

DIARY

2025-26

**LEARN, LEAD, SUCCEED
THE MOUNTCREST WAY**



BIODATA & DECLARATION

(To be filled in by the parents)

Name:.....

Class: Adm. No. :

Date of Birth: Sex: M/F :

Height: Weight:..... Blood group:.....

Home Address:

.....

.....

Pin:..... Ph. No :

Father's Name:.....

Office Address:.....

E-mail: Ph.No :

Mother's Name:.....

Office Address:.....

E-mail: Ph.No.....

Name of other siblings studying at Mountcrest Academy:

1..... Class:

2..... Class:

Guardian's Name:.....Relationship with Student:.....

Address:.....

Pin:.....Ph.No:.....

Declaration By Parent

My signature below indicates that I have received, read and understood the rules & regulations of school, Code of Conduct and Attendance Policy. Parents should inform the school of any changes in residence, custody or contact Numbers.

All communications with the school through the diary must be endorsed by one of the below signatories.

Father's Name :Signature:

Mother's Name :Signature:

Guardian's Name :Signature:

Photo

THE HIGHEST STANDARDS WEREN'T
AVAILABLE SO WE CREATED THEM

THE NATIONAL ANTHEM OF INDIA

जन गण मन अधिनायक जय हे
भारत भाग्यविधाता
पंजाब सिन्धु गुजरात मराठा
द्राविड़ उत्कल बंगा
विन्ध्य हिमाचल यमुना गंगा
उच्छल जलधि तरंगा
तव शुभ नामे जागे
तव शुभ आशीष मागे
गाहे तव जयगाथा

जन गण मंगलदायक जय हे
भारत भाग्यविधाता
जय हे, जय हे, जय हे
जय जय जय जय हे!

“

The highest education is that which does not merely give us information, but makes our life in harmony with all existence.

- Rabindranath Tagore

General Information

ACADEMIC YEAR 2025-26

School Timings

Reception to Prep 1	Monday to Friday (Saturday Holiday)	09:00 AM to 1:00 PM
Prep 2	Monday to Friday (Saturday Holiday)	09:00 AM to 2:30 PM
Grade 1	Monday to Friday (Saturday Holiday)	08:30 AM to 3:00 PM
Grade 2 to Grade 10	Monday to Friday	8:30 AM to 3:00 PM
Grade 2 to Grade 10	Saturday In case of working Saturday.	09:00 AM to 1:00 PM

School Prayer

O God, please bring me out of the darkness of doubt and favour me with the light of comprehension. O God, open to us the doors of your mercy and unfold for us the treasure of your knowledge by your mercy. O the most merciful of the merciful ones.

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 always strive to be worthy of it.
I shall give respect
to my parents
teachers
and all my elders
and treat everyone
with courtesy.
To my Country
and my people
I pledge my devotion
In their well being
and prosperity
alone lies my happiness

Jai Hind



Parent Communication Guidelines

At Mountcrest Academy, we strive to maintain a smooth and effective communication process while ensuring that the academic environment remains undisturbed. To facilitate this, we request parents to adhere to the following guidelines:

Parents should refrain from calling the front office for trivial queries such as whether it is a working day. All such updates will be posted on the school app.

We are available via email and will respond to your concerns within 24 hours on working days.

For general queries, please email info@mountcrestacademy.com.

For escalations, you may contact the Director at athiq@mountcrestacademy.com.

Meeting Schedule

Meeting with Director/Principal/Vice-Principal

Parents may meet the Director, Principal, or Vice-Principal on any working day from 10:00 AM to 11:00 AM, but only with a prior appointment.

Meeting with Teachers

Thursday : 3:30 PM – 4:00 PM

Working Saturday : 1:30 PM – 2:30 PM

Parents are strictly requested not to disturb teachers during class hours. Teacher contact numbers will not be shared with parents. If parents have any concerns regarding their child's academics or well-being, they should reach out to the respective coordinators via the school contact number. 080-44328272/ 8792749646.

We appreciate your cooperation in maintaining a focussed learning environment for our students.

Student conduct & discipline policy

At Mountcrest Academy, we are committed to maintaining a disciplined, respectful, and enriching learning environment. In order to uphold the values and standards of our institution, all students are expected to follow the guidelines below. Repeated violations of these policies will be taken seriously and may result in permanent suspension.

1. Punctuality Policy

- Students arriving late to school will have the date marked with a red circle in the **late coming record** in school diary.
- After 3 instances of late arrival in a month: A 1-day suspension will be issued.
- Further late arrivals: Will result in a 3-day suspension.
- Habitual lateness may lead to permanent suspension.

2. Uniform Policy

- Students must wear the prescribed school uniform daily.
- Failure to wear the correct uniform will also be marked in diary under **school uniform default record**.
- After 3 violations in a month: A 1-day suspension will be enforced.
- Continued non-compliance will lead to a 3-day suspension.
- Repeated offenses may result in permanent suspension.

3. English-Speaking Policy

- Students are required to speak only in English on campus, except during language classes.

Consequences:

- 1st Violation: Written warning in the diary.
- 2nd Violation: English improvement activity (e.g., short essay or class speech).
- 3rd Violation: one day termination.
- Further violations may lead to a parent meeting and disciplinary notice.

4. Bullying & Use of Inappropriate Language

We have a zero-tolerance policy for bullying and the use of offensive or disrespectful language.

Consequences:

- First Offense: Verbal warning + written note + reflection task
 - Second Offense: Parent meeting + removal from activities + counselling
 - Third Offense: Suspension (up to 3 days) + permanent disciplinary record
- Severe or repeated cases will lead to permanent suspension.

5. General Disciplinary Policy

- Any habitual disciplinary issues, whether related to punctuality, uniform, behaviour, or language, will result in permanent suspension from the school.
- Respect toward school staff is mandatory. Under no circumstances should parents argue with school coordinators or staff. All concerns should be raised respectfully through the proper channels.

RECORD OF LATE COMING TO SCHOOL

Whenever a student comes late to the school, it will be marked by drawing a circle around the date

2025 APRIL	2025 MAY	2025 JUNE	2025 JULY	2025 AUG	2025 SEPT	2025 OCT	2025 NOV	2025 DEC	2026 JAN	2026 FEB	2026 MAR
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30		30
	31		31	31		31		31	31		31
Teacher's Sign											
Parent's Sign											


SCHOOL UNIFORM DEFAULTER RECORD

Date	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											
26.											
27.											
28.											
29.											
30.											
31.											

LEAVE RECORD

In the event of a student's absence from school, parents must provide an explanation for the student's absence. Beyond that, in case of absence on medical grounds, an application duly signed by parent along with Medical Certificate and prescription is a must.

SL. No.	Reason for leave	Date	No. of Days	Signature of Parent	Signature of Teacher
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			



LEAVE RECORD

In the event of a student's absence from school, parents must provide an explanation for the student's absence. Beyond that, in case of absence on medical grounds, an application duly signed by parent along with Medical Certificate and prescription is a must.

SL. No.	Reason for leave	Date	No. of Days	Signature of Parent	Signature of Teacher
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			
		From			
		To			

LIBRARY CARD

[illegible]

[illegible][illegible]

NOTES TO PARENTS / GUARDIAN

The school requests the kind co-operation of the Parents / Guardian so as to ensure that qualitative education and discipline is instilled in the child. Towards this objective it is important that the school and the Parents / Guardian have to work in close co-operation.

We would therefore request the Parents / Guardian to adhere to the following:

- ❑ Parents/Guardian are requested to regularly peruse the Hand Book and Home Assignment Book.
- ❑ Remarks of the Teacher in the Diary be regularly perused and signed by the parent. Your co-operation is very essential for the performance of the pupil.
- ❑ Pupil must be present at school on or before 8: 30 AM.
- ❑ If you observe that your child is unable to follow the lessons, the school Coordinator/Academic Director should be consulted.
- ❑ No student will be allowed to appear for any assessments/exams, unless all school dues have been cleared before the respective examination.
- ❑ ***Without the written request from the parents / guardian and permission from the school coordinator, pupil will not be allowed to leave the school during the school hours.***
- ❑ It is compulsory for the parents to attend the PTM & Parent's workshops to assess their child's progress and performance. Attendance in these events carries marks.
- ❑ The school attaches a high degree of importance to discipline so that the children imbibe the right habits and moral values. The school does not tolerate any kind of indiscipline and would from time to time apprise the parents in case of any breach. Parents are requested to co-operate in the best interest of the Child so that they are properly molded.
- ❑ The school is very particular about the uniform and the observance of hygiene. The school therefore requests the parents to ensure that their children's uniform is properly washed and ironed. Shoes should be properly polished. Students will not be permitted to attend classes if found in improper uniform, (such as incorrect shoes, socks, trousers, shirts, etc...).
- ❑ Students must wear the Identity card to school. Parents must also pay great attention to the hair, nails and other aspects which health and hygiene demand. Make sure children take bath daily. The school will report any violations to this aspect to the parents and parents are requested to co-operate and take remedial measures.
- ❑ Pupil leaving the school during the year will have to pay the full fees of that term.
To request a Transfer Certificate, ensure your application reaches the school office at least one week prior. For TC applications submitted at the end of the academic year, they must be received by December 30, 2025. Any late submissions require parents to settle the first-term fee for the upcoming academic year before TC is issued.
- ❑ Pupil are themselves responsible for their own books, pencils, tiffin carriers or any other article they may bring to school.
- ❑ It is compulsory for the children to speak in English within the school campus & in school van.
- ❑ Irregular attendance, neglect of home assignment, disobedience and disrespect towards elders and members of the staff or bad moral influence, justify disciplinary action.
- ❑ We would request the Parents to see that the students keep their Text / Note books neatly and carry only those books required as per time table. (If your child is not having Time Table please contact school office for the new copy of time table).
- ❑ No classes during PTMs for the students. Students should accompany parents for PTMs.
- ❑ No classes for students during parenting workshop.

- ❑ Lyceum parent app is designed to act as a medium facilitating effective communication between parents and teachers. Its scope is, therefore, extended beyond that of a mere almanac and rule book.
- ❑ Ensure that your ward brings the diary to school every day. Encourage him/her to note down the assignments carefully and regularly in the diary.
- ❑ Check the Lyceum app regularly for any entries/circulars from the school. The app may also be used to communicate with teachers and management.
- ❑ Read the contents of the diary carefully, Sign all the notes sent by the school.
- ❑ For holidays refer Calendar at the end of the Diary.
- ❑ For details on Events/Celebrations/PTM's/Assessments/Holiday's/Parenting Workshops and any other schedules please refer to the dairy. Separate communication will not be sent in this regard.

Home Assignments

- ❑ Regular assignments are given to students to reinforce the learning in school. Assignments also helps to inculcate good study habits among students.

Parents must ensure that their ward:

- ❑ Is regular in doing home assignments.
- ❑ Does the assignments on time.
- ❑ Submits the assignments on time.
- ❑ Do not discourage your child from playing in sand and water in the school as sand play and water play are an integral part in the curriculum.
- ❑ Please keep your child's nails trimmed all the time.
- ❑ Please intimate the school in writing immediately about any change in contact numbers, address or emails ids.
- ❑ Avoid talking to the coordinator, teachers and assistant about your child's progress while dropping and picking up your child.
- ❑ A parent teacher meeting is organized regularly to discuss your child's progress.
- ❑ Parent's/Guardian are strictly discouraged from following the children during school trips.
- ❑ Avoid calling the school out of fear that your child is likely to be ill at ease on a particular day.
- ❑ If your child remains uncomfortable at school then the co-ordinator/teacher will give you a call.
- ❑ Do not send any toys or articles with the child to the school. In case the child brings home any toys or spare part of any toy belonging to the school, kindly do return the same on the next working day.
- ❑ Toddlers who are not toilet trained should carry extra pair of clothes with them every day to the school in a separate eco-friendly bag.

Transportation:

Please note that the school does not offer transportation services. Parents are kindly requested to make independent arrangements for their child's commute. Additionally, the school is not responsible for transportation managed by third-party vendors.

“

The best preparation for tomorrow
is doing your best today.

- H Jackson Brown Jr.

Parent's Code of Conduct:

Parents play an important role in the education of their children, and must support the efforts of the school staff in maintaining a safe and respectful learning environment for all students. Therefore, all parents are expected to:

- ☐ Show an active interest in their child's school work and progress.
- ☐ Communicate regularly with the school.
- ☐ Help their child to be neat, appropriately dressed, and prepared for school.
- ☐ Ensure that their child attends school regularly and on time.
- ☐ Promptly report to the school about child's absence or late arrival.
- ☐ Show that they are familiar with the school Code of Conduct, and rules.
- ☐ Encourage and assist their child in following all the school rules.
- ☐ Assist school staff in dealing with disciplinary issues involving their child.

Parent's Rights and code of Conduct

Parents have the right to:

- ☐ Be informed about their children's education progress.
- ☐ Be treated fairly and with respect.
- ☐ Be able to express their ideas and give their opinions in all matters regarding school policies and procedures.
- ☐ Meet with school personnel at mutually arranged times.
- ☐ Be informed about the school policies and events.
- ☐ Have their children benefitting from all school resources and opportunities.
- ☐ Have the opportunity to take part in school activities and voice their opinions regarding policy matters.

The school does not tolerate any kind of bullying, intimidation, verbal and/or physical harassment towards its administrators, staff, students, volunteers, or any other member of the school community. Mountcrest Academy reserves the right to deny access to the school property to any person (including parents /guardian) who show or express any kind of violence or disrespect towards any member of the school community including Teaching & Non-Teaching staff, Board members , Housekeeping staff, Security guards, etc.

“

If people respect you, respect them back.
If they disrespect you, respect them back.
They represent their ideology and you represent yours.

Uniform

All students should wear the prescribed school uniform on all school days, school functions and/or when representing the school as a group.

Sports Uniform - Sports T-shirt, White shoe, White Socks

Regular Uniform - White shirt, Green Pant, Blazer, Green socks, Black Shoe, Tie/Scarf.

Day	Reception to Prep 2	Grade 1 to Grade 10
Monday	Sports Uniform with white shoe & white socks.	Sports Uniform
Tuesday	Sports Uniform with black shoe and green socks.	Regular Uniform
Wednesday	Sports Uniform with white shoe and white socks.	Regular Uniform
Thursday	Sports Uniform with black shoe and green socks.	Regular Uniform
Friday	Sports uniform with white shoe and green socks.	Sports Uniform
Saturday	No Classes	House Color

Rules Regarding School Uniform

- ☐ ID Card is mandatory. Student will be treated absent in absence of id card.
- ☐ **Events & Celebrations - Regular Uniform except if any other communication from school.**
- ☐ Every student must come to the school in clean and well – ironed uniforms.
- ☐ Regular uniform to be worn during tests and examinations.
- ☐ Shoes must be polished daily.
- ☐ Hair to be combed neatly, no fancy hair bands, clips will not be allowed.
- ☐ Watches are not permitted.
- ☐ Nails to be trimmed regularly.
- ☐ Repeated occurrence of non-compliance will lead to disciplinary actions including termination.
- ☐ In case of loss of id card, a new one will be issued. An application along with prescribed fee should be paid in admin office. Turn around time for the below requests is 10 working days.
- ☐ Replacement of Photo Id Card - Rs. 100/- .
- ☐ Replacement of tag Rs. 60/-
- ☐ Replacement of holder Rs. 50/-

“

YOU CAN HAVE ANYTHING YOU WANT.

IF YOU DRESS
FOR IT.

- EDITH HEAD -

Absence

attendance ~~MATTERS~~

- ☐ Parents are required to call the school office before 09:00 AM each day that their child is expected to be absent.
- ☐ Absent students are expected to make up for any missed school work or assignments.
- ☐ Students who fail to make it up for the missed assignments may receive failing grades for the missed work.
- ☐ Parents should enter the details of absences in the leave record.

Note: Students failing to achieve 80% of the attendance in a calendar year will not be allowed to write final exams.

Long Term Absences:

- ☐ Parents must submit a long-term absence (or more consecutive school days) request form to the Principal /School Coordinator for approval. Parents should make up the missed classes due to long absence of more than a week. Teachers will not be able to make up the missed classes of a student due to long term absence.

Missed Assignments and Exams due to Absences:

- ☐ Absent students are expected to make up for all the missed work.
- ☐ Students who fail to make up for the missed assignments and exams should expect to receive failing grades for all the deliberately missed assignments and exams.

Attendance and Punctuality :

- ☐ The Principal/School Coordinator may contact parents of the children who are chronically late or absent from the school.
- ☐ Parents are requested to call the school as early as possible once they know that their children are going to be late or absent.

Parent Pickup :

- ☐ After arriving at the school, students are not permitted to leave the school premises.
- ☐ Parents who need to pick up their children before the end of the school day need to inform the school front desk and sign an early release form/log before picking up their children.

Non-parent Pickup :

- ☐ Parents are the only people authorized to pick up their children from the school.
- ☐ Friends and relatives will require written permission from the parents/legal guardians if they are to pick up others children.
- ☐ Parents need to call up Principal/Vice Principal in case of a non-parent pickup. If any regular non-parent pick-up is required then additional ID card will be issued to such persons upon payment of Rs. 50/- for additional ID card.

Emergency Leave and Doctor's Appointment :

Doctor's appointment should always be scheduled after school hours or over the weekend. If it is unavoidable, children should return to school at the end of their appointment if they are done before the end of the day. In such cases, parent need to sign them in and out at a special register at the school office.

Medical illness :

Parents are requested to keep their ill kids at home.

"A child with a fever of 38°C or 99.4°F or above must not attend school."

A returning child from a sickness must be "fever-free" for 24 hours before coming back to school. Please send a doctor's note if your son or daughter has been away for more than three consecutive days.

Contagious Diseases :

Parents must notify the school immediately if any of their children appear to have a contagious disease such as chicken pox, measles, tuberculosis, mumps, impetigo, pinkeye, ringworm and lice. Further, children with these illness must stay at home until a doctor permits them to go back to school.

Administrating Medication :

The school is not permitted to provide any kind of medication to students unless it is permitted in writing by parents. Thus, parents are required to provide written notes in order to allow the school staff to administer their children's medication that is supported by doctor's prescription.

Emergencies :

In the event of an illness or an injury, parents will be contacted immediately. If a child needs immediate attention, the school will act to protect the health and the well-being of the student while the parents are being contacted. The person designated as your child's emergency contact should be someone who can reach the school in a reasonable length of time. If you, or the person designated as your emergency contact cannot be reached, the school will call 101. In extreme situations, the school may take children to a proper Medicare center before contacting the parents. For this reason, it is essential that parents immediately notify the school whenever there is a change in their contact.

SUSPENSION

The Principal has the authority to suspend any student who seriously violates the school Code of Conduct. In the event of a suspension, the parents will be called to take the child home and be informed of the reason for the suspension. It is expected that the parents will take appropriate measures in support of the school.

We ask that parents use this time to reinforce the expectations of the school and to help the student to reflect on their choices. The child will be given assignments to do to avoid falling behind. The parents are responsible for the completion and return of the work. Upon return to school, a conference will be arranged between the child, the parents, the teacher, and the principal/school coordinator to ensure that inappropriate behavior will not reoccur. The student may also be put on a home/school behavior contract. Parents will be called for a conference to implement suspension or expulsion. Once expelled, the student may not be enrolled again at the Mountcrest Academy.

School Property Protection Responsibility

If a student causes damage to any school property, he/she will be asked to replace it. The school properties include: Textbooks, Computers, Montessori materials, Playground equipment, desks, tables, lights, window, lab equipment, etc.



Snacks / Tiffin

To support our healthy active school mission, please make sure your kid's lunch is light & nutritious. Fast food is not encouraged in the school campus. Please pack adequate quantity of food, which will provide sufficient nutrition to the child.

- ☐ Please label the child's snacks box & water bottle using a permanent marker.
- ☐ Eating snacks is a circle time activity and we encourage sharing of snacks.
- ☐ We encourage inculcating independent eating habits in the children, so please do not send meals like Sambhar & curries etc unless your child can eat it independently. Non-veg food should not be sent to school.
- ☐ No milk and feeding bottles to be sent to school.
- ☐ Please do not expect your child to finish eating the entire snack box.
- ☐ The teachers will always encourage the child to finish the snacks sent in the snacks box but will not force the child.
- ☐ Under no circumstances teacher's to be held responsible if students do not finish their lunch box.
- ☐ It is the students responsibility to take care of their belongings and lunch box/bags. Management will not be responsible for any loss or misplacement of their boxes.

Junk food is strictly prohibited.

Following is the list of fast food (Junk food)

- ☐ Chips, Packaged Chips, Burger, Chocolates
- ☐ Buns/Cream Buns, Cakes/Pastries
- ☐ Processed Foods, Aerated Tetra packs



**Nutrition Is The Key To Overall Good Health And
Proper Nutrition Is Essential For Us To Look,
Think And Perform At Our Best.**

Fee Payment Details

FIELD TRIPS /EDUCATIONAL VISITS:

A variety of field trips/educational visits will be provided for the Pupil. By signing the confirmation form or agreeing to be bound by these terms and conditions the parents consent to the Pupil taking part in any field trip/educational visit. All field trips/sports practice are compulsory (Non-paid ones).

If any paid trips are there, parents will be notified a week advance about the same. The Pupil shall be subject to School discipline in all respects whilst engaged in an educational visit. All additional costs (such as medical costs, taxis, air fares, or professional advice) incurred to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the fees invoice. The School reserves the right to prevent the Pupil from taking part in an educational visit while overdue Fees remain unpaid. Parents/guardians are not allowed to follow their ward during the field trips/educational visits.

SCHOOL ANNUAL DAY

This cultural extravaganza will showcase the talents of our young superstars and will give them an opportunity to overcome their stage fright at a very young age.

There will be annual day which should be paid before 31st December of the current academic year.

It is compulsory for all the students to participate in this event. If a student is not present during the above said dates due to unavoidable circumstances also they need to pay the annual day fee.

This is the only paid event which is compulsory to all students and all parents must cooperate by paying the said annual day fee before the given date.

The annual day cost includes required costumes for one performance for the student in case if any student participates in more than one event, then additional costumes should be procured by student.

Reception to Prep 2 - Rs. 2200/-

Grade 1 to Grade 4 - Rs. 2500/-

Grade 5 to Grade 6 - Rs. 2800

Grade 7 to Grade 10 -Rs. 3000/-

ASSESSMENT POLICY

Mountcrest Academy follows a comprehensive and skill-based assessment approach that emphasizes understanding, application, and communication. Assessments are designed to suit the nature of each subject and to support the overall development of our students.

1. English, Kannada & Hindi (LSWR Model)

Assessment is equally distributed across the four key language skills:

- Listening – 25%
- Speaking – 25%
- Reading & Writing – 50% (combined)

Focus: Language fluency, comprehension, creativity, and grammar.

2. Arabic

- Assessment Type: Oral Only
- Components:
 - Reading from Arabic text
 - Translation into Urdu (primary)
 - For students unfamiliar with Urdu, translation will be done in English
 - Basic Urdu reading will be taught to all students to support Arabic learning

3. Islamic Studies

- Oral Presentation – 50%
- Oral Quiz (Written prelims) – 50%
- Topics based on in-class discussions and lessons

4. Deeniyat Assessment

Type: Oral Only

Components:

Hadeeth: Recitation along with meanings (in English or Urdu, as per student's preference)

Duas & Surahs: Memorization and correct recitation (meanings not required)

Islamic Etiquettes (Adab): Understanding of key etiquettes and their practical implementation in daily life

Sunnahs: Practical demonstration of important Sunnahs, including: Wudhu (Ablution) – step-by-step demonstration

Salah (Prayer) – correct posture and order of actions

Additional Sunnahs like greeting, eating manners, entering/leaving the masjid, etc.

The Deeniyat assessment aims to build not only Islamic knowledge but also character and daily practice, in alignment with core values of the faith.

ASSESSMENT POLICY

5. Computing

- Theory – 50% & Practical – 50%

Focus: Digital literacy, coding, and application-based tasks.

6. General Knowledge (GK)

- Assessment Type: Written preliminary round & Oral Quiz
- A Current Affairs Booklet will be provided to students as preparation material

Focus: Awareness of local, national, and international events.

7. Mathematics & Science

- Single Written Paper covering both subjects
- Includes conceptual and practical-style questions
- Sample questions will be provided to guide students' preparation

Assessment Guidelines:

- No retests will be given unless approved for valid reasons (e.g., medical)
- Students must complete all assessments to be eligible for final evaluations
- Oral assessments are conducted in a respectful, supportive, and age-appropriate manner
- Feedback will be shared with parents through regular reports and PTMs

House Point System

Mountcrest Academy uses a House Point System to encourage healthy competition, teamwork, and overall student development. Each student is assigned to a House, earning points throughout the year based on performance, behavior, and participation.

How Points Are Awarded:

Points are given for the following:

Academics: Performance in assessments and classwork

Discipline: Punctuality, uniform adherence, and behavior

Competitions & Events: Participation and success in:

Islamic Presentation & Quiz

General Knowledge (GK) Quiz

TEDx-style Presentations

Sports, debates, and other events

Teamwork & Leadership: Helping peers and showing initiative

Community Service & Conduct: Positive behavior and responsibility

Best House of the Year Award: At the end of the year, the House with the most points will be crowned Best House of the Year, receiving a House Trophy and special recognition at the Annual Awards Ceremony. This system encourages students to excel in academics, character, and extracurricular activities, fostering a spirit of unity and pride.

Mountcrest Academy's assessment system is designed to recognize individual strengths, promote active learning, and prepare students for academic and life challenges ahead.

English UT Plan

Unit number	Unit Name	Date of Assessment	Marks	Teacher's sign	Parent's sign
		Total Marks			

Science UT Plan

Unit number	Unit Name	Date of Assessment	Marks	Teacher's sign	Parent's sign
		Total Marks			

Mathematics UT Plan

Unit number	Unit Name	Date of Assessment	Marks	Teacher's sign	Parent's sign
		Total Marks			

Kannada UT Plan

Unit number	Unit Name	Date of Assessment	Marks	Teacher's sign	Parent's sign
		Total Marks			

Hindi UT Plan

Unit number	Unit Name	Date of Assessment	Marks	Teacher's sign	Parent's sign
		Total Marks			

Computing UT Plan

Unit number	Unit Name	Date of Assessment	Marks	Teacher's sign	Parent's sign
		Total Marks			

Social Science/Global Perspectives UT Plan

Unit number	Unit Name	Date of Assessment	Marks	Teacher's sign	Parent's sign
		Total Marks			

General Knowledge

Assessment Type	Date	Max Points	Points Scored	Teacher's Sign	Parent's sign	House Representing
Quiz 1		20				
Quiz 2		20				
Quiz 3		20				
Final Quiz		40				
Total Score		100				

Islamic Studies

Assessment Type	Date	Max Points	Points Scored	Teacher's Sign	Parent's sign	House Representing
Presentation 1		20				
Quiz 1		20				
Presentation 2		20				
Quiz 2		20				
Presentation 3		20				
Quiz 3		20				
Final Presentation		40				
Final Quiz		40				
Total		200				

TED-Ed style talks

House Representing : _____

Total points scored by TED-Ed style talks, Quizzes & Islamic Presentations will be added to the house represented by student.

Talk Topic	Date	Max Points	Points Scored	Teacher's Sign	Parent's sign
Topic 1 :		20			
Topic 2 :		20			
Topic 3 :		20			
Final Talk Topic :		40			
Total Score		100			



PROGRESSION TEST 1

monday	28/07/2025	Literacy skill & rhymes
tuesday	29/07/2025	Numeracy skills, Art & Craft
wednesday	30/07/2025	Awareness Skill
thursday	31/07/2025	Arabic
friday	01/08/2025	Montessori



PROGRESSION TEST 2

monday	22/09/2025	Literacy skill & rhymes
tuesday	23/09/2025	Numeracy skills, Art & Craft
wednesday	24/09/2025	Awareness Skill
thursday	25/09/2025	Arabic
friday	26/09/2025	Montessori



PROGRESSION TEST 3

monday	05/01/2026	Literacy skill & rhymes
tuesday	06/01/2026	Numeracy skills, Art & Craft
wednesday	07/01/2026	Awareness Skill
thursday	08/01/2026	Arabic
friday	09/01/2026	Montessori



ACHIEVEMENT TEST

wednesday	25/03/2026	Literacy skill & rhymes
thursday	26/03/2026	Numeracy skills, Art & Craft
friday	27/03/2026	Awareness Skill
monday	30/03/2026	Arabic
tuesday	31/03/2026	Montessori

ASSESSMENTS PREP 2



PROGRESSION TEST 1

monday	28/07/2025	Literacy skill & rhymes
tuesday	29/07/2025	Numeracy skills, Art & Craft
wednesday	30/07/2025	Awareness Skill
thursday	31/07/2025	Noorani Qaida
friday	01/08/2025	Montessori & Deeniyat



PROGRESSION TEST 2

monday	22/09/2025	Literacy skill & rhymes
tuesday	23/09/2025	Numeracy skills, Art & Craft
wednesday	24/09/2025	Awareness Skill
thursday	25/09/2025	Noorani Qaida
friday	26/09/2025	Deeniyat & Montessori



PROGRESSION TEST 3

monday	05/01/2026	Literacy skill & rhymes
tuesday	06/01/2026	Numeracy skills, Art & Craft
wednesday	07/01/2026	Awareness Skill
thursday	08/01/2026	Noorani Qaida
friday	09/01/2026	Deeniyat & Montessori



ACHIEVEMENT TEST

wednesday	25/03/2026	Literacy skill & rhymes
thursday	26/03/2026	Numeracy skills, Art & Craft
friday	27/03/2026	Awareness Skill
monday	30/03/2026	Noorani Qaida
tuesday	31/03/2026	Deeniyat & Montessori

TIME TABLE - GRADE 1

PROGRESSION TEST 1		
DATE	DAY	SUBJECT
28-07-2025	MONDAY	Maths
29-07-2025	TUESDAY	Science
30-07-2025	WEDNESDAY	English & Arabic
31-07-2025	THURSDAY	Kannada & Noorani Qaida
01-08-2025	FRIDAY	Deeniyat, Art & Craft

PROGRESSION TEST 2		
DATE	DAY	SUBJECT
22-09-2025	MONDAY	Maths
23-09-2025	TUESDAY	Science
24-09-2025	WEDNESDAY	English & Arabic
25-09-2025	THURSDAY	Kannada & Noorani Qaida
26-09-2025	FRIDAY	Deeniyat, Art & Craft

PROGRESSION TEST 3		
DATE	DAY	SUBJECT
05-01-2026	MONDAY	Maths
06-01-2026	TUESDAY	Science
07-01-2026	WEDNESDAY	English & Arabic
08-01-2026	THURSDAY	Kannada & Noorani Qaida
09-01-2026	FRIDAY	Deeniyat, Art & Craft

ACHIEVEMENT TEST		
DATE	DAY	SUBJECT
25-03-2026	WEDNESDAY	Maths
26-03-2026	THURSDAY	Science
27-03-2026	FRIDAY	English
28-03-2026	SATURDAY	Kannada
30-03-2026	MONDAY	Deeniyat
31-03-2026	TUESDAY	Arabic
01-04-2026	WEDNESDAY	Noorani Qaida

TIME TABLE - GRADE 2 & 3

PROGRESSION TEST 1		
DATE	DAY	SUBJECT
28-07-2025	MONDAY	Maths & Hindi
29-07-2025	TUESDAY	English & Noorani Qaida/Nazirah
30-07-2025	WEDNESDAY	Kannada & Computing
31-07-2025	THURSDAY	Science
01-08-2025	FRIDAY	Arabic, Art & Craft
02-08-2025	SATURDAY	Deeniyat

PROGRESSION TEST 2		
DATE	DAY	SUBJECT
22-09-2025	MONDAY	Maths & Hindi
23-09-2025	TUESDAY	English & Noorani Qaida/Nazirah
24-09-2025	WEDNESDAY	Kannada & Computing
25-09-2025	THURSDAY	Science
26-09-2025	FRIDAY	Arabic, Art & Craft
27-09-2025	SATURDAY	Deeniyat

PROGRESSION TEST 3		
DATE	DAY	SUBJECT
05-01-2026	MONDAY	Maths & Hindi
06-01-2026	TUESDAY	English & Noorani Qaida/Nazirah
07-01-2026	WEDNESDAY	Kannada & Computing
08-01-2026	THURSDAY	Science
09-01-2026	FRIDAY	Arabic, Art & Craft
10-01-2026	SATURDAY	Deeniyat

ACHIEVEMENT TEST		
DATE	DAY	SUBJECT
25-03-2026	WEDNESDAY	Maths
26-03-2026	THURSDAY	Science
27-03-2026	FRIDAY	English
28-03-2026	SATURDAY	Kannada
30-03-2026	MONDAY	Hindi
31-03-2026	TUESDAY	Arabic
01-04-2026	WEDNESDAY	Computing

TIME TABLE - GRADE 4 & 5

PROGRESSION TEST 1		
DATE	DAY	SUBJECT
28-07-2025	MONDAY	Maths & Hindi
29-07-2025	TUESDAY	English & Computing
30-07-2025	WEDNESDAY	Kannada & Nazirah
31-07-2025	THURSDAY	Science
01-08-2025	FRIDAY	Arabic , Art & Craft
02-08-2025	SATURDAY	Deeniyat

PROGRESSION TEST 2		
DATE	DAY	SUBJECT
22-09-2025	MONDAY	Maths & Hindi
23-09-2025	TUESDAY	English & Computing
24-09-2025	WEDNESDAY	Kannada & Nazirah
25-09-2025	THURSDAY	Science
26-09-2025	FRIDAY	Arabic , Art & Craft
27-09-2025	SATURDAY	Deeniyat

PROGRESSION TEST 3		
DATE	DAY	SUBJECT
05-01-2026	MONDAY	Maths & Hindi
06-01-2026	TUESDAY	English & Computing
07-01-2026	WEDNESDAY	Kannada & Nazirah
08-01-2026	THURSDAY	Science
09-01-2026	FRIDAY	Arabic , Art & Craft
10-01-2026	SATURDAY	Deeniyat

ACHIEVEMENT TEST		
DATE	DAY	SUBJECT
25-03-2026	WEDNESDAY	Maths
26-03-2026	THURSDAY	English
27-03-2026	FRIDAY	Hindi
28-03-2026	SATURDAY	Computing
30-03-2026	MONDAY	Kannada
31-03-2026	TUESDAY	Science
01-04-2026	WEDNESDAY	Arabic

TIME TABLE - GRADE 6,7 & 8

PROGRESSION TEST 1		
DATE	DAY	SUBJECT
28-07-2025	MONDAY	Maths
29-07-2025	TUESDAY	Science
30-07-2025	WEDNESDAY	English & Hindi
31-07-2025	THURSDAY	Computing & Arabic
01-08-2025	FRIDAY	Kannada
02-08-2025	SATURDAY	Global Citizenship

PROGRESSION TEST 2		
DATE	DAY	SUBJECT
22-09-2025	MONDAY	Maths
23-09-2025	TUESDAY	Science
24-09-2025	WEDNESDAY	English & Hindi
25-09-2025	THURSDAY	Computing & Arabic
26-09-2025	FRIDAY	Kannada
27-09-2025	SATURDAY	Global Citizenship

PROGRESSION TEST 3		
DATE	DAY	SUBJECT
05-01-2026	MONDAY	Maths
06-01-2026	TUESDAY	Science
07-01-2026	WEDNESDAY	English & Hindi
08-01-2026	THURSDAY	Computing & Arabic
09-01-2026	FRIDAY	Kannada
10-01-2026	SATURDAY	Global Citizenship

ACHIEVEMENT TEST		
DATE	DAY	SUBJECT
25-03-2026	WEDNESDAY	Maths
26-03-2026	THURSDAY	Science
27-03-2026	FRIDAY	English
28-03-2026	SATURDAY	Hindi
30-03-2026	MONDAY	Kannada
31-03-2026	TUESDAY	Computing & Arabic
01-04-2026	WEDNESDAY	Global Citizenship

TIME TABLE - GRADE 9-10

FORMATIVE ASSESSMENT 1

DATE	DAY	SUBJECT	Activity Submission Date
28-07-2025	MONDAY	English	18-07-2025
29-07-2025	TUESDAY	Kannada	18-07-2025
30-07-2025	WEDNESDAY	Hindi	18-07-2025
31-07-2025	THURSDAY	Math	18-07-2025
01-08-2025	FRIDAY	Science	18-07-2025
02-08-2025	SATURDAY	Social Science	18-07-2025

FORMATIVE ASSESSMENT 2

DATE	DAY	SUBJECT	Activity Submission Date
15-09-2025	MONDAY	English	10-09-2025
16-09-2025	TUESDAY	Kannada	10-09-2025
17-09-2025	WEDNESDAY	Hindi	10-09-2025
18-09-2025	THURSDAY	Math	10-09-2025
19-09-2025	FRIDAY	Science	10-09-2025
20-09-2025	SATURDAY	Social Science	10-09-2025

FORMATIVE ASSESSMENT 3

DATE	DAY	SUBJECT	Activity Submission Date
03-11-2025	MONDAY	English	31-10-2025
04-11-2025	TUESDAY	Kannada	31-10-2025
05-11-2025	WEDNESDAY	Hindi	31-10-2025
06-11-2025	THURSDAY	Math	31-10-2025
07-11-2025	FRIDAY	Science	31-10-2025
08-11-2025	SATURDAY	Social Science	31-10-2025

FORMATIVE ASSESSMENT 4

DATE	DAY	SUBJECT	Activity Submission Date
22-12-2025	MONDAY	English	20-12-2025
23-12-2025	TUESDAY	Kannada	20-12-2025
24-12-2025	WEDNESDAY	Hindi	20-12-2025
25-12-2025	THURSDAY	Math	20-12-2025
26-12-2025	FRIDAY	Science	20-12-2025
27-12-2025	SATURDAY	Social Science	20-12-2025

ACHIEVEMENT TEST

DATE	DAY	SUBJECT	
25-03-2026	WEDNESDAY	English	
26-03-2026	THURSDAY	Kannada	
27-03-2026	FRIDAY	Hindi	
28-03-2026	SATURDAY	Math	
30-03-2026	MONDAY	Science	
30-03-2026	TUESDAY	Social Science	

COLOURS DAY

Red Day	Pink & Blue Day	Yellow Day	Orange Day	Green Day
6th June 2025 Friday	4th July 2025 Friday	1st August 2025 Friday	12th September 2025 Friday	10th October 2025 Friday
Purple Day	White Day	Brown Day	Maroon Day	Red Day
7th November 2025 Friday	5th December 2025 Friday	2nd January 2026 Friday	6th February 2026 Friday	6th March 2026 Friday

MAY 2025

SUN		4	11	18	25
MON		5	12	19	26
TUE		6	13	20	27
WED		7	14	21	28
THU	1	8	15	22	29
FRI	2	9	16	23	30
SAT	3	10	17	24	31

JUNE 2025

SUN	1	8	15	22	29
MON	2	9 BAKRID HOLIDAY	16	23	30
TUE	3	10	17	24	
WED	4	11	18	25	
THU	5	12	19	26	
FRI	6 Red Day	13	20	27	
SAT	7 BAKRID HOLIDAY	14 HOLIDAY	21 Investiture Ceremony	28 Islamic Exhibition	

JULY 2025

SUN		6	13	20	27
MON		7	14	21	28 ^{PT1}
TUE	1	8	15	22	29 ^{PT1}
WED	2	9	16	23	30 ^{PT1}
THU	3	10	17	24	31 ^{PT1}
FRI	4 <small>Pink & Blue Day</small>	11	18	25	
SAT	5 <small>GK Quiz 1</small>	12 <small>1st Parenting Wokshop</small>	19 <small>Islamic Quiz & 1st presentation</small>	26 <small>Holiday</small>	

AUGUST 2025

SUN	31	3	10	17	24
MON		4	11	18	25
TUE		5	12	19	26
WED		6	13	20	27 <small>Ganesha Chaturthi Holiday</small>
THU		7	14	21	28
FRI	1 ^{PT1} <small>Yellow Day</small>	8	15 <small>Independence Day Celebrations</small>	22	29
SAT	2 ^{PT1}	9 <small>1ST PTM</small>	16 <small>TED-Ed talk 1</small>	23 <small>Mother's Day</small>	30 <small>HOLIDAY</small>

SEPTEMBER 2025

SUN		7	14	21	28
MON	1	8	15	22 PT2	29
TUE	2	9	16	23 PT2	30
WED	3	10	17	24 PT2	
THU	4	11	18	25 PT2	
FRI	5 EID MILAD HOLIDAY	12 Orange Day	19	26 PT2	
SAT	6 GK Quiz 2	13 Grand Parent's Day	20 Islamic Quiz & 2nd presentation	27 PT2	

OCTOBER 2025

SUN		5 DUSSEERAH HOLIDAY	12	19	26
MON		6 DUSSEERAH HOLIDAY	13	20 DIWALI HOLIDAY	27
TUE		7 DUSSEERAH HOLIDAY	14	21	28
WED	1 DUSSEERAH HOLIDAY	8	15	22	29
THU	2 DUSSEERAH HOLIDAY	9	16	23	30
FRI	3 DUSSEERAH HOLIDAY	10 Green Day	17	24	31
SAT	4 DUSSEERAH HOLIDAY	11 2ND PTM	18 Math Exhibition	25 2nd Parenting Workshop	

NOVEMBER 2025

SUN	30	2	9	16	23
MON		3	10	17	24
TUE		4	11	18	25
WED		5	12	19	26
THU		6	13	20	27
FRI		7 Purple Day	14	21	28
SAT	1 Kannada Rajyotsava Celebrations	8 HOLIDAY	15 TED-Ed talk 2	22 Science Exhibition	29 HOLIDAY

DECEMBER 2025

SUN		7	14	21	28
MON	1	8	15	22	29
TUE	2	9	16	23	30
WED	3	10	17	24	31
THU	4	11	18	25 CHRISTMAS HOLIDAY	
FRI	5 White Day	12	19	26	
SAT	6 GK Quiz 3	13 HOLIDAY	20 Islamic Quiz & 3rd presentation	27 HOLIDAY	

JANUARY 2026

SUN		4	11	18	25
MON		5 PT3	12	19	26
TUE		6 PT3	13	20	27
WED		7 PT3	14 SANKRANTI HOLIDAY	21	28
THU	1	8 PT3	15	22	29
FRI	2 Brown Day	9 PT3	16	23	30
SAT	3 TED-Ed talk 3	10 PT3	17 3rd PTM	24 HOLIDAY	31 HOLIDAY

FEBRUARY 2026

SUN	1	8	15	22	
MON	2	9	16	23	
TUE	3	10	17	24	
WED	4	11	18	25	
THU	5	12	19	26	
FRI	6 Maroon Day	13	20	27	
SAT	7 GK Quiz -Finals	14 HOLIDAY	21 Islamic talk - Finals	28 TED-Ed finals	

School Timetable

Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

MARCH 2026

SUN	1	8	15	22	29
MON	2	9	16	23	30 ^{AT}
TUE	3	10	17	24	31 ^{AT}
WED	4	11	18	25 ^{AT}	
THU	5	12	19 ^{UGADI HOLIDAY}	26 ^{AT}	
FRI	6 ^{Red Day}	13	20	27 ^{AT}	
SAT	7	14	21 ^{EID-UL-FITR HOLIDAY}	28 ^{AT}	

APRIL 2026

SUN		5	12	19	26
MON		6	13	20	27
TUE		7	14	21	28
WED	1 ^{AT}	8 ^{Results P1, P2, G1}	15	22	29
THU	2	9 ^{Results G2-G5}	16	23	30
FRI	3	10	17	24	
SAT	4	11 ^{Results G6-G9}	18	25	

School Timetable

Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Date:

Work Incomplete _____

Homework Not Done _____

Class Teacher's Signature _____ *Parents' Signature* _____

Date:

Work Incomplete _____

Homework Not Done _____

Class Teacher's Signature _____ *Parents' Signature* _____

Date:

Work Incomplete _____

Homework Not Done _____

Class Teacher's Signature _____ *Parents' Signature* _____

VISION

Our vision is to be recognized as one of the best providers of value added educational services in the world, based on our superior service, efficiency, integrity, innovation and teamwork. We ensure that all our students are prepared to face life's challenges and be productive citizens in our global society.

MISSION

Our mission is to create leaders, winners and achievers. We not only strive to give knowledge to students for their overall success in life but also to give wisdom for moral and character development and to create devotion to God in students.

● MAIN BRANCH

225, 1st Stage, 3rd Block,
HBR Layout, Bangalore - 560 043

● BRANCH

6, Shampur Main Road,
K.G. Halli, Bangalore - 560 045

● Contact Info

Phone : 080-44328272
E-mail : info@mountcrestacademy.com
Web : www.mountcrestacademy.com