

APRIL - 2025						
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MAY -2025						
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JUNE - 2025						
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JULY - 2025						
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AUGUST -2025						
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SEPTEMBER - 2025						
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OCTOBER - 2025						
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NOVEMBER - 2025						
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DECEMBER - 2025						
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JANUARY - 2026						
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FEBRUARY - 2026						
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MARCH - 2026						
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PERSONAL INFORMATION

(To be filled in block letters)

Name of the Student:

Grade: Section:

Roll No..... House:

II Lang: III Lang:

(From Grade I onwards)

(Grade VI, VII, VIII)

Date of Birth: Nationality:

DD

MM

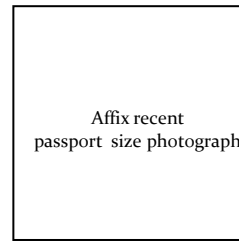
YYYY

Mother Tongue: Religion:

Address:

..... Tel. No. :

Transport Route No.: Pickup.....Drop:



————— Details of Parents —————

Mother

Father

..... Name.....

.....Occupation / Profession.....

.....Mobile / Landline.....

.....Email.....

.....Signature.....

In Case of Emergency (ICE) Contact No.....

————— Medical history —————

Allergies (if any).....Vaccinations taken : YES / NO

Medical Condition that needs attention.....

Blood Group:Physician's Contact No. :

Note: 1) This Diary must be brought to school daily.

2) Kindly intimate any change of address or phone number to school office, immediately.

PERSONAL INFORMATION

(To be filled in block letters)

Name of the Student:

Grade: Section:

Roll No..... House:

II Lang: III Lang:
(From Grade I onwards) (Grade VI, VII, VIII)

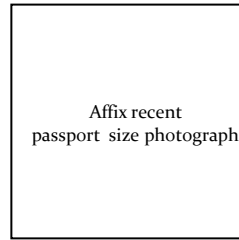
Date of Birth: Nationality:
DD MM YYYY

Mother Tongue: Religion:

Address:

.....Tel. No. :

Transport Route No.: Pickup.....Drop:



Details of Parents

Mother

Father

..... Name.....

.....Occupation / Profession.....

.....Mobile / Landline.....

.....Email.....

.....Signature.....

In Case of Emergency (ICE) Contact No.....

Medical history

Allergies (if any).....Vaccinations taken : YES / NO

Medical Condition that needs attention.....

Blood Group:Physician's Contact No. :

Note: 1) This Diary must be brought to school daily.

2) Kindly intimate any change of address or phone number to school office, immediately.

CONTACT US

Front Office Helpdesk

Phone: 020 66806300

Email: frontdesk@pictmodelschool.edu.in

Visiting hours: 9.00 am to 3.30 pm

(For appointments with the Director Principal / Principal)

Parent Relations Executive

Phone: +91 9075094202 / +91 9075094242

Email: pre@pictmodelschool.edu.in

Visiting hours: 9.00 am to 3.30 pm

(For all issues regarding admission, payment of fee, change of addresses & contact information, transport, meals, books and uniform, absence and permission etc.)

Principal

Email: principal.cbse@pictmodelschool.edu.in

Visiting hours: 9.00 am to 3.00 pm

Director Principal

Email: director@pictmodelschool.edu.in

Timings:

The Nestling Preschool : 8: 15 am to 12: 30 pm

Grades 1 to 5 : 8:15 am to 3.00pm (Monday to Friday)

Grades 6 to 10 : 8:15 am to 03:00 pm (Monday to Friday)
8.15 am to 12.00 pm (Saturday)

Grades 11 and 12 : 8:15 am to 3:00 pm (Monday to Friday)
8.15 am to 12.00 pm (Saturday)

School Office : 9.00 am to 4.00 pm (Monday to Friday)
9.00 am to 2.00 pm (Working Saturdays)

Note:

All emails and messages to the school should have a mention of the name of the learner, grade and section.

ABOUT US

Over 30 years of legacy in creating leaders, Pune Institute of Computer Technology (PICT) has brought to you PICT Model School. This futuristic educational establishment has been meticulously designed and planned to offer one of its kind learning experiences for 21st Century learners.

VISION

To impart education that fosters global citizenship with values deep rooted in our culture and providing learning opportunities to tap potential of every individual in a stimulating environment, where tradition meets technology.

MISSION

To provide stimulating and innovative tools and techniques through modern infrastructure, befitting individual learning needs and empowering them to meet the challenges of education, work and life in a rapidly changing global scenario.

AIMS AND OBJECTIVES

- To manifest in students, the best academic traits for the pursuit of excellence.
- To promote research-based education among young learners to facilitate discovery of their innate talents and to establish new ideas.
- To foster a sense of camaraderie, teamwork and global citizenship in the students.
- To utilize parent resources for creating a partnership between school and home, with the objective of making the child successful.
- To derive the best working model for community consciousness and community connection thus rendering the best educational support.
- To develop self-confidence, creative research, perseverance and integrity in the students.
- To create the best talent pool of teachers and resources of international standard by developing tools and skills for futuristic education.
- To instil confidence and contemporary values in young minds, for their benefit and for the benefit of society at large.

From the Principal's Desk

Education for the 21st century needs to focus on skills, competency and empathy, and these form the keystones of the philosophy at PICT Model School. Learners at PICT learn in different ways, through play, experiences, collaboration and independent study. As our learners embark upon the journey of exploration and self-discovery, they will be guided by our team of dedicated and caring educators. The infrastructure and environment at PICT Model School encourage joyful learning, curiosity and instils values and life skills. Our learners thus distinguish themselves with their strong conceptual grasps and sound value system.

As Dalai Lama Said, "When educating the minds of our youth, we must not forget to educate their hearts." We look at our parent partners to support us by taking care of the emotional wellbeing of our learners and define expected behaviour. Setting boundaries, discussing negotiables and non-negotiables and setting good examples will lead to development of a strong ethical foundation and an empathetic outlook. Each child is different, and the learners at PICT Model School come from a variety of social and cultural backgrounds. The learners appreciate these differences and support each other in their journey. The parent partners will have to support the school with conversations and similar value system at home while we reiterate these values through various activities, sessions and everyday practices at school.

The pandemic has opened up new avenues of learning for us. At PICT Model School, we have taken into stride the technological revolution in education to cater to our learners and parent partners in a hybrid mode. We are constantly evolving and changing in order to strengthen and improve our existing practices. That's what makes us stand out as a model school, built on the strong foundation of trust and cooperation of our parent partners. We will continue to strive for excellence in whatever we do so that our learners have an enriching, effective and memorable journey through these crucial formative years at school.

Looking forward to another great year of learning at PICT Model School.

Ms. Abira Mishra
Principal

COMMUNICATION

The school diary along with emails are the most important means of communication between the school and the parents. It is mandatory for the parents to go through all the sections of the diary to understand the school policies which undoubtedly will help us serve the learners in a better way. You can also contact the educators through the diary. Although English is the language of communication at school, parents may communicate in their vernacular, if need be.

Every weekend, through our ERP portal, the details of the academic schedule (scholastic and co-scholastic) for the upcoming week is communicated to you as the Beacon - The Weekly Transaction Report (WTR). All administrative and academic circulars/notifications also are sent through this ERP portal. As a part of our environmental commitment, printed circulars are rarely sent.

PTMs are organized at regular intervals throughout the academic year. At times, need based PTMs are also called for. Time slots are communicated beforehand to avoid long wait time. PTMs are exclusively reserved for parent partners only. Learners are not a part of these meetings. Relatives and neighbours cannot substitute a parent during PTM. In the absence of the parents, only authorized guardians can attend these meetings. Such requests need to be mailed one week in advance for due approvals.

CURRICULUM AND ASSESSMENTS

We follow the CBSE curriculum. Right from the Upper Foundational Stage (age group 6 to 8 years), the pedagogical focus is on applied thinking. Aided with the most contemporary technology, the scientifically designed learning activities provide an array of experiences which make thinking visible to the learners as well as the educators. Learners of Middle Stage and Secondary Stage are trained in deeper learning of concepts in varied disciplines to help gain insights into their areas of interest. All learners are encouraged to explore and investigate; consolidate and connect what they learn; question to further their understanding and demonstrate their learning in multiple ways. This way the learners equip themselves to communicate and collaborate, sharpen their problem solving and critical thinking skills, enhance their technological and networking skills. To ensure learning is meaningful and purposeful, learners of Middle and Secondary Stages are exposed to vocational workshops throughout the year. Experts from various professions are invited to facilitate these workshops.

PICT Model School believes in 'assessment for learning' and 'assessments as learning'. Assessments are designed to aid mastery of competencies. Constructive feedback helps learners to reflect and structure their thinking so that they learn to meet the learning goals independently. Elaborate test wrapping sessions with the learners, after the summative assessments, give an insight to the areas of strengths and improvement. Progress Reports are generated after every term and shared with parents. PTMs are conducted to discuss the progress of the learners.

We believe in inclusive education. We fervently believe that no two learners are alike and therefore, learning and assessment opportunities are crafted as per individual needs. PICT Model School has an environment and support system conducive to all types of learners at all levels of cognition. The school also has a dedicated Special Needs Educator to cater to the differently abled learners.

Grades 1 to 8

The plan for the assessments is as follows:

Type of Assessment	Month	Weightage
Unit Test 1 for Grade 8 only	April (3 rd week onwards)	Part of Multiple Assessment
Periodic Written Test - 1	July (2 nd week onwards) *	5%
Multiple Assessments		5 %
Portfolio		5%
Subject Enrichment Activity		5%
Term 1 Written Assessment	September (3 rd week onwards) *	80%

Periodic Written Test - 2	January (2nd week onwards) *	10%
Multiple Assessments		5%
Portfolio		5%
Subject Enrichment Activity		5%
Yearend Written Test	March (2nd week onwards) *	80%

* Dates are tentative and are subject to change as per CBSE guidelines.

Written assessments are conducted after every strand taught and the scores given per term is reflected under Multiple Assessments. The total marks allotted for written assessments, both Periodic Test and Term-end assessment, will vary from one class level to the other.

During any assessment, as per the CBSE guidelines, learners are permitted to carry only transparent writing pads, bottles and pouches. No watches are allowed.

Grades 9 & 10

Learners from Grade 9 have to follow the prescribed CBSE Curriculum, and they will be coached and trained to attempt the Grade 10 assessment conducted by CBSE. The preparation for the first national level public assessment will involve extended hours of small group mentoring and coaching. The assessment pattern will be as per the CBSE pattern.

The plan for the assessment is as follows:

Type of Assessment	Month	Weightage*
Unit Test 1	April (3 rd week onwards)	Part of Multiple Assessment
Periodic Written Test - 1	June (2 nd week onwards)	5%
Periodic Written Test - 2	August (2 nd week onwards)	
Multiple Assessments		5%
Portfolio		5%
Subject Enrichment Activity		5%
Term 1 Written Assessment	September (3 rd week onwards)	80%
Periodic Written Test – 3 (Grade 9)	January (2 nd week onwards)	5%
Multiple Assessments		5%
Portfolio		5%
Subject Enrichment Activity		5%
Yearend Written Test (Grade 9)	February (2 nd week onwards)	80%
Preparatory Incubation Test 1 (Grade 10)	November (3 rd week onwards)	
Preparatory Incubation Test 2 (Grade 10)	January (2 nd week onwards)	
CBSE Grade 10 Board Examination	Mid February (Tentative date subject to CBSE notification)	

** Dates are tentative and are subject to change as per CBSE guidelines.

During any assessment, as per the CBSE guidelines, learners are permitted to carry only transparent writing pads, bottles and pouches. No watches are allowed.

Cambridge Assessment English: SCTR's The PICT Edge (Centre for Excellence in English) is a Cambridge Authorized Exam Centre (IA334) to conduct the internationally benchmarked Assessments for all English Language Qualifications of the Cambridge University, UK.

English is the medium of instruction and the only language of communication in the school. To deliver the highest standards in English language learning, we collaborate with Cambridge University, UK. Cambridge English helps learners to be proficient in listening, speaking, reading and writing in English and

through the Cambridge Assessment English conducted at various levels, across Grades 1 to 9 and Grade 11, learners are awarded an international certificate based on the CEFR (Common European Framework of Reference) scale. This is a mandatory assessment for all learners of Grades 1 to 9 and Grade 11.

EXTRA-CURRICULAR ACTIVITIES

The school has a comprehensive skill-based sports programme facilitated by professionals. We offer a consolidated sports programme for Grades 1 and 2, focused on the fine and gross motor development to get the young learners ready to pick up specialized sports in their coming years. For Grades 3 to 10, the sports programme encompass training in Badminton, Cricket, Basketball, Athletics and Football to build up perfect coordination between the body and mind. Yoga is a compulsory activity from Grade 1 onwards. Weather permitting, swimming will be offered from Grade 1 onwards. Swimming, however, mandates a consent from parents and a medical fitness certificate (Annexure-III). Intra-school and inter-school tournaments are conducted on a regular basis to encourage and promote Sports. School campus has designated areas with specialized infrastructure and experienced physical educators have been engaged to ensure that children get all-round training in physical fitness and sports.

CO-CURRICULAR ACTIVITIES

Co-curricular activities form a part of the club activities, during school hours, throughout the year. Similarly, the School promotes skills like creative writing, public speaking, visual arts and performing arts such as vocal music, classical dance, contemporary dance and instrumental music. With regards to Performing Arts, learners have to indicate their choice on the ERP portal in terms of preference. Allocation is made based on the vacancy and the numbers of enrolments.

Learners are also encouraged to participate in inter-house competitions held during Happy Hour on Fridays as well as inter-school competitions.

AFTER SCHOOL ACTIVITIES

Learners of Grades 3 to 12 are also provided the choice of opting for after-school activities for sports, fitness and art. The sports activities for which after-school coaching is provided thrice a week are Basketball, Badminton, Cricket, Football, Swimming, Table Tennis, Taekwondo, Athletics and Lawn Tennis. In co-curricular activities, they can opt for after-school coaching for Fitness and Visual Art and these classes are conducted twice a week. These activities are optional and the schedule and fees for the same are communicated to parents at the beginning of each term.

SENIOR SECONDARY SCHOOL (GRADES 11 AND 12)

Our programme for young undergraduate learners, which is designed as per the guidelines of NEP 2020, focusses on the learner's demonstration of learning outcomes and attaining proficiency in particular competencies in each subject. We use Competency Based Education (CBE) methodology to empower learners and provide them with a meaningful and positive learning experience. It places the learner at the center and actively engages them in the learning process. It emphasizes real-world applications of knowledge and skills and the authenticity of the learning experience.

We nurture the development of higher order thinking skills, interdisciplinary approaches and problem-solving attitude as these are essential to the modern world and workplace. Alongside social and emotional skill development and developing global literacy and citizenship, our approach enables learners to be competent not only in the national context but a force to reckon with internationally. Our campus caters to any Grade 10 learner from a recognized CBSE Board or an equivalent Secondary Board (ICSE, IB- MYP, IGCSE, State Board).

Streams Offered: PICT Model School offers all three streams viz. Humanities, Commerce and Science. To cater to the dynamic young learners gearing up to take the responsibility of shaping the 21st century, we offer a wide combination of academic subjects like English, Accountancy, Applied Mathematics, Biol-

ogy, Business Studies, Chemistry, Computer Science, Commercial Art, Economics, Entrepreneurship, Political Science, History, Mathematics, Physics, Physical Education, Psychology and skill-based subject [Financial Market Management]

Academic support through individualised learning and assessment plans apart from reinforcing concepts through visible active learning strategies (which include Group discussions, Peer tutoring, Think-Pair-Share, Case study, Research and Checklist/Surveys) form the wind under the young wings of the learners rearing to take off on their career flight in the direction of their choice.

Internship programs are offered to our Senior Secondary learners, in order to give them the scope to explore various career opportunities and learn new skills. This experience enables the learner to develop a deeper understanding of the requirements in a particular field or profession.

Academic support also comes through a well-stocked state of the art library with access to reference books, journals and magazines that give learners a peek into the University life as they graduate out from PICT.

Yoga and meditation along with a nutritious balanced meal catering to the dietary needs of learners make a day in life of a learner at PICT healthy and holistic. Intra-school and inter-school tournaments will be conducted to encourage and promote the spirit of sportsmanship. The school campus has designated areas with specialised infrastructure and experienced physical educators have been engaged to ensure that children get all-round training in physical fitness and sports.

Emotional and mental well-being of learners is a priority and regular interactive sessions with Wellness Team are incorporated.

Assessment: In the Senior Secondary School Section, assessments are conducted as per the guidelines of CBSE. Report Card is generated at the end of every term showing details of the learner's performance. However, regular PTMs will be conducted to discuss the progress of the learners.

Type of Assessment	Month
Unit Test 1 (Grade 12)	April (3 rd week onwards)
Periodic Written Test – 1 (Grade 12)	June (2 nd week onwards)
Periodic Written Test – 1 (Grade 11)	July (3 rd week onwards)
Periodic Written Test – 2 (Grade 12)	August (2 nd week onwards)
Term 1 Written Assessment	September (3 rd week onwards)
Periodic Written Test – 2 (Grade 11)	January (1 st week onwards)
Yearend Written Test (Grade 11)	February (2 nd week onwards)
Preparatory Incubation Test 1(Grade 12)	November (3 rd week onwards)
Preparatory Incubation Test 2(Grade 12)	January (2 nd week onwards)
Practical Exams	January 1 st week onwards [subject to CBSE notification]
CBSE Grade 12 Board Examination	Mid-February (Tentative date subject to CBSE notification)

** Dates are tentative and are subject to change as per CBSE guidelines.

The weightage of Written Exam and Practical/Project varies from subject to subject and is based on the CBSE curriculum.

During any assessment, as per the CBSE guidelines, learners are permitted to carry only transparent writing pads, bottles and pouches. No watches are allowed.

TRANSPORTATION

The school provides transport facilities to the learners as well as educators. Learners have to enroll for the transport facility during the time of admission, according to the route applicable for them and based on availability. **Once opted for, the transport facility has to be availed for the full academic year.**

For the convenience of parent partners, 2 installments have been provided which are as follows.

1st Installment - between 16th February and 7th March 2024.

2nd Installment - between 8th March and 10th June 2024.

The option of paying the entire annual fee for transport is available.

In the event that a parent decides to discontinue the transport facility, then the applicable refund policy is as follows-

- Discontinuation before 30th September- 40% of the transport fee will be refunded.
- Discontinuation before 30th October - 20% of the transport fee will be refunded.
- Discontinuation after 30th October - No refund.

All payments have to be made online through the school portal, within the specified dates. Fee payment in any other mode will not be accepted.

In case of a change in residence and a subsequent change in route, seats will be allocated as per availability. The notification of the address change and the corresponding change in the transport route should be mailed to the PREs, at least a month in advance. In case of non-availability of seats, an appropriate refund will be initiated as per the policy stated above. Upon route change, if there is a change in the transport zone, the applicable fee for the revised transport zone will have to be paid in full, seven days before availing the service. In case the applicable new fee is less than the fee of the existing zone, the balance amount will be refunded by the school at the end of the academic year, between 15th and 31st March.

Safety is the primary concern and therefore, all buses are provided with CCTV cameras, GPS trackers, hand sanitizers and trained lady attendants. Wearing a seat belt is mandatory while travelling on the school bus. Learners may avail themselves of school transportation in consultation with the Transport in Charge. The pickup and drop off points, timings and the name of the escort staff will be provided by the school. The commute time for all learners will always be maintained under 55 minutes on all routes. Unforeseen traffic congestion and unprecedented weather conditions may lead to delays in the commute time.

Learners are expected to be at the bus stop five minutes before the arrival time of the bus. Escorts of young learners are requested to be at the drop off points five minutes before the arrival of the bus. In case of absence, the information has to be given to the Travel Help Desk (+91 9075094205) at least half an hour before the arrival time at the respective stops. The drivers are authorized to stop the buses at the designated stops only. Parents are requested not to direct the drivers to stop at unauthorized points.

Escort Cards are issued to all the learners from Grade 1 to Grade 12. Children are handed over to the Escort only on production of the Escort Cards and to the endorsed escorts only. For learners of Grade 6 and above, a child may be dropped off without an Escort provided the parent sends in an application and signs an undertaking, well in advance.

Learners are not permitted to change the bus, without prior notification, to ensure their safety. Unruly behaviour and tampering with the bus accessories will attract penalties as well as disciplinary action.

In case of emergency, if the parents are forced to pick up their wards from school, personally, a mail must be sent at pre@pictmodelschool.edu.in at least one hour prior to the dispersal time of the school.

To ensure privacy, safety and security of the learners and the staff travelling on the bus, parents and guardians are not permitted to board the bus.

To ensure the safety of the learners, no oral communication regarding change in address, issues with drop points or any other issues regarding transportation will be treated as official.

Learners using their own transportation have to be dropped off and picked up from the designated student gates. The speed limit inside the campus is 10 km/hr only. Speeding or overtaking may result in drop off /parking outside the campus.

CAFETERIA

The school has a cafeteria which provides well-balanced food to all the learners and educators. This includes mid-morning snacks, lunch and evening snacks. The menu is designed by a qualified nutritionist and is reviewed every month to accommodate seasonal fruits and vegetables. The school paramedic staff takes care of hygiene and monitors the quality of food on a daily basis. The menu chart is hosted on the website, and we advise parents to carefully go through the day's plan to understand the items to be served.

All staff have meals together with the learners in the dining hall to model dining etiquette and monitor the wholesome intake of food.

Unruly behaviour and tampering with the cafeteria's property will attract penalties as well as disciplinary action.

The fee for the cafeteria will be collected in 2 Terms-

- 1st Term - between 16th February and 7th March 2024.
- 2nd Term - 9th September and 22nd September 2024.

All payments have to be made online through the school portal, within the specified dates. Fee payment in any other mode will not be accepted.

In the event that a parent decides to discontinue the cafeteria facility, then the applicable refund policy is as follows-

- Discontinuation before the beginning of the academic year - full refund of the Term fee.
- Discontinuation between 1st April and 30th June - 50% refund of the Term fee.
- Discontinuation after 1st July - No refund of the Term fee.

In case of discontinuation of cafeteria for the second term, a written communication has to be sent to the Parent Relations Executive (PRE) by 15th September of that academic year failing which parents will have to pay the second term fee as well. A late fee will be applicable to payments received beyond the given dates.

In the event that a parent decides to discontinue the cafeteria facility in the second term, then the applicable refund policy is as follows-

- Discontinuation before 30th September - full refund of the Term fee.
- Discontinuation between 1st October and 31st December - 50% refund of the Term fee.
- Discontinuation after 31st December - No refund of the Term fee.

INFIRMARY

The school has a well-equipped infirmary maintained by a trained paramedic to cater to the day-to-day medical needs of the learners and staff. Apart from providing basic medical treatment as and when required, the paramedic staff maintains the health records of each and every learner which includes data of height, weight etc. School has a tie up with a leading multi facility hospital with a dedicated ambulance / emergency service for the school. Specialized physicians make regular visits to inspect the maintenance of the infirmary and all health records of the children. They also conduct health camps, seminars and workshops throughout the year for the learners, staff and parents.

Parents are requested to keep the school informed, via mail, about any special medical need/situation with regard to their ward. We strongly advise the parents not to send their wards to school if they are unwell.

ADMISSION

Admission at PICT Model School for all grades is subject to the availability of seats and will be on a first come first serve basis as per the form number generated by the system. First preference will be given to the siblings of learners studying at PICT Model School and PICT's Nestling Preschool.

Sibling Admission

Parents of students at PICT's Nestling Preschool and PICT Model School are informed of vacancies for the following academic session in the month of September. They will need to fill in an online form and submit the same to the school. Upon receipt of the form, complete with all necessary information, parents and the student are called for an interaction, after which admission is finalized. The decision of the school will be final in this matter. In case of a sibling admission, one sibling will get a waiver on admission fee. All things being equal, preference will be given to the student staying closer to the school.

Open Admissions

Admission for open seats commences from the month of December. Enquiry forms are made live on our website. Parents have to ensure that all fields are accurately filled in and the form is submitted online only.

After the scrutiny of forms, parents and students are called for interactions as per the serial order of the forms. On confirmation of the admission at PICT Model School, parents are required to pay the admission fee in full, registration fee, caution deposit and first installment of the school fee through the digital portal to complete the process.

Cancellation policy

In case of cancellation before 31st March, the first instalment of annual school fee and caution deposit will be refunded. Admission Fee will have to be forfeited. Post 31st March, the school fee will be refunded on a pro-rata basis, but the Transport and Cafeteria fee will be refunded as per the terms stated in the school diary.

Mid Term Admission

The academic year consists of two terms: April to September and October to March.

School Fee: In case of an admission midway of the first term, parents will have to pay the admission fee, registration fee and caution deposit along with the school fee and all other fees for the entire term. In case a learner opts for cafeteria services, payment will be made on a term basis. For admission during the second term (after 31st September) admission fee, caution deposit and registration fee will have to be paid in full. School fee will be charged at 50% of the annual fee.

Transport Charges: With regards to transport, the service can be extended subject to availability of seats and with the payment of the full annual transport fee applicable to that route. For midterm admission, installments will not be extended for transport fee.

Cafeteria Charges: Full term fee will be applicable for admission till 31st May. For all admission in the month of June onward, 75% of the cafeteria term fee will be applicable.

School offers admission from Grade 1 to Grade 12 subject to availability of seats. Detailed information on the admission procedures with important dates and eligibility criteria are updated on the school website every year around the month of October. Admission for the following year starts from the month of December.

PAYMENT OF SCHOOL FEE

For new admissions, the school fee is payable in three installments – 60% (at the time of admission along with processing fee), 20% (by 15th August), 20% (by 15th December), respectively. For existing students, 60% of the tuition fee is to be paid by 7th March, 20% by 15th August and the rest 20% by 15th December. Parents have an option to pay the entire annual fee at a time as well. The tuition fee includes two local

field trips also. Payment towards the School Diary, ID cards, escort cards, add on courses conducted by the school, adventure camps, outstation trips, props and costumes towards cultural events as well as sports jersey are not included in the academic fee and will be charged separately. Service tax will apply as per norms.

Payments beyond the specified dates will attract a daily fine of Rs. 10/- for a maximum of 30 days. Thereafter, the name of the child will be struck off from the school rolls. Re-admission can be considered at the discretion of the school management subject to availability of seats.

An increase of 10% to 15% can be expected every two years and parents will be notified regarding such an increase well in advance. The prescribed book list and description of uniform for the upcoming academic year are intimated by mid-February.

WITHDRAWAL

In case of withdrawal, a written request to the PREs has to be sent, at least a week in advance, mentioning the reason, the last date of attendance, name of the learner, grade and section. Simultaneously, parents will have to fill in the withdrawal/cancellation of admission form available with the Parent Relations Executive.

The Transfer Certificate will be issued once the payment towards the school fee, the cafeteria and transport fee, if applicable, have been made. To complete all formalities and obtain clearances from various departments, it usually takes around 15 working days to issue the Transfer Certificate.

Non-receipt of the first term's fee payment for the new academic year, within the given dates, will be considered as withdrawal of admission and the learner's name will not reflect in the school rolls.

ABSENCE

Learners have to be in school by 8.15 am as attendance at the morning assembly is compulsory. With prior intimation, students can be permitted to come to school latest by 8.30 am. Thereafter, they will not be permitted. Three late arrivals will be counted as one absence.

On an odd day when you are dropping your ward to school, and you are caught in traffic or running late, it is expected that parents will inform the school of the delay. Upon receiving the mail, learners will be permitted to attend school. Early pickups and half-days are strictly not allowed to ensure the safety and security of the learner. Learners must attend all scheduled online sessions for the day to be marked present.

In case of illness or an emergency, a written note must be sent to the HRT the following day, or an email can be sent to the school, mentioning the name of the learner, grade and section.

Learners suffering from infectious diseases are advised to observe the recommended quarantine period and resume school only after obtaining a medical certificate to ascertain that he / she is free from infections.

Parents are requested not to take a vacation or long leave when the school is in session as it affects the academic progress of the child. In case of compelling circumstances, prior permission must be sought from the Principal, at least one week in advance. Attendance on the first day (after vacation/ school reopening) and the last day (prior to vacation) as well as all events of national importance is compulsory.

SAFETY AND SECURITY

One of our most important responsibilities as caretakers of our future citizens is safeguarding them from physical and mental abuse. We have a comprehensive Child Protection Policy based on the guidelines stipulated under the Protection of Children from Sexual Offences (POCSO) Act, 2012. Our Child Protection Policy ensures healthy physical, emotional, intellectual and social development of children at every stage of growth. The Child Protection Committee comprising both the staff and senior students along with an external legal counselor ensures that all learners are treated with respect and dignity at all times. Through age-appropriate awareness programmes in the general assemblies and sessions in the class-

rooms, learners understand personal safety, care and rights. Training sessions are organized periodically for the faculty and staff to recognize and report issues of abuse and neglect.

To provide a safe, secure and enabling environment to all women employees in our School, irrespective of her age or employment status, we have a functioning Internal Complaints Committee (ICC) under The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Our Transport Committee, comprising the local Traffic Police, representatives of the local Education Board, parents and the Transport Incharge ensure that all our buses comply with the safety norms.

Ragging, bullying and any other activities of indiscipline which are threats to the physical and mental wellbeing of all learners are dealt with strictly and in extreme cases, may call for suspension from school. We have a trained, empathetic and approachable Counsellor who conducts awareness sessions periodically. Educators are always on the vigil so that any act of bullying or abuse, however small, must not be allowed to go unnoticed. We relentlessly strive to provide a warm and amiable environment where learning can take place meaningfully and students can engage themselves in intellectual, social, physical and cultural pursuits. However, parents also need to be vigilant about the behaviour and movements of their children, at all times.

Anti- Bullying Guidelines

Bullying of any kind is unacceptable in our school.

Bullying can be:

1. Physical: hitting, kicking, pushing, punching or any use of violence.
2. Verbal: Name calling, teasing, insulting, sarcasm, writing unkind notes, spreading rumours, threats etc.
3. Emotional: Being unfriendly, excluding, pressurizing, asking or hiding belongings etc.
4. Cyber bullying: All types of text messages, chat room misuse, any misuse of technology to cause harm to another.

If you are facing any of the above here is what you can do:

- a) Talk to your Home Room Teacher or anyone you trust.
- b) Put a note in the POCSO box placed in the washroom.
- c) Be part of a group. Do not remain by yourself when moving around in the school.
- d) If you are scared to speak to the teacher alone, take a friend with you when you speak to her.
- e) Remember you are not alone. Don't suffer in silence.
- f) You are not to be blamed for what is happening.

What can you do if you see someone else being bullied?

- a) Get help from an adult the moment you see someone being bullied.
- b) Encourage the child being bullied to talk to someone.
- c) Try and be friends with the child who is being bullied.
- d) Do not laugh or smile at the situation.
- e) Don't take on the bully yourself.

In case any bullying incident is reported a fair investigation will be conducted by the school authorities.

Depending on the gravity of the misconduct any of the actions below may be initiated:

- a) Oral or written warning
- b) Suspension from attending classes
- c) Suspension from school for a specified period
- d) Imposition of a fine
- e) In the rarest of rare case, a bully may also be asked to transfer to another school.

UNIFORM CODE

Learners are expected to come to the school or attend online classes in the prescribed school uniform only including the multi-purpose shoes of black colour. On special events and birthdays, learners are permitted to come to school in casual attire. Boys can wear full length trousers with T-shirt/ Shirt. Girls

can wear half /full sleeves salwar kurta, full length trousers with T-shirt/ blouse / top with sleeves. Fancy shoes which include heels/stilettoes and any other flashy accessories are strictly prohibited. Lab coats are mandatory for Grades 9 upwards.

The ID cards should be on at all times during school hours, including the travel time. Loss of ID card should be reported, immediately, to the class educator or School Office. A new one can be obtained on payment. Learners will not be permitted to attend any event, outside the campus, without their ID cards. In case of loss or damage, change in contact number of parents or change in address, a duplicate ID card has to be procured by making a payment of Rs. 200/- to the Accounts Section.

Girls are expected to either plait or tie up their hair (shoulder length and below). They should refrain from using clips, ribbons or hair bands other than black. Short hair needs to be pinned properly. Boys should be well groomed with crew cut hair.

Upkeep of the uniform, regular trimming of hair & nails and carrying a napkin / handkerchief to the school are a must. All learners are expected to take a shower and report to school in fresh uniform, every day.

Learners are not permitted to wear jewellery or any accessories to school. Girls can, however, wear small ear studs. Watches are allowed only from Grade 6 onwards. Watch should be a simple analog type without provision of apps, calculator or any other fancy feature. Fitness bands are not permitted. Electronic gadgets are prohibited in school. Such infractions will attract disciplinary action and the same will be confiscated immediately.

Learners will be reprimanded and sent back home if they do not adhere to the school uniform code.

CODE OF CONDUCT

All learners shall greet their educators, elders and friends in a pleasant and audible voice, whenever they meet them in or out of the campus. English is the only language of communication and the medium of instruction at School.

Learners are expected to come to school at least five minutes before the assembly. Regularity and punctuality are expected and a minimum of 85% attendance is required for promotion.

Regular studies, according to the timetable of the day, preparation for the assessments and timely completion of assignments are expected from all learners without external help. Taking tuition is strictly not permitted.

The School Counsellor takes up counselling and interventions required for learners to handle all emotional and social problems. Therefore, all learners are encouraged to discuss their problems and seek help regarding academic performance or personal emotions with the counsellor.

Library books are issued during library periods and parents must ensure that they are returned on time. Loss of library books should be reported to the Librarian without delay and a replacement has to be made by the learner within a fortnight. Learners are also encouraged to maintain a class library with their old books which they can exchange and read.

Learners from Grade 5 and above should use blue ballpoint pens.

For safety and security reasons, hazardous materials, jewellery, electronic gadgets and expensive accessories should not be brought to the school. Electronic gadgets are prohibited in school. Such infractions will attract disciplinary action and the same will be confiscated immediately.

All learners need to take snacks and lunch in the school dining hall only. The best of table manners and etiquette are expected in the dining hall. Non-vegetarian food, including eggs, is not allowed on the school premises. Parents are advised to refer to the school menu (website) to ensure parity at the dining hall.

At PICT Model School, learners are systematically trained to be sophisticated in their behaviour, manners and attitudes. Learners are expected to respect the intellectual property of all the staff and fellow learners as much as the physical property of the school and its members.

All learners are expected to maintain dignified and cordial relations with their fellow learners, educators and all staff.

GUIDELINES TO PARENTS

To respect your privacy, we do not share your contact details with anyone without your consent. Similarly, we do not share the contact numbers of staff, other than the ones mentioned in the diary. We strongly discourage parents forming micro social networking groups to avoid distortion of information especially regarding home assignments that inconvenience the learners, at school. Our channels of communication are diverse, and we are always happy to answer your queries.

Communication regarding practice work, absence, school events and other day-to-day issues can be exchanged through the school diary or alternatively through mail. The school diary has to be checked and signed by the parents on a daily basis. For the best interest of the learner, we do not encourage communication regarding poor academic performance, fee dues, behavioural issues and other personal family matters through the school diary. Such communication is restricted to exchange of mail only.

In case of any persistent behavioural problems or learning difficulties observed by the School Counsellor and / or Special Education Needs (SEN) Instructor, learners have to be taken for a formal clinical diagnosis. Upon the recommendation of the medical practitioner only, the school will take up interventions within school hours. It's a mandate to share the contact details of the concerned external counsellor / psychologist/ remedial teacher and submit reports of all subsequent external sessions periodically to the school authorities.

Any change in communication details like address, contact number or email address, should be communicated to the school without delay. We do not entertain change in bus route or pick up / drop off point, unless there is a change in your residential address or daycare facility to which your child needs to be dropped and such intimation is given in writing, at least a week in advance.

For the safety and security of the learners, we issue Escort Cards. You need to paste the child's photograph along with that of the escorts and get the card duly stamped by the school authority. In case of any changes in Escort Card, the Duplicate Escort Card must be procured from the school office. On your visit to the school campus to pick up your ward (medical emergency/events/family emergency), you are expected to carry the Escort card with you. The school attendants are instructed to hand over the child only to the escorts whose photographs have been pasted on the card and stamped by the school.

A regular visit/online availability during the Parent Teacher Meeting is expected from all the parents to help the overall development of their ward. Educators often schedule exclusive meetings with parents to discuss matters of concern that need immediate attention. Such meetings are notified through the school diary, mail from Parent Relations Executive (PRE) or through phone calls. Likewise, you may meet the educators to address issues of concern on working days, with prior appointments. Learners, their siblings and other relatives are not allowed to be a part of these meetings. Parents are advised to be in formal wear during their visits to the school campus.

We celebrate birthdays meaningfully on the campus. Cakes, cool drinks and any other eatables are not permitted in the classrooms. Also, fancy expensive chocolates and sweets which tend to set in disparity among learners to be avoided, during birthday celebrations. School does not circulate any party invitations and return gifts. As a part of our social responsibility, we encourage parents to gift books and stationery to the wards of our helper staff or distribute saplings, on birthdays.

We promote healthy eating. Parents who do not wish to opt for school food should ensure that no junk food, canned food, tetra packs and packaged snacks are sent to school. School is strictly vegetarian and so, learners are not permitted to bring any non-vegetarian items including eggs to School.

Learners need to have a small portion of cereal breakfast in the morning before they report to school as the mid-morning break is only after 10.00 am. A glass of milk, before the morning travel to school, makes them dizzy and sick in the stomach. Non-vegetarians can have an egg for breakfast with cereal.

Each classroom is provided with sufficient cubby holes to enable students to store their books and stationery. You are requested to encourage your ward to carry home the required books and stationery only. Selection of the II Language/III Language should be done in consultation with our PRE during the time of admission. We recommend that learners choose their mother tongue as their IInd Language, if offered

at school. No change in the II / III Languages will be entertained, once assigned. Learners must have Hindi as one of their language options.

Recommended list of books, suitable for the age group, are provided in the school diary. To inculcate good reading habits, you are requested to procure the books listed and monitor the usage.

All the belongings of the learners viz. school bag, lunch box, snack box, water bottle, shoes, books, note-books and stationery have to be properly labelled. Parents of Grade 1 learners have to hand over an extra pair of casual dress, sealed in a packet and labeled, to the Class Teacher on the first day to school. All books and stationery of Grades 1 and 2 will be kept with the Educators.

Learners are not permitted to carry cash or any documents to school. Parents have to personally come to the school office in such cases.

Deliberate and intentional damage to school property will attract severe disciplinary action. The cost towards the damage will have to be borne by the parents.

PARENTS AS PARTNERS IN EDUCATION

Educators are trained to take care of teaching and learning but not parenting. When parents spend quality time with their children, listen to them patiently and support them emotionally, only then, children feel secure and grow up with confidence. As much as the educators shoulder their responsibilities, we would like our parents to pay attention to the following:

- Abiding by the policies and regulations stated in the school diary, which governs the day-to-day functioning of the school.
- Informing the school about pre-existing medical conditions and /or learning difficulties / disabilities that may interfere in the learning process and hence, achieving the learning benchmarks of the curriculum.
- Regular monitoring of the child's performance. Encouraging self – study provides opportunity for reflection and self-evaluation, fundamental components to become independent learners.
- Checking and signing the notes in the school diary on a daily basis.
- Monitoring the internal assessment papers and consulting the concerned educators periodically.
- Encouraging and supporting the child to participate in all events and competitions.
- Updating themselves through the Weekly Transaction Report sent by mail every Friday.
- Attending all PTMs and Parent Orientation Programme conducted at regular intervals.
- Parents are strongly advised to meet the Educators in case of behavioral issues or academic concerns, without delay.
- For all inter school and out station competitions, it is parent's responsibility to volunteer and accompany the learner.

DECLARATION BY THE PARENTS

I hereby declare that:

1. I agree with the Vision and Mission of the school.
2. I will respect the intellectual property of the school and will not take undue advantage of it.
3. I understand that the school takes complete onus of academics and reserves the right to take decisions regarding assessments and sharing of answer scripts of my ward.
4. I am comfortable with the system of assessment, and I believe that my ward will benefit from it.
5. I agree to spend time with my ward to monitor the learning process and attend PTMs as prescribed by the school.
6. I understand that my ward will have to develop a habit of self-study, attend school regularly to follow the concepts taught and not engage in any parallel academic tuition outside the campus.
7. I willingly give my consent to publish my ward's academic work and photographs of participation in various events with appropriate and adequate citation, in the school's academic pursuits, website and digital media posts.

8. I will be fully responsible to notify the school in case of change in residential address, contact details, email IDs, loss or damage of ID Card and Escort Card.
9. I will be responsible for any kind of discrepancy found in the documents submitted by me.
10. I would submit the required documents towards the admission of my ward on or before 30th of April 2024. Failure to submit the same will result in the admission being cancelled.
11. I would submit the photographs of all authorized persons who will be escorting my child, in my absence.
12. I understand and agree with the rules and regulations mentioned in the diary and will ensure that my ward adheres to the discipline norms laid down in the same. I will also support the school with regards to any disciplinary action taken in this regard. In case of any disciplinary infraction of my ward, I agree to abide by the school's decision.
13. I understand and agree that in case of any travel out of Pune/ out of India of my ward, irrespective of physical school or online classes, I will keep the school informed always of my ward's location, dates of travel and duration. I will follow the leave of absence protocols as mentioned in the school diary. I understand and ensure that the guardian details will be shared with the school, in advance, in case my ward is with the guardian in my absence.
14. I understand and agree that I cannot reserve the seat for my ward if the duration of travel out of Pune/ out of India is extending more than 7 days when the school is in session, irrespective of physical school or online classes. I also understand that my ward not attending school/ online classes without intimation, beyond 7 days, when the school is in session will lead to cancellation of admission and my ward's name will not reflect in the school rolls.
15. I understand that my ward will be allotted a particular section of the grade that he or she belongs to in the beginning of the new academic year. However, to cater to individual academic as well as emotional needs of my ward, the school reserves the right to shuffle the section, if deemed necessary.
16. I agree that the second language/third language of my ward, once opted for during the admission process, cannot be changed for the forthcoming years with PICT Model School. Opting for the second language is based on the learner's mother tongue, the language options offered by PICT Model School OR the second language learned academically by the learner in the last school attended. I understand that the school reserves the right to provide a second language/third language as per the PICT Model School policies.
17. I understand that Cambridge Assessment English (CELA) is compulsory from Grades 1 onwards and the fee is to be paid at actuals in the month of June.
18. I agree that the Performing Arts/Sports Options of my ward once opted for cannot be changed throughout the year.
19. Learners opting for the external dance programme or external instrumental music programme for Performing Arts will have to pay the applicable fee at actuals in the month of April.
20. The school fee does not include charges for the school diary, ID cards, escort cards, books, notebooks, stationery items, uniform, cafeteria, transport, any external exams, excursions, costumes for events, sports jersey and external co-curricular activities.
21. I agree to pay all applicable fee of my ward/s within the allotted time as mentioned in this almanac.
22. I fully understand that the admission fee is a non-refundable amount, in case of withdrawal of the admission of my ward.
23. I understand that in case of a cancellation before 31st March 2024, the first instalment of the annual school fee and the caution deposit will be refunded. Admission Fee and Registration fee will have to be forfeited.
24. Post 31st March 2024, refund of school fee, transport fee and cafeteria fee will be as per the policy stated in this almanac. Dues will be collected till the month of discontinuation. Fees paid to a third party will not be refunded.
25. I understand and agree that non-receipt of the first installment of fee towards the new academic year, within the given dates, will be considered as withdrawal of admission and my ward's name

will not reflect in the school rolls.

26. I am aware that there will be an increase of up to 15% in the fee structure after every two years in accordance with the prevailing circumstances, with prior notification, and I have no objection to it.
27. I undertake to pay the school fee as per the schedule outlined in the school calendar.
28. I declare that I am fully aware of the cancellation policy and that I have to clear all dues till the last day of attendance of my ward to receive the transcripts and TC.
29. I am aware of the school's Anti-Bullying Policy and agree to abide by the same. In case of any disciplinary infraction of my ward, I agree to abide by the school's decision.
30. I commit to declare any preexisting medical conditions/ learning difficulties/disabilities that may interfere with the learning trajectory of my ward and achieving the learning benchmarks. I will not hold the school responsible for the academic performance of my ward, if such medical conditions/ learning difficulties/disabilities preexists.
31. I agree to take my ward for external diagnosis in case of any persistent behavioral problems or learning difficulties observed by the School Counsellor and/or Special Education Needs (SEN) Instructor. I also agree to share the contact details of the concerned external counsellor/psychologist/remedial teacher and submit reports of all subsequent external sessions periodically to the school authorities.
32. I will be fully responsible for my child's logistics to and from the venue, with regards to all of the campus events that my child wishes to participate in.
33. I have read and understood the school policies and I agree to abide by them. I also understand that my inability to subscribe to the above-mentioned clauses may result in cancellation of the admission at any point in time during the academic year.

Signature of the Parent

Name of the Student

Grade

SCHOOL SONG

We Believe

We hold our heads high
We keep our egos low;
We spread our wings and fly
Our duties we well know.
We walk shoulder to shoulder
With all creation big and small;
Differences, we tear asunder
Compassion conquers' em all.

Chorus

We believe, we believe
In Grace from above;
We believe we believe
All pain's wiped away with love
We believe we believe
We shall chart a new destiny;
We believe we believe
Thus, we stand with Integrity.

We dream we smile in wonder
At the marvel called life.
We forge into the future
In Peace, we know no strife.
We know the path is long
We're determined, we're sure.
We'll take Faith along
And Hearts that are all pure.
We'll walk the streets of Humanity
And keep Hatred at bay,
We'll serve the world with Humility
Pride and Envy we'll banish away.

Chorus

We believe, we believe
In Grace from above;
We believe we believe
All pain's wiped away with love
We believe we believe
We shall chart a new destiny;
We believe we believe
Thus, we stand with Integrity.

SCHOOL PRAYER

ॐ सह नावतु।
सह नौ भुनक्तु।
सह वीर्यं करवावहै।
तेजस्वि नावधीतमस्तु मा विद्विषावहै।

त्वमेव माता च पिता त्वमेव,
त्वमेव बंधुश्च सखा त्वमेव
त्वमेव विद्या द्रविडम त्वमेव,
त्वमेव सर्वम् मम् देव देव ॥

सतोमा सद्गमय ।
तमसोमा ज्योतिर् गमय ।
मृत्योर्मामृतं गमय ॥
ॐ शान्ति शान्ति शान्तिः ॥

Meaning:

*Om, may God Protect us both (the teacher and the students),
May God Nourish us both.*

*May we Work Together with Energy and Vigour,
May our study by Enlightening and not give rise to Hostility,
You truly are my mother and You truly are my Father.
You truly are my relative and You truly are my Friend.
You Truly are my knowledge, and You truly are my Wealth.
You Truly are my All, My God of Gods.*

*Lead us from Unreality (of Transitory Existence) to the Reality (of the eternal self),
Lead us from the Darkness (of Ignorance) to the Light (of Spiritual Knowledge),
Lead us from the Fear of Death to the Knowledge of Immortality
Om Peace, Peace, Peace*

PLEDGE

*India is my country. All Indians are
my brothers and sisters.*

*I love my country and I am proud of its
rich and varied heritage.*

*I shall always strive to be worthy of it.
I shall give my parents, teachers, and all
elders respect, and treat everyone with
courtesy.*

*To my country and my people,
I pledge my devotion.
In their well-being and prosperity alone,
lies my happiness.*

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya He'
Bharat Bhagya Vidhata
Punjab Sindh Gujarat Maratha-
Dravida Utkala Banga

Vindhya Himachal Yamuna Ganga
Uchhala Jaladhi Taranga
Tabo Shubha Name' Jage'
Tabo Shubha Ashisha Mange'
Gahe' Tabo Jaya Gatha

Jana Gan Mangaldayak Jay He'
Bharat Bhagya Vidhata
Jaye He', Jaye He', Jaye He',
Jaye Jaye Jaye Jaye He'

NATIONAL SONG

Vande maataram.. vande maataram.. maataram..
Sujalaam sufalaam malayaja sheetalaam
Sasyashyaamalaam maataram vande maataram
Shubhrajyotsna pulakit yaaminim
Phulla kusumita drumadala shobhinim
Suhaasinim sumadhura bhaashhinim
Sukhadaam varadaam
Maataram... vande maataram
Sopta koti kantha Kalakala ninaada karale
Nisapta koti bhujairadruta kharakarvaale
Sapta koti kantha kalakala ninaada karale
Nisapta koti bhujairadhruta kharakarvaale
Abla ka noma eith bole
Banubal anaaranim namaami taariniim
Ripudalavaariniim maataram
Vande maataram...
Tumi vidyaa tumi dharma, tumi hridi tumi marma
Tyan hi praanaah shariire
Baahute tumi maa shakti,
Hridaye tumi maa Bhakti,
Tomaarai pratimma gadi mandire mandire
Vande maataram...
Tvan hi durgaa dashapraharanadhaarinii
Kamala kamaladala vihaarinii
Vaani vidyaadaayinii, namaami tvaam
Namami kamalaam amalaam atulaam
Sujlaam sufalaam maataram
Vande mattraam...
Shyamallan sarallan susmitaan bhuushhitaam
Dharaniin bharaniin mataram
Vande maataram...

लब पे आती है दुआ

लब पे आती है दुआ बनके तमन्ना मेरी (२)
जिंदगी शमा की सूरत हो खुदाया मेरी (२)
लब पे आती है दुआ बनके तमन्ना मेरी
हो मेरे दम से यूँहिं मेरे वतन की जीनत (२)
जिस तरह फूल से होती हैं चमन की जीनत (२)
जिंदगी हो मेरी परवाने की सूरत या रब (२)
इल्म की शमा से हो मुझको मुहब्बत या रब (२)
हो मेरा काम गरीबों की हिमायत करना
दर्द मंदों से, जईफ़ों से, मुहब्बत करना (२)
मिरे अल्ला आ आ आ आ
मेरे अल्ला बुराई से बचाना मुझको (२)
नेक जो राह हो राह पे चलाना मुझको
नेक जो राह हो उस राह पे चलाना मुझको (३)

हम को मन की शक्ति देना

हम को मन की शक्ति देना, मन विजय करें
दूसरों की जय से पहले, खुद को जय करें
भेद-भाव अपने दिल से साफ़ कर सकें
दोस्तों से भूल हो तो माफ़ कर सकें
झूठ से बचे रहें सच का दम भरें
दूसरों की जय से पहले, खुद को जय करें
मुश्किलें पड़ें तो हम पे इतना कर्म कर
साथ दें तो धर्म का चलें तो धर्म पर
खुद पे हौसला रहे बदी से ना डरें
दूसरों की जय से पहले, खुद को जय करें

THERE SHALL BE SHOWERS OF BLESSING

There shall be showers of blessing:

This is the promise of love;

There shall be seasons refreshing,

Sent from the Savior above.

Showers of blessing,

Showers of blessing we need;

Mercy-drops round us are falling,

But for the showers we plead.

There shall be showers of blessing

Precious reviving again;

Over the hills and the valleys,

Sound of abundance of rain.

There shall be showers of blessing;

Send them upon us, O Lord!

Grant to us now a refreshing;

Come, and now honor Thy Word.

There shall be showers of blessing;

Oh, that today they might fall,

Now as to God we're confessing,

Now as on Jesus we call!

There shall be showers of blessing,

If we let God have His way

We are the World

There comes a time

When we heed a certain call

When the world must come together as one

There are people dying

Oh, and it's time to lend a hand to life

The greatest gift of all

We can't go on

Pretending day-by-day

That someone, somewhere soon make a change

We're all a part of God's great big family

And the truth, you know, love is all we need

We are the world

We are the children

We are the ones who make a brighter day, so let's start giving

There's a choice we're making

*We're saving our own lives
It's true we'll make a better day, just you and me*

*Oh, send them your heart
So they know that someone cares
And their lives will be stronger and free
As God has shown us by turning stones to bread
And so we all must lend a helping hand*

*We are the world
We are the children
We are the ones who make a brighter day, so let's start giving
Oh, there's a choice we're making
We're saving our own lives
It's true we'll make a better day, just you and me*

*When you're down and out, there seems no hope at all
But if you just believe there's no way we can fall
Well, well, well, well let us realize
Oh, that a change can only come
When we stand together as one*

*We are the world
We are the children
We are the ones who make a brighter day, so let's start giving
There's a choice we're making
We're saving our own lives
It's true we'll make a better day, just you and me*

We Shall Overcome

*We shall overcome
We shall overcome
We shall overcome, someday
Oh, deep in my heart
I know that I do believe
We shall overcome, someday*

*We shall be alright
We shall be alright
We shall be alright, someday
Oh, deep in my heart
I know that I do believe
We shall overcome, someday*

*We shall live in peace
We shall live in peace
We shall live in peace, someday
Oh, deep in my heart
I know that I do believe
We shall overcome, someday*

*We are not afraid (oh Lord)
We are not afraid (oh Lord)
We are not afraid, today
Oh, deep in my heart
I know that I do believe
We shall overcome, someday*

*We shall overcome (oh Lord)
We shall overcome (oh Lord)
We shall overcome, someday
Oh, deep in my heart
I know that I do believe
We shall overcome, someday*

CLOSING PRAYER

*Thank you, God, for the world so Sweet,
Thank you, God, for the food we eat,
Thank you, God, for the birds that sing,
Thank you, God, for everything!*

APRIL - 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY -2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE - 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY - 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST -2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER - 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER - 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER - 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER - 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY - 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY - 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH - 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 1	Happy to be Back					
	1 New academic year begins	2	3	4	5	6
Week No. 2	Colours of PICT					
7	8	9 Gudi Padwa	10 Id Ul Fitr	11	12	13 PTM
Week No. 3	Experience and Reflect					
14 Ambedkar Jayanti	15	16	17	18	19 UT 1 begins for Grades 8 - 10 and 12	20
Week No. 4	Nurture the Earth					
21 Mahavir Jayanti	22	23	24	25	26	27 UT 1 ends for Grades 8 - 10 and 12 Summer break begins for Grades 1-7
Week No. 5	Fitness through Dance					
28	29 Summer break begins for Grade 8	30				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Maharashtra Day	2	3	4 Last working day for Grades 9 to 12
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28 School reopens for Grades 9 to 12	29	30	31	

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 5						
						1
Week No. 6	Only One Earth					
2	3 School reopens for 1-8	4	5	6	7	8
Week No. 7	Save the Oceans					
9	10 PT I begins for 9, 10 and 12	11	12	13	14 IH Sub junior- Loco- motor skills Junior-Treasure Hunt	15 IH Senior-Poster Making
Week No. 8	Art of Yoga					
16	17 PT I ends for 9, 10 and 12	18	19 Student Council Election	20	21 International Yoga Day	22 Felicitation of Grades 10 and 12 batch of 2023.
Week No. 9	Nature in Splendour					
23	24	25	26	27	28 Palkhi	29
Week No. 10						
30						

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 10	Nature in Splendour					
	1	2	3	4 Investiture Ceremony	5 IH-Sub junior- Locomotor skills Junior-Poster Making	6 PTM
Week No. 11	Nurturing Friendships					
7	8 PT I begins for 1-8 and 11	9	10	11	12	13
Week No. 12	Grand Friends					
14	15	16 PT I ends for 1-8 and 11	17	18	19 Sub junior and junior Grandparents' Day	20 Senior Grandparents' Day
Week No. 13	Art in Nature					
21	22	23	24	25	26 IH-Sub junior- Read Aloud Tales Junior- Literature Trivia	27
Week No. 14	World of Folklore					
28	29	30	31			

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 14	Spirit of Freedom					
				1	2 IH-Sub junior- Manipulative skills Junior-Traditional Games	3 IH-Senior-Traditional Games
Week No. 15	Patriots around the World					
4	5 PT II begins for 9, 10 and 12	6	7	8	9 IH-Sub junior- PT Display Junior-Yoga Display	10 IH-Senior-Traditional Games
Week No. 16	Incredible India					
11	12 PT II ends for 9, 10 and 12	13	14	15 Independence Day Parsi New Year	16	17
Week No. 17	We the Youth					
18	19	20	21	22	23 IH-Sub junior- Spirit of fitness Junior-Free Strokes	24 PTM
Week No. 18	Fitness and Me					
25	26	27	28	29	30 IH-Sub junior- Spirit of fitness Junior-Clay Art	31 Teachers' outing

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 19						
Fitness and Me						
1	2	3	4	5 Teachers' Day	6	7 Ganesh Chaturthi
Week No. 20						
Passionate Teachers						
8	9	10	11	12	13	14
Week No. 21						
Famous Travelers						
15	16	17 Anant Chaturdasi	18 Term I Assessment begins for Grades 1 to 12	19	20	21
Week No. 22						
22	23	24	25	26	27	28
Week No. 23						
29	30 Term I ends for Grades 1 to 12					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No.23						
		1	2 Gandhi Jayanti	3	4	5 Strokes and Splashes
Week No. 24						
Swachh Pune						
6	7	8	9	10	11 IH-Sub junior- Parachute Games Junior-Ball Games	12 Dussehra
Week No. 25						
Healthy Mind Healthy Body						
13	14	15	16	17	18 IH-Sub junior- Spirit of Fitness Junior-Share a Laugh	19 PTM
Week No. 26						
Joy Giving						
20	21	22	23 Outstation trip begins	24	25 IH-Sub junior- Parachute Games Junior-Ball games	26 IH Senior-Science is Fun
Week No.27						
27	28 Outstation trip ends Diwali vacation begins.	29	30	31		

November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 27						
					1 Diwali	2
Week No. 28 Fascinating World Cities						
3	4	5	6	7	8	9
Week No. 29 Celebrating Children around the Globe						
10	11 School reopens for academic staff and learners	12	13	14	15 Guru Nanak Jayanti	16
Week No. 30 Amazing Bridges Around the World						
17	18 Preparatory Incubation Test I begins for Grades 10 and 12	19	20	21	22 IH-Sub junior- puzzle time Junior-Mime	23 IH-Senior-Advertisements
Week No. 31 Clean Air for Blue Skies						
24	25	26	27	28	29 Preparatory Incubation Test I ends for Grades 10 and 12	30

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 32	Clean Air for Blue Skies					
1	2	3	4	5	6	7
Week No.33	Inspiring Mountaineers					
8	9	10	11	12	13	14 PTM
Week No. 34	Spirit of Humanity					
15	16	17	18	19	20	21
Week No. 35	Spreading the Spirit of Yuletide					
22	23 Christmas celebration	24 Christmas break begins	25 Christmas	26	27	28
Week No. 36						
29	30	31				

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No.36						
Through a Lens- Celebrated Photographers						
			1 New Year	2 School reopens for academic staff and learners	3	4
Week No. 37						
Peer Learning						
5	6 Preparatory Incubation Test II begins for Grades 10 and 12, PT 2 begins for Grades 1-8 and 11 PT 3 begins for Grade 9	7	8	9	10 IH-Sub junior- Fun with Numbers Junior- Fun with Numbers	11
Week No. 38						
Fairs and Festivals						
12	13	14 Makar Sankranti	15 PT 2 ends for 1-8 and 11 PT 3 ends for Grade 9	16	17 Preparatory Incubation Test II ends for Grades 10 and 12	18
Week No. 39						
Celebrating Democracy						
19	20	21	22	23	24	25
Week No. 40						
ISRO Inspires						
26 Republic Day	27	28	29	30	31	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 40	ISRO Inspires					
						1 PTM
Week No. 41	Fascinating Northern Lights					
2	3	4	5	6	7 Term II Assessment begins for Grades 9 and 11	8
Week No. 42	Star Gazing					
9	10	11	12	13	14	15
Week No. 43	Me Marathi					
16	17	18	19 Shivaji Jayanti	20 Term II Assessment ends for Grades 9 and 11	21	22
Week No. 44	Growing in Confidence					
23	24 Grades 10 and 12 bridge course begins Revisiting concepts/ open book assessments/ mock drills for Grades 1-8	25	26 Maha Shivratri	27	28	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week No. 44						
						1
Week No. 45						
2	3	4	5	6 Term II Assessment begins for Grades 1-8	7	8
Week No. 46						
9	10	11	12	13	14 Holi	15
Week No. 47						
16	17	18	19	20	21 Term II Assessment ends for Grades 1-8	22
Week No. 48						
23	24	25	26	27	28	29 Achievement Day
Week No. 49						
30	31					

COMMUNICATION

DATE		DUE NO
PW ₁		
PW ₂		
AT ₁		
AT ₂		
Parent's / Educator's Message: 		
<hr/>		
Signature of the Class Teacher		Signature of the Guardian / Parent

DATE		DUE NO
PW ₁		
PW ₂		
AT ₁		
AT ₂		
Parent's / Educator's Message: 		
<hr/>		
Signature of the Class Teacher		Signature of the Guardian / Parent

* PW- Practice Work

*AT- Assessment

COMMUNICATION

DATE		DUE NO
PW ₁		
PW ₂		
AT ₁		
AT ₂		
Parent's / Educator's Message:		
<p>_____</p> <p>Signature of the Class Teacher _____</p> <p>Signature of the Guardian / Parent</p>		

DATE		DUE NO
PW ₁		
PW ₂		
AT ₁		
AT ₂		
Parent's / Educator's Message:		
<p>_____</p> <p>Signature of the Class Teacher _____</p> <p>Signature of the Guardian / Parent</p>		

* PW- Practice Work

*AT- Assessment

MY NOTES

Annexure I**RECOMMENDED READING****Primary (Grades 1 to 5)**

S.N.	Titles	Author
1.	Amar Chitra Katha [in English or in vernacular languages]	Amar Chitra Katha Pvt. Ltd [pub]
2.	Gulliver's Travels	Jonathan Swift
3.	Children's Omnibus	Ruskin Bond
4.	The Bird with Golden Wings	Sudha Murty
5.	The Magic Drum and Other Favourite Stories	Sudha Murty
6.	Charlie and Chocolate Factory	Roald Dahl
7.	Water Stories from Around the World	Tulika books
8.	Kaka and Muni	Natasha Sharma
9.	Secret Seven Series	Enid Blyton
10.	Diary of Wimpy Kid	Jeff Kinney
11.	Grandma and the Great Gourd (A Bengali Folktale)	Chitra Banerjee Divakaruni
12.	Great Stories for Children	Ruskin Bond
13.	On a Beam of Light-A Story of Albert Einstein	Vladimir Radunsky
14.	Arabian Nights	Richard Burton
15.	Adventures of Pinocchio	Carlo Collodi
16.	प्रेमचंद की बाल कहानियाँ [Hindi]	मुंशी प्रेमचंद

RECOMMENDED READING**Middle School (Grades 6 to 8)**

S.N.	Titles	Author
1.	Manan	Mohit Parikh
2.	Hungry to Read	Arti Sonthalia
3.	Taranauts	Roopa Pai
4.	History Mystery Series	Natasha Sharma
5.	The Sunita Experiment	Mitali Perkins
6.	Bookasura: The Adventures of Bala and the book Eating monster	Arundhati Venkatesh
7.	Sahyadri Adventure	Deepak Dalal
8.	Pay It Forward	Ryan Hyde
9.	The Day I Stopped Drinking Milk: Life lessons from Here and There	Sudha Murty
10.	Uncle Tom's Cabin	Harriet Beecher Stowe
11.	Robinson Crusoe	Daniel Defoe
12.	Village by the Sea	Anita Desai
13.	Diary of Anne Frank	Anne Frank
14.	The Life of Helen Keller	Helen Keller
15.	Malgudi Days	R K Narayan
16.	गोष्टी माणसांच्या [Marathi]	सुधा मूर्ती
17.	अग्निपंख [Hindi]	ए. पी. जे. अब्दुल कलाम

RECOMMENDED READING**Grades 9 and 10**

S.N.	Titles	Author
1.	The Fault in our Stars	John Green
2.	American Born Chinese	Gene Luen Yong
3.	Chicken Soup for the teenage Soul	
4.	If I Stay	Gayle Forman
5.	Black Beauty	Ann Sewell
6.	The Lightening Thief	Rick Riordan
7.	Paper Towns	John Green
8.	Three Thousand Stitches: Ordinary People, Extraordinary Lives	Sudha Murthy
9.	The Time Machine	H.G.Wells
10.	Two Vagrants in the Valley: Two Novels of Adolescence	Ruskin Bond
11.	The Diary of a Space Traveler and Other Stories	Satyajit Ray
12.	The Complete Adventures of Feluda Vol. 1 and Vol. 2	Satyajit Ray
13.	श्यामची आई [Marathi]	साने गुरुजी
14.	गोदान [Hindi]	प्रेमचंद
15.	गिल्लू [Hindi]	महादेव वर्मा

RECOMMENDED READING**Grades 11 and 12**

S.N.	Titles	Author
1.	I am Malala	Malala Yousafzai
2.	The Alchemist	Gene Luen Yang
3.	Out of Africa	Isak Diensen
4.	My Side of the Mountain	Jean Craighead
5.	All the Light we Cannot See	Anthony Doerr
6.	Rules for the Unruly	Marion Winik
7.	The Argumentative Indian	Amartya Sen
8.	To Kill a Mockingbird	Harper Lee
9.	Mother	Maxim Gorky
10.	गोदान [Hindi]	प्रेमचंद



Annexure II

PICT MODEL SCHOOL

Balewadi, Mahalunge, Pune

FIELD TRIP!

We're going on a ***Field Trip***

to _____ on _____.

Parents should also provide the things as listed out in the note attached.

The mode of transportation will be the School Bus.



Please return the form, duly filled in, prior to the date of the field trip.

I give permission for my child _____ to attend the field trip to _____ on _____.

Though the school will take all precautions, I will not hold the school responsible for any inadvertent injury or accident during the trip.

Name of the Parent

Parent's Signature

Date _____



Annexure II

PICT MODEL SCHOOL

Balewadi, Mahalunge, Pune

FIELD TRIP!

We're going on a ***Field Trip***

to _____ on _____.

Parents should also provide the things as listed out in the note attached.

The mode of transportation will be the School Bus.



Please return the form, duly filled in, prior to the date of the field trip.

I give permission for my child _____ to attend the field trip to _____ on _____.

Though the school will take all precautions, I will not hold the school responsible for any inadvertent injury or accident during the trip.

Name of the Parent

Parent's Signature

Date _____

Annexure III
Consent form for Swimming

I/We, Mr. / Mrs. _____ Parent / Parents of _____ studying I Grade _____ Section _____ of PICT Model School, do hereby give my consent for my ward to use the school's swimming pool. I understand the coach will take all possible care and precaution to safeguard my ward. However, in case of any injury or mishap, I will not hold the school responsible that may inadvertently occur during the course during the course of the swimming activity.

Father's signature: _____

Mother's signature: _____

Date: ____/____/____

You can be rest assured that the school will take all safety precautions while conducting swimming classes, including the presence of a qualified swimming coach, lifeguard, security guard and inflated tubes. Swimming activity will be properly supervised. However, swimming can only be permitted on receipt of the signed Consent Form, with an attested medical Certificate from a Regd. MBBS Doctor, enclosed herein.

Annexure III
Medical Certificate

Name of the Learner: _____

Grade: _____

Section: _____

Gr.No. _____

This is to certify that I _____ have examined _____ of Grade _____ Age _____

And found that he / she is not suffering from any chronic/ contagious disease or any disability which prevents him / her from attending the swimming classes and is medically fit to regularly attend the same.

Doctor's Signature

(Name & Stamp with Reg. No.)

Date: ____/____/____

Annexure IV

Consent form for Photograph & Video

I, _____ parent of
_____ studying in Grade _____,
Section _____ has no objection to my ward being photographed during school activities
(group activities, annual concert, class activities, performing, art, visual art classes, etc.) and the
pictures can be used for school magazines, school website and social media handles.

Name of the Parent:

Signature:

Date:

