

**BAG POLICY- CLASS 1 TO CLASS 12**  
**YEAR 2019-2020**

**Objective:** To define guidelines for what children need to carry in bag everyday from home to school and what they will keep at school. This policy also defines the frequency of wearing sports and house uniform to school.

**Scope:** Class 1 to Class 12

**Details of the Policy:**

**1. BAG WEIGHT:**

- Parents are expected to buy shoulder bags that do not weigh more than approximately 1 kg (for Class 1 to Class 4) and 1.5 kg (Class 5 onwards).
- Parents may buy bags with wheels/strollers at their own choice if they feel their child will be able to handle the same with ease.

**2. TEXTBOOKS AND NOTEBOOKS**

**Kept At Home**

- Students of all classes will be expected to keep all their textbooks and notebooks home.
- The students will be expected to bring books to the school according to the daily academic timetable.
- The homework submission schedule will also be matched with the academic timetable-that is submission on the day of that period only. (For struggling students, extra homework may be given on other day or books may be expected during a remedial class day, which may not always match with the regular timetable.)
- Students need to carry the School Almanac (for all classes) and Reflection Diary (for Class 1-4) daily between the school and home.
- The Literature Novels (Class 7 onwards), Maths Geometry box and Geometry notebook, Graph book, Atlas and Map workbook are to be brought to school, only whenever required, as shared one to two days in advance by the respective subject teacher (via circular or guiding students to write in the almanac)
- Teachers may retain certain books from time to time in the school for few days to complete checking work. In that case, the students will be intimidated.

**Kept At School**

- Students will keep English literature books (Class 1 to Class 6) within the school – except when they need to carry it home for reading tasks / revision for test or exam.
- Students will keep English Grammar Tree Book within the school- except when they need to carry it home for grammar tasks / revision for test or exam.
- Students will keep their English Dictionaries in the school for daily classroom use. For use of Dictionaries at home, students may need to buy another copy of the dictionary – school copy should not be carried back home.

- The students can keep their Word Bank (Vocabulary Book) in the school. It can be taken home once a fortnight (Class 1 to Class 4) and once a month (Class 5 to Class 12) for a day, or as and when the teacher gives any home exercise in the vocabulary book.

### 3. DAILY REGULAR STATIONERY

Students should bring the following regular Stationery to the school daily-

STUDENT- DAILY STATIONERY LIST	REMARKS
Pencils - 4 well sharpened	Class 1 to Class 6
Eraser – 1, Sharpener - 1	All Classes
Ruler - 1 (12 inch)	All Classes
Glue stick - 1	All Classes
Gel Pens or Ink Pens ( <i>refillable ones, not use and throw ones</i> ) and Pencils- 2	For Class 6- second semester onwards Class 7 to Class 12 – From Start of the Year
Coloured Pencils Box - 12 shades ( Faber Castle)	Class 1 to Class 8 Class 9, 10 (Art students)

- The size of the pencils and erasers should be appropriate – not too small- making it difficult to handle by the student. (ideal- atleast 2 inches more from the hand grip)

### 4. ART BOOK AND ART KIT

- The Art Sketchbook will be kept at home and need to be brought to the school on the days of the visual art class as per the timetable. No work other than that assigned by the school’s art teacher is to be done in the art book.
- Apart from the Daily Stationery, the additional Art stationery to be brought to the school by students for the Visual Art class includes-

#### 4a) Regular Art Stationery – to be brought in every art class along with daily stationery

Item No.	Name of the item	Specifications	Quantity	Brand	Class
1	Sketch Pens	12 color set	1 set	Camlin	Class 1 to Class 8 Class 9, Class 10 (Art students)
2	Oil pastel crayons	25 colors set	1 set		Class 1 to Class 4
3	Bold marker	Black	1	Faber Castle	Class 3 to Class 8 Class 9, Class 10 (Art students)
4	Drawing pencils	2B, 3B, 4B & 6B	1 each	Staedler/ Fabre Castle	Class 4 to Class 8 Class 9, Class 10 (Art students)
5	Scissors	Small	1		Class 6 to Class 8
6	Glue stick		1		Class 1 to Class 8

**4b) Art Stationery for Painting Activities – to be brought to the art class only when intimated by the art teacher in the previous art class**

Item no.	Name of the item	Specifications	Number	Brand	Class
1	Poster colours	12 colour set box, 15 ml	1 set	Camlin	Class 1 to Class 6
2	Poster colours	15 colour set box, 15 ml	1 set	Camlin	Class 7 and Class 8 Class 9 and Class 10 (Art students)
3	Round Brushes	0, 2, 4, 6 number	1 each	Camlin	Class 1 to Class 8 Class 9 and Class 10 (Art students)
4	Flat Brushes	6 or 7 number	1	Camlin	Class 5 to Class 8 Class 9 and Class 10 (Art students)
5	Mixing pallet	Big	1		Class 1 to Class 8 Class 9 and Class 10 (Art students)
6	Apron		1		Class 1 to Class 8 Class 9 and Class 10 (Art students)
7	Water container	small	1	from home	Class 1 to Class 8 Class 9 and Class 10 (Art students)
8	Rough cloth		1	from home	Class 1 to Class 8 Class 9 and Class 10 (Art students)

- Apart from this list, the Art teacher may ask for additional Art tools/materials to be brought the school, by sending a written circular in the almanac atleast two days in advance of the class.

#### 4. SPORTS AND HOUSE ACTIVITIES

<b>SPORTS AND HOUSE UNIFORM/ EQUIPMENT</b>	
Class 1 to Class 2	Class 3 onwards
<p><b>BOYS:</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Sports Activity:</b> Regular school uniform T-shirt and Pants to be worn</li> <li>• <b>House Activity:</b> House T-shirt with Black coloured Track pants with red trim (Saturdays)</li> </ul> <p><b>GIRLS:</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Sports Activity:</b> Regular school uniform T-shirt and Skirt to be worn. Girls need to wear black cycling shorts under the skirt on the days of athletics/football periods.</li> <li>• <b>House Activity:</b> House T-shirt with Black coloured Track pants with red trim (Saturdays)</li> </ul> <p><b>Please Note:</b> Students are not expected to changeover to regular school uniform in the school.</p>	<p><b>BOYS AND GIRLS:</b></p> <ul style="list-style-type: none"> <li>• <b>Outdoor Sports Activity*:</b> House T-shirt and black coloured track pants with Red Trim to be worn (on days of Football/Athletics and Games/Karate). Change Over to regular school uniform after the Sports Period</li> <li>• <b>House Activity:</b> House T-shirt with Black coloured Track pants with red trim (Saturdays). Change Over not required in the school.</li> </ul> <p><b>*Please Note:</b> The students are expected to changeover to regular school uniform in the school after completion of the sports sessions.                      Students can wear regular school uniform T-shirt for outdoor sports until the new changing rooms are operational in Sports block. However, they must wear track pants and change them post Sports period.</p>
<p><b>Class 1 to Class 12:</b> Yoga Mat to be carried on the days of Yoga period (Saturdays).</p>	

**\*Note:**

- On the days when students have to wear Sports T-shirt and Track Pants from home, the students are expected to carry their uniform pair in the school bag (Class 3 onwards).
- On Saturdays, there is no need to carry the regular uniform as students can be in their house uniform the whole day. (During formal events on Saturdays, like investiture ceremony, foundation day, etc., students are expected to wear their regular school uniform and not House uniform. If there is Yoga on that day, then students need to change track pants after the Yoga session for the event)
- Change over time will be given as last 5 minutes in a sports class to change from Sports Uniform to Regular School Uniform. Students are expected to change quickly and rush to their classes for their next class
- Regular school shoes are chosen to also function as their sports shoes. For certain sport/comfort requirements, the sports faculty may ask students to carry additional sports shoes.

## **6. SNACKS, LUNCH AND WATER**

- Students need to carry their snacks for the short break to school everyday as per the defined short break snack guidelines (except Saturdays)
- Students who do not opt for the School Meal Program need to carry their lunch box to school daily.
- Students need to carry their water bottle daily to school.

## **GENERAL GUIDELINES FOR PARENTS**

- Parents should ensure that the school bag design is of appropriate weight, shape and size.
- The lunch box/snack box should be of appropriate dimension and light weight.
- The water bottle should be of medium size and light weight. It should have a strap for hanging.
- Compass box should be of medium size and light weight.
- Art kit should be of medium size and it should fit in the main bag.
- Parents need to encourage their child to develop a daily habit of packing their bags every evening as per the next day's timetable. Forgetting to get important books to the school will be an academic loss for the student.
- For primary classes, parents may be told to remind and supervise children in repacking their bags everyday as per the timetable and ensure that their wards do not carry unnecessary items such as story books, playthings etc. to school.
- Parents should ensure that regular cleaning of the school bag is done.
- Parents should check the almanac daily for any circulars sent/note written by the teacher or student under teacher's guidance to bring certain books/materials the next day to school.
- Parents should monitor the amount and quality of stationery carried by the student to the school daily
- Student shoes, socks and winterwear should be labelled with the child's name using a permanent marker/stitching a name tag. School doesn't take any responsibility of loss/damage to such personal materials within the school.
- Parents should not send additional rough books/ personal story books or novels to school (except the ones issued from the school library).
- Parents should ensure that children carry clipboards (light-weight) only during examination days/field trips.
- Parents should ensure that children keep their question papers of previous UEAs/ semester exams and circulars at home and not in the button folder.
- The button folder will be used to carry loose materials back and forth between the school and home related to ongoing tasks.