

PENGUIN KIDS

& New Horizon Public School
Sector 19, Airoli, Navi Mumbai - 400 708.
27793904/27793908/27793907/27792008

Content

Sr. No.	Particulars	Page No.
1	School Prayer	01
2	School Fact Sheet	03
3	Events and Celebrations	04
4	Holidays	05
5	Vacations & P.T.I	06
6	Competitions	07
7	Food Days & Color Day	08
8	Rules and Regulations	09
9	National Song and National Anthem	16

School Prayer

Oh adorable Lord of mercy and love
Salutation and prostration unto thee
Thou art Sachitananda,
Omnipotent, Omnipresent and Omniscient.

Thou art the indweller of all the beings
Give us an understanding heart,
Equal vision, balanced mind,
Faith, devotion and wisdom.

Give us inner spiritual strength
Free us from egoism, lust, greed and hatred.
Fill our hearts with divine virtues.

Let us behold and serve thee in all names and forms
Let thy name be ever on our lips
Let us abide in thee forever and ever.

Thanks Giving Prayer

We give you thanks, Almighty God, for all the blessings
you have conferred upon us. O my God, we thank you
for this beautiful day and for all the knowledge and
wisdom you have showered upon us.
Let your name be ever on our lips.

Prayer

For Parents

God of love, I thank you very much for the precious gift of my parents. I thank you for their love, affection and for the good care they give me. With their wisdom, and through education they guide me along the right path.

Through their concern you bless me.

Bless their efforts and make me worthy of their love.

For Teacher

Dear Lord, I pray for my teachers and for teachers throughout the world. They render so much service to humanity. They give their students the precious gift of knowledge. Heavenly Father, bless their wonderful service and give them joy and peace.

For Students

Lord of wisdom and knowledge, I pray for my fellow students throughout the world. Bless us all with the desire to learn well. Fill us with your grace to study our lessons. Help us to be attentive to our teachers and guides. Make us obedient to our parents, teachers and elders. Transform us Lord into cheerful, hardworking and responsible students.

For the country

Lord I pray for my country and my countrymen. Give them the courage to avoid unnecessary fear to remove the widespread illiteracy, to live in unity, forgetting all the differences like caste and religion, to speak always the truth and to work hard in life. Lord, bless my country with real freedom, peace and joy where people are really happy.

(Rabindranath Tagore's Prayer for the country)

School Fact Sheet



School Name	: New Horizon Public School
School Motto	: Education to Excel
Established	: 21 st June 2004
Board	: CBSE
Affiliation No.	: 1130086
Classes	: Nursery - Grade XII
Postal Address	: Sector 19, Airoli, Navi Mumbai-400708
Telephone No.	: 022-27793907 / 022-27793908
School E-mail	: nhpsaioli@newhorizonsms.com
School Website	: www.nhpsaioli.com
School App.	: 1 New Horizon App
School Timings	: Monday to Friday 1 st Shift - 08.30 a.m to 11.30 am (Reporting time 08.15 am) 2 nd Shift - 12.00 noon to 03.00 pm (Reporting time 11.45 am) (Students day off on all Saturdays of every month)

Download our Mobile App

1 New Horizon 

For Android User



For Apple User



EVENTS & CELEBRATIONS

Month	Date	Day	Grade	Event / Activities
June	21.06.2019	Friday	Nur- Sr. KG	School Anniversary & International yoga day
July	01.07.2019 to 05.07.2019	Monday to Friday	Nur.- Sr. KG	Environment Week
	16.07.2019	Tuesday	Nur.- Sr. KG	Guru Purnima
	August	02.08.2019	Friday	Nur.- Sr. KG
13.08.2019		Tuesday	Nur.- Sr. KG	Rakshabandhan
14.08.2019		Wednesday	Nur.- Sr. KG	Independence Day Eve
23.08.2019		Friday	Nur.- Sr. KG	Gopalkala Celebration
September	16.09.2019 to 20.09.2019	Monday to Friday	Nur.- Sr. KG	Nutrition Week
	October	01.10.2019 to 04.10.2019	Tuesday to Friday	Nur.- Sr. KG
04.10.2019		Friday	Nur. - Sr. KG	Garba
23.10.2019		Wednesday	Nur.- Sr. KG	Diwali Celebration
November	14.11.2019	Thursday	Nur.- Sr. KG	Children's Day Celebration
December	20.12.2019	Friday	Nur.- Sr. KG	Christmas Celebration
January	09.01.2020	Thursday	Nur.- Sr. KG	Laughter day
	24.01.2020	Friday	Nur.- Sr. KG	Republic Day Eve
February			Nur.- Sr. KG	Class Picnics (To be announced later)
March	12.03.2020	Thursday	Sr. KG	Grand Finale
	14.03.2020	Saturday	Sr. KG	Declaration of results and Re-admission for Grade-I
	31.03.2020	Tuesday	Nur.- Jr. KG	Declaration of Results

N.B.: The dates are subject to change, parents will be duly notified.

Holidays 2019-2020

Sr. No	Date	Day	Festivals / Occasions
1	05.06.2019	Wednesday	Ramzan ID (Id - ul - Fitr)
2	12.08.2019	Monday	Bakrid (Id- ul- zuha)
3	15.08.2019	Thursday	Independence Day / Rakshabandhan
4	17.08.2019	Saturday	Parsi New Year
5	25.08.2019	Sunday	Gopal kala / Dahi Handi
6	02.09.2019	Monday	Ganesh Chaturthi
7	05.09.2019	Thursday	Teacher's Day
8	10.09.2019	Tuesday	Muharram
9	12.09.2019	Thursday	Anant Chaturdashi
10	02.10.2019	Wednesday	Mahatma Gandhi Jayanti
11	08.10.2019	Tuesday	Vijaya Dashami/ Dussehra
12	27.10.2019	Sunday	Deepawali
13	10.11.2019	Sunday	Eid-E-Milad
14	12.11.2019	Tuesday	Guru Nanak Jayanti
15	25.12.2019	Wednesday	Christmas Day
16	01.01.2020	Wednesday	New Year
17	15.01.2020	Wednesday	Makar Sankranti
18	26.01.2020	Sunday	Republic Day
19	19.02.2020	Wednesday	Chatrapati Shivaji Maharaj Jayanti
20	21.02.2020	Friday	Mahashivrati
21	10.03.2020	Tuesday	Holi
22	25.03.2020	Wednesday	Gudi Padwa
23	06.04.2020	Monday	Mahavir Jayanti
24	10.04.2020	Friday	Good Friday
25	14.04.2020	Tuesday	Ambedkar Jayanti

NB: Above holidays and vacations are subject to change. Parents will be duly notified.

Vacations

Sr. No	Vacation	From	To	Re-opening Day
1	Ganeshotsav	02.09.2019 Monday	12.09.2019 Thursday	13.09.2019 Friday
2	Diwali	24.10.2019 Thursday	03.11.2019 Sunday	04.11.2019 Monday
3	Winter	21.12.2019 Saturday	01.01.2020 Wednesday	02.01.2020 Thursday
4	Session Closes	Sr. KG. 13.03.2020 Friday	02.04.2020 Thursday	Grade - I 03.04.2020 Friday
5	Summer	Jr. KG 28.03.2020 Saturday	07.06.2020 Sunday	Sr. KG 08.06.2020 Monday
		Nursery 28.03.2020 Saturday	07.06.2020 Sunday	Jr. KG 08.06.2020 Monday
				Nursery 10.06.2020 Wednesday

N.B. : Dates are subject to change, parents will be duly notified.



Parent – Teacher Interaction (P.T.I.)

Sr. No	Month	Date	Day
1	July	20.07.2019	Saturday
2	September	21.09.2019	Saturday
3	November	16.11.2019	Saturday
4	February (Exhibition)	08.02.2020	Saturday

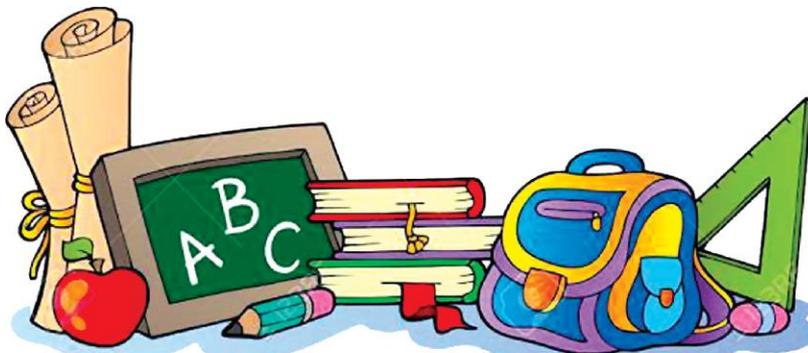
I shift as per the time slots - 08.00 am to 09.30 am

II shift as per the time slots - 09.30 am to 11.00 am

N.B.: P.T.I. dates & timings are subject to change. Parents will be duly notified.

COMPETITIONS - 2019-2020

Month	Date	Day	Competition	Grade
July	29.07.2019	Monday	Colouring / Drawing	Jr. KG. - Sr. KG
August	09.08.2019	Friday	English Recitation	Nur. - Sr. KG
September	16.09.2019	Monday	Show & Tell (Own Choice)	Nur.- Sr. KG
	27.09.2019	Friday	Fancy Dress	Nur.- Sr. KG
October	03.10.2019	Thursday	Colouring	Nur.
			Handwriting	Sr. KG
	14.10.2019	Monday	Clay Modelling (Own Choice)	Nur. - Sr. KG
November	08.11.2019	Friday	Shloka Recitation	Nur.- Sr. KG
December	03.12.2019	Tuesday	Hindi Recitation	Nur. - Sr. KG
January	10.01.2020	Friday	Story Telling	Nur. - Sr. KG
	20.01.2020	Monday	Quiz	Sr. KG



N.B.: Dates are subject to change. Parents will be duly notified.

Food Days



Nursery - Senior K.G.

Sr. No	Date	Day	Food
1	21.06.2019	Friday	Sandwiches
2	12.07.2019	Friday	Pulao
3	09.08.2019	Friday	Noodles
4	23.10.2019	Wednesday	Puri, Bhaji & Sheera
5	08.11.2019	Friday	Potato Chaat
6	06.12.2019	Friday	Steamed Food (Idli/Dhokla/Momos)
7	13.01.2020	Monday	Veg. Cutlets & Til Ladoo
8	07.02.2020	Friday	Sprout Chaat
9	09.03.2020	Monday	Puran Poli / Aloo paratha



Colour Days

Nursery - Senior K.G.

Sr. No	Date	Day	Colour
1	09.07.2019	Tuesday	Green
2	06.08.2019	Tuesday	Orange
3	17.09.2019	Tuesday	Yellow
4	15.10.2019	Tuesday	Blue
5	05.11.2019	Tuesday	Pink
6	03.12.2019	Tuesday	Red
7	07.01.2020	Tuesday	White
8	04.02.2020	Tuesday	Purple
9	03.03.2020	Tuesday	Brown



N.B.: Dates are subject to change. Parents will be duly notified.

Know Your School

New Horizon Public School and Penguin Kids was established in the year 2004

- The school is affiliated to the Central Board of Secondary Education (CBSE) Delhi.
- The medium of instruction is English.
- With the motto "Education to Excel" the school is determined to offer an all round quality education.
- The school implements a curriculum that empowers each student to develop his / her personality.

Rules and Regulations

Discipline

In the child's future interest, it is very essential for him/her to imbibe self-discipline. The teacher will take adequate, corrective measures to ensure general discipline of the class under him/her. The teacher's efforts will work only with adequate positive inputs from the parents.

1. Pupils should respect and co-operate with teachers and other pupils. They should learn to respect the elders.
2. Pupils shall greet their teachers in a pleasant tone.
3. Pupils should respect the right of others and should not disturb or interrupt the class.
4. Speaking in English is encouraged in the school premises and in the bus.
5. Good manners, good habits, obedience, punctuality are required to be observed at all times.
6. Pupils should not run, shout or push others while moving in the corridors or getting up and down the stairs.
7. Pupils shall take special care of the school property. Any damage caused to the school property by pupils shall be appropriately recovered from their parents/guardians and also a stern action shall be initiated against the guilty.

Cleanliness

1. All the pupils should be fully aware of personal hygiene.
2. Pupils should cut their nails regularly and keep them clean.
3. Pupils must wear neat, clean and prescribed school uniform along with polished shoes.
4. Rainy footwear must be worn during the monsoon.
5. A clean and healthy environment will nurture a clean and healthy mind, so it is necessary to keep the surroundings clean.
6. Pupils are not permitted to litter anywhere in the school premises.

Regularity and Punctuality

1. Regular attendance of the pupil is obligatory.
2. Attendance on the re-opening day is compulsory.
3. Pupils shall be in school five minutes before the first bell.
4. A great stress is laid on punctuality.
5. Newly admitted pupils are liable to lose their seats if they fail to report within a week from the day of the commencement of the new session.

Leave

1. Attendance on the re-opening day and the last working day of the term is mandatory.
2. Leave of absence shall be granted only on prior written application from the parents.
3. Leave letters are to be addressed to the Principal and forwarded either through the Grade Teacher or the school office.
4. Besides writing a leave letter, parents shall also maintain the leave record in the school almanac.
5. In case of continued absence due to illness, a medical certificate will have to be produced.
6. Pupils shall not attend school if they are suffering from any contagious disease. They will be sent home if they report before the quarantine period is over.
7. Pupils, suffering from any contagious disease shall not resume school without a doctor's medical fitness certificate.
8. Quarantine period for the following diseases would be
 - a. Chicken Pox : All lesions have crusted & fallen.
 - b. Measles : For 3 days after rash disappears.
 - c. Mumps : For 9 days after onset of swelling.
 - d. Jaundice : Till full recovery is duly certified by the physician.
9. No retest will be conducted if the pupil remains absent on the day of the Assessment.
10. Prior permission will have to be sought for any long leave other than medical reason.
11. Attendance for all school functions is compulsory.

Early Leave

1. No early leave shall be granted to the pupils except in case of an emergency. In such cases parents shall submit an application addressed to the Principal. No telephonic communication from the parents/guardians shall be entertained in this regard.
2. Early leave will not be granted during Assessments.
3. It is mandatory to produce the parent pass while collecting the pupil from the school premises.
4. An authority letter needs to be produced in case the pupil is to be collected from the school premises by a guardian/other.

Uniform

1. Pupils shall come to school in complete and proper uniform.
2. Pattern and colour of the school uniform shall be available in the school.
3. Fancy articles such as chains, bracelets, expensive watches, ear-rings or gold ornaments and nails polish are not allowed.
4. Activity uniform should be worn on every Wednesday along with white canvas shoes.

Hair

1. Boys shall sport simple and short hair cut.
2. Fancy haircut/fancy hair style is strictly prohibited.
3. Girls with long hair below shoulder level shall tie two plain plaits with prescribed Red bands/ribbons.
4. Girls with short hair above shoulder level shall wear prescribed Red hair bands.
5. Turban if worn should be red in colour.

Parent – Teacher Interaction (P.T.I.)

1. Parent Teacher Interactions are organized on the prescribed days at regular intervals. Parent should strictly adhere to the given time slot.
2. Parents shall meet the teachers at the appointed time on appointed days only.
3. P.T.I. days are subject to change.
4. Any change in the given schedule will be informed to the parents in advance.
5. Parents shall enter their names in the Entry Register at the security cabin while entering school premises. It is mandatory to carry the parent pass along with while coming to school.
6. Parents are requested not to disturb the teachers during regular teaching periods. They can meet teachers by prior appointment only.

Admissions

1. New admissions are subject to vacancies. No correspondence shall be entertained in this regard.
2. The Management has the right to receive or refuse admissions.
3. Parents seeking admission for their ward in Grade-I shall produce the original Birth Certificate of their ward.
4. Parents shall submit the copy of their ward's Progress Report during admission. Re-admission to Grade - I is compulsory and it should be done on the prescribed dates.

Withdrawals / Application for the School Leaving Certificate

1. **Withdrawal in the Mid Session:** Those parents who would like to discontinue their ward's studies from this school must apply on the prescribed School Leaving Application form given on page no 61 in the School Almanac with a clear one calendar month's notice.
2. **Withdrawals at the end of the academic year:** Those parents who wish to discontinue their ward's studies from this school for the Academic year 2019-20 must apply for School Leaving Certificate before 31st January 2019 on the prescribed form given in the school almanac on page no 61. Those who apply after the due date are liable to pay the first installment of the school fees 2019-20.

3. Parent shall clear all dues before applying for the School Leaving Certificate.

Bus Rules

1. Bus fee shall be paid for 12 months and shall be paid in three instalments.
2. No cancellation of bus service is permissible in the mid session.
3. Pupils shall travel on the allotted bus route only.
4. School bus shall pick up pupils from the allotted stop only.
5. Pupils should be present at the allotted stop 10 minutes before the school bus arrives.
6. Pupils will be brought back to the school if parents fail to pick them up from the bus stop.
7. Bus service facility is meant for pupils only.
8. Any damage caused to the school bus by the pupils shall be appropriately recovered from the parents/guardians.
9. In case of any unexpected mechanical fault/ traffic jam or any other civic problem bus service can be delayed or cancelled.
10. School Bus fees are subject to change with the hike of fuel charges & taxes.
11. All rights regarding modification/cancellation of routes and bus services are reserved with the school management.
12. Other issues if any should be communicated to the school authorities and not to be handled on their own by the parents.
13. All students must occupy seats immediately after boarding the bus and must not move around in the bus.
14. Objects of any kind must not be discarded inside the bus or thrown out.

Fees

1. All fees are to be paid for 12 months.
 2. First installment of school fees for the academic year 2018-19 must be paid on the day of result. Post dated cheques (PDCs) for II & III installment of school fees will be collected on the same day.
 3. For school fees cheques must be drawn in favour of "Penguin Kids" and for bus fees cheque must be drawn in favour of Penguin Kids, Transport A/c.
 4. All the cheque & the furnished fee data form should be enclosed in an envelope with your child's name, grade & div. Fee data form will be issued in the first week of March to your ward.
 5. The fee receipt of third installment and the fee card of previous academic session must also be brought while paying the fees.
- Kindly adhere to the given date & time schedule to avoid inconvenience. We are confident of your co-operation always.

Evaluation and Promotion

1. Progress of the pupils shall be evaluated through the Continuous Assessment.
2. Promotion of pupils to the next higher Grade shall be based on their performance during the academic year.

3. Parents shall be communicated about their ward's performance through the Progress Report.
4. Progress Report shall be shown to the parents at the end of each term.
5. Parents shall also be communicated about their ward's progress during Parent Teacher-Interaction (P.T.I.)
6. Promotion and detention are decided after a scrutiny of all areas of pupil's progress. Hence the decision of the Principal is final and binding.

Home Assignments

1. All home assignments are part of the Continuous Assessment.
2. Pupils shall do all home assignments independently.

Birthday Celebrations

1. Pupils shall be allowed to wear colourful dress on their birthdays.
2. Pupils are not permitted to give any chocolates and gifts to other pupils.

Food

1. Pupils shall bring nutritious vegetarian food in their tiffin.
2. Pupils shall also bring along water bottles.

General Rules

1. The School Almanac should be brought daily to school.
2. Parents are requested to go through the School Almanac daily.
3. In case if your ward has missed any important circulars, the same can be viewed on the school website also. www.nhpsairoli.com
4. Parents must notify the school in case of change of address or telephone numbers.
5. Pupils should use only the prescribed pattern and size of the note books.
6. Pupils should not wear ornaments. watches or bring any valuable articles like mobiles to school.
7. No request for the delivery of books, tiffin boxes etc will be entertained during the school hours.
8. Date of programme, activities, vacation etc. are subject to change.
9. Any changes in the given schedule of activities or programme will be informed to the parents in advance through a separate circular.
10. Parents shall enter the names in the Entry Register at the security cabin while entering school premises. It is mandatory to carry the parent pass along with, while coming to school.

Code of conduct for Parents &Visitors

Education of children is a joint responsibility of the parents and the school. Parents play an important role in the education of their children and can support the efforts of school in maintaining a safe and respectful learning environment for all students. In order to maintain the smooth functioning of school it is essential that all parents and visitors adhere to the general code of conduct.

Conduct on School Premises:

Anyone who is not a staff member or a student of the school will be considered a visitor. All visitors (parents of bonafide students as well as others) are expected to abide by the Code of Conduct of the school.

1. All visitors to school are required to sign the Visitor's Register at the main entrance in the Security Cabin and will be issued a Visitor's Pass, which must be worn at all times while in the school premises.
2. Parents must produce the Parents Pass whenever they enter the school premises and enter their names in the Visitor's Register. If one fails to produce Parents Pass, must wear Visitor's Pass.
3. The visitors must return Visitor's Pass in the Security Cabin and sign out before leaving the premises.
4. No unauthorized persons are allowed in the school premises.
5. Anyone without Parents Pass or Visitors Pass is considered as unauthorized person.
6. Visitors or parents cannot enter any portion of the school premises without authorization.
7. They cannot remain in any portion of the school premises or facility arena after it is normally closed or after the school working hours.
8. Loitering on any part of the premises is not permitted.
9. They must visit school with prior appointment only or as per the schedule given for various purposes from time to time.
10. Parents can meet teachers on the day of Parent Teachers Interaction (PTI). Teachers are not available on any other day. However for any unavoidable circumstances or emergency parents can meet the teacher concerned through prior appointment only.
11. No visitor or parents can possess weapons or use weapons in school premises or at school functions.
12. Visitors or parents must deal diligently with the school staff. Use of unparliamentary language / sign is not allowed in the school premises or the places connected to school or the mode of communication connected to the school/staff.

13. No visitor or parents can possess or consume alcoholic beverages, controlled substances, or be under the influence of either on school premises or at school functions.
14. Use of social media like Facebook, Twitter, WhatsApp, etc for expressing any grievances about any student, staff or school is a breach of trust and therefore, violation of the code of conduct.
15. Inciting or instigating others to commit any wrongful acts against school, staff or students is a breach of trust and therefore violation of code of conduct.

General

Parents must ensure that they guide their wards in the following areas. In order to maintain an orderly, respectful and secure educational environment it is essential that all parents guide their children on areas mentioned below.

1. Parents must make their children understand that appropriate rules are required to maintain a safe, orderly environment in school.
2. They must ensure that their children bring only items/material appropriate and related to curriculum at school as prescribed and as per the Time Table.
3. They must help their children deal effectively with peer pressure.
4. They must inform school of the changes in the home situation that may affect student's conduct or performance.
5. They must insist that their children are well groomed (Proper hair cut, groomed nails, polished shoes, ironed clothes, etc).
6. They must provide a place for study and ensure home assignments, projects, etc are completed and submitted on time.
7. Parents must speak to their children about maintaining cleanliness in the entire school premises (classroom, facility rooms, washrooms, corridors, ground, etc).

Other

The following portions are also part of the code of conduct for the parents.

1. The rules and regulations mentioned in the School Almanac
2. General Guidelines issued in the beginning of the academic year.
3. Rules and regulations of School Transport.
4. The instructions given from time to time through circulars or notifications, etc.

All visitors and parents must adhere to the code of conduct and must ensure the smooth functioning of school.

National Song

वन्दे मातरम् ।
सुजलाम् सुफलाम् मलयज शीतलाम्
शस्य श्यामलां मातरम् । वन्दे मातरम्
शुभ्र-ज्योत्स्ना पुलकित यामिनीम्
फुल्ल कुसुमित-द्रुमदल शोभिनीम्
सुहासिनीम् सुमधुरभाषिणीम्
सुखदाम् वरदाम्, मातरम् ।
वन्दे मातरम् ।

National Anthem

जन-गण-मन अधिनायक जय हे
भारत - भाग्य - विधाता ।
पंजाब सिंध गुजरात मराठा
द्राविड़ उत्कल बंग ॥
विंध्य हिमाचल यमुना गंगा
उच्छल जलधि तरंग ।
तव शुभ नामे जागे ।
तव शुभ आशीष माँगे ।
गाहे तव जय गाथा ॥
जन-गण-मंगल दायक जय हे
भारत - भाग्य - विधाता ॥
जय हे, जय हे, जय हे,
जय जय जय जय हे ॥