

**LOK PURAM PUBLIC SCHOOL**  
**GENERAL INFORMATION FOR THE ACADEMIC YEAR 2023-24**  
**PRIMARY SECTION**

1) **New Academic Session:** Wednesday, 5<sup>th</sup> April 2023.

Attendance on the first day is **Mandatory**.

2) **School Timings:**

- ♦ 12:50 p.m. to 6:15 p.m.
- ♦ The school gate will be closed for the students at **12:55 p.m.** sharp after which pupils will not be permitted to enter the school.  
Prayer – 1:00 pm to 1:15 pm
- ♦ **2<sup>nd</sup> Saturday is a Holiday.**
- ♦ 4<sup>th</sup> Saturday will be half day working.

3) **Deposit of Fees:** Fee is to be paid Online through '**My Classboard Fee Payment Application only**'. The Fee Payment App has to be downloaded on Parent's Mobile Phone and Fee is to be paid through this Fee Payment App only.

4) **Uniform :**

**School uniform and books are to be purchased from any store where it is available. Book list is attached with the Report Card.**

Sample of School Uniform & P.T. Uniform are displayed on the Notice Board.

❖ **P.T. Uniform: P.T. uniform needs to be purchased according to the House allotted to the students.**

❖ During Winter Season, only **Navy Blue Sweaters** to be worn. **Jackets will not be allowed.**

**Shoes:**

- 1) Black Canvas Shoes & **Grey Socks (Black Ribbons for Girls)** with **Grey Uniform**.
- 2) Black Canvas Shoes & White Socks (White Ribbons for Girls) with P.T. Uniform.
- 3) During Rainy Season: Black Sandals only (From June till September tentatively).

5) **Evaluation Pattern:**

Continuous & Comprehensive Evaluation is followed as per CBSE Curriculum.

**Schedule of Formative & Summative Assessments:**

**Std.I & II**

I Term:	Cycle 1,2,3	-	June 2023 to Sept. 2023
II Term:	Cycle 4,5,6	-	Dec. 2023 to Mar. 2024

**Std.III to V**

I Term:	FA I , FA II & SA I	-	June 2023 to Sept. 2023
II Term:	FA III, FA IV & SA II	-	Dec. 2023 to Mar. 2024

**Projects: Art Integrated Projects in all subjects are mandatory as per CBSE directives.**

Attendance for Formative Assessment & Summative Assessment is compulsory **for promotion to the next class. Minimum 75% attendance** is required for appearing in Final Examination.

- 6) **Scholastic Aids** : The school has a well stacked Library and Computer Lab to impart knowledge in Information Technology. Beside this, Interactive White Boards are installed in all the classrooms for making learning fun-filled & effective.
- 7) **Sports & Games** : Compact play ground is extensively used to train students in outdoor games like Kho-kho, Dodge Ball, Throw Ball, Basketball, Football, Box Cricket, Athletic games etc. They are trained in indoor games like Badminton, Carrom, Chess, Table Tennis & Yoga under the guidance of trained and experienced P.T teachers.

Once a week Yoga and Drill shall be conducted in scheduled periods for Std I to V.

- 8) **Worksheets**: Worksheets for Std. I to V are provided for all subjects on regular basis.
- 9) **General Rules of Discipline**: Rules of discipline & conduct mentioned in School Diary are to be strictly followed. Parents need to check School Diaries regularly. Student ID Cards & School Diaries are to be brought to school daily.
- 10) **Mobile App**: Important Notices & Circulars are being regularly sent to the Parents through the Mobile App for Parents' convenience. Therefore, the **School Mobile App - ESS Messaging App** is required to be mandatorily downloaded by all Parents in April 2023 to register parents' mobile numbers in the APP.

11) **Vacations (Tentative):**

- Summer Vacation - Monday, 01/05/2023 to Wednesday, 07/06/2023  
School Reopens on Thursday, 08/06/2023
- Diwali Vacation - Thursday, 02/11/2023 to Saturday, 18/11/2023  
School reopens on Monday, 20/11/2023
- Christmas Vacation - Monday 25/12/2023 to Monday, 01/01/2024  
School reopens on Tuesday, 02/01/2024

12) **Transportation:**

- ✧ **There is no provision of transport facility by the school.**
- ✧ **No private / public vehicle is permitted inside the Lok Puram Complex to drop and pick up students or for any other purpose.**
- ✧ Students are to use **Special School Gate** made for them in Lok Puram complex for **Entry and Exit.**

**Mrs. Deepa Bhattacharya**  
**Sr. Headmistress**

**Dr.(Mrs.) Lipika Chandra**  
**Principal**