



## J. SIKILE SCHOOL

Affiliated to Central Board of Secondary Education  
NARSAPUR - 534 275, WEST GODAVARI DIST., A. P., INDIA  
Tel: (08814) 273287/273387 • www.jsikile.com • Email: edu@jsikile.com  
AN ISO 9001:2008 CERTIFIED INSTITUTION

13 April 2018  
No.10678

### CIRCULAR

Dear Parent/Guardian:

Re : Academic Year 2018-2019:

We are indeed grateful to God for His protection and guidance during the last 34 years and continue to seek His blessings during this **Academic Year 2018-2019.**

01. SCHOOL TIMINGS:

March / April, 2018 - 07:50 A.M. to 12:40 P.M.  
June, 2018 onwards - 08:30 A.M. to 03:45 P.M.

Late comers and those who are not in proper uniform will be sent home after three(3) warnings. Students will not be permitted to leave the school premises in between the school hours and gate pass will be issued only in case of sickness or an emergency.

02. SCHOOL UNIFORM: White uniform should be worn on Mondays / special occasions and Blue uniform from Tuesday to Saturday. All students must come in proper and neat uniform. Girls must use only black hair pins, gold ornaments are not allowed. Boys are not permitted to come in pencil cut, low waist Pants and must have close crop hair cut or else necessary disciplinary action will be taken.

03. TEXT BOOKS AND NOTE BOOKS: All students must purchase their Text Books and Note Books on / before 15 April, 2018. Please hand over Term-I Note Books to the respective Class Teachers for Jr.Kg. to Std.II. Text Books and Note Books for Term II upto Std.V can be retained at home and should submit them in Term II commencing from October, 2018.

04. ACADEMIC CALENDAR & YEAR PLAN 2018-19:

- i) The Academic Calendar 2018-19 with the schedule for the Examinations, Events and holidays is enclosed herewith.
- ii) Year Plan 2018-19 of all subjects in the curriculum is also enclosed herewith for the guidance of the parents to review the syllabus completion.

05. CHANGES IN CLASS X CBSE BOARD EXAMINATIONS W.E.F. 2018:

CLASS X – 2019 BOARD EXAMINATIONS: We refer to our circular No.09596 dated 07.02.2017 regarding Remodeled Assessment for Class X w.e.f. 2018 Examinations.



5.1 **SCHOLASTIC AREA:**

<b>Total 100 marks</b> (Syllabus for assessment will be only Class X)		
<b>80 Marks</b> <b>(Board Examination)</b> Student has to secure 33% marks out of 80 marks in each subject	<b>20 Marks</b> <b>(Internal Assessment)</b> Student has to secure 33% marks out of overall 20 marks in each subject	
	Periodic Test (10 Marks)	Notebook Submission (5 Marks)
	Subject Enrichment Activity (5 Marks) Map Work and Project Work	

5.2 **FOR CLASS X:** The Board Examination for 80 marks in each subject will cover 100% syllabus of only Class-X. The examination paper will be designed for a 3 hours duration. Marks and Grades both will be awarded in each scholastic subject and a 9-point grading system. For awarding the grades the Board will put all the passed students in a rank order and will award the grades as follows:

- A-1 Top 1/8th of the passed candidates
- A-2 Next 1/8th of the passed candidates
- B-1 Next 1/8th of the passed candidates
- B-2 Next 1/8th of the passed candidates
- C-1 Next 1/8th of the passed candidates
- C-2 Next 1/8th of the passed candidates
- D-1 Next 1/8th of the passed candidates
- D-2 Next 1/8th of the passed candidates
- E Failed candidates

5.3 **FOR CLASS IX:** The assessment scheme will be similar to class X Board examination. However, the grading in class IX will be as follows:

<b>Grading Scale for Scholastic Areas (Class-IX)</b> (School will award grades as per the following grading scale)	
MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 and below	E (Failed)

5.4 **INTERNAL ASSESSMENT (20 Marks):** With effect from the academic session 2017-18, the CBSE has introduced the remodeled structure of assessment which also includes a component of Internal Assessment (IA) of 20 marks. IA comprises Periodic Tests (PT) with weightage of 10 marks, Notebook Submission of 5 marks and Subject Enrichment Activities of 5 marks. Internal Assessment emphasizes that the acquisition of learning may be assessed through multiple approaches.



06. a) **PERIODIC TEST (10 MARKS):** The school will conduct three periodic written tests in the entire academic year and the average of the best two will be taken. The portion of syllabus will be cumulatively covered with reference to the date of the Tests.

The format of the Periodic Test will have questions with a balance mix – Very short answers (VSA) Short answers (SA) and long answers (LA) to effectively assess the Knowledge, Understanding, application, skills, analysis, evaluation and synthesis

- b) **SUBJECT ENRICHMENT ACTIVITIES:** These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities will be carried out throughout the Term and will be evaluated at the Term end.

i) **LANGUAGES:** Aimed at equipping the learners to develop effective listening and speaking skills,

ii) **MATHEMATICS & SCIENCE:** Practical work / Activities / Projects in Science and Mathematics as given in the CBSE / NCERT Text Books.

iii) **SOCIAL SCIENCE:** Map and project work will be undertaken as suggested by the CBSE in the curriculum.

- c) **NOTEBOOKS SUBMISSION (5 marks):** Notebooks submission as a part of internal assessment is aimed at the critical aspect of regularity, punctuality, neatness as an appraisal tool to ensure regular and attentive participation of students in class room transaction.

07. **CO-SCHOLASTIC AREAS:** Education envisages the comprehensive and holistic development of children and, hence, Co-scholastic activities are essential. CBSE recommends three major Co-scholastic activities viz., Work Education, Art Education and Health and Physical Education.

Assessment of Co-scholastic Areas is continuously done by collecting information, reflecting on and using that information to review children's progress and to plan future learning experiences. The documented data, after interpretation, will be reflected in the Report Card of the children in the form of grades.

These activities will be graded on a 3-point grading scale (A=Outstanding, B=Very Good and C=Fair) and for Class IX and X on a 5-point grading scale (A to E) A – Outstanding, B – Very good, C – Good, D – Fair, E – Average.

08. **DISCIPLINE:** Discipline significantly impacts career shaping and helps build character, sincerity, self-control, perseverance, good behavior and values. Students should abide by the code of conduct at all times. Every member of the staff has a responsibility to maintain a high standard of discipline throughout the school. Corporal punishment is expressly prohibited in the school and student discipline practices are based on restorative principles focused on maintaining a safe and supportive learning environment.

Hygiene, sanitation, cleanliness, dedication, honesty, truthfulness, kindness, empathy respect for the environment, elders and all living things etc. are the values that our students must actively practice. Parents may also support school in cultivating disciplined behavior in their wards.

Grading on Discipline will be done on a 3-point grading scale (A=Outstanding, B=Very Good and C=Fair) and for Std.IX to X on a 5-point grading scale.



09. **CLASSES VI – VIII:**

Assessment structure and Examination for Classes VI to VIII comprises of two(2) Terms i.e. Term-1 and 2. The components of the scheme are explained below:

**TERM-1** (100 marks) (1<sup>st</sup> half of the session) : 20 marks Periodic Assessment + 80 marks for Half Yearly Exam.

**TERM-2** (100 marks) (2<sup>nd</sup> half of the session): 20 marks Periodic Assessment + 80 marks for Yearly Exam.

Grading Scale for Scholastic Areas (Classes VI-VIII) (School will award grades as per the following grading scale)	
MARKS RANGE	GRADE
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 & below	E (Needs improvement)

10. **JR.KG. TO STD.V:** The Assessment from Jr.Kg. to Std.V will be independent for Term 1 and Term 2 as per Academic Calendar 2018-19

11. **RECORD KEEPING:** The school will follow the documentation procedure and collate the same at the time of preparing the report card.

12. **NEW ADMISSIONS 2018-2019:** Admissions into Kindergarten, Std.I to XII are in progress for the Academic Year 2018-2019. Application and prospectus can be obtained at the Accounts Office.

All the new admissions should come in Uniform with the prescribed set of Text books and Note books. Please note that non-submission of Transfer Certificate, Birth Certificate on/before 31.07.2018 may warrant cancellation of admission.

The following Groups are offered in **Class XI and XII** and the classes for XI will commence from **JUNE,2018**. The students should submit their duly filled in Applications for admission and register the group that they are opting for in **Class XI**.

**English Core is common for all the groups with Electives as follows:**

<b>Group 1</b>	Mathematics, Physics, Chemistry, Biology.
<b>Group 2</b>	Mathematics, Physics, Chemistry, Computer Science / Hindi / Telugu
<b>Group 3</b>	Biology, Physics, Chemistry, Hindi / Telugu
<b>Group 4</b>	Mathematics, Economics, Business Studies, Accountancy
<b>Group 5</b>	Economics, Business Studies, Accountancy, Hindi / Telugu

13. **HOUSE SYSTEM:** All students from Std.I–XII are divided into four(4) houses i.e. Red, Blue, Green, Yellow. This enables the students to actively participate in all the events. Individual attention and assessment of the student will be done by conducting various inter class / school competitions.

The students learn to become independent, responsible, cooperative and develop leadership skills.



14. **I.D. CARDS**: ID cards will be issued to the students by June,2018 and they should wear the ID cards during School working days.
15. **SMS ALERTS**: Examination dates, Disciplinary remarks, Co-Curricular Activities, Absenteeism, Fee due reminders or any urgent information will be intimated through SMS Alerts. Kindly inform the School office in writing if there is any change in your contact Mobile number.
16. **SCHOOL FEE & TRANSPORT FEE**: School fee/Transport fee should be remitted as per the schedule. Fee defaulters may not be permitted to School or avail Transport. Cancellation of Transport or withdrawal from the school should be informed in writing one month in advance else the fee for the following month will be charged.
17. **SCHOOL TRANSPORT**: All safety norms and Transport rules as printed on the Transport Application must be adhered to when students avail the school Transport. Parents must make arrangements to drop and pick up their wards at the designated stops. Transport facility may be cancelled for perpetual misbehaviour and if a child/parent violates the rules.
18. **HOSTELS**: Residential facilities are provided separately for Boys and Girls. Disciplined and caring environment is created by a team of Wardens, Housekeepers, Resident Nurse and Catering staff. All resident students must abide by the rules. Resident facility may be cancelled for any breach of code of conduct and the Parents/Guardians should adhere to the visiting hours as per Hostel Rules. A child will be permitted to go home only through authorized guardians/parents.
19. **PARENT TEACHER MEET**: Parents are encouraged to attend **Parent Teacher Meetings** to discuss their ward's progress and find solutions to academic or behavioural problems **TIME: 3:30 PM TO 05:30 PM**. The dates are printed in the Academic Calendar 2018-19.
20. **FIRST-AID AND PANEL OF DOCTORS**: FIRST-AID is administered by the School Nurse and in case of emergency the student will be sent to Hospital/clinic based on the nature of sickness. Please inform in writing to the School Nurse of any pre-existing Medical condition of the students.

The Panel of Doctors of the School for this **Academic Year 2018-19** are as follows:

a) **GENERAL**:

Name of the Doctor	Hospital	Phone No.
1. Dr. D. Srinivasa Rao, MBBS, DCH	Pediatrician, Sri Sai Hospital	(08814) 276066
2. Dr. M. Swamy, MBBS	Narsapur Christian Hospital	(08814) 273349 9949228160
3. Dr. B. Madhusudhan Rao Nayakar, M.D.	Varalakshmi Hospital	9440327817
4. Dr. B. Murali, M.D.	Tulasi Hospital	(08814) 275755

b) **OPHTHAMOLOGIST**:

Name of the Doctor	Hospital	Phone No.
1. Dr. D. Samba Murthy, M.S. (Oph.)	Vijayalakshmi Eye Hospital	(08814) 275239

c) **ORTHOPEDIC**:

Name of the Doctor	Hospital	Phone No.
1. Dr. A. Ram Satish, M.S. (Ortho.)	Sri Lakshmi Satyanarayana Orthopedic Hospital	(08814) 277877
2. Dr. L. Narasimha Rao, M.S. (Ortho.)	Sri Surya Hospital	(08814) 273456 9705311766



d) **ENT SPECIALIST:**

Name of the Doctor	Hospital	Phone No.
1. Dr. E. Kishore, M.S. (ENT)	Kishore ENT Hospital	(08814) 277637 9704504565

e) **DENTISTS:**

Name of the Doctor	Hospital	Phone No.
1. Dr. K. Rambabu	Mamatha Dental Hospital	9885406594
2. Dr. D. Krishna Chaitanya, MDS	Sai Appana's Dental Home	9491274343

20. **ADMINISTRATIVE STAFF:** The Administrative staff are as follows:

	<b>Head Teachers:</b>
i) <b>Ms. G. Meena Kumari</b> <b>Principal (Academics):</b> Co-ordinates the Academic schedule of Std.VI-XII and Transport	1) <b>Ms. K.V.N. Sasikala</b> - Jr.Kg. 2) <b>Ms. S.M. Hima Bindu</b> - Sr.Kg. 3) <b>Ms. K. G. Chandana</b> - Std.I 4) <b>Ms. V. Neelima</b> - Std.II 5) <b>Ms. M. Prabhavathi</b> - Std.III 6) <b>Ms. B. Ambica</b> - Std.IV 7) <b>Ms. B. Uma Maheswari</b> - Std.V 8) <b>Ms. I. Anitha Florence</b> - Std.VI 9) <b>Ms. N.E. Surekha</b> - Std.VIII 10) <b>Ms. T. Sucharitha</b> - Std.IX 11) <b>Ms. V. Priscilla Raj</b> - Std.X 12) <b>Ms. G. Meena Kumari</b> - Std.XI & XII
ii) <b>Ms. G. S. N. Kalyani</b> <b>Vice-Principal</b> Co-ordinates the Academic schedule of Jr.Kg.-Std.V & Hostels	
iii) <b>Ms. G. Prasanna Kumari</b> <b>Coordinator: Helpdesk</b> Student Counsellor Mobile: 9908436817	

21. **PURIFIED DRINKING WATER:** OXYPLUS 500 LPH Reverse Osmosis based purification system provides purified drinking water to all the students.

22. **SUMMER VACATION:** The SUMMER VACATION for all the classes i.e. Jr.Kg. to Std.XII will commence from **24.04.2018 to 11.06.2018**. The School reopens on **Tuesday, 12.06.2018**.

Office hours : 9:00 a.m. – 4:00 p.m.

23. **HELPDESK:** You may contact the Coordinator at the Helpdesk for any further information regarding various points in this circular or other details during the school office hours. If you wish to meet the Principal/Vice-Principal/Head Teachers/Teachers, please note that the visiting hours are from 04:00 P.M. to 05:00 P.M. on all working days.

As always, we solicit your cooperation and suggestions from time to time for the effective functioning of the School.

Yours faithfully,  
J. SIKILE SCHOOL

*G. Meena Kumari*  
13/04/18  
G. Meena Kumari (Ms.), M.Sc., B.Ed.  
PRINCIPAL:



gmk / rvk :

Encl : 1) The Academic Calendar 2018-19:

2) Year Plan 2018-19