



2021-2022

SUPPLEMENT

Parent-Student Handbook

CLASS – 4

CALENDAR FOR THE ACADEMIC SESSION 2021-22

COMMENCING APRIL 5, 2021

SCHOOL TIMINGS : 07:35 am to 01:35 pm
07.35 am to 02.15 pm (IGCSE)
07.35 am to 03.30 pm (IBDP)

April-21						
S	M	T	W	T	F	S
				1	2	3
4H	5	6	7	8	9	10
11H	12	13	14H	15	16	17
18H	19	20	21H	22	23	24
25H	26	27	28	29	30	

May-21						
S	M	T	W	T	F	S
						1
2H	3	4	5	6	7	8H
9H	10H	11H	12H	13H	14H	15H
16H	17H	18H	19H	20H	21H	22H
23H	24H	25H	26H	27H	28H	29H
30H	31H					

June-21						
S	M	T	W	T	F	S
		1H	2H	3H	4H	5H
6H	7H	8H	9H	10H	11H	12H
13H	14H	15H	16H	17H	18H	19H
20H	21H	22H	23H	24H	25H	26H
27H	28	29	30			

July-21						
S	M	T	W	T	F	S
				1	2	3
4H	5	6	7	8	9	10
11H	12	13	14	15	16	17
18H	19	20	21H	22	23	24
25H	26	27	28	29	30	31

August-21						
S	M	T	W	T	F	S
1H	2	3	4	5	6	7
8H	9	10	11	12	13	14
15H	16	17	18	19H	20	21
22H	23	24	25	26	27	28
29H	30H	31				

September-21						
S	M	T	W	T	F	S
			1	2	3	4
5H	6	7	8	9	10	11
12H	13	14	15	16	17	18
19H	20	21	22	23	24	25
26H	27	28	29	30		

October-21						
S	M	T	W	T	F	S
					1	2C
3H	4	5	6	7H	8	9
10H	11	12	13H	14H	15H	16
17H	18	19H	20	21	22	23
24H	25	26	27	28	29	30
31H						

November-21						
S	M	T	W	T	F	S
	1	2H	3H	4H	5H	6H
7H	8	9	10	11	12	13
14H	15	16	17	18	19H	20
21H	22	23	24	25	26	27
28H	29	30				

December-21						
S	M	T	W	T	F	S
			1	2	3	4
5H	6	7	8	9	10	11
12H	13	14	15	16	17	18
19H	20	21	22	23	24	25H
26H	27H	28H	29H	30H	31H	

January-22						
S	M	T	W	T	F	S
						1H
2H	3	4	5	6	7	8
9H	10	11	12	13	14H	15
16H	17	18	19	20	21	22
23H	24	25	26	27	28	29
30H	31					

February-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6H	7	8	9	10	11	12
13H	14	15	16	17	18	19
20H	21	22	23	24	25	26
27H	28					

March-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6H	7	8	9	10	11	12
13H	14	15	16	17	18	19
20H	21	22	23	24	25	26
27H	28	29	30	31		

Note: Last day of the month will be a half working day.

HOLIDAYS (2021-22)

14 April, 2021	Ambedkar Jayanti	30 August, 2021	Janmashtami
21 April, 2021	Ram Navami	02 October, 2021	Gandhi Jayanti
25 April, 2021	Mahaveer Jayanti	07 October, 2021	Navratra Sthapana
08 May, 2021 to 27 June 2021	Summer Break (I to VIII)	13-15 October, 2021	Dussehra Break
29 May, 2021 to 27 June 2021	Summer Break (IX to XII)	19 October, 2021	Barawafat*
14 May, 2021	Eid-ul-Fitr*	02 – 06 November, 2021	Diwali Break
21 July, 2021	Id-ul-Zuha*	19 November, 2021	Guru Nanak Jayanti
19 August, 2021	Muharram*	25 Dec- 2 Jan, 2022	Winter Break
22 August, 2021	RakshaBandhan	14 January, 2022	Makar Sankranti

*Subject to moon/declaration

*Dates of Cheti Chand, Maha Shivratri, Holi, Guru Gobind Singh Jayanti will be declared later

TENTATIVE DATES FOR EXAMINATION (2021-22)

I to VIII Periodic Test- Term I	12 th July to 19 th July, 2021
IX & X –Test-I	
XII Test- I	
XI Test- I	5 th August to 12 th August, 2021
I to VIII- Half Yearly Exam	20 th September to 5 th October, 2021
IX, X – Test -2	
XI & XII – Half Yearly Exam	
I to VIII Periodic Test- Term II	17 th November, 2021 onwards
IX & X – Test -3	
XI – Test - II	
XII – Pre-Board Examination (Th & Pr)	
ASL – English and Math IA – Class XII Year End Assessment	3 rd week of December, 2021
XII – Pre-Board Examination-II	5 th January, 2022 onwards
X- Mock Exam	
XII- Board Practical Examination	As per CBSE guidelines
(I to VIII) Annual Examination	21 st February, 2022 onwards
(IX) Annual Examination	
(XI) Promotion Examination (Th & Pr)	
(X, XII) Board Examination	As per the CBSE Date sheet

The Examination Policy

KG-I & KG-II

For KG-I & KG-II promotion is granted on the basis of a continuous and comprehensive evaluation in class during the session.

I and II

For classes I and II promotion is granted on the basis of continuous and comprehensive evaluation in the form of periodic tests and term end exams. **No marks are awarded, only grades are given.**

(a) ASSESSMENT AREAS

- **Scholastic Areas A** (Scholastic Subjects)
- **Scholastic Areas B** (Skills - Scholastic Subjects)
- **Co-Scholastic Areas** (Music, Dance and Games)
- **Personality Development** (Confidence, Courteousness, Care of Belongings, Neatness, Regularity & Punctuality, Initiative, Self-Control, Respect for Other's Property, Sharing & Caring)

(b) ASSESSMENT PATTERN

i. Scholastic Areas A

➤ For all subjects except General Awareness & Art Education:

- **First Term (50%)** : Periodic Test- 20% (Multiple forms of Assessment+ Half Yearly Exam-30% (Written Assessment)
- **Second Term (50%)** : Periodic Test -20% (Multiple forms of Assessment+ Annual Exam-30% (Written Assessment)

➤ For General Awareness & Art Education- Each term will comprise of :

- Internal Assessment 20%
- Term End Assessment 30%

ii. Scholastic Areas-B

Continuous Assessment as well as Term End Assessment of the following Skills:

- | | |
|----------------------|--------------------|
| • Speaking Skills | • Language Skills |
| • Reading Skills | • Listening Skills |
| • Handwriting Skills | • Narrative Skills |

iii. Co-Scholastic Areas

Continuous Assessment as well as Term End Assessment on a 3 point grading scale- A to C.

iv. Personality Development

Continuous Assessment throughout each term on a 3 point grading scale-A to C.

(c) GRADE SCHEME

SCHOLASTIC AREAS-A (Grading on a 5 Point Scale)	
A+	90% and Above
A	75%-89%
B	56% -74%
C	35%- 55%
D	Below 35%

SCHOLASTIC AREAS-B/CO-SCHOLASTIC AREAS/PERSONALITY DEVELOPMENT (Grading on a 3 Point Scale)	
A	Progressing Well
B	Progressing Satisfactorily
C	Experiencing Difficulty

III to V

For classes III to V promotion is granted on the basis of continuous and comprehensive evaluation in the form of periodic tests and term end exams. **No marks are awarded, only grades are given.**

(a) ASSESSMENT AREAS

- **Scholastic Areas** (Scholastic Subjects)
- **Co-Scholastic Areas** (Music, Dance and Games)
- **Personality Development** (Confidence, Courteousness, Care of Belongings, Neatness, Regularity & Punctuality, Initiative, Self-Control, Respect for Other's Property, Sharing & Caring)

(b) ASSESSMENT PATTERN

i. Scholastic Areas

➤ For all subjects except General Awareness & Art Education:

- **First Term (50%)** : Periodic Test- 20% (Multiple forms of Assessment+ Half Yearly Exam-30% (Written Assessment))
- **Second Term (50%)** : Periodic Test -20% (Multiple forms of Assessment+ Annual Exam-30% (Written Assessment))

➤ For General Awareness & Art Education- Each term will comprise of:

- Internal Assessment 20%
- Term End Assessment 30%

ii. Co-Scholastic Areas

Continuous Assessment as well as Term End Assessment on a 3 point grading scale- A to C.

iii. Personality Development

Continuous Assessment throughout each Term on a 3 point grading scale-A to C.

(c) GRADE SCHEME

SCHOLASTIC AREAS (Grading on a 5 Point Scale)	
A+	90% and Above
A	75%-89%
B	56% -74%
C	35%-55%
D	Below 35%

CO-SCHOLASTIC AREAS/PERSONALITY DEVELOPMENT (Grading on a 3 Point Scale)	
A	Progressing Well
B	Progressing Satisfactorily
C	Experiencing Difficulty

VI to VIII

(a) ASSESSMENT AREAS

- Scholastic Areas
- Co-Scholastic Activities
- Discipline

(b) ASSESSMENT PATTERN

- Scholastic Areas** (Both marks & grades are awarded)
 - **For all subjects except General Awareness, the scheme of assessment in each term will be as follows:**
 - **First Term (100%) :** Periodic Test- 20% (Multiple forms of Assessment) Half Yearly Exam-80% (Written Assessment)
 - **Second Term (100%) :** Periodic Test -20% (Multiple forms of Assessment) Annual Examination- 80% (Written Assessment)
 - **For General Awareness each term will comprise of:**
 - Internal Assessment 40%
 - Term End Examination 60%
- Co-Scholastic Activities** (grading on a 3 point scale- A to C)
 - Work Education
 - Art Education (Visual & Performing Art)
 - Health & Physical Education
- Discipline**

Students will be assessed on a 3 point grading scale (A to C) for which the parameters are:

- Attendance
- Sincerity
- Behaviour
- Values
- Tidiness
- Attitude towards society, nation & others
- Following rules & regulations

(C) GRADE SCHEME

Scholastic Areas (8 point 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)

Co-Scholastic Activities/Discipline (3 point scale)	
A	Outstanding
B	Very Good
C	Fair

IX to XII

Assessment Areas/Pattern & Grade Scheme

(Later) As per the guidelines of CBSE

CORONAVIRUS

GOLDEN RULES FOR PARENTS & CAREGIVERS

BEFORE LEAVING HOME

My child does not have symptoms for COVID-19 (cough, body ache, fever, sore throat, diarrhoea)

REMINDERS



A cloth mask on before leaving home



No mask sharing



Wash your hands for 20 seconds using soap and clean water or sanitise frequently



All school supplies (stationery, food, water, etc.)



No hugs, maintain social distancing at school and in the transport



No handshakes. Rather do the elbow greet or foot shake

ALWAYS REMEMBER TO



Wash your hands for 20 seconds using soap and clean water



Wash your mask every day



Check if my child did not bring a friend's belongings; stationery or mask



Cough or sneeze in the fold of the elbow or cover your mouth & nose with tissue



Avoid touching your mouth & nose with unwashed hands

Symptoms & procedures to follow



Fever



Dry cough



Feeling tired



Muscle ache



Shortness of breath



Self-isolate at my home or at a quarantine site should I/my child become ill with symptoms of COVID-19.



Always remember where I was and who I was with for contact tracing



AT ALL TIMES

I monitor our health for early COVID-19 symptoms. I know what to do and who to contact if I experience any of the symptoms.



CONTACT

In case of any further query, you may contact the class teacher

Covid Related Guidelines for Students

- Follow the Footmark scheme in the school campus.
- Maintain Social Distancing while moving in the corridor.
- Maintain Social Distancing in the classroom as well. Sit on alternate seats leaving one seat empty.
- Do not touch the railings or walls unnecessarily.
- No hugging or hand shaking allowed.
- Wear mask properly all the time especially while talking to one another.
- Do not share any items- stationery, food etc. with each other.
- While coughing, cover your mouth with your elbow.

Washroom Guidelines

- Do not crowd in the washroom.
- Do not forget to wash your hands.
- Talking inside washroom is strictly prohibited

Bus Guidelines

- Maintain social distancing. Sit on alternate seats leaving one seat empty.
- Wear face mask while in the bus.
- Do not talk to others while you are in the bus.
- Do not touch the seats or windows unnecessarily.
- Sanitize your hands once you get out of the bus.

SPLIT SYLLABUS-2021-22

Class: IV

Keeping in view the Online Teaching Learning during 2020-21, a proper re-cap will be done by each teacher in each subject before starting a new topic. (Wherever relevant)

ENGLISH

Prescribed Books: Gulmohar Language for Life by Orient Black Swan - NINTH EDITION
New Grammar & More-4 by Ratna Sagar

TERM I

April	L-1. Be Prepared Poem2: Seeds Grammar: Sentences Writing Skills: Paragraph Writing
May	L-2. The Visit to the Mansion
June	Poem-1: On the Bridge (Comprehension) Grammar-Nouns
July	L-4. The Trumpet of the Swans L-3. Tine and Faraway Mountain (Comprehension) Revision and Remedial Periodic Test – Term 1 will include L1, Poem2, Sentences & Paragraph Writing Grammar – Nouns Writing Skills – Story Writing.
August	L-6 Saving the Sparrow Poem3: Summer Sun Grammar – Articles, Verbs Writing Skills: Paragraph Writing
September	L- 5 Before the match. (Comprehension) Revision and Remedial Half Yearly Examination will include L-1, 2,4,6, Poem2, Poem3, Sentences, Nouns, Verbs, Articles, Paragraph Writing, Story Writing

TERM II

October	L-8 Chips L- 9 Crow Boy Grammar – Pronouns, Adjectives Writing Skills: Informal Letter Writing
November	Poem-4: Smells L-7 The Television Chocolate Room (Comprehension) Revision & Remedial Periodic Test – Term II will include L-8, 9 Poem-4, Pronouns, Adjectives, Informal Letter Writing

Poem 5 How the little kite learned to fly

December	L- 11 - A Tuesday Poem7- Planting the Tree (Comprehension) Grammar- Adverbs Writing Skills – Diary Entry
January	L- 12 A Game of Hopscotch. Poem 6- Great, Wide, Beautiful, Wonderful World (Comprehension) L- 10 Running Away (Comprehension) Grammar– Conjunctions, Prepositions Writing skills- Informal letter
February	Grammar: Vocabulary Revision and Remedial Annual Examination will include L-8, 9, 11, 12 Poem4, Poem5, Pronouns, Adjectives, Adverbs, Prepositions, Conjunctions, Vocabulary, Informal Letter & Diary Entry

HINDI

पाठ्य पुस्तक उत्कर्ष हिंदी पाठमाला (मधुवन प्रकाशन) प्रथम सत्रांश	
अप्रैल	पाठ 1 यह है त्योहारों का देश पाठ 2 चिड़िया की बच्ची पाठ – 3 नौकरी की शर्त व्याकरण
मई	व्याकरण
जून	व्याकरण
जुलाई	दोहरान कार्य - Periodic Test-1 (पाठ 1,2,3 तथा व्याकरण परीक्षा में सम्मिलित की जाएगी) पाठ 4 दातुन बनी ईधन व्याकरण
अगस्त	पाठ 5 सर्कस का सिंह पाठ 6 गुब्बारे में चीता पाठ 7 अंडे के छिलके
सितंबर	व्याकरण दोहरान कार्य , Half Yearly Examination (पाठ –1 से 7, व्याकरण परीक्षा में सम्मिलित की जाएगी)
द्वितीय सत्रांश	
अक्टूबर	पाठ 8 दीक्षा की देन

	पाठ 9 गीत खुशी के व्याकरण
नवंबर	पाठ 10 परोपकारी आंद्रे दोहरान कार्य, Periodic test-2 (पाठ 8 ,9 10 तथा व्याकरण परीक्षा में सम्मिलित की जाएगी)
दिसंबर	पाठ 11 पोंगल पाठ 12 मोहन का दुख पाठ 13 शरद का आकाश व्याकरण
जनवरी	पाठ 14 शिक्षा पाठ 15 पहाड़ पुरुष
फरवरी	पाठ 16 कमकम, प्लीज कम व्याकरण दोहरान कार्य , Annual Exam (द्वितीय सत्रांश का समस्त पाठ्यक्रम तथा व्याकरण परीक्षा में सम्मिलित किया जाएगा)

MATHEMATICS

Prescribed Book: Joy of Mathematics (Macmillan Education)

TERM I

April	Ch-1: Large Numbers Ch-2: Addition and Subtraction Ch-12 Patterns
May	Revision
June	Ch-3: Multiplication
July	Ch-3: Multiplication (contd...) Revision and Remedial Periodic Test – Term I (will include Ch-1 and 2)
August	Ch-4: Division Ch-5: Factors and Multiples Ch-6: Fractions
September	Ch-6: Fractions (contd...) Revision and Remedial, Half Yearly Examination (will include entire syllabus covered in Term I)

TERM II

October	Ch-7: Lines and Angles Ch-8: Metric Measures
November	Ch-8: Metric Measures (contd...) Revision and Remedial Periodic Test – Term II (will include Ch-7 and 8)
December	Ch-9: Perimeter and Area Ch-10: Time
January	Ch-10: Time (contd..)

February	Ch-11: Representation of Data Revision and Remedial, Annual Examination (will include entire syllabus covered in Term II)
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EVS

Prescribed Book: Planet First by Macmillan Education

TERM I

April	Ch- 1 My Family Ch- 2 The Baby Story Ch- 3 Our Senses
May	Ch- 4 Its Time to Relax
June	Revision and Remedial
July	Ch- 5 People at Work Periodic Test –Term I (will include Ch-1 to 4)
August	Ch- 6 The Animal World Ch- 7 Plants- Our Friends Ch- 8 The Journey of Food
September	Ch- 9 Eating Together Revision and Remedial Half Yearly Examination (will include entire syllabus covered in Term I)

TERM II

October	Ch-10 Eating and Tasting Food Ch-11 Teeth, Beaks and feet Ch-12 Our Houses and Waste Disposal
November	Ch-13 Animal Shelters Revision and Remedial Periodic Test –Term II (will include Ch-10 to 13)
December	Ch-14 Mapping Places Ch-15 Water, Water, Everywhere Ch-16 Water is Life
January	Ch-17 Animals for Transport Ch-18 Travel and Money Ch-19 Building Houses and Bridges
February	Revision and Remedial Annual Examination(will include entire syllabus covered in Term II)

GENERAL AWARENESS

Prescribed Book: Not Applicable

TERM I

April	Geography of India States, Union Territories & Capital Sports Round Up Sporting Legends
May	Computer Icons
June	Revision Test (MCQ)

July	Inventions Our Planet
August	Plant World and Animal Quiz Great Entertainers and Famous Films Pollution Reasoning and Current Affairs Revision
September	Term End Exam (MCQ)
TERM II	
October	Monuments of India Famous Rulers Fun with Numbers Famous Personalities Revision
November	Test (MCQ)
December	India at the Olympics Indoor Games Animals of Cold Regions Mammals
January	Natural Disasters Monuments Around the World Reasoning, Current Affairs Revision
February	Term End Exam (MCQ)

INFORMATION TECHNOLOGY

Prescribed Book: Cyber Beans 4 by Kips	
TERM I	
April	Ch.3 Advanced Features of Tux Paint Ch.1: Storage & Memory Devices
May	Ch.1: Storage & Memory Devices (contd.)
June	Ch. 4: Formatting in MS Word 2010
July	Ch. 4: Formatting in MS Word 2010 (contd..) Revision and Remedial, Periodic Test-Term I (will include Ch.3 and 4)
August	Ch 9: The Internet-Web Browser Ch 9: The Internet-Web Browser (contd.) Ch. 5 Advanced Features of Microsoft Word 2010
September	Ch. 5 Advanced Features of Microsoft Word 2010 (contd..) Revision and Remedial, Half Yearly Examination (will include entire syllabus covered in Term I)
TERM II	
October	Ch 8: Microsoft PowerPoint 2010
November	Ch 8 : Microsoft PowerPoint 2010 (contd..) Ch. 6. Step Wise Thinking

Revision and Remedial, Periodic Test-Term I (will include Ch.8)	
December	Ch.7: More About Scratch
January	Ch2. GUI Operating System-Desktop Management
February	Ch2. GUI Operating System-Desktop Management (contd..) Revision and Remedial, Annual Examination (will include entire syllabus covered in Term II)

ART EDUCATION

Prescribed Books: Not Applicable

TERM I

April	Doodle Art, Composition with Shapes Craft Activity-Textured object
May	Craft Activity- Thumb painting folder
June	Paper Collage
July	Draw with Words Craft Activity – Mask making Abstract Art
August	Geometric Drawing Craft Activity – Photoframe
September	Revision Work Half Yearly Examination (will include all the topics covered in Term I)

TERM II

October	Cartoon Drawing Craft Activity- Wall Hanging
November	Typography Craft Activity- Lamp
December	Christmas Scene Craft Activity- Christmas Craft
January	Folk Art Craft Activity- Popup card
February	Revision Work Annual Examination (will include all the topics covered in Term II)