



UNIFORM

1. Parents must ensure that their child comes to school every day in his/her **appropriate school uniform with the ID card**. It is the parents' duty to make sure that their child is well-groomed overall.
2. Each pupil will be given one ID card each year. A duplicate ID card will be issued at the school office on payment of Rs. 50/-. are expected to wear ID cards on all school days.
3. The uniform should be clean, ironed and the shoes polished. Nails should be cut short and kept clean without nail polish.
4. **Boys** must have neatly cropped hair, four fingers above the collar from the back, sideburns to be trimmed neatly to level of the ear and must refrain from fancy haircuts and hair colour.
5. **Girls** with long hair should have them aptly oiled and plaited into two neat braids; shoulder length or shorter than shoulder length hair may be tied in pony tails. Pupils with short hair should groom them neatly with a light blue hair band of 1inch.
6. Pupils are expected to be dressed in their sports uniform and sports shoes for their specified activity days.
7. The school uniform will be available for purchase at **Subhash Textorium (Vashi)**. Parents are expected to purchase at least two sets of uniforms per child. However, they are free to purchase more sets if they deem them necessary.
8. During the monsoon, black rain shoes may be worn.
9. **Pupils are discouraged from applying henna or wearing any fancy jewellery or wrist watches to school. No expensive items are to be worn to school.**

****The School is very particular about the pupil's personal cleanliness and uniform. It reserves the right to reprimand pupil's violating the above rules, to confiscate items that do not confirm to the set pattern, to take such measures as it thinks fit to enforce the above rules and requirements and to bring the dress and uniform in conformity therewith.**

ADVISORY TO PARENTS

1. Parents must cooperate with the school authorities.
2. The pupil's name, a recent photograph and other details, including specimen signature of parents/guardian, declaration form, pupil health record, etc. must be filled in the pupil almanac within a week after the re-opening of the school.
3. The school intends to use the photographs of pupils engaged in different activities in our publications and on the school website. Those parents, who do not wish their child's photograph to be used, are requested to inform the school in writing as otherwise their consent will be assumed.
4. Parents visiting the school for any reason are requested to maintain the decorum and dignity of the school. **Dress code of parents should be decent.**
5. Parents should also take a keen interest in their child's preparation of daily lessons and various other features of the school curriculum.
6. It is the duty of parents to see that their child comes to school clean, properly dressed and on time.
7. Parents are required to notify the school authorities of any change in address or telephone numbers immediately.
8. Private tuitions are discouraged as they hinder the real progress of the pupil and leave them confused.
9. Parents should see to it that their children are provided with necessary books and stationery. Neither borrowing nor lending is allowed.
10. Complaints and letters should be addressed only to the **Principal** and not to the grade teacher directly.
11. Parents will accept the decisions of the school authority in all matters of discipline, behavior and promotion. Such decision will be final and binding.
12. Parents need to sign the remarks sent in the almanac, the progress report or other similar documents. Parents should keep an eye on the Late Attendance reports, etc. in the almanac.
13. Presents/gifts for teachers are strictly forbidden. Distributing gifts to the teachers and classmates - as part of Birthday celebrations - are not allowed. **No casual wear will be allowed on birthdays for primary and secondary section. The pupil has to come in school uniform.**
14. Parents must ensure that no appointments are made for their children during school hours.
15. Tape recorders, electronic games, mobile phones, iPods and other similar electronic gadgets should not be brought to school without prior permission.
16. Parents and guardians are not allowed to see their ward/child or interview teachers during school hours except with prior appointment.
17. Parents must make sure that their ward do not carry deodorants and spray bottles to school.

SCHOOL TRANSPORT

1. The school shall arrange for transport, where feasible, for the pupils who wish to avail of the same. It is a safe facility offered by the school and the use of school transport will be appreciated.
2. The Management will do everything possible to ensure that it is a safe ride to and from the school.
3. For his/her own safety, the pupil must be collected by an authorized person carrying the necessary identification, in the absence of which, the pupil will be taken back to school.
4. Pupils are allowed to use only their allotted bus and the designated bus stop. Request for temporary change in bus or bus stops will not be entertained.
5. Any parent who plans to pick up their ward using transport early or otherwise, an intimation from the parent should reach the school well in advance (A day in advance or at the start of the working day). In case of emergency situations, parents may pick them up from the school after intimating the transport in-charge.
6. Pupils should stay well off the road while waiting for the bus.
7. Pupils should stay at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
8. If a pupil is absent or not boarding the bus for particular time period, he/she should inform the bus driver/attendant in advance to avoid any delay.
9. Pupils should not create any disturbance in the bus that may distract the driver's attention from his/her driving.
10. All the pupils must be seated while the bus is moving.
11. Pupils should not throw things in or out of the bus at any time.
12. Aisles should be kept clear at all times.
13. No part of the body should be extended from the window at any time.
14. Pupils, who miss the allotted bus, should not try to board any other bus. In such cases it is the responsibility of parents to drop their wards to the school. Such pupils may, however, return by their allotted bus.
15. Parents (or their duly authorized nominee's) have to produce the parents' copy of the identity card at the bus stop or the school gate, in order to receive their ward, failing which the pupil will not be handed over to parents or their nominees and will be brought back to the school office. The parent will then have to pick up the pupil from the school after showing the parent's copy of the identity card.
16. Transport fee is charged in advance before the start of the quarter. No withdrawal will be permitted during the First Quarter (April to June).
17. The school reserves the right to cancel the transport facility of any child found misbehaving or not obeying the transport rules.

RULES FOR STUDENTS

1. All pupil's must possess a copy of the almanac and it must be brought to school on all working days. If the almanac is lost, it must be replaced immediately.
2. No pupil's will be admitted to school unless he/she is dressed in the complete and proper school uniform along with the ID card and the almanac.
3. Pupil must communicate only in English within the school premises.
4. Every pupil must take part in physical exercise, school games, co-curricular and extra-curricular activities of the school. No pupil will be excused from games and other activities unless a medical certificate is produced that advises such an exemption that may be granted for a limited time period only.
5. Pupils are not allowed to visit their friends in other classes during the working hours.
6. When pupils move between classes during the change of periods, they must walk quietly and in orderly lines to avoid disturbing other classes.
7. Pupils are responsible to the school authorities not only for their conduct in the school, but also for the general behaviour outside the school. Hence, misbehavior, even outside the school will be liable for disciplinary action.
8. Politeness, courtesy of speech as well as cleanliness of dress and person are expected from every pupil. Shabby and unkempt hair will not be permitted. Any type of discourtesy or disrespect to members of the school staff will be considered as a serious breach of discipline.
9. Books and other property must bear the owner's name. The school cannot be held responsible for books, writing materials, money, clothes, and other expensive articles that are lost. Pupils are expected to look after their own belongings. It is not advisable for pupils to have money or valuable articles with them.
10. Reasonable care must be taken of all school property. Pupils must not write on walls or carve names on woodwork or willfully damage school property in any other way. All breakages must be reported to the Grade Teacher/Coordinator.
11. Any kind of damage to the school property is to be made good/replaced by the pupil concerned. The decision of the Principal will be final and binding.
12. Pupil should be particularly careful not to throw any papers, eatables, seeds, etc. anywhere on the school premises, but in the dustbins provided. Eating of chewing gum is prohibited in the school campus.
13. Pupil should take prior permission from the Principal for taking part in any public show or competition during term time.
14. Irregular attendance, habitual idleness, disobedience, malpractices in connection with examinations or conduct, injurious to the moral tone of the school justifies stern actions.

LEAVES / ABSENCE

1. Absence from school even for 1 or 2 days should be explained in the "Record of Leave" column of the school almanac.
2. If a pupil's absence for 2 or more days is on account of illness, a medical certificate should be attached with the application.
3. A pupil suffering from a contagious disease or illness like chicken pox, mumps, measles or influenza, is not to be sent to school till the quarantine period is over. A **fitness certificate** from a registered medical practitioner, must be submitted on the pupil's return
4. It may be noted that it is the responsibility of the pupil to make up for the work they have missed, if the pupil has taken leave for more than two days.
5. Applications for long leave of absence (more than 5 days, other than medical leaves) must be submitted, in writing and prior permission obtained from the Principal.
6. Leave of absence is granted only in case of an urgent necessity in which case a written application must be submitted. However, the Principal reserves the right to refuse the same.
7. In case of a prolonged absence, please do not hesitate to talk to the Grade teacher as she/he can provide the pupil with bridge activities.
8. Planned absences should be recorded in the almanac.
9. **It is expected that parents will not avail leave for their ward on non-instructional working days and during school trips / field trips which form an integral part of the school's curriculum.**
10. No pupil is granted a short leave during the working days. There is no provision of half day leave. Pupils who are unwell should refrain from coming to school. Once the pupil reports to school, he/she is expected to remain in school the whole day unless previous arrangements (onset of illness at school is an exception here) have been made with the Grade teacher and Principal. Half day leaves will be granted only if the child is required to attend a government related appointment like for passport, Aadhar card, etc.

EMERGENCY CLOSURE POLICY

1. On rare occasions, due to inclement weather or unforeseen circumstances, we may need to close school. In such circumstances, you will receive a SMS or a WhatsApp message or a message via the School Portal .
2. If we need to cancel school in the middle of a working day, you will receive a call/ SMS /Email from the school informing you of the reason for the school closure.
3. In the event of such situations, the school will assume that all who were scheduled to ride the bus home that day- will ride the bus home on that day.
4. The school, under all circumstances, will make every effort to ensure the safety of each and every child.

ATTENDANCE

1. Full (100%) attendance is expected, as it is important for pupils to understand that it is necessary to be consistent. This also helps them reap the complete benefit of the curriculum.
2. All must be present on the first day of the school after any major vacation and on the last day of school prior to any vacation. In case of sickness kindly follow the absence rule. This is necessitated to create a sense of punctuality in the child.
3. Parents are requested to make their travel plans, strictly in accordance with the dates specified in the almanac.

LIBRARY RULES

1. Silence is to be maintained in the library and conversation is strictly prohibited.
2. All pupils are encouraged and entitled to borrow books for a period of two weeks.
3. Reference books with the school stamp are to be read in the library.
4. The pupil will be issued only one book at a time.
5. Readers shall not write upon, damage, tear down leaves of, or make any mark on any book, manuscript or map belonging to the school library.
6. It is earnestly requested that any reader observing a defect or damage to any book or manuscript shall point out the same to the librarian.
7. Damage to books beyond reasonable wear and tear and all lost books shall be paid for by the pupil.
8. No materials may be taken from the library unless they have been checked.
9. Eatables are not permitted in the library.
10. The library is open for pupil use only on school days.
11. Respect and consideration for others using the library is necessary at all times.
12. All books must be returned to the library for stock-taking before the Annual Examination.

LOST PROPERTY

1. Parents are requested to label their wards belongings appropriately and must take care of their belongings at all times
2. Items found unclaimed are expected to be returned to the school office where their owners may claim them after proper identification.
3. However, pupil's should refrain from handling any suspicious looking unclaimed objects and inform the school authorities of the same.
4. Pupils are discouraged to bring valuables or cash to the school premises.
5. The school does not accept liability for lost items.

SAFETY AT SCHOOL

1. A full-time qualified nurse is deployed on duty to administer immediate first aid in case of any form of illness or injury.
2. In case of any unforeseen emergency, the school doctor and the parents of the concerned pupil will be informed immediately to take the necessary steps.
3. The school has a tie-up with a clinic and hospital for attending to emergencies, if need be.

If the parents suspect their child to be ill, they are requested to keep the child at home.

SNACK AND LUNCH POLICY

1. All the pupils will carry appetizing and nutritious **vegetarian** food only as mentioned by the nutritionist. **Junk food is strictly prohibited**
2. We insist on correct table manners so that everyone can enjoy this sociable time. We particularly expect your child to be able to use napkins and cutlery.

CURRICULUM IN THE PRE-PRIMARY SECTION

Anchorwala Education Academy Programme is designed to meet the individual and unique needs of the pupil. Carefully selected age specific materials are used to ensure overall development of every child. The spacious, well designed and fully equipped classrooms provide the right environment for learning.

Our integrated programme is theme-related and founded on the Outcome Based Education principle. In these early learning years, we place the maximum emphasis on the areas of Language and Literacy, Mathematics (numerals) and the development of general awareness as listed below:

Language and Literacy:

- Listening and Speaking
- Reading and Writing
- Language structure and use
- Thinking and Reasoning

Mathematics (Numerals):

- Numbers: e.g. counting symbols
- Patterns: e.g. copying and creating
- Space and Shape: e.g. geometry
- Measurement: e.g. time, length, mass

General Awareness:

- Health promotion
- Social awareness
- Personal development

Physical Development:

Pupils will be involved in activities that build motor skills and develop coordination through games and various exercises, along with other group activities.

Music, Movement, Dance and Drama: are exposed to lively classes with songs, dances, action and role play.

CURRICULUM FOR PRIMARY AND SECONDARY

In a general overview of the subjects your child will cover in the course of his/her education at Anchorwala Education Academy, it is ensured that all courses have structure, progression, continuity and include a sound assessment policy. Our curriculum for excellence is aimed at developing our young youngsters to be:

- Successful Learners
- Confident Individuals
- Responsible Citizens

It is our aim to ensure that the programme of study we offer effectively raises the level of attainment and enables each pupil to fulfill his/her potential.

The main curricular areas in the School are Languages, Mathematics, Environmental Studies, Expressive Arts, Physical Education and Information and Communication Technology (ICT).

The Curriculum

The school runs classes from the Nursery to Grade 10 following ICSE curriculum. The pupils at the end of their school career qualify for the ICSE Examination. The medium of instruction throughout the school is English. Options are offered in the languages and other academic groups to suit the child's individuality and capacity.

• Languages

Marathi is the regional language offered as a third language for all from Grade III to Grade VIII. Hindi and English are compulsory Group I subject from Grades 1 to 10.

• Environmental Studies – Social Studies

This branch of knowledge is a compulsory Group I subject throughout the school which comprises of EVS for Grade 1 & 2, SST for Grade 3 to 5 and a combination of History/Civics & Geography for Grades 6 to 10.

• Mathematics

The pupils will have to offer Mathematics a Group II subject as a compulsory subject up to Grade 8 and an optional subject to Science/Environmental Science for Grades 9 & 10.

• Science

Science, a Group II subject from Grade 6 to 10 will comprise of a combination of Physics, Chemistry and Biology and an optional subject to Mathematics/Environmental Science for Grades 9 & 10. Similarly Environmental Science is a Group II optional subject to Mathematics / Science.

The study of these subjects is planned in such a way as to provide due facility for objective and scientific thinking for which there are three well equipped science laboratories.

• Computer Studies

Computer Studies, a Group III subject, is a compulsory subject for pupil's from grade 1 to 8 and a Group III optional subject for Grades 9 & 10. The school has, therefore,

invested in up-to-date, fully air-conditioned computer laboratory and provided smart boards with well-equipped and latest configuration computers in every classroom for a hands-on experience to the pupils and encourage computer-aided-learning in all the Pre-primary, Primary and Secondary classes.

• **Value Education/Moral Science**

Great stress is laid on moral instruction and ethical values. Value education in another word can be described as character education or moral education. It is an education where learners learn value from educators and implement them in future to lead a better life, the life of humanity where religion has no importance, the thing that value most is your character. The areas that come under value-based education are as follows:

- Character development.
- Personality development.
- Citizenship education.
- Spiritual development.

These values are very much in line with our Vision, Mission and Motto of the school which are inculcated along with the curriculum.

• **General Knowledge**

Sensitivity to changes in society and to happenings around the world are developed in the pupils through General assemblies and newspaper readings in class thus encouraging children to keep themselves updated.

• **Arts**

To enable the pupils to express their innermost feelings the curriculum includes Child Art, Drawing, Painting, Art Appreciation, Craft, Music and Dance.

To encourage talented pupils, the school sends them for the Government Art Examinations.

• **Physical Education**

With a view to keeping the child healthy and fit; sports, physical culture, games –indoor and outdoor –including, badminton, table tennis, throw-ball, foot-ball, basketball, etc. are given topmost preference across all grades.

Physical Education is an optional Group III subject for Grades 9 & 10.

• **SUPW AND COMMUNITY SERVICE**

The principles of charity and humanitarianism are fostered in the child from his/her early age. The pupils of Grade 6 to 10 voluntarily visit hospitals, the aged, the handicapped, child-welfare centres, etc., with gifts and donations raised through their SUPW work. Annual SUPW visits are compulsory.

The school aims at training the pupils in physical fitness, hygiene, sanitation and first-aid, ethical values, character building, national integration.

EDUCATIONAL FIELDTRIPS

To enhance learning, various sites and relevant places of interest have been identified to give our pupils hands-on experience as well as to give them the

opportunity to meet people from various spheres of life.

These trips are related to and revolve around the curriculum. Places to be visited are communicated to the parents in advance through circulars.

Excursions for school will be organized with the approval of the Principal and will have responsible members of the staff accompanying the pupils.

AUDIO-VISUAL EDUCATION

To make education more interesting and meaningful to the child, the school is equipped with audio-visual aids-both projected and non-projected. Each and every classroom is equipped with a smart Board, audio System, a projector, latest in technology WIFI enabled computer. With this view, audio-visual education forms an integral part of the school's programme with films, slides, charts and models supplementing school tours, excursions and visits to places of educational and historical importance in, around and out of Mumbai. Excursions for the study of natural - plant, sea, bird, animal and insect-life are arranged from time to time to enable the children to get first-hand knowledge of the world around them.

THE SCHOOL COUNCIL AND THE HOUSE SYSTEM

To foster in the pupil's a sense of collective responsibility and solidarity, a feeling of sociability and unity, the school has its School Council; Members of the council are elected by the students through proper election system. It comprises of the Head Boy, Head Girl, Sports Captain (Boy and Girl), an Environment, Aesthetics and Cultural Captains and Vice-Captains. The Pupils are also divided into 4 major Houses viz the **Mars** (Red) House, the **Venus** (Yellow) House, the **Saturn** (Blue) House and the **Jupiter** (Orange) House. Each of these Houses has its office-bearers, the Captain and the Vice-Captain.

There is also a Prefects' Body that helps to maintain class discipline. The Head Boy/Girl and Deputy Head Boy/Girl, under the guidance of the Principal, are in charge of this Council, planning, galvanising and organising its moves.

THE SCHOOL BAND

The school has introduced the school band. A select group of children from Grades 3 to 10 constitutes the school band. They have been well trained for a quick drill march, etc. The School Band gives display of its prowess on important occasions like the Independence Day, Republic Day Annual Athletic Meet and the school socials.

TEACHER EDUCATION PROGRAMME

Besides looking to the all-round development of the children under its care, the school does its best to help the professional growth of its teachers and gives them every facility to study further and do experimental and research work in their respective educational fields. It thus helps the staff to keep themselves abreast of the latest developments in the teaching field. In-service training programmes, seminars, and computer training classes are also arranged for the same purpose.

COUNSELLING SERVICE

The school offers counselling to pupils and parents. The basic objective of counselling is overall development of the pupil. Especially it is aimed at helping each individual to gain an insight into the dynamics of his/her behaviour, to prepare alternate action plan for improving on his performance and to achieve his/her set targets and goals. The school for the betterment of its children, has appointed a full time Counsellor and a fulltime special educator to cater to the needs of children at all times.

ASSESSMENTS

Assessment is a continuous process used to ensure that the work given is appropriate to the child's needs. The teacher will informally assess the pupils throughout each day and give encouraging and specific comments to allow each pupil to progress.

Pre-assessments are carried out to enable the teacher to understand the current level of the pupil and plan further learning efficiently. Formal assessments in every area of the curriculum will be carried out and the parent will receive the progress card at the end of every term.

CO-CURRICULAR ACTIVITIES

Activities included in the school day are age appropriate. All the co-curricular activities are aimed at enhancing the pupil's overall personality so that he/she will be prepared to adapt quickly to changing times as well as excel and hone his/her particular skills.

Every pupil at Anchorwala Education Academy is encouraged to look within for his/her holistic development. The development of spirituality is encouraged by

- The practice of yoga
- The reading and listening to stories with a moral
- The learning about different creeds and philosophies
- The celebration of festivals and special days
- The promotion of an understanding of our mythology, heritage and culture

SCHOOL EVENTS

The aim is to train from the early years in the art of communication and presentation. The thought process behind each and every event that the school conducts makes it creative and dynamic. They enjoy participating in these events as it is an extension of our learning programme.

To appreciate and celebrate participation, 'Appreciation Certificates' are awarded for the contests. Academic excellence is recognized and celebrated by awarding 'Achievement Certificates'.

We also use school events to create an understanding of the different cultures and belief systems in our country. These events are intended to generate awareness and knowledge of the Indian ethos that we believe is as important as global culture.

HOME LEARNING ACTIVITIES

The aims of home learning activities are

- To reinforce the learning experience by the child during the school days
- To develop independent work habits
- To give the parents a platform to involve themselves and support their child
- To strengthen the home-school links.

Home assignments may include reading, spellings, reinforcement of mathematical concepts, research, investigations, collecting material and problem solving. Assignments will be minimal and are given only to consolidate concepts.

An assignment is given at the discretion of the teacher. The number will vary according to the needs of the child.

It is not expected that parents will do the work assigned to the pupil nor is it expected that the pupil is sent to a private tutor as this goes against the very principles that Anchorwala Education Academy stands for.

In case parents are not very clear on what is expected, they may request for clarification in the Almanac.

Our school assigns relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives, for all Pupils. It provides them with the opportunity to apply information they have learned, complete unfinished class tasks, to work with their parents and develop independence. Homework contributes toward building responsibility, self-discipline and lifelong learning habits, master skills and reinforces learning. Homework is assigned with increasing complexity and time requirement as the pupil progresses through school. Homework is not used as a form of punishment.

Home work may be given as:

1. **Practice Exercises:** These help pupils to remember and practice newly acquired skills- such as memorizing mathematical tables, practicing spelling words, writing essays and reading for pleasure.
2. **Preparatory Homework:** This requires pupils to search for and read and research background information to prepare them for future lessons on a specific subject - such as reading an article on pollution in preparation for a lesson in Environmental Studies.
3. **Extension Assignments:** These encourage pupils to pursue knowledge individually and imaginatively. Assignments may include writing a book review, researching local news or retrieving items from the Internet.

Listed below are the responsibilities of pupils and parents with regard to homework.

PUPILS WILL:

1. record the directions for homework
2. ask questions when necessary to clarify the assignment
3. follow a schedule and keep materials in order
4. hand in, on time, neat, accurate, and meaningful products

5. plan time for completion of long- term assignments
6. determine and complete homework assigned during absence

PARENTS WILL:

1. provide a suitable place for study
2. help pupils develop routine home study habits
3. ensure that absence does not interfere with making up of the loss
4. assist and correct but not do the actual work and notify the teacher if pupils experienced extreme difficulty
5. assist Pupils in making wise course and course level choices
6. be aware of long- term assignments and assist pupils in learning to budget their time accordingly
7. contact the teacher if he/ she observes an absence of homework

SCHOOL AWARDS AND PRIZES

At Anchorwala Education Academy, the pupil's motivation and growth form the integral part of any thought process. Keeping this in mind different category of awards have been drafted and are stated from time to time.

Regular attendance, good conduct and persevering application are indispensable conditions for any award or prize.

Prizes are awarded for General Proficiency, excellence in academics and co-curricular activities of the school

Every month Best Pupil award, Best Teacher award and Best Class award is given in three sections, Pre-Primary Section (Nursery to Sr. KG), Primary Section (Grade I to V) and Secondary section (Grade VI to X).

The Best Pupil award is judged on the parameters which include regularity and punctuality to school, participation and proficiency in co-curricular and academics, class discipline, interaction with Peers and Teachers, homework submission and following all instructions given in school.

The Best Teacher award is judged on the parameters which include regularity and punctuality to school, class discipline and utility of class amenities, effective teaching, interests depicted apart from teaching, following the school rules, peer interaction and individual presentability.

Annual awards are given every year for General Proficiency, Excellence in Academics and Co-Curricular. Special awards have been instituted for Pupils appearing for Grade 10 exams. (Details of which are available on the portal)