



**The Link 2024 aims at providing all the information regarding the new academic session 2024-2025. In case of any further queries, you may call our Helpline 9876612300.**

**General Instructions**

# New-Session begins

The academic session 2024-25 will commence as per the given schedule

## Sector-20, Panchkula

Cocoon & Cocoon+	April 02,2024	Special Schedule*
Nursery	April 03,2024	9.10 a.m to 01.20 p.m
K.G, I & XII	April 03,2024	9.10 a.m to 01.20 p.m
II - X	April 04,2024	8.10 a.m to 02.30 p.m

### Please Note:

1. After the special schedule the timings for Cocoon to Nursery would be as follows:

Cocoon : 9.30 a.m. to 12.30 p.m

Cocoon+ : 9.10 a.m. to 01.20 p.m

Nursery : 9.10 a.m. to 01.20 p.m

2 All Saturdays will be off for classes Cocoon to II , XI & XII.

3. The first and third Saturdays of each month will be working Saturdays for Classes III to X and timings would be 08.10 am to 01.15 pm

## Suncity, Sector-20, Panchkula

Cocoon	April 06,2024	Special Schedule*
Cocoon+	April 02,2024	Special Schedule*

### Please Note:

1. After the special schedule the timings for Cocoon & Cocoon+ would be as follows: Cocoon : 10.00 a.m. to 1.00p.m

Cocoon+ : 9.30 a.m. to 01.40 p.m

2. All Saturdays will be off for classes Cocoon and Cocoon+.

\*Special Schedules would be intimated to the parents separately.

# New Session Begins

## Sector-29, Panchkula

Cocoon & Cocoon+	April 02,2024	Special Schedule*
Nursery, K.G & I	April 04,2024	8.35 a.m to 12.35 p.m
II onwards	April 04,2024	8.35 a.m to 02.40 p.m

### Please Note:

1. After the special schedule the timings for Cocoon+ would be 8.35 a.m. to 12.35 p.m.
- 2 All Saturdays will be off for classes Cocoon+ to II.
3. The first and third Saturdays of each month will be working Saturdays for Classes -III onwards and timings would be 08.35 am to 01.25 pm.

## Savitri Greens-II, Zirakpur

Cocoon & Cocoon+	April 02,2024	Special Schedule*
Nursery & KG	April 04,2024	9.30 a.m to 01.30 p.m
I	April 04,2024	8.10 a.m to 01.30 p.m
II - X	April 03,2024	8.10 a.m to 02.30 p.m
XI - XII	April 04,2024	8.10 a.m to 01.30 p.m

### Please Note:

1. After the special schedule the timings for Cocoon and Cocoon+ would be : 9.30 a.m. to 01.30 p.m
- 2 All Saturdays will be off for classes Cocoon to II, XI & XII.
3. The first and third Saturdays of each month will be working Saturdays for Classes -III to X and timings would be 08.10 am to 01.30 pm

**\*Special Schedules would be intimated to the parents separately.**

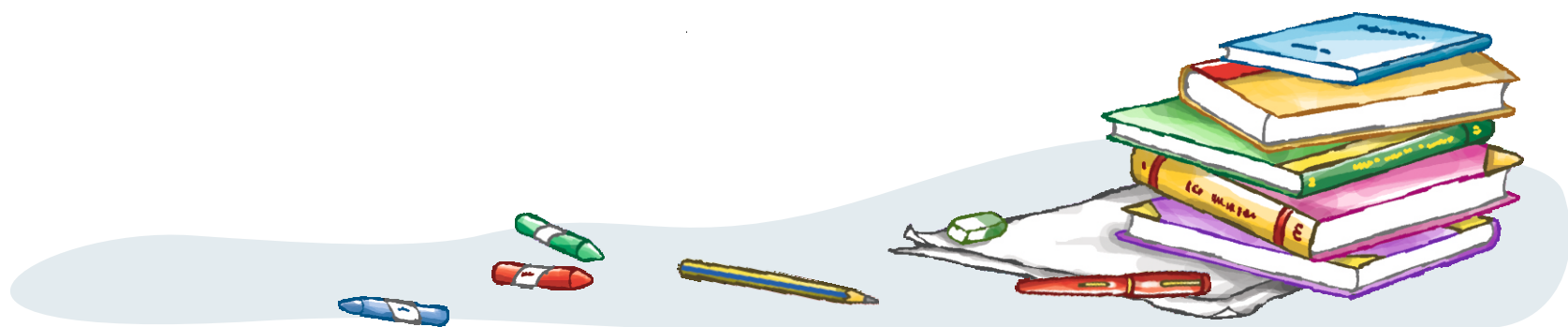
# New Session Begins



# Stationery Deposit Detail

Class	Guidelines for Parents
Cocoon	Deposit all items
Cocoon+	Deposit all items
Nursery	Deposit all items except the Apron , Napkin & Folder
K.G	Deposit all items except Eng Book-1, Math Book -1, Hindi Book -1, KUW-1, Plastic Crayons, Napkin, Apron, Folder , Pencils and Erasers
I	Deposit all items except Eng Book-1, Math Book -1, Hindi Book -1, KUW-1, Plastic Crayons, Folder, Pencils and Erasers
II	Deposit all items except Eng Book-1, Math Book -1, Hindi Book -1, KUW-1, Plastic Crayons, Folder, Pencils and Erasers

- The books and stationery for the new session may be purchased from any outlet. The list of the same is available at the school's website.
- Please label all the items before depositing.



**Stationery Deposit Detail**

# Stationery Deposit Schedule

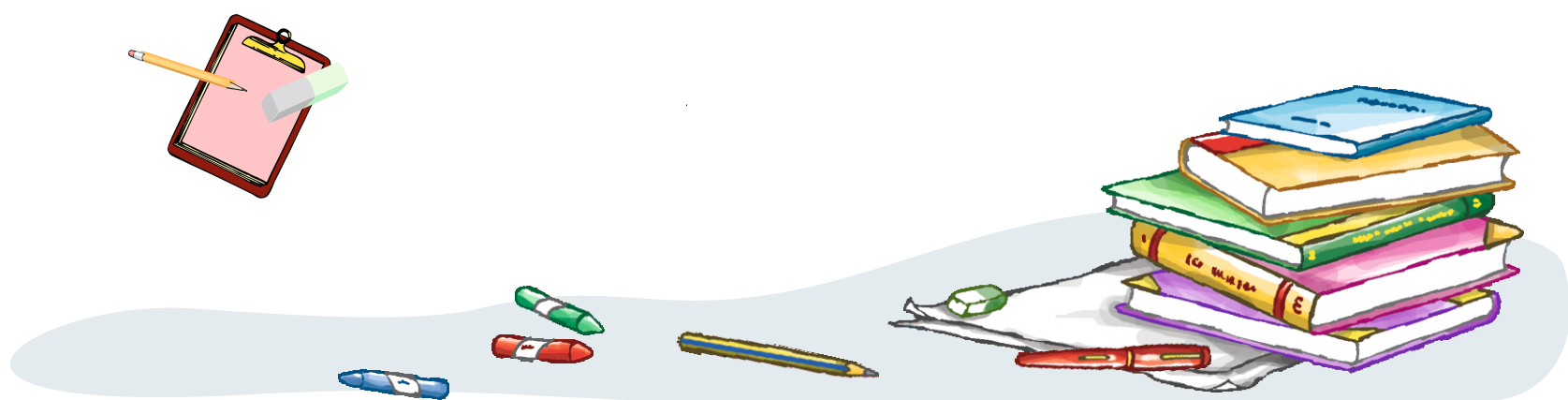
You are required to handover the books and stationery items, as per Stationery Deposit Detail, to the respective class teachers as per the given schedule. Kindly ensure that all items of your ward are duly labeled.

## Sector 20, Panchkula

Class	Date	Timings
Cocoon& Cocoon+	April 01, 2024	01:00 pm to 02:00 pm
II	April 01, 2024	09:30 am to 10:30 am
Nur	April 01, 2024	10:00 am to 12:00 noon
K.G	April 01, 2024	11:00 am to 12:00 noon
I	April 01, 2024	12:00 noon to 01:00 pm

## Suncity, Sector 20, Panchkula

Class	Date	Timings
Cocoon	April 01, 2024	11:00 am to 01:00 am
Cocoon+	April 01, 2024	11:00 am to 01:00 am



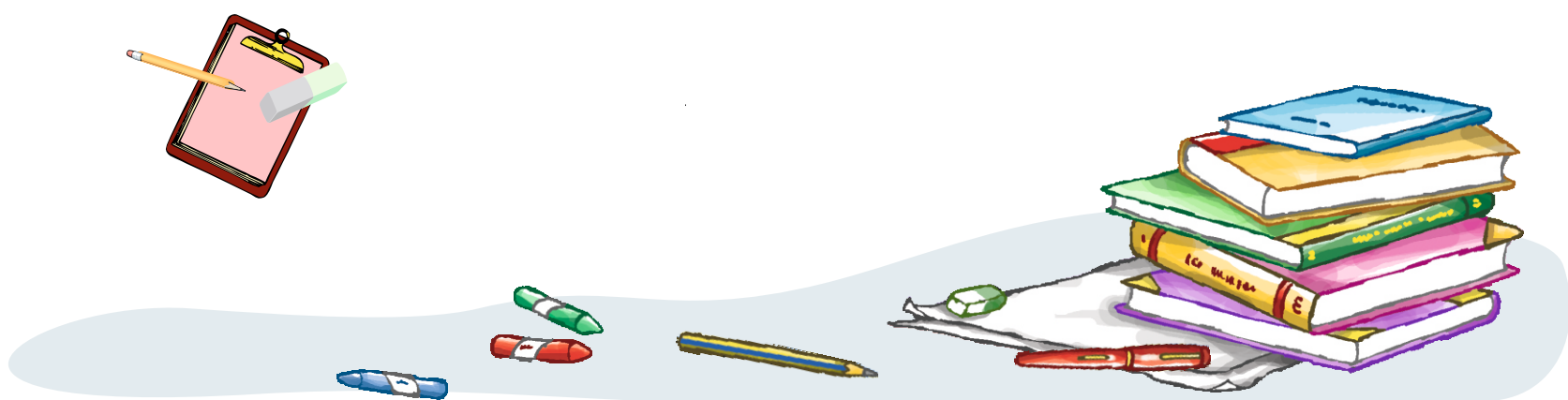
# Stationery Deposit Schedule

## Sector 29, Panchkula

Class	Date	Timings
Cocoon+	April 02, 2024	10:30 am to 11:30 am
II	April 03, 2024	10:30 am to 11:30 am
Nur	April 03, 2024	11:00 am to 11:30 am
K.G	April 03, 2024	11:30 am to 12:00 noon
I	April 03, 2024	12:00 noon to 12:30 pm

## Savitri Greens-II, Zirakpur

Class	Date	Timings
Cocoon & Cocoon+	April 02, 2024	09:00 am to 10:30 am
Nur	April 02, 2024	10:30 am to 11:30 am
KG	April 02, 2024	11:30 am to 12:30 pm
I	April 02, 2024	12:30 pm to 01:30 pm
II	April 02, 2024	12:30 pm to 01:30 pm



# Stationery Deposit Schedule

# Detail of School Uniform (Summer)



There is no uniform for Cocoon and Cocoon+.

## Boys & Girls (Classes Cocoon Plus - XII)

Shirts	Light blue with logo
Shorts	Blue Denim with bib (Cocoon Plus to K.G.) Blue Denim (I-V boys)
Trousers	Blue Denim (VI onwards boys )
Skirts	Blue Denim divided (I onwards girls)
Belt	Royal Blue with school logo on the buckle
Socks	Navy Blue with Light Blue border
Shoes	Black Sports Shoes (Plain Black Jogger Style - boys & girls) (With Velcro till Class V & with Laces for VI onwards)
House Dress (III-X)	T-Shirt (House Colour) White Shorts(III - V - boys) White Trousers (VI onwards boys) White Skirts divided (III onwards girls) White Socks with Four House Colour Bands White Sports Shoes (Plain White Jogger Style - boys & girls) (With Velcro for Classes III to V & with Laces for VI Onwards)



*In case of any problem or feedback regarding the uniform please feel free to contact our Coordinators on 9876612300 between 9.00 a.m and 3.00 p.m only on working days.*

## School Uniform Details

# Detail of School Uniform (Winter)

Boys & Girls (Classes I-XII)	
Shirt	Full sleeved white with logo
Trousers	Blue denim (Boys) (Girls optional)
Skirts	Blue denim divided (Same as in summer) (Girls)
Sweater	Royal Blue with grey & orange borders(full sleeves & sleeveless)
Jacket	Grey woollen (with hood & zipper) with logo (Compulsory)
Socks	Light grey woollen with royal blue border
Belt	Royal Blue with school logo.
House Dress (Class III-X)	
T-Shirt	Full Sleeves Round Neck (House Colour)
Lower	Grey woollen (Boys & Girls)
Boys & Girls (Classes Cocoon Plus - K.G)	
Track-Suit	Royal Blue with school logo
Full Sleeved T-shirt	Royal Blue with school logo
Sleeveles Sweater	Royal Blue with school logo
Socks	Light grey woollen with royal blue border
<b>Shoes</b>	<b>Same throughout the year for all classes</b>



## Please note

- Your ward's uniform should be just the right size- neither too small nor oversized.
- Girls must wear a plain white cotton hair band in case of short hair or make two plaits with white rubberband.
- Sikh boys are required to wear light blue 'Patka/Turban' in Summers and white Patka/Turban in Winters.
- The school shoes, both Black and White, should be Plain Jogger Style Sports Shoes (Adidas / Reebok Style)
- You may purchase the uniform and the shoes from any outlet provided they meet our specifications and standards in terms of colour, logo etc.

# School Uniform Details

# Transport Facility

## For students availing School Transport

- The school transport is an optional facility given to the students by the school and the school is not bound to provide it to every one.
- The School Transport In-charge will contact you and give you the complete detail about your ward's 'Bus Stop' and 'Timings' in the last week of March. It would be the parents' responsibility to pick and drop the child from/at the specified Bus Stop.
- The school coaches would not be routed entirely for individual convenience and any request for changes in the routes would be accepted only if feasible.
- All parents are requested to bear in mind that the school needs sometime (at least one week) to streamline the routes and timings of the buses in the beginning. So, you are requested not to panic. Kindly cooperate with the school.
- Our buses are installed with GPS and we provide SMS alerts to the parents on their mobiles, wherein the parent is informed just five minutes before the Estimated Time of Arrival(ETA) of the bus at the bus stop both in the morning and afternoon. The system also enables the parents to see the position of their ward's bus any time during the route on-line on the net through the App 'MyKids'.
- Every school bus is also fitted with three HD CCTV Cameras, two for internal view of the bus to record the activity in the bus and one for front view of the road from the driver's perspective. We have also installed Digital Video Recorders (DVR's) with hard disk to record the activity of atleast one week for every camera for reviews.
- There's a female attendant in every bus to ensure the safety of all children.
- Till grade I, own transport children are handed over only to authorized persons who have been issued an I-card by the school. It is mandatory for the authorized person to carry his/her I-card to pick up the child.
- You may contact the school **Transport Supervisor** through our **Helpline 9876612300** in case of any difficulty regarding transport.





# School Dues

- The school dues can be paid only 'On Line' through Net Banking, Credit/Debit Card, UPI or Cash through challan. Please **follow the link 'On-line fee payment' on school website [www.thegurukul.guru](http://www.thegurukul.guru). The Username and Password for logging in would be your ward's Admission Number.**
- The detail of Transaction Charges, as and if applicable, is mentioned on the Fee Portal.
- For any query regarding school fee or problem regarding online payment, please feel free to contact our **Accounts Executive** through our **Helpline 9876612300** between 9.30 a.m. and 3.00 p.m on working days.
- Last dates for depositing the fee charges for the 1st, 2nd, 3rd and 4th quarter are 10th April, 10th July, 10th October and 10th January respectively. **No reminder will be sent for the same. A late fee fine of Rs.100/- per day shall be levied after the lapse of the last date for the receipt of fee for each quarter. No applications with regard to omission of fine will be entertained. Parents are requested not to approach the Principal regarding late fee.**
- If a student fails to pay the School dues for 45 days from the due date, his/her name will be struck off from the school rolls. The child will then have to be re-admitted after seeking approval from the Principal, having made full payment of the school dues and fine.
- If there will be any fee outstanding at the closing of academic year, the Progress Report will not be issued.



**School Dues**

# General Instructions

## Please note the following:

- No student, once in school would be allowed to leave during working hours. Prior sanction, at least a day in advance has to be taken for any such leave. No half day leave would be entertained.
- We do not accept any item sent during working hours due to security reasons and also to inculcate a sense of responsibility in the students.
- No gifts are allowed on Birthdays. You may send two toffees per child if desired. Anything other than this will be sent back.
- We have a daily short '**Fruit Break**' for the students. They are required to bring any one fruit or Fruit Salad everyday and eat it during the break.
- '**Friday Special**'- To encourage the child to eat everything, the school specifies the tiffin for Fridays. Kindly follow the same to help us develop good eating habits in your child.
- Optional Meals, Snacks and Hot & Cold Beverages etc. are available off the counter in the School's in-house Canteen, Mama's Kitchen. (For classes Cocoon+ to II, Coupon Booklets for the meals have to be bought in advance from the School's Account Office).



## At the Pre-Primary level

- We lay stress on the Listening, Speaking and Reading skills. 'The Phonetic Way' is used to teach English. A special phonic CD for Cocoon Plus to KG has been developed to help the child learn and retain the language faster and better. The same can be downloaded from the [www.thegurukul.net](http://www.thegurukul.net).
- '**Show and Tell**' days are followed where the child is expected to bring his/her favourite toy/book/picture or anything else and tell the classmates about it. This helps the child become more confident and interactive.
- Wednesdays are observed as '**Activity Days**' for Classes Cocoon Plus to K.G wherein children are allowed to come in their casuals.

# General Instructions



# General Instructions

## Parent Login And School App

- All the information related to your ward is accessible through the Parent Login on the website [www.thegurukul.guru](http://www.thegurukul.guru) and the school App.
- You can check your ward's Home Assignments, Assessment Record, Attendance etc.
- You can also pay the school fee through the login.
- The username and password for the Parent Login is your ward's Admission Number.
- Applications for Leaves, Gate Pass, Transport Facility, Withdrawal of Transport etc can also be made through the school app.
- Photographs of various events held in the school are also shared in the Photo Gallery of the app.
- All Circulars, Birthday Wishes for students, Event Alerts etc can be accessed under the Notification icon.

## Online Classes During Leave

- We have the facility of 'Online Classes' for Grade I onwards, for all those students who are on long leave for any reason - may be travel, family function or god forbid, health reasons.
- Our completely equipped Hybrid classrooms have state of the art Infrastructure like HD Cameras and Wireless headphones with mics for teachers, backed with high speed dedicated internet leased line.
- Our teachers can teach the students physically present in the classroom and simultaneously the live feed from the smart board and the teacher's real time interaction is shared with students studying 'Online' from home or anywhere in the world.

# General Instructions

# Online School Fee Payment Solutions



## Net Banking



## Credit/Debit Card

- The Gurukul is the first school in the tricity to go cashless.
- The school dues can be paid only 'On Line' through Net Banking, Credit/Debit Card, UPI or Cash through challan.
- It saves time and energy.
- Can be done any time round the clock from the comfort of home/office from anywhere in the world.
- Generates an instant on-line receipt on payment of fee.

Be Smart 😊 Switch Over to the Smarter Modes of Fee Payment

**Smart Fee Solutions**



**THE GURUKUL**  
Affiliated to CBSE

**Sector-20, Panchkula**

E-mail : [principal@thegurukul.guru](mailto:principal@thegurukul.guru)

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