



GD GOENKA  
SIGNATURE SCHOOL

PARENT-STUDENT

# HANDBOOK

## DAY-BOARDERS



**GD GOENKA SIGNATURE SCHOOL, GURUGRAM SOHNA**  
**HANDBOOK 2020**

Dear Parents,

We are privileged and grateful for the faith that you have reposed in us by entrusting your child to us.

At GD Goenka Signature School, we strive to provide a dynamic and multicultural teaching environment supported by world-class facilities. The students learn through innovative and exciting twenty first century teaching methodologies. Learning at GD Goenka Signature School occurs at multiple levels through classrooms, laboratories, art, theatre, music, inter and intra school interactions, discussions and debates. Our students have unlimited canvases to sketch their identities and envision their future.

GD Goenka Signature School stands on a pleasant plateau from where it views Goenka's glorious history of 25 years, its enriching present and dynamic plan for the future.

The handbook embodies a brief summary of aims, values and policies that direct the day to day running of the GD Goenka Signature School.

The handbook will be updated annually to include new directions, which will inevitably arise from the dynamic and changing needs of the school.

The School is affiliated to the Central Board of Secondary Education (CBSE) and shall be offering classes from Pre Nursery-XI (Session 2020-2021).

## **Aims And Values**

GD Goenka Signature School is a haven for holistic learning, built under the supervision of mentors who are masters of their respective fields. However, what makes this institution truly distinctive is embedding firm values and clear aims for the future. GD Goenka Signature School strives to nurture well-balanced students who have a strong sense of right and wrong and are well on their way to becoming responsible citizens. We ensure the continued relevance and sustainability of the ethos of the institution so that it remains vital to the world and at the heart of the community it serves, and inspires all students, whatever their talents, to be passionate about achieving their full potential in their academic, sporting, creative and social endeavours.

## **School Timings**

- For students - Monday to Friday:

Nursery to Grade XI - 08:15 a.m. to 3:00 p.m.

- For Admin. Department:

Monday to Saturday- 09:00 a.m. to 4.00 p.m.

## **Communication Channels**

Home and School must work closely together for the benefit of the children.

The school will keep you updated about your child's academic progress via email and SMS services along with broadcast groups and other safe and reliable online resources.

Parents are also welcome to visit our Facebook page and the school website to keep up to date with the latest developments and events happening in school.

### **Boarding**

**Day Boarding-** Monday to Friday (8:15 a.m to 3:00 p.m)

**Weekly Boarding-** Monday to Friday (refer to the enclosed schedule)

**Full Boarding-** Monday to Sunday (refer to the enclosed schedule)

### **School Contact Numbers**

1. **Principal:** [principal@gdgss.in](mailto:principal@gdgss.in)

2. **Headmistress:** 9599412370 ([headmistress@gdgss.in](mailto:headmistress@gdgss.in))

3. **HR:** 8800117100 ([hr@gdgss.in](mailto:hr@gdgss.in))

4. **Junior Coordinator:** 9871010239

Email: [juniorcoordinator@gdgss.in](mailto:juniorcoordinator@gdgss.in)

5. **Transport Manager:** (Ph: 7082009700) 6. **House Parents:**

*Girls Hostel:* 8700269518

*Boys Hostel:* 8448863593

9205088229

7082009400

If you have any queries, concerns or information to share about your child you are encouraged to communicate with the House Parent. For any other issues, the School Principal is available for discussion.

## **CURRICULUM OVERVIEW**

We follow CBSE curriculum through new age teaching and learning methodologies and pedagogies, encouraging learners to become confident and independent thinkers. We aim to support our learners through a well planned environment and develop each child's potential through activities that promote independence of thought, physical coordination, emotional growth, social competence, cognitive preparation and spiritual nourishment.

### **Pre -primary School (Pre-Nursery to Kindergarten)**

GD Goenka Signature School follows the Montessori and experiential methods of teaching in the Pre-primary classes.

The Montessori method is a scientific, child-centric educational approach based on scientific observations of children from birth to adulthood. It was formed based on observations made on individuals, from childhood to adulthood and has been successfully implemented for over a century in a variety of cultures across the globe.

Montessori method upholds the human spirit and ensures the complete development of the child in physical, social, emotional as well as cognitive domains.

We have specially designed classrooms supporting kindergarten activities like role play, experiential activities, skills of phonetics which enable the child to entrench the basics of language, mathematical concepts and general knowledge. A strong child centered curriculum prepares the child to question, analyze, classify and communicate his or her perceptions. Peer group interactions, art and craft activities, music lessons and structured story telling sessions, along with a well equipped playground, gives a well rounded learning environment. The stimulating and caring

environment of GD Goenka Signature School provides young learners, a contemporary educational experience.

### **Primary School (Grades 1 to 5)**

For an exciting and dynamic range of academic and co-curricular activities, the **Real World Curriculum** provides practical experience covering concepts of language, numeracy, science, value education, physical and art education, combined with structured curriculum of sports and games. Project oriented digital tools infused with STEAM based learning enriches the teaching learning process. Excursions, exhibitions, workshops further enrich the transaction of the curriculum. The school also provides language learning through the language lab activities. Performing and Visual Arts enable the students to express themselves creatively and appreciate sensitivity and appreciation for the diverse kinds of arts. Theatre in art, works in the areas of pre-vocal work, relaxation posture and breathing, vocal techniques, diction and pronunciation and most importantly confidence. Music is a great experience, which transcends the individual from natural to the supernatural. Music lessons are forms of expression and development of skills which give immense joy to the learner. Through dance, students express the physical manifestation of creativity. The school provides tremendous opportunities for sports and games like swimming, basketball, athletics, football, tennis, table tennis, badminton, squash, volleyball, badminton. The children improve their physio-motor skills, gross motor coordination, speed endurance and flexibility, developing in them team work and healthy competitiveness.

**The school offers French and Spanish languages as third language options from Grade 5 to 8.**

### **Middle and Senior School (Grades 6 to 11)**

Holistic education is at the heart of our vision- a vision to become an exemplary student-focused school that is regarded for the competence and character of its students, programs and learning environment. In the Middle Years Programme we aim to equip the students to be discerning individuals who can combat future challenges. The child now begins to delve into the modern technology. The school apart from the core CBSE Curriculum transacts learning through Science, Technology, Engineering, Art and Mathematics Learning (STEAM), Robotics, Artificial Intelligence, Interdisciplinary learning, Project and Design learning. Well equipped labs of Science, Computer, Language, and Mathematics support the well planned structured learning programme. Intellectual curiosity, independent and innovative thinking is fuelled through workshops, debates, discussions, talks, MUN Programmes. Visits and excursions facilitate learning allowing children to experience the real world. A significant sports programme, sports tournaments, specialized game based coaching further maximize physical development. Art, Science, Math and IT exhibitions enable students to research, explore and initiate key areas of learning which will enable them to succeed in the 21<sup>st</sup> century paradigm. Life skill and community projects as a formal program begin in Grade 3 and are a part of curriculum until the student graduates from school. Community projects and programs sensitize young learners and instils a sense of responsibility beyond themselves to the country to humanity at large. We offer all the three streams- **Science, Commerce and Humanities** at the Senior Secondary Levels offering a wide range of subject options.

As in the global arena, having a holistic perspective is imperative; the Real World Curriculum lays equal emphasis on Academic Knowledge, 21st Century skills, world studies and personal development.

## **SCHOOL CALENDAR**

The students will receive the school annual calendar enclosed in their school almanac. Parents are encouraged to check the dates of the public, school holidays, events, vacations, etc. A hard copy of the holidays & vacations is enclosed in the handbook. Any changes will be duly notified.

## **CO-CURRICULAR ACITIVITIES**

Education at GD Goenka Signature School goes beyond the four walls of the classroom. All students, without exception participate in co- curricular activities. Weekend activities include in-house and out of campus activities.

At all times the students safety is our foremost concern, however, the school cannot be held responsible for injury caused due to any accidents during school trips outside school campus and activities inside the school campus.

## **SPORTS**

GD Goenka Signature School students experience a well-structured sports program. Besides special training programmes in **Basketball, Football, Swimming, Taekwondo, Squash, Table Tennis, Badminton, Tennis, Cricket and Volleyball**, the school renders our students the international experience of sports.

## **MUSIC & DANCE**

The school teaches the music curriculum of the Trinity School, London for the instruments — guitar & electronic synthesizer. The students



are also exposed to various forms of dance, which forms an integral part of learning. All students have to opt for one musical instrument to learn and appear for the exams at the end of the session. Musical instruments will be purchased by the parents.

### **SCHOOL ASSEMBLY**

The school assembly shall be conducted once a week as an interactive platform to showcase talents, practising public speaking and mutual learning among all members of the school. Each class is assigned a slot to present the morning assembly.

### **SCHOOL LIBRARY**

The school library is stocked with books, journals, magazines and digital content for different age groups and interests. All students have access to the library and books are issued on a regular basis.

Books will be issued for a period of one week.

In the event of a damaged or missing book, the parents concerned are requested to do justice to the library by substituting the book in question with a new copy at their own expense.

### **MEALS ON CAMPUS**

Students are served a healthy breakfast and a buffet lunch with adequate care to ensure that a nutritious, tasty and balanced diet is served.

A buffet dinner will also be made available for the boarders as per the

set schedule.

Parents are requested to notify the school in writing if the child suffers from any specific allergies in order for us to take adequate precautions as and when required. Meals are compulsory for all students where they not only learn the social skills but are also groomed for dining etiquette.

### **STUDENT'S ATTENDANCE**

Students must be punctual and reach the school before the scheduled time. CBSE states that 75% attendance is mandatory for the students to appear for the examination. However, certain relaxation is provided in case of medical and other emergencies.

Parents are requested to notify the school in case of a student's planned absence, including hospital visits, family celebrations, etc. for a day or two.

In case a student must accompany his/her parents on vacations, travels etc., the parents are requested to intimate the school at least a week prior to the planned trip.

Student's absence from school for one or more weeks during any part of the academic year is discouraged as this negatively impacts the student's academic development.

In case of illness, kindly ensure that your child has recovered fully before rejoining school hostel.

It is necessary to submit a medical cum fitness certificate confirming that the student is fit to come to school hostel.

## **UNIFORM**

The school uniform is designed to generate a sense of belonging amongst students and provide comfort and flexibility during all school activities. All students of the World GD Goenka Signature School are required to conform to the uniform rules and guidelines.

- 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 band for girls are an integral part of the uniform and must be worn at all times.
- Students are required to attend all school functions/activities, Open House, PTM in or outside the school in school uniform only.
- Bloomers (with elastic on thighs) are compulsory for girls from classes IV to X.
- It is mandatory for girls to wear stockings with their winter uniform.
- Students are required to wear shirts and tunics/skirts/track pants as per the design specifications of the prescribed uniform supplied by the books and uniform shop.
- Students are required to wear shoes provided by the school books and uniform shop.
- Girls are not allowed to apply henna on their hands. They are not allowed to wear earrings or rings on fingers 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 bands 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 or bleaching of hair is not permitted.

- Sikh boys of Nursery and Prep must wear red-coloured patkas.

### **SAFETY AND SECURITY**

The school is enclosed with a boundary wall with a single entry/exit manned by security personnel 24 hours.

Visitors are required to make an entry in the register at the main gate for monitoring and record keeping.

Considering the safety of the children, only cars and other vehicles with permission are allowed to enter the school premises. Parking slots have been designated near the entrance to facilitate ease of movement.

Parents/authorized persons who come to pick up their children are requested to show the Disclaimer issued by the school to the security and also at the school reception/ House parent. This is to ensure the safety of your child.

The school building including the hostel is fitted with fire alarms and close circuit camera systems in all common areas and classrooms to enhance safety and security of the students.

The school will not circulate the phone numbers of one parent to another under any circumstances.

### **MEDICAL FACILITY**

The school is equipped with medical facilities and a supply of non-prescription medicines. A trained nurse stays on the campus 24 hours a day. The school has tied up with an international standard private hospital for serious medical problems or emergencies. All medical expenses will be borne by the parent.

Parents are required to fill in the Medical History Form carefully.

### **DISCIPLINE – CODE OF CONDUCT-**

World GD Goenka Signature School encourages students to take complete responsibility for their own self-discipline, studies and personal behaviour. The school does not encourage communalism, sexism, bullying or any insensitive behaviour towards peers or school property.

The school is not associated with any religious or denominational organization.

All students are expected to attend all classes as per the schedule. Absence is only granted after permission has been taken from the Principal/house parent.

Corporal punishments are not encouraged under any circumstances in the school/hostel. Any student found disrespecting the school rules and regulations will be terminated from school with immediate effect.

The school follows a zero tolerance policy for indulgence in use of any kind of banned substances. Any use of tobacco/alcohol/non prescription drugs will incur strict disciplinary actions and may result in expulsion from school. The school expects all the students to be courteous to their teachers and peers. The school will not allow disrespect of women in any form. Defacing of school property and indulgence in disruptive and abusive behavior will cause disciplinary actions.

### **FEE POLICY**

Fee is payable in four installments corresponding to the four Terms.

Fee includes expenses related to books, stationery, annual charges, all school activities (except Annual Day celebration & outdoor adventure programs), food, IT facilities & boarding charges.

Uniform and transport charges are not included in the fee and will be charged additionally.

Fee once paid is non refundable.

In case of a child discontinuing school, the caution deposit will be refunded without any interest.

The Management reserves the right to terminate the student's admission for non-payment of the school fee beyond 15 days from the due date. In such a case, parents will have to re-admit the child after making all required payments.

### **PAYMENT OF THE FEE**

The School Fee is divided into four installments and is to be paid at the start of every term:

1st Term payment to be paid by 10th April of the current academic year

2nd Term payment to be paid by 10th of July

3rd Term payment to be paid by 10th of October

4th Term payment to be paid by 10th of January

Parents are requested to make the payment before the due dates. Late fee payment will be charged @ Rs.100/- per day inclusive of public & school holidays, after the 10th of each payable month.

Parent can also pay the fees at once for the entire academic session if they so wish to.

All payments (school fee, examination fee, transportation fee, IT fee and

boarding fee) must be paid by cash/cheque in favour of “**GD Goenka Signature School**”. We also accept credit/debit card payments (with the bank convenience charges of 1.5%) and online payment.

All payments will be collected only at the Accounts Office from Monday to Saturday (except on school notified holidays) during school hours.

### **WITHDRAWAL FROM SCHOOL**

Parents wishing to withdraw their child/children from school must notify the school for issuance of the School Transfer Certificate and refund of the caution deposit **thirty working days in advance for non-boarders** and **ninety working days in advance for boarders** else one quarter fee (inclusive of all charges will be payable in lieu of notice). Please note that the caution deposit amount will be refunded without any interest after settling down all fee related dues.

All boarders leaving the school must obtain a **NO DUES FORM** from the Principal's office. Until this has been completed and signed, signifying the return of all school property in good condition, no report card or transfer certificate will be issued to the student.

### **CALL POLICY**

Students are allowed to bring only a basic mobile phone with sim card. They are allowed to use their basic mobile phones for call turn on **Wednesday night 08:00 p.m. to 9:00 p.m. and Sunday 12:00 p.m. to 1:00 p.m.**

No smart phones (android OS and IOS) will be allowed for weekly boarders/local residents. Usage of social networking is strictly prohibited, if found the phone would be confiscated and will not be returned until completion of the academic year. The students have to

submit phone to the house parent(s) with proper identification or tagging. Surprise checking may be done at any time. The phones will be confiscated forever if the students are found misusing it. On emergency occasions, students may use the school phones with the permission of the house parent/ house mother.

School is not responsible for any lost or stolen mobile complaints.

### **EXIT PASS**

The student will be issued exit pass duly signed by the Principal to leave the campus on holidays or with special leave request.

Please note that the Management reserves the right to change the school policies as and when it deems fit.

### **Parent-Mentor Meetings (PMM)**

The PMM shall be scheduled at regular intervals of time all through the year to address specific concerns and progress of child. PMM at regular intervals helps the staff, students and parents to share information. The personal profiles, achievements, attendance records, academic progress, report cards, discipline and sanctions, school communications for your child are shared in the PMM.

Report card will be issued twice a year – in September end for Mid Term exams and final report card in March end of each academic year.

The mentors will have class assessments all through the year at regular intervals.



## **Newsletters**

School newsletters, sent thrice a year, form an important channel of communication between the school and home. These newsletters will usually highlight major events and developments taking place in the school over last few months.

## **School Facebook page**

The school has an official Facebook page that reports all events held in school. Parents are requested to 'Like' the page.[http://www.facebook.com/GD Goenka Signature School](http://www.facebook.com/GD_Goenka_Signature_School)

## **How To Contact Us**

Parents are welcome to contact the Principal & Mentors through their official email ids. that have been shared with the parents. Parents can also call up the school board numbers to fix an appointment at a mutually convenient time. Our mentors do not use mobile phones during school hours.

## **CELEBRATIONS AT SCHOOL**

GD Goenka Signature School promotes a secular and open environment and all popular festivals are celebrated in the school.

Students may come in the dress of their choice on their birthdays and enjoy a simple celebration with their classmates and mentors.

It is strongly recommended that the candies are the same for the students and staff (counted to a maximum of 2 per person) and worth Rs. 50/- or less per piece. Cutting birthday cakes is not allowed inside the school. Parents are advised not to distribute cooked outside food to

their ward and other students.

All boarders will celebrate their birthdays with other boarders and the house parent at the hostel by cutting a cake, which will be arranged by the school.

You are welcome to contact us for any query / information or clarification.

The information furnished in the handbook is for the convenience of the parents and students. The school management reserves the right to change or amend any part of the contents without prior information from time to time and as and when required.

For our students to become contributing citizens in a democratic society and in the world community in present times, we intend to develop in them the skills to listen with an open mind, to think critically, and to express effectively. It is important that they do so from a humane, knowledgeable, and responsible perspective.

**With the hope of carving a niche with an incessant spirit and an unrelenting quest towards finesse, we aspire to infuse our learners with replenishing ideas of confidence, curiosity and consideration for others.**



**UNDERTAKING: SCHOOL NORMS**

**SESSION 2020-21**

We have thoroughly read and understood the contents of this document.  
We undertake to comply by the school norms, regulation and instruction stipulated herein.

Student's Name: \_\_\_\_\_

Class : \_\_\_\_\_ Section: \_\_\_\_\_ Admission No. \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Mobile Nos. : \_\_\_\_\_

E-mail ID of parent: \_\_\_\_\_

Parents' Sign: \_\_\_\_\_

Date: \_\_\_\_\_

x-----x



**UNDERTAKING: WITHDRAWAL POLICY**

**SESSION 2020-21**

We have thoroughly read the withdrawal policy explicated in this document. We hereby agree to follow the same in full compliance. We assure that we are aware of the refund rules of the school and agree to abide by the same.

Student's Name: \_\_\_\_\_

Class : \_\_\_\_\_ Section: \_\_\_\_\_ Admission No. \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Mobile Nos. : \_\_\_\_\_

E-mail ID of parent: \_\_\_\_\_

Parents' Sign: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby declare that I have read and understood the above rules and regulations thoroughly and will abide by them with no fail.

Signature:

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Legal Guardian: \_\_\_\_\_

X----- X



**EXIT PASS**

Date:

The Principal  
GD Goenka Signature School  
Sohna, Gurugram

Dear Madam,

This is to state that I, \_\_\_\_\_ am withdrawing my ward  
\_\_\_\_\_ with effect from \_\_\_\_\_

I have obtained the 'No Dues' form and have completed all the withdrawal formalities.

Hence, I may be allowed to leave the school campus with my ward.

Thank you

Sincerely

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Name & Class of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Permission Granted:

Headmistress:

Principal:







**GD GOENKA SIGNATURE SCHOOL**

Opposite GD Goenka University  
Gurugram Sohna Road, Haryana - 122103, India

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