LEARNERS TODAY LEADERS TOMORROW

GROUP OF INSTITUTES

Suyog Sunderji Sports Academy

OFFICE TIMINGS

Days and Timings to meet the Principal
Thursday and Friday: 10.00 am- 1.00 pm
by prior appointment only

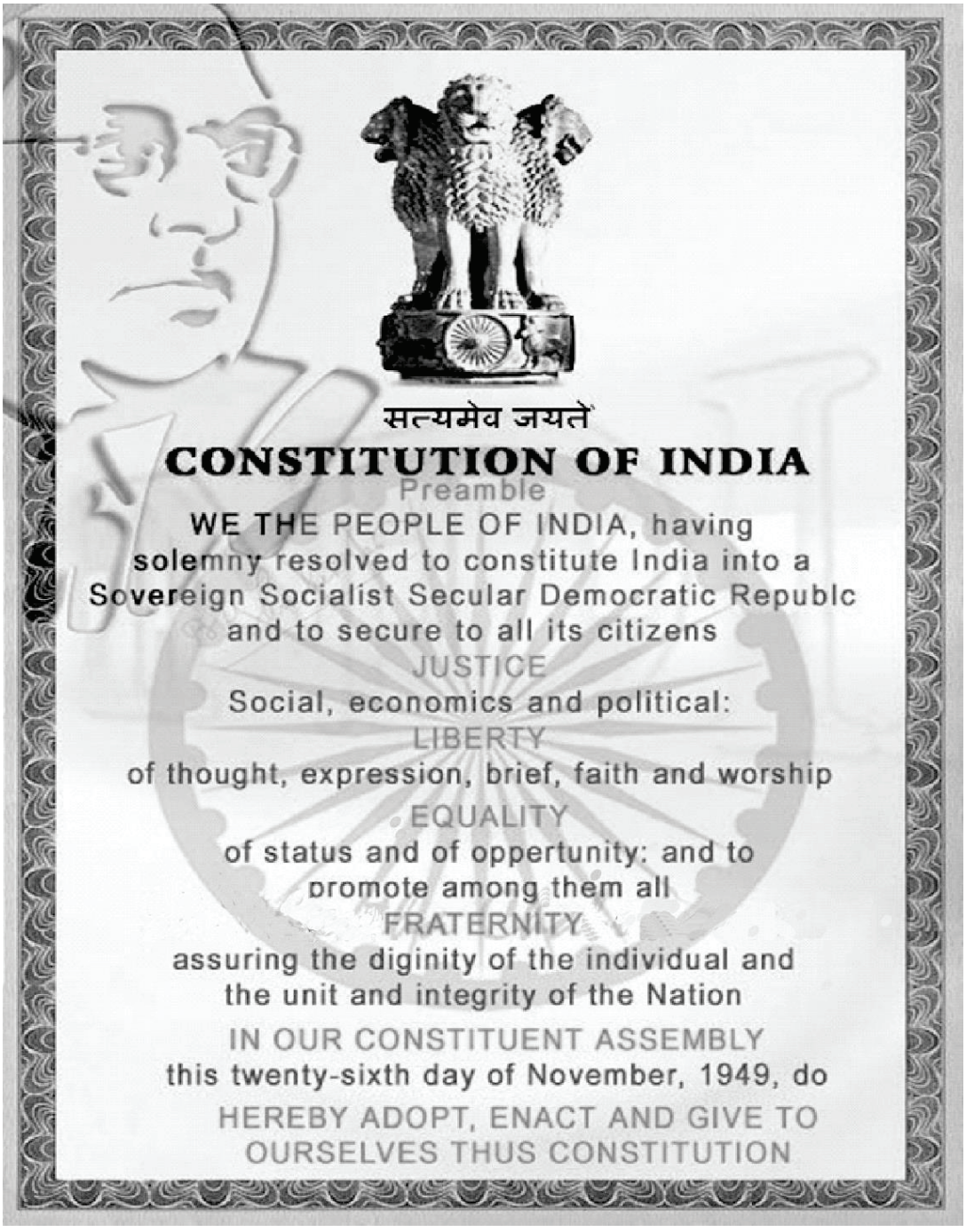
Days and Timings to meet the Vice Principal
Tuesday and Thursday: **10.00 am- 2.00 pm**
by prior appointment only

Timings to meet the Teachers
Through prior appointment only

Timings for Administration Office
09:00 a.m.to 3:30p.m.
(Monday to Friday)
09:00 a.m. to 2:00 p.m.
(Saturday)

Timings for Students
8.45 a.m. to 2.45 p.m.

OUR PREAMBLE



SCHOOL PRAYER

Oh! Great God, in Heaven Above

At thy feet with faith and love

We thy little children gather

Calling on you, as our father

Guide and guard us on our way

Draw us closer day by day

Keep us pure, kind and true

Till we reach our home with you.

GAYATRI MANTRA

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

School Anthem

With eyes like twinkling stars
Mind like curious, we walk in every day
We fill up our heart with love and compassion. Help each other every way.

With eyes like twinkling stars
Mind like curious, we walk in every day
We fill up our heart with love and compassion
Help each other every way

We are the students of SS wisdom school, A school so right a school so fair
We are the students of SS wisdom school, and may our school prosper, that our prayers.

OUR PLEDGE

India is my country and 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 and elders and
treat everyone with courtesy.

To my country and my people, I pledge my devotion.
In their wellbeing and prosperity alone, lies my happiness.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya heBharata-bhagya-vidhat

Panjaba-Sindha-Gujrata -Maharata-Dravida-Utkala-Vanga

Vindhya-Himachala-Yamuna-Ganga

Uchhala-Jaladhi-taranga

Tava shubha name jage Tava shubha ashisha mage Gave tava jaya-gatha

Jana-gana-mangala-dayaka jaya

heBharata-bhagya-vidhata.

Jaya he! Jaya he! Jaya he!

Jaya jaya jaya, jaya he!

STUDENT'S PARTICULARS

Recent Photo

Student's Copy

TO BE FILLED IN BLOCK LETTERS

Full Name _____

☐ Male ☐ Female

Grade_____G.R.No._____Roll No. _____

Date of Birth_____ Aadhaar No. _____Nationality_____

Father's Name_____Occu. /Desig._____

Permanent Address _____

Mobile No._____E-mail:_____

Mother's Name_____Occu. /Desig. _____

Mobile No._____E-mail:_____

Emergency Name, Contact no. other than parent: _____

Siblings (in the same school) _____

Name_____Grade_____

Mode of Transport _____

Bus Number_____Boarding Point _____

I declare that the information given above is true to the best of my knowledge. I shall be responsible for the conduct of my ward in accordance with the rules & regulations of the institution. I have read all the rules & regulations of the school and I agree to abide by them.

Father's / Guardian Name _____ Mother's Name _____

Father's / Guardian Sign. _____ Mother's Sign _____

STUDENT'S PARTICULARS

Recent Photo

Teacher's Copy

TO BE FILLED IN BLOCK LETTERS

Full Name _____

☐ Male ☐ Female

Grade_____G.R.No._____Roll No. _____

Date of Birth _____Aadhaar No. _____Nationality_____

Father's Name_____Occu. /Desig._____

Permanent Address _____

Mobile No._____E-mail:_____

Mother's Name_____Occu. /Desig. _____

Mobile No._____E-mail:_____

Emergency Name, Contact no. other than parent:_____

_____

Siblings (in the same school) _____

Name_____Grade_____

Mode of Transport _____

Bus Number_____Boarding Point _____

I declare that the information given above is true to the best of my knowledge. I shall be responsible for the conduct of my ward in accordance with the rules & regulations of the institution. I have read all the rules & regulations of the school and I agree to abide by them.

Father's / Guardian Name Mother's Name

_____ _____

Father's / Guardian Sign. Mother's Sign

_____ _____

ID CARD FORM

(to be filled in capital letters)	
First Name	
Middle Name (if any)	
Surname	
Grade	
Blood Group	
Date of Birth	
Contact No: (Mother)	
Contact No: (Father)	
Emergency Contact No.	
Residential Address (Pune)	
Mode of Transport (School Bus / Self)	
Date	

Signature of Father / Guardian **Signature of Mother**

Field Trip/EXCURSION FORM

Dear Parents,

Excursion or Field Trip is a part of wholesome education, so the school has organized local educational tour cum school picnic for its students. The school picnic is considered to be a formal school activity with the aim to provide recreation, joy as well as learning through fun filled way.

Kindly make sure your ward does not miss this excellent chance of growth and enjoyment. I hereby give my consent to my son/daughter/ward to join excursion arranged to

_____

_____by the school.

I also declare that I shall not hold the school responsible for any accident or mishap to my son/daughter/ward during the excursion.

Signature of Parent / Guardian _____

Name of the Parent / Guardian _____

Address _____

_____

_____ Phone:_____

Student's Name _____

Grade _____

Date: _____

SOCIAL MEDIA CONSENT FORM

Parents love to see photographs of their children and their classmates on different mediums of social networking like website, facebook, etc. Suyog Sunderji Wisdom School is also highly active on social media. Please let us know, if we have the permission to include your child's photo on social media.

Student's Name:_____

Grade:_____

Parent's Name:_____

Signature :_____Date _____

Please tick (✔) on the applicable option -

☐ No, I do not give permission for photos of my child to be posted on social media.

☐ Yes, I give permission for photos of my child to be posted on social media.

MEDICAL FORM

Name of the Student: _____

Grade:_____Division : _____

Gender : □ M / □ F Date Of Birth :_____Age :_____

Residential Address :_____

_____

_____

Blood Group:_____Weight (kg.):_____Height (cm):_____

Allergies: _____

Eye Sight: Right:_____Left:_____

Dental:_____

Ear / Nose / Throat:_____

Any Major Ailment:_____

_____

Major Past Injuries:_____

_____

Any Past Record of Surgery:_____

_____

Any Special Educational Needs (SEN) identified:

_____

_____

Name of Physician:_____

Mobile No._____ Date:_____

Signature:_____

DECLARATION FORM

Self-direction is a skill that children must learn for themselves. It cannot be done for them or forced on them. I will resist the temptation to intervene and will trust my child to learn in their own way.

I agree not to undermine my child's confidence and commitment by comparing them unfavorably to others.

I agree to understand the challenges and successes of my child, even they may not be similar to my childhood experiences or to the expectations of my friends and acquaintances.

Occasionally issues arise which require direct contact between members of the School and particular parents; therefore, I agree to attend any meeting to which I am asked by the School.

I agree to respect my child as a person and a competent student at Suyog Sunderji Wisdom School. I agree to support my child's autonomy by acknowledging their freedom and honoring their need to act on their own as they grow and learn in Suyog Sunderji Wisdom School. I agree to trust my child.

I confirm that I have read the contents of this diary and promise to abide by all rules, regulations and policies of the Suyog Sunderji Wisdom School.

Date:_____

_____ _____

Father's / Guardian Signature Mother's Signature

GENERAL SCHOOL RULES

- The school reserves the right to terminate the continuation of students with unsatisfactory progress or whose conduct is unexemplary for others.
- Students who are escorted to and from school in the care of domestic staff must submit an undertaking from the parent with the photograph of the nominated escort at the school office. They shall be allowed to leave the school premises with the nominated escort only if the request has been approved by the school authorities. Students may not leave the school premises without their nominated escort. In case of a delay in the arrival of such escorts, they should report the matter to the school office.

Observance of the following is compulsory for all students and deviations will lead to disciplinary action:

- Every student must carry this Almanac to school every day and use it productively.
- Uniform is compulsory during school hours and for all school functions including all such instances where students are representing the school outside.
- Bullying and the use of foul language are punishable offences, whether in or out of school. Students found indulging in the same will be expelled.
- Students are expected to carry books and notebooks in strict accordance with the time table and refrain from bringing unnecessary material to school.
- Students are prohibited from bringing any publication, reference books, Electronic Devices, including mobile phones, Smart watches, cameras, i-pods, i-pads, Tablets and secondary storage devices(CDs, DVDs, pen drives, portable HDD, micro SD cards, etc.), not relevant to academic pursuits. Violation may result in suspension and / or levying of heavy fine in addition to confiscation of the items.
- Bringing money to school is not allowed. It is strictly against school policy.
- Bringing expensive stationary (pens, pencils fancy pencil boxes, etc) to school is strictly forbidden. Such items will be confiscated. Heavy fine will be levied on those found in possession apart from being suspended from school.
- In the interest of their own security, students are advised not to buy or receive any articles, gifts or foodstuff from anyone at all en route.

- Exploding crackers on any occasion or splashing colours in the school premises or in the school bus is strictly forbidden. Students found guilty will be expelled from school without notice.
- It is mandatory for all the students, unless instructed otherwise, to be present for the festivals and functions celebrated in and outside the school.
- **In case a student misses out on bringing tiffin to school, the parents are requested to not bring the tiffin to school themselves or send it through someone. Instead, they should intimate the same to School office before recess. School office will not entertain the tiffin owing to security reasons.**
- As a policy, our school believes in vegetarian food and non-vegetarian food is strictly forbidden. This includes egg cooked in any form, or mixed with other eatables.
- Carrying napkin and mat to school is mandatory for every student. Hence, students must carry these to school daily along with a spoon and use the same while having tiffin.

LATE ARRIVAL IN SCHOOL

- Students are expected to reach school 10 minutes before the start of the school. Students arriving late will not be allowed to enter the school premises without a plausible explanation.
- Arriving late for school is not acceptable. Students found to have come late for more than one day in a term will not be allowed to attend classes on second such occurrence and disciplinary action shall be taken against them.
- On each occurrence of reporting late to school, the “Record of Late Coming” section will be stamped and initialed by the gatekeeper, specifying the date and time of late arrival.

ABSENCE FROM SCHOOL

- A student who has been absent on the previous day will not be able allowed to attend the class unless his / her parent has entered an explanation stating the reasons for the absence, in the **"Leave or Absence Record"** section of the Almanac, for each day (valid for 2 days) the student has been absent from school. Intimation for absence upto 2 days may be sent via email alternatively.
- In case of absence for more than 2 days on medical grounds, Medical Certificate and Prescription (photocopies) should be attached along with application.
- In case a child reports to school without an explanation in the Almanac, the parents will be called to school and the child will be sent back home.
- Absence from school for more than 5 consecutive days is not allowed, except on medical grounds.
- Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/ his name struck off rolls. Re-admission may only be granted after approval by the head of the school and payment of prescribed re-admission fee.
- There is no provision for half day leave, therefore students who are not well should not be sent to school, even on the days of assessments. The child will be marked absent if he/she was to be taken home by parents/ guardians/ authorized persons during school hours, even if it was to be an assessment day. The child will be awarded a zero for the assessment taken on that particular day.
- Parents will be promptly informed in the event of serious illness or emergency and may be requested to come to school to take their ward home, if necessary.
- All students are expected to attend school on the first day following the vacations. Absence on the day of closing / reopening of the school before / after vacations will attract strict disciplinary action.
- It is compulsory for students to achieve 90% attendance in each term in order to be eligible to take the end of term assessment. This stipulation can only be relaxed on genuine grounds, at the sole discretion of the Head of the School.
- Absence for more than 10% of total number of working days may result in detention of the child in the same class. Even on medical grounds, a student cannot remain absent for more than 20% of the total working days.

SCHOOL UNIFORM

- Students must wear their uniform with pride and ensure that they look neat, tidy and presentable at all times. I-card for all and hair bands for girls are an integral part of the uniform and must be worn at all times.
- A student must always come to school in neat and clean uniform, also during the practical and special classes.
- Students are required to attend all school functions/ activities, Open House, in or outside the school in school uniform only.
- Students who are not in a complete/ neat and tidy uniform can be debarred from boarding the bus/entering the school.
- School uniform and House Uniform with black formal shoes is compulsory.
- During winters, School Winter Jacket is compulsory. No Fancy Winter Jacket will be allowed in the school.
- School Belt is mandatory for all the students.
- Each student is supposed to carry a clean, ironed handkerchief to school every single day without fail. Repeated offence in this regard will incur disciplinary action.
- Girls are not allowed to apply henna on their hands. They are not allowed to wear earrings or rings or nose rings. However, a pair of small ear studs is permitted.
- Girls with long hair should plait their hair. It is mandatory for girls to wear hair band in the school campus, inside the bus as well as outside the school campus while representing the school. Failure to follow the rule will result in suspension from school.
- Colouring, bleaching or highlighting the hair is not permitted.
- Boys are expected to have a proper haircut. Dyeing of hair or using hair gel is not permitted.
- Daily bath is compulsory for all students.
- Shirt buttons should not be kept open and the shirt should be tucked in properly irrespective of the dress i.e. uniform or coloured dress.
- Ensure that the child comes well-groomed in complete school uniform.
- Boys and girls Regular school uniform: Shirt and Trouser with tie and belt

HOMEWORK POLICY

As a part of continual learning and to maximize learning benefits, sincere and disciplined approach to regular studies, homework submission and time management is expected from all the students. At SSWS we regard homework as an integral part of the curriculum –it is planned and prepared alongside all other aspects of learning.

Homework will be set at the teacher's discretion when deemed necessary, a minimum of 2 or maximum of 3 subjects' homework per day will be allotted to the students. The estimated time allotted to complete a set of homework will be proportional to the number of days between the setting and the submission of the homework.
We request parents to monitor their child's homework.

Teachers expect homework to be done properly and punctually. Failure to do homework is treated seriously and, when home work is missed consistently, the teacher will notify parents and decide on an appropriate course of action.

BIRTHDAY CELEBRATION POLICY

Suyog Sunderji Wisdom School recognizes that birthdays are a special day for our students as they are important milestones for children of all ages. We announce the birthday child's name in the morning assembly; classes sing the "Happy Birthday" song.

We have provided a list below of choices for honoring your child on their special day:

- You can send your child in "Birthday Dress".
- No eatables or gift articles to be distributed in the classroom to his/her classmates. Not even in the bus.
- You may donate a book to the school library.
- You can donate a sapling.

Only for Grade 1 and 2 - Children can get chocolates (cost not more than Rs 5/-per piece) to distribute in class.

We appreciate your support and understanding as we continue to reflect on how to provide all students with a healthy environment.

ASSESSMENTS

As per the New Education Policy which has been enforced from 1st April 2022 the examination procedure and marking/grading system will shift to a "regular and formative" style that will be more "competency-based" to promote learning and development testing "higher-order skills, such as analysis, critical thinking and conceptual clarity".

Our Grading and Marking system are based on the following categories:
FQA: First Quarterly Assessment
HYA: Half Yearly Assessment
SQA: Second Quarterly Assessment
YA: Yearly Assessment

Internal Assessment marks (Term I and Term II) will be considered on the basis of the following:

- Multiple Assessment (MA) 5 M (In the form of class tests, activities)
- Subject Enrichment 5M (In the form of group or individual project)

Grades I, II, III						
First Term				Second Term		
S. No.	Assessments	Marks	Weightage	Assessments	Marks	Weightage
1	FQA	40	10	SQA	40	10
2	MA	20	20	MA	20	20
3	SE	20	20	SE	20	20
4	HYA	50	50	YA	50	50
		Total -	100		Total -	100

Grades IV to VIII						
First Term				Second Term		
S. No.	Assessments	Marks	Weightage	Assessments	Marks	Weightage
1	FQA	40	10	SQA	40	10
2	MA	20	5	MA	20	5
3	SE	20	5	SE	20	5
4	HYA	80	80	YA	80	80
		Total -	100		Total -	100

GRADING SYSTEM WITH WEIGHTAGE OF MARKS (I - VIII)

Scholastic Areas:

(Grading on 10 Point Scale)

Grade	Grade Point
A1	Outstanding
A2	Excellent
B1	Very Good
B2	Good
C1	Fair
C2	Fair
D / E	Scope of Improvement

GRADE	MARKS RANGE
A1	91-100
A2	81-90
B1	71-80
B2	61-70
C1	51-60
C2	41-50
D/E	33-40

GRADING SYSTEM WITH WEIGHTAGE OF MARKS (I - VIII)

Co-Scholastic Areas:

Co-Scholastic Areas:

a. Computer
b. General Knowledge
c. Art and Design
d. Music and Dance
e. Physical Education
f. Karate
g. Life skills/ Value Education

GRADE	GRADE POINT	GRADE ACHIEVEMENTS
A	3	Outstanding
B	2	Very Good
C	1	Fair

FEE ADVICE

1. Term I Starts – 2nd April 2025 & Term II Starts – 1st October2025

2.*Rules regarding payment of Fees:*

School Fees can be paid through Cheque/ DD/ Cash or Online bank transfer.

Note for Online bank transfer: Please mention your Child's Name & Grade in the Remarks/Description column for tracking fees paid and updating records. Also, send payment details to Accounts Section on **accounts@sswisdomschool.com** with your Child's Name, Grade and Payment details.

3. *Bank Transfer details :*

DRAWN on: "SUYOG SUNDERJI WISDOM SCHOOL" **A/C No**: 50100615746587

Bank Name : HDFC BANK, Shankar Seth Road, Pune **IFSC CODE**: HDFC0000104

Fee Installment	To Be Paid till	Late Fee Charges
I + Concert / Sports day fees	30th March 2025	Rs. 50/- per day from 31st Mar 25
II	15th June 2025	Rs. 50/- per day from 16th June 25
III	30th October 2025	Rs. 50/- per day from 31st Oct 25

a. Student's name & Grade should compulsorily be written on the reverse of the Cheque /DD.

b. Dishonored cheques will attract a fine of Rs.500/- and also late fees of Rs.50/- per day.

c. To ensure smooth processing, we kindly request that all fees be cleared by the due date, as per school policies:

i Any payment after the due date will attract a **late fee of Rs.50/- per day.**

ii. Students will **not be allowed to appear for the assessments**, unless all fees / dues are cleared before the assessment.

iii. Progress card, Transfer Certificate, Bonafide or any other official documents will not be provided to the Parents, unless all the dues are cleared.

d. No deduction in fees is made for vacations or broken periods.

e. Parents who desire to pay the full year's fees may do so. (Contact school office).

f. Fees once paid is neither refunded nor transferable in any case.

☐ It is hereby declared that I _____ Father/Mother of _____ studying at grade ____ in Suyog Sunderji Wisdom School, Wagholi Pune; had understood all the terms and conditions mentioned above on the subject of Fees and Late fee charges.

Parent's Sign

Transportation Advisory for Parents

Parents as you are aware, our school transportation services are outsourced solely for your convenience. To ensure the safety and security of our young children, we strongly request that parents avail only the school-designated transport and refrain from using external transport providers.

Our school has taken all necessary precautions, including GPS tracking, trained bus attendants (Maushis), and thorough identity verification of all drivers and attendants. These measures are in place to provide a safe and reliable commuting experience for your child. We kindly urge you to make timely payment of transportation fees to avoid any disruptions.

Key Features of Our School Transport Service:

1. **Registered Vendor** – Approved and authorized for school transport
2. **Safety & Security** – Strict adherence to child safety protocols
3. **Bus Attendant Available** – Trained Maushis for student assistance
4. **Education Permit Compliance** – Valid PUC, CNG testing, insurance, and tax paid
5. **CCTV Monitoring** – Ensuring continuous surveillance
6. **GPS Tracking System** – Real-time monitoring of bus movement
7. **Fire Extinguisher** – Readily available for emergencies
8. **First Aid Kit** – Equipped for minor medical needs
9. **Verified Drivers & Attendants** – Background-checked and identity-verified personnel
10. **Proper Seating Arrangement** – Vehicles operate within permitted capacity for comfort and safety

We appreciate your cooperation in prioritizing the safety of our students and ensuring a smooth transportation experience.

Declaration:
I, _____ (Parent's Name), parent of _____ (Student's Name) studying in Grade _____, acknowledge and understand the importance of availing only the school-designated transport service for my child's safety. I agree to adhere to the guidelines set by the school regarding transportation.

Parent's Signature: _____

April			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

June			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

June			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

July			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

July			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

July			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

August			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

August			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

August			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

September			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

September			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

September			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

October			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

October			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

October			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

November			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

November			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

November			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

December			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

December			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

December			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

January			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

January			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

January			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

February			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

February			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

February			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

March			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

March			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

March			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

April			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

April			
Date	Particulars/Homework	Teacher's Sign.	Parent 's Sign.

Leave Or Absence Record			
Date	Reason For Absence	Parent's Sign.	Teacher's Sign.

Teacher Parent Communication			
Date	Teacher's Comment	Teacher's Sign.	Parent's Sign

Teacher Parent Communication			
Date	Teacher's Comment	Teacher's Sign.	Parent's Sign

Parent Teacher Communication			
Date	Parent's Comment	Parent's Sign	Teacher's Sign.

Parent Teacher Communication			
Date	Parent's Comment	Parent's Sign	Teacher's Sign.

Time Table 2025-26

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	8:45 – 9:20						
2	9:20-09:55						
3	09:55- 10:30						
Break	10:30-10:45						
4	10:45- 11:20						
5	11:20-11:55						
6	11:55-12:30						
Break	12:30-01:00						Dispersal 12:30 PM
7	01:00-01:35						
8	01:35-2:10						
9	2:10- 2:45						
	2:45 PM	Dispersal					