

Companion

2021-2022



The Shishukunj

INTERNATIONAL SCHOOL

INDORE

A different school of thought



Classes VI – XII

Name _____

Class & Section _____ Scholar No. _____

Personal Card 2021-22

(TO BE FILLED IN BY THE PARENTS
IN BLACK INK AND CAPITAL LETTERS)

*Please affix a
recent photograph
clicked in a
studio in
school uniform
only*

Name of the Student _____ Blood Group _____

Class / Section _____ Scholar No. _____ House _____



Date of Birth _____ Year of Admission _____

Father's Name _____ Mother's Name _____

Sign. _____ Sign. _____

Occupation _____ Occupation _____

Office Add. _____ Office Add. _____

 Mobile _____  Mobile _____


 Landline _____  Landline _____

E-mail _____ E-mail _____

E-mail (Student) _____

Name & Class of sibling(s) in the school _____

Residential Address _____

 Landline _____

Bus No. _____ Bus Stop _____

Name and Signature of Class Teacher (with date) _____



UNDERTAKING

The Principal

The Shishukunj International School

Jhalaria, Bypass Road, Indore (M.P.)

Dear Madam

I have read the information and rules given in the companion.

I promise to abide by them.

Signature of Parent

Date _____



गायत्री मंत्र

ॐ भूर्भुवः स्वः तत्सवितुर्वरेण्यम् ।
भर्गो देवस्य धीमहि धियो यो नः प्रचोदयात् ॥

सरस्वति नमस्तुभ्यं वरदे कामरूपिणि ।
विद्यारम्भं करिष्यामि सिद्धिर्भवतु मे सदा ॥

प्रार्थना

हे प्रभु, आनंददाता ज्ञान हमको दीजिए,
शीघ्र सारे दुर्गुणों को दूर हमसे कीजिए ।

लीजिए हमको शरण में, हम सदाचारी बनें,
शांति चाहक, धर्म रक्षक, वीर व्रतधारी बनें । हे प्रभु

प्रेम से हम गुरुजनों की नित्य ही सेवा करें,
दिव्य हो जीवन हमारा, तेरे यश गाया करें । हे प्रभु

भूलकर निंदा किसी की हम किसी से ना करें,
सत्य बोलें, झूठ त्यागें, स्नेह आपस में रखें । हे प्रभु



PRAYER

Make me a channel of your peace
Where there is hatred let me bring your love,
Where there is injury your pardon Lord,
And where there is doubt true faith in you.

O Master grant that I may never seek
So much to be consoled as to console,
To be understood as to understand
To be loved as to love with all my soul.

Make me a channel of your peace
It is in pardoning that we are pardoned
In giving to all men that we receive
And in dying that we're born to eternal life.



राष्ट्र गीत

वन्दे मातरम् ! वन्दे मातरम् !
सुजलां सुफलां मलयज शीतलाम्
शस्य श्यामलाम् मातरम्
वन्दे मातरम् ।
शुभ्रज्योत्स्ना पुलकित यामिनीम् ।
फुल्ल कुसुमित द्रुमदल शोभिनीम् ।
सुहासिनीम् सुमधुर भाषिणीम्
सुखदां वरदां मातरम्
वन्दे मातरम्।

राष्ट्र गान

जन गण मन अधिनायक जय हे,
भारत भाग्य विधाता ।
पंजाब, सिंध, गुजरात, मराठा,
द्राविड़, उत्कल, बंग ।
विन्ध्य, हिमाचल, यमुना, गंगा,
उच्छल जलधि तरंग ।
तव शुभ नामे जागे,
तव शुभ आशिष माँगे,
गाहे तव जय गाथा ।
जन गण मंगल दायक जय हे, भारत भाग्य विधाता ।
जय हे ! जय हे ! जय हे ! जय जय जय, जय हे ।

To Shishyans, With Love



Dear Shishyans,
Namaste!

Isn't it wonderful to be together, exploring the world and knowing each other?

The Shishukunj Attitude

Shishyans are optimistic and cheerful, with a win-win attitude. Aham Brahmasmi is the source of positive charge for them. They greet each other with a 'Namaste' which means, 'I respect the divinity in you.'

Appearance and Demeanour

Their gait is straight, uniform is clean and well maintained and the pitch is controlled. They appreciate silence, where it communicates more than words.

Smart and Courteous

Courteous behaviour is the hall-mark of Shishyans. Sitting, standing and walking smartly; wishing when appropriate; paying attention to what is being said, respecting other people's rights, making requests, acknowledging services, apologizing, helping others in need - are signs of cultured human beings. Shishyans never fall short on these counts.

Self-control and Accountability

Shishukunj envisions offering India, citizens who are in complete charge of themselves. Shishyans exhibit excellent self-control. They do not react, but respond.

Language

English has acquired an international status. Hence, it is good to master it and the easiest way to learn a language is to use it. Shishyans do that. It is below their dignity to use abusive language - be it in English or Hindi, be it at home or in school.





Regularity

Attendance is compulsory for celebration of National Festivals and Events. 90% attendance is compulsory to make a student eligible to appear for the examination.

Health

Shishyans respect their body and ensure that the body clock runs properly. They try their best to be regular in their habits, eat nutritious food in the required quantity and observe table manners. They converse with friends at lunch but do it very softly, and ensure that it does not delay them for the class. They sleep well but do not oversleep. Over indulgence is avoided. They inform the class teacher if they are sick or suffering from any disease and join the school when rid of infection.

Love and Respect

Shishyans love and respect everyone in the school family - their schoolmates, teachers and all others- who help them to run their lives smoothly. They respect the belongings of their schoolmates and the school property; and help maintain it and restore it to its place, if found out of place. They try to avoid borrowing and lending. Co-operation is good but not as an excuse for idleness.

Friends of Ecology : Reduce, Reuse and Recycle

Shishyans love and respect Mother Earth and are well aware of the need to conserve Natural Resources for the future of Life on the Planet. They reduce wastage of water, electricity and paper and reuse and recycle whenever possible. Shishyans add greenery to the world by gifting seeds and plants to their friends on their birthdays.

Academics

To a great extent, our efforts decide our performance. 'Now and not tomorrow' - is the key to success. Remember friends, curiosity and enthusiasm ignite the mind. Keenness to understand the concepts by listening, reading, observing and doing can give you a lot of joy and confidence. Paying attention, explaining to classmates, and using new methods of technology are some of the ways to learn well. After all, practice makes a man perfect! Doing assignments in time,





revising in different ways, reading books and watching relevant programmes is good. They always assess their learning to find out if they need any extra help and get it.

Co-curricular Activities (CCA)

Indeed, CCAs require you to go an extra mile but give you confidence and hone your skill(s) and intelligence. We have a variety of these. Discover your talent by talking to your teachers, parents and friends and participate with interest and preparation.

Games and Sports

These bring in a lot of dynamism, decisiveness, team spirit and agility of the mind along with the body. You will get a taste of all the sports and can choose the one that suits you. A vigorous game keeps you healthy and oxygenates the brain. Sportsmanship is to accept failure and strive for improvement. Shishyans know that they should play not just to be winners but to be achievers. Sports time is not to be wasted in roaming around or chatting.

Problem shooting

Shishyans don't quarrel, fight or abuse each other, because they are guided by reason and courtesy. They are good listeners and keen observers. They want to make a better world so they behave as 'thinking beings' do, to sort out problems. (I am responsible for all that happens!)

For Shishukunj to flourish, suggestions for improvement should keep coming from all of you.

Feel free to talk to me or email me at info@shishukunjindore.in

Dr. Lalita Singh

Principal



School Greeting : Namaste



'Namaste' is a very meaningful Indian greeting. It is much more than telling the time of the day. It is to remind us that we are more than the body (our physical presence). The body is blessed to be the abode of the aatma, which represents the power of the Almighty. Hence, when we greet each other with Namaste, we remind ourselves of the immense divine power within us, waiting to be discovered in order to make the best of our birth as a human being (self-realisation); and also reiterate our belief in the Equality and Oneness of Man.

It is the greeting used by members of the Shishukunj International Society all over the world. So let us greet the soul or the aatma residing in each one of us with a 'Namaste' and fill each other with an irresistible positive charge. (INVAGIC)

School Pledge : Aham Brahmasmi

I have the power of the Lord.

Hence, I am responsible for all that happens.

I understand that every action of each one of us influences the world, for the better or the worse.

As a Shishyan, I pledge myself to make the world a better place by being attentive, dutiful and humane in my thoughts and actions.



Expectations from Shishyans



(To be read carefully by students and parents)

- 1) Students who come to school by their own transport should reach school before the bell rings. No student is allowed to come to school in a self driven scooter, motorcycle or car.
- 2) Students should be neatly dressed and should come to school in immaculate turn out.
- 3) Students must strictly follow the code of the school uniform on all regular days from home to school and back. They must also abide by the same on special/remedial class days, PTMs, holidays and on the days they represent the school in external competitions and functions.
- 4) For the girls, skirt should be just at knee level and should not be worn below the waist. The shirt should be properly tucked in.
- 5) Boy's trousers should not be worn below the waist; shirt should be properly tucked in. Narrow bottom trousers are not allowed.
- 6) Shoes should be clean and polished every day. Sports shoes are to be worn on the days when there is a sports period. Shoes with high heels are not allowed.
- 7) Boys should have a neat haircut and should not have long side burns and beard.
- 8) Spiking of hair is not permitted in school. Use of hair colour is prohibited for all.
- 9) Girls with very short hair must neatly comb and pin up their hair, those with shoulder length hair should make a neat pony tail; those with hair below shoulder length should braid their hair.
- 10) No student should come to school with mehendi, tattoos, kajal and long nails or nail paints or eye make up.
- 11) The school is not responsible for goods lost. No valuable articles (like expensive watches, cell phones, jewellery, cameras, etc.) should be brought to school. If a student brings a mobile phone to school it will be confiscated and the student will be suspended from the school.
- 12) Students should be polite wherever they go. They should always remember that the school is judged by the conduct of its students. They should greet their teachers when they meet them. Bullying and use of foul language are punishable offences.
- 13) The school reserves the right to take strict disciplinary action against a student whose conduct is harmful to other students.
- 14) Once a child has come to school, he/she should not be asked to return home on a half day leave.

Expectations from Shishyans



- 15) The observance of rules of discipline of the school and good behaviour is an essential condition to a student's continuance in the school. In case, a student violates the school rules or indulges in any form of indiscipline or disrespect for the school rules, he/she will be asked to stay back in school for three hours and some academic work will be assigned to him/her. Parents will have to arrange for their pick up after three hours. However if a student is found to violate the rules the second time or indulges in any severe case of indiscipline, strict action like expulsion / suspension / rustication will be taken against him / her which will be solely at the discretion of the school authorities.

Note : Students of Class XII must attend school regularly, specially on the days specified for CBSE formalities. If they fail to do so, the school will not be responsible for getting the forms signed. Students will then have to go directly to the CBSE office to sign their respective forms to obtain their admit card.

Punctuality, Attendance, Leave Rules

- 1) A proper leave application written and signed by the parent seeking / informing about leave is a must. (application to be sent only on the format available on the school website and companion.)
- 2) Normally leave should NOT be taken during term time. If unavoidable, a written request should be made well in advance.
- 3) Attendance on our National Festivals (15th August and 26th January) is mandatory.
- 4) Irregular attendance, unjustified or unexplained absence, habitual late coming, disobedience or objectionable behaviour of any kind observed during instructional / non-instructional days, functions, celebrations or any other school related activities will be dealt with very strictly and under exceptional circumstances, may result in the removal of the students in question from the school rolls.
- 5) The students must attend the school functions, celebrations, classes for co-curricular activities and other important classes and activities that are compulsory. In case of absence on such important occasions, a Medical Certificate is to be produced or parents must accompany their ward on the following day with suitable explanation in writing, failing which the school authorities will take appropriate action.
- 6) A minimum attendance of 90% for students of Classes VI-XII is a must. Students may not be permitted to appear for the term end examinations if their attendance is below the required percentage. The students of Classes IX to XII will be governed by the Board Rules in all such cases. The discretionary power lies with the School Authority and the Board which will be final and binding for all the students.

Expectations from Shishyans



- 7) Students who remain absent on the day prior to examination, will take the examination after the regular school time. Parents will have to arrange for their pick up. This rule is made to curb absenteeism on the day prior to the examination.
- 8) Students absent for one or two days must produce a letter from Parents or Guardians. Students absent from school for more than two days on Medical grounds must produce an application from their Parents or Guardians supported by a Medical Certificate from a registered Medical Practitioner on the day of rejoining. Non Compliance with the same will result in the student not being allowed to attend classes till such time the Medical Certificate is produced.
- 9) Students who are absent without prior sanction, for more than a week, are liable to have their names struck off the school rolls. Re-admission may be granted only on payment of a fresh admission fee.
- 10) If a student has an appointment with a doctor or any other social obligation during school hours, he/she must not be sent to school on that day as the school does not allow a half day leave to the students. However, in emergencies, the Principal reserves the right to sanction half day leave to the students.
- 11) The students who are selected in Co-Curricular Activities/Games and Sports and/or any internal or external functions must attend regular practice or rehearsals as per the scheduled notification and must participate in the same. If, due to unavoidable circumstances, a student fails to attend the same, the Parent/Guardian must give a written explanation to the Principal well in advance or at least 7 days before the final programme.
- 12) Students afflicted by infectious diseases or exposed to such diseases in their homes must complete the quarantine period before rejoining school. This should also be indicated in the Medical Certificate/Fitness Certificate when the student rejoins the school.
- 13) Only students who display good discipline and behavior and who receive a positive feedback from the teachers will be eligible to enroll for National / International school excursions or exchange programmes

Assignments

Home assignments are to be done regularly and systematically and submitted on time.

Expectations from Shishyans



Other Recommendations :

- 1) **Arranging school bag** : Students must arrange their school bag every night so as not to forget the companion, books, notebooks and stationery required for the day. No unwanted articles like irrelevant books, CDs, pen drives, mobiles, walkman, cameras, eatables, toffees, chewing gums, etc. are to be brought to school.
- 2) **Maintaining decorum** : Maintaining decorum and order in assembly, classrooms, laboratories, corridors, house and school functions, etc. is essential.

- 3) **Language** :

Abusive language is totally prohibited.

This is an English medium school. Hence, students must converse in English while in school.

Lunch :

Everybody should reach the dining hall within 5 minutes of the sounding of the lunch bell. (Any discussions or transactions with the teachers are to be done in the free time available after lunch.) Hands should be properly washed before and after lunch. Food and water must not be wasted.

Library :

Silence should be maintained in the library. Library books should be handled with care. If disfigured or damaged, students will have to replace or pay for the same.

- Bus :**
1. Each student will be dropped and picked up only from the point mentioned in the School record.
 2. Any request for change must be made in writing and may be permitted only if the residence is shifted permanently, subject to the availability of seats and within the existing bus routes only.
 3. Students must use the bus to and fro. No exemption will be granted in this regard.
 4. Students who wish to discontinue the use of school transport must notify the office (in writing) one month in advance.

Expectations from Shishyans



5. Students must board the bus on time.
6. Students must not throw litter in and out of the bus.
7. Students must maintain a high degree of discipline while travelling in the bus/vehicle. Any complaint in this respect will mean withdrawal of the facility without prior notice.
8. Bus student will not be allowed to go privately with/without their parents except in cases of a medical emergency or some bereavement in the family. However, on the basis of a consent letter given by a parent personally to the school, permission may be granted.

Birthday Celebrations :

Distribution of sweets, invitation cards, any other confectionery, gifts, etc. to classmates, teachers or anyone in the school is NOT PERMISSIBLE. However, children of all classes are welcome to gift a plant or lawn grass to the school. This is a thoughtful way of celebration and will encourage 'Learning to Give' and 'Conservation of Nature', thus making the world a better place to live !

Bullying

We believe that all students have the right to be educated in an environment where there is mutual respect and co-operation. We discourage bullying in any form.

Bullying is when somebody deliberately goes out of his or her way to threaten, frighten, abuse or hurt someone else. It is also taunting or name calling, as well as damaging a person's property, clothing or school work.

Any student who bullies another student by acting in any of these ways will be dealt with severely. All reported incidents will be thoroughly investigated.

If you think you are being bullied, TELL SOMEONE - your Principal, class teacher, subject teacher or the counsellor.

If you cannot do this ask your parents/guardians to contact the school. Reporting bullying is NOT tale-telling. If you do not report it, it may get worse or happen to someone else as well.

(The school seeks monitoring and full co-operation of parents in all the above areas.)

Every care is taken by the school for the safety of your ward. However, the school cannot be held responsible for any injury caused to any student in school. The school's responsibility is restricted to shifting the student to a hospital.

Guidelines for Parents



- 1) Check the haircut, uniform and punctuality of your ward in the morning. Wearing the school Identity Card is compulsory.
- 2) It is always advisable to e-mail/write to the school about the problems of your ward or for seeking guidance. Your mails will be replied to after discussion with the concerned teacher. In case, parents want to meet the teachers, they can seek an appointment by e-mail.
- 3) See that your ward carries books/exercise books according to the Time Table for that day. No extra books are allowed.
- 4) See that he/she is prepared for the examinations. Also see his/her report card, answer scripts of tests and examination and teacher's remarks in his class work/home work exercise books.
- 5) Encourage your ward to take a balanced interest in studies, co-curricular activities and sports.
- 6) Please note that students are not allowed to bring mobile phones, i-pods, pen drives, CDs/DVDs or any electronic gadgets to the school. In case, they bring these on any pretext, these would be confiscated.
- 7) The students who come in improper uniform/turnout will be sent back home. The parents will have to come and pick their ward from school.
- 8) Your ward should be instructed to be careful about his/her belongings. There should be a name tag on blazers and sweaters. They are also not allowed to wear jewellery in school. Any kind of make up or application of kajal, eye liner is not allowed.
- 9) Absence from school even for a day should be a matter of concern. Parents/Grandparents should impress upon their wards that they should not miss school unless it is unavoidable.
- 10) If your ward is absent from school he/she must make up by doing all the work missed by him/her.
- 11) After every examination, parents must check the answer sheets of their ward and sign them.
- 12) Regularity in home work and class work is very essential and parents are expected to ensure that students do not falter in this regard. Repeated failures in this account will lead to disciplinary action.
- 13) Defaulters will be detained in school till the work is completed. In this case, parents will have to pick up their ward from school.
- 14) It is mandatory for both the parents to attend the PTM of their ward(s).
- 15) Parents are requested to check the school website for important updates, schedules, school news, etc.

Message to Parents : to communicate/interact with the school



- E-mail. (info@shishukunjindore.in) / Letters
- By prior appointment with Teachers / VP / Principal / Executive Director by e-mail.
- In case of an emergency, please mention the nature of the emergency so that appropriate steps can be taken by the concerned faculty members.
- Through parent teacher meetings.

Visiting Hours :

Parents can meet the Executive Director, Principal, Vice-Principal after school hours, with prior appointment.

If you want to meet the counselor or teachers please send an e-mail at info@shishukunjindore.in

Withdrawal :

Parents are requested to inform the Principal in writing about the withdrawal of their ward from school.

- (a) In case of mid term withdrawals, the parents will be required to pay the tuition fees and bus fees for the full month in which the child is withdrawn. Part of the month will be treated as one month.
- (b) If a child has to be withdrawn from the commencement of the new session, parents must apply for the withdrawal on or before the last day of the current academic session, failing which the tuition and bus fee for the month in which withdrawal is applied for will be charged.

Uniform for Shishyans



Uniform

- 1) A student should be properly dressed in a neat, clean and ironed uniform on all occasions. This also includes clean socks and polished shoes. Girls may use a simple, black band to keep the hair in place.
- 2) Wearing the school Identity Card is compulsory.
- 3) Simple watches (basic model) are allowed from Class IX onwards.
- 4) Sports uniform to be worn only on the days when there is a sports period.

Parents can get the uniform stitched or buy it from the market as per the specifications given below :

SUMMER

Classes VI to XII

Boys

- SHIRT - White with navy blue lining inside the collar and shoulder strips with school name - Fabric of Mafatlal Mills
 - TROUSERS - Navy Blue Trousers with lines - Fabric of BSL Mills / Siyaram / S.kumars
 - SOCKS - Navy Blue socks (rib design) with two white lines
 - BELT - Black belt with a white line. School logo on the buckle
 - SPORTS UNIFORM - T-shirt of the house colour (one of the 4 house colours), navy blue track suit (shorts and lowers with jacket)
 - SHOES - Black - Rex Gola
-

Girls

- SHIRT - White with navy blue lining inside the collar and shoulder strips with school name - Fabric of Mafatlal Mills, White slip under the shirt
- SKIRT - Navy Blue with lines - Fabric of BSL Mills / Siyaram / S.kumars
Black half tights under the skirt
- SOCKS - Navy Blue socks (rib design) with two white lines
- BELT - Black belt with a white line. School logo on the buckle
- SPORTS UNIFORM - T-shirt of the house colour (one of the 4 house colours), navy blue track suit (shorts and lowers with jacket)
- SHOES - Black - Rex Gola



WINTER

Boys

Classes VI to XII

- SHIRT : (Full Sleeves optional)
- SWEATER : Without Sleeves/Full Sleeves, V-neck, navy blue with white line on neck, sleeves and border
- CAP : Navy blue only

White Thermals may be worn during severe winter along with the sweater.
Thermals of any other colour are not permitted.

Girls

Classes VI to XII

- SHIRT : (Full Sleeves optional)
- SWEATER : Without Sleeves/Full Sleeves, V-neck, navy blue with white line on neck, sleeves and border
- SCARF / CAP : Navy blue only

White Thermals may be worn during severe winter along with the sweater.
Thermals of any other colour are not permitted.



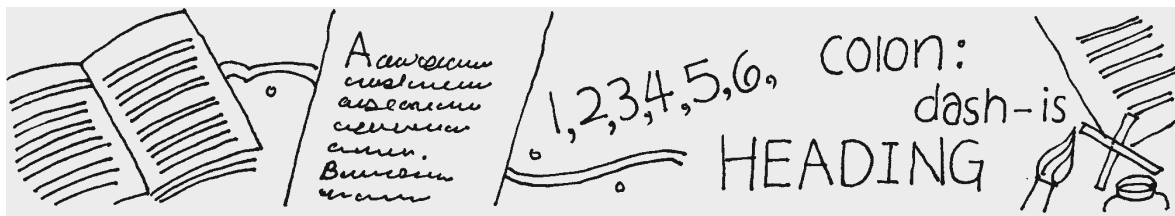
- 1.0 Retest/awarding of marks will not be done in case of absence from Detailed Assessments, Mid Terms, Major Assessments, Half Yearly and Final Assessment.
- 1.1. Provision of Re-examination, in case of Mid Term, Major Assessments, Half Yearly & Final Assessment will be available only when the student is on duty leave i.e. representing the school for some event / competition.
- 1.2. It can be condoned only on account of pre-approved medical grounds. Medical Certificate must be submitted along with the doctor's prescription within a week, failing which the student will be marked absent without permission and a zero will be awarded for the concerned Detailed Assessment.
- 2.0 A student (a) getting re-examination in the same subject for two years in succession (b) failing for two consecutive years in the same class may, be asked to leave the school as it is indicative of absence of serious efforts on the part of the student.
- 3.0 The Report Card is to be preserved. A duplicate card will be issued only on payment of ₹ 200/-.



Guidelines for Written Presentation



- Your work must be neat in presentation. Untidy written work will not be accepted.
- Never forget to date the work. Follow the simplest format for writing the date January 04, 2021 / 04.01.21
- Numbers should also be written lovingly, like, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
- Follow one pattern of writing. We follow Cursive in Shishukunj.
- Heading should have a capital letter for every important word. It should be neatly underlined. Inverted commas are not required.
- American style of indenting (left aligned) of the paragraph is to be followed in this style, no space from the margin is left. Instead a line is left after each paragraph.
- Remember to start a sentence with a capital letter and end with a full stop. Never forget to put a comma before etc.
- Symbols should not be misused, e.g. an arrow (→) where a colon (:) or dash (-) is required.
- Riders are not required with Roman Numbers when indicating class e.g. VIII, not VIII th.
- A neat line should be drawn only to indicate completion of the work. Leave a line to indicate the end of an answer. It saves time and looks neat. Do not make written work too colourful.



House System :



With a view to mould tomorrow's leaders as well as to instil a sense of loyalty and devotion among the students, a well thought out House System has been established.

It provides a platform to students to hone and showcase their skills.

Several Inter House activities are conducted throughout the session which promote healthy competition and team spirit. Emphasis is on conduct, application, attendance/participation and punctuality.

House and Colour

1. Dhyanchand	Maroon
2. Kalam	Blue
3. Kurien	Mustard
4. Narayan Murthy	Green

STUDENT BODY

School Students' Council is an endeavour to prepare responsible citizens with a sense of duty towards the organization. Members of the Council co ordinate and help in all the important events thereby setting examples as disciplined and focused individuals.

The Students' Council comprises of :

- | | |
|------------------|-------------------------------|
| ● Head Boy | ● Sports Secretary |
| ● Vice Head Boy | ● Cultural Secretary |
| ● Head Girl | ● Student Editor |
| ● Vice Head Girl | ● Secretary - Student Welfare |

FOOD & NUTRITION

We believe that a healthy mind resides in a healthy body.

The school takes good care of the students diet. We begin the day with a glass of milk and cookies and go on to provide a well-planned nutritious and fresh mid day meal to them, thus taking good care of their health and helping them to learn to relish food without any fuss. They also learn table manners. Lunch time becomes a warm learning and sharing experience.

Hence, please do not send any eatables, as they are not required. Chewing gums, chocolates and toffees are not allowed in school.

School Time Table

Period \ Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						



I resolve to

- be healthy and fit.
- communicate in English.
- be regular to school and in my good habits.



School Time Table

Period \ Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						



I resolve to

- be healthy and fit.
- communicate in English.
- be regular to school and in my good habits.





NOTE : Photocopy of this format should be used to send a leave Application.
Leave Application to be submitted in an envelope only.



The Shishukunj

INTERNATIONAL SCHOOL

INDORE

STUDENT'S LEAVE APPLICATION

Name of the Student _____

Father's / Guardian's Name _____

Class / Section _____ Roll No. _____

Leave from _____ till _____ No. of days _____

Reason _____

Dated _____ (Signature of Parent / Guardian)

_____ For Office _____

Class Teacher's Remark _____

Sanctioned / Not sanctioned _____

Sanctioning Authority



CHANGE OF ADDRESS & REQUEST FOR NEW BUS ROUTE

The Principal
The Shishukunj International School
Indore.
Madam

Kindly note the following changes in your school records for change in address with effect from (date).

Name of the Student _____

Scholar No. _____ Class / Section _____

Previous Bus No. _____

Address _____

Tel. : _____

Thanking you

Place : _____ (Signature of Parent / Guardian)

Date :

Due to change in the location of my residence, I request you to allocate a new BUS ROUTE and intimate the same to me.

- Temporary change in bus route is not allowed.

The Shishukunj International School

Subject : Change in Bus Route

Dear Parent

Your ward _____ (Name of the Student)

Scholar No. _____ Class/Sec. _____ will now

travel by bus route number _____ with effect from _____ (date).

Place : Indore

Date : _____ (Signature of Transport Officer)