



# Mount Litera Zee School

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Great School. Great Future

PARENTS HANDBOOK

(2018 – 19)



**Address : Plot No. : 224, Raipur, Naro-da Dehgam Road, Tal-Dist.  
Gandhinagar, Ahmedabad.**

**Contact No. 757501 2222/3333 [www.zeeschoolahmedabad.com](http://www.zeeschoolahmedabad.com)**

## **Zee Learn Anthem**

You are within me, you are infinite  
You are unique, my potential inside!

You are the wings, beneath my flight  
You define me, potential inside!

Today I pledge, with all my might  
I shall achieve you, my potential inside!

### **Our belief and philosophy**

#### **Mount Litera Zee Schools stand on three critical belief systems :**

- 1. Every child is unique:** It is a well known fact that no two thumb prints are alike. In the same way, we believe that every child is born with a unique personality. Each child has a unique DNA print and brain network that dictates the manner in which he / she assimilates, processes and reacts to stimuli.

Mount Litera Zee schools aims to translate our belief that 'Every Child is Unique' into a pedagogy that adapts to the child's unique learning style.

**2. Education should foster real understanding :**

Understanding is different from Knowledge. While knowledge relies on memory, understanding relies on conceptual clarity. Mount Litera Zee Schools aim to apply our belief that 'Education Should Foster Real Understanding' through our proprietary content and assessment tools.

**3. Real understanding through an integrated approach :**

A school is a micro-system where different factors have an effect on the child. The teachers, the curriculum, examinations, the environment, the infrastructure, the activities all come together to nurture the unique potential of the child.

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## 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 respect to my parents.

Teachers, classmates and all my elders

I shall treat everyone with courtesy

To my country and my people,

I pledge my devotion

In their well being and prosperity alone

lies my happiness.

## **Morning Prayer**

Thank you GOD for giving us today

It is great having my friend and teachers to work and play

Help us to grateful in everyway

As we learn to be trustworthy, respectful,

Responsible, fair and caring citizens of today

Please watch over us our teachers, friends and family



## All Things Bright & Beautiful

Chorus : All things bright and beautiful

All creatures great and small

All things wise and wonderful

The lord God made them all.

1. Each little flower that opens  
Each little bird that sings  
He made their glowing colours  
He made their tiny wings.
2. He gave us eyes to see them  
And lips that we might tell  
How great is God Almighty  
Who has made all things well.
3. That all trees in the Greenwood  
The pleasant summers sun  
The ripe fruits in the garden  
He made them every one.

## hmko nm kI xi<sup>-</sup> dæ

hmko nm kI xi<sup>-</sup> dæ  
m ivjy kre  
dʒro kI jy sephl e  
qʉ ko jy kre  
hmko nm kI xi<sup>-</sup> dæ ...

1. wɛwɔ Apneidl sesaf kr ske  
dʒro senU ho to mɛf kr ske  
zɛU sebcerheʃc ka dm wre  
dʒro kI jy sephl eqʉ ko jy kre  
hmko nm kI xi<sup>-</sup> dæ ...

2. niXkl epDe to hm pe  
[tna kmɛkr  
saɪ deto 2mɛr  
qʉ pehʒl a rqe  
bdI sen Dre  
dʒro kI jy sephl eqʉ ko jy kre  
hmko nm kI xi<sup>-</sup> dæ m ivjy kre|

## **From the Principal's Desk**

*“The function of the education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of the education.”*

- *Martin Luther King Jr.*

Mount Litera Zee School is an amalgamation of competent teachers, state-of-the-art infrastructure and efficient administration. MLZS vision is to create safe, supporting and conducive environment for students.

We believe in inculcating values in our children and equipping them to face the challenges of the rapidly changing world.

It gives me immense pleasure in presenting the School Handbook with the purpose of acquainting parents with the school rules and regulations. The School calendar and the Parent Handbook is an important link between home and school. It gives you a glance of the important days, examination dates, holidays and events, so as to plan the year in a better and planned manner.

**Babita Bhatia**

### **School Timings**

Pre-Primary	-	09 : 30 a.m. - 12 : 30 p.m.
Class I to VII	-	08 : 00 a.m. - 02 : 15 p.m.

### **Winter Timing**

Pre-Primary	-	09 : 45 a.m. - 12 : 45 p.m.
Class I to VII	-	08 : 15 a.m. - 02 : 30 p.m.

### **Working Days**

Pre-Primary	-	Monday to Friday, all Saturdays off
Class I to VII	-	Monday to Friday
Fourth Saturday	-	Off
		All other Saturdays (08:00 am- 12:15 pm)

## You can meet

- |                    |   |   |
|--------------------|---|---|
| <b>Principal</b>   | - | 02 : 00 p.m. to 04 : 00 p.m.<br>(with prior appointment)        |
| Email              | - | principal@zeeschoolahmedabad.in                                 |
| <b>Director</b>    | - | 02 : 00 p.m. to 04 : 00 p.m.<br>(with prior appointment)        |
| Email              | - | director@zeeschoolahmedabad.com                                 |
| <b>Teachers :-</b> |   |   |
| Pre-Primary        | - | All working Saturday<br>(with prior appointment)                |
| Class I to VII     | - | All working days after 02 : 15 p.m.<br>(with prior appointment) |
| Contact Us         | - | info@zeeschoolahmedabad.com                                     |

## **School Uniform**

### **Pre-Primary (Nursery to Sr.KG.)**

#### **Boys : Monday to Friday**

Blue short, School green T-Shirt, Blue school socks, Black shoes.  
(Prescribed pattern)

#### **Girls : Monday to Friday**

Blue skirt, School green T-Shirt, Blue school socks, Black shoes.

#### **Winter uniform :**

Full pants, Navy blue school jacket, Blue school socks and black shoes.

## **Class I to VII**

#### **Boys : Monday, Tuesday, Wednesday, Thursday, Saturday**

Light green shirt, navy blue half pant, trousers (For Class VI – VII) tie, belt, blue school socks, black shoes.

**Friday :** House T-shirt, black track pants, blue socks & black shoes.

**Girls : Monday, Tuesday, Wednesday, Thursday, Saturday**

Light green shirt with navy blue jacket, navy blue skirt, tie, belt, blue school socks & black shoes. (Prescribed pattern)

**Friday :** House T-shirt, black full trousers, black socks & black shoes.

**Winter uniform :**

Light green shirt, navy blue skirt, navy blue blazer (only class I & above).

- The school captains must wear white T-Shirt on Fridays except house in-charges.

## Home Work Schedule

<b>Day</b>	<b>Std. I &amp; II</b>	<b>Std. III – V</b>	<b>Std. VI &amp; VII</b>
<b>Monday</b>	Hindi & Math	English & Math	English & Science
<b>Tuesday</b>	English & EVS	Hindi & EVS	Math & Hindi
<b>Wednesday</b>	Hindi & Math	English & Math	Math & Social Science
<b>Thursday</b>	English & EVS	Hindi & EVS	English & Science
<b>Friday</b>	Hindi & Math	English & Math	Hindi & Social Science
<b>Saturday</b>	English & EVS	Hindi & EVS	Math & English

- **Third language & computer home work will be as per time table.**

### Admission Eligibility & Withdrawal

1. All application for admission must be made in the prescribed form. It has to be duly filled by the parents, supported by relevant documents as desired by the school.
2. Admission to class III and above is made on the basis of written Assessment.
3. Admission to Nursery, Jr.KG, Sr.KG & Class I will require the attested copy of the birth certificate, issued by the Municipal Corporation.



4. A student admitted into Grade II or above will have to produce the Transfer Certificate duly Signed by the Principal and the Uploaded scanned copy of the T.C. issued on the official website of the school issuing the T.C.
5. No Transfer Certificate will be issued till all dues are cleared.
6. One month i.e. 30 days notice for withdrawal of students or one quarter( instalment) of school fee has to be paid. No refund or adjustment of fee will be entertained.
7. Confirmation of admission will be given after submission of T.C. from the previous school, for class I & above.

### **Uniform & Turn Out**

**Students must strictly adhere to the rules of the school regarding the uniform and their turn out.**

1. Students must come tidily dressed up to school with uniform, including the tie, belt, socks, polished black/ white shoes, ID Card.
2. The uniform worn should be appropriate and clean as imposed for the season, the day or occasion.
3. While the boys must keep their hair short and well – groomed, the girls must tie up their hair in plaits (if long) with black elastic rubber bands (decent) and a black hair band if short. Colouring of hair is strictly prohibited.

Boys aren't allowed to use gel/cream and sport spikes on their hair.

4. Sikh boys are expected to wear plain navy blue patka only.
5. All students are expected to keep their finger nails trimmed regularly. No nail polish allowed.
6. Boys are not permitted to wear earrings or bracelets.  
Girls are permitted to wear small earrings (not fancy).  
Girls are not allowed to wear any other fancy jewellery.

## Code of Conduct

**The following practice will lead to strict disciplinary action, which will be (i) Verbal warning and counselling followed by (ii) written warning and under extreme cases (iii) suspension / expulsion.**

1. English speaking is compulsory in school.
2. Disfiguring or damaging school property- Students are accepted not to damage any school property.
3. Scribbling or writing on the walls / furniture, soiling the uniform of fellow maters.
4. Damaging / tearing, scribbling on the pages of library books, text books etc.
5. Bringing hazardous objects to school, such as blades, knives etc.
6. Bringing books, CDs, pen drive, etc. not relevant to their course work.
7. Bringing expensive items such as watches, cameras, cell phone etc.
8. Bullying or using any form of violence against a fellow student and using abusive language.
9. Bursting crackers or splashing colour during festivals within or near school premises is prohibited.
10. Students should avoid misconduct, indiscipline and misbehaviour in school buses.

11. We belong to a liberal community and therefore we should avoid any discrimination in terms of caste, religion, income class, colour or creed.
12. Consumption of alcohol, Smoking cigarette, using lethal weapons or playing with match box, lighter etc. will be considered as misconduct.
13. Birthday celebration is not allowed in the school campus. However chocolates can be distributed within the class. Students can wear informal (coloured) clothes on their birthdays.
14. Students should not litter in school premises.
15. Students are not permitted to leave school campus during the school hours, without the written permission from the principal/co-ordinator.
16. Students must take care of their own items. The school is not responsible for any kind of losses.

## **Guidelines for Parents**

1. Parents are strictly forbidden from entering classrooms. They should make inquiries at the school office only.
2. It is said if you care for someone show it. Your child needs hugs and words of support. Ask your child about school each day & appreciate him/her regularly.
3. Make home a place for learning. Help your child practice reading, writing and listening Children are like wet clay, whatever falls on them makes an impression.
4. Promote healthy habits. Make sure your child gets plenty of sleep and exercise and eats balanced meals.
5. Schedule regular health checkups. Insist on early to bed and early to rise.
6. Be a role model. Your child learns from you. Be positive about education and show you enjoy learning.
7. Encourage independence. Allow your child to make mistakes and learn to accept the consequences. Teach them the values.
8. Give your child responsibilities, make him/her responsible.
9. Get involved. Meet your child's teacher on appointment, attend school events. Try to set your schedule as per child's study routine.
10. Help raise your child's self esteem by setting reachable goals and praising your child's efforts, not just results. Every child is unique we must appreciate him/her uniqueness together.

11. Insist on good attendance and punctuality.
12. Be sure your child has all essentials, such as papers, books, school notebooks, pencils, etc. if anything goes missing do the needful to help.
13. Read and act on comments the teacher has made on returned assignments.
14. Support your child's teachers always; try to understand his/her point of view.
15. Let your child's teacher know about any situations or conditions at home that may affect your child's ability to concentrate on school work. (especially in medical condition)
16. Encourage your child to read good books other than the text books at least 30 minutes a day. We provide world class library for this purpose.
17. Kindly attend Parent – Teacher Meeting / Orientation Programme for developing better rapport with the school. PTM Timing is between 09:30 a.m. to 12:00 p.m., whenever organised.
18. Kindly pay the school fees on time. Fee defaulter shall not be entertained.
19. Help raise your child's sense of pride in making she/he realize that she/he is an integral part of the school.
20. Children must not be given any pocket money, mobile, while coming to school.
21. Parents are requested to explain the rules of the school to their ward.

22. Intimate the school immediately, if there is any change in the address or telephone numbers.
23. Please note that costumes required for School Functions are chargeable.
24. School has the right to make necessary changes in timing / rules as per schedule, prior information shall be given to parents.

### **Leave and Absence Rules**

Attendance is compulsory for all students on all days. In case the student is unable to attend school for a particular reason, the procedure given below is to be followed:-

1. A student must obtain permission from the Principal in writing before leave can be availed. Write an application to the Principal.
2. A child may take leave to attend any inter school competition on prior permission. School shall appreciate such initiatives.
3. A child may be permitted to attend a special course, training programme, tournament or competition or nay approved activity. Prior written information must be given to the Principal with the proper detail of the same.
4. If a student has to leave school during the day for any emergency, prior permission has to taken and the

application has to be sanctioned by the Principal. The student will be allowed to leave the school only with the parent.

5. Repeated absence without sanction or unexplained absence for more than seven consecutive days renders the students liable for disciplinary action.
6. Half day leave is not permitted.
7. It is compulsory for the students to attain 75% attendance by the end of the academic / in a year to make them eligible for the final exam. Otherwise admit card shall not be granted for the same.
8. In case leave is required due to illness or any other reason, an application from the parent is required and without which the student will be marked absent.
9. A student suffering from an infection / contagious diseases should not be sent to the school. You can inform the class teacher/co-ordinator for the same.
10. A student returning to school after suffering from an infectious/contagious disease, should produce a medical certificate of fitness, otherwise he / she may not be permitted to sit in the class.
11. Students should not be absent during the examinations. **No re-test will be conducted.** In case of absence due to medical reason, proper medical certificate has to be produced, then a student may be promoted on his / her past academic performance but no position / grade will be given.



## **Transport Rules**

- School buses will stop only at the designated points. Students are supposed to be on time on their bus stops.
- Buses will not wait for the late-comers.
- Students are advised not to bring eatables into the bus except Tiffin and not to discard trash inside/outside the bus.
- No one should board/leave the bus till it makes a complete stop. Get down of the bus only when it halts at the stop completely.
- Unruly behaviour inside the bus will amount to strict disciplinary action.
- A month's notice in writing or a month's fee in lieu of notice should be given to the school, if a child discontinues to avail the bus services.
- In case you wish to change your bus /bus stop for a day or two, prior information shall be given to the school.
- Any change of Residential address must immediately be brought to the notice of the school.

## **Library Rules**

- Absolute silence must be maintained in the library and the books should be handled with care.
- Only one book would be issued during the library period as per class timetable.
- The book must be checked for any damage before getting it issued and to be informed to the Librarian.
- A book can be issued for seven days. The same can be re-issued further.
- Books lost or damaged have to be replaced or repaired by the borrower.
- No work completion to be done in the library.

**All library books should be returned before the Annual Examination.**