**SAHODAYA SCHOOL COMPLEX, THRISSUR**

**(KIDS’ FEST, 2014 Manual)**

**Date: 21st & 22nd January, 2014**

**Venue: Kailasanadha Vidya Niketan, Mannuthy**

KIDS’ FEST, organized by Sahodaya School Complex, Thrissur, is a platform for the kids of LKG, UKG, Std I & II to display their talent. It is an attempt to build up their confidence early in life, to provide them opportunities to interact and enjoy. More than a competition it is actually envisaged as a festival, as the name suggests.

All the participating schools are requested to go through this manual to ensure proper conduct of the programme by the host school. Sahodaya is all about sharing and caring, hence the wholehearted support of every member is of utmost importance.

**General Instructions**

1. Only schools affiliated to CBSE which are members of Sahodaya School complex, Thrissur, are eligible to take part in the Sahodaya Kids’ Fest.
2. The competitions in various items are conducted in the following categories

Category 1 – Lower Kindergarten

Category 2 – Upper Kindergarten

Category 3 – Classes I and II

1. Participants securing first place with ‘A’ grade in the School Level selection shall be sent for the Sahodaya Level Kids’ Fest.
2. The Principal of the venue school will be the General Convenor of the programme. The following Sub Committees shall be constituted at the venue school for the smooth and effective conduct of the Kids’ Fest.
   1. Registration
   2. Reception
   3. Programme
   4. Stage, Panthal, Light & Sound
   5. Finance
   6. Food
   7. Accommodation
   8. Prizes & Certificates
   9. Publicity
   10. Judges
   11. Discipline
   12. Transport
   13. Appeal
3. **Appeal Committee**

The Appeal committee shall consist of the following members.

* + 1. President of Sahodaya School Complex, Thrissur (Chairman)
    2. General Secretary of Sahodaya School Complex, Thrissur
    3. General Convenor
    4. Convenor, Judges Committee
    5. Convenor, Programme Committee.

1. **The Judges Committee** shall appoint judges for the competition.
2. **Finance**

The funds for the Kids’ Fest shall be raised through four sources.

* + 1. Registration Fee from member schools: Rs. 1000/-
    2. Individual Participation fee: Rs.250/-
    3. Sale of food coupons.
    4. Sponsorship.

1. **Fee**

The Fee (School Reg. Fee+ Individual Participation Fee) shall be remitted to the SSCT vide a DD drawn in favour of the **Treasurer, Thrissur Sahodaya Complex**, payable at Thrissur.

1. **Registration:**

Registration will be done online through the Sahodyaya official website [www.sahodayathrissur.com](http://www.sahodayathrissur.com). Once the online registration is over, schools can generate the Participant IDs and Consolidated List of Participants from the same site. Once the IDs and Consolidated Lists are generated, they must be verified carefully and corrections, if any, must be incorporated before finalizing the same. **Corrections of no kind shall be incorporated at a later date.**

1. **Rules & regulations:**
2. A student can take part **only in one individual item and in any one of the group items**.
3. Participants are not allowed to perform any item wearing their school uniform.
4. The participants are instructed to report one hour prior to the stipulated time to collect the chest numbers.
5. A grace of 10 seconds will be given for each stage item.
6. Chest numbers should be returned to the stage volunteer as soon as the competition is over.
7. A meeting for the Team Managers of schools participating in Sahodaya Kids’ Fest will be held at the venue school. The Team Manager has to submit the ID cards along with the Consolidated List of Participants during this meeting.
8. **General Instructions regarding the competitions:**
   * 1. For each group item, two standbys can be registered in order to substitute the performers in the event of an emergency. However, substitution while performing on the stage will not be allowed.
     2. Certificates and prizes will be given only to those students who perform on the stage.
     3. Students registered as standbys need not pay any registration fee. They will not be issued any Participation Certificate, if they have not performed on stage.
     4. The qualifications and credentials of the judges shall be announced on the stage, before the commencement of each item.
     5. Once a competition is over, the stage managers shall do the tabulation work.
     6. The Organizing Committee shall appoint qualified and competent judges to judge the items. There shall be three judges for each item.
     7. Identity Card issued by the Sahodaya is compulsory for all participants, Escorting Teachers and Makeup Artists.

**LIST OF ITEMS**

**A. Category 1: Lower Kindergarten**

**Item Code. Item Time Remarks**

101Action Song – English 3 min. On Stage

102Action Song – Malayalam 3 min. On Stage

103 Story Telling – English 3 min. On Stage

104 Story Telling – Malayalam 3 min. On Stage

105 Pencil Drawing 1 hr. Off Stage

106 Colouring 30min. Off Stage

107 Abstract Reasoning 5 min. Off Stage

108 Memory Retention 5 min. Off Stage

109 Clay Modelling 30 min. Off Stage

110 Group Action Song – Malayalam 5 min. On Stage – 8 participants

**B. Category 2: Upper Kindergarten**

**Item Code. Item Time Remarks**

201 Action Song – English 3 min. On Stage

202 Action Song – Malayalam 3 min. On Stage

203 Story Telling – English 3 min. On Stage

204 Story Telling –Malayalam 3 min. On Stage

205 Pencil Drawing 1 hr. Off Stage

206 Colouring 30 min Off Stage

207 Show & Tell 2 min. Off Stage

208 Abstract Reasoning 5 min. Off Stage

209 Memory Retention 5 min. Off Stage

210 Clay Modelling 30 min. Off Stage

211 Group Action song – English 5 min. On Stage – 8 participants

212 Group Action song – Malayalam 5 min. On Stage – 8 participants

**C. Category 3: Classes 1 & 2**

**Item Code. Item Time Remarks**

301 Recitation – English 3 min. On Stage

302 Recitation – Hindi 3 min. On Stage

303 Recitation – Malayalam 3 min. On Stage

304 Story Telling – English 3 min. On Stage

305 Story Telling – Malayalam 3 min. On Stage

306 Pencil Drawing 1 hr. Off Stage

307 Colouring 30 min. Off Stage

308 Show & Tell 2 min. Off Stage

309 Abstract Reasoning 5 min. Off Stage

310 Memory Retention 5 min. Off Stage

311 Light Music – Malayalam 3 min. On Stage

312 Clay Modelling 30 min. Off Stage

313 Group Recitation – English 5 min. On Stage – 8 participants

314 Group Recitation – Malayalam 5 min. On Stage – 8 participants

315 Folk Dance –Individual (Common) 5 min. On Stage

**ITEMS, INSTRUCTIONS AND JUDGEMENT CRITRIA**

**Category 1: Lower Kindergarten**

1. Action song.

Right pronunciation, clarity, expression & appropriate actions

1. Story Telling: English & Malayalam

Right Pronunciation, expression, voice modulation, fluency

1. Pencil Drawing – A4 size paper will be provided. Topic will be given on the spot. Shading is not allowed.

Creativity, Neatness of Composition

1. Colouring: A given picture to be coloured using appropriate wax crayons.

Colour Combination, Neatness, Skill

1. Abstract Reasoning: Parts of a picture will be scattered. The child has to rearrange it to the original picture. The child who finishes first within the given time secures 1st Position.
2. Memory Retention:

Twenty Items will be displayed on a table. The child can have a glance at these items for 2 minutes. The child will be led out of the room & asked to recollect the names of the items.

The child who recollects the maximum number of items within stipulated time secures 1st Position. If more participants recollects within the stipulated time, the one finished in less time will win the First Position.

1. Clay Modelling: The child has to make a model out of synthetic clay. Two small boxes of 100gms each of any two colours can be used. Extra fittings of foreign materials are not allowed. No mould should be used. Tools can be used. The child can make only one object. If it is a theme the objects should be connected and presented as one.

Creativity, Originality, Neatness, Perfection.

1. Group Action Song: Based on Sruthy, Raga, Bhava & Thala. There should be uniformity in dress and actions.

Pronunciation, Clarity, Synchronization

**Category 2: Upper Kindergarten**

1. Action song Malayalam/English

Right pronunciation, clarity & appropriate actions, expressions

1. Story Telling – English & Malayalam

Right Pronunciation, expression, voice modulation

1. Pencil Drawing – A4 size paper will be provided. Topic will be given on the spot. Shading is not allowed.

Creativity, neatness, composition

1. Colouring: A given picture to be coloured using appropriate wax crayons.

colour combination, neatness, skill

1. Abstract Reasoning: Parts of a picture will be scattered. The child has to rearrange it to the original picture.

The child who finishes first within the given time secures 1st position.

1. Memory Retention: Twenty Items will be displayed on a table. The child can have a glance at these items for 2 minutes. The child will be led out of the room & asked to recollect the names of the items.

The child who recollects the maximum number of items within stipulated time secures 1st Position. If more participants recollects within the stipulated time, the one finished in less time will win the First Position.

1. Clay Modelling: The child has to make a model out of synthetic clay. Two small boxes of 100gms each of any two colours can be used. Extra fittings of foreign materials are not allowed. No mould should be used. Tools can be used. The child can make only one object. If it is a theme the objects should be connected and presented as one.

Creativity, Originality, Neatness, Perfection.

1. Group Action Song: Based on Sruthy, Raga, Bhava & Thala .There should be uniformity in dress and actions.

Pronunciation, clarity, synchronization

1. Show & Tell: Familiar objects are kept in a bag. Child has to pick one and say a few sentences about that object in English.

Knowledge of the topic, confidence, spoken language, fluency

**Category 3: Classes I & II**

1. Recitation Malayalam/English/Hindi:

Right pronunciation, clarity & voice modulation.

1. Story Telling – English & Malayalam:

Right Pronunciation, expression, voice modulation

1. Pencil Drawing – A4 size paper will be provided. Topic will be given on the spot. Shading is not allowed.

Creativity, neatness, composition

1. Colouring: A given picture to be coloured using appropriate wax crayons.

Colour combination, neatness, skill

1. Abstract Reasoning: Parts of a picture will be scattered. The child has to rearrange them to the original picture. The child who finishes first within the given time secures Fist position.
2. Memory Retention: Thirty Items will be displayed on a table. The child can have a glance at these items for 2 minutes. The child will be led out of the room & asked to recollect the names of the items.

The child who recollects the maximum number of items within stipulated time secures 1st Position. If more participants recollects within the stipulated time, the one finished in less time will win the First Position.

1. Clay Modelling: The child has to make a model out of the synthetic clay. Two small boxes of 200gms each of any two colours can be used. Extra fittings are not allowed. No mould should be used. One tool can be used. The child can make one or more than one object but it should be perfect.

Creativity, originality, neatness

1. Show & Tell: Familiar objects are kept in a bag. Child has to pick one and say a few sentences about that object in English.

Knowledge of the topic, confidence, clarity

1. Group Recitation: Competition will be separate for English & Malayalam. No. of participants: 8

Pronunciation, clarity & synchronization, modulation

1. Light Music: Film, Album, Devotional songs are not allowed.

Based on Sruthy, Raga, Bhava & Thala

1. Folk Dance: Thalam, abhinayam, vesha vidhanam, chuvadu vaipu, akaara sushama.

**AWARDS AND TROPHIES**

1. The participants who secure first, second and third positions with a minimum of 50% marks shall be awarded merit certificates in both individual and group items.
2. Participation certificates shall be given to \*all participants other than the winners of the first, second and third places. (\*See clause 11 (2 & 3) – Page 2)
3. No additional points are allotted for securing First, Second or Third Places.

**Fixing of Grades and Points for Individual Items:**

Grade A: 70% and above - 5 points

B: 60% to 69% - 3 points

C: 50% to 59% - 1 point

**Fixing of Grades and Points for Individual Items:**

Grade A: 70% and above - 10 points

B: 60% to 69% - 6 points

C: 50% to 59% - 2 point

**No grade/points for 49% marks and below**

1. Schools securing first, second and third position in total points shall be awarded Overall Champion, Runner Up and Third Place Trophies respectively.
2. Schools securing first position in every category shall be awarded with Trophies.
3. Individual trophies are instituted for the first, second and third positions in every category for every item.
4. For Group Items, the school winning any place is awarded with a trophy and the participants are awarded with individual trophies and Merit Certificates.

**APPEAL**

1. In case of disputes, if any, an appeal shall be filed in the specified Pro forma, given as Annexure B along with an appeal fee of Rs.2000/- within one hour of the announcement of the result. Appeal shall be filed only by the Principal/Team Manager of the school concerned. If the decision taken by the Appeal Committee is favourable to the applicant, the appeal fee shall be returned. If it is not favourable, the same shall be forfeited.
2. The Appeal Committee shall scrutinize the matter in detail, considering the legal and technical aspects of the issue. A detailed order shall be passed by the Appeal committee in the prescribed form (Annexure C).
3. The appeal Committee shall take a decision on the appeal, on the same day of receiving the appeal.
4. The appeal committee shall have the right to accept or reject an appeal after scrutiny.
5. The decision of the appeal committee shall be final and binding all.

**FOOD & ACCOMODATION**

* + - 1. Food and refreshments shall be arranged free of cost at the venue for the participants, one Escorting Teacher for every ten students per day, and the officials.
      2. However, two Escorting Teachers from a school will be provided refreshment free of cost, irrespective of the number of students.

1. Any request for additional snacks and lunch for teachers/staff has to be made in advance. The charge for additional snacks and lunch will be payable as per the instruction of the host school.
2. Detailed Menu will be distributed among the participating schools well in advance.
3. Classroom accommodation shall be provided to the participants.
4. **No arrangement shall be provided for overnight stay.**

**Programme Co-ordination Rules.**

* + - 1. Sahodaya School Complex, Thrissur shall be the only official body to decide up on all matters regarding the Kids' Fest.
      2. The venue school shall abide by the rules and regulations of the SSCT.

1. The Registration fee will be channeled through the SSCT. The expenditure on judges shall be met from this amount. The remaining amount shall be handed over to the venue school.
2. The venue school(s) shall charge for food coupons and also raise funds from local sponsors.
3. Banners, posters, arches and other hoardings for the publicity of the Kids' Fest shall bear the name of the Sahodaya School Complex, Thrissur prominently.
4. All the stages shall display banners with the name of Sahodaya School Complex, Thrissur.
5. An Office room shall be provided for the officials at the venue schools(s). They shall have the provision to use the facilities available in the school with the permission of the authorities concerned.
6. Food and accommodation of the SSCT Officials, Convenors, Joint Convenors and the judges shall be arranged by the Venue School(s).
7. **As it involves kids of Kindergarten and primary classes, effort must be made to get the programmes of one category completed on the very same day.**
8. **Care also must be taken to get all the programmes completed before 4.oo pm on both the days.**
9. The President of the SSCT shall preside over all the meetings. The details of the programme with regard to the Kids' Fest shall be fixed in consultation with the SSCT officials.
10. The Office bearers of SSCT shall be accorded prominence in the functions.
11. A separate file shall be maintained for all the paper works regarding the Kids' Fest. On completion of the Kids' Fest, this shall be submitted to the General Secretary along with the photographs/CDs of the function as well as the account statement.
12. Proper communication shall be maintained with the SSCT Officials with regard to the progress and proceedings, before, during and after the Kids' Fest.
13. The Kids' Fest is a prestigious programme involving all the CBSE Schools in Thrissur District. Hence, every attempt shall be made to make it grand, colorful and successful.
14. SSCT shall extend all possible help, support and guidance to ensure that the Venue School gets all the publicity, popularity and fame of hosting this mega event.

**INFORMATION TO THE JUDGES**

* + - 1. Every judge shall sign a declaration in the prescribed Pro forma (Annexure A) to the effect that none of his/her pupil/learner of relative is participating in that particular item.
      2. A separate room is arranged for the judges when they are not involved in the judgment.
      3. Before going to the judgment seat, every judge shall deposit his/her cell phone with the Judges in Charge and get a slip against it.
      4. In no case there shall be any public contact. Even talking to the people in the premises is to be avoided.
      5. Judgment of an item in a particular category will take place at a stretch inclusive of all clusters.
      6. There is no separate lunch break. As and when one particular category competition is over, the judges shall be escorted to the mess hall for lunch by the judges in charge. If the item prolongs, Tiffin will be served at the judgment seat which they shall consume when a particular cluster in a category gets over.
      7. There will be three lights on the stage – Red, Green and Yellow. Green indicates the starting of an item. Yellow indicates there is only one minute left. Red indicates the time limit is over. A grace of 10 seconds is provided for every stage item. If a participant exceeds this time limit, he/she is not eligible for any prize. In the stage where light indicator is not provided, bell system will be followed.
      8. In case, a technical fault occurs before half the time of an item, that event will be restarted; but if it happens after half time, that item can be performed again at the end of that particular cluster.
      9. All the non-stage items are to be valued in the venue itself.
      10. Before starting the judgment, the Stage Manager will announce the profile of the judges in each stage. So the profiles of the judges are to be given early enough to make necessary arrangements.

**Annexure A**

**SAHODAY SCHOOL COMPLEX, THRISSUR**

**KIDS’ FEST, 2014**

**Declaration**

(to be executed by the judges)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that none of my wards, pupils/learners or relatives is taking part in the item for which I am appointed as a judge/appeal committee member in the KIDS’ FEST, 2014.

I shall be responsible if anything occurs contrary to this declaration.

Signature:

Name:

Place:

Date:

**Annexure B**

**SAHODAY SCHOOL COMPLEX, THRISSUR**

**KIDS’ FEST, 2014**

**Pro forma for Appeal**

(to be filed in within one hour of the declaration of result)

1. Name of the student :
2. Name of the school :
3. Participated item :
4. Stage No :
5. Register No :
6. Code No :
7. Place in the competition:
8. Date and time of competition:
9. Date and time of declaring result:
10. Reason for filing appeal:
11. Signature of the participant:
12. Name and Signature of the Principal/Team Manager:
13. Name and Signature of the Sahodaya President/Secretary :
14. Date and time of filing appeal:

**For office use only**

1. Appeal No:
2. No. of appeal fee receipt :
3. Date and time of appeal received :
4. Time of hearing of the appeal :

**Remarks**

Signature of the Chairman, Appeal Committee:

Date:

**Annexure C**

**SAHODAY SCHOOL COMPLEX, THRISSUR**

**KIDS’ FEST, 2014**

**Order on Appeal**

Sub:

Ref:

Order No. and date:

Name and details of the participant:

Details of complaint:

Detailed Report:

Decision on appeal:

Place:

Date: **Chairman**

**Appeal committee**