

SOFIA CONVENT SCHOOL, SONIPAT

ANNUAL REPORT 2019-20

A. Introduction:

Sofia Convent School was established in the year 2000 and has completed its 20 golden years. We are glad to introduce our achievements of past session. We believe in that our institution plays an important role in the development of the society and the nearby rural areas. Sofian family believes in all round development through our specialized methodology called the EDUCARE which focuses on the holistic development viz. physical, mental, emotional and spiritual. We deem that every child is special and follow a NO CHILD LEFT BEHIND policy. We provide a healthy and safe environment to the students to grow so that they learn through experience and in collaboration.

B. School Campus- for the purpose of safety and segregation of students we have developed the school into 3 wings: Junior , Middle and Senior wings respectively

1. Junior Wing: For tiny tots (Pre-Primary classes to class 3rd) - who play separately, study separately, we have provided our little Sofians with the space to grow and learn. Their washrooms and water drinking area is totally out of the senior wings. We believe in happy classrooms for these small sofians and the school adopts a play-way method based on communication and experiential learning for our juniors. We conduct monthly activities for these juniors like- (Academic) Color-Days ,Hindi Poem Recitation Competition , English Poem Recitation Competition, Earth Day Celebration, (Religious Festivals) Independence Day Celebration, Gandhi Jayanti Celebration, Republic Day Celebration (Religious Festivals) Guru Purab Celebration, Eid Celebration, Christmas Day Celebration. Etc.

TRIPS: We believe in practical education and to make our students future ready, they have their separate trips. Our junior wing students on the 550th birth anniversary of Guru Nanak were taken to the Gurudwara to offer their prayers. The school has also conducted trips to theme parks like Mojoland, praptgarh farms, chichi dhani and jurrasic park so that they learn to conduct themselves in the outside world with enjoyment and fun and also inculcate human values in the process of doing so.

2. Middle-Wing (classes 4th to 8th) - Primary wing students are the second step of growth. Their classrooms are wide and airy with full of natural sunlight. Primary building is totally separate from the junior and the senior wing. We provide them one separate playground for their sports activity and enjoyment.

3. Senior-Wing (classes 9th to 12th) Our youngsters are sincere. They have different sports interest for this we provide a separate playground according to their choice of sports activities. Senior building and washrooms and water tanks are totally separated from small students. We also have separate washrooms for boys and girls with water filter installed in the water drinking areas.
4. Newly developed Senior Secondary Classes and Labs: the school has developed new classes for the upcoming classes 11th and 12th and has also developed modern labs viz. physics lab, chemistry lab, computer science lab.
5. Other rooms: the school has dance rooms, art/craft room, music room for the inculcation of hobbies and extra-curricular activities. These rooms play an important role in the various inter house activities.

C. Curriculum: We at Sofia convent school believing strong curriculum leadership. The curriculum of the school is planned very carefully to impart the 21st century skills and to make our students future ready. The beginning of the session is marked by the drafting of pedagogical plan for the upcoming session which includes all the lesson plans based on learning outcomes in a particular subject. It is also taken care that the students are provided at age relevant information and knowledge during the learning process. The process and flow of the curriculum is then checked with the help of various tools and meetings.

The school has a 6 period schedule along with a an additional long period reserved for sports activities. All students have to choose from one sport of their choice (kabaddi, hockey, kho kho, volleyball) keeping in view the latest guidelines from the CBSE. Students who are facing academic problems have to take compulsory Remedial Classes. In these classes we solve the queries of students and take their problems and try to solve them. The period reserved for remedial class is also used to polish the speaking, reading and writing skills of our students who face any difficulties.

D. Qualified And Experienced Faculty: All the staff members are qualified and experienced. Due emphasis is given on the in-house trainings given by the CBSE.

E. Teacher's training program: Time to time our teachers attend the training programs (capacity building programmes) by CBSE resource persons. We deem it necessary to upgrade ourselves for the development of our staff and the students. Our some training programs throughout the year are:

1. Ethics and integrity (2days) attended by Mr. Satya Chaudhary (Principal).
2. Happy classrooms (1Day) at Sehwaq International School - Mr. Satya Chaudhary, Ms. Karuna Solanki, Ms. Navita, Ms. Raman, Ms. Reetu Singh.

3. Career guidance and counselling (3 Days) at CBSE COE Patparganj - Mr. Satya Chaudhary (Principal).
4. Leading transformations in school (2 Days) at DPS Bhiwani Mr. Satya Chaudhary (Principal).
5. Creative and critical thinking Skills (2 Days) at CBSE COE Patparganj Mr. Satya Chaudhary (Principal) and Ms. Karuna Solanki.
6. Effective study skills and exams readiness (online CBP) - Ms. Navita Garg.
7. Teaching methodologies in English reading skills (Online CBP) - Mr. Satya Chaudhary.
8. Experiential learning through projects: (Online CBP) - Ms. Reetu Singh
9. Enhancing practical skills mapwork in geography (Online CBP) - Ms. Neetu
10. Bhasha kaushal (Online CBP) - Ms. Meenu
11. Essentials of lesson planning in science (Online CBP) -Ms. Reetu
12. गद्य / पद्य व्याकरण (HINDI) (Online CBP) - Ms. Meenu
13. Business studies teaching strategies (Online CBP) - Ms. Sandhya
14. Critical and creative thinking. (Online CBP) - Ms. Navita
15. Enhancing practical skills in biology (Online CBP) - Ms. Reetu
16. Teaching strategies and methodology in social science (Online CBP) - Ms. Neetu
17. Happy classrooms (Online CBP) - Ms. Tripta and Ms. Sweety.
18. Hindi Vyakran (Online CBP) - Ms. Rekha
19. Python (xi-xii) basics of python (Online CBP) - Ms. Sita
20. Health Promoting Schools (online CBP) - Ms. Ritu
21. Cyber security - introduction to cyber security and safety - Ms. Sita
22. Integration of arts in maths - Ms. Renu

F. EXAMINATION: The examination committee of Sofia Convent School focuses on conducting fair and stress free series of assessments throughout the year. The assessments taken all round the year include various means and methods like pen-paper tests, online tests, oral presentations, multi-disciplinary projects, art projects, educational trips etc. the pen and paper tests taken in an academic year are as follows:

1. Pre mid-term in May.
2. Midterms in September.
3. Post mid terms in December.

4. 2 pre-board examinations of class 10th and 9th.
 5. Annual examinations in March.
- G. SOF's OLYMPIAD: To expose our students to critical & logical thinking, the school encourages our students to take part in various Olympiads especially in the subjects like English, Math's, Science, and General Knowledge. The students have given excellent results with many students getting gold, silver and broze medals and 4 students have qualified for round II of the SOF Olympiads.
- H. INTER HOUSE ACTIVITIES: Sofia Convent School follows a house system to instill the sense of collaborative learning along with healthy competitiveness. We have four houses- (Himalaya, Nilgiri, Aravali and Vindhya). These houses conduct monthly inter house activities like:- declamations, inter house sports matches, interhouse dance competitions, rangoli competitions etc on a rotation basis. .Morning assembly conduction activity every week according to the houses. These house activities are helpful in holistic development of the children by role play or through drama/ skits. Nilgiri house stood first in the academic years 2019-20 ans 2018-19.
- I. Sports activities: Sofia Convent School has an active sports culture. We organize regular sports events for our students and are active participants is various CBSE cluster, block and district level games. In November 2019, KHEL MAHOTSAV was organized under the FIT INDIA WEEK wherein all our parents, teachers and students participated in the 2 days event. Parents were also involved in the collaborative event. Moreover, our 87 Students got talent certification and got certificates of appreciation under the KHELO INDIA APP and 13 Students were further selected for potential identification test at Jawaharlal Nehru Stadium Delhi.
- J. Gender role reversal: We prepare our students for the future that's why we provide them different mode of education as well as competitions according to modern society like- (Dance Competitions, Mehndi Competitions, Cooking Competitions (Fireless cooking activites). All such activities are developed with a thought to make our students more gender sensitive so that they can be more responsible and adopt the true ethos of our Indian Society which is based on parity of the genders.
- K. Health check- ups: The school organizes health check ups for our students twice in an academic year. We organized a health checkup in the month of February 2020 wherein a team of doctors and health Experts from Bhagwan Dass Multi Specialty Hospital checked our students for dental, eye and general hygiene issues. The school maintains health records for all the students. The school also takes part in immunization drives sponsored by the Government. Our students were given the MMR vaccine & polio vaccine and were also provided Iron- Zinc Tablets and Deworming tablets on various occasions in the academic year.

L. Eco-Club: Eco club members guide our Students that how we save our environment with the help of cleanliness, water conservation, recycling and, waste disposal and energy conservation. The eco-club members watch students' daily routine activity and spread awareness about the environment through various dramas/skits in the assembly. Our Eco Club members also presented a nukkad natak along with a SWACCH BHARAT RALLY in the village areas specifically Murthal to make the residents of the Murthal Village aware about the non-use of poly bags and waste disposal. As a community drive, our students also asked various questions/problems of the residents of the villages and provided solutions for it. Shopkeepers and commuters were asked to stop using poly bags and ensure waste disposal in an eco friendly way.

Eco Club members also participate in the occasional WASTE DISPOSAL of DRY/BIODEGRADABLE waste of our own school to make compost. For this purpose, the school has made 2 pits where the students can dump the bio-degradable waste and make it into compost. Non-Biodegradable items/wastes are segregated and sent for recycling. The school has also provided blue and green dustbins for all to segregate the waste.

In the new session, the school has resolved to stop the usage of poly bags and single use plastic from 1st April 2020. We also have provided RED dustbins for our students to put COVID related waste materials like masks, gloves etc keeping in view the COVID-19 situation.

M. Educational trips: We assume that education and entertainment are two sides of a coin and according to this context we also organised some educational trips for the students to places like- Khizr makbara (Sonipat), Paratapgarh Farms and eco village in Jhajjar and many more. On PRE-PRIMARY level we organised these trips on separate basis.

N. Awareness Workshops: Self awareness and alertness is an essential tool of today's life for this we conduct different types of workshops time to time on Good Touch and Bad Touch, Molestation, Sexual Harassment, gender sensitization etc.(For both boys and girls.). the school has an sexual harassment committee which takes on this responsibility of keeping our workplace for all persons safe. The Internal Complaint Committee handles all the matters of any kind of harassment in the school (for teachers as well as students) and presents its report to the SMC annually.

O. School Safety Committee and Disaster preparedness: We take full care of our student safety so, we also prepare them for any probable disaster that may concern their safety. For this reason we have created a safety committee in our school. Emergency drills like earthquake drills, fire drills, gas leak drill etc are carried on by the school to make our students aware of such situations and how to tackle them. These drills are conducted from pre-primary classes to the secondary classes.