

**Academic Guidelines for Parents  
Academic Year: 2019-20**

Parents and the School are partners in the odyssey of children’s education. We believe that every child has the capacity to learn and reach his/her full potential provided the right kind of experiences and stimulation. Our program is based on the realization that children are individuals, developing at their own pace and having distinct needs and varying learning styles and abilities. They need to be given the freedom to explore and discover things for themselves along with close guidance and encouragement by the teachers. We cater to the overall development of each child through our developmentally appropriate program. We would appreciate your cooperation and support in helping us to practice what is best for our children. Here are a few guidelines for all parents from the school-

**General:**

- We request you to label all the belongings of the child such as school bag, footwear, etc.
- We advise you not to send your child to the school if he/she is suffering from any disease. Please provide a medical certificate when your child resumes school.
- We love to celebrate your child’s birthday at Redbricks. However, we request the parents to not send any gifts for the students. Chocolates worth upto maximum Rs. 10/- per chocolate may be distributed in the class. Alternatively, the parents can donate books to the school library on the occasion. Chocolates are to be distributed only to the peers of the child’s own class section, and not to the entire school’s children.
- Your child is advised not to wear any ornaments or carry other valuable items to school in his/her best interest. The school is not responsible for goods lost.
- In case of a change in address or phone number, please inform the school counselor in advance.

**School Timings:**

Class	Timings
EYP 1	Batch 1 - 09.00 am to 11.00 am Batch 2 - 11.30 am to 01.30 pm
EYP 2	09.30 am to 12.30 pm
Junior K.G & Senior K.G	08.30 am to 12.30 pm

The school will remain closed on Saturdays for all the students.

**Preparing your child for school**

- Always speak to your child about going to school as a joyous and pleasant experience.
- Prepare your child that she/he would be staying away from you for some time and be in the company of new friends and teachers.
- Ensure that your child has adequate hours of sleep so that he /she is fresh and alert in school.
- Settling in the new environment would take some time, we would suggest to entrust the child to the teacher and assure him/her that you would return shortly and leave promptly.

## **Effective Communication Steps**

- Both parents should try to attend as many Parenting Workshops & Parents Teacher Meetings as possible. This will help you to understand our school's philosophy, parenting strategies and your child's progress.
- Go through the school almanac in detail so that you understand how the school functions.
- We believe in transparency and expect you not to hesitate to discuss any issues with us, however please make sure that you have been through all our material / attended our workshops.
- Taking a prior appointment of the teacher or Principal is expected to discuss individual issues.
- Be prompt in reading & responding to circulars and notes in the almanac.
- Constructive feedback with suggestions from the parents is welcomed and much appreciated by the school.
- Similarly, parents should be open to feedback from school / teachers about their child regarding performance, issues, as well as your own approach.

## **PARENT ENGAGEMENT PROGRAMS:**

**1. Home visit** – To enhance the bond between the child's school and home, we plan a home visit once a year, by the child's class teacher to get to know and understand the child home environment and his/her family members. We request your cooperation in helping the teachers understand the following areas-

- The family structure and the members present in the family
- The home environment
- Key activities for the child at home and his/her ways of engagement
- The child's favorite toys, books or other accessories
- Some of his/her childhood memories – Photographs, articles etc., can be shared with the teacher

**2. Buddy system** – We invite expert faculties and community helpers belonging to a wide range of professions to be an integral part of the student's learning experiences by contributing and sharing their views and knowledge from the field they belong to. Through such real life interactions, students gain insights on important ideas, concepts, practices and values from different walks of life.

We would invite you to be a part of this Buddy Program and contribute from your field of expertise and interest to the academic program.

- A form will be sent from the school for the same
- Fill up the form according to your interest and convenience (amount of time that you will be able to devote for the program) and send it back to the school
- The school will get in touch with you inviting you for a guest session with the students as and when the opportunity arises

**3. Parent volunteers** – Events and celebrations are a part of our regular school program. We celebrate various days, festivals, cultural events and even field trips and excursions throughout the year. We would request your participation and volunteering efforts for such occasions.

A letter / circular will be sent to you for your consent for volunteering for the event.

Send back the form duly filled mentioning the area where you would like to contribute.

The school counselor will get back to you for further details.

## IMPORTANT ACADEMIC POLICIES:

### 1. Language Policy

Language is an important component of education and our stand as a school on the use of language is as below-

#### Use of Languages

- English is the medium of instruction. However, usage of Mother Tongue in pre-school is also encouraged where the need for expression is more important than the language being used.
- The teachers in the classroom will attempt to use English for instructions, discussions and explanations in order for students to learn the language faster. However, the teachers will allow students to answer in Hindi to express their ideas. In such situations, teachers will rephrase what children have said in English as an acknowledgement of their answer. In this manner, children will pick up the language faster in a non-threatening manner. EYP 2 and Kindergarten children will also be encouraged to communicate as much in English as possible across sessions.
- We also believe in a healthy mix of languages and importance of our Mother tongue. Therefore, we allow children to use mother tongue / Hindi in the pre-school during free play situations. We also integrate songs and stories of Gujarati and Hindi languages, bring in multiple language related celebrations, etc., for children to also appreciate these languages.
- Formal learning of Hindi is introduced in Senior KG but only at the listening and speaking level. Formal reading and writing of Hindi begins in Class 1.

#### Literacy Development

- Natural language development happens in below order and the school will also give priority to the steps as listed below (which are simultaneous but cannot be preceded) -
  1. Listening; 2. Speaking; 3. Reading; 4. Writing
- Listening and Reading are both receptive processes and Speaking and Writing are both expressive processes. We place emphasis on developing effective listening and speaking skills of children so that they can become effective readers and writers.
- We also believe in introducing **reading-writing simultaneously** as well as in a **developmentally appropriate** manner. Developmentally appropriate manner means that we focus on developing children's cognitive and fine motor skills in order to become good readers and writers instead of directly pressurizing them for producing early reading – writing when their cognitive/fine motor skills are not yet developed.
- We believe in a balance of **phonics instruction** and **whole language approach** in the teaching of reading and writing skills. Phonics focuses on the structure of the language while whole language approach emphasizes on the meaningful learning and use of language.

## **2. Read At Home Program:**

We have a "Read At Home Program" to inculcate reading habits among children. Knowledge is power, and books are full of it. But reading is more than just a practical tool. Through books we can enrich our minds, we can also relax and enjoy some precious leisure moments. We believe that parents should try to take out time to read with the child everyday while they are young. With your help, your children can begin a lifelong relationship with the printed world, so they grow into adults who read easily and frequently for various purposes.

### **Frequency of sending the books home for Reading**

- EYP 1 and EYP 2 – One book every Two weeks
- Jr Kg and Sr Kg - One book every two weeks (July to September); and One book every week (October onwards)

Books are expected to be returned as per the date mentioned. Without return of an old book, a new book may not be issued. For damaged/lost books, parents need to replace the book for the school.

### **Role of Parents**

- One of the Parents should sit with the child along with the book sent from school.
- The parent can read the book and the child can listen. The book should be open and clearly visible to both the parent and the child.
- The parent can pause and ask various questions to the child while reading. Predicting questions about the story "*What will happen next?*" are particularly useful.
- At the end of the story, have a short discussion with the child about the story through probing questions to the child. *Examples – What was the story about? What did you like most in the story? Who was your favourite character and why?, etc.*
- Parents can even ask children to illustrate the story after listening to it.

### **Donation of books by parents**

- Parents can donate books and hand over them to the class teacher on the first and second PTM of the year.
- Only books in good condition and appropriate for pre-school children will be accepted.

## **3. Homework Policy**

### ***EYP 1 and EYP 2***

There is a no homework given to EYP 1 and EYP 2 children as it is developmentally inappropriate and unnecessary at this age.

### ***Kindergarten***

- Homework is seen as an opportunity for the child to practice skills learnt in the school at home.
- It is expected to be done by the children with minimum guidance from parents.

Homework & Assignments will:

- Be achievable within the time period planned according to the age of students
- Be achievable without the aid of a parent or tutor

- Build on skills developed in the classroom
- Have a defined focus and purpose

Homework & Assignments **could**:

- Allow students to support their in-class learning.
- Allow advanced students to expand their interests.
- Support the need of children that need more focus in the subject area.

Homework & Assignments will **not**:

- Be self-study assignments of new content
- Exceed the time periods set below
- Form a significant part/ component of formal assessment

### *Type of Homework*

Jr.Kg

- There will be no regular homework given to Jr. kg children before Diwali break. Except in particular children's cases, where the teachers, parents and principal jointly decide in the interest of individual child's need for development.
- After Diwali break, 1 Worksheet per week will be sent home related the thematic, language and maths content ongoing in the class. It is estimated that an average child should be able to complete such a worksheet in 10-15 mins. The goal of sending such a homework is not just practice of learnt academic skills but to also develop the life skills of persistence and hard work.
- In addition, some activity based home assignments (ex- interview, observe, etc.) may also be assigned from time to time.
- Students who are struggling may be assigned additional homework from time to time.
- Vacation homework is given to children in order to stay familiar with and revise the content. The vacation homework will be given ONLY in Diwali break and Summer vacation. There will be no winter vacation homework.

Sr.Kg

- Weekly Homework worksheets (2 per week, 10-15 mins each) from August will be given for the reinforcement of concepts & skills. The worksheets would be sent on two different days and they need to be submitted within two days time. Parents should ensure that children complete the worksheet, if required with their assistance.
- Additional activity based tasks (ex- interview, observe, etc.) may also be assigned from time to time.
- Vacation homework is given to children in order to stay familiar with and revise the content. The vacation homework will be given ONLY in Diwali and Summer vacation. There will be no winter vacation homework.

Note -

- In general homework will be well within a child's capabilities both conceptually and in terms of the skills required. The work will be familiar and relate to concepts that have been introduced or reviewed within the few days preceding the assignment.
- A workshop will be conducted for the parents to deal the homework back home.

#### **4. Field Trips & Field Work:**

Field Trips are an integral part of the teaching learning program at Redbricks. The field experience provides children with hands-on learning experience and exposure to life skills. Field trips provide the opportunity to learn abstract classroom concepts through real-world experiences.

Field trips and field work are part of every theme that is undertaken across the year. Field work are the first hand investigations which is done in and around the school environment to build on new knowledge based on the personal experiences. Every unit will be having a field trip /field work experience involved as a part of the inquiry driven learning. Approximately 6 to 8 external field trips are conducted per year. A parent consent is taken prior to taking the children to the field trip.

#### **5. Assessment**

At Redbricks we believe that assessment should draw upon a whole range of evidences to ensure that we gain a holistic development picture of the child over a period of time.

Assessment is an integral part to teaching and learning and is used to monitor the learning process and ascertain achievement in each area of development and of the curriculum. Through the assessment procedure, the teacher is able to gauge the child's short term and long term needs in the learning process and plan actions for future improvements. The primary purpose of assessment is to understand where children are currently in their learning and use this knowledge to help them move forward.

Children are assessed in different ways, these are :-

- Ongoing - Observation records of children's development maintained by the teachers
- Ongoing- Anecdotal records (documented responses of children by teachers)
- Monthly- Portfolios of children's work showing their progress
- Quarterly- Assessment Report on Developmental Rubrics
- Once/Semester- Children's detailed Profile Reports prepared by Teachers

#### **5. Attendance, Leaves and Late coming**

- Children are expected to be daily on time for the class.
- To enable us to conduct the program in the most effective manner, students require to report to school on time. A student will have to report to school by 8:25 am: Kindergarten 9:25 am : EYP stage 2 8:55am/ 11.25 am: EYP stage 1
- No student will be allowed in the school once the gates are closed.
- Late comings up to three times in a month (upto 15 minutes maximum) would be considered for a genuine reason for which prior permission is required.
- In case of a genuine unpredicted reason for late coming, the parent can meet the Principal to explain the same and get permission to attend school that day.
- We expect you to ensure regular attendance of your child to the school, otherwise he/she would lose out on many learning experiences due to frequent absenteeism.
- A minimum yearly attendance of 75% is required for the child to be promoted to the next class. The child's year-end report card and related materials would also be withheld.

- Parents may request for leave of absence for the child by writing to the teacher on the “Leave Request” page at the back of this almanac.

## **7. Tuitions and After-school activities**

- We do not expect any of our students to attend any after school tuitions where academic subjects are taught.
- We do not want young children to be pressurized with undue academic work for which they are neither cognitively, emotionally or physically ready.
- Do not put overwhelming pressure on young children to succeed in one thing. They need to be experimenting and sampling with many different activities at this age to develop and discover their interests.
- Avoid over scheduling the day and week of the child with tons of activities. Let them have a lot of free play time daily which will teach them a lot of skills such as creativity, imagination, logical thinking, expression, problem solving, decision making, etc.
- Do not push your child into tons of lessons in a particular area such as language or dance, as it will most likely lead to him/her resenting both you and the activity/subject.
- Do not compare your child’s activities with the activities that others’ children are doing. Your child is a unique individual, with own interests and abilities. Find out about his or her uniqueness and seek to nurture that.

## **At Home**

- Take care of your child’s health (both physical and emotional).
- Young kids love doing hands-on and fun activities with their parents! Beyond school hours and on weekends, engage the child in different hands-on activities with yourself.
- Read along with your child and let your child see you read which will go a long way in helping him/her to inculcate good reading habits.
- Exposure to varied happenings and places in the city will provide an enriching experience for children.
- Help your child to form a routine for a predictable situation creates a sense of security.
- Encourage your child to talk a lot and express herself.
- Avoid comparisons between siblings for each child is a different individual with different capabilities.

## **General Expectations From Parents**

- Be a learner
- Be involved in the child’s education
- Co-operate with us in administrative work and our academic approach
- Always give respect to all school staff
- Be on time for meetings at school
- Support & trust because we are trying to do something different
- Trust your child too as every child wants to do her best but we have to give them that opportunity
- Do not discuss the child in her presence with the teachers or family members
- Always speak positively with your child about the school and the teachers
- Volunteer as visiting experts in classrooms and for events when possible