

# ISLAMIA PUBLIC HIGH SCHOOL, LEH



## Student's Handbook 2023-2024



**“WE GROW TOGETHER IN  
KNOWLEDGE AND IN SPIRIT”**



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ESTD. 1930

# ISLAMIA PUBLIC HIGH SCHOOL LEH

Affiliated to central Board of School Education Affiliation No. 730096



## Pupil's Diary

Name.....

Class.....Section.....

Admission No.....Date of Birth.....

Father's Name.....

Mother's Name.....

Residential Address.....

Residential Landline Phone No.....

Mobile No.....

1) Father/Guardian.....

2) Mother.....

3) Email.....

Bus No.....



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## Message from Chairman

It gives me immense pleasure to mention that Islamia Public high school Leh has to its credit the honour of bringing out the school prospectus as an important event for the school.

It holds as a mirror how the School is functioning aftermath the pandemic has struck, at a glance and the quality of learning and teaching process in operation. It reflects the competencies, the weakness and the aspiration in making the institution of highest standards.

My message to our students is fourfold. Curiosity, Courage, Confidence, Compassion, these four qualities are a good enough basis for Character building. One could have added competition and cooperation to these qualities as well. Competition with impunity, thrives best in the company of cooperation.

Whether it is formal or non-formal education family plays a critical role in preparing, motivating, supporting, complementing and reinforcing the Kids who come in this institution to learn. Families are an important stakeholders in the process of learning which can't be ignored. Parents are the precious pillars in moulding the child behaviour and leading them to be as independent and responsible citizen. I extend my best wishes for all round development and progress of the school.

Dr. Mohmmad Iqbal

## Message from Secretary

I am pleased to share that the guidance of a most supportive and enlightened Management committee, a very supportive community, dedicated staff and the blessings of the Almighty Allah Indeed, it is not only most humbling but also a privilege to be entrusted the post of General Secretary and honoured to be the member of School Management Committee, of IPS Leh.

The motto of Islamia Public High School „We Grow Together In Knowledge And Spirit.” This motto encapsulates the resilient power of our community and how much we can achieve when we work together. It is a powerful catalyst that will continue to power our vision of a braver, kinder, and better world for the coming generations that we are preparing our students to create. This is the ideal towards which we all strive.

As you all are aware, our students, staff, and families have emerged stronger and wiser through an unprecedented and challenging period, In fact, the educational offerings that we all took for granted until recently were not a practical proposition, given the inclement circumstances.

I firmly believe that we need to focus on the most important thing which is to ensure that our students' well-being is safeguarded and that they are kept engaged in the pursuits of learning and developing the faculties of the body and the mind. We need to put learning first and shape our teaching to bring out the best in the children, in our care.

Our aim is to provide a consistent and high quality education to our students and to extend it even outside and beyond the walls of the school. I am happy to acknowledge that we came up with the Facilitated Virtual Learning Program for our students by which our students continued to receive the highest quality of online education possible during the pandemic.

Our entire team is going above and beyond for which I am most appreciative of the sterling service done by the entire School Management Team and the invaluable and selfless contribution of every faculty members of IPS Leh. In these trying times they are working collaboratively to go the extra mile for the students' benefit. The entire team is using cutting edge IT and pedagogic resources to continue to support our students' learning and all-round development.

I am aware that there are many challenges along our path but I am very pleased that we have begun our shared journey off together so well. Whatever the challenges, together we will overcome and get to our destination.

To conclude, Let us keep our students as the primary focus of our work. The entire team and faculty at IPS Leh shall continue to strive to take our school and our students to even greater heights.

With best wishes

Mohammad Ayub.



## Message from Principal

The school consists of the Principal's office, Main office and Reception, Account office, Classrooms, a well-equipped Computer Department, Library, Staff room, Canteen, Infirmary, a multipurpose school Auditorium, a large play field which is used for many recreational purposes, a separate block for Kindergarten which is well equipped with educational tools for learning with fun and joy, a separate block for Junior School from classes I-V and well-furnished Laboratories for Science and Math.

The school lives up to the standards of CBSE and emphasizes the importance of hands-on learning and learning by doing to ensure a holistic development of students. Our endeavor is to enable students to develop an analytical mind, intellectual curiosity, moral integrity, a strong sense of values, a disciplined lifestyle and a feeling of championship among students that will transcend social, communal, religious and provincial prejudices.

A strong emphasis on imparting a complete and quality education in the true sense of the word, not only by way of formidably high academic standards, but also by developing all faculties – intellectual, physical and spiritual.

The school offers a variety of activities including Dramatics, Physical training, Yoga, Handball, Volleyball, Cricket, Football and Ice Hockey. Inter house competitions, cultural programs, dramatics and games are an integral part of our system of education. Opportunities for participation in extempore speaking, debating, elocution and dramatics are provided. Nature walks, Treks, Picnics and educational tours are also organized from time to time. Religious and moral education forms an integral part of the curriculum.

Our institution is an English medium school but the School lays strong emphasis on Hindi ,Urdu and Bhoti as well .The subjects offered are English, Hindi, Bhoti, Dinayat, History; Geography, Mathematics, Physics, Chemistry, Biology, Economics, Political Science, Computer Science and Artificial Intelligence.

Central Board Of Secondary Education Examination is taken at the end of Class X. The academic Year is from November till October which is divided into two terms (i) from 2nd week of December to March with a winter break of 2 and a half months. (ii) August with a summer break of 2 weeks.

The School is aware of the responsibility towards the children who need great individual attention than the others and endeavours to provide for their special need through remedial teaching.

However Parents are requested to remember that institution as the innate ability of children, their aptitude for academic work and their attitudes also have a bearing on the success of the schemes the school has designed for the program and development of the children.

Thank you for your interest and being an integral part of IPS family!

Ms. Stanzin Norzum

## **"Winners don't do different things, they do things differently."**

A school offers a student so much to explore, learn and practice and thus moulds one's life to great extent. Education is not solely about achieving great professions, but also about what you learn and what you do with your life. It's more about what person you become in your life and how you influence people in your life. Make best of what you are accessed to, to get the best in your life. Let yourself go through both failure and success which are actually needed to savour and know what you are capable of, to know your embedded potential, and you must know that you are much more than what you think you are. Challenges offer you to know your hidden potential which you are not aware of. You will get to know it only when you actually work on your challenges to get what you really want in your life. It becomes very important that you must know the difference between happiness and pleasure. Happiness gives you a sense of contentment and fulfilment which remains throughout your life for what you achieve in your life while pleasure is short-lived and not truly significant. It is indeed very important to be aware of what you really want in your life and then start giving all it takes to make it happen.

Ms. Eshey Dolkar

## **Mrs. Shahnaz parveen Teacher Co-ordinator [Junior]**

**By education, we mean an all-round development of the child, in body, mind and spirit.”**

Role of education in today's era is not only to pursue academic excellence but also requires overall development of a child. That is exactly what we try to achieve at 1.P.S rated one of the best educational institute, helping students to develop their mental, physical and social traits. The school organizes scholastic and co-scholastic activities round the year, that promote creativity and innovative thinking in students. The school activities help nurture creative bent of mind, regular sporting activities bring about physical development in them, while the yoga classes develop spiritual traits in students. The school also promotes positive character traits among students through special assemblies. Our students with so much involvement in co- curricular activities perform equally well in academics. We are also implemented digital classes, a definite edge in providing world class education to our children. Our Longview team is working together for the betterment of the society and school. Hope our devotion, hard work and sincerity will help in bringing positive change in our coming generations. I also take this opportunity to thank the parents of our school for having their faith and confidence in us. Lastly, I hope and pray that our students scale great height and keep the I.P.S. flag high.

Thank you

## Message form coordinator, Kindergarten

„If a child can't learn the way we teach, maybe we should teach the way they learn.” – Ignacio Estrada  
Being a part of the IPS family and serving as the Kindergarten Coordinator of Islamia Public School brings me great joy and makes me feel fantastic.

A preschool is a form of education that has a lasting impact on a person's life. At Kindergarten we provide playful learning methods that contribute to the student's overall development including cognitive, emotional, social, moral, psychomotor components as well as the acquisition of life skills, appropriate attitudes and values.

We assure to foster a supportive and high-quality educational environment for our pupils at school.

Shameen Tahir

## List of Holidays

<b>Day</b>	<b>Events</b>
21 <sup>st</sup> March	Nauroz
14 <sup>th</sup> April	Dr. B.R. Ambedkar jyanti
21 <sup>st</sup> April	Jumat-ul-Wida
22 <sup>nd</sup> April	Eid-ul-Fitr (2 Days)
5 <sup>th</sup> May	Buddha Purnima .
28 <sup>th</sup> June	Eid-ul-Azha
6 <sup>th</sup> July	His Holiness Birthday
28 <sup>th</sup> July	Muhoram
15 <sup>th</sup> August	Independence Day
28 <sup>th</sup> September	Milad-un-Nabi
2 <sup>nd</sup> October	Gandhi Jayanti
11 <sup>th</sup> November	Deepavali

# **GENERAL SCHOOL RULES AND REGULATIONS**

The following are some of the General Rules and Regulations for students. Please read them carefully and be familiar with them, as we expect students to be aware of them as a minimum requirement of all students who attend Islamia Public School.

## **Attendance Record**

Please be aware that the School is very strict in its requirements for attendance. Attendance is taken every morning in class and if a student's attendance record is not very good, we will ask the parents to come to the school for a conference. If a student is legitimately absent for a day or two, we require them to come to school with a letter from a parent that explains the reasons for the absence. If they do not have a letter from the parents, they will be sent back home and not allowed to attend school until they produce the letter.

## **Leaves of Absence**

On occasion there may be a legitimate reason for parents asking for leave of absence for their students. The school is very reluctant to grant such leaves but will grant them in very exceptional cases. On such occasions, a letter that fully explains the reasons for the leave must be sent to the School and addressed to the Principal. It may be necessary for the parents to also have a conference with the Class Teacher, Principal and the child before the leave is granted. No leave for more than six days will be granted. Such a leave will be granted only once in an academic year. Students who extend such leaves may have to be withdrawn from the school.

# THE SCHOOL FEES SCHEDULES AND RULES

There are three regular fees that the parents have to pay upon admission of the child to IPS. These are as follows:

## **The School Tuition Fees**

These are paid on a monthly basis before tenth of every month and there after late fees will be charged.

## **Session Fees**

These fees are to cover the cost of expenses that are incurred during the examination period. They have to be paid only once a year, and the time of this payment is during the month of April.

## **Bus Fees**

These are applicable only to students who take the School Bus and must be paid on a monthly basis by the parents.

Please understand that IPS is entirely dependent on the timely payment of school fees by parents for its running. If you do not pay them on time, Late Fee will be Charged.

## **Delays in Fee Payments**

Parents who do not pay their children's fees for three months will be asked to withdraw the student from the School and the usual Admission Fees will apply if they wish to re-admit their children and such application is accepted by the School Administration. And no reminders will be sent to the parent regarding payment of school tuition fee.



# STUDENT CODE CONDUCT

**Non-negotiable breach of conduct:** The School shall expel a student if he or she violates any of the following.

- Shows disrespect to any staff member of the school either verbally or physically.
- Is involved in an act of bullying.
- Involved in possession and/or use of cigarettes, alcohol, drugs or any substance forbidden by law.
- Involved in sexual misconduct.
- Cutting School bounds.
- Instigating students in anti-establishment activities.

## **Prohibited Items**

Students are NOT allowed to possess electronic devices, electrical gadgets, jewellery, money, credit or debit cards, dangerous items and substances such as matches, aerosols, cigarettes, alcohol, drugs, fireworks, knives, and chemicals forbidden by law.

## **Learning Environment**

Students shall consider the classroom (including labs, library and activity rooms) to be a sacred space in their learning environment. Classroom notice boards will be used effectively for display by students or staff to enhance and share their learning. Furniture will be aligned appropriately, books and bags kept in a suitable place, display work preserved and litter thrown in the garbage bin. Students will be quiet and settled in their seats. Students shall not miss classes, or leave the classroom without being excused by the teacher. Students shall be responsible for protecting the Smart Class (and any other technological) devices.

## **The Academic Year**

The school year begins on or about the 1<sup>st</sup> of March and concludes in the first or second week of December of every year. Please note that the school is very strict in requiring all students to be present at the starting and ending of every academic year. Students will not be excused, either for late returns or early departures. Parents are required to make arrangements adequately in advance for air tickets, etc. In case a student returns late or leaves early without permission, the School reserves the right to deny re-admission. The grant of prior permission will depend on the seriousness of the reasons for the absence, the student's academic performance, overall attendance record and his or her disciplinary record.

## **School Hours**

The regular hours for school are 9:30 A.M. to 3.30 P.M. unless different hours are specified because of extra-curricular activities. In the morning, the gates will close at 9:30 A.M. sharp and will not reopen until after attendance is taken. Disciplinary actions will be taken against Students who are regularly late.

## **Houses**

The School is divided into four Houses for the purposes of planning, intra-school competitions, peer monitoring and so forth. Each student will be assigned a House and will remain a part of the House until they leave the School.

## **Uniforms**

IPS has prescribed uniforms and these must be worn in School at all times. Students who do not wear their proper uniforms or whose uniforms are incomplete, dirty or torn will be asked to leave the School and return after their uniforms are complete.

# School Uniform

## For Kindergarten

<b>Summer</b>	1. Track suits
	2. T-shirt full sleeves (light blue) with navy blue collar
<b>Winter</b>	1. Track suit
	2. High neck (dark blue) with blue stripes

## For whole School

Socks	Winter : woollen socks Summer: cotton socks
Cap (Summer) (boys + girls)	Dark blue cap
Cap (Winter)	Dark blue woollen cap
Hijab	Sky blue cotton stuff (1 <sup>st</sup> to 10 <sup>th</sup> ) (girls)
Shoes (boys+girls)	Velcro shoes black
Blazers (House captain)	Maroon

## For 6<sup>th</sup> – 10<sup>th</sup> (Senior)

Summer	girls: Tunic + sky blue shirt + navy blue plain trousers (straight) + neck tie boys: Checked trousers + sky blue shirt V-neck half sleeves sweater (navy blue) with sky blue border
Winter	girls: Tunic + navy blue high neck with sky blue stripes + navy blue pants (straight) + Blazer (navy blue) boys: Checked trousers + navy blue high neck with sky blue stripes + Blazer (navy blue)

## For 1<sup>st</sup> – 5<sup>th</sup> (Junior)

Summer (boys+ girls)	Checked trousers with light blue collar shirt Navy blue tie V- neck (navy blue) half sleeves sweater with sky blue border
Winter (boys+ girls)	Checked trousers with high neck (navy blue) with sky blue stripes on neck Navy blue jacket
Saturday uniform	Track suit (navy blue) with sky blue stripes Full sleeves T- shirt T- shirt (navy blue) T- shirts will come in four different colours, according to the houses

# Activity Planner

## Kindergarten

S. NO.	Month	Sports Activity
1	March	1) Kick the ball. 2) Frog jump race.
2	April	Spoon Race.
3	May	Pick the toy and Run.
4	June	50 metre Race
5	July	Balloon Bursting
6	August	Tug of War
7	September	Sack Race

## Junior Wing

S. NO.	Month	Sports Activity
1	March	Spoon Race, Sack Race
2	April	Three Leg Race, Relay Race
3	May	100m Race, 200m Race
4	June	Tug of War, Trekking
5	July	Yoga
6	August	Shuttle Run, Football
7	September	Balloon Bursting, Cricket, Kabaddi

## *Senior Wing*

<b>S. NO.</b>	<b>Month</b>	<b>Sports Activity</b>
1	March	Handball boys and girls
2	April	Volleyball boys and girls
3	May	Football boys and girls
4	June	100m, 200m, 400m race boys
5	July	Rafting, climbing and trekking
6	August	Cricket for boys and girls
7	September	Long jump, discuss

# Date Sheet for Kindergarten

## *Evaluation -1 (E-1) April*

Date	Nursery A+B	LKG A+B	UKG A+B
	English	English	Maths
	Hindi	Maths	English
	EVS	Urdu/Bodhi	Hindi
	Maths	EVS	Urdu/Bodhi
		Hindi	EVS

## *Evaluation-2 (E-2) June*

Date	Nursery A+B	LKG A+B	UKG A+B
	English	English	Maths
	Hindi	Maths	English
	EVS	Urdu/Bodhi	Hindi
	Maths	EVS	Urdu/Bodhi
		Hindi	EVS

## *Evaluation-3 (E-3) October*

Date	Nursery A+B	LKG A+B	UKG A+B
	English	English	Maths
	Hindi	Maths	English
	EVS	Urdu/Bodhi	Hindi
	Maths	EVS	Urdu/Bodhi
		Hindi	EVS

# Date Sheet

## Periodic Test-I Date Sheet (Class 1<sup>st</sup> to Class 5<sup>th</sup>)

April Date	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	Urdu/ Bodhi	Maths	Hindi	English	Maths
	Maths	EVS	English	Urdu/ Bodhi	Hindi
	English	Hindi	Maths	EVS	Urdu/ Bodhi
	EVS	English	Urdu/ Bodhi	Maths	EVS
	Hindi	Urdu/ Bodhi	EVS	Hindi	English

## Periodic Test-I Date Sheet (Class 6<sup>th</sup> to Class 10<sup>th</sup>)

April Date	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
	English	Science	Hindi	S. Science	Maths
	Maths	Urdu/ Bodhi	Science	Urdu/ Bodhi/ Hindi	English
	S. Science	Hindi	English	Science	S. Science
	Urdu/ Bodhi	English	Maths	English	Science
	Science	S. Science	S. Science	Maths	Urdu/ Bodhi/ Hindi
	Hindi	Maths	Urdu/ Bodhi		



# Date Sheet

## Periodic Test-II Date Sheet (Class 1<sup>st</sup> to Class 5<sup>th</sup>)

August Date	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	Maths	Urdu/ Bodhi	English	Bodhi/ Urdu	English
	English	Hindi	Maths	EVS	Bodhi/ Urdu
	Urdu/ Bodhi	Maths	EVS	English	Hindi
	EVS	English	Hindi	Maths	EVS
	Hindi	EVS	Urdu/ Bodhi	Hindi	Maths

## Periodic Test-II Date Sheet (Class 6<sup>th</sup> to Class 10<sup>th</sup>)

August Date	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
	English	S. Science	English	Bodhi/ Urdu/ Hindi	Maths
	Urdu/ Bodhi	Hindi	S. Science	Maths	Science
	Maths	Science	Hindi	English	Bodhi/ Urdu/ Hindi
	Science	Urdu/ Bodhi	Maths	S. Science	English
	S. Science	English	Urdu/ Bodhi	Science	S. Science
	Hindi	Maths	Science		

# Date Sheet

## Term 1 Date Sheet (Class 1<sup>st</sup> to Class 5<sup>th</sup>) June

Date	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	English	Maths	EVS	Hindi	Maths
	Maths	English	Bodhi/ Urdu	EVS	Hindi
	Urdu/ Bodhi	EVS	Hindi	Maths	English
	EVS	Hindi	Maths	English	Urdu/ Bodhi
	Hindi	Urdu/ Bodhi	English	Urdu/ Bodhi	EVS

## Term 1 Date Sheet (Class 6<sup>th</sup> to Class 10<sup>th</sup>) June

Date	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
	S. Science	Maths	Science	Hindi/ Urdu/ Bodhi	English
	Hindi	English	S. Science	Science	Maths
	Maths	Urdu/ Bodhi	English	S. Science	Science
	Science	S. Science	Hindi	Maths	S. Science
	English	Science	Bodhi/ Urdu	English	Hindi/ Urdu/ Bodhi
	Urdu/ Bodhi	Hindi	Maths		

# Date Sheet

## Term 2 Date Sheet (Class 1<sup>st</sup> to Class 5<sup>th</sup>) October

Date	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	Urdu/ Bodhi	English	Maths	English	EVS
	Maths	EVS	English	Urdu/ Bodhi	Hindi
	EVS	Hindi	Urdu/ Bodhi	Maths	English
	English	Maths	Hindi	EVS	Urdu/ Bodhi
	Hindi	Urdu/ Bodhi	EVS	Hindi	Maths

## Term 2 Date Sheet (Class 6<sup>th</sup> to Class 10<sup>th</sup>) October

Date	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
	S. Science	Maths	Science	Hindi/ Urdu/ Bodhi	English
	Hindi	English	S. Science	Science	Maths
	Maths	Urdu/ Bodhi	English	S. Science	Science
	Science	S. Science	Hindi	Maths	S. Science
	English	Science	Bodhi/ Urdu	English	Hindi/ Urdu/ Bodhi
	Urdu/ Bodhi	Hindi	Maths		

## Teacher's Remarks

Date	Reason	Teachers Signature	Parent's/ Guardian's Signature

# Parent's Remarks

Date	Reason	Parent's/ Guardian's Signature	Teacher's Signature

## School Song

Skitpo Nati Fayoul  
Gangri Skorve Ladakhs  
Gaamo Nati Lobda  
Islam Public Lobta  
Khanrabs Chamstang Steve  
Gayrgan Khaspa Mangpo  
Rignas Norbooe Pangzot  
Nati Islam Lobta  
Gayrgan Zangpoi Labcha  
Maa jet it la khurain  
Pham Zangpoi Kasal  
Tus gyun samesla khurain  
Lobda Chhangmay nangna  
Ning shos nati Lobta  
Chhosrig a-va maitkhan  
Nati Islam Lobta  
Khal chay lampoi Tamzang  
Yarabs xangpoi luksol  
Nachhoks rigpay tairzot  
Nati Islam Lobta  
Sningna chaklas zatkan  
Lobday daldik chhokspa  
Thundail zangpay chhakbu  
Nati Islam Lobta  
Youlla jabstok gangschan  
luva happo jangs shik  
Chogsrig Thundail zangpoi  
Nati Islam Lobta

## National Anthem

Jana-Gana- Mana- Adhinayaka,  
Jaya Hey  
Bharata - Bhagya - Vidhata  
Punjab-Sindhu-Gujarata-Maratha  
Dravida - Utkala - Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchhala- Jaladhi Taranga  
Tava Subha Name Jage  
Tava Subha Ashisa Mange  
Gahe Tava Jaya Gatha.  
Jana-Gana-Mangala Dayaka, Jaya Hey  
Bharata - Bhagya - Vidhata,  
Jaya He, Jaya He, Jaya Hey,  
Jaya, Jaya, Jaya, Jaya Hey

## Pledge

India is my country.  
All Indians are my brothers and sisters.  
I love my country  
and I am proud of its rich and varied heritage.  
I shall strive to be worthy of it.  
I shall respect my parents,  
teachers and all elders and treat everyone with  
courtesy.  
To my country and all my people,  
I pledge my devotion.  
In their well being and prosperity alone lies my  
happiness.

Date.....

Day.....

Subject	Home Work

Signature of Parent/Guardian  
Class Teacher

Signature of



# Time Table

Days	1	2	3	4	5	6	7
<b>MON</b>							
<b>TUE</b>							
<b>WED</b>							
<b>THUR</b>							
<b>FRI</b>							
<b>SAT</b>							

# Time Table

Days	1	2	3	4	5	6	7
<b>MON</b>							
<b>TUE</b>							
<b>WED</b>							
<b>THUR</b>							
<b>FRI</b>							
<b>SAT</b>							