



Maharashtra Samaj Ghatkopar's

The Universal School

Guiding you through a year full of learning and surprises

ALMANAC 2018-2019

THEME OF THE YEAR

The Power That Empowers



STEAM

Science • Technology • Engineering • Art • Mathematics

Name: _____

Grade: _____ Div.: _____ Roll No.: _____

Contact No.: (Resi) _____ (Office) _____

Mob. No. (Mother) _____ (Father) _____

TIMINGS

MONDAY TO FRIDAY

Grades 2 to 12 : 7:00 a.m. to 12:40 p.m.

Grade 1 : 12:40 p.m. to 5:40 p.m.

OFFICE TIMINGS

School Office : 10:00 a.m. to 3:00 p.m.

VISITING HOURS

Counsellor

Head - Dept. of Counselling and Research

Principal's Office

} : By Appointment

All teachers are available on the PTM Day.
You may seek a meeting with teachers through the Parent Teacher Interaction page in the Almanac or through the office in case of an emergency.

CORRESPONDENCE

All circulars and important notifications will be sent by email and uploaded on the school website. Parents may communicate through email (info.ghatkopar@universal.edu.in) or through the Parent Teacher Interaction Page provided in the Almanac.

The office will remain closed on 2nd and 4th Saturdays of every month.



Maharashtra Samaj Ghatkopar's
The Universal School



**Cambridge Assessment
International Education**





Student's Profile



Student's Name:

Grade: Div: Roll No.....

Date of Birth: Student ID.....

Blood Group: Club:

Father's Name:.....

Mother's Name:.....

Residential Address:

.....(Tel):.....

Guardian's Name:(Tel):.....

Emergency Contact No:

E-mail (Father):

E-mail (Mother):

E-mail (Guardian):

Occupation & Office Address (Father):

.....

.....

(Tel):..... Mobile:.....

Student's Profile

Occupation & Office Address (Mother):

.....
.....

(Tel):..... Mobile:.....

Bus No.:

Bus Stop:

Any Allergies / Ailments:

Family Doctor: NamePhone No.

Name and Grade of Sibling in the School:

.....
.....

Specimen Signature of Father:

.....

Specimen Signature of Mother:

.....

Kindly ensure that all details in the Almanac are completed. Students are required to carry the Almanac to school daily. Parents should regularly check their child's Almanac, notes, etc. and sign all reports sent home.

SCHOOL ANTHEM

Students of Universal School

Raise your voices with heads held high

Salute with hearts, brave and true

We love and learn in what we do.

Messengers of peace we shall be

Spreading joy for the world to see

Knowledge and wisdom we shall seek

Elevate our school to its peak.

Let's pursue excellence in every sphere

Let's explore the whole world here

With this mission we move ahead

Singing with one accord.

Students of Universal School

Raise your voices with heads held high

Salute with hearts, brave and true

We love and learn in what we do.

OUR VISION

To be a leader in providing quality life long learning services.

MISSION STATEMENT

Our mission at Universal is

“To unearth and unlock potentials, thereby creating leaders capable of life long learning and independent thought. To this end, we will do everything in our power to create an educational system that maximizes potential, encourages the use of technology and extends out of the textbook and into real life.”

OUR GUIDING PRINCIPLES

To help us in the day to day administration of our school we have put down for ourselves a series of principles. These guiding principles are the soul of The Universal School and can be seen in operation every school day, sometimes several times every day.

1. Understand that all students are equal and therefore deserve equal treatment.
2. As teachers we must acknowledge the influence we have on our students and so become the change we wish to see in them.
3. Respect for others is fundamental to our being.
4. Involve parents as partners in education.
5. Realise and recognise that changes are necessary in education.
6. Ensure that decisions are made democratically.
7. Set realizable goals and co-ordinate with others to achieve them.
8. Appreciate the fact that our students need to contribute to the global village that they inhabit.
9. Acknowledge that self esteem is the foundation of success.
10. Recognise that technology is the driving force behind growth and most importantly, the 11th principle...
11. Begin today.



REDEFINING EDUCATION AND LEARNING

Universal Education's acclaimed education system - **real** - is an integrated, comprehensive, KG to PG educational model. **real** was designed and refined over the past 3 decades. Truly reflective of Universal's educational belief, **real** is built on 5 cornerstones of educational excellence:

1. **Intellectually demanding curriculum** that combines academic rigour with practical relevance.
2. **Robust learning facilities** that are exciting, flexible, healthy, secure and sustainable.
3. **Engaging technology-rich content** delivered interactively to make learning come alive.
4. **Efficient administration** that delivers smart solutions for student satisfaction and success.
5. **Emphasis on wholesome growth** through creativity, values, fitness, cultural, literacy & life/career skills.

Ultimately, through the application of **real**, Universal Education endeavours to deliver a high-quality educational experience and achieve the best possible educational outcome for its students.

STUDENT COUNCIL AND CLUB SYSTEM

The Student Council is nominated at the beginning of the session with the objective of building leadership qualities in our youth. The council also has the responsibility of maintaining school discipline. The council consists of the Head Boy, Head Girl and Club Captains, Prefects and a Sports Captain. An office bearer of the Student Council needs to show academic ability, a sense of responsibility, leadership qualities, initiative, self-discipline, an exemplary code of conduct and a high moral character.

The school is divided into four clubs. Each student is a member of one of these clubs. Inter-Club competitions and activities are held throughout the year to develop the spirit of competition as well as teamwork among the pupils. Points are awarded to students throughout the year for extra curricular activities, games and sports. At the end of the year the club gaining the highest number of points is declared the winner.

CLUBS



DEPT. OF COUNSELLING AND RESEARCH

We, at Universal believe that the focus of school improvement policy and practice has to be on providing equal opportunities to all students to succeed at school.

For this purpose, it is important to address the barriers to learning and teaching, to re-engage the disengaged students in classroom learning.

This goal can be achieved if schools develop a comprehensive, multifaceted and cohesive system of learning supports. Learning supports are strategies, resources and practices that provide physical, social, emotional and intellectual support to directly address barriers to learning as individual and/or group interventions to help students, parents and teachers.

Department of Counselling & Research in our schools is focused on achieving this goal and provides each student timely and needed help to do better,

Apart from providing learning support, we also strive for all our students to be good and productive citizens capable not only to flourish as individuals in a globalized world but also contribute to make the world a better place by instilling global values, teaching life skills, ignite sensitivity and empathy for global concerns and encourage them to take ownership of the planet they live in.

Helping students at all crucial developmental stages by providing guidance and interactions with them in life skills classes encourages our students to seek help and support whenever they feel the need and empower them. Regular interactions with Teachers and Parents individually as well as training programs for them in dealing with new generation students is found to be of great help to them.

Guiding students to recognize their strengths, chalking out a future education plan and working towards making a career based on their strengths and aptitude is a strong component of this Department.

We have well qualified Psychologists, Counsellors and Special Educators working in our Resource Rooms. Parent Teacher Interaction Page in the Handbook or through the Office in case of an emergency.

IMPORTANT INFORMATION FOR PARENTS

- **Security**

The school has installed a Security System to ensure the safety of its students. It is mandatory for all visitors to register themselves with the security personnel at the gate and thereafter wait for permission to be granted before proceeding inside the school premises. All visitors should respect the security check and co-operate with the security personnel on duty. The school premises is under CCTV surveillance. Parents are required to carry the Parent ID Cards when visiting the school

- **Identity Card**

The child should wear his/her Identity Card every day. If the Card is lost, then a duplicate Card will be issued on payment of ₹100/- to the school office.

- **Almanac**

The school Almanac should be carried to school every day. Parents are requested to fill up the details in the Almanac and check it every day for any information provided by the school. Any communication with the class teacher should be done through the Almanac

If a student has misplaced the school Almanac, a new one will be issued for ₹300/-.

- **Morning Assembly**

The Morning Assembly is an essential part of the school schedule. The morning assembly is an opportunity for children to display their talent. It fosters the spirit of group activity, leadership and value building. It also acknowledges the silent workers in the class. The assembly is also an opportunity for students to show their sensitivity and social responsibility.

- **Attendance/absentee Procedure**

Regular attendance is mandatory for all students. Children will not be allowed to enter school under any circumstances after the arrival time. Parents are requested not to send requests for any reason. Attendance at school functions is compulsory.

- a) Absence is permitted only in case of sickness or when prior written permission has been obtained.
- b) Students must bring a leave application if they were absent the previous day, kindly do the same via the 'Leave and Absence' record in the almanac.
- c) Students, who have been sick for more than three days, should bring a medical certificate on rejoining school.
- d) All students must attend school on the opening day after each vacation.

IMPORTANT INFORMATION FOR PARENTS

- e) A Certificate of Appreciation will be given to students with 100% attendance.
- f) Parents are requested not to send their child to school if they are sick or have not fully recovered.

- **Snacks**

The School serves nutritious and hygienic snacks to the students for their healthy growth and also to inculcate good eating habits.

- **Homework And Remedial Measures**

Students, who have missed school, will be required to make up the work they have missed. (It is the responsibility of the student to inquire about any school work, tests or assignments that have been missed) Homework and assignments will be checked regularly. Remedial measures will be undertaken for children, whenever the need arises.

- **Lost And Found**

Lost and Found articles can be claimed from the Admin Office by producing student's ID card.

- **Care For School Property**

It is necessary for all to feel equally responsible. Students must respect school property and maintain cleanliness. Students who deface, damage or destroy property will face disciplinary action and will be required to reimburse the school.

- **Telephone Calls**

Students can make urgent calls from the Front Office, only with prior permission.

- **Language**

Since the medium of instruction at Universal is English, it should be spoken during school hours. Inappropriate, crude and coarse language, is prohibited anywhere within the school premises. Students of Universal are expected to speak politely at all times.

- **Disciplinary Measures**

Courtesy is expected of the students of Universal at all times. However, any student found breaking school rules will be dealt with strictly.

IMPORTANT INFORMATION FOR PARENTS

- **Posters**

Students who wish to put up posters must seek the approval of the school authority.

- **Workshops**

Workshops are held for parents to help them with their parenting skills. They equip the parents to deal with difficult situations leading to a healthy and happy family.

- **No Gift Policy**

The school follows a No gift policy, school staff will not be able to accept any gifts from parents or students

- **Private Tutors**

School teachers will not be engaged as private tutors for students of Universal.

- **Student's belongings**

The student's belongings should be well labeled. Check the school bag for any kind of notes given by the school. Students must bring relevant books neatly covered as per the time-table. Students are not allowed to bring large sums of money or expensive items to the school

- **Holidays**

The school will remain closed on second and fourth Saturdays of the month, all Sundays, public holidays and any other holidays declared by the school authorities.

- **Zip-Lock**

Many important skills are developed by the use of junk and other materials asked by the school. These should be sent in a well labeled zip-lock bag.

- **School photos & videos**

The school may use student's pictures/video images in hoardings, year books, newsletters, internet or any kind of display material of Universal Education and associate institutions.

CODE OF CONDUCT

The Universal Code of Conduct states that we will respect property and personal rights, co-operate with and support each other and take responsibility for a safe environment. Universal is committed to developing positive interpersonal relationships between members of the school community. Bullying and harassment at school, along with other disruptive relationship between members of the school community, is unacceptable behaviour and will be dealt with accordingly. The rule that applies in our school in all circumstances is:

“DO THE RIGHT THING, SAY THE RIGHT THING”

The following malpractices will lead to strict disciplinary action.

- Disfiguring or damaging school property.
- Bunking classes and Assessments.
- Sloganeering and Signature Campaigns.
- Violence in any form.
- Scribbling or writing anything on shirts or uniforms.
- Using abusive language.
- Damaging, scribbling or tearing pages from library books, texts or exercise books.
- Bringing sharp and injurious articles.
- Bringing books, CDs etc. not relevant to course work.
- Bringing costly articles like cameras, mobile phones, electronic gadgets etc.
- Bringing Digital /Smart watches.
- Only Analog wrist watch is allowed during examinations.
- Chewing gum, lights or match boxes.
- Bullying or using any form of violence against a fellow student.
- Bursting crackers or throwing colour on one another within or near the school premises.
- Late arrival in Class / at School.
- Indiscipline and misbehaviour in the school transport.
- Non payment of school dues.
- Using unfair means in any examination.
- Unsatisfactory progress over a period of time.
- Immorality.
- Grave insubordination.
- Stealing or extortion of money /items of other students.
- Contempt of authority.
- Any words or actions likely to undermine the reputation of the organization.
- Smoking, gambling, drinking or use of drugs.

DRESS CODE

Students are required to be neatly dressed in the school uniform and follow the given guidelines.

- The regular uniform and PEd uniform are to be worn according to the Time-table given.
- Black footwear as suggested in the circular.
- Hair must be kept neat and clean. Girls' hair must be worn in pig tails, or a head band be worn to keep the hair from falling over the eyes. Girls with long hair must have them neatly plaited and tied back. All hair accessories should be black.
- Boys' hair must be neat and cut short.
- Nails should be clean and trimmed short. Nail varnish and make-up are not permitted.
- Students are not permitted to wear any jewellery or fancy watches to school. Girls may wear small studs as earrings.
- Mehendi, Hair colour and Tattoos are not permitted
- The Identity card is to be worn with the uniform on a daily basis.
- Winter Wear : Plain black pullover / sweater (if required).

BIRTHDAY / SCHOOL CELEBRATIONS

Students to report in School Uniform and are not allowed dressing in casual / party clothes to school. Distribution of sweets /gifts / birthday invitations is strictly prohibited.

SCHOOL LIBRARY

The School library is well equipped and open to all students of the school. The aim of the school library is to help pupils acquire the habit of reading.

Parents should also motivate their children to cultivate the habit of reading and to make use of this library. All grades are provided with at least one library period per week. Students have to observe the following rules :

- Books, other than reference books, are issued to pupils once a week on the day fixed for each grade.
- Books are issued for a period of one week
- Penalty of ₹ 2/- per day will be charged for books returned late.
- Students are expected to take care of library books. Books marked, disfigured or damaged will have to be replaced or paid for by the borrower.
- Any child found violating the rules of the library will not be permitted to use the library for the entire academic year.

EMERGENCY MEASURES

The Safety of our students is of concern to us. A number of safety precautions have been taken for their well-being.

- Fire evacuation drills and Disaster Management Workshops are held periodically.
- A first aid box is well equipped with essential medicines. Medical personnel and an ambulance will be called immediately, if a student needs to be taken to the hospital. No prescription drug will be given to the student in the school premises unless specifically instructed by the parent.

MEDICAL GUIDANCE

Medical check-ups of students are done regularly. Parents are informed if the doctor finds that a child needs special medical attention. Parents are requested not to send a sick child to school to attend classes, or to appear for Progression Tests or any other examination.

All parents are requested to impart health education to their children. All students should:

- Maintain personal hygiene.
- Sleep at least eight hours daily.
- Exercise daily.
- Eat a balanced diet.
- Drink water, which is either boiled or filtered. All students are advised to bring their own water bottles.
- Avoid consumption of ice-creams, other milk products and eatables from roadside vendors.
- Be de-wormed at least once a year (Kindly consult your family physician).

Students suffering from diseases such as chicken-pox, cholera, and jaundice must observe the prescribed quarantine period as follows:

- **Chicken Pox** : Till the scabs fall completely.
- **Cholera** : Till the child has completely recovered.
- **Measles** : Two weeks after the rash disappears.
- **Mumps** : Until the swelling has gone (about one month).
- **Whooping Cough** : Six weeks.
- **Jaundice** : Six weeks.

At the end of the illness, a medical fitness certificate should be handed to the class teacher.

Students suffering from infectious diseases like Conjunctivitis, Dermatitis, Scabies, etc should not be sent to school.

Students suffering from chronic diseases like Asthma, Epilepsy, Rheumatic heart disease, any drug allergy etc. are advised to be under continuous medical supervision of a Specialist Doctor. This should be updated periodically, in writing, to assist the child in an emergency. The class teacher should be notified about any specific ailment from which the child is suffering.

PAYMENTS AND WITHDRAWALS

Fee Policy

1. The fees are to be paid by cheque/DDs only.
2. Fees for the entire year can be paid together at the time of admission.
3. At the time of admission, the first instalment is payable by DD along with post dated cheques for the remaining instalments of the year.
4. The fees are payable in instalments as prescribed by the school only on or before the scheduled dates. The payment of fees by instalment is intended merely to facilitate the parents / guardians and should not in any manner be construed as a right. The school reserves its right to discontinue and/or reduce payment by instalments at its discretion.
5. Fees once paid are non-transferable / non-adjustable / non-refundable under any circumstances and are subject to the exceptions as set out in the refund policy.
6. Exit documents will be issued only after full and complete settlement of outstanding dues.
7. Any statutory taxes, if made applicable and/or if increased and/or for any facility provided by the school, shall have to be borne and shall have to be paid by parents / guardians from time to time.
8. In case of any cheque towards payment of fees being dishonoured, the school reserves its right to de-enroll the student at its discretion and levy any other penalty as it may deem fit.
9. The school reserves its right to disallow a student from participating in any of its activities whose fees remain unpaid in full or in part.
10. The school reserves its right to not to issue reports, certificates or recommendations to future institutions whose fees remain unpaid in full or in part.
11. The school reserves the right to increase / revise / amend the fee structure.

PAYMENTS AND WITHDRAWALS

Fee Refund Policy

1. Admission fee / Registration fees once paid will not be refunded under any circumstances or for any reason whatsoever, including where a parent / guardian withdraws admission of his/her child/ ward or communicates his/her intention not to send the child /ward to attend school at any time before the scheduled commencement of the year or where after joining the school, a parent / guardian withdraws admission or the child / ward leaves the school before the end of that year.
2. If a parent /guardian withdraws admission of his/her child/ward at any time before scheduled commencement of term, refund, if any, of fees, will be subject to the following provisions
 - If an admission is withdrawn on or before 28th February full Tuition and Term fees will be refunded.
 - If an admission is withdrawn after 28th February but before the scheduled date of commencement of term, One month Tuition Fees is payable
3. After commencement of the term (1st week of April), whether or not a student joins classes, if the admission is withdrawn, fees till the month of withdrawal application, one term fee and one month notice period fees is payable.

CAMBRIDGE PRIMARY

Universal's Primary years Programme is built around the Cambridge Primary which provides a framework to develop Math, English and Science knowledge in young children. During these years, we motivate a learner to be increasingly curious and discover, individually, information about the surrounding world. It's advantages are:



- **Foundation for secondary education:**

The Primary programme aids identification of a learner's strengths and weaknesses to support learning and development. The Primary programme progresses learners seamlessly into the middle years programme.

- **External benchmark:**

As an international programme, the Primary Programme provides teachers with an external benchmark to easily measure the learner's progress over time.

- **International curriculum:**

Appropriate and relevant internationally, the Primary Programme has been designed to be culturally sensitive. It includes top-quality teachers and assessment resources appropriate for teaching and learning in international schools.

- **Flexibility:**

It complements a range of teaching methods and curricula. Other than Math, English and Science, Universal has included subjects like ICT, The Arts, (Visual / Digital / Performing) Humanities, and additional languages.

CAMBRIDGE LOWER SECONDARY

Cambridge Lower Secondary provides a seamless progression from Cambridge Primary - or can be used as a standalone curriculum - to develop the learner's skills and confidence in English, Mathematics and Science. It offers a curriculum framework for educational success for learners, typically 11-14 year olds, with an optional testing structure. Cambridge Lower Secondary incorporates internationally benchmarked tests.



Tests for Cambridge Checkpoint are standardised, so provide an international benchmark of student achievement enabling teachers to advise learners and parents of the suitability of different progression routes.

It also provides excellent preparation for learners embarking on Cambridge Upper Secondary; both for Cambridge IGCSE and Cambridge O level courses.

CAMBRIDGE UPPER SECONDARY - IGCSE

Cambridge IGCSE is the world's most popular international curriculum for 14-16 year olds, leading to globally recognized and globally valued Cambridge IGCSE qualifications. It is part of the Cambridge Upper Secondary stage. Schools worldwide have helped develop Cambridge IGCSE, which provides an excellent preparation for the Cambridge Advanced stage including Cambridge International AS and A Levels and Cambridge Pre-U, as well as other progression routes. It incorporates the best in international education for learners at this level. It develops in line with changing needs, and is regularly updated and extended.



Cambridge IGCSE encourages a learner-centred and enquiry-based approach to learning. It develops the learner's skills in creative thinking, enquiry and problem solving, giving learners an excellent preparation for the next stage in their education. Schools can build a core curriculum, extend it to suit their learners and introduce cross-curricular perspectives. Cambridge IGCSE is compatible with other curricula and is internationally relevant and sensitive to different needs and cultures. Schools can offer any combination of subjects. Cambridge IGCSE develops learner knowledge, understanding and skills in:

- Subject content
- Applying knowledge and understanding to familiar and new situations
- Intellectual enquiry
- Flexibility and responsiveness to change
- Working and communicating in English
- Influencing outcomes
- Cultural awareness



The Universal School is an IB World School and offers International Baccalaureate (IB) Diploma Programme

The IB Diploma Programme equivalent to grades 11 and 12, is an academically challenging and balanced programme that prepares students, aged 16 to 18 for success at University and life beyond.

The Diploma Programme encourages students to think critically and develop into responsible citizens having a global perspective. The curriculum is comprehensive and balanced coupled with assessments that enhance intellectual rigor and help students relate classroom learning with the outside world and real life experiences. Diploma Programme graduates develop into lifelong learners and are trained to approach unfamiliar situations with confidence. The IB Diploma Programme with its demanding academic standards has high acceptance in Universities and Colleges worldwide.

The Diploma Programme prepares students for effective participation in a rapidly evolving and increasingly global society as they:

- Develop physically, intellectually, emotionally and ethically
- Acquire breadth and depth of knowledge and understanding, studying courses from 6 subject groups
- Develop the skills and a positive attitude towards learning that will prepare them for higher education
- Study at least two languages and increase understanding of cultures, including their own
- Make connections across traditional academic disciplines and explore the nature of knowledge through the programme's unique theory of knowledge course
- Undertake in-depth research into an area of interest through the lens of one or more academic disciplines in the extended essay
- Enhance their personal and interpersonal development through creativity, activity and service

At The Universal School, it is our ongoing effort to provide excellent educational opportunities and choices to students and families

THE INTERNATIONAL BACCALAUREATE LEARNER PROFILE

The International Baccalaureate Learner Profile represents ten attributes valued by IB World Schools. These attributes help the learners become responsible members of local, national and global communities.

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service and act to make a positive difference to the lives of others and to the environment.

THE INTERNATIONAL BACCALAUREATE LEARNER PROFILE

Risk takers

They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development

SPECIAL DAYS / EVENTS 2018-19

DATE	PARTICULARS	LEARNER PROFILE / DEVELOPING SKILLS
APRIL 2018		
6 Friday	Special Assembly on the Theme of the year - Grade 8	Caring
	English Handwriting competition for Grades 1 to 4	Reflective
	Creating a Classroom Constitution for the Class for Grades 5 to 9	Principled
13 Friday	Student Council Elections	Risk Takers
	English Reading competition for Grades 1 to 8	Communicator
19 Thursday	Investiture Ceremony	Balanced, Principled
20 Friday	Special Assembly for International Mother Earth Day - Grade 7	Caring
	Class competitions for the selection of Eco Monitors: Caring for Mother Earth - Show & Tell competition for Grades 1 & 2	Knowledgeable
	Caring for Mother Earth - Elocution competition for Grades 3 to 5	Caring & Communicator
	Environmental Issues - Poster Making competition for Grades 6 & 7	Knowledgeable & Thinkers
	"Environment - Whose responsibility?" Debate competition for Grades 8, 9 & 10	Communicators, Knowledgeable & thinkers
JUNE 2018		
5 Tuesday	Special Assembly for World Environment Day - Grade 6	Caring & Balanced
8 Friday	Hindi reading competition for Grades 1 to 8	Communicator
15 Friday	Science Quiz competition for Grades 1 to 9	Knowledgeable, Inquirers & thinkers
18 Monday	Health Week begins	
21 Thursday	Special assembly for International Yoga Day - Grade 5	Caring & Balanced
22 Friday	Role play competition on Health & Wellness (Community helpers) for Grades 1 to 4	Communicators
	Importance of a Balanced Diet - Essay Writing competition for Grades 5 & 6	Knowledgeable, Caring & thinkers
	Group discussion/PPT presentation competition on Stress Management for Grades 7, 8 & 9	Inquirers, Risk takers & Reflective
29 Friday	School Enterprise Challenge activities - Making paper bags and Handicrafts for all grades	Inquirers & Risk takers

SPECIAL DAYS / EVENTS 2018-19

DATE	PARTICULARS	LEARNER PROFILE / DEVELOPING SKILLS
JULY 2018		
13 Friday	Evacuation drill	Caring
20 Friday	School Enterprise Challenge activities - Making paper bags & Handicrafts for all grades	Knowledgeable, Thinkers
27 Friday	Making a Friendship band competition for Grades 1 & 2	Caring & Open-minded
	Greeting card making competition for Grades 3 & 4	Caring & Open-minded
	Write a letter to your Best friend competition for Grades 5 & 6	Communicators & Caring
	Random act of kindness towards a friend - Monoact competition for Grade 7	Caring & Thinkers
	Random act of kindness towards a friend - Creative writing competition for Grade 8	Caring & Communicators
30 Monday	International Day of Friendship Special Assembly for Grade 4	Caring & Principled
AUGUST 2018		
3 Friday	Story Narration competition for Grades 1 & 2	Knowledgeable & Communicator
	What's the Good Word competition for Grades 3 & 4	Knowledgeable & Thinkers
	My Favourite Book/Author - Essay writing competition for Grades 5 & 6	Knowledgeable & Thinkers
	TED Talk on "Importance of reading in this digital world" for Grades 7 & 8	Risk Takers, Communicators & Reflective
	"Expressions" - E-newsletter by Grade 9	Communicators, Thinkers
4 Saturday	Hosting the 8th Chapter of The Linguist - A language Extravaganza - An Interschool competition	Communicator, Knowledgeable, Open-minded
10 Friday	Dress up day -Theme " Patriotism" for Grades 1 & 2	Balanced & Open minded
	Collage Making - "National Symbols of India" for Grades 3 & 4	Knowledgeable & Open-minded
	Quiz competition on "India's Independence history" for Grades 5 & 6	Inquirers & Communicators
	Skit competition on " We, as future Citizens of India" for Grades 7 & 8	Thinkers, Communicators & Reflective
	Debate competition on " Are Indians still following Gandhiji's ideas?" for Grades 9 & 10	Communicators, Knowledgeable & thinkers
14 Tuesday	Special assembly for Independence day - Grade 9	Open minded & Principled
24 Friday	Patriotic Singing competition for Grades 1 to 8	Principled
31 Friday	Math Quiz for Grades 1 to 8	Thinkers, Inquireres, Knowledgeable

SPECIAL DAYS / EVENTS 2018-19

DATE	PARTICULARS	LEARNER PROFILE / DEVELOPING SKILLS
SEPTEMBER 2018		
1 Saturday	Hosting the 6th session of The Universal School Model United Nations (Grades 8 to 12)	Open minded, Principled, Communicators, Balanced & reflective
5 Wednesday	Special assembly for Teacher's day - Grade 10	Caring, Communicators
7 Friday	Celebrating Diversity - Dress up day for Grades 1 & 2	Open - Minded
	Peace rules for your classroom - One minute speech competition for Grades 3 & 4	Principled, Communicator, Reflective
	"Peace" - Drama competition on the theme for Grade 5	Risk takers, Open-minded, Thinkers
	Peace with our planet - Cleanliness drive and Campaigning for Peace for Grade 6	Balanced & Caring
	Creating Peace Pole and Peace Banners in various languages for Grades 7 & 8	Open - Minded & Reflective
	Create anti-bulling posters for Grade 9	Principled, Open-minded, Balanced
21 Friday	Special Assembly on International Day of Peace - Grade 8 Puzzle solving competition for Grades 1 to 8	Balanced & Caring Thinkers & Inquirers
28 Friday	Art competition for Grades 1 to 8	Thinkers, knowledgeable & Reflective
OCTOBER 2018		
1 Monday	Joy of Giving begins	Caring & Balanced
5 Friday	Spell - O - fun competition for Grades 1 to 4	Knowledgeable & Risk takers
12 Friday	Hindi Handwriting competition for Grades 1 to 4	Reflective and knowledgeable
19 Friday	One minute speech competition on Joy of Giving for Grades 1 & 2	Risk Takers and Communicators
	Story Narration competition on Joy of Giving - "For it is in giving that we receive" for Grades 3 & 4	Communicators, Risk Takers & Thinkers
	Essay Writing competition on Joy of Giving - "Each leaf contributes to a tree: Every value counts" for Grades 5 & 6	Knowledgeable, Caring & thinkers
	Group discussion competition on the topic for Grades 7 & 8 - "Values -The road to success"	Inquirers, Risk takers & Reflective
	Visit to an Old Age home for Grade 9	Caring & Balanced
26 Friday	G.K quiz competition for Grades 1 to 8	Knowledgeable

SPECIAL DAYS / EVENTS 2018-19

DATE	PARTICULARS	LEARNER PROFILE / DEVELOPING SKILLS
NOVEMBER 2018		
30 Friday	Fairtrade Fortnight activities for Grades 1 to 8	Caring, Balanced, principled
DECEMBER 2018		
3 Monday	Evacuation Drill	
7 Friday	Special Assembly for World Human Rights day - Grade 9	Open-minded & Reflective
	Poster Making/Colouring competition on Human rights for Grades 1& 2	Thinkers & Principled
	Mono Act competition on Bullying/Child Rights for Grades 3 & 4	Risk takers & Communicators
	Creative Writing competition on Human behaviour & Human Rights for Grades 5, 6 & 7	Caring & Communicators
	Symposium on Human Rights for Grade 8	Inquirers, Risk takers & Reflective
	TED talk on Injustice/World Peace/ Economic Inequality harms societies for Grade 9	Inquirers, Risk takers & Reflective
21 Friday	Special Assembly for Christmas - Grade 3	Open-minded
JANUARY 2019		
4 Friday	Special assembly for World Braille Day - Grade 9	Caring & Communicators
24 Thursday	Special Assembly for Republic day - Grade 7	Open minded & Principled
FEBRUARY 2019		
4 Monday	Special assembly for World Cancer day- Grade 8	Caring
21 Thursday	Special Assembly for World Mother Tongue Day - Grade 4	Open-minded, Reflective & Balanced
MARCH 2019		
1 Friday	Special Assembly for World Wildlife Day - Grade 6	Caring & Principled

Dates for Annual Day, Annual Sports Meet, Annual Picnic, Educational Tour, Annual Prize Distribution, Field Trip, Parents' Workshop will be informed later.

VISITING DAYS

Visiting Day(Grades 1 - 10)	27 st April 2018
Visiting Day(Grades 1 - 12)	18 th August 2018
Visiting Day (Grade 12)	7 th September 2018
Progress Reports(Grades 1 - 12)	2 nd November 2018
Visiting Day(Grades 10 & 12)	21 st December 2018
Visiting Day(Grades 1 - 12)	25 th January 2019
Progress Reports (Grades 1 - 9)	26 th March 2019

Visiting Day timings will be shared through DCU.

Assessment Schedule 2018-19

PROGRESSION TEST SERIES SCHEDULE FOR GRADES 1 to 4

PTS 1	PTS 2	PTS 3	PTS 4	Grade 1	Grade 2	Grade 3	Grade 4
02/07/18	24/09/18	03/01/19	05/03/19	Math 1 & 2	Math 1 & 2	ICT	ICT
03/07/18	25/09/18	04/01/19	06/03/19	ICT	ICT	Hindi	Hindi
04/07/18	26/09/18	07/01/19	07/03/19	Science 1 & 2	Science 1 & 2	Science 1 & 2	Science 1 & 2
05/07/18	27/09/18	08/01/19	08/03/19	Hindi	Hindi	Social Studies	Social Studies
06/07/18	28/09/18	09/01/19	11/03/19	English 1 & 2	English 1 & 2	English 1 & 2	English 1 & 2
09/07/18	01/10/18	10/01/19	12/03/19	----	----	Math 1 & 2	Math 1 & 2
10/07/18	03/10/18	11/01/19	13/03/19	----	----	----	French

PROGRESSION TEST SERIES SCHEDULE FOR GRADES 5 to 9

PTS 1	PTS 2	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
02/07/18	03/01/19	English 1&2	Hindi	SST	English 1 & 2	English
03/07/18	04/01/19	Hindi	English 1&2	English 1&2	Science 1 & 2	Biology/Economics
04/07/18	07/01/19	Science 1 & 2	Math 1 & 2	French	ICT	Chemistry/Accounting
05/07/18	08/01/19	SST	ICT	Science 1 & 2	Math 1 & 2	Physics/B.S
06/07/18	09/01/19	French	Science 1 & 2	Math 1 & 2	French	Hindi/French
09/07/18	10/01/19	ICT	SST	Hindi	Hindi	ICT
10/07/18	11/01/19	Math 1 & 2	French	ICT	SST	Math

SEMESTER EXAM SCHEDULE FOR GRADES 5 to 9

First Semester	Second Semester	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
03/10/18	05/03/19	English	Hindi	Hindi	English	English
04/10/18	06/03/19	Hindi	Math	English	Science	Biology/Economics
05/10/18	07/03/19	Science	English	French	SST	Chemistry/Accounting
08/10/18	08/03/19	SST	Science	Math	ICT	Physics/B.S
09/10/18	11/03/19	French	ICT	SST	Hindi	Hindi/French
10/10/18	12/03/19	Math	French	Science	Math	ICT
11/10/18	13/03/19	ICT	SST	ICT	French	Math

Assessment Schedule 2018-19

GRADE IG-2

IGCSE Booster	02 nd July 2018 to 13 th July 2018
Mock 1	03 rd October 2018 to 12 th October 2018
Mock 2	03 rd December 2018 to 12 th December 2018
Mock 3	03 rd January 2019 to 16 th January 2019

GRADE A Level

PTS	24 th August 2018 to 31 st August 2018
Mock 1	03 rd October 2018 to 12 th October 2018
Booster	07 th December 2018 to 14 th December 2018
Mock 2	07 th January 2019 to 14 th January 2019

LIST OF HOLIDAYS

YEAR 2018

Date	Month	Day	Holiday
14	April	Saturday	Dr. Babasaheb Ambedkar Jayanti
15	August	Wednesday	Independence Day
17	August	Friday	Parsi New Year
26	August	Sunday	Raksha Bandhan
3	September	Monday	Janmashtmi
13	September	Thursday	Ganesh Chaturthi
23	September	Sunday	Anant Chaturdashi
2	October	Tuesday	Mahatma Gandhi Jayanti
18	October	Thursday	Dussehra
6	November	Tuesday	Narak Chaturdasi
7	November	Wednesday	Diwali
9	November	Friday	Bhai Duj
23	November	Friday	Guru Nanak Jayanti
25	December	Tuesday	Christmas

YEAR 2019

15	January	Tuesday	Makar Sankranti
26	January	Saturday	Republic Day
19	February	Tuesday	Shivaji Maharaj Jayanti
4	March	Monday	Maha Shivaratri

Id-UI-Fitr, Eid-ul-Zuha and Eid-e-Milad, Muharram will be declared.

Vacations	From	To	Reopening Dates
Ganesh Festival	13 th September 2018	17 th September 2018	18 th September 2018
Diwali	3 rd November 2018	17 th November 2018	19 th November 2018
Christmas	22 nd December 2018	1 st January 2019	2 nd January 2019
Year End Break	14 th March 2019	31 st March 2019	2 nd April 2019 (A.Y. 2019-20 Begins)

Students progressing to Grades 9 & 10 for the new academic year (AY 2019-20) will continue with their classes from 15th March 2019.

MERIT AWARD CRITERIA

We believe that schooling is a comprehensive learning process, wherein the student learns how to live his / her life effectively. Therefore while choosing the best student, we must keep other aspects of his / her personality along with academics in mind. We have identified areas where the student has to excel in order to deserve recognition and appreciation

Eligibility for the Merit Awards depends on student's grades in the following areas. Please note that it is compulsory for a student to target A grade in all the categories including discipline and conduct in order to get the award. Students securing 70% and above in each assessment have better chance to qualify.

1) **ACADEMIC PERFORMANCE**

Consistent good academic performance,
i.e. grades A+, A & B+ (for Primary Section)
70% and above (for Secondary Section)

2) **PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

- Participation in inter school events.
- Participation in intra school events.
- Organizing events.
- Helping Special Need students.

3) **ATTENDANCE AND PUNCTUALITY**

- Atleast 90% attendance.
- Regular submission of class work.
- No late remarks.

4) **DISCIPLINE AND CONDUCT**

- Neat and proper uniform.
- Respect for teachers and elders.
- Neat and complete books.
- Proper language usage (Use of English in conversation).

RECORD FOR MERIT AWARDS 2018-19

	APR	Remarks	JUN	Remarks	JUL	Remarks	AUG	Remarks	SEPT	Remarks	OCT	Remarks
MON	2				30						1	
TUE	3				31						2	
WED	4						1				3	
THU	5						2				4	
FRI	6						3				5	
SAT	7						4		1		6	
MON	9				2		6		3		8	
TUE	10		5		3		7		4		9	
WED	11		6		4		8		5		10	
THU	12		7		5		9		6		11	
FRI	13		8		6		10		7		12	
SAT	14		9		7		11		8		13	
MON	16		11		9		13		10		15	
TUE	17		12		10		14		11		16	
WED	18		13		11		15		12		17	
THU	19		14		12		16		13		18	
FRI	20		15		13		17		14		19	
SAT	21		16		14		18		15		20	
MON	23		18		16		20		17		22	
TUE	24		19		17		21		18		23	
WED	25		20		18		22		19		24	
THU	26		21		19		23		20		25	
FRI	27		22		20		24		21		26	
SAT	28		23		21		25		22		27	
MON	30		25		23		27		24		29	
TUE			26		24		28		25		30	
WED			27		25		29		26		31	
THU			28		26		30		27			
FRI			29		27		31		28			
SAT			30		28				29			
Parent's Sign.												

KEY : L - Late AB - Absent IW - Irregular Work IU - Improper Uniform MB - Misbehaviour IB - Incomplete Books UB - Untidy Books

RECORD FOR MERIT AWARDS 2018-19

	NOV	Remarks	DEC	Remarks	JAN	Remarks	FEB	Remarks	MAR	Remarks
MON										
TUE					2					
WED	1				3					
THU	2				4		1		1	
FRI	3		1		5		2		2	
SAT	4		2		6		3		3	
MON	6		4		8		5		5	
TUE	7		5		9		6		6	
WED	8		6		10		7		7	
THU	9		7		11		8		8	
FRI	10		8		12		9		9	
SAT	11		9		13		10		10	
MON	13		11		15		12		12	
TUE	14		12		16		13		13	
WED	15		13		17		14		14	
THU	16		14		18		15		15	
FRI	17		15		19		16		16	
SAT	18		16		20		17		17	
MON	20		18		22		19		19	
TUE	21		19		23		20		20	
WED	22		20		24		21		21	
THU	23		21		25		22		22	
FRI	24		22		26		23		23	
SAT	25		23		27		24		24	
MON	27		25		29		26		26	
TUE	28		26		30		27		27	
WED	29		27		31		28		28	
THU	30		28						29	
FRI			29						30	
SAT			30						31	
Parent's Sign.										

KEY : L - Late **AB** - Absent **IW** - Irregular Work **IU** - Improper Uniform **MB** - Misbehaviour **IB** - Incomplete Books
UB - Untidy Books

READING RECORD

Date	Title of Book	Review
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
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		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆
		☆ ☆ ☆ ☆ ☆

MESSAGE FROM THE HEAD OF SCHOOL

Date	Remarks	Principal's Signature	Signature of Parent/Guardian

MESSAGE FROM THE TEACHER

Date	Remarks	Teacher's Signature	Signature of Parent/Guardian

MESSAGE FROM THE TEACHER

Date	Remarks	Teacher's Signature	Signature of Parent/Guardian

MESSAGE FROM THE PARENT

Date	Remarks	Signature of Parent/Guardian	Teacher's Signature

MESSAGE FROM THE PARENT

Date	Remarks	Signature of Parent/Guardian	Teacher's Signature

LEAVE / ABSENCE RECORD

Date	Reason for leave	Signature of Parent/Guardian	Teacher's Signature

If leave required is more than 3 days, parent's application to be submitted to the Principal.

Signature of Father / Guardian

Signature of Mother / Guardian

LEAVE / ABSENCE RECORD

Date	Reason for leave	Signature of Parent/Guardian	Teacher's Signature

If leave required is more than 3 days, parent's application to be submitted to the Principal.

Signature of Father / Guardian

Signature of Mother / Guardian

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

जन-गण-मन - राष्ट्र-गान

जन-गण-मन अधिनायक जय हे,
भारत भाग्य विधाता ।
पंजाब, सिन्ध, गुजरात, मराठा,
द्राविड, उत्कल, बंगा,
विन्ध्य, हिमालय, यमुना, गंगा,
उच्छल जलधि तरंगा,
तव शुभ नामे जागे,
तव शुभ आशिष माने,
गाहे तव जय गाथा,
जन गण मंगल दायक जय हे,
भारत भाग्य विधाता ।
जय हे । जय हे । जय हे ।
जय जय जय जय हे..... ।

- Rabindranath Tagore
February 28, 1919

Meaning Of The National Anthem

You are the ruler of the minds of all the people.
You are the dispenser of India's destiny.
Your name rouses the hearts of the Punjab, Sindh,
Gujarat and Maratha.
Of Dravid, Orissa and Bengal.
It echoes in the hills of the Vindhyas and Himalayas.
Mingles in the music of Yamuna and Ganga
And is chanted by the waves of the Indian Ocean.
They pray for Your blessing and sing Your praise.
Protection of all people waits in Your hand.
You are the dispenser of India's destiny.
Victory, victory, victory to You.

National Song

वन्दे मातरम् - राष्ट्र-गीत

वन्दे मातरम्
सुजलां सुफलां मलयज शीतलाम्
शस्य श्यामलाम् मातरम् । वन्दे मातरम्
शुभ्र ज्योत्स्नाम् पुलकित यामिनीम्,
फुल्ल कुसुमैत द्रुमदलशोभिनीम्
सुहासिनीम् सुमधुर भाषिणीम्
सुखदाम वरदाम मातरम् । वन्दे मातरम् ।

- Bankim Chandra Chatterjee

PRAYER BEFORE CLASS

My dear Lord
I give this day
All my thoughts
And all my play.

The time I laugh
The work I do
The songs I sing
To you.

My good Lord
I ask this day
Help to live it
Just your way.

To study well
To say what's true
To love my friends
And you.

PRAYER AFTER CLASS

We give you thanks,
Dear God, for another day.
Bless our parents,
Our teachers and our friends.

We love you
With our whole heart.
We are sorry
For having offended you.

PEACE ANTHEM

Peace is flowing like a river
Flowing out through you and me
Spreading out into the desert
Setting all the captives free!

Keep all men forever one,
One in love and unity,
Wipe away all war and strife,
Giving freedom to each race!

CH: Let us strive for peace (2)
Leaving all ideas of war behind
Let us strive for peace (2)
India calls to the world for peace and love!

THANK YOU 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.

ALL THINGS BRIGHT AND BEAUTIFUL

All things bright and beautiful,
All creatures great and small
All things wise and wonderful,
The good Lord made them all.

Each little flower that opens,
Each little bird that sings,
He made their glowing colours
He made their tiny wings.

The purple headed mountains,
The river running by
The morning and the sunset,
That brightens up the sky.

He gave us eyes to see them
And lips that we might tell,
How great is God Almighty,
Who has made all things well.

FATHER

Father we thank thee for the night
And for the pleasant morning light,
For rest and food and loving care.
And all that makes the world so fair.
Help us to do the things we should,
To be to others kind and good,
In all we do, at work or play,
To grow more loving everyday.

हमको मन की शक्ति देना - प्रार्थना

हमको मन की शक्ति देना, मन विजय करें,

दूसरों की जय से पहले खुद को जय करें।

भेद - भाव अपने दिलसे साफ कर सकें,

दोस्तों से भूल हो तो माफ कर सकें,

झूठ से बच रहें सच का दम भरें। दूसरों....

हमको मन की शक्ति देना, मन विजय 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.....

हमको मन की शक्ति देना, मन विजय करें

MEDICAL CHECK UP (2018-2019)

DENTAL CHECK - UP

Your Child _____ of Grade _____

He/She has

He/she requires

- | | |
|------------------------------|----------------------------------|
| 1. Carious teeth _____ | 1. Filing _____ |
| 2. Broken teeth _____ | 2. Bonding/crown _____ |
| 3. Broken fillings _____ | 3. Scaling _____ |
| 4. Calculus/stains _____ | 4. Extraction _____ |
| 5. Crowded teeth _____ | 5. Ortho treatment _____ |
| 6. Missing teeth _____ | 6. X-Ray examination _____ |
| 7. Malpositioned teeth _____ | 7. Space maintainer _____ |
| 8. Good teeth _____ | 8. Pit and Fissure Sealant _____ |

Please take your child to family dentist at your earliest convenience for treatment.

Date

Doctor's Signature

EYE CHECK - UP

Vision: Right Eye _____

Vision: Left Eye _____

Fundus _____

Refraction _____

External Eye _____

You are requested to consult a Specialist for your child whose problem is

Date

Doctor's Signature

(To be filled by the Class Teacher)

TERM I - Height _____ Weight _____ Date _____

TERM II - Height _____ Weight _____ Date _____

To,

The Principal

The Universal School

Plot No. 17, Tilak Road,
Ghatkopar (East),
Mumbai - 400 077.

UNDERTAKING

Date : _____

I, Mr. / Ms. _____ parent / guardian

of _____

studying in Grade _____ Div. _____ have read the Almanac and
agree to abide by all the rules and regulations of the school.

Signature of Mother / Guardian

Signature of Father / Guardian

TIME TABLE

PERIOD	MON	TUE	WED	THU	FRI	SAT
1						
2						
3						
LONG BREAK						
4						
5						
6						
SHORT BREAK						
7						
8						



Maharashtra Samaj Ghatkopar's
The Universal School

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