



**Welcome to the  
Senior Secondary  
Orientation Programme  
2024-25 - Grade 12**

## IMPORTANT: Kindly Note-

- ❖ MICS on mute. 
- ❖ Queries in the chat at end of the session. 

# *Senior School Supervisor - Grade 11 & 12*



**Mr. Shyam Kodanda**

**Phone no. +971 544448329**

**Email ID: [seniorschoolsupervisor@credencehighschool.com](mailto:seniorschoolsupervisor@credencehighschool.com)**

## SCHOOL MOTTO

**"Character is destiny"**



## SCHOOL VISION

**“To be an institution that nurtures free and happy minds thereby empowering students to excel and contribute to the society in the field of their choice.”**



# Head of the Departments



<b>SUBJECT</b>	<b>HEAD OF THE DEPARTMENT</b>
<i>English</i>	<i>Mr. Shyam K.</i>
<i>Mathematics</i>	<i>Ms. Varsha Kulkarni</i>
<i>Science</i>	<i>Mr. Jojit Siddharthan</i>
<i>Computer Science</i>	<i>Ms. Dolly Khade</i>
<i>Commerce</i>	<i>Ms. Fabitha Faisal</i>
<i>Physical Education</i>	<i>Mr. Vijesh Nair</i>
<i>Islamic Studies</i>	<i>Mr. Mushtaq Ahmed</i>

# Class Teachers & Co-Class Teachers - Grade 12



Class & Sec	Class Teacher	Co-Class Teacher
<i>12 A</i>	<i>Ms. Thamizhmani</i>	<i>Ms. Varsha</i>
<i>12B</i>	<i>Ms. Georgina</i>	<i>Mr. Mushtaq</i>
<i>12C</i>	<i>Ms. Fabitha</i>	<i>Dr. Subhadra</i>
<i>12 D</i>	<i>Ms. Malyashree</i>	<i>Mr. Jojit</i>
<i>12E</i>	<i>Ms. Sheethal</i>	<i>Ms. Dolly</i>



# REGULAR SCHOOL TIMINGS

GRADES	DAYS	SCHOOL WORKING HOURS		SCHOOL BUS DEPARTURE TIME
		START TIME	END TIME	
PreKG - KG 2	Monday to Thursday	7:45 AM	11:45 AM	11:55 AM
Grade 1 - 12	Monday to Thursday	7:45 AM	2:10 PM	2:25 PM
PreKG - 12	<b>Friday</b>	<b>7:45 AM</b>	<b>11:25 AM</b>	<b>11:40 AM</b>
Grades 4 - 12	Tuesday & Thursday (Voluntary Day-Boarding/Enrichment Classes / Extra Classes / Catch-up Classes) *	7:45 AM	3:50 PM	4:00 PM





- ❖ Extra classes is held on Tuesdays and Thursdays (2.30 pm to 3.50 pm).
- ❖ Catch up classes is held on Mondays and Wednesdays .(2.30pm- 3.50 pm) for selected students.
- ❖ These classes are mandatory.
- ❖ Students should refrain from absenting themselves from extra classes as the portions will be completed during these periods.





# **GENERAL RULES TO BE ADHERED TO.....**



# ATTENDANCE /LEAVE/ EARLY DEPARTURE



- All students must attend school regularly and punctually.
- As per CBSE Bylaws a student must have a minimum of 75% attendance to be eligible for the (Board Examination).
- If your ward is absent for the day, the parent must inform the class teacher by sending a mail through the school portal (Cloud 9) latest by 7:00 AM on that particular day.
- **IMPORTANT - IN CASE OF EARLY DEPARTURE, THE PARENT MUST SEND A MAIL THROUGH THE SCHOOL PORTAL TO THE SCHOOL RECEPTION AND TRANSPORT BEFORE 10AM.**



# UNIFORM POLICY

- Kindly make sure that your ward(s) wears the school uniform on all days except on the days when they have Physical Education classes.
- They should refrain from coloring their hair and wearing accessories, lipstick/lip balm, or nail polish.
- It is important for the boys to maintain a neatly trimmed hairstyle. Girls should neatly tie up their hair to sport a professional look.

# STUDENT COUNCIL



The student council is a team of members selected for responsible posts assigned by the school to develop leadership skills so that the school functions smoothly.

## SELECTION PROCEDURE

### *Round 1*

- Nomination forms to be filled in by students by using the registration link

### *Round 2*

- Interview of the students by the members of the student council selection committee.

### *Round 3*

- *Video Manifesto*, Declaring the candidates through the PE google classroom, Holding of elections, Declaration of the Student-council through PA system

### *Investiture Ceremony*



## ROTATIONAL LEADERSHIP (GRADE LEVEL)



Every class has a set of leadership roles, wherein each student gets the opportunity to lead his/her class over a period of time. Like-Mindfulness facilitator, Attendance facilitator, Safety facilitator, Class Monitor

## STUDENT'S COUNCIL (SCHOOL LEVEL)

Students from grade 2 onwards get a chance to be a part of the Student's Council Team. Young leaders take part in the welfare of the school and carry out various responsibilities as of becoming a Wellbeing ambassadors, Eco-leaders, School Head boy/Head girl.

## BUS MONITORS (In each bus)

A bus monitor works on a school bus for every route to check on the wellbeing of the students on and off the bus. A bus monitor ensures that all the students follow the bus safety rules and regulations. For eg- No use of technological devices/wearing of seat belts etc.





# CLASSROOM BEHAVIOUR POLICY

- Encourage your ward to arrive on time for class assemblies and adhere to break times, promoting a smooth start and continuation of the school day.
- Stress the importance of active participation in class activities as instructed by teachers, fostering a supportive learning environment.
- Remind your ward to dress modestly and behave appropriately during celebrations or class parties, reflecting positively of themselves and the school community.

# HOMework POLICY



- Each subject comes with a structured homework timetable tailored to the curriculum.
- Teachers carefully distribute assignments to ensure students aren't overwhelmed while fostering a sense of time management.
- All students are requested to complete their HW assignments on time and submit them as instructed by the subject teacher.



# HOMWORK SCHEDULE



Subject	Grade 12
Math/Applied Math	Twice a week
English	Twice a week
Physics/Chemistry/Biology	Twice a week
Accountancy/Economics	Twice a week
CS/Psychology/IP/Painting/Business Studies	Once a week
Islamic Studies	Once a week

# ELECTRONIC DEVICES POLICIES



## LAPTOP OR TABS:

- Device is to be used for educational purposes only.
- Battery is to be fully charged at home.
- All student work is to be backed up to personal use or external drive, not less than once per fortnight.
- Grade 12 will be allowed to get the device only on Thursday.

## MOBILE PHONES:

- Use of mobiles is strictly not permitted.
- If a student needs to get his/her phone to school, the parent should send an email to the class teacher.
- After approval, the phone must be deposited with the class teacher before assembly and collected during dispersal.
- Student should refrain from using the phone in the bus.
- Where a student fails to follow the teacher's instructions, they may be subject to the sanctions laid out in the Code of Behaviour.
- Inappropriate use of MOBILE will result in the phone being confiscated.
- The phone will be given back to the student at the end of academic term (or when the student is leaving) and a report will be given to the Principal.



# COMMUNICATION CHANNELS

Whatsapp and  
Email

Virtual/ Face  
to Face PTM



# COMMUNICATION

Weekly Update  
*Sent every Friday*

SMS/Telephone  
call

Subject  
Google  
classrooms

School  
Portal  
*Cloud 9*





## Communication-Cloud 9 parent portal

- ALL MAILS AND IMPORTANT INFORMATION WILL BE COMMUNICATED ONLY THROUGH THE SCHOOL PORTAL.
- REQUEST FOR LONG LEAVE (any leave of more than 2 consecutive days) - PARENT HAS TO SEND A MAIL TO THE PHASE SUPERVISOR AND APPROVAL SHOULD BE OBTAINED FROM THE PRINCIPAL.
- SMS WILL BE SENT FROM THE ADMIN DEPARTMENT FOR ANY IMMEDIATE INFORMATION.

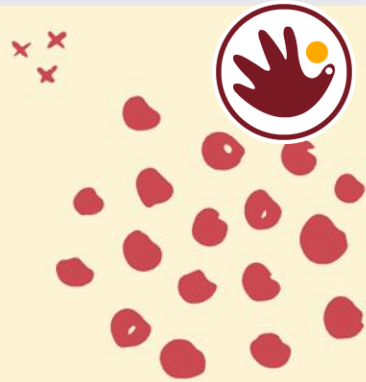
Link:: <https://www.credencehighschool.com/parent-portal-guidelines.html>



# *School official whatsapp group*



- WHATSAPP GROUP IS CREATED FOR ALL SECTIONS.
- THE PURPOSE OF THE GROUP IS TO GIVE REMINDERS TO THE PARENTS ABOUT THE ACTIVITIES HAPPENING IN SCHOOL (IMPORTANT CIRCULARS, CAMPS, HOLIDAYS, EXAM DATES ETC.)
- ONLY THE SCHOOL ADMIN WILL BE ABLE TO POST IN THESE GROUPS.
- IF ANY PARENT NEEDS ANY URGENT HELP, THEY MUST MESSAGE THE CLASS TEACHER /PHASE SUPERVISOR PERSONALLY THROUGH THE SCHOOL PORTAL (Cloud 9)
- FOR ANY OTHER QUERY PARENT MUST WRITE THROUGH THE SCHOOL PORTAL ONLY.



# TRANSPORT

- Own Transport - Inform parent to drop and pick up on time
- School transport - School Bus guidelines
- Link <https://www.credencehighschool.com/school-bus-transport-guidelines.html>

Transport Manager - Mr. Tasleem

[transport@credencehighschool.com](mailto:transport@credencehighschool.com) +971527965785







**Personalized Learning**

**Gamification of Learning**

**Active Learning**

**Small Group Discussions**

**Blended Learning**

**Inquiry based Learning**

# **INNOVATIVE TEACHING STRATEGIES**

**Flipped Classroom Projects**

**Team Based Learning**

**Peer Assisted Learning**

**Computer Assisted Method of Teaching**

**Mnemonics**

**Problem Based Learning**

# Use of digital tools in teaching and learning



ClassDojo



QUIZZZ



Mentimeter



# **COUNSELLING SERVICES & PASTORAL CARE**



**Build Strong Relationships**



# Strategies to Prioritize Student Mental Health

[www.thepathway2success.com](http://www.thepathway2success.com)

**Daily Emotions Check-in**



**Conference Individually**



**Practice Coping Skills**



**Give Brain Breaks**



**Daily Morning Meeting Time**



**Teach Positive Self-Talk**

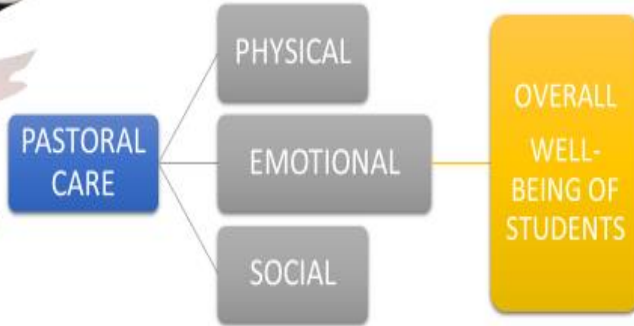






# What is pastoral care?

A whole-school strategic and operational approach to foster an atmosphere that is conducive for learning.





# Behaviour management

## Policy



- Well-defined behaviour policy in place outlining the expected behaviour
- Behaviour contract for students

## Behaviour chart



Behaviour charts in class are in place to monitor students' behaviour



## Rewards



- Following are the rewards for positive behaviour:
- Good behaviour certificate
  - Badges
  - Appreciation note to parent
  - P.E or Library pass

## Sanctions



- Verbal warning by teachers / phase supervisor
- Behaviour reflection log – with phase supervisor and counsellor
- Intervention by counsellor
- Conference with parents



# CAREER COUNSELLING SERVICES

- All updates regarding career fairs, contact details of higher education consultants, career sessions will be made available on the **Career guidance google classroom**.
- Regular **career guidance sessions** are organised in collaboration with International Higher Education Consultants.
- **Aptitude tests, career fairs, workshops, summer internships and volunteer programmes** are organised regularly to facilitate students to make informed career choices and support them in the process.
- **Career counselor, Dr. Subhadra** is available on all school working days to guide students.





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# ASSESSMENTS



# Assessment Schedule - 2024-2025

EXAM	DATE
Periodic Review -1	3rd June- 12th June 2024
Half Yearly	7th - 18th October 2024
Pre-Board-1	25th Nov - 9th Dec 2024
Pre-Board-2	8th Jan 2025
CBSE BOARD Practicals	Last week of Jan and first week of Feb 2025
CBSE BOARD Exam	Tentatively from Feb 2025

**CREDENCE HIGH SCHOOL : ASSESSMENT POLICY : 2024-25 : Grades : XII**

<b>CBSE Subjects</b>	<b>Assessment Details</b>	<b>Time</b>	<b>Marks</b>	<b>Dates</b>
<b>1.English</b>	PR-1	(2 Hours)	50 Marks	June
	Half-Yearly	3 Hours	70/80 Marks	October
<b>2. Mathematics/Applied Math/Informatics Practices/Painting</b>	Practical Exam/ASL	3 Hours	30/20 Marks	November
	Pre-Board-1	3 Hours	70/80 Marks	November- December
<b>3. Physics/ Business Studies</b>	Pre-Board-2	3 Hours	70/80 Marks	January
	External Board Practical Exam/ASL/Project/Viva	3 Hours	30/20 Marks	January-February
<b>4. Chemistry/ Accountancy</b>	CBSE Board Exams	3 Hours	70/80 Marks	February-March
<b>5. Economics/Computer Science / Biology/ Psychology</b>	<b>Multiple Assessments :</b> <ul style="list-style-type: none"><li>· Chapter-wise Post Assessments</li><li>· Quizzes</li><li>· Concept maps &amp; graphic organizers</li><li>· Class discussion/Group Discussions</li><li>· Reading and Speaking Assessment</li><li>· Class &amp; Home assignments/tasks</li><li>· Self &amp; peer-assessments</li></ul>			Throughout the year
<b>6. Physical Education</b>				

# Board Examinations

SUBJECTS	BOARD EXAM		
	THEORY	PRACTICAL/PROJECT/OTHER	MARKS
ENGLISH	80	ASL	20
MATH/APPLIED MATH	80	INTERNAL ASSESSMENT 1.Periodic Tests ( Best 2 out of 3 tests conducted) -10 Marks 2.Mathematics Activities -10 Marks	20
PHYSICS/CHEMISTRY/BIOLOGY/INFORMATICS PRACTICES/COMPUTER SCIENCE/PSYCHOLOGY/PHYSICAL EDUCATION	70	PRACTICAL , PROJECT AND VIVA	30
ACCOUNTANCY/BUSINESS STUDIES/ECONOMICS	80	PROJECT AND VIVA	20
PAINTING	30	PRACTICAL,PROJECT AND VIVA	70





# TYOLOGY OF QUESTIONS



<b>(Classes XI-XII)</b>		
<b>Particulars</b>	<b>Academic Session 2023-24</b>	<b>Academic Session 2024-25</b>
Composition of question paper for year-end examination/ Board Examination (Theory)	<ul style="list-style-type: none"><li>• Competency Focused Questions in the form of MCQs/ Case Based Questions, Source-based Integrated Questions or any other type = 40%</li><li>• Select response type questions (MCQ) = 20%</li><li>• Constructed response questions (Short Answer Questions/Long Answer type Questions, as per existing pattern) = 40%</li></ul>	<ul style="list-style-type: none"><li>• Competency Focused Questions in the form of MCQs/ Case Based Questions, Source-based Integrated Questions or any other type = 50%</li><li>• Select response type questions (MCQ) = 20%</li><li>• Constructed response questions (Short Answer Questions/Long Answer type Questions, as per existing pattern) = 30%</li></ul>



## ASSESSMENTS AT CREDECE MOE Subjects

### Islamic Studies

Unit/Chapter Test before starting & after completing a new unit/Chapter  
(5 Marks)

Research based Projects  
(Summer Break)  
(5 Marks)

Class & Home tasks, activities and Notebooks  
(5 Marks)

ISBT  
(May & Jan)  
(5 Marks)

Half-Yearly Examination  
(October)  
(40 Marks)

Annual Exams  
(Feb)  
(40 Marks)

### Moral, Social & Cultural Studies (MSC)

Project & Activities  
(40 Marks)

Half-Yearly Examination  
(October)  
(30 Marks)

Annual Exams  
(Feb)  
(30 Marks)

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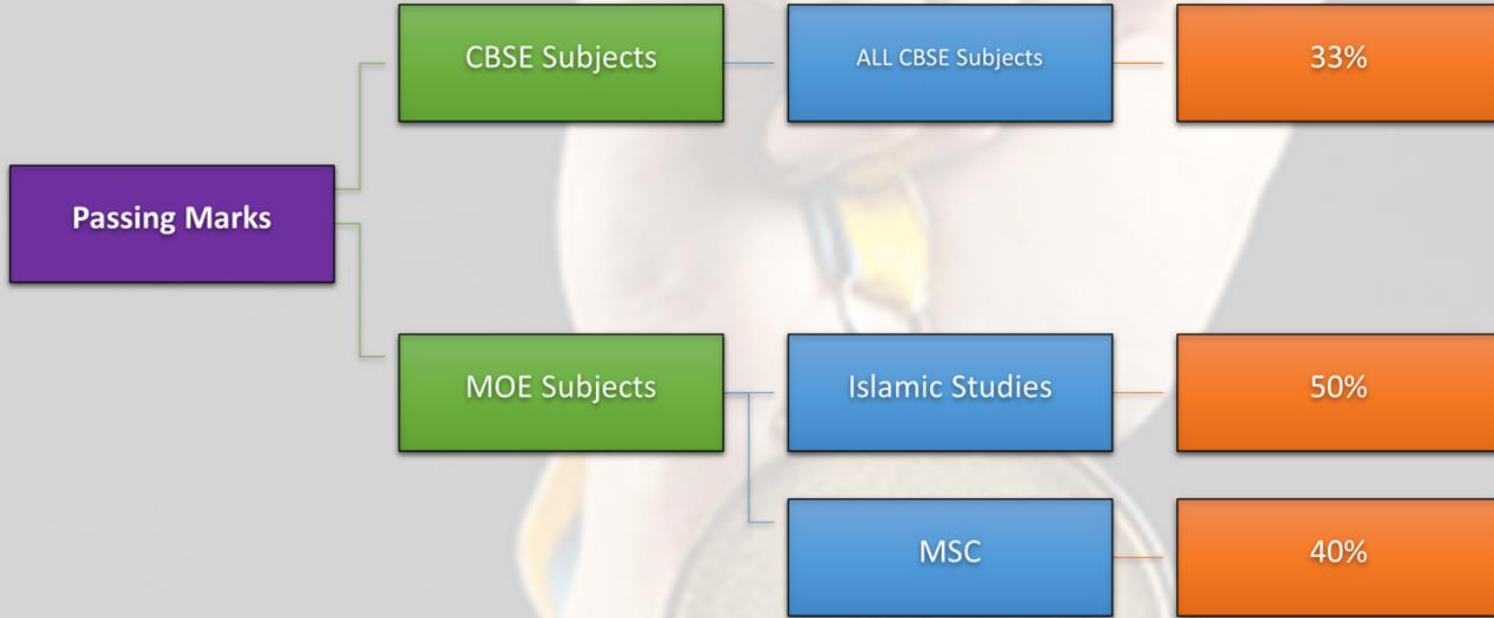
Promotion Policy





# MANDATORY REQUIREMENTS

<b>MANDATORY REQUIREMENTS</b>	<b>ATTENDANCE REQUIREMENT</b>
<p>Appearing in Periodic Reviews, Half yearly examination and Pre Board Examinations is mandatory.</p>	<p>Minimum 75% attendance during the academic year.</p>





## PROMOTION RULES : GRADE 12

### Promotion:

- In order to be declared pass, a student must secure :
  - **33% in each CBSE subject** in the **board examination** as well as in the **Internal Exams/Board Practical/Projects**
  - **50% in Islamic Studies (For Muslim Students Only)** and **40% in MSC** in cumulative score.
  - **75% attendance** in the academic year.

### Compartment(Retest) :

- Students will have to appear for compartment Exam if :
  - He/she fails to secure **33% in one CBSE subjects** in the **board examination**
  - He/she fails to secure **50% in Islamic Studies** or **40% in MSC** in cumulative score

### Detained:

- If a student secures **less than 33%** in **more than one CBSE subjects** in the board examination or in the internal exams/Practical/Project, the student will be **detained (repeat the same class)**.

# **IMPORTANT UPDATES**



**Check the School Website for regular  
updates**

**<https://www.credencehighschool.com>**

**and for important dates**

**<https://www.credencehighschool.com/important-dates.html>**

# *Admin working hours*



- **REGULAR TIMINGS FOR ACCOUNTS AND STORE (BOOKS AND UNIFORM)**

**MONDAY TO FRIDAY (7:45 AM TO 4:00 PM)**

**SATURDAY (9:00 AM TO 4:00 PM)**

- **CLOSED ON SUNDAYS**







# NON NEGOTIABLES

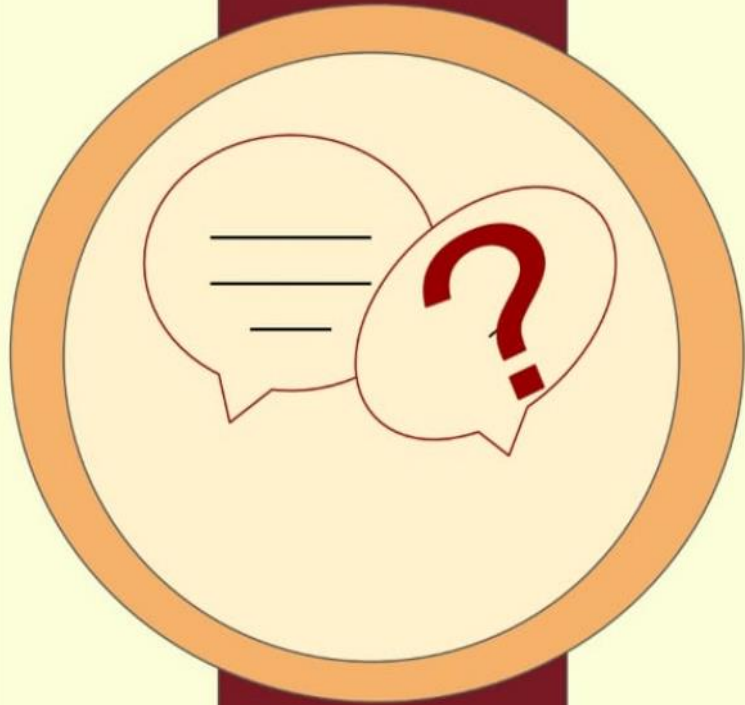
**Please discuss the following essential points with your child**

- ★ Wear correct uniform and packing school bag as per the time table everyday
- ★ Attend school regularly. Absenteeism causes learning difficulties
- ★ Devote 1-2 hours to studies everyday and completing homework in time
- ★ Use the prescribed course books and notebooks. Do not rely solely on google classrooms.
- ★ Bring devices as per the BYOD policy. Use the device responsibly in school and at home

**As parents you must**

- ★ check the portal and weekly update to keep up with academics and other activities at school
- ★ stay in regular contact with teachers regarding your child's academic progress. You need not wait for PTM to discuss your concerns





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**KEEP YOURSELF UPDATED BY FOLLOWING US ON :**



**FACEBOOK :**

<https://www.facebook.com/credencehighschool>



**INSTAGRAM:**

[https://www.instagram.com/credence\\_highschool/](https://www.instagram.com/credence_highschool/)



**X:**

[https://x.com/credencehigh?s=11&t=whcs9\\_rEU3khfHmnizZoKA](https://x.com/credencehigh?s=11&t=whcs9_rEU3khfHmnizZoKA)



**YOUTUBE:**

<https://www.youtube.com/channel/UCz4uJbyCl1DMCxD7ihiSYVA>

Thank You

