

Al Salam Education Trust (Regd.)



**AL SALAM
ENGLISH SCHOOL**

AL-SALAM ENGLISH SCHOOL

4/5, Metro Residency, Near Powai Police Station,
Powai, Mumbai - 400072.

Tel : 022 28472939 • E-mail : alsalamenglishschool@gmail.com
Website : www.al-salam-academy.com

DECLARATION (For School Record)

Name _____

St. _____ Div. _____

Date of Birth _____ House _____

G. R. No. _____ (Office use)

Father's Name _____

E-mail : _____

Office Address _____

Tel. No. (Off.) _____ (Res.) _____

Mother's Name _____

E-mail : _____

Office Address _____

Tel. No. (Off.) _____ (Res.) _____

Residential Address _____

I agree to abide by the rules of **AL SALAM ENGLISH SCHOOL** as contained in this School Calendar and any other in force from time to time

Signature

.....

Father

.....

Mother

STUDENT'S PERSONAL DETAILS & HEALTH RECORD

(To be filled in by parent)

1. Height.....Weight.....

2. Blood Group.....

3. Immunisation administered on

A. Triple Antigen - PRIMARY.....

Booster.....

.....

.....

4. Allergies : Food.....

Drugs.....

Briefly give details, if any , of chronic health problems, prolonged medical treatment or other problem which needs to be monitored.

.....

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Parents' Signatures: Father:.....

Mother.....

G.P. / Paediatrician's Name:.....

Mobile/Tel. Nos.....

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AL SALAM ENGLISH SCHOOL

As parents and Shepard of our family it is our duty to provide our children with education that will make him a better human being and help him/her to combat the challenges of life with a positive attitude. It is important that the child must learn to identify himself as a Khalifa (Vicegerent) of Allah Az wa jal on this earth.

THE MISSION:

To empower our students to achieve scholastic and Islamic excellence.

KNOW YOUR SCHOOL

- Al Salam School is an English medium (Islamic) school which aims to provide value oriented quality education to the students.
- With an aim to impart modern education in an Islamic environment, Islamic principles and teachings are integral parts of curriculum. This is to prepare the next generations for the challenges of the future. A sound academic curriculum with an emphasis on Islamic studies and co-curricular activities is designed to ensure all round development of child's personality.
- The Primary School is under the verge of recognition by the Brihan Mumbai Municipal Corporation (BMC). The school would be affiliated to the SSC Board.

OUR CURRICULUM

Nursery-Sr. KG.: English, Mathematics, EVS, Islamic Studies.

Std. 1 Onwards : English, Mathematics, Science, Social Studies, Islamic Studies, Urdu, Hindi, Marathi, Computer.

ISLAMIC STUDIES SYLLABUS INCLUDE

Aqeeda, Quran, Hadith and Seerah of the Prophet (Sallallahu Alaihi Wasallam)

Learning of Quranic Arabic Language, Memorization - Islamic Manners, Surah and Masnoon Duas.

EXTRA CURRICULAR ACTIVITIES INCLUDE :

P.T. Taekwondo Art, Field Trips, Picnic.

STUDENT'S DETAILS

NAME.....

.....

Std.....Division.....House.....

Address.....

.....

.....

Father's name in capitals.....

Mobile No.....

Mother's name in capitals.....

Mobile No.....

Name, Standard and Division of siblings in this school

1).....

2).....

4).....

5).....

GENERAL RULES AND REGULATIONS

I) ATTENDANCE/ PUNCTUALITY

1. The Academic Year is from June to April
2. School will function from Monday to Saturday Friday will be weekly holiday
3. **School timing:**
1st onwards 7:50 am to 2:15 pm
4. Every child must strive for cent percent attendance to school. In case of ill health, a written note should be given.
5. When a child is unable to attend school due to sudden, unavoidable circumstances, a written note should be sent with the child on the day he/she attends school.
6. When any child has to take leave from school for a day or a longer period, the principal must be informed in writing and prior permission should be obtained.
7. It is essential to develop the habit of punctuality. Children should be let at the school entrance 15minutes before the school starts. This allows time for the children to settle down before the class begins.
8. A child will be allowed to attend school if he/she comes late only twice in a month. Thereafter whatever be the reason the child will be sent home.

II) UNIFORM

9. Student uniform is according to Islamic guidelines. It has to be brought from the school supplier to maintain uniformity in material and pattern.
10. The uniform should be washed and ironed daily. Children are required to wear black shoes and socks, white canvas shoes are to be worn for Taekwondo /field trip/ sports.
11. The Taekwondo uniform is compulsory for the students from Grade I onwards. (It has to be purchase from school/

taekwondo authority)

III) BOOKS/ BAGS

12. Books and bags will be available in the school at the beginning of each academic year. The cost of the books varies from standard to standard and will be put up on the school notice board.

13. No other bags shall be accepted beside the one prescribed by the school

IV) LUNCH

14. The children are required to bring their own snacks and water bottles.

15. No junk food is allowed in school. Healthy, Nutritious snacks are to be encouraged by parents.

V) DISCIPLINE

16. Incidents of aggression, bullying, bad language or rudeness will not be allowed and the matter will be taken up seriously.

17. Parents have to cooperate with the school authorities in solving problems related to discipline.

18. Parents must agree to put in extra effort to build and maintain their Islamic practices (eg.; regular Salah at all five times and observing Hijab for mothers) so that they can become good Islamic role models for their children.

19. Parents must not send any sweets or gifts to the teachers.

20. No child should bring fancy stationery items to school which will otherwise be confiscated.

VI) P.T.A

21. It is compulsory for parents to attend all the Parent Teacher

Meet and get regular information from the teachers regarding the child all round progress.

22. When any parents wishes to discuss anything about the child, he/she must take prior appointment from the teacher by writing a note in the school diary

VII) FORMATIVE AND SUMMATIVE ASSESSMENT

23. Formative assessment on going assessment, reviews and observation in a classroom. Teachers use Formative Assessment to improve instructional methods and student feedback throughout the teaching and learning process

24. Weekly/ monthly class test shall be conducted for Formative Assessment

25. Summative Assessment are used to evaluate the effectiveness of instructional program and services at an end of an academic year or at a predetermined time. The goal of summative assessment is to make a judgement of student competency after an instructional phase is complete

26. Comprehensive Assessment program at the classroom level balances student achievement information derived from both summative and formative

27. Report cards are given after half yearly and annual examination

VIII) PAYMENT OF FEES

28. Fees has to be paid Quarterly / Half Yearly / Annually.

29. When the parents wish to remove their child from school between June and October they will have to pay the fees till October and if they wish to remove their child after November then they will have to pay the term fees for the 2nd term and the school fees till May.

30. Fees have to be paid between first to seventh of every month otherwise a late fee of Rs. 25/- will be charged per day.

31. The term and tuition fee have to be paid at the beginning of

each term.

32. Fees once paid will not be refunded under any circumstances.

33. School office timing:

Days

Timing

Days	Timing
Monday to Saturday	8:00 am to 1:30 pm
Friday	8:00 am to 12:00 pm

IX) SCHOOL HOLIDAYS

34. Saturday and Sunday are weekly holiday

35. School will be closed for the following

Ramadan last 10 days

Eid-ul-fitr 3 days

Eid-ul adha 3 days

1st Moharram

Yaum-E- Aashura

Midterm break after first semester

National Holidays

Daily records of homework/Assessment

Date _____

Class Teacher's SignatureParent's Signature.....

Date _____

Class Teacher's SignatureParent's Signature.....

Date _____

Class Teacher's SignatureParent's Signature.....

Daily records of homework/Assessment

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Class Teacher's SignatureParent's Signature.....

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Class Teacher's SignatureParent's Signature.....

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Class Teacher's SignatureParent's Signature.....

LEAVE RECORD

Date	Reason for absent	Teacher Sign.	Parent Sign.

LEAVE RECORD

Date	Reason for absent	Teacher Sign.	Parent Sign.

TEACHER'S REMARKS

Date	Remarks	Teacher's Initials	Signature of Parent/ Guardian

TEACHER'S REMARKS

Date	Remarks	Teacher's Initials	Signature of Parent/ Guardian

SCHOOL CIRCULARS

Date	Subject	Circular No.	Signature of Parent/ Guardian

SCHOOL CIRCULARS

Date	Subject	Circular No.	Signature of Parent/ Guardian

LATE ARRIVAL TO SCHOOL

Date	Time	Teacher Sign.	Parent Sign.

INCOMPLETE UNIFORM

Date	Incomplete Uniform	Teacher Sign.	Parent Sign.

BOOK / HOME WORK NOT BROUGHT

Date	Subject	Teacher Sign.	Parent Sign.

BOOK / HOME WORK NOT BROUGHT

Date	Subject	Teacher Sign.	Parent Sign.

INDISCIPLINE BEHAVIOR

Misbehavior	Teacher Sign.	Parent Sign.

FEE RECORD FOR PARENTS

Month	Tuition Fees	Term Fees	Total	Cl. Tr. Initial	Parents Initial
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					

Form of Application for School Leaving Certificate

Date _____

To,
The Principal,
AL-SALAM ENGLISH SCHOOL
Ground Floor 4/5, Metro Residency,
Near Powai Police Station, Powai,
Mumbai - 400 072.

Respected Sir / Madam,

Please furnish me with the Leaving Certificate of my
Daughter / Son.

The necessary particulars are given below :

Name in full _____

G. R. No. _____ Std. _____ Div. _____

Class in which studying _____ Roll No. _____

Year of Admission _____ Class _____ Date of Birth _____

Date of Leaving School _____

Reason for Leaving School _____

Address _____

Date _____

Signature _____
Parents / Guardian

Remark _____

Signature _____
Fee Clerk

Remark _____

Signature _____
Librarian

C.T. Remark _____

Remark _____

Sign. _____
Class Teacher

Signature _____
Principal