports Booklet	T- break	<p>T - brake (Theory & Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the dome, along with one topic-specific worksheet to be conducted in the classroom.</p>
SWIMMING	Sports Booklet	Backstroke Coordination	<p>1. Back Floating 2. Leg Action Sitting on the Pool Deck (Practical - Chapter 4) Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.</p>
HPE/TRACK & FIELD	Sports Booklet	<p>Khelo India Physical Test Warm-up & Cool Down Hurdles Class-4 PEC-5,6,7 And Muscular Strength</p>	<p>Bending and Stretching Exercises 1. Jumping over the small and medium huddles with proper body position while running. 2. Abdomina l(Partial curl-up) (Practical) (Chapter 6) 3. Push ups for Boys and Bend knew push ups for Girls (Practical) (Chapter-6) 4. 50 m and 600 m Running 5. Under Arm Throw and Over Arm Throw (Knowledge About the Muscles of the Body) Science</p>

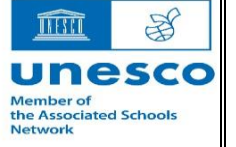
"Change is the end result of all true learning." – *Leo Buscaglia*



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SYLLABUS 2026-27

MONTH : NOVEMBER CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 10	Liza and the Lost Letter
	Collins Infinity English Grammar and Composition	Grammar 15	Simple Future
	Collins Infinity English Grammar and Composition	Grammar 14	Simple Past & Past Continuous
HINDI	व्याकरण संबोध - ३	पाठ 8	विशेषण
	व्याकरण संबोध - ३	पाठ 20	रचनात्मक लेखन(चित्र वर्णन)
MATHS	Collins Infinity Mathematics	Lesson-8	Measurement
EVS	Collins Infinity	Lesson-13	Drinking Water
GUJARATI	गुलाल -2	ओ' અને 'औ' ની માત્રાઓ	ઓ' અને 'औ' ની માત્રાઓ ચિત્ર વર્ણન અને કવિતા : રીમઝીમ ,રીમઝીમ વરસાદ પડતો
COMPUTER	Touchpad	Lesson 6	Visual Processing
ROBOTICS	NA	NA	Fishing rod
LIFESKILL	NA	NA	1. Main Topic: Goenkan Team Work Sub Topic: Basic Self-Defence Awareness 2. Main Topic: Goenkan Self-Management Sub Topic: Reducing Screen Time
SANSKRITI SE SANSKAR	संक्षिप्त रामायण	किष्किंधा कांड	बाली वध सीता की खोज
	संक्षिप्त रामायण	सुंदरकांड	समुद्र लांघन अशोक वाटिका लंका दहन



PVA

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	1. Diwali break 2. Hindi song	1. Diwali Break 2. Om Deva Deva
PERCUSSION	Google/YouTube/Self Experience	1. Diwali Break 2. 4 Beat Pattern with Fills	1. Diwali break 2. 4/4 Simple Rock Pattern with Rolling (Practical)
ART & CRAFT	Handmade Sample & Demonstration	Diwali break Composition & Color	Diwali break A Bright Diwali Night by Pastel Color (continues from the last month)
VOCAL	Google/YouTube/Self Experience	1. Diwali break 2. Prayer -सरवस्वती वंदना	1. Diwali break 2. हे हंस वाहिनी ज्ञान दायिनी
DANCE	YouTube/Self Experience	Choreography and Strengthening exercises and Diwali Break	1. Diwali Break 2. Introduction of Strengthening exercises (Practical) 3. Block Steps (Practical) 4. Choreography (Practical)

SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Sports Day Selection Trials	Student Physical Fitness Test
FOOTBALL	Sports Booklet	Dribbling Warm-up & Cool Down (Class-4) PEC-4 CARD-2, Mini Kho	Dribbling Zig-Zag (Theory) (Practical) (Chapter-4) Note:- In a month, three practical classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the classroom.
SKATING	Sports Booklet	Sudden Break	Sudden break (Theory & Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the dome, along with one topic-specific worksheet to be conducted in the classroom.



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SWIMMING	Sports Booklet	Backstroke	1. Body Position 2. Kicking 3. Arm Action (Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.
HPE/TRACK & FIELD	Sports Booklet	Warm-up & cool down Sports day Event Practice	Warm-up (Bending and Stretching Exercises) Sports day Event Practice (Sprint Race, Hurdles Race, Group Race, Throwing Event)

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today." –

Malcolm X



SYLLABUS 2026-27

PA-II CLASS : IV

Revision Dates - 01-12-2026 to 07-12-2026

Exam Dates - 08-12-2026 to 12-12-2026

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 8	Myriad Colours of Meghalaya
	Collins Infinity	Lesson 9	How the Leaves Came Down
	Collins Infinity English Grammar and Composition	Grammar 12	Verbs
	Collins Infinity English Grammar and Composition	Grammar 13	Simple Present & Present Continuous
	Collins Infinity English Grammar and Composition	Grammar 14	Simple Past & Past Continuous
	Collins Infinity English Grammar and Composition	Grammar 37	Letter Writing
HINDI	व्याकरण संबोध - ३	पाठ 7	सर्वनाम
	व्याकरण संबोध - ३	पाठ 8	विशेषण
	गुंजन हिंदी पाठमाला - ४	पाठ 7	चींटी और कबूतर
	गुंजन हिंदी पाठमाला - ४	पाठ 8	केरल का निर्मंत्रण
	NA	NA	अपठित गद्यांश
	व्याकरण संबोध - ३	पाठ 20	रचनात्मक लेखन(चित्र वर्णन)
MATHS	Collins Infinity Mathematics	Lesson-7	Decimals
	Collins Infinity Mathematics	Lesson-12	Perimeter and Area
EVS	Collins Infinity	Lesson-11	Tasty bites
	Collins Infinity	Lesson-12	Sources of Water
COMPUTER	Touchpad	Lesson 5	More About the Internet
	Touchpad	Lesson 7	More Blocks in Scratch

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2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.



SYLLABUS 2026-27

MONTH : DECEMBER CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 9	How the Leaves Came Down
	Collins Infinity	Lesson 11	The Praying Hands
	Collins Infinity	Lesson 3	Shadow & Carly
	Collins Infinity English Grammar and Composition	Grammar 17	Subject-Verb Agreement
	Collins Infinity English Grammar and Composition	Grammar 16	Can, May, Should, Must
HINDI	गुंजन हिंदी पाठमाला - ४	पाठ 13	पानी अमृत है
	व्याकरण संबोध - ३	पाठ 14	अनेक शब्दों के लिए एक शब्द
	NA	NA	अपठित गद्यांश
MATHS	Collins Infinity Mathematics	Lesson-8	Measurement
	Collins Infinity Mathematics	Lesson-10	Money
EVS	Collins Infinity	Lesson-14	Houses around us (Read only chapter)
	Collins Infinity	Lesson-15	Disposing Waste
GUJARATI	गुलाल -2	अनुस्वार तथा विसर्ग	अनुस्वार तथा विसर्ग
	गुलाल -2	बाराभडी ऋ नी मात्रा	बाराभडी तथा ऋ नी मात्रा
COMPUTER	Touchpad	Lesson 8	Creating Shapes in Scratch
ROBOTICS	NA	NA	The Lifter
LIFESKILL	NA	NA	Main Topic: Goenkan Self-Management Sub Topics: Patience & Letting Go Organising Room & Belongings Focus & Self-Control Value of Money



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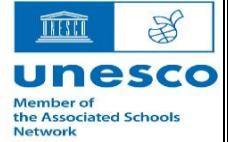
SANSKRITI SE SANSKAR	संक्षिप्त रामायण	सुंदरकांड	लंका से लौटना
PVA			
SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	Christmas Song	Mary's Boy Child
PERCUSSION	Google/YouTube/Self Experience	National Anthem	Jana Gana Mana (Practical)
ART & CRAFT	Handmade Sample & Demonstration	Revision & PA-II Evaluation Composition & Color	Revision & PA-II Evaluation A Snowy Christmas Evening by Pastel Color
VOCAL	Google/YouTube/Self Experience	Christmas Song	Hark the Herald Angels Sing
DANCE	YouTube/Self Experience	Uttarakhand - Folk Dance (Garhwali)	1. Introduction, Origin and History (Theory/Practical) (Chapter No-2 and 3) 2. Garhwali Dance Basic Steps (Practical)
SPORTS			
SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Sports Day Event Practice	50 mtr, 100 mtr, 4*50 mtr Relay Race & Triathlon
FOOTBALL	Sports Booklet	Sports day Selection Trials	Sports Day Selection Trials & Annual Sports Day
SKATING	Sports Booklet	Sudden Break	Sudden Break (Theory & Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the dome, along with one topic-specific worksheet to be conducted in the classroom.
SWIMMING	Sports Booklet	Backstroke	1. Body Position 2. Kicking 3. Arm Action (Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.



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HPE/TRACK & FIELD	Sports Booklet	Warm-up & cool down Sports day Event Practice	Warm-up (Bending and Stretching Exercises) Sports day Event Practice (Sprint Race, Hurdles Race, Group Race, Throwing Event)
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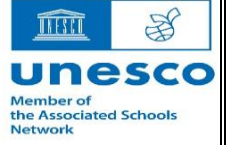
"The roots of education are bitter, but the fruit is sweet." – Aristotle



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SYLLABUS 2026-27

MONTH : JANUARY CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 3	Shadow & Carly
	Collins Infinity	Lesson 10	The Three Questions
	Collins Infinity English Grammar and Composition	Grammar 18	Adverbs
	Collins Infinity English Grammar and Composition	Grammar 19	Conjunctions
	Collins Infinity English Grammar and Composition	Grammar 39	Story Writing
HINDI	व्याकरण संबोध - ३	पाठ 9	क्रिया
	व्याकरण संबोध - ३	पाठ 10	काल
	व्याकरण संबोध - ३	पाठ 17	मुहावरे
	गुंजन हिंदी पाठमाला - ४	पाठ 9	कदंब का पेड़
	गुंजन हिंदी पाठमाला - ४	पाठ 10	कबड्डी
MATHS	Collins Infinity Mathematics	Lesson 9	Time
	Collins Infinity Mathematics	Lesson 14	Data Handling
EVS	Collins Infinity	Lesson 17	Our Surroundings
	Collins Infinity	Lesson 18	A Journey to Remember
	Collins Infinity	Lesson 16	Habitats and Shelters
GUJARATI	गुलाल -2	જોડાક્ષર	જોડાક્ષર ચિત્ર વર્ણન
	गुलाल -2	ઓળખો, શીખો અને વાંચો	દિશાઓ/શાકભાજી/વાહનો/અઠવાડિયા ના વાર અને અંકો
COMPUTER	Touchpad	Lesson 9	Evolution of AI
ROBOTICS	NA	NA	Tower Crane



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LIFESKILL	NA	NA	Main Topic: Goenkan Self-Management Sub Topics: Meditation & Beginner Yoga Healthy Food Habits Table Etiquettes
SANSKRITI SE SANSKAR	संक्षिप्त रामायण	युद्धकांड	सेतु निर्माण युद्ध के लिए प्रस्थान विभीषण का लंका त्याग युद्ध की तैयारी और अंगद का लंका जाना युद्ध भूमि में रावण का आगमन राम रावण युद्ध

PVA

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	National Song	Vande Mataram (Right Hand)
PERCUSSION	Google/YouTube/Self Experience	4 English Song	Heal the World (Practical)
ART & CRAFT	Handmade Sample & Demonstration	1. Anatomy Drawing 2. Work Education	Basic Human Drawing & Color by Pencil Color 2. Mosaic Art
VOCAL	Google/YouTube/Self Experience	1. Patriotic Song 2. School Anthem	1. Patriotic Song 2. School Anthem
DANCE	YouTube/Self Experience	Uttarakhand-Folk Dance (Garhwali) and Choreography	1. Garhwali Folk Routine (Practical) 2. Combinations (Practical) 3. Choreography (Practical)

SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Bowling Basics (PEC-4 Card-9) (Warm-up Exercise & After Class Breathing Exercise)	1. Knowledge About Cricket Ball & Type of Balls (Theory) 2. Over Arm Bowling (Rotation) Science (Bowling Action) Note:- In a month, three practical classes will be held on the ground, along with one topic-specific worksheet to be conducted in the Classroom.



FOOTBALL	Sports Booklet	Shooting Warm-up & cool Down (Class-4) PEC-4 Card-7, Playing 2 Against 1	Dribbling with Shooting (Theory & Practical) (Chapter-4) Note:- In a month, three practical classes will be held on the ground, along with one Topic-specific worksheet to be conducted in the classroom.
SKATING	Sports Booklet	Strokes	1. Strokes Position (Theory & Practical) (Chapter 4) Note:- In a month, three practical classes will be held on the dome, along with one topic-specific worksheet to be conducted in the classroom.
SWIMMING	Sports Booklet	Backstroke Touch & Turn	1. Touch the Wall 2. Roll to turn 3. Push Off on Back (Practical - Chapter 4) Note:- In a month, three practical classes will be held on the swimming pool, along with one topic-specific worksheet to be conducted in the classroom.
HPE/TRACK & FIELD	Sports Booklet	Warm-up & cool down Body composition (BMI), Class-4 PEC- 8,9&10. 2. Power workout	Bending and stretching exercises 1.Dribble and Pass 2.Three Court dodge ball 3.Relay race (Practical) (Chapter-7&8) 4. Alternative hand wall toss test 5. Height & Weight (Practical) (Chapter-6)
"The more that you read, the more things you will know, the more that you learn, the more places you'll go."— Dr. Seuss			



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SYLLABUS 2026-27

MONTH : FEBRUARY CLASS : IV

SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity English Grammar and Composition	Grammar 20	Prepositions
	Collins Infinity English Grammar and Composition	Grammar 21	Kinds of Sentences
	Collins Infinity English Grammar and Composition	Grammar 22	Interjections
	Collins Infinity English Grammar and Composition	Grammar 23	Punctuation
	Collins Infinity English Grammar and Composition	Grammar 24	Synonyms & Antonyms
	Collins Infinity English Grammar and Composition	Grammar 25	Words: Mixed Bag
HINDI	व्याकरण संबोध - ३	पाठ 16	विराम चिह्न
	गुंजन हिंदी पाठमाला - ४	पाठ 11	अपना गाँव
	NA	NA	अपठित गद्यांश
	व्याकरण संबोध - ३	पाठ 18	रचनात्मक लेखन (पत्र लेखन-औपचारिक)
MATHS	Collins Infinity Mathematics	Lesson 13	Volume and Nets
EVS	Collins Infinity	Lesson 19	Animals for Transport (Read only chapter)
	Collins Infinity	Lesson 20	Crossing Bridges (Read only chapter)
GUJARATI	गुलाल -2	ચિત્ર વર્ણન કવિતા	ગુરુજીની સોટી, મારી ઢીંગલી, વાંદરાભાઇ, વાંદરાભાઇ, વાળના દેશમાં, કાળાં કાળાં વાદળ, એક કહીને ઉભા થાઓ, ચકીબેન, ચકીબેન, રવિ પછી સોમ, જોડકણ, નકચલી ગોલુ, ચોર પકડાઈ ગયો
COMPUTER	Touchpad	Lesson 6,8,9	Revision for Practical and Theory Exam



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ROBOTICS	NA	NA	Revision / Evaluation
LIFESKILL	NA	NA	NA
SANSKRITI SE SANSKAR	संक्षिप्त रामायण	युद्धकांड	सीता का लौटना अयोध्या के लिए प्रस्थान राम भरत मिलाप राम का राज्याभिषेक
	संक्षिप्त रामायण	अरण्य कांड किष्किंधा कांड सुंदरकांड युद्धकांड	Reflection

PVA

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
KEYBOARD	Google/YouTube/Self Experience	Revision & Term-II Evaluation	Revision & Skill Evaluation (Theory / Practical) (Chapter 8)
PERCUSSION	Google/YouTube/Self Experience	Revision & Term-II Evaluation	Revision & Skill Evaluation (Theory / Practical) (Chapter 8)
ART & CRAFT	Handmade Sample & Demonstration	Light & Shade Revision & Term-II Evaluation	Flower Vase Drawing by Pencil Color Shading Revision & Skill Evaluation
VOCAL	Google/YouTube/Self Experience	Revision & Term-II Evaluation	Revision & Skill Evaluation
DANCE	YouTube/Self Experience	Revision and Evaluation	Revision and Evaluation

SPORTS

SUBJECT	REFERENCE	TOPIC	SUB TOPIC
CRICKET	Sports Booklet	Term-2 Evaluation	Skill Evaluation
FOOTBALL	Sports Booklet	Term-2 Evaluation	Skill Evaluation (Chapter 6)
SKATING	Sports Booklet	Term-2 Evaluation	Skill Evaluation
SWIMMING	Sports Booklet	Term-2 Evaluation	Skill Evaluation
HPE/TRACK & FIELD	Sports Booklet	Term-2 Evaluation	Fitness Assessment Test 1. 50 Meter Sprint (Practical) (Chapter 6) 2. Standing Broad & Vertical Jump (Practical) (Chapter 6) 3. Shuttle Run (Practical) (Chapter 6) 4. Sit and Reach Test (Practical) (Chapter 6)

“Education is not the filling of a pail, but the lighting of a fire.” - W.B. Yeats



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SYLLABUS 2026-27

MONTH : TERM II CLASS : IV

Revision Dates - 16-02-2027 to 26-02-2027

Exam Dates - 01-03-2027 to 12-03-2027

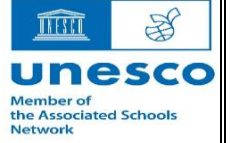
SUBJECT	BOOK NAME	CHAPTER NO.	NAME OF THE CHAPTER/S
ENGLISH	Collins Infinity	Lesson 10	Liza and the Lost Letter
	Collins Infinity	Lesson 3	Shadow & Carly
	Collins Infinity	Lesson 11	The Praying Hands
	Collins Infinity English Grammar and Composition	Grammar 15	Simple Future
	Collins Infinity English Grammar and Composition	Grammar 18	Adverbs
	Collins Infinity English Grammar and Composition	Grammar 19	Conjunctions
	Collins Infinity English Grammar and Composition	Grammar 21	Kinds of Sentences
	Collins Infinity English Grammar and Composition	Grammar 39	Story Writing
HINDI	व्याकरण संबोध - ३	पाठ 9	क्रिया
	व्याकरण संबोध - ३	पाठ 10	काल
	व्याकरण संबोध - ३	पाठ 16	विराम चिह्न
	गुंजन हिंदी पाठमाला - ४	पाठ 9	कदंब का पेड़
	गुंजन हिंदी पाठमाला - ४	पाठ 10	कबड्डी
	गुंजन हिंदी पाठमाला - ४	पाठ 11	अपना गाँव
	गुंजन हिंदी पाठमाला - ४	पाठ 13	पानी अमृत है
	NA	NA	अपठित गद्यांश
	व्याकरण संबोध - ३	पाठ 18	रचनात्मक लेखन (पत्र लेखन-औपचारिक)



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MATHS	Collins Infinity Mathematics	Lesson 8	Measurement
	Collins Infinity Mathematics	Lesson 9	Time
	Collins Infinity Mathematics	Lesson-10	Money
	Collins Infinity Mathematics	Lesson 13	Volume and Nets
	Collins Infinity Mathematics	Lesson 14	Data Handling
EVS	Collins Infinity	Lesson 13	Drinking Water
	Collins Infinity	Lesson 15	Disposing Waste
	Collins Infinity	Lesson 16	Habitats and Shelters
	Collins Infinity	Lesson 17	Our Surroundings
	Collins Infinity	Lesson 18	A Journey to Remember
GUJARATI	ગુલાલ -2	ઓ' અને 'ઓ' ની માત્રાઓ	"એ અને 'એ' ની માત્રા 'ઓ' અને 'ઓ' ની માત્રાઓ"
	ગુલાલ -2	અનુસ્વાર તથા વિસર્ગ	અનુસ્વાર તથા વિસર્ગ
	ગુલાલ -2	બારાખડી ઋ ની માત્રા	બારાખડી તથા ઋ ની માત્રા
	ગુલાલ -2	જોડાક્ષર	જોડાક્ષર
	ગુલાલ -2	ઓળખો, શીખો અને વાંચો	ઓળખો, શીખો અને વાંચો દિશાઓ, શાકભાજી, વાહનો અઠવાડિયા ના વાર અને અંકો
COMPUTER	Touchpad	Lesson 6	Visual Processing
	Touchpad	Lesson 8	Creating Shapes in Scratch
	Touchpad	Lesson 9	Evolution of AI
ROBOTICS	NA	NA	Sweeper Bot
	NA	NA	Fishing Rod
	NA	NA	The Lifter
	NA	NA	Tower Crane

Here's how you can support children during exams:

1. Be familiar with your child's exam schedule. This will help you with planning their routine during exam and revision days.
2. Keep away from digital distractions. Install parental controls on your child's devices so that you can ensure they keep away from distractions and focus on doing their best during exams.
3. Make time for your child, particularly during the important papers. Stay aware of their needs, whether it's a spot of revision, a cup of coffee to perk them up or just being available to address any concerns.

TOPIC ASSESSMENT SCHEDULE



Dear Parents / Students,

It is to inform you that we have created Annual Topic Assessment schedule for you so that you can be well-prepared for these tests. Please take these seriously as they are a part of our internal assessment. These dates might change due to unavoidable circumstances.

Note – Please make sure that your child attends the school regularly as it becomes difficult for the child to cope up with the missed topics.

GRADE-4

TOPIC ASSESSMENT SCHEDULE 2026-27 PRIMARY SECTION)

1ST CYCLE (APRIL - MAY)

SR. NO	DATE	DAY	CLASS 4
1	17-04-2026	FRIDAY	ENGLISH
2	21-04-2026	TUESDAY	HINDI
3	24-04-2026	FRIDAY	MATH
4	28-04-2026	TUESDAY	COMPUTER
5	01-05-2026	FRIDAY	EVS
6	05-05-2026	TUESDAY	GUJARATI

2ND CYCLE (JUNE - JULY)

SR. NO	DATE	DAY	CLASS 4
1	19-06-2026	FRIDAY	ENGLISH
2	23-06-2026	TUESDAY	HINDI
3	21-07-2026	TUESDAY	MATH
4	24-07-2026	FRIDAY	COMPUTER
5	28-07-2026	TUESDAY	EVS
6	31-07-2026	FRIDAY	GUJARATI

3RD CYCLE (AUGUST)

SR. NO	DATE	DAY	CLASS 4
1	04-08-2026	TUESDAY	ENGLISH
2	07-08-2026	FRIDAY	HINDI
3	11-08-2026	TUESDAY	MATH
4	14-08-2026	FRIDAY	COMPUTER
5	18-08-2026	TUESDAY	EVS
6	21-08-2026	FRIDAY	GUJARATI



4TH CYCLE (OCTOBER)

SR. NO	DATE	DAY	CLASS 4
1	09-10-2026	FRIDAY	ENGLISH
2	13-10-2026	TUESDAY	HINDI
3	16-10-2026	FRIDAY	MATH
4	23-10-2026	FRIDAY	COMPUTER
5	27-10-2026	TUESDAY	EVS
6	30-10-2026	FRIDAY	GUJARATI

5TH CYCLE (DECEMBER - JANUARY)

SR. NO	DATE	DAY	CLASS 4
1	22-12-2026	TUESDAY	ENGLISH
2	29-12-2026	TUESDAY	HINDI
3	05-01-2027	TUESDAY	MATH
4	08-01-2027	FRIDAY	COMPUTER
5	12-01-2027	TUESDAY	EVS
6	15-01-2027	FRIDAY	GUJARATI

6TH CYCLE (JANUARY-FEBRUARY)

SR. NO	DATE	DAY	CLASS 4
1	19-01-2027	TUESDAY	ENGLISH
2	22-01-2027	FRIDAY	HINDI
3	29-01-2027	FRIDAY	MATH
4	02-02-2027	TUESDAY	COMPUTER
5	05-02-2027	FRIDAY	EVS
6	09-02-2027	TUESDAY	GUJARATI

ATTENTION – ON A SERIOUS NOTE:

Dear Parents,

Please make sure that your child attends the Topic Assessment without fail so that teachers can reflect on his/her improvement and guide him/her accordingly.

LIFE SKILL SCHEDULE



GOENKAN LIFE SKILLS CONSPECTUS

PRIMARY SECTION 2026-27

SR.NO.	MONTH	DATE/ DAY	TOPIC	SUB TOPIC	CRITERIA	
1	APRIL	06-04-2026 MONDAY	1. Ideal Goenkan Life Skills	Introduction to Life Skills	Understanding 1. Essential life Skills that are useful in our day-to-day life. 2. Introduction of all topics in short. 3. Importance and advantage	
2		13-04-2026 MONDAY			2. Ideal Goenkan Good Human	Organising Oneself
3		20-04-2026 MONDAY	Gratitude & Appreciation	Meaning of gratitude, simple thank-you expressions, recognising everyday blessings, gratitude circle activity.		
4		27-04-2026 MONDAY		Honesty & Truthfulness		
5		MAY	04-05-2026 MONDAY			
6		JUNE	15-06-2026 MONDAY	Caring for Peers	understanding and respecting others' feelings, ensuring no one feels left out, being aware	



					of classmates' needs, accepting different learning speeds, supporting and encouraging one another
7		22-06-2026 MONDAY		Empathy Through Reading	How reading builds understanding, short story reading, identifying characters' feelings, small reflective discussion.
8		29-06-2026 MONDAY		PA 1 REVISION	
9		06-07-2026 MONDAY		PA 1 EXAM	
10	JULY	13-7-2026 MONDAY		Respect for Juniors & Elders	What respectful behaviour looks like, voice tone, polite words, respecting helpers, role-play of respectful conversations.
11		20-7-2026 MONDAY		Safe Touch vs Unsafe Touch	Safe/unsafe touch (age-appropriate), body boundaries, how to say "NO", trusted adults list.
12		27-7-2026 MONDAY		Anger Management	Understanding anger, physical signs of anger, calm-down techniques, balloon breathing activity.
13	AUGUST	03-08-2026 MONDAY	3. Ideal Goenkan Social Behaviour	Appropriate Social Behaviour in School	Queue manners, classroom etiquette, playground behaviour, caring for school property.
14		10-08-2026 MONDAY		Fair Play & Sportsmanship	Winning/losing gracefully, team matches, respecting opponents, mini-game demonstration.
15		17-08-2026 MONDAY		TERM 1 REVISION	
16		24-08-2026 MONDAY		TERM 1 ASSESSMENT	
17		31-08-2026 MONDAY		Bullying Awareness & Prevention	Empathy, Respect for others, Emotional safety, Assertive communication, Responsible behaviour



18	SEPTEMBER	01-09-2026 TO 22-09-2026		TERM 1 REVISION & EXAM	
19		28-09-2026 MONDAY		Carbon Footprint & Responsible Living	What carbon footprint means, simple examples, reducing waste, reusable habits, "my green action" pledge.
20	OCTOBER	05-10-2026 MONDAY	4. Ideal Goenkan Team Work	Sharing & Helping Others	Why sharing matters, real-life sharing situations, peer-helping opportunities.
21		12-10-2026 MONDAY		Collaborative Games	Introduction to teamwork, simple group activities, learning to take turns, group decision making.
22		19-10-2026 MONDAY		Leadership & Followership	Difference between leader and follower, qualities of each, practice through small group tasks.
23		26-10-2026 MONDAY		Conflict Resolution	Identifying conflicts, calm language, "Stop–Think–Talk–Solve" method, partner role-plays.
24	NOVEMBER	02-11-2026 MONDAY		Basic Self-Defence Awareness	Safety mindset, body language, simple stance and distance awareness (non-physical focus).
25		03-11-2026 & 22-11-2026		DIWALI VACATION	
26		23-11-2026 MONDAY		Reducing Screen Time	Time management, Healthy lifestyle choices, Focus and concentration, Digital responsibility
27	DECEMBER	01-12-2026 & 12-12-2026	5. Ideal Goenkan Self-Management	PA 2 REVISION & EXAM	
28		14-12-2026 MONDAY		Patience & Letting Go	Why patience is important, real-life examples, a "waiting game" activity, learning to move on from small problems.
29		21-12-2026 MONDAY		Focus & Self-Control	Importance of concentration, simple mindfulness, "focus for 1 minute" activity.
30		28-12-2026 MONDAY		Value of Money	Why money is important, differentiating needs and wants, simple saving habits.



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31	JANUARY	04-01-2027 MONDAY		Meditation & Beginner Yoga	Simple seated meditation, three beginner poses, guided relaxation.
32		11-01-2027 MONDAY		Healthy Food Habits	Balanced diet, identifying junk vs healthy foods, lunchbox improvement ideas.
33		18-01-2027 MONDAY		Table Etiquettes	Manners and Courtesy, Respect for others, Social Awareness, Cultural Sensitivity
34		25-01-2027 MONDAY	Closing Ceremony	LIFESKILLS REFLECTION SESSION	
35	FEBRUARY	01-02-2027 MONDAY		TERM 2 REVISION	
36		08-02-2027 MONDAY		TERM 2 ASSESSMENT	

Steps for using ERP (Edusprint)



STEPS FOR ACCESSING EDUSPRINT (ERP)

Dear Parent,

Greetings from GDGIS!

We are glad to inform you that you can now stay updated with the reports of your child through [edusprint.in](https://gdg.edusprint.in). It is a web-based ERP which provides you with all the academic information related to your child. It provides a platform to communicate with the teachers of your child so that you can know the strengths and weaknesses of your child and help him/her in all the corners of his/her studies.

The ERP software is accessible on any device with an internet connection. The software can be used via web browser as well as the mobile application available in the Appstore and Play store. Kindly follow the steps to login to edusprint.

Steps for accessing edusprint (ERP) via web browser

Step 1: Open a browser and type gdg.edusprint.in in the address bar and press enter.



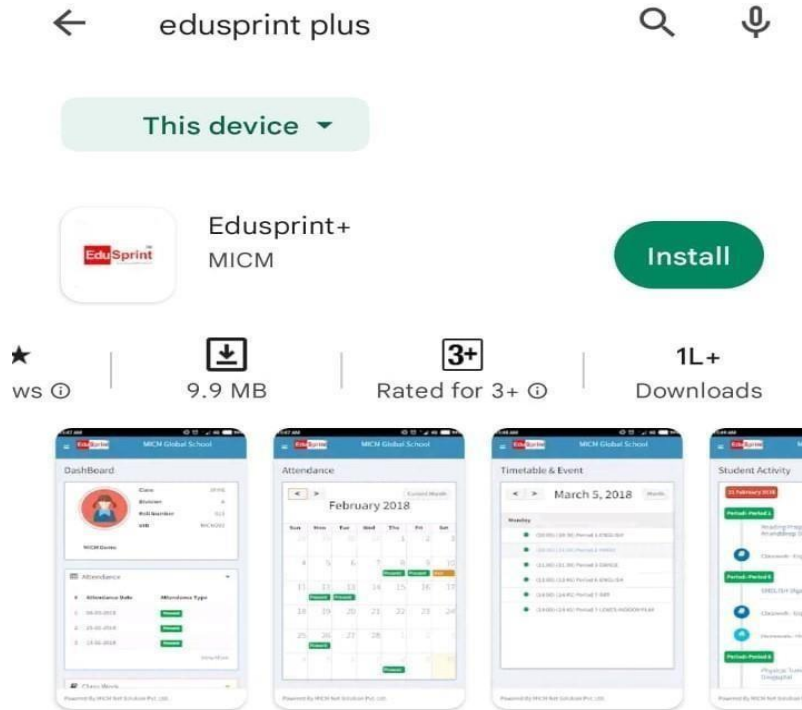
Step 2: Enter your ERP Username and Password and click on [Login](#) button.

Step 3: If you are logging into edusprint for the first time, you will have to change the password provided to you and set your desired password.

***edusprint ERP Login details – Username and Password are shared to the parents via WhatsApp**

Steps for accessing edusprint (ERP) via Mobile application

Step 1: Open Play store/App store on your phone and search for **edusprint +**



EduSprint+ is School Parent Mobile App

Step 2: Press the **install** button. After the application is installed open the application.

Step 3: Enter **gdg** in the school group code.





Step 4: Enter the ERP User name and Password provided to you.

←

Edusprint+

GD Goenka

Username

Password

Sign In

[Forgot Password](#)
[Change School Group Code](#)

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Step 5: If you are logging into the ERP system for the first time, you will have to change the password. Please use the password provided to you as the verification code to set the desired password of your choice

← GD Goenka International School

Edusprint+

Change Password

Verification Code

New Password

Confirm Password

Save **Reset**

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Step 6: After successfully logging in, you can use all the features of the application. The description of each module in the mobile application is given below.

1. Dashboard - The dashboard shows an overview of various activities of your ward.
2. Student Profile - The student profile shows the complete profile of your ward.
3. Parent Profile - The parent profile shows the complete profile of the parents.
4. Attendance - The attendance menu shows the details of your ward's attendance.
5. Timetable - The timetable menu shows the class timetable for the day.
6. Student Activity - Student activity shows the details of classwork and homework.
7. E-Campus - Circulars, messages, reference links and schedules are displayed here.
8. Fees - The fees menu shows the details of your ward's fee.
9. Report card - The report card menu shows your ward's report card.
10. Transport - If your ward is in school's transport, you can view the details here.
11. Food Menu - The food menu of the ward is displayed here.

Steps for using CCTV (Live View)

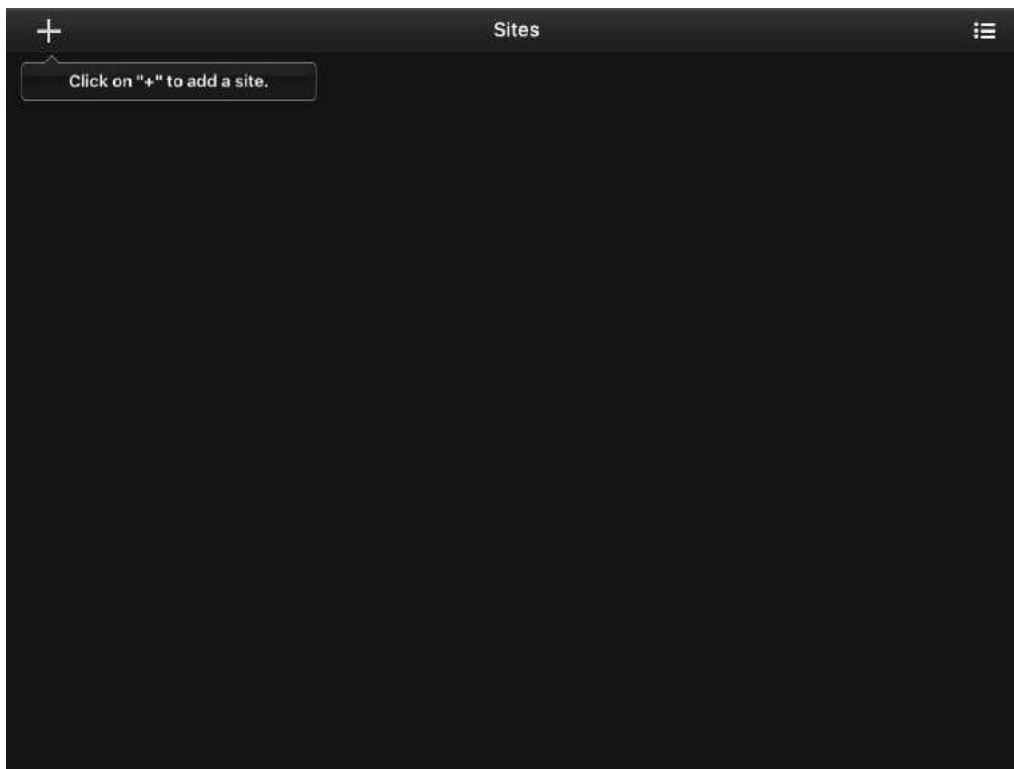


STEPS FOR ACCESSING CCTV LIVE

Step 1: Open Play store/App store on your Phone/iPad/Tablet and search for **Acti Mobile Client** and install the application.



Step 2: Open the application and press the **+** sign

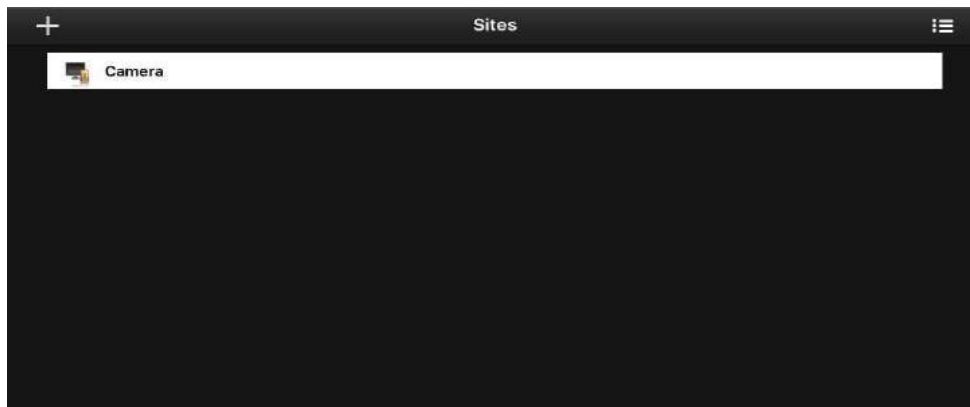


Step 3: Enter the required details

- Please select Type – **Server**
- Enter **Camera** in the Name field.
- Enter **136.233.150.115** in the Host field
- Enter Port – **83**
- Enter **180** in the Time out field
- Enter the Account – **class4a**
Password – **class4a**

*Please note that the Account and the password is same.

Step 4: Press the tick mark on the top right corner. You will see the following Screen.





Step 5: Press the camera to view Live.



For any further queries, kindly contact Mr. Kushant Patel at **9924888454** and **0261-2976000** or email us on **contact@gdgoenkasurat.com**. It would be helpful of you to paste the screenshot of the problem in the email to provide you with an efficient solution.

Warm Regards,
Team GDGIS

Steps for using Google classroom



GOOGLE CLASSROOM STEP BY STEP

(USE IN APP OR WEB BROWSER)

1. If you are using web browser (like: Chrome, Firefox, etc.) type classroom.google.com in your address bar and log in with your given School mail id. (ex.avyan.shah@classroom.gdgoenkasurat.com)
2. If you are using Google Classroom App, then open app and after that click “Get Started” button and login with your given “school mail id”.
3. After logging in, you will see your Class Dashboard and 2 class Tiles.
4. There are Two options:
A. Decline B. Join Now, click the join now button on both titles. (this is one-time step).
5. If you want to go back, just click 3 lines icon (on left top) & go to classes menu.
6. You will see a tab on top of the screen with 3 options:
A. Stream B. Classwork C. People
7. In the stream selection you will see following options:
A. Class Announcements B. Assignments C. Class Comments
8. If you want to comment for particular announcement or post click the Class Announcement Tab in stream menu on top and type your message in “Add class comment” textbox & whole class will get the notification as this is visible to all.
9. If you want to view the classmates of your child, click people tab on top and you will see the whole list.
10. If you want to view more options like class calendar or want to check class folder and complete things at one place, click on classwork tab on top menu.
11. There is a side bar on left side of your screen, you can check
A. Class Assignment B. Upcoming Assignments
12. If you want to communicate to your teacher personally about any assignment click that particular assignment & type your message in “private comment” textbox. This comment is

Important Links



IMPORTANT LINKS

SR NO.	CONTENT	LINK
1	Primary Annual Calendar	https://heyzine.com/flip-book/322fb9bbd1.html https://drive.google.com/file/d/1nby7GvADC1Rclf1DLjVXhj3IemxD2jVr/view?usp=drive_link
2	Hostel Annual Calendar	https://heyzine.com/flip-book/637e23449b.html https://drive.google.com/file/d/1hRP7LDFR7FN3dzYrDnVQdWQdWOEITy_mmdKa/view?usp=drive_link
3	LinkedIn	https://www.linkedin.com/company/gd-goenka-internationalschool-surat/
4	YouTube	https://www.youtube.com/@gdgoenkamedia/
5	Facebook	https://www.facebook.com/goenkasurat/
6	Instagram	https://www.instagram.com/gdgoenkasuratofficial/?igsh=MXVheXVuMHRmY3A1eA%3D%3D#



**“ WINNERS DON'T DO DIFFERENT THINGS
THEY DO THINGS DIFFERENTLY ”**

- Steve Jobs

**“ HARD WORK, STRONG DETERMINATION &
RIGHT DIRECTION LEADS TO SUCCESS ”**

- Anonymous



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