

THE CYGNUS READY RECKONER 2024-2025



Welcome to the **Academic Year 2024 -2025**

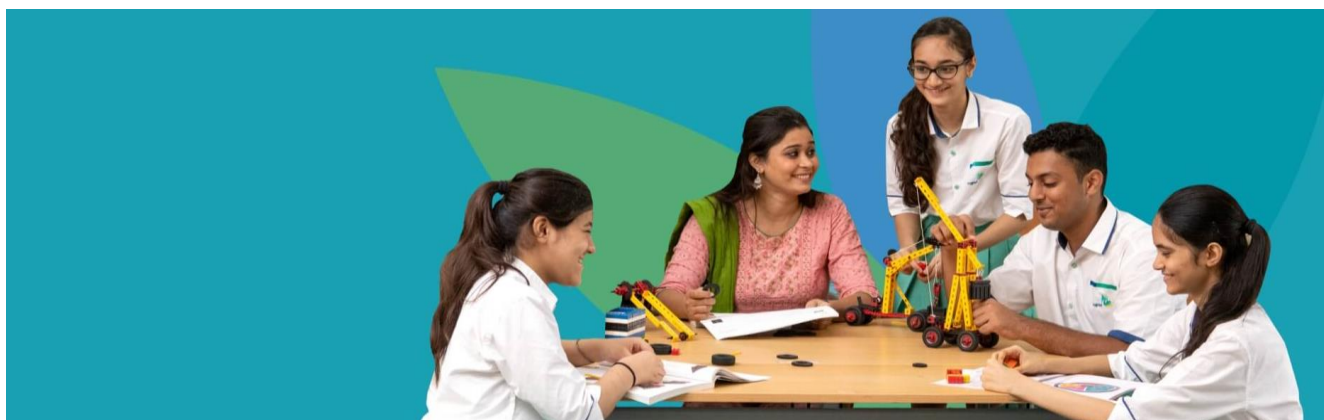
Cygnus World School is a co - educational school affiliated to **Central Board of Secondary Education, New Delhi.**

The school offers ICT, Music, Dance, Design Technology, Sculpture, Physical & Health Education, Yoga, Dramatics and Skating for the students of Grade I to X to nurture active, alert and mentally well-balanced individuals as well as to instil values of discipline, patience, team spirit and dedication.

The **Bistro** (our **school canteen**) designed along the lines of an ultra-modern cafeteria provides fresh and hygienic food to the children of **Grade I to XII** from a fully equipped kitchen in a well-ventilated dining hall.

Cygnus International School is now an authorized school for **IBDP (International Baccalaureate Diploma Programme)**.

The first batch has started as of June 2022.



CYGNUS VISION

We exist for our students!

We nurture the torch bearers of tomorrow who will have a well-formed rather than just a well-filled mind, who will have the ability to think and make decisions, who will have the confidence to assume leadership roles and who take pride in being Indian.

Igniting curiosity. Honing ability.



Our belief is that education is an exhilarating, interactive, life long experience. Education can be complete only when it is multi-faceted and blends academics, sports, art, music, nature and value education.



Our objective is to provide qualitative, holistic, child-centred education in a progressive, secure and aesthetically designed campus.



Our goal is to nurture children who will guide us into a better, more promising future. But most of all, we hope that no matter what field our children choose to pursue; they continuously progress in it because of their kindness and virtue.



THE CYGNUS MISSION

At Cygnus World School, it is our mission to:

Offer an academic programme which ignites curiosity, fires the ability to reason and question in our children and helps develop in them skills and attitudes that they will retain throughout their lives.

Ensure that the curriculum is progressive, innovative, constantly updated and integrates the best from current international teaching practices.

Efficiently address the multiple intelligences in each child through an entire programme comprising well-researched activities

Establish a continuous, comprehensive and constructive assessment system that helps nurture the child's true potential.

Sensitise students to the rich culture and heritage of India and also ensure that they develop an international perspective.

Focus on preparing senior school students for further academic study, either in India or abroad.

Concentrate on the development of well-rounded personalities through:

A detailed and an in-depth co-scholastic programme. An appreciation of art, music and culture lends peace, balance and sensitivity to one's mind.

A well-planned sports programme that along with the passion for physical fitness, also instils virtues of discipline, hard work, dedication and team spirit.

The creation of an environment where values such as honesty, integrity, humility, and self-pride will be recognised as virtues that help one rise above the pack, gain enriching experiences and excellence in their chosen careers.

The creation of a green campus where students live, learn and practice being environmentally responsible citizens.

School Timings

Section	Time
Primary/Middle/Secondary	School timings for students in <u>April – May</u> would be from <u>7:00 am to 1:00 pm.</u>
<u>(School gates will close at 7:00 am. Hence entry after 7:00 am will not be permitted.)</u>	
Primary/Middle/Secondary	School timings for students from <u>June onwards</u> would be from <u>8:00 am to 2:00 pm</u>
<u>(School gates will close at 8:00 am. Hence entry after 8:00 am will not be permitted.)</u>	
<i><u>1st, 3rd & 5th Saturdays</u> are working for Grade 3-12. Grade 1 and 2 will have holidays on all Saturdays.</i>	<i><u>2nd & 4th Saturdays</u> are holidays.</i>

Note: No school business will be transacted on holidays and outside office hours.



The Cygnus Code

As a proud Cygnite,

- I will always speak the truth.
- Be bold and courageous.
- Attend school and classes punctually and bring books, notebooks, stationery as told.
- Keep books in proper condition.
- Do my best in class with reading, writing and learning.
- Follow the instructions given by the teachers/ staff.
- Allow others to work undisturbed.
- Wear correct uniform at all times.
- Show respect and courtesy for others.
- Sit upright and be attentive in the classroom / learning area.
- Eat and drink only in approved areas.
- Not bring junk food to school.
- Not carry cash, mobile phones or wear smart watches to school.
- Behave in ways which will help to keep the school clean and tidy.
- Read textbooks regularly at home as instructed by the teacher.
- Speak only in English in school except in case of second and third language periods.
- Participate in sports and cultural activities organised by the school.
- Watch English news and other recommended programs on television only.



School Rules

- The following rules need to be adhered to for the smooth functioning of school activities by students and assistance of parents to ensure that they are followed.
- Parents should check the homework given regularly and also ensure that their child has completed it correctly and on time.
- Students should always be neatly dressed with their shoes polished and hair done properly. Girls with very short hair should wear black hair band. Those with shoulder length hair should make a pony tail with black rubber band. Long hair should be neatly tied and pinned. Finger nails must be cut short and kept clean.
- Encourage your child to take a balanced interest in studies, curricular activities and sports.
- There should be a name tag on jackets, sweaters, bag, geometry box/pencil box etc.
- The medium of instruction is English. Moreover, the school emphasizes on developing communication skills; hence it becomes all the more important for all the students to converse in English.
- Discipline, regular attendance, study habits, polite and courteous behavior is expected from students at all times.
- Students are not allowed to bring valuables like jewellery, cell phones or carry any money to school.
- No student should damage any school furniture, write or draw anything on the wall. Any wilful damage done by a student to the school building or property will be considered as a serious offence and parents/guardians will be liable to pay for the damage.
- Students are not permitted to wear chains, fancy ornaments or any type of trinkets, rings, anklets, nail polish and fancy frills.
- Cygnites should remember that the school is judged by the behavior and conduct of its students. Therefore, they should always be disciplined, polite and courteous while in school and while outside.
- No student is allowed to celebrate her/his birthday by distributing sweets or any articles in the classroom or in the premises of the school.
- This is a co-educational school; complete harmony is expected among the students.
- No students shall indulge in any of the following practices:
 Chewing or spitting gum
 Disfiguring walls and furniture
 Rude or Violent behaviour
 Use of abusive language
- Students are not allowed to use the office telephone without the permission of the office-in-charge. Students will not be permitted to attend telephone calls during school hours unless the calls are very urgent.
- The school will organize Parent Enrichment Sessions and Open Days at regular intervals. It is expected that both parents attend the meetings, however it is compulsory for the either of the parents to attend the meeting.
- It is always advisable to write to the school about the problem of your child or for seeking guidance. A solution will be conveyed after discussion with the concerned teacher.
- The students shall always greet their teachers, elders and friends politely in the school or outside.
- They shall respect their parents and teachers and accept their advice and guidance cheerfully.

Assessment and Evaluation

- **Continuous Comprehensive Evaluation (CCE) is undertaken by the school which refers to a system of school-based evaluation of the students that covers all aspects of students' development. It includes assessment in scholastic as well as co-scholastic aspects of the pupil's growth.**
- **A progress report will be issued presenting the performance of the child at the end of every term.**



The school provides a wide platform to seed and nurture creativity, instil aesthetics, harmony and sensitivity in children.

Some of the activities that enhance their creative pursuits are

- ❖ Public Speaking - Show & Tell, Poems Come Alive etc.
- ❖ Club Activities - Grade I to VIII
- ❖ Creya – Grade IV - IX
- ❖ “Out & About” Field Trips
- ❖ Inter House Events-Debate, Quiz, Elocution, Creative Writing, Book Worms, Just a minute, Descriptive Diagram Competition, The Cygnus Art Event, Collage Making, Spelling Bee, 90 Seconds to Fame, Poems Come Alive, Round Robin Stories, Mime, Science Song Making, Mind map making, etc.
- ❖ Work Education - (Grade VI to X)
- ❖ Life Skills (Grade VI to X)
- ❖ I-Pad Lab-Grade I to V
- ❖ Technology driven teaching in all grades
- ❖ Participation in many interschool, district, state, national and international level competitions and sports tournaments
- ❖ Educational International Trip - Grade VI onwards
- ❖ Student Exchange Programs – CISV

Looking forward to an enthusiastic, energetic and interesting year ahead!

OUR TEACHERS... THE GUIDING LIGHTS....

Sr. No.	Name & Designation	Qualification
<i>The Mentors of Excellence</i>		
1	Ms. Kanchan Joshi	Principal M.Sc., M.Ed
2	Jyothi. S.	Head of Secondary and Sr. Secondary School M.Sc., M.Phil, B.Ed., Diploma in RDBMS, Hindi Praveen, IBDP Trained
3	Sakina Giniwala	Head of Primary School, Integrated Theme M.A., B.Ed., D.E.C.E., PGD (HRM), PGD (T & D), Graphologist
4	Urvashi Sharma	Examination Coordinator MBA, B.Ed., IBDP Trained
5	Debarati Bhattacharya	Co-ordinator for Grade IX-XII B.Sc, B.Ed., C.T.E.T., Pursuing M.A. in Mass Media and Journalism.
6	Dixita Patel	Coordinator for Grade VI to VIII Teacher - Science M.Sc., B.Ed., C.T.E.T.
7	Madhavi Mangat	Creative Program Coordinator M.A., B.Ed., M.B.B.S, PGDMLS
8	Smita Debata	Teacher - Science M.Sc, B.Ed., C.T.E.T,
9	Kajal Shrivastava	Coordinator for Grade III-V, Social Studies M.A., B.Ed.
10	Archana Macwan	Coordinator for Grade I & II B.Com, B.Ed.
11	Digvijaysinh Zala	Sports Coordinator B.A., B.PEd., NS NIS, M.PES
12	Gaurav Chaturvedi	Co-Scholastic Coordinator B.Com, MPA (Theatre Arts), B.Ed.
13	Ashmi Joshi	Teacher - Math M.Com, B.Ed.

14	Vinita Ahuja	Teacher - English, Integrated Theme M.Sc, B.Ed.
15	Vishakha Mehta	Teacher - English M.Com, B.Ed.
16	Kruti Dave	Teacher- English, Integrated Theme B.Sc, B.Ed.
17	Priyanka Shah	Teacher - English M.Com, B.Ed., C.T.E.T
18	Sejal Arora	Teacher - English, Math M.Com, B.Ed.
19	Shweta Sagar	Teacher - Integrated Theme, Social Studies M.Com, B.Ed.
20	Sucheta Baldaniya	Teacher - English, Integrated Theme M.Com, B.Ed.
21	Jamana Kanwar	Teacher - Hindi M.A., B.Ed., C.T.E.T.
22	Arti Mishra	Teacher - Hindi M.A., B.Ed.
23	Jyoti Gupta	Teacher - Maths and Science M.Com., B.Ed.
24	Rachana Shirke	Teacher – Math, Science M.Sc., B.Ed.
25	Richa Jha	Teacher - Math M.Com, B.Ed.
26	Nirmla Mishra	Teacher - Hindi M.A., B.Ed.
27	Shikha Shrivastava	Teacher - Hindi M.A., B.Ed.
28	Nancy Panchal	Teacher - Integrated Theme M.Com, B.Ed.
29	Fatima Ranapurwala	Teacher - Math B.E, B.Ed.
30	Nitu Masand	Teacher - Math M.Com., B.Ed.
31	Susan Thomas	Teacher - English, Integrated Theme M.Com, M.A., B.Ed.,
32	Swarnalata Yadav	Teacher - Science, Integrated Theme B.Sc., B.Ed.
33	Rajini Srinivasan	Teacher – English M.A., B.Ed., Advanced Diploma in Montessori

34	Shweta Sharma	Teacher – English, Theme BA, B.Ed.
35	Vrushika Pandya	Teacher – English BBA, B.Ed.
36	Tinwala Mariyam	Teacher – English, Theme M.Sc., B.Ed.
37	Priyanka Upadhyay	Teacher - Hindi and Sanskrit M.A., B.Ed.
38	Rinal Baria	Teacher – Gujarati B.A., B.Ed.
39	Shyama Singh	Teacher - Hindi M.A, M.Ed, IBDP Trained
40	Lili Jha	Teacher - Hindi and Sanskrit Double M.A, B.Ed., C.T.E.T.
41	Chintamani Parlikar	Teacher - Math B.Sc Physics, B.E, B.Ed., C.T.E.T.
42	Meena Burhanpurkar	Teacher - Math M.Sc., B.Ed., C.T.E.T.
43	Deepti D’Almeida	Teacher - English and Social Science B.Com, B.Ed., C.T.E.T
44	Hadrian D’Cruz	Teacher - English and Social Science M.A, B.Ed.
42	Sushma Rajput	Teacher - Hindi M.A, B.Ed.
46	Nidhi Banga	Teacher - Chemistry & Biology Double M.Sc., B.Ed.
47	Sarika Mandal	Teacher - Math M.Sc., B.Ed.
48	Sanchita Kundu	Teacher - Social Science and History B.Ed., M.A
49	Mansi Brahmabhatt	Teacher - Science M.Sc., B.Ed., C.T.E.T
50	Kirtimaan Sharma	Teacher - German M.A in German Literature
51	Shivani Nautiyal	Teacher – Social Science B.Com., M.A., B.Ed.
52	Monica Sharma	Teacher - Social Science M.Com, M.A, B.Ed.
53	Divya Sharma	Teacher - Physics B.E., B.Ed.

54	Anamika Baksi	Teacher - English M.A., B.Ed.
55	Alpa Lakhani	Teacher - Math M.Sc., B.Ed.
56	Rina Tantod	Teacher – Gujarati M.A., B.Ed.
57	Mala Mathur	Teacher – English M.A., B.Ed.
58	Edna Desai	Teacher – Social Science M.A., M.Ed.
59	Prachi Chaturvedi	Teacher - ICT, Web Technology B.E., MBA Pursuing
60	Pooja Sanjay Hiremath	Teacher – Math M.Sc, B.Ed.
61	Kavitaba Mahidipsinh Zala	Teacher – Hindi M.A., B.Ed.
62	Aryavan Saxena	Teacher – Mass Media Studies B.Sc., P.G. Dip in Dramatics
63	Makda Raj Samsuddin	Teacher – Math BE, B.Ed.
64	Yadav Rinkyben Raamaasre	Teacher – Biology M.Sc., PGDSLML, B.Ed.
65	Joshi Anagha Omkarbhai	Teacher- German M.Com., IRPM, German C1 Level
66	Nishi Mishra	Teacher - History and Political Science M.A, B.Ed., C.T.E.T
67	Manjusha Pikle	Teacher - Chemistry M.Sc., B.Ed., IBDP Trained
68	Adeel Saleem Timol	Teacher - Accountancy M.Com, B.Ed.
69	Veena Nair	Teacher - Psychology M.A Counselling, B.Ed.
70	Sanjana Kasture	Teacher - English M.A, B.Ed.
71	Shilpa Pathak	Teacher - Biology M.Sc., B.Ed., C.T.E.T, IBDP Trained
72	Meeta Pajwani	Teacher - Informatics Practices MCA, B.Ed.
73	Pooja Nagdev	Teacher – Economics M.Com., M.Ed., PG Dip in Applied Economics.

74	Varsha Hathila	Teacher – Physical Education B.Com, M.P.Ed.
75	Tezinder Kaur Wariah	Teacher – English M.A., B.Ed.
76	Harsharankaur Satpalsinh Bhatia	Teacher – Economics M.Com, B.Ed.
77	Archana Paritosh Shah	Teacher – Physics M.Sc, Ph.D, B.Ed.
78	Shah Vipulkumar	Lab Assistant B.Sc.
79	Yesha Shah	Teacher - Art Post diploma in Applied Arts
80	Sonatina Jennifer Mendes	Teacher - Art and Craft BFA, Post Diploma in Painting, IBDP Trained
81	Neha Gandhi	Teacher - Dance MPA
82	Navjot Sohal	Teacher - Art and Sculpture Masters in Creative Sculpture, MVA
83	Bhavin Negandhi	Teacher - Music MPA, Sangeet Visharad
84	Harshida Mistry	Teacher - Music MPA
85	Khushboo Solanki	Teacher - Dance MPA
86	Binal Deepak Kataria	Librarian M.Com, M.Lib.
87	Anjali Teredesai	Librarian B.Sc, B.Lib
88	Kiran Kumar Tadvi	Teacher - Physical Education B.P.Ed., M.P.Ed
89	Ketan Vaghela	Teacher - Physical Education M.Com, B.P.Ed, M.P.ES, TAT
90	Anmol Rathod	Football Coach B.A., AFC C-License Coach
91	Hasmukh Makwana	Basketball Coach B.Com., B.P.Ed

92	Sunilkumar Parmar	Basketball Coach B.P.ES
93	Sonal H Shukla	Teacher – Yoga B.A., Dip in Yogic Science, YCB - level 3
94	Hetushree Sorathiya	Basketball Coach B.Sc. in Sports Coaching
95	Anuj Karan Meena	Badminton Coach B.Com
96	Bina Shah	Special Educator B.A, B.Ed. in Special Education, Diploma in Children Disability
97	Sharma Khushi	Counselor M.A (Clinical Psychology)
98	Dr. Bhagyashree Jivaraj Patel	Medical Officer B.A.M.S

Welcome to Cygnus World School as parents of our young children:

Parenting in today’s world is challenging. To equip oneself, every parent needs to build special skills to create special children who will not be just another **“FACE IN THE CROWD”**.

The development of language plays an important role in the overall confidence and personality development.

Effective Parenting Includes:

- ❖ Talking to your child as often as you can, about all the things you can think of.
- ❖ Showing children love, concern and respect at all times.
- ❖ Giving children a safe place to live and play.
- ❖ Helping children express their feelings appropriately and listening to what they say.
- ❖ Giving children appropriate choices whenever possible.
- ❖ Having reasonable rules that are understood by all.
- ❖ Being responsible and teaching children to be responsible.
- ❖ Spending quality time with children.
- ❖ Setting an example in what you say and do.
- ❖ Working with the school for a complete educational experience.
- ❖ Asking for help when needed.
- ❖ Ask your child to share at least 1 or 2 things from his/her day with you.
- ❖ Do projects with your child like arts/crafts, folding clothes or washing the car. As you work together, talk about what you are doing. Give your child clear directions to follow.



Important Points / School Rules

For the smooth induction of your children in the school, we need to follow certain rules under various areas of school discipline.

I) School Uniform / House Uniform:

For Primary Grades

Type of Uniform	Girls	Boys
Summer Regular School Uniform	Skirt and shirt	Shorts with belt and shirt
Summer House Uniform	Shorts and T-shirt	Shorts and T-shirt
Winter Regular Uniform	Trousers and shirt with school sweater or Jacket or both	Trousers with belt and shirt with school sweater or Jacket or both
Winter House Uniform	Track pants and T-shirt for boys and girls, with school sweater or Jacket or both	Track pants and T-shirt for boys and girls, with school sweater or Jacket or both

For Secondary and Senior Secondary Grades

Type of Uniform	Girls	Boys
Summer Regular School Uniform	Skirt/trousers and shirt	Shorts/trousers with belt and shirt
Summer House Uniform	Shorts/trackpants and T-shirt	Shorts/ track pants and T-shirt
Winter Regular Uniform	Skirt / Trousers and shirt with school sweater or jacket or both	Trousers with belt and shirt with school sweater or jacket or both
Winter House Uniform	Track pants/shorts and T-shirt for boys and girls, with school sweater or Jacket or both	Track pants/shorts and T-shirt for boys and girls, with school sweater or Jacket or both

- Parents will see to it that their child wears clean, neat, washed and ironed

uniforms as per the details given below:

Days	Type of Uniform	Grades	Grades
Monday	Sports Uniform	I to V	VI to VIII
	Regular School Uniform	-	IX to XII
Tuesday	Sports Uniform	I to V	IX to XII
	Regular School Uniform	-	VI - VIII
Wednesday	Sports Uniform	-	VII to XII
	Regular School Uniform	I to V	VI
Thursday	Sports Uniform	I to V	VI
	Regular School Uniform		VII - XII
Friday	Sports Uniform	I to V	VI to XII
	Regular School Uniform		-
Saturday (1 st , 3 rd & 5 th)	Regular School Uniform	III to V	VI to XII

Please note that you may purchase the SCHOOL & SPORTS UNIFORM AND SHOES from the vendors mentioned below:

1. Deepak Garments
 LG-2-3, Concorde,
 Alkapuri, Baroda.
 Ph. No. 0265-
 2354760
 Open on all days
 Shop Timings: 10.30 am to
 8.30 pm

2. Real Choice Kids Wear
 C-2 Suvidha Park Society,
 Nr. Navrang Hospital, VIP
 Road
 Karelibaug, Vadodara-
 390018,
 M: 9227055525
 L: 0265-2486337
 Shop Timing: -10:00 am to
 9:00 pm Open on all days

3. Real Choice Kids Wear
 Dax Plaza, Waghodia Road,
 Vadodara – 390025
 M : 9428641704
 Open on all days
 Shop timings:-
 10:00 AM to 9:00 PM

NOTE: School uniform and house uniform are available with both the vendors
 i.e. Deepak Garments and Real Choice.

Shoes	Skates
<p>1. <u>N.N. Parmar</u> Opp. Jubilee baug, Next to Apex, Vadodara Ph. No.: 0265-2424594</p> <p><u>OR</u></p> <p>2. <u>Shoe Mart</u> 10-11, Suner Complex, Harinagar Cross Road, Gotri Road, Vadodara Ph.No.: 9979588345 / 0265-2424594</p> <p><u>PLEASE NOTE: WEARING SCHOOL SHOES IS MANDATORY ON ALL DAYS.</u></p>	<p>1. <u>Maha Gujarat Sports</u> Opp. SSG Hospital Main Gate, Raopura, Vadodara</p> <p><u>OR</u></p> <p>2. <u>National Sports</u> Opp. SSG Hospital Main Gate, Raopura, Vadodara</p> <p><u>PLEASE NOTE: WEARING HEAD GEAR IS COMPULSORY.</u></p>

NOTE: In case parents have a more suitable vendor, they may purchase the required materials from there.

Important Note:

In case the children do not wear the prescribed uniform as per the schedule, they would be excused twice. The third time they would be sent home. Parents would need to come and pick up their children in such a case.

In case any child is not wearing the prescribed school uniform, the parent should inform the class teacher through an email / message through the Cygnus World School App specifying the reason.

II) Haircut & Accessories:

- **Girls** - All hair accessories should be **BLACK** in colour. E.g.: hair bands, hair clips, rubber bands. Girls should not wear fancy jewellery / accessories to school. They can only wear earrings or studs or hoops in the ears. Parents will ensure that **NO** fancy hairstyles are allowed for children in school. In case the hair is long, it should be neatly tied and pinned properly.
- **Boys** – Parents will ensure that the haircut of the children should be decent, preferably, an army cut. No fancy haircuts are allowed in school.
- School uniform is compulsory on all occasions, unless it is specified by the

school.

- For grade IX upwards- With the growing age, the students and their parents can use their discretion to choose full pants in the summer as well for both the sets of uniform if they wish.
- **Socks-** Parents will see that children wear washed school socks everyday with elastic intact.
- **School Shoes:** Parents will ensure that the children wear only school shoes on all days. On days of group games, students should carry their sports shoes along with them and change before and after the games period.
- Bathroom slippers should **NOT** be worn to school. Instead, floaters can be used in case of an emergency.
- If a child has reported to school, except in case of a medical emergency, the child will not be allowed to leave school before the scheduled time.
- Under no other circumstances, should the parents request for early leave from school at any time. In case the child has not been keeping well the child should not come to school instead of early departure for any medical appointment (until and unless an exam is scheduled on that day). If a passport appointment is fixed for a particular day, parents should not send the child to school on that day instead of asking for early departure.
- It is suggested that parents help their children pack their bags as per the timetable so that they become aware of what their children are carrying with them.
- Parents should encourage and ensure that their wards are not using social media i.e. Facebook, Instagram etc. Implications of using such platforms need to be discussed with children. It is important to make them understand that the same can be devastating for their future.
- Two-wheelers / Four-wheelers are strictly not allowed for students. Strict disciplinary action would be taken if any child is found driving a two or four-wheeler to school.

III) Field Trips:



- Send a snack box with healthy fun food.
- A cap and water bottle is compulsory.
- The uniform should be worn as per the schedule / time table of the day.

IV) School Bus:

- **No food is allowed to be carried and eaten on the bus.**
- Parents should be at the bus stop a few minutes before the arrival of the bus.
- If for any reason, a parent misses the bus, he / she will not try to stop the bus on the road, instead should try to reach the next bus stop.
- The school bus is punctual but drop off can vary 5 minutes, depending on the traffic on the roads. **(CCTV cameras have been installed in all the buses and are being regularly monitored by the school authorities. Getting up from the seats on the moving bus will not be accepted.)**
- Inculcate a good habit in your children to be punctual and on time at the bus stop.

V) Library Books:

- The primary students can borrow one book at a time during their library period. If the book is lost / misplaced, twice the actual cost of the book, will be charged to the parents.
- We need to inculcate in children, respect for books and teach them to handle books in a better way. This will go a long way in building effective life skills in children.
- For the students of Middle School (Grade VI –VIII) **1** library book will be

issued once a week during their Library period.

- For Secondary and Senior Secondary students **2** books will be issued during their Library period.

VI) School Bags:

- Parents should see that their children do not bring fancy / travel bags to school. Children should bring simple school bags which are not heavy to carry.
- **Children should bring books to school only as per the class timetable.**

VII) Appointments:

- Every parent can meet **the Teachers / Coordinators, Head of Primary / Secondary, Principal, with prior appointments.**
- **Principal** - on all days (10 am to 11 am) (**with prior appointment**)
- **HOD/ Coordinators / Teachers** - Wednesdays & Saturdays (2:00-3:00 pm)
- **No discussions on telephone are permitted.**
- **HOMEWORK WILL BE POSTED – IN CONTENT LIBRARY – SUBJECT SECTIONS on MS Teams.**
- **All the circulars / important messages will be posted on the Cygnus World School App.**
- **Appointment with Principal / HOD / Coordinator has to be taken by the parent through an email.**
- **Appointment with the class / subject teacher has to be taken by the parent over an email or through the Cygnus World School App.**
- **The parents can communicate their concerns and about absence with the teachers through an email or through the Cygnus World School App**
- The school conducts periodic Parent-Teacher Interactions as mentioned in the school's Calendar of Events.

VIII) Personal Hygiene:

- All children should carry a handkerchief to school every day.
- Nails should be kept clean and cut short.
- Children should wear neat and clean clothes. Especially in summers parents should ensure that the school uniform that children wear to school is washed on daily basis.
- Well cut and groomed hair for boys.



IX) Leave:

- We encourage children to attend school regularly and award a merit certificate for full attendance. Regularity in school helps children to learn well, get adjusted to school routine and systems.
- In case of sickness, parents should mention the reason for absence to the concerned class teacher through an email.
- Parents should use only school vacations to visit relatives and for pleasure travel.
- It is compulsory for the children to be present on the last working day before the vacation and the first working day after the reopening of the vacation.
- In case the child is absent on any of these days a medical proof / written application / email has to be sent stating the reason for leave.
- **No leave is granted for part of the day, please.**

X) Meals:

- The lunch menu for the entire month will be posted on our website. Visit www.cygnusworldschool.com



Menu > Lunch Menu.

- Visit www.cygnusworldschool.com “**Menu > Bulletin Board**” section for updates and photographs of school events.

XI) Evaluations:

- **Grade I-V:** If a child is absent for either Unit Test or Half Yearly Examination or Annual Examination, the child will be marked absent.

Under no circumstances, will the exam be rescheduled.



- **Grade VI-XII:** If a child is absent for any Written (Unit Tests) Assessment / Half Yearly / Annual Exam / Pre-Board Exam, the child will be marked absent. **Under no circumstances will the exam be rescheduled.**

XII) Standard Operating Procedure (SOP) for Discipline at school:

- **The level of one’s success is determined by one’s level of discipline and perseverance.**
- Keeping this in mind, Cygnus World School has laid down the following Standard Operating Procedure (SOP) to maintain appropriate discipline & accountability among our students. The following procedure is to help, improve, correct, prevent and not punish, humiliate or retaliate.
- To ensure appropriate discipline at school a system of YELLOW, RED and BLACK CARDS is being introduced.
- The School Discipline committee will comprise 3 to 4 members (teachers).
- The committee will meet every Saturday and look into all the reports and issues related to student discipline.

Details related to issuing of cards are as follows:

Card	Issuing Authority	Reasons for issue
Yellow Card	Class teacher / subject teacher	Not bringing the notebooks / textbooks to school, mishandling of library books, coming late for regular school as well as school events, using abusive language, indiscipline inside or outside classroom, conversing in any other language other than English during school hours.
Red Card	School Discipline Committee	Using abusive language, bullying, hitting any child, bunking classes. Bringing electronic gadgets like camera, mobile phone, I-pad, I-watch etc. to school without seeking written permission or disrespecting elders.
Black Card	School Discipline Committee	Cheating during exams, stealing, destroying or damaging school property, public display of affection to child of opposite sex.

- If a child gets 4 yellow cards over a period of time in a session, the parents will be called to school. The child under such circumstances will be issued a RED card in presence of the parents.
- In case a child gets 8 yellow cards and 1 Red card he/she will get a BLACK card and then it may lead to suspension / expulsion from school.
- However, RED and BLACK cards will be issued after considerable

deliberation. The parents will be informed when such an incident occurs and before the School Discipline Committee meets to discuss the issue. The student who is in question will be called and given an opportunity to present his case. Based on his explanation and the available evidences, the action to be taken would be decided. Decision once taken by the committee should be considered final. Strictly no interference will be tolerated by the parents in the same.

- Extreme cases of indiscipline may also result in suspension / expulsion.
- This SOP is being followed since the session 2020-21.

XIII) Miscellaneous:

- A set of underclothes, T-shirt / pant / skirt should be sent with the child in a labeled plastic bag to be kept in the school for emergency usage for students of **Grade I & II**.
- Please refer to the Calendar of Events, given to you, regularly. It will keep you informed of all important school activities.



Important emails for easy communication

- ❖ **You may write to the Principal at:** principal@cygnusworldschool.com

- ❖ **If you have any concern with the school facilities (example-transport, canteen etc.), please write to our Chief General Manager at –**
admin@cygnusworldschool.com

- ❖ **If you have any concerns regarding the Secondary and Senior Secondary Level (Grade 6 to 12), please write to Ms. Jyothi S at –**
head_sec@cygnusworldschool.com

- ❖ **If you have any concerns regarding the classroom activities at the Senior Secondary Level (Grade 9 to 12), please write to**
Ms. Debarati Bhattacharya at - coordinator_srsec@cygnusworldschool.com

- ❖ **If you have any concerns regarding the classroom activities at the Middle School Level (Grade 6 to 8), please write to**
Ms. Dixita Patel at - coordinator_secondary@cygnusworldschool.com

- ❖ **If you have any concerns regarding the Primary Level (Grade 1 to 5), please write to Ms. Sakina Giniwala at -** head_primary@cygnusworldschool.com

- ❖ **If you have any concerns regarding the classroom activities at the Primary Level (Grade 3 to 5), please write to Ms Kajal Shrivastava at -**
coordinator_primary345@cygnusworldschool.com

- ❖ **If you have any concerns regarding the classroom activities at the Primary Level (Grade 1 & 2), please write to Ms Archana Macwan at -**
coordinator_primary12@cygnusworldschool.com

❖ **For general communication please use the school email id –**
reachus@cygnusworldschool.com

❖ **For bus transport details and bus routes please email the school at -**
transport@cygnusworldschool.com

OMOTEC

Cygnus has introduced STEM lab for the students of grade IV to IX.

On My Own Technology - OMOTEC, is a pioneer in fostering innovation in India, with a track record of winning over 90 national and international awards while competing with 63 countries. Their research and innovation have been recognized through 100+ published research papers and 4 patents led, with 1 already granted.

Its Innovation and Research Curriculum Integrates core subject expertise with Technology eg: Its device - Detection of Oral cancer integrates Biology and Tech, Geotagging potholes and their dimensions integrates SDG goals and Tech. Thus exploring various categories of interest with students like:

- ❖ Medicine
- ❖ Business and Economics
- ❖ Environmental/Plant/Animal Science
- ❖ Computer Science
- ❖ AI-ML
- ❖ Data Science
- ❖ Architecture
- ❖ Sustainability
- ❖ And Many More...

An integrated offering of:

- ❖ Lego Robotics

- ❖ Mechanics
- ❖ Electronics
- ❖ 3D Design Thinking & Printing
- ❖ Coding & Data Analysis
- ❖ AI-ML & IOT

Artificial Intelligence (for the students of Grade VIII & IX)

- ❖ AI is being widely recognised to be the power that will fuel the future global digital economy. AI in the past few years has gained geo-strategic importance and a large number of countries are striving hard to stay ahead with their policy initiatives to get their country ready.
- ❖ India’s own AI Strategy identifies AI as an opportunity and solution provider for inclusive economic growth and social development.
- ❖ As a beginning in this direction, CBSE has introduced AI as an optional subject at Class IX from the Session 2019-2020 onwards. To enhance the multidisciplinary approach in teaching learning and also to sensitize the new generation, it was decided that schools may start AI “Inspire module” of 12 hours at Class VIII itself.
- ❖ Cygnus World School, Vadodara, acknowledges the initiative by CBSE and has introduced AI at Class VIII from the session 2020-2021. AI Curriculum aims at developing the learner’s mind set and skill set towards artificial intelligence and how it is understood and applied. The important principle that artificial intelligence embraces is holistic inclusive and progressive development in immersive ways by problem solving, creative thinking, and critically analysing data. Students are also guided on recognising the pros and cons of Artificial



Intelligence and on being able to differentiate between what is right and acceptable and what is not.

Cygnus World School App

The school uses the “**Cygnus World School**” app for all communication with parents. Parents will be able to see various information related to their child, including notification for circulars, visit to the infirmary, payment of fees, etc. through this app.

The app is available on Google Play Store and App Store. Please follow the below mentioned instructions to activate the app with immediate effect:

- Step 1 –Download & Install the app “Cygnus World School” on your smartphone.
- Step 2 – Click on the “Parent zone” at the bottom of the page and enter your mobile number (which is registered with the school) to get the OTP.
- Step 3 – Enter the OTP received on your registered mobile number. The activation of your app is complete.

(In case the app shows an error and does not get activated, kindly try the activation process with the second parent’s mobile number.)

With one registered mobile number you can download the app on one device only. You may write an email to the school to register a total of 3 mobile numbers to download the app on 3 different devices.

Please check all of the details of your child reflecting on this app. In case there is any error, please inform us through an email at reachus@cygnusworldschool.com with immediate effect so that corrections can be incorporated in our system. If this is not done, the ID cards that would be created in the first week of April 2024 would comprise those errors.

You can see the details of your child by clicking on the child's photograph. The General Register Details, Class Details, Time Table, Fees, Attendance, Holidays, Homework, Results, Circulars, Wallet, Query, Infirmary, Awards & Achievements can be viewed through this app by clicking on the respective icon with effect from 1st April 2024.

You will start receiving Important Circulars from 20-03-2024 so please ensure that you complete the downloading process today itself.

In case you have any difficulty in activation of the app, please contact 9099901440/9099130334 for assistance.

CO-CURRICULAR ACTIVITIES

Cygnus World School uses sports to nurture active, alert and mentally well balanced students. We believe that sports infuse the values of discipline, patience, team spirit and dedication. Keeping this in mind, Cygnus World School has introduced the following pattern for conducting sports activities at school:

Cygnites from Grade I to V learn Skating & Yoga.

Details are as follow:

Yoga & Skating
Grade I to V – Compulsory

- Apart from this, students will be taught recreational games & athletics, marching / exercises using props (compulsory for all) during school hours.

Over and above this we offer:

❖ Grade I

- Grade 1 has 3 PE periods per week is allotted for sports.
- Games offered for specialization conducted by special coaches:
 - I. Football (soccer)
 - II. Badminton

III. Basketball

❖ Grade II - X

- Games offered for specialization conducted by special coaches:
 - I. Football (soccer)
 - II. Badminton
 - III. Basketball
 - IV. Volleyball (Grade IV onwards)
- The students of grade III – X will choose one option out of any of these 3 games for the academic session 2023-24.
- Once an option is chosen, request for changes will not be entertained.
- Skates are to be brought to school on the day Skating is listed on the Time Table.
- The school recommends that only **Roller skates** should be bought.
Suggested stores are:
 Maha Gujarat & National Sports in front of SSG Gate Kothi CharRasta, Vadodara OR **Rollon Sports GF 20 Avishkar Complex, Old Padra Road, Vadodara.**

Visual & Performing Arts will be undertaken in school as below:

❖ Grade I to III:

- Following will be taught to all the students:

I) Design Technology II) Music III) Dance IV) Sculpture (Grade III onwards V) Dramatics

❖ Grade IV & V and Grade VI to VIII:

- Students will be asked to exercise an option and select **any one** of the subjects as per the given table.
- They will study the chosen subject in detail during the school hours.

Grade IV & V	Grade VI to VIII
Design Technology	Design Technology
Music - Vocal	Music - Vocal
Music - Keyboard	Music - Keyboard
Sculpture	Sculpture
Western Dance	Western Dance
Dramatics	Dramatics
Classical Dance	Classical Dance

ASSESSMENT AND EVALUATION

Grade I to V

- **Assessment and evaluation are an integral part of a school system. Based on the CBSE guidelines, the evaluation pattern followed at Cygnus is:**
- After the completion of every unit / lesson in all academic subjects, a Unit End Evaluation is taken on that particular lesson / unit.
- The Unit End Evaluations are not announced. The teachers instruct the students to revise the topic after the completion of the unit. The evaluations are conducted any time thereafter.
- This is an ongoing process for all units / lessons in all academic subjects for Grade I to V. This helps children in effective learning and forming regular study habits. Apart from this, the school will conduct 2 Unit Tests, a Half – Yearly Exam and an Annual Exam in the academic year for Grades I to V.

The Pattern of Evaluation would be as follows:

Unit Test - I	Half Yearly Examination	Unit Test – II	Annual Examination
Will be conducted in July	Will be conducted in September	Will be conducted in January	Will be conducted in March
Topics covered from April to June	Topics covered from April to August	Topics covered from October to December	Topics covered from October to February
ALL SUBJECTS <ul style="list-style-type: none"> • 30 Marks – Written Paper • 20 Marks – Activity / Project • Total: 50 Marks • 50 Marks converted into percentage • Grades will be given as per the 8-point grading scale which is on the next page. 	ALL SUBJECTS <ul style="list-style-type: none"> • Written Paper -70 Marks • This will be converted to percentage and grades will be given as per the 8-point grading scale. Subject Enrichment-10 Marks + 5 Best Evaluations-10 Marks + Unit Test – I-10 Marks.	EXACTLY SAME AS UNIT TEST - I	EXACTLY SAME AS HALF YEARLY EXAMINATION
Further Distribution of Marks: * For Math – - Written Paper –20 Marks - Mental Math Paper –10 Marks - Total – 30 Marks * For Language Papers	* Subject Enrichment 1) Languages – Listening, Speaking and Reading – (10 Marks each – Total 30 Marks Reduced to 10) 2) Theme / Sci / SS – Group		

<p>(Eng & Hindi) - 10 Marks- Grammar - 10 Marks- Literature - 10 Marks- Creative Writing - Total – 30 Marks * For Theme / SS / Science– - Written Paper – 30 Marks - Total – 30 Marks</p>	<p>Discussion and Environmental Sensitivity (10 marks each – Total 20 Marks – Reduced to 10 Marks) 3) Math – Mental Math – Total 20 Marks – reduced to 10 <u>* 5 Best Evaluations –</u> 5 Best Unit Evaluations – (10 marks each – Total 50 marks – Reduced to 10 Marks)</p>		
<p>* No Co – Scholastic Evaluation for Unit Test - I</p>	<p>Co - scholastic subjects that will be graded for Grade 1 to 3: Music, Dance, ICT, PE, Yoga, Art (All are compulsory) Co - scholastic subjects that will be graded for Grade 4 & 5 a) Music / Dance/ Sculpture / DT (optional) Dramatics b) Yoga & PE- Compulsory <u>Grades of Co – scholastic subjects will be given as per the 5 point grading scale which is given below.</u></p>		

EVALUATION PATTERN (GRADE I TO V)

Grades will be given as per the 8-point grading scale as follows:

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)

Grades of Co - scholastic subjects will be given as per the 5-point grading

scale as follows:

MARKS RANGE	GRADE
4.1 to 5.0	A
3.1 to 4.0	B
2.1 to 3.0	C
1.1 to 2.0	D
0.0 to 1.0	E

● **Important Note:**

If a child is absent for either Unit Tests or Half Yearly Examinations or Annual Examinations, the child will be marked as absent. Under no circumstances will the exam be rescheduled.

ASSESSMENT AND EVALUATION

Grade VI to IX

Term 1: April – September

Term 2: October – March

- Course content specified in the academic planner needs to be referred to strictly whenever required.
- In case the Course Content has not been covered as per the Academic Planner, please feel free to write to us or call us to inform about the same.
- We assure that immediate action will be taken without affecting your child in any way.

The Pattern of Evaluation is as follows:

- The school will conduct 2 Periodic Tests (referred to as Unit Tests) and Half Yearly Exam and Annual Exam for Grade VI to IX as already given in the school's calendar of events.
- Course content for Unit Tests, Half Yearly and Annual Exam will be sent to parents at least one month in advance from the date of written assessment.
- **If a child is absent for any written assessment, the child will be marked absent. Under no circumstances will the exam be rescheduled.**

A) Details of Unit Tests:

Unit Test 1 - July

Unit Test 2 - January

- Each Unit Test comprises the following per subject:
- At least 1 Activity (Group or individual) and 1 Written Assessment
- Individual and Group Activities will be conducted at school under the supervision of teachers.

Activities may be in the form of an inter-disciplinary project taking into account a couple of subjects. Values learnt from the same will be incorporated and emphasized upon as well.

CALCULATION OF GRADES for Unit Tests

Each Unit Test will be marked as below:

- Each activity will be of 20 marks.
- The written test will be of 20 marks.
- The criteria for marking the activity will be clearly specified and discussed with the students so that they can prepare accordingly.
- Hence, each Unit Test will comprise of a total of 40 marks (20 + 20)
- The total is divided by 4 to get the value out of 10 and then converted to 100 (Percentage).

Then grades will be calculated as per the criteria given below:

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 FOR GRADE VI – VII) E – (FAIL FOR GRADE VIII & IX)

B) Half Yearly / Annual Exam:

- Based on the syllabus completed from April to September, a Half Yearly Examination will be conducted in September.
- Half Yearly papers of all subjects will be of 80 marks.

CALCULATION OF GRADES for Half Yearly & Annual Exam:

I. Calculation of Grades for the Half Yearly Exam:

Half Yearly Written Exam: 80 marks

Unit Test 1: 40 marks/4 = 10 marks

- Languages ASL – (Assessment of Speaking & Listening Skills each of 10 marks hence ASL is of 20 marks): $20 \text{ Marks}/4 = \mathbf{5 \text{ marks}}$ (Details of ASL are specified in **Annexure 1**).
- Subject Enrichment in the form of Lab work / activities (for Science, Math, Social Science): $10 \text{ marks}/2 = \mathbf{5 \text{ marks}}$
- Notebook maintenance and completion (**Criteria of Evaluation: Regular completion and submission of work**): **5 marks**

- Overall Grade of Half Yearly: $80 + 10 + 5 + 5 = 100$
- Grades will be assigned on the basis of the 8-point scale discussed earlier.
- 'E' will be considered as 'needs improvement' for Grade VI and VII and Fail for Grade VIII and IX.

II. Calculation of Grades for the Annual Exam

- A. Based on the syllabus completed from October / November to February the Annual Exam will be conducted in March.
- B. The Annual Exam papers of all subjects will be of 80 marks. Annual Written Exam: 80 marks
- Languages ASL – (Assessment of Speaking and Listening Skills each of 10 marks hence ASL is of 20 marks): $20 \text{ Marks}/4 = \mathbf{5 \text{ marks}}$ (Details of ASL are specified in **Annexure 1**.)
 - Subject Enrichment in the form of Labwork/ activities (for Science, Math, Social Science): $10 \text{ marks}/2 = \mathbf{5 \text{ marks}}$
 - Notebook maintenance and completion (**Criteria of Evaluation: Regular completion and submission of work**): **5 marks**
 - Overall Grade of Half Yearly: $80 + 10 + 5 + 5 = 100$
 - Grades will be assigned on the basis of the 8-point scale discussed earlier.
 - 'E' will be considered as 'needs improvement' for Grade VI and VII and Fail for Grade VIII and IX.
 - Scoring a minimum of 33% is essential for promotion to Grade IX and X.

Comprehensive Representation of the Evaluation pattern is as follows:

EVALUATION PLAN

Grade VI – VIII

- **2 Unit Tests**
- **Half Yearly Exam**
- **Annual Exam**

Unit Test I July	Half Yearly Examination September	Unit Test II January	Annual Examination March
Component 1 (20 marks) Project work <ul style="list-style-type: none"> • (Individual/Group) • Subject Specific / Interdisciplinary Component 2 (20 marks) Written pen & paper test	Written Exam: 80 marks + Unit Test 1 – 40marks (Reduced to <u>10marks</u>) + For Languages ASL – 5 marks Lab Manuals for Science, Math & S.Sc. – 5 marks + Notebook maintenance – 5marks	Component 1 (20 marks) Project work <ul style="list-style-type: none"> • (Individual / Group) • Subject Specific / Interdisciplinary Component 2 (20 marks) Written pen & paper test	Written Exam: 80 marks Unit Test 2 & 3 (Average of both reduced to 10marks) + For Languages ASL – 5 marks Lab Manuals for Science, Math & S.Sc. – 5 marks + Notebook maintenance –5 marks

NOTE:

- Marks of all tests and exams (written pen and paper test) will be shared with the students and parents.
- All marks of all tests and exams will be converted into grades on the same pattern of the 8-point scale system.
- Unit Test papers will be shown to parents after 2:00 pm on decided dates and days.
- Half – Yearly & Annual Exam papers will be shown to parents on Open Day.
- IX –XII details will be shared with the parents once new guidelines are shared with the school by CBSE.

ASSESSMENT AND EVALUATION

Grade X, XI and XII

- Course content specified in the academic planner needs to be referred to strictly whenever required.
- In case the Course Content has not been covered as per the Academic

Planner, please feel free to write to us or call us to inform about the same.

- We assure that immediate action will be taken without affecting your child in any way.

The Pattern of Evaluation is as follows:

- Based on fresh guidelines sent by CBSE for the session 2024-25



ANNEXURE 1

Assessment of Speaking and Listening skills (ASL): ENGLISH

- Assessment of Speaking and Listening (ASL) is conducted as per CBSE guidelines twice a year i.e. For Half Yearly and Annual Exam.
- Both the assessments are one-time activities and as per CBSE guidelines, are not to be re-conducted. Thus, attendance on the allotted days is compulsory. Candidates and their guardians will be informed of the assigned dates, well in advance through a circular.
- Candidates are exposed to the pattern of both the assessments through explicit instructions and samples at school.

GUIDELINES FOR ASSESSMENT OF SPEAKING SKILLS

- The total administration time for the speaking assessment is 3-5 minutes.
- The activity is conducted for two candidates at a time i.e. students are assessed in pairs.
- The teacher / examiner reserves the discretion to form pairs of the test taking students.
- Candidates are assessed on the following parameters:

<u>Parameter</u>	<u>Marks</u>
Interactive Competence	5
Fluency	5
Pronunciation	5
Language	5
<u>Total</u>	20

SPEAKING ASSESSMENT IS DIVIDED INTO TWO SECTIONS:

1. GENERAL INTRODUCTION (1 Minute)

The examiner wishes and welcomes the candidates to initiate the conversation and asks simple warm-up questions based on candidates' names, place of residence, leisure preferences etc.

2. TOPIC PRESENTATION (2-3 Minutes)

For the above-mentioned, the students are provided with 5-6 broad themes and are instructed to select a topic of their choice under any one of the provided themes. On the day of the assessment each student is given one minute to present his / her ideas. At the end of each presentation, the partner (second student in the pair) asks the speaker a question followed by one or two questions asked by the examiner.

GENERAL INSTRUCTIONS FOR STUDENTS FOR LISTENING SKILLS

- The total administration time for the listening assessment is 40 minutes.
- The students are not allowed to ask questions or interrupt the examiner at any point.
- A recording will be played twice. In case there is an oral rendering of the listening input, it shall take place twice.
- Students are required to answer a set of questions based on the listening input.
- The test paper is given before the recording is played.
- Students are suggested to familiarize themselves with the questions on the worksheet. This helps them to answer the questions later.
- After the students have listened to the input, they are to answer the questions in the specified time period.
- They may answer the questions on their worksheet while listening as well.
- Students should not interact or comment until they have moved out of the examination room.