

PODAR INTERNATIONAL SCHOOL

AFFILIATED TO INTERNATIONAL BACCALAUREATE AND CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION
AFFILIATION No. : IBO-002228 & CAMBRIDGE INTERNATIONAL-IN420

REDEFINING EDUCATION



MORE THAN GRADES

STUDENT ORGANISER 2022-23

CONTENTS

TIMINGS	5
OUR SCHOOL PHOLOSOPHY	6
OUR VISION, MISSION	7
FROM THE DIRECTOR’S DESK	8
FEE PAYMENT SCHEDULE-2022 - 2023	9
PERSONAL DETAILS	10
HEALTH FORM	11
MONTHLY PLANNER- 2021-2022	13
MLA 8th Edition Style	71
EXAM TERMINOLOGY: GLOSSARY OF KEY WORDS	74
MY PROGRESS	75
LIBRARY BOOK RECORDS	76
LEAVE ABSENCE RECORD	77
RECORDS OF THE CIRCULARS	78
SCHOOL CLINIC RECORDS	79
CONGRATULATIONS ON A JOB	80
TEACHER – PARENT COMMUNICATION	81

ZERO TOLERANCE POLICY	82
REQUEST FOR SPECIAL ARRANGEMENT	83
CONSENT FORM	84
VERIFICATION DOCUMENT	85
FORM OF APPLICATION FOR A LEAVING CERTIFICATE	86
TRANSPORT POLICY –D1	86

Podar International School

Affiliated to International Baccalaureate Organization and Cambridge International Examinations
Affiliation No: IB -002228 & CIE-IN 420



Name: _____

Grade: _____ Section: _____

Date of Birth: _____ Gr. No. _____

Residence Address: _____

Telephone Resi: _____

Telephone Mobile: _____

Email Id: _____

The Student Organizer must be brought to school daily.

TIMINGS

WORKING HOURS

PYP – IGCSE : 08.00 am to 03:00 pm (Mon, Tue, Wed)
08.00 am to 01:00 pm (Thu, Fri)

OFFICE TIMINGS

Office : 9:00 am to 02:00 pm

Fee Counter : 09:00 am to 02:00 pm

Director/Principal : Dr. Mrs. Vandana Lulla (M.A. , M.Ed., Ph.D.)
(By prior appointment only)

Parents may meet the coordinators, teachers by prior appointment only and on the schedule open days.

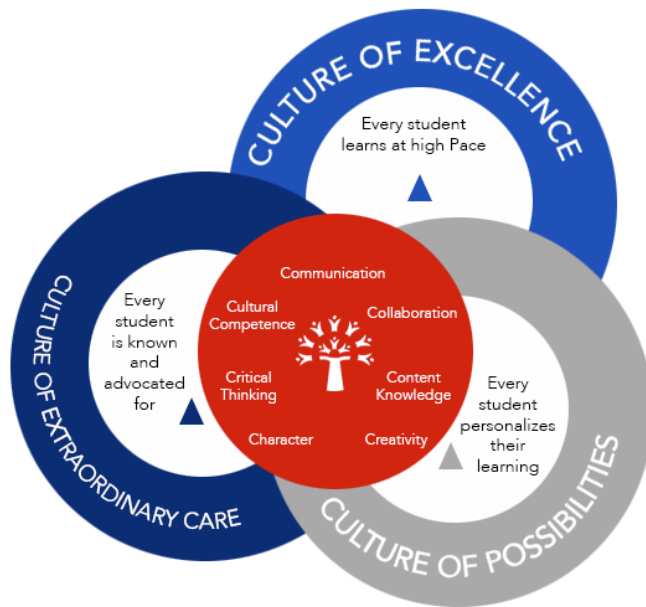
Parents may telephone the school only if absolutely necessary.

OUR SCHOOL PHILOSOPHY

We Intend to:

- Provide a Stimulating, safe and supportive environment, in which all our students can aim for success.
- Provide opportunities for all our students to reach the best levels of achievement of which they are capable.
- Impart information, skills and processes which prepare students to function effectively in a rapidly changing world.
- Develop sporting, culture and social skill.
- Help our students to develop not only their knowledge but also gain the skills an understanding necessary for success in the 21st century.
- Help our students to become active and responsible world citizens
- Provide our students with strong mo0ral values, especially tolerance and understanding of different cultures and religious.
- Celebrate culture and religious diversity, creating a truly international environment.
- Encourage and cultivate in the students an inquisitive nature as well as a love for learning so that both will be lifelong activities.
- Teach students the methods and discipline necessary to be able to utilize effective study habits for the rest of their lives.
- Make full use of opportunities and resources available in the school.
- Recognize and encourage the importance of co-operation and communication between home and school.

OUR VISION, MISSION



Our Mission Statement

At Podar International School, we provide opportunities to students through stimulating, safe and supportive environment for attaining personal mastery and team spirit through collaborative learning. Student's develop their knowledge, understanding and skills necessary for success in the 21st Century but also develop strong moral values, especially appreciation and respect of different cultures and religions and become proactive and responsible world citizens.

Our Vision

To achieve excellence by creating globally competent, ethical and high performing world citizens through world class education.

Our Value

Innovative
Open
Committed
Long-term

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Cambridge International Mission Statement

Our mission is to provide educational benefit through provision of international programmes and qualifications for school education and to be the world leader in this field. Together with schools, we develop Cambridge learners who are confident, responsible, reflective, innovative and engaged – equipped for success in the modern world.

FROM THE DIRECTOR'S DESK

We believe, as John Dewey (1859-1952), the American education reformer, that ***'Education is not a preparation for life, education is life itself.'*** Inspired from this our motto ***'Excellence in Education'*** is a resounding echo to this very purpose and to which every Podarite is deeply devoted. This academic year we have seen deeply enriching responses to redefining our limits in all spheres of teaching and learning experience, be it curricula, assessment, new teachers or students too.

Real life application of knowledge and skills has been the hallmark of the education revolution at Podar International School. The caring and sensitized ethos at Podar has helped our students evolve into caring and achieving members of society and blossom into responsible, global citizens. We have seen ample evidence of cross-culture exposure and internationalism in classrooms and outside, in the year that has gone by. We lend the platform and work hard backstage to applaud our students in all their activities, be with them, behind them and around them. We celebrate and rejoice in their success and ours as we create a niche for ourselves in the field of education.

The world of education has acknowledged our triumph by ranking us 22nd country wide and 4th in the Western Zone as per a survey conducted by IMRB, India's most respected market research organisation. With yet another feather in our cap, I welcome you to a new year of achieving new milestones. The stage is set, the props are ready, and our students are perched like fledgling birds, eager to spread their wings and fly to more enriching and spiritual heights.

Dr. Mrs. Vandana Lulla
Director / Principal
principal.ib@podar.org

FEE PAYMENT SCHEDULE-2022 - 2023

Fees must be paid in two installments as per the schedule given below. Parents must login to the school portal to pay the fees Amount to be paid will be available on the school portal. You can pay the fees online with Credit cards, Debit cards and Net banking.

Schedule for Payment of Fees - 2022-2023

Installments	Due Date For Fees
1st Installment (Grade 1-10) IBDP and A level	1 st April 2022 - 15 th April 2022 (Grade I to X) <i>At the time of Admission (IBDP and A level)</i>
2nd Installment (Grade 1-10, IBDP and A levels)	2nd Installment grade 1 to 10 1st August - 15th August 2022. 2nd Installment IBDP & A Level 1 st Oct 2022 - 15 th Oct 2022
3rd Installment (Grade 1-10) (IBDP and A level)	3rd Installment Grade 1 to 10 1st December - 15th December 2022 3rd Installment IBDP & A Levels 1 st April 2023 - 15 th April 2023

Fees can be paid by cheque drawn in favour of "Podar International School". Mention your Ward's Name, Std/Div., Contact number on the reverse of the cheque. Post-dated and outstation Cheques will not be accepted.

You can also pay through the school portal 'Between us' or NEFT. Details can be availed from the school office.

Payment will be accepted at the school fees Counter on all working days. Timings will be as follows: Monday to Friday - 08.00 a.m. to 02.00p.m. Saturday-09.00 a.m. to 01.00p.m.

- For Bounced Cheques a surcharge of Rs. 500.00 will be charged. The payment will only be accepted by demand draft.
- Non-payment of fees for two consecutive months renders a student liable to / non participation in school events such as Annual Day, Sports Day, etc. / non-issuance of Admit Cards, hall tickets for exams. / non issuance of report card. have the name struck off the roll.
- There is no provision of refund for any fees or no reduction in fees will be made for a broken period of attendance.
- If fees are not paid school reserves its right to withhold the school results and ward will not be able to continue for next academic year. Transfer or withdrawal certificate may also not be issued until all dues of the school are settled.
- Under no circumstances will the fees paid to the school for any term be refunded if a student withdraws admission or leaves the school before the end of that term for any reason.
- Pay the fees at the school office. Receipts will be sent by email.

Please ensure that the cheque issued to the school is honoured at the first instance or else the school can take legal action.

PERSONAL DETAILS

PUPIL'S

PERSONAL DETAILS

To be filled in block Letters

Paste your
Recent
Photo

Full Name.....

Mother tongue.....

Male Female Email.....

Grade..... G.R.No..... Roll No.....

Date of Birth Day Month Year Nationality.....

Aadhar Card No. of the student:

Father's Name.....Occupation/Designation.....

(Guardian's Name).....

Pan Number.....Office Address.....

.....Office Tel.....

Mobile.....Email.....

Mother's Name.....Occupation/Designation.....

Pan Number.....Office Address.....

.....Office Tel.....

Mobile.....Email.....

Residence Address.....

.....Res. Tel.....

In case of emergency please inform:Telephone.....

Siblings (in the same school).....

Name	Class
------	-------

1.....	1.....
--------	--------

2.....	2.....
--------	--------

Any illness please specify.....

Mode of Transport.....

Bus Number.....Boarding Time.....Drop Point

Family Doctor.....Tel.:.....Blood Group.....

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 and regulations of the institution.

Father's Sign.....Mother's Sign.....Guardian's Sign.....

HEALTH FORM

Name of Student.....

Class:

Section:

Height:Weight: Blood Group:

Immunization Record:

Vaccine taken	Age	Date

Allergic to Food:

.....

Allergic to drugs:

.....

Does your child on any regular medication?

.....

Does your child have any visual or auditory impartment?

.....

Is there any reason why your child may not participate fully in school life; including activities, sport day and field trips?

.....

HEALTH FORM

Name / phone numbers of clinic to be used in case of emergency

.....

Name of the family Medical Practitioner

Stamp:

Registration Number:

.....

I consent to my child's receiving first aid treatment by school nurse or school administration staff
At Podar International School, and to HER/HIS treatment by such medical practitioners as may be
Most quickly available in the event of any emergency.

Comments:

Yes:

No:

.....

Signature of parent or Guardian

Date:

MONTHLY PLANNER- 2022-2023

APRIL

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

APRIL

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:		
TEACHER:	PARENT/GUARDIAN:	

APRIL

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:		
TEACHER:	PARENT/GUARDIAN:	

APRIL

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JUNE

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JUNE

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JUNE

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JUNE

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JULY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JULY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JULY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JULY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

AUGUST

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

AUGUST

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

AUGUST

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

AUGUST

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

SEPTEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

SEPTEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

SEPTEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:		
TEACHER:	PARENT/GUARDIAN:	

SEPTEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

OCTOBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

OCTOBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

OCTOBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

OCTOBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

NOVEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

NOVEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

NOVEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

NOVEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

DECEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

DECEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

DECEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

DECEMBER

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JANUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JANUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JANUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

JANUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

FEBUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

FEBUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

FEBUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

FEBUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

FEBUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

FEBUARY

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

MARCH

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

MARCH

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

MARCH

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY	

TUESDAY	

WEDNESDAY	

THURSDAY	

FRIDAY	

COMMUNICATIONS / COMMENTS:		
TEACHER:	PARENT/GUARDIAN:	

MARCH

THINGS TO DO

VALUE FOR LIFE

WEEK:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

COMMUNICATIONS / COMMENTS:

TEACHER:

PARENT/GUARDIAN:

MLA 8TH EDITION STYLE

PRINT SOURCES

BOOKS

Author. *Title of Book*. Publisher, Publication Date.

One Author

Volti, Rudi. *Cars and Culture: The Life Story of a Technology*. Johns Hopkins UP, 2016.

ESSAY, POEM, or SHORT STORY in an ANTHOLOGY

Author of Story. "Title of Story." *Title of Book*. Name of Editor, Edition (if given), Publisher, Publication Year, Page(s). [indicated by lower-case p. or pp.]

Purcell, Arthur H. "Better Waste Management Strategies Are Needed to Avert a Garbage Crisis." *Garbage and Recycling: Opposing Viewpoints*. Ed. Helen Cothran, Greenhaven, 2015, pp. 20-27.

ENCYCLOPEDIAS and REFERENCE BOOKS

Author of Article (if given). "Article Title." *Title of Book*. Publisher, Publication Year.

Lesko, Leonard H. "Pyramids." *The World Book Encyclopedia*. 2015.

MAGAZINE ARTICLES

Author. "Title of Article." *Title of Magazine*. Date, Page(s). [indicated by p. or pp.]

Zammett, Ern. "Battling Cancer While the World Watches." *Glamour* Nov. 2016, 118+.

SCHOLARLY JOURNAL ARTICLES

Journal with Volume

Author. "Title of Article." *Title of Journal*, Volume number, (Year), Page(s).

Shore, Rebecca, and Janis Strasser. "Music for Their Minds." *Young Children* 61, (2016), pp. 62-67.

Journal with Issues

Author. "Title of Article." *Title of Journal* Volume number, Issuenumber, Year, Page(s).

Give both the volume and issue numbers, separated by a comma e.g., volume 12, no. 8 = vol.12, no.8

Sultan, Mohamed A. "Fire Resistance Furnace Temperature Measurements: Plate Thermometers vs Shielded Thermocouples." *Fire Technology*, vol. 42, no.2, 2015, pp. 253-267.

NEWSPAPER ARTICLES

Author. "Title of Article." *Name of Newspaper*, Date, edition, Page(s).

Nakaso, Dan. "Hawaii Rattles, Then Loses Power." *Honolulu Advertiser*, 16 Oct. 2015, pp. A1+.

LIBRARY SUBSCRIPTION SERVICES (DATABASES)

Magazine

Author. "Title of Article." *Title of Magazine*, Date, Page(s). *Name of Database*, URL, Date of Access.

Rozen, Leah. "Man of the Year." *People*, 23 Oct. 2015, p.33. *MasterFILE Premier*,

Journal

Author. "Title of Article." *Title of Journal*, Volume, number, Year, Page(s). *Name of Database*, URL or DOI.
Date of Access.

Langhamer, Claire. "Love and Courtship in Mid-Twentieth-Century England." *Historical Journal*, vol. 50, no. 1, 2007, pp. 173-96. *ProQuest*, doi:10.1017/S0018246X06005966.
Accessed 27 May 2009.

Newspaper Article

Author. "Title of Article." *Name of Newspaper*, Date, Page(s). *Name of Database*, URL. Date of Access.

Reference Book

"Title of Article." *Name of Reference Book*. Publisher, Publication Date, *Name of Database*, URL. Date of Access.

WEBSITES

Entire Internet Site: Scholarly Project or Professional Site

Title of the Site. Editor. Date and/or Version Number. *Name of Sponsoring Institution*, URL. Date of Access.

Document/Video from a Website

Author. "Title of Web Page." *Title of the Site*. Editor. Date and/or Version Number. *Name of Sponsoring Institution*, URL. Date of Access.

Photograph from a Website

Author (if known). *Title of Photograph*. Date. *Name of Website*, URL. Date of Access.

ARTICLES IN ONLINE PERIODICALS

Author. "Title of Article." *Title of Publication*, Publication Date, Page(s) or Section(s), if numbered, URL. Date of Access.

VIDEO RECORDINGS

Title. Director, Producer, and/or Writer. Distributor, Year.

Ancient Egyptians. Dir. Tony Mitchell. Writ. and prod. Ben Goold, Warner Home Video, 2014.

TELEVISION OR RADIO PROGRAM

"Title of Episode or Segment." *Title of Program or Series*. Name of Network, Call Letters (if any),
City of Local Station (if any), Broadcast Date.

"The Ethics of Medical Research on Children." *All Things Considered*. Natl. Public Radio, KERA, Dallas, 31 Oct. 2015.

EXAM TERMINOLOGY: GLOSSARY OF KEY WORDS

Syllabus outcomes, objectives, performances bands and examination questions have key words that state what students are expected to be able to do. A glossary of key words has been developed to help provide a common language and consistent meaning in Senior School Examinations. Using the glossary will help teachers and students understand what is expected in responses to examinations and assessment tasks.

WORD	MEANING	WORD	MEANING
Account	Account for: state reasons for, report on, Give an account of: narrate a series of events or transactions.	Recount	Retell a series of events
Analyse	Identify components and the relationship between them; draw out and relate implications	Summarise	Express, concisely, the relevant details
Apply	Use, utilise, and employ in a particular situation	Synthesise	Putting together various elements to make a whole
Appreciate	Make a judgement about the value of	Following are some additional words that may be used in assessment tasks and examinations:	
Assess	Make a judgement of value, quality, outcomes, results or size.	Analyse	Break into sub-parts, examine critically
Calculate	Ascertain/determine from given facts, figures or information	Appraise	Work out the value of something
Clarity	Make clear or plain	Argue	Present reasons for and against
Classify	Arrange or include in classes/ categories	Comment on	Give an opinion, analyse
Compare	Show how things are similar or different	Compile	Make a list
Construct	Make, build; put together items or arguments	Complete	Include all the relevant information
Contrast	Show how things are different or opposite	Compose	Bring together information to make a new creation
Critically (analysis/evaluation)	Add a degree or level of accuracy, depth Knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluation)	Conclude	Sum up your point of view, form an opinion
Deduce	Draw Conclusion	Consider	Give an opinion weighing up the relative value of information
Define	State meaning and identify essential qualities	Criticise	To judge the merits of
Demonstrate	Show by example	Determine	Weigh up the relevant information and make a decision.
Describe	Provide characteristics and features	Elaborate	Provide Details
Discuss	Identify issues and provide points for and/or against	Establish	Present evidence that proves a point
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between	Example	Facts showing a general premise
Evaluate	Make a judgement based on criteria; determine the value of	Expand	Provide details
Examine	Inquire into	Extract	Obtain meaningful information from something
Explain	Relate cause and effect, make the relationships between things evident, provide why and/or how	Formulate	Express precisely, weighing up relative value of aspects
Extract	Choose relevant and/or appropriate details	Illustrate	Make clear by an example
Extrapolate	Inter from what is known	Infer	Draw conclusion from
Identify	Recognise and name	List	Write down relevant points
Interpret	Draw meaning from	Explain	Explain the meaning of
Investigate	Plan, require into and draw conclusions about	Relate	Show how issues are connected
Justify	Support an argument or conclusion	Show	Give examples
Outline	Sketch in general terms; indicate the main features	Solve	Find an answer
Predict	Suggest what may happen based on available information	Estimate	Stall/estimate the result
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration of action	Suggest	Put forward a plain/offering possible reasons for
Recall	Present remembered ideas, facts or experiences	Remember	State a fact learned
Recommend	Provide reasons in favour	Trace	Follow from beginning to end

MY PROGRESS

[illegible]

LIBRARY BOOK RECORDS

ACADEMIC YEAR 2021-2022[illegible]

LEAVE ABSENCE RECORD

Name: _____

[illegible]

The Leave Absence record must coincide with the attendance register. Parents / Guardians should make it a point to use this page. An explanation may be demanded for in case of disagreement.

RECORDS OF THE CIRCULARS

The receipt of circulars issued by the School must be acknowledged herein by
Parents/Guardians.

2022 – 2023

Circular No.	Title - Regarding	Date	Sign Parent	Teacher's Signature

SCHOOL CLINIC RECORDS

[illegible]

CONGRATULATIONS ON A JOB

[illegible]

TEACHER – PARENT COMMUNICATION

[illegible]

ZERO TOLERANCE POLICY

I UNDERSTAND THAT THE SCHOOL WILL NOT TOLERATE

- Use of abusive language/gesture
- Bullying
- Getting involved in fights
- Bringing any dangerous item / abusive substances in to the school that is deemed to jeopardize the health and safety of other students and staff in the school
- Deliberately damaging school property in any way.
- Leaving the school premises during School hours without permission.
- Neglecting studies or homework repeatedly.
- Habitually coming late or without proper school uniform.
- Coming to school without Student Organiser, Notebooks.
- Carrying mobile phone / any other gadgets.
- Surfing social networking websites.

THE SCHOOL RESERVES THE SOLE RIGHT TO DISMISS STUDENTS WHOSE PROGRESS IN STUDIES IS CONSISTENTLY UNSATISFACTORY OR WHOSE CONDUCT IS HARMFUL OR INJURIOUS TO OTHER STUDENT'S MORALITY

Rules read and noted

Name of the student

Grade

[Parent's Name]

Father's Sign

Mother's Sign

Student's Sign

REQUEST FOR SPECIAL ARRANGEMENT

Request Form for Special Consideration	
Name of the student	
Grade / Division	
Report Submitted on	
Diagnosis by the Drishti Psychologist: (✓ where applicable)	
Dyslexia	
Dysgraphia	
Dyscalcula	
Visual impairment,	
Hearing impairment	
Recommendations suggested by the Drishti Psychologist. (✓ where applicable)	
Reader	
Writer / Scribe	
Word Processor	
Any other	
I would like to avail the following facilities.	
Facility Required	Subject
Reader	
Writer / Scribe	
Word Processor	

Note:

A copy of application form and the report from the psychologist must be submitted in the month of June to the: Principal, Executive co-ordinator, Section co-ordinator, office executive. Considerations will be confirmed only after the approval from CIE / IBO.

Facility for a reader is not given for those sections of the papers the test reading; only extra time will be given. (e.g. Languages)

CONSENT FORM

Podar International School IB & CAIE

Date: _____

Dear Parents,

The school organizes picnics, excursions, swimming, field trips, and sports, school programs in and outside school or any outdoor activity for the overall development of the children.

The student takes all the necessary precautions for the safety of students. However the school shall not be responsible for any incident, which is beyond its control and power.

You are requested to accord consent for sending your ward for such events at your own risk and responsibility, considering all the facts involved.

Acknowledgement Slip

I, _____ parent / guardian of _____ of

std. _____ agree that the school is not responsible for any mishap in the course of the following school activities – Picnics, excursions, swimming, field trips, school programs in and outside school, sports and any outdoor activity.

Father's Signature

Mother's Signature

VERIFICATION DOCUMENT

The Student organizer and Student Parent handbook establish the guidelines, administrative rules and policies that guide the school, its staff and its students.

The school realize that the education of each student is a cooperative venture between the parents, students and the school. Therefore, these publications set out to delineate the guiding doctrine of the school.

We request all the parents to read the documents with your child so that there is a joint understanding of its contents.

We thank you for taking the time to strengthen the bond between home and school.

Sincerely
Dr. Vandana Lulla
Director/Principal

We have read the student/Parent handbook & the student Organizer and will abide by the school rules and regulations.

Student's Name & Signature

Grade & Div

Signature

Mother's Signature

Date

Father's

FORM OF APPLICATION FOR A LEAVING CERTIFICATE

Date: _____

To,
The Director
Podar International School
Santacruz, Mumbai – 400 054.

Dear Sir/Madam,

Please furnish me with the leaving certificate of my son/daughter. The necessary particulars are given below.

Surname _____

Name _____
(First) (Middle) (Last Initial)

G.R. No.: _____ Std. _____ Div. _____

Whether all dues have been paid _____

Class Teacher's Signature _____

Date of Leaving School _____ Roll No. _____

Reason for Leaving _____

Address _____

Parent's Sign _____ Date: _____

APPENDIX – D1

(to be submitted by parents whose child is using transport by private vehicles not authorized by the school)

The Principle

Podar international school,

Respected Sir/Madam

I undertake to agree to the terms / conditions and regulations and shall abide by these rules, as stated in your Circular Letter attached and as required vide Maharashtra Government G.R. No. S. Pre-2008/ (506/11) Part -1 dated 14th September 2011.

I have decided to send my child by means of private transport vehicle and am fully aware that this mode of transport is not authorized by the school.

I am also fully aware that the school is not responsible and / or liable, in any manner, in respect of my decision to send my child by means of private vehicles and am also aware that such transport is neither managed nor endorsed by the school, in any respect whatsoever.

In the event of any untoward incident, I / We undertake not to initiate any action (legal or otherwise) against the school and hereby waive any rights and remedies against the school. All risk and responsibilities in this regard shall vest in the undersigned only.

We also agree and undertake that such private vehicles will not be permitted to enter near the school vicinity and shall be parked at least 100 meters away from the school premises.

Yours Faithfully.

Signature (Parent)

(Parent of _____)

Date: _____

Class _____ Division _____

TIME - TABLE

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0					
1 8.15-9.00					
2 9.00 – 9.45					
SHORT BREAK 9.45 – 9.55					
3 9.55 – 10.40					
4 10.40 – 11.25					
5 11.25 – 12.10					
6 12.10 – 12.55					
LONG BREAK 12.55 – 13.30					
7 13.30 – 14.15					
8 14.15 – 15.00					

HIGHER EDGE (Educational Directions, Goals & Expectations) of PIS School

International Mindedness

At Podar International School, international mindedness is integrated into all learning rather than viewed as an add-on subject. We included the role of culture in our lives and the lives of others, the independence of natural and human systems on our planet, the role of peace and conflict resolution in our world, environmental awareness and sustainability and citizenship and service as an expression of individual responsibility. It is woven inextricably in the fabric of the subject curriculum. The ravages of the past century, resulting from both conflict and progress, gives international mindedness a fillip and makes us look on with satisfaction, that as educators, we have provided the tools of an international education for our students to understand and create a more secure, sustainable existence on our fragile planet.

Intercultural Education

Inter-cultural education is the response to classroom diversity aiming to equip students with skills to go beyond passive co-existence to achieve a developing and sustainable way of living together in a multicultural society. Podar is to encourage the students to work together in a variety of situations that help them make sense of the world. Through varied methods and democratic classroom settings, the students are empowered towards a way of learning which is independent, collaborative and lifelong.

Global Citizenship

Podar International School recognizes that global citizenship is a critical component of 21st century education. Therefore, the goal of the Global Citizenship Program, through both curricular and extracurricular offerings, is to help our students see and appreciate the distinctive features and the beauty that exists in the diverse cultures of the world, to appreciate the human universals that make all people more similar than different, and to inspire our students to become global citizens.

Digital Citizenship

Podar International School aims to embed a digital learning culture with clear policies and guidelines, in line with our Vision and Mission, which provides guidance to staff, students, parents and others about what constitutes a safe, respectful and caring environment where technologies are used smartly, safely and responsibly for learning and communicating. This is in keeping with the school's Vision and Mission and the community's expectation. Within this context, the objective of this Policy and Guidelines statement is to ensure the smart, safe, responsible and ethical use of technology within the school community.

'Digital citizenship is being able to think critically and make ethical choices about the content and impact on oneself, on others, and on one's community of what one sees, says, and produces with media, devices, and technologies in online environments'.

High quality learning at Podar

High quality learning sets rigorous expectations for how students learn, analyze information, and communicate, leading to increased student engagement, content mastery, and higher-order thinking.

At Podar, the definition of learning is a personal and social experience; it is the ongoing development and demonstration of what we understand, what we can do and who we are.

International Education

At Podar International School education is providing opportunities for local and international students and staff to become a part of a genuine and dynamic international community, where all have invaluable access to a wide range of cultures, faiths, languages and perspectives.



PODAR MISSION

AT PODAR INTERNATIONAL SCHOOL, WE PROVIDE OPPORTUNITIES TO STUDENTS THROUGH STIMULATING, SAFE AND SUPPORTIVE ENVIRONMENT FOR ATTAINING PERSONAL MASTERY AND TEAM SPIRIT THROUGH COLLABORATIVE LEARNING. STUDENTS DEVELOP NOT ONLY THEIR KNOWLEDGE, UNDERSTANDING AND SKILLS NECESSARY FOR SUCCESS IN THE 21ST CENTURY BUT ALSO DEVELOP STRONG MORAL VALUES, ESPECIALLY APPRECIATION AND RESPECT OF DIFFERENT CULTURES AND RELIGIONS AND BECOME PROACTIVE AND RESPONSIBLE WORLD CITIZENS.

IB MISSION

THE INTERNATIONAL BACCALAUREATE® AIMS TO DEVELOP INQUIRING, KNOWLEDGEABLE AND CARING YOUNG PEOPLE WHO HELP TO CREATE A BETTER AND MORE PEACEFUL WORLD THROUGH INTERCULTURAL UNDERSTANDING AND RESPECT.

TO THIS END THE ORGANIZATION WORKS WITH SCHOOLS, GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS TO DEVELOP CHALLENGING PROGRAMMES OF INTERNATIONAL EDUCATION AND RIGOROUS ASSESSMENT.

THESE PROGRAMMES ENCOURAGE STUDENTS ACROSS THE WORLD TO BECOME ACTIVE, COMPASSIONATE AND LIFELONG LEARNERS WHO UNDERSTAND THAT OTHER PEOPLE, WITH THEIR DIFFERENCES, CAN ALSO BE RIGHT.



PODAR VISION

TO ACHIEVE EXCELLENCE BY CREATING GLOBALLY COMPETENT, ETHICAL AND HIGH PERFORMING WORLD CITIZENS THROUGH WORLD CLASS EDUCATION.



PODAR INTERNATIONAL SCHOOL

SARASWATI RD, SANTACRUZ (W), MUMBAI, MAHARASHTRA 400054

WEB : WWW.PODARINTERNATIONALSCHOOL.COM

TEL: 022-26001311 / 8879753461 | EMAIL: CONNECTPIS@PODAR.ORG