



# J. SIKILE SCHOOL

Affiliated to Central Board of Secondary Education  
NARSAPUR - 534 275, WEST GODAVARI DIST., A. P., INDIA  
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AN ISO 9001:2015 CERTIFIED INSTITUTION

25 August 2023  
No.14133

## CIRCULAR No.02 – 2023-24

Dear Parent / Guardian:

Re : **Examination Schedule, Assessment Structure & School Guidelines:**

We thank God for His protection and we continue to seek His guidance as we build on the rich traditions of our past 40 Years in the field of Education with our Vision " Into Light " and our mission " In Pursuit of Excellence" and meet the challenges of the three key 21st century skills i.e. Learning, Literacy and Life Skills.

Please ensure that your child:

- Attends school daily and arrives on time, ready for the day's learning experience.
- Completes all homework assignments given by the teachers.
- Reads daily to develop a love for reading and to improve literacy skills.
- Shares school experiences with you so that you are aware of his/her school life.
- Informs you if he/she needs additional support in any area or subject.
- Knows that you expect him/her to succeed in school and pursue their goals.

### 01 **ACADEMIC PLAN FOR THE YEAR 2023-2024:**

- A) Academic Calendar 2023-2024 with all the upcoming events was issued along with our Circular No.13909 dated 27 April 2023 and was also posted in the google classrooms and on our school website.
- B) Annual plans for the Academic Year 2023-2024 were posted in google classrooms in April, 2023 and also on our school website.

02. **KINDERGARTEN:** The Kindergarten program is a child-centred, developmentally appropriate, integrated program of learning in a safe ,caring, play-based environment that promotes the physical, social, emotional, and cognitive development of all children.

Assessment at this stage involves continuous observation of children while they are at a task - reading, writing, working with blocks, puzzles, reciting Rhymes, story telling behaviour in small groups etc. Strategies are devised to improve their learning and help them progress, leading to their Physical, Social, motional and Intellectual development.

*Suebs*



03. **EXAMINATION SCHEDULE & STRUCTURE OF ASSESSMENT SCHEME – STD.X & STD.I – IX:**

Internal Assessment – 20 Marks	P.T -1 / P.T -2 / HALF-YEARLY / Annual / X Board - Theory	TOTAL
Periodic Assessment - 5 M	80 Marks	80 + 20 = 100 M
Multiple Assessment - 5 M		
Portfolio - 5 M		
Subject Enrichment Activity - 5 M		

The Assessment scheme will have an 80 marks component for Board examination (class X) and Annual Examination (classes I - IX) in all subjects except compulsory subjects to be assessed internally along with a 20 marks component of Internal Assessment with a Total of 100 Marks. The same scheme would be followed for Periodic Test-1, Periodic Test-2, Half-yearly Exams. The details are posted on the school website.

04. **STRUCTURE OF ASSESSMENT SCHEME for STD XI & XII:** The Assessment scheme will have theory, internal assessment or practical components as per syllabus given for each subject. Board shall conduct Annual examinations for Std.XII.

S. No.	Subject	Theory	Practical	IA
1	English Core / Hindi Core / Telugu	80	--	20
2	Physics / Chemistry / Biology / Computer Science	70	30	--
3	Economics / Mathematics / Business Studies / Accountancy	80	--	20

05. **SKILL EDUCATION:** The National Education Policy 2020 aims to overcome the social status hierarchy associated with vocational education and integration of vocational education into mainstream education in all educational institutions in a phased manner.

CBSE has started quality vocational education through 12-hour modules for classes VI-VIII. For classes IX-X & XI-XII Board offers variety of competency-based subjects that helps the child to pursue what truly interests or pleases him or her. This liberty promotes a sense of self-esteem in accepting one's own talents and strength.

**Skill Subjects offered:**

S. No.	LEVEL	CODE	SKILL MODULES
1	STD.VI & VII	901	CODING
2	STD.VIII	911	DATA SCIENCE
3	STD.IX & X	402	INFORMATION TECHNOLOGY
4	STD.XI & XII	821	MULTI-MEDIA

If a student of Std X fails in any one of the three elective subjects i.e. Science, Mathematics and Social Science and if a student for Std XII fails in any one of the 5 Elective Subjects and passes in the Skill subject (offered as a 6th additional subject), then that subject will be replaced by the Skill subject and the result of Std X & XII Board Examination will be computed accordingly.

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06. **LIFE SKILLS, HEALTH & WELLBEING PROGRAM:** According to developmental scientists early adolescence (10-14 years) is singled out as a critical moment of opportunity for building skills and positive habits, since at this age, there is a recognition of self, ability to think and solve problems. An early adolescent is expected to move from the security of a middle school to the challenges of a secondary school education.

Life Skills Education, as defined by the UNICEF, is "a behaviour change or behaviour development approach to address a balance of three areas: knowledge, attitude and skills". Life Skills enable individuals to translate knowledge, attitude and values into actual abilities that is what to do and how to do it, given the scope and opportunity to do so.

World Health Organization has defined Life Skills as "the abilities for adaptive and positive behaviour that enable individuals to deal effectively with the demands and challenges of everyday life".

The ten core (generic) Life Skills as listed by WHO are Self Awareness, Empathy, Critical Thinking, Creative Thinking, Decision Making, Problem Solving, Effective Communication, Interpersonal Relationships, Coping with Stress and Managing Emotions.

The Central Board of Secondary Education has planned the 'Adolescent Peer Educators Leadership Program' for enriching Life Skills, Holistic Health & Wellbeing of its students.

07. **CHARACTER EDUCATION – KINDERGARTEN – STD.V:**

Intelligence plus Character – that is the goal of True Education” – *Martin Luther King Jr.*

Character Education is a value based program and instills the core values of Six pillars of Character-Trustworthiness, Respect, Responsibility, Fairness, Caring & Citizenship. These values serve as Foundation for students to make good decisions, demonstrate work ethics, discipline and growth.

08. **J. SIKILE SCHOOL APP:**

“J Sikile School” is real-time mobile app solution committed to connecting with parents and students.

The key features of the school mobile app:

- i) Real-time Updates: Get instant notifications about school announcements, upcoming events, important reminders, and emergency alerts.
- ii) Homework and Assignments: Access your child's homework and assignments directly from the app, making it easier to keep track of their academic progress.
- iii) Attendance Records: Stay informed about your child's attendance and any absenteeism from school.

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- iv) **Exam Schedules:** Access the exam timetable in advance, ensuring that your child is well-prepared for all assessments and the Report Cards.
- v) **School Calendar:** View the school calendar with all the important dates and holidays.
- vi) **Fee Payment:** This option will be notified, when activated in due course

This mobile App is available for Android (in Google Play store and iOS (App Store) devices. Please note that your login credentials will be provided to you through an individual message.

09. **TWO WHEELER DRIVERS:** Traffic rules & guidelines for students who are using Two Wheelers were issued vide our circular No.13072 dated 12 April 2022. In the interest of the safety & security of all students you are advised not to violate the law as you will be solely responsible for the consequences of any kind of mishappening and penal provisions.
- It is mandatory for students to **wear Helmets** and carry a **valid Driving licence**. Parents who did not yet submit their consent letters along with the copy of your child's valid Driving License and vehicle details should do so immediately to the Helpdesk Coordinator by 30.08.2023.
10. **CO-CURRICULAR ACTIVITIES (CCA):** Every Saturday afternoon periods are allocated for CCA Activities as per the year plan 5<sup>th</sup> period for primary level, std.VI-IX 6<sup>th</sup> & 7<sup>th</sup> periods: Yoga, Chess, Karate, Cookery, Dance, Embroidery w.e.f. 05.08.2023, Saturday.
11. **NEW ADMISIONS** All the new admissions should come in full uniform with the prescribed set of text books and note books from 16.08.2023. Kindly note that non submission of transfer certificates, Birth certificates on / before 30.08.2023, may warrant cancellation of admission.
12. **HAND WRITING:** All students should write in legible cursive hand writing. Special handwriting classes are arranged for new admissions and students with poor hand writing skills.
13. **BIRTHDAY CELEBRATIONS:** Students are greeted and birthday song is played during morning Assembly. The students can come in casual wear and distribute chocolates / cakes to the classmates. The celebration is restricted only to the class and parents are requested not to send any gifts to distribute to children / staff in the school.
14. **SPOKEN ENGLISH CLASSES STD.VI TO XII:** Everyday in the '0' period from 8:45 a.m. to 09:45 a.m. Spoken English classes are conducted to improve Communication Skills.

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15. **OLYMPIADS:** The International Olympiads are Challenging Academic Competitions in English, Science, Mathematics, General Knowledge and on Environment Studies from std.III-X. Students who wish to participate in any of the following competitions should remit the fee in the Accounts office as per the schedule:

Sl. No.	Name of the Exam.	Eligibility	Subjects	Date of Exam.	Due date to remit fee	Exam Fee Rs.	Preparatory Text Book (Optional)
1	International Olympiad of Maths (IOM)	Std.3-10	Maths	23.11.23	16.08.23	155/-	120/-
3	International Olympiad of Science (IOS)	Std.3-10	Science	21.11.23	16.08.23	155/-	120/-
4	International Olympiad of English Language (IOEL)	Std.3-10	English	08.11.23	16.08.23	155/-	120/-
5	SMART Kid G.K. Olympiad (SKGKO)	Std.3-10	G. K.	01.11.23	16.08.23	155/-	120/-

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

i) <b>Ms. S. Sucharita,</b> <b>Principal</b> Co-ordinates the Academic schedule of Std.VI-XII & Boys' Hostel	<b>Head Teachers:</b> 1) <b>Ms. G. Namratha</b> - Jr.Kg. 2) <b>Ms. N. Sandhya Rani</b> - Sr.Kg. 3) <b>Ms. K. G. Chandana</b> - Std.I 4) <b>Ms. P. Ujjwala</b> - Std.II 5) <b>Ms. M. Prabhavathi</b> - Std.III 6) <b>Ms. Ch. Sunitha Devi</b> - Std.IV 7) <b>Ms. Ch. L. Prasanna</b> - Std.V 8) <b>Ms. N. E. Surekha</b> - Std.VI 9) <b>Ms. D.N. Jyothsna</b> - Std.VII 10) <b>Ms. R. Priyanka</b> - Std.VIII 11) <b>Ms. G.V. Sharada</b> - Std.IX 12) <b>Ms. U. Priscilla Raj</b> - Std.X 13) <b>Ms. S. Durga</b> - Std.XI & XII
ii) <b>Ms. V. Madhavi</b> <b>Vice-Principal</b> Co-ordinates the Academic schedule of Jr.Kg.–Std.V & Girls Hostel	
iii) <b>Ms. G. Prasanna Kumari</b> <b>Coordinator: Helpdesk</b> Student Counsellor Mobile: 9908436817	
iv) <b>Coordinators:</b> 1) <b>Ms. K. Sailaja</b> : Jr.Kg. to Std.I-D 2) <b>Ms. D. Roja Rani</b> : Std.II to IV-A 3) <b>Ms. Y. Jhansi Rani</b> : Std.IV-B to Std.VI 4) <b>Ms. Ch. Bhavana</b> : Std.VII & VIII 5) <b>Ms. B. Amala</b> : Std.IX to XII	

17. **SEMINARS – STD.X & XII:** Every Wednesday for std.X and Thursday for std.XII '0' period 08:45 a.m. to 09:45 a.m. seminars are conducted to instill confidence, presentation skills and improvement of communication skills.
18. **SHRESHTA:** The Central Government has approved a new scheme named SHRESHTA (**Residential Education for Students in High Schools in Targeted Areas**) through the Department of Social Justice & Empowerment for the purpose of providing seats for the meritorious SC boys and girls in the best private residential schools in the country. Our School was approved & Admissions were granted into Std 9 & 11 as per the allotment for the year 2023-24.

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19. **INVESTITURE CEREMONY:** Investiture Ceremony will be celebrated in the month of August, 2023 for std.IX as Vice-Captains and std.X as Captains.

HOUSE	CAPTIAN	CLASS/ SEC	VICE-CAPTIAN	CLASS/ SEC
<b>BOYS</b>				
School	R. Naveen Padmakar	X-B	P. Akhil Varma	IX-B
Red	Ch. Mahimakantha	X-A	S. Rishi Vardhan	IX-C
Blue	K. R. Sai Krishna	X-B	N. Hemanth Raj	IX-C
Green	T. Dharan Dhiraj	X-A	N. Vivek	IX-C
Yellow	Ch. Satwik	X-A	J. Kushal Naga Teja	IX-A
<b>GIRLS</b>				
School	Ch. Jahnavi	X-B	M. Sushma	IX-B
Red	B. Rajee	X-B	Ch. Tanmay Sri	IX-A
Blue	Ch. Manaswi	X-B	R. Rithika Priya	IX-A
Green	D. Kavitha	X-A	R. Nissi	IX-B
Yellow	Y. Preethika	X-A	Y. Saniya Kumari	IX-A

20. **GATE PASS:** Gate pass is issued only during emergency. Parents are advised not to seek permission during school hours for trivial reasons. Absenteeism to classes adversely affects the academic performance of the student.
21. **HELPDESK:** You may contact the **Coordinator** at the Helpdesk for any further clarification regarding the various points in this circular or other information during the School office timings. If you wish to meet the **Principal / Vice-Principal / Head Teachers / Teachers**, please note that the visiting hours are from **04:00 P.M. to 05:00 P.M.** on all working days.

Yours faithfully,  
J. SIKILE SCHOOL

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25/8/23

S. Sucharita (Ms.), M.A., M.Ed.  
PRINCIPAL:

ss / snp :

*ss*  
25/8/23

